



Meeting Date: March 31, 2021

Agenda Item: E.4

AGENDA SUMMARY REPORT

SUBJECT:

Discussion and Possible Adoption of Resolution 2021-07 Adopting an Amended Budget for Fiscal Year 20-21.

SUMMARY:

Presented is the Draft Amended Operating Budget for FY 2020/2021. This reflects projections based on actual revenues and expenses for the first eight months of the fiscal year and estimates for the remaining four months.

The first phase of CARES 5311 is complete and we are currently requesting reimbursement of CARES phase II 5311. These items reflect a significant amount of the revenue on the Board adopted budget for FY2020-2021.

Our Amended Budget Revenue is \$679,102 below our Adopted Budget Revenue total.

Amended Budget Expenses are projected at \$302,156 less than our Adopted Budget Expenses. We are anticipating payroll projections will remain the same through the end of the fiscal year. The majority of other expense accounts remain static or have been reduced.

STAFF RECOMMENDATION:

Discussion and Possible Adoption of Resolution 2021-07 Adopting an Amended Budget for Fiscal Year 2020-2021.

Resolution 2021-07
FY 2020-2021 Amended Budget



MENDOCINO TRANSIT AUTHORITY

RESOLUTION 2021-07

ADOPTION OF AMENDED OPERATING BUDGET

FOR FISCAL YEAR 20-21

WHEREAS, MTA policy calls for the adoption of annual balanced budgets; and

WHEREAS, MTA Board of Directors approved a Final Operating Budget for Fiscal Year 2020-2021 on June 24, 2020.

WHEREAS, The Board wishes to further amend the Fiscal Year 20-21 Operating Budget to reflect the additional funding to MTA from the CARES Phase 1 and CARES Phase 2 funding; and

WHEREAS, MTA Staff has reviewed the Fiscal Year 20-21 Adopted Budget and made adjustments due to the increased revenue related to the Covid-19 Pandemic.

WHEREAS, staff has prepared, and the Board of Directors has reviewed, all details of this budget.

NOW, THEREFORE, BE IT RESOLVED that the MTA Board of Directors hereby Adopts the Amended Fiscal Year 2020-2021 Operating Budget presented to the Board on March 31, 2021, 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 March 31, 2021 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Saprina Rodriguez, Chair

Jacob King, Executive Director

MENDOCINO TRANSIT AUTHORITY 2020/21 BUDGET W/ LINE ITEM BREAKDOWN	MTA 2020-2021 AMENDED (Updated as needed due to COVID19)
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ACCOUNT	TITLE	FY 2019-20 FINAL BUDGET	FY 2019-20 PROJ Year-End	FY 2020-2021 Adopted	FY 2020-2021 Amended	ADDITIONAL INFORMATION
OPERATING						
50010 LABOR						
50100	Operators Wages-Fixed Route-Ukiah	\$1,423,000.00	\$1,550,616.00	\$436,748.00	\$436,748.00	
50125	Operators Wages - Fixed Route - Fort Bragg			\$226,830.00	\$226,830.00	
50175	Operators Wages - South Coast			\$185,850.00	\$185,850.00	
50200	Operators Wages - DAR - Inland			\$98,000.00	\$98,000.00	
50225	Operators Wages - DAR - Fort Bragg			\$81,480.00	\$81,480.00	
50250	Operations - Dispatch	\$165,682.00	\$164,000.00	\$169,200.00	\$169,200.00	
50300	Maintenance & Facilities Salaries & Wages	\$372,000.00	\$285,000.00	\$291,075.00	\$291,075.00	
50400	Administrative Salaries	\$532,000.00	\$498,000.00	\$589,117.00	\$589,117.00	
50500	Administrative Staff	\$198,000.00	\$147,000.00	\$112,174.00	\$112,174.00	
50575	Longevity			\$19,760.00	\$19,760.00	
	TOTAL SALARIES	\$2,690,682.00	\$2,644,616.00	\$2,210,234.00	\$2,210,234.00	

ACCOUNT	TITLE	FY 2019-20 FINAL BUDGET	FY 2019-20 PROJ Year-End	FY 2020-2021 Adopted	FY 2020-2021 Amended	ADDITIONAL INFORMATION
51000 BENEFITS						
51100	FICA/Medicare	\$31,000.00	\$28,500.00	\$31,930.00	\$35,400.00	
51125	Pension Plan (CalPERS)	\$192,000.00	\$192,000.00	\$192,000.00	\$176,820.00	
51150	CalPERS Unfunded Liability	\$113,000.00	\$113,000.00	\$132,705.00	\$132,705.00	
51175	ICMA Retirement Plan	\$6,200.00	\$800.00	\$1,200.00	\$2,000.00	
51200	Medical Plan	\$662,000.00	\$662,000.00	\$668,620.00	\$575,000.00	
51260	Dental Plan- FSA - COBRA Admin	\$30,470.40	\$32,000.00	\$32,960.00	\$24,400.00	
51300	Vision Plan	\$3,240.00	\$6,562.00	\$3,337.20	\$1,980.00	
51325	Life Insurance	\$8,640.00	\$7,500.00	\$8,899.20	\$6,600.00	
51350	457 MTA Match	\$86,000.00	\$70,000.00	\$88,580.00	\$63,000.00	
51375	Worker's Compensation Insurance	\$152,000.00	\$152,000.00	\$175,000.00	\$175,000.00	
51450	Unemployment Insurance	\$15,000.00	\$19,500.00	\$27,500.00	\$130,000.00	
51600	Uniforms & Work Clothing Allowances	\$19,000.00	\$8,000.00	\$10,500.00	\$6,000.00	
51650	Air Med Services (REACH)	\$3,300.00	\$3,000.00	\$3,500.00	\$3,000.00	
51675	Misc .	\$5,500.00	\$2,700.00	\$3,200.00	\$1,200.00	
51700	Cash IN Lieu		\$88,000.00			
		\$1,327,350.00	\$1,385,562.00	\$1,379,931.40	\$1,333,105.00	

MENDOCINO TRANSIT AUTHORITY 2020/21 BUDGET W/ LINE ITEM BREAKDOWN	MTA 2020-2021 AMENDED (Updated as needed due to COVID19)
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ACCOUNT	TITLE	FY 2019-20 FINAL BUDGET	FY 2019-20 PROJ Year-End	FY 2020-2021 Adopted	FY 2020-2021 Amended	ADDITIONAL INFORMATION
52000	SERVICE/USER FEES					
52100	Vehicle Technical Services (outsourcing)	\$2,700.00	\$7,200.00	\$8,500.00	\$8,500.00	
52125	Towing	\$2,700.00	\$2,900.00	\$3,200.00	\$1,000.00	
52150	Property Maintenance Services	\$4,500.00	\$5,500.00	\$5,500.00	\$5,500.00	
52170	Contract IT Services	\$32,500.00	\$3,500.00	\$32,100.00	\$9,750.00	
52250	Legal Counsel	\$21,000.00	\$10,000.00	\$10,500.00	\$16,000.00	
52275	Purchased Transportation (Willits DAR)	\$900.00	\$1,000.00	\$1,200.00	\$1,970.00	
52300	Marketing	\$32,000.00	\$40,000.00	\$15,000.00	\$8,000.00	
52325	Advertising, Legal Notices	\$35,000.00	\$21,250.00	\$15,000.00	\$18,000.00	
52400	Software Maintenance Fees	\$3,250.00	\$200.00	\$14,250.00	\$40,000.00	
52420	Drug and Alcohol Services	\$12,000.00	\$8,575.00	\$11,000.00	\$6,000.00	
52500	Facility Security System	\$7,200.00		\$7,200.00	\$1,500.00	
52550	Accident / Incident Payables	\$12,000.00	\$13,125.00	\$15,000.00	\$15,000.00	
52600	Professional & Technical Services	\$65,000.00	\$75,000.00	\$75,000.00	\$97,500.00	
	Outside Labor					
	TOTAL SERVICES / USER FEES	\$230,750.00	\$188,250.00	213,450.00	228,720.00	

ACCOUNT	TITLE	FY 2019-20 FINAL BUDGET	FY 2019-20 PROJ Year-End	FY 2020-2021 Adopted	FY 2020-2021 Amended	ADDITIONAL INFORMATION
53000	MATERIALS & SUPPLIES CONSUMED					
53100	Fuel	\$450,000.00	\$425,000.00	\$450,000.00	\$300,000.00	
53150	Tires	\$30,000.00	\$27,000.00	\$30,000.00	\$25,000.00	
53200	Lubrication	\$11,000.00	\$21,000.00	\$25,000.00	\$10,000.00	
53250	Tools	\$3,500.00	\$700.00	\$1,500.00	\$1,500.00	
53300	Vehicle Maintenance & Repair Parts	\$53,000.00	\$42,500.00	\$53,000.00	\$35,000.00	
53325	Expense Parts	\$3,100.00	\$600.00	\$2,100.00	\$2,100.00	
53350	Shop Supplies (consumables)	\$6,200.00	\$21,500.00	\$21,500.00	\$1,200.00	
53400	Vehicle Accessories	\$1,200.00	\$1,000.00	\$1,200.00	\$0.00	
53450	Facilities Maintenance & Repair Parts	\$25,000.00	\$19,500.00	\$30,000.00	\$20,000.00	
53550	Office Supplies	\$19,500.00	\$53,000.00	\$37,500.00	\$25,000.00	
53670	Computer Programs & Supplies	\$10,000.00	\$0.00	\$5,000.00	\$5,500.00	
53650	Printing (Schedules, brochures)	\$15,000.00	\$10,500.00	\$15,000.00	\$7,000.00	
53700	Safety & Emergency Supplies	\$2,500.00	\$350.00	\$1,500.00	\$500.00	
53750	Other Materials & Supplies	\$8,500.00	\$125.00	\$5,500.00	\$14,000.00	
	TOTAL MATERIALS & SUPPLIES	\$638,500.00	\$622,775.00	\$678,800.00	\$446,800.00	

ACCOUNT	TITLE	FY 2019-20 FINAL BUDGET	FY 2019-20 PROJ Year-End	FY 2020-2021 Adopted	FY 2020-2021 Amended	ADDITIONAL INFORMATION
54000	UTILITES					
54100	MTA Base: Water, Sewer & Solid Waste	\$20,900.00	\$7,500.00	\$12,000.00	\$9,300.00	
54125	FB Base: Water, Sewer & Solid Waste, Propane	\$4,800.00	\$3,000.00	\$3,200.00	\$3,900.00	
54150	Willits Base: Water, Sewer & Solid Waste	\$2,100.00	\$1,750.00	\$2,000.00	\$1,800.00	
54200	PG&E: Ukiah, Fort Bragg, Willits	\$9,500.00	\$8,875.00	\$9,500.00	\$7,600.00	
54300	TPX: Ukiah Phones/Internet	\$20,500.00	\$25,500.00	\$25,000.00	\$39,600.00	
54325	Comcast: Fort Bragg Phones/Internet	\$3,100.00	\$750.00	\$1,500.00	\$1,100.00	
54350	SEAKAY: South Coast Telephone/Internet	\$1,600.00		\$1,500.00	\$0.00	
54400	Verizon: Admin/OPS Cellular	\$13,500.00	\$23,500.00	\$25,000.00	\$22,000.00	
	TOTAL UTILITIES	\$76,000.00	\$70,875.00	\$79,700.00	\$85,300.00	

MENDOCINO TRANSIT AUTHORITY 2020/21 BUDGET W/ LINE ITEM BREAKDOWN	MTA 2020-2021 AMENDED (Updated as needed due to COVID19)
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ACCOUNT	TITLE	FY 2019-20 FINAL BUDGET	FY 2019-20 PROJ Year-End	FY 2020-2021 Adopted	FY 2020-2021 Amended	ADDITIONAL INFORMATION
56000	VEHICLE, CASUALTY & LIABILITY COSTS					
56100	Premiums for Liability & Property Dam.Risk Ins.	\$370,000.00	\$350,000.00	\$390,000.00	\$350,000.00	
	TOTAL CASUALTY & LIABILITY COSTS	\$370,000.00	\$350,000.00	\$390,000.00	\$350,000.00	

ACCOUNT	TITLE	FY 2019-20 PROPOSED PRELIMINARY BUDGET	FY 2019-20 PROJ Year-End	FY 2020-2021 Adopted	FY 2020-2021 Amended	ADDITIONAL INFORMATION
57000	TAXES					
57100	Taxes - State Board of Equalization	\$35,000.00	\$4,500.00	\$5,000.00	\$600.00	
57200	Vehicle Licensing & Registration Fees					
57200	Other Licensing Fees & Taxes	\$5,000.00	\$2,000.00	\$2,500.00	\$1,700.00	
	TOTAL TAXES	\$40,000.00	\$6,500.00	\$7,500.00	\$2,300.00	

58000	MISCELLANEOUS					
58050	Dues & Subscriptions	\$7,300.00	\$10,250.00	\$10,250.00	\$10,250.00	
58200	Travel	\$7,500.00	\$14,500.00	\$7,500.00	\$7,500.00	
58225	Board Expenses	\$7,300.00	\$500.00	\$5,500.00	\$500.00	
58300	Safety Program (Awards-Banquets-Employee Incent.)	\$6,500.00	\$4,500.00	\$4,500.00	\$1,000.00	
58400	Training (Classes, Seminars & Materials)	\$5,250.00	\$3,500.00	\$3,500.00	\$3,500.00	
58450	CDL and DOT Physical Expenses	\$4,000.00		\$3,500.00	\$2,500.00	
58600	Other Miscellaneous	\$7,500.00	\$1,000.00	\$3,500.00	\$2,500.00	
	TOTAL MISCELLANEOUS	\$45,350.00	\$34,250.00	\$38,250.00	\$27,750.00	

59000	LEASES & RENTALS					
59100	Leases and Rentals	\$19,000.00	\$10,000.00	\$10,000.00	\$21,500.00	
	TOTAL LEASES & RENTALS	\$19,000.00	\$10,000.00	\$10,000.00	\$21,500.00	
	TOTAL OPERATING EXPENDITURES	\$5,437,632.00	\$5,312,828.00	\$5,007,865.40	\$4,705,709.00	

MENDOCINO TRANSIT AUTHORITY 2020/21 BUDGET W/ LINE ITEM BREAKDOWN	MTA 2020-2021 AMENDED (Updated as needed due to COVID19)
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ACCOUNT	TITLE	FY 2019-20 FINAL BUDGET	FY 2019-20 PROJ Year-End	FY 2020-2021 Adopted	FY 2020-2021 Amended	ADDITIONAL INFORMATION
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OPERATING REVENUE		FY 2019-20 FINAL BUDGET	FY 2019-20 PROJ Year-End	FY 2020-2021 Adopted	FY 2020-2021 Amended	
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ACCOUNT	OPERATING REVENUE	FY 2019-20 FINAL BUDGET	FY 2019-20 PROJ Year-End	FY 2020-2021 Adopted	FY 2020-2021 Amended	ADDITIONAL INFORMATION
41000	REVENUES FROM OPERATING					
41100	Fixed Route Farebox Revenue	\$690,000.00	\$369,268.00	\$200,000.00	\$86,000.00	
41200	Dial-A-Ride Farebox Revenue			\$75,000.00	\$45,000.00	
41300	Redwood Coast Regional Center	\$65,000.00	\$48,790.00	\$35,000.00	\$65,000.00	
41400	Sonoma County Contract	\$172,000.00	\$135,000.00	\$135,000.00	\$91,230.00	
	TOTAL OPERATING REVENUES	\$907,000.00	\$553,058.00	\$445,000.00	\$287,230.00	

ACCOUNT	REVENUES FROM OTHER SOURCES	FY 2019-20 FINAL BUDGET	FY 2019-20 PROJ Year-End	FY 2020-2021 Adopted	FY 2020-2021 Amended	ADDITIONAL INFORMATION
42100	Local Transportation Fund (LTF)	\$3,025,911.00	\$3,025,911.00	\$2,993,124.00	\$2,993,124.00	
42150	State Transit Assistance	\$946,179.00	\$709,634.00	\$834,637.00	\$834,637.00	
42200	5310 Operating Assistance	\$225,000.00	\$150,000.00	\$110,000.00	\$139,000.00	
42300	5311 Operating Assistance	\$503,210.00	\$503,210.00	\$531,772.00	\$552,134.00	
42400	5311(f) Operating Assistance	\$300,000.00	\$300,000.00	\$300,000.00	\$300,000.00	
42425	LCTOP Cap and Trade	\$110,000.00	\$2,500.00	\$10,500.00	\$97,356.00	
42415	Cal-OES	\$30,000.00	\$0.00	\$0.00	\$0.00	
42500	Advertising Contract	\$110,000.00	\$100,000.00	\$65,000.00	\$100,000.00	
42600	Ag Van Leases	\$23,000.00	\$43,656.00	\$45,000.00	\$45,000.00	
42625	Senior Center Administration	\$26,500.00	\$26,500.00	\$26,500.00	\$26,500.00	
42650	Maintenance Labor Revenue	\$25,000.00	\$39,603.00	\$25,000.00	\$35,000.00	
42800	RTAP	\$2,000.00	\$0.00	\$0.00	\$0.00	
42900	Investment (Interest) Income	\$15,000.00	\$5,458.00	\$2,500.00	\$1,500.00	
44000	Other - Fuel Rebates, etc.	\$800.00	\$326.00	\$550.00	\$4,000.00	
45000	CARES-5311	\$557,349.00	\$101,987.00	\$950,000.00	\$300,000.00	
46000	CARES-5311(F)	\$144,998.00	\$2,500.00	\$105,000.00	\$50,000.00	
	TOTAL REVENUES FROM OTHER SOURCES	\$3,954,729.00	\$5,011,285.00	\$5,999,583.00	\$5,478,251.00	

	TOTAL OPERATING REVENUE	\$4,861,729.00	\$5,564,343.00	\$6,444,583.00	\$5,765,481.00	
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