



Meeting Date: June 28, 2023

Agenda Item: #D.2

AGENDA SUMMARY REPORT

SUBJECT:

Discussion and Possible Adoption of Resolution 2023-05 Adopting the MTA Operating Budget for Fiscal Year 2023-2024

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 \$967,375 in FY2022-2023 to \$1,243,571 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.

STAFF RECOMMENDATION:

Direct staff to review, approve and adopt Resolution 2023-05 FY 2023/24 Operating Budget

ATTACHMENTS

MTA 2023-2024 Operating Budget
Public Transit Service Descriptions

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| MENDOCINO TRANSIT AUTHORITY 2023/24 BUDGET W/ LINE ITEM BREAKDOWN | | | | | OPERATING 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 | 221,777 | Per CalPERS Annual Valuation Reports |
| 502.210 | Medical Plan | 660,000 | 540,000 | 755,000 | Blue Shield & Cash In Lieu |
| 502.220 | Dental Plan- FSA - COBRA Admin | 27,500 | 60,000 | 28,000 | Adjusted for new employees |
| 502.230 | Vision Plan | 2,500 | 3,000 | 5,000 | Adjusted for new employees |
| 513.250 | Life Insurance | 7,500 | 7,500 | 11,000 | Adjusted for new employees |
| 502.420 | 457 MTA Match | 77,000 | 90,000 | 115,000 | MTA Match Employee Contribution |
| 502.300 | Worker's Compensation Insurance | 153,616 | 164,339 | 171,000 | SDRMA 2022-2023 Invoice 23-24 Invoice available in July (Projected) |
| 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 | 1,711,847 | |

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| MENDOCINO TRANSIT AUTHORITY 2023/24 BUDGET W/ LINE ITEM BREAKDOWN | | | | | |
|--|--|---------------------------|------------------------------|---------------------------|---|
| OPERATING 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 |
| | | | | | |
| | TOTAL SERVICES / USER FEES | 305,530 | 487,100 | 471,300 | |
| 53000 | MATERIALS & SUPPLIES CONSUMED | | | | |
| 504.110 | Fuel | 400,000 | 650,000 | 650,000 | Consulted with Fuel Vendors to arrive at budgeted amount |
| 504.120 | Tires | 35,000 | 45,000 | 52,000 | |
| 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 Computer Software |
| 509.200 | Printing | 7,000 | 12,000 | 15,000 | Schedules, brochures |
| 537.000 | Safety & Emergency Supplies | 1,500 | 7,000 | 5,000 | Includes PPE |
| 537.500 | Other Materials & Supplies | 14,000 | 17,500 | 25,000 | |
| | | | | | |
| | TOTAL MATERIALS & SUPPLIES | 621,000 | 944,750 | 933,125 | |
| 54000 | UTILITIES | | | | |
| 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 | 27,500 | Ukiah, Fort Bragg, Willits |
| 543.000 | TPx Communications | 42,000 | 45,000 | 50,000 | Ukiah Phones/Internet |
| 543.250 | Comcast | 1,100 | 1,500 | 1,750 | Fort Bragg Phones/Internet |
| 544.000 | Verizon | 12,000 | 30,000 | 35,000 | Admin/OPS Cellular |
| | | | | | |
| | TOTAL UTILITIES | 86,700 | 118,000 | 136,750 | |

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| MENDOCINO TRANSIT AUTHORITY 2023/24 BUDGET W/ LINE ITEM BREAKDOWN | | | | | |
|---|--|------------------------------|---------------------------------|------------------------------|---|
| OPERATING BUDGET | | | | | |
| 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 | |
| | | | | | |
| 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 | 6,500 | Meeting Expenses - Room rentals, etc. |
| 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 | |
| | TOTAL MISCELLANEOUS | 55,500 | 97,500 | 116,500 | |
| | | | | | |
| 59000 | LEASES & RENTALS | | | | |
| 591.000 | Leases and Rentals | 2,400 | 9,000 | 11,000 | City of Willits, RCFP, South Coast |
| | TOTAL LEASES & RENTALS | 2,400 | 9,000 | 11,000 | |
| | | | | | |
| | TOTAL OPERATING EXPENDITURES | 5,825,093 | 6,862,743 | 7,055,977 | |

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|---|--|------------------------------|---------------------------------|------------------------------|--|
| 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 |
| ACCOUNT | OPERATING REVENUE | | | | |
| 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 | 50,000 | Unmet Needs |
| 409.110 | State Transit Assistance | 455,221 | 967,375 | 1,293,571 | 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 | 23-24 LCTOP used for Capital |
| 406.100 | Advertising Contract | 100,000 | 110,000 | 125,000 | Helen Foraker |
| 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 | 30,500 | 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 | | 5,642,646 | 6,220,236 | 6,661,627 | |
| | | | | | |
| TOTAL OPERATING REVENUE | | 6,344,846 | 6,926,236 | 7,202,627 | |

Revision on MCOG claim?

| | | | |
|------------|------------|------------|------------------------|
| 519,753 | 63,493 | 146,650 | REVENUE OVER EXPENSES |
| | | | |
| -1,081,197 | -1,120,000 | -1,120,000 | Estimated Depreciation |
| | | | |
| -561,444 | -1,056,507 | -973,350 | Net after Depreciation |

Mendocino Transit Authority

June 28, 2023

Public Transit Service Descriptions

for fiscal year 2023/2024

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



MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2023-05
ADOPTION OF FISCAL YEAR 2023-2024
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 2023-2024 Operating Budget presented to the Board on June 28, 2023, 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 28, 2023, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Saprina Rodriguez, Chair

Jacob King, Executive Director