

RESOLUTION NO. 2022-23

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
ADOPTING A BUDGET FOR THE MASON COUNTY PUBLIC
TRANSPORTATION BENEFIT AREA FOR THE CALENDAR YEAR
BEGINNING JANUARY 1, 2023.**

WHEREAS, the Mason County Public Transportation Benefit Area dba Mason Transit Authority (MTA) has prepared a budget for the 2023 calendar year; and

WHEREAS, the governing authority of Mason County Public Transportation Benefit Area did hold, pursuant to law, a duly advertised public hearing on the preliminary budget; and

WHEREAS, management has recommended the 2023 Budget, a copy of which is attached hereto and incorporated herein by this reference;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the attached budget for Mason Transit Authority for the year 2023 is hereby adopted.

Adopted this 20th day of December, 2022.

DocuSigned by:

Sandy Tarzwell

Sandy Tarzwell, Chair

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DocuSigned by:

John Campbell

John Campbell, Vice Chair

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DocuSigned by:

Cynda Brehmeyer

Cynda Brehmeyer, Authority Member

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Wes Martin

Wes Martin, Authority Member

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Randy Weatherlin

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Eric Onisko

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John Sheridan

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Kevin Shetty

Kevin Shetty, Authority Member

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Sharon Trask

Sharon Trask, Authority Member

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Amy Asher

APPROVED AS TO CONTENT:

Amy Asher, General Manager

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Robert Johnson

APPROVED AS TO FORM:

Robert W. Johnson, Legal Counsel

DocuSigned by:

Tracy Becht

ATTEST:

Tracy Becht, Clerk of the Board

DATE:

1/10/2023



2023 Annual Budget
&
Compensation Plan
Approved

Presented to the MTA Board

December 20, 2022

Objective

The purpose of the 2023 Budget is to ensure that Mason Transit Authority (MTA) continues to meet the needs of its community and operate effectively with its available financial resources.

Goals

1. Maintain a 4-month Operating reserve fund.
2. Establish spending levels that contribute to a 5-year sustainability plan.
3. Ensure fiscal responsibility and stewardship of public funds.
4. Progress towards 80% State of Good Repair for vehicles and 90% for facilities.
5. Maintain facilities for optimal performance.
6. Analyze the future of service operations and fleet requirements.
7. Restore pre-pandemic service levels.
8. Remain an employer of choice in an increasingly competitive labor market.

2023 Budget Overview

The current economic outlook remains positive, as sales tax continues to grow. MTA has been successful securing both state and federal grant awards in 2022. These increased sources of funds provide more than enough revenue to cover increasing employee wages and benefits expenses, as well as planned capital and planning expenses. MTA has both the capacity and resolve to respond to the needs of our community. MTA will remain dedicated to our vision: Driving our Community Forward.

Ridership has steadily increased as we close 2022. Fixed Route ridership steadily increases with each service change and route additions as we continue to hire. Dial-A-Ride has experienced a full return of pre-pandemic ridership. Management continues budgeting for the full return to pre-pandemic service levels across all modes as more frequent, convenient service is essential to attract a return of riders.

Overall Economic Outlook

MTA begins 2023 with healthy cash balances and a projection of increased sales tax and operating grant revenues, more so than in prior years. MTA is well positioned to weather the continuing effects of the pandemic.

Sales tax revenue continues to outpace the budgeted amounts in recent years. MTA is increasing the budget for sales tax revenue based on prior year actuals, while remaining conservative as compared to 2022 projected receipts.

The 2023 budget reflects an 8% increase to wages and benefits. The FTE budget has decreased from 79 to 78.5 positions as a result of some internal promotions and efficiencies through a change in operations. See the FTE table on page 10. A comprehensive wage study was conducted in 2021 and reviewed in 2022 to ensure MTA remains a competitive employer of choice. The Maintenance Division labor agreement was negotiated in 2022 and management staff ensures the 2023 budget has the capacity for productive negotiations with the represented group in 2023. MTA values the talent and dedication of its staff and is committing resources to ensure that wages are competitive when comparing against similar local positions and transit agencies.

2023 Budget Highlights

1. Operating Revenue (Fares) is budgeted for a net 25% decrease, primarily from the implementation of a fare-free pilot program for all Dial-A-Ride and Fixed Route services. The premium Worker Driver Program fare revenue is projected to remain flat as shipyard workers work patterns have changed.
2. Non-Operating Revenue reflects a 19% increase for 2023. Sales Tax Revenue reflects a 32% increase over 2022 budgeted amounts, the 2023 amount budgeted is increased over previous years due to continued strong returns at 4.9% above projections for 2022, based on actuals through October. Operating Grant revenue reflects a 5% decrease as we spend down the remaining grant funds in the biennium and await new award announcements in spring 2023. MTA has applied for continuing operating funds for the Dial-A-Ride Program through the Consolidated Grant program. Investment income has been increased significantly based on 2022 results and economic factors going in to 2023. Other Income is forecasted to increase with a return of more frequent rental of the T-CC gym.
3. Budgeted expenses are anticipated to increase by 10%. Increased revenues from Sales Tax and Operating Grants have been reinvested to bring our service back to 2019 levels, provide competitive wages with capacity for wage negotiations with expiring CBAs, additional contracted services to facilitate labor negotiations and a non-represented salary study, plus anticipated inflation increases. Additionally, funds have been included to analyze the future of MTA service operations and fleet requirements in preparation of federal infrastructure investment, while Pooled Reserves of \$120,000 are included for unanticipated volatility.
4. 78.5 Full Time Employees (FTEs) are budgeted for 2023, a decrease of .5 FTEs. 1.5 FTEs are from within the Operations team including ½ shared Administration employee, and the elimination of the Communications Center Supervisor position. One position will be added to the Administration department as the Administrative Services Manager position will be split between a Human Resources and a Finance Manager position. Maintenance/Facilities will remain unchanged.
5. In addition to the final work on the Park & Ride Project in Belfair, the 2023 capital budget accounts for the grant funded vehicle replacement of six (6) Cutaways, three (3) ADA minivans, and five (5) 35' coaches. From MTA local funding, the capital

budget accounts for improvements to facility security cameras, bus lifts for vehicle maintenance work and alignments, preparations and equipment for conversion of cutaway vehicles to propane, and maintenance and at the Johns Prairie complex. Refer to the Capital Budget on page 14 for more details.

2023 Proposed Operating Budget

The Operating Budget does not include Capital expenditures (see Capital Budget on page 14).

Consolidated 2023 Budget							Budget %	Budg
Proposed December 2022	2019 Actual	2020 Actual	2021 Actual	Projections	2022 Budget	2023 Budget	Change YoY	Ref#
Operating Revenue (Fares)								
Passenger Fares	96,348	39,262	36,302	48,081	38,500	2,000	-95%	
Worker Driver	187,966	130,074	104,205	78,858	110,000	110,000	0%	
	284,314	169,336	140,507	126,939	148,500	112,000	-25%	1
Non-Operating Revenue								
Sales Tax	5,478,270	5,951,699	6,869,226	7,078,489	5,620,000	7,422,932	32%	2
Operating Grants	3,560,206	4,026,816	3,583,255	4,873,699	3,363,648	3,210,488	-5%	3
Rental Income	175,574	146,846	139,786	146,697	135,700	152,000	12%	4
Investment Income	178,661	73,434	11,990	140,249	10,000	80,000	700%	5
Other income	87,234	70,804	46,152	37,912	9,570	20,070	110%	6
	9,479,945	10,269,599	10,650,409	12,277,046	9,138,918	10,885,490	19%	
Operating Reserves Allocation								
Total Revenue	9,764,259	10,438,935	10,790,916	12,403,985	9,287,418	10,997,490	18%	
Expenses								
Wages & Benefits	5,527,310	5,485,542	5,134,341	5,446,589	6,918,721	7,463,523	8%	7
Contracted Services	208,151	173,441	276,541	179,704	429,897	515,703	20%	8
Fuel	364,503	212,980	310,962	531,102	520,250	550,800	6%	9
Vehicle/Facility Repair & Maintenance	347,710	166,884	169,454	303,851	329,163	399,450	21%	10
Insurance Premium	216,310	164,864	194,632	221,350	222,188	251,812	13%	11
Intergovernmental - Audit Fees	31,649	31,046	29,779	22,379	38,000	38,000	0%	12
Facility Rent and Park & Ride	29,280	36,528	39,939	20,456	8,620	-		
Utilities	127,036	128,606	156,689	144,826	191,254	187,900	-2%	
Supplies	279,746	306,316	170,043	223,019	231,294	371,236	61%	13
Training & Meetings	37,124	7,012	7,786	15,862	43,150	61,540	43%	14
Other Operating Expenses	84,008	101,769	118,988	106,532	190,770	165,436	-13%	15
Pooled Reserves					120,000	120,000		16
Total Expense	7,252,827	6,814,988	6,609,154	7,215,670	9,243,307	10,125,400	10%	
Net Income (Loss)	2,511,432	3,623,947	4,181,762	5,188,315	44,111	872,090		
Operating Reserves Allocation					-			
Net Income (Loss) Net Reserves Allocated	2,511,432	3,623,947	4,181,762	5,188,315	44,111	872,090		

2023 Budget Notes

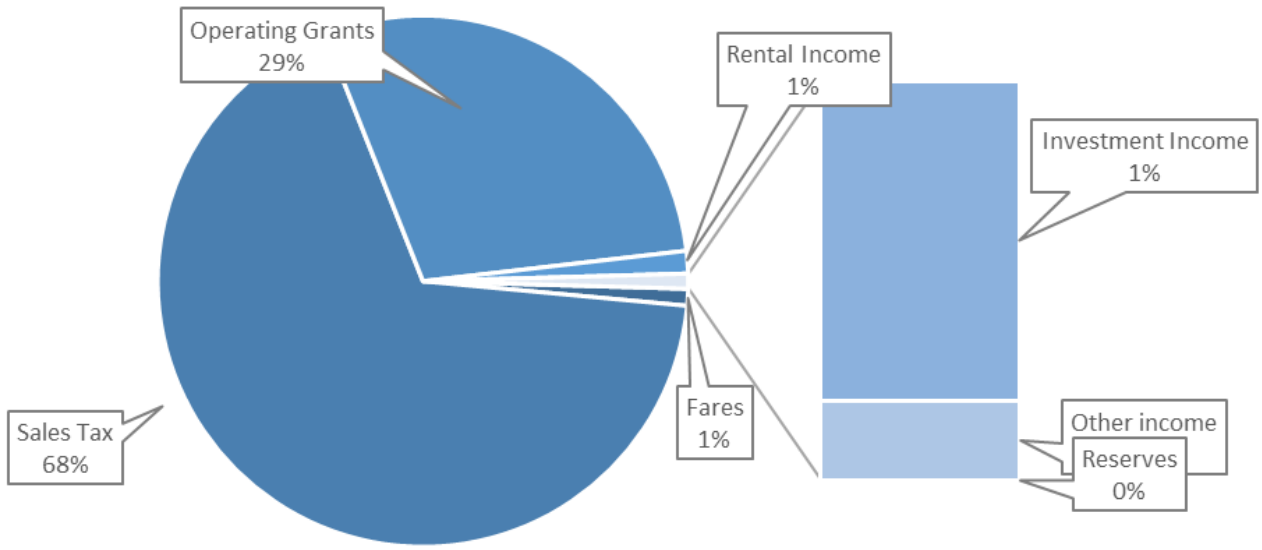
1. Operating Revenue (Fares) is budgeted for a net 25% decrease, primarily from the implementation of a fare-free pilot program for all Dial-A-Ride and Fixed Route services. The premium Worker Driver Program fare revenue is projected to remain flat as shipyard workers work patterns have changed.
2. Sales Tax Revenue in recent years has been budgeted quite conservatively. Perhaps too conservatively with the budget variance for 2021 @ 51.3% actual over budget, and 2022 at 35% over budget through September. Revenue continues to come in higher than projected despite repeated suggestions of a recession. Sales tax revenue for 2022 is predicted at \$7m. 2023 Sales Tax Revenue is estimated at \$7.4m. This is a 32% increase over 2022 budgeted amounts or 4.9% over 2022 projected amounts.
3. Operating grant revenue is based off the 2021-2023 biennium contracted awards. Awards for the 2023-25 biennium will not be announced until Spring 2023, so they are not yet included in the revenue total. MTA submitted a two-year consolidated operating grant to sustain Dial-A-Ride service requesting \$1,856,400 for the biennium and anticipates being successful after reviewing initial grant rankings.
4. Budgeted Rental Income is based upon current long-term tenant leases. Occupancy remains stable except for a leased space at the T-CC, and the closure of the Radich building effective November 1, 2022. Event rental income is projected to return to pre-pandemic levels with a 43% increase in anticipated bookings in kitchen and facility use in 2023.
5. The Treasury Pool Investment account performed well in 2022. The budgeted amount for 2023 has been increased according to recent trends but is estimated conservatively. With interest rates climbing, we expect this to continue to grow for the beginning of 2023, but it may slow if rates drop again.
6. Other Income is projected to increase in 2023 with the addition of sales of maintenance services to outside agencies such as the Squaxin Tribe as they begin to add more service.
7. Wages and Benefits increased by 8% with annual wage increases for non-represented employees, a re-classification of one employee based on a review of job duties, a contingency for wage negotiations with Transit Operators and increases to benefit rates. Health care premiums for both medical plans increased: Regence had an increase of 4.5%, and Kaiser increased by 7%. No other health care coverages changed for 2023. L&I rates saw a 25% increase for safety sensitive employees and 11% increase for non-safety sensitive in 2023 resulting in additional costs of \$44k.
8. Contract Services for 2023 is increased by 20% consisting of additions for the annual expense of Arctic Wolf network cyber security service, costs for services related to the Belfair complex and park and ride utilities, charges for park and ride camera connectivity, expanded bus technology for all service revenue fleet, and fees associated with camera monitoring on all agency staff vehicles. Contracted legal services for labor negotiations and temporary help in anticipation of staff absences are also budgeted for 2023.
9. Fuel is forecasted with an increase to account both for the resumption of broader service and the potential continued volatility in diesel and gasoline prices.

10. Vehicle/Facility Repair & Maintenance is budgeted with a 21% increase. Six of the cutaway buses were expected to be replaced in 2022, but chassis shortages and a decline in vehicle manufacturers has pushed our order to late 2023 or 2024 resulting in older vehicles being run longer than intended. Increased prices for outsourced repairs and maintenance are factored in.
11. WSTIP Insurance coverage is quoted to increase by 13%. 2023 rates are set per forecasted expanded miles to be driven in 2023. The 2023 WSTIP rate increase also factors in the increased cost to purchase coverage, and the WSTIP Board of Director's commitment to capital funding goals.
12. Standard Intergovernmental Audit fees for 2023 are quoted to be consistent with 2022.
13. Supplies reflects a 61% increase from 2022 largely due to a re-classification of software costs from the contracted services line item to supplies. This also includes an increase in shop supplies, cleaning and sanitation supplies, and the addition of larger capacity EPA bulk oil storage tanks.
14. Training and Meetings are being held in-person more frequently requiring a return of travel expenses. MTA is committed to developing staff – many of whom are new to their positions. Funds ensure new and existing staff have access to learning opportunities and is provided in this budget.
15. Other Operating Expenses include dues, memberships, and subscriptions, leasehold tax, vehicle license and registration fees, CDL medical exams and fees. The 13% decrease in Other Operating Expenses is largely due to a contract change for advertising and promotion of MTA service.
16. Pooled Reserves are set aside to filter any excess funds for future operating project use if necessary to handle potential price volatility, supply chain issues, fuel increases or other unanticipated expenses as we continue to navigate operations during the pandemic.

Operating Revenues

Total operating revenue budgeted is projected to increase from \$9,287,418 in 2022 to \$10,997,490 in 2023. The two major revenue sources making up 97% of our revenue are sales taxes collected in Mason County and grant funding from WSDOT.

Funding Source Breakdown



Sales Tax

Sales tax revenue continues to remain the largest source of funding - projected to be 68% of revenue for 2023. Sales tax revenue had been budgeted slightly over \$7.4m for 2023. Actual receipts for 2020 were \$5.9 and \$6.8m in 2021. 2022 projections through September actuals are estimated at \$7m. 2023 estimates include a 4.9% increase over the 2022 year end estimates and are less conservative than previous years due to the continued trends in increases.

Historical and Projected Sales Tax Revenue

The following table shows actual sales tax revenue for 2019 through September 2022, the remainder of the year is at the 2022 budgeted amount (in gray). The 2023 budgeted amounts reflect our monthly estimates based on historical returns.

	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual	2023 Budget
January	377,689	406,391	464,970	370,254	492,351	458,661
February	354,467	372,932	456,479	356,980	513,550	489,393
March	459,822	408,506	595,307	445,239	646,582	611,761
April	445,171	409,532	585,816	423,319	599,278	581,921
May	461,236	531,711	604,875	475,066	620,580	652,332
June	525,839	568,045	640,945	535,482	677,991	728,689
July	498,248	543,942	606,512	514,228	653,259	670,783
August	489,291	525,644	590,886	521,727	678,818	724,478
September	504,696	574,589	597,424	531,592	733,099	733,099
October	439,534	536,963	546,801	481,509	481,509	599,161
November	409,930	486,561	602,943	428,630	428,630	502,832
December	512,346	586,883	492,351	535,975	535,975	669,823
	5,478,270	5,951,698	6,785,309	5,620,000	7,061,621	7,422,932

Grant Revenues

Operating grant revenue is comprised of state and federal funds awarded by WSDOT from the Consolidated Operating Grants Program. Operating grant revenue is forecasted to make up 29% of MTA's 2023 operating revenue. Budgeted operating grant revenue is based solely on existing awarded consolidated operating grants and does not include federal CARES, CRRSA or ARPA funds or grants that have been applied for but not yet awarded.

Fares

Fares consist of two sources: Worker/Driver fares and Community Van fares. 2023 will be the beginning of a three-year pilot program offering free fares for out of county travel and for free fares for all youth 18 and under. The Worker/Driver fares make up over 98% of total budgeted fares for 2023.

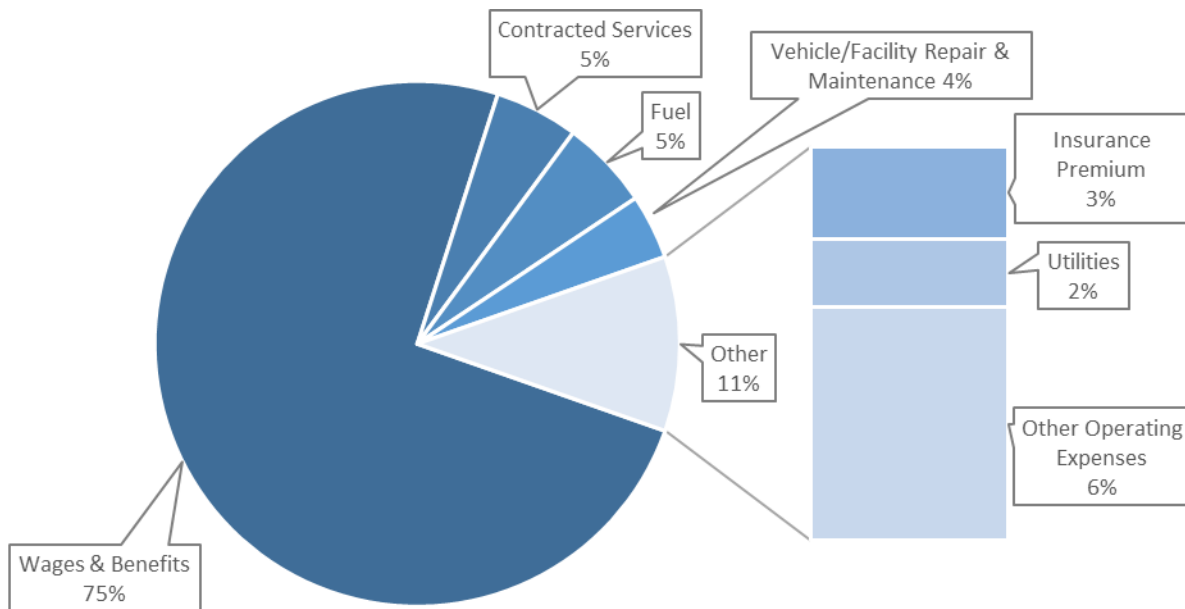
Transit-Community Center Revenues

The T-CC provides revenue through long-term leases and providing event space rentals in the gym, conference room, kitchen, and atrium. The revenues generated from the Transit-Community Center are 90% from active long-term leases, with the remaining 10% attributed to event use throughout the year. Event rental income is anticipated to increase as we see more interest in event booking activity. Tenant rental income is updated to reflect the terms of each rental agreement and the timing of CPI rate increases. MTA will conduct an analysis of cost per square foot of its leased space in 2023 to adjust to the changing market.

Operating Expenses

Total operating expenses are budgeted to increase from \$ 9,243,307 in 2022 to \$10,125,400 in 2023, which is a 10% increase from 2023. Wages and Benefits remains our largest operating expense accounting for 75% of total operating expenses. The second highest expense category is Contracted Services at about 5%. \$120,000 has been set aside as Pooled Reserves for potential price volatility, supply chain issues, fuel increases or other unanticipated expenses as we continue to navigate operations during the pandemic.

Expense Source Breakdown



Wages and Benefits

2023 Wages and Benefits are budgeted 8% higher than 2022. The Budgeted Positions and Full-Time Equivalents Table ^[10] outlines the staff changes between 2022 and 2023.

Contributing factors to the increased wages and benefits are increases in medical benefits, a 5% GWI for non-represented staff, and capacity for salary negotiations with the Transit Operator collective bargaining unit.

Details for 2023 non-represented wages and benefits by department can be found beginning on page 9.

Benefits

No changes in benefits offered are anticipated for 2023. The cost of medical premiums for the two plans offered in 2023 experienced increases of 4.5% and 7%; the cost of all other health care benefits stayed the same for 2023.

Labor & Industries Workers Comp rates for safety-sensitive workers in 2023 increased by 25% as compared to 2022. Non-safety sensitive workers increased by 11% in 2023 for a total increase of over \$44K.

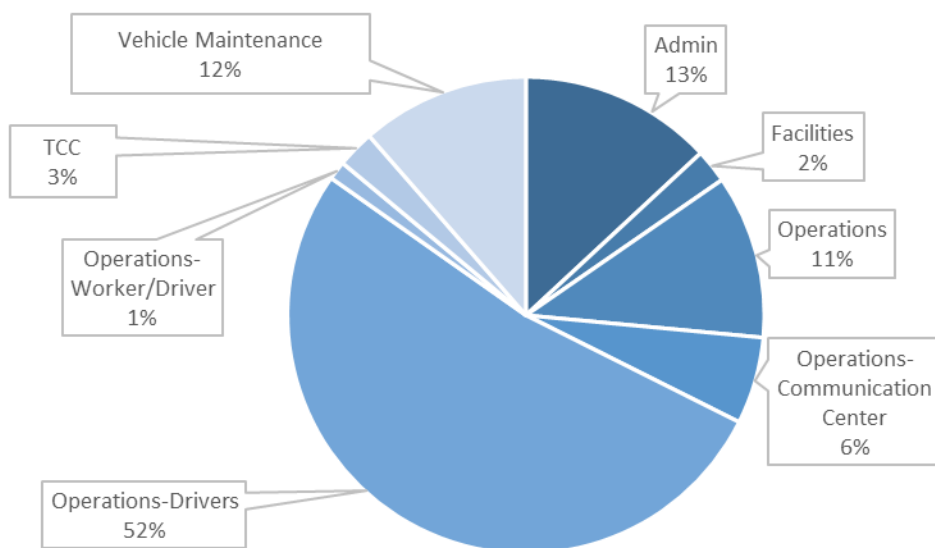
Public Employees' Retirement System (PERS) reflects an 11.25% change in rate for 2023.

Wages and Benefits by Department

The following table below breaks out budgeted FTEs, wages, and benefits for each department for 2023.

Department	FTEs	Wages	Benefits	2023 Budget Total	2022 Budget
Admin	7.5	624,338	347,491	971,829	707,153
Admin-Board		5,400	425	5,825	4,657
Facilities	2	114,237	55,491	169,728	236,138
Operations	7.0	558,503	267,144	825,646	841,328
Operations-Communication Center	4	288,433	149,277	437,711	509,966
Operations-Drivers	42	2,528,945	1,359,404	3,888,349	3,628,425
Operations-Worker/Driver	6	76,093	17,664	93,757	100,945
Transit Community Center	2	130,051	58,533	188,584	159,811
Vehicles/Maintenance	8	546,037	302,524	848,561	679,976
Total	78.5	4,872,037	2,557,953	7,429,990	6,868,400

The following chart shows each department's % of total wages and benefit expense.



Budgeted Positions and Full-Time Equivalents

The following chart shows the staff position and Full-Time Equivalent (FTE) changes with notes describing each change.

Department	Jan. 1, 2022		2023	Jan. 1, 2022		2023
	Budgeted - Positions	Change	Budgeted - Positions	Budgeted FTEs	Change	Budgeted FTEs
Administration						
General Manager	1.0	0.0	1.0	1.0	0.0	1.0
Administrative Services Manager ¹	1.0	-1.0	0.0	1.0	-1.0	0.0
Human Resources Manager ¹	0.0	1.0	1.0	0.0	1.0	1.0
Finance Manager ¹	0.0	1.0	1.0	0.0	1.0	1.0
Executive Assistant	1.0	0.0	1.0	1.0	0.0	1.0
Accounting Assistant	1.5	0.0	1.5	1.5	0.0	1.5
Accounting Coordinator	1.0	0.0	1.0	1.0	0.0	1.0
Technical Support Analyst	1.0	0.0	1.0	1.0	0.0	1.0
<i>Total Administration</i>	6.5	1.0	7.5	6.5	1.0	7.5
Maintenance/Facilities						
Maintenance Manager	1.0	0.0	1.0	1.0	0.0	1.0
Lead Mechanic	1.0	0.0	1.0	1.0	0.0	1.0
Service Mechanics	2.0	0.0	2.0	2.0	0.0	2.0
Mechanic	1.0	0.0	1.0	1.0	0.0	1.0
Fueler/Detailer	2.0	0.0	2.0	2.0	0.0	2.0
Facilities Technician	2.0	0.0	2.0	2.0	0.0	2.0
Custodian/Detailer	1.0	0.0	1.0	1.0	0.0	1.0
<i>Total Maintenance/Facilities</i>	10.0	0.0	10.0	10.0	0.0	10.0
Operations						
Operations Manager	1.0	0.0	1.0	1.0	0.0	1.0
Operations Supervisor	5.0	0.0	5.0	5.0	0.0	5.0
Operations Coordinator	1.0	0.0	1.0	1.0	0.0	1.0
Operations Assistant ²	0.5	-0.5	0.0	0.5	-0.5	0.0
Dispatcher/Disp. Supervisor ³	5.0	-1.0	4.0	5.0	-1.0	4.0
Drivers	42.0	0.0	42.0	42.0	0.0	42.0
Worker/Drivers	6.0	0.0	6.0	6.0	0.0	6.0
<i>Total Operations</i>	60.5	-1.5	59.0	60.5	-1.5	59.0
Transit-Community Center						
T-CC Assistant/Custodian	1.0	0.0	1.0	1.0	0.0	1.0
T-CC Building Superintendent	1.0	0.0	1.0	1.0	0.0	1.0
<i>Total Transit-Community Center</i>	2.0	0.0	2.0	2.0	0.0	2.0
TOTAL	79.0	-0.5	78.5	79.0	-0.5	78.5

FTE Notes

1. The Administrative Services Manager position has been split into two positions- Human Resources and Finance, to better balance the work load and diversity of different duties required.
2. The Operation's Assistant .5 FTE was eliminated in 2023 due to lack of work.
3. With the promotion of the Dispatch/Comm. Center Supervisor to the Operations Manager in 2022, it was determined that there was no longer a need to fill the Dispatch/ Comm. Center Supervisor position.

COMPENSATION PHILOSOPHY & PLAN 2023

In support of fulfilling our mission, Mason Transit Authority shall maintain a total compensation plan that includes salary, health benefits, life insurance, retirement, and a paid leave program directed toward attracting, retaining and rewarding a qualified and diverse workforce. Within the boundaries of financial feasibility, employee compensation and benefits shall be externally competitive and internally equitable.

COMPENSATION PLAN

Current Employees

Eligible, non-represented employees will receive an annual General Wage Increase (GWI) on January 1 based on the prior 12-month average of the U.S. Department of Labor Consumer Price Index (CPI): CPI-U West Region as of August each year. Historically, the maximum GWI increase was set not to exceed 2.25% per year, but this has increased in recent years with the increasing CPI. With the 12-month CPI Average as of August 2022 at 8.1%, the 2023 proposed GWI is 5%.

An employee whose wage is above the salary matrix for their job classification will receive an increase once the salary matrix is above the employee's wage.

An eligible employee is described as an employee who has completed their probation period and is not on a Performance Improvement Plan (PIP).

An employee on a PIP who is due an increase will receive a GWI when the PIP has been successfully completed. The increase will not be retroactive to original increase date.

New Employees

The Salary Matrix will be used as the instrument in determining the hiring range of new employees. Skills, knowledge and experience will also be a factor.

Newly hired employees and those receiving internal promotions to new job classifications will receive a 3% increase upon successful completion of their probation period (minimum of six months).

Worker-Drivers

Worker-Drivers are those employees who specifically drive coaches to and from the Puget Sound Naval Shipyard, then work at the shipyard. Wages for the Worker-Drivers

will receive a minimum 1% GWI annually. This will be reviewed on a yearly basis for adjustment. The proposed 2023 GWI for worker drivers is 5%.

Annual Performance Evaluations and Performance Compensation

Employees employed with MTA for a minimum of one year as of March 1, 2023 that exceed expectations and perform higher than expected will be eligible for an additional increase above CPI not to exceed 1.5%. Those with a one year anniversary date after March 1st will be eligible to receive compensation on their anniversary date till December 31, 2023. The performance compensation plan will be re-evaluated for the 2024 calendar year.

Eligibility for a performance increase will be based on annual employee performance evaluations and supported through the annual budget process.

Employee evaluations will take place each March, with potential performance compensation increases effective April 1 each year.

Summary of Performance Scoring Criteria

- An employee must receive at least eight (8) Exceeds Expectations on the Employee Performance Appraisal (11 categories available) or five (5) Exceeds Expectations on the Leadership Performance Appraisal (7 categories available) to be eligible for a performance compensation increase.
- An employee receiving a Needs Improvement rating in any area on the performance appraisal would not qualify for a performance compensation increase.
- An employee on a PIP would not qualify for a performance compensation increase.
- The manager of the department will recommend a performance increase for an employee if applicable.
- The General Manager will review evaluations with Department Managers and approve recommended increases prior to the employee evaluation meeting.

Examples of a Successful Employee's Performance

- Meets job expectations and job description.
- Is timely – arrives to work on time; returns from breaks and lunch on time.
- Gets along with co-workers; resolves conflicts.
- Adheres to guiding principles.
- Performs work safely.
- Is accurate in work products produced.

Examples of an Exceeds Expectations Employee's Performance includes above qualities listed plus:

- Solution oriented; brings a solution to the problem.
- Volunteers for extra duty and projects; puts in extra time.
- Seldom misses work unscheduled.
- Willing to learn and take on extra duties.
- Proactive approach; does not need a lot of guidance.

- Sets an example for others; exhibits leadership qualities regardless of position.
- Mentors others.

(The above lists are not meant to be exhaustive and are meant to provide examples of qualities an evaluator would consider when appraising an employee.)

Personal Days

Managers and the General Manager will continue to receive two (2) personal days per calendar year.

General Manager

As a non-represented, non-contracted employee, the annual salary of the General Manager will follow the same format for other non-represented staff and Managers with a suggested GWI of 5.0% and a potential performance increase of up to 1.5%. Further salary adjustments may be determined by the Mason Transit Authority Board.

Compensation Plan Review

A review of the entire compensation plan may be conducted annually but at a minimum of every three years. An internal wage study analysis and equity adjustments for non-represented positions was completed in the fall of 2021 prior to adoption of the 2022 budget. A review of positions was conducted again in the fall of 2022 to ensure positions remain competitive. The salary schedule and compensation philosophy will be thoroughly reviewed in 2023.

CAPITAL BUDGET

Mason Transit Authority Proposed 2023 Capital Budget					
Capital Projects	Budget	Grants	MTA Funding	Contingent Projects	Purpose
Park & Ride Development - 2015-2023 RMG Funds	10,522,500	10,027,698	1,327,133		Finalize construction on 5 park & rides throughout county. Match satisfied in 2021. Utility Connection in 2023.
TCC customer service office remodel	100,000		100,000		Carry forward from 2022. Remove ADA ramp from middle of office and re-design space.
Bus washer	45,000		45,000		Carry forward from 2022. Additional walk behind bus washer. In 2022 budget. Ordered in 2022 and will be paid for in 2023.
Bus stop improvements	30,000		30,000		Bus stop improvements to include paving ADA pads, shelters, benches, lighting and signage as we transition from flag stops. Continuing project.
Security cameras update	6,000		6,000		Continuation of TCC security cameras project from 2022. 7 cameras have been on backorder. Carry forward to 2023.
Capital Facilities Improvements	50,000		50,000		Improve Capital Facilities
Johns Prairie Parking lot seal & Repair	80,000		80,000		Reseal and repair of the Johns Prairie Parking lot and road.
Propane Fuel Pad	10,000		10,000		Pouring a Fuel Pad to hold the Propane tank and Bollards.
Oil Drum Tank Storage	10,000		10,000		Storage for oil (E.P.A Approved)
Propane Conversion Kits	50,000		50,000		Convert six cutaways to propane.
Bus Column Lift Replacements	65,000		65,000		Replace one set of vehicle lifts past useful life.
Bus Lift for Alignments on Buses	110,000		110,000		Instal of Bus lift in order to do alignments.
MTA Johns Prarie Base Facility Updates	800,000		800,000		Begin design for new MTA admin and training facility. Administrative building has been in TIP since 2020.
Total Misc Capital Projects	11,878,500	10,027,698	2,683,133	-	
6 - Cutaways	1,042,189	567,350	474,840	-	Grant PTD0344 Federal 5339 for 1 coach and 6 cutaways. Still waiting on the 6 cutaways. Board approved additional match Sept. 2022.
3 - ADA Mini Vans	256,000	256,000			Replace 3 retired vanpool vans with ADA minivans. State Transit Support Grant and Sales Tax Equalization funds to be used by June 2023. Zero match grant.
5 - 35' Gilligs	2,573,120	2,058,495	514,625		FY 22 FTA 5339 Grant to replace 5 buses. Delivery Est. 2023.
Total Vehicle Replacements	\$ 3,871,309	\$ 2,881,845	\$ 989,465		
Proposed 2023 Capital Projects	\$ 15,749,809	\$ 12,909,543	\$ 3,672,598	\$ -	

Disadvantaged Business Enterprise (DBE) Goal

As a recipient of Federal Transit funds subject to the requirements of 49 CFR Part 26, MTA commits to making good faith efforts through solicitation and notice to bid for any DBE Certified Contractors that would fit the scope of work that MTA may contract for. MTA maintains a DBE goal of 1% purchases financed with FTA assistance.

State of Good Repair

The State of Good repair is a measurement used to determine in what condition an agency's fleet is in. Our current goal is to have our fleet be at 80% state of good repair. Once the vehicles budgeted for above are received, our fleet will be in the following condition: Cutaways-100%, Fixed route-100%, worker driver-100%, medium duty-100%, staff/shop vehicles-70%. The condition of our fleet continues to improve and will continue to do so as we continue budgeting for replacement vehicles.