NORTHEAST OHIO AREAWIDE COORDINATING AGENCY

MEMORANDUM

TO: NOACA Board of Directors
FROM: Grace Gallucci, Executive Director
DATE: December 7, 2018
RE: Resolution 2018-036; SFY 2019 Budget Amendment - Carry Forward Adjustment

ACTION REQUESTED
The Board of Directors is asked to consider approval of an amendment to the SFY 2019 Operating Budget. Specifically, it would increase the NOACA SFY 2019 budget by $78,350 and approve expending a majority of these funds for needed building improvements, office furniture and equipment replacement.

The Finance and Audit Committee has evaluated the financial impacts and recommends the item for Board consideration.

BACKGROUND/JUSTIFICATION FOR CURRENT ACTION
The actual FY 2018 Consolidated Planning Grant (CPG) carryforward is $78,350 greater than the original amount budgeted, thus providing additional unbudgeted revenue for NOACA in 2019, which includes the required 20% match (10% or $7,835 each from ODOT and NOACA). Of this, $1,773 is needed to cover an underestimated 2018 encumbrance, leaving an unencumbered balance of $76,577.

The majority of NOACA’s office furniture is more than 30 years old and has exhausted its eight-year useful life. Furthermore, the desk and cubicle areas were designed for a work environment that involved writing rather than use of computers. Also, NOACA’s infrastructure and Audio Visual (AV) equipment in various conference rooms have not been updated since 1998. Thus, in order to support the wellness of employees and update necessary infrastructure of the agency; NOACA proposes utilizing up to $76,577 for the purchase of chairs, desks, and various equipment and building improvements that are designed to be ergonomically suitable and modern for staff working environments.

To this effort, an assessment was completed to identify office furniture needs. The study concluded that $140,000 was necessary to appropriately upgrade all of NOACA’s individual workspaces. An additional $12,500 is needed to upgrade the 15 –year old Audio Visual equipment in room 309 (Old Board Room), in order to make it compliant with Federal Communication Commissions (FCC) regulations and ensure that electronic devices such as microphones are working.

Lastly, NOACA would like to appropriate a portion of these funds ($12,000) for design work on a green roof and wall in order to be eligible for a NEORSD green infrastructure grant program that would cover the cost of construction. NOACA’s Spending plan for the available funds is as follows:
RESOLUTION NO. 2018-036
(FY 2019 CARRY FORWARD ADJUSTMENT)

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green roof and wall design work</td>
<td>$12,000</td>
</tr>
<tr>
<td>in order to be grant eligible</td>
<td></td>
</tr>
<tr>
<td>Employee Furniture</td>
<td>$52,000</td>
</tr>
<tr>
<td>Audio Video Equipment</td>
<td>$12,500</td>
</tr>
</tbody>
</table>

FINANCIAL IMPACT
There is no impact to the planning activities contained in the SFY 2019 Overall Work Plan (OWP) since this amendment represents an increase to the existing budget, both revenues and expenditures.

Approval of this item results in the following budget amendment:

<table>
<thead>
<tr>
<th>Current Budget</th>
<th>Increase</th>
<th>Amended Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>$8,038,790</td>
<td>$78,350</td>
<td>$8,117,140</td>
</tr>
</tbody>
</table>

CONCLUSION/NEXT STEPS
Upon Board approval, staff will begin procurement.

GG/rl/8016c
RESOLUTION OF THE BOARD OF DIRECTORS
OF THE
NORTHEAST OHIO AREAWIDE COORDINATING AGENCY

WHEREAS, the Northeast Ohio Areawide Coordinating Agency (NOACA) is the Metropolitan Planning Organization (MPO) for the counties of Cuyahoga, Geauga, Lake, Lorain, and Medina, and the City of Cleveland; and the areawide water quality management agency for the same region; and

WHEREAS, Consolidated Planning Grant (CPG) funding is allocated to NOACA by both the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) for the purposes of its Overall Work Program (OWP) planning activities

WHEREAS, CPG funding passes through ODOT as a primary oversight agency; and

WHEREAS, NOACA underestimates its SFY 2018 CPG carryforward by $78,350 during the SFY 2019 budget development process; and

WHEREAS, $1,773 of the carryforward is needed to cover a 2018 encumbrance, leaving an unencumbered balance of $76,577.

WHEREAS, the additional $70,515 in CPG and State Match funds would require an increase of $7,835 of NOACA Local Match; and

WHEREAS, NOACA requests the majority of increase in budget to be utilized for the purchase of chairs, desks and various equipment that is designed to be ergonomically suitable and modern for staff working environment.

WHEREAS, NOACA’s procurement policy requires that these items be obtained through a competitive process following all applicable federal, state, and local policies and regulations.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Northeast Ohio Areawide Coordinating Agency, consisting of 45 principal officials serving general purpose local governments throughout and within the counties of Cuyahoga, Geauga, Lake, Lorain, and Medina, and the City of Cleveland that:

Section 1. The SFY 2019 operating budget is amended to include an additional $78,350 in carryforward funds.

Section 2. The Executive Director is hereby authorized to purchase chairs, desks, and various equipment that is designed to be ergonomically suitable and modern for staff working environment in an amount not to exceed $76,577.

Section 3. The Executive Director is authorized to transmit certified copies of this resolution to appropriate federal, state, and local agencies.
Certified to be a true copy of a Resolution of the Governing Board of the Northeast Ohio Areawide Coordinating Agency adopted this 14th day of December 2018.

Secretary: [Signature]

Date Signed: 12·14·18