



**TECHNICAL ADVISORY COMMITTEE OF THE MSRC
ADMINISTRATIVE SUBCOMMITTEE AGENDA**

Tuesday, July 23, 2024 at 9:30 a.m.

A meeting of the MSRC-TAC Administrative Subcommittee will be held at 9:30 a.m. on Tuesday, July 23, 2024 through a hybrid format of in-person attendance in Conference Room CC3-5 at the South Coast AQMD Headquarters, 21865 Copley Drive, Diamond Bar, California, and remote attendance via video conferencing and by telephone. Please follow instructions below to attend the meeting remotely.

TELECONFERENCE LOCATION

Los Angeles County MTA
One Gateway Plaza
Pasadena Conference Room, 22nd Floor
Los Angeles, CA 90012

Please refer to the MSRC's website, www.cleantransportationfunding.org, for information regarding the format of the meeting, updates if the meeting format is changed to full remote via webcast format, and details on how to participate.

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION AT BOTTOM OF AGENDA

Join Zoom Webinar Meeting - from PC or Laptop

<https://scaqmd.zoom.us/j/93659491548>

Zoom Webinar ID: 936 5949 1548 (applies to all)

Teleconference Dial In

+1 669 900 6833

One Tap Mobile

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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

Jenny Chan, representing Riverside County Transportation Commission
Kelly Lynn, representing San Bernardino County Transportation Authority
Steven Lee, representing Los Angeles Metropolitan Transportation Authority
Jason Farin, representing Riverside County Board of Supervisors
Scott Strelecki, Southern California Association of Governments

*Members of the public may address this body concerning any agenda item before or during consideration of that item (Gov't Code Section 54954.3(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

- Roll Call

ACTION CALENDAR

1. **Consider FY 2024-25 Administrative Budget** **Sandoval**

An administrative budget is prepared each year as part of the annual MSRC budget.

2. **Evaluate Performance of MSRC Website and Consider Potential Next Steps** **Ravenstein**

The current contract with Geographics for hosting and maintenance of the MSRC website will terminate on June 20, 2025. The purpose of this item is to assess the features, functionality and performance of the current MSRC website and consider potential next steps.

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)* **Ravenstein**

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 Administrative Subcommittee 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. Maria Allen at (909) 396-2714 from 7:00 a.m. to 5:30 p.m., Tuesday through Friday, or send the request to mallen@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 Subcommittee after the Agenda is posted, are available by contacting Maria Allen at (909) 396-2714 or send the request to mallen@aqmd.gov.

Contacts: Cynthia Ravenstein, MSRC Contracts Administrator – (909) 396-3269
Maria Allen, MSRC Administrative Liaison – (909) 396-2714

*** 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 Chair will announce public comment.

A countdown timer may 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.

Agenda Item #1
Consider FY2024-25 Administrative Budget



MSRC-TAC Administrative Subcommittee Agenda Item No. 1

DATE: July 23, 2024

FROM: Karen Sandoval

SUBJECT: FY 2024-25 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 2024-25, the projected administrative costs are \$965,560 against a cap of \$1,035,243.

RECOMMENDATION(S): Review and approve the attached FY 2024-25 Administrative Budget, and forward it to the MSRC for review and approval.

WORK PROGRAM IMPACT: 100 percent of the technical advisor's contract, or an estimated amount of \$271,196, is chargeable to the subsequent 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 2024-25 Administrative Budget is \$965,560 as shown in the attachment. The projected 6.25 percent administrative cap is \$1,035,243, leaving a margin of \$69,683. 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 Assistant). A Planning & Rules Manager has been added and will be working approximately 800 hours on MSRC, resulting in an increase of \$119,768 in staffing costs.

(2) Staff Administrative Support

South Coast AQMD charges MSRC for certain support functions provided to the MSRC. This includes legal, financial, and contractual support. The estimated hours reflect resources spent by the support functions.

(3) Burdened Rates:

South Coast AQMD charges MSRC burdened rates for its staff positions and other administrative support personnel. The fully burdened hourly rate reflects the FY 2024-25 proposed overhead rates and the existing South Coast AQMD labor agreement resulting in an increase of \$11,947 in staffing costs.

(4) Miscellaneous Direct Costs:

These costs include: (1) annual travel costs of \$2,500; (2) \$5,000 for conference-related expenses and (3) miscellaneous expenses, such as printing, mailing, refreshments, etc., in the amount of \$48,500. There is a decrease of \$48,213 to the administrative budget as the technical advisor's contract costs will be fully charged to program costs.

(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 2024-25 Administrative Budget reflects the best and most reasonable cost estimates that are currently available.

ATTACHMENT:

Spreadsheet outlining Proposed FY 2024-25 Administrative Budget

Mobile Source Air Pollution Reduction Review Committee

Fiscal Year 2024-25 Proposed Administrative Budget

Staff	FY 2023/24 Adopted Budget			FY 2024/25 Proposed Budget				
	Hours	Fully Burdened Rate	Budget	Hours	Fully Burdened Rate	Budget	Recognize in AQMD Budget	
							Work Program	Account #
Staff Administrative Support								
Principal Deputy District Counsel	360	\$ 156.45	\$ 56,321	360	\$ 158.54	\$ 57,074		
Financial Analyst	120	115.91	\$ 13,909	120	117.35	\$ 14,082		
Procurement Manager	300	147.76	\$ 44,327	300	149.71	\$ 44,913		
Administrative Assistant I	40	77.87	\$ 3,115	40	78.69	\$ 3,148		
Staff Specialist	220	116.03	\$ 25,526	220	118.42	\$ 26,052		
Contracts Assistant	220	77.87	\$ 17,131	220	78.69	\$ 17,312		
Fiscal Assistants (2)	30	73.72	\$ 2,212	30	74.47	\$ 2,234		
Accounting Technician	30	82.45	\$ 2,473	30	83.34	\$ 2,500		
Senior Accountant	20	106.09	\$ 2,122	20	107.37	\$ 2,147		
Total Staff Administrative Support	1,340		\$ 167,136	1,340		\$ 169,462		
Contract Administration & Program Support	(a)			(a)				
Planning & Rules Manager	-	\$ -		800	\$ 149.71			
Program Supervisor	1,900	134.40		1,900	137.38			
Sr Administrative Assistant	600	94.45		600	95.54			
Contracts Assistant	1,900	78.60		1,900	79.47			
Contracts Assistant	1,900	78.60		1,900	79.47			
Total Contract Administration & Program Support	6,300		\$ 610,709	7,100		\$ 740,098		
SUBTOTAL STAFFING COSTS			\$ 777,845			\$ 909,560		
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)			48,213					
Travel Costs			2,500			2,500	44003	67800
Fixed Assets			-			-		
Total Miscellaneous Direct Costs			\$ 104,213			\$ 56,000		
Total MSRC Admin Costs	7,640		\$ 882,058	8,440		\$ 965,560		
Estimated 6.25% Admin Cap			\$ 1,018,750			\$ 1,035,243		
Amount (Over)/Under MSRC 6.25% Admin Cap			\$ 136,692			\$ 69,683		

(a) The Program Supervisor 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:

48.93% Benefits

9.7% Overhead

32.2% General & Administrative