



**NOTICE THAT A SPECIAL MEETING OF THE BOARD OF DIRECTORS  
HAS BEEN SCHEDULED ON:**

**Tuesday, February 12, 2019**

**8:30 AM**

**John G. Britton Auditorium**

**550 Olive Street, Santa Barbara, CA 93101**

**ITEMS TO BE CONSIDERED:**

**1. CALL TO ORDER**

**2. ROLL CALL OF THE BOARD MEMBERS**

Dave Davis (Chair), David Tabor (Vice Chair), Bill Shelor (Secretary), Olivia Rodriguez (Director), Dick Weinberg (Director), Chuck McQuary (Director), Paula Perotte (Director).

**3. REPORT REGARDING POSTING OF AGENDA**

**CONSENT CALENDAR**

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

The Board of Directors will be asked to waive the reading of and approve the draft minutes for the meeting of January 15, 2019.

**5. CASH REPORT - (ATTACHMENTS - ACTION MAY BE TAKEN)**

The Board of Directors will be asked to review and approve the Cash Reports from January 8, 2019, through January 28, 2019.

**THIS CONCLUDES THE CONSENT CALENDAR**

**6. PUBLIC COMMENT**

Members of the public may address the Board of Directors 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 that includes both a description of the subject you wish to address and, if applicable, the agenda item number for which you would like to comment. Additional public comment will be allowed during each agenda item, including closed session items. Forms are available at [www.sbmtd.com](http://www.sbmtd.com) and at MTD Administrative offices.

<b>NOTICE OF A SPECIAL MEETING OF THE MTD BOARD OF DIRECTORS</b>
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- 7. DOWNTOWN SHUTTLE FUNK ZONE ROUTING - (ATTACHMENT - ACTION MAY BE TAKEN)**  
Staff will recommend that the Board of Directors approve the proposed new routing for the Downtown Shuttle for implementation prior to summer service.
- 8. FINANCIAL UPDATE FOR THE SIX MONTHS ENDED DECEMBER 31, 2018 - (ATTACHMENT - INFORMATIONAL)**  
Staff will present the financial results for the first half of Fiscal Year 2018-19.
- 9. FISCAL YEAR 2018-19 BUDGET REVISION - (ATTACHMENT - ACTION MAY BE TAKEN)**  
Staff will recommend that the Board approve the attached midyear operating and capital budget revision for the current fiscal year.
- 10. BOARD COMMITTEE ASSIGNMENTS - (ATTACHMENT - ACTION MAY BE TAKEN)**  
Staff will request that the Board of Directors re-consider Committee assignments for 2019.
- 11. GENERAL MANAGER'S REPORT UPDATE - (INFORMATIONAL)**
  - a. MTD 50th Anniversary – Service Provision
  - b. New Gillig Buses
  - c. Transit Center Update
  - d. FTA Section 5307 Apportionment Update
- 12. OTHER BUSINESS AND REPORTS - (ATTACHMENT - ACTION MAY BE TAKEN)**  
The Board will report on other related public transit issues and Committee meetings.
- 13. ADJOURNMENT**

For questions, please contact:

Christina Perry  
Administrative Assistant Lead  
805-963-3364 ext. 202



<b>BOARD OF DIRECTORS AGENDA</b>
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**SPECIAL MEETING**  
of the  
**BOARD OF DIRECTORS**  
of the  
**SANTA BARBARA METROPOLITAN TRANSIT DISTRICT**  
A Public Agency  
**Tuesday, February 12, 2019**  
**8:30 AM**  
**John G. Britton Auditorium**  
550 Olive Street, Santa Barbara, CA 93101

**1. CALL TO ORDER**

**2. ROLL CALL OF THE BOARD MEMBERS**

Dave Davis (Chair), David Tabor (Vice Chair), Bill Shelor (Secretary), Olivia Rodriguez (Director), Dick Weinberg (Director), Chuck McQuary (Director), Paula Perotte (Director).

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<b>BOARD OF DIRECTORS AGENDA</b>
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The Board will report on other related public transit issues and Committee meetings.
13. **ADJOURNMENT**

**AMERICANS 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.



<b>BOARD OF DIRECTORS DRAFT MINUTES</b>
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**Meeting  
of the  
BOARD OF DIRECTORS  
of the  
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT  
A Public Agency  
Tuesday, January 15, 2019  
8:30 AM  
John G. Britton Auditorium  
550 Olive Street, Santa Barbara, CA 93101**

**1. CALL TO ORDER**

Chair Dave Davis called the meeting to order at 8:30 AM.

**2. ROLL CALL OF THE BOARD MEMBERS**

Chair Davis reported that all members were present with the exception of Secretary Bill Shelor.

**3. REPORT REGARDING POSTING OF AGENDA**

Christina Perry, Administrative Assistant Lead, reported that the agenda was posted on Friday, January 11, 2019, at MTD's Administrative office, mailed and emailed to those on the agenda list, and posted on MTD's website.

**CONSENT CALENDAR**

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

The Board of Directors was asked to waive the reading of and approve the draft minutes for the meeting of December 4, 2018.

**5. CASH REPORT - (ATTACHMENTS - ACTION MAY BE TAKEN)**

The Board of Directors was asked to review and approve the Cash Reports from November 27, 2018 through December 11, 2018; December 11, 2018 through December 24, 2018; and December 25, 2018 through January 7, 2019.

Director Chuck McQuary moved to approve the minutes. Vice Chair Dave Tabor seconded the motion. The motion passed with abstention on Item 5 from Director Paula Perotte.

**THIS CONCLUDES THE CONSENT CALENDAR**

**6. PUBLIC COMMENT**

No public comments were made.

**7. FACILITIES MASTER PLAN RFP CONTRACT AWARD RECOMMENDATION - (ACTION MAY BE TAKEN)**

Capital Projects Manager Ryan Gripp presented the Board with a review of the Request for Proposals (RFP) process for the MTD Facilities Master Plan Contract. Mr. Gripp and General Manager Jerry Estrada answered the Board's questions.

The Board was requested to give the General Manager authority to enter into a contract with Stantec Architecture, Inc., for a not-to-exceed amount of \$350,000. Such contract is for a Facilities Master Plan that will serve as the guiding document for future facilities investments.

Director Perotte and Director Dick Weinberg thanked Mr. Gripp for the information provided and level of detail in the report.

Director Olivia Rodriguez moved to approve contract authority for General Manager Estrada; Director McQuary seconded the motion. The motion passed unanimously.

**8. ADVANCE AUTHORITY TO EXECUTE RENEWABLE DIESEL FUEL CONTRACT - (ACTION MAY BE TAKEN)**

Assistant General Manager and Controller Brad Davis requested that the Board provide advance authority to the General Manager to enter into a renewable diesel fuel contract for an upcoming bid solicitation.

Director McQuary moved to approve contract authority for General Manager Estrada; Director Dick Weinberg seconded the motion. The motion passed unanimously.

**9. PROCUREMENT POLICY- PROFESSIONAL SERVICES - (ATTACHMENT - ACTION MAY BE TAKEN)**

Assistant General Manager Davis recommended that the Board approve updating the District's procurement policy as follows:

- Increase the small purchases threshold for professional services to \$250,000; and,
- Increase the micro-purchases threshold to \$10,000

Director McQuary moved to approve updating the District's procurement policy as recommended. Vice Chair Tabor seconded the motion. The motion was approved unanimously.

**10. GENERAL MANAGER'S REPORT UPDATE - (INFORMATIONAL)**

General Manager Estrada provided an update of the following topics: hiring, Transit Center Project, Terminal 1.

General Manager Estrada noted that Director McQuary has been reappointed to the Board of Directors by the Carpinteria City Council for a term of 2 years. It was also noted that Director Perotte will serve on both the MTD and Santa Barbara County Association of Governments (SBCAG) Boards; committee assignments, therefore, may be reassessed.

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

Chair Davis updated Board members on Calle Real development status, and tentative committee meeting dates and topics.

<b>BOARD OF DIRECTORS DRAFT MINUTES</b>
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**PUBLIC COMMENT RELATED TO CLOSED SESSION ITEM(S) WILL BE ALLOWED BEFORE THE RECESS**

No public comments regarding closed session were made prior to recess.

Chair Davis stated that the Board would stand in recess to the closed sessions at 9:48 AM.

**12. RECESS TO CLOSED SESSION (ACTION MAY BE TAKEN)**

- a. General Manager Performance Review (Gov. Code Section 54957(b)(1))
- b. Conference with Labor Negotiators (Gov. Code Section 54957.6(a).)  
Employee: General Manager  
Agency-designated representatives: MTD Board of Directors Chair Dave Davis and Legal Counsel Doug Large

The Board has evaluated the performance of its General Manager, Mr. Estrada, in closed session, pursuant to Gov. Code Section 54957. Based on a very favorable evaluation, the Board tentatively approved the provisions of a draft amended contract for Mr. Estrada. That contract will be brought back for the Board's final approval on the agenda at the next Board meeting.

No other reportable action was taken by the Board.

**13. ADJOURNMENT**

Director Rodriguez moved to adjourn the meeting at 11:15 AM. Vice Chair Tabor seconded the motion. The motion passed unanimously.

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**Santa Barbara Metropolitan Transit District**  
**Cash Report**  
**Board Meeting of February 12, 2019**  
**For the Period January 8, 2019 through January 28, 2019**

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**MONEY MARKET**

**Beginning Balance January 8, 2019** **\$5,141,393.62**

Accounts Receivable	1,788,106.86
Passenger Fares	194,505.25
Property Tax Revenue	51,514.31
Prepays & Advertising	4,428.00
Interest Income	3,142.66
Miscellaneous Income	1,225.08
<b>Total Deposits</b>	<b>2,042,922.16</b>

Miscellaneous Transfers	(1,239.78)
Bank & Credit Card Fees	(5,789.50)
401(k)/Pension Transfer	(68,485.30)
Workers' Compensation	(135,433.42)
Payroll Taxes	(193,429.81)
Payroll	(431,161.45)
Accounts Payable	(896,190.70)
<b>Total Disbursements</b>	<b>(1,731,729.96)</b>

**Ending Balance** **\$5,452,585.82**

**CASH INVESTMENTS**

LAIF Account	\$8,554,374.44
Money Market Account	5,452,585.82

**Total Cash Balance** **\$14,006,960.26**

**SELF INSURED LIABILITY ACCOUNTS**

WC / Liability Reserves	(\$4,064,631.39)
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**Working Capital** **\$9,942,328.87**



**Santa Barbara Metropolitan Transit District**  
**Cash Receipts of Accounts Receivable**

<b>Date</b>	<b>Company</b>	<b>Description</b>	<b>Amount</b>
12/31/2018	MedBridge	Advertising on Buses	-300.00
12/31/2018	MedBridge	Advertising on Buses	300.00
1/8/2019	Department of Rehabilitation	Passes/Passports Sales	648.00
1/8/2019	State Transit Assistance	STA - Capital Reimbursement FY18	1,455,881.43
1/9/2019	Moonlight Graphics/Mktg	Advertising on Buses	7,236.00
1/10/2019	City of SB - Public Works Director	Downtown Shuttle - Dec '18	100,150.42
1/10/2019	Cottage Hospital	Passes/Token Sales	157.50
1/10/2019	Measure A, Section 3 LSTI	Measure A Funds-Easy Lift Capital Assist.	50,000.00
1/10/2019	Measure A, Section 3 LSTI	Measure A Funds-Capital Reimb FY19 Q1	143,189.57
1/23/2019	CalPERS	OPEB Reimbursement - Dec '18	6,520.10
1/23/2019	Ken Porter Auctions	Vehicle Sales - #410, #431	2,852.50
1/23/2019	UCSB Bookstore	Passes/Passport Sales	10,025.00
1/24/2019	Dash Two Outdoor Media Agency	Advertising on Buses	4,519.80
1/25/2019	Sansum Clinic	Overpass Property Annual License Fee CY19	1,058.54
1/28/2019	UCSB - Parking Services-7001	Passes/Passports Sales	5,868.00
<b>Total Accounts Receivable Paid During Period</b>			<b>\$1,788,106.86</b>

**Santa Barbara Metropolitan Transit District**  
**Accounts Payable**

Check #	Date	Company	Description	Amount	Voids
119970	1/10/2019	CITY OF SANTA BARBARA	TC RENOVATION EASEMENT FEES	2,241.00	
119971	1/10/2019	ABC BUS COMPANIES INC	BUS PARTS	1,733.50	
119972	1/10/2019	ASBURY ENVIRONMENTAL	WASTE OIL RECYCLER	65.00	
119973	1/10/2019	BAY ALARM COMPANY, INC	ALARM CONTRACT	342.87	
119974	1/10/2019	BIG BRAND TIRES, BRANDCO BILL	SERVICE VEHICLE MAINTENANCE	88.62	
119975	1/10/2019	BNS ELECTRONICS, INC.	SANTA YNEZ SITE RENTAL	296.16	
119976	1/10/2019	BUENA TOOL, INC.	SHOP/B&G SUPPLIES	83.90	
119977	1/10/2019	BYD COACH & BUS LLC	BUS PARTS	546.00	
119978	1/10/2019	CALIFORNIA ELECTRIC SUPPLY, I	SHOP/B&G SUPPLIES	195.84	
119979	1/10/2019	CARQUEST AUTO PARTS	BUS PARTS & SUPPLIES	313.30	
119980	1/10/2019	CERTIFIED ENVIRONMENTAL	PROFESSIONAL SERVICES	463.90	
119981	1/10/2019	CENTRAL COAST CIRCULATION, L	BUS BOOK DISTRIBUTION	575.00	
119982	1/10/2019	COMMUNITY RADIO, INC.	GIB. SITE RENTAL	265.98	
119983	1/10/2019	CINTAS CORPORATION	FIRST AID SUPPLIES	431.13	
119984	1/10/2019	COX COMMUNICATIONS, CORP.	INTERNET & CABLE TV	446.36	
119985	1/10/2019	CUMMINS PACIFIC, LLC	BUS PARTS & REPAIRS	13,832.60	
119986	1/10/2019	DIESEL FORWARD, INC.	BUS PARTS	1,186.50	
119987	1/10/2019	JERRY ESTRADA	REIMBURSEMENT	348.00	
119988	1/10/2019	CARL S. FLORES	DMV/VTI REIMBURSEMENT	55.00	
119989	1/10/2019	FRONTIER CALIFORNIA INC.	TELEPHONES	98.98	
119990	1/10/2019	GENFARE, A DIVISION OF SPX COR	SPARE FAREBOXES	2,247.17	
119991	1/10/2019	GIBBS INTERNATIONAL INC	BUS PARTS	1,428.89	
119992	1/10/2019	GILLIG LLC	BUS PARTS	6,357.22	
119993	1/10/2019	GOLD COAST TRANSPORT REFRIG	BUS A/C MAINTENANCE	1,747.08	
119994	1/10/2019	GRAINGER, INC.	SHOP/B&G SUPPLIES	16.05	
119995	1/10/2019	GUARDIAN-APPLETON (DENTAL I	DENTAL INSURANCE	4,432.41	
119996	1/10/2019	GUARDIAN-APPLETON (LIFE INS)	LIFE INSURANCE	1,274.93	
119997	1/10/2019	HI-LINE ELECTRIC COMPANY, INC	BUS PARTS	102.30	
119998	1/10/2019	HIGH IMPACT INC.	FORKLIFT SAFETY TRAINING	500.00	
119999	1/10/2019	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	241.21	
120000	1/10/2019	LABOR ALLIANCE MANAGED TRU	UNION DENTAL INSURANCE	11,436.50	
120001	1/10/2019	LENZ PEST CONTROL DBA	FUMIGATION SERVICES	40.00	
120002	1/10/2019	MC CORMIX CORP. (OIL)	LUBRICANTS	6,302.36	
120003	1/10/2019	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	1,922.38	
120004	1/10/2019	MCMaster-CARR SUPPLY CO.	SHOP/B&G SUPPLIES	79.52	
120005	1/10/2019	MEDICAL EYE SERVICES, INC.	VISION INSURANCE	488.00	
120006	1/10/2019	MIKE CUEVAS GARDENING SERVI	LANDSCAPE MAINTENANCE SERVICE	695.00	
120007	1/10/2019	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	182.52	

Check #	Date	Company	Description	Amount	Voids
120008	1/10/2019	MOUNTAIN SPRING WATER	SHOP & OFFICE SUPPLIES	967.15	
120009	1/10/2019	NU-COOL REDI GREEN, INC	COOLANTS & SHOP SUPPLIES	603.63	
120010	1/10/2019	PREVOST CAR INC.- CREDIT DEPT.	BUS PARTS	698.33	
120011	1/10/2019	N/S CORPORATION	BUS WASH REFURBISHMENT	33,133.92	
120012	1/10/2019	REPUBLIC ELEVATOR, INC	ELEVATOR MAINTENANCE	164.19	
120013	1/10/2019	SAFEGUARD DBA	OFFICE SUPPLIES	441.60	
120014	1/10/2019	SILVAS OIL CO., INC.	LUBRICANTS	375.30	
120015	1/10/2019	SPECIAL DISTRICT RISK MGMT	MEDICAL HEALTH INSURANCE	55,289.10	
120016	1/10/2019	SANTA BARBARA TROPHY	DRIVER NAME PLATES	52.20	
120017	1/10/2019	SELECT STAFFING DBA	CONTRACT SERVICES	3,879.04	
120018	1/10/2019	SM TIRE, CORP.	BUS TIRE MOUNTING	199.09	
120019	1/10/2019	SMART & FINAL	OFFICE/MEETING SUPPLIES	488.37	
120020	1/10/2019	SO. CAL. EDISON CO.	UTILITIES	829.79	
120021	1/10/2019	SOAP MAN DISTRIBUTIN DBA	CLEANING SUPPLIES	130.50	
120022	1/10/2019	SPECIALTY TOOL & BOLT, LTD	SHOP SUPPLIES	1,451.44	
120023	1/10/2019	THE MEDCENTER	MEDICAL EXAMS	450.00	
120024	1/10/2019	TANK TEAM INC.	TANK TESTS	123.00	
120025	1/10/2019	TEAMSTERS MISC SECURITY TRUS	UNION MEDICAL INSURANCE	203,233.00	
120026	1/10/2019	TRUMAN ARNOLD COMPANIES (T	DIESEL FUEL	21,737.69	
120027	1/10/2019	J.C. M. AND ASSOCIATES INC.	UNIFORMS	818.97	
120028	1/10/2019	U.S. BANK CORP. PAYMENT SYSTE	CREDIT CARD PURCHASES	5,847.86	
120029	1/10/2019	VALLEY POWER SYSTEMS, INC.	BUS PARTS	771.07	
120030	1/10/2019	VERITECH, INC.	BUS PARTS	449.00	
120031	1/10/2019	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	151.89	
120032	1/18/2019	HENRY ANDREWS	RETIREE HEALTH REIMBURSEMENT	282.06	
120033	1/18/2019	JOSE BAUTISTA	AD MOUNTING/DISMOUNTING	544.00	
120034	1/18/2019	JAMES BRACKETT	RETIREE HEALTH REIMBURSEMENT	146.00	
120035	1/18/2019	WILLIAM BREWER	TOOL ALLOWANCE	1,100.00	
120036	1/18/2019	KARL BRETZ	RETIREE HEALTH REIMBURSEMENT	646.71	
120037	1/18/2019	ROBERT BURNHAM	RETIREE HEALTH REIMBURSEMENT	285.00	
120038	1/18/2019	GILBERT CALLES	RETIREE HEALTH REIMBURSEMENT	196.00	
120039	1/18/2019	STAN CISOWSKI	RETIREE HEALTH REIMBURSEMENT	249.34	
120040	1/18/2019	CINTAS CORPORATION	FIRST AID SUPPLIES	98.07	
120041	1/18/2019	CURTIS, NANCY	RETIREE HEALTH REIMBURSEMENT	169.88	
120042	1/18/2019	CA DEPT. OF TAX & FEE ADMIN.	QTRLY USER FUEL TAX	1,526.99	
120043	1/18/2019	CA. DEPT. of TAX & FEE ADMINIST	UNDERGROUND STORAGE TANK FEE	3,124.32	
120044	1/18/2019	EASY LIFT TRANSPORTATION, INC	MONTHLY ADA SUBSIDY	78,496.83	
120045	1/18/2019	SHERRIE FISHER	RETIREE HEALTH REIMBURSEMENT	282.26	
120046	1/18/2019	FLEET SERVICES, INC.	BUS PARTS	607.46	
120047	1/18/2019	STATE OF CALIFORNIA	PAYROLL RELATED	904.49	
120048	1/18/2019	FRONTIER CALIFORNIA INC.	TELEPHONES	1,962.88	

Check #	Date	Company	Description	Amount	Voids
120049	1/18/2019	GENFARE, A DIVISION OF SPX COR	SPARE FAREBOXES	51,512.78	
120050	1/18/2019	GARY GLEASON	RETIREE HEALTH REIMBURSEMENT	285.00	
120051	1/18/2019	JILL GRISHAM	RETIREE HEALTH REIMBURSEMENT	397.38	
120052	1/18/2019	ALI HABIBI	RETIREE HEALTH REIMBURSEMENT	328.64	
120053	1/18/2019	JAY DANIEL ROBERTSON	RETIREE HEALTH REIMBURSEMENT	267.41	
120054	1/18/2019	JANICARE DBA	JANITORIAL SERVICES	31.51	
120055	1/18/2019	MONTE KIMZEY	RETIREE HEALTH REIMBURSEMENT	438.00	
120056	1/18/2019	LINDA LEE LACKEY	RETIREE HEALTH REIMBURSEMENT	855.00	
120057	1/18/2019	ROBERT H. LURIE	REIMBURSEMENT	120.00	
120058	1/18/2019	LOUIS MANDEVILLE	RETIREE HEALTH REIMBURSEMENT	269.41	
120059	1/18/2019	MCMASTER-CARR SUPPLY CO.	SHOP/B&G SUPPLIES	22.66	
120060	1/18/2019	WILLIAM MORRIS	VOLUNTARY LIFE INSURANCE REFUN	4.17	
120061	1/18/2019	NATIONAL DRIVE	PAYROLL DEDUCTION	44.00	
120062	1/18/2019	NATIONAL INTERSTATE INS INC.	LIABILITY INSURANCE	21,454.21	
120063	1/18/2019	CARLOS ORNELAS	RETIREE HEALTH REIMBURSEMENT	300.00	
120064	1/18/2019	PITNEY BOWES INC	POSTAGE METER QTRLY CHARGES	146.80	
120065	1/18/2019	CAREY POINDEXTER	RETIREE HEALTH REIMBURSEMENT	282.34	
120066	1/18/2019	PRISCILLA REID	RETIREE HEALTH REIMBURSEMENT	438.00	
120067	1/18/2019	AL ROMERO SR.	RETIREE HEALTH REIMBURSEMENT	146.00	
120068	1/18/2019	SB COUNTY FEDERAL CREDIT UNI	PAYROLL DEDUCTION	470.00	
120069	1/18/2019	SANTA BARBARA SHERIFF'S DEPT	PAYROLL RELATED	75.00	
120070	1/18/2019	SELECT STAFFING DBA	CONTRACT SERVICES	1,495.68	
120071	1/18/2019	SO. CAL. EDISON CO.	UTILITIES	3,298.82	
120072	1/18/2019	SOCALGAS	UTILITIES	1,065.42	
120073	1/18/2019	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	0.00	V
120074	1/18/2019	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	3,305.45	
120075	1/18/2019	STATE BOARD OF EQUALIZATION	PAYROLL RELATED	250.00	
120076	1/18/2019	TELCOM, INC.	VENTURA REPEATER SERVICES	375.00	
120077	1/18/2019	TEAMSTERS PENSION TRUST	UNION PENSION	93,323.49	
120078	1/18/2019	TEAMSTERS UNION LOCAL NO. 18	UNION DUES	10,511.44	
120079	1/18/2019	UNITED WAY OF SB	PAYROLL DEDUCTION	68.00	
120080	1/18/2019	VERIZON WIRELESS	WIRELESS PHONES & AIM CELLULAR	1,740.52	
120081	1/18/2019	YACO SCHOLARSHIP FUND	PAYROLL DEDUCTION	48.00	
120082	1/18/2019	ALEXANDER YOUNG	RETIREE HEALTH REIMBURSEMENT	260.23	
120083	1/24/2019	ABC BUS COMPANIES INC	BUS PARTS	1,097.16	
120084	1/24/2019	ALLIED ELECTRONICS, INC	BUS PARTS	423.29	
120085	1/24/2019	AMERICAN MOVING PARTS, LLC	BUS PARTS	411.51	
120086	1/24/2019	ASBURY ENVIRONMENTAL	WASTE OIL RECYCLER	65.00	
120087	1/24/2019	BIG BRAND TIRES, BRANDCO BILL	SERVICE VEHICLE MAINTENANCE	671.43	
120088	1/24/2019	HILLARY BLACKERBY	PER DIEM	198.00	
120089	1/24/2019	BUENA TOOL, INC.	SHOP/B&G SUPPLIES	36.98	

Check #	Date	Company	Description	Amount	Voids
120090	1/24/2019	BUYNAK, FAUVER, ARCHBALD&S	LEGAL COUNSEL	7,544.43	
120091	1/24/2019	MIKE CARDONA	TRAVEL & PER DIEM	175.51	
120092	1/24/2019	TIM CARDONA	TOOL ALLOWANCE	1,100.00	
120093	1/24/2019	CARQUEST AUTO PARTS	BUS PARTS & SUPPLIES	165.15	
120094	1/24/2019	CARPINTERIA VALLEY CHAMBER	MEMBERSHIP DUES	575.00	
120095	1/24/2019	CELTIS VENTURES, INC.	MARKETING SERVICES	3,871.25	
120096	1/24/2019	CINTAS CORPORATION	FIRST AID SUPPLIES	179.68	
120097	1/24/2019	CUMMINS PACIFIC, LLC	BUS PARTS & REPAIRS	2,526.53	
120098	1/24/2019	CDTFA	SALES/CONSUMER USE TAX	494.00	
120099	1/24/2019	COUNTY OF S.B.PUBLIC WORKS D	WASTE DISPOSAL	87.22	
120100	1/24/2019	DIESEL FORWARD, INC.	BUS PARTS	9,785.87	
120101	1/24/2019	DOCUPRODUCTS CORPORATION	COPIER MAINTENANCE/SUPPLIES	275.25	
120102	1/24/2019	ELECTRONIC DATA MAGNETICS, I	BUS PASS PRINTING	6,633.75	
120103	1/24/2019	JERRY ESTRADA	REIMBURSEMENT	332.50	
120104	1/24/2019	FEDEX dba	FREIGHT CHARGES	70.80	
120105	1/24/2019	FLEET SERVICES, INC.	BUS PARTS	613.05	
120106	1/24/2019	FTI SERVICES, INC.	IT SUPPORT SERVICES	42.75	
120107	1/24/2019	GIBBS INTERNATIONAL INC	BUS PARTS	1,321.61	
120108	1/24/2019	GILLIG LLC	BUS PARTS	0.00	V
120109	1/24/2019	GILLIG LLC	BUS PARTS	10,042.37	
120110	1/24/2019	GOLD COAST TRANSPORT REFRIG	BUS A/C MAINTENANCE	918.62	
120111	1/24/2019	GOODYEAR TIRE & RUBBER CO	LEASED TIRES	11,475.19	
120112	1/24/2019	STEVEN DAVID GOODMANSON	DMV-VTT REIMBURSEMENT	56.00	
120113	1/24/2019	GRAINGER, INC.	SHOP/B&G SUPPLIES	460.70	
120114	1/24/2019	BURT RAY HANDY	DMV-VTT REIMBURSEMENTS	56.00	
120115	1/24/2019	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	28.41	
120116	1/24/2019	INTELLICORP RECORD INC.	PRE-EMPLOYMENT CHECK	189.80	
120117	1/24/2019	INTEGRATED SOFTWARE SYSTEM	WEB SITE CONSULTING	207.50	
120118	1/24/2019	GARRETT KAUFMAN	PER DIEM	115.50	
120119	1/24/2019	KIMBALL MIDWEST	SHOP SUPPLIES	47.52	
120120	1/24/2019	LANSPEED DBA	IT SERVICES	3,218.75	
120121	1/24/2019	JOSE LECHUGA	DMV-VTT REIMBURSEMENT	56.00	
120122	1/24/2019	DEVIRIN MANKER	TOOL ALLOWANCE	1,100.00	
120123	1/24/2019	MC CORMIX CORP. (OIL)	LUBRICANTS	5,087.69	
120124	1/24/2019	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	414.60	
120125	1/24/2019	SEAN NGUYEN	MECHANIC TOOL ALLOWANCE	1,100.00	
120126	1/24/2019	NU-COOL REDI GREEN, INC	COOLANTS & SHOP SUPPLIES	656.80	
120127	1/24/2019	PREVOST CAR INC.- CREDIT DEPT.	BUS PARTS	1,953.30	
120128	1/24/2019	O'REILLY AUTO PARTS DBA	BUS PARTS	10.86	
120129	1/24/2019	OIL PRICE INFORMATION SVC, LL	DIESEL FUEL PRICE INFORMATION	1,008.00	
120130	1/24/2019	PERRY LINCOLN MERCURY MAZD	SERVICE VEHICLE PARTS / REPAIRS	1,068.06	

Check #	Date	Company	Description	Amount	Voids
120131	1/24/2019	POWERSTRIDE BATTERY CO.	EV BATTERIES	598.89	
120132	1/24/2019	SAFETY-KLEEN CORPORATION	SHOP SUPPLIES	151.95	
120133	1/24/2019	SANSUM CLINIC	MEDICAL EXAMS	1,155.00	
120134	1/24/2019	SB LOCKSMITHS, INC.	B&G REPAIR & SUPPLIES	850.44	
120135	1/24/2019	SILVAS OIL CO., INC.	LUBRICANTS	332.72	
120136	1/24/2019	SM TIRE, CORP.	BUS TIRE MOUNTING	589.31	
120137	1/24/2019	SOCALGAS	UTILITIES	56.39	
120138	1/24/2019	SB CITY OF-REFUSE/WATER	UTILITIES	698.94	
120139	1/24/2019	TRANSIT PRODUCTS AND SERVIC	BUS PARTS	6,959.88	
120140	1/24/2019	TRUMAN ARNOLD COMPANIES (T	DIESEL FUEL	66,709.85	
120141	1/24/2019	UNITED PARCEL SERVICE, INC.	FREIGHT CHARGES	265.53	
120142	1/24/2019	J.C. M. AND ASSOCIATES INC.	UNIFORMS	2,868.05	
120143	1/24/2019	VALLEY POWER SYSTEMS, INC.	BUS PARTS	319.22	
120144	1/24/2019	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	405.31	
120145	1/24/2019	WEST MARINE PRO DBA	BUS PARTS	123.84	
120146	1/24/2019	WORKER'S COMPENSATION ADMI	PROFESSIONAL SERVICES	14,747.25	
120147	1/24/2019	WURTH USA WEST INC.	SHOP SUPPLIES	543.78	
120148	1/24/2019	YELLOW (YRC) TRANSPORTATION	FREIGHT CHARGES	223.35	
120149	1/25/2019	LMA ARCHITECTS, CORP.	TC ARCHITECTURAL SERVICES	40,979.65	
				<b>896,190.70</b>	
				<b>Current Cash Report Voided Checks:</b>	0.00
				<b>Prior Cash Report Voided Checks:</b>	0.00
				<b>Grand Total:</b>	<b>\$896,190.70</b>



<b>BOARD OF DIRECTORS STAFF REPORT</b>
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**MEETING DATE:** FEBRUARY 12, 2019

**AGENDA ITEM: #7**

**DEPARTMENT:** PLANNING

**TYPE:** ACTION ITEM

**PREPARED BY:** HILLARY BLACKERBY

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

**REVIEWED BY:** GENERAL MANAGER

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

**SUBJECT:** DOWNTOWN SHUTTLE FUNK ZONE ROUTING

**RECOMMENDATION:**

Staff recommends that the Board of Directors approve the proposed new routing for the Downtown Shuttle for implementation prior to summer service.

**DISCUSSION:**

The City of Santa Barbara has undertaken a Funk Zone Access and Parking Assessment Study to address the changing uses and activity in the Funk Zone neighborhood near lower State Street and the Waterfront area.

City and MTD staff have assessed the feasibility of a minor change in routing for the Downtown (State Street) Shuttle service, adding a stop inside the Funk Zone proper.

The City of Santa Barbara held a Funk Zone Action Workshop on November 27, 2018 and the idea of the Downtown Shuttle rerouting was floated with the members of the public in attendance. The idea was widely supported.

The proposed new routing would not eliminate any existing stops along the State Street route, and the routing heading from upper State down to Stearns Wharf would remain entirely the same as the current conditions. The shuttle routing from the Waterfront up State Street would turn right from State Street onto Mason Street, left on Anacapa Street, and left on Yanonali Street to serve a shuttle stop on Yanonali at Anacapa. The shuttle would then continue down Yanonali up to State where it would turn right and continue on its current route, all the way to Sola Street.

The City of Santa Barbara will handle any needed alterations to curbs and parkways to accommodate the new route and stop.

**ATTACHMENT:**

- Map of Proposed Routing for Downtown Shuttle to Serve the Funk Zone



**DRAFT**

State St  
Yanonali St  
Anacapa St  
Mason St  
E Cabrillo Blvd  
Mission Creek  
El Estero Wastewater Treatment Plant

New Stop at Yanonali and Anacapa

Current Stop  
New Stop



# DRAFT





<b>BOARD OF DIRECTORS REPORT</b>
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**MEETING DATE:** FEBRUARY 12, 2019

**AGENDA ITEM: #8**

**DEPARTMENT:** FINANCE

**TYPE:** INFORMATIONAL ITEM

**PREPARED BY:** THAIS SAYAT

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

**REVIEWED BY:** GENERAL MANAGER

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

**SUBJECT:** FINANCIAL UPDATE FOR THE SIX MONTHS ENDED DECEMBER 31, 2018

**DISCUSSION:**

Staff will present the financial results for the first half of Fiscal Year 2018-19.

**ATTACHMENT:**

- MTD Operating Budget Report – Six Months Ended December 31, 2018



## OPERATING BUDGET REPORT

Six Months Ended December 31, 2018

### Executive Summary

During the first half of the District's fiscal year, operating revenue exceeded the budget by 2% while expenses came in 4% less than expected. Combined, these resulted in an \$840,000 surplus for the period, a significant turnaround from the \$48,000 deficit in the first quarter. With operating revenue, fares and most subsidies were in line with the budget. The major outliers were property tax revenue and interest income, which both well exceeded the budget. A large part of the surplus was generated from lowered liability and workers' compensation reserves, in essence reversing the trends of last year. Unfilled positions continued to play a part in reduced outlays as well, affecting both wages and fringe benefits. Deferred marketing activities also kept costs down. Most of these costs are expected to move closer to budgeted levels in the second half of the year. Higher fuel costs will also reduce the surplus.

### Operating Budget 6 Months Ended December 31, 2018 (\$ thousands)

	FY 18-19 Actual	FY 18-19 Budget	Variance Amt	%	FY 17-18 Actual	Variance Amt	%
<b><u>REVENUE</u></b>							
Fare Revenue	\$3,590	\$3,596	(\$6)	0%	\$3,525	\$65	2%
Sales Tax Revenue	5,278	5,206	71	1%	5,083	195	4%
FTA Operating Assistance	2,610	2,610	0	0%	2,541	70	3%
State & Local Op Assistance	708	720	(12)	-2%	598	110	18%
Property Tax Revenue	671	590	81	14%	645	25	4%
Non-Transportation Income	564	473	90	19%	443	121	27%
Total Operating Revenue	<u>\$13,420</u>	<u>\$13,196</u>	<u>\$224</u>	<u>2%</u>	<u>\$12,835</u>	<u>\$585</u>	<u>5%</u>
<b><u>EXPENSE</u></b>							
Route Operations	\$7,675	\$7,981	(\$305)	-4%	\$8,050	(\$375)	-5%
Vehicle Maintenance	2,670	2,740	(70)	-3%	2,480	190	8%
Passenger Accommodations	721	792	(71)	-9%	727	(6)	-1%
General Overhead	1,513	1,555	(42)	-3%	1,521	(8)	-1%
Total Operating Expense	<u>\$12,580</u>	<u>\$13,069</u>	<u>(\$488)</u>	<u>-4%</u>	<u>\$12,779</u>	<u>(\$198)</u>	<u>-2%</u>
Surplus/Deficit	<u>\$840</u>	<u>\$128</u>			<u>\$56</u>		

### Operating Budget

**Operating Revenue** – Aggregate revenue of \$13.4 million was 2% more than the budget and grew by 5% compared to the prior year. Total fare revenue was in line with the budget. It did show an increase for the first time since FY14-15. Cash fares were 7% under budget although this was offset entirely by an increase in pass sales, indicating a shift to discounted fare types. Relative to the prior year, both cash and pass sales showed a small increase. Contract fares as a whole were on budget, which reflected a small increase from the prior year. Of note, an upswing in UCSB and Downtown Waterfront Shuttle revenue made up for the continued decline in SBCC enrollment.

**Operating Revenue Detail**  
**6 Months Ended December 31, 2018**  
**(\$ thousands)**

	FY 18-19 Actual	FY 18-19 Budget	Variance Amt	%	FY 17-18 Actual	Variance Amt	%
<b>FAREBOX REVENUE</b>							
Cash Fares & Tokens	\$1,007	\$1,081	(\$74)	-7%	\$1,054	(\$47)	-4%
Adult Passes	576	527	49	9%	549	27	5%
Youth Passes	277	263	15	6%	251	27	11%
Senior Passes	99	94	5	5%	91	8	8%
Mobility Passes	71	76	(5)	-7%	75	(4)	-6%
Day Passes	8	2	6	257%	2	6	259%
Downtown-Waterfront Shuttle	582	578	5	1%	541	41	8%
UCSB Contract Fares	454	442	12	3%	433	21	5%
SBCC Contract Fares	461	487	(26)	-5%	487	(26)	-5%
Special Event Fares & Amtrak	40	34	6	17%	29	11	38%
City My Ride Program	14	12	2	21%	13	1	9%
Subtotal	\$3,590	\$3,596	(\$6)	0%	\$3,525	\$65	2%
<b>GRANTS &amp; SUBSIDIES</b>							
TDA Sales Tax Revenue	\$4,155	\$4,119	\$36	1%	\$3,997	\$158	4%
FTA Formula Assistance	2,610	2,610	0	0%	2,541	70	3%
Measure A	1,123	1,087	36	3%	1,086	37	3%
State & Local Op Assistance	708	720	(12)	-2%	598	110	18%
Property Tax Revenue	671	590	81	14%	645	25	4%
Subtotal	\$9,266	\$9,127	\$140	2%	\$8,867	\$399	5%
<b>NON-TRANSPORTATION INCOME</b>							
Advertising on Buses	\$261	\$300	(\$39)	-13%	\$304	(\$44)	-14%
Interest on Investments	108	57	51	90%	34	74	222%
Lease & Other Income	195	116	79	67%	105	90	86%
Subtotal	\$564	\$473	\$90	19%	\$443	\$121	27%
Total Operating Revenue	\$13,420	\$13,196	\$224	2%	\$12,835	\$585	5%

Grants and subsidies as a whole were 2% more than budgeted and up 5% from last year. LTF sales tax revenue was slightly over budget, which was 4% greater than the prior year. The District has recorded FTA formula assistance equal to 50% of its annual FY2018-19 budget. Once the federal budget is approved, this may need to be adjusted. Measure A operating assistance exceeded the budget and FY17-18 levels by 3%. Property Tax proceeds were \$81,000 more than anticipated due to a conservative growth estimate; and overstating the effect of last year's natural disasters on property values. State & Local Operating Assistance grew over the prior year largely due to the implementation of the Last Mile Service.

Bus ad revenue was both under budget and less than the prior year due to non-renewal of existing contracts. Interest income was nearly double the budget. This stems from higher than anticipated interest rates and maintaining a larger balance in the Local Agency Investment Fund (LAIF) than budgeted. As discussed in the prior quarter's financial report, Lease and Other income includes a \$50,000 Measure A capital reimbursement for the purchase of a van for Easy Lift. The vehicle cost is included as an expense in Transportation Subsidies as well.

**Operating Expenses** – Aggregate expenditures for the first half of the year were 4% less than budgeted and down 2% compared to the prior year. These results were largely due to risk costs coming in substantially under budget.

**Operating Expense Detail**  
**6 Months Ended December 31, 2018**  
**(\$ thousands)**

	FY 18-19 Actual	FY 18-19 Budget	Variance Amt	Variance %	FY 17-18 Actual	Variance Amt	Variance %
<b>ROUTE OPERATIONS</b>							
Drivers	\$5,882	\$5,947	(\$65)	-1%	\$5,814	\$68	1%
Dispatch & Supervision	373	364	9	3%	373	0	0%
Hiring & Training	219	184	35	19%	226	(7)	-3%
Risk & Safety	681	1,036	(356)	-34%	1,203	(523)	-43%
Transportation Subsidies	521	450	71	16%	435	86	20%
Subtotal	<u>\$7,675</u>	<u>\$7,981</u>	<u>(\$305)</u>	-4%	<u>\$8,050</u>	<u>(\$375)</u>	-5%
<b>VEHICLE MAINTENANCE</b>							
Mechanics	\$559	\$610	(\$51)	-8%	\$572	(\$13)	-2%
Cleaners & Fuelers	408	445	(37)	-8%	423	(15)	-4%
Supervision	335	377	(42)	-11%	233	102	44%
Vehicle Consumables	894	868	26	3%	881	13	1%
Bus Parts & Supplies	346	358	(11)	-3%	339	7	2%
Vendor Services	65	54	11	21%	34	31	92%
Risk & Safety	63	29	34	119%	(3)	65	-2467%
Subtotal	<u>\$2,670</u>	<u>\$2,740</u>	<u>(\$70)</u>	-3%	<u>\$2,480</u>	<u>\$190</u>	8%
<b>PASSENGER ACCOMMODATIONS</b>							
Passenger Facilities	\$270	\$284	(\$15)	-5%	\$242	\$28	11%
Transit Development	94	101	(6)	-6%	150	(56)	-37%
Marketing & Community Relation	171	240	(69)	-29%	209	(38)	-18%
Fare Revenue Collection	186	167	19	12%	126	60	48%
Subtotal	<u>\$721</u>	<u>\$792</u>	<u>(\$71)</u>	-9%	<u>\$727</u>	<u>(\$6)</u>	-1%
<b>GENERAL OVERHEAD</b>							
Finance	\$316	\$317	(\$0)	0%	\$333	(\$16)	-5%
Personnel	85	87	(2)	-3%	84	1	1%
Utilities & Communication	130	131	(1)	-1%	121	9	8%
Operating Facilities	209	193	16	8%	183	27	15%
District Administration	773	827	(54)	-7%	801	(28)	-4%
Subtotal	<u>\$1,513</u>	<u>\$1,555</u>	<u>(\$42)</u>	-3%	<u>\$1,521</u>	<u>(\$8)</u>	-1%
Total Operating Cost	<u>\$12,580</u>	<u>\$13,069</u>	<u>(\$488)</u>	-4%	<u>\$12,779</u>	<u>(\$198)</u>	-2%

Route Operations outlays were 4% less than the budget and fell by 5% compared to the prior year. The most significant disparity was in risk-related costs with liability expenses 32% less than budgeted and driver' workers' compensation (WC) costs 71% under budget. With liability, both current and prior year payouts and reserve adjustments were less than assumed. Regarding WC, settlement of older claims at less than reserve levels held expenses down. Nonetheless, such costs are unpredictable and can turnaround significantly. As discussed under operating revenues, Transportation Subsidies include the \$50,000 outlay for a new Easy Lift van.

Vehicle Maintenance (VM) expenses were 3% under budget and increased by 8% compared to the prior year. Across VM personnel departments, projected outlays did not come to fruition due to the filling of many vacant position toward the latter part of period. Supervision grew by 44% because the prior year reflected a few vacancies as well. Risk & Safety outlays were higher than anticipated due to an increase in reserve levels for existing claims. The new diesel fuel contract with the large increase in the fuel prices will not be felt until the second half of the year.

Passenger Accommodations outlays were 9% less than expected although nearly the same as the prior year. Marketing & Community Relations was under budget due to deferred activities including MTD's 50<sup>th</sup> anniversary celebration. The large increase in Fare Revenue Collection costs relative to last year is related to an increase in banking fees, and the simultaneous rebranding of bus pass media and replenishing of the bus transfer inventory.

General Overhead expenses were 3% under budget and declined by 1% over the prior year. All departments had minimal variances other than District Administration which was well under budget and the prior year. This resulted from an administrative position that remained vacant and the decision to fund retiree health insurance through the OPEB trust beginning this year.

**Operating Expenses by Category**  
**6 Months Ended December 31, 2018**  
 (\$ thousands)

<u>EXPENSE</u>	FY 18-19	FY 18-19	Variance		FY 17-18	Variance	
	<u>Actual</u>	<u>Budget</u>	\$	%	<u>Actual</u>	\$	%
Wages	\$5,990	\$5,964	\$25	0%	\$5,795	\$195	3%
Fringe Benefits	3,480	3,700	(220)	-6%	3,563	(83)	-2%
Fuel	805	778	27	3%	793	12	2%
Risk	379	746	(368)	-49%	821	(442)	-54%
Materials & Supplies	592	600	(7)	-1%	581	11	2%
Services	683	699	(16)	-2%	671	12	2%
ADA	521	450	71	16%	435	86	20%
Utilities	130	131	(1)	-1%	121	9	8%
Total	<u>\$12,580</u>	<u>\$13,069</u>	<u>(\$488)</u>	-4%	<u>\$12,779</u>	<u>(\$198)</u>	-2%

The above table illustrates the District's outlays by category. Wages are up relative to last year due to scheduled wage growth and a small increase in the employment level. Fringe Benefits are under budget for the first half of the year mainly from lower health and pension costs due to unfilled positions. The large variances in Risk and ADA expenses were previously discussed.

### Capital Activity

Capital acquisitions for the first half of the year were limited to just under \$400,000. With a \$20 million budget, capital activity is expected to increase substantially in the second half of the year with the Gillig and BYD bus purchases and the initiation of a number of projects including the Transit Center renovation 4G modem upgrades.

**Capital Expenditures by Category**  
**6 Months Ended December 31, 2018**  
 (\$ thousands)

	<u>Total</u>
Revenue Vehicle Purchases	\$75
Revenue Vehicle Improvements	59
Information Systems	29
Operating Facilities	58
Passenger Facilities	65
Other Equipment	74
Total	<u>\$389</u>

**Statement of Net Position  
December 31, 2018**

<b><u>ASSETS</u></b>			
<b>CURRENT ASSETS</b>			
Cash & Cash Items	\$	15,056,574	
Receivables		5,494,148	
Materials & Supplies Inventory		1,112,104	
Prepayments		294,139	
			\$ 21,956,965
<b>NON-CURRENT ASSETS</b>			
Work in Process	\$	1,514,243	
Land		5,596,297	
Fixed Facilities		14,551,696	
Revenue Fleet		47,007,474	
Non-Revenue Vehicles		781,468	
Shop Equipment		605,071	
Office & IT Equipment		3,024,745	
Bus Stop Facilities		1,214,279	
Accumulated Depreciation		42,492,599	
			31,802,674
<b>Total Assets</b>			\$ 53,759,639
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			565,645
<b>Total Assets &amp; Deferred Outflows</b>			<u>\$ 54,325,284</u>
<b><u>LIABILITIES</u></b>			
<b>CURRENT LIABILITIES</b>			
Accounts Payables	\$	470,303	
Payroll Liabilities		1,143,285	
Other Current Liabilities		1,614,826	
			\$ 3,228,414
<b>NON-CURRENT LIABILITIES</b>			
Accrued Benefits & Payouts	\$	5,444,399	
			5,444,399
<b>Total Liabilities</b>			\$ 8,672,813
<b><u>NET POSITION</u></b>			
Capital Assets	\$	31,780,452	
Restricted Net Position		1,748,227	
Unrestricted Net Position		11,283,865	
Year to Date Surplus (Deficit)		839,927	
<b>Total Net Position</b>			45,652,471
<b>Total Liabilities &amp; Net Position</b>			<u>\$ 54,325,284</u>



## BOARD OF DIRECTORS REPORT

**MEETING DATE:** FEBRUARY 12, 2019

**AGENDA ITEM: #9**

**DEPARTMENT:** FINANCE

**TYPE:** ACTION ITEM

**PREPARED BY:** BRAD DAVIS

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

**REVIEWED BY:** GENERAL MANAGER

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

**SUBJECT:** FISCAL YEAR 2018-19 BUDGET REVISION

### RECOMMENDATION:

Staff is recommending that the Board approve the attached midyear operating and capital budget revision for the current fiscal year.

### DISCUSSION:

Staff will be presenting the draft budget revision to the Board, which covers both the operating and capital budgets. The discussion will also address differences between the revision and the financial results of the first six months. Following are key points and assumptions about the proposed revisions.

- With a change of less than a 1% in both operating revenues and expenditures, the budget revision as whole is minor in scope. The net effect of these changes does however bring the projected deficit down to \$306,000 from the initial \$484,000. Not surprisingly, most of the budget revisions reflect the variances discussed in the six-month financial report.
- Operating revenue budget changes of significance include the following:
  - Budgeted **cash fares** of \$2 million are being reduced by 5% based on the first half results. The drop is partially offset by a 4% increase in the **pass sales** budget. These trends indicate a shift by riders from full cash fares to discounted fare mediums.
  - **Property tax revenue** is expected to exceed the initial \$1.2 million budget by 10%. This is due to higher than expected FY17-18 revenue and a projected greater impact from last year's disasters on the county property tax base.
  - Projected **interest income** is being doubled based on the continued increase in LAIF interest rates—presently 2.4%—and higher cash balances than anticipated.
  - Budgeted **advertising revenue** is being lowered by 13% reflecting a temporary drop in the ad space utilization rate that has since returned to the expected level.
- Operating expense budget changes of significance include the following:
  - The revision takes into account the lower Route Operations **workers' compensation** outlays in the first half of the year although this is not expected to continue in the latter half of the year. Because of recent Maintenance claims activity, it is necessary to revise departmental workers' compensation costs upwards substantially.

## BOARD OF DIRECTORS REPORT

- Projected driver **health premiums** are being adjusted lower given the trend of the first six months. Such expenditures are affected by the actual number of drivers employed and the mix of coverage type (e.g., family), which are difficult to predict accurately.
- **Maintenance labor costs** are also being revised downward to account for filling most vacant positions late in the first half of the year. The adjustment is sufficient to fund a 14<sup>th</sup> mechanic, which has been included in the budget.
- The steep rise in oil prices through most of 2018 resulted in a new **diesel fuel** contract price that is \$0.15 more than projected. The budget has been adjusted accordingly.
- The capital budget is being increased by \$1.8 million. There are a number of adjustments in both directions. Some of the key ones include the following:
  - It was assumed that some of the **BYD buses** would have been paid for last fiscal year. This did not occur and the budget had been raised to account for the \$1.6 million cost.
  - The current cost estimate for the **Transit Center renovation**, including construction management, is \$3.2 million. This has been confirmed as the minimum amount from bids recently received and under review. The budget has been updated accordingly.
  - The **4G modem upgrade** for the fleet AVL system approved last December has been added to capital budget. To reduce later costs for duplicate labor, the necessary installation of a separate public Wi-Fi antenna has been added to the project.
  - The previously discussed **paratransit vans** purchase is now in the budget at an estimated cost of \$210,000. A federal capital grant is covering most of the expense.
  - These additions are being offset by a number of projects being deferred to a later year.

These and other significant factors affecting the budget will be further discussed at the meeting.

### ATTACHMENT:

- Draft FY2018-19 Operating & Capital Budget Revision





**FISCAL YEAR 2018-19**

**OPERATING & CAPITAL BUDGET**

**Draft Midyear Revision**

**Santa Barbara Metropolitan Transit District**  
550 Olive Street \* Santa Barbara, CA 93101  
Phone: (805) 963-3364 \* Website: [sbmtd.gov](http://sbmtd.gov)

February 12, 2019



# Operating Budget Summary

## Fiscal Year 2018-19

	FY 2018-19	FY 2018-19	<u>Change</u>		FY 2017-18	<u>Change</u>	
	Revised	Original	Amount	%	Actual	Amount	%
<i>OPERATING REVENUE</i>							
Fare Revenue	\$6,996,703	\$7,049,629	(\$52,926)	-1%	\$6,990,788	\$5,915	0%
LTF Sale Tax Revenue	7,921,258	7,921,258	0	0%	7,664,362	256,896	3%
FTA Operating Assistance	5,220,966	5,220,966	0	0%	5,215,206	5,760	0%
Measure A Sale Tax Revenue	2,090,776	2,090,776	0	0%	2,119,067	(28,291)	-1%
State & Local Operating Assistance	1,388,308	1,439,568	(51,260)	-4%	1,260,750	127,558	10%
Property Tax Revenue	1,303,139	1,180,124	123,015	10%	1,287,046	16,093	1%
Non-Transportation Income	1,016,253	947,533	68,720	7%	1,008,261	7,992	1%
<i>Total Operating Revenue</i>	<u>\$25,937,402</u>	<u>\$25,849,854</u>	<u>\$87,548</u>	0%	<u>\$25,545,480</u>	<u>\$391,922</u>	2%
<i>OPERATING EXPENSES</i>							
Route Operations	\$15,808,969	\$16,100,251	(\$291,283)	-2%	\$16,692,160	(\$883,191)	-5%
Vehicle Maintenance	5,846,228	5,659,180	187,047	3%	4,941,543	904,685	18%
Passenger Accommodations	1,569,358	1,533,541	35,817	2%	1,460,877	108,481	7%
General Overhead	3,019,268	3,040,515	(21,247)	-1%	3,043,167	(23,899)	-1%
<i>Total Operating Expense</i>	<u>\$26,243,822</u>	<u>\$26,333,488</u>	<u>(\$89,666)</u>	0%	<u>\$26,137,747</u>	<u>\$106,075</u>	0%
Surplus / (Deficit)	<u>(\$306,420)</u>	<u>(\$483,634)</u>			<u>(\$592,267)</u>		



## Operating Revenue Summary

### Fiscal Year 2018-19

	FY 2018-19 Revised	FY 2018-19 Original	<u>Change</u>		FY 2017-18 Actual	<u>Change</u>	
			Amount	%		Amount	%
<b>FAREBOX REVENUE</b>							
Cash Fares & Tokens	\$1,890,103	\$1,995,563	(\$105,460)	-5%	\$1,985,946	(\$95,843)	-5%
Adult Passes	1,063,473	1,022,633	40,840	4%	1,056,555	6,918	1%
Youth Passes	522,515	495,595	26,920	5%	474,504	48,011	10%
Senior Passes	193,165	189,276	3,889	2%	185,681	7,484	4%
Mobility Passes	142,607	150,898	(8,291)	-5%	148,596	(5,989)	-4%
Day Passes	8,533	4,309	4,224	98%	4,252	4,281	101%
Downtown-Waterfront Shuttle	1,155,490	1,155,490	0	0%	1,119,687	35,803	3%
UCSB Contract Fares	1,088,628	1,076,497	12,131	1%	1,055,389	33,239	3%
SBCC Contract Fares	827,050	868,068	(41,018)	-5%	868,068	(41,018)	-5%
Special Event Fares & Amtrak	80,139	66,300	13,839	21%	64,987	15,152	23%
City My Ride Program	25,000	25,000	0	0%	27,123	(2,123)	-8%
<i>Subtotal</i>	<u>\$6,996,703</u>	<u>\$7,049,629</u>	<u>(\$52,926)</u>	-1%	<u>\$6,990,788</u>	<u>\$5,915</u>	0%
<b>GRANTS &amp; SUBSIDIES</b>							
TDA Sales Tax Revenue	\$7,921,258	\$7,921,258	\$0	0%	\$7,664,362	\$256,896	3%
FTA Formula Assistance	5,220,966	5,220,966	0	0%	5,215,206	5,760	0%
Measure A	2,090,776	2,090,776	0	0%	2,119,067	(28,291)	-1%
State & Local Operating Assist.	1,388,308	1,439,568	(51,260)	-4%	1,260,750	127,558	10%
Property Tax Revenue	1,303,139	1,180,124	123,015	10%	1,287,046	16,093	1%
<i>Subtotal</i>	<u>\$17,924,447</u>	<u>\$17,852,692</u>	<u>\$71,755</u>	0%	<u>\$17,546,431</u>	<u>\$378,016</u>	2%
<b>NON-TRANSPORTATION INCOME</b>							
Advertising on Buses	\$525,000	\$600,000	(\$75,000)	-13%	\$601,636	(\$76,636)	-13%
Lease & Other Income	267,337	233,971	33,366	14%	318,269	(50,932)	-16%
Interest Income	223,916	113,562	110,354	97%	88,356	135,560	153%
<i>Subtotal</i>	<u>\$1,016,253</u>	<u>\$947,533</u>	<u>\$68,720</u>	7%	<u>\$1,008,261</u>	<u>\$7,992</u>	1%
<b>Total Operating Revenue</b>	<u><u>\$25,937,402</u></u>	<u><u>\$25,849,854</u></u>	<u><u>\$87,548</u></u>	0%	<u><u>\$25,545,480</u></u>	<u><u>\$391,922</u></u>	2%

### Fare Revenue by Category

Cash & Token Fares	1,890,103	1,995,563	(105,460)	-5%	1,985,946	(95,843)	-5%
Pass Sales	1,930,293	1,862,711	67,582	4%	1,869,588	60,705	3%
Contract Fares	3,176,307	3,191,355	(15,048)	0%	3,135,254	41,053	1%
<b>Total Farebox Revenue</b>	<u><u>6,996,703</u></u>	<u><u>7,049,629</u></u>	<u><u>(52,926)</u></u>	-1%	<u><u>6,990,788</u></u>	<u><u>5,915</u></u>	0%

## Operating Expense Summary

### Fiscal Year 2018-19

	FY 2018-19 Revised	FY 2018-19 Original	<u>Change</u>		FY 2017-18 Actual	<u>Change</u>	
			Amount	%		Amount	%
<b>ROUTE OPERATIONS</b>							
Drivers	\$11,941,006	\$12,037,734	(\$96,728)	-1%	\$11,806,099	\$134,907	1%
Dispatch & Supervision	751,456	724,974	26,481	4%	734,390	17,066	2%
Hiring & Training	403,643	366,986	36,658	10%	457,938	(54,295)	-12%
Risk & Safety	1,763,302	2,070,995	(307,693)	-15%	2,824,675	(1,061,373)	-38%
Transportation Subsidies	949,562	899,562	50,000	6%	869,058	80,504	9%
<i>Subtotal</i>	<u>\$15,808,969</u>	<u>\$16,100,251</u>	<u>(\$291,283)</u>	-2%	<u>\$16,692,160</u>	<u>(\$883,191)</u>	-5%
<b>VEHICLE MAINTENANCE</b>							
Mechanics	\$1,196,169	\$1,226,520	(\$30,351)	-2%	\$1,100,390	\$95,779	9%
Cleaners & Fuelers	848,166	888,234	(40,069)	-5%	820,125	28,041	3%
Supervision	712,060	752,128	(40,068)	-5%	529,570	182,490	34%
Vehicle Consumables	2,052,762	1,912,726	140,035	7%	1,733,920	318,842	18%
Bus Parts & Supplies	715,000	715,000	0	0%	638,662	76,338	12%
Vendor Services	132,500	107,500	25,000	23%	73,930	58,570	79%
Risk & Safety	189,571	57,071	132,500	232%	44,946	144,625	322%
<i>Subtotal</i>	<u>\$5,846,228</u>	<u>\$5,659,180</u>	<u>\$187,047</u>	3%	<u>\$4,941,543</u>	<u>\$904,685</u>	18%
<b>PASSENGER ACCOMMODATIONS</b>							
Passenger Facilities	\$554,538	\$567,338	(\$12,801)	-2%	\$516,648	\$37,890	7%
Transit Development	256,260	201,404	54,857	27%	289,684	(33,424)	-12%
Marketing & Community Relations	406,929	438,019	(31,090)	-7%	379,250	27,679	7%
Fare Revenue Collection	351,631	326,780	24,851	8%	275,295	76,336	28%
<i>Subtotal</i>	<u>\$1,569,358</u>	<u>\$1,533,541</u>	<u>\$35,817</u>	2%	<u>\$1,460,877</u>	<u>\$108,481</u>	7%
<b>GENERAL OVERHEAD</b>							
Finance	\$581,071	\$580,032	\$1,038	0%	\$589,285	(\$8,214)	-1%
Personnel	175,353	172,822	2,531	1%	165,616	9,737	6%
Utilities & Communication	262,763	262,763	0	0%	244,051	18,712	8%
Operating Facilities	401,136	386,298	14,838	4%	386,941	14,195	4%
District Administration	1,598,945	1,638,600	(39,655)	-2%	1,657,274	(58,329)	-4%
<i>Subtotal</i>	<u>\$3,019,268</u>	<u>\$3,040,515</u>	<u>(\$21,247)</u>	-1%	<u>\$3,043,167</u>	<u>(\$23,899)</u>	-1%
<i>Total Operating Expenses</i>	<u><u>\$26,243,822</u></u>	<u><u>\$26,333,488</u></u>	<u><u>(\$89,666)</u></u>	0%	<u><u>\$26,137,747</u></u>	<u><u>\$106,075</u></u>	0%

## Route Operations Fiscal Year 2018-19

	FY 2018-19	FY 2018-19	Change		FY 2017-18	Change	
	Revised	Original	Amount	%	Actual	Amount	%
<b>DRIVERS</b>							
Scheduled	\$6,660,794	\$6,660,794	\$0	0%	\$6,617,092	\$43,702	1%
Scheduled Overtime	524,482	524,482	0	0%	491,517	32,965	7%
Unscheduled Pay	274,998	274,998	0	0%	272,317	2,681	1%
Driver Lite Duty	9,457	9,457	0	0%	28,907	(19,450)	-67%
FICA	646,415	646,415	0	0%	635,325	11,090	2%
Pension	964,440	964,440	0	0%	914,100	50,340	6%
Health	1,837,845	1,934,574	(96,728)	-5%	1,808,588	29,257	2%
Sick Pay	198,833	198,833	0	0%	117,611	81,222	69%
Vacation Pay	497,357	497,357	0	0%	458,850	38,507	8%
Holiday Pay	248,238	248,238	0	0%	238,075	10,163	4%
Other Pay	35,715	35,715	0	0%	119,939	(84,224)	-70%
Unemployment Insurance	33,932	33,932	0	0%	33,048	884	3%
Uniforms	8,500	8,500	0	0%	70,730	(62,230)	-88%
<i>Drivers Subtotal</i>	<u>\$11,941,006</u>	<u>\$12,037,734</u>	<u>(\$96,728)</u>	-1%	<u>\$11,806,099</u>	<u>\$134,907</u>	1%
<b>DISPATCH &amp; SUPERVISION</b>							
Supervisors	\$299,885	\$281,168	\$18,717	7%	\$287,178	\$12,707	4%
Staff	176,908	176,538	370	0%	175,456	1,452	1%
FICA	42,475	40,854	1,621	4%	38,452	4,023	10%
Pension	33,745	33,702	42	0%	48,181	(14,436)	-30%
Health	118,607	115,042	3,566	3%	107,784	10,823	10%
Sick Pay	6,887	6,882	5	0%	8,400	(1,513)	-18%
Vacation Pay	34,850	34,809	41	0%	37,001	(2,151)	-6%
Holiday Pay	18,677	17,977	700	4%	16,843	1,834	11%
Other Pay	18,022	16,664	1,358	8%	13,876	4,146	30%
Unemployment Insurance	1,401	1,340	61	5%	1,219	182	15%
<i>Dispatch &amp; Supe. Subtotal</i>	<u>\$751,456</u>	<u>\$724,974</u>	<u>\$26,481</u>	4%	<u>\$734,390</u>	<u>\$17,066</u>	2%
<b>HIRING &amp; TRAINING</b>							
Staff	\$36,135	\$36,135	\$0	0%	\$32,371	\$3,764	12%
Student Drivers	125,000	92,750	32,250	35%	99,669	25,331	25%
Existing Drivers/Supers	139,450	139,450	0	0%	195,234	(55,784)	-29%
FICA	24,021	21,410	2,611	12%	19,881	4,140	21%
Pension	10,909	10,909	0	0%	17,291	(6,382)	-37%
Health	20,056	20,137	(81)	0%	34,098	(14,042)	-41%
Sick Pay	1,972	1,972	0	0%	2,109	(137)	-6%
Vacation Pay	7,293	5,415	1,878	35%	13,370	(6,077)	-45%
Holiday Pay	3,422	3,422	0	0%	5,242	(1,820)	-35%
Other Pay	729	729	0	0%	3,815	(3,086)	-81%
Unemployment Insurance	106	106	0	0%	490	(384)	-78%
Medical Exams & License Fees	22,090	22,090	0	0%	27,725	(5,635)	-20%
Employment Advertising	6,000	6,000	0	0%	5,901	99	2%
Training, Travel & Meetings	6,460	6,460	0	0%	742	5,718	771%
<i>Hiring &amp; Training Subtotal</i>	<u>\$403,643</u>	<u>\$366,986</u>	<u>\$36,658</u>	10%	<u>\$457,938</u>	<u>(\$54,295)</u>	-12%

## Route Operations Fiscal Year 2018-19

	FY 2018-19	FY 2018-19	Change		FY 2017-18	Change	
	Revised	Original	Amount	%	Actual	Amount	%
<b><i>RISK &amp; SAFETY</i></b>							
<b><i>Wages &amp; Benefits</i></b>							
Staff	\$129,433	\$151,021	(\$21,588)	-14%	\$144,144	(\$14,711)	-10%
Supervisors	246,519	246,519	0	0%	301,537	(55,018)	-18%
Driver Accident Pay	1,839	1,839	0	0%	1,964	(125)	-6%
FICA	35,104	35,018	86	0%	40,858	(5,754)	-14%
Pension	36,981	41,569	(4,588)	-11%	47,734	(10,753)	-23%
Health	79,248	81,058	(1,810)	-2%	84,731	(5,483)	-6%
Sick Pay	25,921	5,697	20,224	355%	9,611	16,310	170%
Vacation Pay	38,092	34,813	3,279	9%	31,663	6,429	20%
Holiday Pay	13,110	13,996	(886)	-6%	16,265	(3,155)	-19%
Other Pay	3,963	3,874	89	2%	26,522	(22,559)	-85%
Unemployment Insurance	1,156	1,156	0	0%	1,304	(148)	-11%
Wages & Benefits Subtotal	\$611,366	\$616,559	(\$5,193)	-1%	\$706,333	(\$94,967)	-13%
<b><i>Public Liability</i></b>							
Professional Services	\$115,900	\$115,900	\$0	0%	\$137,395	(\$21,495)	-16%
Insurance	308,437	308,437	0	0%	285,794	22,643	8%
Current Year Incident Payouts	50,000	50,000	0	0%	28,424	21,576	76%
Current Year Incident Reserves	100,000	100,000	0	0%	28,000	72,000	257%
Prior Years Incident Payouts	50,000	50,000	0	0%	9,015	40,985	455%
Change in Prior Years Reserves	(50,000)	(50,000)	0	0%	(43,002)	(6,998)	16%
Public Liability Subtotal	\$574,337	\$574,337	\$0	0%	\$445,626	\$128,711	29%
<b><i>Workers' Compensation</i></b>							
Professional Services	\$348,099	\$300,599	\$47,500	16%	\$314,162	\$33,937	11%
Insurance	85,500	85,500	0	0%	100,326	(14,826)	-15%
Current Year Incident Payouts	75,000	75,000	0	0%	73,476	1,524	2%
Current Year Incident Reserves	250,000	250,000	0	0%	808,890	(558,890)	-69%
Prior Years Incident Payouts	400,000	350,000	50,000	14%	297,338	102,662	35%
Change in Prior Years Reserves	(600,000)	(200,000)	(400,000)	200%	58,921	(658,921)	-1118%
Miscellaneous Risk & Safety	19,000	19,000	0	0%	19,603	(603)	-3%
Workers' Comp Subtotal	\$577,599	\$880,099	(\$302,500)	-34%	\$1,672,716	(\$1,095,117)	-65%
<b><i>Risk &amp; Safety Subtotal</i></b>	<b><u>\$1,763,302</u></b>	<b><u>\$2,070,995</u></b>	<b><u>(\$307,693)</u></b>	<b>-15%</b>	<b><u>\$2,824,675</u></b>	<b><u>(\$1,061,373)</u></b>	<b>-38%</b>
<b><i>TRANSPORTATION SUBSIDIES</i></b>							
ADA Paratransit Service	\$899,562	\$899,562	\$0	0%	\$869,058	\$30,504	4%
Easy Lift Van	50,000	0	50,000	n/a	0	0	n/a
Transportation Subsidies Sbtl	<u>\$949,562</u>	<u>\$899,562</u>	<u>\$50,000</u>	6%	<u>\$869,058</u>	<u>\$30,504</u>	4%
<b><i>Total Route Operations</i></b>	<b><u>\$15,808,969</u></b>	<b><u>\$16,100,251</u></b>	<b><u>(\$291,283)</u></b>	<b>-2%</b>	<b><u>\$16,692,160</u></b>	<b><u>(\$933,191)</u></b>	<b>-6%</b>



## Vehicle Maintenance Detail

### Fiscal Year 2018-19

	FY 2018-19 Revised	FY 2018-19 Original	Change		FY 2017-18 Actual	Change	
			Amount	%		Amount	%
<b>MECHANICS</b>							
Mechanics	\$683,763	\$745,006	(\$61,243)	-8%	\$640,554	\$43,209	7%
Less Mechanic Capital Labor	(7,478)	(31,191)	23,713	-76%	(21,923)	14,445	-66%
Mechanics-OT	51,419	38,032	13,387	35%	61,826	(10,407)	-17%
FICA	63,812	67,384	(3,572)	-5%	62,239	1,573	3%
Pension	96,032	92,475	3,557	4%	80,955	15,077	19%
Health	175,290	183,958	(8,668)	-5%	141,651	33,639	24%
Sick Pay	6,640	6,645	(5)	0%	17,130	(10,490)	-61%
Vacation Pay	58,402	58,402	0	0%	59,998	(1,596)	-3%
Holiday Pay	32,304	31,191	1,112	4%	28,391	3,913	14%
Other Paid Leave	1,615	1,560	56	4%	1,206	409	34%
Unemployment Insurance	2,969	2,757	212	8%	3,273	(304)	-9%
Uniforms	16,000	16,000	0	0%	17,390	(1,390)	-8%
Tool Allowance	15,400	14,300	1,100	8%	7,700	7,700	100%
<i>Mechanics Subtotal</i>	<u>\$1,196,169</u>	<u>\$1,226,520</u>	<u>(\$30,351)</u>	-2%	<u>\$1,100,390</u>	<u>\$95,779</u>	9%
<b>CLEANERS &amp; FUELERS</b>							
Service Workers	\$456,775	\$486,298	(\$29,523)	-6%	\$454,441	\$2,334	1%
FICA	40,302	42,815	(2,512)	-6%	38,358	1,944	5%
Pension	74,419	80,164	(5,746)	-7%	68,779	5,640	8%
Health	195,822	194,033	1,788	1%	182,530	13,292	7%
Sick Pay	11,193	11,193	0	0%	9,016	2,177	24%
Vacation Pay	35,303	37,004	(1,702)	-5%	32,881	2,422	7%
Holiday Pay	21,431	23,048	(1,617)	-7%	18,503	2,928	16%
Other Paid Leave	2,125	2,125	0	0%	998	1,127	113%
Unemployment Insurance	2,573	2,785	(212)	-8%	2,495	78	3%
Uniforms	6,552	7,098	(546)	-8%	9,313	(2,761)	-30%
Medical Exams & License Fees	1,671	1,671	0	0%	2,811	(1,140)	-41%
<i>Cleaners &amp; Fuelers Subtotal</i>	<u>\$848,166</u>	<u>\$888,234</u>	<u>(\$40,069)</u>	-5%	<u>\$820,125</u>	<u>\$28,041</u>	3%
<b>SUPERVISION</b>							
Staff	\$454,855	\$487,637	(\$32,781)	-7%	\$346,834	\$108,021	31%
FICA	38,599	41,099	(2,500)	-6%	29,894	8,705	29%
Pension	50,456	53,724	(3,267)	-6%	34,709	15,747	45%
Health	102,983	104,620	(1,636)	-2%	66,698	36,285	54%
Sick Pay	4,087	4,040	47	1%	6,120	(2,033)	-33%
Vacation Pay	25,999	26,168	(168)	-1%	25,480	519	2%
Holiday Pay	16,349	16,160	189	1%	10,333	6,016	58%
Other Paid Leave	3,270	3,232	38	1%	5,439	(2,169)	-40%
Unemployment Insurance	1,336	1,326	11	1%	1,260	76	6%
Training, Travel & Meetings	14,125	14,125	0	0%	2,803	11,322	404%
<i>Supervision Subtotal</i>	<u>\$712,060</u>	<u>\$752,128</u>	<u>(\$40,068)</u>	-5%	<u>\$529,570</u>	<u>\$182,490</u>	34%

## Vehicle Maintenance Detail

### Fiscal Year 2018-19

	FY 2018-19 Revised	FY 2018-19 Original	Change		FY 2017-18 Actual	Change	
			Amount	%		Amount	%
<b>VEHICLE CONSUMABLES</b>							
Bus Fuel	\$1,611,870	\$1,496,835	\$115,035	8%	\$1,330,035	\$281,835	21%
Oil & Lubricants	135,934	135,934	0	0%	135,202	732	1%
Electric Vehicle Power	125,000	100,000	25,000	25%	91,983	33,017	36%
Tire Lease	169,957	169,957	(0)	0%	165,888	4,069	2%
Tire Mounting	10,000	10,000	0	0%	10,812	(812)	-8%
<i>Vehicle Consumables Subtotal</i>	<u>\$2,052,762</u>	<u>\$1,912,726</u>	<u>\$140,035</u>	7%	<u>\$1,733,920</u>	<u>\$318,842</u>	18%
<b>VEHICLE PARTS &amp; SUPPLIES</b>							
Bus Parts Issued	\$625,000	\$625,000	\$0	0%	\$554,210	\$70,790	13%
Shop Supplies	65,000	65,000	0	0%	61,430	3,570	6%
Bus Servicing Supplies	15,000	15,000	0	0%	17,403	(2,403)	-14%
Hazmat Disposal & Compliance	10,000	10,000	0	0%	5,619	4,381	78%
<i>Veh. Parts &amp; Supplies Subtotal</i>	<u>\$715,000</u>	<u>\$715,000</u>	<u>\$0</u>	0%	<u>\$638,662</u>	<u>\$76,338</u>	12%
<b>VENDOR BUS REPAIRS</b>							
Vandalism Repairs	\$5,000	\$5,000	\$0	0%	\$2,043	\$2,957	145%
Accident Damage Repairs	5,000	5,000	0	0%	2,045	2,955	144%
Accident Claim Collections	(2,500)	(2,500)	0	0%	(8,292)	5,792	-70%
Other Vendor Repairs	125,000	100,000	25,000	25%	78,134	46,866	60%
<i>Vendor Bus Repairs Subtotal</i>	<u>\$132,500</u>	<u>\$107,500</u>	<u>\$25,000</u>	23%	<u>\$73,930</u>	<u>\$58,570</u>	79%
<b>RISK &amp; SAFETY</b>							
Workers' Comp Services	\$25,071	\$22,571	\$2,500	11%	\$22,449	\$2,622	12%
Workers' Comp Insurance	4,500	4,500	0	0%	5,149	(649)	-13%
Current Year Incident Payouts	25,000	10,000	15,000	150%	6,772	18,228	269%
Current Year Incident Reserve:	135,000	20,000	115,000	575%	27,880	107,120	384%
Prior Years Incident Payouts	150,000	150,000	0	0%	5,434	144,566	2660%
Change in Prior Years Reserves	(150,000)	(150,000)	0	0%	(22,738)	(127,262)	560%
<i>Risk &amp; Safety Subtotal</i>	<u>\$189,571</u>	<u>\$57,071</u>	<u>\$132,500</u>	232%	<u>\$44,946</u>	<u>\$144,625</u>	322%
<i>Total Vehicle Maintenance</i>	<u><u>\$5,846,228</u></u>	<u><u>\$5,659,180</u></u>	<u><u>\$187,047</u></u>	3%	<u><u>\$4,941,543</u></u>	<u><u>\$904,685</u></u>	18%

## Passenger Accommodations Detail

### Fiscal Year 2018-19

	FY 2018-19 Revised	FY 2018-19 Original	Change		FY 2017-18 Actual	Change	
			Amount	%		Amount	%
<b>PASSENGER FACILITIES</b>							
<u>Wages &amp; Benefits</u>							
Supervisors	\$162,093	\$162,093	\$0	0%	\$156,496	\$5,597	4%
TC Advisors	103,121	109,762	(6,641)	-6%	88,421	14,700	17%
Staff	40,318	39,777	541	1%	41,471	(1,153)	-3%
FICA	26,059	26,642	(583)	-2%	24,215	1,844	8%
Pension	26,769	26,769	0	0%	20,075	6,694	33%
Health	114,271	118,875	(4,603)	-4%	87,618	26,653	30%
Sick Pay	4,090	4,103	(13)	0%	5,482	(1,392)	-25%
Vacation Pay	16,773	17,393	(620)	-4%	18,901	(2,128)	-11%
Holiday Pay	12,149	13,011	(862)	-7%	9,487	2,662	28%
Other Paid Leave	2,102	2,123	(21)	-1%	2,255	(153)	-7%
Unemployment Insurance	1,589	1,589	0	0%	2,047	(458)	-22%
Wages & Benefits Subtotal	\$509,335	\$522,135	(\$12,801)	-2%	\$456,468	\$52,867	12%
<u>Buildings &amp; Grounds</u>							
TC Contract Maintenance	\$31,533	\$31,533	\$0	0%	\$42,136	(\$10,604)	-25%
TC Repairs/Supplies	6,000	6,000	0	0%	10,710	(4,710)	-44%
Bus Stop Repairs/Supplies	5,000	5,000	0	0%	5,336	(336)	-6%
TC Property Insurance	2,671	2,671	0	0%	1,998	673	34%
Buildings & Grounds Subtotal	\$45,203	\$45,203	\$0	0%	\$60,180	(\$14,977)	-25%
<i>Passenger Facilities Subtotal</i>	<u>\$554,538</u>	<u>\$567,338</u>	<u>(\$12,801)</u>	-2%	<u>\$516,648</u>	<u>\$37,890</u>	7%
<b>TRANSIT DEVELOPMENT</b>							
Staff	\$144,549	\$116,205	\$28,344	24%	\$176,227	(\$31,678)	-18%
FICA	12,862	10,064	2,798	28%	15,751	(2,889)	-18%
Pension	16,813	13,156	3,657	28%	18,095	(1,282)	-7%
Health	49,710	38,198	11,511	30%	44,112	5,598	13%
Sick Pay	2,949	1,982	968	49%	4,117	(1,168)	-28%
Vacation Pay	14,108	8,988	5,120	57%	12,835	1,273	10%
Holiday Pay	5,020	3,373	1,647	49%	6,576	(1,556)	-24%
Other Paid Leave	1,506	1,012	494	49%	2,853	(1,347)	-47%
Unemployment Insurance	742	424	318	75%	630	112	18%
Training, Travel & Meetings	3,000	3,000	0	0%	8,488	(5,488)	n/a
Planning Services & Supplies	5,000	5,000	0	0%	0	5,000	n/a
<i>Transit Development Subtotal</i>	<u>\$256,260</u>	<u>\$201,404</u>	<u>\$54,857</u>	27%	<u>\$289,684</u>	<u>(\$33,424)</u>	-12%

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Fiscal Year 2018-19

	FY 2018-19 Revised	FY 2018-19 Original	Change		FY 2017-18 Actual	Change	
			Amount	%		Amount	%
<b>MARKETING &amp; COMMUNITY RELATIONS</b>							
<u>Wages &amp; Benefits</u>							
Staff	\$108,844	\$118,581	(\$9,737)	-8%	\$111,643	(\$2,799)	-3%
FICA	9,166	10,177	(1,012)	-10%	9,952	(786)	-8%
Pension	11,981	13,304	(1,323)	-10%	13,132	(1,151)	-9%
Health	15,303	20,728	(5,425)	-26%	20,049	(4,746)	-24%
Sick Pay	2,691	2,942	(252)	-9%	2,258	433	19%
Vacation Pay	3,890	5,117	(1,227)	-24%	9,697	(5,807)	-60%
Holiday Pay	3,509	5,117	(1,607)	-31%	4,979	(1,470)	-30%
Other Paid Leave	877	1,279	(402)	-31%	2,902	(2,025)	-70%
Unemployment Insurance	318	424	(106)	-25%	420	(102)	-24%
Wages & Benefits Subtotal	\$156,579	\$177,669	(\$21,090)	-12%	\$175,032	(\$18,453)	-11%
<u>Outside Services</u>							
Media Ad Placement	16,000	16,000	0	0%	11,504	4,496	39%
Brochures & Publications	19,200	19,200	0	0%	10,474	8,726	83%
Market Research	7,500	7,500	0	0%	385	7,115	1848%
Promotional Giveaways	15,000	15,000	0	0%	2,214	12,786	578%
Bus/Shuttle Decorations	1,500	1,500	0	0%	630	870	138%
Other Promotions	92,300	92,300	0	0%	80,008	12,292	15%
Route Schedules & Information	94,850	104,850	(10,000)	-10%	96,628	(1,778)	-2%
Training, Travel & Meetings	4,000	4,000	0	0%	2,375	1,625	68%
Outside Services Subtotal	\$250,350	\$260,350	(\$10,000)	-4%	\$204,218	\$46,132	23%
Marketing & Comm. Relations	\$406,929	\$438,019	(\$31,090)	-7%	\$379,250	\$27,679	7%
<b>FARE REVENUE COLLECTION</b>							
<u>Wages &amp; Benefits</u>							
Staff	\$120,079	\$138,181	(\$18,102)	-13%	\$119,079	\$1,000	1%
FICA	10,706	12,117	(1,411)	-12%	10,395	311	3%
Pension	13,995	15,839	(1,844)	-12%	13,125	870	7%
Health	54,555	58,792	(4,237)	-7%	53,388	1,167	2%
Sick Pay	2,484	2,755	(271)	-10%	2,969	(485)	-16%
Vacation Pay	9,936	10,290	(354)	-3%	9,971	(35)	0%
Holiday Pay	4,968	4,779	188	4%	4,576	392	9%
Other Paid Leave	2,484	2,390	94	4%	2,191	293	13%
Unemployment Insurance	424	636	(212)	-33%	685	(261)	-38%
Wages & Benefits Subtotal	\$219,631	\$245,780	(\$26,149)	-11%	\$216,379	\$3,252	2%
<u>Outside Services</u>							
Fare Processing	\$75,000	\$36,000	\$39,000	108%	\$24,850	\$50,150	202%
Farebox Parts & Repairs	25,000	25,000	0	0%	11,561	13,439	116%
Tickets, Tokens & Transfers	32,000	20,000	12,000	60%	22,505	9,495	42%
Outside Services Subtotal	\$132,000	\$81,000	\$51,000	63%	\$58,916	\$73,084	124%
Fare Revenue Collection Sbtl	\$351,631	\$326,780	\$24,851	8%	\$275,295	\$76,336	28%
Total Pssnger Accommodations	\$1,569,358	\$1,533,541	\$35,817	2%	\$1,460,877	\$108,481	7%

# General Overhead Detail

## Fiscal Year 2018-19

	FY 2018-19	FY 2018-19	Change		FY 2017-18	Change	
	Revised	Original	Amount	%	Actual	Amount	%
<b>FINANCE</b>							
Staff	\$328,491	\$324,418	\$4,073	1%	\$316,759	\$11,732	4%
FICA	29,184	29,033	151	1%	28,115	1,069	4%
Pension	38,149	37,951	197	1%	37,015	1,134	3%
Health	80,297	81,579	(1,282)	-2%	78,170	2,127	3%
Sick Pay	6,344	6,591	(247)	-4%	4,080	2,264	55%
Vacation Pay	27,986	27,875	112	0%	29,669	(1,683)	-6%
Holiday Pay	12,984	14,352	(1,367)	-10%	13,918	(934)	-7%
Other Paid Leave	5,681	6,279	(598)	-10%	8,009	(2,328)	-29%
Unemployment Insurance	954	954	0	0%	945	9	1%
Financial Audit Services	51,000	51,000	0	0%	72,605	(21,605)	-30%
<i>Finance Subtotal</i>	<i>\$581,071</i>	<i>\$580,032</i>	<i>\$1,038</i>	<i>0%</i>	<i>\$589,285</i>	<i>(\$8,214)</i>	<i>-1%</i>
<b>PERSONNEL</b>							
Staff	\$108,729	\$104,293	\$4,436	4%	\$100,466	\$8,263	8%
FICA	9,154	8,954	200	2%	8,604	550	6%
Pension	11,966	11,705	261	2%	11,382	584	5%
Health	34,256	34,797	(541)	-2%	33,357	899	3%
Sick Pay	1,151	1,501	(350)	-23%	3,344	(2,193)	-66%
Vacation Pay	4,602	4,502	100	2%	1,809	2,793	154%
Holiday Pay	3,452	4,502	(1,050)	-23%	4,366	(914)	-21%
Other Paid Leave	1,726	2,251	(525)	-23%	1,973	(247)	-13%
Unemployment Insurance	318	318	0	0%	315	3	1%
<i>Personnel Subtotal</i>	<i>\$175,353</i>	<i>\$172,822</i>	<i>\$2,531</i>	<i>1%</i>	<i>\$165,616</i>	<i>\$9,737</i>	<i>6%</i>
<b>UTILITIES</b>							
Phone & Data Communications	\$76,111	\$76,111	\$0	0%	\$72,930	\$3,181	4%
Power, Water & Refuse	171,652	171,652	0	0%	159,951	11,701	7%
Two-Way Radios	15,000	15,000	0	0%	11,170	3,830	34%
<i>Utilities Subtotal</i>	<i>\$262,763</i>	<i>\$262,763</i>	<i>\$0</i>	<i>0%</i>	<i>\$244,051</i>	<i>\$18,712</i>	<i>8%</i>
<b>OPERATING FACILITIES</b>							
<u>Wages &amp; Benefits</u>							
Staff	\$58,453	\$58,453	\$0	0%	\$55,102	\$3,351	6%
FICA	5,044	5,044	0	0%	4,885	159	3%
Pension	6,593	6,593	0	0%	6,449	144	2%
Health	10,202	10,364	(162)	-2%	9,913	289	3%
Sick Pay	886	886	0	0%	1,786	(900)	-50%
Vacation Pay	3,804	3,804	0	0%	4,832	(1,028)	-21%
Holiday Pay	2,536	2,536	0	0%	2,448	88	4%
Other Paid Leave	254	254	0	0%	0	254	n/a
Unemployment Insurance	212	212	0	0%	210	2	1%
<i>Wages &amp; Benefits Subtotal</i>	<i>\$87,984</i>	<i>\$88,146</i>	<i>(\$162)</i>	<i>0%</i>	<i>\$85,625</i>	<i>\$2,359</i>	<i>3%</i>

# General Overhead Detail

## Fiscal Year 2018-19

	FY 2018-19	FY 2018-19	Change		FY 2017-18	Change	
	Revised	Original	Amount	%	Actual	Amount	%
<i>OPERATING FACILITIES (cont'd)</i>							
<u>Service Vehicles</u>							
Parts & Repairs	\$30,000	\$30,000	\$0	0%	\$33,769	(\$3,769)	-11%
Fuel	69,600	69,600	0	0%	57,402	12,198	21%
Service Vehicles Subtotal	\$99,600	\$99,600	\$0	0%	\$91,171	\$8,429	9%
<u>Buildings &amp; Grounds</u>							
Contract Maintenance	\$80,720	\$80,720	\$0	0%	\$88,060	(\$7,340)	-8%
Overpass Site Maintenance	5,500	5,500	0	0%	108	5,392	4993%
B&G Repairs/Supplies	75,000	60,000	15,000	25%	76,323	(1,323)	-2%
Property Insurance	52,332	52,332	0	0%	45,654	6,678	15%
Buildings & Grounds Subtotal	\$213,552	\$198,552	\$15,000	8%	\$210,145	\$3,407	2%
<i>Operating Facilities Subtotal</i>	<i>\$401,136</i>	<i>\$386,298</i>	<i>\$14,838</i>	<i>4%</i>	<i>\$386,941</i>	<i>\$14,195</i>	<i>4%</i>
<i>DISTRICT ADMINISTRATION</i>							
<u>Wages &amp; Benefits</u>							
Staff	\$557,095	\$583,030	(\$25,935)	-4%	\$525,557	\$31,538	6%
Bus Ad Revenue Placement	0	2,314	(2,314)	-100%	0	0	n/a
FICA	49,974	52,229	(2,255)	-4%	44,514	5,460	12%
Pension	65,325	68,274	(2,948)	-4%	59,671	5,654	9%
Health	136,533	161,688	(25,155)	-16%	123,804	12,729	10%
Sick Pay	8,696	8,670	26	0%	4,702	3,994	85%
Vacation Pay	59,208	59,630	(422)	-1%	39,565	19,643	50%
Holiday Pay	20,990	24,160	(3,170)	-13%	22,030	(1,040)	-5%
Other Paid Leave	7,266	7,248	18	0%	7,228	38	1%
Unemployment Insurance	1,591	1,591	0	0%	1,365	226	17%
Wages & Benefits Subtotal	\$906,678	\$968,832	(\$62,155)	-6%	\$828,436	\$78,242	9%
<u>Administrative Services</u>							
Directors Fees	\$12,600	\$12,600	\$0	0%	\$9,660	\$2,940	30%
Public Officials Insurance	67,143	67,143	0	0%	65,577	1,566	2%
Legal Counsel	100,000	85,000	15,000	18%	105,301	(5,301)	-5%
Pension Administration	2,500	2,500	0	0%	2,168	332	15%
Office Equipment Maintenance	188,930	188,930	0	0%	168,620	20,310	12%
Miscellaneous Services	76,694	69,194	7,500	11%	101,404	(24,710)	-24%
Office & Computer Supplies	60,000	60,000	0	0%	61,399	(1,399)	-2%
Dues & Subscriptions	52,400	52,400	0	0%	52,785	(385)	-1%
Conferences, Meetings, Training	19,000	19,000	0	0%	8,714	10,286	118%
Employee Relations	19,365	19,365	0	0%	31,312	(11,947)	-38%
Retiree Health Insurance	0	0	0	n/a	65,645	(65,645)	-100%
Mandated Fees & Permits	40,000	40,000	0	0%	34,738	5,262	15%
Bus Ad Revenue Program	15,000	15,000	0	0%	12,885	2,115	16%
Misc. Expenses & Losses	38,636	38,636	0	0%	108,630	(69,994)	-64%
Admin. Services Subtotal	\$692,268	\$669,768	\$22,500	3%	\$828,838	(\$136,570)	-16%
<i>District Admin. Subtotal</i>	<i>\$1,598,945</i>	<i>\$1,638,600</i>	<i>(\$39,655)</i>	<i>-2%</i>	<i>\$1,657,274</i>	<i>(\$58,329)</i>	<i>-4%</i>
<i>Total General Overhead</i>	<i>\$3,019,268</i>	<i>\$3,040,515</i>	<i>(\$21,247)</i>	<i>-1%</i>	<i>\$3,043,167</i>	<i>(\$23,899)</i>	<i>-1%</i>

## Capital Project Detail

### Fiscal Year 2018-19

	FY 2018-19 Revised	FY 2018-19 Original	Change
<i>REVENUE VEHICLE PURCHASES</i>			
40' Diesel Buses (10)	\$5,300,000	\$5,300,000	\$0
40' Electric Buses (4)	3,750,000	3,750,000	0
30' Electric Buses (8)	3,200,000	1,600,000	1,600,000
30' Electric Buses-Capital Lease (6)	2,329,000	2,329,000	0
Paratransit Vans (4)	210,000	0	210,000
Subtotal	<u>\$14,789,000</u>	<u>\$12,979,000</u>	<u>\$1,810,000</u>
<i>REVENUE VEHICLE IMPROVEMENTS</i>			
Bus Refurbishing Allowance	\$250,000	\$100,000	\$150,000
Bus Component Replacements	250,000	250,000	0
Hybrid Bus Battery Replacements	150,000	150,000	0
Subtotal	<u>\$650,000</u>	<u>\$500,000</u>	<u>\$150,000</u>
<i>OPERATING FACILITIES</i>			
Shop Structural & Roof Upgrades	\$0	\$225,000	(\$225,000)
Charging Infrastructure	50,000	250,000	(200,000)
Security Upgrades	10,000	83,000	(73,000)
Operating Facilities Allowance	100,000	100,000	0
Calle Real Property Development	200,000	200,000	0
Subtotal	<u>\$360,000</u>	<u>\$858,000</u>	<u>(\$498,000)</u>
<i>PASSENGER FACILITIES</i>			
Transit Center Improvements	\$3,200,000	\$2,500,000	\$700,000
Bus Stop Improvements	400,000	800,000	(400,000)
Subtotal	<u>\$3,600,000</u>	<u>\$3,300,000</u>	<u>\$300,000</u>
<i>INTELLIGENT TRANSPORTATION SYSTEMS</i>			
AVL Systems (AIM)	\$500,000	\$100,000	\$400,000
Advanced Fare Collection System	0	400,000	(400,000)
Subtotal	<u>\$500,000</u>	<u>\$500,000</u>	<u>\$0</u>
<i>INFORMATION SYSTEMS</i>			
Fuel & Mileage Monitoring System	\$100,000	\$100,000	\$0
Software Systems	50,000	50,000	0
IT Systems & Infrastructure	75,000	75,000	0
Subtotal	<u>\$225,000</u>	<u>\$225,000</u>	<u>\$0</u>
<i>OTHER EQUIPMENT</i>			
Shop Equipment Allowance	\$50,000	\$50,000	\$0
Service Vehicles	250,000	250,000	0
Farebox & Radio Allowance	75,000	25,000	50,000
Office Furniture Allowance	25,000	25,000	0
Subtotal	<u>\$400,000</u>	<u>\$350,000</u>	<u>\$50,000</u>
Total Capital Projects	<u><u>\$20,524,000</u></u>	<u><u>\$18,712,000</u></u>	<u><u>\$1,812,000</u></u>



<b>BOARD OF DIRECTORS REPORT</b>
----------------------------------

**MEETING DATE:** FEBRUARY 12, 2019

**AGENDA ITEM: #10**

**DEPARTMENT:** ADMINISTRATION

**TYPE:** ACTION ITEM

**PREPARED BY:** JERRY ESTRADA

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

**REVIEWED BY:** GENERAL MANAGER

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

**SUBJECT:** 2019 COMMITTEE ASSIGNMENTS

**RECOMMENDATIONS:**

Staff requests that the Board of Directors re-consider Committee assignments for 2019.

**STANDING COMMITTEE DISCRIPTIONS:**

Finance & Human Resource/Risk

This committee addresses administrative policy issues such as budget, fare structure, and risk matters.

External Affairs

External Affairs covers Board level issues related to official Government Affairs as well as any federal, state or local policy questions.

Planning & Marketing

Annual bus service planning, long-term policy issues and marketing for the District are reviewed by this committee.

Fleet & Facilities

Policy-related issues pertaining to the District's current and future fleet of revenue and non-revenue vehicles as well as real property and facilities are typically assigned to the committee. Additionally, most capital projects and technology advancements are assigned to this committee.

**ATTACHMENT:**

- 2019 Committee Assignments





## 2019 COMMITTEE LIST

### FLEET & FACILITIES

#### MEMBER

Dave Tabor (Chair)

Bill Shelor

Dick Weinberg

### FINANCE & HUMAN RESOURCES/ RISK

#### MEMBER

Dave Tabor (Chair)

Paula Perotte

Olivia Rodriguez

### PLANNING & MARKETING

#### MEMBER

Chuck McQuary (Chair)

Bill Shelor

Dave Davis

### FACILITIES MASTER PLAN AD-HOC

#### MEMBER

Dave Davis

Chuck McQuary

Bill Shelor

### CALLE REAL AD-HOC

#### MEMBER

Dave Davis

Bill Shelor

Dave Tabor

### EXTERNAL COMMITTEES

#### COASTAL EXPRESS

Dick Weinberg

#### SBCAG SOUTHCOAST

Dave Davis

To: MTD Board of Directors  
From: Jerry Estrada, General Manager  
Date: February 12, 2019  
Subject: General Manager's Report

### **Operations, Fleet & Facilities**

Friday, February 1<sup>st</sup> marked 50 years since the first day of public transit operation by Santa Barbara MTD. Staff is planning a year's worth of 50<sup>th</sup> Anniversary activities, events, and promotions.

Happy Birthday, MTD!

Our Supervisors will be undergoing CPR recertification the week of February 11<sup>th</sup>. We also held a Supervisor meeting this past week to update the group on a number of current and upcoming items.

Cruise ship season is fast approaching here in the South Coast. Operations adds additional supervision and shuttles in the downtown and waterfront areas of Santa Barbara for many of the cruise ships due to the influx of visitors.

Bus #41, one of the two remaining buses at the BYD factory, passed its final inspection and is ready for delivery to MTD. Staff anticipates the vehicle arriving at the end of the week of January 28 or the beginning of the week of February 4. When Bus #41 arrives, MTD maintenance personnel will begin the shakedown process to determine whether there are any issues with the systems or components of the bus. The latest delivery projection for Bus #43 is the end of February.

A Thermo King technician from Gold Coast Transport Refrigeration has been on a regular schedule working on the MTD's AC-equipped buses. Buses 639 (2016 Gillig), 640 and 641 (2017 Gilligs) have recently come back from Cummins for warranty fuel pressure relief valve codes.

The first of 10 new 40' Gillig buses was delivered to MTD on January 22. These 10 buses will come with MTD's new livery. MTD's maintenance personnel are in the process of performing the routine new vehicle inspection. Assuming there are no issues, the bus will be ready for revenue service as early as the week of February 4. The remaining buses have entered the Gillig production line and the last bus is scheduled for delivery by February 8.

MTD received four bids for its Invitation for Bid for Transit Center Renovations. Staff is in the process of evaluating the bids to determine the low, responsive, and responsible bidder.

The bus wash was recently refurbished and is functioning well. The buses are looking much better.

Staff finalized negotiations with Stantec Architecture, Inc., for the Facilities Master Plan RFP. Once staff receives the requisite insurance documents from Stantec, MTD will execute a contract with the firm.

### **Administration**

The Federal government shutdown has ended, at least through February 15, and Federal Transit Administration (FTA) staff are catching up on administrative tasks. However, FTA has not yet apportioned any FY 2019 funds and has not indicated when they may do so. Thus, the estimated \$5.7 million in FY 2019 Section 5307 apportionment to the Santa Barbara urbanized area for operating assistance to MTD is not yet available.

Staff met with staff of the Santa Barbara County Association of Governments (SBCAG) and North County transit operators on January 22 to discuss the allocation of the population-based portion of FY 2019 Low Carbon Transit Operations Program (LCTOP) funding from the California cap and trade program. The population-based portion flows through SBCAG. MTD also directly receives an LCTOP apportionment based on fare revenue.

Staff discussed the upcoming relocation of a Carpinteria bus stop with City staff. The stop that is currently on the ocean side of Carpinteria Avenue east of Elm Avenue will be moved one block to the west to Holly Avenue. Because this stop is a time point, it necessitates more detailed planning than other stops.

Staff met with City of Goleta staff on January 31 to discuss the upcoming Goleta Amtrak depot. The plans for the depot include the potential for increased transit service to the station.

MTD's commercial auto and liability insurance carrier, National Interstate Insurance, recently completed an onsite audit with Risk in advance of the renewal of the policy. Bob Fatch, MTD's insurance broker with Brown & Brown Insurance, was also present. The auditor was very impressed with MTD's hiring, training, and safety programs. The auditor was also complimentary of MTD's annual safety award recognition given to drivers, supervisors and maintenance personnel for their individual safety record. The liability policy is up for renewal May 1, 2019. Risk will be presenting an informational update on the renewal process to the Finance & HR Committee in late February.

Staff will soon be releasing the invitation for bids for renewable diesel fuel. It is being issued to those fuel suppliers previously prequalified for the recent diesel fuel bid, which will expedite the solicitation process to take advantage of the continued relatively low fuel prices. Based on a survey, bids from the majority of the firms are anticipated. The remaining item is to finalize the renewable fuel specification to ensure compliance with the CARB Low Carbon Fuel Standard and other regulations.

MTD will soon be updating to the latest version of the Trapeze run cutting, scheduling, and dispatch software. Because it is a comprehensive update, thorough system testing is required before going live with this critical software. Planning and Operations staff have nearly completed their participation in the test process and the update is expected to be implemented by early March.

The upgrade to 4G advanced cellular modems for the bus AVL system is scheduled for this March. Nonetheless, because Verizon Wireless is no longer issuing any 3G cellular modems, basic 4G modems are already being used for Clever Devices equipment repairs as well as included on the 10 new Gillig buses.

Accounting staff recently completed annual reports required by the State Controller's Office for last fiscal year. These include the similar Transit Operators Financial Transactions Report and the Special Districts Financial Transactions Report, which were due January 31.