

AGENDA ITEM 2 C
Action Item

TIMED ITEM

1:00 PM

PUBLIC HEARING

MEMORANDUM

DATE: June 7, 2018
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Fiscal Year 2018/19 Final Operating Budget

REQUESTED ACTION:

BY MOTION,

- 1. Open Public Hearing**
- 2. Accept Public Comment**
- 3. Close Public Hearing**
- 4. Adopt Resolution No. 18-24 for the Final Operating Budget for Fiscal Year 2018/19**

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) 2018/19 Budget:

March 1, 2018	Adoption of Resolution No. 18-08 preliminary operating budget for FY 2018/19
March 1, 2018	Adoption of Resolution No. 18-07 authorizing the Executive Director to claim Transportation Development Act (TDA) funds for FY 2018/19 Operating Budget

DISCUSSION

The proposed final operating budget for FY 2018/19 presented for consideration is a balanced budget based on the current service level. Revenue projections identified are designated for transit operations.

As noted in the attached budget report there are seven (7) changes, highlighted in bold, between the preliminary operating budget adopted on March 1, 2018 and the final proposed budget for FY 2018/19. These changes include;

- Reduction of the State Transit Assistance (STA) Deferred amount to balance the budget.
- Inclusion of AB2766 Grant allocation in the amount of \$39,785 for the 2018 Fair Shuttle project.
- Federal Transit Administration (FTA) Section 5307 funds in the amount of \$250,000 revenue included for Urban Preventative Maintenance (PM)
- Reduction of the Workers' Compensation Insurance line item by \$148,000.
- Reduction of the Liability Insurance line item by \$6,000.
- Reduction of the Physical Damage Insurance line item by \$12,000.
- Increase to the Service Contracts/Equipment line item to recognize the estimated cost for the administration of the Connect Card fare collection system.

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 Finance 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. 18-24 adopting the proposed final operating budget for FY 2018/19.

FISCAL IMPACT

Final balanced operating budget for fiscal year 2018/19 - \$9,558,517.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 18-24**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING THE FINAL OPERATING
BUDGET FOR FISCAL YEAR 2018/19

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 15th 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 2018/19 operating budget was presented at public meeting on March 1, 2018; 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 2018/19 on March 1, 2018; and

WHEREAS, the proposed operating budget for Fiscal Year 2018/19 ending June 30, 2019 is based upon the current level of service; and

WHEREAS, the proposed Fiscal Year 2018/19 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 2018/19 ending June 30, 2019 considered at the June 7, 2018 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 7th day of June 2018 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Shiva Frentzen, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

**EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED FINAL OPERATING BUDGET 2018/2019**

OPERATING BUDGET		FY 2018/2019 Preliminary	FY 2018/2019 Final	Difference
REVENUE ACCOUNTS		Adopted 03/01/2018	Proposed 06/07/2018	
4000.00	Transportation Development Act (TDA/LTF)	\$4,837,735	\$4,837,735	\$0
4270.00	State Transit Assistance (STA)	\$1,243,570	\$1,243,570	\$0
4270.00	State Transit Assistance (STA) Deferred	\$1,143,484	\$737,699	-\$405,785
4270.01	State Transit Assistance (STA)/State of Good Repair (SGR)	\$235,684	\$235,684	\$0
4970.00	Interest Income	\$20,000	\$20,000	\$0
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$490,631	\$490,631	\$0
4300.00	Farebox	\$208,000	\$208,000	\$0
4310.00	Contract Services	\$360,000	\$360,000	\$0
4320.00	Farebox - Charter	\$5,000	\$5,000	\$0
4330.00	Sac Commute Route Passes	\$778,000	\$778,000	\$0
4350.00	Bus Passes	\$72,000	\$72,000	\$0
4360.00	Scrip	\$42,000	\$42,000	\$0
4400.00	Advertising Revenue	\$12,000	\$12,000	\$0
4990.00	Misc. Revenue	\$400	\$400	\$0
4107.03	Fair Shuttle AB2766 Grant	\$0	\$39,785	\$39,785
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant CP	\$217,678	\$217,678	\$0
4112.00	FTA Section 5307 Grant Income - Preventative Maintenance (PM)	\$0	\$250,000	\$250,000
5060.00	Offset Reserve Fund - CalTIP (restricted)	\$8,335	\$8,335	\$0
TOTAL REVENUES		\$9,674,517	\$9,558,517	-\$116,000
SALARY & BENEFIT ACCOUNTS				
5010.00	Regular Employees	\$3,617,065	\$3,617,065	\$0
5010.02	Temporary Employees	\$100,000	\$100,000	\$0
5010.07	Overtime	\$70,000	\$70,000	\$0
5010.08	On Call Pay	\$9,000	\$9,000	\$0
5010.09	Skill and Shift Pay	\$23,000	\$23,000	\$0
5020.01	Employee Retirement	\$606,000	\$606,000	\$0
5070.01	(OASDI - Payroll Tax) FICA	\$10,000	\$10,000	\$0
5070.02	MEDICARE - Payroll Tax	\$54,000	\$54,000	\$0
5020.02	Health Insurance	\$1,538,000	\$1,538,000	\$0
5020.03	Unemployment Insurance	\$20,000	\$20,000	\$0
5020.04	LT Disability/Life Ins	\$39,000	\$39,000	\$0
5020.05	Worker's Comp	\$338,000	\$190,000	-\$148,000
TOTAL SALARY & BENEFITS		\$6,424,065	\$6,276,065	-\$148,000
SERVICE & SUPPLY ACCOUNTS				
5090.02	Clothing & Supplies	\$3,600	\$3,600	\$0
5090.05	Uniforms - Other	\$14,000	\$14,000	\$0
5050.01	Communications - Phone	\$57,000	\$57,000	\$0
5090.20	Communications - Radio	\$1,000	\$1,000	\$0
5090.01	Household Expenses	\$15,750	\$15,750	\$0
5060.01	Insurance Premiums/Public Liability	\$541,000	\$535,000	-\$6,000
5060.02	Insurance Premiums/Physical Damage	\$37,000	\$25,000	-\$12,000
5060.03	Insurance Premiums/Commercial	\$12,000	\$12,000	\$0
5060.04	Insurance Premium EPLI Package	\$22,000	\$22,000	\$0
5090.06	Service Contracts/Equipment	\$142,000	\$192,000	\$50,000
5160.07	Park and Ride Maintenance	\$9,000	\$9,000	\$0
5160.01	Maintenance/Buildings	\$4,500	\$4,500	\$0
5160.03	Maintenance/Equipment	\$8,000	\$8,000	\$0
5160.05	Maintenance/Grounds	\$5,500	\$5,500	\$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)	\$340,000	\$340,000	\$0
5040.02	Vehicle Maintenance/Tires & Tubes	\$65,000	\$65,000	\$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.	\$35,000	\$35,000	\$0
5090.40	Memberships	\$7,400	\$7,400	\$0
5090.70	Office Expense	\$15,000	\$15,000	\$0
5090.80	Postage	\$4,000	\$4,000	\$0
5090.00	Operating Expense - Other	\$600	\$600	\$0
5030.00	Professional Services	\$150,000	\$150,000	\$0
5030.10	Employee Medical Exams	\$9,000	\$9,000	\$0
5030.30	Background Checks	\$2,000	\$2,000	\$0
5090.08	Pubs/Legal Notices	\$4,000	\$4,000	\$0
5090.75	Printing	\$20,000	\$20,000	\$0
5120.02	Rents/Leases - Equipment	\$17,000	\$17,000	\$0
5120.03	Rents/Leases Park and Rides	\$11,000	\$11,000	\$0
5140.01	Equipment Purchase - Data Processing	\$1,000	\$1,000	\$0
5140.05	Equipment Purchase - Office	\$4,000	\$4,000	\$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	\$621,000	\$621,000	\$0
5090.72	Bank Charges	\$800	\$800	\$0
5090.73	Credit Card Charge Fees	\$5,000	\$5,000	\$0
5090.74	Connect Card Administration Expenses	\$10,000	\$10,000	\$0
5050.02	Utilities	\$54,000	\$54,000	\$0
5050.03	Utilities/ Park & Rides	\$24,000	\$24,000	\$0
4108.03	Fair Shuttle AB2766 Grant	Pending	Pending	\$0
6210.01	Cameron Park Expansion	\$0	\$0	\$0
6270.00	Contingency	\$879,502	\$879,502	\$0
TOTAL SERVICES AND SUPPLIES		\$3,250,452	\$3,282,452	\$32,000
TOTAL OPERATING EXPENSES		\$9,674,517	\$9,558,517	-\$116,000