



Meeting Date: April 27th, 2022

Agenda Item: D.2

## AGENDA SUMMARY REPORT

### **SUBJECT:**

Discussion of MTA 2022/2023 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 FY2022/2023 estimate of total LTF funds available to MTA was approximately \$4,657,106 an increase of 14.4% (approximately \$585,439) of which \$729,019 is provided to the Senior Center Transportation Program.

Here are some assumptions we know:

- ✓ LTF Revenues have increased.
- ✓ STA Revenues have increased and the funds available to MTA have increased from \$512,154 in FY2021-2022 to \$1,167,375 in FY 2022-2023.
- ✓ 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 2022/23 Operating Budget for the May Board Meeting and requests that approval of the FY22/23 Budget be approved at the June 2022 meeting, in order to provide as accurate a budget as possible.

Direct staff to continue modification of MTA FY2022/23 FINAL Operating Budget as more information becomes available for final adoption and approval at the June Board Meeting.

### **ATTACHMENTS**

MTA 2022/2023 1st Draft Operating Budget

<b>MENDOCINO TRANSIT AUTHORITY 2022/23</b>	<b>MTA 2022-2023</b>
<b>BUDGET W/ LINE ITEM BREAKDOWN</b>	<b>FIRST DRAFT BUDGET</b>

ACCOUNT	TITLE	FY 2020-2021 FINAL BUDGET	FY 2021-2022 FINAL BUDGET	FY 2022-2023 FIRST DRAFT BUDGET	ADDITIONAL INFORMATION
<b>OPERATING</b>					
<b>50010</b>	<b>LABOR</b>				
501.101	Operators Wages-Fixed Route-Ukiah	\$436,748.00	\$527,213.24	\$553,573.90	
501.101	Operators Wages - Fixed Route - Fort Bragg	\$226,830.00	\$273,814.14	\$287,504.85	
501.101	Operators Wages - South Coast	\$185,850.00	\$224,345.80	\$235,563.09	
501.101	Operators Wages - DAR - Inland	\$98,000.00	\$118,299.11	\$124,214.07	
501.101	Operators Wages - DAR - Fort Bragg	\$81,480.00	\$98,357.26	\$103,275.12	
501.104	Operations-Supervisors/Dispatch	\$169,200.00	\$514,759.77	\$540,497.76	
501.103	Maintenance & Facilities Salaries & Wages	\$291,075.00	\$475,298.95	\$499,063.90	
501.105	Administrative Salaries	\$589,117.00	\$339,482.58	\$356,456.71	
501.105	Administrative Staff	\$112,174.00	\$363,261.15	\$381,424.21	
501.109	Longevity / Bonuses	\$19,760.00	\$0.00	\$18,426.40	
	<b>TOTAL SALARIES</b>	<b>\$2,210,234.00</b>	<b>\$2,934,832.00</b>	<b>\$3,100,000.00</b>	

51000	BENEFITS				
511.000	FICA/Medicare	\$35,400.00	\$51,359.56	\$54,250.00	1.75% of Gross Wages
502.410	Pension Plan (CalPERS)	\$176,820.00	\$234,786.56	\$248,000.00	Est. 8.0% of Gross Wages
502.450	CalPERS Unfunded Liability	\$132,705.00	\$174,069.00	\$415,000.00	Per CalPERS Annual Valuation Reports - 20-21 \$415K
502.440	ICMA Retirement Plan	\$2,000.00	\$0.00	\$0.00	One Employee No Longer on Plan
502.210	Medical Plan	\$575,000.00	\$660,000.00	\$660,000.00	Blue Shield & Cash In Lieu
502.220	Dental Plan- FSA - COBRA Admin	\$24,400.00	\$27,500.00	\$30,000.00	Adjusted for new employees
502.230	Vision Plan	\$1,980.00	\$2,500.00	\$3,000.00	Adjusted for new employees
513.250	Life Insurance	\$6,600.00	\$7,500.00	\$7,500.00	Adjusted for new employees
502.420	457 MTA Match	\$63,000.00	\$77,000.00	\$90,000.00	MTA Matches 4.5 % of Employee Contribution
502.300	Worker's Compensation Insurance	\$175,000.00	\$153,616.00	\$175,000.00	SDRMA Estimate Letter Received
514.500	Unemployment Insurance	\$130,000.00	\$56,000.00	\$56,000.00	Estimate - MTA is self insured
502.600	Uniforms & Work Clothing Allowances	\$6,000.00	\$7,000.00	\$10,000.00	New employee Maint. Add 1000 -38.46 X26
516.500	Air Med Services (REACH)	\$3,000.00	\$3,000.00	\$3,000.00	Annual Invoice
516.600	Employee Relations	\$1,200.00	\$2,500.00	\$3,000.00	Employee Relations - All Staff
	<b>TOTAL BENEFITS</b>	<b>\$1,333,105.00</b>	<b>\$1,456,831.12</b>	<b>\$1,754,750.00</b>	

**MENDOCINO TRANSIT AUTHORITY 2022/23  
BUDGET W/ LINE ITEM BREAKDOWN**

**MTA 2022-2023  
FIRST DRAFT BUDGET**

ACCOUNT	TITLE	FY 2020-2021 FINAL BUDGET	FY 2021-2022 FINAL BUDGET	FY 2022-2023 FIRST DRAFT BUDGET	ADDITIONAL INFORMATION
<b>52000</b>	<b>SERVICE/USER FEES</b>				
521.000	Vehicle Technical Services	\$8,500.00	\$10,000.00	\$12,500.00	Outsourcing
521.250	Towing	\$1,000.00	\$7,500.00	\$7,500.00	
521.500	Property Maintenance Services	\$5,500.00	\$2,750.00	\$0.00	
521.700	Contract IT Services	\$9,750.00	\$30,000.00	\$40,000.00	Engage IT
503.202	Legal Counsel	\$16,000.00	\$25,000.00	\$30,000.00	MTA Legal
508.100	Purchased Transportation	\$1,970.00	\$2,400.00	\$2,400.00	Willits ADA
523.000	Marketing	\$8,000.00	\$8,000.00	\$8,000.00	Contracted
509.300	Advertising, Legal Notices	\$18,000.00	\$18,000.00	\$35,000.00	Radio & Newspaper Advertising
524.000	Software Maintenance Fees	\$40,000.00	\$45,000.00	\$60,000.00	RouteMatch and Cad/AVL-Check on Turley & Fuelmaster
524.200	Drug and Alcohol Services	\$6,000.00	\$6,000.00	\$6,000.00	
525.000	Facility Security System	\$1,500.00	\$1,500.00	\$2,500.00	Deep Valley Security
525.500	Accident / Incident Payables	\$15,000.00	\$15,000.00	\$25,000.00	
503.200	Professional & Technical Services	\$97,500.00	\$134,380.00	\$150,000.00	MUNIS, PayChex, GASB68, Accounting, TrackIT, Remix. Indeed, AON
503.100	Outside Labor				
	<b>TOTAL SERVICES / USER FEES</b>	<b>228,720.00</b>	<b>305,530.00</b>	<b>378,900.00</b>	

ACCOUNT	TITLE	FY 2020-2021 FINAL BUDGET	FY 2021-2022 FINAL BUDGET	FY 2022-2023 FIRST DRAFT BUDGET	ADDITIONAL INFORMATION
<b>53000</b>	<b>MATERIALS &amp; SUPPLIES CONSUMED</b>				
504.110	Fuel	\$300,000.00	\$400,000.00	\$650,000.00	Wholesale prices have increased greatly - \$1+/gal
504.120	Tires	\$25,000.00	\$35,000.00	\$43,750.00	
504.115	Lubrication	\$10,000.00	\$25,000.00	\$31,250.00	
532.500	Tools	\$1,500.00	\$1,500.00	\$1,875.00	
504.100	Vehicle Maintenance & Repair Parts	\$35,000.00	\$50,000.00	\$62,500.00	
504.200	Expense Parts	\$2,100.00	\$2,500.00	\$3,125.00	
504.610	Shop Supplies	\$1,200.00	\$20,000.00	\$25,000.00	Consumables
504.620	Facilities Maintenance & Repair Parts	\$20,000.00	\$35,000.00	\$43,750.00	Aramark, Home Depot, Friedmans
504.400	Office Supplies	\$25,000.00	\$25,000.00	\$30,000.00	Xerox
536.700	Computer Programs & Supplies	\$5,500.00	\$4,500.00	\$15,000.00	Adobe, Logmein, Info-Tech, Zoom
509.200	Printing	\$7,000.00	\$7,000.00	\$12,000.00	Schedules, brochures
537.000	Safety & Emergency Supplies	\$500.00	\$1,500.00	\$7,000.00	Includes PPE
537.500	Other Materials & Supplies	\$14,000.00	\$14,000.00	\$17,500.00	Mark to provide breakdown
	<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$446,800.00</b>	<b>\$621,000.00</b>	<b>\$942,750.00</b>	

ACCOUNT	TITLE	FY 2020-2021 FINAL BUDGET	FY 2021-2022 FINAL BUDGET	FY 2022-2023 FIRST DRAFT BUDGET	ADDITIONAL INFORMATION
<b>54000</b>	<b>UTILITIES</b>				
541.000	MTA Base	\$9,300.00	\$15,000.00	\$15,000.00	Water, Sewer & Solid Waste
541.250	Fort Bragg Base	\$3,900.00	\$6,000.00	\$8,000.00	Water, Sewer & Solid Waste, Propane
541.500	Willits Base	\$1,800.00	\$3,000.00	\$3,000.00	Water, Sewer & Solid Waste
542.000	Pacific Gas & Electric	\$7,600.00	\$7,600.00	\$15,500.00	Ukiah, Fort Bragg, Willits
543.000	TPx Communications	\$39,600.00	\$42,000.00	\$45,000.00	Ukiah Phones/Internet
543.250	Comcast	\$1,100.00	\$1,100.00	\$1,500.00	Fort Bragg Phones/Internet
544.000	Verizon	\$22,000.00	\$12,000.00	\$24,000.00	Admin/OPS Cellular
	<b>TOTAL UTILITIES</b>	<b>\$85,300.00</b>	<b>\$86,700.00</b>	<b>\$112,000.00</b>	

MENDOCINO TRANSIT AUTHORITY 2022/23 BUDGET W/ LINE ITEM BREAKDOWN				MTA 2022-2023 FIRST DRAFT BUDGET	
ACCOUNT	TITLE	FY 2020-2021 FINAL BUDGET	FY 2021-2022 FINAL BUDGET	FY 2022-2023 FIRST DRAFT BUDGET	ADDITIONAL INFORMATION
<b>56000</b>	<b>VEHICLE, CASUALTY &amp; LIABILITY COSTS</b>				
506.100	Insurance	\$350,000.00	\$360,000.00	\$365,000.00	CalTIP, MacKey, Alliant-Mark to ask for Ins estimate
	<b>TOTAL CASUALTY &amp; LIABILITY COSTS</b>	<b>\$350,000.00</b>	<b>\$360,000.00</b>	<b>\$365,000.00</b>	
<b>57000</b>	<b>TAXES</b>				
571.000	Taxes - State Board of Equalization	\$600.00	\$600.00	\$600.00	Out of State Purchases not taxed
573.000	Other Licensing Fees & Taxes	\$1,700.00	\$1,700.00	\$1,700.00	Hazardous Materials Permit
	<b>TOTAL TAXES</b>	<b>\$2,300.00</b>	<b>\$2,300.00</b>	<b>\$2,300.00</b>	
<b>58000</b>	<b>MISCELLANEOUS</b>				
504.510	Dues & Subscriptions	\$10,250.00	\$16,000.00	\$16,000.00	Newspapers, CTA, CALACT, CSDA, AFTA
502.700	Travel	\$7,500.00	\$30,000.00	\$40,000.00	Fly to Inspect Buses, Trainings, Conferences
582.250	Board Expenses	\$500.00	\$500.00	\$1,500.00	Meeting Expenses
583.000	Safety Program	\$1,000.00	\$1,000.00	\$1,000.00	Awards-Banquets-Employee Incentives
509.800	Training	\$3,500.00	\$4,500.00	\$6,000.00	Classes, Seminars & Materials
584.500	CDL and DOT Physical Expenses	\$2,500.00	\$3,500.00	\$5,000.00	Drug Free USA
509.100	Other Miscellaneous	\$2,500.00	\$0.00	\$0.00	
	<b>TOTAL MISCELLANEOUS</b>	<b>\$27,750.00</b>	<b>\$55,500.00</b>	<b>\$69,500.00</b>	
<b>59000</b>	<b>LEASES &amp; RENTALS</b>				
591.000	Leases and Rentals	\$21,500.00	\$2,400.00	\$8,000.00	City of Willits, RCFP, South Coast
	<b>TOTAL LEASES &amp; RENTALS</b>	<b>\$21,500.00</b>	<b>\$2,400.00</b>	<b>\$8,000.00</b>	
	<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$4,705,709.00</b>	<b>\$5,825,093.12</b>	<b>\$6,733,200.00</b>	

<b>MENDOCINO TRANSIT AUTHORITY 2022/23 BUDGET W/ LINE ITEM BREAKDOWN</b>	<b>MTA 2022-2023 FIRST DRAFT BUDGET</b>
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ACCOUNT	TITLE	FY 2020-2021 FINAL BUDGET	FY 2021-2022 FINAL BUDGET	FY 2022-2023 FIRST DRAFT BUDGET	ADDITIONAL INFORMATION
<b>OPERATING REVENUE</b>		<b>FY 2020-2021 FINAL BUDGET</b>	<b>FY 2021-2022 FINAL BUDGET</b>	<b>FY 2022-2023 FIRST DRAFT BUDGET</b>	<b>ADDITIONAL INFORMATION</b>
<b>ACCOUNT</b>	<b>OPERATING REVENUE</b>				
<b>41000</b>	<b>REVENUES FROM OPERATING</b>				
401.110	Fixed Route Farebox Revenue	\$86,000.00	\$400,000.00	\$400,000.00	
401.111	Dial-A-Ride Farebox Revenue	\$45,000.00	\$60,000.00	\$60,000.00	
402.100	Redwood Coast Regional Center	\$65,000.00	\$65,000.00	\$65,000.00	
409.200	Sonoma County Contract	\$91,230.00	\$177,200.00	\$181,000.00	New 2022-2023 Contract
	<b>TOTAL OPERATING REVENUES</b>	<b>\$287,230.00</b>	<b>\$702,200.00</b>	<b>\$706,000.00</b>	

<b>42000</b>	<b>REVENUES FROM OTHER SOURCES</b>				
409.100	Local Transportation Fund (LTF)	\$2,993,124.00	\$3,434,291.00	\$3,428,087.00	22-23 MCOG claim
409.100	Local Transportation Fund (LTF) -Unmet Needs	\$0.00	\$0.00	\$300,000.00	Unmet Needs
409.110	State Transit Assistance	\$834,637.00	\$455,221.00	\$967,375.00	22-23 MCOG claim
422.000	5310 Operating Assistance	\$139,000.00	\$0.00	\$150,000.00	
413.101	5311 Operating Assistance	\$552,134.00	\$552,134.00	\$717,774.00	
413.110	5311(f) Operating Assistance	\$300,000.00	\$300,000.00	\$300,000.00	
411.100	LCTOP Cap and Trade	\$97,356.00	\$90,000.00	\$0.00	
409.112	Cal-OES	\$0.00	\$0.00	\$0.00	
406.100	Advertising Contract	\$100,000.00	\$100,000.00	\$110,000.00	Helen Foraker
426.000	Ag Van Leases	\$45,000.00	\$45,000.00	\$0.00	MCF4
n/a	Senior Center Payments		-\$637,676.00	-\$729,019.00	Payments to Senior Centers & Insurance
n/a	Senior Center Reimbursements		\$637,676.00	\$729,019.00	Payments from MCOG to reimburse MTA
109.109	Senior Center Administration	\$26,500.00	\$26,500.00	\$26,500.00	Annual Fee from MCOG
407.100	Maint Fuel Revenue (prior incl labor,parts)	\$35,000.00	\$23,000.00	\$24,000.00	No longer providing service to external customers
407.400	Investment Income	\$1,500.00	\$7,500.00	\$7,500.00	Interest - Mendocino County & Banks
407.500	Other - Fuel Rebates, etc.	\$4,000.00	\$4,000.00	\$0.00	
450.000	CARES-5311	\$300,000.00	\$550,000.00	\$150,000.00	
	CARES-5311(F)	\$50,000.00	\$100,000.00	\$75,000.00	
	<b>TOTAL REVENUES FROM OTHER SOURCES</b>	<b>\$5,478,251.00</b>	<b>\$5,687,646.00</b>	<b>\$6,256,236.00</b>	

<b>TOTAL OPERATING REVENUE</b>	<b>\$5,765,481.00</b>	<b>\$6,389,846.00</b>	<b>\$6,962,236.00</b>	
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<b>\$564,752.88</b>	<b>\$229,036.00</b>	<b>REVENUE OVER EXPENSES</b>
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<b>-\$1,081,197.00</b>	<b>-\$1,081,197.00</b>	<b>Estimated Depreciation</b>
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<b>-\$516,444.12</b>	<b>-\$852,161.00</b>	<b>Net after Depreciation</b>
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