

AGENDA ITEM 2 C  
Action Item

**TIMED ITEM**

**1:00 PM**

**PUBLIC HEARING**

**MEMORANDUM**

**DATE:** May 4, 2017  
**TO:** El Dorado County Transit Authority  
**FROM:** Julie Petersen, Fiscal Administration Manager  
**SUBJECT:** Fiscal Year 2017/18 Final Operating Budget

**REQUESTED ACTION:**  
**BY MOTION,**

- 1. Open Public Hearing**
- 2. Accept Public Comment**
- 3. Close Public Comment**
- 4. Adopt Resolution No. 17-17 for the Final Operating Budget for Fiscal Year 2017/18**

**BACKGROUND**

The Bylaws of the El Dorado County Transit Authority (El Dorado Transit) state;

*“The Executive Director shall propose a preliminary operating budget...to the Board on or before the March meeting of each year. After considering the proposals from the Executive Director, the Board shall adopt a preliminary operating budget by April 15 of each year.*

*“The Executive Director shall propose a final operating budget...to the Board on or before June 15 of each year. Final operating...budget shall be adopted by the Board on or before July 15 of each year.”*

Board Action related to fiscal year (FY) 2017/18 Budget:

March 2, 2017	Adoption of Resolution No. 17-11 preliminary operating budget for FY 2017/18
March 2, 2017	Adoption of Resolution No. 17-14 authorizing the Executive Director to claim Transportation Development Act (TDA) funds for FY 2017/18 Operating Budget

## **DISCUSSION**

The proposed final operating budget for FY 2017/18 presented for consideration is a balanced budget based on the current service level including the demonstration taxi service in the El Dorado Hills area, the elimination of the Grizzly Flat flex route and modification and expansion to the Cameron Park route. Revenue projections identified are designated for transit operations.

Detailed information regarding the proposed elimination of the Grizzly Flat flex route and the modification and expansion of the Cameron Park route are included in separate staff reports included in this agenda packet.

As noted in the attached budget report there is two (2) changes, highlighted in bold, between the preliminary operating budget adopted on March 2, 2017 and the final proposed budget for FY 2017/18. These changes include;

- Allocation of \$389,000 into the Cameron Park Expansion project.
- Reduction of the Contingency line item by \$389,000 for the funding of the Cameron Park Expansion project.

Any additional adjustments will be brought before the Board as an agenda item of through the Mid-Year Budget adjustment process.

The Executive Director and Fiscal Administration Manager will closely monitor all budgetary matters and submit timely reports to the Board on significant changes to revenues or expenses.

The recommendation is to adopt Resolution No. 17-17 adopting the proposed final operating budget for FY 2017/18.

## **FISCAL IMPACT**

Final balanced operating budget for fiscal year 2017/18 - \$8,523,498.

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 17-17**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY  
TRANSIT AUTHORITY ADOPTING THE FINAL OPERATING  
BUDGET FOR FISCAL YEAR 2017/18

**WHEREAS**, Section 7.2 of the Bylaws of the El Dorado County Transit Authority require the submission of a final operating budget on or before June 15<sup>th</sup> of each year; and

**WHEREAS**, Section 7.2 further requires the adoption of a final operating budget on or before July 15 of each year; and

**WHEREAS**, the preliminary Fiscal Year 2017/18 operating budget was presented at public meeting on March 2, 2017; and

**WHEREAS**, the El Dorado County Transit Authority Board of Directors heard comments received from the public; and

**WHEREAS**, the El Dorado County Transit Authority adopted the preliminary operating budget for Fiscal Year 2017/18 on March 2, 2017; and

**WHEREAS**, the proposed operating budget for Fiscal Year 2017/18 ending June 30, 2018 is based upon the current level of service and planned service improvements; and

**WHEREAS**, the proposed FY 2017/18 operating budget projected revenue is based on known levels of anticipated funding;

**NOW THEREFORE, BE IT RESOLVED**, the El Dorado County Transit Authority hereby adopts the proposed final operating budget for Fiscal Year 2017/18 ending June 30, 2018 considered at the May 2, 2017 Board meeting.

**PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY** at a regular meeting of said Board held on the 4th day of May 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Patty Borelli, Chairperson

ATTEST:

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Megan Wilcher, Secretary to the Board

**EL DORADO COUNTY TRANSIT AUTHORITY  
PROPOSED FINAL OPERATING BUDGET 2017/2018**

OPERATING BUDGET		FY 2017/2018 Preliminary Adopted 03/02/2017	FY 2017/2018 Final Proposed 05/04/2017	Difference
<b>REVENUE ACCOUNTS</b>				
4000.00	Transportation Development Act (TDA/LTF)	\$4,159,003	\$4,159,003	\$0
4000.00	Transportation Development Act (TDA/LTF) Deferred 15/16	\$0	\$0	\$0
4270.00	State Transit Assistance (STA)	\$669,697	\$669,697	\$0
4270.00	State Transit Assistance (STA) Deferred	\$1,452,989	\$1,452,989	\$0
4970.00	Interest Income	\$24,000	\$24,000	\$0
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$474,917	\$474,917	\$0
4300.00	Farebox	\$190,000	\$190,000	\$0
4310.00	Contract Services	\$485,000	\$485,000	\$0
4320.00	Farebox - Charter	\$5,000	\$5,000	\$0
4330.00	Sac Commute Route Passes	\$740,000	\$740,000	\$0
4350.00	Bus Passes	\$94,000	\$94,000	\$0
4360.00	Scrip	\$87,000	\$87,000	\$0
4400.00	Advertising Revenue	\$19,000	\$19,000	\$0
4990.00	Misc. Revenue	\$400	\$400	\$0
4107.03	Fair Shuttle AB2766 Grant	\$35,265	\$35,265	\$0
4112.00	FTA Section 5307 Grant Income - Preventative Maintenance (PM)	\$0	\$0	\$0
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant CP	\$78,928	\$78,928	\$0
5060.00	Offset Reserve Fund - CalTIP (restricted)	\$8,299	\$8,299	\$0
<b>TOTAL REVENUES</b>		<b>\$8,523,498</b>	<b>\$8,523,498</b>	<b>\$0</b>
<b>SALARY &amp; BENEFIT ACCOUNTS</b>				
5010.00	Regular Employees	\$3,109,237	\$3,109,237	\$0
5010.02	Temporary Employees	\$225,000	\$225,000	\$0
5010.07	Overtime	\$80,000	\$80,000	\$0
5010.08	On Call Pay	\$13,000	\$13,000	\$0
5010.09	Skill and Shift Pay	\$35,000	\$35,000	\$0
5020.01	Employee Retirement	\$470,000	\$470,000	\$0
5070.01	(OASDI - Payroll Tax) FICA	\$14,000	\$14,000	\$0
5070.02	MEDICARE - Payroll Tax	\$50,000	\$50,000	\$0
5020.02	Health Insurance	\$1,331,000	\$1,331,000	\$0
5020.03	Unemployment Insurance	\$20,000	\$20,000	\$0
5020.04	LT Disability/Life Ins	\$33,000	\$33,000	\$0
5020.05	Worker's Comp	\$313,000	\$313,000	\$0
<b>TOTAL SALARY &amp; BENEFITS</b>		<b>\$5,693,237</b>	<b>\$5,693,237</b>	<b>\$0</b>
<b>SERVICE &amp; SUPPLY ACCOUNTS</b>				
5090.02	Clothing & Supplies	\$3,000	\$3,000	\$0
5090.05	Uniforms - Other	\$14,000	\$14,000	\$0
5050.01	Communications - Phone	\$48,000	\$48,000	\$0
5090.20	Communications - Radio	\$1,000	\$1,000	\$0
5090.01	Household Expenses	\$13,750	\$13,750	\$0
5060.01	Insurance Premiums/Public Liability	\$372,561	\$372,561	\$0
5060.02	Insurance Premiums/Physical Damage	\$18,338	\$18,338	\$0
5060.03	Insurance Premiums/Commercial & EPL Packages	\$33,000	\$33,000	\$0
5090.06	Service Contracts/Equipment	\$115,000	\$115,000	\$0
5160.07	Park and Ride Maintenance	\$9,000	\$9,000	\$0
5160.01	Maintenance/Buildings	\$2,500	\$2,500	\$0
5160.05	Maintenance/Grounds	\$4,000	\$4,000	\$0
5160.09	Maintenance/Bus Stop	\$3,000	\$3,000	\$0
5160.00	Maintenance/Other	\$2,500	\$2,500	\$0
5040.00	Vehicle Maintenance (In-House)	\$293,000	\$293,000	\$0
5040.02	Vehicle Maintenance/Tires & Tubes	\$95,000	\$95,000	\$0
5040.03	Vehicle Maintenance/Lubricants	\$28,000	\$28,000	\$0
5040.04	Vehicle Maintenance/Small Tools - Shop	\$4,300	\$4,300	\$0
5040.80	Vehicle Maintenance/Sales Tax/ Fuel & Lub.	\$30,000	\$30,000	\$0
5090.40	Memberships	\$6,000	\$6,000	\$0
5090.70	Office Expense	\$15,000	\$15,000	\$0
5090.80	Postage	\$4,000	\$4,000	\$0
5030.00	Professional Services	\$150,000	\$150,000	\$0
5030.10	Employee Medical Exams	\$13,000	\$13,000	\$0
5030.30	Background Checks	\$3,000	\$3,000	\$0
5090.08	Pubs/Legal Notices	\$4,000	\$4,000	\$0
5090.75	Printing	\$28,000	\$28,000	\$0
5120.02	Rents/Leases - Equipment	\$17,000	\$17,000	\$0
5120.03	Rents/Leases Park and Rides	\$10,000	\$10,000	\$0
5140.01	Equipment Purchase - Data Processing	\$1,000	\$1,000	\$0
5140.05	Equipment Purchase - Office	\$8,000	\$8,000	\$0
5150.00	Special Department Expense	\$5,000	\$5,000	\$0
5150.01	Marketing	\$25,000	\$25,000	\$0
5090.30	Staff Development/Travel	\$31,000	\$31,000	\$0
5040.01	Fuel Purchase	\$572,000	\$572,000	\$0
5090.72	Bank Charges / Credit Card Charges	\$2,500	\$2,500	\$0
5050.02	Utilities	\$54,000	\$54,000	\$0
5050.03	Utilities/ Park & Rides	\$21,000	\$21,000	\$0
4108.03	Fair Shuttle AB2766 Grant	Pending	Pending	\$0
6210.01	Cameron Park Expansion	\$0	<b>\$389,000</b>	\$389,000
6270.00	Contingency	\$770,812	<b>\$381,812</b>	-\$389,000
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$2,830,261</b>	<b>\$2,830,261</b>	<b>\$0</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>\$8,523,498</b>	<b>\$8,523,498</b>	<b>\$0</b>