



## MEMORANDUM

TO: HIGH-PERFORMANCE TRANSPORTATION ENTERPRISE BOARD OF DIRECTORS  
FROM: PIPER DARLINGTON, BUDGET AND SPECIAL PROJECTS MANAGER  
DATE: JUNE 16, 2021  
SUBJECT: FIRST AMENDMENT TO THE FISCAL YEAR 2021-22 BUDGET

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### Requested Action

This memo provides information to the High-Performance Transportation Enterprise (HPTE) Board of Directors (the Board) regarding proposed changes to the fiscal year (FY) 2021-22 budget for Fund 536 (Special Revenue Fund). The Board is asked to review the request and approve Resolution #363 included as Attachment A, approving the first Budget Amendment of FY 2021-22.

### Background

Per the HPTE Budget Process and Reporting Guidelines, any changes to the current approved annual budget resulting in a new expenditure must be presented to the Board for review and approval.

### Details

Specific changes to Fund 536 (HPTE Special Revenue Fund) related to the proposed first budget amendment been made and highlighted in yellow on Exhibit A of Attachment A. Changes are as follows:

- *Line 22, 42, 88, and 117: HPTE and CDOT Staff Time:* These lines have been increased to reflect the budget needed for two new staff member (referred to as Full-Time Equivalent (FTE's)) that will be hired in FY 2021-22 and dedicated to Express Lane operations. While HPTE was approved for a total of four FTE's, HPTE will be filling those positions over the next two fiscal years. Priority hiring is being given to the tolling traffic engineer and tolling operations and maintenance roles. It is anticipated the other two positions for a toll data analyst and toll quality assurance/business analyst will be filled in FY 2022-23.
- *Line 26, 46, 91, and 115: Routine Maintenance:* These lines have been adjusted to reflect the amounts that HPTE will pay CDOT under the new Tolling Operations and Maintenance Intra-Agency Agreement (IAA) that was approved in May 2021.
- *Lines 53-62: Burnham Yard:* These lines have been added to reflect the new Burnham Yard cost center, which is funded with capitalized interest and payment from CDOT for additional eligible property expenditures as defined under the Burnham Yard IAA. Eligible activities include zoning, land use, and infrastructure planning done which will be done in close coordination with CDOT, the City and County of Denver, and the Denver Urban Renewal Authority (DURA).
- *Line 109: Draws on Project Reserves and Surplus Accounts:* This line has been increased slightly to reflect the increase in Routine Maintenance costs line for C-470.

### Options and Recommendations

1. Act on Resolution #363 adopting an amended budget for fund 536. **Staff recommendation**
2. Request additional information on any of the items requested as part of the amendment.
3. Deny the requests and direct staff to explore other options to cover these costs.

### Next Steps

- If HPTE decides to accelerate the hiring of the two FTE positions currently slated for FY 2022-23, staff will return with a future budget amendment.
- HPTE will update the Board as a more specific work plan for Burnham Yard is developed.

### Attachment

Attachment A: Resolution #363 Approval of the First Amendment to the Fiscal Year 2021-22 HPTE Budget