



**Meeting Date: June 24, 2020**

**Agenda Item: #6.b**

**SUBJECT:**

Discussion and Possible Adoption of Resolution 2020-07 Adopting the MTA Operations Budget for Fiscal Year 20-21

**SUMMARY:**

Presented is the Final Draft Operating Budget for upcoming FY 20/21. As previously discussed in April and May of this year, MTA still faces many uncertainties. Although CARES funding is available, it is slow to receive AND still we do not have an adequate projection for the final \$60M distribution in the fall. The LTF and STA projections are the same or slightly lower than FY 19/20, but, likely to come in below budget.

The largest expenditure in the MTA budget is salaries and wages. MTA represented personnel will receive a 3% increase in FY 20/21. However, due to an expected 20% potential in loss of LTF and STA, management salaries are frozen, and one finance position has been eliminated. MTA will not renew its contract for Marketing, with an expected savings of up to \$40,000 and more in advertising. In early budget year, MTA is reviewing other positions that may be reduced in hours.

Blue Shield, our medical insurance provider has again experienced a 10% increase in health care premiums. CalPERS increased its unfunded liability portion to be paid this year from \$113,000 to \$132,705.

By presenting the budget as it would have been pre-COVID, it provides MTA and its Board of Directors to track monthly the losses to our revenue stream and invoice CARES accordingly. Currently, we have no plans to reopen to full service. The Operations Team is working diligently to track on and off movement of ridership which will also enhance our ability to restore service where actually needed and eliminate where it's not needed. It also provides MTA an excellent opportunity to establish a robust cash flow. Regularity in transit revenues streams is difficult, leading to dips in lows in cash flow. As unfortunate as it is, COVID19 will present the opportunity to build cash flow, by simply not expending more than we are taking in, in any given month.

MTA will provide the Board of Directors a monthly "cash" budget beginning July 2020.

**STAFF RECOMMENDATION:**

Review, approve and adopt Resolution 2020-07, FY 2020/21 Operating Budget

**ATTACHMENTS:**

Resolution 2020-07  
FY 20/21 Operating Budget  
FY 20/21 Wage Table



**MENDOCINO TRANSIT AUTHORITY**  
**RESOLUTION 2020-07**  
**ADOPTION OF FISCAL YEAR 2020-2021**  
**OPERATING BUDGET**

**WHEREAS**, MTA policy calls for the adoption of annual balanced budgets; and

**WHEREAS**, funds required to balance the budget is adequate, with the use of State Transit Assistance, Local Transportation Assistance and Operating Grants; and

**WHEREAS**, staff has prepared, and the Board of Directors has reviewed, all details of those budgets.

**NOW, THEREFORE, BE IT RESOLVED** that the MTA Board of Directors hereby Adopts the Final Fiscal Year 2020-2021 Operating Budget presented to the Board on June 24, 2020, as may be revised at the meeting.

Adoption of this Resolution was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ at a regular meeting of the MTA Board of Directors on June 24, 2020 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

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Saprina Rodriguez, Chair

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Carla A. Meyer, Executive Director

<b>MENDOCINO TRANSIT AUTHORITY 2020/21 BUDGET W/ LINE ITEM BREAKDOWN</b>	<b>MTA 2020-2021 FINAL (To be updated as needed due to COVID19)</b>
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ACCOUNT	TITLE	FY 2019-20 FINAL BUDGET	FY 2019-20 PROJ Year-End	2020-2021 2ND DRAFT	ADDITIONAL INFORMATION
<b>OPERATING</b>					
<b>50010</b>	<b>LABOR</b>				
50100	Operators Wages-Fixed Route-Ukiah	\$1,423,000.00	\$1,550,616.00	\$436,748.00	
50125	Operators Wages - Fixed Route - Fort Bragg			\$226,830.00	CBA 3% increase
50175	Operators Wages - South Coast			\$185,850.00	CBA 3% increase
50200	Operators Wages - DAR - Inland			\$98,000.00	CBA 3% increase
50225	Operators Wages - DAR - Fort Bragg			\$81,480.00	CBA 3% increase
50250	Operations - Dispatch	\$165,682.00	\$164,000.00	\$169,200.00	CBA 3% increase
50300	Maintenance & Facilities Salaries & Wages	\$372,000.00	\$285,000.00	\$291,075.00	CBA 3% increase
50400	Administrative Salaries	\$532,000.00	\$498,000.00	\$589,117.00	Wages Frozen
50500	Administrative Staff	\$198,000.00	\$147,000.00	\$112,174.00	3% increase / one layoff
50575	Longevity			\$19,760.00	
	<b>TOTAL SALARIES</b>	<b>\$2,690,682.00</b>	<b>\$2,644,616.00</b>	<b>\$2,210,234.00</b>	

<b>51000</b>	<b>BENEFITS</b>				
51100	FICA/Medicare	\$31,000.00	\$28,500.00	\$31,930.00	
51125	Pension Plan (CalPERS)	\$192,000.00	\$192,000.00	\$192,000.00	
51150	CalPERS Unfunded Liability	\$113,000.00	\$113,000.00	\$132,705.00	
51175	ICMA Retirement Plan	\$6,200.00	\$800.00	\$1,200.00	
51200	Medical Plan	\$662,000.00	\$662,000.00	\$668,620.00	
51260	Dental Plan- FSA - COBRA Admin	\$30,470.40	\$32,000.00	\$32,960.00	
51300	Vision Plan	\$3,240.00	\$6,562.00	\$3,337.20	
51325	Life Insurance	\$8,640.00	\$7,500.00	\$8,899.20	
51350	457 MTA Match	\$86,000.00	\$70,000.00	\$88,580.00	
51375	Worker's Compensation Insurance	\$152,000.00	\$152,000.00	\$175,000.00	
51450	Unemployment Insurance	\$15,000.00	\$19,500.00	\$27,500.00	
51600	Uniforms & Work Clothing Allowances	\$19,000.00	\$8,000.00	\$10,500.00	
51650	Air Med Services (REACH)	\$3,300.00	\$3,000.00	\$3,500.00	
51675	Misc .	\$5,500.00	\$2,700.00	\$3,200.00	
51700	Cash IN Lieu		\$88,000.00		
		<b>\$1,327,350.00</b>	<b>\$1,385,562.00</b>	<b>\$1,379,931.40</b>	

<b>MENDOCINO TRANSIT AUTHORITY 2020/21 BUDGET W/ LINE ITEM BREAKDOWN</b>	<b>MTA 2020-2021 FINAL (To be updated as needed due to COVID19)</b>
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FY 2019-20 FINAL					
ACCOUNT	TITLE	BUDGET	FY 2019-20 PROJ Year-End	2020-2021 2ND DRAFT	ADDITIONAL INFORMATION
<b>52000</b>	<b>SERVICE/USER FEES</b>				
52100	Vehicle Technical Services (outsourcing)	\$2,700.00	\$7,200.00	\$8,500.00	Aging Gillig 40-Ft. Fleet
52125	Towing	\$2,700.00	\$2,900.00	\$3,200.00	
52150	Property Maintenance Services	\$4,500.00	\$5,500.00	\$5,500.00	
52170	Contract IT Services	\$32,500.00	\$3,500.00	\$32,100.00	RouteMatch, RTA
52250	Legal Counsel	\$21,000.00	\$10,000.00	\$10,500.00	
52275	Purchased Transportation (Willits DAR)	\$900.00	\$1,000.00	\$1,200.00	
52300	Marketing	\$32,000.00	\$40,000.00	\$15,000.00	
52325	Advertising, Legal Notices	\$35,000.00	\$21,250.00	\$15,000.00	
52400	Software Maintenance Fees	\$3,250.00	\$200.00	\$14,250.00	Engage IT- 6 months prepaid
52420	Drug and Alcohol Services	\$12,000.00	\$8,575.00	\$11,000.00	
52500	Facility Security System	\$7,200.00		\$7,200.00	
52550	Accident / Incident Payables	\$12,000.00	\$13,125.00	\$15,000.00	
52600	Professional & Technical Services	\$65,000.00	\$75,000.00	\$75,000.00	
	Outside Labor				
	<b>TOTAL SERVICES / USER FEES</b>	<b>\$230,750.00</b>	<b>\$188,250.00</b>	<b>213,450.00</b>	

<b>53000</b>	<b>MATERIALS &amp; SUPPLIES CONSUMED</b>				
53100	Fuel	\$450,000.00	\$425,000.00	\$450,000.00	
53150	Tires	\$30,000.00	\$27,000.00	\$30,000.00	
53200	Lubrication	\$11,000.00	\$21,000.00	\$25,000.00	
53250	Tools	\$3,500.00	\$700.00	\$1,500.00	
53300	Vehicle Maintenance & Repair Parts	\$53,000.00	\$42,500.00	\$53,000.00	
53325	Expense Parts	\$3,100.00	\$600.00	\$2,100.00	
53350	Shop Supplies (consumables)	\$6,200.00	\$21,500.00	\$21,500.00	
53400	Vehicle Accessories	\$1,200.00	\$1,000.00	\$1,200.00	
53450	Facilities Maintenance & Repair Parts	\$25,000.00	\$19,500.00	\$30,000.00	Aging Gillig 40FT. Fleet
53550	Office Supplies	\$19,500.00	\$53,000.00	\$37,500.00	
53670	Computer Programs & Supplies	\$10,000.00	\$0.00	\$5,000.00	
53650	Printing (Schedules, brochures)	\$15,000.00	\$10,500.00	\$15,000.00	
53700	Safety & Emergency Supplies	\$2,500.00	\$350.00	\$1,500.00	
53750	Other Materials & Supplies	\$8,500.00	\$125.00	\$5,500.00	
	<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$638,500.00</b>	<b>\$622,775.00</b>	<b>\$678,800.00</b>	

<b>54000</b>	<b>UTILITES</b>				
54100	MTA Base: Water, Sewer & Solid Waste	\$20,900.00	\$7,500.00	\$12,000.00	
54125	FB Base: Water, Sewer & Solid Waste, Propane	\$4,800.00	\$3,000.00	\$3,200.00	
54150	Willits Base: Water, Sewer & Solid Waste	\$2,100.00	\$1,750.00	\$2,000.00	
54200	PG&E: Ukiah, Fort Bragg, Willits	\$9,500.00	\$8,875.00	\$9,500.00	
54300	TPX: Ukiah Phones/Internet	\$20,500.00	\$25,500.00	\$25,000.00	
54325	Comcast: Fort Bragg Phones/Internet	\$3,100.00	\$750.00	\$1,500.00	
54350	SEAKAY: South Coast Telephone/Internet	\$1,600.00		\$1,500.00	
54400	Verizon: Admin/OPS Cellular	\$13,500.00	\$23,500.00	\$25,000.00	
	<b>TOTAL UTILITIES</b>	<b>\$76,000.00</b>	<b>\$70,875.00</b>	<b>\$79,700.00</b>	

<b>MENDOCINO TRANSIT AUTHORITY 2020/21 BUDGET W/ LINE ITEM BREAKDOWN</b>	<b>MTA 2020-2021 FINAL (To be updated as needed due to COVID19)</b>
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ACCOUNT	TITLE	FY 2019-20 FINAL BUDGET	FY 2019-20 PROJ Year-End	2020-2021 2ND DRAFT	ADDITIONAL INFORMATION
<b>56000</b>	<b>VEHICLE, CASUALTY &amp; LIABILITY COSTS</b>				
56100	Premiums for Liability & Property Dam.Risk Ins.	\$370,000.00	\$350,000.00	\$390,000.00	
	<b>TOTAL CASUALTY &amp; LIABILITY COSTS</b>	<b>\$370,000.00</b>	<b>\$350,000.00</b>	<b>\$390,000.00</b>	

ACCOUNT	TITLE	FY 2019-20 PROPOSED PRELIMINARY BUDGET	FY 2019-20 PROJ Year-End	2020/21FINAL	ADDITIONAL INFORMATION
<b>57000</b>	<b>TAXES</b>				
57100	Taxes - State Board of Equalization	\$35,000.00	\$4,500.00	\$5,000.00	
57200	Vehicle Licensing & Registration Fees				
57200	Other Licensing Fees & Taxes	\$5,000.00	\$2,000.00	\$2,500.00	
	<b>TOTAL TAXES</b>	<b>\$40,000.00</b>	<b>\$6,500.00</b>	<b>\$7,500.00</b>	

<b>58000</b>	<b>MISCELLANEOUS</b>				
58050	Dues & Subscriptions	\$7,300.00	\$10,250.00	\$10,250.00	
58200	Travel	\$7,500.00	\$14,500.00	\$7,500.00	
58225	Board Expenses	\$7,300.00	\$500.00	\$5,500.00	
58300	Safety Program (Awards-Banquets-Employee Incent.)	\$6,500.00	\$4,500.00	\$4,500.00	
58400	Training (Classes, Seminars & Materials)	\$5,250.00	\$3,500.00	\$3,500.00	
58450	CDL and DOT Physical Expenses	\$4,000.00		\$3,500.00	
58600	Other Miscellaneous	\$7,500.00	\$1,000.00	\$3,500.00	
	<b>TOTAL MISCELLANEOUS</b>	<b>\$45,350.00</b>	<b>\$34,250.00</b>	<b>\$38,250.00</b>	

<b>59000</b>	<b>LEASES &amp; RENTALS</b>				
59100	Leases and Rentals	\$19,000.00	\$10,000.00	\$10,000.00	
	<b>TOTAL LEASES &amp; RENTALS</b>	<b>\$19,000.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	
	<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$5,437,632.00</b>	<b>\$5,312,828.00</b>	<b>\$5,007,865.40</b>	

<b>MENDOCINO TRANSIT AUTHORITY 2020/21 BUDGET W/ LINE ITEM BREAKDOWN</b>	<b>MTA 2020-2021 FINAL (To be updated as needed due to COVID19)</b>
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ACCOUNT	TITLE	FY 2019-20 FINAL BUDGET	FY 2019-20 PROJ Year-End	2020-2021 2ND DRAFT	ADDITIONAL INFORMATION
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OPERATING REVENUE		FY 2019-20 FINAL BUDGET	FY 2019-20 PROJ Year-End	2020-2021 2ND DRAFT	
ACCOUNT	OPERATING REVENUE				
<b>41000</b>	<b>REVENUES FROM OPERATING</b>				
41100	Fixed Route Farebox Revenue	\$690,000.00	\$369,268.00	\$200,000.00	
41200	Dial-A-Ride Farebox Revenue			\$75,000.00	
41300	Redwood Coast Regional Center	\$65,000.00	\$48,790.00	\$35,000.00	
41400	Sonoma County Contract	\$172,000.00	\$135,000.00	\$135,000.00	
	<b>TOTAL OPERATING REVENUES</b>	<b>\$907,000.00</b>	<b>\$553,058.00</b>	<b>\$445,000.00</b>	

<b>42000</b>	<b>REVENUES FROM OTHER SOURCES</b>				
42100	Local Transportation Fund (LTF)	\$3,025,911.00	\$3,025,911.00	\$3,025,911.00	
42150	State Transit Assistance	\$946,179.00	\$709,634.00	\$834,637.00	
42200	5310 Operating Assistance	\$225,000.00	\$150,000.00	\$110,000.00	
42300	5311 Operating Assistance	\$503,210.00	\$503,210.00	\$531,772.00	
42400	5311(f) Operating Assistance	\$300,000.00	\$300,000.00	\$300,000.00	
42425	LCTOP Cap and Trade	\$110,000.00	\$2,500.00	\$10,500.00	
42415	Cal-OES	\$30,000.00	\$0.00	\$0.00	
42500	Advertising Contract	\$110,000.00	\$100,000.00	\$65,000.00	
42600	Ag Van Leases	\$23,000.00	\$43,656.00	\$45,000.00	
42625	Senior Center Administration	\$26,500.00	\$26,500.00	\$26,500.00	
42650	Maintenance Labor Revenue	\$25,000.00	\$39,603.00	\$25,000.00	
42800	RTAP	\$2,000.00	\$0.00	\$0.00	
42900	Investment (Interest) Income	\$15,000.00	\$5,458.00	\$2,500.00	
44000	Other - Fuel Rebates, etc.	\$800.00	\$326.00	\$550.00	
45000	CARES-5311	\$557,349.00	\$101,987.00	\$950,000.00	
46000	CARES-5311(F)	\$144,998.00	\$2,500.00	\$105,000.00	
	<b>TOTAL REVENUES FROM OTHER SOURCES</b>	<b>\$3,954,729.00</b>	<b>\$5,011,285.00</b>	<b>\$6,032,370.00</b>	

	<b>TOTAL OPERATING REVENUE</b>	<b>\$4,861,729.00</b>	<b>\$5,564,343.00</b>	<b>\$6,477,370.00</b>	
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Effective 7/1/2020

**Mendocino Transit Authority 2020/21 WAGE & STAFFING TABLE**

**APPENDIX A - REPRESENTED**

Job Title	Step A	Step B	Step C	Step D	Step E	Step F
<b>MAINTENANCE</b>						
Mechanic	27.23	28.58	30.01	31.51	33.09	34.74
Lead Mechanic	29.95	31.45	33.02	34.67	36.39	38.23
Mechanics Helper	21.03	22.10	23.19	24.35	25.57	26.85
Shelter Maintenance Cleaner	18.10	19.01	19.95	20.96	22.00	23.10
Cleaner	15.75	17.03	18.30	19.58	20.86	22.16

Job Title	Step A	Step B	Step C	Step D	Step E	Step F
<b>OPERATIONS</b>						
Dispatchers	20.37	22.59	23.63	24.73	25.89	27.11
Dispatchers - Bilingual	22.85	23.92	25.06	26.24	27.47	28.78

Job Title	Step A	Step B	Step C	Step D	Step E	Step F
<b>DRIVERS</b>						
Transit Vehicle Operators	19.04	19.99	20.99	22.04	23.14	24.30
Driver Trainer	30.91	21.95	23.05	24.21	25.41	26.68
Driver in Training	\$15.00 per hour until solo					

**APPENDIX A - NON-REPRESENTED**

Job Title	Step A	Step B	Step C	Step D	Step E	Step F
<b>ADMINISTRATION</b>						
(1)Executive Director	104,954.14	-----by contract-----				133,952.72
(1) Chief Fiscal Officer	34.62	36.36	38.18	40.09	42.08	45.67
(1) Human Resources Director	34.62	36.36	38.18	40.09	42.08	45.67
Finance Assistant	25.66	26.94	28.28	29.70	31.18	33.82
<del>Human Resources Generalist</del>	<del>25.66</del>	<del>26.94</del>	<del>28.28</del>	<del>29.70</del>	<del>31.18</del>	<del>33.82</del>
Mobility Manager	25.66	26.94	28.28	29.70	31.18	33.82
<del>Executive Assistant</del>	<del>20.93</del>	<del>21.98</del>	<del>23.08</del>	<del>24.23</del>	<del>25.44</del>	<del>26.71</del>
<del>Accounting Technician</del>	<del>20.12</del>	<del>21.11</del>	<del>22.19</del>	<del>23.29</del>	<del>24.46</del>	<del>26.56</del>
Bilingual Receptionist	15.81	16.60	17.42	18.30	19.21	20.86
<del>Administrative Assistant II</del>	<del>16.33</del>	<del>17.15</del>	<del>18.01</del>	<del>18.90</del>	<del>19.86</del>	<del>20.86</del>

*Blue Strikethrough indicates vacant positions.*

*Red Strikethrough indicates eliminated positions.*

Job Title	Step A	Step B	Step C	Step D	Step E	Step F
MAINTENANCE						
(1) Maintenance Manager	39.25	41.20	43.26	45.43	47.71	51.77
Maintenance Specialist	23.78	24.98	26.21	27.54	28.91	31.35

Job Title	Step A	Step B	Step C	Step D	Step E	Step F
OPERATIONS						
(1) Operations Manager	39.25	41.20	43.26	45.43	47.71	51.77
(1)Operations Supervisor - Inland	25.72	28.17	30.85	33.78	36.99	40.51
(1)Operations Supervisor - North Coast	25.72	28.17	30.85	33.78	36.99	40.51
Operations Supervisor - South Coast	25.72	28.17	30.85	33.78	36.99	40.51
(1) Exempt Position						