



Meeting Date: June 30th, 2021

Agenda Item: D.2

AGENDA SUMMARY REPORT

SUBJECT:

Discussion and Possible Adoption of Resolution 2021-__ Adopting the MTA Operations Budget and Wage Table for Fiscal Year 21-22

SUMMARY:

The Mendocino Council of Governments (MCOG) releases the Local Transportation Funds (LTF) as provided to them by the Mendocino Auditor's Office. The FY2021/2022 estimate was approximately an increase of 15% (approximately \$441,167) of which 15% is provided to the Senior Center Transportation Program.

Here are some assumptions we know:

- ✓ LTF Revenues have increased.
- ✓ STA Revenues (based on diesel gas tax) have dropped.
- ✓ Fare Revenues have already and will likely continue to drop and will be back-filled with CARES.
- ✓ Advertising Revenue declines.
- ✓ CARES funding has been secured.

The pertinent MTA staff have spent the past months working on this operating budget. This budget has been prepared to the best of their ability. Staff has taken the direction from the Board of Directors and applied those recommendations to this operating budget.

STAFF RECOMMENDATION:

Review, approve and adopt Resolution 2021-__, FY 2021/22 Operating Budget and Wage Table.

ATTACHMENTS

MTA 2021/2022 Final Operating Budget

Fiscal Year 2021/2022 Non-Represented Wage Table



MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2021-__
ADOPTION OF FISCAL YEAR 2021-2022
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 2021-2022 Operating Budget presented to the Board on June 30, 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 June 30, 2021, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Saprina Rodriguez, Chair

Jacob King, Executive Director

MENDOCINO TRANSIT AUTHORITY 2021/22 BUDGET W/ LINE ITEM BREAKDOWN			MTA 2021-2022 FINAL BUDGET		
TITLE	FY 2020-2021 Adopted	FY 2020-2021 Amended	FY 2021-2022 FIRST DRAFT	FY 2021-2022 FINAL	ADDITIONAL INFORMATION
OPERATING					
LABOR					
Operators Wages-Fixed Route-Ukiah	\$436,748.00	\$436,748.00	\$0.00	\$527,213.24	CBA 3% Increase
Operators Wages - Fixed Route - Fort Bragg	\$226,830.00	\$226,830.00	\$0.00	\$273,814.14	CBA 3% Increase
Operators Wages - South Coast	\$185,850.00	\$185,850.00	\$0.00	\$224,345.80	CBA 3% Increase
Operators Wages - DAR - Inland	\$98,000.00	\$98,000.00	\$0.00	\$118,299.11	CBA 3% Increase
Operators Wages - DAR - Fort Bragg	\$81,480.00	\$81,480.00	\$0.00	\$98,357.26	CBA 3% Increase
Operations-Supervisors/Dispatch	\$169,200.00	\$169,200.00	\$0.00	\$514,759.77	CBA 3% Increase
Maintenance & Facilities Salaries & Wages	\$291,075.00	\$291,075.00	\$0.00	\$475,298.95	CBA 3% Increase
Administrative Salaries	\$589,117.00	\$589,117.00	\$0.00	\$339,482.58	3% Increase
Administrative Staff	\$112,174.00	\$112,174.00	\$0.00	\$363,261.15	3% Increase - 3 New Positions
Longevity / Bonuses	\$19,760.00	\$19,760.00	\$0.00	\$0.00	
TOTAL SALARIES	\$2,210,234.00	\$2,210,234.00	\$2,600,000.00	\$2,934,832.00	TOTAL SALARIES
BENEFITS					
FICA/Medicare	\$31,930.00	\$35,400.00	\$45,500.00	\$51,359.56	1.75% of Gross Wages
Pension Plan (CalPERS)	\$192,000.00	\$176,820.00	\$208,000.00	\$234,786.56	Est. 8.0% of Gross Wages
CalPERS Unfunded Liability	\$132,705.00	\$132,705.00	\$174,000.00	\$174,069.00	Per CalPERS Annual Valuation Reports
ICMA Retirement Plan	\$1,200.00	\$2,000.00	\$2,000.00	\$0.00	One Employee No Longer on Plan
Medical Plan	\$668,620.00	\$575,000.00	\$638,000.00	\$660,000.00	Blue Shield & Cash In Lieu
Dental Plan- FSA - COBRA Admin	\$32,960.00	\$24,400.00	\$24,400.00	\$27,500.00	Adjusted for new employees
Vision Plan	\$3,337.20	\$1,980.00	\$2,000.00	\$2,500.00	Adjusted for new employees
Life Insurance	\$8,899.20	\$6,600.00	\$6,600.00	\$7,500.00	Adjusted for new employees
457 MTA Match	\$88,580.00	\$63,000.00	\$63,000.00	\$77,000.00	MTA Matches 4.5 % of Employee Contribution
Worker's Compensation Insurance	\$175,000.00	\$175,000.00	\$175,000.00	\$153,616.00	SDRMA Invoice Received
Unemployment Insurance	\$27,500.00	\$130,000.00	\$56,000.00	\$56,000.00	Estimate - MTA is self insured
Uniforms & Work Clothing Allowances	\$10,500.00	\$6,000.00	\$6,000.00	\$7,000.00	New employee Maint. Add 1000 -38.46 X26
Air Med Services (REACH)	\$3,500.00	\$3,000.00	\$3,000.00	\$3,000.00	Annual Invoice
Misc .	\$3,200.00	\$1,200.00	\$1,200.00	\$2,500.00	Employee Relations - All Staff
TOTAL BENEFITS	\$1,379,931.40	\$1,333,105.00	\$1,404,700.00	\$1,456,831.12	TOTAL BENEFITS

MENDOCINO TRANSIT AUTHORITY 2021/22 BUDGET W/ LINE ITEM BREAKDOWN			MTA 2021-2022 FINAL BUDGET		
TITLE	FY 2020-2021 Adopted	FY 2020-2021 Amended	FY 2021-2022 FIRST DRAFT	FY 2021-2022 FINAL	ADDITIONAL INFORMATION
SERVICE/USER FEES					
Vehicle Technical Services	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00	Outsourcing
Towing	\$3,200.00	\$1,000.00	\$3,200.00	\$3,200.00	
Property Maintenance Services	\$5,500.00	\$5,500.00	\$2,750.00	\$2,750.00	
Contract IT Services	\$32,100.00	\$9,750.00	\$30,000.00	\$30,000.00	Engage IT
Legal Counsel	\$10,500.00	\$16,000.00	\$16,000.00	\$25,000.00	Sloan, Sakai, Yeung & Wong LLP
Purchased Transportation	\$1,200.00	\$1,970.00	\$2,000.00	\$2,400.00	Willits ADA
Marketing	\$15,000.00	\$8,000.00	\$8,000.00	\$8,000.00	Contracted
Advertising, Legal Notices	\$15,000.00	\$18,000.00	\$18,000.00	\$18,000.00	Radio & Newspaper Advertising
Software Maintenance Fees	\$14,250.00	\$40,000.00	\$45,000.00	\$45,000.00	RouteMatch and Microsoft
Drug and Alcohol Services	\$11,000.00	\$6,000.00	\$6,000.00	\$6,000.00	
Facility Security System	\$7,200.00	\$1,500.00	\$1,500.00	\$1,500.00	Deep Valley Security
Accident / Incident Payables	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	
Professional & Technical Services	\$75,000.00	\$97,500.00	\$105,000.00	\$134,380.00	MUNIS, PayChex, GASB68, Accounting, TrackIT, Remix
TOTAL SERVICES / USER FEES	213,450.00	228,720.00	260,950.00	299,730.00	TOTAL SERVICES / USER FEES
MATERIALS & SUPPLIES CONSUMED					
Fuel	\$450,000.00	\$300,000.00	\$400,000.00	\$400,000.00	Wholesale prices have increased greatly - \$1+/gal
Tires	\$30,000.00	\$25,000.00	\$35,000.00	\$35,000.00	
Lubrication	\$25,000.00	\$10,000.00	\$25,000.00	\$25,000.00	
Tools	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	
Vehicle Maintenance & Repair Parts	\$53,000.00	\$35,000.00	\$50,000.00	\$50,000.00	
Expense Parts	\$2,100.00	\$2,100.00	\$2,500.00	\$2,500.00	
Shop Supplies	\$21,500.00	\$1,200.00	\$20,000.00	\$20,000.00	Consumables
Vehicle Accessories	\$1,200.00	\$0.00	\$0.00	\$0.00	Account no longer used
Facilities Maintenance & Repair Parts	\$30,000.00	\$20,000.00	\$35,000.00	\$35,000.00	Aramark, Home Depot, Friedmans
Office Supplies	\$37,500.00	\$25,000.00	\$25,000.00	\$25,000.00	Xerox
Computer Programs & Supplies	\$5,000.00	\$5,500.00	\$4,500.00	\$4,500.00	Adobe, Logmein, Info-Tech
Printing	\$15,000.00	\$7,000.00	\$7,000.00	\$7,000.00	Schedules, brochures
Safety & Emergency Supplies	\$1,500.00	\$500.00	\$1,500.00	\$1,500.00	
Other Materials & Supplies	\$5,500.00	\$14,000.00	\$14,000.00	\$14,000.00	
TOTAL MATERIALS & SUPPLIES	\$678,800.00	\$446,800.00	\$621,000.00	\$621,000.00	TOTAL MATERIALS & SUPPLIES
UTILITIES					
MTA Base	\$12,000.00	\$9,300.00	\$15,000.00	\$15,000.00	Water, Sewer & Solid Waste
Fort Bragg Base	\$3,200.00	\$3,900.00	\$6,000.00	\$6,000.00	Water, Sewer & Solid Waste, Propane
Willits Base	\$2,000.00	\$1,800.00	\$3,000.00	\$3,000.00	Water, Sewer & Solid Waste
Pacific Gas & Electric	\$9,500.00	\$7,600.00	\$7,600.00	\$7,600.00	Ukiah, Fort Bragg, Willits
TPx Communications	\$25,000.00	\$39,600.00	\$39,600.00	\$42,000.00	Ukiah Phones/Internet
Comcast	\$1,500.00	\$1,100.00	\$1,100.00	\$1,100.00	Fort Bragg Phones/Internet
Seakay	\$1,500.00	\$0.00	\$0.00	\$0.00	South Coast Telephone/Internet
Verizon	\$25,000.00	\$22,000.00	\$12,000.00	\$12,000.00	Admin/OPS Cellular
TOTAL UTILITIES	\$79,700.00	\$85,300.00	\$84,300.00	\$86,700.00	TOTAL UTILITIES

MENDOCINO TRANSIT AUTHORITY 2021/22 BUDGET W/ LINE ITEM BREAKDOWN			MTA 2021-2022 FINAL BUDGET		
TITLE	FY 2020-2021 Adopted	FY 2020-2021 Amended	FY 2021-2022 FIRST DRAFT	FY 2021-2022 FINAL	ADDITIONAL INFORMATION
VEHICLE, CASUALTY & LIABILITY COSTS					
Insurance	\$390,000.00	\$350,000.00	\$360,000.00	\$360,000.00	CalTIP, MacKey, Alliant
TOTAL CASUALTY & LIABILITY COSTS	\$390,000.00	\$350,000.00	\$360,000.00	\$360,000.00	TOTAL CASUALTY & LIABILITY COSTS
TAXES					
Taxes - State Board of Equalization	\$5,000.00	\$600.00	\$600.00	\$600.00	Out of State Purchases not taxed
Other Licensing Fees & Taxes	\$2,500.00	\$1,700.00	\$1,700.00	\$1,700.00	Hazardous Materials Permit
TOTAL TAXES	\$7,500.00	\$2,300.00	\$2,300.00	\$2,300.00	TOTAL TAXES
MISCELLANEOUS					
Dues & Subscriptions	\$10,250.00	\$10,250.00	\$10,000.00	\$16,000.00	Newspapers, CTA, CALACT, CSDA, AFTA
Travel	\$7,500.00	\$7,500.00	\$30,000.00	\$30,000.00	Fly to Inspect Buses, Trainings, Conferences
Board Expenses	\$5,500.00	\$500.00	\$500.00	\$500.00	Meeting Expenses
Safety Program	\$4,500.00	\$1,000.00	\$1,000.00	\$1,000.00	Awards-Banquets-Employee Incentives
Training	\$3,500.00	\$3,500.00	\$3,500.00	\$4,500.00	Classes, Seminars & Materials
CDL and DOT Physical Expenses	\$3,500.00	\$2,500.00	\$2,500.00	\$3,500.00	Drug Free USA
Other Miscellaneous	\$3,500.00	\$2,500.00	\$2,500.00	\$0.00	
TOTAL MISCELLANEOUS	\$38,250.00	\$27,750.00	\$50,000.00	\$55,500.00	TOTAL MISCELLANEOUS
LEASES & RENTALS					
Leases and Rentals	\$10,000.00	\$21,500.00	\$21,500.00	\$2,400.00	City of Willits, RCFP, South Coast
TOTAL LEASES & RENTALS	\$10,000.00	\$21,500.00	\$21,500.00	\$2,400.00	TOTAL LEASES & RENTALS
TOTAL OPERATING EXPENDITURES	\$5,007,865.40	\$4,705,709.00	\$5,404,750.00	\$5,819,293.12	TOTAL OPERATING EXPENDITURES

MENDOCINO TRANSIT AUTHORITY 2021/22 BUDGET W/ LINE ITEM BREAKDOWN	MTA 2021-2022 FINAL BUDGET
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TITLE	FY 2020-2021 Adopted	FY 2020-2021 Amended	FY 2021-2022 FIRST DRAFT	FY 2021-2022 FINAL	ADDITIONAL INFORMATION
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OPERATING REVENUE	FY 2020-2021 Adopted	FY 2020-2021 Amended	FY 2021-2022 FIRST DRAFT	FY 2021-2022 FINAL	ADDITIONAL INFORMATION
OPERATING REVENUE					
REVENUES FROM OPERATING					
Fixed Route Farebox Revenue	\$200,000.00	\$86,000.00	\$400,000.00	\$400,000.00	
Dial-A-Ride Farebox Revenue	\$75,000.00	\$45,000.00	\$60,000.00	\$60,000.00	
Redwood Coast Regional Center	\$35,000.00	\$65,000.00	\$65,000.00	\$65,000.00	
Sonoma County Contract	\$135,000.00	\$91,230.00	\$177,200.00	\$177,200.00	New 2021-2022 Contract
TOTAL OPERATING REVENUES	\$445,000.00	\$287,230.00	\$702,200.00	\$702,200.00	TOTAL OPERATING REVENUES

REVENUES FROM OTHER SOURCES					
Local Transportation Fund (LTF)	\$2,993,124.00	\$2,993,124.00	\$3,434,291.00	\$3,434,291.00	FY 2021-2022 MCOG Claim Amount
State Transit Assistance	\$834,637.00	\$834,637.00	\$655,221.00	\$455,221.00	FY 2021-2022 MCOG Operations Claim Amount
5310 Operating Assistance	\$110,000.00	\$139,000.00	\$0.00	\$0.00	
5311 Operating Assistance	\$531,772.00	\$552,134.00	\$552,134.00	\$552,134.00	
5311(f) Operating Assistance	\$300,000.00	\$300,000.00	\$300,000.00	\$300,000.00	
LCTOP Cap and Trade	\$10,500.00	\$97,356.00	\$90,000.00	\$90,000.00	
Cal-OES	\$0.00	\$0.00	\$0.00	\$0.00	
Advertising Contract	\$65,000.00	\$100,000.00	\$100,000.00	\$100,000.00	Helen Foraker
Ag Van Leases	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	MCF4
Senior Center Payments				-\$637,676.00	Payments to Senior Centers & Insurance
Senior Center Reimbursements				\$637,676.00	Payments from MCOG to reimburse MTA
Senior Center Administration	\$26,500.00	\$26,500.00	\$26,500.00	\$26,500.00	Annual Fee from MCOG
Maint Fuel Revenue (prior incl labor, parts)	\$25,000.00	\$35,000.00	\$0.00	\$23,000.00	No longer providing service to external customers
Investment Income	\$2,500.00	\$1,500.00	\$7,500.00	\$7,500.00	Interest - Mendocino County & Banks
Other - Fuel Rebates, etc.	\$550.00	\$4,000.00	\$4,000.00	\$4,000.00	
CARES-5311	\$950,000.00	\$300,000.00	\$550,000.00	\$550,000.00	
CARES-5311(F)	\$105,000.00	\$50,000.00	\$100,000.00	\$100,000.00	
TOTAL REVENUES FROM OTHER SOURCES	\$5,999,583.00	\$5,478,251.00	\$5,864,646.00	\$5,687,646.00	TOTAL REVENUES FROM OTHER SOURCES

TOTAL OPERATING REVENUE	\$6,444,583.00	\$5,765,481.00	\$6,566,846.00	\$6,389,846.00	TOTAL OPERATING REVENUE
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NET	\$570,552.88	REVENUE OVER EXPENSES
	-\$1,081,197.00	Estimated Depreciation
	-\$510,644.12	Net after Depreciation

			<u>Non-Represented</u>			
<u>ADMINISTRATION</u>	Step A	Step B	Step C	Step D	Step E	Step F
Executive Director	104954.14	*****By Contract*****				133952.72
CFO*	36.73	38.57	40.51	42.53	44.65	48.45
HR Director*	36.73	38.57	40.51	42.53	44.65	48.45
Finance Assistant	27.22	28.58	30.00	31.51	33.08	35.88
Mobility Manager	27.22	28.58	30.00	31.51	33.08	35.88
<u>MAINTENANCE</u>	Step A	Step B	Step C	Step D	Step E	Step F
Maintenance Manager*	41.64	43.71	45.89	48.20	50.62	54.92
Maintenance Specialst	24.49	25.73	27.00	28.37	29.78	32.29
<u>OPERATIONS</u>	Step A	Step B	Step C	Step D	Step E	Step F
Operations Manager* (Vacant)	40.42	42.44	44.56	46.79	49.14	53.32
Operations Supervisor	25.77	27.83	30.06	32.46	35.06	37.87
Operations Supervisor/Instructor	26.38	28.49	30.77	33.23	35.89	38.76
<u>NEW CLASSIFICATIONS</u>	Step A	Step B	Step C	Step D	Step E	Step F
Receptionist/Assistant Clerk of the Board	24.49	25.71	27.00	28.35	29.77	31.26
Office Assistant (Vacant)	24.49	25.71	27.00	28.35	29.77	31.26
Executive Assistant (Vacant)	28.87	30.31	31.83	33.42	35.09	36.85

* FLSA Exempt Position