



FINANCE & HUMAN RESOURCES/RISK COMMITTEE MEETING AGENDA
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Meeting
of the
FINANCE & HUMAN RESOURCES/RISK COMMITTEE
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
A Public Agency
Thursday, March 8, 2018
11:30am
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 Committee will be asked to waive the reading of and approve the draft minutes for the meeting of February 20, 2018.

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 a *Request to Speak* form, including a description of the subject you wish to address, to the MTD Board Clerk before the meeting convenes. These forms are available at the meeting or at www.sbmtd.gov.

6. FIRST DRAFT OF FY 2018-19 BUDGET - (ATTACHMENT - ACTION MAY BE TAKEN)

Staff is requesting that the Finance & Human Resources/Risk Committee review the attached first draft of the fiscal year 2018-19 budget, provide direction for any modifications, and authorize presenting it to the full Board at its next meeting.

7. COMMERCIAL AUTO AND GENERAL LIABILITY INSURANCE RENEWAL – (INFORMATIONAL – NO ACTION WILL BE TAKEN)

Staff will provide the Committee with a progress update on the renewal of the Commercial Auto and General Liability policy effective April 1, 2018.

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

Staff and Committee members will report on other related issues.

9. ADJOURNMENT

AMERICAN WITH DISABILITIES ACT: If you need special assistance to participate in this meeting, please contact the MTD Administrative Office at 805.963.3364 at least **48 hours in advance** of the meeting to allow time for MTD to attempt a reasonable accommodation.

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FINANCE & HUMAN RESOURCES/RISK COMMITTEE MEETING MINUTES

Meeting
of the
FINANCE & HUMAN RESOURCES/RISK COMMITTEE
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
A Public Agency
Tuesday, February 20, 2018
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 except Director Perotte.

3. REPORT REGARDING POSTING OF AGENDA

General Manager Jerry Estrada reported that the agenda was posted on Friday, February 16, 2018 at MTD's Administrative Offices, mailed and emailed to those on the agenda list and posted on MTD's website www.sbmtd.gov.

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

Director Rodriguez moved to approve the draft minutes for the meeting of December 4, 2017. Chair Tabor seconded the motion. The motion passed unanimously.

5. PUBLIC COMMENT

No public comments were made.

DIRECTOR PEROTTE JOINED THE MEETING AT 9:08AM

6. DRAFT FY 2017-18 BUDGET REVISION - (ATTACHMENT - ACTION MAY BE TAKEN)

Assistant Controller Thais Sayat presented the draft FY 2017-18 budget revision and recommended that the Finance & Human Resources/Risk Committee consider forwarding it to the Board of Directors for approval. Chair Tabor moved to forward the draft. Director Perotte seconded the motion. The motion passed unanimously.

7. COMMERCIAL AUTO AND GENERAL LIABILITY INSURANCE RENEWAL - (INFORMATIONAL – NO ACTION WILL BE TAKEN)

Human Resources/Risk Manager Mary Gregg provided the Committee with an update on the progress towards renewal of the Commercial Auto and General Liability policies becoming effective April 1, 2018.

8. DRAFT REVISED DRUG AND ALCOHOL POLICY - (ATTACHMENT - ACTION MAY BE TAKEN)

Human Resources/Risk Manager Mary Gregg presented the draft revised Drug and Alcohol Policy asking that with the Committee's recommended revisions, the policy be forwarded to the full Board of Directors to be considered for adoption.

Director Rodriguez moved to bring the revised Drug and Alcohol policy to the Board. Chair Tabor seconded the motion. The motion passed unanimously.

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

No other items were discussed.

10. ADJOURNMENT

Chair Tabor moved to adjourn the meeting at 10:08am. Director Perotte seconded the motion. The motion passed unanimously.



FINANCE & HUMAN RESOURCES/RISK COMMITTEE REPORT
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MEETING DATE: MARCH 8, 2018

AGENDA ITEM: #6

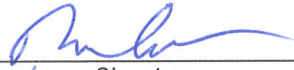
DEPARTMENT: FINANCE

TYPE: ACTION ITEM

PREPARED BY: BRAD DAVIS

REVIEWED BY: GENERAL MANAGER

SUBJECT: FIRST DRAFT OF FY 2018-19 BUDGET



Signature



Signature

RECOMMENDATION:

Staff is requesting that the Finance & Human Resources/Risk Committee review the attached first draft of the fiscal year 2018-19 budget, provide direction for any modifications, and authorize presenting it to the full board at its next meeting.

DISCUSSION:

Staff will be presenting the attached first draft of the fiscal year 2018-19 budget to the Finance & Human Resources/Risk Committee. The purpose of this early draft is to take into account any significant expected or requested changes for next year and to provide a rough estimate of the imbalance between operating revenues and expenditures.

ATTACHMENT:

First Draft of FY 2018-19 Operating & Capital Budget

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Operating Budget Summary

Fiscal Year 2018-19

	Draft FY 2018-19 Budget	Approved FY 2017-18 Budget	Budget Change Amount	%
<u>Revenue</u>				
Fare Revenue	\$7,074,546	\$7,144,904	(\$70,358)	-1%
LTF Sale Tax Revenue	7,921,258	7,771,309	149,949	2%
FTA Operating Assistance	5,081,813	5,081,813	0	0%
Measure A Sale Tax Revenue	2,090,776	2,014,211	76,565	4%
State & Local Operating Assistance	1,448,674	1,259,851	188,824	15%
Property Tax Revenue	1,152,646	1,213,312	(60,666)	-5%
Non-Transportation Income	833,195	836,396	(3,201)	0%
Total Operating Revenue	\$25,602,908	\$25,321,795	\$281,113	1%
<u>Expense</u>				
Route Operations	\$16,099,992	\$16,183,824	(\$83,832)	-1%
Vehicle Maintenance	5,695,553	5,183,621	511,932	10%
Passenger Accommodations	1,621,716	1,464,072	157,644	11%
General Overhead	3,150,176	2,928,025	222,151	8%
Total Operating Expense	\$26,567,436	\$25,759,542	\$807,895	3%
Surplus/Deficit	<u>(\$964,528)</u>	<u>(\$437,746)</u>	<u>(\$526,782)</u>	
<u>Unrestricted Net Position</u>				
Beginning Balance	\$11,056,631	\$11,056,631		
Net Change from Operating Activities	(964,528)	(437,746)		
OPEB Unfunded Liability Increase	\$0	\$0		
Ending Balance	<u>\$10,092,103</u>	<u>\$10,618,885</u>		

Operating Revenue Summary Fiscal Year 2018-19

	Draft FY 2018-19 Budget	Approved FY 2017-18 Budget	Budget Change Amount	%
<i>FAREBOX REVENUE</i>				
Cash Fares & Tokens	\$2,094,158	\$2,136,896	(\$42,738)	-2%
Adult Passes	1,038,274	1,059,463	(21,189)	-2%
Youth Passes	503,103	513,370	(10,267)	-2%
Senior Passes	182,963	186,697	(3,734)	-2%
Mobility Passes	149,185	152,230	(3,045)	-2%
Day Passes	4,287	4,374	(87)	-2%
Downtown-Waterfront Shuttle	1,096,278	1,096,278	0	0%
UCSB Contract Fares	1,057,612	1,037,135	20,478	2%
SBCC Contract Fares	842,026	844,961	(2,935)	0%
Special Event Fares & Amtrak	76,660	78,500	(1,840)	-2%
City My Ride Program	30,000	35,000	(5,000)	-14%
<i>Subtotal</i>	<u>\$7,074,546</u>	<u>\$7,144,904</u>	<u>(\$70,358)</u>	-1%
<i>NON-TRANSPORTATION INCOME</i>				
Advertising on Buses	\$550,000	\$550,000	\$0	0%
Interest on Investments	97,492	67,910	29,582	44%
Lease & Other Income	185,703	218,486	(32,783)	-15%
<i>Subtotal</i>	<u>\$833,195</u>	<u>\$836,396</u>	<u>(\$3,201)</u>	0%
<i>GRANTS & SUBSIDIES</i>				
TDA Sales Tax Revenue	\$7,921,258	\$7,771,309	\$149,949	2%
FTA Formula Assistance	5,081,813	5,081,813	0	0%
Property Tax Revenue	1,152,646	1,213,312	(60,666)	-5%
Measure A	2,090,776	2,014,211	76,565	4%
State & Local Operating Assistance	1,455,445	1,259,851	195,594	16%
<i>Subtotal</i>	<u>\$17,701,938</u>	<u>\$17,340,496</u>	<u>\$361,442</u>	2%
<i>Total Operating Revenue</i>	<u>\$25,609,678</u>	<u>\$25,321,795</u>	<u>\$287,883</u>	1%

Operating Expense Summary Fiscal Year 2018-19

	Draft FY 2018-19 Budget	Approved FY 2017-18 Budget	Budget Change Amount	%
<i>ROUTE OPERATIONS</i>				
Drivers	\$12,260,207	\$11,927,208	\$333,000	3%
Dispatch & Supervision	725,277	787,219	(61,942)	-8%
Hiring & Training	375,820	361,737	14,083	4%
Risk & Safety	1,852,249	2,238,602	(386,354)	-17%
Transportation Subsidies	886,439	869,058	17,381	2%
<i>Subtotal</i>	<u>\$16,099,992</u>	<u>\$16,183,824</u>	<u>(\$83,832)</u>	-1%
<i>VEHICLE MAINTENANCE</i>				
Mechanics	\$1,382,096	\$1,244,509	\$137,588	11%
Cleaners & Fuelers	890,711	841,878	48,833	6%
Supervision	743,847	497,103	246,744	50%
Vehicle Consumables	1,744,328	1,668,132	76,196	5%
Bus Parts & Supplies	794,000	794,000	0	0%
Vendor Services	82,500	82,500	0	0%
Risk & Safety	58,071	55,500	2,571	5%
<i>Subtotal</i>	<u>\$5,695,553</u>	<u>\$5,183,621</u>	<u>\$511,932</u>	10%
<i>PASSENGER ACCOMMODATIONS</i>				
Passenger Facilities	\$564,854	\$449,464	\$115,390	26%
Transit Development	320,193	297,774	22,419	8%
Promotion & Information	444,377	436,275	8,102	2%
Fare Revenue Collection	292,292	280,559	11,733	4%
<i>Subtotal</i>	<u>\$1,621,716</u>	<u>\$1,464,072</u>	<u>\$157,644</u>	11%
<i>GENERAL OVERHEAD</i>				
Finance	\$578,334	\$578,495	(\$162)	0%
Personnel	172,915	168,635	4,280	3%
Utilities & Communication	251,781	246,501	5,280	2%
Operating Facilities	362,415	360,478	1,938	1%
District Administration	1,784,732	1,573,917	210,815	13%
<i>Subtotal</i>	<u>\$3,150,176</u>	<u>\$2,928,025</u>	<u>\$222,151</u>	8%
<i>Total Operating Cost</i>	<u><u>\$26,567,436</u></u>	<u><u>\$25,759,542</u></u>	<u><u>\$807,895</u></u>	3%

Route Operations Fiscal Year 2018-19

	Draft FY 2018-19 Budget	Approved FY 2017-18 Budget	Budget Change	
			Amount	%
<i>DRIVERS</i>				
Scheduled	\$6,924,110	\$6,802,661	\$121,449	2%
Scheduled Overtime	375,012	417,939	(42,927)	-10%
Unscheduled Pay	262,916	258,975	3,941	2%
Driver Lite Duty	7,965	7,853	111	1%
FICA	654,408	645,471	8,937	1%
Pension	964,440	941,216	23,224	2%
Health	2,009,952	1,826,839	183,113	10%
Sick Pay	197,247	199,355	(2,108)	-1%
Vacation Pay	500,112	464,099	36,013	8%
Holiday Pay	250,890	247,379	3,511	1%
Other Pay	36,096	39,267	(3,170)	-8%
Unemployment Insurance	34,808	33,904	905	3%
Uniforms	42,250	42,250	0	0%
<i>Drivers Subtotal</i>	<u>\$12,260,207</u>	<u>\$11,927,208</u>	<u>\$333,000</u>	<u>3%</u>
<i>DISPATCH & SUPERVISION</i>				
Supervisors	\$281,168	\$323,915	(\$42,747)	-13%
Staff	175,668	172,224	3,444	2%
FICA	40,879	43,495	(2,616)	-6%
Pension	33,604	38,053	(4,449)	-12%
Health	114,994	135,501	(20,507)	-15%
Sick Pay	6,870	7,370	(500)	-7%
Vacation Pay	34,723	34,000	723	2%
Holiday Pay	17,939	19,350	(1,412)	-7%
Other Pay	18,003	11,708	6,295	54%
Unemployment Insurance	1,430	1,603	(174)	-11%
	<u>\$725,277</u>	<u>\$787,219</u>	<u>(\$61,942)</u>	<u>-8%</u>
<i>HIRING & TRAINING</i>				
Staff	\$35,957	\$35,252	\$705	2%
Student Drivers	92,750	93,186	(436)	0%
Existing Drivers/Supers	138,471	128,894	9,577	7%
FICA	21,321	20,551	769	4%
Pension	10,890	10,731	159	1%
Health	20,137	24,100	(3,963)	-16%
Sick Pay	1,971	1,961	10	1%
Vacation Pay	5,403	5,290	114	2%
Holiday Pay	3,418	3,345	74	2%
Other Paid Leave	728	713	15	2%
Unemployment Insurance	113	113	0	0%
Medical Exams & License Fees	29,700	25,600	4,100	16%
Employment Advertising	8,000	6,000	2,000	33%
Training, Travel & Meetings	6,960	6,000	960	16%
<i>Hiring & Training Subtotal</i>	<u>\$375,820</u>	<u>\$361,737</u>	<u>\$14,083</u>	<u>4%</u>

Route Operations Fiscal Year 2018-19

	Draft FY 2018-19 Budget	Approved FY 2017-18 Budget	Budget Change	
			Amount	%
<i>RISK & SAFETY</i>				
Wages & Benefits				
Staff	\$150,277	\$147,331	\$2,947	2%
Supervisors	246,519	304,753	(58,234)	-19%
Driver Accident Pay	1,858	1,832	26	1%
FICA	34,956	40,871	(5,915)	-14%
Pension	41,485	49,398	(7,913)	-16%
Health	81,058	95,975	(14,917)	-16%
Sick Pay	5,691	5,623	67	1%
Vacation Pay	34,756	34,018	738	2%
Holiday Pay	13,975	16,428	(2,453)	-15%
Other Paid Leave	3,863	24,273	(20,410)	-84%
Unemployment Insurance	1,233	1,459	(226)	-16%
Wages & Benefits Subtotal	\$615,671	\$721,961	(\$106,290)	-15%
Public Liability				
Professional Services	\$113,585	\$142,585	(\$29,000)	-20%
Insurance	270,138	270,138	0	0%
Current Year Incident Payouts	50,000	50,000	0	0%
Current Year Incident Reserves	100,000	100,000	0	0%
Prior Years Incident Payouts	100,000	125,000	(25,000)	-20%
Change in Prior Years Reserves	(100,000)	(125,000)	25,000	-20%
Public Liability Subtotal	\$533,723	\$562,723	(\$29,000)	-5%
Workers' Compensation				
Professional Services	\$300,599	\$251,745	\$48,854	19%
Insurance	104,500	104,500	0	0%
Current Year Incident Payouts	50,000	125,000	(75,000)	-60%
Current Year Incident Reserves	225,000	400,000	(175,000)	-44%
Prior Years Incident Payouts	350,000	350,000	0	0%
Change in Prior Years Reserves	(350,000)	(300,000)	(50,000)	17%
Miscellaneous Risk & Safety	22,756	22,673	83	0%
Workers' Compensation Subtotal	\$702,855	\$953,918	(\$251,064)	-26%
<i>Risk & Safety Subtotal</i>	<u>\$1,852,249</u>	<u>\$2,238,602</u>	<u>(\$386,354)</u>	-17%
<i>TRANSPORTATION SUBSIDIES</i>				
ADA Paratransit Service	\$886,439	\$869,058	\$17,381	2%
<i>Transportation Subsidies Subtotal</i>	<u>\$886,439</u>	<u>\$869,058</u>	<u>\$17,381</u>	2%
<i>TOTAL ROUTE OPERATIONS</i>	<u>\$16,099,992</u>	<u>\$16,183,824</u>	<u>(\$83,832)</u>	-1%

Vehicle Maintenance Detail Fiscal Year 2018-19

	Draft FY 2018-19 Budget	Approved FY 2017-18 Budget	Budget Change Amount	%
<i>MECHANICS</i>				
Mechanics	\$804,770	\$725,095	\$79,675	11%
Less Mechanic Labor Capitalization	(31,191)	(30,607)	(585)	2%
Mechanics-OT	38,032	37,526	506	1%
FICA	76,855	69,789	7,066	10%
Pension	99,588	91,833	7,756	8%
Health	197,634	170,095	27,538	16%
Sick Pay	6,645	23,811	(17,166)	-72%
Vacation Pay	119,925	93,551	26,374	28%
Holiday Pay	33,590	30,754	2,837	9%
Other Paid Leave	1,680	1,538	142	9%
Unemployment Insurance	3,167	2,955	212	7%
Uniforms	16,000	16,000	0	0%
Tool Allowance	15,400	12,169	3,231	27%
<i>Mechanics Subtotal</i>	<u>\$1,382,096</u>	<u>\$1,244,509</u>	<u>\$137,588</u>	11%
<i>CLEANERS & FUELERS</i>				
Service Workers	\$486,298	\$480,689	\$5,609	1%
FICA	42,815	41,752	1,063	3%
Pension	80,164	73,364	6,800	9%
Health	194,033	168,480	25,553	15%
Sick Pay	11,193	10,707	487	5%
Vacation Pay	37,004	32,072	4,932	15%
Holiday Pay	23,048	20,292	2,756	14%
Other Paid Leave	2,125	2,012	113	6%
Unemployment Insurance	2,969	2,743	226	8%
Uniforms	7,098	6,552	546	8%
Medical Exams & License Fees	3,964	3,216	748	23%
<i>Cleaners & Fuelers Subtotal</i>	<u>\$890,711</u>	<u>\$841,878</u>	<u>\$48,833</u>	6%
<i>SUPERVISION</i>				
Staff	\$482,841	\$313,302	\$169,539	54%
FICA	40,554	26,713	13,841	52%
Pension	53,012	31,670	21,343	67%
Health	104,620	73,870	30,750	42%
Sick Pay	4,029	4,464	(436)	-10%
Vacation Pay	23,915	18,846	5,068	27%
Holiday Pay	16,115	10,750	5,365	50%
Other Paid Leave	3,223	2,457	766	31%
Unemployment Insurance	1,414	905	509	56%
Training, Travel & Meetings	14,125	14,125	0	0%
<i>Supervision Subtotal</i>	<u>\$743,847</u>	<u>\$497,103</u>	<u>\$246,744</u>	50%

Vehicle Maintenance Detail Fiscal Year 2018-19

	Draft FY 2018-19 Budget	Approved FY 2017-18 Budget	Budget Change	
			Amount	%
<i>VEHICLE CONSUMABLES</i>				
Bus Fuel	\$1,357,628	\$1,309,432	\$48,196	4%
Oil & Lubricants	115,000	115,000	0	0
Electric Vehicle Power	100,000	72,000	28,000	39%
Tire Lease	161,700	161,700	0	0%
Tire Mounting	10,000	10,000	0	0%
<i>Vehicle Consumables Subtotal</i>	<u>\$1,744,328</u>	<u>\$1,668,132</u>	<u>\$76,196</u>	5%
<i>VEHICLE PARTS & SUPPLIES</i>				
Bus Parts Issued	\$700,000	\$700,000	\$0	0%
Shop Supplies	70,000	70,000	0	0%
Bus Servicing Supplies	10,000	10,000	0	0%
Hazmat Disposal & Compliance	14,000	14,000	0	0%
<i>Vehicle Part & Supplies Subtotal</i>	<u>\$794,000</u>	<u>\$794,000</u>	<u>\$0</u>	0%
<i>VENDOR BUS REPAIRS</i>				
Vandalism Repairs	\$5,000	\$5,000	\$0	0%
Accident Damage Repairs	5,000	5,000	0	0%
Accident Claim Collections	(2,500)	(2,500)	0	0%
Other Vendor Repairs	75,000	75,000	0	0%
<i>Vendor Bus Repairs Subtotal</i>	<u>\$82,500</u>	<u>\$82,500</u>	<u>\$0</u>	0%
<i>RISK & SAFETY</i>				
Workers' Comp Services	\$22,571	\$20,000	\$2,571	13%
Workers' Comp Insurance	5,500	5,500	0	0%
Current Year Incident Payouts	10,000	10,000	0	0%
Current Year Incident Reserves	20,000	20,000	0	0%
Prior Years Incident Payouts	150,000	150,000	0	0%
Change in Prior Years Reserves	(150,000)	(150,000)	0	0%
<i>Risk & Safety Subtotal</i>	<u>\$58,071</u>	<u>\$55,500</u>	<u>\$2,571</u>	5%
<i>TOTAL VEHICLE MAINTENANCE</i>	<u><u>\$5,695,553</u></u>	<u><u>\$5,183,621</u></u>	<u><u>\$511,932</u></u>	10%

Passenger Accommodations Detail Fiscal Year 2018-19

	Draft FY 2018-19 Budget	Approved FY 2017-18 Budget	Budget Change	
			Amount	%
<i>PASSENGER FACILITIES</i>				
Wages & Benefits				
Supervisors	\$162,093	\$126,542	\$35,551	28%
TC Advisors	109,638	73,731	35,907	49%
Staff	40,313	39,808	505	1%
FICA	26,502	20,700	5,801	28%
Pension	26,747	26,491	256	1%
Health	118,875	86,054	32,820	38%
Sick Pay	4,085	3,987	97	2%
Vacation Pay	15,305	14,188	1,117	8%
Holiday Pay	12,900	10,576	2,324	22%
Other Paid Leave	2,095	1,762	333	19%
Unemployment Insurance	1,694	1,015	679	67%
Wages & Benefits Subtotal	\$520,246	\$404,856	\$115,390	29%
Buildings & Grounds				
TC Contract Maintenance	\$31,717	\$31,717	\$0	0%
TC Repairs/Supplies	5,000	5,000	0	0%
Bus Stop Repairs/Supplies	5,000	5,000	0	0%
TC Property Insurance	2,891	2,891	0	0%
Buildings & Grounds Subtotal	\$44,608	\$44,608	\$0	0%
<i>Passenger Facilities Subtotal</i>	<u>\$564,854</u>	<u>\$449,464</u>	<u>\$115,390</u>	26%
<i>TRANSIT DEVELOPMENT</i>				
Staff	\$192,110	\$174,221	\$17,889	10%
FICA	16,968	15,436	1,532	10%
Pension	22,180	20,178	2,003	10%
Health	48,563	46,666	1,897	4%
Sick Pay	3,321	6,065	(2,744)	-45%
Vacation Pay	15,348	14,315	1,032	7%
Holiday Pay	8,480	7,826	654	8%
Other Paid Leave	2,544	2,348	196	8%
Unemployment Insurance	679	679	0	0%
Training, Travel & Meetings	5,000	5,000	0	0%
Planning Services & Supplies	5,000	5,040	(40)	-1%
<i>Transit Development Subtotal</i>	<u>\$320,193</u>	<u>\$297,774</u>	<u>\$22,419</u>	8%

Passenger Accommodations Detail Fiscal Year 2018-19

	Draft FY 2018-19 Budget	Approved FY 2017-18 Budget	Budget Change Amount	%
<i>PROMOTION & INFORMATION</i>				
Wages & Benefits				
Staff	\$117,997	\$113,358	\$4,639	4%
FICA	10,127	9,625	502	5%
Pension	13,238	12,582	656	5%
Health	20,728	20,117	611	3%
Sick Pay	2,928	2,106	822	39%
Vacation Pay	5,092	3,493	1,599	46%
Holiday Pay	5,092	5,493	(401)	-7%
Other Paid Leave	1,273	1,373	(100)	-7%
Unemployment Insurance	452	679	(226)	-33%
Wages & Benefits Subtotal	\$176,927	\$168,825	\$8,102	5%
Outside Services				
Media Ad Placement	15,000	15,000	0	0%
Brochures & Publications	19,200	19,200	0	0%
Market Research	8,500	8,500	0	0%
Promotional Giveaways	15,000	15,000	0	0%
Bus/Shuttle Decorations	1,500	1,500	0	0%
Other Promotions	94,300	94,300	0	0%
Route Schedules & Information	109,950	109,950	0	0%
Training, Travel & Meetings	4,000	4,000	0	0%
Outside Services Subtotal	\$267,450	\$267,450	\$0	0%
<i>Promotion & Information Subtotal</i>	<u>\$444,377</u>	<u>\$436,275</u>	<u>\$8,102</u>	2%
<i>FARE REVENUE COLLECTION</i>				
Wages & Benefits				
Staff	\$135,279	\$132,468	\$2,811	2%
FICA	11,888	11,595	292	3%
Pension	15,539	12,794	2,745	21%
Health	58,792	53,690	5,101	10%
Sick Pay	2,742	2,786	(44)	-2%
Vacation Pay	10,240	9,326	914	10%
Holiday Pay	4,756	4,663	93	2%
Other Paid Leave	2,378	2,331	47	2%
Unemployment Insurance	679	905	(226)	-25%
Wages & Benefits Subtotal	\$242,292	\$230,559	\$11,733	5%
Outside Services				
Fare Processing	\$15,000	\$15,000	\$0	0%
Farebox Parts & Repairs	15,000	15,000	0	0%
Tickets, Tokens & Transfers	20,000	20,000	0	0%
Outside Services Subtotal	\$50,000	\$50,000	\$0	0%
<i>Fare Revenue Collection Subtotal</i>	<u>\$292,292</u>	<u>\$280,559</u>	<u>\$11,733</u>	4%
<i>TOTAL PSNGR ACCOMMODATIONS</i>	<u>\$1,621,716</u>	<u>\$1,464,072</u>	<u>\$157,644</u>	11%

General Overhead Detail Fiscal Year 2018-19

	Draft FY 2018-19 Budget	Approved FY 2017-18 Budget	Budget Change Amount	%
<i>FINANCE</i>				
Staff	\$326,419	\$319,940	\$6,479	2%
FICA	28,788	28,224	564	2%
Pension	37,632	36,894	738	2%
Health	81,579	78,422	3,157	4%
Sick Pay	6,578	6,528	51	1%
Vacation Pay	22,790	22,344	447	2%
Holiday Pay	14,281	14,001	280	2%
Other Paid Leave	6,248	6,125	123	2%
Unemployment Insurance	1,018	1,018	0	0%
Financial Audit Services	53,000	65,000	(12,000)	-18%
<i>Finance Subtotal</i>	<u>\$578,334</u>	<u>\$578,495</u>	<u>(\$162)</u>	0%
<i>PERSONNEL</i>				
Staff	\$103,947	\$101,909	\$2,038	2%
FICA	8,910	8,735	175	2%
Pension	11,647	11,419	228	2%
Health	34,797	33,454	1,343	4%
Sick Pay	1,481	1,217	264	22%
Vacation Pay	4,480	4,392	88	2%
Holiday Pay	4,875	4,780	96	2%
Other Paid Leave	2,438	2,390	48	2%
Unemployment Insurance	339	339	0	0%
<i>Personnel Subtotal</i>	<u>\$172,915</u>	<u>\$168,635</u>	<u>\$4,280</u>	3%
<i>UTILITIES</i>				
Telephone & Data Communications	\$77,420	\$72,140	\$5,280	7%
Power, Water & Refuse	162,000	162,000	0	0%
Two-Way Radios	12,360	12,360	0	0%
<i>Utilities Subtotal</i>	<u>\$251,781</u>	<u>\$246,501</u>	<u>\$5,280</u>	2%
<i>OPERATING FACILITIES</i>				
Wages & Benefits				
Staff	\$58,168	\$57,022	\$1,146	2%
FICA	5,019	4,921	98	2%
Pension	6,561	6,433	129	2%
Health	10,364	9,940	424	4%
Sick Pay	884	872	11	1%
Vacation Pay	3,785	3,711	74	2%
Holiday Pay	2,524	2,474	49	2%
Other Paid Leave	252	247	5	2%
Unemployment Insurance	226	226	0	0%
<i>Wages & Benefits Subtotal</i>	<u>\$87,784</u>	<u>\$85,846</u>	<u>\$1,938</u>	2%

General Overhead Detail Fiscal Year 2018-19

	Draft FY 2018-19 Budget	Approved FY 2017-18 Budget	Budget Change Amount	%
<i>OPERATING FACILITIES (cont'd)</i>				
Service Vehicles				
Parts & Repairs	\$30,000	\$30,000	\$0	0%
Fuel	60,000	60,000	0	0%
Service Vehicles Subtotal	\$90,000	\$90,000	\$0	0%
Buildings & Grounds				
Contract Maintenance	\$83,360	\$83,360	\$0	0%
Overpass Site Maintenance	5,500	5,500	0	0%
B&G Repairs/Supplies	40,000	40,000	0	0%
Property Insurance	55,771	55,771	0	0%
Buildings & Grounds Subtotal	\$184,631	\$184,631	\$0	0%
<i>Operating Facilities Subtotal</i>	<i>\$362,415</i>	<i>\$360,478</i>	<i>\$1,938</i>	1%
<i>DISTRICT ADMINISTRATION</i>				
Wages & Benefits				
Staff	\$579,413	\$510,744	\$68,669	13%
Bus Ad Revenue Placement	2,314	2,264	50	2%
FICA	51,925	45,370	6,555	14%
Pension	67,876	59,307	8,569	14%
Health	161,688	123,978	37,709	30%
Sick Pay	10,534	8,165	2,369	29%
Vacation Pay	57,512	54,058	3,455	6%
Holiday Pay	24,079	15,464	8,614	56%
Other Paid Leave	7,224	4,639	2,584	56%
Unemployment Insurance	1,697	1,093	603	55%
Wages & Benefits Subtotal	\$964,261	\$825,083	\$139,179	17%
Administrative Services				
Directors Fees	\$12,600	\$12,600	\$0	0%
Public Officials Insurance	67,040	67,040	0	0%
Legal Counsel	85,000	85,000	0	0%
Pension Administration	2,500	2,500	0	0%
Office Equipment Maintenance	165,000	165,000	0	0%
Miscellaneous Services	195,694	138,694	57,000	41%
Office & Computer Supplies	45,000	45,000	0	0%
Dues & Subscriptions	55,000	55,000	0	0%
Conferences, Meetings & Training	19,000	19,000	0	0%
Employee Relations	20,000	20,000	0	0%
Retiree Health Insurance	60,000	60,000	0	0%
Mandated Fees & Permits	40,000	40,000	0	0%
Bus Ad Revenue Program	15,000	9,000	6,000	67%
Misc. Expenses & Losses	38,636	30,000	8,636	29%
Administrative Services Subtotal	\$820,470	\$748,834	\$71,636	10%
<i>District Administration Subtotal</i>	<i>\$1,784,732</i>	<i>\$1,573,917</i>	<i>\$210,815</i>	13%
<i>TOTAL GENERAL OVERHEAD</i>	<i>\$3,150,176</i>	<i>\$2,928,025</i>	<i>\$222,151</i>	8%

Capital Project Detail

Fiscal Year 2018-19

	Draft FY 2018-19 Budget	Approved FY 2017-18 Budget	Budget Change
<i>REVENUE VEHICLE PURCHASES</i>			
40' Diesel Buses (10)	\$0	\$5,300,000	(\$5,300,000)
40' Electric Buses (4)	0	3,750,000	(3,750,000)
30' Electric Buses (8)	0	3,200,000	(3,200,000)
30' Electric Buses-Capital Lease (6)	0	2,329,000	(2,329,000)
40' SAMTRANS 2003 Gillig Buses (17)	0	300,000	(300,000)
Subtotal	\$0	\$14,879,000	(\$14,879,000)
<i>REVENUE VEHICLE IMPROVEMENTS</i>			
Bus Refurbishing Allow ance	\$100,000	\$100,000	\$0
Diesel Fleet Drivetrains	250,000	250,000	0
Hybrid Bus Battery Replacements	150,000	375,000	(225,000)
Subtotal	\$500,000	\$725,000	(\$225,000)
<i>OPERATING FACILITIES</i>			
Canopy Improvements	\$0	\$115,000	(\$115,000)
Shop Structural & Roof Upgrades	0	225,000	(225,000)
Charging Infrastructure	0	350,000	(350,000)
Security Upgrades	25,000	83,000	(58,000)
Operating Facilities Allow ance	100,000	75,000	25,000
Calle Real Proptery Development	200,000	200,000	0
Subtotal	\$325,000	\$1,048,000	(\$723,000)
<i>PASSENGER FACILITIES</i>			
Transit Center Allow ance/Renovation	\$50,000	\$2,400,000	(\$2,350,000)
Bus Stop Upgrades	800,000	200,000	600,000
Subtotal	\$850,000	\$2,600,000	(\$1,750,000)
<i>INTELLIGENT TRANSPORTATION SYSTEMS</i>			
AVL Systems Allow ance/AIM	\$50,000	\$475,000	(\$425,000)
Advanced Fare Collection System	400,000	75,000	325,000
Smartcard Project	0	50,000	(50,000)
Subtotal	\$450,000	\$600,000	(\$150,000)
<i>INFORMATION SYSTEMS</i>			
Fuel & Mileage Monitoring System	\$0	\$100,000	(\$100,000)
Softw are Systems Allow ance	75,000	175,000	(100,000)
IT Infrastructure Allow ance	75,000	50,000	25,000
Subtotal	\$150,000	\$325,000	(\$175,000)
<i>OTHEREQUIPMENT</i>			
Shop Equipment Allow ance	\$50,000	\$75,000	(\$25,000)
Service Vehicles	250,000	200,000	50,000
Fare Collection & Radio Allow ance	25,000	25,000	0
Office Furniture Allow ance	25,000	25,000	0
Subtotal	\$350,000	\$325,000	\$25,000
Total Capital Projects	\$2,625,000	\$20,502,000	(\$17,877,000)



FINANCE & HUMAN RESOURCES/RISK COMMITTEE REPORT
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MEETING DATE: MARCH 8, 2018

AGENDA ITEM: #7

DEPARTMENT: RISK

TYPE: INFORMATIONAL ITEM

PREPARED BY: MARY GREGG

REVIEWED BY: GENERAL MANAGER

SUBJECT: COMMERCIAL AUTO AND GENERAL LIABILITY INSURANCE
RENEWAL



Signature



Signature

DISCUSSION:

Staff will provide the Committee with a progress update on the renewal for the Commercial Auto and General Liability policy effective April 1, 2018. Formal rate quotes from MTD's current insurance carrier, National Interstate Insurance Company, are expected the first week of March.

Travelers Insurance, MTD's current carrier for property insurance, expressed an interest in quoting auto/liability and their rates are expected the second week of March.