



BOARD OF DIRECTORS AGENDA

REGULAR MEETING
of the
BOARD OF DIRECTORS
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
A Public Agency
Tuesday, March 5, 2024
8:30 AM
John G. Britton Auditorium
550 Olive Street, Santa Barbara, CA 93101

1. CALL TO ORDER

2. ROLL CALL OF THE BOARD MEMBERS

Dave Davis (Chair), David Tabor (Vice Chair), Jen Lemberger (Secretary), Paula Perotte (Director), Arjun Sarkar (Director), Alberto Lapuz (Director), Monica Solorzano (Director).

3. REPORT REGARDING THE POSTING OF THE AGENDA

CONSENT CALENDAR

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

The Board of Directors will be asked to approve the draft minutes for the meeting of February 20, 2024.

5. CASH REPORTS - (ACTION MAY BE TAKEN)

The Board of Directors will be asked to review and approve the Cash Reports from February 10, 2024 through February 23, 2024.

THIS CONCLUDES THE CONSENT CALENDAR

6. PUBLIC COMMENT

Members of the public may address the Board of Directors on items within the jurisdiction of the Board that are not scheduled for public hearing. The time allotted per speaker will be at the discretion of the Board Chair. If you wish to address the Board under this item number, please complete and deliver to the MTD Board Clerk a "Request to Speak" form that includes both a description of the subject you wish to address and, if applicable, the agenda item number for which you would like to comment. Additional public comment will be allowed during each agenda item, including closed session items. Forms are available at www.sbmtd.gov and at MTD Administrative offices.

BOARD OF DIRECTORS AGENDA

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

Staff will provide the Board with an update on the renewal of the Commercial Auto and General Liability insurance with National Interstate Insurance Company (NIIC) effective 4/1/2024 – 4/1/2025.

8. FIRST DRAFT OF FISCAL YEAR 2024-25 BUDGET – (INFORMATIONAL - ATTACHMENT)

Staff will present first draft of the Fiscal Year 2024-25 budget to the Board of Directors seeking input on preparing the final draft to be considered for adoption in June.

9. TEMPORARY DOWNTOWN-WATERFRONT SHUTTLE SERVICE – (ACTION MAY BE TAKEN)

Staff is recommending the Board of Directors approve temporary Downtown-Waterfront Shuttle service for summer 2024.

10. GENERAL MANAGER’S REPORT – (INFORMATIONAL)

The General Manager will report on any updates to district activities.

11. OTHER BUSINESS AND REPORTS – (INFORMATIONAL)

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

12. RECESS TO CLOSED SESSION: REAL PROPERTY NEGOTIATIONS (GOVERNMENT CODE §54956.8) (ACTION MAY BE TAKEN)

Property: 4678 Calle Real / 149 North San Antonio Road.

Agency Negotiators: General Manager Jerry Estrada; District Outside Counsel, Graham Lyons.

Negotiating Parties: Con/Am Group.

Under Negotiation: Price and terms of payment.

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

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

PUBLIC COMMENT RELATED TO CLOSED SESSION ITEM WILL BE ALLOWED BEFORE THE RECESS

14. ADJOURNMENT

AMERICANS WITH DISABILITIES ACT: If you need special assistance to participate in this meeting, please contact the MTD Administrative Office at 805.963.3364 at least **48 hours in advance** of the meeting to allow time for MTD to attempt a reasonable accommodation.



BOARD OF DIRECTORS DRAFT MINUTES

REGULAR MEETING
of the
BOARD OF DIRECTORS
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
A Public Agency
Tuesday, February 20, 2024
8:30 AM
John G. Britton Auditorium
550 Olive Street, Santa Barbara, CA 93101

1. CALL TO ORDER

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

2. ROLL CALL OF THE BOARD MEMBERS

Chair Davis reported that all members were present with the exception of Director Lapuz and Vice Chair Tabor.

3. REPORT REGARDING THE POSTING OF THE AGENDA

Lilly Gomez, Clerk of the Board reported that the agenda was posted on Friday, February 16, 2024, 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 meeting of February 6, 2024.

5. CASH REPORTS - (ACTION MAY BE TAKEN)

The Board of Directors was asked to review and approve the Cash Reports from January 27, 2024 through February 9, 2024.

6. TERMINAL 2 RECOMMISSIONING – CONSTRUCTION MANAGEMENT CONTRACT AMENDMENT - (ACTION MAY BE TAKEN – ATTACHMENT)

Staff recommended the Board authorize General Manager to execute an amendment to the On-Call Construction Management (CM) Services Agreement with Kitchell/CEM, Inc.

Director Sarkar moved to approve the consent calendar. Director Solorzano seconded the motion. The consent calendar was approved unanimously with two absent and one abstention on the minutes from Director Perotte.

THIS CONCLUDES THE CONSENT CALENDAR

BOARD OF DIRECTORS DRAFT MINUTES

7. PUBLIC COMMENT

No public comments were made.

Vice Chair Tabor entered the meeting at 8:34am.

8. PLANNING DEPARTMENT WORK PLAN FOR FY 2024-25 – (INFORMATIONAL)

Planning and Marketing Manager Hillary Blackerby provided an update from the Planning Department on the service change work plan for FY 2024-25.

9. ADOPTION OF FISCAL YEAR 2024-25 MEASURE A PROGRAM OF PROJECTS SUBMITTAL – (ACTION MAY BE TAKEN - ATTACHMENT)

Director of Finance and Administration Nancy Tillie requested the Board approve the submittal of Santa Barbara Metropolitan Transit District (MTD) Measure A Program of Projects for Fiscal Year 2024-25.

Director Solorzano moved to approve the submittal of MTD Measure A Program of Projects for FY 2024-25. Director Perotte seconded the motion. The motion was approved unanimously with one absent.

10. ADVANCE AUTHORITY TO EXECUTE CONTRACT FOR RENEWABLE DIESEL – (ACTION MAY BE TAKEN)

Senior Purchasing Agent Valerie White requested the Board provide advance authority to the General Manager to enter into a renewable diesel contract.

Vice Chair Tabor moved to approve authorizing advanced authority to the General Manager to enter into a renewable diesel contract. Secretary Lemberger seconded the motion. The motion was approved unanimously with one absent.

11. GENERAL MANAGER'S REPORT – (INFORMATIONAL)

The General Manager reported on updates to district activities.

12. OTHER BUSINESS AND REPORTS – (INFORMATIONAL)

No other business was discussed.

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

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

No public comments related to closed session were made.

Chair Davis recessed the Board to Closed Session at 9:11am.

The Board reconvened from Closed Session at 9:45am.

Chair Davis reported out of closed session that no action was taken.

14. ADJOURNMENT

Chair Davis adjourned the meeting at 9:47am.

Santa Barbara Metropolitan Transit District
Cash Report
Board Meeting of March 5, 2024
For the Period February 10, 2024 through February 23, 2024

MONEY MARKET

Beginning Balance February 10, 2024 **\$1,903,687.95**

Accounts Receivable	944,932.70
UCSB Fares	110,160.70
Prepays & Advertising	110,160.70
Passenger Fares	81,038.12
Miscellaneous Income	1,649.57
Total Deposits	1,247,941.79

Miscellaneous Transfers	(2,403.39)
401(k)/Pension Transfer	(41,098.75)
Payroll Taxes	(165,504.45)
Payroll	(389,985.12)
Accounts Payable	(622,291.19)
Total Disbursements	(1,221,282.90)

Ending Balance **\$1,930,346.84**

CASH INVESTMENTS

LAIF Account	\$6,156,631.00
Money Market Account	1,930,346.84

Total Cash Balance **\$8,086,977.84**

SELF INSURED LIABILITY ACCOUNTS

WC / Liability Reserves	(\$3,475,954.07)
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Working Capital **\$4,611,023.77**

Santa Barbara Metropolitan Transit District Accounts Payable

Check #	Date	Company	Description	Amount	Voids
134265	2/15/2024	ABC BUS COMPANIES INC	BUS PARTS	248.40	
134266	2/15/2024	AT&T MOBILITY-CC	TAP2PAY COMMUNICATIONS	827.55	
134267	2/15/2024	AQUA-FLO	B&G REPAIRS & SUPPLIES	87.23	
134268	2/15/2024	HENRY ANDREWS	RETIREE HEALTH REIMBURSEMENT	285.00	
134269	2/15/2024	BRINK'S INCORPORATED	ARMORED TRANSPORTATION SERVIC	10.51	
134270	2/15/2024	BNS ELECTRONICS, INC.	SANTA YNEZ SITE RENTAL	352.99	
134271	2/15/2024	JAMES BRACKETT	RETIREE HEALTH REIMBURSEMENT	168.00	
134272	2/15/2024	KARL BRETZ	RETIREE HEALTH REIMBURSEMENT	279.00	
134273	2/15/2024	ARTHUR BURNS	RETIREE HEALTH REIMBURSEMENT	256.00	
134274	2/15/2024	ROBERT BURNHAM	RETIREE HEALTH REIMBURSEMENT	285.00	
134275	2/15/2024	BYD MOTORS LLC	CAPITAL LEASE PAYMENT	31,625.22	
134276	2/15/2024	CABRERA, RICARDO	RETIREE HEALTH REIMBURSEMENT	267.63	
134277	2/15/2024	CALIFORNIA ELECTRIC SUPPLY, I	SHOP/B&G SUPPLIES	60.94	
134278	2/15/2024	GILBERT CALLES	RETIREE HEALTH REIMBURSEMENT	105.10	
134279	2/15/2024	STAN CISOWSKI	RETIREE HEALTH REIMBURSEMENT	146.00	
134280	2/15/2024	CLEVER DEVICES LTD	DIGI MODEM PROJECT	39,307.50	
134281	2/15/2024	COMMUNITY RADIO, INC.	GIBRALTAR SITE RENTAL	311.64	
134282	2/15/2024	CINTAS CORPORATION	SAFETY SUPPLIES	799.70	
134283	2/15/2024	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	1,788.06	
134284	2/15/2024	NANCY CURTIS	RETIREE HEALTH REIMBURSEMENT	274.62	
134285	2/15/2024	CROSSLINE SUPPLY LLC	BUS PARTS	3,821.50	
134286	2/15/2024	EASY LIFT TRANSPORTATION, IN	MONTHLY ADA SUBSIDY	92,818.95	
134287	2/15/2024	EVERSHADE LLC DBA	STEAM CLEANING TC/EXPRESS ZONE	3,150.00	
134288	2/15/2024	FEDEX dba	FREIGHT CHARGES	53.94	
134289	2/15/2024	FIRST TRANSIT, INC.	INSPECTION/AUDIT SERVICES	12,740.00	
134290	2/15/2024	GIBBS INTERNATIONAL INC	BUS PARTS	2,115.05	
134291	2/15/2024	GILLIG LLC	BUS PARTS	2,330.64	
134292	2/15/2024	GARY GLEASON	RETIREE HEALTH REIMBURSEMENT	247.95	
134293	2/15/2024	LAWRENCE GOMOLL	TOOL ALLOWANCE	1,100.00	
134294	2/15/2024	MARY GREGG	TRAVEL EXPENSE REIMBURSEMENT	866.82	
134295	2/15/2024	JILL GRISHAM	RETIREE HEALTH REIMBURSEMENT	285.00	
134296	2/15/2024	RICHARD HARRIGAN	RETIREE HEALTH REIMBURSEMENT	170.80	
134297	2/15/2024	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	107.35	
134298	2/15/2024	INTELLICORP RECORD INC.	PRE-EMPLOYMENT CHECK	48.80	
134299	2/15/2024	JAY DANIEL ROBERTSON	RETIREE HEALTH REIMBURSEMENT	285.00	
134300	2/15/2024	DONALD JACKSON	RETIREE HEALTH REIMBURSEMENT	52.50	
134301	2/15/2024	LOUIS JONES	RETIREE HEALTH REIMBURSEMENT	97.50	
134302	2/15/2024	KIRKS AUTOMOTIVE, INC	BUS/AUTO PARTS	430.15	

Check #	Date	Company	Description	Amount	Voids
134303	2/15/2024	LANSPEED DBA	IT SERVICES	138.60	
134304	2/15/2024	JENNIFER LEMBERGER	DIRECTOR FEES	60.00	
134305	2/15/2024	LENZ PEST CONTROL INC	FUMIGATION SERVICES	120.00	
134306	2/15/2024	MANSFIELD OIL CO.- GAINESVILL	RENEWABLE DIESEL FUEL	161,244.62	
134307	2/15/2024	MARBORG INDUSTRIES (INC)	UTILITIES & RENTAL FEES	840.00	
134308	2/15/2024	JUAN MARTINEZ	TOOL ALLOWANCE	1,100.00	
134309	2/15/2024	CHRISTINA MEDINA	REIMBURSEMENT	30.00	
134310	2/15/2024	MOUNTAIN SPRING WATER	SHOP & OFFICE SUPPLIES	1,207.25	
134311	2/15/2024	WILLIAM MORRIS	RETIREE HEALTH REIMBURSEMENT	285.00	
134312	2/15/2024	NEWEGG BUSINESS, INC	IT EQUIPMENT & SUPPLIES	244.04	
134313	2/15/2024	CARLOS ORNELAS	RETIREE HEALTH REIMBURSEMENT	294.00	
134314	2/15/2024	LUIGI OTTIERI	RETIREE HEALTH REIMBURSEMENT	550.98	
134315	2/15/2024	PAULA A. PEROTTE	DIRECTOR FEES	60.00	
134316	2/15/2024	PRO WINDOW TINT	B&G REPAIRS & SUPPLIES	890.00	
134317	2/15/2024	REPUBLIC ELEVATOR, INC	ELEVATOR MAINTENANCE	192.10	
134318	2/15/2024	AL ROMERO SR.	RETIREE HEALTH REIMBURSEMENT	52.50	
134319	2/15/2024	CITY OF SANTA BARBARA	ALARM REGISTRATION FEE	50.00	
134320	2/15/2024	SO. CAL. EDISON CO.	UTILITIES	83,251.69	
134321	2/15/2024	MONICA JUANITA SOLORZANO	DIRECTOR FEES	60.00	
134322	2/15/2024	DAVID T. TABOR	DIRECTOR FEES	60.00	
134323	2/15/2024	TERANCE HINSON	REIMBURSEMENT	70.27	
134324	2/15/2024	J.C.M. AND ASSOCIATES INC.	UNIFORMS	1,012.82	
134325	2/15/2024	VALLEY POWER SYSTEMS, INC.	BUS PARTS	7,308.74	
134326	2/15/2024	JOHN J. VASQUEZ	RETIREE HEALTH REIMBURSEMENT	267.52	
134327	2/15/2024	VEHICLE MAINTENANCE PROGRA	BUS PARTS	711.75	
134328	2/15/2024	VERIZON WIRELESS	WIRELESS PHONES & AIM CELLULAR	1,169.41	
134329	2/15/2024	ALEXANDER YOUNG	RETIREE HEALTH REIMBURSEMENT	257.29	
134330	2/23/2024	ABC BUS COMPANIES INC	BUS PARTS	1,471.37	
134331	2/23/2024	AMERICAN MOVING PARTS, LLC	BUS PARTS	21.36	
134332	2/23/2024	ASBURY ENVIRONMENTAL SERVI	WASTE OIL RECYCLER	275.00	
134333	2/23/2024	AUTOZONE STORES LLC	BUS/SERVICE VEHICLE PARTS	6.50	
134334	2/23/2024	RIDE COACH & BUS DBA	BUS PARTS	12,469.85	
134335	2/23/2024	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	24,676.89	
134336	2/23/2024	CROSSLINE SUPPLY LLC	BUS PARTS	6,457.58	
134337	2/23/2024	ALLIANT POWER DBA	BUS PARTS	5,229.59	
134338	2/23/2024	DIVERSIFIED TRANSPORTATION S	FREIGHT CHARGES	198.14	
134339	2/23/2024	DOCUPRODUCTS CORPORATION	COPIER MAINTENANCE/SUPPLIES	58.01	
134340	2/23/2024	EAST PENN MANUFACTURING CO	BUS PARTS	3,370.64	
134341	2/23/2024	FAUVER, LARGE, ARCHBALD&SPR	LEGAL COUNSEL	3,197.62	
134342	2/23/2024	STATE OF CALIFORNIA	PAYROLL RELATED	90.00	
134343	2/23/2024	STATE OF CALIFORNIA	PAYROLL RELATED	578.92	

Check #	Date	Company	Description	Amount	Voids
134344	2/23/2024	GIBBS INTERNATIONAL INC	BUS PARTS	636.51	
134345	2/23/2024	GILLIG LLC	BUS PARTS	2,726.01	
134346	2/23/2024	GOODYEAR TIRE & RUBBER CO	BUS TIRE LEASE	12,687.32	
134347	2/23/2024	GRAINGER, INC.	SHOP/B&G SUPPLIES	736.20	
134348	2/23/2024	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	548.02	
134349	2/23/2024	HR AUTOGLASS DBA	BUS PARTS/REPAIRS	225.00	
134350	2/23/2024	IRON HORSE AUTO BODY OF SB D	VEHICLE REPAIRS	950.25	
134351	2/23/2024	KIRKS AUTOMOTIVE, INC	BUS/AUTO PARTS	2,518.10	
134352	2/23/2024	ALBERTO LAPUZ	DIRECTOR FEES	60.00	
134353	2/23/2024	LAWSON PRODUCTS INC	SHOP SUPPLIES	897.34	
134354	2/23/2024	JENNIFER LEMBERGER	DIRECTOR FEES	120.00	
134355	2/23/2024	LENZ PEST CONTROL INC	FUMIGATION SERVICES	70.00	
134356	2/23/2024	MANSFIELD OIL CO.- GAINESVILL	RENEWABLE DIESEL FUEL	53,837.11	
134357	2/23/2024	MC CORMIX CORP. (OIL)	LUBRICANTS	6,462.78	
134358	2/23/2024	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	1,249.75	
134359	2/23/2024	MCMaster-CARR SUPPLY CO.	SHOP/B&G SUPPLIES	164.28	
134360	2/23/2024	NATIONAL DRIVE	PAYROLL DEDUCTION	22.00	V
134361	2/23/2024	PREVOST CAR (US) INC.	BUS/SERVICE VEHICLE PARTS	362.79	
134362	2/23/2024	PAULA A. PEROTTE	DIRECTOR FEES	60.00	
134363	2/23/2024	PAPE MATERIAL HANDLING, INC.	FORKLIFT REPAIR	358.67	
134364	2/23/2024	SANSUM CLINIC	MEDICAL EXAMS	1,030.00	
134365	2/23/2024	SARKAR, ARJUN	DIRECTOR FEES	120.00	
134366	2/23/2024	SB COUNTY FEDERAL CREDIT UNI	PAYROLL DEDUCTION	260.00	
134367	2/23/2024	SB LOCKSMITHS, INC.	B&G REPAIR & SUPPLIES	15.54	
134368	2/23/2024	SILVAS OIL CO., INC.	LUBRICANTS	1,021.98	
134369	2/23/2024	SMITTY'S TOWING SERVICE D	TOWING SERVICES	1,410.00	
134370	2/23/2024	SM TIRE, CORP.	BUS TIRE MOUNTING	684.50	
134371	2/23/2024	SMARDAN-HATCHER CO., INC	B&G REPAIRS & SUPPLIES	661.42	
134372	2/23/2024	SO. CAL. EDISON CO.	UTILITIES	7,697.49	
134373	2/23/2024	SOAP MAN DISTRIBUTIN DBA	BUS CLEANING SUPPLIES	123.81	
134374	2/23/2024	SOCALGAS	UTILITIES	1,515.76	
134375	2/23/2024	MONICA JUANITA SOLORZANO	DIRECTOR FEES	120.00	
134376	2/23/2024	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	104.57	
134377	2/23/2024	THE MEDCENTER	MEDICAL EXAMS	1,247.00	
134378	2/23/2024	TEAMSTERS UNION LOCAL NO. 18	UNION DUES	225.00	
134379	2/23/2024	UNITED WAY OF SB	PAYROLL DEDUCTION	30.00	
134380	2/23/2024	VALLEY POWER SYSTEMS, INC.	BUS PARTS	1,112.65	
134381	2/23/2024	VEHICLE MAINTENANCE PROGRA	BUS PARTS	290.75	
134382	2/23/2024	VERITECH, INC.	BUS PARTS	1,264.00	
134383	2/23/2024	ROY A. VILLARREAL	DMV REIMBURSEMENT	68.00	
134384	2/23/2024	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	723.50	

Check #	Date	Company	Description	Amount	Voids
134385	2/23/2024	YACO SCHOLARSHIP FUND	PAYROLL DEDUCTION	35.00	
134386	2/23/2024	NATIONAL DRIVE	PAYROLL DEDUCTION	22.00	
				622,313.19	
			Current Cash Report Voided Checks:	22.00	
			Prior Cash Report Voided Checks:	0.00	
			Grand Total:	\$622,291.19	

Santa Barbara Metropolitan Transit District
Cash Receipts of Accounts Receivable

Date	Company	Description	Amount
2/12/2024	Federal Transit Administration	FTA Capital Reimbursement	766,892.00
2/14/2024	County of Santa Barbara	Passes/Token Sales	1,625.00
2/14/2024	UCSB - Contract Fares	Contract Fares - Winter 2024	110,160.70
2/15/2024	Interface Children & Family Service	Advertising on Buses	500.00
2/16/2024	SB Air Pollution Control Dist.	Capital Reimbursement - Bus 809	65,455.00
2/21/2024	City of SB Creeks Division	Advertising on Buses	300.00
Total Accounts Receivable Paid During Period			\$944,932.70



BOARD OF DIRECTORS REPORT

MEETING DATE: MARCH 5, 2024

AGENDA ITEM #: 7

TYPE: INFORMATIONAL

PREPARED BY: CHIEF OPERATING OFFICER MARY GREGG

REVIEWED BY: GENERAL MANAGER JERRY ESTRADA

SUBJECT: COMMERCIAL AUTO AND GENERAL LIABILITY INSURANCE
RENEWAL

RECOMMENDATION:

That the Board receive an update on the renewal of the Commercial Auto and General Liability insurance with National Interstate Insurance Company (NIIC) effective 4/1/2024 – 4/1/2025.

DISCUSSION:

Staff introduces MTD's insurance broker, Allison Olsen, with Brown & Brown Insurance Services of California, for discussion regarding changes made by NIIC to their policy forms, recently approved by the State of California Insurance Commissioner, and the changes in limits and coverage lines quoted by NIIC for the upcoming renewal. NIIC has changed to a more standardized insurance form that is universally accepted making it easier for Excess carriers to follow form, which helped secure Excess placement quotes at a better pricing structure for the upcoming renewal.

MTD's current coverage is \$4,750,000 Excess Indemnity over a \$250,000 Self Insured Retention (SIR) and \$10,000,000 Excess/Umbrella. All liability losses are covered under Excess Indemnity in the current policy on a per occurrence basis. The renewal moves the two business lines into separate policies: Commercial Auto Liability Policy with a Combined Single Limit (per occurrence) and General Liability Policy with an Aggregate limit.

Final rate quotes are expected to be presented to MTD by Brown and Brown Insurance for Staff to make a recommendation for renewal to the Board of Directors at the next scheduled Board meeting on March 19, 2024.



BOARD OF DIRECTORS REPORT

MEETING DATE: MARCH 5, 2024

AGENDA ITEM #: 8

TYPE: INFORMATION ITEM

PREPARED BY: DIRECTOR OF FINANCE AND ADMINISTRATION NANCY TILLIE

REVIEWED BY: GENERAL MANAGER JERRY ESTRADA

SUBJECT: FIRST DRAFT OF FISCAL YEAR 2024-25 BUDGET

RECOMMENDATION:

Staff will present the first draft of the fiscal year 2024-25 (FY 2024-25) budget to the Board of Directors seeking input on preparing the final draft to be considered for adoption in June.

DISCUSSION:

The preparation of the new fiscal year's draft operating budget is based on estimated results for the current year and then adjusted for applicable budget assumptions such as changes to service levels, employment levels, risk related expenses, fuel costs, etc. For the FY 2024-25 draft operating budget, a deficit of \$5.4 million is projected based on revenues of \$27.3 million and expenses of \$32.7 million. Over the next couple of months staff will refine the draft operating budget in preparation for presentation of the final draft FY 2024-25 budget in June.

BOARD OF DIRECTORS REPORT

Operating Summary FY 2024-25

	Draft FY 2024-25 Budget	Approved FY 2023-24 Budget	<u>Budget Change</u>		FY 2023-24 Estimate	<u>Variance</u>	
			Amount	%		Amount	%
OPERATING REVENUE							
Fare Revenue	\$5,138,020	\$4,735,193	\$402,827	9%	\$5,028,339	\$109,681	2%
Sales Tax Revenue	13,085,145	12,992,655	92,490	1%	12,506,300	578,845	5%
FTA 5307 Operating Assist.	5,277,120	5,277,120	0	0%	5,277,120	0	0%
Other Federal Assistance	0	0	0	n/a	191,528	(191,528)	-100%
State & Local Op Assist.	1,621,521	1,751,830	(130,309)	-7%	1,056,794	564,727	53%
Property Tax Revenue	1,768,714	1,735,524	33,190	2%	1,734,033	34,681	2%
Non-Transportation Income	482,235	434,346	47,889	11%	511,035	(28,800)	-6%
Total Operating Revenue	\$27,372,755	\$26,926,668	\$446,087	2%	\$26,305,149	\$1,067,606	4%
OPERATING EXPENSES							
Route Operations	\$18,252,753	\$17,256,448	\$996,305	6%	\$16,775,574	\$1,477,179	9%
Vehicle Maintenance	7,266,199	6,929,029	337,170	5%	5,951,040	1,315,159	22%
Passenger Accommodations	2,372,430	2,224,188	148,242	7%	1,949,292	423,138	22%
General Overhead	4,891,381	5,075,054	(183,673)	-4%	3,926,809	964,572	25%
Total Operating Expense	\$32,782,763	\$31,484,719	\$1,298,044	4%	\$28,602,714	\$4,180,048	15%
Revenue Less Expenses	(\$5,410,008)	(\$4,558,051)			(\$2,297,565)		
Federal Stimulus Funds	\$5,410,008	\$4,558,051			\$2,297,565		
Net Surplus / (Deficit)	\$0	\$0			\$0		

Total FY 2024-25 draft operating revenues are increased slightly from the FY 2023-24 budget from a dollar standpoint, however different based on several budget assumptions. Fare revenue as a whole, which consists of cash and pass sales along with contract fare revenue is projected to be 9% higher than the FY22-23 Estimates. It is important to note that UCSB and SBCC contract fares are driven by student enrollment. Both were budgeted at the current Estimated levels. UCSB enrollment has remained fairly consistent around the 26,000 level. SBCC enrollment has declined and there has not been substantial growth based on student enrollment through the 2023-24 enrollment statistics.

Grants and appropriations represent 80% of the total operating revenue of twenty- seven million. The largest contributing source of operating revenue is Transportation Development Act – Local Transportation Fund (TDA-LTF), which is generated from sales tax. At this point in time, the District is utilizing current year estimates until notified of its TDA-LTF estimated appropriation amount from Santa Barbara County Association of Governments (SBCAG), of \$10,239,791. Measure A is another sales tax subsidy and reflects an estimate of \$2.8 million.

BOARD OF DIRECTORS REPORT

The District is a recipient of the Federal Transit Administration Section 5307 formula assistance funds (FTA 5307). As was previously reported to the Board, Santa Barbara is now considered a large Urbanized Area (UZA), as a result of the 2020 Census figures indicating the population exceeds 200,000. Staff has projected a budget of \$5.2 from this source and based on the allowable uses of this funding, expects to be able to fully utilize these funds for operating costs.

The FY 2024-25 draft operating expense totaling thirty-three million (\$33 million) assumes full employment, at 125 Drivers, and increases to diesel fuel costs of seventy-five thousand (\$75 thousand) for unknown pricing. Risk related expenses may be adjusted upon a thorough review by management in conjunction with data provided by the District's third- party administrators for workers' compensation and liability. With the exception of pilot projects, such as Micro transit (Goleta), and restoration of Line 15x (SBCC/UCSB Express) and Line 27 (Isla Vista Shuttle) from the pandemic reduced schedules, service levels are assumed to remain flat in FY 2024-25.

Capital Projects Summary (\$ thousands)

Project Category	FY 24-25 Budget	FY 23-24 Budget	Variance Amt	%
Revenue Vehicle Purchases	\$23,448	\$31,988	(\$8,540)	-27%
Revenue Vehicle Improvements	\$350	2,394	(2,044)	-85%
Operating Facilities	\$11,073	8,961	2,112	24%
Passenger Facilities	\$200	475	(275)	-58%
Intelligent Transportation Systems	\$1,385	1,835	(450)	-25%
Information Systems	\$1,550	1,600	(50)	-3%
Other Equipment	\$275	300	(25)	-8%
Total Capital Projects	\$38,281	\$47,553	(\$9,272)	-19%

Fiscal Year 2024-25 Draft Capital Budget

The FY 2024-25 draft capital budget reflects expenditures of thirty-eight million (\$38 million), of which nearly 80% of the budgeted funding is allocated to State grants and TDA – State Transit Assistance. The Revenue Vehicle Purchases are made up of carry-over (8) 40' battery electric buses funded with a grant from the California Energy Commission (CEC), Transit and Intercity Rail Capital Program (TIRCP) for approximately \$8.5 million. An additional six (6) 40' electric buses are included to reflect the appropriation of local match funds for the transit element of SBCAG's Solutions for Congested Corridors grant application that would provide final funding for the U.S. 101 HOV project, at an estimated cost of \$9 million. Five Million Seven Hundred Fifty Thousand (5.75 million) in capital expenditures for the recommissioning of Terminal 2, Phase I is included in Operating Facilities. An additional \$1.015 million has been added for Phase II, Plans, Specifications and Engineering (PS&E) which has been approved and allocated by the CEC as part of the TIRCP Grant. The Haley Canopy & Facility Electrification which is estimated at \$2.6 Million. Other carry-over projects include Bus Stop Improvements as the project is being completed over a period of time, in the amount of \$200,000 as part of Passenger Facilities, part

BOARD OF DIRECTORS REPORT

of the Contactless Fare Payment System in the amount of \$1.385 million, and \$1.45 million of the Business Software. Other Equipment includes a Business Equipment and Furniture allowance for repair and replacement. As with all capital projects that do not have secured funding, there is a possibility some projects will be delayed until funding is secured or will not occur due to insufficient funding. The District continues to apply for discretionary capital funding as formula funds are not sufficient to cover capital projects in its entirety.

ATTACHMENT:

- Draft Fiscal Year 2024-25 Operating & Capital Budget

BOARD OF DIRECTORS REPORT

Operating Revenue Detail FY 2024-25

	Draft FY 2024-25 Budget	Approved FY 2023-24 Budget	Budget Change		FY 2023-24 Estimate	Variance	
			Amount	%		Amount	%
FAREBOX REVENUE							
Cash Fares & Tokens	\$1,588,654	\$1,403,512	\$185,142	13%	1,588,654	\$0	0%
Adult Passes	867,264	781,306	85,958	11%	867,264	0	0%
Youth Passes	471,036	401,532	69,504	17%	471,036	0	0%
Senior Passes	188,516	160,619	27,897	17%	188,516	0	0%
Mobility Passes	113,740	104,228	9,512	9%	113,740	0	0%
Day Passes	5,232	5,780	(548)	-9%	5,232	0	0%
Microtransit Fares	112,363	112,363	0	0%	0	112,363	n/a
Downtown-Waterfront Shuttle	0	0	0	n/a	0	0	n/a
UCSB Contract Fares	1,108,592	1,116,811	(8,219)	-1%	1,109,446	(854)	0%
SBCC Contract Fares	672,523	644,917	27,606	4%	672,523	0	0%
Special Event Fares & Amtr	2,200	2,200	0	0%	4,228	(2,028)	-48%
City My Ride Program	7,900	1,925	5,975	310%	7,700	200	3%
Subtotal	\$5,138,020	\$4,735,193	\$402,827	9%	\$5,028,339	\$109,681	2%
GRANTS & SUBSIDIES							
LTF Sales Tax Revenue	\$10,239,791	\$10,239,791	\$0	0%	\$9,656,300	\$583,491	6%
FTA 5307 Operating Assist.	5,277,120	5,277,120	0	0%	5,277,120	0	0%
Other Federal Assistance	0	0	0	n/a	191,528	(191,528)	-100%
Measure A Sales Tax	2,845,354	2,752,864	92,490	3%	2,850,000	(4,646)	0%
Other State/Local Subsidies	1,621,521	1,751,830	(130,309)	-7%	1,056,794	564,727	53%
Property Tax Revenue	1,768,714	1,735,524	33,190	2%	1,734,033	34,681	2%
Subtotal	\$21,752,500	\$21,757,129	(\$4,629)	0%	\$20,765,775	\$986,725	5%
OTHER INCOME							
Advertising on Buses	\$291,139	\$288,250	\$2,889	1%	\$291,139	\$0	0%
Interest on Investments	175,000	130,000	45,000	35%	196,306	(21,306)	-11%
Other Operating Revenue	16,096	16,096	0	0%	23,590	(7,494)	-32%
Subtotal	\$482,235	\$434,346	\$47,889	11%	\$511,035	(\$28,800)	-6%
Total Operating Revenue	\$27,372,755	\$26,926,668	\$446,087	2%	\$26,305,149	\$1,067,606	4%

BOARD OF DIRECTORS REPORT

Route Operations Detail FY 2024-25

	Draft FY 2024-25 Budget	Approved FY 2023-24 Budget	Budget Change		FY 2023-24 Estimate	Variance	
			Amount	%		Amount	%
DRIVERS							
Scheduled	\$7,030,970	\$6,614,617	\$416,353	6%	6,604,664	\$426,306	6%
Scheduled Overtime	532,628	501,087	31,541	6%	446,620	86,008	19%
Unscheduled Pay	186,587	175,540	11,047	6%	198,398	(11,811)	-6%
Driver Lite Duty	1,046	1,000	46	5%	0	1,046	n/a
FICA	673,022	634,878	38,144	6%	643,715	29,307	5%
Pension	824,314	817,684	6,630	1%	802,231	22,083	3%
Health	2,077,650	1,997,663	79,987	4%	1,867,094	210,556	11%
Sick Pay	185,979	178,831	7,148	4%	141,632	44,347	31%
Vacation Pay	578,420	556,778	21,642	4%	524,788	53,632	10%
Holiday Pay	244,765	235,357	9,408	4%	239,562	5,203	2%
Other Pay	37,276	35,843	1,433	4%	48,542	(11,266)	-23%
Unemployment Insura	14,188	14,188	0	0%	2,810	11,378	405%
Uniforms	16,500	16,500	0	0%	21,174	(4,674)	-22%
<i>Drivers Subtotal</i>	<i>\$12,403,345</i>	<i>\$11,779,966</i>	<i>\$623,379</i>	<i>5%</i>	<i>\$11,541,229</i>	<i>\$862,116</i>	<i>7%</i>
DISPATCH & SUPERVISION							
Supervisors	\$290,792	\$279,596	\$11,196	4%	\$262,164	\$28,628	11%
Staff	287,267	276,832	10,435	4%	264,618	22,649	9%
FICA	50,665	48,680	1,985	4%	45,476	5,189	11%
Pension	60,591	59,062	1,529	3%	56,128	4,463	8%
Health	152,512	138,971	13,541	10%	115,684	36,828	32%
Sick Pay	11,281	10,843	438	4%	15,334	(4,053)	-26%
Vacation Pay	41,685	38,983	2,702	7%	52,648	(10,963)	-21%
Holiday Pay	19,818	19,041	777	4%	20,967	(1,149)	-5%
Other Pay	11,445	11,048	397	4%	6,956	4,489	65%
Unemployment Insura	787	787	0	0%	0	787	n/a
<i>Dispatch & Supe. S</i>	<i>\$926,843</i>	<i>\$883,843</i>	<i>\$43,000</i>	<i>5%</i>	<i>\$839,975</i>	<i>\$86,868</i>	<i>10%</i>
HIRING & TRAINING							
Staff	\$95,332	\$89,397	\$5,935	7%	\$72,092	\$23,240	32%
Student Drivers	173,988	167,264	6,724	4%	375,742	(201,754)	-54%
Existing Drivers/Supe	110,955	125,289	(14,334)	-11%	38,160	72,795	191%
FICA	32,032	32,037	(5)	0%	24,190	7,842	32%
Pension	24,706	23,926	780	3%	22,854	1,852	8%
Health	82,871	75,981	6,890	9%	77,432	5,439	7%
Sick Pay	6,194	6,085	109	2%	3,356	2,838	85%
Vacation Pay	20,646	19,655	991	5%	22,452	(1,806)	-8%
Holiday Pay	8,451	8,077	374	5%	9,045	(594)	-7%
Other Pay	3,152	3,019	133	4%	2,646	506	19%
Unemployment Insura	476	476	0	0%	0	476	n/a
Medical Exams & Lic	29,100	30,000	(900)	-3%	40,510	(11,410)	-28%
Employment Advertis	10,000	20,000	(10,000)	-50%	1,000	9,000	900%
Training, Travel & Me	16,500	13,500	3,000	22%	4,852	11,648	240%
<i>Hiring & Training Su</i>	<i>\$614,403</i>	<i>\$614,706</i>	<i>(\$303)</i>	<i>0%</i>	<i>\$694,331</i>	<i>(\$79,928)</i>	<i>-12%</i>

BOARD OF DIRECTORS REPORT

Route Operations Detail FY 2024-25

	Draft FY 2024-25 Budget	Approved FY 2023-24 Budget	Budget Change		FY 2023-24 Estimate	Variance	
			Amount	%		Amount	%
<u>RISK & SAFETY</u>							
<u>Wages & Benefits</u>							
Staff	\$233,798	\$141,400	\$92,398	65%	\$97,438	\$136,360	140%
Contract Employment	\$0	\$0	0	n/a	0	0	n/a
Supervisors	381,272	366,593	14,679	4%	431,140	(49,868)	-12%
Driver Accident Pay	2,380	2,288	92	4%	1,556	824	53%
FICA	53,312	44,398	8,914	20%	45,592	7,720	17%
Pension	59,480	49,255	10,225	21%	43,822	15,658	36%
Health	161,322	134,071	27,251	20%	104,252	57,070	55%
Sick Pay	16,096	14,130	1,966	14%	5,560	10,537	190%
Vacation Pay	34,796	32,849	1,947	6%	34,414	382	1%
Holiday Pay	19,715	16,058	3,657	23%	16,117	3,598	22%
Other Pay	8,836	7,047	1,789	25%	6,374	2,462	39%
Unemployment Insura	821	702	119	17%	119	702	590%
Wages & Benefits S	\$971,828	\$808,791	\$163,037	20%	\$786,384	\$185,444	24%
<u>Public Liability</u>							
Professional Services	\$394,976	\$380,976	\$14,000	4%	\$355,966	\$39,010	11%
Insurance	838,753	838,753	0	0%	817,694	21,059	3%
Current Year Incident	95,000	75,000	20,000	27%	30,992	64,008	207%
Current Year Incident	130,000	100,000	30,000	30%	22,000	108,000	491%
Prior Years Incident F	75,000	50,000	25,000	50%	133,864	(58,864)	-44%
Change in Prior Years	(75,000)	(50,000)	(25,000)	50%	(95,002)	20,002	-21%
Public Liability Subt	\$1,458,729	\$1,394,729	\$64,000	5%	\$1,265,514	\$193,215	15%
<u>Workers' Compensation</u>							
Professional Services	\$307,461	\$259,961	\$47,500	18%	\$286,604	\$20,857	7%
Insurance	205,625	205,625	0	0%	228,260	(22,635)	-10%
Current Year Incident	50,000	50,000	0	0%	0	50,000	n/a
Current Year Incident	125,000	125,000	0	0%	50,722	74,278	146%
Prior Years Incident F	425,000	425,000	0	0%	1,092,110	(667,110)	-61%
Change in Prior Years	(425,000)	(425,000)	0	0%	(1,150,518)	725,518	-63%
Miscellaneous Risk &	20,000	20,000	0	0%	27,136	(7,136)	-26%
Workers' Comp Sub	\$708,086	\$660,586	\$47,500	7%	\$534,314	\$173,772	33%
Risk & Safety Subtc	\$3,138,643	\$2,864,106	\$274,537	10%	\$2,586,212	\$552,431	21%
<u>TRANSPORTATION SUBSIDIES</u>							
ADA Paratransit Serv	\$1,169,519	\$1,113,827	\$55,692	5%	\$1,113,828	\$55,691	5%
Microtransit Van Leas	0	0	0	n/a	0	0	n/a
Pandemic-Related Lo	0	0	0	n/a	0	0	n/a
Transportation Subs	\$1,169,519	\$1,113,827	\$55,692	5%	\$1,113,828	\$55,691	5%
Total Route Operatio	\$18,252,753	\$17,256,448	\$996,305	6%	\$16,775,574	\$1,477,179	9%

BOARD OF DIRECTORS REPORT

Vehicle Maintenance Detail FY 2024-25

	Draft	Approved					
	FY 2024-25	FY 2023-24	Budget Change		FY 2023-24	Variance	
	Budget	Budget	Amount	%	Estimate	Amount	%
MECHANICS							
Mechanics	\$900,747	\$872,248	\$28,499	3%	\$719,292	\$181,455	25%
Less Mechanic Capital Lab	(36,345)	(35,049)	(1,296)	4%	(54,196)	17,851	-33%
Mechanics-OT	79,186	76,757	2,429	3%	88,416	(9,230)	-10%
FICA	84,158	80,986	3,172	4%	68,286	15,872	23%
Pension	100,857	100,046	811	1%	78,966	21,891	28%
Health	240,084	230,841	9,243	4%	191,674	48,410	25%
Sick Pay	23,624	22,782	842	4%	11,284	12,340	109%
Vacation Pay	56,852	48,586	8,266	17%	39,526	17,326	44%
Holiday Pay	37,798	36,451	1,347	4%	29,238	8,560	29%
Other Paid Leave	1,890	1,823	67	4%	2,584	(694)	-27%
Unemployment Insurance	1,547	1,547	0	0%	80	1,467	1834%
Uniforms	7,466	6,452	1,014	16%	5,964	1,502	25%
Tool Allowance	14,300	14,300	0	0%	5,252	9,048	172%
Mechanics Subtotal	\$1,512,164	\$1,457,770	\$54,394	4%	\$1,186,366	\$325,798	27%
CLEANERS & FUELERS							
Service Workers	\$519,753	\$499,925	\$19,828	4%	\$395,468	\$124,285	31%
FICA	46,379	44,608	1,771	4%	34,266	12,113	35%
Pension	76,390	75,775	615	1%	58,106	18,284	31%
Health	203,148	195,327	7,821	4%	173,300	29,848	17%
Sick Pay	17,806	17,123	683	4%	8,582	9,224	107%
Vacation Pay	45,342	43,602	1,740	4%	26,870	18,472	69%
Holiday Pay	21,783	20,947	836	4%	16,528	5,255	32%
Other Paid Leave	1,576	1,516	60	4%	1,376	200	15%
Unemployment Insurance	1,337	1,337	0	0%	0	1,337	n/a
Uniforms	4,450	4,450	0	0%	3,086	1,364	44%
Medical Exams & License f	4,229	4,229	0	0%	2,738	1,491	54%
Cleaners & Fuelers Subto	\$942,193	\$908,839	\$33,354	4%	\$720,320	\$221,873	31%
SUPERVISION							
Staff	\$714,941	\$572,418	\$142,523	25%	\$534,823	\$180,118	34%
FICA	61,606	49,547	12,059	24%	47,151	14,455	31%
Pension	80,170	64,408	15,762	24%	56,542	23,628	42%
Health	230,279	186,762	43,517	23%	147,500	82,779	56%
Sick Pay	14,434	11,485	2,949	26%	7,686	6,748	88%
Vacation Pay	38,399	33,912	4,487	13%	40,966	(2,567)	-6%
Holiday Pay	28,868	22,970	5,898	26%	23,050	5,818	25%
Other Paid Leave	9,160	6,891	2,269	33%	5,200	3,960	76%
Unemployment Insurance	893	774	119	15%	224	669	299%
Training, Travel & Meetings	10,000	10,000	0	0%	7,400	2,600	35%
Supervision Subtotal	\$1,188,750	\$959,167	\$229,583	24%	\$870,541	\$318,209	37%

BOARD OF DIRECTORS REPORT

Vehicle Maintenance Detail FY 2024-25

	Draft FY 2024-25 Budget	Approved FY 2023-24 Budget	Budget Change		FY 2023-24 Estimate	Variance	
			Amount	%		Amount	%
VEHICLE CONSUMABLES							
Bus Fuel	\$2,239,546	\$2,239,546	\$0	0%	\$2,103,828	\$135,718	6%
Oil & Lubricants	214,703	214,703	0	0%	189,944	24,759	13%
Electric Vehicle Power	72,339	72,560	(221)	0%	69,330	3,009	4%
Tire Lease	169,500	151,940	17,560	12%	144,986	24,514	17%
Tire Mounting	15,000	15,000	0	0%	14,794	206	1%
<i>Vehicle Consumables Subtotal</i>	<i>\$2,711,088</i>	<i>\$2,693,749</i>	<i>\$17,339</i>	<i>1%</i>	<i>\$2,522,882</i>	<i>\$188,206</i>	<i>7%</i>
VEHICLE PARTS & SUPPLIES							
Bus Parts Issued	\$600,000	\$600,000	\$0	0%	\$500,090	\$99,910	20%
Obsolete Parts Write Down	0	0	0	n/a	0	0	n/a
Shop Supplies	70,000	70,000	0	0%	51,382	18,618	36%
Bus Servicing Supplies	10,000	10,000	0	0%	5,728	4,272	75%
Hazmat Disposal & Compliance	20,000	20,000	0	0%	30,282	(10,282)	-34%
<i>Veh. Parts & Supplies Subtotal</i>	<i>\$700,000</i>	<i>\$700,000</i>	<i>\$0</i>	<i>0%</i>	<i>\$587,482</i>	<i>\$112,518</i>	<i>19%</i>
VENDOR BUS REPAIRS							
Vandalism Repairs	\$5,000	\$5,000	\$0	0%	\$834	\$4,166	500%
Accident Damage Repairs	5,000	5,000	0	0%	9,698	(4,698)	-48%
Accident Claim Collections	(10,000)	(10,000)	0	0%	0	(10,000)	n/a
Other Vendor Repairs	75,000	75,000	0	0%	13,660	61,340	449%
<i>Vendor Bus Repairs Subtotal</i>	<i>\$75,000</i>	<i>\$75,000</i>	<i>\$0</i>	<i>0%</i>	<i>\$24,192</i>	<i>\$50,808</i>	<i>210%</i>
RISK & SAFETY							
Workers' Comp Services	\$16,182	\$13,682	\$2,500	18%	\$8,094	\$8,088	100%
Workers' Comp Insurance	10,822	10,822	0	0%	12,014	(1,192)	-10%
Current Year Incident Payout	10,000	10,000	0	0%	6,124	3,876	63%
Current Year Incident Reserve	25,000	25,000	0	0%	0	25,000	n/a
Prior Years Incident Payout	50,000	50,000	0	0%	10,214	39,786	390%
Change in Prior Years Reserve	25,000	25,000	0	0%	(7,394)	32,394	-438%
<i>Risk & Safety Subtotal</i>	<i>\$137,004</i>	<i>\$134,504</i>	<i>\$2,500</i>	<i>2%</i>	<i>\$29,052</i>	<i>\$107,952</i>	<i>372%</i>
MICROTRANSIT							
Microtransit Services	\$0	\$0	\$0	n/a	\$882	(\$882)	-100%
Microtransit Materials	0	0	0	n/a	9,322	(9,322)	-100%
<i>Microtransit Subtotal</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>n/a</i>	<i>\$10,204</i>	<i>(\$10,204)</i>	<i>-100%</i>
Total Vehicle Maintenance	\$7,266,199	\$6,929,029	\$337,170	5%	\$5,951,040	\$1,315,159	22%

BOARD OF DIRECTORS REPORT

Passenger Accommodations Detail FY 2024-25

	Draft FY 2024-25 Budget	Approved FY 2023-24 Budget	Budget Change		FY 2023-24 Estimate	Variance	
			Amount	%		Amount	%
PASSENGER FACILITIES							
<u>Wages & Benefits</u>							
Supervisors	\$248,531	\$223,483	\$25,048	11%	\$236,006	\$12,525	5%
TC Advisors	111,314	145,894	(34,580)	-24%	102,450	8,864	9%
Bus Stop Maintenance	46,178	46,403	(225)	0%	51,216	(5,038)	-10%
FICA	35,754	36,794	(1,040)	-3%	32,372	3,382	10%
Pension	33,639	37,660	(4,021)	-11%	39,564	(5,925)	-15%
Health	146,225	159,812	(13,587)	-9%	139,420	6,805	5%
Sick Pay	14,654	16,383	(1,729)	-11%	7,852	6,802	87%
Vacation Pay	23,209	24,512	(1,303)	-5%	16,734	6,475	39%
Holiday Pay	17,048	17,510	(462)	-3%	14,122	2,926	21%
Other Paid Leave	6,433	6,784	(351)	-5%	6,426	7	0%
Unemployment Insurance	903	998	(95)	-10%	0	903	n/a
Wages & Benefits Subtotal	\$683,888	\$716,233	(\$32,345)	-5%	\$646,162	\$37,726	6%
<u>Buildings & Grounds</u>							
TC Contract Maintenance	\$113,000	\$113,000	\$0	0%	\$115,328	(\$2,328)	-2%
TC Repairs/Supplies	7,500	7,500	0	0%	17,464	(9,964)	-57%
Bus Stop Repairs/Supplies	7,000	7,000	0	0%	3,020	3,980	132%
TC Property Insurance	14,853	14,853	0	0%	16,562	(1,709)	-10%
Buildings & Grounds Subtotal	\$142,353	\$142,353	\$0	0%	\$152,374	(\$10,021)	-7%
Passenger Facilities Subtotal	\$826,241	\$858,586	(\$32,345)	-4%	\$798,536	\$27,705	3%
TRANSIT DEVELOPMENT							
Staff	\$269,744	\$259,058	\$10,686	4%	\$147,737	\$122,007	83%
FICA	23,369	22,439	930	4%	14,400	8,969	62%
Pension	30,547	29,332	1,215	4%	13,956	16,591	119%
Health	69,692	70,066	(374)	-1%	26,924	42,768	159%
Sick Pay	8,224	7,897	327	4%	18,164	(9,940)	-55%
Vacation Pay	12,214	11,683	531	5%	8,756	3,458	39%
Holiday Pay	10,280	9,871	409	4%	7,289	2,991	41%
Other Paid Leave	5,012	4,812	200	4%	6,932	(1,920)	-28%
Unemployment Insurance	417	417	0	0%	224	193	86%
Training, Travel & Meetings	3,000	3,000	0	0%	2,050	950	46%
Planning Services & Supplies	1,500	18,000	(16,500)	-92%	0	1,500	n/a
Transit Development Subtotal	\$433,999	\$436,575	(\$2,576)	-1%	\$246,431	\$187,568	76%
MARKETING & COMMUNITY RELATIONS							
<u>Wages & Benefits</u>							
Staff	\$246,164	\$190,440	\$55,724	29%	\$156,203	\$89,961	58%
FICA	21,330	16,488	4,842	29%	14,466	6,864	47%
Pension	27,882	21,552	6,330	29%	15,288	12,594	82%
Health	86,216	42,036	44,180	105%	40,968	45,248	110%
Sick Pay	5,644	3,393	2,251	66%	13,762	(8,118)	-59%
Vacation Pay	15,552	11,927	3,625	30%	12,475	3,077	25%
Holiday Pay	0	6,620	(6,620)	-100%	6,038	(6,038)	-100%
Other Paid Leave	2,958	3,145	(187)	-6%	2,150	808	38%
Unemployment Insurance	417	298	119	40%	78	339	435%
Wages & Benefits Subtotal	\$406,163	\$295,899	\$110,264	37%	\$261,427	\$144,736	55%

BOARD OF DIRECTORS REPORT

Passenger Accommodations Detail FY 2024-25

	Draft FY 2024-25 Budget	Approved FY 2023-24 Budget	Budget Change		FY 2023-24 Estimate	Variance	
			Amount	%		Amount	%
MARKETING & COMMUNITY RELATIONS (cont'd)							
<u>Outside Services</u>							
Media Ad Placement	80,000	20,000	60,000	300%	20,000	60,000	300%
Brochures & Publications	6,000	6,000	0	0%	5,000	1,000	20%
Market Research	2,500	2,500	0	0%	2,500	0	0%
Promotional Giveaways	6,000	6,000	0	0%	6,000	0	0%
Bus/Shuttle Decorations	0	0	0	n/a	0	0	n/a
Other Promotions	47,600	68,000	(20,400)	-30%	24,442	23,158	95%
Route Schedules & Information	79,055	65,000	14,055	22%	93,118	(14,063)	-15%
Training, Travel & Meetings	3,000	3,000	0	0%	2,560	440	17%
Outside Services Subtotal	\$224,155	\$170,500	\$53,655	31%	\$153,620	\$70,535	46%
Marketing & Comm. Relations	\$630,318	\$466,399	\$163,919	35%	\$415,047	\$215,271	52%
FARE REVENUE COLLECTION							
<u>Wages & Benefits</u>							
Staff	\$153,545	\$147,639	\$5,906	4%	\$168,902	(\$15,357)	-9%
FICA	14,367	13,815	552	4%	15,828	(1,461)	-9%
Pension	18,781	18,059	722	4%	20,883	(2,102)	-10%
Health	85,096	74,350	10,746	14%	65,340	19,756	30%
Sick Pay	6,853	6,589	264	4%	5,251	1,602	31%
Vacation Pay	17,132	16,473	659	4%	20,510	(3,378)	-16%
Holiday Pay	6,853	6,589	264	4%	6,615	238	4%
Other Paid Leave	3,426	3,295	131	4%	2,313	1,113	48%
Unemployment Insurance	238	238	0	0%	0	238	n/a
Wages & Benefits Subtotal	\$306,291	\$287,047	\$19,244	7%	\$305,643	\$648	0%
<u>Outside Services</u>							
Bank Processing Fees	\$105,581	\$105,581	\$0	0%	\$78,614	\$26,967	34%
Farebox Parts & Repairs	50,000	50,000	0	0%	60,424	(10,424)	-17%
Tickets, Tokens & Transfers	20,000	20,000	0	0%	44,596	(24,596)	-55%
Outside Services Subtotal	\$175,581	\$175,581	\$0	0%	\$183,634	(\$8,053)	-4%
Fare Revenue Collection Sbtl	\$481,872	\$462,628	\$19,244	4%	\$489,277	(\$7,405)	-2%
Total Pssnger Accommodation	\$2,372,430	\$2,224,188	\$148,242	7%	\$1,949,292	\$423,138	22%

BOARD OF DIRECTORS REPORT

General Overhead Detail FY 2024-25

	Draft FY 2024-25 Budget	Approved FY 2023-24 Budget	<u>Budget Change</u>		FY 2023-24 Estimate	<u>Variance</u>	
			Amount	%		Amount	%
<i>FINANCE</i>							
Staff	\$477,168	\$451,776	\$25,392	6%	\$451,111	\$26,057	6%
FICA	40,943	38,700	2,243	6%	39,858	1,085	3%
Pension	53,520	50,589	2,931	6%	47,122	6,398	14%
Health	219,557	191,855	27,702	14%	182,418	37,139	20%
Sick Pay	3,745	3,540	205	6%	9,186	(5,441)	-59%
Vacation Pay	29,943	27,563	2,380	9%	30,875	(932)	-3%
Holiday Pay	18,726	17,698	1,028	6%	15,822	2,904	18%
Other Paid Leave	5,618	5,309	309	6%	9,959	(4,341)	-44%
Unemployment Insurance	655	655	0	0%	10	645	6450%
Financial Audit Services	50,000	50,000	0	0%	51,640	(1,640)	-3%
<i>Finance Subtotal</i>	<i>\$899,875</i>	<i>\$837,685</i>	<i>\$62,190</i>	<i>7%</i>	<i>\$838,002</i>	<i>\$61,873</i>	<i>7%</i>
<i>HUMAN RESOURCES</i>							
Staff	\$127,284	\$134,911	(\$7,627)	-6%	\$143,394	(\$16,110)	-11%
FICA	11,892	12,485	(593)	-5%	12,532	(640)	-5%
Pension	15,545	16,320	(775)	-5%	11,914	3,631	30%
Health	101,633	51,754	49,879	96%	46,676	54,957	118%
Sick Pay	2,948	2,961	(13)	0%	2,475	473	19%
Vacation Pay	11,457	11,510	(53)	0%	5,943	5,514	93%
Holiday Pay	9,827	9,870	(43)	0%	5,296	4,531	86%
Other Paid Leave	3,931	3,948	(17)	0%	5,639	(1,708)	-30%
Unemployment Insurance	476	476	0	0%	222	254	114%
<i>Personnel Subtotal</i>	<i>\$284,993</i>	<i>\$244,235</i>	<i>\$40,758</i>	<i>17%</i>	<i>\$234,088</i>	<i>\$50,905</i>	<i>22%</i>
<i>UTILITIES</i>							
Phone & Data Communication	\$87,000	\$87,000	\$0	0%	\$68,264	\$18,736	27%
Power, Water & Refuse	218,000	218,000	0	0%	230,718	(12,718)	-6%
Two-Way Radios	15,000	15,000	0	0%	20,020	(5,020)	-25%
<i>Utilities Subtotal</i>	<i>\$320,000</i>	<i>\$320,000</i>	<i>\$0</i>	<i>0%</i>	<i>\$319,002</i>	<i>\$998</i>	<i>0%</i>
<i>OPERATING FACILITIES</i>							
<u>Wages & Benefits</u>							
Staff	\$69,129	\$66,479	\$2,650	4%	\$59,727	\$9,402	16%
FICA	6,256	6,016	240	4%	6,359	(103)	-2%
Pension	8,178	7,865	313	4%	8,222	(44)	-1%
Health	16,063	13,986	2,077	15%	13,308	2,755	21%
Sick Pay	926	890	36	4%	6,232	(5,306)	-85%
Vacation Pay	7,715	7,419	296	4%	11,277	(3,562)	-32%
Holiday Pay	3,086	2,968	118	4%	2,398	688	29%
Other Paid Leave	926	890	36	4%	2,968	(2,042)	-69%
Unemployment Insurance	119	119	0	0%	0	119	n/a
<i>Wages & Benefits Subtotal</i>	<i>\$112,398</i>	<i>\$106,632</i>	<i>\$5,766</i>	<i>5%</i>	<i>\$110,491</i>	<i>\$1,907</i>	<i>2%</i>

BOARD OF DIRECTORS REPORT

General Overhead Detail FY 2024-25

	Draft FY 2024-25 Budget	Approved FY 2023-24 Budget	Budget Change		FY 2023-24 Estimate	Variance	
			Amount	%		Amount	%
OPERATING FACILITIES (cont'd)							
<u>Service Vehicles</u>							
Parts & Repairs	\$15,000	\$15,000	\$0	0%	\$4,407	\$10,593	240%
Fuel	65,000	65,000	0	0%	26,333	38,667	147%
Service Vehicles Subtotal	\$80,000	\$80,000	\$0	0%	\$30,740	\$49,260	160%
<u>Buildings & Grounds</u>							
Contract Maintenance	\$119,000	\$119,000	\$0	0%	\$128,468	(\$9,468)	-7%
Overpass Site Maintenance	10,000	10,000	0	0%	8,716	1,284	15%
B&G Repairs/Supplies	85,000	85,000	0	0%	56,280	28,720	51%
Property Insurance	93,892	93,892	0	0%	87,766	6,126	7%
Buildings & Grounds Subtotal	\$307,892	\$307,892	\$0	0%	\$281,230	\$26,662	9%
Operating Facilities Subtotal	\$500,290	\$494,524	\$5,766	1%	\$422,461	\$77,829	18%
DISTRICT ADMINISTRATION							
<u>Wages & Benefits</u>							
Staff	\$945,596	\$856,675	\$88,921	10%	\$711,030	\$234,566	33%
Bus Ad Revenue Placement	0	0	0	n/a	0	0	n/a
FICA	82,182	74,081	8,101	11%	47,990	34,192	71%
Pension	119,822	109,231	10,591	10%	78,958	40,864	52%
Health	257,793	187,814	69,979	37%	129,926	127,867	98%
Sick Pay	12,765	11,917	848	7%	5,249	7,516	143%
Vacation Pay	61,139	50,485	10,654	21%	38,578	22,561	58%
Holiday Pay	38,131	33,920	4,211	12%	23,102	15,029	65%
Other Paid Leave	11,647	10,376	1,271	12%	27,844	(16,197)	-58%
Unemployment Insurance	1,046	927	119	13%	0	1,046	n/a
Wages & Benefits Subtotal	\$1,530,121	\$1,335,426	\$194,695	15%	\$1,062,677	\$467,444	44%
<u>Administrative Services</u>							
Directors Fees	\$10,080	\$10,080	\$0	0%	\$8,588	\$1,492	17%
Public Officials Insurance	128,977	128,977	0	0%	119,038	9,939	8%
Legal Counsel	75,000	125,000	(50,000)	-40%	13,424	61,576	459%
Pension Administration	1,000	1,000	0	0%	1,616	(616)	-38%
Software Licenses & Equip Ma	444,082	444,082	0	0%	422,648	21,434	5%
Miscellaneous Services	130,483	564,145	(433,662)	-77%	107,136	23,347	22%
Office & Computer Supplies	60,000	60,000	0	0%	29,712	30,288	102%
Dues & Subscriptions	50,000	50,000	0	0%	59,356	(9,356)	-16%
Conferences, Meetings, Trainir	20,000	20,000	0	0%	22,138	(2,138)	-10%
Employee Relations	46,400	46,400	0	0%	56,378	(9,978)	-18%
Retiree Health Insurance	87,580	91,000	(3,420)	-4%	84,448	3,132	4%
Mandated Fees & Permits	35,000	35,000	0	0%	31,532	3,468	11%
Bus Ad Revenue Program	0	0	0	n/a	0	0	n/a
Misc. Expenses & Losses	15,000	15,000	0	0%	8,790	6,210	71%
Bad Debts	2,500	2,500	0	0%	0	2,500	n/a
Covid-19 Expenses	250,000	250,000	0	0%	5,518	244,482	4431%
Interest Expense - GASB96	0	0	0	n/a	(1,354)	1,354	-100%
Subscription Amortization Exp	0	0	0	n/a	81,610	(81,610)	-100%
Admin. Services Subtotal	\$1,356,102	\$1,843,184	(\$487,082)	-26%	\$1,050,578	\$305,524	29%
District Admin. Subtotal	\$2,886,223	\$3,178,610	(\$292,387)	-9%	\$2,113,255	\$772,968	37%
Total General Overhead	\$4,891,381	\$5,075,054	(\$183,673)	-4%	\$3,926,809	\$964,572	25%

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BOARD OF DIRECTORS REPORT

MEETING DATE: MARCH 5, 2024

AGENDA ITEM #: 9

TYPE: ACTION ITEM

PREPARED BY: PLANNING AND MARKETING MANAGER HILLARY BLACKERBY

REVIEWED BY: GENERAL MANAGER JERRY ESTRADA

SUBJECT: TEMPORARY DOWNTOWN-WATERFRONT SHUTTLE SERVICE

RECOMMENDATION:

That the Board of Directors approve temporary Downtown-Waterfront Shuttle service for summer 2024.

DISCUSSION:

Santa Barbara MTD previously operated Downtown and Waterfront Shuttle service with electric buses in Santa Barbara, beginning in 1991. This service was operated in partnership with the City of Santa Barbara, which provided funding assistance that aided in the operation of the service.

In April of 2020, amidst the beginning of the COVID-19 pandemic lockdown, service on the Downtown and Waterfront Shuttles was suspended. In June of 2022, MTD's agreement with the City of Santa Barbara expired and was not renewed.

As part of the MTD Moves Ahead Short-Range Transit Plan, adopted by the Board of Directors in November 2022, a new route for a Downtown-Waterfront circulator service was included. The route takes into account the creation of the State Street Promenade.

Outreach to the community during that process and now years of public feedback after the suspension of the service made it clear that some kind of circulator in the Downtown and on the waterfront was in high demand by both locals and visitors. Additionally, the City of Santa Barbara's ongoing State Street Master Plan process has very clearly shown that the public misses having this key service. There is not currently a transit connection to the Santa Barbara Amtrak Station, leaving a major first/last mile gap for travelers departing or arriving via train.

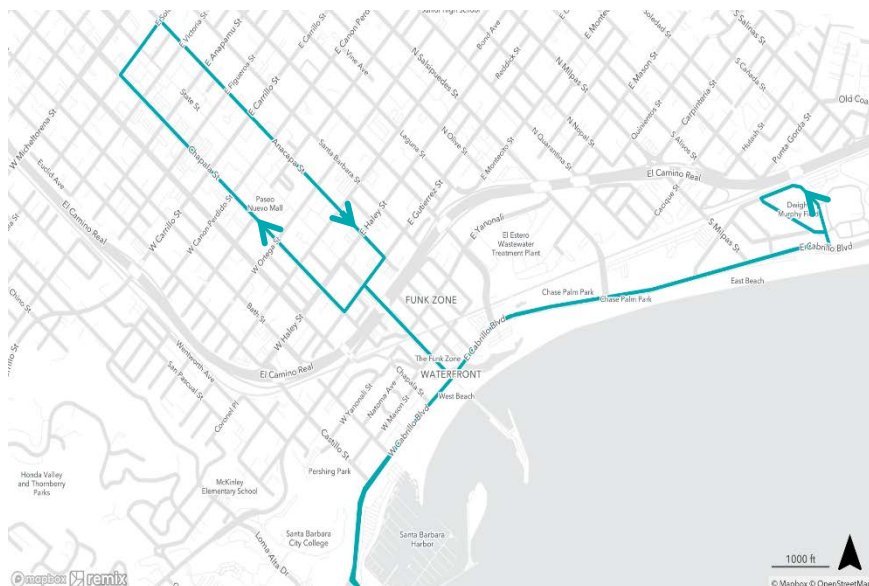
Proposed Temporary Service

Staff is recommending temporarily reinstating Downtown-Waterfront Shuttle service for the summer of 2024, with the updated routing as proposed in the Short-Range Transit Plan (more on the route below). MTD's Bus Operator workforce numbers are improving and the Operations Department believes that testing this out in the summer when schools are out of session is reasonable within the human resources available.

The Route

The previous routing of the Downtown and Waterfront Shuttles consisted of two separate routes: one that went up and down State Street between Sola Street and Cabrillo Boulevard (Downtown), and one that served Cabrillo Boulevard between the Harbor and the Santa Barbara Zoo.

In an effort to be efficient and connect all parts of Downtown and Waterfront to each other, the proposed new service is one large circulator route, which means transfers are unnecessary. As shown in the map below, the service would run up Chapala Street to Sola Street, down Anacapa Street to Gutierrez Street, left on State Street below the promenade street closure area, down to Cabrillo Boulevard. The shuttle would then turn right and head to the Harbor, turn around and head back east on Cabrillo all the way to Niños Drive where it would turn left to serve the Zoo and turn back around to get to Cabrillo and back right on State Street. This gives a one seat ride to anyone trying to get to any of the important attractions around the area.



The Service

The temporary Downtown-Waterfront Shuttle service would operate on Fridays, Saturdays, and Sundays between May 31st, 2024 and September 2nd, 2024. It would also operate on July 4th (a Wednesday this year) and Labor Day Monday (September 2nd) since those are weekend service days and popular days for crowds in the Downtown and Waterfront areas.

Service would operate between 10:00 a.m. and 6:00 p.m. with 20-minute headways. The service will be operated using MTD's existing BYD 30-foot electric shuttles.

Fares and Transfers

Staff recommends that this temporary service have a standard fare of \$0.50, with a reduced fare for seniors 62 and over and people with disabilities of \$0.25. While staff believes that a higher fare around \$1 would likely be acceptable to riders, Federal Title VI requires that a Fare Equity Analysis be completed prior to any increase or decrease. There is not sufficient time to complete this work prior to the start of service in May.

BOARD OF DIRECTORS REPORT

Staff recommends that valid inbound MTD transfers from other routes be accepted on the Downtown-Waterfront Shuttle.

Funding the Service

Staff has identified a source of temporary funding to fund the operation of this temporary shuttle for the summer in the State of California's Low-Carbon Transit Operations Program (LCTOP).

Next Steps

If approved for service by the Board of Directors, staff will move forward with preparing the service both internally with Operations and externally with Marketing and Community Relations efforts.

To: MTD Board of Directors
From: Jerry Estrada, General Manager
Date: March 5, 2024
Subject: General Manager's Report

One of our new Operators in Training, will be undergoing his DMV Commercial test tomorrow. MTD Operations Manager, Manny Castanon, is certified by California DMV to conduct these state tests. The Operator in Training will have to demonstrate a pre-trip, skills and over the road test, specific to state examination. We would also like to welcome our newest Operator in Training, Nicolas Ferrara to MTD.

MTD's Charge Ready Transport Project was selected by SCE's independent evaluator team at The Cadmus Group and Energetics for a site visit. These site visits are being conducted at select customer locations as part of the evaluation of the CRT program which are a California Public Utilities Commission requirement. The evaluators aim to assess whether the EV Fleet Program is meeting the goals that were set by the CPUC and to help provide feedback that can improve the program. Nolan Robertson, Fleet and Facilities Manager, and Mary Gregg, Chief Operating Officer, met with an independent evaluator representative from Energetics last week to discuss areas such as what initially encouraged MTD to participate in the utility program, current EV operations around the program such as charging management, and the make-up of MTD's EV fleet. The site visit included providing access for the evaluator to look at the infrastructure installed by SCE and their contractors.

The Charge Ready Bridge Project team is focused on the remaining elements of the project, installation of the ornamental fencing along the Salsipuedes Street perimeter and repair of the Salsipuedes Street driveway and storm drain. The final tasks require excavation of contaminated soils in and around the Salsipuedes driveway area, and it was determined that additional soils testing is needed before that work can take place. After the results of the additional testing are available, the project team will work with the Santa Barbara County Public Health Department to obtain the appropriate approvals to perform the remaining work.

Staff is in final testing of senior and disabled discounts on the Tap to Ride contactless payment system. This benefit system is a product of the California Integrated Travel Project and will facilitate a reduced fare on the Tap to Ride system for seniors age 65 and over and people with disabilities who qualify for MTD's Mobility ID. Once configured, eligible riders can enroll their payment card or device and pay 85 cents per ride by tapping. They will also be able to earn a 30-day pass after tapping up to \$20 worth of rides in a 30-day period.

The Federal Transit Administration (FTA) has now scheduled MTD's Triennial Review for May 23 & 24, 2024. Each recipient of FTA Urbanized Area Formula Program (Section 5307) funds undergoes Triennial Reviews, which are one of FTA's tools for examining grantee performance and adherence to FTA requirements. Staff has uploaded all requested documents for the "desk review" portion of the Review, and is awaiting any follow-up questions the reviewer may have prior to the site visit.

The FTA requires federally-funded transit agencies to have a planning agreement with the Metropolitan Planning Organization (MPO) for their service area. For Santa Barbara County, the Santa Barbara County Association of Governments (SBCAG) serves as the MPO. MTD has submitted a draft revised planning agreement to SBCAG, which will be brought to the SBCAG Board for approval at their meeting of March 21.

Staff submitted the calendar year 2023 Management Information System (MIS) data to the FTA for MTD's Drug & Alcohol Testing Program. Staff also assisted Easy Lift staff to submit their MIS data. Neither agency had any positive results for drugs or alcohol testing during the year.

Staff submitted three monthly reports to the National Transit Database, as required by the FTA: the safety & security summary report for the previous month (there were no incidents); the actual systemwide riders, hours, and miles report for the previous month; and the one-week estimated systemwide data for the current month.

Staff will participate in an FY 2023-24 Low Carbon Transit Operations Program (LCTOP) Virtual Allocation Request Workshop on Thursday, February 29. The workshop will review any changes to the program requirements and discuss the timeline for submitting a project.

The Human Resources team has completed the reporting of MIS and 1095. The team is currently working on the completion of the following reports; EEO and 1094C. In recruitment, there are 10 Bus Operator applicants, 2 Mechanics applicants, 2 Service Person applicants, 3 HR Generalist applicants and 4 Transit Planner applicants.

The HR Team, along with the Brown and Brown Representative, Allison Olsen, are preparing the General Liability and Commercial Auto Insurance quote, as well as the Excess Liability. This coverage begins on April 1, 2024. The process has also started for Property and Earthquake insurance, which renews in May 2024.

The HRIS/Payroll System conversion with ADP is moving along rapidly. Multiple meetings are occurring weekly and initial data has been submitted for testing.

Requests for Qualifications have gone out to potential bidders for the next fuel contract. There are already 7 potential bidders qualified.

The Director of Finance and Administration attended Principles of Effective Management and Supervision training through the National Transit Institute.