



AGENDA

Meeting

of the

FINANCE & HUMAN RESOURCES AND RISK COMMITTEE

of the

SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

A Public Agency

Friday, May 26, 2017

10:00 AM

John G. Britton Auditorium

550 Olive Street, Santa Barbara, CA 93101

1. CALL TO ORDER

2. ROLL CALL OF THE COMMITTEE MEMBERS

Dave Tabor, Chair; Paula Perotte, Director; Olivia Rodriguez, Director

3. REPORT REGARDING POSTING OF AGENDA

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

The Board will be asked to waive the reading of and approve the draft minutes for the meeting of April 25, 2017.

5. PUBLIC COMMENT

Members of the public may address the Board on items within jurisdiction of the Board that are not scheduled for public hearing. The time allotted per speaker will be at the discretion of the Board Chair. If you wish to address the Board under this item number, please complete and deliver to the MTD Board Clerk, a "Request to Speak" form including a description of the subject you wish to address. Additional public comment will be allowed during each agenda item, including closed session items. Please fill out the Request to Speak form and indicate the agenda item number that you wish to comment on.

6. FISCAL YEAR 2017-18 OPERATING & CAPITAL BUDGET - (ACTION MAY BE TAKEN)

Staff is recommending that the Finance & Human Resources Committee authorize forwarding the Fiscal Year 2017-18 budget to the full board for its consideration of adoption.

7. OTHER BUSINESS AND REPORTS - (ACTION MAY BE TAKEN)

Committee members will be asked to report on other related issues.

8. ADJOURNMENT

AMERICAN 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.



MINUTES

Meeting

of the

FINANCE & HUMAN RESOURCES AND RISK COMMITTEE

of the

SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

A Public Agency

Tuesday April 25, 2017

9:00 AM

John G. Britton Auditorium

550 Olive Street, Santa Barbara, CA 93101

1. CALL TO ORDER

Chair Tabor called the meeting to order at 9:00am.

2. ROLL CALL OF THE COMMITTEE MEMBERS

Chair Tabor reported all members were present.

3. REPORT REGARDING POSTING OF AGENDA

Jerry Estrada, General Manager, reported that the agenda was posted on Friday, April 21, 2017 at MTD's Administrative office, mailed and emailed to those on the agenda list, and posted on MTD's website.

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

Director Rodriguez moved to approve the draft minutes for the meeting of March 1, 2017. Director Perotte seconded the motion. The motion passed unanimously.

5. PUBLIC COMMENT

None was made.

6. ESTABLISHMENT OF TRUST TO PREFUND OPEB OBLIGATIONS – (ACTION MAY BE TAKEN)

Brad Davis, Assistant General Manager, reviewed the agreement with the California Employers' Retiree Benefit Trust and resolutions 2017-06 and 2017-07 with the Committee. The Committee thanked Mr. David for the establishment of the Trust and approved forwarding the item to the full board for consideration.

7. STATUS OF NOVA BUS REPLACEMENT ACQUISITIONS - (INFORMATIONAL)

Brad Davis, Assistant General Manager, provided an update to the Committee on the status of the acquisition of fourteen 40-ft. transit buses to replace the remaining 1998 Nova bus fleet. Staff advised that the project consists of purchasing ten 40-ft. diesel buses and four 40-ft. electric buses as replacements. The draft budget for fiscal year 2017-18 presented to the Committee and Board last March included \$7 million for the project. The ability to replace all of the remaining Nova buses at once is made possible by last year's award of \$5,652,500 in federal funds under the FTA Section 5339(b) discretionary grant program. It is staff's intent to make use of "piggybacking" on existing transit agency contracts to obtain the vehicles. The Committee thanked Mr. Davis for the detailed update.

8. HUMAN RESOURCES AND RISK UPDATE - (INFORMATIONAL)

Mary Gregg, Manager of Human Resources provided the Committee with a progress update on the Drug & Alcohol Policy review for the upcoming FTA Triennial Audit, Commercial Property Insurance and Earthquake Insurance renewal, Cyber Liability Insurance, and Sexual Harassment Training for California Supervisors.

9. OTHER BUSINESS AND REPORTS - (ACTION MAY BE TAKEN)

No other items were discussed.

10. ADJOURNMENT

Chair Tabor moved to adjourn the meeting at 10:27am. Director Rodriguez seconded the motion. The motion passed unanimously.

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FINANCE & HUMAN RESOURCES COMMITTEE REPORT

MEETING DATE: MAY 26, 2017 **AGENDA ITEM #:** 6

TYPE: ACTION

PREPARED BY: BRAD DAVIS

Signature

REVIEWED BY: GENERAL MANAGER

Signature

SUBJECT: Fiscal Year 2017-18 Operating & Capital Budget

RECOMMENDATION:

Staff is recommending that the Finance & Human Resources Committee authorize forwarding the Fiscal Year 2017-18 budget to the full board for its consideration of adoption. If directed by the Committee to modify the budget further, staff can bring it back to the Committee the first week of June before taking the updated budget draft to the full Board.

BACKGROUND:

Staff presented the first draft of the fiscal year 2017-18 budget to the Finance & HR Committee last March 1 and to the Board on March 7. A second draft of the FY17-18 budget is attached which takes into account Committee and Board direction on the first draft, in particular regarding a reduction of the \$650,000 operating deficit. Additionally, as the March draft preparation was limited to the major factors affecting the budget, staff has also gone through each budget line item to arrive at this updated draft of the proposed operating and capital revenues and expenditures for the fiscal year beginning this coming July 1.

Staff will present the proposed budget to the Committee including the key assumptions built into it. Taking into account any further direction from the Committee on the budget, staff asks that the Committee approve taking the budget to the Board for its consideration for adoption on June 14, the Board's next scheduled public meeting.

DISCUSSION:

The proposed operating budget for fiscal year 2017-18 is \$25,576,527 which is 2.2% more than the current year (FY16-17) budget and 3.7% above the projected costs for FY16-17. The growth in expenses is mainly driven by the approximate 3,800 hours increase in the service level.

Overall budgeted revenue supporting operating costs is projected at \$25,127,538, which is essentially the same as the current year budget and 0.4% less than projected for FY16-17. Staff has maintained the assumption that cash and pass fares will continue to decrease in the coming fiscal year. The reduction is projected at 4%.

The preceding draft budget figures leave a funding gap that would necessitate the use of \$448,989 in MTD reserves to balance the budget. Staff made a number of changes to reduce the \$651,000 deficit projected contained in the first draft of the FY17-18 budget last March. A discussion of key revenue and expenses trends are discussed below.

Transit Service

- Annual revenue hours will rise to 224,084 next year, a 1.7% increase from the budgeted service level in FY16-17. This is about equal to the hours assumed in March.
- The vast majority of the 3,663 additional service hours is allocated to improve schedule adherence on lines 6, 11, 23, and 25 in western Goleta.

Operating Revenue

- Budgeted farebox revenue for FY17-18 of \$7,081,744 is 2%, or \$157,000, less than projected for the current fiscal year. The cash and pass revenue budgeted to decrease by 4% is offset by flat contract fares resulting in the overall 2% reduction in fares.
- Federal 5307 formula operating assistance of \$5,081,813 is unchanged for FY16-17 based on the FTA apportionment figures under the Fast Act.
- Based upon estimates provided by SBCAG, TDA Local Transportation Fund sales tax revenue (LTF) generated in fiscal year 2017-18 will increase by 2% over the current year to \$7,771,309.
- With the elimination of the LCTOP operating assistance on lines 1 and 2 next fiscal year, state and local operating assistance will be reduced by 12% to \$1.2 million. Most of the remaining assistance is provided by UCSB for lines 12, 24, and 28 although MTD will receive \$50,000 in LCTOP support for marketing services.

Operating Expenses

- Wages and fringe benefits are budgeted to increase by just over \$900,000 or 5% over the current year estimate. The rise is a result of the increased service level, an assumed 2% increase in wages and 6% in health insurance, and the attainment of full employment.
- With the high level of overtime pay in FY16-17 resulting from the driver shortage, such costs are expected to come down by 17% next fiscal year due to improved hiring success and efficiency improvements in the “runcutting” used to prepare driver work schedules.
- At just over \$1.4 million for the upcoming fiscal year, self-insured liability and workers’ compensation costs are expected to experience a reduction of 16%. The large decrease is a combination of improved risk management tools and controls as well as higher than typical defense activity in the current fiscal year.

These and other salient budget changes and trends will be reviewed in the committee meeting.

Attachment: Draft FY2017-18 Operating & Capital Budget



FISCAL YEAR 2017-18

OPERATING & CAPITAL BUDGET

Draft

Santa Barbara Metropolitan Transit District
550 Olive Street * Santa Barbara, CA 93101
Telephone (805) 963-3364 * FAX (805) 963-3365

May 26, 2017

SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

OPERATING & CAPITAL BUDGET

FISCAL YEAR 2017-18

Draft

May 26, 2017

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Operating Budget Summary Fiscal Year 2017-18

	Draft FY 17-18 Budget	Approved FY 16-17 Budget	Budget Change	Estimated FY 16-17 Amount
<u>Revenue</u>				
Fare Revenue	\$7,081,744	\$7,223,874	(\$142,130)	\$7,239,637
LTF Sale Tax Revenue	7,771,309	7,460,309	311,000	7,611,094
FTA Operating Assistance	5,081,813	5,081,813	0	5,081,813
Measure A Sale Tax Revenue	2,014,211	2,014,368	(157)	2,014,368
State & Local Operating Assistance	1,209,187	1,413,778	(204,591)	1,377,976
Property Tax Revenue	1,132,878	1,110,665	22,214	1,110,665
Non-Transportation Income	836,396	846,180	(9,784)	801,155
Total Operating Revenue	\$25,127,538	\$25,150,987	(\$23,448)	\$25,236,708
<u>Expense</u>				
Route Operations	\$15,785,453	\$15,335,910	\$449,543	\$15,376,632
Vehicle Maintenance	5,227,065	5,276,642	(49,577)	5,081,104
Passenger Accommodations	1,620,975	1,594,388	26,587	1,433,577
General Overhead	2,943,033	2,818,342	124,691	2,783,553
Total Operating Expense	\$25,576,527	\$25,025,283	\$551,244	\$24,674,866
Surplus/Deficit	(\$448,989)	\$125,704	(\$574,693)	\$561,842
<u>Unrestricted Net Position</u>				
Beginning Balance	FY 17-18 \$11,511,060	FY 16-17 \$11,385,356		FY 16-17 \$10,823,514
Net Change from Operating Activities	(448,989)	125,704		561,842
Ending Balance *	\$11,062,072	\$11,511,060		\$11,385,356

* Ending balance does not reflect any year-end adjustment to account for Other Post-Employment Benefits (OPEB) for retiree health insurance. Governmental accounting standards require the District to book the actuarially derived estimate each year.

Operating Revenue Summary Fiscal Year 2017-18

	Draft FY 17-18 Budget	Approved FY 16-17 Budget	Budget Change	Estimated FY 16-17 Amount
<i>FAREBOX REVENUE</i>				
Cash Fares & Tokens	\$2,075,016	\$2,105,972	(\$30,956)	2,161,476
Adult Passes	1,067,143	1,129,932	(62,789)	1,111,608
Youth Passes	502,314	528,515	(26,201)	523,244
Senior Passes	162,387	162,555	(168)	169,153
Mobility Passes	143,670	148,808	(5,138)	149,656
Day Passes	4,332	4,658	(326)	4,512
Downtown-Waterfront Shuttle	1,096,278	1,089,303	6,975	1,100,848
UCSB Contract Fares	1,032,965	1,013,519	19,446	1,017,655
SBCC Contract Fares	869,639	885,612	(15,973)	880,168
Special Event Fares & Amtrak	93,000	120,000	(27,000)	89,865
City My Ride Program	35,000	35,000	0	31,452
<i>Subtotal</i>	<u>\$7,081,744</u>	<u>\$7,223,874</u>	<u>(\$142,130)</u>	<u>\$7,239,637</u>
<i>NON-TRANSPORTATION INCOME</i>				
Advertising on Buses	\$550,000	\$600,000	(\$50,000)	557,745
Interest on Investments	67,910	22,910	45,000	24,224
Lease & Other Income	218,486	223,270	(4,784)	219,186
<i>Subtotal</i>	<u>\$836,396</u>	<u>\$846,180</u>	<u>(\$9,784)</u>	<u>801,155</u>
<i>GRANTS & SUBSIDIES</i>				
TDA Sales Tax Revenue	\$7,771,309	\$7,460,309	\$311,000	7,611,094
FTA Formula Assistance	5,081,813	5,081,813	0	5,081,813
Property Tax Revenue	1,132,878	1,110,665	22,214	1,110,665
Measure A	2,014,211	2,014,368	(157)	2,014,368
State & Local Operating Assistance	1,209,187	1,413,778	(204,591)	1,377,976
<i>Subtotal</i>	<u>\$17,209,398</u>	<u>\$17,080,933</u>	<u>\$128,465</u>	<u>17,195,916</u>
<i>Total Operating Revenue</i>	<u><u>\$25,127,538</u></u>	<u><u>\$25,150,987</u></u>	<u><u>(\$23,448)</u></u>	<u><u>25,236,708</u></u>

Operating Expense Summary Fiscal Year 2017-18

	Draft FY 17-18 Budget	Approved FY 16-17 Budget	Budget Change	Estimated FY 16-17 Amount
<i>ROUTE OPERATIONS</i>				
Drivers	\$11,729,256	\$11,564,989	\$164,268	\$11,252,209
Dispatch & Supervision	789,377	658,731	130,645	595,650
Hiring & Training	305,457	325,282	(19,825)	371,036
Risk & Safety	2,092,305	1,935,808	156,497	2,306,638
Transportation Subsidies	869,058	851,100	17,958	851,100
<i>Subtotal</i>	<u>\$15,785,453</u>	<u>\$15,335,910</u>	<u>\$449,543</u>	<u>\$15,376,632</u>
<i>VEHICLE MAINTENANCE</i>				
Mechanics	\$1,269,331	\$1,191,370	\$77,962	\$1,091,481
Cleaners & Fuelers	817,215	818,360	(1,145)	835,746
Supervision	576,516	601,616	(25,100)	567,888
Vehicle Consumables	1,639,653	1,765,873	(126,220)	1,679,527
Bus Parts & Supplies	819,000	765,924	53,076	811,169
Vendor Services	57,500	60,000	(2,500)	23,035
Risk & Safety	47,850	73,500	(25,650)	72,259
<i>Subtotal</i>	<u>\$5,227,065</u>	<u>\$5,276,642</u>	<u>(\$49,577)</u>	<u>\$5,081,104</u>
<i>PASSENGER ACCOMMODATIONS</i>				
Passenger Facilities	\$532,848	\$601,296	(\$68,448)	\$552,429
Transit Development	388,762	328,152	60,610	329,547
Promotion & Information	443,520	377,807	65,712	299,205
Fare Revenue Collection	255,846	287,133	(31,287)	252,396
<i>Subtotal</i>	<u>\$1,620,975</u>	<u>\$1,594,388</u>	<u>\$26,587</u>	<u>\$1,433,577</u>
<i>GENERAL OVERHEAD</i>				
Finance	\$605,017	\$556,750	\$48,267	\$556,630
Personnel	169,454	166,672	2,782	165,978
Utilities & Communication	219,501	227,000	(7,499)	216,783
Operating Facilities	340,709	339,010	1,699	322,723
District Administration	1,608,353	1,528,909	79,443	1,521,439
<i>Subtotal</i>	<u>\$2,943,033</u>	<u>\$2,818,342</u>	<u>\$124,691</u>	<u>\$2,783,553</u>
<i>Total Operating Cost</i>	<u><u>\$25,576,527</u></u>	<u><u>\$25,025,283</u></u>	<u><u>\$551,244</u></u>	<u><u>\$24,674,866</u></u>

Route Operations Fiscal Year 2017-18

	Draft FY 17-18 Budget	Approved FY 16-17 Budget	Budget Change	Estimated FY 16-17 Amount
<i>DRIVERS</i>				
Scheduled	\$6,791,024	\$6,612,398	\$178,626	\$6,441,216
Scheduled Overtime	316,079	334,336	(18,257)	388,119
Unscheduled Pay	258,532	341,430	(82,899)	303,157
Driver Lite Duty	7,853	7,521	333	8,790
FICA	640,412	633,042	7,370	614,329
Pension	941,216	927,885	13,332	871,160
Health	1,707,326	1,660,881	46,445	1,626,264
Sick Pay	199,355	167,293	32,062	201,040
Vacation Pay	524,999	531,027	(6,028)	478,963
Holiday Pay	247,379	253,344	(5,965)	225,973
Other Paid Leave	26,178	27,708	(1,531)	25,525
Unemployment Insurance	33,904	33,124	780	34,976
Uniforms	35,000	35,000	0	32,696
<i>Drivers Subtotal</i>	<u>\$11,729,256</u>	<u>\$11,564,989</u>	<u>\$164,268</u>	<u>\$11,252,209</u>
<i>DISPATCH & SUPERVISION</i>				
Supervisors	\$323,915	\$223,947	\$99,968	\$196,345
Staff	172,224	170,880	1,344	169,444
FICA	43,495	36,119	7,376	33,144
Pension	38,053	37,470	583	40,093
Health	137,658	111,748	25,910	88,371
Sick Pay	7,370	4,177	3,193	6,309
Vacation Pay	34,000	31,766	2,234	35,241
Holiday Pay	19,350	17,037	2,313	14,269
Other Paid Leave	11,708	24,336	(12,627)	11,003
Unemployment Insurance	1,603	1,252	352	1,431
	<u>\$789,377</u>	<u>\$658,731</u>	<u>\$130,645</u>	<u>\$595,650</u>
<i>HIRING & TRAINING</i>				
Staff	\$35,252	\$47,421	(\$12,169)	\$36,387
Student Drivers	36,905	36,606	299	113,376
Existing Drivers/Supers	128,894	135,204	(6,310)	116,105
FICA	16,246	17,606	(1,360)	13,316
Pension	10,731	10,478	253	10,511
Health	24,348	23,832	515	25,232
Sick Pay	1,961	2,261	(300)	1,980
Vacation Pay	5,290	4,542	747	7,436
Holiday Pay	3,345	3,415	(70)	3,804
Other Paid Leave	713	694	18	1,124
Unemployment Insurance	113	112	1	780
Medical Exams & License Fees	25,600	27,050	(1,450)	33,077
Employment Advertising	6,000	6,000	0	6,773
Training, Travel & Meetings	10,060	10,060	0	1,134
<i>Hiring & Training Subtotal</i>	<u>\$305,457</u>	<u>\$325,282</u>	<u>(\$19,825)</u>	<u>\$371,036</u>

Route Operations Fiscal Year 2017-18

	Draft FY 17-18 Budget	Approved FY 16-17 Budget	Budget Change	Estimated FY 16-17 Amount
<i>RISK & SAFETY</i>				
<i>Wages & Benefits</i>				
Staff	\$147,331	\$139,281	\$8,050	\$141,885
Supervisors	304,753	298,796	5,957	281,299
Driver Accident Pay	1,832	1,755	78	2,015
FICA	40,871	38,445	2,426	39,807
Pension	49,398	48,598	799	47,385
Health	96,778	94,293	2,485	89,247
Sick Pay	5,623	6,159	(535)	7,495
Vacation Pay	34,018	33,274	744	39,900
Holiday Pay	16,428	18,095	(1,667)	15,904
Other Paid Leave	24,273	5,184	19,089	27,189
Unemployment Insurance	1,459	1,445	14	1,808
Wages & Benefits Subtotal	\$722,764	\$685,324	\$37,440	\$693,934
<i>Public Liability</i>				
Professional Services	\$112,585	\$250,000	(\$137,415)	\$350,000
Insurance	270,138	264,733	5,405	264,233
Current Year Incident Payouts	50,000	75,000	(25,000)	13,061
Current Year Incident Reserves	100,000	150,000	(50,000)	20,000
Prior Years Incident Payouts	125,000	200,000	(75,000)	190,355
Change in Prior Years Reserves	(125,000)	(145,000)	20,000	(185,000)
Public Liability Subtotal	\$532,723	\$794,734	(\$262,011)	\$652,649
<i>Workers' Compensation</i>				
Professional Services	\$251,745	\$225,000	\$26,745	\$279,880
Insurance	87,400	80,750	6,650	76,649
Current Year Incident Payouts	125,000	100,000	25,000	31,040
Current Year Incident Reserves	300,000	300,000	0	575,005
Prior Years Incident Payouts	350,000	300,000	50,000	475,000
Change in Prior Years Reserves	(300,000)	(575,000)	275,000	(500,000)
Miscellaneous Risk & Safety	22,673	25,000	(2,327)	22,480
Workers' Compensation Subtotal	\$836,818	\$455,750	\$381,068	\$960,055
<i>Risk & Safety Subtotal</i>	<u>\$2,092,305</u>	<u>\$1,935,808</u>	<u>\$156,497</u>	<u>\$2,306,638</u>
<i>TRANSPORTATION SUBSIDIES</i>				
ADA Paratransit Service	\$869,058	\$851,100	\$17,958	\$851,100
<i>Transportation Subsidies Subtotal</i>	<u>\$869,058</u>	<u>\$851,100</u>	<u>\$17,958</u>	<u>\$851,100</u>
<i>TOTAL ROUTE OPERATIONS</i>	<u><u>\$15,785,453</u></u>	<u><u>\$15,335,910</u></u>	<u><u>\$449,543</u></u>	<u><u>\$15,376,632</u></u>

Vehicle Maintenance Detail Fiscal Year 2017-18

	Draft FY 17-18 Budget	Approved FY 16-17 Budget	Budget Change	Estimated FY 16-17 Amount
<i>MECHANICS</i>				
Mechanics	\$729,534	\$666,661	\$62,872	\$646,751
Less Mechanic Labor Capitalization	(29,955)	(30,208)	253	(20,045)
Mechanics-OT	36,962	37,182	(219)	40,243
FICA	71,803	66,934	4,869	59,171
Pension	91,393	86,408	4,986	78,035
Health	164,251	160,077	4,174	149,681
Sick Pay	23,711	19,436	4,276	22,897
Vacation Pay	116,938	116,491	447	51,980
Holiday Pay	29,955	33,668	(3,713)	26,820
Other Paid Leave	1,498	1,510	(13)	4,219
Unemployment Insurance	2,941	2,912	29	2,546
Uniforms	16,000	16,000	0	15,984
Tool Allowance	14,300	14,300	0	13,200
<i>Mechanics Subtotal</i>	<u>\$1,269,331</u>	<u>\$1,191,370</u>	<u>\$77,962</u>	<u>\$1,091,481</u>
<i>CLEANERS & FUELERS</i>				
Service Workers	\$457,799	\$452,108	\$5,691	\$463,793
FICA	40,000	39,775	225	39,336
Pension	73,364	72,279	1,085	71,867
Health	168,458	173,100	(4,641)	180,053
Sick Pay	10,707	10,494	212	17,615
Vacation Pay	32,072	31,435	637	28,283
Holiday Pay	20,292	23,928	(3,636)	17,654
Other Paid Leave	2,012	1,972	40	479
Unemployment Insurance	2,743	2,940	(197)	2,342
Uniforms	6,552	7,098	(546)	8,752
Medical Exams & License Fees	3,216	3,230	(14)	5,572
<i>Cleaners & Fuelers Subtotal</i>	<u>\$817,215</u>	<u>\$818,360</u>	<u>(\$1,145)</u>	<u>\$835,746</u>
<i>SUPERVISION</i>				
Staff	\$351,793	\$360,204	(\$8,411)	\$345,549
FICA	29,691	30,761	(1,070)	30,531
Pension	38,812	38,983	(171)	34,701
Health	102,862	112,520	(9,658)	97,937
Sick Pay	3,678	3,759	(81)	4,803
Vacation Pay	19,546	20,353	(807)	24,869
Holiday Pay	12,586	16,492	(3,906)	13,228
Other Paid Leave	2,517	3,298	(781)	9,036
Unemployment Insurance	905	1,120	(215)	1,596
Training, Travel & Meetings	14,125	14,125	0	5,637
<i>Supervision Subtotal</i>	<u>\$576,516</u>	<u>\$601,616</u>	<u>(\$25,100)</u>	<u>\$567,888</u>

Vehicle Maintenance Detail Fiscal Year 2017-18

	Draft FY 17-18 Budget	Approved FY 16-17 Budget	Budget Change	Estimated FY 16-17 Amount
<i>VEHICLE CONSUMABLES</i>				
Bus Fuel	\$1,280,953	\$1,385,173	(\$104,220)	\$1,334,872
Oil & Lubricants	115,000	125,000	(10,000)	\$113,877
Electric Vehicle Power	72,000	84,000	(12,000)	61,551
Tire Lease	161,700	161,700	0	159,853
Tire Mounting	10,000	10,000	0	9,373
<i>Vehicle Consumables Subtotal</i>	<u>\$1,639,653</u>	<u>\$1,765,873</u>	<u>(\$126,220)</u>	<u>\$1,679,527</u>
<i>VEHICLE PARTS & SUPPLIES</i>				
Bus Parts Issued	\$725,000	\$669,924	\$55,076	\$725,551
Shop Supplies	70,000	70,000	0	64,367
Bus Servicing Supplies	10,000	12,000	(2,000)	7,745
Hazmat Disposal & Compliance	14,000	14,000	0	13,507
<i>Vehicle Part & Supplies Subtotal</i>	<u>\$819,000</u>	<u>\$765,924</u>	<u>\$53,076</u>	<u>\$811,169</u>
<i>VENDOR BUS REPAIRS</i>				
Vandalism Repairs	\$5,000	\$7,500	(\$2,500)	\$2,463
Accident Damage Repairs	5,000	7,500	(2,500)	856
Accident Claim Collections	(2,500)	(5,000)	2,500	(19,588)
Other Vendor Repairs	50,000	50,000	0	39,304
<i>Vendor Bus Repairs Subtotal</i>	<u>\$57,500</u>	<u>\$60,000</u>	<u>(\$2,500)</u>	<u>\$23,035</u>
<i>RISK & SAFETY</i>				
Workers' Comp Services	\$13,250	\$15,000	(\$1,750)	\$19,003
Workers' Comp Insurance	4,600	8,500	(3,900)	7,591
Current Year Incident Payouts	10,000	15,000	(5,000)	5,000
Current Year Incident Reserves	20,000	25,000	(5,000)	2,500
Prior Years Incident Payouts	150,000	15,000	135,000	17,395
Change in Prior Years Reserves	(150,000)	(5,000)	(145,000)	20,771
<i>Risk & Safety Subtotal</i>	<u>\$47,850</u>	<u>\$73,500</u>	<u>(\$25,650)</u>	<u>\$72,259</u>
<i>TOTAL VEHICLE MAINTENANCE</i>	<u><u>\$5,227,065</u></u>	<u><u>\$5,276,642</u></u>	<u><u>(\$49,577)</u></u>	<u><u>\$5,081,104</u></u>

Passenger Accomodations Detail Fiscal Year 2017-18

	Draft FY 17-18 Budget	Approved FY 16-17 Budget	Change	FY 16-17 Amount
<i>PASSENGER FACILITIES</i>				
Wages & Benefits				
Supervisors	\$126,542	\$186,493	(\$59,951)	\$169,799
TC Advisors	122,571	101,898	20,673	91,296
Staff	39,808	40,525	(717)	41,847
FICA	24,591	28,050	(3,459)	25,992
Pension	26,491	26,194	296	19,944
Health	114,695	108,468	6,227	90,399
Sick Pay	3,824	3,968	(144)	10,328
Vacation Pay	15,527	19,692	(4,164)	31,783
Holiday Pay	11,246	12,311	(1,065)	8,688
Other Paid Leave	1,929	1,778	152	2,667
Unemployment Insurance	1,015	1,453	(438)	2,752
Wages & Benefits Subtotal	\$488,240	\$530,830	(\$42,590)	\$495,493
Buildings & Grounds				
TC Contract Maintenance	\$31,717	\$47,576	(\$15,859)	\$37,756
TC Repairs/Supplies	5,000	10,000	(5,000)	13,997
Bus Stop Repairs/Supplies	5,000	10,000	(5,000)	2,832
TC Property Insurance	2,891	2,891	0	2,351
Buildings & Grounds Subtotal	\$44,608	\$70,467	(\$25,859)	\$56,936
<i>Passenger Facilities Subtotal</i>	<u>\$532,848</u>	<u>\$601,296</u>	<u>(\$68,448)</u>	<u>\$552,429</u>
<i>TRANSIT DEVELOPMENT</i>				
Staff	\$185,343	\$193,954	(\$8,611)	\$188,587
FICA	16,406	17,116	(711)	17,896
Pension	21,445	22,374	(929)	23,709
Health	47,778	52,228	(4,450)	51,711
Sick Pay	6,256	6,219	38	9,421
Vacation Pay	15,047	14,108	939	18,696
Holiday Pay	8,314	8,492	(178)	8,386
Other Paid Leave	2,494	2,876	(382)	9,401
Unemployment Insurance	679	784	(105)	840
Training, Travel & Meetings	5,000	5,000	0	900
Planning Services & Supplies	80,000	5,000	75,000	0
<i>Transit Development Subtotal</i>	<u>\$388,762</u>	<u>\$328,152</u>	<u>\$60,610</u>	<u>\$329,547</u>

Passenger Accommodations Detail Fiscal Year 2017-18

	Draft FY 17-18 Budget	Approved FY 16-17 Budget	Change	FY 16-17 Amount
<i>PROMOTION & INFORMATION</i>				
Wages & Benefits				
Staff	\$117,641	\$99,994	\$17,647	\$95,763
FICA	10,097	8,818	1,278	8,367
Pension	13,198	11,527	1,671	7,335
Health	20,342	18,933	1,409	18,950
Sick Pay	2,919	2,963	(44)	3,987
Vacation Pay	5,076	4,261	816	6,893
Holiday Pay	5,076	6,442	(1,365)	4,620
Other Paid Leave	1,269	1,610	(341)	1,675
Unemployment Insurance	452	560	(108)	743
Wages & Benefits Subtotal	<u>\$176,070</u>	<u>\$155,107</u>	<u>\$20,962</u>	<u>\$148,331</u>
Outside Services				
Media Ad Placement	15,000	5,000	10,000	3,333
Brochures & Publications	19,200	9,200	10,000	10,092
Market Research	8,500	0	8,500	0
Promotional Giveaways	15,000	5,000	10,000	0
Bus/Shuttle Decorations	1,500	5,000	(3,500)	217
Other Promotions	94,300	66,300	28,000	29,800
Route Schedules & Information	109,950	126,200	(16,250)	103,920
Training, Travel & Meetings	4,000	6,000	(2,000)	3,511
Outside Services Subtotal	<u>\$267,450</u>	<u>\$222,700</u>	<u>\$44,750</u>	<u>\$150,873</u>
<i>Promotion & Information Subtotal</i>	<u><u>\$443,520</u></u>	<u><u>\$377,807</u></u>	<u><u>\$65,712</u></u>	<u><u>\$299,205</u></u>
<i>FARE REVENUE COLLECTION</i>				
Wages & Benefits				
Staff	\$108,288	\$106,148	\$2,140	\$95,237
FICA	9,787	9,596	192	8,612
Pension	12,794	12,544	251	11,419
Health	54,872	56,110	(1,239)	56,631
Sick Pay	3,331	3,286	46	6,528
Vacation Pay	9,326	9,143	183	11,187
Holiday Pay	4,663	4,572	91	2,773
Other Paid Leave	2,331	2,286	46	1,120
Unemployment Insurance	452	448	4	560
Wages & Benefits Subtotal	<u>\$205,846</u>	<u>\$204,133</u>	<u>\$1,713</u>	<u>\$194,067</u>
Outside Services				
Fare Processing	\$15,000	\$15,000	\$0	\$13,164
Farebox Parts & Repairs	15,000	38,000	(23,000)	26,499
Tickets, Tokens & Transfers	20,000	30,000	(10,000)	18,667
Outside Services Subtotal	<u>\$50,000</u>	<u>\$83,000</u>	<u>(\$33,000)</u>	<u>\$58,329</u>
<i>Fare Revenue Collection Subtotal</i>	<u><u>\$255,846</u></u>	<u><u>\$287,133</u></u>	<u><u>(\$31,287)</u></u>	<u><u>\$252,396</u></u>
<i>TOTAL PSNGR ACCOMMODATIONS</i>	<u><u><u>\$1,620,975</u></u></u>	<u><u><u>\$1,594,388</u></u></u>	<u><u><u>\$26,587</u></u></u>	<u><u><u>\$1,433,577</u></u></u>

General Overhead Detail Fiscal Year 2017-18

	Draft FY 17-18 Budget	Approved FY 16-17 Budget	Change	FY 16-17 Amount
<i>FINANCE</i>				
Staff	\$338,415	\$317,748	\$20,667	\$314,845
FICA	29,670	27,989	1,682	28,087
Pension	38,785	36,586	2,198	36,659
Health	82,699	83,303	(604)	81,935
Sick Pay	6,960	6,478	482	7,231
Vacation Pay	22,344	21,906	438	24,743
Holiday Pay	14,001	13,726	275	13,621
Other Paid Leave	6,125	6,005	120	6,176
Unemployment Insurance	1,018	1,008	10	1,335
Financial Audit Services	65,000	42,000	23,000	42,000
<i>Finance Subtotal</i>	<u>\$605,017</u>	<u>\$556,750</u>	<u>\$48,267</u>	<u>\$556,630</u>
<i>PERSONNEL</i>				
Staff	\$101,909	\$100,909	\$1,000	\$101,727
FICA	8,735	8,495	240	8,500
Pension	11,419	11,105	314	10,588
Health	34,273	35,191	(917)	34,980
Sick Pay	1,217	1,141	76	1,495
Vacation Pay	4,392	3,089	1,303	1,699
Holiday Pay	4,780	4,271	509	4,211
Other Paid Leave	2,390	2,135	254	2,359
Unemployment Insurance	339	336	3	420
<i>Personnel Subtotal</i>	<u>\$169,454</u>	<u>\$166,672</u>	<u>\$2,782</u>	<u>\$165,978</u>
<i>UTILITIES</i>				
Telephone & Data Communications	\$72,140	\$62,000	\$10,140	\$72,883
Power, Water & Refuse	135,000	150,000	(15,000)	132,960
Two-Way Radios	12,360	15,000	(2,640)	10,940
<i>Utilities Subtotal</i>	<u>\$219,501</u>	<u>\$227,000</u>	<u>(\$7,499)</u>	<u>\$216,783</u>
<i>OPERATING FACILITIES</i>				
<i>Wages & Benefits</i>				
Staff	\$57,022	\$55,898	\$1,123	\$55,237
FICA	4,921	4,825	96	5,015
Pension	6,433	6,307	126	6,619
Health	10,171	10,717	(546)	10,393
Sick Pay	872	861	11	1,653
Vacation Pay	3,711	3,638	73	6,404
Holiday Pay	2,474	2,426	48	2,407
Other Paid Leave	247	243	5	0
Unemployment Insurance	226	224	2	280
<i>Wages & Benefits Subtotal</i>	<u>\$86,077</u>	<u>\$85,138</u>	<u>\$939</u>	<u>\$88,008</u>

General Overhead Detail Fiscal Year 2017-18

	Draft FY 17-18 Budget	Approved FY 16-17 Budget	Change	FY 16-17 Amount
<i>OPERATING FACILITIES (cont'd)</i>				
Service Vehicles				
Parts & Repairs	\$20,000	\$24,660	(\$4,660)	\$29,204
Fuel	50,000	50,000	0	46,433
Service Vehicles Subtotal	\$70,000	\$74,660	(\$4,660)	\$75,637
Buildings & Grounds				
Contract Maintenance	\$83,360	\$78,360	\$5,000	\$81,807
Overpass Site Maintenance	5,500	7,500	(2,000)	103
B&G Repairs/Supplies	40,000	42,000	(2,000)	28,711
Property Insurance	55,771	51,352	4,419	48,457
Buildings & Grounds Subtotal	\$184,631	\$179,212	\$5,419	\$159,077
<i>Operating Facilities Subtotal</i>	<u>\$340,709</u>	<u>\$339,010</u>	<u>\$1,699</u>	<u>\$322,723</u>
<i>DISTRICT ADMINISTRATION</i>				
Wages & Benefits				
Staff	\$558,463	\$514,501	\$43,962	\$518,125
Bus Ad Revenue Placement	2,264	0	2,264	148
FICA	49,964	46,363	3,601	42,052
Pension	65,312	60,605	4,707	61,501
Health	147,455	130,879	16,576	127,535
Sick Pay	10,467	10,390	77	11,780
Vacation Pay	54,005	51,306	2,699	46,528
Holiday Pay	23,222	22,967	255	22,643
Other Paid Leave	6,967	6,890	77	9,393
Unemployment Insurance	1,697	1,456	241	1,820
Wages & Benefits Subtotal	\$919,814	\$845,357	\$74,457	\$841,526
Administrative Services				
Directors Fees	\$12,600	\$12,600	\$0	\$8,960
Public Officials Insurance	67,040	62,752	4,288	61,429
Legal Counsel	85,000	75,000	10,000	97,552
Pension Administration	2,500	2,700	(200)	0
Office Equipment Maintenance	165,000	164,048	952	159,141
Miscellaneous Services	93,398	97,398	(4,000)	87,848
Office & Computer Supplies	45,000	50,000	(5,000)	42,589
Dues & Subscriptions	55,000	50,000	5,000	56,552
Conferences, Meetings & Training	19,000	17,698	1,302	17,847
Employee Relations	20,000	18,500	1,500	25,508
Retiree Health Insurance	60,000	63,481	(3,481)	57,679
Mandated Fees & Permits	40,000	34,000	6,000	45,397
Bus Ad Revenue Program	9,000	10,375	(1,375)	7,976
Miscellaneous Expenses	15,000	25,000	(10,000)	11,435
Administrative Services Subtotal	\$688,538	\$683,552	\$4,986	\$679,913
<i>District Administration Subtotal</i>	<u>\$1,608,353</u>	<u>\$1,528,909</u>	<u>\$79,443</u>	<u>\$1,521,439</u>
TOTAL GENERAL OVERHEAD	<u><u>\$2,943,033</u></u>	<u><u>\$2,818,342</u></u>	<u><u>\$124,691</u></u>	<u><u>\$2,783,553</u></u>

Capital Project Detail Fiscal Year 2017-18

	Draft FY 17-18 Budget	Approved FY 16-17 Budget	Change	New Funding Allocation	Carry-over Funding Allocation
<i>REVENUE VEHICLE PURCHASES</i>					
40' Diesel Buses (10)	\$5,000,000	\$1,425,000	\$3,575,000	\$5,000,000	\$0
40' Electric Buses (4)	2,000,000	0	2,000,000	2,000,000	0
30' Electric Buses (8)	3,100,000	3,100,000	0	0	3,100,000
30' Electric Buses-Capital Lease (6)	2,329,000	2,329,000	0	0	2,329,000
Paratransit Vans for Easy Lift (2)	0	100,000	(100,000)	0	0
Subtotal	<u>\$12,429,000</u>	<u>\$6,954,000</u>	<u>\$5,475,000</u>	<u>\$7,000,000</u>	<u>\$5,429,000</u>
<i>REVENUE VEHICLE IMPROVEMENTS</i>					
Bus Refurbishing	\$300,000	\$100,000	\$200,000	\$200,000	\$100,000
Diesel Fleet Drivetrains	200,000	185,000	15,000	200,000	0
Hybrid Bus Battery Replacements	450,000	100,000	350,000	350,000	100,000
EV Drivetrains & Chargers	0	40,000	(40,000)	0	0
Subtotal	<u>\$950,000</u>	<u>\$425,000</u>	<u>\$525,000</u>	<u>\$750,000</u>	<u>\$200,000</u>
<i>OPERATING FACILITIES</i>					
Canopy Improvements	\$0	\$733,000	(\$733,000)	\$300,000	\$745,000
Shop Structural & Roof Upgrades	225,000	225,000	0	0	225,000
Charging Infrastructure Upgrades	0	160,000	(160,000)	0	0
Operating Facilities Allowance	75,000	50,000	25,000	0	0
Calle Real Development	100,000	100,000	0	100,000	0
Subtotal	<u>\$400,000</u>	<u>\$1,268,000</u>	<u>(\$868,000)</u>	<u>\$400,000</u>	<u>\$970,000</u>
<i>PASSENGER FACILITIES</i>					
TC Renovation Project	\$2,400,000	\$1,900,000	\$500,000	\$500,000	\$1,900,000
Bus Stop Upgrades	630,000	580,000	50,000	50,000	580,000
Subtotal	<u>\$3,030,000</u>	<u>\$2,480,000</u>	<u>\$550,000</u>	<u>\$553,000</u>	<u>\$2,730,000</u>
<i>INTELLIGENT TRANSPORTATION SYSTEMS</i>					
AVL Project (AIM)	\$150,000	\$2,150,000	(\$2,000,000)	\$150,000	\$0
Advanced Fare Collection System	0	1,000,000	(1,000,000)	0	0
Smartcard Project	150,000	985,000	(835,000)	0	150,000
Subtotal	<u>\$300,000</u>	<u>\$4,135,000</u>	<u>(\$3,835,000)</u>	<u>\$150,000</u>	<u>\$150,000</u>
<i>INFORMATION SYSTEMS</i>					
Fuel & Mileage Monitoring System	\$150,000	\$75,000	\$75,000	\$75,000	\$75,000
Software Systems Upgrades	150,000	35,000	115,000	150,000	0
IT Infrastructure Allowance	50,000	75,000	(25,000)	50,000	0
Subtotal	<u>\$350,000</u>	<u>\$185,000</u>	<u>\$165,000</u>	<u>\$275,000</u>	<u>\$75,000</u>
<i>OTHER EQUIPMENT</i>					
Shop Equipment Allowance	\$75,000	\$75,000	\$0	\$0	\$0
Service Vehicles	200,000	100,000	100,000	\$100,000	\$100,000
Fare Collection & Radio Allowance	25,000	75,000	(50,000)	0	0
Office Furniture Allowance	25,000	25,000	0	0	0
Subtotal	<u>\$325,000</u>	<u>\$275,000</u>	<u>\$50,000</u>	<u>\$100,000</u>	<u>\$100,000</u>
Total Capital Projects	<u><u>\$17,784,000</u></u>	<u><u>\$15,722,000</u></u>	<u><u>\$2,062,000</u></u>	<u><u>\$9,228,000</u></u>	<u><u>\$9,654,000</u></u>