



Meeting Date: April 26th, 2023

Agenda Item: D.2

AGENDA SUMMARY REPORT

SUBJECT:

Discussion of MTA 2023-2024 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 FY2023-2024 estimate was approximately a decrease of 6.5% (approximately \$304,075) of which 15% is provided to the Senior Center Transportation Program.

Here are some assumptions we know:

- ✓ LTF Revenues have decreased.
- ✓ STA Revenues have increased and the funds available to MTA have increased from \$1,167,375 in FY2022-2023 to \$1,443,571 in FY2023-2024.
- ✓ Fare revenues have increased year-over-year as ridership continues to improve.
- ✓ Advertising Revenue is projected to increase.
- ✓ CARES funding has been secured to supplement any operating shortfalls.

The budget being presented today is a very "rough" 1st Draft. MTA will continue to adjust The FY 2023-2024 Operating Budget with the May Board Meeting and requests that approval of the FY2023-2024 Budget be approved at the June 2023 meeting, in order to provide as accurate a budget as possible.

STAFF RECOMMENDATION:

Direct staff to continue modification of MTA FY2023-2024 FINAL Operating Budget as more information becomes available for final adoption and approval at the June Board Meeting.

ATTACHMENTS

MTA 2023-2024 1st Draft Operating Budget

**MENDOCINO TRANSIT AUTHORITY
2023/24 BUDGET W/ LINE ITEM
BREAKDOWN**

MTA 2023-2034 FIRST DRAFT BUDGET

ACCOUNT	TITLE	FY 2021-2022 FINAL BUDGET	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 DRAFT BUDGET	ADDITIONAL INFORMATION
OPERATING					
50010	LABOR				
501.101	Operators Wages-Fixed Route-Ukiah	527,213	566,754	589,424	
501.101	Operators Wages - Fixed Route - Fort Bragg	273,814	294,350	306,124	
501.101	Operators Wages - South Coast	224,346	241,172	250,819	
501.101	Operators Wages - DAR - Inland	118,299	127,172	132,258	
501.101	Operators Wages - DAR - Fort Bragg	98,357	105,734	109,963	
501.104	Operations-Supervisors/Dispatch	514,760	553,367	575,501	
501.103	Maintenance & Facilities Salaries & Wages	475,299	510,946	531,384	
501.105	Administrative Salaries	339,483	375,302	390,314	
501.105	Administrative Staff	363,261	390,506	406,126	
501.109	Longevity / Bonuses		6,000	6,240	
	TOTAL SALARIES	2,934,832	3,171,303	3,298,155	

51000	BENEFITS				
511.000	FICA/Medicare	51,360	55,498	57,718	1.75% of Gross Wages
502.410	Pension Plan (CalPERS)	234,787	253,704	263,852	Est. 8.0% of Gross Wages
502.450	CalPERS Unfunded Liability	174,069	415,000	415,000	Per CalPERS Annual Valuation Reports - 20-21 \$415K
502.210	Medical Plan	660,000	540,000	600,000	Blue Shield & Cash In Lieu
502.220	Dental Plan- FSA - COBRA Admin	27,500	60,000	60,000	Adjusted for new employees
502.230	Vision Plan	2,500	3,000	3,500	Adjusted for new employees
513.250	Life Insurance	7,500	7,500	10,000	Adjusted for new employees
502.420	457 MTA Match	77,000	90,000	90,000	MTA Matches 4.5 % of Employee Contribution
502.300	Worker's Compensation Insurance	153,616	164,339	164,339	SDRMA 2022-2023 Invoice
514.500	Unemployment Insurance	56,000	56,000	56,000	Estimate - MTA is self insured
502.600	Uniforms & Work Clothing Allowances	7,000	16,000	20,000	New employee Maint. Add 1000 -38.46 X26
516.500	Air Med Services (REACH)	3,000	3,250	3,500	Annual Invoice
516.600	Employee Relations	2,500	3,500	4,000	Employee Relations - All Staff
	TOTAL BENEFITS	1,456,831	1,667,791	1,747,909	

**MENDOCINO TRANSIT AUTHORITY
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BREAKDOWN**

MTA 2023-2034 FIRST DRAFT BUDGET

ACCOUNT	TITLE	FY 2021-2022 FINAL BUDGET	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 DRAFT BUDGET	ADDITIONAL INFORMATION
52000	SERVICE/USER FEES				
521.000	Vehicle Technical Services	10,000	12,500	10,000	Outsourcing
521.250	Towing	7,500	1,200	2,400	
521.500	Property Maintenance Services	2,750	3,500	3,500	
521.700	Contract IT Services	30,000	40,000	32,000	Engage IT
503.202	Legal Counsel	25,000	30,000	30,000	MTA Legal
508.100	Purchased Transportation	2,400	2,400	2,400	Willits ADA
523.000	Marketing	8,000	12,000	12,000	Contracted
509.300	Advertising, Legal Notices	18,000	40,000	48,000	Radio & Newspaper Advertising
524.000	Computer & Software Maintenance Fees	45,000	60,000	45,000	RouteMatch and Cad/AVL-Check on Turley & Fuelmaster
524.200	Drug and Alcohol Services	6,000	8,000	8,500	
525.000	Facility Security System	1,500	2,500	2,500	Deep Valley Security
525.500	Accident / Incident Payables	15,000	25,000	25,000	
503.200	Professional & Technical Services	134,380	250,000	250,000	MUNIS,PayChex, GASB68, Accounting, TrackIT, Remix. Indeed, AON
503.100	Outside Labor				
	TOTAL SERVICES / USER FEES	305,530	487,100	471,300	

53000	MATERIALS & SUPPLIES CONSUMED				
504.110	Fuel	400,000	650,000	500,000	Consulted with Fuel Vendors to arrive at budgeted amount
504.120	Tires	35,000	45,000	50,000	
504.115	Lubrication	25,000	32,000	27,000	
532.500	Tools	1,500	1,875	3,500	
504.100	Vehicle Maintenance & Repair Parts	50,000	62,500	62,500	
504.200	Expense Parts	2,500	3,125	3,125	
504.610	Shop Supplies	20,000	25,000	10,000	Consumables
504.620	Facilities Maintenance & Janitorial	35,000	43,750	45,000	Aramark, Home Depot, Friedmans
504.400	Office Supplies	25,000	30,000	35,000	Xerox
536.700	Computer Programs & Supplies	4,500	15,000	0	Moved to Compter Software
509.200	Printing	7,000	12,000	12,000	Schedules, brochures
537.000	Safety & Emergency Supplies	1,500	7,000	5,000	Includes PPE
537.500	Other Materials & Supplies	14,000	17,500	20,000	
	TOTAL MATERIALS & SUPPLIES	621,000	944,750	773,125	

54000	UTILITES				
541.000	MTA Base	15,000	15,000	12,500	Water, Sewer & Solid Waste
541.250	Fort Bragg Base	6,000	8,000	7,000	Water, Sewer & Solid Waste, Propane
541.500	Willits Base	3,000	3,000	3,000	Water, Sewer & Solid Waste
542.000	Pacific Gas &Electric	7,600	15,500	22,500	Ukiah, Fort Bragg, Willits
543.000	TPx Communications	42,000	45,000	45,000	Ukiah Phones/Internet
543.250	Comcast	1,100	1,500	1,500	Fort Bragg Phones/Internet
544.000	Verizon	12,000	30,000	30,000	Admin/OPS Cellular
	TOTAL UTILITIES	86,700	118,000	121,500	

MENDOCINO TRANSIT AUTHORITY 2023/24 BUDGET W/ LINE ITEM BREAKDOWN	MTA 2023-2034 FIRST DRAFT BUDGET
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ACCOUNT	TITLE	FY 2021-2022 FINAL BUDGET	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 DRAFT BUDGET	ADDITIONAL INFORMATION
56000	VEHICLE, CASUALTY & LIABILITY COSTS				
506.100	Insurance	360,000	365,000	375,000	CalTIP, MacKey, Alliant-Estimates due June 10th
	TOTAL CASUALTY & LIABILITY COSTS	360,000	365,000	375,000	

ACCOUNT	TITLE	FY 2021-2022 FINAL BUDGET	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 DRAFT BUDGET	ADDITIONAL INFORMATION
57000	TAXES				
571.000	Taxes - State Board of Equalization	600	600	600	Out of State Purchases not taxed
573.000	Other Licensing Fees & Taxes	1,700	1,700	1,700	Hazardous Materials Permit
	TOTAL TAXES	2,300	2,300	2,300	

ACCOUNT	TITLE	FY 2021-2022 FINAL BUDGET	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 DRAFT BUDGET	ADDITIONAL INFORMATION
58000	MISCELLANEOUS				
504.510	Dues & Subscriptions	16,000	16,000	16,000	Newspapers, CTA, CALACT, CSDA, AFTA
502.700	Travel	30,000	50,000	50,000	Fly to Inspect Buses, Trainings, Conferences
582.250	Board Expenses	500	3,500	5,000	Meeting Expenses
583.000	Safety Program	1,000	1,000	2,000	Awards-Banquets-Employee Incentives
509.800	Training	4,500	6,000	20,000	Classes, Seminars & Materials
584.500	CDL and DOT Physical Expenses	3,500	6,000	7,000	Drug Free USA
509.100	Other Miscellaneous		15,000	15,000	Food
	TOTAL MISCELLANEOUS	55,500	97,500	115,000	

ACCOUNT	TITLE	FY 2021-2022 FINAL BUDGET	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 DRAFT BUDGET	ADDITIONAL INFORMATION
59000	LEASES & RENTALS				
591.000	Leases and Rentals	2,400	9,000	9,000	City of Willits, RCFP, South Coast
	TOTAL LEASES & RENTALS	2,400	9,000	9,000	
	TOTAL OPERATING EXPENDITURES	5,825,093	6,862,743	6,913,289	

50,545 INCREASE OVER 2022-2023

MENDOCINO TRANSIT AUTHORITY 2023/24 BUDGET W/ LINE ITEM BREAKDOWN			MTA 2023-2034 FIRST DRAFT BUDGET		
ACCOUNT	TITLE	FY 2021-2022 FINAL BUDGET	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 DRAFT BUDGET	ADDITIONAL INFORMATION

OPERATING REVENUE		FY 2021-2022 FINAL BUDGET	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 DRAFT BUDGET	ADDITIONAL INFORMATION
41000	REVENUES FROM OPERATING				
401.110	Fixed Route Farebox Revenue	400,000	400,000	225,000	
401.111	Dial-A-Ride Farebox Revenue	60,000	60,000	70,000	
402.100	Redwood Coast Regional Center	65,000	65,000	65,000	
409.200	Sonoma County Contract	177,200	181,000	181,000	New 2023-2024 Contract
	TOTAL OPERATING REVENUES	702,200	706,000	541,000	

42000	REVENUES FROM OTHER SOURCES				
409.100	Local Transportation Fund (LTF)	3,434,291	3,428,087	3,671,782	23-24 MCOG claim
409.100	Local Transportation Fund (LTF) -Unmet Needs		300,000	0	Unmet Needs
409.110	State Transit Assistance	455,221	967,375	1,443,571	23-24 MCOG claim
422.000	5310 Operating Assistance		150,000	150,000	
413.101	5311 Operating Assistance	552,134	717,774	717,774	
413.110	5311(f) Operating Assistance	300,000	200,000	300,000	
411.100	LCTOP Cap and Trade	90,000		0	
409.112	Cal-OES			0	
406.100	Advertising Contract	100,000	110,000	125,000	Helen Foraker
426.000	Ag Van Leases	45,000		0	MCF4
n/a	Senior Center Payments	-637,676	-729,019	-681,249	Payments to Senior Centers & Insurance
n/a	Senior Center Reimbursements	637,676	729,019	681,249	Payments from MCOG to reimburse MTA
109.109	Senior Center Administration	26,500	26,500	26,500	Annual Fee from MCOG
407.100	Maint Fuel Revenue (prior incl labor,parts)	23,000	24,000	0	Fuel Only
407.400	Investment Income	7,500	7,500	7,500	Interest - Mendocino County & Banks
407.500	Other - Fuel Rebates, etc.	4,000	14,000	14,000	
450.000	CARES-5311	550,000	200,000	200,000	
	CARES-5311(F)	100,000	75,000	75,000	
	TOTAL REVENUES FROM OTHER SOURCES	5,687,646	6,220,236	6,731,127	

TOTAL OPERATING REVENUE	6,389,846	6,926,236	7,272,127	
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564,753	63,493	358,838	REVENUE OVER EXPENSES
-1,081,197	-1,120,000	-1,120,000	Estimated Depreciation
-516,444	-1,056,507	-761,162	Net after Depreciation