



**STAFF REPORT**  
Board Meeting of April 19, 2023

**AGENDA ITEM:** 7-C

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

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**SUBJECT:**

FY 2022-23 Overall Work Program & Budget (OWP) – Amendment No. 4

**Enclosure:** Yes

**Action:** Approve OWP & Budget – Amendment No. 4

**SUMMARY:**

Included in your package is Amendment No.4 of the FY 2022-23 Overall Work Program & Budget. The revised Budget is \$2,545,770 (increase of \$112,140 from the previously amended budget). The amendment reflects changes due to the following:

- Changes in personnel with one employee retiring and the hiring of a new employee;
- Addition of Admin Consulting Services for HR-related tasks for classification/job description/compensation study;
- The previously added tasks for the Public Outreach Coordination project will now be completed by a consultant;
- Additional funds for Measure T Renewal work;
- Adjustments to certain line-items due to actual expenses;
- Adjustments in the assigned work hours for some of the work elements.

The amendment is recognized in the following accounts:

Revenues – (Increase \$112,140)

- TDA Carryover – increase \$34,435
- TDA Planning – increase \$4,575
- Member Assessment Fees – decrease \$6,052
- MCTA – increase \$79,182

Salaries & Benefits – (Decrease \$44,124)

- Salaries – decrease \$21,495
- ICMA 401(a) – decrease \$4,124
- FICA, Employer – decrease \$1,332
- Medicare – decrease \$312
- Worker’s Compensation – decrease \$103

- Health – decrease \$16,898
- Unemployment Insurance – increase \$140

Indirect Costs – (Increase \$25,000)

- Admin Consulting Services – increase \$25,000
- Computer Software – increase \$2,000
- Conference/Training/Education – decrease \$1,000
- Building/Equipment Maintenance – decrease \$1,000
- Technology Related Equipment & Repairs – increase \$1,000
- Utilities – increase \$1,000

Other Direct Costs – (Increase \$131,264)

- Board Costs and Other Costs – increase \$6,288
- Consultant (SB-1 Planning Grant) – increase \$7,551
- Consultant (Public Outreach Coordination) – increase \$36,458
- Consultant (Measure Renewal) – increase \$65,159
- MCTA Tax Recovery Services – increase \$10,000
- MCTA Conference/Travel – increase \$3,000
- MCTA Fin Asst/Audits/Reports – increase \$11,000
- MCTA Project Development – decrease \$4,000
- MCTC TDA Audits – increase \$2,500
- TDA Other Admin Costs – decrease \$2,500
- Other MCTA Costs – increase \$1,000
- Public Participation Program – decrease \$10,000
- RTP EIR – increase \$4,808

The amendment is reflected in all the OWP Work Elements except for WE 102 – Regional Housing Planning program; WE 201 – Transit; and WE 401 – Highways, Corridors, and Routes of Regional Significance.

**FISCAL IMPACT:**

An increase of \$112,140 to the approved 2022-23 Overall Work Program and Budget.