

# **AGENDA & MEETING NOTICE**

**Group:** MST Finance Committee  
Directors: O'Connell (Chair), Alejo, Martinez, Velazquez

**Date:** May 8, 2017

**Time:** 9:00 a.m.

**Place:** 19 Upper Ragsdale Dr., Suite 100, Monterey 93940

*The Finance Committee oversees the financial matters of MST and recommends to the Board policies, practices, and efficiencies that maximize service and ensure a financially solvent organization.*

- 1. Call to Order.**
- 2. Public Comment on Matters Not on the Agenda.**

*Members of the public may address committee members on any matter related to the jurisdiction of MST but not on the agenda. There is a time limit of not more than three minutes for each speaker. Committee members will not take action or respond immediately to any public comments presented, but may choose to follow-up at a later time, either individually, through staff, or on a subsequent agenda.*

- 3. Review FY 2017 year-to-date financials.**
- 4. Receive draft FY2018 Operating and Capital Budgets and refer to Board for approval. (Hunter Harvath) (Enclosure) (Pg. 3)**
- 5. Review Updated MST Investment Policy- (Enclosure) (Hunter Harvath) (Pg. 13)**
- 6. Staff and Committee Member Comments, Questions, or Referrals.**
- 7. Adjourn.**

Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Monterey-Salinas Transit Administration Building at 19 Upper Ragsdale Dr., Suite 200, Monterey, CA 93940 during normal business hours.

Upon request, Monterey-Salinas Transit will provide written materials in appropriate alternative formats, including disability-related modifications or accommodations, auxiliary aids, or services to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number, description of the requested materials, and preferred alternative format or auxiliary aid or service at least three working days prior to the meeting. Requests should be sent to MST – c/o Clerk to the Board, 19 Upper Ragsdale Dr., Suite 200, Monterey, CA 93940 or [clerk@mst.org](mailto:clerk@mst.org).

888-678-2871 / Free language assistance / Asistencia de Lenguaje Gratuito / Libreng tulong para sa wika / Hỗ trợ ngôn ngữ miễn phí / 무료 언어 지원

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Monterey - Salinas Transit

Draft Budget  
FY2018

	FY2017 TOTAL BUDGET	FY2018 TOTAL YEAR FIXED ROUTE	FY2018 TOTAL YEAR RIDES	FY2018 TOTAL YEAR MEASURE Q- FR	FY2018 TOTAL YEAR COMBINED	VARIANCE OVER/ (UNDER)
<b>REVENUE</b>						
<b>CASH REVENUE</b>						
PASSENGER FARES	(4,441,368)	(3,974,460)	(466,908)	-	(4,441,368)	-
TROLLEY	(420,252)	(329,628)	-	-	(329,628)	(90,624)
OTHER LOCAL, SC, REVENUE - DOD	(4,479,600)	(5,003,832)	-	-	(5,003,832)	524,232
SPECIAL FARES - OTHER	(979,992)	(679,992)	-	-	(679,992)	(300,000)
ADVERTISING	(216,132)	(259,512)	-	-	(259,512)	43,380
OTHER AUXILIARY REVENUE	(1,884)	(1,884)	-	-	(1,884)	-
INVESTMENT INCOME	(42,144)	(56,844)	-	-	(56,844)	14,700
TAXI LEASE REVENUE	(13,236)	-	-	-	-	(13,236)
OTHER NON-TRANSPORTATION	(4,992)	(4,992)	-	-	(4,992)	-
<b>TOTAL REVENUE</b>	<b>(10,599,600)</b>	<b>(10,311,144)</b>	<b>(466,908)</b>	<b>-</b>	<b>(10,778,052)</b>	<b>178,452</b>
LTF OPERATING FUNDS	(14,299,680)	(14,755,380)	-	-	(14,755,380)	455,700
LTF/RSTP SWAP FUNDS	-	-	-	-	-	-
APCD FUNDS	(109,836)	-	-	-	-	(109,836)
CAP AND TRADE	(176,868)	(307,968)	-	-	(307,968)	131,100
SALES TAX	(7,500,000)	-	(4,036,308)	(3,963,696)	(8,000,004)	500,004
OTHER LOCAL FUNDS	-	-	-	-	-	-
STATE OPERATING FUNDS	(2,110,500)	(3,800,760)	-	-	(3,800,760)	1,690,260
FEDERAL 5307 FORMULA FUNDS	(7,090,788)	(6,952,752)	-	-	(6,952,752)	(138,036)
FEDERAL 5311 RURAL FUNDS	(582,024)	(601,284)	-	-	(601,284)	19,260
FEDERAL 5311F INTERCITY FUNDS	(888,000)	(557,952)	-	-	(557,952)	(330,048)
FEDERAL 5316 JARC FUNDS	-	-	-	-	-	-
FEDERAL 5303 FUNDS	(129,996)	(54,996)	-	-	(54,996)	(75,000)
FEDERAL 5313B FUNDS	-	-	-	-	-	-
FEDERAL 5317 FUNDS - NF	-	-	-	-	-	-
OTHER FEDERAL FUNDS	(74,004)	-	-	-	-	(74,004)
<b>CASH GRANTS &amp; REIMBURSEMENT</b>	<b>(32,961,696)</b>	<b>(27,031,092)</b>	<b>(4,036,308)</b>	<b>(3,963,696)</b>	<b>(35,031,096)</b>	<b>2,069,400</b>
<b>TOTAL REVENUE</b>	<b>(43,561,296)</b>	<b>(37,342,236)</b>	<b>(4,503,216)</b>	<b>(3,963,696)</b>	<b>(45,809,148)</b>	<b>2,247,852</b>

Monterey - Salinas Transit

Draft Budget  
FY2018

	FY2017 TOTAL BUDGET	FY2018 TOTAL YEAR FIXED ROUTE	FY2018 TOTAL YEAR RIDES	FY2018 TOTAL YEAR MEASURE Q- FR	FY2018 TOTAL YEAR COMBINED	VARIANCE OVER/ (UNDER)
<b>EXPENSES</b>	-	-	-	-	-	-
<b>LABOR</b>	-	-	-	-	-	-
COACH OPERATORS WAGES	6,686,856	7,266,384	-	-	7,266,384	579,528
COACH OPERATOR OVERTIME	1,151,964	1,151,964	-	-	1,151,964	-
OTHER WAGES	6,796,008	6,964,548	114,876	329,532	7,408,956	612,948
OTHER OVERTIME	224,268	224,268	-	-	224,268	-
<b>TOTAL LABOR</b>	<b>14,859,096</b>	<b>15,607,164</b>	<b>114,876</b>	<b>329,532</b>	<b>16,051,572</b>	<b>1,192,476</b>
<b>BENEFITS</b>	-	-	-	-	-	-
PERS	1,665,576	1,406,520	9,348	27,168	1,443,036	(222,540)
INSURANCE	3,394,812	3,700,980	28,908	72,276	3,802,164	407,352
IN LIEU INSURANCE	145,200	149,400	-	4,200	153,600	8,400
OTHER FRINGE BENEFITS	-	20,340	-	-	20,340	20,340
PAYROLL TAXES	343,848	330,540	2,292	6,408	339,240	(4,608)
WORKERS COMPENSATION EXPENSE	1,050,000	1,034,280	3,144	12,576	1,050,000	-
HOLIDAYS	764,784	792,720	5,604	16,080	814,404	49,620
PERSONAL LEAVE	1,678,044	1,722,336	9,048	30,420	1,761,804	83,760
UNIFORMS	72,612	83,496	-	1,500	84,996	12,384
AUTO ALLOWANCE	24,000	28,008	-	-	28,008	4,008
TUITION REIMBURSEMENT	3,012	5,256	-	-	5,256	2,244
SAFETY AWARD & EE RECOGNITION	50,004	50,004	-	-	50,004	-
<b>TOTAL BENEFITS</b>	<b>9,191,892</b>	<b>9,323,880</b>	<b>58,344</b>	<b>170,628</b>	<b>9,552,852</b>	<b>360,960</b>
<b>ADVERTISING &amp; MARKETING</b>	-	-	-	-	-	-
MARKETING SERVICES	169,020	52,512	-	4,008	56,520	(112,500)
TROLLEY MARKETING	2,508	2,508	-	-	2,508	-
<b>TOTAL ADVERTISING &amp; MARKETING</b>	<b>171,528</b>	<b>55,020</b>	<b>-</b>	<b>4,008</b>	<b>59,028</b>	<b>(112,500)</b>
<b>PROFESSIONAL &amp; TECHNICAL</b>	-	-	-	-	-	-
PHYSICAL EXAMS	12,504	12,504	-	-	12,504	-
BANK SERVICES	111,468	210,000	-	-	210,000	98,532
AUDITORS	34,008	34,008	-	-	34,008	-
ARMORED CAR	43,896	48,492	-	-	48,492	4,596
LEGAL SERVICES	74,700	80,004	-	-	80,004	5,304
CONTRACT NEGOTIATION	45,000	45,000	-	-	45,000	-
DIRECTORS FEES	14,304	14,304	-	-	14,304	-
BROCHURE DELIVERY	1,500	1,500	-	-	1,500	-
GRANT FUNDED CONSULTING	-	-	-	-	-	-
CONSULTING	290,016	250,008	5,004	40,008	295,020	5,004
RECRUITING SERVICES	13,008	25,008	-	-	25,008	12,000
INSPECTION	10,008	10,008	-	-	10,008	-
DRUG TESTING	9,000	9,000	-	-	9,000	-
OTHER PROFESSIONAL	7,500	15,000	-	-	15,000	7,500
CONSULTING - GRANT FUNDED	130,008	75,000	-	-	75,000	(55,008)
<b>TOTAL PROFESSIONAL &amp; TECHNICAL</b>	<b>796,920</b>	<b>829,836</b>	<b>5,004</b>	<b>40,008</b>	<b>874,848</b>	<b>77,928</b>

**Monterey - Salinas Transit**

**Draft Budget  
FY2018**

	<b>FY2017 TOTAL BUDGET</b>	<b>FY2018 TOTAL YEAR FIXED ROUTE</b>	<b>FY2018 TOTAL YEAR RIDES</b>	<b>FY2018 TOTAL YEAR MEASURE Q- FR</b>	<b>FY2018 TOTAL YEAR COMBINED</b>	<b>VARIANCE OVER/ (UNDER)</b>
<b>OUTSIDE LABOR</b>	-	-	-	-	-	-
CUSTODIAL SERVICES	177,936	214,992	-	-	214,992	37,056
SECURITY SERVICES	137,916	156,516	-	-	156,516	18,600
BUS PAINTING	9,504	9,504	-	-	9,504	-
HAZARDOUS WASTE DISPOSAL	79,008	65,004	-	-	65,004	(14,004)
LAUNDRY	73,008	73,008	-	-	73,008	-
SHOP EQUIPMENT REPAIR	15,000	15,000	-	-	15,000	-
SUPPORT VEHICLES REPAIR	42,000	42,000	-	-	42,000	-
TOWING	26,508	22,008	-	-	22,008	(4,500)
BUS WASHER MAINTENANCE	7,500	7,500	-	-	7,500	-
ELECTRICAL, PLUMBING , ROOFING	60,000	60,000	-	-	60,000	-
COPIER & OFFICE EQUIP REPAIR	12,372	9,864	-	2,508	12,372	-
COMPUTER MAINTENANCE	516,708	543,504	84,504	2,400	630,408	113,700
SEAT REPAIRS	3,204	3,204	-	-	3,204	-
BUILDING AND EQUIPMENT MAINT	92,508	100,008	-	-	100,008	7,500
TELEPHONE EQUIPMENT REPAIR	1,008	1,008	-	-	1,008	-
PARTS CLEANING	15,900	15,900	-	-	15,900	-
RADIO REPAIRS	75,000	75,000	-	-	75,000	-
OTHER OUTSIDE LABOR	119,004	119,004	-	-	119,004	-
MAINTENANCE SHOP	25,260	25,260	-	-	25,260	-
GROUNDS MAINTENANCE	33,012	33,012	-	-	33,012	-
PEST CONTROL	4,500	4,800	-	-	4,800	300
TEST UNDERGROUND TANKS	9,204	9,204	-	-	9,204	-
FIRE EXTINGUISHER SERVICE	3,708	3,708	-	-	3,708	-
<b>TOTAL OUTSIDE LABOR</b>	<b>1,539,768</b>	<b>1,609,008</b>	<b>84,504</b>	<b>4,908</b>	<b>1,698,420</b>	<b>158,652</b>
<b>FUEL, GAS AND TIRES</b>	-	-	-	-	-	-
DIESEL - REVENUE	2,714,556	2,454,972	-	-	2,454,972	(259,584)
LUBRICANTS - REVENUE	196,536	202,428	-	-	202,428	5,892
GAS	50,004	51,492	-	-	51,492	1,488
FUEL PURCHASES - MV	1,175,556	591,036	429,504	42,576	1,063,116	(112,440)
TIRES & TUBES	240,000	240,000	-	-	240,000	-
<b>TOTAL FUEL &amp; LUBRICANTS</b>	<b>4,376,652</b>	<b>3,539,928</b>	<b>429,504</b>	<b>42,576</b>	<b>4,012,008</b>	<b>(364,644)</b>

**Monterey - Salinas Transit**

**Draft Budget  
FY2018**

	<b>FY2017 TOTAL BUDGET</b>	<b>FY2018 TOTAL YEAR FIXED ROUTE</b>	<b>FY2018 TOTAL YEAR RIDES</b>	<b>FY2018 TOTAL YEAR MEASURE Q- FR</b>	<b>FY2018 TOTAL YEAR COMBINED</b>	<b>VARIANCE OVER/ (UNDER)</b>
<b>MATERIALS AND SUPPLIES</b>	-	-	-	-	-	-
MARKETING SUPPLIES	52,512	25,008	-	9,504	34,512	(18,000)
BUS ADVERTISING EXPENSE	-	-	-	-	-	-
PRINTING	54,408	40,008	8,004	6,900	54,912	504
RIDERS GUIDES	48,000	50,004	-	-	50,004	2,004
MAPS	12,504	13,008	-	-	13,008	504
TICKETS	5,508	-	6,000	-	6,000	492
PASSES	30,000	40,008	-	-	40,008	10,008
BROCHURES	21,504	20,004	1,008	3,504	24,516	3,012
TRANSFERS	-	-	-	-	-	-
MISC MARKETING	25,008	20,004	-	3,000	23,004	(2,004)
HAZARDOUS MATERIAL CONTAINMENT	13,500	13,500	-	-	13,500	-
COMPUTER SUPPLIES	75,000	110,004	-	-	110,004	35,004
SAFETY & PROTECTIVE SUPPLIES	15,000	15,000	-	-	15,000	-
TROLLEY SUPPLIES	7,500	7,500	-	-	7,500	-
BUILDING CLEANING SUPPLIES	45,000	66,996	-	-	66,996	21,996
TRANSIT CENTER/PLAZA SUPPLIES	13,896	13,896	-	-	13,896	-
SHELTER & BUS STOP SUPPLIES	72,000	72,000	-	-	72,000	-
OTHER SUPPLIES	14,904	35,004	5,004	-	40,008	25,104
SHOP SUPPLIES	82,008	109,992	-	-	109,992	27,984
OFFICE SUPPLIES	68,016	80,004	1,008	6,000	87,012	18,996
POSTAGE & EXPRESS SERVICE	17,724	13,164	3,504	1,500	18,168	444
COPY MACHINE PAPER	3,096	3,096	-	-	3,096	-
REVENUE VEHICLE PARTS	975,000	1,078,992	-	-	1,078,992	103,992
SUPPORT VEHICLE PARTS	5,508	15,000	-	-	15,000	9,492
FAREBOX PARTS	14,508	25,008	-	-	25,008	10,500
BUS WASHER SUPPLIES	2,508	8,004	-	-	8,004	5,496
WARRANTY LABOR & PARTS	-	-	-	-	-	-
FUEL IS./DISPENSER PARTS	5,004	5,004	-	-	5,004	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>1,679,616</b>	<b>1,880,208</b>	<b>24,528</b>	<b>30,408</b>	<b>1,935,144</b>	<b>255,528</b>
<b>UTILITIES</b>	-	-	-	-	-	-
WATER & FIRE PROTECTION	33,504	33,504	-	-	33,504	-
TELEPHONE LINE SERVICE	102,000	118,008	-	-	118,008	16,008
PG&E	207,900	207,900	-	-	207,900	-
ALARM SERVICE	32,376	32,376	-	-	32,376	-
DISPOSAL & SEWER	45,396	45,396	-	-	45,396	-
CELLULAR PHONES/PAGERS	42,000	57,000	-	-	57,000	15,000
<b>TOTAL UTILITIES</b>	<b>463,176</b>	<b>494,184</b>	<b>-</b>	<b>-</b>	<b>494,184</b>	<b>31,008</b>

Monterey - Salinas Transit

Draft Budget  
FY2018

	FY2017 TOTAL BUDGET	FY2018 TOTAL YEAR FIXED ROUTE	FY2018 TOTAL YEAR RIDES	FY2018 TOTAL YEAR MEASURE Q- FR	FY2018 TOTAL YEAR COMBINED	VARIANCE OVER/ (UNDER)
<b>INSURANCE</b>	-	-	-	-	-	-
PHYSICAL DAMAGE EXPENSE	69,840	69,840	-	-	69,840	-
RECOVERIES PHYSICAL DAMAGES	-	-	-	-	-	-
LIABILITY EXPENSE	529,392	615,120	-	-	615,120	85,728
OTHER INSURANCE PREMIUMS	51,804	51,804	-	-	51,804	-
<b>TOTAL INSURANCE</b>	<b>651,036</b>	<b>736,764</b>	-	-	<b>736,764</b>	<b>85,728</b>
<b>TAXES</b>	-	-	-	-	-	-
PROPERTY TAX	7,584	7,584	-	-	7,584	-
VEHICLE LICENSE & REGISTRATION	168	168	-	-	168	-
DIESEL SALES TAX	175,008	175,008	-	-	175,008	-
DIESEL FUEL USE TAX	7,608	7,800	-	-	7,800	192
GASOLINE TAX	1,440	1,584	-	-	1,584	144
OTHER TAXES	15,900	16,500	-	-	16,500	600
<b>TOTAL TAXES</b>	<b>207,708</b>	<b>208,644</b>	-	-	<b>208,644</b>	<b>936</b>
<b>PURCHASED TRANSPORTATION</b>	-	-	-	-	-	-
PURCHASED TRANSPORTATION	7,427,532	4,040,040	3,347,796	712,944	8,100,780	673,248
TAXI VOUCHERS/PILOT TRAVEL REIMB	625,020	-	200,004	570,000	770,004	144,984
<b>TOTAL PURCHASED TRANSPORTATION</b>	<b>8,052,552</b>	<b>4,040,040</b>	<b>3,547,800</b>	<b>1,282,944</b>	<b>8,870,784</b>	<b>818,232</b>
<b>MISCELLANEOUS EXPENSES</b>	-	-	-	-	-	-
SUBSCRIPTIONS	7,992	7,992	-	-	7,992	-
APTA DUES	41,412	41,412	-	-	41,412	-
CTA DUES	14,028	14,736	-	-	14,736	708
CHAMBER AND OTHER DUES	53,004	55,008	-	-	55,008	2,004
CAL ACT DUES	1,740	1,740	-	-	1,740	-
STAFF TRAVEL	99,180	95,004	-	5,004	100,008	828
STAFF TRAINING	39,012	25,008	2,004	8,004	35,016	(3,996)
BOARD TRAVEL	15,000	15,000	-	-	15,000	-
AD & PROMOTION MEDIA	45,000	45,000	-	-	45,000	-
LEGAL ANNOUNCEMENTS	15,072	15,072	-	-	15,072	-
AD MEDIA RECRUITING	5,004	5,004	-	-	5,004	-
PERMITS	6,504	8,004	-	-	8,004	1,500
SALES TAX REVENUE EXPENSE	466,140	-	236,652	270,552	507,204	41,064
OTHER MISC. EXPENSE	81,336	12,132	-	-	12,132	(69,204)
INTERFUND TRANSFERS	-	(2,889,660)	-	2,889,660	-	-
<b>TOTAL MISCELLANEOUS EXPENSES</b>	<b>890,424</b>	<b>(2,548,548)</b>	<b>238,656</b>	<b>3,173,220</b>	<b>863,328</b>	<b>(27,096)</b>

**Monterey - Salinas Transit**

Draft Budget  
FY2018

	FY2017 TOTAL BUDGET	FY2018 TOTAL YEAR FIXED ROUTE	FY2018 TOTAL YEAR RIDES	FY2018 TOTAL YEAR MEASURE Q- FR	FY2018 TOTAL YEAR COMBINED	VARIANCE OVER/ (UNDER)
<b>OTHER AGENCY EXPENSES</b>	-	-	-	-	-	-
PASS THROUGH/BEHALF OF OTHERS	74,004	-	-	-	-	(74,004)
<b>TOTAL OTHER AGENCY EXPENSES</b>	<b>74,004</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(74,004)</b>
<b>INTEREST EXPENSE</b>	-	-	-	-	-	-
INTEREST EXPENSE	126,996	126,996	-	-	126,996	-
<b>TOTAL INTEREST EXPENSE</b>	<b>126,996</b>	<b>126,996</b>	<b>-</b>	<b>-</b>	<b>126,996</b>	<b>-</b>
<b>LEASES &amp; RENTALS</b>	-	-	-	-	-	-
ANTENNA/ SATELLITE RENTAL	28,500	28,500	-	-	28,500	-
RESTROOM - MONTEREY	15,000	-	-	-	-	(15,000)
EQUIPMENT RENTALS	50,004	45,504	-	-	45,504	(4,500)
POSTAGE METER RENTAL	5,808	10,728	-	-	10,728	4,920
BUILDING RENT	191,232	172,080	-	67,764	239,844	48,612
<b>TOTAL LEASES &amp; RENTALS</b>	<b>290,544</b>	<b>256,812</b>	<b>-</b>	<b>67,764</b>	<b>324,576</b>	<b>34,032</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>43,371,912</b>	<b>36,159,936</b>	<b>4,503,216</b>	<b>5,145,996</b>	<b>45,809,148</b>	<b>2,437,235</b>
<b>OPERATING (SURPLUS) DEFICIT</b>	<b>(189,384)</b>	<b>(1,182,300)</b>	<b>-</b>	<b>1,182,300</b>	<b>-</b>	<b>189,384</b>

**FY18 CAPITAL BUDGET - DRAFT**

	Prop 1B PTMISEA	5311(f)	LCTOP/ TIRCP	MST Finance: Bank Loan	STIP	P1B CalOES Security (Formerly CalEIMA)	HVIP	Measure Q	5339	AB 2766	FORA	5310	Total Grant, Measure Q, or Loan Funded	MST Capital Budget	Total Grant & MST Funded
<b>BUS - ROLLING STOCK</b>															
2 - 30' Electric Bus & equipment	\$281,110		\$296,890				\$190,000			\$400,000			\$1,148,000	\$0	\$1,148,000
1 - IMCI bus & equipment for Line 85	\$336,525	\$338,475											\$675,000	\$0	\$675,000
25 - Gillig Bus Replacement	\$646,650			\$2,155,500	\$2,000,000			\$5,574,964			\$1,000,000		\$11,377,114	\$976,348	\$12,353,462
14 - medium bus replacements for RIDES (if awarded)												\$980,000	\$980,000	\$0	\$980,000
4 - Replacement support vehicles: 2 Fleet/Parts & 2 Facilities trucks													\$0	\$128,000	\$128,000
Replace 4 Prius vehicles													\$0	\$120,000	\$120,000
<b>Total Rolling Stock:</b>	<b>\$1,244,285</b>	<b>\$338,475</b>	<b>\$296,890</b>	<b>\$2,155,500</b>	<b>\$2,000,000</b>	<b>\$0</b>	<b>\$190,000</b>	<b>\$0</b>	<b>\$5,574,964</b>	<b>\$400,000</b>	<b>\$1,000,000</b>	<b>\$980,000</b>	<b>\$14,180,114</b>	<b>\$1,224,348</b>	<b>\$15,404,462</b>

	Prop 1B PTMISEA	5311(f)	LCTOP/ TIRCP	MST Finance: Bank Loan	STIP	P1B CalOES Security (Formerly CalEIMA)	HVIP	Measure Q	5339	AB 2766	FORA	5310	Total Grant, Measure Q, or Loan Funded	MST Capital Budget	Total Grant & MST Funded
<b>BUS SUPPORT EQUIP. &amp; FACILITIES/ ITS</b>															
Document Management System	\$20,000												\$20,000	\$0	\$20,000
Financial Reporting	\$25,000												\$25,000	\$0	\$25,000
Fork Lift (CJW)													\$0	\$50,000	\$50,000
Replace in-ground hoists (CJW)													\$0	\$600,000	\$600,000
Spare GFI fareboxes (2 complete sets)													\$0	\$37,500	\$37,500
BYD electric bus infrastructure charging stations; bring high current power to CJW													\$0	\$75,000	\$75,000
Electronic Passenger Information Signage													\$0	\$200,000	\$200,000
Point of Sale System													\$0	\$20,000	\$20,000
Mobile phone ticketing & validators													\$0	\$250,000	\$250,000
20 - Desktop/peripherals Upgrades													\$0	\$21,000	\$21,000
2 - Servers - Radio Tower													\$0	\$10,000	\$10,000
10 - Laptops													\$0	\$12,000	\$12,000
IT Components Inc. VOIP (Lincoln Street)								\$50,000					\$50,000	\$0	\$50,000
Unforeseen facility improvements													\$0	\$100,000	\$100,000
<b>Total Bus Support &amp; Equip:</b>	<b>\$45,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$95,000</b>	<b>\$1,375,500</b>	<b>\$1,470,500</b>

	Prop 1B PTMISEA	5311(f)	LCTOP/ TIRCP	MST Finance: Bank Loan	STIP	P1B CalOES Security (Formerly CalEIMA)	HVIP	Measure Q	5339	AB 2766	FORA	5310	Total Grant, Measure Q, or Loan Funded	MST Capital Budget	Total Grant & MST Funded
<b>COMMUNICATIONS/RADIO EQUIPMENT</b>															
N County communications expansion	\$90,000												\$90,000	\$0	\$90,000
850 MHz Portable Radios w/ Chargers & Batteries (10)													\$0	\$22,000	\$22,000
Fleet radio replacement for AVL (up to 40 units)													\$0	\$80,000	\$80,000
<b>Total Comm. &amp; Radio Equip:</b>	<b>\$90,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$90,000</b>	<b>\$102,000</b>	<b>\$192,000</b>

SAFETY & SECURITY	Prop 1B PTMISEA	5311(f)	LCTOP/ TIRCP	MST Finance: Bank Loan	STIP	P 1B CalOES Security (Formerly CalEIMA)	HVIP	Measure Q	5339	AB 2766	FORA	5310	Total Grant, Measure Q, or Loan Funded	MST Capital Budget	Total Grant & MST Funded
TDA fencing and other security activities						\$1,127,320							\$1,127,320	\$0	\$1,127,320
Total Safety & Security: \$0 \$0 \$0 \$0 \$0 \$0 \$1,127,320 \$0 \$0 \$0 \$0 \$0 \$0 \$1,127,320 \$0 \$1,127,320															

PREVENTIVE MAINTENANCE	Prop 1B PTMISEA	5311(f)	LCTOP/ TIRCP	MST Finance: Bank Loan	STIP	P 1B CalOES Security (Formerly CalEIMA)	HVIP	Measure Q	5339	AB 2766	FORA	5310	Total Grant, Measure Q, or Loan Funded	MST Capital Budget	Total Grant & MST Funded
Fleet - Major components														\$150,000	\$150,000
Shop tools and equipment														\$50,000	\$50,000
Bus 80 repair/rehab														\$30,000	\$30,000
Total Preventative Maint: \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$230,000 \$230,000															

BUS STATION/STOPS	Prop 1B PTMISEA	5311(f)	LCTOP/ TIRCP	MST Finance: Bank Loan	STIP	P 1B CalOES Security (Formerly CalEIMA)	HVIP	Measure Q	5339	AB 2766	FORA	5310	Total Grant, Measure Q, or Loan Funded	MST Capital Budget	Total Grant & MST Funded
Shelter & sign for Line 85 @ Camp Roberts	\$3,824	\$16,525											\$20,349	\$5,926	\$26,275
Bus station repairs/improvements													\$0	\$35,000	\$35,000
Bus stops, repairs/improvements/ADA								\$20,000					\$20,000	\$50,000	\$70,000
Total Bus Stations/Stops: \$3,824 \$16,525 \$0 \$0 \$0 \$0 \$0 \$0 \$20,000 \$0 \$0 \$0 \$0 \$40,349 \$90,926 \$131,275															

MAJOR FACILITIES EXPANSION / REHAB	Prop 1B PTMISEA	5311(f)	LCTOP/ TIRCP	MST Finance: Bank Loan	STIP	P 1B CalOES Security (Formerly CalEIMA)	HVIP	Measure Q	5339	AB 2766	FORA	5310	Total Grant, Measure Q, or Loan Funded	MST Capital Budget	Total Grant & MST Funded
South County Maintenance Facility	\$516,177			\$5,876,180					\$4,280,512				\$10,672,869	\$0	\$10,672,869
TDA Remodel Project - Fueling System				\$100,000									\$100,000	\$0	\$100,000
CJW Renovation/STC Restroom Addition	\$250,000												\$250,000	\$0	\$250,000
Generator & improvements - 19 Upper Ragsdale													\$0	\$110,000	\$110,000
CJW secondary fuel containment system upgrade													\$0	\$25,000	\$25,000
New Bus Stop Shop - Salinas								\$85,000					\$85,000	\$0	\$85,000
Total Major Facilities: \$766,177 \$0 \$0 \$5,976,180 \$0 \$0 \$0 \$0 \$4,280,512 \$0 \$0 \$0 \$0 \$11,107,869 \$135,000 \$11,242,869															

Total Grants & MST Capital Budget:	Prop 1B PTMISEA	5311(f)	LCTOP/ TIRCP	MST Finance: Bank Loan	STIP	P 1B CalOES Security (Formerly CalEIMA)	HVIP	Measure Q	5339	AB 2766	FORA	5310	Total Grant, Measure Q, or Loan Funded	MST Capital Budget	Total Grant & MST Funded
	\$2,149,286	\$355,000	\$296,890	\$8,131,680	\$2,000,000	\$1,127,320	\$190,000	\$155,000	\$9,855,476	\$400,000	\$1,000,000	\$980,000	\$26,640,652	\$3,157,774	\$29,798,426

**Monterey-Salinas Transit  
Personnel Staffing - Fiscal Year 2018**

	FY2017 Budget	Net Additions (Reductions)	FY2018 Budget
<b><u>Operations:</u></b>			
Assistant General Manager/Chief Operating Officer	-		-
Coach Operators - Full Time*	139	9	148
Coach Operators - Full Time Extra Board	-		-
Coach Operators - Occupational Injuries*	1		1
Coach Operators - Part Time (Limited Duty)	-		-
Director of Transportation Services	1		-
Chief Operating Officer	-		1
Deputy Chief Operating Officer	-		1
Operations Manager	1		-
Contract Transportation Supervisor	1		1
Associate Scheduler	-		-
Communications System Manager	1		1
Communications System Specialists	5		5
CTSA Manager	-		-
Mobility Services Manager	1		1
ITS Technician	2		2
Mobility Coordinator	1		1
Operations Analyst	-		-
Mobility Trainer	-		-
Mobility Assistant	-		-
Senior Operations Supervisor	2		2
Operations Supervisor	7		7
Mobility Specialist	4	1	5
Senior Mobility Specialist	-		-
Safety/Training Officer	-		-
Trainer	2		2
Schedule/Planning Analyst	1		1
Transit Scheduler	1		1
Scheduling Assistant	1		1
<b>Total Operations</b>	<b>171</b>	<b>10</b>	<b>181</b>

<b><u>Vehicle Maintenance:</u></b>			
Fleet Manager	-		-
Maintenance Superintendent	-		-
Maintenance Manager	1		1
Maintenance Supervisor (#)	4	-	4
Mechanics	21	1	22
Mechanic - Revenue Equipment	-		-
Electronic Technician	3		3
Shop Helper	1		1
Utility Service Worker	8	1	9
Inventory Control Specialist	-		-
Maintenance Analyst		1	1
Inventory Analyst	1		1
Inventory Clerk	3		3
<b>Total Vehicle Maintenance</b>	<b>42</b>	<b>3</b>	<b>45</b>

**Monterey-Salinas Transit  
Personnel Staffing - Fiscal Year 2018**

	<b>FY2017 Budget</b>	<b>Net Additions (Reductions)</b>	<b>FY2018 Budget</b>
<b>Facilities:</b>			
Facilities Capital Projects Manager	1		1
Facilities Supervisor	1		1
<b>Facilities Technician III</b>	1		1
<b>Facilities Technician II</b>	1		1
<b>Facilities Technician I</b>	3		3
Senior/Utility Service Person	-		-
<b>Total Facilities</b>	<b>7</b>	<b>-</b>	<b>7</b>
<b>Administration:</b>			
General Manager/CEO	1		1
Assistant General Manager for Finance & Administration	1		1
Director of Information Technology	1		1
Director of Human Resources/Risk Management	1		1
Director of Planning/Development	1		1
General Accounting & Budget Manager	1		1
Business Development/Transit Planner	1		1
Purchasing Manager	1		1
Marketing and Customer Service Manager	1		1
Risk & Security Manager	1		1
Grants Analyst	1		1
Compliance Analyst	1		1
Executive Assistant to the GM	1		1
Customer Service Supervisor	1		1
Human Resources Manager	1		1
Human Resources Generalist	-		-
Human Resources Administrator	-		-
Human Resources Assistant	2		2
Community Relations Coordinator	1		1
Accountant	2		2
Payroll Specialist	1		1
Information Technology Administrator	1		1
Information Technology Technician	1		1
Customer Service Representative/Spanish Translator	5		5
Customer Service Representative/Greyhound	-		-
Office Administrator	1		1
MST interns	-		-
CSUMB Interns (part-time)**	1		1
<b>Total Administration</b>	<b>30</b>	<b>-</b>	<b>30</b>
<b>MST Total Personnel Staffing</b>	<b>250</b>	<b>13</b>	<b>263</b>

\* As Coach Operators with occupational injuries recover, they return to work as full-time Coach Operators.

\*\*Position funded by CSUMB

**INVESTMENT POLICY**

Adopted: 7/12/2010

Revised: ~~6/10/2013~~

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**OBJECTIVE:** To adhere to a "buy and hold" policy, where MST invests with the intention of holding the investment until it matures or until it is needed for liquidity. Additionally, investment maturities should be matched with known liability maturities. All Agency funds not required for immediate disbursement shall be invested or deposited to earn the maximum yield consistent with safety and liquidity.

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**Types of Investments**

Investments shall be limited to the following:

1. Certificates of Deposit. CD's are drawn from 14 days with various maturities. Rates change periodically with the money market, and there is an interest penalty for early withdrawal. They must be backed by federal insurance. CD's in financial institutions with local branches shall be made to the extent warranted by the offered yield, liquidity and safety compared to that available from other investments. No more than ~~\$2540~~,000 shall be invested in any one institution. All CD's shall have Monterey-Salinas Transit as the registered owner.
2. Local Agency Investment Fund. This is a pooled investment groups operated by the State of California for public agencies. Funds deposited or withdrawn by 9:30 a.m. will receive interest for that day or will be available for use at the local back on that day. LAIF allows no more than eight transactions during any one month.
3. U.S. Treasury Bills. Treasury bills are direct obligations on the United States Government. They are short-term obligations issued with a term of one year or less. They are purchased from the Federal Reserve Bank during their original issue, and ~~shall be~~ registered in the name of Monterey-Salinas Transit. They are held to maturity, and sold at a discount from par. MST does not receive interest payments during the life of the investment. The difference between the purchase price of the bill and the amount which MST is paid at maturity (par) represents the interest on the bill.
4. Idle Funds. MST shall allow investment of idle funds in commercial bank public fund accounts that are comparable in structure and risk to the State of California Local Agency Investment Fund and compliant with State Government Code §53652.

### Treasurer Control

Only the MST Treasurer and the Deputy Treasurer shall have authority to invest funds in accordance with this policy.

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### Reports

The Treasurer shall report ~~quarterly~~monthly to the Board of Directors showing daily treasury transactions during the ~~quarter~~month, and the composition of the end-of-~~quarter~~month balance including financial institutions and interest rates.

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