



STAFF REPORT
Board Meeting of July 17, 2024

AGENDA ITEM: 8-A

PREPARED BY: Troy McNeil, Deputy Director/Fiscal Supervisor

SUBJECT:

FY 2024-25 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 2024-25 Overall Work Program & Budget. The revised Budget is \$2,816,447 (increase of \$183,452 from previously adopted budget). The amendment reflects changes due to the following:

- Additional \$40,000 to Admin Consulting Services for already approved on-call HR and Personnel Services that is being carried over from FY 2023-24;
- Adjustments for planned longevity pay increases for two employees;
- Adjustments for lower than planned health insurance costs;
- Add more for planned travel expenses;
- Recognition of completion of the REAP 1.0 program in FY 2023-24;
- Adjustment to recognize previously approved budget amendment for the Measure T Renewal Outreach project;
- Adjustments to recognize the SB 125 Transit Program award of funding;
- Adjustments in some planned expenditures; and
- Adjustments in the assigned work hours in work elements.

The amendment is recognized in the following accounts:

Revenues – (Increase \$183,452,000)

- FHWA PL Carryover FY 22-23 – Increase \$5,899
- REAP Housing 1.0 – Decrease \$151,583
- REAP 2.0 – Increase \$300
- TDA Carryover – Increase \$11,071

- SB 125 Transit Program – Increase \$188,112
- Member Assessment Fees – Increase \$38
- MCTA – Increase \$129,614

Salaries & Benefits – (Decrease \$3,745)

- Salaries – Increase \$1,803
- 401(a) – Increase \$271
- FICA, Employee – Increase \$111
- Medicare – Increase \$26
- Worker’s Compensation – Decrease \$77
- Health – Decrease \$5,879

Indirect Costs – (Increase \$49,000)

- Admin Consulting Services – Increase \$40,000
- Conference/Training/Education – Increase \$1,000
- Telephone/Phone/Website – Increase \$4,000
- Travel Expenses – Increase \$3,000
- Utilities – Increase \$1,000

Other Direct Costs – (Increase \$138,197)

- Consultant (SB-1 Planning Grant) – decrease \$220
- Consultant (Regional Housing Program – \$151,583
- Consultant (Measure Renewal) – Increase \$110,000
- Consultant (Transit) – Increase \$180,000
- MCTC TDA Audits – Increase \$1,500
- MCTC TDA Other Admin Costs – Decrease \$1,500

Changes were made to all Work Elements except WEs 102.1, 104, and 201

FISCAL IMPACT:

Increase of \$183,452 to the previously approved 2024-25 Overall Work Program and Budget.