



Meeting Date: April 28th, 2021

Agenda Item: D.2

## AGENDA SUMMARY REPORT

### **SUBJECT:**

Discussion of MTA 2021/2022 1st Draft Operating Budget

### **SUMMARY:**

The Mendocino Council of Governments (MCOG) releases the Local Transportation Funds (LTF) as provided to them by the Mendocino Auditor's Office. The FY2021/2022 estimate was approximately an increase of 15% (approximately \$441,167) of which 15% is provided to the Senior Center Transportation Program.

Here are some assumptions we know:

- ✓ LTF Revenues have increased.
- ✓ STA Revenues (based on diesel gas tax) will drop.
- ✓ Fare Revenues have already and will likely continue to drop and CARES grant will supplement.
- ✓ Advertising Revenue declines.
- ✓ CARES funding has been secured.

The budget being presented today is a very "rough" 1st Draft. MTA will continue to adjust The FY 2021/22 Operating Budget with the May Board Meeting and requests that approval of the FY21/22 Budget be approved at the June 2021 meeting, in order to provide as accurate a budget as possible.

### **STAFF RECOMMENDATION:**

Direct staff to continue modification of MTA FY2021/22 FINAL Operating Budget as more information becomes available for final adoption and approval at the June Board Meeting.

### **ATTACHMENTS**

MTA 2021/2022 1st Draft Operating Budget

**MENDOCINO TRANSIT AUTHORITY 2021/22 BUDGET W/ LINE  
ITEM BREAKDOWN**

**MTA 2021-2022 FIRST DRAFT**

ACCOUNT	TITLE	FY 2020-2021 Adopted	FY 2020-2021 Amended	FY 2021-2022 FIRST DRAFT	ADDITIONAL INFORMATION
<b>OPERATING</b>					
<b>50010</b>	<b>LABOR</b>				
50100	Operators Wages-Fixed Route-Ukiah	\$436,748.00	\$436,748.00	\$0.00	Labor by route will be allocated on next Draft
50125	Operators Wages - Fixed Route - Fort Bragg	\$226,830.00	\$226,830.00	\$0.00	
50175	Operators Wages - South Coast	\$185,850.00	\$185,850.00	\$0.00	
50200	Operators Wages - DAR - Inland	\$98,000.00	\$98,000.00	\$0.00	
50225	Operators Wages - DAR - Fort Bragg	\$81,480.00	\$81,480.00	\$0.00	
50250	Operations - Dispatch	\$169,200.00	\$169,200.00	\$0.00	
50300	Maintenance & Facilities Salaries & Wages	\$291,075.00	\$291,075.00	\$0.00	
50400	Administrative Salaries	\$589,117.00	\$589,117.00	\$0.00	
50500	Administrative Staff	\$112,174.00	\$112,174.00	\$0.00	
50575	Longevity	\$19,760.00	\$19,760.00	\$0.00	
	<b>TOTAL SALARIES</b>	<b>\$2,210,234.00</b>	<b>\$2,210,234.00</b>	<b>\$2,600,000.00</b>	

<b>51000</b>	<b>BENEFITS</b>				
51100	FICA/Medicare	\$31,930.00	\$35,400.00	\$45,500.00	
51125	Pension Plan (CalPERS)	\$192,000.00	\$176,820.00	\$208,000.00	
51150	CalPERS Unfunded Liability	\$132,705.00	\$132,705.00	\$174,000.00	
51175	ICMA Retirement Plan	\$1,200.00	\$2,000.00	\$2,000.00	
51200	Medical Plan	\$668,620.00	\$575,000.00	\$638,000.00	
51260	Dental Plan- FSA - COBRA Admin	\$32,960.00	\$24,400.00	\$24,400.00	
51300	Vision Plan	\$3,337.20	\$1,980.00	\$2,000.00	
51325	Life Insurance	\$8,899.20	\$6,600.00	\$6,600.00	
51350	457 MTA Match	\$88,580.00	\$63,000.00	\$63,000.00	
51375	Worker's Compensation Insurance	\$175,000.00	\$175,000.00	\$175,000.00	
51450	Unemployment Insurance	\$27,500.00	\$130,000.00	\$56,000.00	
51600	Uniforms & Work Clothing Allowances	\$10,500.00	\$6,000.00	\$6,000.00	
51650	Air Med Services (REACH)	\$3,500.00	\$3,000.00	\$3,000.00	
51675	Misc .	\$3,200.00	\$1,200.00	\$1,200.00	
		<b>\$1,379,931.40</b>	<b>\$1,333,105.00</b>	<b>\$1,404,700.00</b>	

**MENDOCINO TRANSIT AUTHORITY 2021/22 BUDGET W/ LINE  
ITEM BREAKDOWN**

**MTA 2021-2022 FIRST DRAFT**

ACCOUNT	TITLE	FY 2020-2021 Adopted	FY 2020-2021 Amended	FY 2021-2022 FIRST DRAFT	ADDITIONAL INFORMATION
<b>52000</b>	<b>SERVICE/USER FEES</b>				
52100	Vehicle Technical Services (outsourcing)	\$8,500.00	\$8,500.00	\$8,500.00	
52125	Towing	\$3,200.00	\$1,000.00	\$3,200.00	
52150	Property Maintenance Services	\$5,500.00	\$5,500.00	\$2,750.00	
52170	Contract IT Services	\$32,100.00	\$9,750.00	\$30,000.00	
52250	Legal Counsel	\$10,500.00	\$16,000.00	\$16,000.00	
52275	Purchased Transportation (Willits DAR)	\$1,200.00	\$1,970.00	\$2,000.00	
52300	Marketing	\$15,000.00	\$8,000.00	\$8,000.00	
52325	Advertising, Legal Notices	\$15,000.00	\$18,000.00	\$18,000.00	
52400	Software Maintenance Fees	\$14,250.00	\$40,000.00	\$45,000.00	
52420	Drug and Alcohol Services	\$11,000.00	\$6,000.00	\$6,000.00	
52500	Facility Security System	\$7,200.00	\$1,500.00	\$1,500.00	
52550	Accident / Incident Payables	\$15,000.00	\$15,000.00	\$15,000.00	
52600	Professional & Technical Services	\$75,000.00	\$97,500.00	\$105,000.00	
	<b>TOTAL SERVICES / USER FEES</b>	<b>213,450.00</b>	<b>228,720.00</b>	<b>260,950.00</b>	

<b>53000</b>	<b>MATERIALS &amp; SUPPLIES CONSUMED</b>				
53100	Fuel	\$450,000.00	\$300,000.00	\$400,000.00	
53150	Tires	\$30,000.00	\$25,000.00	\$35,000.00	
53200	Lubrication	\$25,000.00	\$10,000.00	\$25,000.00	
53250	Tools	\$1,500.00	\$1,500.00	\$1,500.00	
53300	Vehicle Maintenance & Repair Parts	\$53,000.00	\$35,000.00	\$50,000.00	
53325	Expense Parts	\$2,100.00	\$2,100.00	\$2,500.00	
53350	Shop Supplies (consumables)	\$21,500.00	\$1,200.00	\$20,000.00	
53400	Vehicle Accessories	\$1,200.00	\$0.00	\$0.00	
53450	Facilities Maintenance & Repair Parts	\$30,000.00	\$20,000.00	\$35,000.00	
53550	Office Supplies	\$37,500.00	\$25,000.00	\$25,000.00	
53670	Computer Programs & Supplies	\$5,000.00	\$5,500.00	\$4,500.00	
53650	Printing (Schedules, brochures)	\$15,000.00	\$7,000.00	\$7,000.00	
53700	Safety & Emergency Supplies	\$1,500.00	\$500.00	\$1,500.00	
53750	Other Materials & Supplies	\$5,500.00	\$14,000.00	\$14,000.00	
	<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$678,800.00</b>	<b>\$446,800.00</b>	<b>\$621,000.00</b>	

<b>54000</b>	<b>UTILITES</b>				
54100	MTA Base: Water, Sewer & Solid Waste	\$12,000.00	\$9,300.00	\$15,000.00	
54125	FB Base: Water, Sewer & Solid Waste, Propane	\$3,200.00	\$3,900.00	\$6,000.00	
54150	Willits Base: Water, Sewer & Solid Waste	\$2,000.00	\$1,800.00	\$3,000.00	
54200	PG&E: Ukiah, Fort Bragg, Willits	\$9,500.00	\$7,600.00	\$7,600.00	
54300	TPX: Ukiah Phones/Internet	\$25,000.00	\$39,600.00	\$39,600.00	
54325	Comcast: Fort Bragg Phones/Internet	\$1,500.00	\$1,100.00	\$1,100.00	
54350	SEAKAY: South Coast Telephone/Internet	\$1,500.00	\$0.00	\$0.00	
54400	Verizon: Admin/OPS Cellular	\$25,000.00	\$22,000.00	\$12,000.00	
	<b>TOTAL UTILITIES</b>	<b>\$79,700.00</b>	<b>\$85,300.00</b>	<b>\$84,300.00</b>	

**MENDOCINO TRANSIT AUTHORITY 2021/22 BUDGET W/ LINE  
ITEM BREAKDOWN**

**MTA 2021-2022 FIRST DRAFT**

ACCOUNT	TITLE	FY 2020-2021 Adopted	FY 2020-2021 Amended	FY 2021-2022 FIRST DRAFT	ADDITIONAL INFORMATION
<b>56000</b>	<b>VEHICLE, CASUALTY &amp; LIABILITY COSTS</b>				
56100	Premiums for Liability & Property Dam.Risk Ins.	\$390,000.00	\$350,000.00	\$360,000.00	
	<b>TOTAL CASUALTY &amp; LIABILITY COSTS</b>	<b>\$390,000.00</b>	<b>\$350,000.00</b>	<b>\$360,000.00</b>	

ACCOUNT	TITLE	FY 2020-2021 Adopted	FY 2020-2021 Amended	FY 2021-2022 FIRST DRAFT	ADDITIONAL INFORMATION
<b>57000</b>	<b>TAXES</b>				
57100	Taxes - State Board of Equalization	\$5,000.00	\$600.00	\$600.00	
57200	Other Licensing Fees & Taxes	\$2,500.00	\$1,700.00	\$1,700.00	
	<b>TOTAL TAXES</b>	<b>\$7,500.00</b>	<b>\$2,300.00</b>	<b>\$2,300.00</b>	

ACCOUNT	TITLE	FY 2020-2021 Adopted	FY 2020-2021 Amended	FY 2021-2022 FIRST DRAFT	ADDITIONAL INFORMATION
<b>58000</b>	<b>MISCELLANEOUS</b>				
58050	Dues & Subscriptions	\$10,250.00	\$10,250.00	\$10,000.00	
58200	Travel	\$7,500.00	\$7,500.00	\$30,000.00	
58225	Board Expenses	\$5,500.00	\$500.00	\$500.00	
58300	Safety Program (Awards-Banquets-Employee Incent.)	\$4,500.00	\$1,000.00	\$1,000.00	
58400	Training (Classes, Seminars & Materials)	\$3,500.00	\$3,500.00	\$3,500.00	
58450	CDL and DOT Physical Expenses	\$3,500.00	\$2,500.00	\$2,500.00	
58600	Other Miscellaneous	\$3,500.00	\$2,500.00	\$2,500.00	
	<b>TOTAL MISCELLANEOUS</b>	<b>\$38,250.00</b>	<b>\$27,750.00</b>	<b>\$50,000.00</b>	

ACCOUNT	TITLE	FY 2020-2021 Adopted	FY 2020-2021 Amended	FY 2021-2022 FIRST DRAFT	ADDITIONAL INFORMATION
<b>59000</b>	<b>LEASES &amp; RENTALS</b>				
59100	Leases and Rentals	\$10,000.00	\$21,500.00	\$21,500.00	
	<b>TOTAL LEASES &amp; RENTALS</b>	<b>\$10,000.00</b>	<b>\$21,500.00</b>	<b>\$21,500.00</b>	
	<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$5,007,865.40</b>	<b>\$4,705,709.00</b>	<b>\$5,404,750.00</b>	

**MENDOCINO TRANSIT AUTHORITY 2021/22 BUDGET W/ LINE  
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**MTA 2021-2022 FIRST DRAFT**

ACCOUNT	TITLE	FY 2020-2021 Adopted	FY 2020-2021 Amended	FY 2021-2022 FIRST DRAFT	ADDITIONAL INFORMATION
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<b>OPERATING REVENUE</b>		FY 2020-2021 Adopted	FY 2020-2021 Amended	FY 2021-2022 FIRST DRAFT
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ACCOUNT	OPERATING REVENUE			
<b>41000</b>	<b>REVENUES FROM OPERATING</b>			
41100	Fixed Route Farebox Revenue	\$200,000.00	\$86,000.00	\$400,000.00
41200	Dial-A-Ride Farebox Revenue	\$75,000.00	\$45,000.00	\$60,000.00
41300	Redwood Coast Regional Center	\$35,000.00	\$65,000.00	\$65,000.00
41400	Sonoma County Contract	\$135,000.00	\$91,230.00	\$177,200.00
	<b>TOTAL OPERATING REVENUES</b>	<b>\$445,000.00</b>	<b>\$287,230.00</b>	<b>\$702,200.00</b>

ACCOUNT	REVENUES FROM OTHER SOURCES			
42100	Local Transportation Fund (LTF)	\$2,993,124.00	\$2,993,124.00	\$3,434,291.00
42150	State Transit Assistance	\$834,637.00	\$834,637.00	\$655,221.00
42200	5310 Operating Assistance	\$110,000.00	\$139,000.00	\$0.00
42300	5311 Operating Assistance	\$531,772.00	\$552,134.00	\$552,134.00
42400	5311(f) Operating Assistance	\$300,000.00	\$300,000.00	\$300,000.00
42425	LCTOP Cap and Trade	\$10,500.00	\$97,356.00	\$90,000.00
42415	Cal-OES	\$0.00	\$0.00	\$0.00
42500	Advertising Contract	\$65,000.00	\$100,000.00	\$100,000.00
42600	Ag Van Leases	\$45,000.00	\$45,000.00	\$45,000.00
42625	Senior Center Administration	\$26,500.00	\$26,500.00	\$26,500.00
42650	Maintenance Labor Revenue	\$25,000.00	\$35,000.00	\$0.00
42900	Investment (Interest) Income	\$2,500.00	\$1,500.00	\$7,500.00
44000	Other - Fuel Rebates, etc.	\$550.00	\$4,000.00	\$4,000.00
45000	CARES-5311	\$950,000.00	\$300,000.00	\$550,000.00
46000	CARES-5311(F)	\$105,000.00	\$50,000.00	\$100,000.00
	<b>TOTAL REVENUES FROM OTHER SOURCES</b>	<b>\$5,999,583.00</b>	<b>\$5,478,251.00</b>	<b>\$5,864,646.00</b>

	<b>TOTAL OPERATING REVENUE</b>	<b>\$6,444,583.00</b>	<b>\$5,765,481.00</b>	<b>\$6,566,846.00</b>
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