



Meeting Date: June 21, 2022

Agenda Item: D.2

AGENDA SUMMARY REPORT

SUBJECT:

Discussion and Possible Adoption of Resolution 2022-17 Adopting the MTA Operations Budget for Fiscal Year 22-23

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 an increase of 14% of which a 14% increase 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 and Advertising Revenue declines.

Included are the Wage tables for Represented and Non-Represented, Non-Managerial. In accordance with Cal.Gov.Code § 54956, executive level salaries cannot be set at a Special Meeting. Therefore, executive level employee's wage table will be considered at the next Regularly Scheduled Board meeting on July 29, 2022.

STAFF RECOMMENDATION:

Review, approve and adopt Resolution 2022 - 17, FY 2022/23 Operating Budget

ATTACHMENTS

MTA 2022/2023 Operating Budget

Public Transit Service Descriptions

Fiscal Year 2022/2023 Represented and Non-Represented, Non-Managerial Wage Table



MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2022-17
ADOPTION OF FISCAL YEAR 2022-2023
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 2022-2023 Operating Budget presented to the Board on June 21, 2022, as may be revised at the meeting.

Adoption of this Resolution was moved by Director _____ and seconded by Director _____ at a special meeting of the MTA Board of Directors on June 21, 2022, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Saprina Rodriguez, Chair

Jacob King, Executive Director

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

OPERATING BUDGET

ACCOUNT	TITLE	FY 2020-2021 FINAL BUDGET	FY2020-2021 ACTUAL AUDITED	FY 2021-2022 FINAL BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 FINAL DRAFT BUDGET	ADDITIONAL INFORMATION
OPERATING							
50010	LABOR						
501.101	Operators Wages-Fixed Route-Ukiah	436,748		527,213		566,754	
501.101	Operators Wages - Fixed Route - Fort Bragg	226,830		273,814		294,350	
501.101	Operators Wages - South Coast	185,850		224,346		241,172	
501.101	Operators Wages - DAR - Inland	98,000		118,299		127,172	
501.101	Operators Wages - DAR - Fort Bragg	81,480		98,357		105,734	
501.104	Operations-Supervisors/Dispatch	169,200		514,760		553,367	
501.103	Maintenance & Facilities Salaries & Wages	291,075		475,299		510,946	
501.105	Administrative Salaries	589,117		339,483		375,302	
501.105	Administrative Staff	112,174		363,261		390,506	
501.109	Longevity / Bonuses	19,760				6,000	
	TOTAL SALARIES	2,210,234	2,460,741	2,934,832	2,861,001	3,171,303	
51000	BENEFITS						
511.000	FICA/Medicare	35,400	32,956	51,360	50,068	55,498	1.75% of Gross Wages
502.410	Pension Plan (CalPERS)	176,820	179,940	234,787	228,880	253,704	Est. 8.0% of Gross Wages
502.450	CalPERS Unfunded Liability	132,705	415,160	174,069	415,000	415,000	Per CalPERS Annual Valuation Reports - 20-21 \$415K
502.440	ICMA Retirement Plan	2,000	1,317				One Employee No Longer on Plan
502.210	Medical Plan	575,000	497,191	660,000	496,517	540,000	Blue Shield & Cash In Lieu
502.220	Dental Plan- FSA - COBRA Admin	24,400	26,253	27,500	21,010	60,000	Adjusted for new employees
502.230	Vision Plan	1,980	823	2,500	1,828	3,000	Adjusted for new employees
513.250	Life Insurance	6,600	5,773	7,500	5,949	7,500	Adjusted for new employees
502.420	457 MTA Match	63,000	64,584	77,000	72,416	90,000	MTA Matches 4.5 % of Employee Contribution
502.300	Worker's Compensation Insurance	175,000	160,750	153,616	160,000	164,339	SDRMA 2022-2023 Invoice
514.500	Unemployment Insurance	130,000	36,592	56,000	28,839	56,000	Estimate - MTA is self insured
502.600	Uniforms & Work Clothing Allowances	6,000	6,114	7,000	10,314	16,000	New employee Maint. Add 1000 -38.46 X26
516.500	Air Med Services (REACH)	3,000	2,990	3,000	4,193	3,250	Annual Invoice
516.600	Employee Relations	1,200		2,500	987	3,500	Employee Relations - All Staff
	TOTAL BENEFITS	1,333,105	1,430,444	1,456,831	1,496,001	1,667,791	

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

OPERATING BUDGET

ACCOUNT	TITLE	FY 2020-2021 FINAL BUDGET	FY2020-2021 ACTUAL AUDITED	FY 2021-2022 FINAL BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 FINAL DRAFT BUDGET	ADDITIONAL INFORMATION
52000	SERVICE/USER FEES						
521.000	Vehicle Technical Services	8,500	1,360	10,000	88	12,500	Outsourcing
521.250	Towing	1,000		7,500	775	1,200	
521.500	Property Maintenance Services	5,500	490	2,750	3,354	3,500	
521.700	Contract IT Services	9,750	10,000	30,000	20,250	40,000	Engage IT
503.202	Legal Counsel	16,000	16,005	25,000	6,827	30,000	MTA Legal
508.100	Purchased Transportation	1,970	2,703	2,400	803	2,400	Willits ADA
523.000	Marketing	8,000	27,103	8,000	16,440	12,000	Contracted
509.300	Advertising, Legal Notices	18,000	45,777	18,000	44,491	40,000	Radio & Newspaper Advertising
524.000	Software Maintenance Fees	40,000	50,433	45,000	50,142	60,000	RouteMatch and Cad/AVL-Check on Turley & Fuelmaster
524.200	Drug and Alcohol Services	6,000	4,608	6,000	8,019	8,000	
525.000	Facility Security System	1,500	22,967	1,500	1,258	2,500	Deep Valley Security
525.500	Accident / Incident Payables	15,000	1,643	15,000	2,306	25,000	
503.200	Professional & Technical Services	97,500	60,933	134,380	128,768	250,000	MUNIS, PayChex, GASB68, Accounting, TrackIT, Remix. Indeed, AON
503.100	Outside Labor		1,175		420		
	TOTAL SERVICES / USER FEES	228,720	245,196	305,530	283,941	487,100	

53000	MATERIALS & SUPPLIES CONSUMED						
504.110	Fuel	300,000	224,963	400,000	425,000	650,000	Wholesale prices have increased greatly - \$1+/gal
504.120	Tires	25,000	44,806	35,000	39,431	45,000	
504.115	Lubrication	10,000	11,663	25,000	12,168	32,000	
532.500	Tools	1,500	741	1,500	838	1,875	
504.100	Vehicle Maintenance & Repair Parts	35,000	26,426	50,000	56,553	62,500	
504.200	Expense Parts	2,100	23,556	2,500	4,349	3,125	
504.610	Shop Supplies	1,200	1,809	20,000	3,447	25,000	Consumables
534.000	Vehicle Accessories		694				
504.620	Facilities Maintenance & Repair Parts	20,000	18,871	35,000	42,570	43,750	Aramark, Home Depot, Friedmans
504.400	Office Supplies	25,000	18,748	25,000	27,083	30,000	Xerox
536.700	Computer Programs & Supplies	5,500	7,716	4,500	17,102	15,000	Adobe, Logmein, Info-Tech, Zoom
509.200	Printing	7,000	4,730	7,000	5,869	12,000	Schedules, brochures
537.000	Safety & Emergency Supplies	500	15,353	1,500	7,413	7,000	Includes PPE
537.500	Other Materials & Supplies	14,000	7,500	14,000	4,594	17,500	
	TOTAL MATERIALS & SUPPLIES	446,800	407,577	621,000	646,416	944,750	

54000	UTILITIES						
541.000	MTA Base	9,300	8,846	15,000	8,158	15,000	Water, Sewer & Solid Waste
541.250	Fort Bragg Base	3,900	4,866	6,000	6,045	8,000	Water, Sewer & Solid Waste, Propane
541.500	Willits Base	1,800	1,692	3,000	2,246	3,000	Water, Sewer & Solid Waste
542.000	Pacific Gas & Electric	7,600	8,271	7,600	13,542	15,500	Ukiah, Fort Bragg, Willits
543.000	TPx Communications	39,600	39,032	42,000	40,650	45,000	Ukiah Phones/Internet
543.250	Comcast	1,100	1,320	1,100	1,331	1,500	Fort Bragg Phones/Internet
544.000	Verizon	22,000	22,425	12,000	21,498	30,000	Admin/OPS Cellular
	TOTAL UTILITIES	85,300	86,452	86,700	93,470	118,000	

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

OPERATING BUDGET

ACCOUNT	TITLE	FY 2020-2021 FINAL BUDGET	FY2020-2021 ACTUAL AUDITED	FY 2021-2022 FINAL BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 FINAL DRAFT BUDGET	ADDITIONAL INFORMATION
56000	VEHICLE, CASUALTY & LIABILITY COSTS						
506.100	Insurance	350,000	343,402	360,000	360,816	365,000	CalTIP, MacKey, Alliant-Estimates due June 10th
	TOTAL CASUALTY & LIABILITY COSTS	350,000	343,402	360,000	360,816	365,000	

ACCOUNT	TITLE	FY 2020-2021 FINAL BUDGET	FY2020-2021 ACTUAL AUDITED	FY 2021-2022 FINAL BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 FINAL DRAFT BUDGET	ADDITIONAL INFORMATION
57000	TAXES						
571.000	Taxes - State Board of Equalization	600	395	600	378	600	Out of State Purchases not taxed
573.000	Other Licensing Fees & Taxes	1,700	1,696	1,700	106	1,700	Hazardous Materials Permit
	TOTAL TAXES	2,300	2,091	2,300	484	2,300	

58000	MISCELLANEOUS						
504.510	Dues & Subscriptions	10,250	\$7,643	16,000	13,119	16,000	Newspapers, CTA, CALACT, CSDA, AFTA
502.700	Travel	7,500	\$14,207	30,000	34,060	50,000	Fly to Inspect Buses, Trainings, Conferences
582.250	Board Expenses	500		500		3,500	Meeting Expenses
583.000	Safety Program	1,000	\$279	1,000		1,000	Awards-Banquets-Employee Incentives
509.800	Training	3,500	\$2,683	4,500	8,419	6,000	Classes, Seminars & Materials
584.500	CDL and DOT Physical Expenses	2,500	\$1,655	3,500	6,112	6,000	Drug Free USA
509.100	Other Miscellaneous	2,500	\$4,601		12,920	15,000	
	TOTAL MISCELLANEOUS	27,750	31,067	55,500	74,630	97,500	

59000	LEASES & RENTALS						
591.000	Leases and Rentals	21,500	26,219	2,400	8,788	9,000	City of Willits, RCFP, South Coast
	TOTAL LEASES & RENTALS	21,500	26,219	2,400	8,788	9,000	
	TOTAL OPERATING EXPENDITURES	4,705,709	5,033,188	5,825,093	5,825,547	6,862,743	

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

OPERATING BUDGET

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OPERATING REVENUE		FY 2020-2021 FINAL BUDGET	FY2020-2021 ACTUAL AUDITED	FY 2021-2022 FINAL BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 FINAL DRAFT BUDGET	ADDITIONAL INFORMATION
ACCOUNT	OPERATING REVENUE						
41000	REVENUES FROM OPERATING						
401.110	Fixed Route Farebox Revenue	86,000	91,586	400,000	124,085	400,000	
401.111	Dial-A-Ride Farebox Revenue	45,000	18,345	60,000	48,632	60,000	
402.100	Redwood Coast Regional Center	65,000	84,316	65,000	52,142	65,000	
409.200	Sonoma County Contract	91,230	112,288	177,200	177,200	181,000	New 2022-2023 Contract
	TOTAL OPERATING REVENUES	287,230	306,535	702,200	402,059	706,000	

42000	REVENUES FROM OTHER SOURCES						
409.100	Local Transportation Fund (LTF)	2,993,124	2,993,124	3,434,291	3,434,292	3,428,087	22-23 MCOG claim
409.100	Local Transportation Fund (LTF) -Unmet Needs					300,000	Unmet Needs
409.110	State Transit Assistance	834,637	834,637	455,221	655,220	967,375	22-23 MCOG claim
422.000	5310 Operating Assistance	139,000	233,368		54,688	150,000	
413.101	5311 Operating Assistance	552,134	531,772	552,134	531,720	717,774	
413.110	5311(f) Operating Assistance	300,000		300,000	240,157	200,000	
411.100	LCTOP Cap and Trade	97,356		90,000			
409.112	Cal-OES		26,809				
406.100	Advertising Contract	100,000	106,081	100,000	129,183	110,000	Helen Foraker
426.000	Ag Van Leases	45,000	70,455	45,000	40,254		MCF4
n/a	Senior Center Payments		2,190	-637,676		-729,019	Payments to Senior Centers & Insurance
n/a	Senior Center Reimbursements			637,676		729,019	Payments from MCOG to reimburse MTA
109.109	Senior Center Administration	26,500	26,005	26,500		26,500	Annual Fee from MCOG
407.100	Maint Fuel Revenue (prior incl labor,parts)	35,000	33,414	23,000	24,758	24,000	Fuel Only
407.400	Investment Income	1,500	10,888	7,500	6,104	7,500	Interest - Mendocino County & Banks
407.500	Other - Fuel Rebates, etc.	4,000	1,437	4,000	13,595	14,000	
450.000	CARES-5311	300,000	557,349	550,000		200,000	
	CARES-5311(F)	50,000		100,000		75,000	
	TOTAL REVENUES FROM OTHER SOURCES	5,478,251	5,427,530	5,687,646	5,129,971	6,220,236	

TOTAL OPERATING REVENUE	5,765,481	5,734,065	6,389,846	5,532,030	6,926,236	
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564,753	-293,517	63,493	REVENUE OVER EXPENSES
-1,081,197	-1,090,000	-1,120,000	Estimated Depreciation
-516,444	-1,383,517	-1,056,507	Net after Depreciation

Mendocino Transit Authority

June 21, 2022

Public Transit Service Descriptions

for fiscal year 2022/2023

Flex/Deviated Routes

Route #	ONE-WAY TRIPS PER DAY		
	Weekdays	Saturdays	Sundays
1 Willits Local	20	none	none

Dial-a-Rides

# Number of Vehicles	OPEN HOURS		
	Weekdays	Saturdays	Sundays
3 Ukiah*	7 am to 6 pm	10 am to 5 pm	closed
2 Fort Bragg	7 am to 6 pm	10 am to 5 pm	closed

* 3rd Ukiah Dial-a-Ride by Demand

Inland & Local Bus Routes

Route #	ONE-WAY TRIPS PER DAY		
	Weekdays	Saturdays	Sundays
5 BraggAbout	12	none	closed
7 Ukiah Jitney	4*	none	closed
9 Ukiah Local	28**	17	closed
20/21 Willits - Redwood Valley - Ukiah	12	none	closed

* 3 other trip provided by Route 20

** 2 additional trips provided by Route 20

Coast Bus Routes

Route #	ONE-WAY TRIPS PER DAY		
	Weekdays	Saturdays	Sundays
60 Fort Bragg - Navarro River	4*	none	none
65 Mendocino - Willits - Santa Rosa	4	2	2
75/74 Gualala - Ukiah	2	2	none
95 Point Arena -Santa Rosa	2	2	2

* Includes 2 weekday trips between Fort Bragg and Mendocino

NON REPRESENTED 22-23

FY 22-23

	Step A	Step B	Step C	Step D	Step E	Step F
*Finance Accountant	28.58	30.01	31.50	33.09	34.73	37.67
Finance Assistant	28.58	30.01	31.50	33.09	34.73	37.67
Reception/Assistant COB	25.71	27.00	28.35	29.77	31.26	32.82
Office Assistant	25.71	27.00	28.35	29.77	31.26	32.82
Executive Assistant	30.31	31.83	33.42	35.09	36.84	38.69
Maintenance Specialist	25.71	27.02	28.35	29.79	31.27	33.90
Operations Supervisor	27.06	29.22	31.56	34.08	36.81	39.76
Operations Supervisor/Instructor	27.70	29.91	32.31	34.89	37.68	40.70

*Title Change Only.

Fiscal 2022-2023 Represented Wage & Classification Tables

	Step A	Step B	Step C	Step D	Step E
Mechanic	30.15	33.23	34.89	36.64	38.46
Lead Mechanic	33.16	36.56	38.39	40.29	42.33
Mechanic's Helper	23.28	25.68	26.96	28.32	29.73
Shelter Cleaner/Fueler	20.04	22.09	23.21	24.36	25.57
Cleaner	17.44	20.26	21.68	23.10	24.53
	Step A	Step B	Step C	Step D	Step E
Dispatcher	22.55	26.17	27.38	28.67	30.01
Bilingual Dispatcher	25.31	27.75	29.06	30.41	31.86
	Step A	Step B	Step C	Step D	Step E
Transit Vehicle Operator	21.08	23.24	24.40	25.62	26.91
Transit Vehicle Operator - Trainee	19.00 Per hour until solo				