



Meeting Date: June 26th, 2024

Agenda Item: D.2

AGENDA SUMMARY REPORT

SUBJECT:

Discussion and Possible Adoption of Resolution 2024-05 Adopting the MTA Operating Budget for Fiscal Year 2024-2025

SUMMARY:

The Mendocino Council of Governments (MCOG) releases the Local Transportation Funds (LTF) as provided to them by the Mendocino Auditor's Office. The FY2024-2025 estimate was approximately a decrease of 17.8 (approximately \$705,355) of which 15% is provided to the Senior Center Transportation Program.

Here are some assumptions we know:

- ✓ LTF Revenues have decreased.
- ✓ STA Revenues have decreased from \$1,443,571 in FY2023-2024 to \$1,197,778 in FY2024-2025.
- ✓ Fare revenues have increased year-over-year as ridership continues to improve.
- ✓ Advertising Revenue is projected to increase.
- ✓ MTA's operating surplus and SB 125 may be used to close the gap in the decreases in funding.

STAFF RECOMMENDATION:

Direct staff to review, approve and adopt Resolution 2024-05 FY 2024/25 Operating Budget

ATTACHMENTS

MTA 2024-2025 Operating Budget

**MENDOCINO TRANSIT AUTHORITY
2024/25 BUDGET W/ LINE ITEM
BREAKDOWN**

DRAFT OPERATING BUDGET

ACCOUNT	TITLE	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 APPROVED BUDGET	FY 2024-2025 DRAFT BUDGET	ADDITIONAL INFORMATION
OPERATING					
50010	LABOR				
501.101	Operators Wages-Fixed Route-Ukiah	566,754	688,816	709,480	
501.101	Operators Wages - Fixed Route - Fort Bragg	294,350	357,745	368,477	
501.101	Operators Wages - South Coast	241,172	293,114	301,907	
501.101	Operators Wages - DAR - Inland	127,172	154,560	159,197	
501.101	Operators Wages - DAR - Fort Bragg	105,734	128,506	132,361	
501.104	Operations-Supervisors/Dispatch	553,367	575,501	592,766	
501.103	Maintenance & Facilities Salaries & Wages	510,946	531,384	547,326	
501.105	Administrative Salaries	375,302	390,314	402,023	
501.105	Administrative Staff	390,506	406,126	418,310	
501.109	Longevity / Bonuses	6,000	6,240	6,500	
	TOTAL SALARIES	3,171,303	3,532,306	3,638,348	

51000	BENEFITS				
511.000	FICA/Medicare	55,498	61,815	63,671	1.75% of Gross Wages
502.410	Pension Plan (CalPERS)	253,704	282,584	291,068	Est. 8.0% of Gross Wages
502.450	CalPERS Unfunded Liability	415,000	221,777	268,154	Per CalPERS Annual Valuation Reports
502.210	Medical Plan	540,000	755,000	755,000	Blue Shield & Cash In Lieu
502.220	Dental Plan- FSA - COBRA Admin	60,000	28,000	28,000	Adjusted for new employees
502.230	Vision Plan	3,000	5,000	5,000	Adjusted for new employees
513.250	Life Insurance	7,500	11,000	11,000	Adjusted for new employees
502.420	457 MTA Match	90,000	115,000	115,000	MTA Matches 5.5 % of Employee Contribution
502.300	Worker's Compensation Insurance	164,339	171,000	171,000	SDRMA 2024-2025 Invoice
514.500	Unemployment Insurance	56,000	56,000	56,000	Estimate - MTA is self insured
502.600	Uniforms & Work Clothing Allowances	16,000	20,000	20,000	New employee Maint. Add 1000 -38.46 X26
516.500	Air Med Services (REACH)	3,250	3,500	3,500	Annual Invoice
516.600	Employee Relations	3,500	4,000	4,000	Employee Relations - All Staff
	Incentive Pay		142,700	142,700	Contracted through June 30th, 2026
	TOTAL BENEFITS	1,667,791	1,877,377	1,934,093	

**MENDOCINO TRANSIT AUTHORITY
2024/25 BUDGET W/ LINE ITEM
BREAKDOWN**

DRAFT OPERATING BUDGET

ACCOUNT	TITLE	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 APPROVED BUDGET	FY 2024-2025 DRAFT BUDGET	ADDITIONAL INFORMATION
52000	SERVICE/USER FEES				
521.000	Vehicle Technical Services	12,500	10,000	10,000	Outsourcing
521.250	Towing	1,200	2,400	3,000	
521.500	Property Maintenance Services	3,500	3,500	3,500	
521.700	Contract IT Services	40,000	32,000	40,000	Engage IT
503.202	Legal Counsel	30,000	30,000	30,000	MTA Legal
508.100	Purchased Transportation	2,400	2,400	2,400	Willits ADA
523.000	Marketing	12,000	12,000	12,000	Contracted
509.300	Advertising, Legal Notices	40,000	48,000	48,000	Radio & Newspaper Advertising
524.000	Computer & Software Maintenance Fees	60,000	45,000	60,000	RouteMatch and Cad/AVL-Check on Turley & Fuelmaster
524.200	Drug and Alcohol Services	8,000	8,500	8,000	
525.000	Facility Security System	2,500	2,500	2,500	Deep Valley Security
525.500	Accident / Incident Payables	25,000	25,000	25,000	
503.200	Professional & Technical Services	250,000	250,000	275,000	MUNIS,PayChex, GASB68, Accounting, TrackIT, . Indeed, AON
	TOTAL SERVICES / USER FEES	487,100	471,300	519,400	

53000	MATERIALS & SUPPLIES CONSUMED				
504.110	Fuel	650,000	500,000	550,000	Consulted with Fuel Vendors to arrive at budgeted amount
504.120	Tires	45,000	52,000	45,000	
504.115	Lubrication	32,000	27,000	20,000	
532.500	Tools	1,875	3,500	4,000	
504.100	Vehicle Maintenance & Repair Parts	62,500	62,500	80,000	
504.200	Expense Parts	3,125	3,125	3,125	
504.610	Shop Supplies	25,000	10,000	20,000	Consumables
504.620	Facilities Maintenance & Janitorial	43,750	45,000	45,000	Aramark, Home Depot, Friedmans
504.400	Office Supplies	30,000	35,000	35,000	Xerox
536.700	Computer Programs & Supplies	15,000	0		Moved to Computer Software
509.200	Printing	12,000	15,000	20,000	Schedules, brochures
537.000	Safety & Emergency Supplies	7,000	5,000	5,000	Includes PPE
537.500	Other Materials & Supplies	17,500	25,000	25,000	
	TOTAL MATERIALS & SUPPLIES	944,750	783,125	852,125	

54000	UTILITES				
541.000	MTA Base	15,000	12,500	15,000	Water, Sewer & Solid Waste
541.250	Fort Bragg Base	8,000	7,000	7,000	Water, Sewer & Solid Waste, Propane
541.500	Willits Base	3,000	3,000	2,000	Water, Sewer & Solid Waste
542.000	Pacific Gas &Electric	15,500	27,500	35,000	Ukiah, Fort Bragg, Willits
543.000	TPx Communications	45,000	50,000	50,000	Ukiah Phones/Internet
543.250	Comcast	1,500	1,750	1,750	Fort Bragg Phones/Internet
544.000	Verizon	30,000	35,000	35,000	Admin/OPS Cellular
	TOTAL UTILITIES	118,000	136,750	145,750	

MENDOCINO TRANSIT AUTHORITY			DRAFT OPERATING BUDGET		
2024/25 BUDGET W/ LINE ITEM					
BREAKDOWN					

ACCOUNT	TITLE	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 APPROVED BUDGET	FY 2024-2025 DRAFT BUDGET	ADDITIONAL INFORMATION
56000	VEHICLE, CASUALTY & LIABILITY COSTS				
506.100	Insurance	365,000	375,000	385,000	CalTIP, MacKey, Alliant-Estimates due June 10th
	TOTAL CASUALTY & LIABILITY COSTS	365,000	375,000	385,000	

ACCOUNT	TITLE	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 APPROVED BUDGET	FY 2024-2025 DRAFT BUDGET	ADDITIONAL INFORMATION
57000	TAXES				
571.000	Taxes - State Board of Equalization	600	600	650	Out of State Purchases not taxed
573.000	Other Licensing Fees & Taxes	1,700	1,700	2,000	Hazardous Materials Permit
	TOTAL TAXES	2,300	2,300	2,650	

ACCOUNT	TITLE	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 APPROVED BUDGET	FY 2024-2025 DRAFT BUDGET	ADDITIONAL INFORMATION
58000	MISCELLANEOUS				
504.510	Dues & Subscriptions	16,000	16,000	16,000	Newspapers, CTA, CALACT, CSDA, AFTA
502.700	Travel	50,000	50,000	25,000	Fly to Inspect Buses, Trainings, Conferences
582.250	Board Expenses	3,500	6,500	7,000	Meeting Expenses
583.000	Safety Program	1,000	2,000	3,000	Awards-Banquets-Employee Incentives
509.800	Training	6,000	20,000	20,000	Classes, Seminars & Materials
584.500	CDL and DOT Physical Expenses	6,000	7,000	7,000	Drug Free USA
509.100	Other Miscellaneous	15,000	15,000	15,000	
	TOTAL MISCELLANEOUS	97,500	116,500	93,000	

ACCOUNT	TITLE	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 APPROVED BUDGET	FY 2024-2025 DRAFT BUDGET	ADDITIONAL INFORMATION
59000	LEASES & RENTALS				
591.000	Leases and Rentals	9,000	11,000	12,000	City of Willits, RCFP, South Coast
	TOTAL LEASES & RENTALS	9,000	11,000	12,000	

	TOTAL OPERATING EXPENDITURES	6,862,743	7,305,658	7,582,366	
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MENDOCINO TRANSIT AUTHORITY 2024/25 BUDGET W/ LINE ITEM BREAKDOWN	DRAFT OPERATING BUDGET
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ACCOUNT	TITLE	FY 2022-2023 APPROVED BUDGET	FY 2023-2024 APPROVED BUDGET	FY 2024-2025 DRAFT BUDGET	ADDITIONAL INFORMATION
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OPERATING REVENUE		FY 2022-2023 APPROVED BUDGET	FY 2023-2024 APPROVED BUDGET	FY 2024-2025 DRAFT BUDGET	ADDITIONAL INFORMATION
41000	REVENUES FROM OPERATING				
401.110	Fixed Route Farebox Revenue	400,000	225,000	275,000	
401.111	Dial-A-Ride Farebox Revenue	60,000	70,000	85,000	
402.100	Redwood Coast Regional Center	65,000	65,000	65,000	
409.200	Sonoma County Contract	181,000	180,000	180,000	New 2024-2025 Contract
	TOTAL OPERATING REVENUES	706,000	540,000	605,000	

42000	REVENUES FROM OTHER SOURCES				
409.100	Local Transportation Fund (LTF)	3,428,087	3,617,071	2,721,637	24-25 MCOG claim
409.100	Local Transportation Fund (LTF) -Unmet Needs	300,000	50,000	0	Unmet Needs
409.110	State Transit Assistance	967,375	1,443,571	1,197,778	24-25 MCOG claim
422.000	5310 Operating Assistance	150,000	150,000	150,000	
413.101	5311 Operating Assistance	717,774	717,774	738,115	
413.110	5311(f) Operating Assistance	200,000	300,000	300,000	Intercity CCRider
406.100	Advertising Contract	110,000	125,000	125,000	Helen Foraker
n/a	Senior Center Payments	-729,019	-681,249	-518,407	Payments to Senior Centers & Insurance
n/a	Senior Center Reimbursements	729,019	681,249	518,407	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)	24,000	30,500	30,500	Fuel Only
407.400	Investment Income	7,500	7,500	7,500	Interest - Mendocino County & Banks
407.500	Other - Fuel Rebates, etc.	14,000	14,000	14,000	
450.000	CARES-5311	200,000	200,000	251,056	
new	SB 125			1,000,000	Fiscal Cliff/Restore Night Service/Covelo Laytonville
413.110	CARES-5311(F)	75,000	75,000	121,795	
409.100	Local Operating 4090			293,485	
	TOTAL REVENUES FROM OTHER SOURCES	6,220,236	6,756,916	6,977,366	

TOTAL OPERATING REVENUE	6,926,236	7,296,916	7,582,366	
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63,493	-8,742	0	REVENUE OVER EXPENSES
-1,120,000	-1,120,000	-1,120,000	<i>Estimated Depreciation</i>
-1,056,507	-1,128,742	-1,120,000	<i>Net after Depreciation</i>

Fiscal 2024-2025 Non-Represented Wage & Classification Tables

	Step A	Step B	Step C	Step D	Step E	Step F
Executive Director	104,954.10	*****By Contract*****				133,952.70
CFO	40.92	42.97	45.13	47.38	49.74	53.97
HR Director	40.92	42.97	45.13	47.38	49.74	53.97
Mobility Manager	40.92	42.97	45.13	47.38	49.74	53.97
Finance Assistant	30.32	31.84	33.42	35.10	36.84	39.96
Reception/Assistant COB	27.27	28.64	30.08	31.58	33.17	34.81
Office Assistant	27.27	28.64	30.08	31.58	33.17	34.81
Executive Assistant	32.16	33.76	35.45	37.22	39.09	41.05
HR Generalist	32.16	33.76	35.45	37.22	39.09	41.05
Maintenance Manager	46.38	48.70	51.12	53.69	56.38	61.18
Maintenance Specialist	27.27	28.64	30.08	31.58	33.17	34.81
Operations Manager	45.02	47.28	49.64	52.12	54.74	59.40
Operations Supervisor	28.71	31.00	33.49	36.15	39.05	42.18
Operations Supervisor/Instructor	29.39	31.73	34.28	37.02	39.97	43.18

Fiscal 2024-2025 Represented Wage & Classification Tables

	Step A	Step B	Step C	Step D	Step E
Mechanic	31.98	35.26	37.02	38.87	40.80
Lead Mechanic	35.17	38.79	40.73	42.75	44.91
Mechanic's Helper	24.70	27.24	28.60	30.05	31.54
Shelter Cleaner/Fueler	21.26	23.43	24.63	25.84	27.13
Cleaner	18.50	21.50	23.00	24.50	26.03
	Step A	Step B	Step C	Step D	Step E
Dispatcher	23.93	27.77	29.05	30.42	31.84
Bilingual Dispatcher	26.85	29.44	30.83	32.26	33.80
	Step A	Step B	Step C	Step D	Step E
Transit Vehicle Operator	23.89	25.13	25.88	27.18	28.55
Transit Vehicle Operator - Trainee	19.00 Per hour until solo				



MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2024-05
ADOPTION OF FISCAL YEAR 2024-2025
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 2024-2025 Operating Budget presented to the Board on June 26, 2024, as may be revised at the meeting.

Adoption of this Resolution was moved by Director _____ and seconded by Director _____ at a regular meeting of the MTA Board of Directors on June 26, 2024, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Saprina Rodriguez, Chair

Jacob King, Executive Director