



**BOARD OF DIRECTORS AGENDA**

**REGULAR MEETING**  
of the  
**BOARD OF DIRECTORS**  
of the  
**SANTA BARBARA METROPOLITAN TRANSIT DISTRICT**  
A Public Agency  
**Tuesday, February 4, 2020**  
**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).

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

**CONSENT CALENDAR**

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

The Board of Directors will be asked to approve the draft minutes for the meeting of January 7, 2020.

**5. CASH REPORTS - (ACTION MAY BE TAKEN)**

The Board of Directors will be asked to review and approve the Cash Reports from December 27, 2019, through January 10, 2020, and January 11, 2020, through January 24, 2020.

**THIS CONCLUDES THE CONSENT CALENDAR**

**6. PUBLIC COMMENT**

Members of the public may address the Board of Directors on items within the 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.gov](http://www.sbmtd.gov) and at MTD Administrative offices.

<b>BOARD OF DIRECTORS AGENDA</b>
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**7. DRAFT FISCAL YEAR 2019-20 BUDGET REVISION - (ATTACHMENT - ACTION MAY BE TAKEN)**

Staff will recommend that the Board of Directors approve the attached Fiscal Year 2019-20 (FY 2019-20) Budget Revision.

**8. GENERAL MANAGER'S REPORT - (INFORMATIONAL)**

The General Manager will provide an update on district activities.

**9. OTHER BUSINESS AND REPORTS - (INFORMATIONAL)**

The Board will report on other related public transit issues and committee meetings.

**10. RECESS TO CLOSED SESSION: REAL PROPERTY NEGOTIATIONS (CALLE REAL) - (ACTION MAY BE TAKEN)**

The Board will meet in closed session, pursuant to Government Code §54956.8, conference with real property negotiators, regarding the MTD Calle Real property located at 4678 Calle Real/149 North San Antonio Road (APNs 059-140-004, 059-140-005, 059-140-006, and 067-230-026). Under negotiation will be price and terms of payment.

Agency negotiators: General Manager Jerry Estrada, Graham Lyons.

Other negotiating parties: FPA Multifamily, Housing Authority of Santa Barbara County.

**PUBLIC COMMENT RELATED TO CLOSED SESSION ITEM(S) WILL BE ALLOWED BEFORE THE RECESS**

**11. 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.



**BOARD OF DIRECTORS DRAFT MINUTES**

**REGULAR MEETING**  
of the  
**BOARD OF DIRECTORS**  
of the  
**SANTA BARBARA METROPOLITAN TRANSIT DISTRICT**  
A Public Agency  
**Tuesday, January 7, 2020**  
**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 8:32 AM.

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

Chair Davis reported that all members were present with the exception of Director Olivia Rodriguez

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

Christina Perry, Administrative Assistant Lead, reported that the agenda was posted on Thursday, January 2, 2020, 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 approve the draft minutes for the meeting of November 19, 2019.

Chair Davis requested that Item #11 of the prior minutes be amended to show that the Board reconvened from Closed Session at 10:40 AM.

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

The Board of Directors was asked to review and approve the Cash Report from November 9, 2019, through December 26, 2019.

Vice Chair Dave Tabor moved to approve the consent calendar with amendments to the prior minutes. Director Paula Perotte seconded the motion. The motion passed unanimously.

**THIS CONCLUDES THE CONSENT CALENDAR**

**6. PUBLIC COMMENT**

No public comments were made.

**BOARD OF DIRECTORS DRAFT MINUTES**

**7. UPDATE ON GRANT APPLICATION ACTIVITY - (ATTACHMENT - INFORMATIONAL)**

General Manager Jerry Estrada provided the Board of Directors with an update on grant application activity.

Chair Davis complimented General Manager Estrada and staff for their continued efforts to secure grant funding.

**8. 2020 BOARD COMMITTEE ASSIGNMENTS - (ATTACHMENT - ACTION MAY BE TAKEN)**

General Manager Estrada asked that the Board of Directors consider Committee assignments for 2020.

No change of assignments was requested. Chair Davis moved to continue all assignments as listed. Vice Chair Tabor seconded the motion. The motion passed unanimously.

**9. GENERAL MANAGER'S REPORT - (INFORMATIONAL)**

General Manager Estrada provided an update on the following district activities: retirement of the last ebuses in December 2019, staff participation at the Federal Transit Administration Triennial Workshop; recruitment and hiring of new bus operators; upcoming staff training opportunities.

**10. OTHER BUSINESS AND REPORTS - (INFORMATIONAL)**

Chair Davis requested a meeting of the Calle Real Ad Hoc Committee at the end of January. The Board discussed upcoming meetings of the Planning and Marketing Committee and the Finance, Human Resources, and Risk Committee.

**11. RECESS TO CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION - (ACTION MAY BE TAKEN)**

The Board met in closed session, pursuant to Government Codes § 54957 and § 54954.5(e), to evaluate the performance of the District's General Manager.

No public comments regarding the Closed Session were made prior to recess.

Chair Davis recessed the Board to Closed Session at 9:16 AM.

The Board reconvened at 9:43 AM. Chair Davis reported that the following action was taken: Mr. Estrada received a very positive performance evaluation for 2019. The Board has approved a gross, annual base salary at \$174,250 per year, effective January 1, 2020, to be paid in 26 bi-weekly installments, subject to appropriate withholding and payroll taxes. The Board thanked Mr. Estrada for all that he has accomplished in 2019 and looks forward to meeting the challenges of 2020.

**PUBLIC COMMENT RELATED TO CLOSED SESSION ITEM(S) WILL BE ALLOWED BEFORE THE RECESS**

**12. ADJOURNMENT**

Vice Chair Tabor moved to adjourn the meeting. Director McQuary seconded the motion. The motion passed unanimously and the meeting adjourned at 9:53 AM.

**Santa Barbara Metropolitan Transit District**  
**Cash Report**  
**Board Meeting of January 21, 2020**  
**For the Period December 27, 2019 through January 10, 2020**

**MONEY MARKET**

**Beginning Balance December 27, 2019** **\$2,859,808.39**

Accounts Receivable	881,797.75
Passenger Fares	101,074.17
Prepays & Advertising	9,181.60
Miscellaneous Income	198.70
Measure A Transfer	<u>.77</u>
<b>Total Deposits</b>	<b>992,252.99</b>

Miscellaneous Transfers	(395.97)
401(k)/Pension Transfer	(74,227.12)
Payroll Taxes	(197,407.10)
Accounts Payable	(314,547.49)
Payroll	<u>(439,703.87)</u>
<b>Total Disbursements</b>	<b>(1,026,281.55)</b>

**CERTIFICATES OF DEPOSIT**

<b>Institution</b>	<b>Maturity</b>	<b>Rate</b>	
American Riviera Bank	2/28/2021	2.00%	<u>1,500,000.00</u>
<b>Total Certificates of Deposit</b>			<b>1,500,000.00</b>

**\$1,500,000.00**

**Ending Balance**

**\$4,325,779.83**

**CASH INVESTMENTS**

LAIF Account	\$10,217,173.08
Money Market Account	<u>4,325,779.83</u>

**Total Cash Balance**

**\$14,542,952.91**

**SELF INSURED LIABILITY ACCOUNTS**

WC / Liability Reserves	(\$5,332,630.08)
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**Working Capital**

**\$9,210,322.83**

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

<b>Date</b>	<b>Company</b>	<b>Description</b>	<b>Amount</b>
12/27/2019	Future Leaders of America	Advertising on Buses	1,020.00
12/27/2019	Future Leaders of America	Advertising on Buses	1,020.00
12/27/2019	True Media LLC/Cottage Health	Advertising on Buses	936.00
1/6/2020	Green Glider Media,Farmers M. Bank	Advertising on Buses	3,118.50
1/6/2020	Green Glider Media,Farmers M. Bank	Advertising on Buses	3,118.50
1/7/2020	S.B.C.A.G.	Amtrak Connecting Service Nov'19	12,515.48
1/8/2020	Local Transportation Fund	SB 325 - Dec'19	669,585.45
1/8/2020	Measure A, Section 3 LSTI	Measure A Funds Dec'19	180,083.28
1/10/2020	ASTI Holding Company, LLC	Overpass Property Lease Jan'20	9,197.34
1/10/2020	Coastal Community Builders	Advertising on Buses	199.50
1/10/2020	Coastal Community Builders	Advertising on Buses	150.50
1/10/2020	Wells Marketing, LLC	Advertising on Buses	853.20
<b>Total Accounts Receivable Paid During Period</b>			<b>\$881,797.75</b>

**Santa Barbara Metropolitan Transit District  
Accounts Payable**

Check #	Date	Company	Description	Amount	Voids
122773	1/3/2020	BIG BRAND TIRES, BRANDCO BILL	SERVICE VEHICLE MAINTENANCE	425.04	
122774	1/3/2020	CALACT	SEMINAR	1,055.00	
122775	1/3/2020	CARQUEST AUTO PARTS	BUS PARTS & SUPPLIES	62.86	
122776	1/3/2020	CINTAS CORPORATION	FIRST AID SUPPLIES	498.99	
122777	1/3/2020	COX COMMUNICATIONS, CORP.	INTERNET & CABLE TV	290.00	
122778	1/3/2020	CROCKER REFRIGERATION & AIR	HVAC MAINTENANCE	125.00	
122779	1/3/2020	ERGOMETRICS, INC.	DRIVER TEST SCORING	6.00	
122780	1/3/2020	FEDEX dba	FREIGHT CHARGES	172.07	
122781	1/3/2020	STATE OF CALIFORNIA	PAYROLL RELATED	1,000.02	
122782	1/3/2020	GIBBS INTERNATIONAL INC	BUS PARTS	1,147.88	
122783	1/3/2020	GRAPHICINK	PRINTING SERVICES	414.34	
122784	1/3/2020	MARY GREGG	TRAVEL EXPENSE REIMBURSEMENT	161.00	
122785	1/3/2020	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	13.84	
122786	1/3/2020	INTELLICORP RECORD INC.	PRE-EMPLOYMENT CHECK	199.00	
122787	1/3/2020	UNITED STATES TREASURY - IRS	PAYROLL RELATED	250.00	
122788	1/3/2020	JANICARE DBA	JANITORIAL SERVICES	1,405.57	
122789	1/3/2020	KIMBALL MIDWEST	SHOP SUPPLIES	254.83	
122790	1/3/2020	MC CORMIX CORP. (OIL)	LUBRICANTS	2,164.52	
122791	1/3/2020	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	2,630.19	
122792	1/3/2020	NORTHWEST PUMP & EQUIPMENT	FUEL ISLAND SUPPLIES	314.28	
122793	1/3/2020	O'REILLY AUTO PARTS DBA	BUS PARTS	5.43	
122794	1/3/2020	LETICIA RAMIREZ	PAYROLL RELATED	650.00	
122795	1/3/2020	SANSUM CLINIC	MEDICAL EXAMS	2,005.00	
122796	1/3/2020	SB COUNTY FEDERAL CREDIT UNI	PAYROLL DEDUCTION	260.00	
122797	1/3/2020	SANTA BARBARA NEWSPRESS D	PUBLIC NOTICE ADS	42.24	
122798	1/3/2020	SILVAS OIL CO., INC.	LUBRICANTS	342.07	
122799	1/3/2020	SANTA BARBARA SHERIFF'S DEPT	PAYROLL RELATED	50.00	
122800	1/3/2020	SELECT STAFFING DBA	CONTRACT SERVICES	4,368.00	
122801	1/3/2020	SM TIRE, CORP.	BUS TIRE MOUNTING	447.40	
122802	1/3/2020	SO. CAL. EDISON CO.	UTILITIES	4,052.40	
122803	1/3/2020	SOAP MAN DISTRIBUTIN DBA	CLEANING SUPPLIES	139.74	
122804	1/3/2020	SOCALGAS	UTILITIES	15.77	
122805	1/3/2020	SPECIALTY TOOL & BOLT, LTD	SHOP SUPPLIES	430.31	
122806	1/3/2020	SOUTHWEST LIFT & EQUIPMENT, I	LIFT REPAIRS & SUPPLIES	3,611.42	
122807	1/3/2020	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	41.53	
122808	1/3/2020	STATE BOARD OF EQUALIZATION	PAYROLL RELATED	250.00	
122809	1/3/2020	STEWART'S DE-ROOTING & PLUM	PLUMBING REPAIRS	967.88	
122810	1/3/2020	SB CITY OF-REFUSE/WATER	UTILITIES	3,457.79	

Check #	Date	Company	Description	Amount	Voids
122811	1/3/2020	SUN COAST RENTALS, CORP	EQUIPMENT RENTAL	251.00	
122812	1/3/2020	TANK TEAM INC.	TANK TESTS	956.57	
122813	1/3/2020	TEAMSTERS UNION LOCAL NO. 18	UNION DUES	412.78	
122814	1/3/2020	TRI COUNTY BLINDS AND DRAPES	OFFICE BLINDS	669.00	
122815	1/3/2020	TRANSIT TALENT LLC DBA	MISCELLANEOUS SERVICES	190.00	
122816	1/3/2020	TRUMAN ARNOLD COMPANIES (T	DIESEL FUEL	21,097.53	
122817	1/3/2020	J.C. M. AND ASSOCIATES INC.	UNIFORMS	1,661.00	
122818	1/3/2020	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	965.30	
122819	1/9/2020	ABC BUS COMPANIES INC	BUS PARTS	1,758.31	
122820	1/9/2020	AMERICAN MOVING PARTS, LLC	BUS PARTS	177.10	
122821	1/9/2020	BIG BRAND TIRES, BRANDCO BILL	SERVICE VEHICLE MAINTENANCE	84.61	
122822	1/9/2020	BNS ELECTRONICS, INC.	SANTA YNEZ SITE RENTAL	364.94	
122823	1/9/2020	BULLET PROOF DIESEL DBA	BUS PARTS	2,939.92	
122824	1/9/2020	BUYNAK, FAUVER, ARCHBALD&S	LEGAL COUNSEL	4,979.02	
122825	1/9/2020	BYD COACH & BUS LLC	WIP - ELECTRIC BUSES	99.66	
122826	1/9/2020	CARQUEST AUTO PARTS	BUS PARTS & SUPPLIES	241.56	
122827	1/9/2020	CITY OF SANTA BARBARA	CSR PARKING PERMITS	40.00	
122828	1/9/2020	CELTIS VENTURES, INC.	MARKETING SERVICES	9,859.83	
122829	1/9/2020	CENTRAL COAST CIRCULATION, L	BUS BOOK DISTRIBUTION	627.00	
122830	1/9/2020	COMMUNITY RADIO, INC.	GIBRALTAR SITE RENTAL	273.85	
122831	1/9/2020	CINTAS CORPORATION	FIRST AID SUPPLIES	179.91	
122832	1/9/2020	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	0.00	V
122833	1/9/2020	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	13,233.96	
122834	1/9/2020	DAVID DAVIS JR.	DIRECTOR FEES	60.00	
122835	1/9/2020	DAVID RZEPINSKI & ASSOCIATES	PROCUREMENT SERVICES	2,275.00	
122836	1/9/2020	DIESEL FORWARD, INC.	BUS PARTS	1,035.96	
122837	1/9/2020	DUNN & BYBEE TOOL CO.	COOLANT EXT/INJECTOR CART	2,135.95	
122838	1/9/2020	FAIRVIEW CHEVRON/TOM PRICE	SMOG TESTING	243.75	
122839	1/9/2020	GIBBS INTERNATIONAL INC	BUS PARTS	1,699.35	
122840	1/9/2020	GILLIG LLC	BUS PARTS	8,174.29	
122841	1/9/2020	LAWRENCE GOMOLL	PER DIEM	43.00	
122842	1/9/2020	GARY HOLLOPETER	DMV/VTT REIMBURSEMENT	56.00	
122843	1/9/2020	IRON HORSE AUTO BODY OF SB D	SERVICE VEHICLE REPAIRS	681.84	
122844	1/9/2020	LAWSON PRODUCTS INC	SHOP SUPPLIES	503.86	
122845	1/9/2020	LMA ARCHITECTS, CORP.	TC CONSTRUCTION OVERSIGHT	8,503.39	
122846	1/9/2020	MC CORMIX CORP. (OIL)	LUBRICANTS	4,567.41	
122847	1/9/2020	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	2,112.20	
122848	1/9/2020	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	505.12	
122849	1/9/2020	MOUNTAIN SPRING WATER	SHOP & OFFICE SUPPLIES	953.95	
122850	1/9/2020	NFI PARTS DBA	BUS PARTS	1,242.37	
122851	1/9/2020	PREVOST CAR INC.- CREDIT DEPT.	BUS PARTS	390.31	



Check #	Date	Company	Description	Amount	Voids
122852	1/9/2020	O'REILLY AUTO PARTS DBA	BUS PARTS	37.38	
122853	1/9/2020	PERRY LINCOLN MERCURY MAZD	SERVICE VEHICLE PARTS / REPAIRS	787.15	
122854	1/9/2020	POWERSTRIDE BATTERY CO.	EV BATTERIES	1,197.78	
122855	1/9/2020	RIVET CAMPUS MEDIA	OUTDOOR ADVERTISING	1,500.00	
122856	1/9/2020	SANTA BARBARA FASTENERS, INC	SHOP SUPPLIES	7.40	
122857	1/9/2020	SARDO BUS & COACH UPHOLSTER	VENDOR BUS REPAIRS	14,000.00	
122858	1/9/2020	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	683.65	
122859	1/9/2020	SB CITY OF-REFUSE/WATER	UTILITIES	1,762.33	
122860	1/9/2020	THE MEDCENTER	MEDICAL EXAMS	1,068.00	
122861	1/9/2020	TOOL DISCOUNTER.COM DBA	SHOP SUPPLIES	3,687.12	
122862	1/9/2020	TOYOTA OF SANTA BARBARA, CO	SERVICE VEHICLE PARTS	620.00	
122863	1/9/2020	TRAPEZE SOFTWARE GROUP, INC.	ANNUAL SOFTWARE LICENSE FEES	66,819.00	
122864	1/9/2020	TRUMAN ARNOLD COMPANIES (T	DIESEL FUEL	63,903.66	
122865	1/9/2020	U.S. BANK CORP. PAYMENT SYSTE	CREDIT CARD PURCHASES	20,239.66	
122866	1/9/2020	VALLEY POWER SYSTEMS, INC.	BUS PARTS	7,664.67	
122867	1/9/2020	WURTH USA WEST INC.	SHOP SUPPLIES	473.67	
122868	1/9/2020	ZEP SALES & SERVICE	BUS CLEANING SUPPLIES	122.01	
				<b>314,547.49</b>	
				<b>Current Cash Report Voided Checks:</b>	0.00
				<b>Prior Cash Report Voided Checks:</b>	0.00
				<b>Grand Total:</b>	<b>\$314,547.49</b>

**Santa Barbara Metropolitan Transit District**  
**Cash Report**  
**Board Meeting of February 4, 2020**  
**For the Period January 11, 2020 through January 24, 2020**

**MONEY MARKET**

**Beginning Balance January 11, 2020** **\$2,825,779.83**

Passenger Fares	166,876.46
Accounts Receivable	124,442.21
Property Tax Revenue	76,990.63
Prepays & Advertising	7,394.70
Interest Income	1,469.58
Miscellaneous Income	163.86
<b>Total Deposits</b>	<b>377,337.44</b>

Miscellaneous Transfers	(395.97)
Bank & Credit Card Fees	(5,567.12)
401(k)/Pension Transfer	(41,957.55)
Workers' Compensation	(68,453.12)
Payroll Taxes	(156,833.76)
Payroll	(345,912.45)
Accounts Payable	(948,015.37)
<b>Total Disbursements</b>	<b>(1,567,135.34)</b>

**CERTIFICATES OF DEPOSIT**

Institution	Maturity	Rate	
American Riviera Bank	2/28/2021	2.00%	1,500,000.00
<b>Total Certificates of Deposit</b>			<b>1,500,000.00</b>

**\$1,500,000.00**

**Ending Balance** **\$3,135,981.93**

**CASH INVESTMENTS**

LAIF Account	\$10,275,875.26
Money Market Account	3,135,981.93

**Total Cash Balance** **\$13,411,857.19**

**SELF INSURED LIABILITY ACCOUNTS**

WC / Liability Reserves	(\$5,332,360.08)
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**Working Capital** **\$8,079,497.11**

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

<b>Date</b>	<b>Company</b>	<b>Description</b>	<b>Amount</b>
12/4/2019	Public Surplus	Sale of Surplus Property	337.13
1/9/2020	Jill Grisham	Retiree - Vision	12.45
1/14/2020	City of S.B. Waterfront Department	Waterfront Shuttle Service-Cruise Ship Dec'19	1,428.24
1/14/2020	Department of Rehabilitation	Passes/Passports Sales	1,300.00
1/14/2020	Future Leaders of America	Advertising on Buses	1,020.00
1/15/2020	CalPERS	OPEB Reimbursement Nov'19	5,513.60
1/16/2020	Blue Line Media LLC	Advertising on Buses	2,088.00
1/21/2020	UCSB - Parking Services-7001	Passes/Passports Sales	6,700.00
1/22/2020	City of SB - Public Works Director	Downtown Shuttle Nov '19	104,793.00
1/23/2020	Cottage Hospital	Passes/Token Sales	157.50
1/23/2020	Sansum Clinic	Overpass Property Easement	1,092.29
<b>Total Accounts Receivable Paid During Period</b>			<b>\$124,442.21</b>

**Santa Barbara Metropolitan Transit District  
Accounts Payable**

Check #	Date	Company	Description	Amount	Voids
122869	1/17/2020	STATE OF CALIFORNIA	PAYROLL RELATED	600.12	
122870	1/17/2020	GUARDIAN-APPLETON (DENTAL I	DENTAL INSURANCE	4,719.40	
122871	1/17/2020	GUARDIAN-APPLETON (LIFE INS)	LIFE INSURANCE	1,060.95	
122872	1/17/2020	UNITED STATES TREASURY - IRS	PAYROLL RELATED	250.00	
122873	1/17/2020	MEDICAL EYE SERVICES, INC.	VISION INSURANCE	528.26	
122874	1/17/2020	LETICIA RAMIREZ	PAYROLL RELATED	650.00	
122875	1/17/2020	SB COUNTY FEDERAL CREDIT UNI	PAYROLL DEDUCTION	260.00	
122876	1/17/2020	SB LOCKSMITHS, INC.	B&G REPAIR & SUPPLIES	95.16	V
122877	1/17/2020	SPECIAL DISTRICT RISK MGMT	HEALTH INSURANCE	57,999.24	
122878	1/17/2020	SANTA BARBARA SHERIFF'S DEPT	PAYROLL RELATED	50.00	
122879	1/17/2020	STATE BOARD OF EQUALIZATION	PAYROLL RELATED	250.00	
122880	1/17/2020	TEAMSTERS MISC SECURITY TRU	UNION MEDICAL INSURANCE	198,861.00	
122881	1/17/2020	TEAMSTERS PENSION TRUST	UNION PENSION	92,220.46	
122882	1/17/2020	TEAMSTERS UNION LOCAL NO. 18	UNION DUES	9,513.88	
122883	1/23/2020	ACCONTEMPS DBA	CONTRACT EMPLOYMENT	4,768.57	
122884	1/23/2020	ADVANCED CABLE SYSTEMS COR	EV CHARGER DATA NETWORK	1,717.55	
122885	1/23/2020	AMERICAN MOVING PARTS, LLC	BUS PARTS	2,040.41	
122886	1/23/2020	ASBURY ENVIRONMENTAL SERVI	WASTE OIL RECYCLER	195.00	
122887	1/23/2020	JOSE BAUTISTA	AD MOUNTING/DISMOUNTING	1,056.00	
122888	1/23/2020	BIG BRAND TIRES, BRANDCO BILL	SERVICE VEHICLE MAINTENANCE	505.86	
122889	1/23/2020	HILLARY BLACKERBY	REIMBURSEMENT	412.50	
122890	1/23/2020	JAMES BRACKETT	RETIREE HEALTH REIMBURSEMENT	80.00	
122891	1/23/2020	WILLIAM BREWER	TOOL ALLOWANCE	1,100.00	
122892	1/23/2020	BRIMAR INDUSTRIES	SIGNS FOR SHOP	329.62	
122893	1/23/2020	BUENA TOOL by HAYWARD LUMB	SHOP/B&G SUPPLIES	21.53	
122894	1/23/2020	ROBERT BURNHAM	RETIREE HEALTH REIMB/SDRMA REF	285.00	
122895	1/23/2020	BUYNAK, FAUVER, ARCHBALD&S	LEGAL COUNSEL	1,288.87	
122896	1/23/2020	GILBERT CALLES	RETIREE HEALTH REIMBURSEMENT	292.00	
122897	1/23/2020	CITY OF CARPINTERIA	CHARGING STATION ELECTRICITY	302.49	
122898	1/23/2020	CALIFORNIA TRANSIT ASSOCIATI	ANNUAL MEMBERSHIP DUES	11,000.00	
122899	1/23/2020	CINTAS CORPORATION	FIRST AID SUPPLIES	764.07	
122900	1/23/2020	COTTAGE HEALTH SYSTEM	EMPLOYEE ASSISTANCE PROGRAM	2,732.00	
122901	1/23/2020	COX COMMUNICATIONS, CORP.	INTERNET & CABLE TV	468.72	
122902	1/23/2020	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	476.36	
122903	1/23/2020	NANCY CURTIS	RETIREE HEALTH REIMBURSEMENT	191.12	
122904	1/23/2020	CA DEPT. OF TAX & FEE ADMIN.	QTRLY USER FUEL TAX	1,538.63	
122905	1/23/2020	CA. DEPT. of TAX & FEE ADMINIST	UNDERGROUND STORAGE TANK FEE	3,134.94	
122906	1/23/2020	DAVID RZEPINSKI & ASSOCIATES	PROCUREMENT SERVICES	2,712.50	

Check #	Date	Company	Description	Amount	Voids
122907	1/23/2020	DENMUN OFFICE SOLUTIONS DB	IT CONTRACT SERVICES	2,805.00	
122908	1/23/2020	DOCUPRODUCTS CORPORATION	COPIER MAINTENANCE/SUPPLIES	1,256.10	
122909	1/23/2020	EASY LIFT TRANSPORTATION, INC	MONTHLY ADA SUBSIDY	80,969.50	
122910	1/23/2020	ELECTRO-MECHANICAL REPAIR, I	BUS PARTS & REPAIRS	378.39	
122911	1/23/2020	FEDEX dba	FREIGHT CHARGES	74.53	
122912	1/23/2020	JEFFREY K. FISHER CONSULTING	PROFESSIONAL SERVICES	1,450.00	
122913	1/23/2020	SHERRIE FISHER	RETIREE HEALTH REIMBURSEMENT	308.48	
122914	1/23/2020	FLEET SERVICES, INC.	BUS PARTS	279.71	
122915	1/23/2020	FAIRVIEW CHEVRON/TOM PRICE	SMOG TESTING	71.50	
122916	1/23/2020	FRONTIER CALIFORNIA INC.	TELEPHONE SERVICE	2,052.86	
122917	1/23/2020	GENFARE, A DIVISION OF SPX COR	FAREBOX REPAIRS & PARTS	410.00	
122918	1/23/2020	G.L. HYDRAULICS INC.	VENDOR BUS REPAIRS	1,180.63	
122919	1/23/2020	GIBBS INTERNATIONAL INC	BUS PARTS	1,518.62	
122920	1/23/2020	GILLIG LLC	BUS PARTS	11,042.95	
122921	1/23/2020	GARY GLEASON	RETIREE HEALTH REIMBURSEMENT	247.95	
122922	1/23/2020	GOODYEAR TIRE & RUBBER CO	BUS TIRE LEASE	12,414.38	
122923	1/23/2020	GRAPHICINK	PRINTING SERVICES	382.51	
122924	1/23/2020	MARY GREGG	TRAVEL EXPENSE REIMBURSEMENT	181.50	
122925	1/23/2020	JILL GRISHAM	RETIREE HEALTH REIMB/SDRMA REF	251.36	
122926	1/23/2020	ALI HABIBI	RETIREE HEALTH REIMBURSEMENT	570.00	
122927	1/23/2020	HNRY LOGISTICS, INC.	FREIGHT	723.85	
122928	1/23/2020	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	117.88	
122929	1/23/2020	ISSQUARED, INC.	PC SECURITY SOFTWARE	22,760.00	
122930	1/23/2020	JAY DANIEL ROBERTSON	RETIREE HEALTH REIMBURSEMENT	285.00	
122931	1/23/2020	LOUIS JONES	RETIREE HEALTH REIMBURSEMENT	221.00	
122932	1/23/2020	JOY EQUIPMENT PROTECTION, IN	SERVICING FIRE EXTINGUISHERS	1,911.80	
122933	1/23/2020	LINDA LEE LACKEY	RETIREE HEALTH REIMBURSEMENT	855.00	
122934	1/23/2020	LABOR ALLIANCE MANAGED TRU	UNION DENTAL INSURANCE	10,785.75	
122935	1/23/2020	LMA ARCHITECTS, CORP.	TC CONSTRUCTION OVERSIGHT	5,186.86	
122936	1/23/2020	LA CUMBRE FEED, INC.	SOFT WATER SYSTEM SUPPLIES	409.72	
122937	1/23/2020	LOUIS MANDEVILLE	RETIREE HEALTH REIMBURSEMENT	285.00	
122938	1/23/2020	DEVVIN MANKER	TOOL ALLOWANCE	1,100.00	
122939	1/23/2020	JUAN MARTINEZ	TOOL ALLOWANCE	1,100.00	
122940	1/23/2020	MC CORMIX CORP. (OIL)	LUBRICANTS	6,731.93	
122941	1/23/2020	MCMaster-CARR SUPPLY CO.	SHOP/B&G SUPPLIES	385.77	
122942	1/23/2020	MIKE CUEVAS GARDENING SERVI	LANDSCAPE MAINTENANCE SERVICE	765.00	
122943	1/23/2020	MISSION LINEN SUPPLY, INC	UNIFORM & LINEN SERVICE	6,365.19	
122944	1/23/2020	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	246.26	
122945	1/23/2020	MULLEN & HENZELL	CALLE REAL PROJECT SERVICES	11,974.95	
122946	1/23/2020	MUNOZ JANITORIAL	JANITORIAL SERVICES	6,250.00	
122947	1/23/2020	NATIONAL INTERSTATE INS INC.	LIABILITY INSURANCE	26,034.23	

Check #	Date	Company	Description	Amount	Voids
122948	1/23/2020	NEWEGG, INC	IT EQUIPMENT & SUPPLIES	206.41	
122949	1/23/2020	NEWTON CONSTRUCTION & MGM	TRANSIT CENTER RENOVATIONS	179,458.61	
122950	1/23/2020	NFI PARTS DBA	BUS PARTS	231.56	
122951	1/23/2020	PREVOST CAR INC.- CREDIT DEPT.	BUS PARTS	206.46	
122952	1/23/2020	OIL PRICE INFORMATION SVC, LL	DIESEL FUEL PRICE INFORMATION	1,068.00	
122953	1/23/2020	PITNEY BOWES INC	POSTAGE METER QTRLY CHARGES	146.81	
122954	1/23/2020	CAREY POINDEXTER	RETIREE HEALTH REIMBURSEMENT	285.00	
122955	1/23/2020	PRISCILLA REID	RETIREE HEALTH REIMBURSEMENT	120.00	
122956	1/23/2020	REPUBLIC ELEVATOR, INC	ELEVATOR MAINTENANCE	170.00	
122957	1/23/2020	NOLAN D ROBERTSON	REIMBURSEMENTS	250.00	
122958	1/23/2020	AL ROMERO SR.	RETIREE HEALTH REIMBURSEMENT	178.00	
122959	1/23/2020	SAFETY-KLEEN CORPORATION	SHOP SUPPLIES	310.72	
122960	1/23/2020	SANTA MARIA TIMES, INC	EMPLOYMENT ADS/PUBLIC NOTICES	874.07	
122961	1/23/2020	SILVAS OIL CO., INC.	LUBRICANTS	612.21	
122962	1/23/2020	BRIAN SCHWARZ	PER DIEM	1,100.00	
122963	1/23/2020	SANTA BARBARA TROPHY	DRIVER NAME PLATES	40.02	
122964	1/23/2020	SM TIRE, CORP.	BUS TIRE MOUNTING	869.40	
122965	1/23/2020	SO. CAL. EDISON CO.	UTILITIES	5,794.73	
122966	1/23/2020	SOCALGAS	UTILITIES	1,271.18	
122967	1/23/2020	STANTEC ARCHITECTURE INC.	FACILITIES MASTER PLAN	101,089.67	
122968	1/23/2020	STEWART'S DE-ROOTING & PLUM	PLUMBING REPAIRS	419.60	
122969	1/23/2020	THE MEDCENTER	MEDICAL EXAMS	862.00	
122970	1/23/2020	TRUMAN ARNOLD COMPANIES (T	DIESEL FUEL	21,528.33	
122971	1/23/2020	J.C. M. AND ASSOCIATES INC.	UNIFORMS	1,394.54	
122972	1/23/2020	UNITED STATES SEATING	BUS PARTS	1,063.05	
122973	1/23/2020	VEHICLE MAINTENANCE PROGRA	BUS PARTS	432.91	
122974	1/23/2020	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	863.54	
122975	1/23/2020	YELLOW (YRC) TRANSPORTATION	FREIGHT CHARGES	184.08	
122976	1/23/2020	ALEXANDER YOUNG	RETIREE HEALTH REIMBURSEMENT	266.26	
				<b>948,110.53</b>	
				<b>Current Cash Report Voided Checks:</b>	95.16
				<b>Prior Cash Report Voided Checks:</b>	0.00
				<b>Grand Total:</b>	<b>\$948,015.37</b>



**BOARD OF DIRECTORS REPORT**

**MEETING DATE:** FEBRUARY 4, 2020 **AGENDA ITEM: #7**  
**DEPARTMENT:** FINANCE  
**TYPE:** ACTION ITEM  
**PREPARED BY:** THAIS SAYAT \_\_\_\_\_  
*Signature*  
**REVIEWED BY:** GENERAL MANAGER \_\_\_\_\_  
*Signature*  
**SUBJECT:** DRAFT FISCAL YEAR 2019-20 BUDGET REVISION

**RECOMMENDATION:**

Staff is recommending that the Board of Directors approve the attached Fiscal Year 2019-20 (FY 2019-20) Budget Revision.

**DISCUSSION:**

The take away from the six month review of actual revenue and expenses compared to the budget is that Workers Compensation (**WC**) expenses and claim reserve levels were \$1.1M more than anticipated. This turn of events created a significant deficit for the first half of the fiscal year. Fortunately, the District is receiving a reimbursement for 2008 underground storage tank (**UST**) removal and cleanup costs, which will alleviate a large part of the midyear deficit. However, based on cost projections, a deficit of \$1.3M is still expected for the full year. To keep the use of reserves at the originally budgeted level, staff is recommending the reallocation of \$775K of capital revenue to operating revenue.

<b>Budget Revision</b>			
<b>(\$ thousands)</b>			
	<u>Revised Budget</u>	<u>Original Budget</u>	<u>Change</u>
Total Operating Revenue	\$28,230	\$26,689	\$1,541
Total Operating Expenses	28,752	27,189	1,562
Surplus / (Deficit)	<u>(\$522)</u>	<u>(\$501)</u>	<u>(\$21)</u>

In this year’s budget, the District set aside \$1M of the total estimated federal formula assistance for capital projects in preparation for the potential loss of operating assistance resulting from the decennial census (it is likely the District’s current categorization as a “small urbanized area” will be changed to a “large urbanized area”, resulting in a significant decrease to the District’s federal assistance). Unfortunately, given the increased deficit this year, MTD will have to defer allocating a significant portion of formula assistance towards capital projects until next year (note that the planned \$1M reallocation was being partially offset by the decision to use \$600,000 in STA funds as operating revenue. Increased STA funding from SB1 enabled this strategy).

## BOARD OF DIRECTORS REPORT

### Operating Revenue Detail 6 Months Ended December 31, 2019 (\$ thousands)

	FY 19-20 Actual	FY 19-20 Budget	Variance Amt	Variance %	FY 18-19 Actual	Variance Amt	Variance %
<i>FAREBOX REVENUE</i>							
Cash Fares & Tokens	\$978	\$1,008	(\$30)	-3%	\$1,007	(\$30)	-3%
Adult Passes	554	574	(20)	-4%	576	(22)	-4%
Youth Passes	249	294	(45)	-15%	277	(29)	-10%
Senior Passes	105	102	3	3%	99	6	6%
Mobility Passes	71	71	0	0%	71	0	0%
Day Passes	2	6	(4)	-62%	8	(5)	-70%
Downtown-Waterfront Shuttle	610	612	(2)	0%	582	28	5%
UCSB Contract Fares	465	461	4	1%	454	11	2%
SBCB Contract Fares	442	461	(20)	-4%	461	(20)	-4%
Special Event Fares & Amtrak	49	37	12	33%	40	9	22%
City My Ride Program	15	15	0	2%	14	0	3%
Subtotal	\$3,539	\$3,640	(\$101)	-3%	\$3,590	(\$52)	-1%
<i>GRANTS &amp; SUBSIDIES</i>							
TDA Sales Tax Revenue	\$4,688	\$4,594	\$94	2%	\$4,155	\$534	13%
FTA Formula Assistance	2,424	2,423	1	0%	2,610	(186)	-7%
Measure A	1,180	1,108	72	7%	1,123	57	5%
State & Local Op Assistance	812	821	(10)	-1%	708	104	15%
Property Tax Revenue	702	698	4	1%	671	31	5%
Subtotal	\$9,806	\$9,644	\$162	2%	\$9,266	\$540	6%
<i>NON-TRANSPORTATION INCOME</i>							
Advertising on Buses	\$220	\$238	(\$17)	-7%	\$261	(\$40)	-15%
Interest on Investments	133	116	17	14%	108	25	23%
Lease & Other Income	597	65	532	816%	195	402	206%
Subtotal	\$950	\$419	\$531	127%	\$564	\$387	69%
Total Operating Revenue	\$14,295	\$13,703	\$592	4%	\$13,420	\$875	7%

At the six month mark, total revenue exceeded the budget by 4%. This was due to the inflow from the State Water Resources Control Board for reimbursement of the Overpass UST costs. Both TDA-Local Transportation Fund and Measure A operating revenues were more than anticipated and grew over the prior year. The \$4.7M in TDA Sales Tax revenue includes \$300K of the District's TDA-State Transit Funds (**STA**). In the past, the District typically allocated 100% of STA funds to capital projects. It is worth mentioning that although the federal transportation budget is approved for FY19-20, the FTA appropriations have not been issued so FY19-20 section 5307 revenue is still an estimate. Total operating revenue increased by 7% over the prior year mostly due to the previously identified UST reimbursement and inclusion of STA funds. In regards to Fare revenue, there was a notable delay in a bulk pass sale. If it had taken place in December instead of January, midyear fare revenue would have been flat with the prior year.

The budget revision incorporates a \$1.5M increase to total revenues stemming from the reallocation of \$775K of federal formula assistance (section 5307 funds) to the operating budget from capital budget. A \$790K budget revision to Other Income was also added mainly for the UST refund. There is an offset to the UST reimbursement in the form of consultant fees that is



## BOARD OF DIRECTORS REPORT

addressed in the expense portion of this report. The budget for Fare revenue was slightly adjusted to account for SBCC contract fares lower than anticipated enrollment.

### Operating Expense Detail 6 Months Ended December 31, 2019 (\$ thousands)

	FY 19-20	FY 19-20	Variance		FY 18-19	Variance	
	Actual	Budget	Amt	%	Actual	Amt	%
<i>ROUTE OPERATIONS</i>							
Drivers	\$6,129	\$6,096	\$32	1%	\$5,882	\$247	4%
Dispatch & Supervision	394	372	22	6%	373	21	6%
Hiring & Training	173	212	(39)	-18%	219	(46)	-21%
Risk & Safety	2,128	918	1,210	132%	681	1,447	213%
Transportation Subsidies	486	486	0	0%	521	(35)	-7%
Subtotal	\$9,308	\$8,083	\$1,225	15%	\$7,675	\$1,633	21%
<i>VEHICLE MAINTENANCE</i>							
Mechanics	\$606	\$631	(\$25)	-4%	\$559	\$47	8%
Cleaners & Fuelers	413	417	(5)	-1%	408	5	1%
Supervision	389	368	21	6%	335	54	16%
Vehicle Consumables	1,123	1,172	(49)	-4%	894	229	26%
Bus Parts & Supplies	342	355	(13)	-4%	346	(4)	-1%
Vendor Services	(11)	54	(65)	-121%	65	(76)	-117%
Risk & Safety	1	31	(30)	-97%	63	(62)	-98%
Subtotal	\$2,862	\$3,028	(\$166)	-5%	\$2,670	\$192	7%
<i>PASSENGER ACCOMMODATIONS</i>							
Passenger Facilities	\$267	\$278	(\$10)	-4%	\$270	(\$2)	-1%
Transit Development	156	182	(26)	-14%	94	61	65%
Marketing & Community Relation	152	200	(48)	-24%	171	(19)	-11%
Fare Revenue Collection	175	167	8	5%	186	(12)	-6%
Subtotal	\$750	\$827	(\$76)	-9%	\$721	\$29	4%
<i>GENERAL OVERHEAD</i>							
Finance	\$290	\$329	(\$39)	-12%	\$316	(\$26)	-8%
Personnel	92	92	1	1%	85	8	9%
Utilities & Communication	132	125	7	6%	130	2	1%
Operating Facilities	203	215	(12)	-6%	209	(6)	-3%
District Administration	954	916	38	4%	773	181	23%
Subtotal	\$1,671	\$1,677	(\$6)	0%	\$1,513	\$158	10%
Total Operating Cost	\$14,592	\$13,615	\$977	7%	\$12,580	\$2,012	16%

For the first half of the fiscal year, total operating costs were 7% more than the budget and grew by 16% compared to the prior year. The District experienced upward movement largely isolated to WC costs for Route Operations. These costs alone exceeded the budget by \$1M because of larger than anticipated WC expenses and claim reserve levels. Liability costs were \$100K more than anticipated and increased by \$200K over the prior year. As is typical, the midyear budget projection is based on full employment. Deviations from not maintaining full employment were seen in most departments and did result in lower levels of outlays. However, the period also reflected increased usage of contract labor to fill some vacancies. As mentioned in the revenue

**BOARD OF DIRECTORS REPORT**

section, the District incurred costs for professional service fees associated with the UST reimbursement. After accounting for \$90K in fees, which were contingent on successful recovery of UST removal and cleanup costs, the District's net reimbursement was more than \$400K by midyear.

The basis for the \$1.5M or the 6% FY19-20 budget revision is limited to the few key areas previously mentioned: expanded WC and liability costs; revisions accounting for existing employment levels and the removal of the freeze on the Purchasing Assistant and the HR Generalist positions for the fourth quarter; and changes to contract labor/professional services. It is worth recognizing that if the WC changes were not required, then the FY19-20 budget revision would reflect only a 1% increase in total operating expenses compared to the original budget. The fluctuation in WC costs creates budgeting challenges. To this end, staff is exploring possible options to decrease the volatility of WC expenditures going forward.

**Capital Budget**

<b>Capital Budget Revision</b>			
(\$ thousands)			
	<u>Revised Budget</u>	<u>Original Budget</u>	<u>Change</u>
Total Capital Projects	\$19,370	\$26,937	(\$7,567)

The District's \$27M capital budget has been revised down to a lesser amount of \$19M. An acquisition of eight 40" electric buses was removed from the budget because the District's application for the federal discretionary "Low-No" grant program was not approved. Since the mobile on-board payments project is being deferred, it has been removed from the budget. Additional capital expenditures of \$1.5M have been added to account for the cost of recommissioning the Overpass facility, TC renovation change orders, and the purchase of five paratransit vans for use by Easy Lift. Capital outlays for the period slightly surpassed the \$2M mark, which were primarily associated with the TC renovation and paratransit van acquisitions. Increased capital activity is expected during the last half of the year, particularly with the TC renovations and payments for the purchase and lease of BYD buses.

**ATTACHMENT:**

- *Draft Fiscal Year 2019-20 Revised Operating & Capital Budget*



**FISCAL YEAR 2019-20**  
**OPERATING & CAPITAL BUDGET**

**Draft Midyear Budget Revision**

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

February 4, 2020

## Operating Budget Summary Fiscal Year 2019-20

	FY 2019-20	FY 2019-20	Change		FY 2018-19	Change	
	Revised	Original	Amount	%	Actual	Amount	%
<i>OPERATING REVENUE</i>							
Fare Revenue	\$7,227,666	\$7,254,519	(\$26,854)	0%	\$7,167,098	\$60,568	1%
Sales Tax Revenue	10,832,211	10,832,211	0	0%	10,185,033	647,178	6%
FTA Operating Assistance	5,573,989	4,797,946	776,043	16%	5,256,241	317,748	6%
State & Local Op Assistance	1,642,661	1,642,661	0	0%	1,410,486	232,175	16%
Property Tax Revenue	1,342,320	1,342,320	0	0%	1,295,656	46,664	4%
Non-Transportation Income	1,611,043	819,151	791,892	97%	945,298	665,745	70%
<i>Total Operating Revenue</i>	<u>\$28,229,889</u>	<u>\$26,688,808</u>	<u>\$1,541,082</u>	<u>6%</u>	<u>\$26,259,812</u>	<u>\$1,970,077</u>	<u>8%</u>
<i>OPERATING EXPENSES</i>							
Route Operations	\$17,878,585	\$16,394,569	\$1,484,016	9%	\$15,835,457	\$2,043,128	13%
Vehicle Maintenance	5,847,881	5,994,501	(146,620)	-2%	5,937,146	(89,265)	-2%
Passenger Accommodations	1,626,035	1,609,219	16,816	1%	1,487,301	138,734	9%
General Overhead	3,399,415	3,191,168	208,247	7%	3,199,755	199,660	6%
<i>Total Operating Expense</i>	<u>\$28,751,916</u>	<u>\$27,189,457</u>	<u>\$1,562,459</u>	<u>6%</u>	<u>\$26,459,659</u>	<u>\$2,292,257</u>	<u>9%</u>
Surplus / (Deficit)	<u>(\$522,027)</u>	<u>(\$500,649)</u>			<u>(\$199,847)</u>		

## Operating Revenue Summary Fiscal Year 2019-20

	FY 2019-20 Revised	FY 2019-20 Original	Change		FY 2018-19 Actual	Change	
			Amount	%		Amount	%
<b>FAREBOX REVENUE</b>							
Cash Fares & Tokens	\$1,910,165	\$1,910,165	\$0	0%	\$1,909,062	\$1,103	0%
Adult Passes	1,159,849	1,159,849	0	0%	1,156,603	3,246	0%
Youth Passes	560,389	560,389	0	0%	530,660	29,729	6%
Senior Passes	208,075	208,075	0	0%	201,158	6,917	3%
Mobility Passes	141,248	141,248	0	0%	141,586	(338)	0%
Day Passes	10,053	10,053	0	0%	12,891	(2,838)	-22%
Microtransit Fares	0	0	0	n/a	0	0	n/a
Downtown-Waterfront Shuttle	1,224,374	1,224,374	0	0%	1,190,772	33,602	3%
UCSB Contract Fares	1,120,234	1,116,372	3,862	0%	1,096,644	23,590	2.2%
SBCC Contract Fares	796,079	826,794	(30,715)	-4%	826,794	(30,715)	-4%
Special Event Fares & Amtrak	67,200	67,200	0	0%	71,043	(3,843)	-5%
City My Ride Program	30,000	30,000	0	0%	29,885	115	0%
<i>Subtotal</i>	<u>\$7,227,666</u>	<u>\$7,254,519</u>	<u>(\$26,854)</u>	0%	<u>\$7,167,098</u>	<u>\$60,568</u>	1%
<b>GRANTS &amp; SUBSIDIES</b>							
LTF Sales Tax Revenue	\$8,102,028	\$8,102,028	\$0	0%	\$7,921,258	\$180,770	2%
FTA Formula Assistance	5,573,989	4,797,946	776,043	16%	5,256,241	317,748	6%
Measure A	2,130,183	2,130,183	0	0%	2,263,775	(133,592)	-6%
State & Local Op Assistance	1,642,661	1,642,661	0	0%	1,410,486	232,175	16%
Property Tax Revenue	1,342,320	1,342,320	0	0%	1,295,656	46,664	4%
STA/SB1 Sales Tax Revenue	600,000	600,000	0	0%	0	600,000	n/a
<i>Subtotal</i>	<u>\$19,391,181</u>	<u>\$18,615,138</u>	<u>\$776,043</u>	4%	<u>\$18,147,416</u>	<u>\$1,243,765</u>	7%
<b>NON-TRANSPORTATION INCOME</b>							
Advertising on Buses	\$475,000	\$475,000	\$0	0%	\$453,509	\$21,491	5%
Lease & Other Income	903,862	111,970	791,892	707%	259,317	644,545	249%
Interest Income	232,181	232,181	0	0%	232,472	(291)	0%
<i>Subtotal</i>	<u>\$1,611,043</u>	<u>\$819,151</u>	<u>\$791,892</u>	97%	<u>\$945,298</u>	<u>\$665,745</u>	70%
<i>Total Operating Revenue</i>	<u>\$28,229,889</u>	<u>\$26,688,808</u>	<u>\$1,541,082</u>	6%	<u>\$26,259,812</u>	<u>\$1,970,077</u>	8%

### Fare Revenue by Category

Cash & Token Fares	\$1,910,165	\$1,910,165	\$0	0%	\$1,909,062	\$1,103	0%
Pass Sales	2,079,614	2,079,614	0	0%	2,042,898	36,716	2%
Microtransit Fares	0	0	0	n/a	0	0	n/a
Contract Fares	3,237,887	3,264,740	(26,854)	-1%	3,215,138	22,749	1%
<i>Total Farebox Revenue</i>	<u>\$7,227,666</u>	<u>\$7,254,519</u>	<u>(\$26,854)</u>	0%	<u>\$7,167,098</u>	<u>\$60,568</u>	1%

## Operating Expense Summary Fiscal Year 2019-20

	FY 2019-20	FY 2019-20	Change		FY 2018-19	Change	
	Revised	Original	Amount	%	Actual	Amount	%
<b>ROUTE OPERATIONS</b>							
Drivers	\$12,258,708	\$12,326,788	(\$68,079)	-1%	\$11,814,599	\$444,109	4%
Dispatch & Supervision	740,527	740,790	(263)	0%	757,390	(16,863)	-2%
Hiring & Training	423,801	422,544	1,257	0%	463,458	(39,657)	-9%
Risk & Safety	3,483,914	1,932,814	1,551,100	80%	1,808,048	1,675,866	93%
Transportation Subsidies	971,634	971,634	0	0%	991,962	(20,328)	-2%
<i>Subtotal</i>	<u>\$17,878,585</u>	<u>\$16,394,569</u>	<u>\$1,484,016</u>	9%	<u>\$15,835,457</u>	<u>\$2,043,128</u>	13%
<b>VEHICLE MAINTENANCE</b>							
Mechanics	\$1,163,525	\$1,263,494	(\$99,969)	-8%	\$1,189,093	(\$25,568)	-2%
Cleaners & Fuelers	830,599	833,094	(2,495)	0%	829,627	972	0%
Supervision	757,043	733,949	23,094	3%	708,471	48,572	7%
Vehicle Consumables	2,245,534	2,283,784	(38,250)	-2%	2,045,564	199,970	10%
Bus Parts & Supplies	710,000	710,000	0	0%	961,561	(251,561)	-26%
Vendor Services	77,500	107,500	(30,000)	-28%	107,287	(29,787)	-28%
Risk & Safety	63,679	62,679	1,000	2%	95,543	(31,864)	-33%
<i>Subtotal</i>	<u>\$5,847,881</u>	<u>\$5,994,501</u>	<u>(\$146,620)</u>	-2%	<u>\$5,937,146</u>	<u>(\$89,265)</u>	-2%
<b>PASSENGER ACCOMMODATIONS</b>							
Passenger Facilities	\$571,147	\$554,061	\$17,086	3%	\$553,211	\$17,936	3%
Transit Development	362,813	362,911	(98)	0%	266,780	96,033	36%
Marketing & Community Relations	368,079	367,977	102	0%	315,949	52,130	16%
Fare Revenue Collection	323,997	324,270	(273)	0%	351,361	(27,364)	-8%
<i>Subtotal</i>	<u>\$1,626,035</u>	<u>\$1,609,219</u>	<u>\$16,816</u>	1%	<u>\$1,487,301</u>	<u>\$138,734</u>	9%
<b>GENERAL OVERHEAD</b>							
Finance	\$560,887	\$616,366	(\$55,479)	-9%	\$598,939	(\$38,052)	-6%
Personnel	214,245	183,437	30,808	17%	175,726	38,519	22%
Utilities & Communication	249,718	249,718	0	0%	246,206	3,512	1%
Operating Facilities	429,889	429,824	65	0%	408,352	21,537	5%
District Administration	1,944,676	1,711,823	232,853	14%	1,770,532	174,144	10%
<i>Subtotal</i>	<u>\$3,399,415</u>	<u>\$3,191,168</u>	<u>\$208,247</u>	7%	<u>\$3,199,755</u>	<u>\$199,660</u>	6%
<b>Total Operating Expenses</b>	<u><u>\$28,751,916</u></u>	<u><u>\$27,189,457</u></u>	<u><u>\$1,562,459</u></u>	6%	<u><u>\$26,459,659</u></u>	<u><u>\$2,292,257</u></u>	9%

# Capital Projects Budget

## Fiscal Year 2019-20

	FY19-20 Revised Budget	FY19-20 Original	Change
<i>REVENUE VEHICLE PURCHASES</i>			
40' Electric Buses (8) [No-Lo]	\$0	\$8,840,000	(\$8,840,000)
40' Electric Buses (4)	\$3,750,000	\$3,750,000	0
30' Electric Buses (4)	1,696,873	1,696,873	0
30' Electric Buses (6) [Capital Lease]	368,461	368,461	0
Paratransit Vans (5)	210,000	0	210,000
Subtotal	\$6,025,334	\$14,655,334	(\$8,630,000)
<i>REVENUE VEHICLE IMPROVEMENTS</i>			
Bus Refurbishing/Repainting (2 years)	\$4,845,000	\$4,800,000	\$45,000
Bus Component Replacements Allowance	75,000	75,000	0
Hybrid Bus Battery Replacements	375,000	375,000	0
Subtotal	\$5,295,000	\$5,250,000	\$45,000
<i>OPERATING FACILITIES</i>			
Shop Structural Upgrades	\$250,000	\$250,000	\$0
Charging Infrastructure	150,000	150,000	0
Overpass Facility Recommissioning	1,200,000	0	1,200,000
Facilities Master Plan	350,000	332,000	18,000
Operating Facilities Allowance	75,000	75,000	0
Calle Real Property Development Allowance	200,000	200,000	0
Subtotal	\$2,225,000	\$1,007,000	\$1,218,000
<i>PASSENGER FACILITIES</i>			
Transit Center Improvements	\$3,900,000	\$3,700,000	\$200,000
Bus Stop Improvements (2 years)	1,000,000	1,000,000	0
Subtotal	\$4,900,000	\$4,700,000	\$200,000
<i>INTELLIGENT TRANSPORTATION SYSTEMS</i>			
AVL & ITS Systems Allowance	\$75,000	\$75,000	\$0
Advanced Fare Payment System	0	400,000	(400,000)
Subtotal	\$75,000	\$475,000	(\$400,000)
<i>INFORMATION SYSTEMS</i>			
Business Software Allowance	\$75,000	\$75,000	0
IT Systems & Security Allowance	125,000	125,000	0
Subtotal	\$200,000	\$200,000	\$0
<i>OTHER EQUIPMENT</i>			
Shop Equipment Allowance	\$50,000	\$50,000	\$0
Service Vehicles	560,000	560,000	0
Farebox & Radio Allowance	30,000	30,000	0
Office Furniture Allowance	10,000	10,000	0
Subtotal	\$650,000	\$650,000	\$0
Total Capital Projects	\$19,370,334	\$26,937,334	(\$7,567,000)

To: MTD Board of Directors  
From: Jerry Estrada, General Manager  
Date: February 4, 2020  
Subject: General Manager's Report

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

Operations is holding our mandated VTT (Verification of Transit Training) sessions the week of February 24. These educational training classes are held four different days of a designated week, at varying times, to accommodate employees' different work schedules. VTT certification is required of all that hold a Class B license with passenger endorsements, such as our bus operators. Topics that are included during these sessions include, but are not limited to, current issues, ADA, new equipment, and new laws. Prospective bus operators in training, Adrian Melendes, David Nunes and Nestor Venzon, are at different stages in the process and progressing well.

On December 2, 2019, we began BYD service on the Seaside Shuttle in Carpinteria. The last four E-bus Shuttles have been retired and are currently being prepped for auction. Removal of the E-Bus chargers at Terminal 1 is complete.

Beginning in February, we will begin our annual PM's on bus air conditioning systems in preparation for summer. Additionally, mechanics received training on how to install new wireless transponders on our diesel buses. These transponders will work with our new Gasboy Fuel Management system that will be installed at the fuel station once our fleet has been retrofitted.

Staff issued an Invitation for Bids (IFB) for the purchase and installation of a fall arrest system. The system will enable MTD's maintenance personnel to service the batteries atop the BYD fleet and battery-electric buses that will be added to the fleet in the future. The IFB resulted in a single bid that staff is currently evaluating. It is anticipated that the decision of whether to award a contract to the single bidder will occur the week of February 3<sup>rd</sup>.

Work continues on the Transit Center renovation project. Interior reconstruction is underway, and the crew has begun replacement of the concrete driveway and boarding area.



## **Administration**

Planning and Marketing Manager Hillary Blackerby is attending the 2020 Emergency Communications Academy hosted by the California Governor's Office of Emergency Services (CalOES) and the California Association of Public Information Officers (CAPIO). This is a two-day hands on training academy focusing on handling the unique complexities of crises such as natural and manmade disasters. The Marketing team is preparing a comprehensive ridership campaign to encourage infrequent riders or non-riders to get on board and try the bus.

On January 15, General Manager Jerry Estrada and staff attended a meeting of Santa Barbara County transit operators convened by the Santa Barbara County Association of Governments (SBCAG). The meeting included updates regarding potential federal funding for the Clean Air Express and upcoming transit funding opportunities. Mr. Estrada updated the group regarding FTA's requirements for the Public Transportation Agency Safety Plan.

Staff listened in on a California Transit Association (CTA) presentation on potential changes to the requirements for receiving funds from the Transportation Development Act - Local Transportation Fund (TDA-LTF). In the words of CTA, the potential changes would create a more rational results-oriented accountability framework for agencies that miss their farebox recovery target.

Finance has completed yearend payroll tax and accounts payable reconciliations resulting in the issuance of W-2s to employees and 1099s to applicable vendors. A performance review of investment options available to participants in the District's 401(k) and 457(b) retirement plans was recently completed by NFP, the financial advisor for the plans. Based on the results, the pension committee authorized the recommended replacement of two funds not meeting the evaluation criteria. As part of MTD's fiduciary responsibility as the plan sponsor, such investment reviews are carried out every six months. The evaluations are focused on a number of weighted factors such as performance results, fund expenses, peer group rankings, and variance from fund style (e.g., large vs. small cap or value vs. growth).