



**STAFF REPORT**  
Board Meeting of August 31, 2022

**AGENDA ITEM:** 8-B

**PREPARED BY:** Troy McNeil, Deputy Director/Fiscal Supervisor

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**SUBJECT:**

FY 2022-23 Overall Work Program & Budget (OWP) – Amendment No. 1

**Enclosure:** Yes

**Action:** Approve OWP & Budget – Amendment No. 1

**SUMMARY:**

Included in your package is Amendment No.1 of the FY 2022-23 Overall Work Program & Budget. The revised Budget is \$2,426,661 (increase of \$249,848 from original budget). The amendment reflects changes due to the following:

- Higher than expected health insurance costs;
- Creation of the Administrative Analyst II position and promotion of an employee to the position;
- Recognition of recent Board actions regarding the contract amendments for the Executive Director and the Measure T Renewal consultant;
- Actual carryover of budgeted contract expenditures from FY 2021-22;
- Carryover of unspent grant apportionments;
- Adjustment for actual costs incurred versus budgeted costs;
- Recognition of higher than anticipated grant revenue;
- Adjustments in the assigned work hours for some of the work elements; and
- Carryover of two work elements from FY 2021-22.

The amendment is recognized in the following accounts:

Revenues – (Increase \$249,848)

- FHWA – increase \$15,120
- FHWA PL Carryover – increase \$79,160
- FTA 5303 – decrease \$5,603
- FTA 5303 Carryover – decrease \$4,262
- SB-1 Sustainable Communities Grant 22-23 – increase \$3,332
- SB-1 Sustainable Communities Grant Carryover 21-22 – increase \$12,922
- SB-1 Sustainable Communities Grant Carryover 20-21 – increase \$15,456
- SJV REAP Housing – increase \$7,323

- TDA Carryover – decrease \$1,029
- Member Assessment Fees – increase \$1,645
- MCTA Carryover – decrease \$9,786
- MCTA – increase \$135,570

Salaries & Benefits – (Increase \$8,467)

- Salaries – increase \$4,810
- ICMA 401(a) – increase \$722
- FICA, Employer – increase \$440
- Medicare – increase \$69
- Worker’s Compensation – decrease \$1,374
- Health – increase \$3,800

Indirect Costs – (Increase \$1,000)

- Computer Software – increase \$1,000
- Rent – decrease \$1,000
- Telephone/Internet/Website – increase \$1,000

Other Direct Costs – (Increase \$240,381)

- Air Quality Consultant – increase \$1,000
- Consultant (SB-1 Planning Grant) – increase \$31,396
- Consultant (Public Outreach Coordination) – increase \$46,932
- Consultant (Regional Housing Program) – increase \$23,720
- Consultant (Measure Renewal) – increase \$119,841
- Consultant (Lobbying & Intergovernmental) – increase \$3,000
- MCTA Conference/Travel – increase \$2,500
- Other MCTA Costs – increase \$4,000
- Other TDA Admin Costs – decrease \$5,000
- RTP EIR – increase \$10,392
- Traffic Model & GIS Support – increase \$1,500
- Traffic Monitoring Program – increase \$1,100

The amendment is reflected in all the OWP Work Elements. Two carryover work elements were also added, WE 150.1 and WE 905.2.

**FISCAL IMPACT:**

The 2022-23 Overall Work Program and Budget will increase by \$249,848.