



AGENDA

Meeting

of the

BOARD OF DIRECTORS

of the

SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

A Public Agency

Tuesday, March 3, 2015

8:30am

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; Chuck McQuary, Vice Chair; Olivia Rodriguez, Secretary; Dick Weinberg, Director; Bill Shelor, Director; David Tabor, Director; Roger Aceves, Director

3. REPORT REGARDING POSTING OF AGENDA

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 17, 2015.

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

The Board will be asked to review the cash report of February 10, 2015 through February 23, 2015.

THIS CONCLUDES THE CONSENT CALENDAR

6. PUBLIC COMMENT

Members of the public may address the Board on items within 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, 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 number that you wish to comment on.

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

7. RECESS TO CLOSED SESSION-CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION-(SECTION 54956.9)-(ACTION MAY BE TAKEN)

The Board will meet in closed session pursuant to Government Code § Section 54956.9
One case: Maria Guerrero vs. Santa Barbara MTD

8. PRESENTATION OF FISCAL YEAR 2015-16 DRAFT OPERATING & CAPITAL BUDGETS-(INFORMATIONAL)

Staff is seeking the Board's guidance as it pertains to financial priorities for next year's operating and capital budgets.

9. **COMMERCIAL AUTO AND EXCESS LIABILITY INSURANCE RENEWAL -(ACTION MAY BE TAKEN)**
Staff recommends renewal of the Commercial Auto and Excess Liability Insurance through the expiring carrier, National Interstate Insurance Company (NIIC), effective 4/1/15-4/1/17 for \$548,460. This is a 24 month policy with guaranteed rates.
10. **CREDIT CARD POLICY -(ATTACHMENT-ACTION MAY BE TAKEN)**
That the Board of Directors approve the proposed changes to the Procurement Policy as it pertains to credit card use.
11. **GENERAL MANAGER'S REPORT UPDATE-(INFORMATIONAL)**
 - a) Service Plan
 - b) UCSB
 - c) CEL
 - d) California Energy Commission Grant Application
12. **OTHER BUSINESS AND COMMITTEE REPORTS-(ACTION MAY BE TAKEN)**
The Board will report on other related public transit issues and committee meetings
13. **ADJOURNMENT**

AMERICAN 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.



MINUTES

Meeting

of the

BOARD OF DIRECTORS

of the

SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

A Public Agency

Tuesday, February 17, 2015

8:30am

Santa Barbara MTD Auditorium

550 Olive Street, Santa Barbara, CA 93101

1. CALL TO ORDER

Chair Davis called the meeting to order at 8:30 a.m.

2. ROLL CALL OF THE BOARD OF DIRECTORS

Chair Davis reported that all members were present.

3. REPORT REGARDING POSTING OF AGENDA

General Manager Estrada reported that the agenda was posted on the website and the front of the building consistent with state law.

CONSENT CALENDAR

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

Director McQuary moved to waive the reading of and approve the draft minutes for the meeting of February 3, 2015 and the cash report of January 27, 2015 through February 9, 2015. Director Rodriguez seconded the motion. The motion passed unanimously.

THIS CONCLUDES THE CONSENT CALENDAR

6. PUBLIC COMMENT

None was made.

7. EASY LIFT ADA - (INFORMATIONAL)

Ernesto Paredes, Executive Director of Easy Lift Transportation, provided the Board with a presentation about the state of the organization including trends seen within the community. The presentation also highlighted various programs and services offered by Easy Lift. Mr. Paredes shared that there has been recent growth and demand for the paratransit services that Easy Lift provides for MTD. This increased demand has also led to an increase in the number of denials. Mr. Paredes discussed the additional resources that he felt would be necessary to alleviate the increase in denied trips.

8. CAP & TRADE APPLICATION -(ATTACHMENT-ACTION MAY BE TAKEN)

General Manager Estrada reported that the recommendation by staff with support of the Development Committee is to proceed with an application to the Santa Barbara County Association of Governments (SBCAG) for FY 2015 California cap-and-trade funds from the "Low Carbon Transit Operations Program" (LCTOP). These funds will be used for a service enhancement to MTD Lines 1 & 2 and appears to be sufficient funding for the first year. Discussion for funding the second year will come at a later date in which MTD will work with the other agencies to try and get as much funding possible for the service.

Director Tabor moved to direct staff to forward the application to SBCAG. Director Rodriguez seconded the motion. The motion passed unanimously.

9. MTD'S MCI OVER-THE-ROAD COACHES-(ATTACHMENT-ACTION MAY BE TAKEN)

General Manager Jerry Estrada and Steve Mass, Manager of Government Relations and Compliance, reported that the SBCAG's North County Subregional committee voted unanimously to make the request to MTD to transfer the (5) MCI Over-the-Road Coach vehicles to the City of Lompoc for use in the Clean Air Express commuter service. After a brief discussion Director Aceves moved to approve staff's recommendation that the Board approve authorization for an asset transfer of MTD's five MCI over-the-road coaches to the City of Lompoc. Director Tabor seconded the motion. The motion passed unanimously.

10. RECOMMENDED SIX-MONTH BUDGET REVISIONS FOR FISCAL YEAR 2014-15 (ATTACHMENT-ACTION MAY BE TAKEN)

General Manager Estrada reported that staff took the recommended six-month budget revisions for fiscal year 2014-15 to the Finance Committee and received their support for the recommended changes. Thais Sayat, Interim Assistant Controller reviewed the recommendations with the Board which included a 1.1% (\$272,260) increase to the operating budget. The projected operating revenue for the year is anticipated to be sufficient to offset the additional operating expenditures. Under the proposed revisions the budget is still balanced. After a brief discussion Director Tabor moved to approve the recommended budget revisions for fiscal year 2014-15. Director Weinberg seconded the motion. The motion passed unanimously.

11. BOARD OF DIRECTORS BUS PASS POLICY-(ATTACHEMENT-ACTION MAY BE TAKEN)

General Manager Estrada reported that the recommended changes to the bus pass policy were proposed by MTD's attorneys. Director Rodriguez moved to approve the proposed changes to the BOD Bus Pass Policy. Chair Davis seconded the motion. The motion passed unanimously.

12. GENERAL MANAGER'S REPORT UPDATE-(INFORMATIONAL)

General Manager Jerry Estrada shared that staff is working on the Annual Service Plan to take to the Development Committee which will then be taken to the full Board after the draft budget. Mr. Estrada highlighted some areas and routes that the service plan will be addressing.

Mr. Estrada shared that he met with the SBCC student senate regarding the legislative item of possible changes to Transportation Fee limits that may be sought by MTD and SBCC. Student comments received were positive and they were also very appreciative of the recent deployment of the articulated buses.

Brad Davis, Interim Assistant Manager updated the Board on the Transit Center and Canopy projects. Mr. Davis reported that Lenvik and Minor have completed the plans for the canopy modifications and submitted them to the City's Community Development Department and are anticipated to be reviewed in later February or early March. Mr. Davis also answered some questions from the Board related to the project details.

General Manager Estrada shared that the Articulated Bus Media Event will be held on Monday, February 23rd.

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

Vice Chair McQuary requested that a Development Committee meeting be scheduled.

14. ADJOURNMENT

Vice Chair McQuary moved to adjourn the meeting at 10:30 a.m. Director Tabor seconded the motion. The motion passed unanimously.

Santa Barbara Metropolitan Transit District
Cash Report
Board Meeting of March 3, 2015
For the Period February 10, 2015 through February 23, 2015

MONEY MARKET

Beginning Balance February 10, 2015 **\$8,056,591.20**

Accounts Receivable	1,583,522.25
Passenger Fares	157,785.37
Miscellaneous/Asset Sales	5,812.67
Advertising/Prepaid Deposits	<u>2,760.00</u>
Total Deposits	1,749,880.29

ACH Garn/Escrow	(1,185.62)
ACH Pensions Transfer	(8,304.86)
ACH Tax Deposit	(135,515.34)
Payroll Transfer	(306,009.46)
Operations Transfer	<u>(483,325.84)</u>
Total Disbursements	(934,341.12)

Ending Balance **\$8,872,130.37**

CASH INVESTMENTS

LAIF Account	\$3,333,723.62
Money Market Account	<u>8,872,130.37</u>

Total Cash Balance **\$12,205,853.99**

SELF INSURED LIABILITY ACCOUNTS

WC / Liability Reserves	(\$3,832,591.02)
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Working Capital **\$8,373,262.97**

**Santa Barbara Metropolitan Transit District
Accounts Payable**

Check #	Date	Company	Description	Amount	Voids
108739	2/12/2015	ABC BUS COMPANIES INC	BUS PARTS	294.41	V
108740	2/12/2015	ACCONTEMPS DBA	CONTRACT EMPLOYMENT	1,448.40	V
108741	2/12/2015	ASBURY ENVIRONMENTAL SERVI	WASTE OIL RECYCLER	35.00	V
108742	2/12/2015	BIG BRAND TIRES, BRANDCO BILL	SERVICE VEHICLE MAINTENANCE	31.95	V
108743	2/12/2015	BIG GREEN CLEANING CO. DBA	JANITORIAL SERV./SUPPLIES	5,240.00	V
108744	2/12/2015	BLACKBIRD ARCHITECTS INC.	SUPERSTOP/TRANSIT CORRIDOR DESI	965.10	V
108745	2/12/2015	CALIFORNIA ELECTRIC SUPPLY, I	SHOP/B&G SUPPLIES	1,084.00	V
108746	2/12/2015	CARQUEST AUTO PARTS	BUS PARTS & SUPPLIES	128.24	V
108747	2/12/2015	CENTRAL COAST CIRCULATION, L	BUS BOOK DISTRIBUTION	575.00	V
108748	2/12/2015	CINTAS CORPORATION NO. 2	FIRST AID SUPPLIES	784.08	V
108749	2/12/2015	COX COMMUNICATIONS, CORP.	INTERNET & CABLE TV	326.37	V
108750	2/12/2015	CUMMINS PACIFIC, LLC	BUS PARTS	143.46	V
108751	2/12/2015	DELTA DENTAL OF CALIFORNIA	DENTAL INSURANCE	9,030.70	V
108752	2/12/2015	DELTA DENTAL INSURANCE COM	DENTAL INSURANCE	2,425.40	V
108753	2/12/2015	DENMUN OFFICE SOLUTIONS DB	OFFICE MACHINE SUPPLIES/MAINTEN	2,675.00	V
108754	2/12/2015	EASY LIFT TRANSPORTATION, IN	ADA SUBSIDY	52,422.00	V
108755	2/12/2015	GENFARE, A DIVISION OF SPX CO	FAREBOX REPAIRS & PARTS	5,017.45	V
108756	2/12/2015	GIBBS INTERNATIONAL INC	BUS PARTS	564.75	V
108757	2/12/2015	GILLIG LLC	BUS PARTS	6,045.48	V
108758	2/12/2015	GOODYEAR TIRE & RUBBER CO	LEASED TIRES	10,758.22	V
108759	2/12/2015	GRAINGER, INC.	SHOP/B&G SUPPLIES	226.97	V
108760	2/12/2015	GUARDIAN-APPLETON (DENTAL I	DENTAL INSURANCE	4,217.56	V
108761	2/12/2015	GUARDIAN-APPLETON (LIFE INS)	LIFE INSURANCE	574.88	V
108762	2/12/2015	HOME IMPROVEMENT CTR.	SHOP/FAREBOX/B&G SUPPLIES	322.92	V
108763	2/12/2015	INTELLICORP RECORD INC.	PRE-EMPLOYMENT CHECK	24.95	V
108764	2/12/2015	IPC (USA), INC.	BUS FUEL	49,677.01	V
108765	2/12/2015	JMPE ELECTRICAL ENGINEERING	PROFESSIONAL SERVICES	800.00	V
108766	2/12/2015	KIMBALL MIDWEST	SHOP SUPPLIES	577.31	V
108767	2/12/2015	LANSPEED DBA	SOFTWARE SUPPORT	826.25	V
108768	2/12/2015	LAWSON PRODUCTS INC	SHOP SUPPLIES	120.24	V
108769	2/12/2015	LA CUMBRE FEED, INC.	SOFT WATER SYSTEM SUPPLIES	314.87	V
108770	2/12/2015	MARBORG INDUSTRIES (INC)	UTILITIES & RENTAL FEES	169.80	V
108771	2/12/2015	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	1,942.17	V
108772	2/12/2015	MCMaster-CARR SUPPLY CO.	LITHO PACK MATERIALS	582.65	V
108773	2/12/2015	MEDICAL EYE SERVICES, INC.	VISION SERVICES	283.04	V
108774	2/12/2015	MARVAC ELECTRONICS, INC	OFFICE SUPPLIES	98.71	V
108775	2/12/2015	KENNETH B. MILLS	CONSULTING SERVICES	1,379.00	V
108776	2/12/2015	NU-COOL REDI GREEN, INC	COOLANTS & SHOP SUPPLIES	1,021.95	V

Check #	Date	Company	Description	Amount	Voids
108777	2/12/2015	PREVOST CAR INC.- CREDIT DEPT.	BUS PARTS	1,729.40	V
108778	2/12/2015	PACIFIC COAST BUSINESS TIMES	NEWSPAPER SUBSCRIPTION	44.99	V
108779	2/12/2015	PERRY LINCOLN MERCURY MAZD	SERVICE VEHICLE PARTS / REPAIRS	484.46	V
108780	2/12/2015	PACPROP SERVICE, LLC	PARKING FOR COASTAL EXPRESS BU	1,500.00	V
108781	2/12/2015	PRAXAIR DISTRIBUTION, INC.	SHOP SUPPLIES	173.69	V
108782	2/12/2015	REPUBLIC ELEVATOR, INC	ELEVATOR MAINTENANCE	153.20	V
108783	2/12/2015	ROGERS, SHEFFIELD & CAMPBELL	LEGAL COUNSEL	10,805.00	V
108784	2/12/2015	SB LOCKSMITHS, INC.	B&G REPAIR & SUPPLIES	391.10	V
108785	2/12/2015	SILVAS OIL CO., INC.	LUBRICANTS	520.10	V
108786	2/12/2015	SPECIAL DISTRICT RISK MGMT	MEDICAL HEALTH INSURANCE	49,363.92	V
108787	2/12/2015	SANTA BARBARA TROPHY	DRIVER NAME PLATES	51.84	V
108788	2/12/2015	SM TIRE, CORP.	BUS TIRE MOUNTING	477.00	V
108789	2/12/2015	SO. CAL. EDISON CO.	UTILITIES	1,879.91	V
108790	2/12/2015	STAPLES INC. & SUBSIDIARIES	OFFICE SUPPLIES	121.98	V
108791	2/12/2015	TANK TEAM INC.	TANK TESTS	123.00	V
108792	2/12/2015	TEAMSTERS MISC SECURITY TRU	UNION MEDICAL/DENTAL	161,915.00	V
108793	2/12/2015	TRAPEZE SOFTWARE GROUP, INC.	SOFTWARE MAINTENANCE CONSULT	9,300.00	V
108794	2/12/2015	ULTIMATE BLIND CLEANING DB	REPAIR BLINDS	70.00	V
108795	2/12/2015	INTERSTATE CAPITAL CORPORAT	UNIFORMS	4,378.55	V
108796	2/12/2015	VALLEY POWER SYSTEMS, INC.	BUS PARTS	3,364.59	V
108797	2/12/2015	VERIZON CALIFORNIA	TELEPHONES	89.99	V
108798	2/12/2015	VOLT MANAGEMENT CORP.	CONTRACT EMPLOYMENT	2,310.00	V
108799	2/12/2015	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	1,275.58	V
108800	2/12/2015	YELLOW (YRC) TRANSPORTATIO	FREIGHT CHARGES	185.40	V
108801	2/12/2015	SANTA BARBARA NEWSPRESS D	EMPLOYMENT ADS	805.00	
108802	2/12/2015	ABC BUS COMPANIES INC	BUS PARTS	294.41	
108803	2/12/2015	ACCONTEMPS DBA	CONTRACT EMPLOYMENT	1,448.40	
108804	2/12/2015	ASBURY ENVIRONMENTAL SERVI	WASTE OIL RECYCLER	35.00	
108805	2/12/2015	BIG BRAND TIRES, BRANDCO BILL	SERVICE VEHICLE MAINTENANCE	31.95	
108806	2/12/2015	BIG GREEN CLEANING CO. DBA	JANITORIAL SERV./SUPPLIES	5,240.00	
108807	2/12/2015	BLACKBIRD ARCHITECTS INC.	SUPERSTOP/TRANSIT CORRIDOR DESI	965.10	
108808	2/12/2015	CALIFORNIA ELECTRIC SUPPLY, I	SHOP/B&G SUPPLIES	1,084.00	
108809	2/12/2015	CARQUEST AUTO PARTS	BUS PARTS & SUPPLIES	128.24	
108810	2/12/2015	CENTRAL COAST CIRCULATION, L	BUS BOOK DISTRIBUTION	575.00	
108811	2/12/2015	CINTAS CORPORATION NO. 2	FIRST AID SUPPLIES	784.08	
108812	2/12/2015	COX COMMUNICATIONS, CORP.	INTERNET & CABLE TV	326.37	
108813	2/12/2015	DELTA DENTAL OF CALIFORNIA	DENTAL INSURANCE	9,030.70	
108814	2/12/2015	DELTA DENTAL INSURANCE COM	DENTAL INSURANCE	2,425.40	
108815	2/12/2015	DENMUN OFFICE SOLUTIONS DB	OFFICE MACHINE SUPPLIES/MAINTEN	2,675.00	
108816	2/12/2015	EASY LIFT TRANSPORTATION, IN	ADA SUBSIDY	52,422.00	
108817	2/12/2015	GENFARE, A DIVISION OF SPX CO	FAREBOX REPAIRS & PARTS	5,017.45	

Check #	Date	Company	Description	Amount	Voids
108818	2/12/2015	GIBBS INTERNATIONAL INC	BUS PARTS	564.75	
108819	2/12/2015	GILLIG LLC	BUS PARTS	6,045.48	
108820	2/12/2015	GOODYEAR TIRE & RUBBER CO	LEASED TIRES	10,758.22	
108821	2/12/2015	GRAINGER, INC.	SHOP/B&G SUPPLIES	226.97	
108822	2/12/2015	GUARDIAN-APPLETON (DENTAL I	DENTAL INSURANCE	4,217.56	
108823	2/12/2015	GUARDIAN-APPLETON (LIFE INS)	LIFE INSURANCE	574.88	
108824	2/12/2015	HOME IMPROVEMENT CTR.	SHOP/FAREBOX/B&G SUPPLIES	322.92	
108825	2/12/2015	INTELLICORP RECORD INC.	PRE-EMPLOYMENT CHECK	24.95	
108826	2/12/2015	IPC (USA), INC.	BUS FUEL	49,677.01	
108827	2/12/2015	JMPE ELECTRICAL ENGINEERING	PROFESSIONAL SERVICES	800.00	
108828	2/12/2015	KIMBALL MIDWEST	SHOP SUPPLIES	577.31	
108829	2/12/2015	LANSPEED DBA	SOFTWARE SUPPORT	826.25	
108830	2/12/2015	LAWSON PRODUCTS INC	SHOP SUPPLIES	120.24	
108831	2/12/2015	LA CUMBRE FEED, INC.	SOFT WATER SYSTEM SUPPLIES	314.87	
108832	2/12/2015	MARBORG INDUSTRIES (INC)	UTILITIES & RENTAL FEES	169.80	
108833	2/12/2015	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	1,942.17	
108834	2/12/2015	MCMASTER-CARR SUPPLY CO.	LITHO PACK MATERIALS	582.65	
108835	2/12/2015	MEDICAL EYE SERVICES, INC.	VISION SERVICES	283.04	
108836	2/12/2015	MARVAC ELECTRONICS, INC	OFFICE SUPPLIES	98.71	
108837	2/12/2015	KENNETH B. MILLS	CONSULTING SERVICES	1,379.00	
108838	2/12/2015	NU-COOL REDI GREEN, INC	COOLANTS & SHOP SUPPLIES	1,021.95	
108839	2/12/2015	PREVOST CAR INC.- CREDIT DEPT.	BUS PARTS	1,729.40	
108840	2/12/2015	PACIFIC COAST BUSINESS TIMES	NEWSPAPER SUBSCRIPTION	44.99	
108841	2/12/2015	PERRY LINCOLN MERCURY MAZD	SERVICE VEHICLE PARTS / REPAIRS	484.46	
108842	2/12/2015	PACPROP SERVICE, LLC	PARKING FOR COASTAL EXPRESS BU!	1,500.00	
108843	2/12/2015	PRAXAIR DISTRIBUTION, INC.	SHOP SUPPLIES	173.69	
108844	2/12/2015	REPUBLIC ELEVATOR, INC	ELEVATOR MAINTENANCE	153.20	
108845	2/12/2015	ROGERS, SHEFFIELD & CAMPBELL	LEGAL COUNSEL	10,805.00	
108846	2/12/2015	SB LOCKSMITHS, INC.	B&G REPAIR & SUPPLIES	391.10	
108847	2/12/2015	SILVAS OIL CO., INC.	LUBRICANTS	520.10	
108848	2/12/2015	SPECIAL DISTRICT RISK MGMT	MEDICAL HEALTH INSURANCE	49,363.92	
108849	2/12/2015	SANTA BARBARA TROPHY	DRIVER NAME PLATES	51.84	
108850	2/12/2015	SM TIRE, CORP.	BUS TIRE MOUNTING	477.00	
108851	2/12/2015	SO. CAL. EDISON CO.	UTILITIES	1,879.91	
108852	2/12/2015	STAPLES INC. & SUBSIDIARIES	OFFICE SUPPLIES	121.98	
108853	2/12/2015	TANK TEAM INC.	TANK TESTS	123.00	
108854	2/12/2015	TEAMSTERS MISC SECURITY TRU	UNION MEDICAL/DENTAL	161,915.00	
108855	2/12/2015	TRAPEZE SOFTWARE GROUP, INC.	SOFTWARE MAINTENANCE CONSULT	9,300.00	
108856	2/12/2015	ULTIMATE BLIND CLEANING DB	REPAIR BLINDS	70.00	
108857	2/12/2015	INTERSTATE CAPITAL CORPORAT	UNIFORMS	4,378.55	
108858	2/12/2015	VALLEY POWER SYSTEMS, INC.	BUS PARTS	3,364.59	

Check #	Date	Company	Description	Amount	Voids
108859	2/12/2015	VERIZON CALIFORNIA	TELEPHONES	89.99	
108860	2/12/2015	VOLT MANAGEMENT CORP.	CONTRACT EMPLOYMENT	2,310.00	
108861	2/12/2015	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	1,275.58	
108862	2/12/2015	YELLOW (YRC) TRANSPORTATIO	FREIGHT CHARGES	185.40	
108863	2/20/2015	A-Z BUS SALES INC	BUS PARTS	230.58	
108864	2/20/2015	ABC BUS COMPANIES INC	BUS PARTS	904.35	
108865	2/20/2015	ACCOUNTEMPS DBA	CONTRACT EMPLOYMENT	1,448.40	
108866	2/20/2015	A.G.S. REBUILDERS, INC.	BUS PARTS	575.46	
108867	2/20/2015	AXLE TECH INTERNATIONAL D	BUS PARTS	335.23	
108868	2/20/2015	BIG BRAND TIRES, BRANDCO BILL	SERVICE VEHICLE MAINTENANCE	188.84	
108869	2/20/2015	CARQUEST AUTO PARTS	BUS PARTS & SUPPLIES	28.49	
108870	2/20/2015	CINTAS CORPORATION NO. 2	FIRST AID SUPPLIES	292.99	
108871	2/20/2015	CIO SOLUTIONS, LP	PROFESSIONAL SERVICES	600.00	
108872	2/20/2015	CUMMINS PACIFIC, LLC	BUS PARTS	305.74	
108873	2/20/2015	MARY DEAIL	PAYROLL RELATED	106.15	
108874	2/20/2015	EBUS, INC.	BUS PARTS	1,065.79	
108875	2/20/2015	STATE OF CALIFORNIA/FTB	PAYROLL RELATED	636.48	
108876	2/20/2015	GIBBS INTERNATIONAL INC	BUS PARTS	712.21	
108877	2/20/2015	GILLIG LLC	BUS PARTS	112.32	
108878	2/20/2015	GRAINGER, INC.	SHOP/B&G SUPPLIES	145.02	
108879	2/20/2015	H.G. MAKELIM CO., INC.	BUS PARTS	331.82	
108880	2/20/2015	HOME IMPROVEMENT CTR.	SHOP/FAREBOX/B&G SUPPLIES	32.78	
108881	2/20/2015	HYDREX PEST CONTROL	FUMIGATION	77.00	
108882	2/20/2015	INTERCON TECHNOLOGIES DBA	EV/CHARGER REPAIRS	7,000.00	
108883	2/20/2015	INTEGRATED SOFTWARE SYSTEM	WEB SITE CONSULTING	495.00	
108884	2/20/2015	INTERSTATE BATTERY OF SIERRA	EV ACCESSORY BATTERIES	980.42	
108885	2/20/2015	IPC (USA), INC.	BUS FUEL	24,946.08	
108886	2/20/2015	JERRY'S PLUMBING & HEATING, I	PLUMBING REPAIRS	160.00	
108887	2/20/2015	LENVIK & MINOR, INC.	ARCHITECTURAL SERVICES	3,699.29	
108888	2/20/2015	MCMaster-CARR SUPPLY CO.	LITHO PACK MATERIALS	172.18	
108889	2/20/2015	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	482.75	
108890	2/20/2015	MULLEN & HENZELL	LEGAL CONFERENCE	380.00	
108891	2/20/2015	NATIONAL DRIVE	PAYROLL DEDUCTION	100.00	
108892	2/20/2015	NATIONAL INTERSTATE INS INC.	LIABILITY INSURANCE	364.47	
108893	2/20/2015	PREVOST CAR INC.- CREDIT DEPT.	BUS PARTS	1,109.99	
108894	2/20/2015	OR DEPT OF JUSTICE	PAYROLL RELATED	145.11	
108895	2/20/2015	ANN BRADY OTTIERI	PAYROLL RELATED	277.00	
108896	2/20/2015	WILLIAM PAREDES	PR RELATED REIMBURSEMENT	228.00	
108897	2/20/2015	SAFEGUARD DBA	OFFICE SUPPLIES	97.96	
108898	2/20/2015	SB COUNTY FEDERAL CREDIT UNI	PAYROLL DEDUCTION	1,360.00	
108899	2/20/2015	SB HUMAN RESOURCES	HR SEMINAR MTG	35.00	

Check #	Date	Company	Description	Amount	Voids
108900	2/20/2015	SB LOCKSMITHS, INC.	B&G REPAIR & SUPPLIES	15.75	
108901	2/20/2015	KAREN SEELEY	PAYROLL RELATED	75.69	
108902	2/20/2015	SANTA BARBARA SHERIFF'S DEPT	PAYROLL RELATED	75.00	
108903	2/20/2015	SM TIRE, CORP.	BUS TIRE MOUNTING	179.00	
108904	2/20/2015	SO. CAL. EDISON CO.	UTILITIES	2,963.00	
108905	2/20/2015	THE GAS COMPANY DBA	UTILITIES	496.74	
108906	2/20/2015	STAPLES CREDIT PLAN	OFFICE & COMPUTER SUPPLIES	1,134.82	
108907	2/20/2015	STEWART'S DE-ROOTING & PLUM	PLUMBING REPAIRS	330.00	
108908	2/20/2015	TNT USA INC.	LITHIUM BATTERY PROJECT	133.36	
108909	2/20/2015	TEAMSTERS UNION LOCAL NO. 18	UNION DUES	63.00	
108910	2/20/2015	UNITED WAY OF SB	PAYROLL DEDUCTION	74.00	
108911	2/20/2015	U.S. DEPARTMENT OF EDUCATIO	PAYROLL RELATED	142.11	
108912	2/20/2015	VALLEY POWER SYSTEMS, INC.	BUS PARTS	321.39	
108913	2/20/2015	VAQUERO SYSTEMS	PROFESSIONAL SERVICES	6,782.50	
108914	2/20/2015	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	196.21	
108915	2/20/2015	YACO SCHOLARSHIP FUND	PAYROLL DEDUCTION	14.00	
108916	2/20/2015	YELLOW (YRC) TRANSPORTATIO	FREIGHT CHARGES	174.84	
108917	2/24/2015	TEAMSTERS MISC SECURITY TRU	UNION MEDICAL/DENTAL	5,466.00	
				897,189.83	
Current Cash Report Voided Checks:				413,863.99	
Prior Cash Report Voided Checks:				0.00	
Grand Total:				\$483,325.84	

**Santa Barbara Metropolitan Transit District
Cash Receipts of Accounts Receivable**

Date	Company	Description	Amount
2/10/2015	SurfMedia Communications	Advertising on Buses	2,760.00
2/11/2015	Jim Haggerty	Retiree - Vision Jan.2015	12.20
2/12/2015	ASTI Holding Company, LLC	Overpass Property Lease - Feb '15	15,310.45
2/12/2015	Godzilla Graphics	Advertising on Buses	3,170.50
2/12/2015	SB School District	Passes/Token Sales	33,000.00
2/12/2015	UCSB - Parking Services-7001	Passes/Passports Sales	240.00
2/12/2015	UCSB - Parking Services-7001	Passes/Passports Sales	8,424.00
2/17/2015	City of S.B. Waterfront Department	Waterfront Shuttle Service-Cruise Ship 1/23	3,301.20
2/17/2015	State Transit Assistance	STA - Capital - January 2015	1,482,224.70
2/18/2015	Jim Haggerty	Retiree - Vision Feb 2015	12.20
2/18/2015	MacDonald Media	Advertising on Buses	15,580.50
2/18/2015	SB School District	Passes/Token Sales	2,250.00
2/19/2015	SB Museum of Art	Advertising on Buses	1,656.00
2/19/2015	Union Bank/Eleven Inc.	Advertising on Buses	15,580.50
Total Accounts Receivable Paid During Period			\$1,583,522.25

BOARD OF DIRECTORS REPORT

MEETING DATE: March 3, 2015

AGENDA ITEM #: 8

TYPE: Informational

PREPARED BY: Thais Sayat

Signature

REVIEWED BY: General Manager

GM Signature

SUBJECT: Presentation of Fiscal Year 2015-16 Draft Operating & Capital Budgets

Recommendation:

Staff is seeking the Board's guidance as it pertains to financial priorities for next year's operating and capital budget.

Discussion:

Attached is the draft operating and capital budget for fiscal year 2015-16. At this time, staff is projecting the use of cash reserves in the amount of \$218,152 to balance next year's operating budget. This amount is equivalent to 0.8% of the draft operating budget. The use of cash reserves to balance the capital budget is not anticipated. Staff is optimistic that the gap in the operating budget can be eliminated or decreased prior to the final budget presentation in June.

Operating Budget Summary (page 1)

The draft operating budget of \$25,280,361 includes an estimated 3% increase in service hours to address anticipated service increases and to account for a number schedule adherence issues. The majority of the projected service increases pertain to Lines 1 & 2 (East & West SB), Lines 12 & 24 (UCSB Express) and Line 3 (Oak Park). Since the Coastal Express Limited service is terminating in June 2015, it has been removed from the draft budget. Planning staff is scheduled to present the draft Service Plan for FY 2015-16 during the board meeting of March 17th. A detailed discussion regarding the potential use of the additional service hours will take place at that time.

The operating revenue includes increased Local Operating Assistance (LOA) funding for Lines 12 & 24 and Lines 1 & 2. UCSB's \$394,000 commitment to fund the expansion for Lines 12 & 24 accounts for the majority of the \$515,138 in Local Operating Assistance (LOA). Also contributing to the LOA total is an estimated \$100,000 in Cap & Trade - LCTOP funding for Lines 1 & 2 service increase. Additionally, Sales Tax Revenue is expected to increase by approximately 2%. Federal Transportation Administration (FTA) Operating Assistance and Property Tax revenue has been kept at current levels for now. Passenger fares will be reviewed in further detail for the presentation of the final budget in June.

The total operating expenses account for known changes to the service plan, increases mandated by the collective bargaining agreement, and changes in estimated fuel costs. The draft budget implements union wages going into effect on July 1, 2015 along with an 8% increase to the health insurance cap. The fuel costs take into account that the current fixed price contract will end in November 2015. Staff was conservative in calculating the remaining December 2015-June 2016 fuel costs under a new contract. It was brought to the District's attention at the last board meeting that Easy Lift will be seeking additional

funding for its services. At this time, the draft budget incorporates a \$190,000 increase for Easy Lift services. Self insurance liability and workers compensation are reflected at current levels but will be reviewed in further detail to tighten the budgeted amounts. Building & Grounds, Vehicle Parts & Supplies and Vendor Bus Repairs will also be reviewed in detail for draft budget updates.

Capital Budget (page 12)

The \$12,530,302 draft capital budget has been updated to reflect a substantial decrease of \$2,907,275 in comparison to FY 2014-15. Most notable is the decrease in Buses, which now reflects the acquisition of five 40” diesel buses and nine EV shuttles. Since the articulated buses are being purchased in FY 2014-15, their cost of approximately \$2,270,775 is omitted from the draft capital budget. Also omitted from the draft capital budget is AVL Radio costs of \$650,000. This was to reflect progress payments being made in FY 2014-15.

Financial Forecast (page 14)

The Financial Forecast includes the estimated amount of cash reserves required to balance the operating budget, which is based on the FY2015-16 draft budget. Below is a summary of the Financial Forecast over the next five years.

OPERATING BUDGET Financial Forecast - Summary					
	Draft Budget				
	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<i>Operating Budget</i>					
Revenue	\$25,280,361	\$26,112,339	\$27,048,234	\$27,958,241	\$28,981,403
Expense	\$25,280,361	\$26,112,339	\$27,048,234	\$27,958,241	\$28,981,403
Net Position - Unrestricted					
Beginning Balance:	\$9,316,262	\$9,098,110	\$8,384,765	\$7,121,433	\$5,343,021
Net of Operating Activities:	(218,152)	(713,345)	(1,263,332)	(1,778,412)	(2,397,404)
Ending Balance:	\$9,098,110	\$8,384,765	\$7,121,433	\$5,343,021	\$2,945,617

The forecast assumes no change to service hours or fare policy beyond next fiscal year. Not included in the projections is the impact of Other Post-Employment Benefits (Retiree Health Insurance). Currently, the District is required to “book” the actuarially derived estimated liability for its retiree health insurance benefit. The District is currently opting to “Pay-as-you-go”, which means it only budgets and pays for the actual retiree health insurance expense incurred. Management has worked diligently to reduce the Actuarial Accrued Liability¹. Costs associated with doing so are not reflected in the forecast.

It is important to point out that the draft budget and forecast is designed to provide the Board of Directors with a glimpse of the current financial trends and is not a complete financial document. The FY 2015-16 final budget is scheduled to be presented to the Board in June, which staff is optimistic that this draft budget can be tightened to eliminate the use of cash reserves. Below is an executive summary that specifies some of the assumptions used in preparing the FY 2015-16 draft budget; they are not recommendations.

¹ As of July 1, 2014, the Actuarial Accrued Liability was \$2,743,000.

Executive Summary
FY 2015-16 Draft Budget

	<u>Change</u>
<u>Service Levels</u>	
Service Hours	Service hours reflect a 3.% increase from prior year.
Total Miles	Adjusted to reflect service hour estimate.
<u>Employment</u>	
Staff - Full-Time Equivalents	IT and Personnel FTE reflect full year of staffing
Staff - Compensation	The draft budget reflects estimated wage increases consistent with CPI.
Collective Bargaining Unit - Full-Time Equivalents	Total work hours increased consistently with the rise in service hours.
Collective Bargaining Unit - Compensation	The wages and fringe benefits by employment classification and years of service is consistent with the terms of the collective bargaining agreement effective July 1, 2015.
<u>Ridership</u>	
Total Ridership	No change from current year estimates at this time. Staff will update the projection for the final budget.
<u>Subsidies</u>	
Measure A - Operating	The Measure A sales tax allocation (estimate) is reflected in the draft budget.
Measure A - Capital	Reimbursement based assistance for transit capital acquisitions.
TDA-LTF Sales Tax	The TDA-LTF sales tax allocation (estimate) is reflected in the draft budget.
Federal Operating Assistance	Zero growth has been forecasted for the time being. Management will closely monitor discussions in Congress related to Transportation Funding.
Federal Capital Assistance	Consists of grants carried over from the current year as the projects are ongoing.
<u>Net Assets - Reserve Balance</u>	
Unrestricted	Projection - \$218,152 needed to balance operating budget.



OPERATING & CAPITAL BUDGET
FISCAL YEAR 2015-16
Draft Budget

Santa Barbara Metropolitan Transit District
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Website: sbmtd.gov * E-Mail: cservice@sbmtd.gov

Submitted March 3, 2015

SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

**OPERATING & CAPITAL BUDGET
FISCAL YEAR 2015-16**

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**OPERATING BUDGET SUMMARY
FISCAL YEAR 2015-16**

Operating Budget	Draft Budget FY 2015-16	Revised Budget FY 2014-15	Change	Prior Year FY 2013-14
<u>Revenue</u>				
Passenger Fares	\$8,381,432	\$8,374,757	\$6,675	\$8,127,766
FTA Operating Assistance	4,943,999	4,943,999	0	4,943,999
Property Tax Revenue	965,000	965,000	0	985,328
Local Operating Assistance Measure A	515,138	76,091	439,047	93,848
Non-Transportation Income	2,021,193	1,977,464	43,729	1,890,866
Sales Tax Revenue (TDA-LTF) CY	798,232	779,032	19,200	825,217
Net Assets - Unrestricted	7,437,215	7,086,422 ¹	350,793	5,958,218
	218,152	0	218,152	0
Total Operating Revenue	\$25,280,361	\$24,202,765	\$1,077,596	\$22,825,242
<u>Expense</u>				
Route Operations	\$14,820,496	\$14,046,696	\$773,800	\$13,026,263
Vehicle Maintenance	5,896,968	5,868,993	27,975	5,692,760
Passenger Accommodations	1,650,483	1,526,171	124,312	1,350,017
General Overhead	2,912,414	2,760,905	151,509	2,756,203
Total Operating Expense	\$25,280,361	\$24,202,765	\$1,077,595	\$22,825,243
	FY 2015-16	FY 2014-15		
<u>Net Assets - Unrestricted</u>				
Beginning Balance	\$9,316,262	\$9,133,078		
Net Change from Operating Activities	(218,152)	183,184		
Ending Balance	\$9,098,110	\$9,316,262		

¹ FY 2014-15 Sales Tax Revenue (TDA-LTF) reflects the amount required to balance income and expenses. Staff estimates MTD will receive \$7,320,978 for Sales Tax Revenue (TDA-LTF) in FY 2014-15. As such, the \$7,437,215 budgeted in FY 2015-16 is a \$116,237 or 2% increase over FY 2014-15.

OPERATING REVENUE DETAIL
FISCAL YEAR 2015-16

	Draft Budget <u>FY 2015-16</u>	Revised Budget <u>FY 2014-15</u>	<u>Change</u>	<u>Prior Year FY 2013-14</u>
<i>FAREBOX REVENUE</i>				
Cash Fares	\$2,703,558	\$2,676,522	\$27,036	\$2,708,564
Downtown-Waterfront Shuttle/My Ride	1,105,345	1,087,330	18,015	1,064,400
UCSB Contract Fares	947,093	947,093	0	938,874
SBCC Contract Fares	994,131	994,131	0	801,644
Amtrak Fares	0	0	0	0
Special Event Fares	77,294	77,294	0	114,692
Brooks Pass Program	2,542	2,542	0	5,730
Day Pass	5,378	5,378	0	4,136
Adult 10-Ride Pass	794,746	755,009	39,737	746,109
Youth 10-Ride Pass	401,644	381,562	20,082	413,542
Senior/Mobility 10-Ride Pass	110,386	111,490	(1,104)	111,613
Coastal Express - 10-Ride Pass	0	92,689	(92,689)	100,128
Adult 30-Day Pass	781,170	742,112	39,059	646,925
Youth 30-Day Pass	236,422	238,786	(2,364)	213,068
Senior/Mobility 30-Day Pass	221,722	223,939	(2,217)	216,422
Ventura CE - 30-Day Pass	0	38,880	(38,880)	41,919
<i>Subtotal</i>	<u>\$8,381,432</u>	<u>\$8,374,757</u>	<u>\$6,675</u>	<u>\$8,127,766</u>
<i>NON-TRANSPORTATION INCOME</i>				
Advertising on Buses	\$525,000	\$500,000	\$25,000	\$496,705
Interest on Investments	52,200	70,000	(17,800)	61,719
Overpass Lease & Misc. Revenue	221,032	209,032	12,000	266,793
<i>Subtotal</i>	<u>\$798,232</u>	<u>\$779,032</u>	<u>\$19,200</u>	<u>\$825,217</u>
<i>SUBSIDIES</i>				
TDA Sales Tax Revenue	\$7,437,215	\$7,086,422	\$350,793	\$5,958,218
(Unrestricted - Cash Reserves)	218,152	0	218,152	0
FTA Formula Assistance	4,943,999	4,943,999	0	4,943,999
Property Tax Revenue	965,000	965,000	0	985,328
Measure A	2,021,193	1,977,464	43,729	1,890,866
LOA	515,138	76,091	439,047	93,848
<i>Subtotal</i>	<u>\$16,100,697</u>	<u>\$15,048,976</u>	<u>\$1,051,721</u>	<u>\$13,872,259</u>
<i>Total Operating Revenue</i>	<u>\$25,280,361</u>	<u>\$24,202,765</u>	<u>\$1,077,596</u>	<u>\$22,825,242</u>

OPERATING EXPENSE SUMMARY
FISCAL YEAR 2015-16

	Draft Budget FY 2015-16	Revised Budget FY 2014-15	Change	Prior Year FY 2013-14
ROUTE OPERATIONS				
Drivers	\$10,991,938	\$10,499,155	\$492,782	\$9,805,524
Dispatch & Supervision	568,443	551,316	17,126	514,492
Hiring & Training	362,027	355,176	6,851	297,460
Risk & Safety	2,077,578	2,010,538	67,040	1,784,519
Transportation Subsidies	820,511	630,511	190,000	624,268
<i>Subtotal</i>	<u>\$14,820,496</u>	<u>\$14,046,696</u>	<u>\$773,800</u>	<u>\$13,026,263</u>
VEHICLE MAINTENANCE				
Mechanics	\$1,222,076	\$1,190,224	\$31,852	\$1,069,605
Cleaners & Fuelers	788,008	762,737	25,271	764,566
Supervision	616,553	597,603	18,950	554,533
Vehicle Consumables	2,425,350	2,473,448	(48,098)	2,408,876
Bus Parts & Supplies	709,661	709,661	0	669,076
Vendor Services	82,500	82,500	0	55,974
Risk & Safety	52,820	52,820	0	170,130
<i>Subtotal</i>	<u>\$5,896,968</u>	<u>\$5,868,993</u>	<u>\$27,975</u>	<u>\$5,692,760</u>
PASSENGER ACCOMMODATIONS				
Passenger Facilities	\$627,305	\$603,838	\$23,467	\$624,129
Transit Development	391,804	376,454	15,350	331,650
Promotion & Information	276,285	256,763	19,522	131,482
Fare Revenue Collection	355,088	289,116	65,972	262,756
<i>Subtotal</i>	<u>\$1,650,483</u>	<u>\$1,526,171</u>	<u>\$124,312</u>	<u>\$1,350,017</u>
GENERAL OVERHEAD				
Finance	\$555,318	\$510,297	\$45,021	\$644,331
Personnel	122,380	66,392	55,988	106,741
Utilities & Communication	239,200	239,200	0	203,370
Operating Facilities	325,388	322,642	2,746	281,263
District Administration	1,670,128	1,622,374	47,755	1,520,498
<i>Subtotal</i>	<u>\$2,912,414</u>	<u>\$2,760,905</u>	<u>\$151,509</u>	<u>\$2,756,203</u>
Total Operating Cost	<u><u>\$25,280,361</u></u>	<u><u>\$24,202,765</u></u>	<u><u>\$1,077,595</u></u>	<u><u>\$22,825,243</u></u>

ROUTE OPERATIONS DETAIL
FISCAL YEAR 2015-16

	Draft Budget <u>FY 2015-16</u>	Revised Budget <u>FY 2014-15</u>	<u>Change</u>	Prior Year FY 2013-14
DRIVERS				
Scheduled	\$6,335,908	\$6,058,748	\$277,160	\$5,798,772
Scheduled Overtime	293,687	281,909	11,778	271,073
Unscheduled Pay	195,817	189,637	6,181	198,205
Driver Lite Duty	26,079	25,224	854	0
FICA	593,190	571,953	21,237	536,294
Pension	917,219	851,181	66,038	831,267
Health	1,651,583	1,523,688	127,895	1,279,715
Sick Pay	133,191	148,154	(14,963)	142,567
Vacation Pay	496,589	499,988	(3,398)	448,311
Holiday Pay	253,344	253,344	0	222,304
Other Paid Leave	19,507	19,507	0	22,490
Unemployment Insurance	40,824	40,824	0	36,080
Uniforms	35,000	35,000	0	18,446
<i>Drivers Subtotal</i>	<u>\$10,991,938</u>	<u>\$10,499,155</u>	<u>\$492,782</u>	<u>\$9,805,524</u>
DISPATCH & SUPERVISION				
Supervisors	\$158,356	\$156,016	\$2,340	\$158,979
Staff	163,249	160,048	3,201	154,651
FICA	31,566	31,030	536	28,054
Pension	37,106	35,744	1,362	36,489
Health	85,619	77,392	8,227	69,448
Sick Pay	8,679	8,616	63	12,534
Vacation Pay	33,237	32,629	607	25,585
Holiday Pay	15,634	15,360	274	12,781
Other Paid Leave	33,472	32,956	516	14,900
Unemployment Insurance	1,525	1,525	0	1,071
<i>Dispatch & Supervision Subtotal</i>	<u>\$568,443</u>	<u>\$551,316</u>	<u>\$17,126</u>	<u>\$514,492</u>
HIRING & TRAINING				
Staff	\$37,221	\$36,492	\$730	\$36,172
Student Drivers	51,712	51,494	217	56,354
Existing Drivers/Supers	174,151	171,773	2,378	117,618
FICA	21,060	20,792	268	12,446
Pension	10,754	10,171	583	12,880
Health	23,973	21,480	2,493	17,233
Sick Pay	1,765	1,761	4	4,862
Vacation Pay	5,368	5,274	94	7,894
Holiday Pay	4,155	4,086	69	4,728
Other Paid Leave	923	907	16	472
Unemployment Insurance	546	546	0	357
Medical Exams & License Fees	22,000	22,000	0	23,167
Employment Advertising	400	400	0	0
Training, Travel & Meetings	8,000	8,000	0	3,277
<i>Hiring & Training Subtotal</i>	<u>\$362,027</u>	<u>\$355,176</u>	<u>\$6,851</u>	<u>\$297,460</u>

ROUTE OPERATIONS DETAIL
FISCAL YEAR 2015-16

	Draft Budget <u>FY 2015-16</u>	Revised Budget <u>FY 2014-15</u>	Change	Prior Year FY 2013-14
RISK & SAFETY				
Wages & Benefits				
Staff	\$74,856	\$44,076	\$30,780	\$65,313
Supervisors	292,938	288,609	4,329	255,705
Driver Accident Pay	1,755	1,698	57	1,821
FICA	32,174	28,978	3,196	27,173
Pension	40,781	35,576	5,205	35,026
Health	76,435	59,632	16,803	53,748
Sick Pay	5,254	4,536	718	12,808
Vacation Pay	27,117	24,882	2,235	26,735
Holiday Pay	14,963	12,483	2,480	10,481
Other Paid Leave	3,694	2,510	1,184	12,308
Unemployment Insurance	1,488	1,488	0	952
Wages & Benefits Subtotal	\$571,454	\$504,467	\$66,988	\$502,070
Public Liability				
Professional Services	\$157,689	\$157,689	\$0	\$82,295
Insurance	270,760	270,760	0	250,778
Current Year Incident Payouts	30,000	30,000	0	34,499
Current Year Incident Reserves	30,000	30,000	0	16,550
Prior Years Incident Payouts	50,000	50,000	0	41,501
Change in Prior Years Reserves	(50,000)	(50,000)	0	(16,195)
Public Liability Subtotal	\$488,449	\$488,449	\$0	\$409,428
Workers' Compensation				
Professional Services	\$198,938	\$198,938	\$0	\$178,811
Insurance	69,825	69,825	0	70,764
Current Year Incident Payouts	150,000	150,000	0	115,655
Current Year Incident Reserves	250,000	250,000	0	322,997
Prior Years Incident Payouts	375,000	375,000	0	204,551
Change in Prior Years Reserves	(51,619)	(51,619)	0	(48,383)
Miscellaneous Risk & Safety	25,531	25,479	52	28,626
Workers' Compensation Subtotal	\$1,017,674	\$1,017,622	\$52	\$873,021
Risk & Safety Subtotal	<u>\$2,077,578</u>	<u>\$2,010,538</u>	<u>\$67,040</u>	<u>\$1,784,519</u>
TRANSPORTATION SUBSIDIES				
Dial-a-Ride (Easy Lift)	\$820,511	\$630,511	\$190,000	\$624,268
Transportation Subsidies Subtotal	<u>\$820,511</u>	<u>\$630,511</u>	<u>\$190,000</u>	<u>\$624,268</u>
TOTAL ROUTE OPERATIONS	<u>\$14,820,496</u>	<u>\$14,046,696</u>	<u>\$773,800</u>	<u>\$13,026,263</u>

VEHICLE MAINTENANCE DETAIL
FISCAL YEAR 2015-16

	Draft Budget <u>FY 2015-16</u>	Revised Budget <u>FY 2014-15</u>	<u>Change</u>	<u>Prior Year FY 2013-14</u>
MECHANICS				
Mechanics	\$705,731	\$695,343	\$10,388	\$661,621
Less Mechanic Labor Capitalization	(29,749)	(29,310)	(440)	(13,351)
Mechanics-OT	25,745	25,364	380	19,293
FICA	68,844	67,863	981	59,166
Pension	91,229	84,737	6,491	82,399
Health	161,980	149,982	11,999	118,705
Sick Pay	19,534	19,534	0	20,406
Vacation Pay	114,269	112,729	1,540	66,596
Holiday Pay	33,157	32,667	490	28,290
Other Paid Leave	1,487	1,465	22	1,816
Unemployment Insurance	3,549	3,549	0	3,094
Uniforms	12,000	12,000	0	12,815
Tool Allowance	14,300	14,300	0	8,755
<i>Mechanics Subtotal</i>	<u>\$1,222,076</u>	<u>\$1,190,224</u>	<u>\$31,852</u>	<u>\$1,069,605</u>
CLEANERS & FUELERS				
Service Workers	\$437,870	\$431,426	\$6,444	\$432,155
FICA	37,146	36,680	466	36,767
Pension	71,410	66,035	5,376	70,133
Health	161,980	149,982	11,999	136,101
Sick Pay	9,289	9,137	152	10,374
Vacation Pay	31,015	30,557	458	46,767
Holiday Pay	23,459	23,112	347	18,023
Other Paid Leave	1,934	1,905	29	460
Unemployment Insurance	3,577	3,577	0	2,856
Uniforms	7,098	7,098	0	6,606
Medical Exams & License Fees	3,230	3,230	0	4,324
<i>Cleaners & Fuelers Subtotal</i>	<u>\$788,008</u>	<u>\$762,737</u>	<u>\$25,271</u>	<u>\$764,566</u>
SUPERVISION				
Staff	\$351,206	\$347,111	\$4,095	\$321,283
FICA	30,463	30,276	187	28,762
Pension	39,821	39,576	245	37,695
Health	137,690	121,621	16,069	103,721
Sick Pay	4,213	4,181	31	12,218
Vacation Pay	23,664	25,451	(1,786)	27,822
Holiday Pay	15,109	15,018	91	14,271
Other Paid Leave	3,022	3,004	18	2,845
Unemployment Insurance	1,365	1,365	0	1,190

VEHICLE MAINTENANCE DETAIL
FISCAL YEAR 2015-16

	Draft Budget <u>FY 2015-16</u>	Revised Budget <u>FY 2014-15</u>	<u>Change</u>	Prior Year FY 2013-14
Training, Travel & Meetings	10,000	10,000	0	4,726
<i>Supervision Subtotal</i>	<u>\$616,553</u>	<u>\$597,603</u>	<u>\$18,950</u>	<u>\$554,533</u>
VEHICLE CONSUMABLES				
Fuel & Lubricants	\$2,178,177	\$2,226,275	(\$48,098)	\$2,169,464
Electric Vehicle Power	90,000	90,000	0	81,593
Tire Lease	147,173	147,173	0	149,126
Tire Mounting	10,000	10,000	0	8,693
<i>Vehicle Consumables Subtotal</i>	<u>\$2,425,350</u>	<u>\$2,473,448</u>	<u>(\$48,098)</u>	<u>\$2,408,876</u>
VEHICLE PARTS & SUPPLIES				
Bus Parts Issued	\$619,661	\$619,661	\$0	\$595,198
Shop Supplies	60,000	60,000	0	61,195
Bus Servicing Supplies	20,000	20,000	0	9,416
Hazmat Disposal & Compliance	10,000	10,000	0	3,267
<i>Vehicle Part & Supplies Subtotal</i>	<u>\$709,661</u>	<u>\$709,661</u>	<u>\$0</u>	<u>\$669,076</u>
VENDOR BUS REPAIRS				
Vandalism Repairs	\$45,000	\$45,000	\$0	\$24,713
Accident Damage Repairs	7,500	7,500	0	605
Accident Claim Collections	(5,000)	(5,000)	0	(9,058)
Other Vendor Repairs	35,000	35,000	0	39,714
<i>Vendor Bus Repairs Subtotal</i>	<u>\$82,500</u>	<u>\$82,500</u>	<u>\$0</u>	<u>\$55,974</u>
RISK & SAFETY				
Workers' Comp Services	\$10,470	\$10,470	\$0	\$8,319
Workers' Comp Insurance	7,350	7,350	0	3,724
Current Year Incident Payouts	10,000	10,000	0	982
Current Year Incident Reserves	25,000	25,000	0	180,188
Prior Years Incident Payouts	25,000	25,000	0	5,719
Change in Prior Years Reserves	(25,000)	(25,000)	0	(28,802)
<i>Risk & Safety Subtotal</i>	<u>\$52,820</u>	<u>\$52,820</u>	<u>\$0</u>	<u>\$170,130</u>
TOTAL VEHICLE MAINTENANCE	<u><u>\$5,896,968</u></u>	<u><u>\$5,868,993</u></u>	<u><u>\$27,975</u></u>	<u><u>\$5,692,760</u></u>

PASSENGER ACCOMMODATIONS DETAIL
FISCAL YEAR 2015-16

	Draft Budget <u>FY 2015-16</u>	Revised Budget <u>FY 2014-15</u>	Change	Prior Year FY 2013-14
PASSENGER FACILITIES				
Wages & Benefits				
Supervisors	\$182,836	\$180,134	\$2,702	\$185,661
TC Advisors	104,606	102,428	2,179	106,779
Staff	39,263	38,373	890	42,471
FICA	28,108	27,622	486	29,171
Pension	26,315	25,200	1,115	26,308
Health	130,183	114,663	15,520	112,249
Sick Pay	4,164	4,127	37	5,920
Vacation Pay	19,866	19,572	295	25,440
Holiday Pay	14,369	14,157	212	12,990
Other Paid Leave	2,318	2,284	34	2,046
Unemployment Insurance	2,194	2,194	0	1,916
Wages & Benefits Subtotal	\$554,222	\$530,755	\$23,467	\$550,951
Buildings & Grounds				
TC Contract Maintenance	\$47,720	\$47,720	\$0	\$49,661
TC Repairs/Supplies	10,000	10,000	0	7,952
Bus Stop Repairs/Supplies	10,000	10,000	0	13,675
TC Property Insurance	5,363	5,363	0	1,890
Buildings & Grounds Subtotal	\$73,083	\$73,083	\$0	\$73,178
Passenger Facilities Subtotal	\$627,305	\$603,838	\$23,467	\$624,129
TRANSIT DEVELOPMENT				
Staff	\$221,566	\$217,163	\$4,403	\$213,598
FICA	19,220	18,839	381	18,429
Pension	25,125	24,626	499	22,790
Health	69,297	59,812	9,485	42,513
Sick Pay	5,668	5,616	52	3,484
Vacation Pay	14,451	14,167	283	15,109
Holiday Pay	9,663	9,474	189	9,161
Other Paid Leave	2,899	2,842	57	1,996
Unemployment Insurance	915	915	0	785
Training, Travel & Meetings	5,000	5,000	0	2,950
Planning Services & Supplies	18,000	18,000	0	835
Transit Development Subtotal	\$391,804	\$376,454	\$15,350	\$331,650

PASSENGER ACCOMMODATIONS DETAIL
FISCAL YEAR 2015-16

	Draft Budget <u>FY 2015-16</u>	Revised Budget <u>FY 2014-15</u>	Change	Prior Year FY 2013-14
PROMOTION & INFORMATION				
Wages & Benefits				
Staff	\$86,664	\$81,729	\$4,935	\$41,961
FICA	8,140	7,111	1,029	3,648
Pension	10,641	9,295	1,346	4,769
Health	24,394	20,907	3,487	6,206
Sick Pay	1,421	1,368	53	667
Vacation Pay	10,673	6,357	4,316	2,664
Holiday Pay	6,919	3,597	3,322	1,780
Other Paid Leave	1,730	899	831	837
Unemployment Insurance	505	300	205	155
Wages & Benefits Subtotal	\$151,085	\$131,563	\$19,522	\$62,687
Outside Services				
Media Ad Placement	5,000	5,000	0	2,852
Brochures & Publications	5,000	5,000	0	577
Promotional Giveaways	5,000	5,000	0	1,040
Bus/Shuttle Decorations	2,500	2,500	0	0
Other Promotions	5,000	5,000	0	5,683
Route Schedules & Information	101,700	101,700	0	58,714
Training, Travel & Meetings	1,000	1,000	0	(71)
Outside Services Subtotal	\$125,200	\$125,200	\$0	\$68,795
Promotion & Information Subtotal	\$276,285	\$256,763	\$19,522	\$131,482
FARE REVENUE COLLECTION				
Wages & Benefits				
Staff	\$104,220	\$102,152	\$2,068	\$104,739
FICA	9,328	9,144	183	8,963
Pension	12,193	11,953	240	11,298
Health	61,093	52,940	8,153	49,069
Sick Pay	3,219	3,175	44	1,897
Vacation Pay	7,834	7,680	154	8,717
Holiday Pay	4,438	4,350	87	4,178
Other Paid Leave	2,219	2,175	44	2,420
Unemployment Insurance	546	546	0	476
Wages & Benefits Subtotal	\$205,088	\$194,116	\$10,972	\$191,757
Outside Services				
Fare Processing	\$75,000	\$20,000	\$55,000	\$10,596
Farebox Parts & Repairs	45,000	45,000	0	36,902
Tickets, Tokens & Transfers	30,000	30,000	0	23,501
Outside Services Subtotal	\$150,000	\$95,000	\$55,000	\$70,999
Fare Revenue Collection Subtotal	\$355,088	\$289,116	\$65,972	\$262,756
TOTAL PSNGR ACCOMMODATIONS	\$1,650,483	\$1,526,171	\$124,312	\$1,350,017

GENERAL OVERHEAD DETAIL
FISCAL YEAR 2015-16

	Draft Budget FY 2015-16	Revised Budget FY 2014-15	Change	Prior Year FY 2013-14
FINANCE				
Staff	\$284,341	\$283,887	\$454	\$357,089
FICA	25,318	24,425	893	30,885
Pension	33,096	31,928	1,168	39,327
Health	89,774	84,493	5,281	82,526
Sick Pay	6,815	5,650	1,165	15,026
Vacation Pay	23,414	20,135	3,279	29,806
Holiday Pay	13,407	7,859	5,548	14,877
Other Paid Leave	2,979	1,746	1,233	3,264
Unemployment Insurance	1,174	1,174	0	1,331
Financial Audit Services	75,000	49,000	26,000	70,200
Finance Subtotal	\$555,318	\$510,297	\$45,021	\$644,331
PERSONNEL				
Staff	\$75,416	\$44,232	\$31,183	\$65,314
FICA	6,360	3,545	2,814	5,961
Pension	8,313	4,634	3,679	8,525
Health	21,097	8,582	12,516	15,922
Sick Pay	1,219	701	519	1,630
Vacation Pay	5,226	3,314	1,911	5,635
Holiday Pay	3,197	891	2,306	2,767
Other Paid Leave	1,279	356	922	749
Unemployment Insurance	273	137	137	238
Personnel Subtotal	\$122,380	\$66,392	\$55,988	\$106,741
UTILITIES				
Telephone & Data Communications	\$46,000	\$46,000	\$0	\$39,973
Power, Water & Refuse	174,000	174,000	0	148,037
Two-Way Radios	19,200	19,200	0	15,360
Utilities Subtotal	\$239,200	\$239,200	\$0	\$203,370
OPERATING FACILITIES				
Wages & Benefits				
Staff	\$54,861	\$53,766	\$1,094	\$49,867
FICA	4,730	4,636	94	4,267
Pension	6,183	6,060	123	5,441
Health	11,649	10,346	1,303	8,403
Sick Pay	844	834	11	1,307
Vacation Pay	3,532	3,462	70	3,848
Holiday Pay	2,354	2,308	47	2,002
Other Paid Leave	235	231	5	0
Unemployment Insurance	273	273	0	238
Wages & Benefits Subtotal	\$84,660	\$81,915	\$2,746	\$75,373

GENERAL OVERHEAD DETAIL
FISCAL YEAR 2015-16

	Draft Budget FY 2015-16	Revised Budget FY 2014-15	Change	Prior Year FY 2013-14
<i>OPERATING FACILITIES (cont'd)</i>				
Service Vehicles				
Parts & Repairs	\$12,000	\$12,000	\$0	\$10,692
Fuel	60,000	60,000	0	57,026
Service Vehicles Subtotal	\$72,000	\$72,000	\$0	\$67,718
Buildings & Grounds				
Contract Maintenance	\$74,960	\$74,960	\$0	\$73,986
Overpass Site	7,500	7,500	0	8,696
B&G Repairs/Supplies	38,000	38,000	0	36,702
Property Insurance	48,267	48,267	0	18,788
Buildings & Grounds Subtotal	\$168,727	\$168,727	\$0	\$138,172
<i>Operating Facilities Subtotal</i>	<u>\$325,388</u>	<u>\$322,642</u>	<u>\$2,746</u>	<u>\$281,263</u>
<i>DISTRICT ADMINISTRATION</i>				
Wages & Benefits				
Staff	\$562,731	\$474,016	\$88,715	\$441,033
Bus Ad Revenue Placement	8,701	8,572	129	8,962
FICA	49,358	40,487	8,871	36,812
Pension	64,520	52,924	11,596	52,611
Health	186,068	122,906	63,162	96,331
Sick Pay	10,340	66,288	(55,948)	14,876
Vacation Pay	42,493	52,562	(10,069)	40,357
Holiday Pay	22,800	14,245	8,555	19,560
Other Paid Leave	6,840	4,274	2,566	8,496
Unemployment Insurance	2,034	1,856	177	1,558
Wages & Benefits Subtotal	\$955,884	\$838,129	\$117,755	\$720,596
Administrative Services				
Directors Fees	\$12,600	\$12,600	\$0	\$10,920
Public Officials Insurance	33,864	33,864	0	27,805
Legal Counsel	135,000	135,000	0	120,079
Pension Administration	20,000	20,000	0	7,298
Office Equipment Maintenance	132,948	132,948	0	132,622
Miscellaneous Services	74,098	144,098	(70,000)	76,617
Office & Computer Supplies	49,511	49,511	0	44,293
Dues & Subscriptions	43,665	43,665	0	42,907
Conferences, Meetings & Training	10,000	10,000	0	10,206
Employee Relations	16,000	16,000	0	17,425
Retiree Health Insurance	88,372	88,372	0	207,974
Mandated Fees & Permits	38,550	38,550	0	32,072
Bus Ad Revenue Program	1,500	1,500	0	106
Miscellaneous	58,136	58,136	0	69,578
Administrative Services Subtotal	\$714,244	\$784,244	(\$70,000)	\$799,902
<i>District Administration Subtotal</i>	<u>\$1,670,128</u>	<u>\$1,622,374</u>	<u>\$47,755</u>	<u>\$1,520,498</u>
TOTAL GENERAL OVERHEAD	<u><u>\$2,912,414</u></u>	<u><u>\$2,760,905</u></u>	<u><u>\$151,509</u></u>	<u><u>\$2,756,203</u></u>

**CAPITAL BUDGET
FUNDING SUMMARY
FISCAL YEAR 2015-16**

	Draft Budget FY 2015-16	Revised Budget FY 2014-15	Change vs. Final Budget
<u>Revenue</u>			
Dedicated Source(s):			
<u>TDA-State Transit Assistance (TDA - STA)</u>			
Current Year - Allocation	\$1,809,500	\$1,713,738	\$95,762
Prior Year(s) - Allocation	4,008,987	5,645,113	(1,636,126)
	\$5,818,487	\$7,358,851	(\$1,540,364)
<u>Measure A Transit Capital - Sales Tax Revenue</u>			
Current Year - Allocation	\$907,560	\$861,060	\$46,500
Prior Year(s) - Allocation	580,108	1,343,519	(763,411)
	\$1,487,668	\$2,204,579	(\$716,911)
<i>sub total:</i>	\$7,306,155	\$9,563,430	(\$2,257,275)
Grants:			
<u>Proposition 1B - Bond Proceeds</u>			
PTMISEA	\$2,181,775	\$2,570,858	(\$389,083)
Transit Security - OHS	245,818	506,735	(260,917)
	\$2,427,593	\$3,077,593	(\$650,000)
<u>Local Capital Assistance</u>			
Local Grants	\$0	\$0	\$0
<u>Federal Capital - Grants</u>			
Federal Grants	\$2,796,554	\$2,796,554	\$0
<i>sub total:</i>	\$5,224,147	\$5,874,147	(\$650,000)
Total Capital Revenue	\$12,530,302	\$15,437,577	(\$2,907,275)
<u>Expense - Projects</u>			
Buses	\$5,641,475	\$7,912,250	(\$2,270,775)
Bus Rehab	1,166,000	1,119,500	46,500
Fixed Facilities	1,925,000	1,900,000	25,000
Radios & Fareboxes	75,000	75,000	0
Bus Stops	501,990	501,990	0
Shop Equipment	60,000	88,000	(28,000)
Management Info Systems	50,000	80,000	(30,000)
Intelligent Transportation Systems	3,085,837	3,735,837	(650,000)
Office Furniture & Equipment	25,000	25,000	0
	\$12,530,302	\$15,437,577	(\$2,907,275)
Total Capital Projects	\$12,530,302	\$15,437,577	(\$2,907,275)
<u>Net Change (Capital Activities)</u>			
Net Assets - Unrestricted	\$0	\$0	\$0

Capital Project Detail
FISCAL YEAR 2015-16

	Draft Budget FY 2015-16	Revised Budget FY 2014-15	New Funding Allocation	Carry-over Funding Allocation
REVENUE VEHICLE PURCHASES				
40' Diesel Buses (5)	\$2,266,475	\$2,266,475	\$0	\$2,266,475
60' Articulated Buses (3) (\$756,925)	0	2,270,775	0	0
EV Shuttles (9) (\$375,000)	3,375,000	3,375,000	0	3,375,000
Subtotal	\$5,641,475	\$7,912,250	\$0	\$5,641,475
REVENUE VEHICLE IMPROVEMENTS				
Diesel Fleet Drivetrains	\$600,000	\$564,500	\$600,000	\$0
EV Drivetrain/Battery Chargers etc	75,000	64,000	75,000	0
Lithium Battery Project	491,000	491,000	0	491,000
Subtotal	\$1,166,000	\$1,119,500	\$675,000	\$491,000
OFFICE FURNITURE & EQUIPMENT				
Office Furniture Allowance	\$25,000	\$25,000	\$25,000	\$0
Subtotal	\$25,000	\$25,000	\$25,000	\$0
MANAGEMENT INFORMATION SYSTEMS				
Software Programming	\$20,000	\$50,000	\$20,000	\$0
PC Hardware/ IT Infrastructure Upgrades	30,000	30,000	30,000	0
Subtotal	\$50,000	\$80,000	\$50,000	\$0
INTELLIGENT TRANSPORTATION SYSTEMS				
AVL Radio System	\$2,577,635	\$3,227,635	\$0	\$2,577,635
Security Cameras on Bus	508,202	508,202	0	508,202
Subtotal	\$3,085,837	\$3,735,837	\$0	\$3,085,837
SERVICE VEHICLES				
Service Vehicle Replacements	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0
BUS STOP EQUIPMENT				
Superstops	\$251,990	\$251,990	\$0	\$251,990
Bus Stop Upgrades	250,000	250,000	50,000	200,000
Subtotal	\$501,990	\$501,990	\$50,000	\$451,990
FIXED FACILITIES				
T1 Fixed Facilities	\$375,000	\$350,000	\$25,000	\$350,000
Security Improvements T1	0	0	0	0
TC Expansion Project	1,550,000	1,550,000	0	1,550,000
TC Fixed Facilities	0	0	0	0
WIP - Calle Real Development	0	0	0	0
Subtotal	\$1,925,000	\$1,900,000	\$25,000	\$1,900,000
FAREBOXES & RADIOS				
Fare Collection & Radio Allowance	\$75,000	\$75,000	\$75,000	\$0
Subtotal	\$75,000	\$75,000	\$75,000	\$0
SHOP EQUIPMENT				
Shop Equipment Allowance	\$60,000	\$88,000	\$60,000	\$0
Subtotal	\$60,000	\$88,000	\$60,000	\$0
Total Capital Projects	\$12,530,302	\$15,437,577	\$960,000	\$11,570,302

OPERATING & CAPITAL BUDGET

Financial Forecast

	Draft		Projected				
	Budget		Growth				
	FY 2015-16	Growth Rate	FY 2016-17	Growth Rate			
	FY 2015-16	Rate	FY 2016-17	Rate	FY 2017-18	FY 2018-19	FY 2019-20
OPERATING REVENUE							
Passenger Fares	\$8,381,432	1.0%	\$8,465,246	1.0%	\$8,549,898	\$8,635,397	\$8,721,749
FTA Operating Assistance	4,943,999	0.0%	4,943,999	0.0%	4,943,999	4,943,999	4,943,997
Property Tax Revenue	965,000	3.0%	993,950	1.0%	1,003,890	1,013,928	1,024,066
Local Operating Assistance	515,138	1.0%	520,290	1.0%	525,493	530,748	536,053
Measure A	2,021,193	-1.0%	2,000,981	2.0%	2,041,001	2,081,821	2,123,455
Non-Transportation Income	798,232	2.0%	814,197	2.0%	830,480	847,090	864,030
Sales Tax Revenue (TDA - LTF) CY	7,437,215	3.0%	7,660,331	3.0%	7,890,141	8,126,846	8,370,649
Net Assets - Unrestricted	218,152		713,345		1,263,332	1,778,412	2,397,404
Total Operating Revenue	<u>\$25,280,361</u>		<u>\$26,112,339</u>		<u>\$27,048,234</u>	<u>\$27,958,241</u>	<u>\$28,981,403</u>
OPERATING EXPENSE							
Route Operations	\$14,820,496		\$15,294,843		\$15,790,121	\$16,307,553	\$16,848,449
Vehicle Maintenance (Fuel Costs)	3,718,791		3,858,140		4,004,099	4,157,051	4,317,403
Passenger Accommodations	2,178,177		2,221,740		2,332,827	2,379,484	2,498,458
General Overhead	1,650,483		1,709,256		1,770,956	1,835,765	1,903,880
	2,912,414		3,028,359		3,150,231	3,278,388	3,413,212
Total Operating Expense	<u>\$25,280,361</u>		<u>\$26,112,339</u>		<u>\$27,048,234</u>	<u>\$27,958,241</u>	<u>\$28,981,403</u>
Net Position - Unrestricted							
Beginning Balance	\$9,316,262		\$9,098,110		\$8,384,765	\$7,121,433	\$5,343,021
Projected: Net Gain/Loss from Activities	(218,152)		(713,345)		(1,263,332)	(1,778,412)	(2,397,404)
* Ending Balance	<u>\$9,098,110</u>		<u>\$8,384,765</u>		<u>\$7,121,433</u>	<u>\$5,343,021</u>	<u>\$2,945,617</u>

(*The ending balance for fiscal year 2015-16 does not reflect the estimated \$206,000 year-end adjustment to account for Other Post-Employment Benefits (retiree health insurance). Governmental accounting standards require the District to book the actuarially derived estimate each year.)



BOARD OF DIRECTORS REPORT

MEETING DATE:	MARCH 3, 2015	AGENDA ITEM #: 9
DEPARTMENT:	RISK	TYPE: ACTION
PREPARED BY:	JEFFREY WOOLEVER	_____
		<i>Signature</i>
REVIEWED BY:	JERRY ESTRADA	_____
		<i>GM Signature</i>

SUBJECT: Commercial Auto and Excess Liability Insurance Renewal

RECOMMENDATION

Staff recommends renewal of the Commercial Auto and Excess Liability Insurance through the expiring carrier, National Interstate Insurance Company (NIIC), effective 4/1/15 – 4/1/17 for \$548,460. This is a 24 month policy with guaranteed rates.

DISCUSSION

Santa Barbara Metropolitan Transit District’s (MTD) current carrier is NIIC. NIIC has quoted a two year premium of \$548,460. The two year premium quoted in 2013 was \$523,374.95. The rate per vehicle has increased slightly less than 3%. When comparing the 2015-17 renewal to our renewal of 2013-15 the total price is about 5% higher. The additional 2% is the result of our fleet size being slightly higher today than it was when our coverage was quoted in 2013. The actual cost of our insurance fluctuates as we add and delete vehicles from the fleet.

MTD’s rate per vehicle has been the same for the past 5 years. The only fluctuation in the cost of our insurance has been because of variances in fleet size. After 5 years of level pricing, NIIC pushed for a rate increase for this renewal. We were able to hold the rate increase per vehicle to under 3%. The increase is reflective of NIIC’s overall cost of doing business. MTD’s excellent claims experience and long time relationship with NIIC was a major factor in the relatively minor adjustment to rate

The quote includes fist layer coverage of \$4,750,000 excess over a \$250,000 Self Insured Retention, a \$5,000,000 Excess/Umbrella, and our Claims Services Agreement. The policy includes both Auto Liability and General Liability. The first layer of coverage is \$351,989. The Excess/Umbrella is \$158,340. The Claims Services Agreement is \$38,131. NIIC also quoted two other types of coverage, a \$100,000 SIR and First Dollar Coverage for comparison purposes to the current coverage.

Bob Fatch of Brown and Brown, MTD's insurance broker, reports that this type of coverage coupled with claims administration is a niche market. There are very few carriers with this type of services. NIIC has been partnered with MTD for over 20 years and has a strong working relationship with both MTD's risk staff and both MTD legal counsels for liability and workers compensation.

Line of Coverage	12 Month Cost	24 Month Cost
\$100,000 SIR	\$335,362	\$670,724
First Dollar Coverage	\$557,773	\$1,115,546

Renewal: \$250,000 SIR	Expiring 24 Month Premium	Renewal 24 Month Premium
Auto & General Liability	\$334,587.95	\$351,989.00
Umbrella	\$154,000.00	\$158,340.00
Claims Services Agreement	\$34,784.00	\$38,131.00
	\$523,372.00	\$548,460.00



FINANCE COMMITTEE REPORT

MEETING DATE: MARCH 3, 2015 **AGENDA ITEM # 10**

TYPE: ACTION

PREPARED BY: JERRY ESTRADA

Signature

REVIEWED BY: GENERAL MANAGER

GM Signature

SUBJECT: Credit Card Policy

RECOMMENDATION:

That the Board of Directors approve the proposed changes to the Procurement Policy as it pertains to credit card use.

DISCUSSION:

Consistent with guidance provided by the Finance Committee, staff has prepared modifications to the Procurement Policy to enhance existing language pertaining to credit card use. The proposed changes are attached as an excerpt and the Procurement Policy is attached as a reference.

MTD Procurement Policy

Excerpt from Page 9 of 50

In addition to the above, MTD maintains a credit card account. ~~MTD credit cards may not be used without prior authorization in the form of an approved requisition. All purchases made on MTD credit cards shall be supported by receipts which shall be submitted to the General Manager's designee at the time the card is returned.~~

Purpose of the MTD Credit Card:

An MTD credit card may be issued to certain employees for the purpose making purchases in which invoicing the MTD is not an option, not practical or would result in additional costs. It is not intended to be the preferred payment method, but rather limited to necessity-based situations. Use of MTD credit card is not intended to replace effective procurement planning or circumvent the purchasing approvals and requirements. Foreseen uses for a MTD Credit Card include but are not limited to:

- a. Securing travel reservations;
- b. Paying travel expenses;
- c. Placing phone or internet orders; and
- d. Conducting MTD business in the most efficient manner.

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Acknowledgement and Receipt of Credit Card:

All cards will only be issued with the written and filled approval of the General Manager. When an individual MTD credit card is issued, the Human Resource Department shall ask the employee to sign a copy of this policy acknowledging his/her understanding of the procedures for the use of the MTD credit card and acknowledging the receipt of the credit card.

Administration shall also maintain a credit card in the name of the General Manager which is to be used by the entire organization. For identification purposes, this card will be defined as the 'generic' credit card. User of the generic card must have a signed policy acknowledgement form on file in the Human Resource Department prior to checking out a card. The Chief Financial Officer will arrange for the appropriate spending limit for all credit cards.

Prohibited uses: The MTD credit card shall not be used for the following:

- a. Any personal items and personal services, even if the intent is to repay the MTD at a later date;
- b. Cash advances, wire transfers, money orders, etc.;
- c. Betting, casino gaming or related activities;
- d. Political or religious organizations
- e. Court costs, fines, bails or bonds;
- f. Recurring rental or lease payments;
- g. Purchase of telephone services including cell phone and calling cards, except for telephone calls charged to a hotel/motel room while traveling on City business;
- h. Alcoholic beverages;

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CREDIT CARD USE POLICY
ACKNOWLEDGEMENT FORM

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I have received and read the Credit Card Use Policy and understand and will abide by its provisions. I further understand and accept full financial responsibility for any improper use of MTD's credit card on my part. I'm aware that when I sign this acknowledgment form it will be placed in my personnel file.

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(Card User Name)

(Card User Signature)

(Date)

To: MTD Board of Directors
From: Jerry Estrada, General Manager
Date: February 27, 2015
Subject: General Manager's Report

Planning

Planning staff is finalizing the draft Service Plan to be presented to the Development Committee and then to the full Board for discussion at the meeting of March 17th. The Final Service Plan is tentatively scheduled to be brought to the full Board in late April or early May. As part of the planning process, Planning staff attended a meeting with Operations Supervisors to gain additional input on various service issues.

MTD received a letter from UCSB confirming initiation of the enhanced Line 24x/12x service in Fall 2015. The agreement calls for UCSB to provide MTD with funding for enhanced transit service on these lines and a new Line 38 beginning in August 2016. The purpose of the agreement, signed early last year, is to help offset the demand created by the San Joaquin housing project. Construction on the San Joaquin housing project began recently, following Coastal Commission approval in November 2014.

Operations & Maintenance

The Operations department conducted the first series of VTT sessions for 2015. The subjects covered are safety, accident reporting, Artic updates, and current events. Presenters for these classes were Manny Castanon, Jeff Woolever, and Dave Morse.

Gillig bus #715 is at Valley Power Systems for warranty replacement of the dual power inverter module (DPIM). Gillig bus #623 is being scheduled for warranty work at Cummins Pacific for a turbo related problem. Also Gillig bus #628 is being scheduled for warranty work at Cummins Pacific for an exhaust gas recirculation (EGR) related problem. Nova Artics #1001, #1002 and #1003 still have the unresolved build omissions, which are to be resolved by a technician from Prevost this week.

Transportation has been arranged for the salvage Ebus shuttle being acquired from Probyn Gayle in Toronto, Canada. Buildup of the first CALB lithium battery pack is progressing. All known build issues, both design and material, have been addressed.

Administration

Walid Bderit has accepted a job offer as Mechanic Assistant and will begin his first day of employment on March 9, 2015. The panel will interview one more

candidate and then make a decision on the second Mechanic Assistant position. Jose Jimenez Marin started employment on February 19, 2015 as a Driver.

Staff met with SBCAG on February 18 to continue discussions regarding the end of the Coastal Express Limited in June 2015. MTD and SBCAG are coordinating to ensure that Limited passengers are aware of their options when the service is eliminated. On February 19, staff met with staff of SBCAG, Easy Lift, and the County to discuss Easy Lift's request for additional funding for their Americans with Disabilities Act paratransit service. No resolution was reached. Staff will keep the Board informed of future developments.

Staff submitted MTD's FY 2015 Low Carbon Transit Operations Program (LCTOP) application to SBCAG. At their March meeting, the SBCAG Board will be asked to approve the contribution of a share of their countywide LCTOP funding to MTD's project. If the SBCAG Board votes affirmatively, the application will come back to the MTD Board for a resolution approving submittal of the application to Caltrans.

The conceptual plans for canopy modification project for the articulated buses, recently submitted to the City of Santa Barbara for review, were approved by the ABR on the administrative level. Lenvik & Minor Architects are working on the full set of constructions drawings to be submitted for review by the Building & Safety Division.

MTD, electric bus manufacturer BYD and CalSTART have officially submitted a grant request to the California Energy Commission (CEC) for the acquisition and demonstration of four 30' battery-electric buses. Including the six-month demonstration period, the project is budgeted at \$4 million dollars. MTD requested \$2 million in funding from the CEC with BYD and MTD providing in-kind match contributions to offset the remaining \$2 million. Of the \$2 million in-kind contribution, MTD is expected to operate the four buses for six-months. The cost of operating the service is MTD's in kind contribution (\$250k) to the project. BYD is contributing the remaining in kind. No projected cash outlay for MTD is expected but a contingency amount will be budgeted.

CalSTART is budgeted to earn \$250k of the CEC funding and BYD will receive \$1.8 million if the grant is awarded and the project completed. CalSTART was instrumental in assisting MTD and BYD to calculate the in-kind contributions and to help prepare the grant submittal. They will be responsible for much of the administrative and grant reporting requirements throughout the demonstration period.

MTD is preparing to submit its 5307 grant application to the Federal Transit Administration (FTA) for approximately \$4.9 million in operating assistance for the current fiscal year.