

AGENDA ITEM 3 A  
Consent Item

**MEMORANDUM**

**DATE:** October 24, 2018

**TO:** El Dorado County Transit Authority  
Transit Advisory Committee

**FROM:** Julie Petersen, Finance Manager

**SUBJECT:** Fiscal Year 2018/19 Final Operating Budget

**REQUESTED ACTION:**

**BY MOTION,**

**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
June 8, 2018	Adopt Resolution No. 18-24 for the Final Operating Budget for Fiscal Year 2018/19

## **DISCUSSION**

The adopted final operating budget for FY 2018/19 presented 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.

## **FISCAL IMPACT**

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

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

<b>OPERATING BUDGET</b>		<b>FY 2018/2019 Preliminary</b>	<b>FY 2018/2019 Final</b>
		<b>Adopted 03/01/2018</b>	<b>Adopted 06/07/2018</b>
<b>REVENUE ACCOUNTS</b>			
4000.00	Transportation Development Act (TDA/LTF)	\$4,837,735	\$4,837,735
4270.00	State Transit Assistance (STA)	\$1,243,570	\$1,243,570
4270.00	State Transit Assistance (STA) Deferred	\$1,143,484	\$737,699
4270.01	State Transit Assistance (STA)/State of Good Repair (SGR)	\$235,684	\$235,684
4970.00	Interest Income	\$20,000	\$20,000
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$490,631	\$490,631
4300.00	Farebox	\$208,000	\$208,000
4310.00	Contract Services	\$360,000	\$360,000
4320.00	Farebox - Charter	\$5,000	\$5,000
4330.00	Sac Commute Route Passes	\$778,000	\$778,000
4350.00	Bus Passes	\$72,000	\$72,000
4360.00	Scrip	\$42,000	\$42,000
4400.00	Advertising Revenue	\$12,000	\$12,000
4990.00	Misc. Revenue	\$400	\$400
4107.03	Fair Shuttle AB2766 Grant	\$0	\$39,785
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant CP	\$217,678	\$217,678
4112.00	FTA Section 5307 Grant Income - Preventative Maintenance (PM)	\$0	\$250,000
5060.00	Offset Reserve Fund - CalTIP (restricted)	\$8,335	\$8,335
<b>TOTAL REVENUES</b>		<b>\$9,674,517</b>	<b>\$9,558,517</b>
<b>SALARY &amp; BENEFIT ACCOUNTS</b>			
5010.00	Regular Employees	\$3,617,065	\$3,617,065
5010.02	Temporary Employees	\$100,000	\$100,000
5010.07	Overtime	\$70,000	\$70,000
5010.08	On Call Pay	\$9,000	\$9,000
5010.09	Skill and Shift Pay	\$23,000	\$23,000
5020.01	Employee Retirement	\$606,000	\$606,000
5070.01	(OASDI - Payroll Tax) FICA	\$10,000	\$10,000
5070.02	MEDICARE - Payroll Tax	\$54,000	\$54,000
5020.02	Health Insurance	\$1,538,000	\$1,538,000
5020.03	Unemployment Insurance	\$20,000	\$20,000
5020.04	LT Disability/Life Ins	\$39,000	\$39,000
5020.05	Worker's Comp	\$338,000	\$190,000
<b>TOTAL SALARY &amp; BENEFITS</b>		<b>\$6,424,065</b>	<b>\$6,276,065</b>
<b>SERVICE &amp; SUPPLY ACCOUNTS</b>			
5090.02	Clothing & Supplies	\$3,600	\$3,600
5090.05	Uniforms - Other	\$14,000	\$14,000
5050.01	Communications - Phone	\$57,000	\$57,000
5090.20	Communications - Radio	\$1,000	\$1,000
5090.01	Household Expenses	\$15,750	\$15,750
5060.01	Insurance Premiums/Public Liability	\$541,000	\$535,000
5060.02	Insurance Premiums/Physical Damage	\$37,000	\$25,000
5060.03	Insurance Premiums/Commercial	\$12,000	\$12,000
5060.04	Insurance Premium EPLI Package	\$22,000	\$22,000
5090.06	Service Contracts/Equipment	\$142,000	\$192,000
5160.07	Park and Ride Maintenance	\$9,000	\$9,000
5160.01	Maintenance/Buildings	\$4,500	\$4,500
5160.03	Maintenance/Equipment	\$8,000	\$8,000
5160.05	Maintenance/Grounds	\$5,500	\$5,500
5160.09	Maintenance/Bus Stop	\$3,000	\$3,000
5160.00	Maintenance/Other	\$2,500	\$2,500
5040.00	Vehicle Maintenance (In-House)	\$340,000	\$340,000
5040.02	Vehicle Maintenance/Tires & Tubes	\$65,000	\$65,000
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.	\$35,000	\$35,000
5090.40	Memberships	\$7,400	\$7,400
5090.70	Office Expense	\$15,000	\$15,000
5090.80	Postage	\$4,000	\$4,000
5090.00	Operating Expense - Other	\$600	\$600
5030.00	Professional Services	\$150,000	\$150,000
5030.10	Employee Medical Exams	\$9,000	\$9,000
5030.30	Background Checks	\$2,000	\$2,000
5090.08	Pubs/Legal Notices	\$4,000	\$4,000
5090.75	Printing	\$20,000	\$20,000
5120.02	Rents/Leases - Equipment	\$17,000	\$17,000
5120.03	Rents/Leases Park and Rides	\$11,000	\$11,000
5140.01	Equipment Purchase - Data Processing	\$1,000	\$1,000
5140.05	Equipment Purchase - Office	\$4,000	\$4,000
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	\$621,000	\$621,000
5090.72	Bank Charges	\$800	\$800
5090.73	Credit Card Charge Fees	\$5,000	\$5,000
5090.74	Connect Card Administration Expenses	\$10,000	\$10,000
5050.02	Utilities	\$54,000	\$54,000
5050.03	Utilities/ Park & Rides	\$24,000	\$24,000
4108.03	Fair Shuttle AB2766 Grant	Pending	Pending
6210.01	Cameron Park Expansion	\$0	\$0
6270.00	Contingency	\$879,502	\$879,502
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$3,250,452</b>	<b>\$3,282,452</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>\$9,674,517</b>	<b>\$9,558,517</b>