



REVISED 5/26/20 to add background materials to Item #1

ADMINISTRATIVE SUBCOMMITTEE AGENDA

Wednesday, May 27, 2020 at 10:30 a.m.

Pursuant to Governor Newsom’s Executive Orders N-25-20 (March 12, 2020) and N-29-20 (March 17, 2020), the Administrative Subcommittee meeting will only be conducted via video conferencing and by telephone. Please follow the instructions below to join the meeting remotely.

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION AT BOTTOM OF AGENDA

Join Zoom Webinar Meeting - from PC or Laptop

<https://scaqmd.zoom.us/j/99524039416>

Zoom Webinar ID: 995 2403 9416 (applies to all)

Teleconference Dial In

+1 669 900 6833

One Tap Mobile

+16699006833, 995 2403 9416

Audience will be allowed to provide public comment through telephone or Zoom connection during public comment periods

PUBLIC COMMENT WILL STILL BE TAKEN

Subcommittee Members

Dan York, Subcommittee Chair, representing Cities of Riverside County

Jamie Lai, representing Cities of Orange County

Kelly Lynn, representing San Bernardino County Transportation Authority

Vicki White, representing South Coast Air Quality Management District

Anthony Marquez, representing Orange County Board of Supervisors

*Members of the public may address this body concerning any agenda item before or during consideration of that item (Gov’t Code Section 548543.(a)). If you wish to comment on an agenda item or during the public comment period, please “raise your hand” on Zoom or dial *9 on your phone. All agendas for regular meetings are posted at District Headquarters, 21865 Copley Drive, Diamond Bar, California, at least 72 hours in advance of the regular meeting. Speakers may be limited to three (3) minutes each.*

CALL TO ORDER

ACTION CALENDAR

- 1. Consider FY 2020-21 Administrative Budget York
 An administrative budget is prepared each year as part of the annual MSRC budget. p. 4

- 2. Evaluate Performance of MSRC Website and Consider Potential Next Steps York
 The current contract with Geographics for hosting and maintenance of the MSRC website will terminate on February 20, 2021. The purpose of this item is to assess the features, functionality and performance of the current MSRC website and consider potential next steps. *No written materials.*

OTHER BUSINESS

- 3. **Any member of the Subcommittee, on his or her own initiative or in response to questions posed by the public, may ask a question for clarification, may make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter, or may take action to direct staff to place a matter of business on a future agenda. (Gov't Code Section 54954.2)* York

PUBLIC COMMENT PERIOD - (Public Comment on Non-Agenda Items, Pursuant to Government Code Section 54954.3)

At the end of the regular meeting agenda, an opportunity is provided for the public to speak on any subject within the Subcommittee's authority that is not on the agenda. Speakers may be limited to three (3) minutes each.

ADJOURNMENT

Americans with Disabilities Act and Language Accessibility

Disability and language-related accommodations can be requested to allow participation in the MSRC Meeting. The agenda will be made available, upon request, in appropriate alternative formats to assist persons with a disability (Gov't Code Section 54954.2(a)). In addition, other documents may be requested in alternative formats and languages. Any disability or language-related accommodation must be requested as soon as practicable. Requests will be accommodated unless providing the accommodation would result in a fundamental alteration or undue burden to the District. Please contact Ms. Penny Shaw Cedillo at (909) 396-3179 from 7:00 a.m. to 5:30 p.m., Tuesday through Friday, or send the request to pcedillo@aqmd.gov.

Pursuant to SB 343

All documents (i) constituting non-exempt public records, (ii) relating to an item on an agenda for a regular meeting, and (iii) having been distributed to at least a majority of the Committee after the Agenda is posted, are available by contacting Penny Shaw Cedillo at (909) 396-3179 or send the request to pcedillo@aqmd.gov.

Contacts: Cynthia Ravenstein, MSRC Contracts Administrator – (909) 396-3269

*** Visit Our Website At: www.cleantransportationfunding.org ***

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

Instructions for Participating in a Virtual Meeting as an Attendee

As an attendee, you will have the opportunity to virtually raise your hand and provide public comment.

Before joining the call, please silence your other communication devices such as your cell or desk phone. This will prevent any feedback or interruptions during the meeting.

Please note: During the meeting, all participants will be placed on mute by the host. You will not be able to mute or unmute your lines manually.

After each agenda item, the Chairman will announce public comment.

A countdown timer will be displayed on the screen for each public comment.

If interpretation is needed, more time will be allotted.

Once you raise your hand to provide public comment, your name will be added to the speaker list. Your name will be called when it is your turn to comment. The host will then unmute your line.

Directions for Video ZOOM on a DESKTOP/LAPTOP:

- If you would like to make a public comment, please click on the **“Raise Hand”** button on the bottom of the screen.
- This will signal to the host that you would like to provide a public comment and you will be added to the list.

Directions for Video Zoom on a SMARTPHONE:

- If you would like to make a public comment, please click on the **“Raise Hand”** button on the bottom of your screen.
- This will signal to the host that you would like to provide a public comment and you will be added to the list.

Directions for TELEPHONE line only:

- If you would like to make public comment, please **dial *9** on your keypad to signal that you would like to comment.



MSRC-TAC Agenda Item No. ??

DATE: June 4, 2020

FROM: Naveen Berry

SUBJECT: FY 2020-21 Administrative Budget

SYNOPSIS: As part of the annual MSRC budget, administrative costs are limited to not more than 6.25 percent of the annual MSRC portion of the AB 2766 revenues. Each year, an administrative budget is prepared. For FY 2020-21, the projected administrative costs are \$809,787 against a cap of \$1,018,750.

RECOMMENDATION(S): Review and approve the attached FY 2020-21 Administrative Budget, and forward it to the MSRC for review and approval.

WORK PROGRAM IMPACT: Seventy-five (75) percent of the technical advisor's contract, or an estimated amount of \$136,239, is chargeable to the FY 2020-21 Work Program. There are no other work program impacts.

BACKGROUND:

California Health & Safety Code, Section 44233, limits the administrative expenses for the MSRC to not more than 6.25 percent of its annual AB 2766 revenues. Each year, an administrative budget is prepared for review and approval by the MSRC.

DISCUSSION:

The proposed FY 2019-20 Administrative Budget is \$809,787 as shown in the attachment. The projected 6.25 percent administrative cap is \$1,018,750, leaving a margin of \$208,963. The following elements apply to these projections:

(1) Staff Salaries:

Costs are projected for three full-time staff positions (one Program Supervisor and two Contracts Assistants), and a part time position (Senior Administrative Secretary).

(2) Staff Administrative Support

SCAQMD charges MSRC for certain support functions provided to the MSRC. This includes legal, financial, and contractual support.

(3) Burdened Rates:

SCAQMD charges MSRC burdened rates for its staff positions and other administrative support personnel. The fully burdened hourly rate reflects the FY 2020-21 adopted overhead rates and the existing SCAQMD labor agreement resulting in an increase of \$21,214 in staffing costs.

(4) Miscellaneous Direct Costs:

These costs include: (1) 25 percent of the technical advisor's contract costs, in an estimated amount of \$45,413; (2) annual travel costs of \$2,500; (3) \$5,000 for conference related expenses and (4) miscellaneous expenses, such as printing, mailing, refreshments, etc., in the amount of \$48,500.

(5) Revenues:

Based on receipts for the AB 2766 program, the revenue projection has been revised to reflect the current trend in revenue collections.

In summary, the projected FY 2020-21 Administrative Budget reflects the best and most reasonable cost estimates available at this time.

ATTACHMENT:

Spreadsheet outlining Proposed FY 2020-21 Administrative Budget

Mobile Source Air Pollution Reduction Review Committee

Fiscal Year 2020-21 Proposed Administrative Budget

Staff	FY 2019/20 Adopted Budget			FY 2020/21 Proposed Budget				
	Hours	Fully Burdened Rate	Budget	Hours	Fully Burdened Rate	Budget	Recognize in AQMD Budget	
							Work Program	Account #
Staff Administrative Support								
Senior Deputy District Counsel	260	\$ 140.65	\$ 36,570	260	\$ 144.55	\$ 37,582		
Financial Analyst	90	106.90	\$ 9,621	90	\$ 110.16	\$ 9,914		
Procurement Manager	300	137.45	\$ 41,236	300	141.29	\$ 42,386		
Secretary	40	70.41	\$ 2,816	40	72.98	\$ 2,919		
Staff Specialist	220	107.02	\$ 23,544	220	110.28	\$ 24,261		
Contracts Assistant	220	70.41	\$ 15,490	220	72.98	\$ 16,056		
Fiscal Assistants (2)	20	66.43	\$ 1,329	20	68.92	\$ 1,378		
Accounting Technician	20	74.80	\$ 1,496	20	77.46	\$ 1,549		
Senior Accountant	10	97.48	\$ 975	10	100.56	\$ 1,006		
Total Staff Administrative Support	1,180		\$ 133,077	1,180		\$ 137,052		
Contract Administration & Program Support	(a)			(a)				
Program Supervisor	1,900	\$ 123.01		1,900	\$ 126.57			
Senior Administrative Secretary	600	88.01		600	89.18			
Contracts Assistant	1,900	70.41		1,900	72.98			
Contracts Assistant	1,900	70.41		1,900	72.98			
Total Contract Administration & Program Support	6,300		\$ 554,083	6,300		\$ 571,322		
SUBTOTAL STAFFING COSTS			\$ 687,160			\$ 708,374		
Miscellaneous Direct Costs								
Professional & Special Services			\$ 9,000			\$ 9,000	44003	67450
Public Notice			8,000			8,000	44003	67500
Communications			5,000			5,000	44003	67900
Postage			7,500			7,500	44003	68060
Office Expense/Supplies			12,000			12,000	44003	68100
Miscellaneous Expense			7,000			7,000	44003	69700
Conference- Related Expense			5,000			5,000	44003	69700
Technical Advisor (25%) (b)			38,889			45,413		
Travel Costs			2,500			2,500	44003	67800
Fixed Assets			-			-		
Total Miscellaneous Direct Costs			\$ 94,889			\$ 101,413		
Total MSRC Admin Costs	7,480		\$ 782,049	7,480		\$ 809,787		
Estimated 6.25% Admin Cap			\$ 1,018,750			\$ 1,018,750		
Amount (Over)/Under MSRC 6.25% Admin Cap			\$ 236,701			\$ 208,963		

(a) The Staff Specialist and Contracts Assistants (2) are budgeted for 100 overtime hours each.

(b) The projection for Technical Advisor expense projection is based on the current contract.

Fully Burdened Rate includes:

61.09% Benefits

13.0% Overhead

27.3% General & Administrative