



**Planning and Development  
Committee**

**October 19, 2020**



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## Item 3 - CONSIDERATION TO APPROVE EMPLOYEE HANDBOOK CHANGES

- 1) Organizational and policy updates
  - Disability
  - Emergency Telecommuting
- 2) Paid time off accrual increase
- 3) Length of service recognition

Recommendation -

Approve the attached Employee Handbook.

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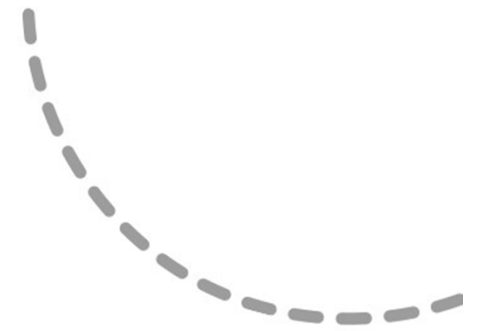
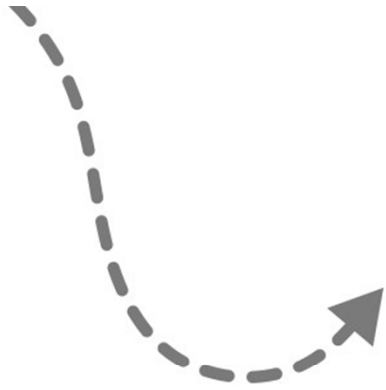


## Item 4 - CONSIDERATION TO APPROVE 2021 BOARD OF DIRECTORS MEETING CALENDAR

- Board calendar covers calendar year 2021
- Schedules out Board, Committee and Annual meeting dates

### **Recommendation -**

Review and approve the proposed Board and Standing Committee Meeting calendar for 2021.



## Item 5 Budget Update



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# Investments

- Investment Policy March 2019
- Reports
- Current Strategy
  - ZBA
    - Money Market
  - T-Bills
  - Meetings with Investment Banks

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# Investments - First Quarter FY20

Access Services Summary of Available Cash - Restricted and Unrestricted						
as of: 09/30/20						
	<u>Investments</u>	<u>Interest &amp; Gain</u>		<u>Interest &amp; Gain</u>	<u>Interest &amp; Gain</u>	<u>Interest &amp; Gain</u>
Description	Amount	For the month	Inception to Date	FY18 - 19	FY19 - 20	FY20 - 21
Sweep Account - Unrestricted	\$4,187,825	\$ -	\$64,416	\$22,583	\$41,679	\$154
BHS 300668 - Unrestricted	\$10,072,812	\$ -	\$636,929	\$188,760	\$447,956	\$213
BHS 301972 - Restricted	\$8,455,989	\$ -	(\$11)	\$ -	\$ -	(\$11)
Total Available Cash - Restricted and Unrestricted	\$22,716,626	\$ -	\$701,334	\$211,343	\$489,635	\$356

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# Draft Financials – First Quarter FY21

	FY21 ACTUAL	PRIOR YEAR	YoY
TRIPS	<u>YTD Total</u>	<u>YTD Total</u>	<u>% Change</u>
Southern (GPI-2967)	148,700	304,248	-51%
Eastern (SGT-3421)	97,330	275,267	-65%
Northern (MVT)	53,429	164,530	-68%
West/Central (CTI/WC)	64,752	143,166	-55%
Antelope Valley (DT-3116)	20,208	41,989	-52%
Santa Clarita (SCV-2602)*	4,095	11,215	-63%
Back-up	3	927	- %
<b>Total</b>	<b>388,517</b>	<b>941,342</b>	<b>-59%</b>

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# Draft Financials – First Quarter FY21

Expenses	Actuals Total	Budget Total	YTD B/(W)
Operations Total	\$35,884,035	\$35,642,778	(\$241,257)
Eligibility Total	\$1,402,340	\$1,688,304	\$285,964
CTSA/Ride-Info Total	\$131,167	\$123,423	(7,744)
Administration Total	\$1,857,115	\$2,015,263	158,148

Total Expenses for Quarter

One FY21:

\$39,274,657 \$39,469,768

\$195,111

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# Draft Financials – First Quarter FY21

<b>Expenses</b>	<b>Actuals Total</b>	<b>Budget Total</b>	<b>YTD B/(W)</b>
Purchased Transportation	\$32,146,592	\$31,694,964	(\$451,628)
Salaries & Related Expense	\$2,085,027	\$2,122,010	\$36,983
Insurance	\$1,743,045	\$1,775,961	\$32,916
Eligibility and Appeals	\$1,015,953	\$1,158,452	\$142,500
Contracted Customer Service	\$448,620	\$536,085	\$87,465
NW & Telecom Maintenance	\$332,895	\$427,690	\$94,794
Communications	\$471,752	\$374,812	(\$96,940)
Professional Services	\$328,217	\$335,970	\$7,754
Office Rent	\$248,112	\$259,839	\$11,727
Travel Training	\$103,363	\$186,102	\$82,738
Printed Materials	\$111,168	\$151,503	\$40,335
Promotions/Events	\$40,574	\$97,049	\$56,475
Postage/Mailing	\$37,990	\$88,350	\$50,360
Vehicle Costs	\$56,478	\$65,625	\$9,147
Security	\$50,000	\$50,001	\$1
Other Expense	\$22,431	\$27,309	\$4,878
Other Related Employee Expense	\$13,798	\$24,650	\$10,852
Tether Pilot Program	\$0	\$21,086	\$21,086
Travel and Conference	(\$504)	\$19,374	\$19,878
Temporary Personnel	\$13,125	\$16,650	\$3,525
Business Meetings & Meals	\$499	\$5,256	\$4,757
Office/Kitchen Supplies	\$3,237	\$11,253	\$8,016
Board Compensation	\$1,950	\$8,976	\$7,026
Repair & Maintenance	\$336	\$7,800	\$7,464
Provision For Income Tax	\$0	\$3,000	\$3,000
<b>Expenses Total</b>	<b>\$39,274,657</b>	<b>\$39,469,768</b>	<b>\$195,109</b>

# Metro Fareless Initiative

- Metro Study
- Ridership Increases
- Operational Challenges
- HDR Estimates
  - Low Range
    - 70% Increase in Ridership - \$180 Million increase in costs
  - High Range
    - 140% Increase in Ridership - \$302 Million increase in costs

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# Southern Region/Facilities

- Southern Region
  - Proposals Received: October 1
  - Interviews and Site Visits: Dates TBD
  - Recommendation to Board: February 21, 2021
- Facilities
  - RFP for Construction Management
  - Reviewing potential sites
  - # of sites
  - Costs

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# Next Steps

- Next Investment Report - January 2021
- Budget Development - February 2021
- Schedule FY2021 meetings
- Tentative Schedule
  - February
  - March
  - April
  - May
  - June

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