



FINANCE & HUMAN RESOURCES/RISK COMMITTEE MEETING AGENDA

Meeting
of the
FINANCE & HUMAN RESOURCES/RISK COMMITTEE
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
A Public Agency
Thursday, May 24, 2018
9:00am
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 March 8, 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 is convened. These forms are available at the meeting or on our website www.sbmtd.gov.
- 6. FISCAL YEAR 2018-19 OPERATING & CAPITAL BUDGET - (ATTACHMENT - ACTION MAY BE TAKEN)**
Staff is recommending that the Finance & Human Resources Committee authorize forwarding the revised Fiscal Year 2018-19 budget to the full board for its consideration of adoption.
- 7. OTHER BUSINESS AND REPORTS - (ACTION MAY BE TAKEN)**
Committee members will 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 805.963.3364 at least **48 hours in advance** of the meeting to allow time for MTD to attempt a reasonable accommodation.



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
Thursday, March 8, 2018
11:30 AM
John G. Britton Auditorium
550 Olive Street, Santa Barbara, CA 93101**

- 1. CALL TO ORDER**
Committee Chair Tabor called the meeting to order at 11:01 a.m.
- 2. ROLL CALL OF COMMITTEE**
Committee Chair Tabor reported that all members were present.
- 3. REPORT REGARDING POSTING OF AGENDA**
Assistant General Manager Brad Davis reported that the agenda was posted on Friday, March 2, 2018 at MTD's Administrative Office, mailed and emailed to those on the distribution list, and posted on MTD's website. www.sbmtd.gov
- 4. APPROVAL OF PRIOR MINUTES (ATTACHMENT- ACTION MAY BE TAKEN)**
Director Perotte moved to waive the reading of and approve the draft minutes for the Committee meeting of February 20, 2018. Director Rodriguez seconded the motion. The motion passed unanimously.
- 5. PUBLIC COMMENT**
No comments were made.
- 6. FIRST DRAFT OF FY 2018-19 BUDGET - (ATTACHMENT - ACTION MAY BE TAKEN)**
Assistant General Manager / Controller Brad Davis requested that the Finance & Human Resources/Risk Committee review the first draft of the fiscal year 2018-19 budget and provide direction for any modifications. Three modifications were suggested to staff.

Mr. Davis asked the Committee members authorize presenting the draft to the full Board at its next meeting with suggested adjustments to the Cost of Living Adjustment (COLA) assumptions and a reduction to the Facilities Master Plan overall cost.

Director Rodriguez moved to authorize presentation to the Board. Committee Chair Tabor seconded the motion. The motion passed unanimously.

FINANCE & HUMAN RESOURCES/RISK COMMITTEE MEETING MINUTES

7. COMMERCIAL AUTO AND GENERAL LIABILITY INSURANCE RENEWAL – (INFORMATIONAL)

Manager of Human Resources and Risk Mary Gregg provided 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)

No other items were discussed.

9. ADJOURNMENT

Director Rodriguez moved to adjourn the meeting at 12:45pm Director Perotte seconded the motion. The motion passed unanimously.



FINANCE & HUMAN RESOURCES COMMITTEE MEETING REPORT

MEETING DATE: MAY 24, 2018 **AGENDA ITEM: #6**

DEPARTMENT: FINANCE

TYPE: ACTION ITEM

PREPARED BY: BRAD DAVIS _____
Signature

REVIEWED BY: GENERAL MANAGER _____
Signature

SUBJECT: DRAFT FISCAL YEAR 2018-19 OPERATING & CAPITAL BUDGET

RECOMMENDATION:

Staff is recommending that the Finance & Human Resources Committee authorize forwarding the revised draft Fiscal Year 2018-19 budget to the full board for its consideration of adoption.

DISCUSSION:

Staff presented the first draft of the FY18-19 budget to the Finance & HR Committee last March 8, 2018, and to the Board on March 13, 2018. A second draft of the FY18-19 budget is attached which takes into account Committee and Board direction regarding the first draft, in particular regarding efforts to reduce the initial \$950,000 operating deficit. With additional revenue and the paring of costs, this second draft includes a projected \$484,000 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. 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, staff asks that the Committee approve taking the budget to the Board for its consideration for adoption on June 5, 2018.

ATTACHMENT:

- Draft Fiscal Year 2018-19 Operating & Capital Budget

Operating Budget Summary Fiscal Year 2018-19

	Proposed FY 2018-19 Budget	Approved FY 2017-18 Budget	Budget Change		FY 2017-18 Estimated
			Amount	%	
<u>Revenue</u>					
Fare Revenue	\$7,049,629	\$7,144,904	(\$95,275)	-1%	\$7,001,900
LTF Sale Tax Revenue	7,921,258	7,771,309	149,949	2%	7,547,562
FTA Operating Assistance	5,220,966	5,081,813	139,153	3%	5,215,206
Measure A Sale Tax Revenue	2,090,776	2,014,211	76,565	4%	2,014,368
State & Local Operating Assistance	1,439,568	1,259,851	179,717	14%	1,217,401
Property Tax Revenue	1,180,124	1,213,312	(33,189)	-3%	1,192,476
Non-Transportation Income	947,533	836,396	111,137	13%	896,761
Total Operating Revenue	<u>\$25,849,854</u>	<u>\$25,321,795</u>	<u>\$528,059</u>	<u>2%</u>	<u>\$25,085,674</u>
<u>Expense</u>					
Route Operations	\$16,100,251	\$16,183,824	(\$83,572)	-1%	\$16,356,614
Vehicle Maintenance	5,659,180	5,183,621	475,560	9%	4,939,799
Passenger Accommodations	1,533,541	1,464,072	69,469	5%	1,483,176
General Overhead	3,040,515	2,928,025	112,490	4%	3,020,071
Total Operating Expense	<u>\$26,333,488</u>	<u>\$25,759,542</u>	<u>\$573,946</u>	<u>2%</u>	<u>\$25,799,660</u>
Surplus/Deficit	<u>(\$483,634)</u>	<u>(\$437,746)</u>			<u>(\$713,986)</u>
<u>Unrestricted Net Position</u>					
Beginning Balance	\$9,467,782	\$9,905,528			\$10,823,514
Net Change from Operating Activities	(483,634)	(437,746)			(713,986)
OPEB Unfunded Liability Increase	(\$100,000)	\$0			(\$204,000)
Ending Balance	<u>\$8,884,147</u>	<u>\$9,467,782</u>			<u>\$9,905,528</u>

* 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 2018-19

	Proposed FY 2018-19 Budget	Approved FY 2017-18 Budget	Budget Change		FY 2017-18 Estimated
			Amount	%	
<i>FAREBOX REVENUE</i>					
Cash Fares & Tokens	\$1,995,563	\$2,136,896	(\$141,333)	-7%	\$1,997,947
Adult Passes	1,022,633	1,059,463	(36,830)	-3%	1,040,961
Youth Passes	495,595	513,370	(17,775)	-3%	497,289
Senior Passes	189,276	186,697	2,579	1%	183,763
Mobility Passes	150,898	152,230	(1,332)	-1%	148,844
Day Passes	4,309	4,374	(65)	-1%	4,267
Downtown-Waterfront Shuttle	1,155,490	1,096,278	59,212	5%	1,119,310
UCSB Contract Fares	1,076,497	1,037,135	39,363	4%	1,055,389
SBCB Contract Fares	868,068	844,961	23,107	3%	868,068
Special Event Fares & Amtrak	66,300	78,500	(12,200)	-16%	61,062
City My Ride Program	25,000	35,000	(10,000)	-29%	25,000
<i>Subtotal</i>	<u>\$7,049,629</u>	<u>\$7,144,904</u>	<u>(\$95,275)</u>	-1%	<u>\$7,001,900</u>
<i>NON-TRANSPORTATION INCOME</i>					
Advertising on Buses	\$600,000	\$550,000	\$50,000	9%	\$600,000
Interest on Investments	113,562	67,910	45,652	67%	80,701
Lease & Other Income	233,971	218,486	15,485	7%	216,060
<i>Subtotal</i>	<u>\$947,533</u>	<u>\$836,396</u>	<u>\$111,137</u>	13%	<u>\$896,761</u>
<i>GRANTS & SUBSIDIES</i>					
TDA Sales Tax Revenue	\$7,921,258	\$7,771,309	\$149,949	2%	\$7,547,562
FTA Formula Assistance	5,220,966	5,081,813	139,153	3%	5,215,206
Property Tax Revenue	1,180,124	1,213,312	(33,189)	-3%	1,192,476
Measure A	2,090,776	2,014,211	76,565	4%	2,014,368
State & Local Operating Assistance	1,439,568	1,259,851	179,717	14%	1,217,401
<i>Subtotal</i>	<u>\$17,852,692</u>	<u>\$17,340,496</u>	<u>\$512,196</u>	3%	<u>\$17,187,013</u>
<i>Total Operating Revenue</i>	<u>\$25,849,854</u>	<u>\$25,321,795</u>	<u>\$528,059</u>	2%	<u>\$25,085,674</u>

Operating Expense Summary Fiscal Year 2018-19

	Proposed FY 2018-19 Budget	Approved FY 2017-18 Budget	Budget Change		FY 2017-18 Estimated
			Amount	%	
<i>ROUTE OPERATIONS</i>					
Drivers	\$12,037,734	\$11,927,208	\$110,527	1%	\$11,770,841
Dispatch & Supervision	724,974	787,219	(62,245)	-8%	736,910
Hiring & Training	366,986	361,737	5,249	1%	435,036
Risk & Safety	2,070,995	2,238,602	(167,607)	-7%	2,544,768
Transportation Subsidies	899,562	869,058	30,504	4%	869,059
<i>Subtotal</i>	<u>\$16,100,251</u>	<u>\$16,183,824</u>	<u>(\$83,572)</u>	-1%	<u>\$16,356,614</u>
<i>VEHICLE MAINTENANCE</i>					
Mechanics	\$1,226,520	\$1,244,509	(\$17,988)	-1%	\$1,152,374
Cleaners & Fuelers	888,234	841,878	46,357	6%	839,075
Supervision	752,128	497,103	255,025	51%	514,763
Vehicle Consumables	1,912,726	1,668,132	244,595	15%	1,695,463
Bus Parts & Supplies	715,000	794,000	(79,000)	-10%	629,654
Vendor Services	107,500	82,500	25,000	30%	70,189
Risk & Safety	57,071	55,500	1,571	3%	38,281
<i>Subtotal</i>	<u>\$5,659,180</u>	<u>\$5,183,621</u>	<u>\$475,560</u>	9%	<u>\$4,939,799</u>
<i>PASSENGER ACCOMMODATIONS</i>					
Passenger Facilities	\$567,338	\$449,464	\$117,875	26%	\$508,055
Transit Development	201,404	297,774	(96,370)	-32%	297,973
Promotion & Information	438,019	436,275	1,744	0%	400,399
Fare Revenue Collection	326,780	280,559	46,221	16%	276,749
<i>Subtotal</i>	<u>\$1,533,541</u>	<u>\$1,464,072</u>	<u>\$69,469</u>	5%	<u>\$1,483,176</u>
<i>GENERAL OVERHEAD</i>					
Finance	\$580,032	\$578,495	\$1,537	0%	\$580,072
Personnel	172,822	168,635	4,187	2%	166,165
Utilities & Communication	262,763	246,501	16,262	7%	244,122
Operating Facilities	386,298	360,478	25,821	7%	379,684
District Administration	1,638,600	1,573,917	64,683	4%	1,650,029
<i>Subtotal</i>	<u>\$3,040,515</u>	<u>\$2,928,025</u>	<u>\$112,490</u>	4%	<u>\$3,020,071</u>
<i>Total Operating Cost</i>	<u><u>\$26,333,488</u></u>	<u><u>\$25,759,542</u></u>	<u><u>\$573,946</u></u>	2%	<u><u>\$25,799,660</u></u>

Route Operations Fiscal Year 2018-19

	Proposed	Approved	Budget Change		FY 2017-18
	FY 2018-19 Budget	FY 2017-18 Budget	Amount	%	Estimated
DRIVERS					
Scheduled	\$6,660,794	\$6,802,661	(\$141,867)	(\$0)	\$6,559,079
Scheduled Overtime	524,482	417,939	106,542	25%	503,049
Unscheduled Pay	274,998	258,975	16,023	6%	257,241
Driver Lite Duty	9,457	7,853	1,603	20%	27,970
FICA	646,415	645,471	944	0%	633,264
Pension	964,440	941,216	23,224	2%	930,235
Health	1,934,574	1,826,839	107,735	6%	1,819,919
Sick Pay	198,833	199,355	(522)	0%	127,863
Vacation Pay	497,357	464,099	33,258	7%	486,087
Holiday Pay	248,238	247,379	859	0%	238,417
Other Pay	35,715	39,267	(3,552)	-9%	76,440
Unemployment Insurance	33,932	33,904	28	0%	41,659
Uniforms	8,500	42,250	(33,750)	-80%	69,620
<i>Drivers Subtotal</i>	<u>\$12,037,734</u>	<u>\$11,927,208</u>	<u>\$110,527</u>	1%	<u>\$11,770,841</u>
DISPATCH & SUPERVISION					
Supervisors	\$281,168	\$323,915	(\$42,747)	-13%	\$290,392
Staff	176,538	172,224	4,314	3%	171,175
FICA	40,854	43,495	(2,642)	-6%	38,896
Pension	33,702	38,053	(4,351)	-11%	48,968
Health	115,042	135,501	(20,459)	-15%	108,420
Sick Pay	6,882	7,370	(488)	-7%	5,565
Vacation Pay	34,809	34,000	809	2%	40,205
Holiday Pay	17,977	19,350	(1,374)	-7%	17,023
Other Pay	16,664	11,708	4,955	42%	15,047
Unemployment Insurance	1,340	1,603	(263)	-16%	1,219
	<u>\$724,974</u>	<u>\$787,219</u>	<u>(\$62,245)</u>	-8%	<u>\$736,910</u>
HIRING & TRAINING					
Staff	\$36,135	\$35,252	\$883	3%	\$31,708
Student Drivers	92,750	93,186	(436)	0%	106,828
Existing Drivers/Supers	139,450	128,894	10,556	8%	174,388
FICA	21,410	20,551	859	4%	17,673
Pension	10,909	10,731	178	2%	16,052
Health	20,137	24,100	(3,963)	-16%	31,827
Sick Pay	1,972	1,961	11	1%	2,144
Vacation Pay	5,415	5,290	125	2%	14,217
Holiday Pay	3,422	3,345	77	2%	5,061
Other Pay	729	713	17	2%	2,829
Unemployment Insurance	106	113	(7)	-6%	490
Medical Exams & License Fees	22,090	25,600	(3,510)	-14%	23,891
Employment Advertising	6,000	6,000	0	0%	6,993
Training, Travel & Meetings	6,460	6,000	460	8%	935
<i>Hiring & Training Subtotal</i>	<u>\$366,986</u>	<u>\$361,737</u>	<u>\$5,249</u>	1%	<u>\$435,036</u>

Route Operations Fiscal Year 2018-19

	Proposed	Approved	Budget Change		FY 2017-18
	FY 2018-19 Budget	FY 2017-18 Budget	Amount	%	Estimated
<i>RISK & SAFETY</i>					
<i>Wages & Benefits</i>					
Staff	\$151,021	\$147,331	\$3,691	3%	\$141,316
Supervisors	246,519	304,753	(58,234)	-19%	304,052
Driver Accident Pay	1,839	1,832	6	0%	2,089
FICA	35,018	40,871	(5,852)	-14%	41,341
Pension	41,569	49,398	(7,829)	-16%	48,479
Health	81,058	95,975	(14,917)	-16%	83,812
Sick Pay	5,697	5,623	74	1%	16,917
Vacation Pay	34,813	34,018	795	2%	49,169
Holiday Pay	13,996	16,428	(2,432)	-15%	16,244
Other Pay	3,874	24,273	(20,399)	-84%	25,079
Unemployment Insurance	1,156	1,459	(303)	-21%	1,304
Wages & Benefits Subtotal	\$616,559	\$721,961	(\$105,401)	-15%	\$729,803
<i>Public Liability</i>					
Professional Services	\$115,900	\$142,585	(\$26,685)	-19%	\$155,799
Insurance	308,437	270,138	38,299	14%	283,083
Current Year Incident Payouts	50,000	50,000	0	0%	29,363
Current Year Incident Reserves	100,000	100,000	0	0%	33,600
Prior Years Incident Payouts	50,000	125,000	(75,000)	-60%	12,020
Change in Prior Years Reserves	(50,000)	(125,000)	75,000	-60%	(51,602)
Public Liability Subtotal	\$574,337	\$562,723	\$11,614	2%	\$462,262
<i>Workers' Compensation</i>					
Professional Services	\$300,599	\$251,745	\$48,854	19%	\$288,745
Insurance	85,500	104,500	(19,000)	-18%	97,788
Current Year Incident Payouts	75,000	125,000	(50,000)	-40%	40,000
Current Year Incident Reserves	250,000	400,000	(150,000)	-38%	451,076
Prior Years Incident Payouts	350,000	350,000	0	0%	263,900
Change in Prior Years Reserves	(200,000)	(300,000)	100,000	-33%	190,788
Miscellaneous Risk & Safety	19,000	22,673	(3,673)	-16%	20,405
Workers' Compensation Subtotal	\$880,099	\$953,918	(\$73,820)	-8%	\$1,352,703
<i>Risk & Safety Subtotal</i>	<u>\$2,070,995</u>	<u>\$2,238,602</u>	<u>(\$167,607)</u>	-7%	<u>\$2,544,768</u>
<i>TRANSPORTATION SUBSIDIES</i>					
ADA Paratransit Service	\$899,562	\$869,058	\$30,504	4%	\$869,059
Transportation Subsidies Subtotal	<u>\$899,562</u>	<u>\$869,058</u>	<u>\$30,504</u>	4%	<u>\$869,059</u>
TOTAL ROUTE OPERATIONS	<u>\$16,100,251</u>	<u>\$16,183,824</u>	<u>(\$83,572)</u>	-1%	<u>\$16,356,614</u>

Vehicle Maintenance Detail Fiscal Year 2018-19

	Proposed	Approved	<u>Budget Change</u>		FY 2017-18
	FY 2018-19 Budget	FY 2017-18 Budget	Amount	%	Estimated
<i>MECHANICS</i>					
Mechanics	\$745,006	\$725,095	\$19,912	3%	\$650,668
Less Mechanic Capital Labor	(31,191)	(30,607)	(585)	2%	(24,424)
Mechanics-OT	38,032	37,526	506	1%	56,309
FICA	67,384	69,789	(2,405)	-3%	64,121
Pension	92,475	91,833	642	1%	84,127
Health	183,958	170,095	13,863	8%	147,728
Sick Pay	6,645	23,811	(17,166)	-72%	36,073
Vacation Pay	58,402	93,551	(35,148)	-38%	71,283
Holiday Pay	31,191	30,754	437	1%	34,593
Other Paid Leave	1,560	1,538	22	1%	1,051
Unemployment Insurance	2,757	2,955	(198)	-7%	3,273
Uniforms	16,000	16,000	0	0%	17,305
Tool Allowance	14,300	12,169	2,131	18%	10,267
<i>Mechanics Subtotal</i>	<u>\$1,226,520</u>	<u>\$1,244,509</u>	<u>(\$17,988)</u>	-1%	<u>\$1,152,374</u>
<i>CLEANERS & FUELERS</i>					
Service Workers	\$486,298	\$480,689	\$5,609	1%	\$461,609
FICA	42,815	41,752	1,063	3%	39,652
Pension	80,164	73,364	6,800	9%	69,999
Health	194,033	168,480	25,553	15%	181,861
Sick Pay	11,193	10,707	487	5%	12,197
Vacation Pay	37,004	32,072	4,932	15%	35,055
Holiday Pay	23,048	20,292	2,756	14%	22,320
Other Paid Leave	2,125	2,012	113	6%	1,331
Unemployment Insurance	2,785	2,743	42	2%	2,495
Uniforms	7,098	6,552	546	8%	9,416
Medical Exams & License Fees	1,671	3,216	(1,545)	-48%	3,140
<i>Cleaners & Fuelers Subtotal</i>	<u>\$888,234</u>	<u>\$841,878</u>	<u>\$46,357</u>	6%	<u>\$839,075</u>
<i>SUPERVISION</i>					
Staff	\$487,637	\$313,302	\$174,334	56%	\$332,163
FICA	41,099	26,713	14,385	54%	29,120
Pension	53,724	31,670	22,054	70%	34,195
Health	104,620	73,870	30,750	42%	66,416
Sick Pay	4,040	4,464	(424)	-10%	3,369
Vacation Pay	26,168	18,846	7,322	39%	27,183
Holiday Pay	16,160	10,750	5,410	50%	12,112
Other Paid Leave	3,232	2,457	775	32%	6,476
Unemployment Insurance	1,326	905	421	46%	1,260
Training, Travel & Meetings	14,125	14,125	0	0%	2,469
<i>Supervision Subtotal</i>	<u>\$752,128</u>	<u>\$497,103</u>	<u>\$255,025</u>	51%	<u>\$514,763</u>

Vehicle Maintenance Detail Fiscal Year 2018-19

	Proposed	Approved	<u>Budget Change</u>		FY 2017-18
	FY 2018-19 Budget	FY 2017-18 Budget	Amount	%	Estimated
VEHICLE CONSUMABLES					
Bus Fuel	\$1,496,835	\$1,309,432	\$187,403	14%	\$1,316,479
Oil & Lubricants	135,934	115,000	20,934	18%	130,861
Electric Vehicle Power	100,000	72,000	28,000	39%	74,120
Tire Lease	169,957	161,700	8,257	5%	164,192
Tire Mounting	10,000	10,000	0	0%	9,811
<i>Vehicle Consumables Subtotal</i>	<u>\$1,912,726</u>	<u>\$1,668,132</u>	<u>\$244,595</u>	15%	<u>\$1,695,463</u>
VEHICLE PARTS & SUPPLIES					
Bus Parts Issued	\$625,000	\$700,000	(\$75,000)	-11%	\$550,000
Shop Supplies	65,000	70,000	(5,000)	-7%	56,684
Bus Servicing Supplies	15,000	10,000	5,000	50%	17,219
Hazmat Disposal & Compliance	10,000	14,000	(4,000)	-29%	5,751
<i>Vehicle Part & Supplies Subtotal</i>	<u>\$715,000</u>	<u>\$794,000</u>	<u>(\$79,000)</u>	-10%	<u>\$629,654</u>
VENDOR BUS REPAIRS					
Vandalism Repairs	\$5,000	\$5,000	\$0	0%	\$2,629
Accident Damage Repairs	5,000	5,000	0	0%	2,727
Accident Claim Collections	(2,500)	(2,500)	0	0%	(8,262)
Other Vendor Repairs	100,000	75,000	25,000	33%	73,095
<i>Vendor Bus Repairs Subtotal</i>	<u>\$107,500</u>	<u>\$82,500</u>	<u>\$25,000</u>	30%	<u>\$70,189</u>
RISK & SAFETY					
Workers' Comp Services	\$22,571	\$20,000	\$2,571	13%	\$19,313
Workers' Comp Insurance	4,500	5,500	(1,000)	-18%	5,149
Current Year Incident Payouts	10,000	10,000	0	0%	2,829
Current Year Incident Reserves	20,000	20,000	0	0%	38,561
Prior Years Incident Payouts	150,000	150,000	0	0%	6,904
Change in Prior Years Reserves	(150,000)	(150,000)	0	0%	(34,476)
<i>Risk & Safety Subtotal</i>	<u>\$57,071</u>	<u>\$55,500</u>	<u>\$1,571</u>	3%	<u>\$38,281</u>
TOTAL VEHICLE MAINTENANCE	<u><u>\$5,659,180</u></u>	<u><u>\$5,183,621</u></u>	<u><u>\$475,560</u></u>	9%	<u><u>\$4,939,799</u></u>

Passenger Accommodations Detail Fiscal Year 2018-19

	Proposed FY 2018-19 Budget	Approved FY 2017-18 Budget	<u>Budget Change</u>		FY 2017-18 Estimated
			Amount	%	
<i>PASSENGER FACILITIES</i>					
<i>Wages & Benefits</i>					
Supervisors	\$162,093	\$126,542	\$35,551	28%	\$159,433
TC Advisors	109,762	73,731	36,031	49%	87,796
Staff	39,777	39,808	(31)	0%	41,479
FICA	26,642	20,700	5,941	29%	24,440
Pension	26,769	26,491	278	1%	20,827
Health	118,875	86,054	32,820	38%	82,068
Sick Pay	4,103	3,987	115	3%	5,049
Vacation Pay	17,393	14,188	3,205	23%	19,153
Holiday Pay	13,011	10,576	2,434	23%	9,451
Other Paid Leave	2,123	1,762	361	20%	2,101
Unemployment Insurance	1,589	1,015	573	56%	2,599
<i>Wages & Benefits Subtotal</i>	<u>\$522,135</u>	<u>\$404,856</u>	<u>\$117,280</u>	29%	<u>\$454,396</u>
<i>Buildings & Grounds</i>					
TC Contract Maintenance	\$31,533	\$31,717	(\$185)	-1%	\$41,083
TC Repairs/Supplies	6,000	5,000	1,000	20%	7,927
Bus Stop Repairs/Supplies	5,000	5,000	0	0%	2,657
TC Property Insurance	2,671	2,891	(221)	-8%	1,992
<i>Buildings & Grounds Subtotal</i>	<u>\$45,203</u>	<u>\$44,608</u>	<u>\$595</u>	1%	<u>\$53,659</u>
<i>Passenger Facilities Subtotal</i>	<u>\$567,338</u>	<u>\$449,464</u>	<u>\$117,875</u>	26%	<u>\$508,055</u>
<i>TRANSIT DEVELOPMENT</i>					
Staff	\$116,205	\$174,221	(\$58,016)	-33%	\$176,044
FICA	10,064	15,436	(5,371)	-35%	15,872
Pension	13,156	20,178	(7,022)	-35%	20,748
Health	38,198	46,666	(8,467)	-18%	44,233
Sick Pay	1,982	6,065	(4,084)	-67%	4,485
Vacation Pay	8,988	14,315	(5,327)	-37%	17,187
Holiday Pay	3,373	7,826	(4,453)	-57%	6,625
Other Paid Leave	1,012	2,348	(1,336)	-57%	3,139
Unemployment Insurance	424	679	(255)	-38%	630
Training, Travel & Meetings	3,000	5,000	(2,000)	-40%	0
Planning Services & Supplies	5,000	5,040	(40)	-1%	9,010
<i>Transit Development Subtotal</i>	<u>\$201,404</u>	<u>\$297,774</u>	<u>(\$96,370)</u>	-32%	<u>\$297,973</u>

Passenger Accommodations Detail Fiscal Year 2018-19

	Proposed	Approved	<u>Budget Change</u>		FY 2017-18
	FY 2018-19 Budget	FY 2017-18 Budget	Amount	%	Estimated
<i>PROMOTION & INFORMATION</i>					
Wages & Benefits					
Staff	\$118,581	\$113,358	\$5,223	5%	\$110,468
FICA	10,177	9,625	552	6%	9,945
Pension	13,304	12,582	721	6%	13,123
Health	20,728	20,117	611	3%	20,163
Sick Pay	2,942	2,106	837	40%	2,721
Vacation Pay	5,117	3,493	1,624	47%	8,205
Holiday Pay	5,117	5,493	(376)	-7%	4,975
Other Paid Leave	1,279	1,373	(94)	-7%	3,869
Unemployment Insurance	424	679	(255)	-38%	420
Wages & Benefits Subtotal	\$177,669	\$168,825	\$8,844	5%	\$173,890
Outside Services					
Media Ad Placement	16,000	15,000	1,000	7%	12,139
Brochures & Publications	19,200	19,200	0	0%	13,965
Market Research	7,500	8,500	(1,000)	-12%	365
Promotional Giveaways	15,000	15,000	0	0%	861
Bus/Shuttle Decorations	1,500	1,500	0	0%	840
Other Promotions	92,300	94,300	(2,000)	-2%	93,800
Route Schedules & Information	104,850	109,950	(5,100)	-5%	101,372
Training, Travel & Meetings	4,000	4,000	0	0%	3,167
Outside Services Subtotal	\$260,350	\$267,450	(\$7,100)	-3%	\$226,509
<i>Promotion & Information Subtotal</i>	<u>\$438,019</u>	<u>\$436,275</u>	<u>\$1,744</u>	0%	<u>\$400,399</u>
<i>FARE REVENUE COLLECTION</i>					
Wages & Benefits					
Staff	\$138,181	\$132,468	\$5,713	4%	\$119,190
FICA	12,117	11,595	522	4%	10,747
Pension	15,839	12,794	3,045	24%	13,080
Health	58,792	53,690	5,101	10%	53,172
Sick Pay	2,755	2,786	(31)	-1%	3,447
Vacation Pay	10,290	9,326	964	10%	10,684
Holiday Pay	4,779	4,663	116	2%	4,571
Other Paid Leave	2,390	2,331	58	2%	2,588
Unemployment Insurance	636	905	(269)	-30%	685
Wages & Benefits Subtotal	\$245,780	\$230,559	\$15,221	7%	\$218,164
Outside Services					
Fare Processing	\$36,000	\$15,000	\$21,000	140%	\$25,587
Farebox Parts & Repairs	25,000	15,000	10,000	67%	13,804
Tickets, Tokens & Transfers	20,000	20,000	0	0%	19,195
Outside Services Subtotal	\$81,000	\$50,000	\$31,000	62%	\$58,586
<i>Fare Revenue Collection Subtotal</i>	<u>\$326,780</u>	<u>\$280,559</u>	<u>\$46,221</u>	16%	<u>\$276,749</u>
TOTAL PSNGR ACCOMMODATIONS	<u>\$1,533,541</u>	<u>\$1,464,072</u>	<u>\$69,469</u>	5%	<u>\$1,483,176</u>

General Overhead Detail Fiscal Year 2018-19

	Proposed	Approved	Budget Change		FY 2017-18
	FY 2018-19 Budget	FY 2017-18 Budget	Amount	%	Estimated
<i>FINANCE</i>					
Staff	\$324,418	\$319,940	\$4,478	1%	\$313,129
FICA	29,033	28,224	809	3%	28,221
Pension	37,951	36,894	1,058	3%	37,116
Health	81,579	78,422	3,157	4%	77,789
Sick Pay	6,591	6,528	63	1%	3,231
Vacation Pay	27,875	22,344	5,531	25%	24,777
Holiday Pay	14,352	14,001	351	3%	13,918
Other Paid Leave	6,279	6,125	153	3%	8,340
Unemployment Insurance	954	1,018	(64)	-6%	945
Financial Audit Services	51,000	65,000	(14,000)	-22%	72,605
<i>Finance Subtotal</i>	<u>\$580,032</u>	<u>\$578,495</u>	<u>\$1,537</u>	0%	<u>\$580,072</u>
<i>PERSONNEL</i>					
Staff	\$104,293	\$101,909	\$2,383	2%	\$99,331
FICA	8,954	8,735	219	3%	8,572
Pension	11,705	11,419	286	3%	11,332
Health	34,797	33,454	1,343	4%	33,325
Sick Pay	1,501	1,217	284	23%	3,827
Vacation Pay	4,502	4,392	110	3%	3,804
Holiday Pay	4,502	4,780	(278)	-6%	4,362
Other Paid Leave	2,251	2,390	(139)	-6%	1,297
Unemployment Insurance	318	339	(21)	-6%	315
<i>Personnel Subtotal</i>	<u>\$172,822</u>	<u>\$168,635</u>	<u>\$4,187</u>	2%	<u>\$166,165</u>
<i>UTILITIES</i>					
Telephone & Data Communications	\$76,111	\$72,140	\$3,970	6%	\$71,723
Power, Water & Refuse	171,652	162,000	9,652	6%	162,356
Two-Way Radios	15,000	12,360	2,640	21%	10,043
<i>Utilities Subtotal</i>	<u>\$262,763</u>	<u>\$246,501</u>	<u>\$16,262</u>	7%	<u>\$244,122</u>
<i>OPERATING FACILITIES</i>					
<i>Wages & Benefits</i>					
Staff	\$58,453	\$57,022	\$1,431	3%	\$53,211
FICA	5,044	4,921	123	2%	4,875
Pension	6,593	6,433	161	2%	6,435
Health	10,364	9,940	424	4%	9,865
Sick Pay	886	872	14	2%	1,653
Vacation Pay	3,804	3,711	93	2%	6,532
Holiday Pay	2,536	2,474	62	2%	2,460
Other Paid Leave	254	247	6	2%	0
Unemployment Insurance	212	226	(14)	-6%	210
<i>Wages & Benefits Subtotal</i>	<u>\$88,146</u>	<u>\$85,846</u>	<u>\$2,300</u>	3%	<u>\$85,241</u>

General Overhead Detail Fiscal Year 2018-19

	Proposed	Approved	Budget Change		FY 2017-18
	FY 2018-19 Budget	FY 2017-18 Budget	Amount	%	Estimated
<i>OPERATING FACILITIES (cont'd)</i>					
Service Vehicles					
Parts & Repairs	\$30,000	\$30,000	\$0	0%	\$33,849
Fuel	69,600	60,000	9,600	16%	58,000
Service Vehicles Subtotal	\$99,600	\$90,000	\$9,600	11%	\$91,849
Buildings & Grounds					
Contract Maintenance	\$80,720	\$83,360	(\$2,640)	-3%	\$89,099
Overpass Site Maintenance	5,500	5,500	0	0%	107
B&G Repairs/Supplies	60,000	40,000	20,000	50%	67,796
Property Insurance	52,332	55,771	(3,439)	-6%	45,592
Buildings & Grounds Subtotal	\$198,552	\$184,631	\$13,921	8%	\$202,594
<i>Operating Facilities Subtotal</i>	<u>\$386,298</u>	<u>\$360,478</u>	<u>\$25,821</u>	7%	<u>\$379,684</u>
<i>DISTRICT ADMINISTRATION</i>					
Wages & Benefits					
Staff	\$583,030	\$510,744	\$72,286	14%	\$510,131
Bus Ad Revenue Placement	2,314	2,264	50	2%	0
FICA	52,229	45,370	6,859	15%	43,803
Pension	68,274	59,307	8,967	15%	60,204
Health	161,688	123,978	37,709	30%	122,159
Sick Pay	8,670	8,165	505	6%	4,827
Vacation Pay	59,630	54,058	5,572	10%	59,097
Holiday Pay	24,160	15,464	8,696	56%	21,856
Other Paid Leave	7,248	4,639	2,609	56%	8,352
Unemployment Insurance	1,591	1,093	497	45%	1,471
Wages & Benefits Subtotal	\$968,832	\$825,083	\$143,750	17%	\$831,899
Administrative Services					
Directors Fees	\$12,600	\$12,600	\$0	0%	\$9,520
Public Officials Insurance	67,143	67,040	103	0%	65,560
Legal Counsel	85,000	85,000	0	0%	115,212
Pension Administration	2,500	2,500	0	0%	2,168
Office Equipment Maintenance	188,930	165,000	23,929	15%	171,652
Miscellaneous Services	69,194	138,694	(69,500)	-50%	92,131
Office & Computer Supplies	60,000	45,000	15,000	33%	67,573
Dues & Subscriptions	52,400	55,000	(2,600)	-5%	54,325
Conferences, Meetings & Training	19,000	19,000	0	0%	7,531
Employee Relations	19,365	20,000	(635)	-3%	35,173
Retiree Health Insurance	0	60,000	(60,000)	-100%	62,216
Mandated Fees & Permits	40,000	40,000	0	0%	35,973
Bus Ad Revenue Program	15,000	9,000	6,000	67%	13,852
Misc. Expenses & Losses	38,636	30,000	8,636	29%	85,243
Administrative Services Subtotal	\$669,768	\$748,834	(\$79,067)	-11%	\$818,130
<i>District Administration Subtotal</i>	<u>\$1,638,600</u>	<u>\$1,573,917</u>	<u>\$64,683</u>	4%	<u>\$1,650,029</u>
TOTAL GENERAL OVERHEAD	<u><u>\$3,040,515</u></u>	<u><u>\$2,928,025</u></u>	<u><u>\$112,490</u></u>	4%	<u><u>\$3,020,071</u></u>

Capital Project Detail

Fiscal Year 2018-19

	Proposed FY 2018-19 Budget	Approved FY 2017-18 Budget	Estimated FY 2017-18 Acquisitions	New Capital Funding	Carryover Capital Funding
<i>REVENUE VEHICLE PURCHASES</i>					
40' Diesel Buses (10)	\$5,300,000	\$5,300,000	\$0	\$0	\$5,300,000
40' Electric Buses (4)	3,750,000	3,750,000	0	0	3,750,000
30' Electric Buses (8)	1,600,000	3,200,000	1,600,000	0	1,600,000
30' Electric Buses-Capital Lease (6)	2,329,000	2,329,000	0	0	2,329,000
40' SAMTRANS 2003 Gillig Buses (17)	0	300,000	300,000	0	0
Subtotal	<u>\$12,979,000</u>	<u>\$14,879,000</u>	<u>\$1,900,000</u>	<u>\$0</u>	<u>\$12,979,000</u>
<i>REVENUE VEHICLE IMPROVEMENTS</i>					
Bus Refurbishing Allowance	\$100,000	\$100,000	\$30,000	\$30,000	\$70,000
Diesel Fleet Drivetrains	250,000	250,000	200,000	200,000	50,000
Hybrid Bus Battery Replacements	150,000	375,000	375,000	150,000	0
Subtotal	<u>\$500,000</u>	<u>\$725,000</u>	<u>\$605,000</u>	<u>\$380,000</u>	<u>\$120,000</u>
<i>OPERATING FACILITIES</i>					
Canopy Improvements	\$0	\$115,000	\$115,000	\$0	\$0
Shop Structural & Roof Upgrades	225,000	225,000	0	0	225,000
Charging Infrastructure	250,000	350,000	100,000	0	250,000
Security Upgrades	83,000	83,000	0	0	83,000
Operating Facilities Allowance	100,000	75,000	20,000	45,000	55,000
Calle Real Property Development	200,000	200,000	100,000	100,000	100,000
Subtotal	<u>\$858,000</u>	<u>\$1,048,000</u>	<u>\$335,000</u>	<u>\$145,000</u>	<u>\$713,000</u>
<i>PASSENGER FACILITIES</i>					
Transit Center Improvements	\$2,500,000	\$2,400,000	\$75,000	\$175,000	\$2,325,000
Bus Stop Improvements	800,000	200,000	25,000	625,000	175,000
Subtotal	<u>\$3,300,000</u>	<u>\$2,600,000</u>	<u>\$100,000</u>	<u>\$800,000</u>	<u>\$2,500,000</u>
<i>INTELLIGENT TRANSPORTATION SYSTEMS</i>					
AVL Systems (AIM)	\$100,000	\$475,000	\$475,000	\$100,000	\$0
Advanced Fare Collection System	400,000	125,000	75,000	350,000	50,000
Subtotal	<u>\$500,000</u>	<u>\$600,000</u>	<u>\$550,000</u>	<u>\$450,000</u>	<u>\$50,000</u>
<i>INFORMATION SYSTEMS</i>					
Fuel & Mileage Monitoring System	\$100,000	\$100,000	\$0	\$0	\$100,000
Software Systems	50,000	175,000	170,000	45,000	5,000
IT Systems & Infrastructure	75,000	50,000	35,000	60,000	15,000
Subtotal	<u>\$225,000</u>	<u>\$325,000</u>	<u>\$205,000</u>	<u>\$105,000</u>	<u>\$120,000</u>
<i>OTHER EQUIPMENT</i>					
Shop Equipment Allowance	\$50,000	\$75,000	\$20,000	\$0	\$50,000
Service Vehicles	250,000	200,000	65,000	\$115,000	\$135,000
Farebox & Radio Allowance	25,000	25,000	15,000	15,000	10,000
Office Furniture Allowance	25,000	25,000	5,000	5,000	20,000
Subtotal	<u>\$350,000</u>	<u>\$325,000</u>	<u>\$105,000</u>	<u>\$135,000</u>	<u>\$215,000</u>
Total Capital Projects	<u><u>\$18,712,000</u></u>	<u><u>\$20,502,000</u></u>	<u><u>\$3,800,000</u></u>	<u><u>\$2,015,000</u></u>	<u><u>\$16,697,000</u></u>