



AGENDA
Meeting
of the
BOARD OF DIRECTORS
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
A Public Agency
February 22, 2011
8:00 a.m.
Santa Barbara MTD Auditorium
550 Olive Street, Santa Barbara, CA 93101

1. CALL TO ORDER

2. ROLL CALL OF THE BOARD OF DIRECTORS

Dave Davis, Chair; Roger Aceves, Vice Chair; Olivia Rodriguez, Secretary; Dick Weinberg, Director; Brian Fahnestock, Director; John Britton, Director; Chuck McQuary, Director

3. REPORT REGARDING POSTING OF AGENDA

8:00 A.M. TIME CERTAIN CONVENE TO CLOSED SESSION.

PUBLIC COMMENT WILL BE ALLOWED RELATED TO THE CLOSED SESSION ITEM(S) BEFORE THE RECESS.

RECESS TO CLOSED SESSION– UNION NEGOTIATIONS– (ACTION MAY BE TAKEN)

The Board will meet in closed session pursuant to Government Code §54957.6 to discuss labor negotiations with labor negotiators Sherrie Fisher, General Manager and Jerry Estrada, Assistant General Manager.

Employee Organization: International Brotherhood of Teamsters Union Local 186.

RECONVENE TO REGULAR SESSION

TIME CERTAIN 9:00 A.M. BOARD OF DIRECTORS MEETING

CONSENT CALENDAR

4. APPROVAL OF PRIOR MINUTES (ATTACHMENT- ACTION MAY BE TAKEN)

The Board will be asked to waive the reading of and approve the draft minutes for the meeting of February 8, 2011.

5. CASH REPORT- (ATTACHMENTS- ACTION MAY BE TAKEN)

The Board will be asked to review the cash report of February 1, 2011 through February 14, 2011.

THIS CONCLUDES THE CONSENT CALENDAR

6. PUBLIC COMMENT

Members of the public may address the Board on items within the jurisdiction of the Board that are not scheduled for public hearing. The time allotted per speaker will be at the discretion of the Board Chair. If you wish to address the Board under this item number, please complete and deliver to the MTD Board Clerk before the meeting is convened, a "Request to Speak" form including a description of the subject you wish to address. Additional public comment will be allowed during each agenda item, including closed session items. Please fill out the Request to Speak form and indicate the agenda item # that you wish to comment on.

7. RECOMMENDED BUDGET REVISIONS FOR FISCAL YEAR 2010-11 (ACTION MAY BE TAKEN)

Staff will present the recommended budget revision for the current fiscal year

8. MTD PROCUREMENT MANUAL AMENDMENT (ATTACHMENT- ACTION MAY BE TAKEN)

Staff recommends that the Board approve amending MTD's Procurement Manual as indicated on the attached staff report.

9. GENERAL MANAGER'S REPORT- (ACTION MAY BE TAKEN)

- a) Electric Vehicle Workshop
- b) GVPAC/Calle Real
- c) SBCAG/MTD Vote
- d) MTD/SBCAG service for Ventura
- e) Other

10. OTHER BUSINESS AND COMMITTEE REPORTS- (ACTION MAY BE TAKEN)

The Board will report on the Finance Committee Meeting.

11. RECESS TO CLOSED SESSION-GENERAL MANAGER PERFORMANCE EVALUATION (ACTION MAY BE TAKEN)

Conference with Labor Negotiators pursuant to Government Code Section 54957.6:

SBMTD designated representatives: MTD Board of Directors

SBMTD unrepresented employee: General Manager, Sherrie Fisher

PUBLIC COMMENT WILL BE ALLOWED RELATED TO THE CLOSED SESSION ITEM(S) BEFORE THE RECESS.

12. ADJOURNMENT

AMERICANS WITH DISABILITIES ACT: If you need special assistance to participate in this meeting, please contact the MTD Administrative Office at 963-3364 at least **48 hours in advance** of the meeting to allow time for MTD to attempt a reasonable accommodation.



DRAFT MINUTES
Meeting
of the
BOARD OF DIRECTORS
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
A Public Agency
February 8, 2011
8:30 a.m.
Santa Barbara MTD Auditorium
550 Olive Street, Santa Barbara, CA 93101

1. CALL TO ORDER

Chair Davis called the meeting to order at 8:31 a.m.

2. ROLL CALL OF THE BOARD OF DIRECTORS

Chair Davis reported that all members were present with the exception of Director Fahnestock.

3. REPORT REGARDING POSTING OF AGENDA

Imelda Martin, Executive Assistant to the General Manager and Board of Directors reported that the agenda was posted on February 4, 2011 at MTD's Administration offices, on MTD's website, mailed and e-mailed to those on the agenda minutes list.

CONSENT CALENDAR

4. & 5. APPROVAL OF PRIOR MINUTES AND CASH REPORT (ATTACHMENT- ACTION MAY BE TAKEN)

Vice Chair Aceves moved to approve the draft minutes for the meeting of January 25, 2011 with amendments and the cash report of January 18, 2011 through January 31, 2011. Director Rodriguez seconded the motion. Chair Davis and Director Britton abstained due to their absence. The motion passed unanimously.

THIS CONCLUDES THE CONSENT CALENDAR

6. PUBLIC COMMENT

Under public comment General Manager Fisher introduced Susan Schorr, MTD's new Maintenance Data Analyst, in the Maintenance Department. Ms. Schorr is taking the place of Pablo Zuniga who was promoted to Planning/ Scheduler.

7. HEALTH INSURANCE (ATTACHMENT- ACTION MAY BE TAKEN)

General Manager Fisher and HR/ Risk Manager, Gabriel Garcia, discussed the renewal of staff health insurance with the Board. Following the discussion and consensus of the Board, Director Aceves moved to approve the renewal of staff health insurance with PacificCare and staff dental insurance with Guardian Dental. Director Rodriguez seconded the motion. The motion passed unanimously.

8. LIABILITY INSURANCE (ATTACHMENT- ACTION MAY BE TAKEN)

Mr. Garcia reviewed the proposed insurance renewal for vehicles and general liability with the Board. Following a discussion, Director Britton moved to renew the liability insurance with National Interstate Insurance. Director Weinberg seconded the motion. The motion passed unanimously.

9. AWARD SOLE SOURCE CONTRACT TO GFI GENFARE FOR TICKET VENDING MACHINES- (ACTION MAY BE TAKEN)

Assistant General Manager/ Controller, Jerry Estrada, presented the results of the procurement for the ticket vending machines. Following the discussion and based upon the recommendation of the Controller, and having seen due diligence; Vice Chair Aceves moved to award the Sole Source Contract to GFI Genfare for the Ticket Vending Machines. Director McQuary seconded the motion. The motion passed unanimously.

10. AWARD CONTRACT TO EV AMERICA FOR ELECTRIC SHUTTLES (ACTION MAY BE TAKEN)

Assistant Controller, Brad Davis, presented a recommendation to award the contract for electric shuttles to EV America. Mr. Davis provided the Board with a brief history in the replacement process of the electric vehicles. Following a discussion, Director Rodriguez requested that the Board be informed of any setback due to a pending request for a line of credit by EV America.

Based on the research and assessment provided by MTD staff, Director Britton moved to approve staff's recommendation with a correction to change the additional budget allocation to \$228,000. Director Weinberg seconded the motion. The motion passed unanimously.

11. SIX-MONTH FINANCIAL STATEMENTS (ATTACHMENT- INFORMATIONAL)

Mr. Estrada reviewed Six-Month Financial Statements for FY 2010/11. Following an overview of Mr. Estrada's report, the Board thanked him for the update.

DIRECTOR RODRIGUEZ LEFT THE MEETING

12. QUARTERLY STAFF REPORTS (ATTACHMENT- ACTION MAY BE TAKEN)

The Board reviewed the quarterly staff reports for the period of October 1, 2009 through December 31, 2010.

AT THIS TIME CHAIR DAVIS REQUESTED THAT STAFF TABLE AGENDA ITEM # 16 TO A FUTURE BOARD MEETING

13. GENERAL MANAGER'S REPORT- (ACTION MAY BE TAKEN)

General Manager Fisher and Chair Davis updated the Board on MTD's request of Ex-Officio for Santa Barbara County Association of Governments (SBCAG) Board. The board concurred in amending MTD's original request to the SBCAG board for voting membership to that of requesting Ex-Officio status. The amended request was unanimously supported by the SBCAG South Coast Sub-Regional Committee, with one abstention, and will be presented to the full SBCAG board on February 17th.

14. OTHER BUSINESS AND COMMITTEE REPORTS- (ACTION MAY BE TAKEN)

There were no other business or committee reports.

15. RECESS TO CLOSED SESSION- UNION NEGOTIATIONS- (ACTION MAY BE TAKEN)

The Board met in closed session pursuant to Government Code §54957.6 to discuss labor negotiations with labor negotiators Sherrie Fisher, General Manager and Jerry Estrada, Assistant General Manager.

Employee Organization: International Brotherhood of Teamsters Union Local 186.

Upon returning to closed session, Chair Davis reported that no action was taken.

16. NOTE: ITEM #16: RECESS TO CLOSED SESSION-GENERAL MANAGER PERFORMANCE EVALUATION, WAS TABLED TO A FUTURE MEETING.

17. ADJOURNMENT

Director Britton moved to adjourn the meeting. Director Aceves seconded the motion. The meeting was adjourned at 10:25 a.m.

AMERICANS WITH DISABILITIES ACT: If you need special assistance to participate in this meeting, please contact the MTD Administrative Office at 963-3364 at least **48 hours in advance** of the meeting to allow time for MTD to attempt a reasonable accommodation.

Santa Barbara Metropolitan Transit District
Cash Report
Board Meeting of February 22, 2011
For the Period February 1, 2011 through February 14, 2011

MONEY MARKET

Beginning Balance February 1, 2011 **\$4,119,342.56**

Accounts Receivable	394,695.58
Passenger Fares	177,376.19
Advertising/Prepaid Deposi	94,327.73
Interest Income - Jan 11	3,190.09
Miscellaneous/Asset Sales	510.00
Total Deposits	670,099.59

Bank Fee - Jan 11	19.53
ACH Garnishment Trf	(1,183.81)
WC Transfer - Jan 11	(23,704.54)
ACH Pensions Transfer	(34,404.58)
ACH Tax Deposit	(117,781.48)
Payroll Transfer	(280,429.94)
Operations Transfer	(547,625.48)
Total Disbursements	(1,005,110.30)

Ending Balance **\$3,784,331.85**

CASH INVESTMENTS

LAIF Account	\$3,293,275.67
Money Market Account	3,784,331.85

Total Cash Balance **\$7,069,218.68**

SELF INSURED LIABILITY ACCOUNTS

WC / Liability Reserves	(\$1,402,339.31)
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Working Capital **\$5,843,538.55**

**Santa Barbara Metropolitan Transit District
Accounts Payable**

Check #	Date	Company	Description	Amount	Voids
97656	2/4/2011	ROGER ACEVES	DIRECTOR FEES	180.00	
97657	2/4/2011	AMERICAN WATER WORKS, INC	POWER WASHER PARTS	86.64	
97658	2/4/2011	AXLE TECH INTERNATIONAL DB	BUS PARTS	1,182.01	
97659	2/4/2011	BOMAR SECURITY & INVESTIGATIO	SECURITY SERVICES	102.08	
97660	2/4/2011	JOHN BRITTON	DIRECTOR FEES	120.00	
97661	2/4/2011	CARQUEST AUTO PARTS	BUS/SV PARTS & SUPPLIES	135.45	
97662	2/4/2011	CENTRAL CITY ABS, INC.	BUS SUPPLIES	161.81	
97663	2/4/2011	CENTRAL COAST CIRCULATION, LL	BUS BOOK DISTRIBUTION	575.00	
97664	2/4/2011	COMPASS CONCEPTS, INC	SHOP SUPPLIES	74.88	
97665	2/4/2011	COAST TRUCK PARTS	BUS PARTS	275.29	
97666	2/4/2011	CUNNINGHAM, CHARLES	REIMBURSEMENT	49.00	
97667	2/4/2011	BRADLEY P DAVIS	REIMBURSEMENT	98.58	
97668	2/4/2011	DAVID DAVIS JR.	DIRECTOR FEES	180.00	
97669	2/4/2011	DELTA DENTAL - CLIENT SERVICES	DENTAL INSURANCE	363.60	
97670	2/4/2011	DELTACARE USA #06485-0001	DENTAL INSURANCE	65.46	
97671	2/4/2011	DENMUN OFFICE EQUIPMENT	OFFICE MACHINE SUPPLIES/MAINTEN	1,080.00	
97672	2/4/2011	DOCUPRODUCTS CORPORATION	COPIER COPIES & SUPPLIES	515.25	
97673	2/4/2011	DOWNTOWN ORGANIZATION, INC.	TC MAINTENANCE/DUES	450.00	
97674	2/4/2011	EV AMERICA	REIMBURSEMENT	91.43	
97675	2/4/2011	EVERYTHING ELECTRIC	SHOP/BUS SUPPLIES	271.98	
97676	2/4/2011	EXPRESS AUTO PARTS EXCHANGE,	BUS PARTS	530.43	
97677	2/4/2011	FEDERAL EXPRESS CORP.	FREIGHT CHARGES	54.77	
97678	2/4/2011	BRIAN FAHNESTOCK	DIRECTOR FEES	120.00	
97679	2/4/2011	GIBBS INTERNATIONAL INC	BUS PARTS	1,404.19	
97680	2/4/2011	GILLIG LLC	BUS PARTS	1,873.15	
97681	2/4/2011	GOODYEAR TIRE & RUBBER CO	LEASED TIRES	9,548.26	
97682	2/4/2011	GRAINGER, INC.	SHOP/B&G SUPPLIES	163.64	
97683	2/4/2011	GUARDIAN DENTAL INSURANCE	DENTAL INSURANCE	3,598.14	
97684	2/4/2011	GUARDIAN LIFE INS CO. CORP.	LIFE INSURANCE	914.94	
97685	2/4/2011	H.G. MAKELIM CO.	BUS PARTS	1,879.85	
97686	2/4/2011	H. G. PETERSEN FAMILY PROPERTIE	PARKING FOR VALLEY BUSES	100.00	
97687	2/4/2011	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	74.26	
97688	2/4/2011	IPC (USA), INC.	BUS FUEL	22,521.02	
97689	2/4/2011	THE JANEK CORP	BUS PARTS	978.75	
97690	2/4/2011	LARA'S AUTO REPAIR DBA	BUS REPAIRS	70.00	
97691	2/4/2011	MAR-CO INDUSTRIES INC	BUS PARTS	291.07	
97692	2/4/2011	MEDICAL EYE SERVICES, INC.	VISION SERVICES	301.34	

Check #	Date	Company	Description	Amount	Voids
97693	2/4/2011	CHUCK MCQUARY	DIRECTOR FEES	120.00	
97694	2/4/2011	MARVAC ELECTRONICS	OFFICE SUPPLIES	28.27	
97695	2/4/2011	MISSION LINEN SUPPLY, INC	UNIFORM & LINEN SERVICE	3,604.59	
97696	2/4/2011	MOUNTAIN SPRING WATER	SHOP & OFFICE SUPPLIES	1,057.08	
97697	2/4/2011	NU-COOL REDI GREEN	COOLANTS & SHOP SUPPLIES	262.52	
97698	2/4/2011	PREVOST CAR INC.- CREDIT DEPT.	BUS PARTS	2,191.47	
97699	2/4/2011	O'REILLY, RICHARD	TOOL ALLOWANCE	1,100.00	
97700	2/4/2011	PACIFICARE OF CALIFORNIA	HEALTH INSURANCE	46,733.52	
97701	2/4/2011	PORT SUPPLY	BUS PARTS	14.00	
97702	2/4/2011	POWERSTRIDE BATTERY	EV BATTERIES	556.93	
97703	2/4/2011	OLIVIA RODRIGUEZ	DIRECTOR FEES	180.00	
97704	2/4/2011	ROOFING CONCEPTS INC	ROOF REPAIRS	1,188.40	
97705	2/4/2011	SERVICE MASTER OF SANTA BARB	JANITORIAL SERV./SUPPLIES	225.00	
97706	2/4/2011	SO. CAL. EDISON CO.	UTILITIES	3,579.31	
97707	2/4/2011	SURFACE TECHNOLOGY COMPANY	GRAFFITI REMOVER	558.00	
97708	2/4/2011	SB CITY OF-REFUSE/WATER	UTILITIES	3,441.61	
97709	2/4/2011	SB COUNTY-AUDITOR/CONTROLLE	LAFCO BUDGET PRO RATA SHARE	6,350.00	
97710	2/4/2011	TELCOM, INC.	RADIO INSTALLATION & SERVS.	6,003.00	
97711	2/4/2011	THE LIGHTHOUSE	SHOP SUPPLIES	17.54	
97712	2/4/2011	TRI-COUNTY AUTO GLASS INC	REPLACE BUS WINDOWS	1,110.00	
97713	2/4/2011	TOWER ROOFING INC.	ROOF REPLACEMENT	469.35	
97714	2/4/2011	TRANSIT PRODUCTS AND SERVICES	BUS PARTS	10,182.87	
97715	2/4/2011	INTERSTATE CAPITAL CORPORATI	UNIFORMS	341.32	
97716	2/4/2011	VALLEY POWER SYSTEMS, INC.	BUS PARTS	440.98	
97717	2/4/2011	WESTERN STATES TRANSMISSIONS	BUS PARTS	77.87	
97718	2/4/2011	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	1,069.59	
97719	2/4/2011	RICHARD WEINBERG	DIRECTOR FEES	180.00	
97720	2/4/2011	ZIELINSKI, DALE	REIMBURSEMENT	177.65	
97721	2/14/2011	ALLIED ELECTRONICS	BUS PARTS	124.41	
97722	2/14/2011	ARIAS, IGNACIO	TOOL ALLOWANCE	1,100.00	
97723	2/14/2011	AMERICAN NAMEPLATE COMPANY	ENGRAVING SERVICES	10.44	
97724	2/14/2011	BIG BRAND TIRES	SERVICE VEHICLE MAINTENANCE	80.64	
97725	2/14/2011	BNS ELECTRONICS, INC.	GIB. SITE RENTAL	252.17	
97726	2/14/2011	CARQUEST AUTO PARTS	BUS/SV PARTS & SUPPLIES	3.96	
97727	2/14/2011	CENTRAL CITY ABS, INC.	BUS SUPPLIES	68.02	
97728	2/14/2011	CHILD SUPPORT ENFORCEMENT AG	PAYROLL RELATED	147.69	
97729	2/14/2011	COAST CLUTCH & BRAKE	BUS PARTS	175.04	
97730	2/14/2011	COMMUNITY RADIO, INC.	GIB. SITE RENTAL	226.79	
97731	2/14/2011	CINTAS FIRST AID & SAFETY LOC #	FIRST AID SUPPLIES	443.60	
97732	2/14/2011	CIO SOLUTIONS, LP	PROFESSIONAL SERVICES	6,620.22	

Check #	Date	Company	Description	Amount	Voids
97733	2/14/2011	COAST TRUCK PARTS	BUS PARTS	584.53	
97734	2/14/2011	COX COMMUNICATIONS	INTERNET & CABLE TV	212.96	
97735	2/14/2011	CUMMINS CAL PACIFIC LLC	BUS PARTS	359.78	
97736	2/14/2011	DEAILE, MARY	PAYROLL RELATED	106.15	
97737	2/14/2011	DENMUN OFFICE EQUIPMENT	OFFICE MACHINE SUPPLIES/MAINTEN	720.00	
97738	2/14/2011	DOCUPRODUCTS CORPORATION	COPIER COPIES & SUPPLIES	78.95	
97739	2/14/2011	DONS INDUSTRIAL SUPPLY DBA	B&G REPAIRS & SUPPLIES	206.85	
97740	2/14/2011	DOWNTOWN ORGANIZATION, INC.	TC MAINTENANCE/DUES	500.00	
97741	2/14/2011	EASY LIFT TRANSPORTATION, INC.	ADA SUBSIDY	47,867.00	
97742	2/14/2011	FEDEX OFFICE	PRINTING SERVICES	126.67	
97743	2/14/2011	STATE OF CALIFORNIA	PAYROLL RELATED	175.00	
97744	2/14/2011	FUERTE, LEONEL	REIMBURSEMENT	5.00	
97745	2/14/2011	GIBBS INTERNATIONAL INC	BUS PARTS	1,452.76	
97746	2/14/2011	GILLIG LLC	BUS PARTS	1,560.86	
97747	2/14/2011	GRAINGER, INC.	SHOP/B&G SUPPLIES	780.19	
97748	2/14/2011	HAHN, STEPHEN	REIMBURSEMENT	150.00	
97749	2/14/2011	H.G. MAKELIM CO.	BUS PARTS	1,064.51	
97750	2/14/2011	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	84.72	
97751	2/14/2011	INDOFF, INC.	OFFICE SUPPLIES	1,350.87	
97752	2/14/2011	UNITED STATES TREASURY - IRS	PAYROLL RELATED	500.00	
97753	2/14/2011	IPC (USA), INC.	BUS FUEL	44,962.61	
97754	2/14/2011	THE JANEK CORP	BUS PARTS	924.38	
97755	2/14/2011	SHERIFF CIVIL BUREAU	PAYROLL RELATED	983.78	
97756	2/14/2011	LARA'S AUTO REPAIR DBA	BUS REPAIRS	45.00	
97757	2/14/2011	LDM ENGINEERING INC.	SECURITY SYSTEM	33,755.69	
97758	2/14/2011	MANKER, DEVRIN	TOOL ALLOWANCE	1,100.00	
97759	2/14/2011	MCMaster-CARR SUPPLY CO.	SHOP/B&G SUPPLIES	121.79	
97760	2/14/2011	MIKE CUEVAS GARDENING SERVIC	LANDSCAPE MAINTENANCE SERVICE	630.00	
97761	2/14/2011	MGB INDUSTRIAL SUPPLY	B&G REPAIRS & SUPPLIES	103.49	
97762	2/14/2011	MILPAS RENTAL INC.	EQUIPMENT RENTAL	61.13	
97763	2/14/2011	NU-COOL REDI GREEN	COOLANTS & SHOP SUPPLIES	125.86	
97764	2/14/2011	PREVOST CAR INC.- CREDIT DEPT.	BUS PARTS	239.09	
97765	2/14/2011	OTTIERI, ANN BRADY	PAYROLL RELATED	277.00	
97766	2/14/2011	PACIFIC TRUCK PARTS INC.	BUS PARTS	1,234.98	
97767	2/14/2011	PB-RESERVE ACCOUNT	PREPAID POSTAGE	1,500.00	
97768	2/14/2011	PRAXAIR DISTRIBUTION, INC.	SHOP SUPPLIES	131.57	
97769	2/14/2011	REPUBLIC ELEVATOR, INC	ELEVATOR MAINTENANCE	132.07	
97770	2/14/2011	SB COUNTY FEDERAL CREDIT UNIO	PAYROLL DEDUCTION	1,348.00	
97771	2/14/2011	SB LOCKSMITHS, INC.	B&G REPAIR & SUPPLIES	1,138.80	
97772	2/14/2011	SEELEY, KAREN	PAYROLL RELATED	75.69	

BOARD OF DIRECTORS REPORT

MEETING DATE: FEBRUARY 22, 2011 **AGENDA ITEM #: 7**

TYPE: INFORMATION

PREPARED BY: JERRY ESTRADA

Signature

REVIEWED BY: GENERAL MANAGER

GM Signature

SUBJECT: RECOMMENDED SIX-MONTH BUDGET REVISIONS FOR FISCAL YEAR 2010-11

RECOMMENDATION:

Staff recommends that the Board of Directors approve the proposed budget revisions for fiscal year 2010-11.

DISCUSSION:

Finance staff presented its assessment of the six-month financials statements for the period ending December 31, 2010 to the Board of Directors at the last board meeting. Staff has prepared its recommended budget revisions upon the results of that assessment. Staff has prepared and attached the completed budget revision documents for review and approval.

Below is a simplified summary of the recommended revisions with a brief explanation:

Summary of Fiscal Year 10-11 Proposed Operating Budget Revisions

Operating Budget

	Adopted Budget FY 10/11	Proposed Revisions FY 10/11	\$ Change
<u>Revenues</u>			
Passenger Fares	\$8,075,861	\$8,012,933	(\$62,928)
Non-Transportation Income	604,108	665,508	61,400
Subsidies	13,006,139	13,101,592	95,453
			\$93,925
<u>Expenses</u>			
Wages	\$1,971,597	\$1,929,097	(\$42,500)
Fringe Benefits	\$904,931	\$842,329	(\$62,602)
Public Liability	\$426,865	\$531,865	\$105,000
Workers Compensation	\$474,182	\$537,045	\$62,863
Materials & Supplies	\$2,744,069	\$2,740,530	(\$3,539)
Services	\$500,570	\$516,373	\$15,803
Miscellaneous	\$149,260	\$168,160	\$18,900
			\$93,925

Operating Revenues

Passenger Fares

Staff is recommending that passenger fare revenue be reduced by \$62,928 to reflect a drop in cash fares due to declining ridership and a shift by riders toward discounted passes. Also, affecting the projected revenue figures is lower than anticipated enrollment figures at UCSB and SBCC that result in decreased subsidy of the student bus pass programs. The City of Santa Barbara's MyRide program is also down more than what was originally anticipated.

Non-Transportation Income

Advertising sales has increased dramatically versus prior fiscal year results justifying an increase in the budgeted expectation of \$50,000. The remaining increase in Non-Transportation income is primarily associated with the sale of assets, namely service vehicles that resulted in a much higher than anticipated return.

Subsidies

The budget revision of \$95,423 in operating subsidies consists of better than expected sales tax revenue, which eliminated the need to utilize federal stimulus funds to balance the operating budget. Also, a need to increase the amount of CMAQ funds drawn down by \$135,926 to cover costs associated with the IV/Shuttle service makes up the majority of the change. The IV/Shuttle service has become very popular with UCSB students driving the ridership figures for the line up but resulting in a very low farebox ratio due to MTD's contractual obligation to the students.

Operating Expenses

Wages and Fringe Benefits

Staff proposes budget revisions to the wage and fringe benefit accounts that would reduce the budget by \$105,102. A number of accounts were revised to reflect employee time allocated to different departments than what was originally anticipated. The majority of the changes had to do with the domino effect resulting from the retirement of a staff member from the Planning Department at the beginning of the fiscal year.

The position was filled by a staff member from the maintenance department. As a result, MTD operating the first six-months of the fiscal year with one employee splitting his time between two departments. This resulted in a savings of one full-time equivalent for that period of time. The vacated position in maintenance has now been back-filled.

Public Liability & Workers Compensation

The proposed budget changes reflect an increase in liability and workers compensation costs of \$167,863. Unfortunately, claims associated with both liability and workers compensation has risen resulting in a significant increase in legal costs.

Materials & Supplies / Services / Miscellaneous

Overall, materials, supplies and professional services are proposed to increase by \$31,164 combined. Fuel and lubricants account for \$21,861 of the increase. Legal fees are expected to exceed the original budget by \$70,000 due to a variety of reasons; including contract negotiations, procurement policy modifications, employee matters etc. The miscellaneous services account is recommended for an increase to reflect costs associated with additional actuarial studies that were approved by the Board as well as security related costs that were extended a few months.

A good portion of the increases discussed above were offset by lower than anticipated bus parts costs as well as by a decision by staff to freeze a number of budgeted promotions and advertising programs.

Summary of Fiscal Year 10-11 Proposed Capital Budget Revisions

Capital Budget

	Adopted Budget FY 10/11	Proposed Revisions FY 10/11	\$ Change
<u>Revenues</u>			
Prop. 1B Capital Assistance Funds	4,915,856	4,235,856	(680,000)
State Transit Assistance (TDA - STA) - PY	450,324	1,558,389	1,108,065
Federal Capital Assistance	5,958,888	6,441,229	482,341
			<u>\$910,406</u>
<u>Expenses</u>			
Buses	\$9,651,655	\$10,446,661	\$795,006
Bus Rehab	652,400	715,500	63,100
Fixed Facilities	718,183	752,483	34,300
Management Info Systems	32,000	47,000	15,000
Office Furniture & Equipment	5,000	8,000	3,000
			<u>\$910,406</u>

Capital Budget

The revenue adjustments are needed to correctly reflect the District's intent to use \$680,000 in State Transportation Assistance. The original budget erroneously identified the use of Prop. 1B - Capital Assistance Funds. The aforementioned adjustment has a net zero impact on the capital budget as it just identifies a different source. The second major change increases the use federal ARRA Stimulus funds for the purpose of purchasing two additional replacement buses as was originally approved by the FTA. The revisions also include potential improvements to the transit center as well as the acquisition of additional mobile on-time performance system modules and a replacement copy machine for the operations department.



***OPERATING & CAPITAL BUDGET
FISCAL YEAR 2010/2011
BUDGET REVISION***

*Santa Barbara Metropolitan Transit District
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Submitted: February 22, 2011

SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

**OPERATING & CAPITAL BUDGET
FISCAL YEAR 2010/2011**

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OPERATING & CAPITAL BUDGET
FISCAL YEAR 2010/2011

Operating Budget	Adopted Budget FY 10/11	Proposed Revisions FY 10/11	\$ Change
<u>Revenue</u>			
Passenger Fares	\$8,075,861	\$8,012,933	(\$62,928)
FTA Operating Assistance	4,448,987	4,448,987	0
FTA CMAQ Operating Assistance	221,100	357,026	135,926
FTA ARRA Stimulus Funds	382,759	0	(382,759)
Property Tax Revenue	782,000	795,000	13,000
Local Operating Assistance	94,165	123,451	29,286
Measure A	1,477,128	1,477,128	0
Non-Transportation Income	604,108	665,508	61,400
Sales Tax Revenue (TDA-LTF) CY	5,600,000	5,900,000	300,000
Total Operating Revenue	\$21,686,108	\$21,780,033	\$93,925
<u>Expense</u>			
Route Operations	\$12,246,051	\$12,433,424	\$187,373
Vehicle Maintenance	5,377,117	5,346,276	(30,840)
Passenger Accommodations	1,759,437	1,615,874	(143,564)
General Overhead	2,303,503	2,384,459	80,956
Total Operating Expense	\$21,686,108	\$21,780,033	\$93,925
<u>Required to Balance Operating Budget:</u>			
Sales Tax Revenue (TDA - LTF) Reserve	\$0	\$0	
Capital Budget			
<u>Revenue</u>			
Sales Tax Revenue (TDA - LTF) CY	\$0	\$0	\$0
Measure A - Capital Replacement Fund	680,000	680,000	0
Local Capital Assistance	0	0	0
Prop. 1B Capital Assistance Funds	4,915,856	4,235,856	(680,000)
State Transit Assistance (TDA - STA) - CY	0	0	0
State Transit Assistance (TDA - STA) - PY	450,324	1,558,389	1,108,065
Federal Capital Assistance	5,958,888	6,441,229	482,341
Total Capital Revenue	\$12,005,068	\$12,915,474	\$910,406
<u>Expense - Projects</u>			
Buses	\$9,651,655	\$10,446,661	\$795,006
Bus Rehab	652,400	715,500	63,100
Fixed Facilities	718,183	752,483	34,300
WIP - Calle Real Development	0	0	0
Radios & Fareboxes	475,000	475,000	0
Service Vehicles	50,000	50,000	0
Bus Stops	358,630	358,630	0
Shop Equipment	62,200	62,200	0
Management Info Systems	32,000	47,000	15,000
Office Furniture & Equipment	5,000	8,000	3,000
Total Capital Projects	\$12,005,068	\$12,915,474	\$910,406
<u>Required to Balance Capital Budget:</u>			
Sales Tax Revenue (TDA - LTF) Reserve	\$0	\$0	0
TOTAL OPERATING & CAPITAL	\$33,691,176	\$34,695,507	(\$1,004,331)
Sales Tax Revenue (TDA - LTF) Reserve			
Beginning Balance	\$6,589,238	\$6,816,430	
Net Gain/Loss from Activities	0	0	
*Post-Retirement Benefits - Retiree Health Care	(880,000)	(951,720)	
Ending Balance	\$5,709,238	\$5,864,710	

*The Post-Retirement figure represents the estimated annual unfunded liability associated with retiree health insurance commitments. Consistent with Generally Accepted Accounting Principals (GAAP) Statement No. 45, MTD books the estimated unfunded liability at the end of the fiscal year.

OPERATING REVENUE BUDGET
FISCAL YEAR 2010/2011

	Adopted Budget FY 10/11	Proposed Revisions FY 10/11	\$ Change
<i>FAREBOX REVENUE</i>			
Cash Fares	\$2,861,916	\$2,745,439	(\$116,477)
Downtown-Waterfront Shuttle/My Ride	1,312,993	1,286,698	(26,294)
UCSB Contract Fares	962,153	941,368	(20,785)
SBCC Contract Fares	851,627	826,725	(24,903)
Carpinteria Seaside Shuttle	0	0	0
Amtrak Fares	550	550	0
Special Event Fares	1,500	6,000	4,500
Brooks Pass Program	9,000	10,000	1,000
Day Pass	1,282	1,922	641
Adult 10-Ride Passes	740,339	792,163	51,824
Student 10-Ride Passes	347,657	335,489	(12,168)
Senior/Disabled 10-Ride Passes	102,952	92,656	(10,295)
Valley Express 10-Ride Passes	52,654	52,654	0
Adult 30-Day Pass	502,903	578,339	75,435
Student 30-Day Pass	106,231	118,979	12,748
Senior/Disabled 30-Day Pass	184,570	186,415	1,846
Valley Express 30-Day Pass	37,536	37,536	0
<i>Subtotal</i>	<u>\$8,075,861</u>	<u>\$8,012,933</u>	<u>(\$62,928)</u>
<i>NON-TRANSPORTATION INCOME</i>			
Advertising on Buses	\$380,000	\$430,000	\$50,000
Interest on Investments	48,000	35,000	(13,000)
Overpass Lease & Misc	176,108	200,508	24,400
<i>Subtotal</i>	<u>\$604,108</u>	<u>\$665,508</u>	<u>\$61,400</u>
<i>SUBSIDIES</i>			
TDA Sales Tax Revenue	\$5,600,000	\$5,900,000	\$300,000
(Amount applied to capital)	0	0	0
FTA Formula Assistance	4,448,987	4,448,987	0
FTA CMAQ Operating Assistance	221,100	357,026	135,926
FTA ARRA Stimulus Funds	382,759	0	(382,759)
Property Tax Revenue	782,000	795,000	13,000
Measure A	1,477,128	1,477,128	0
LOA	94,165	123,451	29,286
<i>Subtotal</i>	<u>\$13,006,139</u>	<u>\$13,101,592</u>	<u>\$95,453</u>
TOTAL OPERATING REVENUE	<u><u>\$21,686,108</u></u>	<u><u>\$21,780,033</u></u>	<u><u>\$93,925</u></u>

OPERATING EXPENSE BUDGET
FISCAL YEAR 2010/2011

	Adopted Budget FY 10/11	Proposed Revisions FY 10/11	\$ Change
<i>ROUTE OPERATIONS</i>			
Drivers	\$9,517,284	\$9,517,284	\$0
Dispatch & Supervision	483,961	505,672	21,711
Hiring & Training	270,817	250,545	(20,272)
Risk & Safety	1,399,571	1,585,505	185,934
Transportation Subsidies	574,418	574,418	0
<i>Subtotal</i>	<u>\$12,246,051</u>	<u>\$12,433,424</u>	<u>\$187,373</u>
<i>VEHICLE MAINTENANCE</i>			
Mechanics	\$1,105,559	\$1,105,559	\$0
Cleaners & Fuelers	708,868	708,868	0
Supervision	530,822	520,428	(10,394)
Vehicle Consumables	2,110,123	2,136,784	26,661
Bus Parts & Supplies	805,760	775,760	(30,000)
Vendor Services	51,500	47,500	(4,000)
Risk & Safety	64,484	51,377	(13,107)
<i>Subtotal</i>	<u>\$5,377,117</u>	<u>\$5,346,276</u>	<u>(\$30,840)</u>
<i>PASSENGER ACCOMMODATIONS</i>			
Passenger Facilities	\$786,479	\$674,620	(\$111,859)
Transit Development	354,450	365,155	10,704
Promotion & Information	302,481	280,071	(22,409)
Fare Revenue Collection	316,028	296,028	(20,000)
<i>Subtotal</i>	<u>\$1,759,437</u>	<u>\$1,615,874</u>	<u>(\$143,564)</u>
<i>GENERAL OVERHEAD</i>			
Finance	\$589,132	\$589,132	\$0
Personnel	100,814	100,814	0
Utilities & Communication	210,000	215,000	5,000
Operating Facilities	260,261	266,564	6,303
District Administration	1,143,296	1,212,949	69,653
<i>Subtotal</i>	<u>\$2,303,503</u>	<u>\$2,384,459</u>	<u>\$80,956</u>
TOTAL OPERATING COST	<u><u>\$21,686,108</u></u>	<u><u>\$21,780,033</u></u>	<u><u>\$93,925</u></u>

CAPITAL PROJECT DETAIL
FISCAL YEAR 2010/2011

CAPITAL PROJECT FUNDING PLAN
FISCAL YEAR 2010/2011

	<i>Original Budget</i>	<i>Proposed Revisions</i>	<i>Change</i>	<i>Revenue</i>	<i>TDA-STA</i>	<i>Measure A</i>	<i>Prop 1B- PTMISEA</i>	<i>Prop 1B- TSC</i>	<i>Federal</i>	<i>Other</i>
REVENUE VEHICLE PURCHASES										
40' Hybrid Buses (7) (\$601,783)	\$4,229,132	\$4,229,132	\$0	\$4,229,132	\$473,759		\$3,755,373			
40' Diesel Buses (9) (\$397,503)	2,782,523	3,577,529	795,006	3,577,529	12,665				3,564,864	
22' Shuttles (8) (\$330,000)	2,640,000	2,640,000	0	2,640,000	691,195				1,948,805	
<i>Subtotal</i>	<u>\$9,651,655</u>	<u>\$10,446,661</u>	<u>\$795,006</u>							
REVENUE VEHICLE IMPROVEMENTS										
Diesel Fleet Drivetrains	\$507,400	\$486,300	(\$21,100)	486,300			486,300			
EV Drivetrain/Battery Chargers etc	140,000	159,200	19,200	159,200			159,200			
Lithium Battery Project	5,000	70,000	65,000	70,000	70,000					
<i>Subtotal</i>	<u>\$652,400</u>	<u>\$715,500</u>	<u>\$63,100</u>							
OFFICE FURNITURE & EQUIPMENT										
Office Furniture Allowance	\$5,000	\$8,000	\$3,000	8,000	8,000					
<i>Subtotal</i>	<u>\$5,000</u>	<u>\$8,000</u>	<u>\$3,000</u>							
MANAGEMENT INFORMATION SYSTEMS										
Software Programming	\$0	\$0	\$0	0						
Google Transit Intergration	\$16,000	\$16,000	\$0	16,000	16,000					
Mobile On-Time Performance Solution	1,000	16,000	15,000	16,000	16,000					
PC Hardware/ Major Software Upgrades	15,000	15,000	0	15,000	15,000					
<i>Subtotal</i>	<u>\$32,000</u>	<u>\$47,000</u>	<u>\$15,000</u>							
SERVICE VEHICLES										
Service Vehicle Replacements	\$50,000	\$50,000	\$0	50,000	50,000					
<i>Subtotal</i>	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$0</u>							
BUS STOP EQUIPMENT										
Superstops	\$313,630	\$313,630	\$0	313,630	36,070				277,560	
Bus Stop Upgrades	45,000	45,000	0	45,000	10,500	34,500				
<i>Subtotal</i>	<u>\$358,630</u>	<u>\$358,630</u>	<u>\$0</u>							
FIXED FACILITIES										
Facilities	\$7,700	\$12,000	\$4,300	12,000	12,000					
Security Improvements T1	480,483	480,483	0	480,483				480,483		
TC Expansion Project	200,000	200,000	0	200,000					200,000	
TC Fixed Facilities	30,000	60,000	30,000	60,000	60,000					
<i>Subtotal</i>	<u>\$718,183</u>	<u>\$752,483</u>	<u>\$34,300</u>							
FAREBOXES & RADIOS										
Fare Collection & Radio Allowance	\$475,000	\$475,000	\$0	475,000	25,000				450,000	
<i>Subtotal</i>	<u>\$475,000</u>	<u>\$475,000</u>	<u>\$0</u>							
SHOP EQUIPMENT										
Shop Equipment Allowance	\$62,200	\$62,200	\$0	62,200	62,200					
<i>Subtotal</i>	<u>\$62,200</u>	<u>\$62,200</u>	<u>\$0</u>							
TOTAL CAPITAL PROJECTS	<u><u>\$12,005,068</u></u>	<u><u>\$12,915,474</u></u>	<u><u>\$910,406</u></u>	<u><u>\$12,915,474</u></u>	<u><u>\$1,558,389</u></u>	<u><u>\$680,000</u></u>	<u><u>\$3,755,373</u></u>	<u><u>\$480,483</u></u>	<u><u>\$6,441,229</u></u>	<u><u>\$0</u></u>

ROUTE OPERATIONS BUDGET
FISCAL YEAR 2010/2011

	Adopted Budget FY 10/11	Proposed Revisions FY 10/11	\$ Change
DRIVERS			
Scheduled	\$5,836,570	\$5,836,570	\$0
Scheduled Overtime	237,869	237,869	0
Unscheduled Pay	171,001	171,001	0
Driver Lite Duty	2,282	2,282	0
FICA	538,579	538,579	0
Pension	896,679	896,679	0
Health	987,402	987,402	0
Sick Pay	110,451	110,451	0
Vacation Pay	426,926	426,926	0
Holiday Pay	230,653	230,653	0
Other Paid Leave	24,500	24,500	0
Unemployment Insurance	32,372	32,372	0
Uniforms	22,000	22,000	0
Drivers Subtotal	\$9,517,284	\$9,517,284	\$0
DISPATCH & SUPERVISION			
Supervisors	\$151,424	\$175,424	\$24,000
Staff	154,413	154,413	0
FICA	27,029	28,865	1,836
Pension	35,276	35,276	0
Health	67,339	63,214	(4,125)
Sick Pay	9,752	9,752	0
Vacation Pay	21,790	21,790	0
Holiday Pay	11,744	11,744	0
Other Paid Leave	4,192	4,192	0
Unemployment Insurance	1,001	1,001	0
Dispatch & Supervision Subtotal	\$483,961	\$505,672	\$21,711
HIRING & TRAINING			
Staff	\$36,500	\$36,500	\$0
Student Drivers	27,240	37,240	10,000
Existing Drivers/Supers	129,531	104,531	(25,000)
FICA	15,624	14,476	(1,148)
Pension	10,743	10,743	0
Health	16,329	12,204	(4,125)
Sick Pay	2,942	2,942	0
Vacation Pay	3,226	3,226	0
Holiday Pay	3,644	3,644	0
Other Paid Leave	1,150	1,150	0
Unemployment Insurance	364	364	0
Medical Exams & License Fees	21,225	21,225	0
Employment Advertising	400	400	0
Training, Travel & Meetings	1,900	1,900	0
Hiring & Training Subtotal	\$270,817	\$250,545	(\$20,272)
RISK & SAFETY			
Wages & Benefits			

ROUTE OPERATIONS BUDGET
FISCAL YEAR 2010/2011

	Adopted Budget FY 10/11	Proposed Revisions FY 10/11	\$ Change
Staff	\$61,976	\$61,976	\$0
Supervisors	253,288	246,288	(7,000)
Driver Accident Pay	1,141	1,141	0
FICA	27,342	26,806	(536)
Pension	26,931	26,931	0
Health	48,578	48,578	0
Sick Pay	3,129	3,129	0
Vacation Pay	20,823	20,823	0
Holiday Pay	14,300	14,300	0
Other Paid Leave	2,749	2,749	0
Unemployment Insurance	592	592	0
Wages & Benefits Subtotal	\$460,848	\$453,312	(\$7,536)
Public Liability			
Professional Services	98,837	\$178,837	\$80,000
Insurance	258,028	243,028	(15,000)
Current Year Incident Payouts	35,000	35,000	0
Current Year Incident Reserves	50,000	30,000	(20,000)
Prior Years Incident Payouts	20,000	80,000	60,000
Change in Prior Years Reserves	(20,000)	(20,000)	0
Public Liability Subtotal	\$441,865	\$546,865	\$105,000
Workers' Compensation			
Professional Services	136,973	\$172,943	\$35,970
Insurance	43,225	43,225	0
Current Year Incident Payouts	45,000	35,000	(10,000)
Current Year Incident Reserves	135,000	200,000	65,000
Prior Years Incident Payouts	175,000	240,000	65,000
Change in Prior Years Reserves	(50,000)	(130,000)	(80,000)
Miscellaneous Risk & Safety	11,660	24,160	12,500
Workers' Compensation Subtotal	\$496,858	\$585,328	\$88,470
<i>Risk & Safety Subtotal</i>	<u>\$1,399,571</u>	<u>\$1,585,505</u>	<u>\$185,934</u>
TRANSPORTATION SUBSIDIES			
Dial-a-Ride (Easy Lift)	\$574,418	\$574,418	\$0
Transportation Subsidies Subtotal	<u>\$574,418</u>	<u>\$574,418</u>	<u>\$0</u>
TOTAL ROUTE OPERATIONS	<u><u>\$12,246,051</u></u>	<u><u>\$12,433,424</u></u>	<u><u>\$187,373</u></u>

VEHICLE MAINTENANCE BUDGET
FISCAL YEAR 2010/2011

	Adopted Budget FY 10/11	Proposed Revisions FY 10/11	\$ Change
MECHANICS			
Mechanics	\$729,481	\$729,481	\$0
Less Mechanic Labor Capitalizatic	(21,794)	(21,794)	0
Mechanics-OT	6,947	6,947	0
FICA	65,044	65,044	0
Pension	86,296	86,296	0
Health	95,818	95,818	0
Sick Pay	25,935	25,935	0
Vacation Pay	55,780	55,780	0
Holiday Pay	30,579	30,579	0
Other Paid Leave	1,526	1,526	0
Unemployment Insurance	2,548	2,548	0
Uniforms	12,000	12,000	0
Tool Allowance	15,400	15,400	0
Mechanics Subtotal	<u>\$1,105,559</u>	<u>\$1,105,559</u>	<u>\$0</u>
CLEANERS & FUELERS			
Service Workers	\$422,916	\$422,916	\$0
FICA	35,057	35,057	0
Pension	72,345	72,345	0
Health	117,279	117,279	0
Sick Pay	7,052	7,052	0
Vacation Pay	20,696	20,696	0
Holiday Pay	19,343	19,343	0
Other Paid Leave	1,288	1,288	0
Unemployment Insurance	2,394	2,394	0
Uniforms	7,098	7,098	0
Medical Exams & License Fees	3,400	3,400	0
Cleaners & Fuelers Subtotal	<u>\$708,868</u>	<u>\$708,868</u>	<u>\$0</u>
SUPERVISION			
Staff	\$321,338	\$313,816	(\$7,522)
FICA	27,933	27,263	(669)
Pension	36,513	35,638	(875)
Health	96,332	96,277	(55)
Sick Pay	2,086	2,035	(50)
Vacation Pay	20,856	20,183	(673)
Holiday Pay	13,904	13,567	(337)
Other Paid Leave	6,952	6,784	(168)
Unemployment Insurance	910	865	(46)
Training, Travel & Meetings	4,000	4,000	0
Supervision Subtotal	<u>\$530,822</u>	<u>\$520,428</u>	<u>(\$10,394)</u>

VEHICLE MAINTENANCE BUDGET
FISCAL YEAR 2010/2011

	Adopted Budget FY 10/11	Proposed Revisions FY 10/11	\$ Change
VEHICLE CONSUMABLES			
Fuel & Lubricants	\$1,856,909	\$1,878,770	\$21,861
Electric Vehicle Power	85,200	90,000	4,800
Tire Lease	158,014	158,014	0
Tire Mounting	10,000	10,000	0
<i>Vehicle Consumables Subtotal</i>	<u>\$2,110,123</u>	<u>\$2,136,784</u>	<u>\$26,661</u>
VEHICLE PARTS & SUPPLIES			
Bus Parts Issued	\$717,760	\$687,760	(\$30,000)
Shop Supplies	62,500	62,500	0
Bus Servicing Supplies	13,500	13,500	0
Hazmat Disposal & Compliance	12,000	12,000	0
<i>Vehicle Part & Supplies Subtotal</i>	<u>\$805,760</u>	<u>\$775,760</u>	<u>(\$30,000)</u>
VENDOR BUS REPAIRS			
Vandalism Repairs	\$13,000	\$13,000	\$0
Accident Damage Repairs	7,500	7,500	0
Accident Claim Collections	(4,000)	(8,000)	(4,000)
Other Vendor Repairs	35,000	35,000	0
<i>Vendor Bus Repairs Subtotal</i>	<u>\$51,500</u>	<u>\$47,500</u>	<u>(\$4,000)</u>
RISK & SAFETY			
Workers' Comp Services	\$7,209	\$9,102	\$1,893
Workers' Comp Insurance	2,275	2,275	0
Current Year Incident Payouts	25,000	10,000	(15,000)
Current Year Incident Reserves	25,000	25,000	0
Prior Years Incident Payouts	30,000	30,000	0
Change in Prior Years Reserves	(25,000)	(25,000)	0
<i>Risk & Safety Subtotal</i>	<u>\$64,484</u>	<u>\$51,377</u>	<u>(\$13,107)</u>
TOTAL VEHICLE MAINTENANCE	<u><u>\$5,377,117</u></u>	<u><u>\$5,346,276</u></u>	<u><u>(\$30,840)</u></u>

PASSENGER ACCOMMODATIONS BUDGET
FISCAL YEAR 2010/2011

	Adopted Budget <u>FY 10/11</u>	Proposed Revisions <u>FY 10/11</u>	\$ Change
PASSENGER FACILITIES			
Wages & Benefits			
Supervisors	\$173,992	\$160,992	(\$13,000)
TC Advisors	134,556	133,297	(1,259)
Staff	122,745	71,981	(50,764)
FICA	36,800	31,374	(5,426)
Pension	37,531	31,879	(5,653)
Health	142,836	109,158	(33,678)
Sick Pay	8,999	8,052	(947)
Vacation Pay	24,590	22,416	(2,174)
Holiday Pay	15,774	13,546	(2,228)
Other Paid Leave	2,851	2,294	(557)
Unemployment Insurance	2,048	1,875	(173)
Wages & Benefits Subtotal	\$702,722	\$586,864	(\$115,859)
Buildings & Grounds			
TC Contract Maintenance	\$42,280	\$46,280	\$4,000
TC Repairs/Supplies	10,000	10,000	0
Bus Stop Repairs/Supplies	29,900	29,900	0
TC Property Insurance	1,577	1,577	0
Buildings & Grounds Subtotal	\$83,756	\$87,756	\$4,000
Passenger Facilities Subtotal	<u>\$786,479</u>	<u>\$674,620</u>	<u>(\$111,859)</u>
TRANSIT DEVELOPMENT			
Staff	\$206,027	\$215,131	\$9,104
FICA	18,231	18,998	767
Pension	23,832	24,834	1,003
Health	53,024	54,879	1,855
Sick Pay	3,646	3,800	154
Vacation Pay	14,971	15,159	188
Holiday Pay	9,115	9,501	386
Other Paid Leave	4,558	4,750	193
Unemployment Insurance	546	601	55
Training, Travel & Meetings	2,500	2,500	0
Planning Services & Supplies	18,000	15,000	(3,000)
Transit Development Subtotal	<u>\$354,450</u>	<u>\$365,155</u>	<u>\$10,704</u>
PROMOTION & INFORMATION			
Wages & Benefits			
Staff	\$53,894	\$76,192	\$22,298
FICA	4,514	6,737	2,224
Pension	5,900	8,807	2,907
Health	9,135	13,652	4,517

PASSENGER ACCOMMODATIONS BUDGET
FISCAL YEAR 2010/2011

	Adopted Budget FY 10/11	Proposed Revisions FY 10/11	\$ Change
Sick Pay	567	1,668	1,101
Vacation Pay	2,269	3,534	1,265
Holiday Pay	1,135	3,337	2,202
Other Paid Leave	1,135	3,337	2,202
Unemployment Insurance	182	255	73
Wages & Benefits Subtotal	\$78,731	\$117,518	\$38,788
Outside Services			
Media Ad Placement	65,000	35,000	(30,000)
Brochures & Publications	13,000	6,500	(6,500)
Promotional Giveaways	5,000	5,803	803
Bus/Shuttle Decorations	2,500	2,500	0
Other Promotions	21,000	10,500	(10,500)
Route Schedules & Information	116,250	101,250	(15,000)
Training, Travel & Meetings	1,000	1,000	0
Outside Services Subtotal	\$223,750	\$162,553	(\$61,197)
Promotion & Information Subtotal	\$302,481	\$280,071	(\$22,409)
FARE REVENUE COLLECTION			
Wages & Benefits			
Security Officer	\$109,011	\$109,011	\$0
FICA	9,402	9,402	0
Pension	12,290	12,290	0
Health	36,034	36,034	0
Sick Pay	2,072	2,072	0
Vacation Pay	5,358	5,358	0
Holiday Pay	4,327	4,327	0
Other Paid Leave	2,133	2,133	0
Unemployment Insurance	400	400	0
Wages & Benefits Subtotal	\$181,028	\$181,028	\$0
Outside Services			
Fare Processing	\$50,000	\$35,000	(\$15,000)
Farebox Parts & Repairs	50,000	50,000	0
Tickets, Tokens & Transfers	35,000	30,000	(5,000)
Outside Services Subtotal	\$135,000	\$115,000	(\$20,000)
Fare Revenue Collection Subtotal	\$316,028	\$296,028	(\$20,000)
TOTAL PSNGR ACCOMMODATIONS	\$1,759,437	\$1,615,874	(\$143,564)

GENERAL OVERHEAD BUDGET
FISCAL YEAR 2010/2011

	Adopted Budget FY 10/11	Proposed Revisions FY 10/11	\$ Change
FINANCE			
Staff	\$345,911	\$345,911	\$0
FICA	29,791	29,791	0
Pension	38,943	38,943	0
Health	74,004	74,004	0
Sick Pay	3,102	3,102	0
Vacation Pay	28,154	28,154	0
Holiday Pay	15,508	15,508	0
Other Paid Leave	7,754	7,754	0
Unemployment Insurance	965	965	0
Financial Audit Services	45,000	45,000	0
<i>Finance Subtotal</i>	<u>\$589,132</u>	<u>\$589,132</u>	<u>\$0</u>
PERSONNEL			
Staff	\$61,428	\$61,428	\$0
FICA	5,400	5,400	0
Pension	7,059	7,059	0
Health	17,581	17,581	0
Sick Pay	2,022	2,022	0
Vacation Pay	3,907	3,907	0
Holiday Pay	2,696	2,696	0
Other Paid Leave	539	539	0
Unemployment Insurance	182	182	0
<i>Personnel Subtotal</i>	<u>\$100,814</u>	<u>\$100,814</u>	<u>\$0</u>
UTILITIES			
Telephone & Data Communications	\$50,000	\$50,000	\$0
Power, Water & Refuse	135,000	140,000	5,000
Two-Way Radios	25,000	25,000	0
<i>Utilities Subtotal</i>	<u>\$210,000</u>	<u>\$215,000</u>	<u>\$5,000</u>
OPERATING FACILITIES			
Wages & Benefits			
Staff	\$40,138	\$40,138	\$0
FICA	3,397	3,397	0
Pension	4,441	4,441	0
Health	17,541	9,044	(8,497)
Sick Pay	683	683	0
Vacation Pay	1,708	1,708	0
Holiday Pay	1,708	1,708	0
Other Paid Leave	171	171	0
Unemployment Insurance	182	182	0
Wages & Benefits Subtotal	\$69,969	\$61,472	(\$8,497)
OPERATING FACILITIES (cont'd)			
Service Vehicles			
Parts & Repairs	\$18,000	\$22,000	\$4,000
Fuel	49,200	54,000	4,800
Service Vehicles Subtotal	\$67,200	\$76,000	\$8,800

GENERAL OVERHEAD BUDGET
FISCAL YEAR 2010/2011

	Adopted Budget FY 10/11	Proposed Revisions FY 10/11	\$ Change
Buildings & Grounds			
Contract Maintenance	\$61,400	\$67,400	\$6,000
Overpass Site	7,500	7,500	0
B&G Repairs/Supplies	40,000	40,000	0
Property Insurance	14,192	14,192	0
Buildings & Grounds Subtotal	<u>\$123,092</u>	<u>\$129,092</u>	<u>\$6,000</u>
<i>Operating Facilities Subtotal</i>	<u>\$260,261</u>	<u>\$266,564</u>	<u>\$6,303</u>
DISTRICT ADMINISTRATION			
Wages & Benefits			
Staff	\$397,563	\$394,205	(\$3,358)
Bus Ad Revenue Placement	6,026	6,026	0
FICA	35,809	35,809	0
Pension	46,809	46,809	0
Health	98,457	81,710	(16,747)
Sick Pay	6,725	6,725	0
Vacation Pay	40,296	40,296	0
Holiday Pay	17,908	17,908	0
Other Paid Leave	5,596	8,954	3,358
Unemployment Insurance	1,138	1,138	0
Wages & Benefits Subtotal	\$656,326	\$639,579	(\$16,747)
Administrative Services			
Directors Fees	\$16,800	\$16,800	\$0
Public Officials Insurance	24,375	24,375	0
Legal Counsel	60,000	130,000	70,000
Pension Administration	10,900	10,900	0
Office Equipment Maintenance	108,848	108,848	0
Miscellaneous Services	34,640	49,640	15,000
Office & Computer Supplies	45,000	45,000	0
Dues & Subscriptions	36,075	36,075	0
Conferences, Meetings & Training	2,600	4,000	1,400
Employee Relations	13,000	13,000	0
Retiree Health Insurance	97,032	97,032	0
Mandated Fees & Permits	27,700	27,700	0
Bus Ad Revenue Program	1,500	1,500	0
Miscellaneous	8,500	8,500	0
Environmental Cleanup Costs	0	0	0
Administrative Services Subtotal	<u>\$486,970</u>	<u>\$573,370</u>	<u>\$86,400</u>
<i>District Administration Subtotal</i>	<u>\$1,143,296</u>	<u>\$1,212,949</u>	<u>\$69,653</u>
TOTAL GENERAL OVERHEAD	<u><u>\$2,303,503</u></u>	<u><u>\$2,384,459</u></u>	<u><u>\$80,956</u></u>



BOARD OF DIRECTORS REPORT

MEETING DATE: FEBRUARY 22, 2011 **AGENDA ITEM #:** 8

TYPE: ACTION

PREPARED BY: BRAD DAVIS

Signature

REVIEWED BY: GENERAL MANAGER

Signature

SUBJECT: **MTD Procurement Manual Amendment**

RECOMMENDATION:

Staff recommends that the Board approve amending MTD's Procurement Manual as indicated on the attached "red-lined" pages from the manual.

DISCUSSION:

The proposed changes cover five distinct areas, each corresponding to one of the attached pages. A description of the modifications, which have been reviewed by legal counsel, follows:

Precedence of Laws and Regulations (§1.2)—Because federal and state laws and regulations change over time, policies within the Procurement Manual may become obsolete or in conflict with them. The clause added to Section 1.2 of the manual clarifies that if a conflict exists, the federal or state requirement takes precedence. The clause also indicates that MTD is not restricted from implementing a policy more restrictive than state or federal law provided that it is not in conflict with such law—which is applicable to the next recommended modification.

Dollar Threshold for Board Approval (§5.1)—Under MTD's enabling act in the California Public Utilities Code (PUC), the general manager is authorized to approve and execute all agreements necessary for carrying out district business, regardless of dollar value. The clause added to Section 5.1 of the manual requires that approval by the MTD Board be obtained for all contractual arrangements with a dollar value greater than \$250,000.

Approval of Minor Price Discrepancies (§5.4.2)—Presently, the Procurement Manual requires that any price difference between an MTD purchase order and a vendor invoice shall require completion of a change request form and approval of such by the Controller. For minor discrepancies, the extra resources and delays are not deemed warranted or efficient. The clause added to Section 5.4.2 of the manual waives this requirement for any unit price increase that is less than 5% provided that such price difference is not greater than \$25.

Bid Bond Dollar Limitation (§8.2)—A bid bond protects MTD in the event that a low bidder fails to honor its bid. In such case, the bond pays MTD the difference between the low bid and the higher bid that MTD eventually accepts. The Procurement Manual currently stipulates that bidders on construction projects greater than \$25,000 in value provide a bid bond. However,

the \$25,000 minimum is in conflict with Section 20284 of the PUC, which stipulates that all construction bids shall be accompanied by bid security. MTD legal counsel has determined that the bid bond requirement applies only to construction bids greater than \$3,000, which is the threshold established in PUC Section 20281 for requiring use of the sealed bid method.

Disposition of Surplus Assets (§12.5)—MTD property is found to be surplus if there is no further need for it, its replacement or repair is no longer obtainable, the useful life is completely exhausted, or the cost of repair exceeds its book value. The Procurement Manual currently stipulates that all surplus property be disposed of by auction or public notice of sale. The change to section 12.5 would allow disposal of surplus property by donation, recycling, or waste disposal if the cost to sell it is projected to exceed the sale proceeds.

ATTACHMENTS:

Red-lined MTD Procurement Manual pages 1, 7, 10, 34, 48

SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

PROCUREMENT MANUAL

1.0 INTRODUCTION

1.1 Purpose

The purposes of this Procurement Manual are to:

- (a) Promote cost-effective procurement practices which to the fullest extent practical maximize the purchasing power of public funds expended by MTD;
- (b) Ensure the fair and equitable treatment of all individuals and firms affected by the MTD procurement system;
- (c) Foster effective and broad-based competition within the free enterprise system;
- (d) Provide safeguards for the maintenance of a procurement system characterized by fairness and integrity;
- (e) Establish a single reference source for all policies, standards, and procedures applicable to MTD procurements.

1.2 Application

This document is intended to describe the methods and procedures by which the Santa Barbara Metropolitan Transit District (hereinafter “MTD” or “District”) purchases goods and services. The policies, standards, and other guidelines detailed herein shall govern all MTD procurements, regardless of their type, purpose, or dollar value. The contents of this Manual also are intended to guide the disposal of surplus property, unless governed by statute.

In some cases, procurements involving governmental grant funding are bound by special regulations promulgated by the grantor agency. Salient regulations for purchases of this nature are included and identified in this Manual so that the document may function as a comprehensive reference for all procurements regardless of their funding source.

While reasonable effort has been made to ensure that the policies of this Procurement Manual comply with applicable federal and state laws or regulations (requirements), where any conflict with such requirements exists, the federal or state requirement shall take precedence over and supersede this Procurement Manual policy. Compliance with such requirements shall not prevent MTD from implementing policies within this Procurement Manual that exceed federal or state requirements where such policies do not contradict the intent of those requirements.

1.3 Goals of the MTD Procurement System

Procurement activities conducted by MTD are guided by the following goals:

- (a) Ensure full, open, and fair competition in the procurement of goods and services;
- (b) Conduct procurements in a manner which precludes the purchase of unnecessary and duplicative items;
- (c) Ensure that materials and services are obtained only from responsible, qualified firms having the capacity to perform successfully under the terms and conditions governing each procurement;

REQUEST FOR PROPOSALS (RFP): All documents issued by MTD for the purpose of soliciting proposals from external parties for performance of work described therein.

RESPONSIBLE BIDDER/PROPOSER: A bidder or proposer determined by MTD to have the financial resources, technical ability, judgment, skill, and integrity to successfully fulfill the requirements of a contract.

RESPONSIVE BID: A bid which conforms to all technical and legal requirements contained in the Bid Documents.

SCOPE OF SERVICES: A description clearly defining the goods or services being procured, stated either through performance specifications and standards or a complete depiction of the tasks to be performed.

FEDERAL TRANSIT ADMINISTRATION (FTA): An agency of the U.S. Department of Transportation empowered to provide grants to MTD and other agencies for procurement of goods and services. Purchases financed in any part with FTA grant monies must comply with all applicable procurement requirements promulgated by that agency.

5.0 SBMTD PROCUREMENT ORGANIZATION

5.1 Delegation of Authority for Approval of Procurements

Consistent with ~~the Public Utilities Code Section 95000-95006 act titled "the Santa Barbara Metropolitan Transit District Act of 1965; (Public Utilities Code Sections 95000-9500697007);"~~ Section 95520 of that Act the MTD Board of Directors authorizes the MTD Board of Directors to and delegates to the General Manager the authority and responsibility to approve and execute:

- (a) All Purchase Requisitions;
- (b) All Purchase Orders and contracts;
- (c) Routine regular procurements, e.g., fuel and lubricants;
- (d) All contract documents, including amendments and change orders;
- (e) Settlement of claims against MTD in an amount not to exceed \$5,000 per claim;
- (f) Settlements in specific matters pursuant to authorization by the MTD Board of Directors.

The MTD General Manager is empowered to delegate any of the authorities described above. However, the General Manager shall retain overall responsibility for the control of such matters, and may, if necessary, supersede the procurement authority of any MTD employee.

Exception to this policy is permitted only in the event of an emergency situation (i.e., purchase is immediately necessary either to preserve life or property or prevent immediate termination of a critical MTD function or activity) wherein the General Manager is not available. In such situations purchases may be approved by the Controller or Assistant General Manager. If such approval is impossible due to the nature of the emergency, a necessary MTD procurement may be made by a department manager.

Notwithstanding the authority granted to the General Manager herein, the General Manager shall obtain approval from the MTD Board of Directors prior to executing any non-emergency procurement that exceeds \$250,000.

5.4.2 General Purchase Order Procedures

The following procedures shall govern the processing of MTD Purchase Orders:

- i. No purchase order shall be issued without prior approval of a requisition. An exception is made for resupply of maintenance parts carried in perpetual inventory. For these purchases, an MTD computer generated Suggested Reorder Report (Min/Max List) signed by the Manager of Maintenance must be used in place of a requisition.
- ii. Requisitions and Reorder Reports shall be signed by the appropriate department manager and submitted to the Controller for processing.
- iii. Purchase order numbers will not be issued in advance of the actual document, except in case of emergency.
- iv. Purchase orders will be signed by the Controller and distributed as indicated on the original purchase requisition.
- v. Purchases are authorized only for the items listed on the purchase order, and only in the amounts and prices shown. When the requested items are received it shall be the responsibility of the ~~originating~~ party originating the purchase order to check such items for conformance with the purchase order.
- vi. Except as permitted under (vii), below, Any invoice discrepancies found by the ~~originating~~ party originating the purchase order shall be noted on a Purchase Order Variance Request for Change Form which shall be submitted to the Controller for review. Such form shall be processed and approved in the same manner as purchase orders. Unless ~~a Variance such Request for Change Form~~ is approved, no invoices will be paid above the amount shown on the original purchase order unless permitted under (vii), below.
- vii. Notwithstanding anything to the contrary above, any invoice unit price that exceeds the approved purchase order unit price by less than 5%, up to a maximum of \$25, shall not require a Request for Change form as a prerequisite to payment of the invoice.

5.4.3 Emergency and Contract Service Procedures

In cases where goods or services are procured either due to emergency or for services provided under contract, responsibility for conducting the procedures detailed herein shall be assigned to the department which administers the subject activity. These responsibilities are listed below:

<u>Department</u>	<u>Services</u>
Administration	Telephones (Except T.C) Office Equipment Building Alarms
Finance	Keys & Locks

8.0 BONDING AND BID SECURITY

8.1 Types of Bonds and Bid Securities

MTD authorizes the use of three categories of bid securities (defined in Section 4.0) in connection with procurements:

- (a) Bid guarantee, consisting of cash, a bid bond, certified check, or other negotiable instrument acceptable to MTD which accompanies a bid for the purpose of assuring that the bidder will, upon MTD’s acceptance of the bid, execute such contractual documents as may be required within the time specified;
- (b) Performance bond, used in connection with a contract to secure fulfillment of all the Contractor’s obligations under such contract;
- (c) Payment bond, also used in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for therein.

No other types of bid securities shall be used in procurements conducted by MTD.

8.2 Conditions for Use

Bid securities shall not be required for non-construction procurements or contracts unless the Procurement Officer determines such to be necessary. Circumstances under which bid securities may be employed in non-construction procurements include, but are not limited to, the following:

- (a) The procurement involves equipment or services of a critical nature to the operations of MTD;
- (b) The procurement includes items being specially manufactured, thereby making procurement from another source difficult or unduly time-consuming.

The following standards shall govern the application of bid securities:

Contract Type	Bid	Bond Type Performance	Payment
<u>Construction</u>			
FTA Funded (Contracts over \$100,000)	5%	100%	100%
Non-FTA Funded (Over Bid bond required <u>for contracts over \$3,000; all bond types required for contracts over \$25,000</u>)	5%	100%	100%
<u>Equipment (No Installation)¹</u>			
FTA Funded	n/a	n/a	n/a
Non-FTA Funded	5% ²	100% ^{2,3}	n/a
<u>Services (Except Personal or Professional)</u>			
FTA Funded	n/a	n/a	n/a
Non-FTA Funded	5% ²	100% ²	100% ²

Notes to Bid Security Standards:

¹ Equipment contracts involving installation are treated as construction contracts for bid security purposes.
² Only imposed if required by circumstances described in this Section.
³ On standard bus procurements financed with FTA funds, MTD will lower the performance bond requirement to 20% if requested by one or more bidders.

NON-CAPITAL ASSET: Durable material or equipment with a unit cost of less than \$500.00 which is not expended during use. Such items, e.g., calculators and cameras are assigned a fixed asset number and entered into the MTD Fixed Asset Inventory.

12.3 Determination of Surplus Status

The determination of surplus is made by the Controller. Items shall be declared as surplus by MTD when:

- (a) There is and will be no further need for such items;
- (b) Spares for replacement and/or repair are no longer obtainable;
- (c) The useful life has been completely exhausted, or;
- (d) The cost of repairing an item exceeds its book value.

No MTD capital assets shall be considered for disposal unless declared as surplus by the Controller. The General Manager shall approve all such surplus property dispositions.

12.4 Pre-Sale Requirements

The following actions must be completed prior to the disposition of any asset defined in Section 12.2:

- (a) The manager of the department to which the asset is assigned shall submit a Request for Declaration of Surplus form to the Controller for approval;
- (b) The Controller shall verify the asset information against the Fixed Asset Master File residing in the central MTD computer data base. If the asset(s) in question meet the criteria stated in Section 12.3, the Controller shall sign the Declaration of Surplus form and by return copy inform the appropriate manager that disposition is authorized.

Under specific circumstances described herein approval must be obtained from FTA prior to disposition of any grant assisted asset. Pre-Sale procedures for such assets are described in Section 12.6.

12.5 Disposition Procedures

The Controller maintains responsibility for ensuring the proper disposition of surplus assets. The actual disposition may be conducted by the Controller or delegated to the Procurement Officer or other appropriate department manager. If the Controller determines that it would cost MTD more to follow the below-described sale procedures than MTD would receive in potential sale proceeds, the Controller shall authorize disposition of such assets through donation, recycling, or as waste disposal.

Surplus property is most commonly disposed of by means of an auction or public Notice of Sale. In the former method the Controller or designated manager shall contract with an Auctioneer to auction off all items in a public sale forum or in a series of public sales. MTD shall receive the proceeds of such sales (less applicable auction fees) and shall transmit titles and other documents as appropriate to the Auctioneer.

If an auction is not feasible, MTD may elect to dispose of items by direct sale. In this method a Notice of Sale is published in a local newspaper of general circulation and other media as considered appropriate by MTD. Such Notice shall:

To: Chair Davis
Members of the Board of Directors
From: Sherrie Fisher, General Manager
Date: 02/17/11
Subject: Administrative Update

The Operations Department promoted three drivers to the position of Temporary Supervisor. Congratulations to Larry Ballard, Manny Castanon and David McDermott. All three have displayed excellent customer service and safe driving. All three will remain drivers for most of their on-duty shifts, filling in as supervisors when needed due to the absence of a regular supervisor.

In training are new drivers Jay Van Meter and France Garcia. Training lasts a minimum of four weeks before going solo.

Gabriel Garcia and Ronnie Shabazian presented at Career Day at San Marcos High School on February 16, 2011. Gabriel and Ronnie spoke to high school students about career options at MTD. There were approximately 50 employers represented at Career Day including both public and private sector. We estimate the outreach effort connected with about 110 students.

The Marketing Department attended three Cottage Hospital Employee Benefit Fairs (Santa Barbara Cottage Hospital, Cottage Health Administrative offices and Goleta Valley Cottage Hospital), passing out schedule guides and discussing MTD. Cottage Hospital supplements their employees' public transit by purchasing passes from MTD and then selling them at half price to employees.

Steve Hahn hosted the Electric Vehicle Workshop at MTD's auditorium on February 12th with the able assistance of CEC staff members. Marketing also assisted in spreading the word using Twitter and our Facebook pages. This workshop was successful and attended by approximately 80 people.

The Planning Department spent this week in intense training, learning Version-10 of the Trapeze software upgrade. Trapeze staff assisted with answers to software questions providing new opportunities to resolve outstanding issues.

Finance staff anticipates presenting the draft fiscal year 2011-12 budget to the Board in early March. Wages and fringe benefits related to MTD's unionized labor will reflect no change from current levels due to the uncertainty associated with the outcome of the collective bargaining process.

As required by the Federal Transit Administration (FTA), staff submitted the January monthly Safety & Security Reports and Ridership Reports for MTD and Easy Lift to the National Transit Database.

All agencies that received stimulus funding from the American Recovery and Reinvestment Act of 2009 (ARRA) are required to submit several reports on

an ongoing basis. In February, MTD submitted two required ARRA reports to FTA: one annual report and one quarterly Disadvantaged Business Enterprise (DBE) report.

Staff submitted the MTD and Easy Lift calendar year 2010 drug and alcohol testing results to the FTA, as required. The FTA requires pre-employment, reasonable suspicion, post-accident, and random testing.

Sherrie Fisher and Steve Maas attended a meeting of the Goleta Valley Planning Advisory Committee (GVPAC) on Tuesday, February 8. The GVPAC is a citizen's committee formed to advise County staff during the update of the 1993 Goleta Community Plan. The role of the GVPAC is to receive community input, develop Community Plan goals, and review and comment on the Draft Goleta Valley Community Plan. The meeting included Committee discussion of the "Community Development and Land Use" section of the Draft Plan, followed by a public comment period.

Staff attended a UCSB Transportation Alternatives Board (TAB) meeting on February 15. The TAB oversees UCSB's Transportation Alternatives Program (TAP). The roll of the TAP is to provide alternative commuting options for UCSB faculty, staff and students to reduce traffic congestion, traffic emissions, and the demand for parking on campus. The meeting included an update on Clean Air Express service from Lompoc to UCSB, a discussion of an upcoming transportation survey of UCSB students, and a discussion of sustainability policies drafted by the Chancellor's Sustainability Committee. The Committee also noted that UCSB and Sustainable University Now (SUN) have a draft agreement regarding UCSB's Long Range Development Plan (LRDP).

Staff attended a meeting on February 16 of SBCAG's "South Coast Bike/ Pedestrian/ Safe Routes to School Guideline Development Committee." The committee, which also includes members from the South Coast jurisdictions and advocacy groups, will make recommendations to SBCAG regarding guidelines for the South Coast funding for bicycle and pedestrian improvements. The Committee reviewed draft program guidelines and recommended revisions to SBCAG staff.

MCI Bus #801 is being driven to Western States Transmission for transmission overhaul. Buses #906 and #907 need the dual power inverter module (DPIM) changed, and Valley Power Systems is ordering replacements. Bus #902 is being checked for a hybrid system communications cable fault.

The LiFEPO4 batteries have been installed in EV19 and it has been driven to confirm operation to this stage of installation. Installation of the BMS and reinstallation of the seats and interior panels remain to be completed. The charger has been installed adjacent to the charger for EV18, which has been charging on it to make sure it works correctly.

Valley Power Systems is awaiting delivery of two Donaldson low NOx DPF systems for Buses #711 and #712. They are expected to arrive today. The Johnson Matthey system for Bus #713 has not yet been shipped. No shipping date is currently available.

An increased focus is being placed on removing vandal guards, cleaning all window glass, and reinstalling new or used guards, as appropriate, as buses come in for PM Service.

California Glass Bending has quoted a price of \$250 each for glass needed for replacement of the four different quarter windows for the Ebus EV's.

Replacement of the water pump for the bus wash wheel washer has been completed. A second new pump was installed by the vendor after the first pump had water leaks on two successive installations.

Repair of the shower area in both the men and women drivers' restrooms is complete.

The installation of a combination lock on the rear gate from the staff parking lot continues. The lock and the self-closer mechanism have been installed. This change will help secure the bus yard from outsiders walking through.