



**REGULAR MEETING**  
of the  
**SANTA BARBARA METROPOLITAN TRANSIT DISTRICT BOARD OF DIRECTORS**  
a Public Agency  
**Tuesday, June 2, 2020**  
**8:30 AM**  
**VIA TELECONFERENCE**

**IMPORTANT NOTICE REGARDING THIS BOARD MEETING:**

This virtual meeting is being conducted utilizing teleconferencing and electronic means pursuant to State of California Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020, regarding the COVID-19 pandemic. The public may only view a livestream of the meeting online at:

<http://tinyurl.com/sbmtdyoutube>

**Public Participation**

To make a general public comment or to comment on a specific agenda item, the following methods are available: Email, Phone, and Zoom webinar.

**All comments will be limited to 3 minutes per speaker.**

**1. Email:**

- Submit public comment to [clerk@sbmtd.gov](mailto:clerk@sbmtd.gov) *before 12 p.m.* on the Monday prior to the Board meeting for advance distribution to the Board of Directors.
- Public comment emails submitted to [clerk@sbmtd.gov](mailto:clerk@sbmtd.gov) *during* the meeting will be recognized *if* the email is received prior to or during the item to be addressed.
- **In ALL emailed Public Comments, please include:**
  - (A) The agenda item(s) to be addressed
  - (B) if you would like your comment read into the record
  - (C) Public Comment text

**2. Phone:** Call the Zoom webinar line *10 minutes prior* to the 8:30 a.m. meeting start time:

- Toll-Free Dial-in: **(669) 900-6833.**
  - When prompted, enter Meeting ID **945 0798 2904** and then #.
  - When prompted for a password, dial **956284** and then #.
  - When the item you wish to address is announced, dial \*9 to request to comment.

Please mute your phone until called to speak. If you do not have a mute button, you may mute by dialing \*6. You can unmute by pressing the same keys (\*6). When the chair calls for public comment, the clerk will announce you and will unmute your microphone.

**3. Zoom webinar & computer audio:** View the webinar at the following link at 8:30 a.m.:

<https://zoom.us/j/94507982904?pwd=dEZhVTBvR2lTUzI2MUJVaTFWbzVMZz09>

- To give public comment via the Zoom webinar, click the "Raise Hand" button only when the item you wish to speak on has begun. When the chair calls for public comment, the clerk will announce you and will unmute your microphone. The public will not be able to share their video or screen.

<b>BOARD OF DIRECTORS AGENDA</b>
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**BOARD MEMBERS WILL JOIN VIA TELECONFERENCE**

**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 - (ACTION MAY BE TAKEN)**

The Board of Directors will be asked to approve the draft minutes for the meeting of May 12, 2020.

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

The Board of Directors will be asked to review and approve the Cash Reports from the following dates: April 25, 2020, through May 8, 2020, and May 9, 2020, through May 22, 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, see the above instructions on giving remote public comment. Additional public comment will be allowed during each agenda item, including closed session items.

**7. OPERATING & CAPITAL BUDGET FOR FISCAL YEAR 2020-21 - (ATTACHMENT - ACTION MAY BE TAKEN)**

Staff will recommend that the Board adopt the attached draft Operating and Capital Budget for Fiscal Year 2020-21.

**8. AMENDMENT TO DECLARATION OF FISCAL AND PUBLIC HEALTH EMERGENCY DUE TO COVID-19 PANDEMIC - (ATTACHMENT - ACTION MAY BE TAKEN)**

Staff will request that the Board of Directors amend Resolution 2020-03 declaring a fiscal and public health emergency for the agency to authorize the General Manager and/or his designee(s), in consultation with the Board Chairperson and Finance Chairperson and/or their designee(s), to negotiate amendments to existing transit service, renewable diesel fuel, fare buydown and pass program agreements as needed.

**9. CARES ACT TRANSIT FUNDS PROGRAM OF PROJECTS - (ACTION MAY BE TAKEN)**

Staff will recommend that the Board approve MTD's Program of Projects (POP) for the Fiscal Year 2020 CARES Act transit funds apportioned to the Santa Barbara urbanized area.

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

The General Manager will provide an update on district activities.

<b>BOARD OF DIRECTORS AGENDA</b>
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**11. OTHER BUSINESS AND REPORTS - (INFORMATIONAL)**

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

**12. 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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**SPECIAL TELECONFERENCE MEETING**  
of the  
**BOARD OF DIRECTORS**  
of the  
**SANTA BARBARA METROPOLITAN TRANSIT DISTRICT**  
A Public Agency  
**Tuesday, May 12, 2020**  
**8:30 AM**

This meeting was conducted utilizing teleconferencing and electronic means consistent with State of California Executive Order N-29-20 dated March 17, 2020, regarding the COVID-19 pandemic.

**1. CALL TO ORDER**

Chair Dave Davis called the meeting to order at 8:31 AM.

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

Chair Davis conducted a roll call and reported that all members were present.

**3. REPORT REGARDING POSTING OF AGENDA**

General Manager Jerry Estrada reported that the agenda was posted on Thursday, May 7, 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 - (ACTION MAY BE TAKEN)**

The Board of Directors was asked to approve the draft minutes for the meetings of March 17, 2020, and March 27, 2020.

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

The Board of Directors was asked to review and approve the Cash Reports from the following dates: March 7, 2020, through March 27, 2020; March 28, 2020, through April 10, 2020; and April 11, 2020, through April 24, 2020.

Vice Chair Dave Tabor requested that the Cash Reports be amended to show a Board Meeting date of May 12, 2020. Vice Chair Tabor moved to approve the Consent Calendar with amendments. Director Olivia Rodriguez seconded the motion. Chair Davis initiated a roll call vote; the motion passed unanimously with two abstentions.

**THIS CONCLUDES THE CONSENT CALENDAR**

**6. PUBLIC COMMENT**

No public comments were made.

<b>BOARD OF DIRECTORS DRAFT MINUTES</b>
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**7. FISCAL YEAR 2019-20 THIRD QUARTER PERFORMANCE REPORTS – (INFORMATIONAL)**

Planning and Marketing Manager Hillary Blackerby presented Third Quarter Fiscal Year 2019-20 Performance Reports for the nine-month period ending March 31, 2020.

Howard Green provided public comment and suggestions regarding Third Quarter Fiscal Year 2019-20 Performance Reports and service.

**8. FISCAL YEAR 2019-20 FINANCIAL AUDIT SERVICES - (ATTACHMENT - ACTION MAY BE TAKEN)**

Director of Finance and Administration Brad Davis recommended that the Board of Directors approve the engagement letter provided by Brown Armstrong for the CPA firm to carry out the Fiscal Year 2019-20 financial audit and compliance review.

Director Rodriguez moved to approve the Brown Armstrong engagement letter. Director Paula Perotte seconded the motion. Chair Davis initiated a roll call vote and the motion passed unanimously.

**9. FISCAL YEAR 2019-20 FINANCIAL UPDATE - (ATTACHMENT - INFORMATIONAL)**

Director of Finance and Administration Brad Davis presented a financial update concerning the Third Quarter results and the projected effects of the COVID-19 upon the fiscal results for FY19-20 ending this June 30.

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

General Manager Estrada provided an update on the district's response to the COVID-19 crisis and answered the Board's questions.

Howard Green provided public comment regarding ridership and future measures as the Santa Barbara area moves towards reopening.

Abel Garcia, Secretary-Treasurer/Principal Officer of Teamsters 186, commended General Manager Estrada and staff for efforts to support employees during the COVID-19 crisis. Mr. Garcia also requested research into securing hazard pay for operators.

General Manager Estrada thanked Easy Lift and Executive Director Ernesto Paredes for their partnership.

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

No other business was discussed.

**12. RECESS TO CLOSED SESSION - CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (SECTION 54956.9 (a)) - (ACTION MAY BE TAKEN)**

One case, with multiple dates of claimed injury: Teresa Ceballos v. SBMTD

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

Chair Davis recessed the Board to Closed Session at 10:22 AM.

The Board reconvened at 11:06 AM. Chair Davis reported that the following action was taken: The Board of Directors authorized the settlement of Ms. Ceballos' ten Workers' Compensation claims, for a total of \$160,000, less permanent disability advances to date.

<b>BOARD OF DIRECTORS DRAFT MINUTES</b>
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**13. ADJOURNMENT**

Vice Chair Tabor moved to adjourn the meeting. Director Rodriguez seconded the motion. The motion passed unanimously and the meeting adjourned at 11:07 AM.

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**Santa Barbara Metropolitan Transit District**  
**Cash Report**  
**Board Meeting of June 2, 2020**  
**For the Period April 25, 2020 through May 8, 2020**

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**MONEY MARKET**

**Beginning Balance April 25, 2020** **\$1,581,354.26**

Accounts Receivable	798,793.09
Property Tax Revenue	475,692.91
Measure A Transfer	5,867.17
Miscellaneous Income	114.44
Passenger Fares	20.00
<b>Total Deposits</b>	<b>1,280,487.61</b>

Miscellaneous Transfers	(545.97)
401(k)/Pension Transfer	(36,834.72)
Workers' Compensation	(92,464.57)
Payroll Taxes	(130,865.00)
Payroll	(304,903.24)
Accounts Payable	(324,134.57)
<b>Total Disbursements</b>	<b>(889,748.07)</b>

**CERTIFICATES OF DEPOSIT**

<b>Institution</b>	<b>Maturity</b>	<b>Rate</b>	
American Riviera Bank	2/28/2021	2.00%	1,517,111.94
<b>Total Certificates of Deposit</b>			<b>1,517,111.94</b>

**\$1,517,111.94**

**Ending Balance** **\$3,489,205.74**

**CASH INVESTMENTS**

LAIF Account	\$6,822,776.10
Money Market Account	3,489,205.74

**Total Cash Balance** **\$10,311,981.84**

**SELF INSURED LIABILITY ACCOUNTS**

WC / Liability Reserves	(\$5,049,838.60)
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**Working Capital** **\$5,262,143.24**

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

<b>Date</b>	<b>Company</b>	<b>Description</b>	<b>Amount</b>
4/30/2020	Santa Barbara County - Census	Advertising on Buses	9,996.00
5/1/2020	CalPERS	OPEB Reimbursementr Feb '20	5,876.62
5/1/2020	City of SB Creeks Division	Advertising on Buses	300.00
5/6/2020	Local Transportation Fund	SB 325 - April '20	583,016.16
5/6/2020	Measure A, Section 3 LSTI	Measure A Funds April '20	161,107.64
5/8/2020	ASTI Holding Company, LLC	Overpass Property Lease May '20	9,197.34
5/8/2020	Blue Line Media LLC	Advertising on Buses	4,880.00
5/8/2020	Blue Line Media LLC	Advertising on Buses	4,725.00
5/8/2020	Blue Line Media LLC	Advertising on Buses	2,088.00
5/8/2020	City of SB - Public Works Director	Downtown Shuttle April '20	15,734.33
5/8/2020	True Media LLC/Cottage Health	Advertising on Buses	936.00
5/8/2020	True Media LLC/Cottage Health	Advertising on Buses	936.00
<b>Total Accounts Receivable Paid During Period</b>			<b>\$798,793.09</b>



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

Check #	Date	Company	Description	Amount	Voids
123733	4/30/2020	ABC BUS COMPANIES INC	BUS PARTS	691.65	
123734	4/30/2020	ACCONTEMPS DBA	CONTRACT EMPLOYMENT	1,494.40	
123735	4/30/2020	AMERICAN MOVING PARTS, LLC	BUS PARTS	592.40	
123736	4/30/2020	MONICA BASSETT	REIMBURSEMENT	8.97	
123737	4/30/2020	BIG BRAND TIRES, BRANDCO BILL	SERVICE VEHICLE MAINTENANCE	982.97	
123738	4/30/2020	BUYNAK, FAUVER, ARCHBALD&S	LEGAL COUNSEL	17,401.53	
123739	4/30/2020	CALIFORNIA ELECTRIC SUPPLY, I	SHOP/B&G SUPPLIES	138.82	
123740	4/30/2020	CERTIFIED ENVIRONMENTAL	PROFESSIONAL SERVICES	1,555.65	
123741	4/30/2020	CINTAS CORPORATION	FIRST AID SUPPLIES	286.95	
123742	4/30/2020	COTTAGE HEALTH SYSTEM	EMPLOYEE ASSISTANCE PROGRAM	2,732.00	
123743	4/30/2020	COX COMMUNICATIONS, CORP.	INTERNET & CABLE TV	290.00	
123744	4/30/2020	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	193.26	
123745	4/30/2020	DAVID RZEPINSKI & ASSOCIATES	PROCUREMENT SERVICES	3,762.50	
123746	4/30/2020	DENMUN OFFICE SOLUTIONS DB	IT CONTRACT SERVICES	4,037.50	
123747	4/30/2020	FLEET SERVICES, INC.	BUS PARTS	14.69	
123748	4/30/2020	G.L. HYDRAULICS INC.	VENDOR BUS REPAIRS	1,089.75	
123749	4/30/2020	GIBBS INTERNATIONAL INC	BUS PARTS	762.25	
123750	4/30/2020	GILLIG LLC	BUS PARTS	2,060.19	
123751	4/30/2020	GRAINGER, INC.	SHOP/B&G SUPPLIES	106.80	
123752	4/30/2020	GRAYBAR ELECTRIC COMPANY, I	REPAIRS & SUPPLIES T1 BLDG/GRDS	96.20	
123753	4/30/2020	HIGH IMPACT INC.	FORKLIFT SAFETY TRAINING	185.00	
123754	4/30/2020	INTELLICORP RECORD INC.	PRE-EMPLOYMENT CHECK	89.25	
123755	4/30/2020	LAWSON PRODUCTS INC	SHOP SUPPLIES	183.08	
123756	4/30/2020	MC CORMIX CORP. (OIL)	LUBRICANTS	2,164.52	
123757	4/30/2020	MCMaster-CARR SUPPLY CO.	SHOP/B&G SUPPLIES	212.90	
123758	4/30/2020	MOTOR BUS SOCIETY II, INC.	PUBLICATIONS	480.00	
123759	4/30/2020	MUNOZ JANITORIAL	JANITORIAL SERVICES	19,350.00	
123760	4/30/2020	PREVOST CAR INC.- CREDIT DEPT.	BUS PARTS	166.83	
123761	4/30/2020	O'REILLY AUTO PARTS DBA	BUS PARTS	39.08	
123762	4/30/2020	POWERSTRIDE BATTERY CO.	EV BATTERIES	1,497.22	
123763	4/30/2020	SANSUM CLINIC	MEDICAL EXAMS	295.00	
123764	4/30/2020	SILVAS OIL CO., INC.	LUBRICANTS	164.43	
123765	4/30/2020	SM TIRE, CORP.	BUS TIRE MOUNTING	208.00	
123766	4/30/2020	SO. CAL. EDISON CO.	UTILITIES	10.95	
123767	4/30/2020	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	943.42	
123768	4/30/2020	SB CITY OF-REFUSE/WATER	UTILITIES	452.47	
123769	4/30/2020	UNITED TRANSMISSION EXCHAN	BUS TRANSMISSIONS/PARTS	399.96	
123770	4/30/2020	J.C. M. AND ASSOCIATES INC.	UNIFORMS	1,094.30	

Check #	Date	Company	Description	Amount	Voids
123771	4/30/2020	VERSATILE SYSTEMS, INC.	FALL ARREST SYSTEM	5,996.00	
123772	4/30/2020	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	3,863.10	
123773	4/30/2020	YELLOW (YRC) TRANSPORTATIO	FREIGHT CHARGES	6,404.72	
123774	5/8/2020	ABC BUS COMPANIES INC	BUS PARTS	470.92	V
123775	5/8/2020	AMERICAN MOVING PARTS, LLC	BUS PARTS	26.80	V
123776	5/8/2020	ASBURY ENVIRONMENTAL SERVI	WASTE OIL RECYCLER	110.00	
123777	5/8/2020	AUTOZONE STORES LLC	SHOP SUPPLIES	50.88	
123778	5/8/2020	B&T SERVICE STATION CONTRAC	COTA BUS FUELING SYSTEM	12,464.00	
123779	5/8/2020	BAY ALARM COMPANY, INC	ALARM CONTRACT	210.00	
123780	5/8/2020	MONICA BASSETT	REIMBURSEMENT	11.96	
123781	5/8/2020	CINTAS CORPORATION	FIRST AID SUPPLIES	59.09	
123782	5/8/2020	CROCKER REFRIGERATION & AIR	HVAC MAINTENANCE	2,127.79	
123783	5/8/2020	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	1,566.20	
123784	5/8/2020	FAST UNDERCAR	EV BUS PARTS	147.51	
123785	5/8/2020	FERGUSON ENTERPRISES, INC	SHOP SUPPLIES	43.72	
123786	5/8/2020	GIBBS INTERNATIONAL INC	BUS PARTS	2,254.29	
123787	5/8/2020	GILLIG LLC	BUS PARTS	4,820.93	
123788	5/8/2020	GOODYEAR TIRE & RUBBER CO	BUS TIRE LEASE	13,253.11	
123789	5/8/2020	GRAINGER, INC.	SHOP/B&G SUPPLIES	48.42	
123790	5/8/2020	GUARDIAN-APPLETON (DENTAL I	DENTAL INSURANCE	4,748.27	
123791	5/8/2020	GUARDIAN-APPLETON (LIFE INS)	LIFE INSURANCE	1,041.20	
123792	5/8/2020	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	191.16	
123793	5/8/2020	HR AUTOGLASS DBA	BUS PARTS/REPAIRS	870.00	
123794	5/8/2020	UNITED STATES TREASURY - IRS	PAYROLL RELATED	250.00	
123795	5/8/2020	ISSQUARED, INC.	IT CONSULTING SERVICES	5,458.50	
123796	5/8/2020	KIMBALL MIDWEST	SHOP SUPPLIES	209.12	
123797	5/8/2020	LANSPEED DBA	IT SERVICES	125.00	
123798	5/8/2020	MARTIN AUTO COLOR, INC.	BUS SUPPLIES	20.15	
123799	5/8/2020	MARBORG INDUSTRIES (INC)	UTILITIES & RENTAL FEES	236.19	
123800	5/8/2020	MCMaster-CARR SUPPLY CO.	SHOP/B&G SUPPLIES	249.81	
123801	5/8/2020	MEDICAL EYE SERVICES, INC.	VISION INSURANCE	525.82	
123802	5/8/2020	MISSION LINEN SUPPLY, INC	UNIFORM & LINEN SERVICE	7,545.63	
123803	5/8/2020	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	211.25	
123804	5/8/2020	MOUNTAIN SPRING WATER	SHOP & OFFICE SUPPLIES	1,162.60	
123805	5/8/2020	NEOPART TRANSIT LLC	BUS PARTS	1,625.49	
123806	5/8/2020	NEWEGG BUSINESS, INC	IT EQUIPMENT & SUPPLIES	2,243.30	
123807	5/8/2020	NFI PARTS DBA	BUS PARTS	176.26	
123808	5/8/2020	PREVOST CAR INC.- CREDIT DEPT.	BUS PARTS	96.07	
123809	5/8/2020	O'REILLY AUTO PARTS DBA	BUS PARTS	33.14	
123810	5/8/2020	PACIFIC POWER GROUP	BUS PARTS	157.21	
123811	5/8/2020	POWERSTRIDE BATTERY CO.	EV BATTERIES	598.89	

Check #	Date	Company	Description	Amount	Voids
123812	5/8/2020	LETICIA RAMIREZ	PAYROLL RELATED	650.00	
123813	5/8/2020	SANSUM CLINIC	MEDICAL EXAMS	135.00	
123814	5/8/2020	SB COUNTY FEDERAL CREDIT UNI	PAYROLL DEDUCTION	260.00	
123815	5/8/2020	SILVAS OIL CO., INC.	LUBRICANTS	346.67	
123816	5/8/2020	SPECIAL DISTRICT RISK MGMT	HEALTH INSURANCE	57,145.50	
123817	5/8/2020	SANTA BARBARA SHERIFF'S DEPT	PAYROLL RELATED	50.00	
123818	5/8/2020	SO. CAL. EDISON CO.	UTILITIES	3,006.00	
123819	5/8/2020	SOAP MAN DISTRIBUTIN DBA	CLEANING SUPPLIES	139.74	
123820	5/8/2020	SOV SECURITY DBA	SURVEILLANCE SYSTEM SOFTWARE	2,515.32	
123821	5/8/2020	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	70.33	
123822	5/8/2020	STATE BOARD OF EQUALIZATION	PAYROLL RELATED	250.00	
123823	5/8/2020	SB CITY OF-REFUSE/WATER	UTILITIES	4,951.97	
123824	5/8/2020	TEAMSTERS PENSION TRUST	UNION PENSION	83,952.56	
123825	5/8/2020	TEAMSTERS UNION LOCAL NO. 18	UNION DUES	10,009.69	
123826	5/8/2020	TRAPEZE SOFTWARE GROUP, INC.	ANNUAL SOFTWARE LICENSE FEES	4,500.00	
123827	5/8/2020	VALLEY POWER SYSTEMS, INC.	BUS PARTS	0.00	V
123828	5/8/2020	VALLEY POWER SYSTEMS, INC.	BUS PARTS	6,163.15	
123829	5/8/2020	VALLEY POWER SYSTEMS, INC.	BUS PARTS	1,961.06	
123830	5/8/2020	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	88.19	
123831	5/8/2020	ABC BUS COMPANIES INC	BUS PARTS	470.92	
123832	5/8/2020	AMERICAN MOVING PARTS, LLC	BUS PARTS	26.80	
				<b>324,632.29</b>	
Current Cash Report Voided Checks:				497.72	
Prior Cash Report Voided Checks:				0.00	
Grand Total:				<b>\$324,134.57</b>	

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**Santa Barbara Metropolitan Transit District**  
**Cash Report**  
**Board Meeting of June 2, 2020**  
**For the Period May 9, 2020 through May 22, 2020**

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**MONEY MARKET**

**Beginning Balance May 9, 2020** **\$1,972,093.80**

Deposit from LAIF	1,000,000.00
Accounts Receivable	11,320.17
Interest Income	1,345.11
Prepays & Advertising	1,328.40
Passenger Fares	539.50
Miscellaneous Income	93.63
<b>Total Deposits</b>	<b>1,014,626.81</b>

Miscellaneous Transfers	(545.97)
Bank & Credit Card Fees	(4,075.47)
401(k)/Pension Transfer	(35,440.56)
Payroll Taxes	(130,735.13)
Payroll	(317,399.30)
Wire Transfer	(506,003.86)
Accounts Payable	(889,676.16)
<b>Total Disbursements</b>	<b>(1,883,876.45)</b>

**CERTIFICATES OF DEPOSIT**

<b>Institution</b>	<b>Maturity</b>	<b>Rate</b>	
American Riviera Bank	2/28/2021	2.00%	1,517,111.94
<b>Total Certificates of Deposit</b>			<b>1,517,111.94</b>

**\$1,517,111.94**

**Ending Balance** **\$2,619,956.10**

**CASH INVESTMENTS**

LAIF Account	\$5,822,776.10
Money Market Account	2,619,956.10

**Total Cash Balance** **\$8,442,732.20**

**SELF INSURED LIABILITY ACCOUNTS**

WC / Liability Reserves	(\$5,049,838.60)
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**Working Capital** **\$3,392,893.60**

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

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<b>Date</b>	<b>Company</b>	<b>Description</b>	<b>Amount</b>
5/15/2020	CalPERS	OPEB Reimbursement Mar '20	5,850.03
5/15/2020	Jim Haggerty	Retiree - Vision	12.20
5/18/2020	Montecito Bank & Trust	Advertising on Buses	3,247.00
5/22/2020	ASTI Holding Company, LLC	Overpass Property Lease May '20 Balance	179.34
5/22/2020	City of SB Creeks Division	Advertising on Buses	300.00
5/22/2020	Wells Marketing, LLC	Advertising on Buses	1,731.60
<b>Total Accounts Receivable Paid During Period</b>			<b>\$11,320.17</b>

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

Check #	Date	Company	Description	Amount	Voids
123833	5/14/2020	ABC BUS COMPANIES INC	BUS PARTS	191.95	
123834	5/14/2020	ACCONTEMPS DBA	CONTRACT EMPLOYMENT	1,494.40	
123835	5/14/2020	A.G.S. REBUILDERS, INC.	SERVICE VEHICLE PARTS/BUS PARTS	434.45	
123836	5/14/2020	AMERICAN MOVING PARTS, LLC	BUS PARTS	130.41	
123837	5/14/2020	HENRY ANDREWS	RETIREE HEALTH REIMBURSEMENT	285.00	
123838	5/14/2020	BIG BRAND TIRES, BRANDCO BILL	SERVICE VEHICLE MAINTENANCE	442.45	
123839	5/14/2020	BLOCK AND COMPANY, INC	MONEY HANDLING SUPPLIES	229.00	
123840	5/14/2020	JAMES BRACKETT	RETIREE HEALTH REIMBURSEMENT	285.00	
123841	5/14/2020	KARL BRETZ	RETIREE HEALTH REIMBURSEMENT	41.20	
123842	5/14/2020	ROBERT BURNHAM	RETIREE HEALTH REIMB/SDRMA REF	285.00	
123843	5/14/2020	GILBERT CALLES	RETIREE HEALTH REIMBURSEMENT	356.00	
123844	5/14/2020	CAPITOL HARDWARE & BUILDING	B&G SUPPLIES	78.30	
123845	5/14/2020	MIKE CARDONA	TRAVEL & PER DIEM	318.04	
123846	5/14/2020	CENTRAL COAST CIRCULATION, L	BUS BOOK DISTRIBUTION	627.00	
123847	5/14/2020	STAN CISOWSKI	RETIREE HEALTH REIMBURSEMENT	261.80	
123848	5/14/2020	CINTAS CORPORATION	FIRST AID SUPPLIES	160.36	
123849	5/14/2020	COX COMMUNICATIONS, CORP.	INTERNET & CABLE TV	249.20	
123850	5/14/2020	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	2,812.58	
123851	5/14/2020	NANCY CURTIS	RETIREE HEALTH REIMBURSEMENT	191.12	
123852	5/14/2020	DIESEL FORWARD, INC.	BUS PARTS	679.67	
123853	5/14/2020	SHERRIE FISHER	RETIREE HEALTH REIMBURSEMENT	320.54	
123854	5/14/2020	FLEET SERVICES, INC.	BUS PARTS	445.57	
123855	5/14/2020	FRONTIER CALIFORNIA INC.	TELEPHONE SERVICE	100.98	
123856	5/14/2020	GENFARE, A DIVISION OF SPX CO	FAREBOX REPAIRS & PARTS	4,247.50	
123857	5/14/2020	GIBBS INTERNATIONAL INC	BUS PARTS	1,005.02	
123858	5/14/2020	GILLIG LLC	BUS PARTS	2,955.85	
123859	5/14/2020	GARY GLEASON	RETIREE HEALTH REIMBURSEMENT	247.95	
123860	5/14/2020	GOLD COAST TRANSPORT REFRIG	BUS A/C MAINTENANCE	504.11	
123861	5/14/2020	JILL GRISHAM	RETIREE HEALTH REIMB/SDRMA REF	260.23	
123862	5/14/2020	JIM HAGGERTY	RETIREE HEALTH REIMBURSEMENT	243.00	
123863	5/14/2020	ALI HABIBI	RETIREE HEALTH REIMBURSEMENT	285.00	
123864	5/14/2020	ROBERT HARTMAN, JR.	RETIREE HEALTH REIMBURSEMENT	433.04	
123865	5/14/2020	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	40.78	
123866	5/14/2020	DONALD JACKSON	RETIREE HEALTH REIMBURSEMENT	429.00	
123867	5/14/2020	LOUIS JONES	RETIREE HEALTH REIMBURSEMENT	221.00	
123868	5/14/2020	LINDA LEE LACKEY	RETIREE HEALTH REIMBURSEMENT	855.00	
123869	5/14/2020	LABOR ALLIANCE MANAGED TRU	UNION DENTAL INSURANCE	10,875.75	
123870	5/14/2020	LMA ARCHITECTS, CORP.	TC CONSTRUCTION OVERSIGHT	15,031.11	

Check #	Date	Company	Description	Amount	Voids
123871	5/14/2020	MARBORG INDUSTRIES (INC)	UTILITIES & RENTAL FEES	213.75	
123872	5/14/2020	MIKE CUEVAS GARDENING SERVI	LANDSCAPE MAINTENANCE SERVICE	765.00	
123873	5/14/2020	MILPAS RENTAL INC.	EQUIPMENT RENTAL	510.24	
123874	5/14/2020	NEWEGG BUSINESS, INC	IT EQUIPMENT & SUPPLIES	4,426.55	
123875	5/14/2020	NFI PARTS DBA	BUS PARTS	610.21	
123876	5/14/2020	PREVOST CAR INC.- CREDIT DEPT.	BUS PARTS	431.30	
123877	5/14/2020	PERRY LINCOLN MERCURY MAZD	SERVICE VEHICLE PARTS / REPAIRS	125.00	
123878	5/14/2020	PACIFIC MATERIALS LABORATOR	WELDING INSPECTIONS	640.00	
123879	5/14/2020	CAREY POINDEXTER	RETIREE HEALTH REIMBURSEMENT	285.00	
123880	5/14/2020	PRISCILLA REID	RETIREE HEALTH REIMBURSEMENT	120.00	
123881	5/14/2020	REPUBLIC ELEVATOR, INC	ELEVATOR MAINTENANCE	170.00	
123882	5/14/2020	AL ROMERO SR.	RETIREE HEALTH REIMBURSEMENT	178.00	
123883	5/14/2020	SB LOCKSMITHS, INC.	B&G REPAIR & SUPPLIES	22.55	
123884	5/14/2020	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	328.19	
123885	5/14/2020	TELCOM, INC.	RADIO PARTS & REPAIRS	641.38	
123886	5/14/2020	TANK TEAM INC.	TANK TESTS	535.70	
123887	5/14/2020	TEAMSTERS MISC SECURITY TRU	UNION MEDICAL INSURANCE	200,575.00	
123888	5/14/2020	TRUMAN ARNOLD COMPANIES (T	DIESEL FUEL	84,583.11	
123889	5/14/2020	VERIZON WIRELESS	WIRELESS PHONES & AIM CELLULAR	2,946.58	
123890	5/14/2020	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	271.24	
123891	5/22/2020	ABC BUS COMPANIES INC	BUS PARTS	1,223.76	
123892	5/22/2020	ACCONTEMPS DBA	CONTRACT EMPLOYMENT	4,483.20	
123893	5/22/2020	AMERICAN MOVING PARTS, LLC	BUS PARTS	1,699.35	
123894	5/22/2020	ASBURY ENVIRONMENTAL SERVI	WASTE OIL RECYCLER	882.75	
123895	5/22/2020	BIG BRAND TIRES, BRANDCO BILL	SERVICE VEHICLE MAINTENANCE	160.62	
123896	5/22/2020	CELTIS VENTURES, INC.	MARKETING SERVICES	4,987.50	
123897	5/22/2020	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	913.31	
123898	5/22/2020	DIESEL FORWARD, INC.	BUS PARTS	981.50	
123899	5/22/2020	EASY LIFT TRANSPORTATION, IN	MONTHLY ADA SUBSIDY	80,969.50	
123900	5/22/2020	FEDEX dba	FREIGHT CHARGES	100.81	
123901	5/22/2020	FLEET SERVICES, INC.	BUS PARTS	115.45	
123902	5/22/2020	FRONTIER CALIFORNIA INC.	TELEPHONE SERVICE	1,979.45	
123903	5/22/2020	GENFARE, A DIVISION OF SPX CO	FAREBOX REPAIRS & PARTS	1,171.91	
123904	5/22/2020	GIBBS INTERNATIONAL INC	BUS PARTS	1,319.36	
123905	5/22/2020	GILLIG LLC	BUS PARTS	3,877.41	
123906	5/22/2020	GOGETTERS, LLC DBA	COURIER SERVICES	120.00	
123907	5/22/2020	GOLD COAST TRANSPORT REFRIG	BUS A/C MAINTENANCE	1,357.16	
123908	5/22/2020	GOODYEAR TIRE & RUBBER CO	BUS TIRE LEASE	10,466.94	
123909	5/22/2020	GRAINGER, INC.	SHOP/B&G SUPPLIES	835.57	
123910	5/22/2020	HI-LINE ELECTRIC COMPANY, INC	BUS PARTS	746.22	
123911	5/22/2020	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	209.96	

Check #	Date	Company	Description	Amount	Voids
123912	5/22/2020	IRON HORSE AUTO BODY OF SB D	SERVICE VEHICLE REPAIRS	328.11	
123913	5/22/2020	UNITED STATES TREASURY - IRS	PAYROLL RELATED	250.00	
123914	5/22/2020	JERRY'S PLUMBING & HEATING, I	PLUMBING REPAIRS	560.00	
123915	5/22/2020	KIMBALL MIDWEST	SHOP SUPPLIES	244.04	
123916	5/22/2020	MC CORMIX CORP. (OIL)	LUBRICANTS	4,309.04	
123917	5/22/2020	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	1,842.04	
123918	5/22/2020	MCMaster-CARR SUPPLY CO.	SHOP/B&G SUPPLIES	251.20	
123919	5/22/2020	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	195.03	
123920	5/22/2020	MOLINA MANUFACTURING D	REFURBISH BUS SEATS	1,721.62	
123921	5/22/2020	MULLEN & HENZELL	CALLE REAL PROJECT SERVICES	2,981.23	
123922	5/22/2020	NATIONAL DRIVE	PAYROLL DEDUCTION	32.00	
123923	5/22/2020	PREVOST CAR INC.- CREDIT DEPT.	BUS PARTS	95.92	
123924	5/22/2020	O'REILLY AUTO PARTS DBA	BUS PARTS	211.34	
123925	5/22/2020	PACIFIC POWER GROUP	BUS PARTS	582.45	
123926	5/22/2020	PETROLEUM MARKETING EQUIP	T1 FUELING SYSTEM UPGRADE	15,005.60	
123927	5/22/2020	POWERSTRIDE BATTERY CO.	EV BATTERIES	1,197.77	
123928	5/22/2020	LETICIA RAMIREZ	PAYROLL RELATED	650.00	
123929	5/22/2020	SAFETY-KLEEN CORPORATION	SHOP SUPPLIES	341.82	
123930	5/22/2020	SAFEGUARD DBA	OFFICE SUPPLIES	711.79	
123931	5/22/2020	SB COUNTY FEDERAL CREDIT UNI	PAYROLL DEDUCTION	260.00	
123932	5/22/2020	SB LOCKSMITHS, INC.	B&G REPAIR & SUPPLIES	9.78	
123933	5/22/2020	SILVAS OIL CO., INC.	LUBRICANTS	398.11	
123934	5/22/2020	SANTA BARBARA SHERIFF'S DEPT	PAYROLL RELATED	50.00	
123935	5/22/2020	SO. CAL. EDISON CO.	UTILITIES	4,238.03	
123936	5/22/2020	SOAP MAN DISTRIBUTIN DBA	CLEANING SUPPLIES	59.81	
123937	5/22/2020	SOCALGAS	UTILITIES	267.63	
123938	5/22/2020	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	60.86	
123939	5/22/2020	STATE BOARD OF EQUALIZATION	PAYROLL RELATED	250.00	
123940	5/22/2020	STEWART'S DE-ROOTING & PLUM	PLUMBING REPAIRS	120.00	
123941	5/22/2020	TDS SERVICE CORP. DBA TRANSI	BUS PARTS REPAIRS	678.50	
123942	5/22/2020	TILFORD WELDING DBA	VENDOR BUS REPAIRS	75.00	
123943	5/22/2020	TEAMSTERS UNION LOCAL NO. 18	UNION DUES	423.69	
123944	5/22/2020	UNITED PARCEL SERVICE, INC.	FREIGHT CHARGES	402.40	
123945	5/22/2020	UNITED WAY OF SB	PAYROLL DEDUCTION	68.00	
123946	5/22/2020	VALLEY POWER SYSTEMS, INC.	BUS PARTS	5,469.74	
123947	5/22/2020	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	984.46	
123948	5/22/2020	WINNER CHEVROLET, INC.	CHEVY BOLT RELIEF VEHICLE	378,010.50	
123949	5/22/2020	WURTH USA WEST INC.	SHOP SUPPLIES	684.72	
123950	5/22/2020	YACO SCHOLARSHIP FUND	PAYROLL DEDUCTION	58.00	
123951	5/22/2020	YELLOW (YRC) TRANSPORTATIO	FREIGHT CHARGES	561.04	



Check #	Date	Company	Description	Amount	Voids
				<b>889,676.16</b>	
Current Cash Report Voided Checks:				0.00	
Prior Cash Report Voided Checks:				0.00	
Grand Total:				<b>\$889,676.16</b>	



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

**MEETING DATE:** JUNE 2, 2020

**AGENDA ITEM: #7**

**DEPARTMENT:** FINANCE

**TYPE:** ACTION ITEM

**PREPARED BY:** BRAD DAVIS

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

**REVIEWED BY:** GENERAL MANAGER

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

**SUBJECT:** OPERATING & CAPITAL BUDGET FOR FISCAL YEAR 2020-21

**RECOMMENDATION:**

Staff is recommending that the Board adopt the attached draft Operating and Capital Budget for Fiscal Year 2020-21.

**DISCUSSION:**

While a draft budget was presented to the Board last March, the attached document is essentially a completely new budget taking into account staff's best estimates with the considerable financial uncertainty brought about by the COVID-19 health pandemic.

**ATTACHMENT:**

- Draft Fiscal Year 2020-21 Operating & Capital Budget



# OPERATING & CAPITAL BUDGET

Fiscal Year 2020-21



## **Santa Barbara Metropolitan Transit District**

550 Olive Street, Santa Barbara, CA 93101

Administration: (805) 963-3364

Schedule Information: (805) 963-3366

Website: [www.sbmtd.gov](http://www.sbmtd.gov)

Draft June 2, 2020

# OPERATING & CAPITAL BUDGET

## Santa Barbara Metropolitan Transit District

### Fiscal Year 2020-21

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## Executive Summary

The proposed budget for the Santa Barbara Metropolitan Transit District (District) for fiscal year 2020-2021 (FY20-21) reflects the severe economic impacts brought about by the ongoing COVID-19 pandemic. It is built around assumptions that are difficult to predict and subject to potential significant change throughout the year as the financial outlook evolves. The core matter for the District is the anticipated steep decline in operating revenues, chiefly in fare income and sales tax receipts. While operating costs will also be down from a reduced service level, the current outlook is for an \$8.6 million deficit.<sup>1</sup> To put this in perspective, the size of the deficit is 30% of the entire budget for the fiscal year coming to a close this month (FY19-20). Avoiding what would otherwise be a fiscal crisis requiring severe cutbacks is an allocation of federal CARES Act<sup>2</sup> funding to the District. The CARES Act relief is sufficient to fully balance the District's operating budget in FY20-21.

Operating Budget  
(\$ thousands)

	FY 20-21	FY 19-20	Variance to FY20		FY 19-20	Variance to FY20	
	Budget	Budget	Amt	%	Estimate	Amt	%
<b>Revenue</b>							
Fare Revenue	\$1,038	\$7,228	(\$6,190)	-86%	\$5,196	(\$4,158)	-80%
Sale Tax Revenue	8,276	10,832	(2,556)	-24%	9,665	(1,389)	-14%
FTA Operating Assistance	5,917	5,574	343	6%	6,250	(333)	-5%
State/Local Operating Assist	2,007	1,643	364	22%	1,245	762	61%
Property Tax Revenue	1,334	1,342	(8)	-1%	1,388	(53)	-4%
Other Income	458	1,611	(1,154)	-72%	1,527	(1,069)	-70%
Total Revenue	<u>\$19,029</u>	<u>\$28,230</u>	<u>(\$9,201)</u>	<u>-33%</u>	<u>\$25,270</u>	<u>(\$6,241)</u>	<u>-25%</u>
<b>Expenses</b>							
Route Operations	\$16,909	\$17,879	(\$969)	-5%	\$17,027	(\$117)	-1%
Vehicle Maintenance	5,285	5,848	(562)	-10%	5,559	(274)	-5%
Passenger Accommodations	1,688	1,626	62	4%	1,536	151	10%
General Overhead	3,698	3,399	298	9%	3,342	356	11%
Total Expenses	<u>\$27,580</u>	<u>\$28,752</u>	<u>(\$1,172)</u>	<u>-4%</u>	<u>\$27,464</u>	<u>\$116</u>	<u>0%</u>
Net Surplus/(Deficit)	<u>(\$8,551)</u>	<u>(\$522)</u>			<u>(\$2,194)</u>		

Following are four key pandemic-related assumptions used in the development of the budget.

- The collection of fares in buses will resume midyear beginning in January 2021.
- There will be no contract fare revenue for the period that general fares are not collected.
- Sales tax revenue will fall 19% compared to the prior year's budgeted amount.
- The service level will have 11% fewer revenue hours than approved for FY19-20.

Again, these premises are subject to change depending upon the effects of the health pandemic on several factors such as the rate at which ridership returns and physical distancing requirements as well as the level of economic activity affecting District revenue sources. For instance, advancement into later stages of Santa Barbara County's Reopening Measures coupled with added MTD safety protocols could result in moving up the return of collecting fares or restart of suspended transit services. Of course, a worsening of conditions would prolong the current health and safety measures affecting transit ridership and operating revenue.

Staff will continue to closely monitor events to stay abreast of possible additional concerns for the District, enabling prompt work environment changes and financial responses. This will result in more frequent

<sup>1</sup> The deficit is before the application of federal CARES Act funding to the budget.

<sup>2</sup> The Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed into law on March 27th, 2020, to provide more than \$2 trillion of economic relief for the nation.

financial updates for the Board, which may include recommendations for budget revisions outside the normal midyear cycle.

Staff intends to present an initial overview of Business Recovery Plan Guidelines to the Board in July. The guidelines will provide a set of strategies for the District that mirrors Santa Barbara County's Reopening Measures stages. The District's guidelines will be comprised of short and mid-term service provision criteria, safety protocols, preliminary service plan goals, and planning and recovery measures.

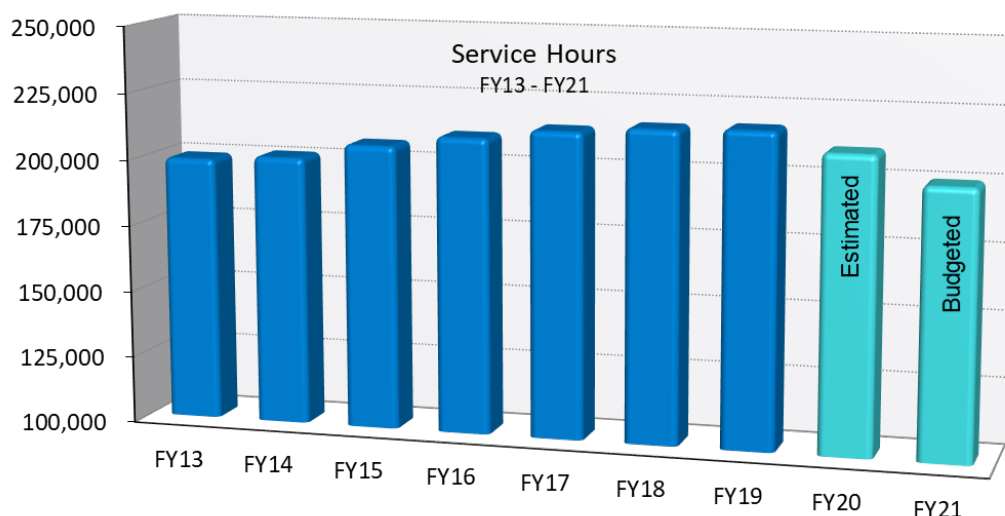
To be clear, staff will present a very short summary in July outlining the various tasks, policies and projects identified to prepare the District for economic and service recovery. This approach will provide the Board and the public with an overview of the situation that local public transit is facing with an eye toward transparency and the ability to receive input. Emergency measures may need to take place throughout the calendar year as we adapt to the service needs of local schools, the university and community college, as well as those of our essential workers. Further complicating the matter is the reality that another wave of COVID-19 cases may come later in the year and progress made during the four stages of reopening could be hindered.

## Transit Service Level

In response to the effects of the health pandemic, last March the District began implementing a number of measures to protect employee and passenger health. With the sudden closure of schools, the university, and our community college, MTD suspended lines primarily dedicated to serving those institutions. In April, MTD suspended shuttle routes that often serve tourist populations and those lines that typically scored in the fourth quartile of annual ridership. The suspension of eight of the District's 24 routes in late FY19-20 will end the continuous annual growth in the service level since FY13-14. The service level included in the budget may be a bit optimistic. It includes the restoration of lines 28, 15x and 16 in the fall and implements grant-funded new service in the second half of the year.

FY20-21 Service Level  
(in Revenue Hours)

<u>Service Description</u>	<u>Hours</u>
Ending FY19-20 Level	223,636
Microtransit & 19x	2,926
Service Suspensions	(26,564)
Adjusted FY20-21 Level	<u>199,998</u>
Change in Service Level	-11%



With the addition of CARES Act funds, grants supporting new services, and contractual support of UCSB for Route 28, the budgeted service level may be financially achievable this year. However, the current workforce numbers and the challenge of hiring, training and licensing additional drivers by the fall may be an insurmountable task. As such, staff will be working on a multitude of scenarios to account for the uncertainty surrounding our projected workforce figures and the ambiguity surrounding the manner in which our local educational institutions will reopen.

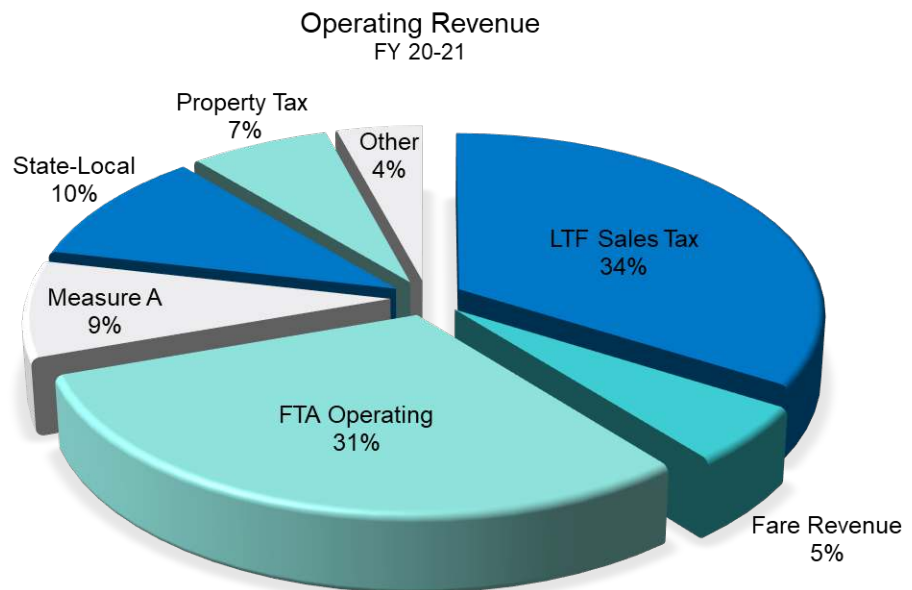


## Operating Budget

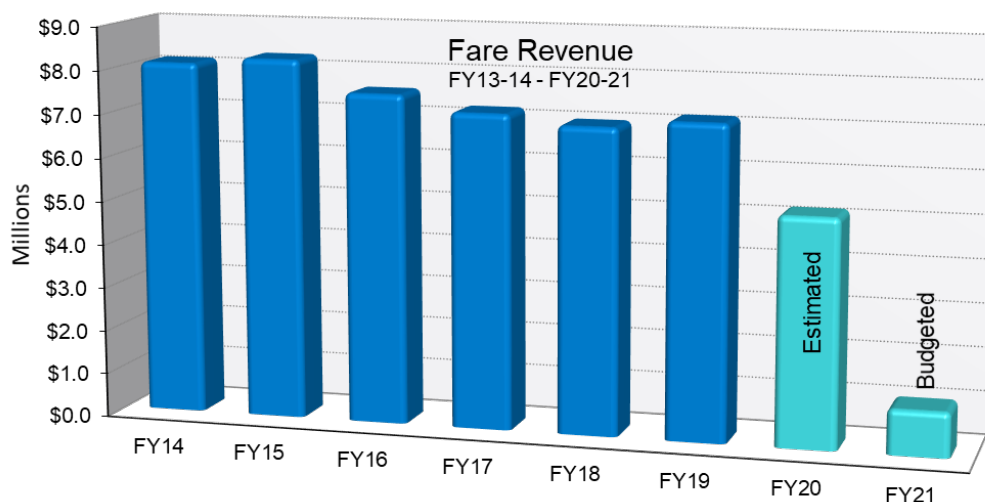
### Operating Revenue

Due to the economic fallout resulting from the COVID-19 pandemic, FY20-21 operating revenue, at \$19.4 million, is expected to fall an unprecedented 31% compared to the previous year's budget. The reduction is almost entirely made up of reduced fare revenue and sales tax subsidies. These and other District income sources are reviewed below. A detailed breakdown of revenue is included on page 10.

**Fare Revenue** – The fare revenue estimate is built on the assumption that continued physical distancing will prevent the collection of fares until the start of the 2021 calendar year. Even with the resumption of fare collection, initial revenue is anticipated to be well below pre-pandemic levels slowly building back up to 40% of pre-pandemic levels by fiscal year end. Fares will be further pressured by the reduced service level during this period. Taken together, these factors are expected to cut cash and prepaid pass revenue down by nearly 90% from the amount budgeted for FY19-20.



It is not feasible to collect contract fare revenue while the general public is not charged a fare to board District buses. The main contract fare providers are the City of Santa Barbara for a reduced fare on the Downtown-Waterfront Shuttle (DWS); and UC Santa Barbara and Santa Barbara City College for free student boarding. Thus, the budget does not include revenue from the colleges until next January. Regarding the DWS, the budget incorporates the assumption that it will not be funded or operated during FY20-21. New fare income will be provided with the initiation of microtransit service in the latter half of the fiscal year, although such revenue will be nominal.



**Sales Tax Revenue** – With the expected continuance of the significant downturn in economic activity, District subsidies from sales tax revenue are expected to be substantially reduced in FY20-21. This spring is expected to be the hardest hit period, which will be felt by the District in the May to July periods due to

the delay between sales tax receipts by the state and allocation to local governments. Such revenue is anticipated to pick up after this low point, although it is expected to do so slowly in line with the recovery from the inevitable recession. With these assumptions, the impact for the year will be 24% reduction from the prior year budgeted amount. The District receives sale tax revenue through two sources: the Local Transportation Fund (LTF), based on the ¼ percent of general statewide sales tax dedicated to public transit; and Measure A, the voter-approved ½ percent increase in the countywide sales tax rate to meet local transportation needs. Combined LTF and Measure A subsidies normally comprise more than half of the District's operating revenue. This is projected to fall to 43% in FY20-21.

Federal Assistance – For budgeting purposes, FY20-21 federal formula assistance is estimated to grow by 2% from the prior year allocation, resulting in just over \$5.9 million in federal operating revenue.<sup>3</sup> Provided through the Federal Transit Administration (FTA), the formula grant monies for FY19-20 were funded above the authorized FAST Act level and included the second year of the large increase in Small Transit Intensive Communities (STIC)<sup>4</sup> funds. The FAST Act covered the five-year period ending this June. A replacement transportation funding bill is currently under consideration by Congress.

Still overshadowing District finances is the potential loss of a large portion of federal formula assistance. The upcoming decennial census is expected to show a South Coast population exceeding 200,000 in which case the Santa Barbara urbanized area would no longer be categorized as a “small urbanized area.” Reclassification to a large urbanized area could result in the loss of up to \$2 million. The District is working with its legislators and the American Public Transportation Association (APTA) seeking a means of softening the blow, such as through phasing it in over several years.

State & Local Operating Assistance – State and local operating assistance is used to fund new routes or route expansions. In FY20-21, such support from UCSB will continue to fund the Line 28 and expanded service hours on Lines 12x/24x; and from SBCAG for the first/last mile service for the Amtrak commuter train service. New this year will be the Microtransit service, supported by the state LCTOP program.

Property Tax Revenue – The economic downturn is expected to have little bearing on property taxes received by the District in FY20-21. This is because the tax roll used for assessed values is determined at the outset of each calendar year (e.g., 2020 property taxes were determined last January). If property values do drop sufficiently, many property owners will seek reassessments to lower values which could affect receipts. “Prop 13” includes an annual 2% increase in assessed values. The increase is limited to the change in the cost of living which, in the current environment, could potentially eliminate the 2021 automatic adjustment. A 1% reduction in property tax revenue is projected for FY20-21.

Other Income – Other Income will fall considerably in FY20-21 relative to the prior year. This is due to the FY19-20 receipt of a \$750,000 one-time reimbursement for removal and clean-up costs of an underground storage tank in 2008. The termination of the lease of the District's Overpass property in order to return the facility to transit use will reduce income as well. With expected difficult economic times, advertising revenue is projected to be about half that of the prior year's budget. With the large drop in interest rates, the District can also expect interest income to be down 20% for the year.

## Operating Expenses

With the service reduction in FY20-21, operating costs of \$27.6 million are 4% less than budgeted in FY19-20. Relative to the projected actual operating expenses for FY19-20, costs are nearly unchanged as the 25% suspension of transit service in the final quarter will coincidentally bring down costs nearly in line with the new year. Another significant element in the expense reduction is the assumption that outlays and reserves for workers compensation will come down from the considerable rise in FY19-20. A large decrease in fuel expenditures is also anticipated from the lower service level and the drop in oil prices.

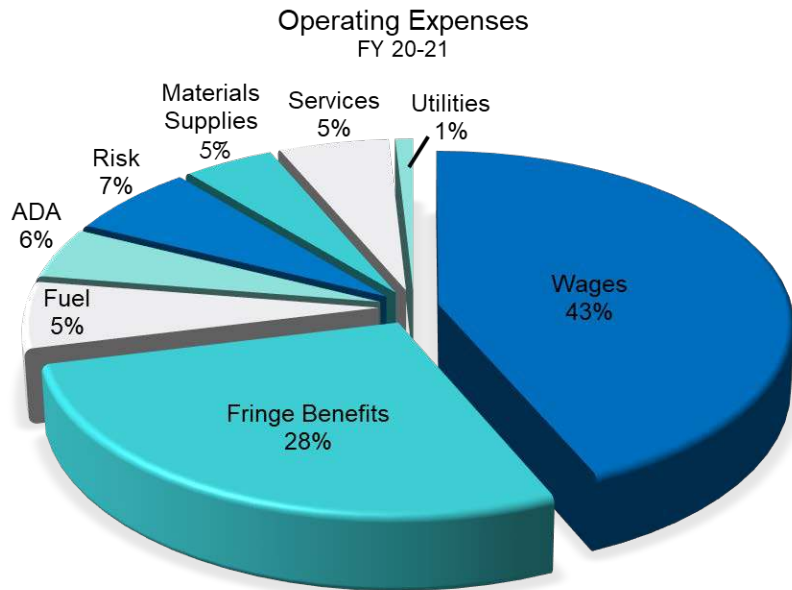
<sup>3</sup> This is prior to the application of the CARES Act funding to backfill pandemic-related expenses and revenue losses.

<sup>4</sup> STIC is a program that rewards public transit providers that meet certain criteria measuring the efficiency and density of service. MTD has qualified for and received the maximum STIC allocation since program inception more than a decade ago.

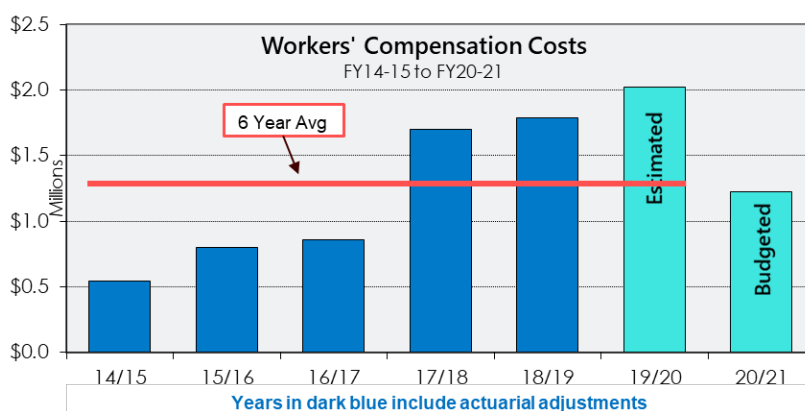


**Human Resources** – With a new three year collective bargaining agreement (CBA) reached last summer, union wages and fringe benefits are established for FY20-21 and incorporated into the budget. The CBA expires at the end of FY21-22. Following are additional relevant personnel matters or decisions affecting the year's outlays:

- ◆ The service reduction currently in place has at least for the time being eased the driver shortage and diminished the need for driver and supervisor overtime. Offsetting this somewhat are necessary leaves of absence for employees related to the COVID-19 pandemic. The health and safety climate has also put driver hiring on hold, which may affect future employee levels.
- ◆ The FY19-20 budget included 14 mechanics. With improvements in mechanic productivity, the midyear budget revision reduced the level down to 13 mechanics. The FY20-21 budget maintains this lower number of positions, which is considered sufficient.
- ◆ With the necessity for extensive disinfecting of the District's transit fleet, two part time service workers have been elevated to full time positions for FY20-21.<sup>5</sup>
- ◆ Two open staff positions have recently been filled including the purchasing agent and assistant finance manager. A human resources generalist is still being sought to fill that budgeted position. An accounting assistant position, filled through a temp agency since last summer, will remain unfilled at least until the resumption of fare collection.



**Workers Compensation** – As related in years past, the year-to-year variability in workers compensation (WC) costs creates difficulty in accurate budget forecasting. This is due to the unpredictability of the number and extent of claims each year where one incident can have a considerable effect on costs. Another complicating factor is the effect of the required annual actuarial study of WC claims by an independent party whose methodologies includes incurred but not reported reserves and projections based on agency funding levels. For example, in FY18-19, where WC costs had fallen dramatically from the large increase in the prior year, the actuarial adjustment resulted in a seeming increase in the year's cost. Regarding FY20-21, staff has carefully reviewed the current outlook to come up with the projected costs and reserves for the year.



**Revenue Vehicle Fuel** – Renewable diesel fuel expenses of \$1.3 million in FY20-21 are 27% below budgeted prior year costs. This projection is based on the 11% reduction in revenue service coupled with the recent plunge in oil prices. While not a fossil fuel product, renewable diesel pricing in California closely tracks the cost of ultra-low sulfur diesel (ULSD). The next fixed price contract is expected to decrease the current contract rate of \$2.24 per gallon down to \$1.60.

<sup>5</sup> The District has also increased the current level of janitorial services to assist with nightly fleet and facilities disinfecting.

## Capital Budget

The capital budget for FY20-21 is \$32.5 million with 90% of this allocated for bus replacements and refurbishing. Most of the bus acquisitions are contingent upon the receipt of federal discretionary grant awards, discussed further under capital funding. Many projects, including the bus refurbishing program, Overpass Terminal recommissioning, and bus stop upgrades are multiyear projects carried over from the prior year. The capital budget also includes a \$500,000 contingency for potential health and safety improvements to revenue vehicles and facilities. A more detailed capital project breakdown, including FY19-20 capital projects, is included on page 9 of this document.

Capital Projects by Category  
(\$ thousands)

	FY 20-21 Budget	Appropriations	
		New	Prior Year
Revenue Vehicle Purchases	\$23,514	\$19,504	\$4,010
Revenue Vehicle Improvements	5,395	550	4,845
Operating Facilities	2,100	640	1,460
Passenger Facilities	1,075	175	900
Information & ITS Systems	275	275	0
Service Vehicles & Other Equip	189	189	0
Total Capital Projects	<u>\$32,548</u>	<u>\$21,333</u>	<u>\$11,215</u>

### Capital Projects

Bus Replacements & Refurbishments – The capital budget includes the acquisition of 14 40-foot electric buses as part of the District's mandated transition to an emission-free fleet. The buses will replace existing diesel units. Funds for four of the buses have been secured. The bulk of the cost of the remaining 10 buses are subject to approval of two pending federal discretionary grants. Preparation of an invitation for bids for the fleet refurbishing project is under way. Delivery of and payment for the three microtransit vans scheduled for FY19-20 have been delayed until FY20-21.

Operating & Passenger Facilities – Most of the facility improvement projects are carryovers from FY19-20. Foremost among these is the recommissioning of the Overpass Terminal being funded with an SBCAG TIRCP grant. The structural improvements and reroofing of the Olive Terminal shop was put on hold pending completion of the Facilities Master Plan and is now a component of the facility improvements recommended by the plan. Also included in the budget are bus stop improvements that had similarly been put on hold. The project will take place over two years and include close to 20 new shelters.

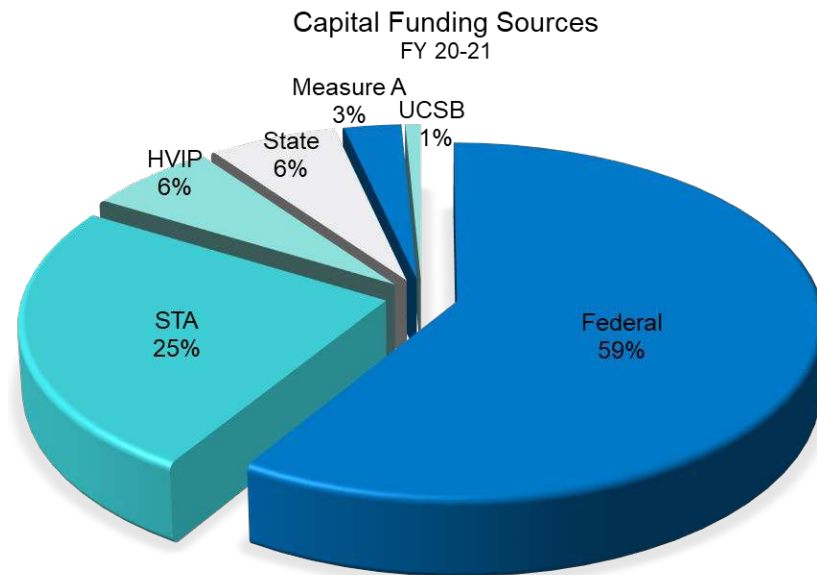
Information & ITS Systems – The budget for Intelligent Transportation Systems (ITS) will provide initial funding towards the transition to hands-free mobile on-board payment options such as via the use of smartphones and proximity credit cards. Recent experiences with the health pandemic point to a greater need to move more quickly to reduce fare media handling and the need for fare payments using cash.

Service Vehicles – Completion of the onsite charging infrastructure for the Chevrolet Bolts is nearing conclusion. Three of the 10 electric vehicles have been received and are in use. The remaining Bolts are expected by the start of the new fiscal year. Most of the cars will be allocated as relief vehicles used to transport drivers to and from buses in revenue service. FY20-21 includes the addition of four more Bolts to meet the agreement with SCE to bring power onsite to the vehicle chargers at no cost to MTD.

### Capital Revenue

Of the \$32.5 million in funding to support the capital budget, \$11 million represents encumbrances carried over from prior years. The remaining \$21.5 million will come from previously unencumbered allocations or new funding in FY20-21. MTD's capital projects will be paid for from a variety of federal, state, and

local sources. In clarification, the State category in the following pie chart includes funding from several different programs, which are described below.



**Federal Funds** – The capital budget includes \$19 million in federal funds, supplying more than half of the capital project backing. A large part of the funding is reliant upon approval of two discretionary grants submitted to the FTA. The District last received a discretionary award in FY16-17. The uncertainty with this process continues to present great difficulty in preparing firm bus replacement plans. \$4 million of the budgeted federal funds have been previously secured.

**State Transit Assistance** – California's State Transit Assistance (STA) fund continues to provide a steady annual source of capital funds. Senate Bill 1,

approved three year ago, included increased diesel fuel taxes that have nearly doubled annual STA revenue. However, a substantial dip is expected in FY20-21 from both lower demand for diesel fuel caused by the reduced economic activity and the recent sharp drop in oil prices. The effects will not be felt by the District until FY21-22, as STA funds collected during the fiscal year are not distributed until several months into the following fiscal year.

**HVIP** – HVIP refers to the state's Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project. The current HVIP incentive is \$150,000 for a 40' battery electric bus and is included as part of the local share for the 14 EV's included in the capital budget.

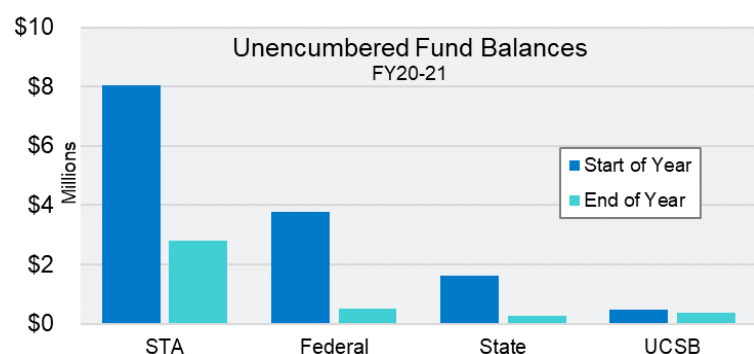
**State** – As mentioned, the State category in the above pie chart encompasses several distinct sources. Two are supported from the Cap-and-Trade program and include the Low Carbon Transit Operations Program (LCTOP) and the Transit and Intercity Rail Capital Program (TIRCP). Also included is the State of Good Repair (SGR) program funded by SB1. The District will make use of these sources as part of the local share for the federally-funded EV acquisitions and the recommissioning of the Overpass Terminal.

**Measure A Capital Program** – In FY20-21, Measure A will provide nearly \$1 million in capital revenue. This amount was recently adjusted downward by SBCAG taking into account recent economic conditions. The funds will be used as the local share for a number of capital acquisitions.

## Capital Fund Balances

With current funding commitments for capital projects, unencumbered capital funds at the end of FY20-21 will be \$3.9 million, with the majority comprised of STA funds. Many projects in the capital budget with committed funds will not be completed during the year and, as a result, the actual unspent funding balance at the end of FY20-21 will be much higher than the unencumbered balance.

All but the UCSB sinking fund are held in trust by other governmental entities with the funds allocated to the District on a reimbursement basis. The adjacent chart shows the beginning and ending capital funding balances by source.



## Forecast & Reserves

### Five-Year Forecast

With the ongoing health pandemic and corresponding negative impacts on the local economy, there are increased challenges to future fiscal planning. For this reason, the budget will forgo the five-year financial forecast at this time. The next few months will likely bring improved stability and enable projections with more confidence, which will be included as part of the more frequent Board financial updates.

### Operating Reserves

Targeted Operating Reserves (\$ thousands)		
Reserve Funds	FY19-20	FY20-21
Working Capital	\$5,801	\$5,917
Emergency	2,746	2,758
Appropriated	549	552
Reserves Target Balance	\$9,096	\$9,226
Unrestricted Net Position	\$8,868	\$2,108
Targeted Reserves Shortfall	(\$228)	(\$7,118)
Shortfall with CARES Act Funds	\$0	\$0

Without a five-year forecast, the discussion on reserves is limited to the current and upcoming periods. Target reserve levels are determined in the District's Cash Reserves Policy. The source of reserves is MTD's unrestricted net position, which is essentially District financial assets not committed to a specific purpose. The table to the left shows the District's ability to meet the target reserve levels. In this case, it indicates that the majority of the District's reserves would be required to balance the budget without the inflow of federal CARES Act relief funds. Of course, in lieu of CARES Act funds, other measures, primarily reducing expenses, would be required.

## Retirement Benefit Obligations

### Pension

Represented Employees – MTD contributes to the Western Conference of Teamsters Pension Trust for employees covered by the collective bargaining agreement (CBA). The contribution is subject to the terms of the CBA. It is a defined benefit plan with payments to retirees based on a formula set by the Pension Trust. The 2019 Teamsters actuarial certification of the multi-employer plan indicates that the trust is 92% funded, considered exemplary.

Staff & Management – A 401(k) plan was established in 1985 for all employees not subject to the CBA. MTD makes an ongoing contribution on the employee's behalf in addition to providing for employee contributions. As a fully-funded defined contribution plan, there is no unfunded retirement benefit liability.

### Other Post-Employment Benefits (OPEB)

The District provides post-employment health benefits up to a maximum of \$285 per month for eligible employees. The monthly benefit is in the form of a reimbursement to retirees for their personal health insurance premiums. Eligibility for the benefit requires that an employee be at least 65 years of age at the time of retirement and have worked a minimum of 20 years at MTD.

Government accounting standards require measuring the present value of unfunded future OPEB obligations and recording it as a liability. At the end of FY20-21, the liability will be \$2.7 million. Because MTD set aside \$1 million in FY16-17 and \$500,000 in FY17-18 to cover future OPEB costs, the unfunded OPEB liability has been reduced to \$1.1 million and is 59% funded. The prefunding is held in the California Employers Benefit Trust, managed by CalPERS.

The funded portion of the OPEB liability increased slightly from last year despite the sharp drop in the financial markets earlier this year due to fears over the effects of the pandemic on the economy. With the positive performance of the OPEB trust investments this year before the onset of the COVID-19 disease and the turnaround in the markets in the last two month, the current OPEB trust account balance of \$1.6 million is within 1% of the balance at the start of the fiscal year.

## Detailed Budget Tables

### Capital Projects Budget

#### Fiscal Year 2020-21

	Total FY 20-21 Budget	=	New FY 20-21 Projects	+	Carryover FY 19-20 Projects	Approved FY 19-20 Budget	Estimated FY 19-20 Outlays
<b>REVENUE VEHICLE PURCHASES</b>							
40' Electric Buses (14)	\$16,724,000		\$12,974,000		\$3,750,000	\$3,750,000	\$0
30' Diesel (11) / Electric Buses (4)	6,150,000		6,150,000		0	1,697,000	1,697,000
30' Electric Bus Capital Lease (6)	380,000		380,000		0	368,000	538,000
Paratransit Vans (4)	0		0		0	210,000	210,000
Microtransit Vans (3)	260,000		0		260,000	260,000	0
Subtotal	<u>\$23,514,000</u>		<u>\$19,504,000</u>		<u>\$4,010,000</u>	<u>\$6,285,000</u>	<u>\$2,445,000</u>
<b>REVENUE VEHICLE IMPROVEMENTS</b>							
Bus Refurbishing Program	\$4,845,000		\$0		\$4,845,000	\$4,845,000	\$25,000
COVID-19 Safety Improvements	500,000		500,000		0	0	0
Component Replacements Allowance	50,000		50,000		0	450,000	300,000
Subtotal	<u>\$5,395,000</u>		<u>\$550,000</u>		<u>\$4,845,000</u>	<u>\$5,295,000</u>	<u>\$325,000</u>
<b>OPERATING FACILITIES</b>							
Overpass Facility Recommissioning	\$1,200,000		\$0		\$1,200,000	\$1,200,000	\$0
Operating Facility Improvements	500,000		290,000		210,000	325,000	115,000
Charging Infrastructure Allowance	100,000		100,000		0	150,000	150,000
Calle Real Property Development	250,000		250,000		0	200,000	150,000
Facilities Master Plan	50,000		0		50,000	350,000	300,000
Subtotal	<u>\$2,100,000</u>		<u>\$640,000</u>		<u>\$1,460,000</u>	<u>\$2,225,000</u>	<u>\$715,000</u>
<b>PASSENGER FACILITIES</b>							
Transit Center Improvements	\$75,000		\$75,000		\$0	\$3,900,000	\$3,900,000
Bus Stop Improvements	1,000,000		100,000		900,000	1,000,000	100,000
Subtotal	<u>\$1,075,000</u>		<u>\$175,000</u>		<u>\$900,000</u>	<u>\$4,900,000</u>	<u>\$4,000,000</u>
<b>INTELLIGENT TRANSPORTATION SYSTEMS</b>							
AVL & ITS Systems Allowance	\$75,000		\$75,000		\$0	\$75,000	\$10,000
Fare Collection Systems Allowance	50,000		50,000		0	30,000	13,000
Subtotal	<u>\$125,000</u>		<u>\$125,000</u>		<u>\$0</u>	<u>\$105,000</u>	<u>\$23,000</u>
<b>INFORMATION SYSTEMS</b>							
Business Software Allowance	\$50,000		\$50,000		\$0	\$75,000	\$20,000
IT Systems & Security Allowance	100,000		100,000		0	125,000	125,000
Subtotal	<u>\$150,000</u>		<u>\$150,000</u>		<u>\$0</u>	<u>\$200,000</u>	<u>\$145,000</u>
<b>OTHER EQUIPMENT</b>							
Shop Equipment Allowance	\$25,000		\$25,000		\$0	\$50,000	\$20,000
Service Vehicles	154,000		154,000		0	560,000	560,000
Office Furniture Allowance	10,000		10,000		0	10,000	0
Subtotal	<u>\$189,000</u>		<u>\$189,000</u>		<u>\$0</u>	<u>\$620,000</u>	<u>\$580,000</u>
Total Capital Projects	<u>\$32,548,000</u>		<u>\$21,333,000</u>		<u>\$11,215,000</u>	<u>\$19,630,000</u>	<u>\$8,233,000</u>



## Operating Revenue Summary

### Fiscal Year 2020-21

	Draft FY 2020-21 Budget	Approved FY 2019-20 Budget	Variance to FY20		FY 2019-20 Estimate	Variance to FY20	
			Amount	%		Amount	%
<b>FAREBOX REVENUE</b>							
Cash Fares & Tokens	\$238,446	\$1,910,165	(\$1,671,719)	-88%	\$1,357,968	(\$1,119,522)	-82%
Adult Passes	137,523	1,159,849	(1,022,326)	-88%	805,842	(668,319)	-83%
Youth Passes	67,775	560,389	(492,614)	-88%	377,098	(309,323)	-82%
Senior Passes	26,673	208,075	(181,402)	-87%	152,784	(126,111)	-83%
Mobility Passes	17,777	141,248	(123,471)	-87%	104,349	(86,572)	-83%
Day Passes	591	10,053	(9,462)	-94%	3,528	(2,937)	-83%
Microtransit Fares	29,376	0	29,376	n/a	0	29,376	n/a
Downtown-Waterfront Shuttle	0	1,224,374	(1,224,374)	-100%	942,426	(942,426)	-100%
UCSB Contract Fares	327,664	1,120,234	(792,570)	-71%	795,809	(468,145)	-59%
SBCC Contract Fares	177,177	796,079	(618,902)	-78%	570,258	(393,081)	-69%
Special Event Fares & Amtrak	7,500	67,200	(59,700)	-89%	64,726	(57,226)	-88%
City My Ride Program	7,500	30,000	(22,500)	-75%	20,980	(13,480)	-64%
<b>Subtotal</b>	<b>\$1,038,002</b>	<b>\$7,227,666</b>	<b>(\$6,189,664)</b>	<b>-86%</b>	<b>\$5,195,768</b>	<b>(\$4,157,766)</b>	<b>-80%</b>
<b>GRANTS &amp; SUBSIDIES</b>							
LTF Sales Tax Revenue	\$6,560,328	\$8,102,028	(\$1,541,700)	-19%	\$7,623,138	(\$1,062,810)	-14%
FTA Formula Assistance	5,916,709	5,573,989	342,720	6%	6,249,684	(332,975)	-5%
Measure A	1,715,522	2,130,183	(414,661)	-19%	2,041,747	(326,225)	-16%
State & Local Op Assistance	2,006,700	1,642,661	364,039	22%	1,245,177	761,523	61%
Property Tax Revenue	1,334,182	1,342,320	(8,138)	-1%	1,387,605	(53,423)	-4%
STA/SB1 Sales Tax Revenue	0	600,000	(600,000)	-100%	0	0	n/a
<b>Subtotal</b>	<b>\$17,533,441</b>	<b>\$19,391,181</b>	<b>(\$1,857,740)</b>	<b>-10%</b>	<b>\$18,547,351</b>	<b>(\$1,013,910)</b>	<b>-5%</b>
<b>OTHER INCOME</b>							
Advertising on Buses	\$237,500	\$475,000	(\$237,500)	-50%	\$391,382	(\$153,882)	-39%
Interest Income	185,000	232,181	(47,181)	-20%	231,648	(46,648)	-20%
Miscellaneous Income	35,000	903,862	(868,862)	-96%	903,862	(868,862)	-96%
<b>Subtotal</b>	<b>\$457,500</b>	<b>\$1,611,043</b>	<b>(\$1,153,543)</b>	<b>-72%</b>	<b>\$1,526,892</b>	<b>(\$1,069,392)</b>	<b>-70%</b>
<b>Total Operating Revenue</b>	<b>\$19,028,943</b>	<b>\$28,229,889</b>	<b>(\$9,200,946)</b>	<b>-33%</b>	<b>\$25,270,011</b>	<b>(\$6,241,068)</b>	<b>-25%</b>

### Fare Revenue by Category

Cash & Token Fares	\$238,446	\$1,910,165	(\$1,671,719)	-88%	\$1,357,968	(\$1,119,522)	-82%
Pass Sales	250,339	2,079,614	(1,829,275)	-88%	1,443,601	(1,193,262)	-83%
Microtransit Fares	29,376	0	29,376	n/a	0	29,376	n/a
Contract Fares	519,841	3,237,887	(2,718,046)	-84%	2,394,199	(1,874,358)	-78%
<b>Total Farebox Revenue</b>	<b>\$1,038,002</b>	<b>\$7,227,666</b>	<b>(\$6,189,664)</b>	<b>-86%</b>	<b>\$5,195,768</b>	<b>(\$4,157,766)</b>	<b>-80%</b>

## Operating Expense Summary

### Fiscal Year 2020-21

	Draft FY 2020-21 Budget	Approved FY 2019-20 Budget	<u>Variance to FY20</u>		FY 2019-20 Estimate	<u>Variance to FY20</u>	
			Amount	%		Amount	%
<b>ROUTE OPERATIONS</b>							
Drivers	\$11,574,405	\$12,258,708	(\$684,303)	-6%	\$11,760,539	(\$186,134)	-2%
Dispatch & Supervision	680,299	740,527	(60,228)	-8%	736,399	(56,100)	-8%
Hiring & Training	409,765	423,801	(14,036)	-3%	353,303	56,462	16%
Risk & Safety	2,511,157	3,483,914	(972,757)	-28%	3,201,351	(690,194)	-22%
Transportation Subsidies	1,733,560	971,634	761,926	78%	975,000	758,560	78%
<i>Subtotal</i>	<u>\$16,909,186</u>	<u>\$17,878,585</u>	<u>(\$969,399)</u>	<u>-5%</u>	<u>\$17,026,592</u>	<u>(\$117,406)</u>	<u>-1%</u>
<b>VEHICLE MAINTENANCE</b>							
Mechanics	\$1,168,155	\$1,163,525	\$4,630	0%	\$1,204,923	(\$36,768)	-3%
Cleaners & Fuelers	923,181	830,599	92,582	11%	837,841	85,340	10%
Supervision	769,863	757,043	12,820	2%	764,189	5,674	1%
Vehicle Consumables	1,673,275	2,245,534	(572,259)	-25%	1,951,948	(278,673)	-14%
Bus Parts & Supplies	620,600	710,000	(89,400)	-13%	779,200	(158,600)	-20%
Vendor Services	45,000	77,500	(32,500)	-42%	12,500	32,500	260%
Risk & Safety	85,336	63,679	21,657	34%	8,355	76,981	921%
<i>Subtotal</i>	<u>\$5,285,410</u>	<u>\$5,847,881</u>	<u>(\$562,471)</u>	<u>-10%</u>	<u>\$5,558,956</u>	<u>(\$273,546)</u>	<u>-5%</u>
<b>PASSENGER ACCOMMODATIONS</b>							
Passenger Facilities	\$635,609	\$571,147	\$64,462	11%	\$552,186	\$83,423	15%
Transit Development	376,111	362,813	13,298	4%	337,473	38,638	11%
Marketing & Community Relations	348,861	368,079	(19,218)	-5%	292,330	56,531	19%
Fare Revenue Collection	327,057	323,997	3,060	1%	354,291	(27,234)	-8%
<i>Subtotal</i>	<u>\$1,687,638</u>	<u>\$1,626,035</u>	<u>\$61,603</u>	<u>4%</u>	<u>\$1,536,280</u>	<u>\$151,358</u>	<u>10%</u>
<b>GENERAL OVERHEAD</b>							
Finance	\$535,114	\$560,887	(\$25,773)	-5%	\$519,950	\$15,164	3%
Personnel	322,020	214,245	107,775	50%	186,593	135,427	73%
Utilities & Communication	250,000	249,718	282	0%	261,876	(11,876)	-5%
Operating Facilities	612,780	429,889	182,891	43%	434,097	178,683	41%
District Administration	1,977,894	1,944,676	33,218	2%	1,939,434	38,460	2%
<i>Subtotal</i>	<u>\$3,697,808</u>	<u>\$3,399,415</u>	<u>\$298,393</u>	<u>9%</u>	<u>\$3,341,950</u>	<u>\$355,858</u>	<u>11%</u>
<i>Total Operating Expenses</i>	<u>\$27,580,042</u>	<u>\$28,751,916</u>	<u>(\$1,171,874)</u>	<u>-4%</u>	<u>\$27,463,778</u>	<u>\$116,264</u>	<u>0%</u>

## Route Operations Detail

### Fiscal Year 2020-21

	Draft						
	FY 2020-21	FY 2019-20	Variance to FY20		FY 2019-20	Variance to FY20	
	Budget	Budget	Amount	%	Estimate	Amount	%
<b>DRIVERS</b>							
Scheduled	\$6,354,231	\$6,960,713	(\$606,482)	-9%	\$6,653,475	(\$299,244)	-4%
Scheduled Overtime	487,546	558,546	(71,000)	-13%	540,284	(52,738)	-10%
Unscheduled Pay	262,051	299,340	(37,289)	-12%	268,442	(6,391)	-2%
Driver Lite Duty	8,857	8,558	299	3%	0	8,857	n/a
Paid Absences	996,405	912,204	84,201	9%	959,825	36,580	4%
Health Benefits	1,865,123	1,882,137	(17,014)	-1%	1,797,859	67,264	4%
Pension Contributions	937,239	921,309	15,930	2%	844,016	93,223	11%
Payroll Taxes	647,453	700,402	(52,949)	-8%	678,038	(30,585)	-5%
Uniforms	15,500	15,500	0	0%	18,600	(3,100)	-17%
<i>Drivers Subtotal</i>	<i>\$11,574,405</i>	<i>\$12,258,708</i>	<i>(\$684,303)</i>	<i>-6%</i>	<i>\$11,760,539</i>	<i>(\$186,134)</i>	<i>-2%</i>
<b>DISPATCH &amp; SUPERVISION</b>							
Supervisors	\$235,660	\$284,483	(\$48,823)	-17%	\$310,057	(\$74,397)	-24%
Staff	184,621	182,135	2,486	1%	182,135	2,486	1%
Paid Absences	77,148	78,748	(1,600)	-2%	77,520	(372)	0%
Health Benefits	108,568	117,652	(9,084)	-8%	98,828	9,740	10%
Pension Contributions	35,295	34,538	757	2%	23,025	12,270	53%
Payroll Taxes	39,007	42,971	(3,964)	-9%	44,834	(5,827)	-13%
<i>Dispatch &amp; Supe. Subtotal</i>	<i>\$680,299</i>	<i>\$740,527</i>	<i>(\$60,228)</i>	<i>-8%</i>	<i>\$736,399</i>	<i>(\$56,100)</i>	<i>-8%</i>
<b>HIRING &amp; TRAINING</b>							
Staff	\$39,245	\$37,733	1,512	4%	\$37,733	1,512	4%
Student Drivers	129,550	127,170	2,380	2%	127,170	2,380	2%
Existing Drivers/Supers	124,417	139,057	(14,640)	-11%	55,689	68,728	123%
Paid Absences	14,016	13,607	409	3%	14,557	(541)	-4%
Health Benefits	30,470	29,655	815	3%	31,879	(1,409)	-4%
Pension Contributions	11,476	11,186	290	3%	11,186	290	3%
Payroll Taxes	23,591	24,394	(803)	-3%	18,089	5,502	30%
Medical Exams & License Fee	22,000	30,000	(8,000)	-27%	30,000	(8,000)	-27%
Employment Advertising	10,000	6,000	4,000	67%	22,000	(12,000)	-55%
Training, Travel & Meetings	5,000	5,000	0	0%	5,000	0	0%
<i>Hiring &amp; Training Subtotal</i>	<i>\$409,765</i>	<i>\$423,801</i>	<i>(\$14,036)</i>	<i>-3%</i>	<i>\$353,303</i>	<i>\$56,462</i>	<i>16%</i>
<b>RISK &amp; SAFETY</b>							
<u>Wages &amp; Benefits</u>							
Staff	\$157,294	\$127,438	\$29,856	23%	\$127,438	\$29,856	23%
Supervisors	310,732	300,663	10,069	3%	320,503	(9,771)	-3%
Driver Accident Pay	1,938	1,872	66	4%	1,872	66	4%
Paid Absences	59,272	53,025	6,247	12%	57,631	1,641	3%
Health Benefits	123,372	109,657	13,715	13%	90,467	32,905	36%
Pension Contributions	48,344	44,066	4,278	10%	34,371	13,973	41%
Payroll Taxes	41,574	38,181	3,393	9%	39,908	1,666	4%
<i>Wages &amp; Benefits Subtotal</i>	<i>\$742,526</i>	<i>\$674,902</i>	<i>\$67,624</i>	<i>10%</i>	<i>\$672,190</i>	<i>\$70,336</i>	<i>10%</i>



## Route Operations Detail

### Fiscal Year 2020-21

	Draft FY 2020-21 Budget	FY 2019-20 Budget	Variance to FY20		FY 2019-20 Estimate	Variance to FY20	
			Amount	%		Amount	%
<i><b>RISK &amp; SAFETY (cont'd)</b></i>							
<i><b>Public Liability</b></i>							
Professional Services	\$121,418	\$120,498	\$920	1%	\$132,547	(\$11,129)	-8%
Insurance	336,579	311,856	24,723	8%	311,856	24,723	8%
Current Year Incident Payouts	50,000	50,000	0	0%	25,000	25,000	100%
Current Year Incident Reserves	100,000	350,000	(250,000)	-71%	275,000	(175,000)	-64%
Prior Years Incident Payouts	25,000	25,000	0	0%	5,700	19,300	339%
Change in Prior Years Reserve	(25,000)	(25,000)	0	0%	(14,000)	(11,000)	79%
Public Liability Subtotal	\$607,997	\$832,354	(\$224,357)	-27%	\$736,103	(\$128,106)	-17%
<i><b>Workers' Compensation</b></i>							
Professional Services	\$301,709	\$301,709	\$0	0%	\$301,709	\$0	0%
Insurance	179,684	114,950	64,734	56%	114,950	64,734	56%
Current Year Incident Payouts	59,241	50,000	9,241	18%	85,000	(25,759)	-30%
Current Year Incident Reserves	400,000	500,000	(100,000)	-20%	650,000	(250,000)	-38%
Prior Years Incident Payouts	400,000	490,000	(90,000)	-18%	525,000	(125,000)	-24%
Change in Prior Years Reserve	(200,000)	500,000	(700,000)	-140%	100,000	(300,000)	-300%
Miscellaneous Risk & Safety	20,000	20,000	0	0%	16,400	3,600	22%
Workers' Comp Subtotal	\$1,160,634	\$1,976,659	(816,025)	-41%	\$1,793,059	(\$632,425)	-35%
<i><b>Risk &amp; Safety Subtotal</b></i>	<i><b>\$2,511,157</b></i>	<i><b>\$3,483,914</b></i>	<i><b>(\$972,757)</b></i>	<i><b>-28%</b></i>	<i><b>\$3,201,351</b></i>	<i><b>(\$690,194)</b></i>	<i><b>-22%</b></i>
<i><b>TRANSPORTATION SUBSIDIES</b></i>							
ADA Paratransit Service	\$1,367,560	\$971,634	\$395,926	41%	\$975,000	\$392,560	40%
Pandemic-Related Loss Relief	366,000	0	366,000	n/a	0	366,000	n/a
<i><b>Transportation Subsidies Sbl</b></i>	<i><b>\$1,733,560</b></i>	<i><b>\$971,634</b></i>	<i><b>\$761,926</b></i>	<i><b>78%</b></i>	<i><b>\$975,000</b></i>	<i><b>\$758,560</b></i>	<i><b>78%</b></i>
<i><b>Total Route Operations</b></i>	<i><b>\$16,909,186</b></i>	<i><b>\$17,878,585</b></i>	<i><b>(\$969,399)</b></i>	<i><b>-5%</b></i>	<i><b>\$17,026,592</b></i>	<i><b>(\$117,406)</b></i>	<i><b>-1%</b></i>

## Vehicle Maintenance Detail

### Fiscal Year 2020-21

	Draft						
	FY 2020-21	FY 2019-20	Variance to FY20		FY 2019-20	Variance to FY20	
	Budget	Budget	Amount	%	Estimate	Amount	%
MECHANICS							
Mechanics	\$660,448	\$659,822	\$626	0%	\$705,100	(\$44,652)	-6%
Less Mechanic Capital Labor	(24,949)	(7,616)	(17,333)	228%	(37,472)	12,523	-33%
Mechanics-OT	39,107	38,459	648	2%	48,936	(9,829)	-20%
Paid Absences	92,091	93,182	(1,091)	-1%	115,068	(22,977)	-20%
Health Benefits	210,873	194,019	16,854	9%	194,019	16,854	9%
Pension Contributions	95,449	90,218	5,231	6%	79,392	16,057	20%
Payroll Taxes	62,836	63,140	(304)	0%	69,080	(6,244)	-9%
Uniforms	18,000	18,000	0	0%	19,800	(1,800)	-9%
Tool Allowance	14,300	14,300	0	0%	11,000	3,300	30%
Mechanics Subtotal	\$1,168,155	\$1,163,525	\$4,630	0%	\$1,204,923	(\$36,768)	-3%
CLEANERS & FUELERS							
Service Workers	\$517,828	\$448,902	\$68,926	15%	\$448,902	\$68,926	15%
Paid Absences	78,442	73,828	4,614	6%	75,413	3,029	4%
Health Benefits	190,597	182,378	8,219	5%	198,427	(7,830)	-4%
Pension Contributions	78,083	72,592	5,491	8%	60,832	17,251	28%
Payroll Taxes	47,743	42,411	5,332	13%	42,532	5,211	12%
Uniforms	7,488	7,488	0	0%	9,734	(2,246)	-23%
Medical Exams & License Fee	3,000	3,000	0	0%	2,000	1,000	50%
Cleaners & Fuelers Subtotal	\$923,181	\$830,599	\$92,582	11%	\$837,841	\$85,340	10%
SUPERVISION							
Staff	\$475,221	\$462,942	\$12,279	3%	\$462,942	\$12,279	3%
Paid Absences	60,907	59,968	939	2%	66,605	(5,698)	-9%
Health Benefits	123,411	125,995	(2,584)	-2%	125,995	(2,584)	-2%
Pension Contributions	53,253	51,931	1,322	3%	51,931	1,322	3%
Payroll Taxes	42,071	41,207	864	2%	41,715	356	1%
Training, Travel & Meetings	15,000	15,000	0	0%	15,000	0	0%
Supervision Subtotal	\$769,863	\$757,043	\$12,820	2%	\$764,189	\$5,674	1%
VEHICLE CONSUMABLES							
Bus Fuel	\$1,317,310	\$1,801,934	(\$484,624)	-27%	\$1,558,673	(\$241,363)	-15%
Oil & Lubricants	128,779	160,000	(31,221)	-20%	170,400	(41,621)	-24%
Electric Vehicle Power	60,000	100,000	(40,000)	-40%	50,000	10,000	20%
Tire Lease	158,066	171,600	(13,534)	-8%	160,875	(2,809)	-2%
Tire Mounting	9,120	12,000	(2,880)	-24%	12,000	(2,880)	-24%
Vehicle Consumables Subtotal	\$1,673,275	\$2,245,534	(\$572,259)	-25%	\$1,951,948	(\$278,673)	-14%
VEHICLE PARTS & SUPPLIES							
Bus Parts Issued	\$507,300	\$600,000	(\$92,700)	-15%	\$570,000	(\$62,700)	-11%
Obsolete Bus Parts Inventory	0	0	0	n/a	75,000	(75,000)	-100%
Shop Supplies	77,250	75,000	2,250	3%	94,200	(16,950)	-18%
Bus Servicing Supplies	15,450	15,000	450	3%	20,000	(4,550)	-23%
Hazmat Disposal & Compliance	20,600	20,000	600	3%	20,000	600	3%
Veh. Parts & Supplies Subtotal	\$620,600	\$710,000	(\$89,400)	-13%	\$779,200	(\$158,600)	-20%

## Vehicle Maintenance Detail

### Fiscal Year 2020-21

	Draft						
	FY 2020-21	FY 2019-20	Variance to FY20		FY 2019-20	Variance to FY20	
	Budget	Budget	Amount	%	Estimate	Amount	%
VENDOR BUS REPAIRS							
Vandalism Repairs	\$5,000	\$5,000	\$0	0%	\$4,000	\$1,000	25%
Accident Damage Repairs	5,000	5,000	0	0%	1,000	4,000	400%
Accident Claim Collections	(15,000)	(32,500)	17,500	-54%	(32,500)	17,500	-54%
Other Vendor Repairs	50,000	100,000	(50,000)	-50%	40,000	10,000	25%
Vendor Bus Repairs Subtotal	\$45,000	\$77,500	(\$32,500)	-42%	\$12,500	\$32,500	260%
RISK & SAFETY							
Workers' Comp Services	\$15,879	\$22,629	(\$6,750)	-30%	\$11,305	\$4,574	40%
Workers' Comp Insurance	9,457	6,050	3,407	56%	6,050	3,407	56%
Current Year Incident Payouts	10,000	10,000	0	0%	2,000	8,000	400%
Current Year Incident Reserves	25,000	25,000	0	0%	10,000	15,000	150%
Prior Years Incident Payouts	50,000	50,000	0	0%	15,000	35,000	233%
Change in Prior Years Reserves	(25,000)	(50,000)	25,000	-50%	(36,000)	11,000	-31%
Risk & Safety Subtotal	\$85,336	\$63,679	\$21,657	34%	\$8,355	\$76,981	921%
Total Vehicle Maintenance	\$5,285,410	\$5,847,881	(\$562,471)	-10%	\$5,558,956	(\$273,546)	-5%

## Passenger Accommodations Detail

### Fiscal Year 2020-21

	Draft						
	FY 2020-21	FY 2019-20	Variance to FY20		FY 2019-20	Variance to FY20	
	Budget	Budget	Amount	%	Estimate	Amount	%
<b>PASSENGER FACILITIES</b>							
<u>Wages &amp; Benefits</u>							
Supervisors	\$160,249	\$162,593	(\$2,344)	-1%	\$167,259	(\$7,010)	-4%
TC Advisors	114,599	111,758	2,841	3%	97,117	17,482	18%
Staff	41,532	41,203	329	1%	41,203	329	1%
Paid Absences	35,760	35,911	(151)	0%	43,428	(7,668)	-18%
Health Benefits	115,769	120,005	(4,236)	-4%	95,524	20,245	21%
Pension Contributions	27,470	27,103	367	1%	21,574	5,896	27%
Payroll Taxes	28,225	28,371	(146)	-1%	28,183	42	0%
Wages & Benefits Subtotal	\$523,604	\$526,944	(\$3,340)	-1%	\$494,288	\$29,316	6%
<u>Buildings &amp; Grounds</u>							
TC Contract Maintenance	\$98,200	\$31,533	\$66,668	211%	\$42,728	\$55,472	130%
TC Repairs/Supplies	5,000	5,000	0	0%	5,000	0	0%
Bus Stop Repairs/Supplies	5,000	5,000	0	0%	7,500	(2,500)	-33%
TC Property Insurance	3,805	2,671	1,135	42%	2,671	1,135	42%
Buildings & Grounds Subtotal	\$112,005	\$44,203	\$67,802	153%	\$57,898	\$54,107	93%
Passenger Facilities Subtotal	\$635,609	\$571,147	\$64,462	11%	\$552,186	\$83,423	15%
<b>TRANSIT DEVELOPMENT</b>							
Staff	\$226,187	\$217,280	\$8,907	4%	\$194,371	\$31,816	16%
Paid Absences	29,631	28,215	1,416	5%	34,088	(4,457)	-13%
Health Benefits	66,528	65,289	1,239	2%	65,289	1,239	2%
Pension Contributions	25,582	24,550	1,032	4%	24,550	1,032	4%
Payroll Taxes	20,183	19,479	704	4%	18,175	2,008	11%
Training, Travel & Meetings	3,000	3,000	0	0%	1,000	2,000	200%
Planning Services & Supplies	5,000	5,000	0	0%	0	5,000	n/a
Transit Development Subtotal	\$376,111	\$362,813	\$13,298	4%	\$337,473	\$38,638	11%
<b>MARKETING &amp; COMMUNITY RELATIONS</b>							
<u>Wages &amp; Benefits</u>							
Staff	\$102,502	\$92,147	\$10,355	11%	\$92,147	\$10,355	11%
Paid Absences	14,837	11,107	3,730	34%	12,772	2,065	16%
Health Benefits	40,370	15,802	24,568	155%	20,179	20,191	100%
Pension Contributions	11,502	10,325	1,177	11%	10,325	1,177	11%
Payroll Taxes	9,150	8,198	952	12%	8,326	824	10%
Wages & Benefits Subtotal	178,361	137,579	40,782	30%	143,749	34,612	24%
<u>Outside Services</u>							
Media Ad Placement	\$16,000	\$16,000	\$0	0%	\$16,000	\$0	0%
Brochures & Publications	10,000	17,200	(7,200)	-42%	1,000	9,000	900%
Market Research	5,000	7,500	(2,500)	-33%	1,000	4,000	400%
Promotional Giveaways	10,000	13,000	(3,000)	-23%	6,000	4,000	67%
Bus/Shuttle Decorations	1,500	1,500	0	0%	500	1,000	200%
Other Promotions	75,000	86,300	(11,300)	-13%	75,081	(81)	0%
Route Schedules & Information	50,000	85,000	(35,000)	-41%	42,000	8,000	19%
Training, Travel & Meetings	3,000	4,000	(1,000)	-25%	7,000	(4,000)	-57%
Outside Services Subtotal	\$170,500	\$230,500	(\$60,000)	-26%	\$148,581	\$21,919	15%
Marketing & Comm. Relations	\$348,861	\$368,079	(\$19,218)	-5%	\$292,330	\$56,531	19%

## Passenger Accommodations Detail

### Fiscal Year 2020-21

	Draft						
	FY 2020-21	FY 2019-20	Variance to FY20		FY 2019-20	Variance to FY20	
	Budget	Budget	Amount	%	Estimate	Amount	%
FARE REVENUE COLLECTION							
Wages & Benefits							
Staff	\$128,525	\$125,658	\$2,867	2%	\$125,658	\$2,867	2%
Paid Absences	22,993	20,794	2,199	11%	20,794	2,199	11%
Health Benefits	58,446	56,297	2,149	4%	56,297	2,149	4%
Pension Contributions	15,152	14,645	507	3%	14,645	507	3%
Payroll Taxes	11,941	11,603	338	3%	11,603	338	3%
Wages & Benefits Subtotal	\$237,057	\$228,997	\$8,060	4%	\$228,997	\$8,060	4%
Outside Services							
Fare Processing	\$55,000	\$50,000	\$5,000	10%	\$67,295	(\$12,295)	-18%
Farebox Parts & Repairs	20,000	20,000	0	0%	25,000	(5,000)	-20%
Tickets, Tokens & Transfers	15,000	25,000	(10,000)	-40%	33,000	(18,000)	-55%
Outside Services Subtotal	\$90,000	\$95,000	(\$5,000)	-5%	\$125,295	(\$35,295)	-28%
Fare Revenue Collection Sbtl	\$327,057	\$323,997	\$3,060	1%	\$354,291	(\$27,234)	-8%
Total Pssnger Accommodations	\$1,687,638	\$1,626,035	\$61,603	4%	\$1,536,280	\$151,358	10%

## General Overhead Detail

### Fiscal Year 2020-21

	Draft FY 2020-21 Budget	FY 2019-20 Budget	<u>Variance to FY20</u> Amount %		FY 2019-20 Estimate	<u>Variance to FY20</u> Amount %	
<b>FINANCE</b>							
Staff	\$297,602	\$301,653	(4,051)	-1%	\$275,193	\$22,409	8%
Paid Absences	37,120	52,569	(15,449)	-29%	51,256	(14,136)	-28%
Health Benefits	93,501	75,147	18,354	24%	71,715	21,786	30%
Pension Contributions	33,472	35,422	(1,950)	-6%	32,026	1,446	5%
Payroll Taxes	26,219	27,896	(1,677)	-6%	25,771	448	2%
Financial Audit Services	47,200	68,200	(21,000)	-31%	63,990	(16,790)	-26%
<i>Finance Subtotal</i>	<u>\$535,114</u>	<u>\$560,887</u>	<u>(\$25,773)</u>	<u>-5%</u>	<u>\$519,950</u>	<u>\$15,164</u>	<u>3%</u>
<b>PERSONNEL</b>							
Staff	\$197,352	\$129,607	\$67,745	52%	\$111,107	\$86,245	78%
Paid Absences	19,829	15,865	3,964	25%	16,840	2,989	18%
Health Benefits	66,069	42,598	23,471	55%	35,442	30,627	86%
Pension Contributions	21,718	14,547	7,171	49%	12,918	8,800	68%
Payroll Taxes	17,052	11,627	5,425	47%	10,287	6,765	66%
<i>Personnel Subtotal</i>	<u>\$322,020</u>	<u>\$214,245</u>	<u>\$107,775</u>	<u>50%</u>	<u>\$186,593</u>	<u>\$135,427</u>	<u>73%</u>
<b>UTILITIES</b>							
Phone & Data Communications	\$80,000	\$72,633	\$7,367	10%	\$90,791	(\$10,791)	-12%
Power, Water & Refuse	160,000	162,085	(2,085)	-1%	162,085	(2,085)	-1%
Two-Way Radios	10,000	15,000	(5,000)	-33%	9,000	1,000	11%
<i>Utilities Subtotal</i>	<u>\$250,000</u>	<u>\$249,718</u>	<u>\$282</u>	<u>0%</u>	<u>\$261,876</u>	<u>(\$11,876)</u>	<u>-5%</u>
<b>OPERATING FACILITIES</b>							
<u>Wages &amp; Benefits</u>							
Staff	\$61,512	\$60,072	\$1,440	2%	\$60,072	\$1,440	2%
Paid Absences	7,923	7,678	245	3%	8,817	(894)	-10%
Health Benefits	10,952	10,534	418	4%	10,534	418	4%
Pension Contributions	6,943	6,775	168	2%	6,775	168	2%
Payroll Taxes	5,487	5,382	105	2%	5,470	17	0%
<i>Wages &amp; Benefits Subtotal</i>	<u>\$92,817</u>	<u>\$90,442</u>	<u>\$2,375</u>	<u>3%</u>	<u>\$91,668</u>	<u>\$1,149</u>	<u>1%</u>
<u>Service Vehicles</u>							
Parts & Repairs	\$15,000	\$25,000	(\$10,000)	-40%	\$22,500	(\$7,500)	-33%
Fuel	50,000	66,000	(16,000)	-24%	54,450	(4,450)	-8%
<i>Service Vehicles Subtotal</i>	<u>\$65,000</u>	<u>\$91,000</u>	<u>(\$26,000)</u>	<u>-29%</u>	<u>\$76,950</u>	<u>(\$11,950)</u>	<u>-16%</u>
<u>Buildings &amp; Grounds</u>							
Contract Maintenance	\$280,480	\$90,720	\$189,760	209%	\$135,502	\$144,978	107%
Overpass Site Maintenance	10,000	20,000	(10,000)	-50%	5,000	5,000	100%
B&G Repairs/Supplies	100,000	85,000	15,000	18%	72,250	27,750	38%
Property Insurance	64,483	52,727	11,756	22%	52,727	11,756	22%
<i>Buildings &amp; Grounds Subtotal</i>	<u>\$454,963</u>	<u>\$248,447</u>	<u>\$206,516</u>	<u>83%</u>	<u>\$265,479</u>	<u>\$189,484</u>	<u>71%</u>
<i>Operating Facilities Subtotal</i>	<u>\$612,780</u>	<u>\$429,889</u>	<u>\$182,891</u>	<u>43%</u>	<u>\$434,097</u>	<u>\$178,683</u>	<u>41%</u>

## General Overhead Detail

### Fiscal Year 2020-21

	Draft						
	FY 2020-21	FY 2019-20	Variance to FY20		FY 2019-20	Variance to FY20	
	Budget	Budget	Amount	%	Estimate	Amount	%
<i><b>DISTRICT ADMINISTRATION</b></i>							
<i><b>Wages &amp; Benefits</b></i>							
Staff	\$679,767	\$617,301	\$62,466	10%	\$572,601	\$107,166	19%
Paid Absences	124,270	113,808	10,462	9%	113,293	10,977	10%
Health Benefits	182,010	159,216	22,794	14%	159,216	22,794	14%
Pension Contributions	94,864	87,571	7,293	8%	102,571	(7,707)	-8%
Payroll Taxes	62,997	57,626	5,371	9%	54,167	8,830	16%
Wages & Benefits Subtotal	\$1,143,908	\$1,035,522	\$108,386	10%	\$1,001,848	\$142,060	14%
<i><b>Administrative Services</b></i>							
Directors Fees	\$10,000	\$10,800	(\$800)	-7%	\$10,800	(\$800)	-7%
Public Officials Insurance	85,986	77,932	8,054	10%	70,139	15,847	23%
Legal Counsel	100,000	100,000	0	0%	100,000	0	0%
Pension Administration	3,000	2,500	500	20%	4,000	(1,000)	-25%
Office Equipment Maintenance	215,000	200,000	15,000	8%	200,000	15,000	8%
Miscellaneous Services	120,000	294,474	(174,474)	-59%	333,093	(213,093)	-64%
Office & Computer Supplies	50,000	50,000	0	0%	55,000	(5,000)	-9%
Dues & Subscriptions	55,000	53,448	1,552	3%	53,448	1,552	3%
Conferences, Meetings, Training	15,000	15,000	0	0%	18,000	(3,000)	-17%
Employee Relations	30,000	30,000	0	0%	30,000	0	0%
Retiree Health Insurance	70,000	0	70,000	n/a	0	70,000	n/a
Mandated Fees & Permits	40,000	40,000	0	0%	40,000	0	0%
Bus Ad Revenue Program	0	10,000	(10,000)	-100%	10,000	(10,000)	-100%
Misc. Expenses & Losses	30,000	25,000	5,000	20%	13,107	16,893	129%
Bad Debts	10,000	0	10,000	n/a	0	10,000	n/a
Admin. Services Subtotal	\$833,986	\$909,154	(\$75,168)	-8%	\$937,587	(\$103,601)	-11%
<i>District Admin. Subtotal</i>	<i>\$1,977,894</i>	<i>\$1,944,676</i>	<i>\$33,218</i>	<i>2%</i>	<i>\$1,939,434</i>	<i>\$38,460</i>	<i>2%</i>
<i>Total General Overhead</i>	<i>\$3,697,808</i>	<i>\$3,399,415</i>	<i>\$298,393</i>	<i>9%</i>	<i>\$3,341,951</i>	<i>\$355,857</i>	<i>11%</i>



<b>BOARD OF DIRECTORS REPORT</b>
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**MEETING DATE:** JUNE 2, 2020

**AGENDA ITEM: #8**

**DEPARTMENT:** ADMINISTRATION

**TYPE:** ACTION ITEM

**PREPARED BY:** JERRY ESTRADA

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

**REVIEWED BY:** GENERAL MANAGER

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

**SUBJECT:** AMENDMENT TO DECLARATION OF FISCAL AND PUBLIC HEALTH  
EMERGENCY DUE TO COVID-19 PANDEMIC

**RECOMMENDATION:**

That the Board of Directors amend Resolution 2020-03 declaring a fiscal and public health emergency for the agency to authorize the General Manager and/or his designee(s), in consultation with the Board Chairperson and Finance Chairperson and/or their designee(s), to negotiate amendments to existing transit service, renewable diesel fuel, fare buydown and pass program agreements as needed.

**DISCUSSION:**

The adoption of the requested Board resolution amendment is necessary to adjust contractual agreements with institutions of higher learning, local cities and critical fuel suppliers. The uncertainty surrounding when, and in what form, the university and community college will reopen along with MTD's decision to halt fare collection may result in the need of a contractual amendment. Similarly, the City of Santa Barbara's (City) financial situation taken with the probability of a slow business recovery may require a contractual change to the district's agreement with the City. Finally, staff is recommending that a contract amendment be extended to its current supplier of renewable diesel fuel. In an attempt to lock in lower fuel prices, staff recently conducted a solicitation for renewable diesel fuel effective December 1, 2020 and only our current supplier responded. Staff feels the lack of participation from competitors is likely attributable to the uncertainty caused by the global pandemic.

In the case of transit service agreements, an additional complication is the availability of MTD's workforce. Public transit operators, like local businesses, are taking reasonable precautions to provide service in a manner consistent with the guidelines and advice of public health officials. In doing so, maximum passenger occupancy on board the district's buses is restricted to levels much lower than normal. As such, MTD will have to make some difficult decisions throughout the pandemic to prioritize the allocation of its workforce. These decisions will undoubtedly effect its contractual obligations.

**ATTACHMENTS:**

- Resolution 2020-03-01: Declaration of Fiscal and Public Health Emergency in Response to COVID-19 Pandemic



**RESOLUTION**  
*of the*  
**BOARD OF DIRECTORS**  
*of the*  
**SANTA BARBARA METROPOLITAN TRANSIT DISTRICT**

IN THE MATTER OF DECLARATION OF FISCAL  
AND PUBLIC HEALTH EMERGENCY IN  
RESPONSE TO COVID-19 PANDEMIC

**RESOLUTION NO. 2020-03-01**

**IN THE MATTER OF DECLARATION OF FISCAL AND PUBLIC HEALTH  
EMERGENCY IN RESPONSE TO COVID-19 PANDEMIC**

**WHEREAS**, a novel coronavirus (COVID-19) was first detected in Wuhan City, Hubei Province, China, in December 2019 and has since spread rapidly throughout the world and the United States; and

**WHEREAS**, the World Health Organization has declared the spread of the novel coronavirus a pandemic; and

**WHEREAS**, the Centers for Disease Control and Prevention (CDC) considers the virus to be a very serious public health threat; and

**WHEREAS**, an emergency has been declared by the President of the United States, the Governor of California, and the Santa Barbara County Office of Emergency Services; and

**WHEREAS**, in consultation with the MTD Board Chairperson, the General Manager has activated the use of the Districts Emergency Reserve to be used in the event of extraordinary losses resulting from natural or man-made disasters, major funding losses or suspensions, and other similar extreme circumstances (the amount of the Emergency Reserve is 10% of the approved operating budget); and

**WHEREAS**, rapidly changing conditions may necessitate reductions in public transportation services due to illness among MTD employees or other causes; and

**WHEREAS**, due to staff and operational constraints, the ability to timely respond to requests under the California Public Records Act (CPRA) may be compromised. Such responses, while important, are not an essential service that affects public health or safety. For this reason, strict compliance with time limits to respond to a CPRA will be extended to enable MTD to provide essential services. However, such responses during this emergency will be made as soon as available resources allow; and

**WHEREAS**, these emergency conditions require greater flexibility in terms of purchasing authority of the General Manager and/or his designee(s).

**THEREFORE, BE IT RESOLVED** that the Board of Directors of Santa Barbara Metropolitan Transit District:

1. Declares a Fiscal and Public Health Emergency, effective March 27, 2020
2. Authorizes the General Manager and/or his designee(s) to take all actions necessary or intended to protect MTD employees and the public from this health emergency
3. Authorizes the General Manager and/or his designee(s) to begin emergency bus service reductions as may be necessary
4. Authorizes the General Manager and/or his designee(s), in consultation with the Board Chairperson and/or his designee(s), to implement employee policy changes that have budgetary impacts, and that such changes will be brought to the board at a later date with any necessary budget or policy amendments.
5. Directs that responses to suggestions made by the public at the meeting of March 27, 2020, if any, be made within 30 days at a scheduled public meeting
6. **Authorize the General Manager and/or his designee(s), in consultation with the Board Chairperson and Finance Chairperson and/or their designee(s), to negotiate amendments to existing service, fare buydown and pass program agreements impacted by the public health emergency as needed.**

THE BOARD OF DIRECTORS OF SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

PASSED AND ADOPTED RESOLUTION 2020-03-01 this 2nd day of June 2020.

AYES: \_\_\_\_\_  
NAYS: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Chair, Board of Directors

ATTEST:

\_\_\_\_\_  
Secretary, Board of Directors



<b>BOARD OF DIRECTORS REPORT</b>
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**MEETING DATE:** JUNE 2, 2020

**AGENDA ITEM: #9**

**DEPARTMENT:** COMPLIANCE

**TYPE:** ACTION ITEM

**PREPARED BY:** STEVE MAAS

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

**REVIEWED BY:** GENERAL MANAGER

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

**SUBJECT:** CARES ACT TRANSIT FUNDS PROGRAM OF PROJECTS

**RECOMMENDATION:**

Staff recommends that the Board approve MTD's Program of Projects (POP) for the Fiscal Year 2020 CARES Act transit funds apportioned to the Santa Barbara urbanized area.

**DISCUSSION:**

The Santa Barbara urbanized area received an apportionment of \$16,390,496 in federal fiscal year (FFY) 2020 CARES Act funds from the Federal Transit Administration (FTA). As the direct recipient of federal transit funds in the Santa Barbara UZA, MTD is responsible for programming the CARES Act funds. As required by the CARES Act, MTD proposes to utilize the funds to prevent, prepare for, and respond to the COVID-19 pandemic, also known as the coronavirus.

MTD intends to utilize the CARES Act funds as operating assistance to pay for increased expenditures and revenue losses resulting from the COVID-19 pandemic, beginning January 20, 2020, and including FY 2020, FY 2021, & FY 2022. The anticipated end date of the award is June 30, 2022. The CARES Act will provide MTD with funding for the continued operation of its public transit fixed-route motorbus service, and the complementary paratransit service mandated by the Americans with Disabilities Act.

The three Santa Barbara County FTA recipients (MTD, Santa Maria, and Lompoc) and the Santa Barbara County Association of Governments (SBCAG) are identifying the potential transit funding needs throughout the County. The three FTA recipients will consider eligible interregional commuter service funding requests for the Clean Air Express (CAE). Any CARES Act funding provided to SBCAG for the CAE would require each FTA recipient to develop a subrecipient agreement with SBCAG.

To: MTD Board of Directors  
From: Jerry Estrada, General Manager  
Date: June 2, 2020  
Subject: General Manager's Report

MTD recently received ten submittals in response to its solicitation for On-Call Architectural and Engineering (A&E) services. Ryan Gripp, Capital Projects Manager and MTD's Procurement Specialist/Buyer Valarie White will be conducting the responsiveness and responsibility review throughout the month of June. Staff is optimistic that a recommendation will be submitted to the Board in July. Potential projects referenced in the solicitation include the Terminal 2 reactivation project, electrical infrastructure upgrades, energy storage and photovoltaic system installation and general facilities maintenance and upgrades.

The Planning and Marketing Department launched the annual Youth Art Poster Contest this week. The annual program was disrupted by the pandemic but staff has moved the entire contest online, complete with a template and images for inspiration.

The Transit Center project remains on schedule. Staff coordinated with City staff regarding permits needed to replace a Chapala street tree and to review a proposal to enhance the area along Chapala Street commonly referred to as the "Zone". MTD had committed to replacing the asphalt along that stretch but we are working on a partnership with the City to substitute a concrete bus pad along that particular stretch of the street.

The Finance team has been working diligently to prepare the Operating and Capital Budget for next fiscal year to present to the Board at the June 2<sup>nd</sup> meeting. Due to the unknown severity that the pandemic will impart upon local sales tax receipts and public transit ridership, the assumptions included in this budget come with a greater deal of risk. Staff will provide regular financial updates to the full Board throughout the year. Budget revisions which are typically implemented mid-year may need to take place more frequently.

As I've shared previously, the CARES Act funding provided by the federal government will help balance the operating budget this year. However, staff is attempting to stretch those funds over a longer period of time as a precaution against a slow economic recovery. Currently, eight of MTD's twenty-four routes are suspended. As the fall approaches and the university, community college and local schools return to onsite instruction, MTD will have to determine if it can afford to increase service levels to restart some of those lines or if existing resources should be reallocated instead. All of this is also dependent upon MTD maintaining an adequate workforce to deliver the service.

## Recent COVID-19 actions taken:

- Buses & facilities: Maximum passenger occupancy increased to 15 for 40' buses and 10 for 30' buses

### COVID-19 Ridership Comparison Through May 22, 2020

