

AGENDA ITEM 3 A
Information Item

MEMORANDUM

DATE: October 25, 2017
TO: El Dorado County Transit Authority
Transit Advisory Committee
FROM: Julie Petersen, Fiscal Administration Manager
SUBJECT: Fiscal Year 2017/18 Final Operating Budget

REQUESTED ACTION:
BY MOTION,

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
May 4, 2017	Adoption of Resolution No. 17-17 approving the Final Operating Budget for FY 2017/18.

DISCUSSION

The final operating budget for FY 2017/18 presented 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.

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 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.

FISCAL IMPACT

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

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

OPERATING BUDGET

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