



FINANCE, HUMAN RESOURCES & RISK COMMITTEE AGENDA

MEETING
of the
FINANCE, HUMAN RESOURCES & RISK COMMITTEE
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

A Public Agency

Tuesday, February 25, 2020

9:00 AM

John G. Britton Auditorium

550 Olive Street, Santa Barbara, CA 93101

1. **CALL TO ORDER**
2. **ROLL CALL OF THE COMMITTEE MEMBERS**
Dave Tabor (Chair), Dick Weinberg (Director), Olivia Rodriguez (Director).
3. **REPORT REGARDING POSTING OF AGENDA**
4. **APPROVAL OF PRIOR MINUTES - (ACTION MAY BE TAKEN)**
The Committee will be asked to review the prior minutes for the meeting of January 21, 2020.
5. **PUBLIC COMMENT**
Members of the public may address the Committee on items within the jurisdiction of the Committee that are not scheduled for public hearing. The time allotted per speaker will be at the discretion of the Committee Chair. Please complete and deliver a *Request to Speak* form, including a description of the subject you wish to address, to the MTD Board Clerk before the meeting is convened. These forms are available at the meeting or on our website www.sbmtd.gov.
6. **FIRST DRAFT OF FISCAL YEAR 2020-21 BUDGET - (ATTACHMENT - ACTION MAY BE TAKEN)**
Staff will present the first draft of the Fiscal Year 2020-21 (FY20-21) budget to the Finance, Human Resources & Risk Committee and seek its direction on the draft for forwarding it to the full board for its review.
7. **COMMERCIAL AUTO AND GENERAL LIABILITY RENEWAL - (ACTION MAY BE TAKEN)**
Staff will provide the Committee with a progress update on the renewal for the Commercial Auto and General Liability policy effective April 1, 2020.
8. **OTHER BUSINESS AND REPORTS - (ACTION MAY BE TAKEN)**
Committee members will report on other related issues.
9. **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.



FINANCE, HUMAN RESOURCES & RISK COMMITTEE DRAFT MINUTES

MEETING
of the
FINANCE, HUMAN RESOURCES & RISK COMMITTEE
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
A Public Agency
Tuesday, January 21, 2020
9:00 AM
John G. Britton Auditorium
550 Olive Street, Santa Barbara, CA 93101

- 1. CALL TO ORDER**
Committee Chair Dave Tabor called the meeting to order at 9:00 AM.
- 2. ROLL CALL OF THE COMMITTEE MEMBERS**
Chair Tabor noted that all members were present.
- 3. REPORT REGARDING POSTING OF AGENDA**
Christina Perry, Administrative Assistant / Clerk of the Board, reported that the agenda was posted on Friday, January 17, 2020, at MTD's Administrative office, mailed and emailed to those on the agenda list, and posted on MTD's website.
- 4. APPROVAL OF PRIOR MINUTES - (ATTACHMENT - ACTION MAY BE TAKEN)**
The Committee was asked to review the approved minutes for the meeting of October 24, 2019.

Committee Member Olivia Rodriguez moved to approve the prior minutes. Committee Member Dick Weinberg seconded the motion. The motion was approved unanimously.
- 5. PUBLIC COMMENT**
No public comments were made.
- 6. DRAFT FY 2019-20 MIDYEAR BUDGET REVISION - (ATTACHMENT - ACTION MAY BE TAKEN)**
Assistant Controller Thais Sayat presented the proposed Fiscal Year 2019-20 Budget and the Committee provided staff with feedback.

Committee Member Rodriguez moved to advance the proposed Fiscal Year 2019-20 Budget to the full Board of Directors for consideration. Committee Member Weinberg seconded the motion. The motion passed unanimously.
- 7. OTHER BUSINESS AND REPORTS - (ACTION MAY BE TAKEN)**
No other business was discussed.

FINANCE, HUMAN RESOURCES & RISK COMMITTEE DRAFT MINUTES
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8. ADJOURNMENT

Committee Member Rodriguez moved to adjourn. Committee Member Weinberg seconded the motion. The motion passed unanimously and the meeting adjourned at 9:40 AM.



FINANCE, HUMAN RESOURCES & RISK COMMITTEE REPORT

MEETING DATE: FEBRUARY 25, 2020 **AGENDA ITEM: #6**
DEPARTMENT: FINANCE
TYPE: ACTION ITEM
PREPARED BY: BRAD DAVIS _____
Signature
REVIEWED BY: GENERAL MANAGER _____
Signature
SUBJECT: FIRST DRAFT OF FISCAL YEAR 2020-21 BUDGET

RECOMMENDATION:

Staff will present the first draft of the Fiscal Year 2020-21 (FY20-21) budget to the Finance, Human Resources & Risk Committee and seek its direction on the draft for forwarding it to the full board for its review.

DISCUSSION:

The first draft of the operating and capital budget for FY20-21 is attached for Committee review. The operating budget reflects a deficit of \$800K. The imbalance is due to increased service levels, increased wages and fringe benefits, and the revenue removal of a large one time reimbursement. These inputs to the operating budget were somewhat mitigated by a significant reduction to projected risk related costs relative to the prior year (FY19-20). Overall, the total operating revenues reflect a 2% decrease and total operating expenses reflect a 1% decrease compared to FY19-20.

Key operating budget assumptions

- The inclusions of the prorated Microtransit service has increased revenue hours by 1.5%, which raised the total revenue hours slightly above 231,000.
- Wages & fringe benefit rate increases are consistent with the collective bargaining agreement and full staffing is budgeted for all departments.
- At this point, the prior year's levels of risk related costs are not anticipated to be maintained. An average cost method was implemented and resulted in a reduction to these projected costs of just under \$1M.
- The one time reimbursement of Overpass tank removal costs has been removed.
- It is anticipated that the Marborg agreement will not continue in FY20-21. Therefore, a projected loss of lease proceeds revenue has been reflected.
- New fare revenue and LCTOP revenue will be generated with the onset of the prorated Microtransit service.

FINANCE, HUMAN RESOURCES & RISK COMMITTEE REPORT

- All federal formula assistance has been fully allocated to operating revenue.
- The current fixed fuel contract price per gallon is \$2.238 and the contract extends through November 2020. At this point, the \$2.238 rate is utilized for the entire fiscal year.
- The budget does not include TDA-State Transit Assistance funds allocated to operating revenue, which was a change from the prior year.

The first draft of the capital budget includes \$35M in capital projects. The significant updates to the budget reflect substantial revenue vehicle acquisitions for almost \$26M and also the recommissioning of the Overpass facility for nearly \$8.5M. Vehicle acquisitions include the replacement of sixteen 40'ft buses and eleven 30'ft buses. The Overpass recommissioning project includes the design and beginning of site work at the facility. As noted in the budget, it is anticipated that \$5M in capital projects earmarked for FY2019-20 will be deferred to FY20-21.

ATTACHMENT:

- Draft Operating & Capital Budget for Fiscal Year 2020-21



DRAFT

FISCAL YEAR 2020-21

OPERATING & CAPITAL BUDGET

for

Finance, Human Resources & Risk Committee

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

February 25, 2020

SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

DRAFT

**OPERATING & CAPITAL BUDGET
FISCAL YEAR 2020-21**

For Finance, Human Resources & Risk Committee

February 25, 2020

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Operating Budget Summary

Fiscal Year 2020-21

	Draft FY 2021-20 Budget	Approved FY 2019-20 Budget	<u>Budget Change</u>	
			Amount	%
<i>OPERATING REVENUE</i>				
Fare Revenue	\$7,306,002	\$7,227,666	\$78,336	1%
Sales Tax Revenue	10,465,809	10,832,211	(366,402)	-3%
FTA Operating Assistance	5,916,700	5,573,989	342,711	6%
State & Local Op Assistance	2,016,150	1,642,661	373,490	23%
Property Tax Revenue	1,342,320	1,342,320	0	0%
Non-Transportation Income	742,181	1,611,043	(868,862)	-54%
<i>Total Operating Revenue</i>	<u>\$27,789,161</u>	<u>\$28,229,889</u>	<u>(\$440,728)</u>	<u>-2%</u>
<i>OPERATING EXPENSES</i>				
Route Operations	\$17,472,216	\$17,878,585	(\$406,369)	-2%
Vehicle Maintenance	5,897,567	5,847,881	49,687	1%
Passenger Accommodations	1,666,204	1,626,035	40,169	2%
General Overhead	3,569,165	3,399,415	169,750	5%
<i>Total Operating Expense</i>	<u>\$28,605,153</u>	<u>\$28,751,916</u>	<u>(\$146,763)</u>	<u>-1%</u>
Surplus / (Deficit)	<u>(\$815,991)</u>	<u>(\$522,027)</u>		

Operating Revenue Summary Fiscal Year 2020-21

	Draft	Approved	Budget Change	
	FY 2021-20 Budget	FY 2019-20 Budget	Amount	%
<i>FAREBOX REVENUE</i>				
Cash Fares & Tokens	\$1,910,165	\$1,910,165	\$0	0%
Adult Passes	1,159,849	1,159,849	0	0%
Youth Passes	560,389	560,389	0	0%
Senior Passes	208,075	208,075	0	0%
Mobility Passes	141,248	141,248	0	0%
Day Passes	10,053	10,053	0	0%
Microtransit Fares	78,336	0	78,336	n/a
Downtown-Waterfront Shuttle	1,224,374	1,224,374	0	0%
UCSB Contract Fares	1,120,234	1,120,234	0	0%
SBCC Contract Fares	796,079	796,079	0	0%
Special Event Fares & Amtrak	67,200	67,200	0	0%
City My Ride Program	30,000	30,000	0	0%
<i>Subtotal</i>	<u>\$7,306,002</u>	<u>\$7,227,666</u>	<u>\$78,336</u>	<u>1%</u>
<i>GRANTS & SUBSIDIES</i>				
LTF Sales Tax Revenue	\$8,264,069	\$8,102,028	\$162,041	2%
FTA Formula Assistance	5,916,700	5,573,989	342,711	6%
Measure A	2,201,740	2,130,183	71,557	3%
State & Local Op Assistance	2,016,150	1,642,661	373,490	23%
Property Tax Revenue	1,342,320	1,342,320	0	0%
STA/SB1 Sales Tax Revenue	0	600,000	(600,000)	-100%
<i>Subtotal</i>	<u>\$19,740,979</u>	<u>\$19,391,181</u>	<u>\$349,798</u>	<u>2%</u>
<i>NON-TRANSPORTATION INCOME</i>				
Advertising on Buses	\$475,000	\$475,000	\$0	0%
Lease & Other Income	35,000	903,862	(868,862)	-96%
Interest Income	232,181	232,181	0	0%
<i>Subtotal</i>	<u>\$742,181</u>	<u>\$1,611,043</u>	<u>(\$868,862)</u>	<u>-54%</u>
<i>Total Operating Revenue</i>	<u>\$27,789,161</u>	<u>\$28,229,889</u>	<u>(\$440,728)</u>	<u>-2%</u>

Fare Revenue by Category

Cash & Token Fares	\$1,910,165	\$1,910,165	\$0	0%
Pass Sales	2,079,614	2,079,614	0	0%
Microtransit Fares	78,336	0	78,336	n/a
Contract Fares	3,237,887	3,237,887	0	0%
<i>Total Farebox Revenue</i>	<u>\$7,306,002</u>	<u>\$7,227,666</u>	<u>\$78,336</u>	<u>1%</u>

Operating Expense Summary Fiscal Year 2020-21

	Draft FY 2021-20 Budget	Approved FY 2019-20 Budget	<u>Budget Change</u>	
			Amount	%
<i>ROUTE OPERATIONS</i>				
Drivers	\$12,714,394	\$12,258,708	\$455,685	4%
Dispatch & Supervision	760,497	740,527	19,969	3%
Hiring & Training	432,412	423,801	8,611	2%
Risk & Safety	2,562,673	3,483,914	(921,241)	-26%
Transportation Subsidies	1,002,240	971,634	30,607	3%
<i>Subtotal</i>	<u>\$17,472,216</u>	<u>\$17,878,585</u>	<u>(\$406,369)</u>	<u>-2%</u>
<i>VEHICLE MAINTENANCE</i>				
Mechanics	\$1,203,400	\$1,163,525	\$39,875	3%
Cleaners & Fuelers	853,685	830,599	23,086	3%
Supervision	770,473	757,043	13,430	2%
Vehicle Consumables	2,223,898	2,245,534	(21,636)	-1%
Bus Parts & Supplies	710,000	710,000	0	0%
Vendor Services	77,500	77,500	0	0%
Risk & Safety	58,613	63,679	(5,067)	-8%
<i>Subtotal</i>	<u>\$5,897,567</u>	<u>\$5,847,881</u>	<u>\$49,687</u>	<u>1%</u>
<i>PASSENGER ACCOMMODATIONS</i>				
Passenger Facilities	\$576,999	\$571,147	\$5,853	1%
Transit Development	376,440	362,813	13,628	4%
Marketing & Community Relations	380,419	368,079	12,340	3%
Fare Revenue Collection	332,346	323,997	8,349	3%
<i>Subtotal</i>	<u>\$1,666,204</u>	<u>\$1,626,035</u>	<u>\$40,169</u>	<u>2%</u>
<i>GENERAL OVERHEAD</i>				
Finance	\$657,625	\$560,887	\$96,738	17%
Personnel	310,433	214,245	96,188	45%
Utilities & Communication	249,718	249,718	0	0%
Operating Facilities	432,319	429,889	2,430	1%
District Administration	1,919,070	1,944,676	(25,606)	-1%
<i>Subtotal</i>	<u>\$3,569,165</u>	<u>\$3,399,415</u>	<u>\$169,750</u>	<u>5%</u>
<i>Total Operating Expenses</i>	<u><u>\$28,605,153</u></u>	<u><u>\$28,751,916</u></u>	<u><u>(\$146,763)</u></u>	<u><u>-1%</u></u>

Route Operations Detail Fiscal Year 2020-21

	Draft	Approved	<u>Budget Change</u>	
	FY 2021-20 Budget	FY 2019-20 Budget	Amount	%
<i>DRIVERS</i>				
Scheduled	\$7,244,534	\$6,960,713	\$283,822	4%
Scheduled Overtime	582,538	558,546	23,992	4%
Unscheduled Pay	312,409	299,340	13,070	4%
Driver Lite Duty	8,857	8,558	300	3%
Paid Absences	938,509	912,204	26,305	3%
Health Benefits	1,952,555	1,882,137	70,418	4%
Pension Contributions	937,239	921,309	15,930	2%
Payroll Taxes	722,251	700,402	21,849	3%
Uniforms	15,500	15,500	0	0%
<i>Drivers Subtotal</i>	<u>\$12,714,394</u>	<u>\$12,258,708</u>	<u>\$455,685</u>	<u>4%</u>
<i>DISPATCH & SUPERVISION</i>				
Supervisors	\$291,586	\$284,483	\$7,103	2%
Staff	186,688	182,135	4,553	2%
Paid Absences	80,948	78,748	2,200	3%
Health Benefits	122,102	117,652	4,450	4%
Pension Contributions	35,295	34,538	756	2%
Payroll Taxes	43,878	42,971	906	2%
<i>Dispatch & Supe. Subtotal</i>	<u>\$760,497</u>	<u>\$740,527</u>	<u>\$19,969</u>	<u>3%</u>
<i>HIRING & TRAINING</i>				
Staff	\$39,266	\$37,733	1,533	4%
Student Drivers	129,550	127,170	2,380	2%
Existing Drivers/Supers	141,718	139,057	2,660	2%
Paid Absences	13,966	13,607	359	3%
Health Benefits	30,525	29,655	870	3%
Pension Contributions	11,476	11,186	290	3%
Payroll Taxes	24,912	24,394	518	2%
Medical Exams & License Fees	30,000	30,000	0	0%
Employment Advertising	6,000	6,000	0	0%
Training, Travel & Meetings	5,000	5,000	0	0%
<i>Hiring & Training Subtotal</i>	<u>\$432,412</u>	<u>\$423,801</u>	<u>\$8,611</u>	<u>2%</u>
<i>RISK & SAFETY</i>				
<u>Wages & Benefits</u>				
Staff	\$158,587	\$127,438	\$31,149	24%
Supervisors	308,171	300,663	7,507	2%
Driver Accident Pay	1,938	1,872	66	3%
Paid Absences	57,662	53,025	4,637	9%
Health Benefits	123,034	109,657	13,377	12%
Pension Contributions	48,069	44,066	4,003	9%
Payroll Taxes	41,347	38,181	3,166	8%
<i>Wages & Benefits Subtotal</i>	<u>\$738,807</u>	<u>\$674,902</u>	<u>\$63,905</u>	<u>9%</u>

Route Operations Detail
Fiscal Year 2020-21

	Draft	Approved	<u>Budget Change</u>	
	FY 2021-20 Budget	FY 2019-20 Budget	Amount	%
<i>RISK & SAFETY (cont'd)</i>				
<u>Public Liability</u>				
Professional Services	\$120,498	\$120,498	\$0	0%
Insurance	321,212	311,856	9,356	3%
Current Year Incident Payouts	50,000	50,000	0	0%
Current Year Incident Reserves	100,000	350,000	(250,000)	-71%
Prior Years Incident Payouts	250,000	25,000	225,000	900%
Change in Prior Years Reserves	(250,000)	(25,000)	(225,000)	900%
Public Liability Subtotal	\$591,709	\$832,354	(\$240,644)	-29%
<u>Workers' Compensation</u>				
Professional Services	\$304,503	\$301,709	\$2,794	1%
Insurance	118,399	114,950	3,449	3%
Current Year Incident Payouts	59,241	50,000	9,241	18%
Current Year Incident Reserves	540,728	500,000	40,728	8%
Prior Years Incident Payouts	418,902	490,000	(71,098)	-15%
Change in Prior Years Reserves	(229,615)	500,000	(729,615)	-146%
Miscellaneous Risk & Safety	20,000	20,000	0	0%
Workers' Comp Subtotal	\$1,232,158	\$1,976,659	(744,501)	-38%
<i>Risk & Safety Subtotal</i>	<u>\$2,562,673</u>	<u>\$3,483,914</u>	<u>(\$921,241)</u>	<u>-26%</u>
<u>TRANSPORTATION SUBSIDIES</u>				
ADA Paratransit Service	\$1,002,240	\$971,634	\$30,607	3%
<i>Transportation Subsidies Sbtl</i>	<u>\$1,002,240</u>	<u>\$971,634</u>	<u>\$30,607</u>	<u>3%</u>
<i>Total Route Operations</i>	<u>\$17,472,216</u>	<u>\$17,878,585</u>	<u>(\$406,369)</u>	<u>-2%</u>

Vehicle Maintenance Detail

Fiscal Year 2020-21

	Draft	Approved		
	FY 2021-20 Budget	FY 2019-20 Budget	<u>Budget Change</u>	
			Amount	%
<i>MECHANICS</i>				
Mechanics	\$677,947	\$659,822	\$18,124	3%
Less Mechanic Capital Labor	(7,796)	(7,616)	(180)	2%
Mechanics-OT	39,107	38,459	648	2%
Paid Absences	91,398	93,182	(1,784)	-2%
Health Benefits	210,873	194,019	16,854	9%
Pension Contributions	95,449	90,218	5,231	6%
Payroll Taxes	64,122	63,140	981	2%
Uniforms	18,000	18,000	0	0%
Tool Allowance	14,300	14,300	0	0%
<i>Mechanics Subtotal</i>	<u>\$1,203,400</u>	<u>\$1,163,525</u>	<u>\$39,875</u>	3%
<i>CLEANERS & FUELERS</i>				
Service Workers	\$459,979	\$448,902	\$11,078	2%
Paid Absences	75,668	73,828	1,840	2%
Health Benefits	190,597	182,378	8,219	5%
Pension Contributions	73,847	72,592	1,255	2%
Payroll Taxes	43,105	42,411	694	2%
Uniforms	7,488	7,488	0	0%
Medical Exams & License Fees	3,000	3,000	0	0%
<i>Cleaners & Fuelers Subtotal</i>	<u>\$853,685</u>	<u>\$830,599</u>	<u>\$23,086</u>	3%
<i>SUPERVISION</i>				
Staff	\$475,653	\$462,942	\$12,711	3%
Paid Absences	60,475	59,968	507	1%
Health Benefits	124,022	125,995	(1,973)	-2%
Pension Contributions	53,253	51,931	1,322	3%
Payroll Taxes	42,071	41,207	863	2%
Training, Travel & Meetings	15,000	15,000	0	0%
<i>Supervision Subtotal</i>	<u>\$770,473</u>	<u>\$757,043</u>	<u>\$13,430</u>	2%
<i>VEHICLE CONSUMABLES</i>				
Bus Fuel	\$1,780,298	\$1,801,934	(\$21,636)	-1%
Oil & Lubricants	160,000	160,000	0	0%
Electric Vehicle Power	100,000	100,000	0	0%
Tire Lease	171,600	171,600	0	0%
Tire Mounting	12,000	12,000	0	0%
<i>Vehicle Consumables Subtotal</i>	<u>\$2,223,898</u>	<u>\$2,245,534</u>	<u>(\$21,636)</u>	-1%
<i>VEHICLE PARTS & SUPPLIES</i>				
Bus Parts Issued	\$600,000	\$600,000	\$0	0%
Shop Supplies	75,000	75,000	0	0%
Bus Servicing Supplies	15,000	15,000	0	0%
Hazmat Disposal & Compliance	20,000	20,000	0	0%
<i>Veh. Parts & Supplies Subtotal</i>	<u>\$710,000</u>	<u>\$710,000</u>	<u>\$0</u>	0%

Vehicle Maintenance Detail

Fiscal Year 2020-21

	Draft	Approved		
	FY 2021-20 Budget	FY 2019-20 Budget	<u>Budget Change</u>	
			Amount	%
<i>VENDOR BUS REPAIRS</i>				
Vandalism Repairs	\$5,000	\$5,000	\$0	0%
Accident Damage Repairs	5,000	5,000	0	0%
Accident Claim Collections	(32,500)	(32,500)	0	0%
Other Vendor Repairs	100,000	100,000	0	0%
<i>Vendor Bus Repairs Subtotal</i>	<u>\$77,500</u>	<u>\$77,500</u>	<u>\$0</u>	<u>0%</u>
<i>RISK & SAFETY</i>				
Workers' Comp Services	\$25,371	\$22,629	\$2,742	12%
Workers' Comp Insurance	6,232	6,050	182	3%
Current Year Incident Payouts	9,216	10,000	(784)	-8%
Current Year Incident Reserve:	27,030	25,000	2,030	8%
Prior Years Incident Payouts	19,691	50,000	(30,309)	-61%
Change in Prior Years Reserves	(28,927)	(50,000)	21,073	-42%
<i>Risk & Safety Subtotal</i>	<u>\$58,613</u>	<u>\$63,679</u>	<u>(\$5,067)</u>	<u>-8%</u>
<i>Total Vehicle Maintenance</i>	<u>\$5,897,567</u>	<u>\$5,847,881</u>	<u>\$49,687</u>	<u>1%</u>

Passenger Accommodations Detail

Fiscal Year 2020-21

	Draft	Approved	<u>Budget Change</u>	
	FY 2021-20 Budget	FY 2019-20 Budget	Amount	%
<i>PASSENGER FACILITIES</i>				
<u>Wages & Benefits</u>				
Supervisors	\$166,652	\$162,593	\$4,060	2%
TC Advisors	114,646	111,758	2,889	3%
Staff	41,960	41,203	757	2%
Paid Absences	35,603	35,911	(309)	-1%
Health Benefits	117,709	120,005	(2,296)	-2%
Pension Contributions	27,470	27,103	367	1%
Payroll Taxes	28,755	28,371	384	1%
Wages & Benefits Subtotal	\$532,796	\$526,944	\$5,853	1%
<u>Buildings & Grounds</u>				
TC Contract Maintenance	\$31,533	\$31,533	\$0	0%
TC Repairs/Supplies	5,000	5,000	0	0%
Bus Stop Repairs/Supplies	5,000	5,000	0	0%
TC Property Insurance	2,671	2,671	0	0%
Buildings & Grounds Subtotal	\$44,203	\$44,203	\$0	0%
<i>Passenger Facilities Subtotal</i>	<u>\$576,999</u>	<u>\$571,147</u>	<u>\$5,853</u>	<u>1%</u>
<i>TRANSIT DEVELOPMENT</i>				
Staff	\$226,476	\$217,280	\$9,196	4%
Paid Absences	29,343	28,215	1,127	4%
Health Benefits	66,857	65,289	1,568	2%
Pension Contributions	25,582	24,550	1,032	4%
Payroll Taxes	20,183	19,479	704	4%
Training, Travel & Meetings	3,000	3,000	0	0%
Planning Services & Supplies	5,000	5,000	0	0%
<i>Transit Development Subtotal</i>	<u>\$376,440</u>	<u>\$362,813</u>	<u>\$13,628</u>	<u>4%</u>
<i>MARKETING & COMMUNITY RELATIONS</i>				
<u>Wages & Benefits</u>				
Staff	\$96,794	\$92,147	\$4,647	5%
Paid Absences	11,635	11,107	528	5%
Health Benefits	22,090	15,802	6,288	40%
Pension Contributions	10,843	10,325	518	5%
Payroll Taxes	8,557	8,198	359	4%
Wages & Benefits Subtotal	149,919	137,579	12,340	9%
<u>Outside Services</u>				
Media Ad Placement	\$16,000	\$16,000	\$0	0%
Brochures & Publications	17,200	17,200	0	0%
Market Research	7,500	7,500	0	0%
Promotional Giveaways	13,000	13,000	0	0%
Bus/Shuttle Decorations	1,500	1,500	0	0%
Other Promotions	86,300	86,300	0	0%
Route Schedules & Information	85,000	85,000	0	0%
Training, Travel & Meetings	4,000	4,000	0	0%
Outside Services Subtotal	\$230,500	\$230,500	\$0	0%
<i>Marketing & Comm. Relations</i>	<u>\$380,419</u>	<u>\$368,079</u>	<u>\$12,340</u>	<u>3%</u>

Passenger Accommodations Detail

Fiscal Year 2020-21

	Draft	Approved	<u>Budget Change</u>	
	FY 2021-20 Budget	FY 2019-20 Budget	Amount	%
<i>FARE REVENUE COLLECTION</i>				
<u>Wages & Benefits</u>				
Staff	\$128,791	\$125,658	\$3,133	2%
Paid Absences	22,727	20,794	1,933	9%
Health Benefits	58,735	56,297	2,438	4%
Pension Contributions	15,152	14,645	507	3%
Payroll Taxes	11,941	11,603	338	3%
Wages & Benefits Subtotal	<u>\$237,346</u>	<u>\$228,997</u>	<u>\$8,349</u>	4%
<u>Outside Services</u>				
Fare Processing	\$50,000	\$50,000	\$0	0%
Farebox Parts & Repairs	20,000	20,000	0	0%
Tickets, Tokens & Transfers	25,000	25,000	0	0%
Outside Services Subtotal	<u>\$95,000</u>	<u>\$95,000</u>	<u>\$0</u>	0%
<i>Fare Revenue Collection Sbtl</i>	<u>\$332,346</u>	<u>\$323,997</u>	<u>\$8,349</u>	3%
<i>Total Pssnger Accommodations</i>	<u><u>\$1,666,204</u></u>	<u><u>\$1,626,035</u></u>	<u><u>\$40,169</u></u>	2%

General Overhead Detail

Fiscal Year 2020-21

	Draft	Approved	<u>Budget Change</u>	
	FY 2021-20 Budget	FY 2019-20 Budget	Amount	%
<i>FINANCE</i>				
Staff	\$355,715	\$301,653	\$54,062	18%
Paid Absences	55,394	52,569	2,825	5%
Health Benefits	104,968	75,147	29,821	40%
Pension Contributions	41,111	35,422	5,689	16%
Payroll Taxes	32,237	27,896	4,341	16%
Financial Audit Services	68,200	68,200	0	0%
<i>Finance Subtotal</i>	<u>\$657,625</u>	<u>\$560,887</u>	<u>\$96,738</u>	<u>17%</u>
<i>PERSONNEL</i>				
Staff	\$189,271	\$129,607	\$59,664	46%
Paid Absences	17,785	15,865	1,920	12%
Health Benefits	66,394	42,598	23,796	56%
Pension Contributions	20,706	14,547	6,158	42%
Payroll Taxes	16,277	11,627	4,650	40%
<i>Personnel Subtotal</i>	<u>\$310,433</u>	<u>\$214,245</u>	<u>\$96,188</u>	<u>45%</u>
<i>UTILITIES</i>				
Phone & Data Communications	\$72,633	\$72,633	\$0	0%
Power, Water & Refuse	162,085	162,085	0	0%
Two-Way Radios	15,000	15,000	0	0%
<i>Utilities Subtotal</i>	<u>\$249,718</u>	<u>\$249,718</u>	<u>\$0</u>	<u>0%</u>
<i>OPERATING FACILITIES</i>				
<u>Wages & Benefits</u>				
Staff	\$61,574	\$60,072	\$1,501	2%
Paid Absences	7,861	7,678	183	2%
Health Benefits	11,007	10,534	473	4%
Pension Contributions	6,943	6,775	168	2%
Payroll Taxes	5,487	5,382	104	2%
<i>Wages & Benefits Subtotal</i>	<u>\$92,872</u>	<u>\$90,442</u>	<u>\$2,430</u>	<u>3%</u>
<u>Service Vehicles</u>				
Parts & Repairs	\$25,000	\$25,000	\$0	0%
Fuel	66,000	66,000	0	0%
<i>Service Vehicles Subtotal</i>	<u>\$91,000</u>	<u>\$91,000</u>	<u>\$0</u>	<u>0%</u>
<u>Buildings & Grounds</u>				
Contract Maintenance	\$90,720	\$90,720	\$0	0%
Overpass Site Maintenance	20,000	20,000	0	0%
B&G Repairs/Supplies	85,000	85,000	0	0%
Property Insurance	52,727	52,727	0	0%
<i>Buildings & Grounds Subtotal</i>	<u>\$248,447</u>	<u>\$248,447</u>	<u>\$0</u>	<u>0%</u>
<i>Operating Facilities Subtotal</i>	<u>\$432,319</u>	<u>\$429,889</u>	<u>\$2,430</u>	<u>1%</u>

General Overhead Detail
Fiscal Year 2020-21

	Draft	Approved	<u>Budget Change</u>	
	FY 2021-20 Budget	FY 2019-20 Budget	Amount	%
<i>DISTRICT ADMINISTRATION</i>				
<u>Wages & Benefits</u>				
Staff	\$690,313	\$617,301	\$73,012	12%
Paid Absences	123,849	113,808	10,040	9%
Health Benefits	201,387	159,216	42,170	26%
Pension Contributions	95,876	87,571	8,305	9%
Payroll Taxes	63,771	57,626	6,145	11%
Wages & Benefits Subtotal	\$1,175,196	\$1,035,522	\$139,674	13%
<u>Administrative Services</u>				
Directors Fees	\$10,800	\$10,800	\$0	0%
Public Officials Insurance	77,932	77,932	0	0%
Legal Counsel	100,000	100,000	0	0%
Pension Administration	2,500	2,500	0	0%
Office Equipment Maintenance	200,000	200,000	0	0%
Miscellaneous Services	59,194	294,474	(235,280)	-80%
Office & Computer Supplies	50,000	50,000	0	0%
Dues & Subscriptions	53,448	53,448	0	0%
Conferences, Meetings, Training	15,000	15,000	0	0%
Employee Relations	30,000	30,000	0	0%
Retiree Health Insurance	70,000	0	70,000	n/a
Mandated Fees & Permits	40,000	40,000	0	0%
Bus Ad Revenue Program	10,000	10,000	0	0%
Misc. Expenses & Losses	25,000	25,000	0	0%
Admin. Services Subtotal	\$743,874	\$909,154	(\$165,280)	-18%
<i>District Admin. Subtotal</i>	<u>\$1,919,070</u>	<u>\$1,944,676</u>	<u>(\$25,606)</u>	-1%
<i>Total General Overhead</i>	<u>\$3,569,165</u>	<u>\$3,399,415</u>	<u>\$169,750</u>	5%

Capital Projects Budget

Fiscal Year 2020-21

	Draft FY 2021-20 Budget	Approved FY 2019-20 Budget	Prior Years Appropriations	New Appropriations
<i>REVENUE VEHICLE PURCHASES</i>				
40' Electric Buses (16)	\$19,056,000	\$3,750,000	\$3,750,000	\$15,306,000
30' Diesel/Electric Buses (11)	6,258,000	1,696,873	0	6,258,000
30' Electric Bus Lease	368,000	368,461	0	368,000
Paratransit Vans	0	210,000	0	0
Subtotal	<u>\$25,682,000</u>	<u>\$6,025,334</u>	<u>\$3,750,000</u>	<u>\$21,932,000</u>
<i>REVENUE VEHICLE IMPROVEMENTS</i>				
Bus Refurbishing/Repainting (2 years)	\$0	\$4,845,000	\$0	\$0
Bus Component Replacements Allowance	50,000	75,000	0	50,000
Hybrid Bus Battery Replacements	0	375,000	0	0
Subtotal	<u>\$50,000</u>	<u>\$5,295,000</u>	<u>\$0</u>	<u>\$50,000</u>
<i>OPERATING FACILITIES</i>				
Shop Structural Upgrades	\$0	\$250,000	\$0	\$0
Charging Infrastructure	100,000	150,000	0	100,000
Overpass Facility Recommissioning	8,023,000	1,200,000	1,200,000	6,823,000
Facilities Master Plan	0	350,000	0	0
Operating Facilities Allowance	100,000	75,000	0	100,000
Calle Real Property Development	200,000	200,000	0	200,000
Subtotal	<u>\$8,423,000</u>	<u>\$2,225,000</u>	<u>\$1,200,000</u>	<u>\$7,223,000</u>
<i>PASSENGER FACILITIES</i>				
Transit Center Improvements	\$25,000	\$3,900,000	\$0	\$25,000
Bus Stop Improvements (2 years)	0	1,000,000	0	0
Subtotal	<u>\$25,000</u>	<u>\$4,900,000</u>	<u>\$0</u>	<u>\$25,000</u>
<i>INTELLIGENT TRANSPORTATION SYSTEMS</i>				
AVL & ITS Systems Allowance	\$75,000	\$75,000	\$0	\$75,000
Fare Collection & Payment Systems	50,000	30,000	0	50,000
Subtotal	<u>\$125,000</u>	<u>\$105,000</u>	<u>\$0</u>	<u>\$125,000</u>
<i>INFORMATION SYSTEMS</i>				
Business Software Allowance	\$50,000	\$75,000	\$0	\$50,000
IT Systems & Security Allowance	100,000	125,000	0	100,000
Subtotal	<u>\$150,000</u>	<u>\$200,000</u>	<u>\$0</u>	<u>\$150,000</u>
<i>OTHER EQUIPMENT</i>				
Shop Equipment Allowance	\$58,000	\$50,000	\$0	\$58,000
Service Vehicles	0	560,000	0	0
Office Furniture Allowance	10,000	10,000	0	10,000
Subtotal	<u>\$68,000</u>	<u>\$620,000</u>	<u>\$0</u>	<u>\$68,000</u>
Total Capital Projects	<u>\$34,523,000</u>	<u>\$19,370,334</u>	<u>\$4,950,000</u>	<u>\$29,573,000</u>



FINANCE & HUMAN RESOURCES / RISK COMMITTEE REPORT
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MEETING DATE: FEBRUARY 25, 2020 **AGENDA ITEM: #7**

DEPARTMENT: RISK

TYPE: INFORMATIONAL ITEM

PREPARED BY: MARY GREGG _____
Signature

REVIEWED BY: GENERAL MANAGER _____
Signature

SUBJECT: COMMERCIAL AUTO AND GENERAL LIABILITY RENEWAL

DISCUSSION:

Staff will provide the Committee with a progress update on the renewal for the Commercial Auto and General Liability policy effective April 1, 2020. Formal rate quotes from National Interstate Insurance Company will be provided to MTD by Brown and Brown Insurance in the coming days. Staff will make a recommendation for renewal to the Board of Directors in March.