

AGENDA ITEM 1 I
Consent Item

MEMORANDUM

DATE: February 7, 2019
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Adopt Proposed Fiscal Year 2018/19 Revised Mid-Year Operating Budget

REQUESTED ACTION:
BY MOTION,

- 1. Adopt Fiscal Year 2018/19 Revised Mid-Year Operating Budget Adjustments**
- 2. Approve the use of Contingency funds to offset increased expenses**

BACKGROUND

The Proposed Fiscal Year (FY) 2018/19 Mid-Year Adjusted Operating Budget is presented to consider the status of the El Dorado County Transit Authority's (El Dorado Transit) budget at the six (6) month closing. Section 8.9 of the Joint Exercise of Powers Agreement of the El Dorado County Transit Authority states that the Executive Director has the power "*to execute transfers within major budget units, as long as the total expenditures of each major budget unit remain unchanged*".

The Proposed Fiscal Year 2018/19 Mid-Year Operating Budget includes a reduction in Revenue and Service & Supply accounts requiring Board approval.

Proposed account adjustments are noted in bold in the attached proposed budget report.

DISCUSSION

Revenue Accounts **Net change is a decrease of \$429,829 in revenue**

- Account 4270.00 State Transit Assistance (STA): STA funds may be used for operating revenues if certain criteria are met and capital projects. El Dorado Transit does not typically use STA to fund transit operations due to the volatility of the funding stream. STA is impacted by the price and amount of fuel sold and potential legislative action. The El Dorado Transit Board normally approves a transfer of all STA from operating to capital as a component of mid-year budget adjustments however; this year final adjustments will be made during the Final Amended Budget Process. The increase of \$253,233 is due to the revised allocation provided by the State Controllers' Office.

FISCAL IMPACT

The overall outlook of the El Dorado Transit budget is positive. The proposed mid-year budget for fiscal year 2018/19 nets a \$429,829 decrease in revenue and expenses while maintaining the current level of public transportation provided to the residents of the County of El Dorado.

El Dorado Transit is a joint powers agency and does not draw funding from the general funds of either member agency. The annual budget includes a contingency. If contingency funds are not used they are moved to the next fiscal year as allowed per California law under the Transportation Development Act.

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

OPERATING BUDGET		FY 2018/2019 Final	FY 2018/2019 Mid Year	Difference
REVENUE ACCOUNTS		Adopted 06/07/2018	Proposed 02/07/2019	
4000.00	Transportation Development Act (TDA/LTF)	\$4,837,735	\$4,837,735	\$0
4270.00	State Transit Assistance (STA)	\$1,243,570	\$1,496,803	\$253,233
4270.00	State Transit Assistance (STA) Deferred	\$737,699	\$0	-\$737,699
4270.01	State Transit Assistance (STA)/State of Good Repair (SGR)	\$235,684	\$236,877	\$1,193
4970.00	Interest Income	\$20,000	\$45,000	\$25,000
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$490,631	\$509,322	\$18,691
4300.00	Farebox	\$208,000	\$245,000	\$37,000
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	\$25,000	-\$17,000
4400.00	Advertising Revenue	\$12,000	\$0	-\$12,000
4990.00	Misc. Revenue	\$400	\$0	-\$400
4107.03	Fair Shuttle AB2766 Grant	\$39,785	\$41,899	\$2,114
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)	\$250,000	\$250,000	\$0
5060.00	Offset Reserve Fund - CalTIP (restricted)	\$8,335	\$8,374	\$39
TOTAL REVENUES		\$9,558,517	\$9,128,688	-\$429,829
SALARY & BENEFIT ACCOUNTS				\$0
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	\$190,000	\$190,000	\$0
TOTAL SALARY & BENEFITS		\$6,276,065	\$6,276,065	\$0
SERVICE & SUPPLY ACCOUNTS				\$0
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	\$535,000	\$535,000	\$0
5060.02	Insurance Premiums/Physical Damage	\$25,000	\$25,000	\$0
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	\$192,000	\$192,000	\$0
5160.07	Park and Ride Maintenance	\$9,000	\$12,000	\$3,000
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	\$380,000	\$40,000
5040.02	Vehicle Maintenance/Tires & Tubes	\$65,000	\$85,000	\$20,000
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	\$45,000	\$10,000
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	\$170,000	\$20,000
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	\$21,000	\$4,000
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	\$671,000	\$50,000
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	\$40,000	\$30,000
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	#VALUE!
6210.01	Cameron Park Expansion	\$0	\$0	\$0
6270.00	Contingency	\$879,502	\$272,673	-\$606,829
TOTAL SERVICES AND SUPPLIES		\$3,282,452	\$2,852,623	-\$429,829
TOTAL OPERATING EXPENSES		\$9,558,517	\$9,128,688	-\$429,829