

TRACY FINANCE COMMITTEE

MEETING AGENDA

Tuesday, September 24, 2024, 7:00 P.M.



Tracy City Hall Chambers, 333 Civic Center Plaza, Tracy

Web Site: www.cityoftracy.org

**THIS MEETING WILL BE OPEN TO THE PUBLIC FOR IN-PERSON AND
REMOTE PARTICIPATION PURSUANT TO GOVERNMENT CODE SECTION
54953(e)**

**MEMBERS OF THE PUBLIC MAY PARTICIPATE REMOTELY IN THE MEETING VIA
THE FOLLOWING METHOD:**

As always, the public may view the Tracy Finance Committee meetings live on the City of Tracy's website at CityofTracy.org or on Comcast Channel 26/AT&T U-verse Channel 99. To view from the City's website, open the "Government" menu at the top of the City's homepage and select "Finance Committee", then select "[View Finance Committee Meetings on YouTube](#)" under the "Boards and Commissions" section.

If you only wish to watch the meeting and do not wish to address the Finance Committee, the City requests that you stream the meeting through the City's website or watch on Channel 26.

Remote Public Comment:

During the upcoming Finance Committee meeting public comment will be accepted via the options listed below. If you would like to comment remotely, please follow the protocols below:

- *Comments via:*
 - **Online by visiting** <https://cityoftracyevents.webex.com> and using the following **Event Number: 2555 259 1512** and **Event Password: Finance**
 - ***If you would like to participate in the public comment anonymously***, you may submit your comment in WebEx by typing "Anonymous" when prompted to provide a First and Last Name and inserting Anonymous@example.com when prompted to provide an email address.
 - **Join by phone by dialing** [+1-408-418-9388](tel:+14084189388), enter [25552591512#3462623#](https://cityoftracyevents.webex.com/join?room=25552591512#3462623#) Press *3 to raise the hand icon to speak on an item.

- *Protocols for commenting via WebEx:*
 - *If you wish to comment on the "Consent Calendar", "Items from the Audience/Public Comment" or "Regular Agenda" portions of the agenda:*
 - *Listen for the Chairperson to open that portion of the agenda for discussion, then raise your hand to speak by clicking on the Hand icon on the Participants panel to the right of your screen.*
 - *If you no longer wish to comment, you may lower your hand by clicking on the Hand icon again.*
 - *Comments for the "Consent Calendar" "Items from the Agenda/Public Comment" or "Regular Agenda" portions of the agenda will be accepted until the public comment for that item is closed.*

Government Code Section 54954.3 states that every public meeting shall provide an opportunity for the public to address the Tracy Finance Committee on any item, before or during consideration of the item, however no action shall be taken on any item not on the agenda.

Full copies of the agenda are available on the City's website: www.cityoftracy.org

CALL TO ORDER
ROLL CALL

1. CONSENT CALENDAR

1.A Adoption of May 28, 2024, Regular Meeting Minutes

1.B Staff recommends that the Tracy Finance Committee receive an informational report on the status of the City Council's FY2024-25 Budget.

2. ITEMS FROM THE AUDIENCE - *In accordance with Council Meeting Protocols and Rules of Procedure, adopted by Resolution 2019-240, a five-minute maximum time limit per speaker will apply to all individuals speaking during "Items from the Audience/Public Comment". For non-agendized items, Finance Committee members may briefly respond to statements made or questions posed by individuals during public comment; ask questions for clarification; direct the individual to the appropriate staff member; or request that matter be placed on a future agenda or that staff provide additional information to the Finance Committee.*

3. REGULAR AGENDA

3.A Staff recommends that the Finance Committee recommend that the City Council adopt a resolution:

(1) Approving a 20% local match for the Safe Streets and Roads for All (SS4A) grant from the United States Department of Transportation;

(2) Accepting the SS4A grant in the amount of \$3,764,800;

(3) Appropriating to Capital Improvement Project 73201 (A) \$941,200 in funds from gas taxes (Fund 245) to provide for the local match and (B) the total SS4A grant funds, for a total project amount of \$4,706,000; and

(4) Authorizing the City Manager to execute the grant agreement and other documents to effectuate the grant.

3.B Staff recommends that the Tracy Finance Committee recommend that the City Council adopt a Resolution adopting an amended Operating and Capital Budget for the Fiscal Year ending June 30, 2024, and making such amended budget to be retroactively effective.

4. STAFF ITEMS

5. COMMITTEE ITEMS

6. ADJOURNMENT

Posting Date: September 19, 2024

The City of Tracy is in compliance with the Americans with Disabilities Act and will make all reasonable accommodations for the disabled to participate in employment, programs and facilities. Persons requiring assistance or auxiliary aids in order to participate, should contact the City Manager's Office at (209) 831-6000 at least 24 hours prior to the meeting.

May 28, 2024, 7:00 p.m.

City Hall, 333 Civic Center Plaza, Tracy

Web Site: www.cityoftracy.org

CALL TO ORDER – Chairperson Arriola called the meeting to order at 7:02 p.m.

ROLL CALL – Roll call found Chairperson Arriola and Co-Chairperson Bedolla present.

ACTION: Pursuant to AB2449 Co-Chairperson Bedolla requested that he attend the meeting remotely due to illness. Motion was made by Chairperson Arriola to approve this request, roll call found all in favor: passed and so ordered.

1. CONSENT CALENDAR – Motion was made by Co-Chairperson Bedolla and seconded by Chairperson Arriola to adopt the Consent Calendar. Roll call found all in favor; passed and so ordered.

1.A. Approval of April 29, 2024, meeting minutes. – **Minutes were approved.**

1.B Staff Recommends that the Tracy Finance Committee receive an informational report on the status of the City Council’s FY2023-24 Budget.

2. ITEMS FROM THE AUDIENCE – There were no items from the audience.

3. REGULAR AGENDA

3A. Staff recommends that the Tracy Finance Committee recommend that the City Council:

- (1) adopt Development Impact Fee Nexus Studies for the following functions: Parks (Neighborhood and Community); Public Facilities; Water and Recycled Water (Distribution, Supply, Treatment); Public Safety (Fire, Police, Communication Facilities); and Program Management (Master Plan areas of the City);
- (2) approve, increases in part and decreases in part, in Development Impact Fees for each such function to become effective 60 days after final adoption, including annual adjustments on July 1st of each year, using the Engineering News Record Construction Cost Index; and
- (3) rescind, as of the effective date of the new fees, the existing Development Impact Fees for each such function

Alison Bouley, Vice President Municipal and District Finance with Harris & Associates, provided the staff report and sought committee feedback.

Committee asked clarifying questions.

There was no public comment.

ACTION: Motion was made by Co-Chairperson Bedolla and seconded by Chairperson Arriola that the Tracy Finance Committee recommend that the City Council:

- (1) adopt Development Impact Fee Nexus Studies for the following functions: Parks (Neighborhood and Community); Public Facilities; Water and Recycled Water (Distribution, Supply, Treatment); Public Safety (Fire, Police, Communication Facilities); and Program Management (Master Plan areas of the City);
- (2) approve, increases in part and decreases in part, in Development Impact Fees for each such function to become effective 60 days after final adoption, including annual adjustments on July 1st of each year, using the Engineering News Record Construction Cost Index; and
- (3) rescind, as of the effective date of the new fees, the existing Development Impact Fees for each such function.

Roll call found all in favor; passed and so ordered.

- 4. STAFF ITEMS – None
- 5. COMMITTEE ITEMS – None
- 6. ADJOURNMENT – Time: 7:28 p.m.

ACTION: Motion was made by Chairperson Arriola and seconded by Council Member Bedolla to adjourn. Motion found all in favor; passed and so ordered.

The agenda was posted at City Hall on May 24, 2024. The above are action minutes. A recording is available on the City’s website.

Chairperson

ATTEST:

Clerk

Agenda Item 1.B

RECOMMENDATION

Staff recommends that the Tracy Finance Committee receive an informational report on the status of the City Council’s FY2024-25 Budget.

EXECUTIVE SUMMARY

Staff prepared this semi-monthly informational report regarding the status of the Fiscal Year 2024-25 City Council budget.

BACKGROUND AND LEGISLATIVE HISTORY

The chart below depicts the status of the Fiscal Year 2024-25 City Council budget, as of August 31, 2024. The City’s fiscal year began July 1, 2024 and ends June 30, 2025. Reporting through August 31, 2024, the City Council’s budget is within the available balance for each account line.

ORG	OBJ	PROJECT	ACCOUNT DESCRIPTION	ADOPTED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
12561101	5101		Salaries	62,940	9,683.20	0.00	53,257	15.40
12561101	5171		Fica/Medicare Taxes	4,538	740.92	0.00	3,797	16.30
12561101	5181		Employee Benefits	38,197	5,828.43	0.00	32,369	15.30
12561101	5212		Office Services	4,400	147.34	0.00	4,253	3.30
12561101	5228	ARRIOLA	Travel, Training & Membership	20,000	1,066.96	0.00	18,933	5.30
12561101	5228	EVANS	Travel, Training & Membership	20,000	0.00	0.00	20,000	0.00
12561101	5228	DAVIS	Travel, Training & Membership	20,000	0.00	0.00	20,000	0.00
12561101	5228	BEDOLLA	Travel, Training & Membership	20,000	1,192.49	0.00	18,808	6.00
12561101	5228	YOUNG	Travel, Training & Membership	30,000	3,260.04	0.00	26,740	10.90
12561101	5239		Professional Services	16,000	0.00	0.00	16,000	0.00
12561101	5311		Supplies	3,500	714.78	0.00	2,785	20.40
12561101	5335		Food	4,000	547.99	0.00	3,452	13.70
			TOTAL	243,575	23,182	0	220,393	

The Office Services line item is for expenditures related to printing and mailing.

Travel expenditures are allocated by Council Member. There are pending travel charges for Council Members related to recent and upcoming conferences, including the upcoming annual Cal Cities conference. The expenditures related to the travel are pending, as they were paid with a City Cal-card, resulting in a 30-day period of time before the expense is payable and reported in the general ledger.

Professional services are contracted services related to the implementation of the City Council’s Strategic Priorities.

The Supplies line-item is utilized for supplies utilized by the City Council such as office supplies, nameplates, name tags, plaques, keys to the City and City branded clothing.

With August being the 2nd month of the fiscal year, the budget is expected to be approximately 17% expended. The City Council's overall budget is 9% expended for the fiscal year. All budget categories with the exception of supplies are less than 17% expended for the fiscal year. The supplies budget is 20% expended for the fiscal year.

The budget report is inclusive of expenditures occurring through August 31, 2024; however, it is important to note that some expenses do have a delay. If a Cal Card was used for a purchase or has pending charges for recent travel, these expenditures may not be captured in the budget report.

The next semi-monthly report to the Finance Committee will be November 2024.

FISCAL IMPACT

The City Council's budget is funded through the City's General fund. There is no fiscal impact associated with this informational item.

STRATEGIC PLAN

This agenda item supports the Governance strategic priority, goal two, ensure short and long-term fiscal health.

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends that the Tracy Finance Committee receive an informational report on the status of the City Council's FY2024-25 budget.

Prepared by: Sara Castro, Director of Finance

Reviewed by: Bijal Patel, City Attorney
Karin Schnaider, Assistant City Manager

Agenda Item 3.A

RECOMMENDATION

Staff recommends that the Finance Committee recommend that the City Council adopt a resolution:

- (1) Approving a 20% local match for the Safe Streets and Roads for All (SS4A) grant from the United States Department of Transportation;
- (2) Accepting the SS4A grant in the amount of \$3,764,800;
- (3) Appropriating to Capital Improvement Project 73201 (A) \$941,200 in funds from gas taxes (Fund 245) to provide for the local match and (B) the total SS4A grant funds, for a total project amount of \$4,706,000; and
- (4) Authorizing the City Manager to execute the grant agreement and other documents to effectuate the grant.

EXECUTIVE SUMMARY

This agenda item seeks acceptance of a Safe Streets and Roads for All (SS4A) Grant award in the amount of \$3,764,800 from the United States Department of Transportation for the Citywide Systemic Safety Enhancements Project Capital Improvement Project (CIP) 73201. This CIP will allow for improvements at 10 locations along roadway segments that enhance traffic safety. As this grant requires a 20% local match, this item also seeks approval of the match requirement and an appropriation of funding in the amount of \$941,200 for the required local match from gas tax funds to Capital Improvement Project (CIP) 73201. As various documents will need to be executed during the administration of the grant, this agenda item also seeks an authorization for the City Manager to execute grant related documents up to the total project amount of \$4,706,000.

BACKGROUND AND LEGISLATIVE HISTORY

The United States Department of Transportation (DOT) released a Notice of Funding Opportunity to solicit applications for Safe Streets and Roads for All (SS4A) grants for Fiscal year 2023. The City of Tracy (City) applied for this grant opportunity for the Citywide Systemic Safety Enhancements Project, CIP 73201 (Project), on July 10, 2023.

The Project includes safety improvements at 10 locations along roadway segments with high concentrations of collisions. The improvements include edge line improvements, striping and signage, bicycle lanes, multi-use paths, pedestrian refuge islands and high-visibility crosswalks. The 10 locations and associated improvements are as follows:

1. **Amaretto Drive and Schulte Road Intersection:** Install high visibility crosswalk and signage.
2. **Parker Avenue and Eaton Avenue Intersection:** Install high visibility crosswalk, light-emitting diode (LED) stop signs, striping improvements, and raised pavement markings.
3. **Holly Drive from Larch Road to Sloan Court:** Add roadway segment lighting, bike lanes with green paint, and remove vegetation from the clear recovery zone.
4. **Pavilion Parkway from Robertson Drive to Auto Plaza Way:** Add roadway segment lighting, striping improvements, and raised pavement markings.

5. **Naglee Road and Grant Line Road Intersection:** Construct median refuge islands and high visibility crosswalks.
6. **Grant Line Road from Lammers Road to Byron Road:** Install variable speed feedback signage.
7. **Byron Road from Berg Road to Belconte Drive:** Extend the existing multi-use path, add segment lighting, install a raised median, and add variable speed feedback signage.
8. **Lowell Avenue and Corral Hollow Road Intersection:** Construct median refuge islands, high visibility crosswalks, bike lanes with green paint, and a pedestrian scramble.
9. **Lammers Road from 11th Street to Redbridge Road:** Install variable speed feedback signage and safety edges.
10. **Tracy Boulevard from Schulte Road to Menay Drive:** Install variable speed feedback signage.

ANALYSIS

On December 14, 2023, City staff was informed that the City's application was selected for an award in the amount of \$3,764,800 (see [Attachment A](#)). The grant amount accounts for 80% of the total Project cost. Staff requests that the City Council accept the SS4A grant award and appropriate funds from gas taxes in the amount of \$941,200 for the 20% local match required for the grant. The Project should result in decreased collisions at the 10 locations addressed and make our roadways safer for residents.

The SS4A grant will require various documents to be executed during its implementation, including a Grant Agreement, the draft of which is reflected in [Attachment B \(Agreement\)](#) with the DOT and an amendment to the Agreement after each phase of the Project is complete. The Project includes 3 phases. The Base phase includes environmental review, supplemental planning, and preliminary design. Phase 1 includes final design and right-of-way and phase 2 includes construction of the Project. The amendments are required by the DOT to memorialize actual funds spent in each phase and to give the City an opportunity to change timelines as needed. City Staff will have 60 months from the date of the award to complete the Project.

Staff anticipates the need to execute one Agreement and two amendments to the Agreement. In addition, staff will need to accept a bid for the Project design and construction and enter into contracts for design and construction. Staff requests that the City Council provide authorization to the City Manager, for administrative efficiency, to execute all documents related to this grant as long as the documents are in acceptable form to the City Attorney's Office and within the Project budget as approved by the City Council.

FISCAL IMPACT

The Citywide Systemic Safety Enhancement Project (CIP 73201) has an estimated cost of \$4,706,000. The Safe Streets and Roads for all grant award of \$3,764,800 accounts for 80% of the funding. The 20% local match is \$941,200 and will need an appropriation from gas tax funds (F245) to fully fund this Project.

CEQA DETERMINATION

The project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301, pertaining to minor alterations to existing facilities.

STRATEGIC PLAN

This agenda item supports the City of Tracy's Quality of Life Strategic Priority, which is to provide an outstanding quality of life by enhancing the City's amenities, business mix and services and cultivating connections to promote positive change and progress in our community.

ACTION REQUESTED OF THE FINANCE COMMITTEE

Staff recommends that the Finance Committee recommend that the City Council adopt a resolution:

- (1) Approving a 20% local match for the Safe Streets and Roads for All (SS4A) grant from the United States Department of Transportation;**
- (2) Accepting the SS4A grant in the amount of \$3,764,800;**
- (3) Appropriating to Capital Improvement Project 73201 (A) \$941,200 in funds from gas taxes (Fund 245) to provide for the local match and (B) the total SS4A grant funds, for a total project amount of \$4,706,000; and**
- (4) Authorizing the City Manager to execute the grant agreement and other documents to effectuate the grant**

Prepared by: Veronica Child, Management Analyst II
Selvi Sivaraj, Associate Engineer

Reviewed by: Koosun Kim, PE, City Engineer
Sara Castro, Finance Director
Bijal M. Patel, City Attorney
Karin Schnaider, Assistant City Manager

Approved by: Midori Lichtwardt, City Manager

ATTACHMENTS

Attachment A – Award Letter
Attachment B – SS4A FY23 Grant Agreement Draft

CITY ATTORNEY'S OFFICE

TRACY CITY COUNCIL

RESOLUTION 2024-_____

-
- (1) APPROVING A 20% LOCAL MATCH FOR THE SAFE STREETS AND ROADS FOR ALL (SS4A) GRANT FROM THE UNITED STATES DEPARTMENT OF TRANSPORTATION;
- (2) ACCEPTING THE SS4A GRANT IN THE AMOUNT OF \$3,764,800;
- (3) APPROPRIATING TO CAPITAL IMPROVEMENT PROJECT 73201 (A) \$941,200 IN FUNDS FROM GAS TAXES (FUND 245) TO PROVIDE FOR THE LOCAL MATCH AND (B) THE TOTAL SS4A GRANT FUNDS, FOR A TOTAL PROJECT AMOUNT OF \$4,706,000; AND
- (4) AUTHORIZING THE CITY MANAGER TO EXECUTE THE GRANT AGREEMENT AND OTHER DOCUMENTS TO EFFECTUATE THE GRANT

WHEREAS, the US Department of Transportation (DOT) released a Notice of Funding Opportunity to solicit applications for Safe Streets and Roads for All (SS4A) grants for fiscal year 2023; and

WHEREAS, the City of Tracy (City) applied for this grant opportunity for the Citywide Systemic Safety Enhancements Project, Capital Improvement Project (CIP) 73201 (Project), on July 10, 2023; and

WHEREAS, the Project involves safety improvements at 10 locations along roadway segments with high concentrations of collisions and these improvements include edge line improvements, striping and signage, bicycle lanes, multi-use paths, pedestrian refuge islands and high-visibility crosswalks; and

WHEREAS, on December 14, 2023, staff was informed that the City's application was selected for an award in the amount of \$3,764,800; and

WHEREAS, the SS4A grant accounts for 80% of the total Project cost and requires a local match of 20%; and

WHEREAS, staff requests that the City Council accept the SS4A grant award and appropriate funds from gas taxes (Fund 245) for the 20% local match for the Project in the amount of \$941,200; and

WHEREAS, the SS4A grant will require a grant agreement with the DOT and an amendment to the agreement after each phase of the Project is complete; and

WHEREAS, the amendments are required by the DOT to memorialize actual funds spent in each phase and to give the City an opportunity to change timelines as needed; and

WHEREAS, the Project includes 3 phases: the Base phase includes environmental review, supplemental planning, and preliminary design, phase 1 includes final design and right-of-way and phase 2 includes construction of the Project; and

WHEREAS, staff anticipates the need to execute one agreement and two amendments to the agreement during the grant phases; and

WHEREAS, for administrative efficiency, staff requests that the City Council provide authorization for the City Manager to execute all documents related to this grant as long as the documents are in acceptable form to the City Attorney’s Office and within the Project budget as approved by the City Council; and therefore be it

RESOLVED: That the City Council of the City of Tracy hereby approves a 20% local match for the Safe Streets And Roads For All (SS4A) Grant from the United States Department of Transportation; and be it

FURTHER RESOLVED: That the City Council hereby accepts a Safe Streets and Roads for All grant award of \$3,764,800; and be it

FURTHER RESOLVED: That the City Council hereby appropriates to Capital Improvement Project 73201 (A) \$941,200 in funds from gas taxes (Fund 245) to provide for the local match and (B) the total SS4A grant funds, for a total project amount of \$4,706,000; and be it

FURTHER RESOLVED: That the City Council hereby authorizes the City Manager to execute the Grant Agreement and other grant-related documents as long as the documents are in acceptable form to the City Attorney’s Office and within the Project budget approved by the City Council; and be it

FURTHER RESOLVED: That the Project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301, pertaining to minor alterations to existing facilities.

The foregoing Resolution 2024-_____ was adopted by the City Council on the 15th day of October 2024 by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCIL MEMBERS:

NANCY D. YOUNG
Mayor of the City of Tracy, California

ATTEST:

ADRIANNE RICHARDSON
City Clerk and Clerk of the Council of the
City of Tracy, California

DRAFT
TEMPLATE; NOT INTENDED FOR EXECUTION WITHOUT MODIFICATION
01-04-2024

[Please complete all areas in red. When finished, and prior to submitting grant agreement for FHWA review, please remove the header, all drafting instructions (in Red and in the Comments Section) and change all text from red to black.]

1. **Federal Award No.** _____ 2. **Effective Date** See No. 16 Below 3. **Assistance Listings No.** 20.939

Commented [U1]: Drafting Instruction: To be completed by the FHWA Office of Acquisition and Grants Management.

4. **Award To**
[Insert Recipient Name]
[Insert Recipient Address]

5. **Sponsoring Office**
U.S. Department of Transportation
Federal Highway Administration
Office of Safety
1200 New Jersey Avenue, SE
HSSA-1, Mail Drop E71-117
Washington, DC 20590

Commented [jgr2]: Drafting Instruction: Recipient's Name and Address should match the entity's registration information in SAM.gov.

Unique Entity Id.: [Insert UEI]
TIN No.: [Insert Tax ID]

6. **Period of Performance**
Effective Date of Award: [insert date or number of months]

7. **Total Amount**

Federal Share:	\$0	amount
Recipient Share:	\$0	
Other Federal Funds:	\$0	
Other Funds:	\$0	
Total:	\$0	

Commented [jgr4]: Drafting Instruction: The amount information should match the SF-424 Box 18. The non-federal cost share must be a minimum 20% of the total. Any variance from the application should be discussed with the Division Office Lead Point of Contact.

Commented [jgr3]: Drafting Instruction: Insert the end date for the Period of Performance. For Planning and Demonstration Grants, this would generally be expected to be approximately 1-2 years from the effective date, but it could be longer. For Implementation Grants, this may be no more than 5 years from the effective date. This date can be inputted as a date or as the number of months expected to complete the project.

8. **Type of Agreement Grant**

9. **Authority**
Section 24112 of the Infrastructure Investment and Jobs Act (Pub. L. 117-58, November 15, 2021; also referred to as the "Bipartisan Infrastructure Law" or "BIL")

10. **Procurement Request No.**
[insert PR Number]

11. **Federal Funds Obligated**
[for phased agreement, enter phase number and name]: [Insert Amount \$]

Commented [jgr5]: Drafting Instruction: To be completed by the FHWA Division Office.

12. **Submit Payment Requests To**
See Article 5.

13. **Accounting and Appropriations Data**
[insert Data]

Commented [U6]: Drafting Instruction: Generally, the amount of Federal Funds obligated will match the Federal share amount in Section 7. For phased agreements, insert the phase number and name along with the amount of funding to be obligated for the first (or for an amendment, the next) phase. Examples include:

- Base Phase: Pre-NEPA (includes Preliminary Design and NEPA)
- Option Phase 1: Final Design and, if applicable, Right-of-Way and Utility Relocation
- Option Phase 2: Construction

For the initial grant agreement, only include the Base Phase.

Commented [jgr8]: Drafting Instruction: To be completed by the FHWA Office of Acquisition and Grants Management.

14. **Description of the Project**

Commented [U7]: Drafting Instruction: Provide a 1-2 sentences description of the project. If this is a phased agreement, note that in this description.

U.S. DEPARTMENT OF TRANSPORTATION

**GRANT AGREEMENT UNDER THE
FISCAL YEAR 2023 SAFE STREETS AND ROADS FOR ALL GRANT PROGRAM**

This agreement is between the United States Department of Transportation's (the "USDOT") Federal Highway Administration (the "FHWA") and the [insert full name of applicant] (the "Recipient").

This agreement reflects the selection of the Recipient to receive a Safe Streets and Roads for All ("SS4A") Grant for the [insert project name from the application].

The parties therefore agree to the following:

**ARTICLE 1
GENERAL TERMS AND CONDITIONS**

1.1 General Terms and Conditions.

- (a) In this agreement, "General Terms and Conditions" means the content of the document titled "General Terms and Conditions Under the Fiscal Year 2023 Safe Streets and Roads for All ("SS4A") Grant Program," which is available at <https://www.transportation.gov/grants/ss4a/grant-agreements> under "Fiscal Year 2023." Articles 7–30 are in the General Terms and Conditions. The General Terms and Conditions are part of this agreement.
- (b) The Recipient acknowledges that it has knowledge of the General Terms and Conditions. Recipient also states that it is required to comply with all applicable Federal laws and regulations including, but not limited to, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR part 200); National Environmental Policy Act (NEPA) (42 U.S.C. § 4321 et seq.); and Build America, Buy America Act (BIL, div. G §§ 70901-27).
- (c) The Recipient acknowledges that the General Terms and Conditions impose obligations on the Recipient and that the Recipient's non-compliance with the General Terms and Conditions may result in remedial action, termination of the SS4A Grant, disallowing costs incurred for the Project, requiring the Recipient to refund to the FHWA the SS4A Grant, and reporting the non-compliance in the Federal-government-wide integrity and performance system.

**ARTICLE 2
 APPLICATION, PROJECT, AND AWARD**

2.1 Application.

Application Title: [insert full title from the submitted application]

Application Date: [insert the date in Box 3 of the SF-424 submitted with the application]

2.2 Award Amount.

SS4A Grant Amount: [\$XXX]

2.3 Federal Obligation Information.

[Alternative #1: If all funds are being obligated at once:]

Federal Obligation Type: Single

[Alternative #2: If funds are to be obligated in multiple project phases:]

Federal Obligation Type: Multiple

Commented [USDOT10]: Drafting Instruction: Use whole dollars.

Commented [USDOT11]: Drafting Instruction: Please list the total grant amount in whole dollars. For Recipients who receive funding for both Implementation and Planning and Demonstration activities, please also include those amounts separately.

Commented [jgr12]: Drafting Instructions: Choose the appropriate one of the two alternatives and delete the alternative not used. If this is a Planning and Demonstration Grant or an Implementation Grant where NEPA is substantially complete, please choose Alternative 1.

Commented [jgr13]: Additional Information: If the Federal Obligation Type is "Single" then the "Obligation Condition Table" is not required and should be deleted.

Commented [jgr14]: Drafting Instruction: This table should contain a row for each obligation, but not any other breakdown of the Project. *E.g.*, if the project consists of multiple components, but those are all being obligated together, do not break out the components here. The information in this table should match the information listed in #11 of Page 1.

Commented [jgr15]: Additional Information. To understand how this table is used and affects that Federal Obligation of funds, see Section 10.2(c)-10.2(h) in the General Terms and Conditions.

Obligation Condition Table

Phase the Project	Allocation of the SS4A Grant	Obligation Condition
[insert name of first phase (e.g., "Base Phase: Pre-NEPA")]	[\$XXX]	

Obligation Condition Table		
Phase the Project	Allocation of the SS4A Grant	Obligation Condition
[insert name of second phase (e.g., "Phase I: Final Design, Right-of-Way, and Utility Relocation")]	[\$XXX]	<p>The Recipient shall not expend any funds (Federal or non-Federal) for, seek reimbursement of eligible costs, or otherwise begin any part of the final design and construction of an Implementation Project unless and until:</p> <ol style="list-style-type: none"> (1) The requirements of the National Environmental Policy Act (42 U.S.C. § 4321 et seq.) ("NEPA"), Section 106 of the National Historic Preservation Act (16 U.S.C. § 470f) ("NHPA"), and any other applicable environmental laws and regulations have been met; and (2) FHWA, or a State with applicable NEPA Assignment authority, has approved the NEPA document for the Project and provided the Recipient with a written notice that the environmental review process is complete; and (3) FHWA has obligated additional funds for this phase and notified the Recipient in writing that the Recipient may proceed to the next activity after NEPA approval, and the Recipient has acknowledged receipt in writing of FHWA's notification. Recipient shall not proceed with any such activities until (2) and (3) as described in this section are met. Costs that are incurred before (2) and (3) as described in this section are met are not allowable costs under this agreement. <p>Extent of activities that are permissible before NEPA is complete are those activities constituting "preliminary design" as specified in FHWA Order 6640.1A.</p>

Commented [jgr14]: Drafting Instruction: This table should contain a row for each obligation, but not any other breakdown of the Project. *E.g.*, if the project consists of multiple components, but those are all being obligated together, do not break out the components here. The information in this table should match the information listed in #11 of Page 1.

Commented [jgr15]: Additional Information. To understand how this table is used and affects that Federal Obligation of funds, see Section 10.2(c)-10.2(h) in the General Terms and Conditions.

Commented [U16]: Drafting Instruction: If there are more than two phases or components, add a row for each phase.

Obligation Condition Table		
Phase the Project	Allocation of the SS4A Grant	Obligation Condition
[insert name of third phase (e.g., "Option Phase 2: Construction")]	[\$XXX]	<p>The Recipient shall not expend any funds (Federal or non-Federal) for, seek reimbursement of eligible costs, or otherwise begin any part of the construction or final design and construction of an Implementation Project unless and until:</p> <p>(1) The requirements of the National Environmental Policy Act (42 U.S.C. § 4321 et seq.) ("NEPA"), Section 106 of the National Historic Preservation Act (16 U.S.C. § 470f) ("NHPA"), and any other applicable environmental laws and regulations have been met; and</p> <p>(2) FHWA, or a State with applicable NEPA Assignment authority, has approved the NEPA document for the Project and provided the Recipient with a written notice that the environmental review process is complete; and</p> <p>(3) FHWA has obligated additional funds for this phase and notified the Recipient in writing that the Recipient may proceed to the next activity after NEPA approval, and the Recipient has acknowledged receipt in writing of FHWA's notification. Recipient shall not proceed with any such activities until (2) and (3) as described in this section are met. Costs that are incurred before (2) and (3) as described in this section are met are not allowable costs under this agreement.</p> <p>Extent of activities that are permissible before NEPA is complete are those activities constituting "preliminary design" as specified in FHWA Order 6640.1A.</p>

Commented [jgr14]: Drafting Instruction: This table should contain a row for each obligation, but not any other breakdown of the Project. *E.g.*, if the project consists of multiple components, but those are all being obligated together, do not break out the components here. The information in this table should match the information listed in #11 of Page 1.

Commented [jgr15]: Additional Information. To understand how this table is used and affects that Federal Obligation of funds, see Section 10.2(c)-10.2(h) in the General Terms and Conditions.

2.4 Budget Period.

[Choose the appropriate one of these two alternatives.]
[Alternative #1: If all funds are being obligated at once:]

Budget Period: See Block 6 of Page 1

[Alternative #2: If funds are to be obligated in multiple project phases:]

Base Phase Budget Period: [insert start and end dates]

Option Phase 1 Budget Period: [reserved]

Commented [U17]: Drafting Instruction: For projects with multiple phases (i.e., Section 2.3 sets the obligation type to "Multiple"), there should be a budget period for each phase of the project, and the budget period for the first phase should be included in the grant agreement at the time of execution.

Option Phase 2 Budget Period: [reserved]

2.5 Grant Designation.

Designation: [Planning and Demonstration] or [Implementation]

ARTICLE 3 SUMMARY PROJECT INFORMATION

3.1 Summary of Project's Statement of Work.

Drafting Instructions: Provide a summary of the narrative from the grant application. Provide details on the work to be completed.

The project will be completed in [one/two/three] phases as follows:

Base Phase: Pre-NEPA: [describe work]

Option Phase 1: Final Design, Right-of-Way, and Utility Relocation: [describe work]

Option Phase 2: Construction: [describe work]

Commented [U18]: Drafting Instruction: If the project will be completed in phases, describe each phase. If the project has separate functional or geographic components, describe each component. The description of any phase that will be carried out should include a cross reference to the obligation condition in 2.3. Obligations of grant funds prior to the completion of NEPA are only those activities permissible under FHWA Order 6640.1A. available at <https://www.fhwa.dot.gov/legisregs/directives/orders/66401a.cfm>

3.2 Project's Estimated Schedule.

Drafting Instructions: Provide the schedule for each significant deliverable from the grant application. The purpose of this section is to ensure that all SS4A funded activities are completed before the end of the Period of Performance and/or the budget period. Use the table(s) that pertain(s) to your project and delete the others. Please add additional action plan schedules if multiple action plans will be developed.

Commented [USDOT19]: Drafting Instruction: If any of the dates required in 3.2 differ from the dates in the application, each difference must be described in Attachment B.

Action Plan Schedule

Milestone	Schedule Date
Planned NEPA Completion Date:	[INSERT DATE]
Planned Draft Plan Completion Date:	[INSERT DATE]
Planned Final Plan Completion Date:	[INSERT DATE]
Planned Final Plan Adoption Date:	[INSERT DATE]
Planned SS4A Final Report Date:	[INSERT DATE]

Commented [jgr20]: Drafting Instruction: The SS4A Final Report refers to Section F, 3(ii) of the FY 2023 SS4A NOFO which states that all award recipients shall submit a report by the end of the period of performance that describes the costs of each eligible project and strategy carried out using the grant; the roadway safety outcomes and any additional benefits (e.g., increased walking, biking, or transit use without a commensurate increase in serious and fatal crashes, etc.) that each such project and strategy has generated, as identified in the grant application and measured by data, to the maximum extent practicable; the percent of funds spent in, and providing benefits to, underserved communities; and the lessons learned and any recommendations relating to future projects or strategies to prevent death and serious injury on roads and streets.

Demonstration Activity Schedule

Milestone	Schedule Date
Planned NEPA Completion Date:	[INSERT DATE]
Planned Construction Start Date	[INSERT DATE]
Planned Evaluation Period End Date:	[INSERT DATE]
Planned SS4A Final Report Date:	[INSERT DATE]

Supplemental Planning Schedule

Milestone	Schedule Date
Planned NEPA Completion Date:	[INSERT DATE]
Planned Draft Plan Completion Date:	[INSERT DATE]
Planned Final Plan Completion Date:	[INSERT DATE]
Planned Final Plan Adoption Date:	[INSERT DATE]
Planned SS4A Final Report Date:	[INSERT DATE]

Implementation Schedule (Construction)

Milestone	Schedule Date
Planned NEPA Completion Date:	[INSERT DATE]
Planned Construction Start Date	[INSERT DATE]
Planned Construction Substantial Completion and Open to Public Use Date:	[INSERT DATE]
Planned SS4A Final Report Date:	[INSERT DATE]

Implementation Schedule (Non-Construction)

Milestone	Schedule Date
Planned NEPA Completion Date:	[INSERT DATE]
Planned Activity Completion Date:	[INSERT DATE]

Planned SS4A Final Report Date:	[INSERT DATE]
---------------------------------	---------------

3.3 Project’s Estimated Costs.

Provide the costs from the grant application. Any changes should be documented in Attachment B.

(a) Eligible Project Costs

Eligible Project Costs	
SS4A Grant Amount:	[\$XXX]
Other Federal Funds:	[\$XXX]
State Funds:	[\$XXX]
Local Funds:	[\$XXX]
In-Kind Match:	[\$XXX]
Other Funds:	[\$XXX]
Total Eligible Project Cost:	[\$XXX]

Commented [USDOT21]: Drafting Instruction: If any of the dates required in 3.2 differ from the dates in the application, each difference must be described in Attachment B.

Commented [JEB22]: Drafting Instruction: Insert a footnote below the table to identify all Other Federal Fund source(s).

Note: Any Recipient that intends to use funding under Title 23, United States Code, should discuss this with the Division Office Lead Point of Contact prior to completing the grant agreement.

(b) Cost Classification Table – Planning and Demonstration Grants with demonstration activities and Implementation Grants Only

Drafting Instructions: Utilize the descriptions from the SF-424C (<https://www.grants.gov/forms/sf-424-family.html>) to determine what cost goes in each row.

Cost Classification	Total Costs	Non-SS4A Previously Incurred Costs	Eligible Costs
Administrative and legal expenses			
Land, structures, rights-of-way, appraisals, etc.			
Relocation expenses and payments			
Architectural and engineering fees			
Other architectural and engineering fees			
Project inspection fees			
Site work			
Demolition and removal			
Construction			
Equipment			
Miscellaneous			
Contingency			
Project Total			

[If no costs are anticipated in a category, remove the row from the table.]

(c) Indirect Costs

Indirect costs are allowable under this Agreement in accordance with 2 CFR part 200 and the Recipient’s approved Budget Application. In the event the Recipient’s indirect cost rate changes, the Recipient will notify FHWA of the planned adjustment and provide supporting documentation for such adjustment. This Indirect Cost provision does not operate to waive the limitations on Federal funding provided in this document. The Recipient’s indirect costs are allowable only insofar as they do not cause the Recipient to exceed the total obligated funding.

ARTICLE 4

RECIPIENT INFORMATION

4.1 Recipient Contact(s).

[Insert information for the person designated as the official contact.]

- [enter name]
- [enter job title]
- [enter organization]
- [enter address]
- [enter telephone]
- [enter email address]

4.2 Recipient Key Personnel.

[Insert name of key personnel who will be responsible for completing the task. Add rows to identify as many key personnel as necessary]

Name	Title or Position
[Insert name]	[insert title]

4.3 USDOT Project Contact(s).

Safe Streets and Roads for All Program Manager
Federal Highway Administration
Office of Safety
HSSA-1, Mail Stop: E71-117
1200 New Jersey Avenue, S.E.
Washington, DC 20590
202-366-2822
SS4A.FHWA@dot.gov

and

Agreement Officer (AO)
Federal Highway Administration
Office of Acquisition and Grants Management
HCFA-33, Mail Stop E62-310
1200 New Jersey Avenue, S.E.
Washington, DC 20590
202-493-2402
HCFASS4A@dot.gov

and

Division Administrator -- [enter name of State]
Agreement Officer's Representative (AOR)
[enter Division Office address]
[enter Division Office telephone]
[enter Division Office email address]

and

[enter name]
[enter State] Division Office Lead Point of Contact
[enter job title]
[enter address]
[enter telephone]
[enter Division Office Email Address]

ARTICLE 5
USDOT ADMINISTRATIVE INFORMATION

5.1 Office for Subaward and Contract Authorization.

USDOT Office for Subaward and Contract Authorization: FHWA Office of Acquisition and Grants Management

SUBAWARDS AND CONTRACTS APPROVAL

Note: See 2 CFR § 200.331, Subrecipient and contractor determinations, for definitions of subrecipient (who is awarded a subaward) versus contractor (who is awarded a contract).

Note: Recipients with a procurement system deemed approved and accepted by the Government or by the Agreement Officer (the “AO”) are exempt from the requirements of this clause. See 2 CFR 200.317 through 200.327. Note: This clause is only applicable to grants that do not include construction.

In accordance with 2 CFR 200.308(c)(6), unless described in the application and funded in the approved award, the Recipient must obtain prior written approval from the AO for the subaward, transfer, or contracting out of any work under this award above the Simplified Acquisition Threshold. This provision does not apply to the acquisition of supplies, material, equipment, or general support services. Approval will be issued through written notification from the AO or a formal amendment to the Agreement.

The following subawards and contracts are currently approved under the Agreement by the AO. This list does not include supplies, material, equipment, or general support services which are exempt from the pre-approval requirements of this clause.

5.2 Reimbursement Requests

- (a) The Recipient may request reimbursement of costs incurred within the budget period of this agreement if those costs do not exceed the amount of funds obligated and are allowable under the applicable cost provisions of 2 C.F.R. Part 200, Subpart E. The Recipient shall not request reimbursement more frequently than monthly.
- (b) The Recipient shall use the DELPHI iSupplier System to submit requests for reimbursement to the payment office. When requesting reimbursement of costs incurred or credit for cost share incurred, the Recipient shall electronically submit supporting cost detail with the SF-270 (Request for Advance or Reimbursement) or SF-271 (Outlay Report and Request for Reimbursement for Construction Programs) to clearly document all costs incurred.
- (c) The Recipient’s supporting cost detail shall include a detailed breakout of all costs incurred, including direct labor, indirect costs, other direct costs, travel, etc., and the Recipient shall identify the Federal share and the Recipient’s share of costs. If the Recipient does not provide sufficient detail in a request for reimbursement, the Agreement Officer’s Representative (the “AOR”) may withhold processing that request until the Recipient provides sufficient detail.
- (d) The USDOT shall not reimburse costs unless the AOR reviews and approves the costs to ensure that progress on this agreement is sufficient to substantiate payment.
- (e) In the rare instance the Recipient is unable to receive electronic funds transfers (EFT), payment by EFT would impose a hardship on the Recipient because of their inability to manage an account at a financial

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institution, and/or the Recipient is unable to use the DELPHI iSupplier System to submit their requests for disbursement, the FHWA may waive the requirement that the Recipient use the DELPHI iSupplier System. The Recipient shall contact the Division Office Lead Point of Contact for instructions on and requirements related to pursuing a waiver.

- (f) The requirements set forth in these terms and conditions supersede previous financial invoicing requirements for Recipients.

ARTICLE 6 SPECIAL GRANT TERMS

- 6.1** SS4A funds must be expended within five years after the grant agreement is executed and DOT obligates the funds, which is the budget period end date in section 10.3 of the Terms and Conditions and section 2.4 in this agreement.
- 6.2** The Recipient demonstrates compliance with civil rights obligations and nondiscrimination laws, including Titles VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, and accompanying regulations. Recipients of Federal transportation funding will also be required to comply fully with regulations and guidance for the ADA, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and all other civil rights requirements.
- 6.3** SS4A Funds will be allocated to the Recipient and made available to the Recipient in accordance with FHWA procedures.
- 6.4** The Recipient of a Planning and Demonstration Grant acknowledges that the [Action Plan] [Supplemental Action Plan] will be made publicly available and agrees that it will publish the final [Action Plan] [Supplemental Action Plan] on a publicly available website.
- 6.5** The Recipient of a Planning and Demonstration Grant that involves a demonstration activity agrees to provide an assessment of each demonstration activity and update the existing Action Plan, which will incorporate the information gathered in the Action Plan's list of projects or strategies and/or inform another part of the existing Action Plan. The Recipient also agrees that demonstration activities are temporary in nature and must be removed and/or ended following the conclusion of the project if the assessment of the demonstration activities does not affirm that the activities provide safety benefits.
- 6.6** The Recipient of an Implementation Grant agrees to update its Action Plan within two years of the date of this agreement to: align with all Comprehensive Safety Action Plan components in Table 1 of the SS4A FY 2023 NOFO corresponding with any "no" responses in the Self-Certification Eligibility Worksheet; ensure that the Action Plan's safety focus includes all road users, including pedestrians, bicyclists, and motor vehicle safety; and ensure that the Action Plan was last updated not more than three years prior.
- 6.7** The Recipient acknowledges that it is required to conduct certain environmental analyses and to prepare and submit to FHWA, or State with applicable NEPA Assignment authority, documents required under NEPA, and other applicable environmental statutes and regulations before the Government will obligate funds for Option Phase 1 under this agreement and provide the Recipient with a written notice to proceed with Option Phase 1.
- 6.8** The Government's execution of this agreement does not in any way constitute pre-approval or waiver of any of the regulations imposed upon Recipient under the applicable Federal rules, regulations and laws regarding SS4A projects undertaken in accordance with the terms and conditions of this agreement.

Commented [USDOT23]: Drafting Instruction: DOT and FHWA will consider whether additional special grant terms are needed on a project-by-project basis. For example, special grant terms may be considered for a project that requires agreements with a railroad. If this SS4A project will be carried out in phases and each phase will require a separate obligation of SS4A funds, please contact the FHWA Office of Acquisition and Grants Management agreement specialist for information about phasing the obligations in this agreement.

Commented [USDOT24]: Drafting Instruction: FHWA will consider whether additional special grant terms are needed on a project-by-project basis. For example, special grant terms may be considered for a project that requires agreements with a railroad.

Commented [U25]: Drafting Instruction: If the grant is not for an action plan or supplemental action plan, please remove clause 6.4 and re-number.

Commented [U26]: Drafting Instructions: If the grant does not include a demonstration activity, please remove clause 6.5 and re-number.

Commented [U27]: Drafting Instructions: If the grant is not an Implementation Grant or is an Implementation Grant that already meets these criteria, please remove clause 6.6 and re-number.

The Recipient shall comply with all applicable Federal requirements before incurring any costs under this agreement.

6.9 There are no other special grant requirements.

Commented [jgr28]: Drafting Instructions: For phased agreements, please include sections 6.7 and 6.8. If this is not a phased grant agreement, please remove clauses 6.7 and 6.8 and re-number.

Commented [jgr29]: Drafting Instruction: Please renumber this clause as appropriate based on which other special grant terms have been included.

ATTACHMENT A
PERFORMANCE MEASUREMENT INFORMATION

Study Area: [Insert description of the project location]

Baseline Measurement Date: [insert date when the Recipient anticipates beginning the construction of the project]

Baseline Report Date: [insert date two months after the Baseline Measurement Date]

Table 1: Performance Measure Table

Measure	Category and Description	Measurement Frequency and Reporting Deadline
Safety Performance [for Implementation Grants and Planning and Demonstration Grants with demonstration activities]	Fatalities: Total annual fatalities in the project location(s)	Annually and within 120 days after the end of the period of performance
Safety Performance [for Implementation Grants and Planning and Demonstration Grants with demonstration activities]	Serious Injuries: Total annual serious injuries in the project location(s) [if available]	Annually and within 120 days after the end of the period of performance
Safety Performance [for Implementation Grants and Planning and Demonstration Grants with demonstration activities]	Crashes by Road User Category: Total annual crashes in the project location(s) broken out by types of roadway users involved (e.g., pedestrians, bicyclists, motorcyclist, passenger vehicle occupant, commercial vehicle occupant)	Annually and within 120 days after the end of the period of performance
Equity [for all Grants]	Percent of Funds to Underserved Communities: Funding amount (of total project amount) benefitting underserved communities, as defined by USDOT	Within 120 days after the end of the period of performance
Costs [for all Grants]	Project Costs: Quantification of the cost of each eligible project carried out using the grant	Within 120 days after the end of the period of performance

Commented [jgr30]: Drafting Instructions: All Recipients must complete the Study Area. Demonstration and Implementation Grant recipients must insert dates for the Baseline Measurement Date and Baseline Report Date, but other planning grant recipients are not required to include the Baseline fields and may delete them. Delete the rows in the performance measure table that do not apply to this grant agreement.

Additional Information: See Section 3 of the SS4A FY 2023 NOFO for details on Reporting. Performance measures are required for all SS4A projects. Budget and recipient performance information will be gathered on a quarterly basis in the SF-425 and Quarterly Performance Progress Report. To fulfill the data collection requirements and in accordance with the USDOT Public Access Plan, award recipients must consider, budget for, and implement appropriate data management, for data and information outputs acquired or generated during the grant. Refer to Article 14 in the Terms and Conditions for additional information.

Commented [USDOT31]: Drafting Instruction: This Baseline Measurement date should be as current as possible before the start of construction in Section 3.2.

Commented [USDOT32]: Drafting Instruction: This Baseline Report Date should be not more than 2 months after the Baseline Measurement Date.

Commented [USDOT33]: Additional Information. See article 14 of the General Terms and Conditions for context on how this table is used to establish the data collection and reporting requirements.

Measure	Category and Description	Measurement Frequency and Reporting Deadline
<p>Outcomes and Benefits [for Implementation Grants and Planning and Demonstration Grants with demonstration activities]</p>	<p>Quantitative Project Benefits: Quantification of evidence-based projects or strategies implemented (e.g., miles of sidewalks installed, number of pedestrian crossings upgraded, etc.)</p>	<p>Within 120 days after the end of the period of performance</p>
<p>Outcomes and Benefits [for Implementation Grants and Planning and Demonstration Grants with demonstration activities]</p>	<p>Qualitative Project Benefits: Qualitative description of evidence-based projects or strategies implemented (e.g., narrative descriptions, testimonials, high-quality before and after photos, etc.)</p>	<p>Within 120 days after the end of the period of performance</p>
<p>Outcomes and Benefits [for Implementation Grants and Planning and Demonstration Grants with demonstration activities]</p>	<p>Project Location(s): GIS/geo coordinate information identifying specific project location(s)</p>	<p>Within 120 days after the end of the period of performance</p>
<p>Lessons Learned and Recommendations [for all Grants]</p>	<p>Lessons Learned and Recommendations: Description of lessons learned and any recommendations relating to future projects or strategies to prevent death and serious injury on roads and streets.</p>	<p>Within 120 days after the end of the period of performance</p>

ATTACHMENT B
CHANGES FROM APPLICATION

Describe all material differences between the scope, schedule, and budget described in the application and the scope, schedule, and budget described in Article 3. The purpose of Attachment B is to clearly and accurately document any differences in scope, schedule, and budget to establish the parties’ knowledge and acceptance of those differences. See Article 11 for the Statement of Work, Schedule, and Budget Changes. If there are no changes, please insert “N/A” in Section 3.3 of the table.

Scope:

Schedule:

Budget:

The table below provides a summary comparison of the project budget.

Fund Source	Application		Section 3.3	
	\$	%	\$	%
Previously Incurred Costs (Non-Eligible Project Costs)				
Federal Funds	0	0	0	0
Non-Federal Funds	0	0	0	0
Total Previously Incurred Costs	0	0	0	0
Future Eligible Project Costs				
SS4AFunds		80		80
Other Federal Funds		0		0
Non-Federal Funds		20		20
Total Future Eligible Project Costs		100		100
Total Project Costs		100		100

**ATTACHMENT C
 RACIAL EQUITY AND BARRIERS TO OPPORTUNITY**

1. Efforts to Improve Racial Equity and Reduce Barriers to Opportunity.

The Recipient states that rows marked with “X” in the following table align with the application:

Commented [USDOT34]: Drafting Instruction: Insert an “X” in the left column of one or more rows of this table for each effort included in your application. For each row marked, follow the relevant instructions describing what information should be placed in the supporting narrative.

	A racial equity impact analysis has been completed for the Project. <i>(Identify a report on that analysis or, if no report was produced, describe the analysis and its results in the supporting narrative below.)</i>
	The Recipient or a project partner has adopted an equity and inclusion program/plan or has otherwise instituted equity-focused policies related to project procurement, material sourcing, construction, inspection, hiring, or other activities designed to ensure racial equity in the overall delivery and implementation of the Project. <i>(Identify the relevant programs, plans, or policies in the supporting narrative below.)</i>
	The Project includes physical-barrier-mitigating land bridges, caps, lids, linear parks, and multimodal mobility investments that either redress past barriers to opportunity or that proactively create new connections and opportunities for underserved communities that are underserved by transportation. <i>(Identify the relevant investments in the supporting narrative below.)</i>
	The Project includes new or improved walking, biking, and rolling access for individuals with disabilities, especially access that reverses the disproportional impacts of crashes on people of color and mitigates neighborhood bifurcation. <i>(Identify the new or improved access in the supporting narrative below.)</i>
	The Project includes new or improved freight access to underserved communities to increase access to goods and job opportunities for those underserved communities. <i>(Identify the new or improved access in the supporting narrative below.)</i>
	The Recipient has taken other actions related to the Project to improve racial equity and reduce barriers to opportunity, as described in the supporting narrative below.
	The Recipient has not yet taken actions related to the Project to improve racial equity and reduce barriers to opportunity but intends to take relevant actions described in the supporting narrative below.
	The Recipient has not taken actions related to the Project to improve racial equity and reduce barriers to opportunity and will not take those actions under this award.

Commented [USDOT35]: Drafting Instruction: If this row is marked, the Supporting Narrative must describe relevant activities that will be completed before construction begins. If it is the only row marked, a critical milestone for completing those activities should be proposed at section 3.2.

2. Supporting Narrative.

[Insert supporting text, as described in the table above.]

Commented [USDOT37]: Drafting Instruction: This narrative should be only if necessary to address the prompts for the checked rows in the preceding table.

ATTACHMENT D
CLIMATE CHANGE AND ENVIRONMENTAL JUSTICE IMPACTS

1. Consideration of Climate Change and Environmental Justice Impacts.

The Recipient states that rows marked with “X” in the following table align with the application:

	The Project directly supports a Local/Regional/State Climate Action Plan that results in lower greenhouse gas emissions. <i>(Identify the plan in the supporting narrative below.)</i>
	The Project directly supports a Local/Regional/State Equitable Development Plan that results in lower greenhouse gas emissions. <i>(Identify the plan in the supporting narrative below.)</i>
	The Project directly supports a Local/Regional/State Energy Baseline Study that results in lower greenhouse gas emissions. <i>(Identify the plan in the supporting narrative below.)</i>
	The Recipient or a project partner used environmental justice tools, such as the EJScreen, to minimize adverse impacts of the Project on environmental justice communities. <i>(Identify the tool(s) in the supporting narrative below.)</i>
	The Project supports a modal shift in freight or passenger movement to reduce emissions or reduce induced travel demand. <i>(Describe that shift in the supporting narrative below.)</i>
	The Project utilizes demand management strategies to reduce congestion, induced travel demand, and greenhouse gas emissions. <i>(Describe those strategies in the supporting narrative below.)</i>
	The Project incorporates electrification infrastructure, zero-emission vehicle infrastructure, or both. <i>(Describe the incorporated infrastructure in the supporting narrative below.)</i>
	The Project supports the installation of electric vehicle charging stations. <i>(Describe that support in the supporting narrative below.)</i>
	The Project promotes energy efficiency. <i>(Describe how in the supporting narrative below.)</i>
	The Project serves the renewable energy supply chain. <i>(Describe how in the supporting narrative below.)</i>
	The Project improves disaster preparedness and resiliency <i>(Describe how in the supporting narrative below.)</i>
	The Project avoids adverse environmental impacts to air or water quality, wetlands, and endangered species, such as through reduction in Clean Air Act criteria pollutants and greenhouse gases, improved stormwater management, or improved habitat connectivity. <i>(Describe how in the supporting narrative below.)</i>
	The Project repairs existing dilapidated or idle infrastructure that is currently causing environmental harm. <i>(Describe that infrastructure in the supporting narrative below.)</i>
	The Project supports or incorporates the construction of energy- and location-efficient buildings. <i>(Describe how in the supporting narrative below.)</i>

Commented [jgr38]: Additional Information. FY 2023 SS4A NOFO section F.2.1 requires each applicant selected for SS4A grant funding must demonstrate effort to consider climate change and environmental justice impacts as described in Section A. Projects that have not sufficiently considered climate change and environmental justice in their planning, as determined by the Department, will be required to do so before receiving funds, consistent with Executive Order 14008, Tackling the Climate Crisis at Home and Abroad (86 FR 7619).

Commented [USDOT39]: Drafting Instruction: Insert an “X” in the left column of one or more rows of this table for each effort included in your application. For each row marked, follow the relevant instructions describing what information should be placed in the supporting narrative.

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	The Project includes recycling of materials, use of materials known to reduce or reverse carbon emissions, or both. <i>(Describe the materials in the supporting narrative below.)</i>
	The Recipient has taken other actions to consider climate change and environmental justice impacts of the Project, as described in the supporting narrative below.
	The Recipient has not yet taken actions to consider climate change and environmental justice impacts of the Project but will take relevant actions described in the supporting narrative below.
	The Recipient has not taken actions to consider climate change and environmental justice impacts of the Project and will not take those actions under this award.

Commented [USDOT40]: Drafting Instruction: If this row is marked, the Supporting Narrative must describe relevant activities that will be completed before construction begins. If it is the only row marked, a critical milestone for completing those activities should be proposed at section 3.2.

2. Supporting Narrative.

[Insert supporting text, as described in the table above.]

Commented [USDOT42]: Drafting Instruction: This narrative should be only if necessary to address the prompts for the checked rows in the preceding table.

**ATTACHMENT E
 LABOR AND WORKFORCE**

1. Efforts to Support Good-Paying Jobs and Strong Labor Standards

The Recipient states that rows marked with “X” in the following table align with the application:

	The Recipient demonstrate, to the full extent possible consistent with the law, an effort to create good-paying jobs with the free and fair choice to join a union and incorporation of high labor standards. <i>(Identify the relevant agreements and describe the scope of activities they cover in the supporting narrative below.)</i>
	The Recipient or a project partner has adopted the use of local and economic hiring preferences in the overall delivery and implementation of the Project. <i>(Describe the relevant provisions in the supporting narrative below.)</i>
	The Recipient or a project partner has adopted the use of registered apprenticeships in the overall delivery and implementation of the Project. <i>(Describe the use of registered apprenticeship in the supporting narrative below.)</i>
	The Recipient or a project partner will provide training and placement programs for underrepresented workers in the overall delivery and implementation of the Project. <i>(Describe the training programs in the supporting narrative below.)</i>
	The Recipient or a project partner will support free and fair choice to join a union in the overall delivery and implementation of the Project by investing in workforce development services offered by labor-management training partnerships or setting expectations for contractors to develop labor-management training programs. <i>(Describe the workforce development services offered by labor-management training partnerships in the supporting narrative below.)</i>
	The Recipient or a project partner will provide supportive services and cash assistance to address systemic barriers to employment to be able to participate and thrive in training and employment, including childcare, emergency cash assistance for items such as tools, work clothing, application fees and other costs of apprenticeship or required pre-employment training, transportation and travel to training and work sites, and services aimed at helping to retain underrepresented groups like mentoring, support groups, and peer networking. <i>(Describe the supportive services and/or cash assistance provided to trainees and employees in the supporting narrative below.)</i>
	The Recipient or a project partner has documented agreements or ordinances in place to hire from certain workforce programs that serve underrepresented groups. <i>(Identify the relevant agreements and describe the scope of activities they cover in the supporting narrative below.)</i>

Commented [USDOT43]: Additional Information. NOFO section F.2.ii require project to sufficiently consider job quality and labor rights, standards, and protections in their planning, as determined by the Department, before receiving funds for construction. The purpose of this attachment is to document DOT’s basis for determining the considerations were sufficient for this project. See also article 18 of the General Terms and Conditions.

Commented [USDOT44]: Additional Information. NOFO section F.2.vi requires each applicant selected for SS4A grant funding to demonstrate, to the full extent possible consistent with the law, an effort to create good-paying jobs with the free and fair choice to join a union and incorporation of high labor standards. To the extent that applicants have not sufficiently considered job quality and labor rights in their planning, as determined by the Department of Labor, the applicants will be required to do so before receiving funds, consistent with Executive Order 14025, Worker Organizing and Empowerment (86 FR 22829), and Executive Order 14052, Implementation of the Infrastructure Investment and Jobs Act (86 FR 64335).

Commented [USDOT45]: Drafting Instruction: Insert an “X” in the left column of one or more rows of this table for each effort included in your application. For each row marked, follow the relevant instructions describing what information should be placed in the supporting narrative.

	<p>The Recipient or a project partner participates in a State/Regional/Local comprehensive plan to promote equal opportunity, including removing barriers to hire and preventing harassment on work sites, and that plan demonstrates action to create an inclusive environment with a commitment to equal opportunity, including:</p> <ul style="list-style-type: none"> a. affirmative efforts to remove barriers to equal employment opportunity above and beyond complying with Federal law; b. proactive partnerships with the U.S. Department of Labor’s Office of Federal Contract Compliance Programs to promote compliance with EO 11246 Equal Employment Opportunity requirements and meet the requirements as outlined in the Notice of Funding Opportunity to make good faith efforts to meet the goals of 6.9 percent of construction project hours being performed by women and goals that vary based on geography for construction work hours and for work being performed by people of color; c. no discriminatory use of criminal background screens and affirmative steps to recruit and include those with former justice involvement, in accordance with the Fair Chance Act and equal opportunity requirements; d. efforts to prevent harassment based on race, color, religion, sex, sexual orientation, gender identity, and national origin; e. training on anti-harassment and third-party reporting procedures covering employees and contractors; and f. maintaining robust anti-retaliation measures covering employees and contractors. <p><i>(Describe the equal opportunity plan in the supporting narrative below.)</i></p>
	<p>The Recipient has taken other actions related to the Project to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards. <i>(Describe those actions in the supporting narrative below.)</i></p>
	<p>The Recipient has not yet taken actions related to the Project to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards but, before beginning construction of the project, will take relevant actions described in the supporting narrative below.</p>
	<p>The Recipient has not taken actions related to the Project to improving good-paying jobs and strong labor standards and will not take those actions under this award.</p>

Commented [USDOT46]: Drafting Instruction: If this row is marked, the Supporting Narrative must describe relevant activities that will be completed before construction begins. If it is the only row marked, a critical milestone for completing those activities should be proposed at section 3.2.

2. Supporting Narrative.

[Insert supporting text, as described in the table above.]

Commented [U48]: Drafting Instruction: This narrative should be only if necessary to address the prompts for the checked rows in the preceding table.

ATTACHMENT F
CRITICAL INFRASTRUCTURE SECURITY AND RESILIENCE

1. Efforts to strengthen the Security and Resilience of Critical Infrastructure against both Physical and Cyber Threats.

The Recipient states that rows marked with “X” in the following table are accurate:

	The Recipient demonstrates, prior to the signing of this agreement, effort to consider and address physical and cyber security risks relevant to the transportation mode and type and scale of the activities.
	The Recipient appropriately considered and addressed physical and cyber security and resilience in the planning, design and oversight of the project, as determined by the Department and the Department of Homeland Security.
	For projects in floodplains: The Recipient appropriately considered whether the project was upgraded consistent with the Federal Flood Risk Management Standard, to the extent consistent with current law, in Executive Order 14030, Climate-Related Financial Risk (86 FR 27967), and Executive Order 13690, Establishing a Federal Flood Risk Management Standard and a Process for Further Solicit and Considering Stakeholder Input (80 FR 6425).

2. Supporting Narrative.

[Insert supporting text, as described in the table above.]

Commented [jgr49]: Drafting Instructions: Only complete this attachment if the grant includes the purchase of Information Technology and/or Operational Technology.

Additional Information. SS4A FY 2023 NOFO section F.2.viii requires each applicant selected for SS4A grant funding to demonstrate, prior to the signing of the grant agreement, efforts to consider and address physical and cyber security risks relevant to the transportation mode and type and scale of the activities. Award recipients that have not appropriately considered and addressed physical and cyber security and resilience in their planning, design, and oversight, as determined by the Department and the Department of Homeland Security, will be required to do so before receiving Implementation Grant funds for construction, consistent with Presidential Policy Directive 21, Critical Infrastructure Security and Resilience and the National Security Presidential Memorandum on Improving Cybersecurity for Critical Infrastructure Control Systems. Additionally, funding recipients must follow 2 CFR § 200.216 and the prohibition on certain telecommunications and video surveillance services or equipment.

Commented [U50]: Drafting Instruction: This narrative should be only if necessary to address the prompts for the checked rows in the preceding table.

Citywide Systemic Safety Enhancements Project

Applicant: City of Tracy

Tracy, California

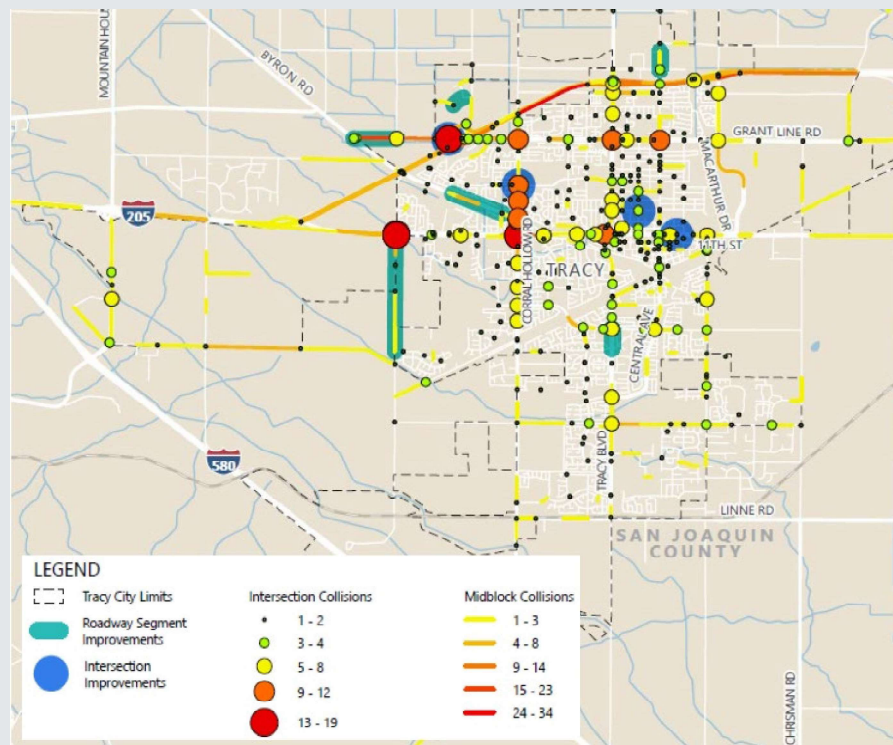
SS4A Award: \$3,764,800

Project Description

The City of Tracy, located east of the Bay Area in California, is awarded funding to improve 10 locations along roadway segments and intersections with high concentrations of collisions.

Tracy's Local Road Safety Plan (LRSP) identified lane departure collisions and vulnerable roadway users as two of the emphasis areas for the City. The project addresses these two emphasis areas through low-cost safety countermeasures,

including edge line improvements, striping and signage, bicycle lanes, multi-use paths, pedestrian refuge islands, and high-visibility crosswalks. Implementing countermeasures city-wide at high-injury and high-stress locations is a highly cost-effective way to reduce fatality and severe-injury collisions. The project includes supplemental planning activities to update the LRSP and engage the community.



Agenda Item 3.B

RECOMMENDATION

Staff recommends that the Tracy Finance Committee recommend that the City Council adopt a Resolution adopting an amended Operating and Capital Budget for the Fiscal Year ending June 30, 2024 and making such amended budget to be retroactively effective.

EXECUTIVE SUMMARY

The Tracy Finance Committee recommends that the City Council adopt a Resolution adopting an amended Operating and Capital Budget for the Fiscal Year (FY) ending June 30, 2024, and making such amended budget retroactively effective. On June 06, 2023, the City Council adopted the FY 2023-24 Operating and Capital Budget (FY 2023-24 Budget). This report provides an update of the City's current un-audited financial performance, for the Fourth Quarter (Q4), through June 30, 2024. This financial summary identifies Q4 General Fund revenue and expenditure actuals and encumbrances, and the requisite amendments that staff recommends the City Council make, to become effective retroactively, to the FY 2023-24 Budget to account for the actuals and encumbrances.

BACKGROUND AND LEGISLATIVE HISTORY

Quarterly, staff prepares a report to the City Council on the year-to-date revenues and expenditures as compared to the amended budget. This report provides an update and summary of the City's current financial performance, for FY 2023-24 Q4 through June 30, 2024, and requests that the City Council amend revenue and expenditures for the FY 2023-24 Budget to account for actuals.

ANALYSIS

FY 2023-24 General Fund Budget to Actuals (Unaudited)

The chart below reviews year-to-date revenues and expenditures as compared to the adopted budget for Fiscal Year ending June 30, 2024. For comparison FY2022/23 Actuals are also provided.

<u>REVENUES</u>	<u>FY 22/23</u>	<u>FY 23/24</u>	<u>FY 23/24</u>	<u>Adopted vs Amended</u>	<u>FY23 vs FY24</u>
(in thousands)	<u>Actuals</u>	<u>Adopted</u>	<u>Amended*</u>		
Property Tax	\$ 31,265	\$ 32,751	\$ 33,926	4%	9%
Sales Tax	63,236	65,951	84,996	29%	34%
Sales Tax Measure V	10,488	12,647	12,111	-4%	15%
Other Taxes	2,924	7,300	11,219	54%	284%
Other Revenues	25,737	19,308	24,376	26%	-5%
Total Revenues	\$ 133,650	\$ 137,957	\$166,628	21%	25%
<u>EXPENDITURES</u>				-	
(in thousands)				-	
Personnel	\$ 54,419	\$ 57,502	\$ 59,038	3%	8%
Contracted Services	26,516	28,189	27,803	-1%	5%
Operational Supplies & Equipment	2,688	3,178	3,244	2%	21%
Utilities	2,693	2,582	2,847	10%	6%
Internal Service Charges	11,244	12,881	12,858	0%	14%
Capital	1,650	534	1,599	199%	-3%
Other Payments	1,222	762	847	11%	-31%
Net Transfers In/(Out)	30,112	28,772	48,854	70%	62%
Total Expenditures	\$ 130,544	\$ 134,400	\$157,090	17%	20%
Total Change in Net Position	\$ 3,106	\$ 3,557	\$ 9,538		

*Amended based on Estimated Actuals

General Fund revenues overall increased by \$28.7 million from the FY2023/24 adopted budget which represents a 21% increase. In comparison to the previous Fiscal Year, revenue increased by 25%. The most significant increase was to Sales Tax, of which, \$7 million was attributed to the California Department of Tax and Fee Administration (CDTFA) making a one-time adjustment because of an audit conducted. The CDTFA found that the allocations made in the fourth quarter of 2020 were too high, possibly due to errors or discrepancies in the original filings. The amended return from a large taxpayer triggered a reassessment, leading to corrections and reallocations within the statewide pools affected by these filings.

Overall expenses increased by \$20.2 million from the FY2023/24 adopted budget, which represents a 15% increase. In comparison to the previous Fiscal Year, expenses increased by 18%. Personnel costs increased by \$1.5 million, which is a 3% increase from the adopted budget. This was attributed to an increase in overtime for the Police Department and retiree medical expenses. As compared to the prior fiscal year, there was a \$4.5m increase, 8%, that was attributed to MOU increases of 3.5%, additional staffing and retiree medical expenses.

State law known as the Gann limit, places a cap on the amount of proceeds of tax spent on operating expenditures in the fiscal year. The Gann limit is adjusted annually for inflation and

population and is adopted by Council during the annual budget process. Expenditures for infrastructure are not subject to the Gann limit, ensuring that tax proceeds are being invested into both the City’s operations and infrastructure. As a result, transfers out have increased to adjust for the year end surplus revenues to be set aside for future deferred maintenance and capital improvement projects.

The following provides additional detail for Measure V Sales Tax, year-to-date revenues and expenditures as compared to the adopted budget for Fiscal Year ending June 30, 2024. For comparison FY2022/23 Actuals are also provided.

<u>Measure V Sales Tax</u>	<u>FY 22/23</u>	<u>FY 23/24</u>	<u>FY 23/24</u>	<u>Adopted</u>	<u>FY23</u>
(in thousands)	<u>Actuals</u>	<u>Adopted</u>	<u>Amended</u>	<u>vs</u>	<u>vs</u>
		<u>Budget</u>	<u>Budget</u>	<u>Amended</u>	<u>FY24</u>
<u>Revenues</u>					
Measure V Sales Tax	10,488	12,647	12,111	-4%	15%
Total Revenues	10,488	12,647	12,111	-4%	15%
<u>Expenses</u>					
<u>Operations</u>					
Staffing	436	1,374	660	-52%	51%
Legacy Operations	59	237	495	109%	737%
	495	1,611	1,155	-28%	133%
<u>Debt Service Payments</u>					
Debt Service - Bond Legacy	1,658	1,653	1,653	0%	0%
	1,658	1,653	1,653	0%	0%
<u>Transfers Out to Measure V Capital</u>					
78054-Aquatic Center	4,335	9,383	9,302	-1%	115%
78186-Nature Park	1,000	-	-	0%	-100%
78187-Ritter Family Ball Park	3,000	-	-	0%	-100%
	8,335	9,383	9,302	-1%	12%
Total Expenses	10,488	12,647	12,111	-4%	15%

The Other Taxes revenue category includes Cannabis, Business Tax and Transient Occupancy Taxes (TOT). The chart below reviews year-to-date revenues as compared to the adopted budget for Fiscal Year ending June 30, 2024. For comparison, FY2022/23 Actuals are also provided.

<u>Other Taxes</u>	<u>FY 22/23</u>	<u>FY 23/24</u>	<u>FY 23/24</u>	<u>Adopted</u>	<u>FY23</u>
(in thousands)	<u>Actuals</u>	<u>Adopted</u>	<u>Amended</u>	<u>vs</u>	<u>vs</u>
				<u>Amended</u>	<u>FY24</u>
Cannabis	\$ -	\$ -	\$ 481	100%	100%
Business License	739	4,500	8,807	49%	92%
Transient Lodging	2,185	2,800	1,931	-45%	-13%
Total Other Taxes	\$ 2,924	\$ 7,300	\$ 11,219	35%	74%

The Other Revenues category includes:

- Charges for Services - Recreation & Arts Program Fees, Right of Way Maintenance Fees (Water/Wastewater) and Central Administration Services
- Contributions
- Fines and Forfeitures – Citations, Fines & Penalties
- Licenses and Permits - PD & Animal Services and Franchise Fees
- Other Revenues
- Revenues from Other Agencies – State/County Grants (PD)
- Special Assessments
- Use of Money – Interest Earnings (Quarterly Allocation across funds)

<u>Other Revenues</u>	<u>FY 22/23</u>	<u>FY 23/24</u>	<u>FY 23/24</u>	<u>Adopted</u>	<u>FY23</u>
(in thousands)	<u>Actuals</u>	<u>Adopted</u>	<u>Amended</u>	<u>vs</u>	<u>vs</u>
				<u>Amended</u>	<u>FY24</u>
Charges for Services	\$ 13,476	\$ 12,025	\$ 12,790	6%	-5%
Contributions	931	-	290	100%	-221%
Fines and Forfeitures	195	122	304	60%	36%
Licenses and Permits	5,031	4,808	4,733	-2%	-6%
Other Revenues	773	753	722	-4%	-7%
Revenues From Other Agencies	3,809	601	3,457	83%	-10%
Use of Money	1,522	1,000	2,080	52%	27%
Total Other Revenues	\$ 25,737	\$ 19,309	\$ 24,376	21%	-6%

The following table provides comparisons from FY2022-23 actuals, the adopted FY2023-24 Budget, the amended FY 2023-24 Budget to provide estimated year end reserve balances.

<u>EXPENDITURES</u> (in thousands)	<u>FY 22/23</u> <u>Actuals</u>	<u>FY 23/24</u> <u>Adopted</u>	<u>FY 23/24</u> <u>Amended</u>
Property Tax	\$ 31,265	\$ 32,751	\$ 33,926
Sales Tax	63,236	65,951	84,996
Sales Tax (MEASURE V)	10,488	12,647	12,111
Other Taxes	2,924	7,300	11,219
Other Revenues	25,737	19,308	24,376
Total Revenues	\$ 133,650	\$ 137,957	\$ 166,628
<u>EXPENDITURES</u> (in thousands)			
Personnel	\$ 54,419	\$ 57,502	\$ 59,038
Contract Services	26,516	28,189	27,803
Operational Supplies & Equipment	2,688	3,178	3,244
Utilities	2,693	2,582	2,847
Internal Service Charges	11,244	12,881	12,858
Capital	1,650	534	1,599
Other Payments	1,222	762	847
Total Expenditures	\$ 100,432	\$ 105,628	\$ 108,236
<u>TRANSFERS</u>			
Transfers In	\$ 931	\$ 10	\$ 10
Transfers Out	(3,642)	(2,779)	(8,551)
Transfers Out: Debt Service	(2,672)	(2,676)	(2,676)
Total Recurring Transfers	(5,383)	(5,445)	(11,217)
Measure V Capital	(8,335)	(9,383)	(9,302)
Capital	(16,394)	(13,944)	(28,335)
Total Capital Transfers	(24,729)	(23,327)	(37,637)
TOTAL NET TRANSFERS IN/(OUT)	(30,112)	(28,772)	(48,854)
Total Change in Net Position	3,106	3,557	9,538
Prior Year Reserves	31,236	34,342	34,342
<u>Use of Reserves</u>			
Non-Spendable Reserves*	4,062	62	17,681
Contingency/Emergency Reserves (17%)**	15,402	18,882	18,882
Economic/Budget Stability Reserves (13%)**	11,778	14,439	14,439
Prior Year Carryover	1,235		516
Unassigned	1,865	1,274	-
Year End Reserves	\$34,342	\$34,658	\$51,519

*Non-Spendable Balance is comprised of Trust Balances, Payroll and Medical Leave Liabilities, CalPERS and Retiree Medical pre-fundings.

**Calculations based on Adopted Operating Expenses and Reoccurring Transfers

FISCAL IMPACT

Quarterly, staff prepares a report to the City Council on the year-to-date revenues and expenditures as compared to the adopted budget as of June 30, 2024. Staff is recommending amendments to the City Operating and Capital Budget for FY 2023-24 to account for actuals.

STRATEGIC PLAN

This agenda item supports the Governance strategic priority, goal two, ensure short and long-term fiscal health.

ACTION REQUESTED OF THE FINANCE COMMITTEE

Staff recommends that the Tracy Finance Committee recommend that the City Council adopt a Resolution adopting an amended Operating and Capital Budget for the Fiscal Year ending June 30, 2024 and making such amended budget to be retroactively effective.

Prepared by: Felicia Galindo, Budget Officer

Reviewed by: Sara Castro, Director of Finance
Bijal Patel, City Attorney
Karin Schnaider, Assistant City Manager

Approved by: Midori Lichtwardt, City Manager

ATTACHMENTS:

Attachment A - Amended Budget

<u>EXPENDITURES</u> (in thousands)	<u>FY 22/23</u> <u>Actuals</u>	<u>FY 23/24</u> <u>Adopted</u>	<u>FY 23/24</u> <u>Amended</u>	<u>FY 23/24</u> <u>Actual Q4</u>
Property Tax	\$ 31,265	\$ 32,751	\$ 33,926	\$ 33,926
Sales Tax	63,236	65,951	84,996	84,996
Sales Tax (MEASURE V)	10,488	12,647	12,111	12,111
Other Taxes	2,924	7,300	11,219	11,219
Other Revenues	25,737	19,308	24,376	24,376
Total Revenues	\$ 133,650	\$ 137,957	\$ 166,628	\$ 166,628
<u>EXPENDITURES</u> (in thousands)				
Personnel	\$ 54,419	\$ 57,502	\$ 59,038	\$ 59,038
Contract Services	26,516	28,189	27,803	27,803
Operational Supplies & Equipment	2,688	3,178	3,244	3,244
Utilities	2,693	2,582	2,847	2,847
Internal Service Charges	11,244	12,881	12,858	12,858
Capital	1,650	534	1,599	1,599
Other Payments	1,222	762	847	847
Total Expenditures	\$ 100,432	\$ 105,628	\$ 108,236	\$ 108,236
<u>TRANSFERS</u>				
Transfers In	\$ 931	\$ 10	\$ 10	\$ 10
Transfers Out	(3,642)	(2,779)	(8,551)	(8,551)
Transfers Out: Debt Service	(2,672)	(2,676)	(2,676)	(2,676)
Total Recurring Transfers	(5,383)	(5,445)	(11,217)	(11,217)
Measure V Capital	(8,335)	(9,383)	(9,302)	(9,302)
Capital	(16,394)	(13,944)	(28,335)	(28,335)
Total Capital Transfers	(24,729)	(23,327)	(37,637)	(37,637)
TOTAL NET TRANSFERS IN/(OUT)	(30,112)	(28,772)	(48,854)	(48,854)
Total Change in Net Position	3,106	3,557	9,538	9,538
Prior Year Reserves	31,236	34,342	34,342	34,342
<u>Use of Reserves</u>				
Non-Spendable Reserves*	4,062	62	17,681	17,681
Contingency/Emergency Reserves (17%)**	15,402	18,882	18,882	18,882
Economic/Budget Stability Reserves (13%)**	11,778	14,439	14,439	14,439
Prior Year Carryover	1,235		516	516
Unassigned	1,865	1,274	-	-
Year End Reserves	\$34,342	\$34,658	\$51,519	\$51,519

*Non-Spendable Balance is comprised of Trust Balances, Payroll and Medical Leave Liabilities, Calpers and Retiree Medical pre-fundings.

**Calculations based on Adopted Operating Expenses and Reoccurring Transfers

	<u>2022/2023</u> (Actuals)	<u>2023/2024</u> (Adopted)	<u>2023/2024</u> (Actuals)	<u>2023/2024</u> (Amended)
General Fund	134,431	137,957	166,628	166,628
Development				
Services	11,887	18,087	9,951	9,951
Special Revenue	12,832	8,917	13,871	13,871
Gas Tax	4,544	5,012	5,173	5,173
General Fund Capital	5,541	0	6,152	6,152
Capital	22,945	34,392	25,725	25,725
Debt	3,655	2,966	3,508	3,508
Internal Services	21,262	23,191	23,660	23,660
Wastewater	16,723	20,990	22,398	22,398
Water	29,382	22,371	22,478	22,478
Solid Waste	31,717	33,083	35,182	35,182
Storm Drain	3,108	774	838	838
Airport Enterprise	915	1,125	919	919
Transit	9,637	5,953	6,480	6,480
Total Revenue	308,579	314,818	342,963	342,963
General Fund	109,631	115,012	117,545	117,545
Development				
Services	13,093	18,222	13,589	13,589
Special Revenue	10,505	15,398	12,049	12,049
Gas Tax	4,083	7,652	2,819	2,819
General Fund Capital	16,596	8,711	10,098	10,098
Capital	5,299	979	2,478	2,478
Debt	3,889	5,776	3,865	3,865
Internal Services	21,024	19,190	19,103	19,103
Wastewater	35,606	19,473	27,587	27,587
Water	28,900	24,128	22,942	22,942
Solid Waste	31,452	30,301	34,235	34,235
Storm Drain	2,294	698	463	463
Airport Enterprise	2,302	1,392	1,210	1,210
Transit	7,022	7,537	5,819	5,819
Total Expense	291,696	274,469	273,802	273,802

CITY ATTORNEY'S OFFICE

TRACY CITY COUNCIL

RESOLUTION NO. _____

ADOPTING AN AMENDED OPERATING AND CAPITAL BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2024 AND MAKING SUCH AMENDED BUDGET TO BE RETROACTIVELY EFFECTIVE

WHEREAS, the City Council, on June 06, 2023, adopted the Fiscal Year (FY) 2023-24 Operating and Capital Budget (FY 2023-24 Budget) for the City of Tracy (City); and

WHEREAS, based upon a review of the actual revenues and expenditures, staff has prepared and proposed additional amendments to the FY 2023-24 Budget, which are reflected in the Amended FY 2023-24 Budget (Attachment A); and

WHEREAS, the City Council has considered information related to these matters, as presented at a public meeting of the City Council, including any supporting documents and reports by City staff, and any information provided during that public meeting; and

WHEREAS, the City Council has reviewed the level of budgeting control needed by the City Manager to ensure efficiency in managing the operations of the City, including the authorization of budget transfers between funds; now, therefore, be it

RESOLVED: That the City Council of the City of Tracy hereby adopts the Amended Operating and Capital Budget for Fiscal Year 2023-24 as evidenced by the FY2023-24 Revised General Fund Budget reflected in Attachment A; and be it further

RESOLVED: That the City Council directs that the amended budget become effective retroactively.

* * * * *

The foregoing Resolution 2024-_____ was adopted by the City Council on _____, by the following vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:
ABSTENTION:	COUNCIL MEMBERS:

NANCY D. YOUNG
Mayor of the City of Tracy, California

ATTEST: _____
ADRIANNE RICHARDSON
City Clerk and Clerk of the Council of the
City of Tracy, California

Attachments: Exhibit 1 Amended Budget

<u>EXPENDITURES</u> (in thousands)	<u>FY 22/23</u> <u>Actuals</u>	<u>FY 23/24</u> <u>Adopted</u>	<u>FY 23/24</u> <u>Amended</u>	<u>FY 23/24</u> <u>Actual Q4</u>
Property Tax	\$ 31,265	\$ 32,751	\$ 33,926	\$ 33,926
Sales Tax	63,236	65,951	84,996	84,996
Sales Tax (MEASURE V)	10,488	12,647	12,111	12,111
Other Taxes	2,924	7,300	11,219	11,219
Other Revenues	25,737	19,308	24,376	24,376
Total Revenues	\$ 133,650	\$ 137,957	\$ 166,628	\$ 166,628
<u>EXPENDITURES</u> (in thousands)				
Personnel	\$ 54,419	\$ 57,502	\$ 59,038	\$ 59,038
Contract Services	26,516	28,189	27,803	27,803
Operational Supplies & Equipment	2,688	3,178	3,244	3,244
Utilities	2,693	2,582	2,847	2,847
Internal Service Charges	11,244	12,881	12,858	12,858
Capital	1,650	534	1,599	1,599
Other Payments	1,222	762	847	847
Total Expenditures	\$ 100,432	\$ 105,628	\$ 108,236	\$ 108,236
<u>TRANSFERS</u>				
Transfers In	\$ 931	\$ 10	\$ 10	\$ 10
Transfers Out	(3,642)	(2,779)	(8,551)	(8,551)
Transfers Out: Debt Service	(2,672)	(2,676)	(2,676)	(2,676)
Total Recurring Transfers	(5,383)	(5,445)	(11,217)	(11,217)
Measure V Capital	(8,335)	(9,383)	(9,302)	(9,302)
Capital	(16,394)	(13,944)	(28,335)	(28,335)
Total Capital Transfers	(24,729)	(23,327)	(37,637)	(37,637)
TOTAL NET TRANSFERS IN/(OUT)	(30,112)	(28,772)	(48,854)	(48,854)
Total Change in Net Position	3,106	3,557	9,538	9,538
Prior Year Reserves	31,236	34,342	34,342	34,342
<u>Use of Reserves</u>				
Non-Spendable Reserves*	4,062	62	17,681	17,681
Contingency/Emergency Reserves (17%)**	15,402	18,882	18,882	18,882
Economic/Budget Stability Reserves (13%)**	11,778	14,439	14,439	14,439
Prior Year Carryover	1,235		516	516
Unassigned	1,865	1,274	-	-
Year End Reserves	\$34,342	\$34,658	\$51,519	\$51,519

*Non-Spendable Balance is comprised of Trust Balances, Payroll and Medical Leave Liabilities, Calpers and Retiree Medical pre-fundings.

**Calculations based on Adopted Operating Expenses and Reoccurring Transfers

	<u>2022/2023</u> (Actuals)	<u>2023/2024</u> (Adopted)	<u>2023/2024</u> (Actuals)	<u>2023/2024</u> (Amended)
General Fund	134,431	137,957	166,628	166,628
Development				
Services	11,887	18,087	9,951	9,951
Special Revenue	12,832	8,917	13,871	13,871
Gas Tax	4,544	5,012	5,173	5,173
General Fund Capital	5,541	0	6,152	6,152
Capital	22,945	34,392	25,725	25,725
Debt	3,655	2,966	3,508	3,508
Internal Services	21,262	23,191	23,660	23,660
Wastewater	16,723	20,990	22,398	22,398
Water	29,382	22,371	22,478	22,478
Solid Waste	31,717	33,083	35,182	35,182
Storm Drain	3,108	774	838	838
Airport Enterprise	915	1,125	919	919
Transit	9,637	5,953	6,480	6,480
Total Revenue	308,579	314,818	342,963	342,963
General Fund	109,631	115,012	117,545	117,545
Development				
Services	13,093	18,222	13,589	13,589
Special Revenue	10,505	15,398	12,049	12,049
Gas Tax	4,083	7,652	2,819	2,819
General Fund Capital	16,596	8,711	10,098	10,098
Capital	5,299	979	2,478	2,478
Debt	3,889	5,776	3,865	3,865
Internal Services	21,024	19,190	19,103	19,103
Wastewater	35,606	19,473	27,587	27,587
Water	28,900	24,128	22,942	22,942
Solid Waste	31,452	30,301	34,235	34,235
Storm Drain	2,294	698	463	463
Airport Enterprise	2,302	1,392	1,210	1,210
Transit	7,022	7,537	5,819	5,819
Total Expense	291,696	274,469	273,802	273,802