

# STAFF REPORT

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**DATE:** April 10, 2023  
**TO:** Sacramento Regional Transit Board of Directors  
**FROM:** Laura Ham, VP, Planning and Engineering  
**SUBJ:** APPROVING THE FIRST AMENDMENT TO THE PERSONAL SERVICES CONTRACT WITH STALY CHIN

## RECOMMENDATION

Adopt the Attached Resolution.

## RESULT OF RECOMMENDED ACTION

Approving the Resolution will amend the Personal Services Contract for Staly Chin, extending the contract through April 15, 2024, and will increase the total consideration by \$55,418, from \$50,380 to \$105,798.

## FISCAL IMPACT

This First Amendment will increase total consideration by \$55,418. Of the \$55,418 increase, \$6,298 will be spent in FY 2023 and \$49,121 will be spent in FY 2024. Full funding for the PSC Contract extension is budgeted and included in the Planning Department Operating Budget for Fiscal Years 2023 and 2024.

	FY 2023	FY 2024	Total
Principal Agreement	\$35,686	\$14,694	\$50,380
Amendment #1	\$6,298	\$49,121	\$55,418
Total	\$41,984	\$63,815	\$105,798

## DISCUSSION

Under the General Manager/CEO's authority, SacRT entered into a Personal Services Contract with Staly Chin on October 25, 2022, as a Planning Intern. In this role, Mr. Chin has rendered technical assistance on a number of the Planning Department's projects including the Bus Stop Improvement Plan, Passenger Origin/Destination Survey, Smart Ride planning, and various presentations, fact sheets, and research projects. Based upon the knowledge he has acquired of SacRT projects and processes, Staff would like to extend and increase his PSC Contract, to assist with a number of backlogged Planning projects, including assisting with completing the installation and configuration of recently received digital real-time bus arrival signs, assisting with updating and modernizing the department's GIS databases and making GIS and ridership data available online to the

public, assisting with updating SacRT's route profiles and related ridership reports and data visualizations, updating bus stop signage in Elk Grove to SacRT standard, and a related route re-numbering.

Staff recommends that the Board approve the First Amendment to the PSC Contract increasing the total Contract consideration by \$55,418 from \$50,380 to \$105,798, increasing the hourly rate from \$22.50 to \$36.00/hr., increasing the total number of hours available for work from 24 hours to 40 hours/week, and extending the term of the Contract from October 15, 2022, to April 15, 2024.

RESOLUTION NO. 2023-04-030

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

April 10, 2023

**APPROVING THE FIRST AMENDMENT TO THE PERSONAL SERVICES CONTRACT WITH STALY CHIN**

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the First Amendment to Personal Services Contract between Sacramento Regional Transit District and Staly Chin, whereby the total consideration is increased by \$55,418 from \$50,380 to \$105,798, the hourly rate is increased from \$22.50/hr. to \$36.00/hr. and the term of the Contract is extended to April 15, 2024, is hereby approved.

THAT, the General Manager/CEO is hereby authorized and directed to sign said First Amendment.

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PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, Secretary

By: \_\_\_\_\_  
Tabetha Smith, Assistant Secretary