



<b>AGENDA</b>
---------------

**MEETING OF THE  
FINANCE COMMITTEE  
OF THE  
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT  
A PUBLIC AGENCY  
TUESDAY, JANUARY 27, 2015  
2:30 P.M.  
SANTA BARBARA MTD CONFERENCE ROOM (UPSTAIRS)  
550 OLIVE STREET, SANTA BARBARA, CA 93101**

- 1. CALL TO ORDER**
- 2. ROLL CALL OF THE FINANCE COMMITTEE**  
Bill Shelor, Committee Chair  
Dave Tabor, Director  
Roger Aceves, Director
- 3. REPORT REGARDING POSTING OF THE AGENDA**
- 4. APPROVAL OF PRIOR MINUTES (ATTACHMENT- ACTION MAY BE TAKEN)**  
The committee will be asked to waive the reading of and approve the draft minutes for the meeting of January 9, 2015.
- 5. PUBLIC COMMENT**  
Members of the public may address the Committee on items within the jurisdiction of the Committee that are not scheduled for public hearing. The time allotted per speaker will be at the discretion of the Committee Chair. Please complete and deliver to the MTD **Board Clerk, before the meeting is convened, a "Request to Speak" form including a description of the subject you wish to address.**
- 6. SIX-MONTH FINANCIAL UPDATE- (INFORMATIONAL)**  
Staff will update the Finance Committee on the District's financial performance for the six month period ending December 31, 2014.
- 7. DISCUSSION REGARDING CASH REPORTS AND CREDIT CARD POLICY- (ACTION MAY BE TAKEN)**  
The committee and staff will hold a discussion related to the agencies cash reports and credit card policy.
- 8. OTHER**
- 9. ADJOURNMENT**

**AMERICANS WITH DISABILITIES ACT:** If you need special assistance to participate in this meeting, please contact the MTD Administrative Office at 963-3364 at least **48 hours in advance** of the meeting to allow time for MTD to attempt a reasonable accommodation.



<b>MINUTES</b>
----------------

MEETING OF THE  
**FINANCE COMMITTEE**  
OF THE  
**SANTA BARBARA METROPOLITAN TRANSIT DISTRICT**  
A PUBLIC AGENCY  
FRIDAY, JANUARY 9, 2015  
8:30 A.M.  
**SANTA BARBARA MTD CONFERENCE ROOM (UPSTAIRS)**  
550 OLIVE STREET, SANTA BARBARA, CA 93101

**1. CALL TO ORDER**

Committee Chair Shelor called the meeting to order at 8:33 a.m.

**2. ROLL CALL OF THE FINANCE COMMITTEE**

Committee Chair Shelor reported all members were present.

**3. REPORT REGARDING POSTING OF THE AGENDA**

Lilly Gomez, Administrative Assistant, reported that the agenda was posted on Friday January 2, 2015 at MTD's Administrative Office, emailed and mailed to those on the agenda list, and posted on MTD's website.

**4. APPROVAL OF PRIOR MINUTES (ATTACHMENT- ACTION MAY BE TAKEN)**

Director Tabor moved to waive the reading of and approve the draft minutes for the meeting of November 7, 2014. Director Aceves seconded the motion. The motion passed unanimously.

**5. PUBLIC COMMENT**

None was made.

**6. ADVERTISING POLICY- ARTICULATED BUS ADVERTISING RATES - (ACTION MAY BE TAKEN)**

After a brief discussion Director Aceves moved to approve forwarding the following rates and contract terms for articulated bus advertising to the full Board:

- King (2 ad package)- \$900
- Queen- \$300
- Tail- \$450
- Allow staff to offer contracts of up to 3 years in length for articulated bus advertising space only which would be subject to an annual CPI percentage increase.

Director Tabor seconded the motion. The motion passed unanimously.

**7. OTHER**

No other items were discussed

**8. ADJOURNMENT**

Director Tabor moved to adjourn the meeting at 9:20 a.m. Director Aceves seconded the motion. The motion passed unanimously.



## FINANCE COMMITTEE REPORT

**MEETING DATE:** JANUARY 27, 2015      **AGENDA ITEM # 6**

**TYPE:** INFORMATIONAL

**PREPARED BY:** THAIS SAYAT

\_\_\_\_\_  
*Signature*

**REVIEWED BY:** GENERAL MANAGER

\_\_\_\_\_  
*GM Signature*

**SUBJECT:** SIX-MONTH FINANCIAL UPDATE

### **DISCUSSION:**

Staff will update the Finance Committee on the District's financial performance for the six month period ending December 31, 2014.

**Santa Barbara Metropolitan Transit District**  
**Revenue, Expense and Performance Report**  
**For the 6-month Period Ending December 31, 2014**

<b>Category</b>	<b>FY 2014-15</b>	<b>FY 2013-14</b>	<b>% Change</b>
Passenger Fares (Cash & Discounted Passes)	\$2,700,843	\$2,633,760	2.55%
Passenger Fares (Contract Related)	\$1,504,952	\$1,388,655	8.37%
Total Passenger Fares:	\$4,205,795	\$4,022,415	4.56%
Advertising Revenue	\$265,667	\$243,683	9.02%
Total Operating Expense	\$11,438,762	\$11,323,326	1.02%
Farebox Ratio	36.8%	35.5%	3.50%
Required Farebox Ratio:	30.3%		
Revenue Hours	102,295	99,953	2.34%
Revenue Miles	1,285,807	1,267,148	1.47%
Total Passengers	3,730,770	3,785,476	-1.45%
Cost/Passenger	\$3.07	\$2.99	2.50%
Cost/Hour	\$111.82	\$113.29	-1.29%
Cost/Mile	\$8.90	\$8.94	-0.45%
Passenger/Hour	36.47	37.87	-3.70%
Passenger/Mile	2.90	2.99	-2.88%

# SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

## BALANCE SHEET

December 31, 2014

### ASSETS

#### CURRENT ASSETS

CASH & CASH ITEMS	16,483,406	
RECEIVABLES	1,110,882	
MATERIALS & SUPPLIES INVENTORY	1,155,305	
PREPAYMENTS	264,404	
		19,013,997

#### NON-CURRENT ASSETS

WORK IN PROCESS	753,176	
LAND	5,596,297	
FIXED FACILITIES	12,926,438	
BUSES	40,137,436	
NON-REVENUE VEHICLES	762,621	
SHOP EQUIPMENT	597,143	
OFFICE FIXTURES/EQUIPMENT	2,152,373	
BUS STOP EQUIPMENT	1,077,557	
EV RESEARCH & DEVELOPMENT	0	
ACCUMULATED DEPRECIATION	34,398,095	
		29,604,946

#### TOTAL ASSETS

\$48,618,942

### LIABILITIES

#### CURRENT LIABILITIES

TRADE PAYABLES	345,160	
PAYROLL LIABILITIES	1,277,339	
OTHER CURRENT LIABILITIES	3,966,952	
		5,589,451

#### NON-CURRENT LIABILITIES

TDA DEFERRED CREDITS	3,081,292	
		3,081,292

#### TOTAL LIABILITIES

\$8,670,742

### CAPITAL

#### FEDERAL CAPITAL

FEDERAL GRANTS	30,730,727	
		30,730,727

#### TDA & OTHER CAPITAL

TDA & OTHER CAPITAL	10,687,347	
		10,687,347

#### TOTAL CAPITAL

\$41,418,074

#### YTD NET GAIN (LOSS)

(\$1,469,874)

#### TOTAL LIABILITIES & CAPITAL

\$48,618,942

# Santa Barbara Metropolitan Transit District

## Operating & Capital Budget Performance For the 6-month Period Ending December 31, 2014

	ACTUAL FY 2014-15	BUDGET FY 2014-15	PRIOR FY 2013-14
<b>OPERATING REVENUE</b>			
Passenger Fares	\$4,205,795	\$4,171,854	\$4,022,414
Federal Operating Assistance	0	0	0
Property Tax Revenue	549,765	511,450	524,594
Measure A, Section 3 LSTI	1,014,191	948,073	950,560
Local Operating Assistance	51,073	34,877	44,643
Non-Transportation Income	388,965	364,363	436,447
Sales Tax Revenue (TDA)	3,759,098	3,654,298	3,779,319
<b>Total Operating Revenue</b>	<b>\$9,968,887</b>	<b>\$9,684,915</b>	<b>\$9,757,977</b>
<b>OPERATING EXPENSE</b>			
Route Operations	\$6,461,576	\$6,872,930	\$6,667,392
Vehicle Maintenance	2,881,072	2,950,986	2,758,906
Passenger Accommodations	767,440	785,236	655,320
General Overhead	1,328,674	1,411,655	1,241,708
<b>Total Operating Expense</b>	<b>\$11,438,762</b>	<b>\$12,020,807</b>	<b>\$11,323,326</b>
<b>Net Gain/Loss - Operating Activities:</b>	<b>(\$1,469,875)</b>	<b>(\$2,335,892)</b>	<b>(\$1,565,349)</b>
<b>CAPITAL REVENUE</b>			
Sales Tax Revenue (TDA)	\$0	\$0	\$0
Other Capital Assistance	0	0	0
Measure A - Capital Replacement Fund	0	763,411	0
Prop. 1B Capital Assistance Fund	0	0	4,423,525
State Transit Assistance (TDA)	0	1,507,364	0
Federal Capital Assistance	0	71,777	0
<b>Total Capital Revenue</b>	<b>\$0</b>	<b>\$2,342,552</b>	<b>\$4,423,525</b>
<b>CAPITAL PROJECTS</b>			
Haley/Calle Real/Fixed Facilities	\$12,552	\$125,000	\$29,611
Intelligent Transportation Systems	266,725	293,000	5,124
Electric Vehicle Projects	0	0	0
Calle Real Development	0	0	0
Dispatch & Maintenance Facilities	0	0	0
Management Information Systems	0	40,000	0
Passenger Facilities & Equipment	23,263	175,398	655
Service Vehicles	0	0	0
Buses	0	2,270,775	4,438,615
Buses - Radios/Fareboxes/Bike Racks	46,805	37,500	0
Revenue Vehicle Improvements	261,547	559,750	46,756
Shop Equipment	44,898	44,000	3,415
Office Furniture & Equipment	850	12,500	1,282
<b>Total Capital Projects</b>	<b>\$656,640</b>	<b>\$3,557,923</b>	<b>\$4,525,458</b>

**SANTA BARBARA METROPOLITAN TRANSIT DISTRICT**  
**REVENUE VARIANCE REPORT**

**For the 6 Months Ending December 31, 2014**

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VAR (\$)</u>	<u>PRIOR</u>	<u>VAR (\$)</u>
<b>OPERATING REVENUE</b>					
CASH FARES					
Regular Cash Fares	1,324,090	1,359,125	(35,035)	1,370,907	(46,816)
	<u>\$ 1,324,090</u>	<u>\$ 1,359,125</u>	<u>(\$ 35,035)</u>	<u>\$ 1,370,907</u>	<u>(\$ 46,816)</u>
TICKETS & TOKENS					
One Day Pass Fares	2,689	2,209	480	2,156	533
Adult Ten Ride Pass Fares	397,373	366,929	30,444	373,066	24,307
Youth Ten Ride Pass Fares	200,822	271,878	(71,056)	226,195	(25,373)
Senior Ten Ride Pass Fares	39,962	38,680	1,282	38,849	1,113
Mobility 10-Ride Pass Fares	15,231	16,577	(1,346)	16,272	(1,042)
Coastal Express Limited 10 Ride Pa	53,889	45,283	8,606	47,202	6,686
Regular Fares - Tokens	27,689	18,669	9,020	17,483	10,206
Adult 30 Days Passports	390,585	312,306	78,280	305,488	85,097
Youth 30 Days Passports	118,211	106,937	11,274	103,758	14,453
Senior 30 Days Passports	46,706	45,274	1,433	44,953	1,753
Mobility 30 Days Passports	64,155	65,073	(917)	64,487	(332)
Coastal Express Limited 30 Days Pa	19,440	23,961	(4,521)	22,943	(3,504)
	<u>\$ 1,376,753</u>	<u>\$ 1,313,775</u>	<u>\$ 62,977</u>	<u>\$ 1,262,853</u>	<u>\$ 113,899</u>
CONTRACT FARES					
Brooks Institute Contract Fares	1,271	3,794	(2,524)	3,444	(2,174)
UCSB Contract Fares	402,645	387,571	15,074	387,571	15,073
City Shuttle Contract Fares	506,660	516,165	(9,505)	497,453	9,207
Downtown City My Ride Program Co	21,364	28,600	(7,236)	21,735	(371)
SBCC Contract Revenue	525,411	531,906	(6,495)	432,551	92,860
Special Event Fares	47,602	30,918	16,685	45,900	1,702
	<u>\$ 1,504,952</u>	<u>\$ 1,498,954</u>	<u>\$ 5,998</u>	<u>\$ 1,388,655</u>	<u>\$ 116,297</u>
OPERATING REVENUE SUBTOTAL	<u>\$ 4,205,795</u>	<u>\$ 4,171,854</u>	<u>\$ 33,940</u>	<u>\$ 4,022,414</u>	<u>\$ 183,380</u>
<b>NON OPERATING REVENUE</b>					
NON TRANSPORTATION REVENUE					
Advertising On Buses	265,667	225,000	40,667	243,683	21,984
Interest On Investments	20,205	35,000	(14,795)	29,778	(9,573)
Gain/(Loss) on Assets Sales	2,025	7,500	(5,475)	64,665	(62,640)
Miscellaneous Revenue	8,734	5,000	3,734	7,404	1,330
Overpass Property Revenue	92,334	91,863	471	90,917	1,417
Prop 1B-OSH	0	0	0	0	0
Prop 1B-PTMISEA	0	0	0	0	0
Property Tax Revenue	549,765	511,450	38,315	524,594	25,171
	<u>\$ 938,730</u>	<u>\$ 875,813</u>	<u>\$ 62,917</u>	<u>\$ 961,041</u>	<u>(\$ 22,311)</u>
SALES TAX REVENUE					
SB325 Local Transportation Fund	3,759,098	3,654,298	104,800	3,779,319	(20,221)
Measure A, Section 3 LSTI	1,014,191	948,073	66,118	950,560	63,631
Local Operating Assistance	51,073	34,877	16,196	44,643	6,431
	<u>\$ 4,824,362</u>	<u>\$ 4,637,249</u>	<u>\$ 187,113</u>	<u>\$ 4,774,521</u>	<u>\$ 49,841</u>
FEDERAL ASSISTANCE					
FTA - Operating Assistance	0	0	0	0	0
	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
NON OPERATING REVENUE	<u>\$ 5,763,093</u>	<u>\$ 5,513,062</u>	<u>\$ 250,030</u>	<u>\$ 5,735,562</u>	<u>\$ 27,530</u>
<b>GRAND TOTALS</b>	<u><b>\$ 9,968,887</b></u>	<u><b>\$ 9,684,917</b></u>	<u><b>\$ 283,971</b></u>	<u><b>\$ 9,757,976</b></u>	<u><b>\$ 210,911</b></u>

# SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

## OPERATING EXPENDITURES

For the 6 Months Ending December 31, 2014

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VAR (\$)</u>	<u>PRIOR</u>	<u>VAR (\$)</u>
<b>ROUTE OPERATIONS</b>					
DRIVERS	5,033,227	5,108,564	(75,337)	4,700,777	332,451
DISPATCH & SUPERVISION	276,177	276,141	36	259,952	16,226
HIRING & TRAINING	180,012	145,368	34,644	156,300	23,712
RISK & SAFETY	657,628	1,027,601	(369,974)	1,238,231	(580,604)
CONTRACTED TRANSPORTATION	314,532	315,255	(723)	312,132	2,400
<b>SUBTOTAL</b>	<u>\$ 6,461,576</u>	<u>\$ 6,872,930</u>	<u>(\$ 411,354)</u>	<u>\$ 6,667,392</u>	<u>(\$ 205,816)</u>
<b>VEHICLE MAINTENANCE</b>					
MECHANICS	514,722	594,816	(80,093)	525,432	(10,710)
CLEANERS & FUELERS	385,345	381,892	3,453	354,010	31,334
SHOP SUPERVISION	293,319	301,871	(8,552)	268,163	25,157
FUEL, LUBRICANTS AND TIRES	1,176,616	1,249,917	(73,301)	1,218,139	(41,522)
VEHICLE PARTS AND SUPPLIES	295,213	354,830	(59,617)	344,631	(49,418)
OUTSIDE VEHICLE MAINTENANCE	29,408	41,250	(11,842)	28,892	517
RISK AND SAFETY	186,448	26,410	160,038	19,639	166,809
<b>SUBTOTAL</b>	<u>\$ 2,881,072</u>	<u>\$ 2,950,986</u>	<u>(\$ 69,914)</u>	<u>\$ 2,758,906</u>	<u>\$ 122,166</u>
<b>PASSENGER FACILITIES</b>					
PASSENGER FACILITIES	321,117	300,002	21,115	283,959	37,157
TRANSIT DEVELOPMENT	171,417	188,490	(17,074)	162,050	9,366
PROMOTION & INFORMATION	132,992	148,415	(15,423)	75,378	57,614
FARE REVENUE COLLECTION	141,914	148,330	(6,415)	133,933	7,981
<b>SUBTOTAL</b>	<u>\$ 767,440</u>	<u>\$ 785,236</u>	<u>(\$ 17,797)</u>	<u>\$ 655,320</u>	<u>\$ 112,119</u>
<b>GENERAL OVERHEAD</b>					
FINANCE	289,680	305,711	(16,031)	277,780	11,900
PERSONNEL	28,302	55,134	(26,831)	51,572	(23,270)
OPERATING FACILITIES	145,974	157,577	(11,602)	128,008	17,966
DISTRICT ADMINISTRATION	747,972	780,442	(32,471)	681,398	66,574
UTILITIES	116,746	112,792	3,954	102,951	13,795
<b>SUBTOTAL</b>	<u>\$ 1,328,674</u>	<u>\$ 1,411,655</u>	<u>(\$ 82,981)</u>	<u>\$ 1,241,708</u>	<u>\$ 86,966</u>
<b>TOTAL OPERATING COST</b>	<u><u>\$ 11,438,762</u></u>	<u><u>\$ 12,020,808</u></u>	<u><u>(\$582,046)</u></u>	<u><u>\$ 11,323,326</u></u>	<u><u>\$ 115,436</u></u>

# SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

## ROUTE OPERATIONS

For 6 Months Ending December 31, 2014

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VAR (\$)</u>	<u>PRIOR</u>	<u>VAR (\$)</u>
<b>DRIVERS</b>					
<b>WAGES</b>					
Scheduled	2,951,462	3,013,064	(61,602)	2,825,543	125,920
Scheduled OT	154,224	140,249	13,975	142,844	11,380
Unscheduled	81,020	94,442	(13,423)	102,124	(21,104)
Driver Light Duty	1,057	12,612	(11,555)	0	1,057
<b>FRINGE BENEFITS</b>					
FICA - Drivers	271,926	284,646	(12,720)	256,213	15,713
Pension - Drivers	427,087	425,591	1,496	414,666	12,420
Health Insurance - Drivers	717,256	637,587	79,669	535,315	181,941
Sick Pay - Drivers	53,409	74,077	(20,668)	62,226	(8,817)
Vacation - Drivers	200,605	249,994	(49,389)	204,549	(3,944)
Holiday Pay - Drivers	137,724	152,006	(14,283)	133,589	4,135
Other Pay - Drivers	19,319	9,753	9,566	11,564	7,755
Unemployment Insurance - Drivers	1,409	2,041	(632)	1,492	(83)
Uniforms - Drivers	16,728	12,500	4,228	10,652	6,077
	<u>\$ 5,033,227</u>	<u>\$ 5,108,564</u>	<u>(\$ 75,337)</u>	<u>\$ 4,700,777</u>	<u>\$ 332,451</u>
<b>DISPATCH &amp; SUPERVISION</b>					
<b>WAGES</b>					
Supervisors - Dispatch & Supervision	81,387	78,008	3,379	78,352	3,035
Staff - Dispatch & Supervision	80,037	79,826	211	81,780	(1,743)
<b>FRINGE BENEFITS</b>					
FICA - Dispatch & Supervision	15,423	15,497	(74)	14,409	1,014
Pension - Dispatch & Supervision	19,651	17,849	1,802	19,464	187
Health Insurance - Dispatch & Supervi	39,030	38,694	336	33,445	5,585
Sick Pay - Dispatch & Supervision	8,523	4,306	4,217	3,091	5,431
Vacation - Dispatch & Supervision	13,935	16,286	(2,351)	12,286	1,649
Holiday Pay - Dispatch & Supervision	7,535	9,203	(1,668)	7,969	(434)
Other Pay - Dispatch & Supervision	10,656	16,472	(5,816)	9,156	1,501
	<u>\$ 276,177</u>	<u>\$ 276,141</u>	<u>\$ 36</u>	<u>\$ 259,952</u>	<u>\$ 16,226</u>
<b>HIRING &amp; TRAINING</b>					
<b>WAGES</b>					
Staff - Hiring & Training	17,187	18,200	(1,013)	17,372	(185)
Student Drivers	24,388	25,747	(1,359)	34,546	(10,158)
Existing Drivers/Supervisors Training	87,486	55,886	31,600	60,860	26,626
<b>FRINGE BENEFITS</b>					
FICA - Hiring & Training	8,628	8,097	531	6,764	1,865
Pension - Hiring & Training	9,745	5,081	4,665	6,761	2,984
Health Insurance - Hiring & Training	13,422	10,740	2,682	8,476	4,946
Sick Pay - Hiring & Training	1,289	881	409	3,968	(2,679)
Vacation - Hiring & Training	3,742	2,633	1,109	2,932	810
Holiday Pay - Hiring & Training	3,962	2,450	1,512	2,951	1,011
Other Pay - Hiring & Training	117	453	(336)	138	(21)
Medical/Driving Exams & DMV Fees (	9,660	11,000	(1,340)	11,382	(1,722)

# SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

## ROUTE OPERATIONS

For 6 Months Ending December 31, 2014

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VAR (\$)</u>	<u>PRIOR</u>	<u>VAR (\$)</u>
Employment Ads	234	200	34	0	234
Training, Travel & Meetings (RO)	150	4,000	(3,850)	149	1
	<u>\$ 180,012</u>	<u>\$ 145,368</u>	<u>\$ 34,644</u>	<u>\$ 156,300</u>	<u>\$ 23,712</u>
<b>RISK &amp; SAFETY</b>					
<b>WAGES</b>					
Staff - Risk & Safety	16,145	33,263	(17,118)	32,361	(16,216)
Supervisors - Risk & Safety	143,451	144,305	(854)	125,360	18,091
Driver Accident Pay	881	849	32	944	(63)
<b>FRINGE BENEFITS</b>					
FICA - Risk & Safety	13,901	15,572	(1,671)	13,341	560
Pension - Risk & Safety	17,013	19,205	(2,192)	17,526	(513)
Health Insurance - Risk & Safety	24,295	34,779	(10,485)	25,722	(1,427)
Sick Pay - Risk & Safety	7,730	2,565	5,165	8,159	(429)
Vacation - Risk & Safety	14,350	13,599	751	12,814	1,537
Holiday Pay - Risk & Safety	6,485	8,679	(2,194)	6,215	270
Other Pay - Risk & Safety	5,924	1,750	4,174	4,819	1,105
<b>LIABILITY COSTS</b>					
Liability - Professional Services	51,315	78,845	(27,530)	63,665	(12,350)
Liability Insurance	125,757	135,380	(9,623)	119,310	6,447
Liability CY Payouts	3,891	15,000	(11,109)	4,905	(1,014)
Liability CY Reserves	6,502	15,000	(8,498)	5,405	1,097
Liability PY Payouts	7,692	25,000	(17,308)	41,501	(33,809)
Change in PY Liability Reserves	11,356	(25,000)	36,356	(16,195)	27,551
<b>WORKERS COMP COSTS</b>					
WC Professional Services (RO)	117,122	99,469	17,653	92,626	24,496
WC Insurance (RO)	39,306	34,913	4,393	36,756	2,549
WC CY Incident Payouts (RO)	1,958	75,000	(73,042)	66,861	(64,903)
WC CY Incident Reserves (RO)	42,294	125,000	(82,706)	257,866	(215,572)
WC PY Incidents Payouts (RO)	146,214	187,500	(41,286)	122,459	23,755
Change In WC PY Incident Reserves (	(156,568)	(25,809)	(130,759)	192,766	(349,334)
Miscellaneous Risk & Safety	10,614	12,739	(2,125)	3,044	7,570
<b>CONTRACTED TRANSPORTATION</b>					
Paratransit Subsidy	314,532	315,255	(723)	312,132	2,400
	<u>\$ 972,160</u>	<u>\$ 1,342,857</u>	<u>(\$ 370,697)</u>	<u>\$ 1,550,363</u>	<u>(\$ 578,204)</u>
<b>ROUTE OPERATIONS</b>	<u>\$ 6,461,576</u>	<u>\$ 6,872,930</u>	<u>(\$ 411,354)</u>	<u>\$ 6,667,392</u>	<u>(\$ 205,816)</u>

# SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

## VEHICLE MAINTENANCE

For 6 Months Ending December 31, 2014

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VAR (\$)</u>	<u>PRIOR</u>	<u>VAR (\$)</u>
<b>MECHANICS</b>					
<b>WAGES</b>					
Mechanics	319,765	347,672	(27,906)	330,941	(11,176)
Less Mechanics Labor for Capitalizati	(5,635)	(14,655)	9,020	(4,583)	(1,052)
Mechanics-Overtime	6,391	12,682	(6,290)	10,411	(4,020)
<b>FRINGE BENEFITS</b>					
FICA - Mechanics	28,578	33,932	(5,354)	28,806	(228)
Pension - Mechanics	39,905	42,368	(2,463)	41,812	(1,907)
Health Insurance - Mechanics	53,970	74,991	(21,021)	53,157	813
Sick Pay - Mechanics	9,814	9,767	47	8,479	1,335
Vacation - Mechanics	29,891	56,364	(26,474)	28,801	1,090
Holiday Pay - Mechanics	15,653	19,600	(3,947)	16,982	(1,329)
Other Pay - Mechanics	704	732	(28)	771	(67)
Unemployment Insurance - Mechanics	238	71	167	0	238
Uniforms - Mechanics	7,748	6,000	1,748	6,554	1,193
Tool Allowance - Mechanics	7,700	5,291	2,409	3,300	4,400
	<u>\$ 514,722</u>	<u>\$ 594,816</u>	<u>(\$ 80,093)</u>	<u>\$ 525,432</u>	<u>(\$ 10,710)</u>
<b>CLEANERS &amp; FUELERS</b>					
<b>WAGES</b>					
Service Workers - Cleaners & Fuelers	220,665	215,713	4,952	210,961	9,704
<b>FRINGE BENEFITS</b>					
FICA - Cleaners & Fuelers	18,573	18,340	233	17,050	1,522
Pension - Cleaners & Fuelers	35,291	33,017	2,274	34,725	567
Health Insurance - Cleaners & Fuelers	74,895	74,991	(96)	57,525	17,369
Sick Pay - Cleaners & Fuelers	5,010	4,568	442	4,950	60
Vacation - Cleaners & Fuelers	14,605	15,278	(674)	12,721	1,884
Holiday Pay - Cleaners & Fuelers	10,979	13,867	(2,888)	10,596	383
Other Pay - Cleaners & Fuelers	236	953	(716)	228	8
Uniforms - Cleaners & Fuelers	3,984	3,549	435	3,341	643
Medical Exams/DMV Fees (VM)	1,107	1,615	(508)	1,913	(806)
	<u>\$ 385,345</u>	<u>\$ 381,892</u>	<u>\$ 3,453</u>	<u>\$ 354,010</u>	<u>\$ 31,334</u>
<b>SHOP SUPERVISION</b>					
<b>WAGES</b>					
Staff - Maintenance Supervision	173,254	175,221	(1,967)	147,230	26,025
<b>FRINGE BENEFITS</b>					
FICA - Supervision Vehicle Mainten	15,155	15,282	(128)	14,063	1,092
Pension - Supervision Vehicle Mainte	20,200	19,977	223	18,367	1,833
Health Insurance - Supervision/Vehicl	54,603	60,822	(6,219)	49,118	5,485
Sick Pay - Supervision Vehicle Mainte	2,373	2,117	257	8,879	(6,505)
Vacation - Supervision Vehicle Mainte	12,402	12,833	(431)	17,784	(5,382)
Holiday Pay - Supervision Vehicle Mai	8,932	9,101	(168)	8,521	411
Other Pay - Supervision & Vehicle Mai	1,074	1,517	(443)	1,362	(288)
Training, Travel & Meetings (VM)	5,325	5,000	325	2,838	2,487

# SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

## VEHICLE MAINTENANCE

For 6 Months Ending December 31, 2014

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VAR (\$)</u>	<u>PRIOR</u>	<u>VAR (\$)</u>
<b>FUEL, LUBRICANTS AND TIRES</b>					
Bus Tire Mounting	3,683	5,000	(1,317)	4,515	(833)
Fuel and Lubes - Buses	1,054,854	1,127,231	(72,377)	1,099,362	(44,508)
Electric Bus Power	40,379	44,100	(3,721)	40,870	(491)
Lease Cost - Tires Buses	77,700	73,586	4,114	73,391	4,309
<b>VEHICLE PARTS AND SUPPLIES</b>					
Vehicle Parts - Buses	247,407	309,830	(62,423)	312,051	(64,644)
Shop Supplies	40,468	30,000	10,468	25,394	15,075
Bus Cleaning Supplies	4,322	10,000	(5,678)	5,210	(887)
Hazmat Disposal/Tank Tests	3,015	5,000	(1,985)	1,977	1,038
<b>OUTSIDE VEHICLE MAINTENANCE</b>					
Vendor Vandalism Repairs	6,982	22,500	(15,518)	10,612	(3,630)
Vendor Accident Repairs	97	3,750	(3,653)	515	(418)
Less Monies Collected/Accident Colle	(2,042)	(2,500)	458	0	(2,042)
Vendor Bus Repairs	24,372	17,500	6,872	17,765	6,607
<b>RISK AND SAFETY</b>					
WC Professional Services (VM)	28,460	5,235	23,225	2,315	26,145
WC Insurance (VM)	3,765	3,675	90	1,935	1,830
WC CY Payouts (VM)	5,872	5,000	872	1,992	3,880
WC CY Incident Reserves (VM)	102,972	12,500	90,472	19,596	83,376
WC PY Incidents Payouts (VM)	2,895	12,500	(9,605)	3,648	(753)
Change in WC PY Incident Reserves (	42,484	(12,500)	54,984	(9,847)	52,331
	<u>\$ 1,981,005</u>	<u>\$ 1,974,278</u>	<u>\$ 6,727</u>	<u>\$ 1,879,464</u>	<u>\$ 101,542</u>
<b>VEHICLE MAINTENANCE</b>	<u>\$ 2,881,072</u>	<u>\$ 2,950,986</u>	<u>(\$ 69,914)</u>	<u>\$ 2,758,906</u>	<u>\$ 122,166</u>

# SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

## PASSENGER FACILITIES

For 6 Months Ending December 31, 2014

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VAR (\$)</u>	<u>PRIOR</u>	<u>VAR (\$)</u>
<b>PASSENGER FACILITIES</b>					
<b>WAGES</b>					
Supervisors - Passengers Facilities	96,993	90,067	6,926	87,547	9,445
TC Advisors	53,156	49,298	3,859	52,774	382
Staff - Passenger Facilities (Bus Stop	20,679	19,122	1,556	20,859	(180)
<b>FRINGE BENEFITS</b>					
FICA - Passenger Facilities	14,711	13,653	1,058	13,112	1,600
Pension - Passenger Facilities	12,547	12,594	(48)	12,092	455
Health Insurance - Passenger Facilitie	63,054	57,332	5,723	47,679	15,375
Sick Pay - Passenger Facilities	4,175	2,056	2,119	2,412	1,763
Vacation - Passenger Facilities	10,183	9,795	388	8,137	2,046
Holiday Pay - Passenger Facilities	7,532	8,417	(886)	7,274	258
Other Pay - Passenger Facilities	3,649	1,125	2,524	794	2,855
<b>BUILDINGS AND GROUNDS</b>					
Property Insurance (PF)	1,463	2,681	(1,218)	898	565
Contract Maint-PF	24,924	23,860	1,064	26,219	(1,295)
B&G Repairs & Supplies (PF)	2,897	5,000	(2,103)	2,739	158
Bus Stop Repairs & Supplies	5,154	5,000	154	1,423	3,731
	<u>\$ 321,117</u>	<u>\$ 300,002</u>	<u>\$ 21,115</u>	<u>\$ 283,959</u>	<u>\$ 37,157</u>
<b>TRANSIT DEVELOPMENT</b>					
<b>WAGES</b>					
Staff - Transit Development	108,158	108,389	(231)	107,398	760
<b>FRINGE BENEFITS</b>					
FICA - Transit Development	9,478	9,405	73	9,099	379
Pension - Transit Development	12,462	12,294	168	10,460	2,002
Health Insurance - Transit Developme	24,358	29,906	(5,548)	19,645	4,713
Sick Pay - Transit Development	2,041	2,808	(767)	1,835	206
Vacation - Transit Development	6,096	7,083	(987)	3,967	2,129
Holiday Pay - Transit Development	5,684	5,684	0	5,485	199
Other Pay - Transit Development	3,079	1,421	1,658	1,286	1,793
<b>SERVICE PLANNING</b>					
Planning Studies & Surveys	60	9,000	(8,940)	476	(416)
Training, Travel & Meetings (TD)	0	2,500	(2,500)	2,399	(2,399)
	<u>\$ 171,417</u>	<u>\$ 188,490</u>	<u>(\$ 17,074)</u>	<u>\$ 162,050</u>	<u>\$ 9,366</u>
<b>PROMOTION &amp; INFORMATION</b>					
<b>WAGES</b>					
Staff - Promotion & Information	40,348	39,730	619	20,510	19,838
<b>FRINGE BENEFITS</b>					
FICA - Promotion & Information	3,602	3,456	145	1,796	1,805
Pension - Promotion & Information	4,190	4,518	(328)	2,348	1,842
Health Insurance - Promotion & Inform	9,531	10,454	(923)	2,989	6,542
Sick Pay - Promotion & Information	1,117	679	438	253	864
Vacation - Promotion & Information	2,833	3,083	(250)	997	1,836
Holiday Pay - Promotion & Information	2,147	2,101	46	1,065	1,081
Other Pay - Promotion & Information	635	437	197	655	(21)

# SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

## PASSENGER FACILITIES

For 6 Months Ending December 31, 2014

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VAR (\$)</u>	<u>PRIOR</u>	<u>VAR (\$)</u>
PROMOTIONS					
Media Ad Placement (MA)	0	2,500	(2,500)	1,447	(1,447)
Brochures & Publications (BP)	131	2,500	(2,369)	0	131
Promotional Giveaways (PG)	3,846	2,500	1,346	0	3,846
Bus/Shuttle Decorations (BD)	2,016	1,250	766	0	2,016
Training, Travel & Meetings (PI)	0	500	(500)	(109)	109
INFORMATION					
Other Promotions (OP)	3,439	2,500	939	2,263	1,176
Route Schedules & Information (RI)	59,158	72,207	(13,049)	41,163	17,995
	<u>\$ 132,992</u>	<u>\$ 148,415</u>	<u>(\$ 15,423)</u>	<u>\$ 75,378</u>	<u>\$ 57,614</u>
FARE REVENUE COLLECTION					
WAGES					
Staff - Fare Revenue Collection	37,953	49,896	(11,943)	50,937	(12,984)
FRINGE BENEFITS					
FICA - Fare Revenue & Collection	4,066	4,481	(416)	4,519	(454)
Pension - Fare Revenue Collection	5,195	5,858	(663)	5,426	(231)
Health Insurance - Fare Revenue Coll	24,799	26,470	(1,671)	23,617	1,182
Sick Pay - Fare Revenue Collection	6,527	1,587	4,940	983	5,544
Vacation - Fare Revenue & Collection	7,505	3,839	3,666	4,436	3,069
Holiday Pay - Fare Revenue Collectio	1,701	2,610	(909)	2,437	(736)
Other Pay - Fare Revenue Collection	664	1,088	(423)	1,306	(642)
Tickets and Transfers	14,548	20,000	(5,452)	12,164	2,384
Farebox-TVM-Change Machine Parts	7,654	22,500	(14,846)	24,152	(16,498)
Fare Processing	31,302	10,000	21,302	3,956	27,346
	<u>\$ 141,914</u>	<u>\$ 148,330</u>	<u>(\$ 6,415)</u>	<u>\$ 133,933</u>	<u>\$ 7,981</u>
PASSENGER FACILITIES	<u>\$ 767,440</u>	<u>\$ 785,236</u>	<u>(\$ 17,797)</u>	<u>\$ 655,320</u>	<u>\$ 112,119</u>

# SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

## GENERAL OVERHEAD

For 6 Months Ending December 31, 2014

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VAR (\$)</u>	<u>PRIOR</u>	<u>VAR (\$)</u>
<b>FINANCE</b>					
<b>WAGES</b>					
Staff - Accounting	177,320	188,819	(11,499)	176,276	1,044
<b>FRINGE BENEFITS</b>					
FICA - Accounting	15,984	16,653	(669)	14,755	1,229
Pension - Accounting	21,077	21,768	(692)	20,215	862
Health Insurance - Accounting	42,220	48,039	(5,819)	38,621	3,599
Sick Pay - Accounting	3,675	3,285	389	2,187	1,488
Vacation - Accounting	16,489	16,007	482	15,271	1,218
Holiday Pay - Accounting	9,186	9,398	(213)	8,830	356
Other Pay - Accounting	3,730	1,740	1,990	1,593	2,137
Unemployment Insurance - Accountin	0	0	0	32	(32)
	<u>\$ 289,680</u>	<u>\$ 305,711</u>	<u>(\$ 16,031)</u>	<u>\$ 277,780</u>	<u>\$ 11,900</u>
<b>PERSONNEL</b>					
<b>WAGES</b>					
Staff - Personnel	16,145	33,515	(17,369)	32,361	(16,216)
<b>FRINGE BENEFITS</b>					
FICA - Personnel	1,723	2,856	(1,134)	2,890	(1,167)
Pension - Personnel	2,083	3,734	(1,651)	4,031	(1,948)
Health Insurance - Personnel	3,274	9,342	(6,069)	7,544	(4,271)
Sick Pay - Personnel	0	573	(573)	957	(957)
Vacation - Personnel	3,897	2,816	1,081	1,987	1,910
Holiday Pay - Personnel	788	1,723	(936)	1,655	(867)
Other Pay - Personnel	394	575	(181)	147	246
<b>UTILITIES</b>					
Telephone & Data Communication	19,013	23,000	(3,987)	16,587	2,426
Power, Water, and Trash	87,546	80,000	7,546	78,521	9,024
Two-Way Radios	10,187	9,792	395	7,842	2,345
	<u>\$ 145,048</u>	<u>\$ 167,926</u>	<u>(\$ 22,877)</u>	<u>\$ 154,523</u>	<u>(\$ 9,475)</u>
<b>OPERATING FACILITIES</b>					
<b>WAGES</b>					
Staff - Operations/Facilities	24,804	26,808	(2,004)	21,856	2,948
<b>FRINGE BENEFITS</b>					
FICA - Operating Facilities	2,317	2,312	5	1,998	320
Pension - Operating Facilities & Equip	3,200	3,023	177	2,444	756
Health Insurance - Operating Facilities	4,513	5,172	(660)	3,890	623
Sick Pay - Operating Facilities & Equip	1,197	417	780	400	797
Vacation - Operating Facilities & Equip	3,231	1,731	1,500	3,000	231
Holiday Pay - Operating Facilities & E	1,373	1,385	(12)	1,171	203
Other Pay - Operating Facilities & Equi	0	116	(116)	0	0
<b>SERVICE VEHICLES</b>					
Service Vehicle Parts & Repairs	5,332	6,000	(668)	5,569	(236)
Fuel - Services Vehicles	26,830	30,000	(3,170)	28,049	(1,219)
<b>BUILDINGS &amp; GROUNDS</b>					

# SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

## GENERAL OVERHEAD

For 6 Months Ending December 31, 2014

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VAR (\$)</u>	<u>PRIOR</u>	<u>VAR (\$)</u>
Property Insurance (OF)	23,760	24,134	(374)	8,083	15,676
Contract Maint-OF	35,701	37,480	(1,779)	36,417	(716)
B&G Repairs & Supplies-(OF)	13,716	19,000	(5,284)	15,132	(1,416)
	<u>\$ 145,974</u>	<u>\$ 157,577</u>	<u>(\$ 11,602)</u>	<u>\$ 128,008</u>	<u>\$ 17,966</u>
<b>DISTRICT ADMINISTRATION</b>					
<b>WAGES</b>					
Staff - District Administration	168,880	203,844	(34,964)	206,356	(37,477)
Bus Ad Revenue Placement	4,979	4,286	693	4,308	671
<b>FRINGE BENEFITS</b>					
FICA - District Administration	15,718	18,574	(2,856)	16,483	(764)
Pension - District Administration	22,978	24,279	(1,302)	25,698	(2,720)
Health Insurance - District Administration	39,232	52,185	(12,954)	46,694	(7,462)
Health Insurance - Retiree & Cobra	30,303	44,186	(13,883)	28,178	2,125
Sick Pay - District Administration	2,987	33,927	(30,940)	3,933	(946)
Vacation - District Administration	36,804	33,446	3,359	24,167	12,637
Holiday Pay - District Administration	9,609	11,680	(2,071)	11,679	(2,070)
Other Pay - District Administration	1,910	2,920	(1,009)	6,358	(4,448)
Unemployment - District Administration	238	200	38	0	238
<b>ADMINISTRATIVE SERVICES</b>					
Public Official Insurance	15,393	16,932	(1,539)	12,413	2,980
Legal Counsel	65,687	67,500	(1,813)	57,814	7,873
Pension Administration	6,040	10,000	(3,960)	5,148	892
Audit - Public Costs	41,437	36,750	4,687	52,500	(11,063)
Directors Fees	4,980	6,300	(1,320)	5,760	(780)
Office Machines Repair & Maintenance	71,396	66,474	4,922	60,124	11,272
Miscellaneous Services	96,443	42,049	54,394	23,535	72,909
<b>MISCELLANEOUS EXPENSES</b>					
Training, Conferences & Meetings	2,753	5,000	(2,247)	2,743	10
Bus Ad Revenue Program (BA)	0	750	(750)	106	(106)
Mandated Fees and Permits	15,201	19,275	(4,074)	14,514	687
Overpass Site Service	77	3,750	(3,673)	0	77
Office & Computer Supplies	17,661	23,755	(6,094)	19,969	(2,308)
Dues & Subscriptions	20,857	21,833	(975)	20,089	768
Employee Relations	16,632	12,480	4,152	15,570	1,062
Miscellaneous Expenses	39,777	18,068	21,709	17,261	22,515
	<u>\$ 747,972</u>	<u>\$ 780,442</u>	<u>(\$ 32,471)</u>	<u>\$ 681,398</u>	<u>\$ 66,574</u>
<b>GENERAL OVERHEAD</b>	<u>\$ 1,328,674</u>	<u>\$ 1,411,655</u>	<u>(\$ 82,981)</u>	<u>\$ 1,241,708</u>	<u>\$ 86,966</u>

# SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

## ASSET ACQUISITION REPORT

For the 6 Months Ending December 31, 2014

	BEGINNING BALANCE	ENDING BALANCE	CURRENT YEAR ACQUISITION
<b>WORK IN PROCESS</b>			
WIP - Haley/Salsipuedes Canopy	15,120	23,128	8,008
WIP - Back-up Generator	0	0	0
WIP - Bus Refurbishing	8,249	45,112	36,863
WIP - AVL	138,869	405,594	266,725
WIP - Ticket Vending Machines	0	0	0
WIP - Radio Systems	0	0	0
WIP - Buses	0	0	0
WIP - Calle Real Development	0	0	0
WIP - Electric Vehicle Projects	3,351	3,351	0
WIP - Lithiumion	48,207	126,911	78,704
WIP - SuperStop	76,258	77,819	1,561
WIP - ITS Projects	50,450	50,450	0
WIP - TC Village	16,520	20,810	4,291
	<u>\$ 357,024</u>	<u>\$ 753,176</u>	<u>\$ 396,152</u>
<b>LAND</b>			
Cota Street Land	3,518,444	3,518,444	0
Chapala Street Land	426,986	426,986	0
Overpass RD. Land	281,435	281,435	0
Calle Real Land	1,369,431	1,369,431	0
	<u>\$ 5,596,297</u>	<u>\$ 5,596,297</u>	<u>\$ 0</u>
<b>FIXED FACILITIES</b>			
Terminal One Fixed Facilities	10,523,920	10,528,464	4,544
TC Fixed Facilities	676,437	676,437	0
Overpass Fixed Facilities	1,721,537	1,721,537	0
	<u>\$ 12,921,894</u>	<u>\$ 12,926,438</u>	<u>\$ 4,544</u>
<b>BUSES</b>			
Buses	35,692,559	35,692,559	0
Bus Equip-Radios/Fareboxes/Bikeracks	2,314,962	2,361,766	46,805
Bus Equip-Drivetrains/Trailer	1,132,676	1,260,734	128,059
Bus Equip-Electric Vehicles	416,058	433,980	17,921
Bus-Chargin Equipment	387,333	387,333	0
Buses-Refurbishing	1,062	1,062	0
	<u>\$ 39,944,651</u>	<u>\$ 40,137,436</u>	<u>\$ 192,785</u>
<b>NON-REVENUE VEHICLES</b>			
Service Vehicles	762,621	762,621	0
	<u>\$ 762,621</u>	<u>\$ 762,621</u>	<u>\$ 0</u>
<b>SHOP EQUIPMENT</b>			
Shop Equipment	552,245	597,143	44,898
	<u>\$ 552,245</u>	<u>\$ 597,143</u>	<u>\$ 44,898</u>
<b>OFFICE FIXTURES/EQUIPMENT</b>			
Office Furniture & Equipment	922,966	922,966	0
Office Business Machines	759,754	760,604	850
Fare Revenue Equipment & Miscellane	468,803	468,803	0
	<u>\$ 2,151,523</u>	<u>\$ 2,152,373</u>	<u>\$ 850</u>
<b>BUS STOP EQUIPMENT</b>			
Bus Stop Equip-Signs & Poles & Securi	148,507	148,507	0
Bus Stop Equip-Benches/Trash Recept	170,945	170,945	0
Bus Stop Equip-Shelters	740,695	758,105	17,411
	<u>\$ 1,060,146</u>	<u>\$ 1,077,557</u>	<u>\$ 17,411</u>
<b>EV RESEARCH &amp; DEVELOPMENT</b>			
EV Research & Development	0	0	0
	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
<b>GRAND TOTAL</b>	<u><b>\$ 63,346,401</b></u>	<u><b>\$ 64,003,040</b></u>	<u><b>\$ 656,640</b></u>



## FINANCE COMMITTEE REPORT

**MEETING DATE:** JANUARY 27, 2015      **AGENDA ITEM # 7**

**TYPE:** ACTION



**PREPARED BY:** NATASHA GARDUNO \_\_\_\_\_  
*Signature*

**REVIEWED BY:** GENERAL MANAGER \_\_\_\_\_  
*GM Signature*

**SUBJECT:** DISCUSSION REGARDING CASH REPORTS AND CREDIT  
CARD POLICY

**DISCUSSION:**

The committee and staff will hold a discussion related to the agencies cash reports and credit card policy. Attached is an example of a credit card policy from a local jurisdiction.

 <p>CITY OF GOLETA</p>	<p><b>Effective Date: November 16, 2011</b></p> <p><b>Date Ratified by City Council: November 15, 2011</b></p>
<p><b>ADMINISTRATIVE POLICY</b></p> <p><b>CREDIT CARD USE</b></p>	<p><b>Approved By:</b></p>  <p><b>DANIEL SINGER, CITY MANAGER</b></p>

**General Fiscal Control and Review:** The City of Goleta highly regards its commitment of ensuring that all City resources are utilized in a fiscally responsible manner. As such, credit card purchases are subject to all restrictions, reviews and control procedures applicable to any and all expenditure of City funds. Those items include but are not limited to:

- a. Requiring card user to have or to obtain the appropriate signing authority;
- b. Ensuring that expenditure is within the budgeted allocation;
- c. Subject to the Section 3.05 of the City's Municipal Code relating to Purchasing;
- d. Undergoing a three level review (department director or supervisor, finance payment processor, and the finance payment reviewer).

**Purpose of City Credit Card:** A City credit card may be issued to Council Members and certain employees for the purpose of making purchases in which invoicing the City is not an option, not practical or would result in additional costs. It is not intended to be the preferred payment method, but rather limited to necessity-based situations. Use of the City credit card is not intended to replace effective procurement planning or circumvent the purchasing approvals and requirements. Foreseen uses for a City Credit Card include but are not limited to:

- a. Securing travel reservations;
- b. Paying travel expenses;
- c. Placing phone or internet orders; and
- d. Conducting City business in the most efficient manner.

**Acknowledgement and Receipt of Credit Card.** All cards will only be issued with the written and filed approval of the City Manager. When an individual City credit card is issued, the Finance Department shall ask the employee to sign a copy of this policy acknowledging his/her understanding of the procedures for the use of the City credit card and acknowledging the receipt of the credit card.

The Finance Department shall also maintain a credit card in the name of the Finance Director which is to be used by the entire organization. For identification purposes, this card will be defined as the 'generic' credit card. Users of the generic card must have a

signed policy acknowledgement form on file in the Finance Department prior to checking out a card. The Finance Director will arrange for the appropriate spending limit for all credit cards.

**Prohibited Uses:** The City credit card shall not be used for the following:

- a. Any personal items and personal services, even if the intent is to repay the City at a later date;
- b. Cash advances, wire transfers, money orders, etc.;
- c. Betting, casino gaming or related activities;
- d. Political or religious organizations;
- e. Court costs, fines, bail or bonds;
- f. Recurring rental or lease payments;
- g. Purchase of telephone services including cell phone and calling cards, except for telephone calls charged to a hotel/motel room while traveling on City business;
- h. Alcoholic beverages;
- i. Unauthorized purchases;
- j. Purchasing non-budgeted items that would cause a department's adopted budget to be exceeded;

**Safekeeping of City Credit Card:**

**Individual Cards**

The Cardholder is responsible for the security of the City credit card.

**Generic Cards**

A generic card will be kept in the Finance Department. Authorized employees may check out the credit card. Card must be returned to the Finance Department within 24 hours of being checked out unless prior arrangements have been made with the Finance Director.

**Credit Card Purchase and Statement Procedure:** Cardholders shall complete the following steps with each purchase:

**A. Documentation Required**

- a. Require the vendor to provide the following documentation:
  1. Imprint of vendor name and identification.
  2. Date of purchase.
  3. Amount of total purchase.
  4. Brief but specific description of items being purchased or services being paid for.
- b. Retain the sales draft with accompanying receipt/invoice.
- c. For Internet orders, print a copy of the order form.
- d. For mail orders, maintain a copy of the order form.
- e. For registrations, provide copy of registration form and event program or itinerary if applicable.

## **B. Payment Processing**

### **Individual Cards:**

Credit Card holders will submit within three (3) business days of returning from travel or charging on the credit card the sales drafts, receipts/invoices, logs and order forms to the Finance Department for review and payment processing. The receipts will be approved by the purchasing department's director and specify the coding of the expenditure.

### **Generic Card/s:**

Purchasers will return the card, sales drafts, receipts/invoices, and order forms to the Finance Department within 24 hours or one (1) business day of checking out the card. The receipts will be approved by the purchasing department's director and specify the coding of the expenditure. A longer holding period is allowable provided advanced approval is obtained from the Finance Director. The approval will be noted on the credit card sign out sheet.

### **Finance Review Process:**

Monthly statements will be mailed directly to the City. Upon receipt of the statement, the Finance Department shall complete the following steps:

- a. Match all of the charges on the statements with the documentation submitted by the individual charging on the credit card. All charges must be accounted for on the statement with supporting documentation;
- b. Verify that the nature of each charge is a valid and appropriate use of public funds and complies with all applicable City policies;
- c. Validate the account number to be charged for each item.

The Finance Department will process all credit card billings in sufficient time to avoid late penalties and interest. The Finance Department will not "hold" a statement pending the resolution of an internal dispute or while waiting for backup documentation from cardholders. Payment will be withheld on disputed transactions, where the cardholder claims not to have authorized the charge and the City has notified the credit card company of the dispute. Two failures within a 24-month period; or any one or multiple incident/s exceeding transaction values of \$500 by the cardholder to provide necessary documentation to the Finance Department within the specified time period will result in the users' credit card being cancelled or checkout privileges revoked in the case of the generic credit card.

**Billing Errors and Returned Items:** If a purchased item is billed incorrectly, the cardholder is responsible for contacting the vendor within ten (10) days after the date of the purchase on items in dispute which appear as transactions on the statement. The cardholder shall note the transaction on the statement, indicating "questioned item", and provide a brief written explanation.

If a purchased item is returned, the cardholder is responsible for contacting the vendor and requesting a credit transaction. The cardholder shall note the transaction on the statement, indicating "pending credit".

**Lost or Stolen Credit Card:** Should a cardholder lose or have his/her City credit card stolen, it is his/her responsibility to contact the credit card company and the City Finance Department immediately in order to have the further use of the card blocked. Prompt action is necessary to reduce the City's liability for fraudulent charges.

**Cardholder Changes:** Upon leaving the City or transferring to position which does not have a credit card assigned, the cardholder shall return the City credit card to the Finance Department.

**Summary:** The above guidelines cannot cover every issue, exception, or contingency that may arise in using City credit cards. Accordingly, the basic standard that should always prevail is to use common sense and good judgment in the use and stewardship of City resources.

**CREDIT CARD USE POLICY**  
**ACKNOWLEDGEMENT FORM**

I have received and read the Credit Card Use Policy and understand and will abide by its provisions. I further understand and accept full financial responsibility for any improper use of the City's credit card on my part. I'm aware that when I sign this acknowledgement form it will be placed in my personnel file.

\_\_\_\_\_  
(Cardholder Name)

\_\_\_\_\_  
(Cardholder Signature)

\_\_\_\_\_  
(Date)

Approved by:

\_\_\_\_\_  
(City Manager)

\_\_\_\_\_  
(Date)

Per Resolution 11-48 Adopted 11/15/2011

**CREDIT CARD USE POLICY**

**ACKNOWLEDGEMENT FORM**

I have received and read the Credit Card Use Policy and understand and will abide by its provisions. I further understand and accept full financial responsibility for any improper use of the City's credit card on my part. I'm aware that when I sign this acknowledgement form it will be placed in my personnel file.

\_\_\_\_\_  
(Card User Name)

\_\_\_\_\_  
(Card User Signature)

\_\_\_\_\_  
(Date)

Per Resolution 11-48 Adopted 11/15/2011