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April 1, 1997  
REVISED April 14, 1997

Los Angeles County  
Metropolitan  
Transportation  
Authority

TO: BOARD OF DIRECTORS  
FROM: MICHELE JACKSON *Michele Jackson*  
INTERIM BOARD SECRETARY  
SUBJECT: WORK PROGRAM AND BUDGET FOR  
OFFICE OF THE BOARD SECRETARY

One Gateway Plaza  
Los Angeles, CA  
90012

RECOMMENDATION:

Adopt **Revised** FY1997-98 Budget and Work Program for the Office of the MTA Board Secretary.

213.922.6000

ORGANIZATIONAL IMPACT:

Budget and workplan are in keeping with the agency's goals.

Mailing Address:

P.O. Box 194  
Los Angeles, CA 90053

BUDGET IMPACT:

This work program and budget **meet** the targeted 10% departmental budget reduction which will facilitate the accomplishment of the MTA goal of a 5% agency-wide budget reduction.

BACKGROUND/DISCUSSION:

The MTA Board of Directors, as the primary policy making body must be provided efficient and effective administrative support in order to make informed decisions on a wide range of MTA policy issues. The Office of the MTA Board Secretary is responsible for all administrative functions related to Board and Committee Meetings as well as the acceptance and dissemination of legal papers served on the MTA or individual employees.

ATTACHMENTS

**Revised** Budget documents

Cost Center #: 1010

Cost Center Name:

Board

FY 97 Budget

\$ 340,706

**Increases / Transfers In**

#	Line Item Category	\$	Project #	Business Reason
50110	Direct Labor			
50306	Board Member Fees			
50432	Computer Supplies	\$ 2,000		Board computer supplies
50499	M/S Others	\$ 5,000		M/S during board mtgs.
50903	Business Meals	\$ 23,000		Food service during brd. mtgs.
50909	Mileage	\$ 2,000		Mileage to board mtgs.
50910	Parking	\$ 500		Misc. parking board staff
50917	Travel/Other Business	\$ 11,000		Business travel
56000	Expense Transfer			
Total Increases / Transfers In		\$ 43,500		

**Decreases / Transfers Out**

#	Line Item Category	\$	Project #	Business Reason
50110	Direct Labor			
50200	Fringe Benefits - Other			
50399	Services Other	\$ (5,000)		Conform to actuals
50436	Office Supplies/Expendables	\$ (3,000)		" " "
50902	Books/Periodicals	\$ (1,500)		" " "
50915	Seminar/Conference fees	\$ (59,000)		" " "
50999	Miscellaneous Expense	\$ (15,506)		Reallocated to business meals
50500	Utilities			
53000	Allocated Fringe & Overhead			
56000	Expense Transfer			
Total Decreases / Transfers Out		\$ (84,006)		

Net Increase (Decrease)

\$ (40,506)

[Empty box for explanation]

FY 98 Budget (Calc)

\$ 300,200

FY 98 Budget (Input)

\$ 300,200

Explain Difference:->

Difference

\$ -

Justification \_\_\_\_\_ Amount: \_\_\_\_\_

Cost Center #: 1110 Cost Center Name: Board Secr FY 97 Budget \$ 556,797

Increases / Transfers In		\$	Project #	Business Reason
#	Line Item Category			
50132	DL NC-OTP	\$ 6,000		Premium Overtime
50134	As Needed	\$ 6,500		As needed labor
50300	Services	\$ 14,000		Separating costs for court reporter & translation services
50300	Services			
50430	Mat & Supplies - Other	\$ 17,500		New computers & needs arising from Board action
50500	Utilities			
50900	Miscellaneous Expense	\$ 5,000		Contingency
50000	Allocated Fringe & Overhead	\$ 9,289		
Total Increases / Transfers In		\$ 58,289		

Decreases / Transfers Out		\$	Project #	Business Reason
#	Line Item Category			
50110	Direct Labor	\$ (35,227)		
50200	Fringe Benefits - Other			
50300	Services	\$ (58,000)		Advertising cost paid thru another cost center and contract serv r
50300	Services			
50300	Services			
50430	Mat & Supplies - Other			
50500	Utilities			
50900	Miscellaneous Expense	\$ (1,250)		Reduced to match actuals
53000	Allocated Fringe & Overhead	\$ (35,680)		
56000	Expense Transfer			
Total Decreases / Transfers Out		\$ (130,157)		

Net Increase (Decrease)	\$ (71,868)
FY 98 Budget (Calc)	\$ 484,929
FY 98 Budget (Input)	\$ 484,928
<b>Difference</b>	<b>\$ 1</b>

Explain Difference:->

Justification \_\_\_\_\_ Amount: \_\_\_\_\_

Cost Center #: 1130 Cost Center Name: Legal Servi FY 97 Budget \$ 210,826.38

Increases / Transfers In		\$	Project #	Business Reason
#	Line Item Category			
50110	Direct Labor			
50200	Fringe Benefits - Other			
50300	Services	\$ 1,500.00		Outside printing services
50300	Services			
50430	Mat & Supplies - Other	\$ 3,500.00		New computer
50500	Utilities			
50900	Miscellaneous Expense	\$ 1,000.00		Added for employees to attend seminar/conference
53000	Allocated Fringe & Overhead			
56000	Expense Transfer	\$ 3,877.44		
Total Increases / Transfers In		\$ 9,877.44		

Decreases / Transfers Out		\$	Project #	Business Reason
#	Line Item Category			
50110	Direct Labor	\$ (1,729.27)		
50200	Fringe Benefits - Other			
50300	Services	\$ (4,500.00)		Reduced to conform to actuals
50300	Services			
50300	Services			
50430	Mat & Supplies - Other			
50500	Utilities			
50900	Miscellaneous Expense			
53000	Allocated Fringe & Overhead	\$ (6,771.03)		
56000	Expense Transfer			
Total Decreases / Transfers Out		\$ (13,000.30)		

	Net Increase (Decrease)	\$ (3,122.86)
	FY 98 Budget (Calc)	\$ 207,703.52
	FY 98 Budget (Input)	\$ 207,703.52
	Difference	\$ -

Explain Difference:->

Line Item	Name	FY 97 Budget	FY 98 Total Request	FY 97 Rev Carry Forw.	FY 98 Revised Request	FY 98 Rev. Total Request
<b>Cost Center</b>	<b>1010</b>	<b>BOARD OFFICE</b>				
50305	SERV ADVERTISING FEES	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00-	\$0.00
50306	SERV BOARD MEMBERS FEES	\$156,000.00	\$156,000.00	\$0.00	\$156,000.00	\$156,000.00
50320	SERV CONTRACT SERVICES	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00
50399	SERV OTHER SERVICES	\$30,000.00	\$25,000.00	\$0.00	\$25,000.00	\$25,000.00
50432	M/S COMPUTER SUPPLIES	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00
50433	M/S FREIGHT EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50436	M/S OFFICE SUPP/EXPENDBLE EQ	\$10,000.00	\$7,000.00	\$2,000.00	\$5,000.00	\$7,000.00
50499	M/S OTHERS	\$0.00	\$2,000.00	\$0.00	\$5,000.00	\$5,000.00
50902	MISC BOOKS/PERIODICALS	\$2,200.00	\$700.00	\$200.00	\$500.00	\$700.00
50903	MISC BUSINESS MEALS	\$6,000.00	\$15,000.00	\$0.00	\$29,000.00	\$29,000.00
50909	ER MILEAGE	\$3,000.00	\$1,000.00	\$0.00	\$5,000.00	\$5,000.00
50910	ER PARKING	\$0.00	\$1,000.00	\$0.00	\$500.00	\$500.00
50915	MISC SEMINAR/CONF FEE	\$99,000.00	\$50,000.00	\$0.00	\$40,000.00	\$40,000.00
50917	ER TRAVEL-OTHER BUSINESS	\$4,000.00	\$6,000.00	\$0.00	\$15,000.00	\$15,000.00
50999	MISC EXPENSES-OTHERS	\$30,506.00	\$20,000.00	\$0.00	\$15,000.00	\$15,000.00
<b>BOARD OFFICE Total :</b>		<b>\$340,706.00</b>	<b>\$310,700.00</b>	<b>\$12,200.00</b>	<b>\$288,000.00</b>	<b>\$300,200.00</b>
<b>Cost Center</b>	<b>1110</b>	<b>SECRETARY'S OFFICE</b>				
50131	DL NC-NORMAL TIME	\$297,637.04	\$262,410.09	\$0.00	\$262,410.09	\$262,410.09
50132	DL NC-OT AT 1 1/2-BASE RATE	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
50134	DL NC-AS NEEDED	\$0.00	\$6,500.00	\$0.00	\$6,500.00	\$6,500.00
50241	FB NC-NONWORK TIME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50305	SERV ADVERTISING FEES	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00
50308	SERV CONTRACT MAINTENANCE	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00
50309	SERV COURT REPORTER COST	\$0.00	\$3,500.00	\$0.00	\$3,500.00	\$3,500.00
50316	SERV PROF AND TECH SERVICE	\$0.00	\$8,000.00	\$0.00	\$8,000.00	\$8,000.00
50320	SERV CONTRACT SERVICES	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00
50399	SERV OTHER SERVICES	\$3,500.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00
50431	M/S BLDG & GROUNDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50432	M/S COMPUTER SUPPLIES	\$0.00	\$12,500.00	\$0.00	\$12,500.00	\$12,500.00
50433	M/S FREIGHT EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50436	M/S OFFICE SUPP/EXPENDBLE EQ	\$3,500.00	\$3,500.00	\$0.00	\$3,500.00	\$3,500.00
50445	M/S TOOLS & EXPEND EQUIPT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50499	M/S OTHERS	\$0.00	\$3,000.00	\$0.00	\$5,000.00	\$5,000.00
50902	MISC BOOKS/PERIODICALS	\$500.00	\$250.00	\$0.00	\$250.00	\$250.00
50903	MISC BUSINESS MEALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50909	ER MILEAGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50910	ER PARKING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50915	MISC SEMINAR/CONF FEE	\$3,000.00	\$1,000.00	\$0.00	\$2,000.00	\$2,000.00
50999	MISC EXPENSES-OTHERS	\$0.00	\$800.00	\$0.00	\$5,000.00	\$5,000.00
53001	ALLOCATED FRINGE BENEFIT	\$199,948.46	\$164,268.71	\$0.00	\$164,268.71	\$164,268.71
56001	APP-DIRECT LABOR TO PROJECT	\$9,288.99-	\$0.00	\$0.00	\$0.00	\$0.00
<b>SECRETARY'S OFFICE Total :</b>		<b>\$556,796.51</b>	<b>\$479,728.80</b>	<b>\$0.00</b>	<b>\$484,928.80</b>	<b>\$484,928.80</b>
<b>Cost Center</b>	<b>1130</b>	<b>LEGAL SERVICES</b>				

Line Item	Name	FY 97 Budget	FY 98 Total Request	FY 97 Rev Carry Forw.	FY 98 Revised Request	FY 98 Rev. Total Request
50131	DL NC-NORMAL TIME	\$124,240.66	\$122,511.39	\$0.00	\$122,511.39	\$122,511.39
50134	DL NC-AS NEEDED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50241	FB NC-NONWORK TIME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50315	SERV OUTSIDE PRINTING SERVICE	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00
50320	SERV CONTRACT SERVICES	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00
50399	SERV OTHER SERVICES	\$1,500.00	\$1,500.00	\$0.00	\$1,000.00	\$1,000.00
50432	M/S COMPUTER SUPPLIES	\$0.00	\$3,500.00	\$0.00	\$3,500.00	\$3,500.00
50436	M/S OFFICE SUPP/EXPENDBLE EQ	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00
50912	ER PROFESSIONAL MEMBERSHIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50915	MISC SEMINAR/CONF FEE	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00
53001	ALLOCATED FRINGE BENEFIT	\$83,463.16	\$76,692.13	\$0.00	\$76,692.13	\$76,692.13
56001	APP-DIRECT LABOR TO PROJECT	\$3,877.44	\$0.00	\$0.00	\$0.00	\$0.00
<b>LEGAL SERVICES Total :</b>		<b>\$210,826.38</b>	<b>\$206,703.52</b>	<b>\$0.00</b>	<b>\$207,703.52</b>	<b>\$207,703.52</b>
<b>Grand Total :</b>		<b>\$1,108,328.89</b>	<b>\$997,132.32</b>	<b>\$12,200.00</b>	<b>\$980,632.32</b>	<b>\$992,832.32</b>