

AGENDA ITEM 2 A  
Action Item

**TIMED ITEM**

**1:05 PM**

**PUBLIC HEARING**

**MEMORANDUM**

**DATE:** June 6, 2019  
**TO:** El Dorado County Transit Authority  
**FROM:** Julie Petersen, Finance Manager  
**SUBJECT:** Fiscal Year 2019/20 Final Operating Budget

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

- 1. Open Public Hearing**
- 2. Accept Public Comment**
- 3. Close Public Comment**
- 4. Adopt Resolution No. 19-20 for the Final Operating Budget for Fiscal Year 2019/20**

**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) 2019/20 Budget:

March 7, 2019 Adoption of Resolution No. 19-07 preliminary Operating Budget for FY 2019/20

March 7, 2019 Adoption of Resolution No. 19-05 authorizing the Executive Director to claim Transportation Development Act (TDA) funds for FY 2019/20 Operating Budget

May 2, 2019

Board approved the discontinuation of Route #70 providing fixed route service to the community of El Dorado Hills.

## **DISCUSSION**

The proposed final operating budget for FY 2019/20 presented for consideration is a balanced budget based on the current service level including Route #70. Route #70 savings will be recognized during the Mid-Year budget process. 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 7, 2019 and the final proposed budget for FY 2019/20. These changes include;

- Reduction of the State Transit Assistance (STA) Deferred amount to balance the budget.
- Inclusion of 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 \$95,000.
- Reduction of the Liability Insurance line item by \$133,000.
- Reduction of the Physical Damage Insurance line item by \$9,000.
- Reduction of the Employment Practices Liability Insurance line item by \$2,000.
- Increase to the Fuel Purchase line item by \$144,000; total budget saving from line items above.

Any additional adjustments will be brought before the Board as an agenda item 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. 19-20 adopting the proposed final operating budget for FY 2019/20.

## **FISCAL IMPACT**

Final balanced operating budget for fiscal year 2019/20 - \$10,237,242.

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 19-20**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY  
TRANSIT AUTHORITY ADOPTING THE FINAL OPERATING  
BUDGET FOR FISCAL YEAR 2019/20

**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 2019/20 operating budget was presented at public meeting on March 7, 2019; 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 2019/20 on March 7, 2019; and

**WHEREAS**, the proposed operating budget for Fiscal Year 2019/20 ending June 30, 2020 is based upon the current level of service; and

**WHEREAS**, the proposed Fiscal Year 2019/20 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 2019/20 ending June 30, 2020 considered at the June 6, 2019 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 6th day of June 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Mark Acuna, Chairperson

ATTEST:

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Megan Wilcher, Secretary to the Board

**EL DORADO COUNTY TRANSIT AUTHORITY  
PROPOSED FINAL OPERATING BUDGET 2019/2020**

OPERATING BUDGET		FY 2019/2020 Preliminary Adopted 03/07/2019	FY 2019/2020 Final Proposed 06/06/2019	Difference
<b>REVENUE ACCOUNTS</b>				
4000.00	Transportation Development Act (TDA/LTF)	\$5,240,291	\$5,240,291	\$0
4270.00	State Transit Assistance (STA)	\$1,742,830	\$1,742,830	\$0
4270.00	State Transit Assistance (STA) Deferred	\$641,504	<b>\$296,504</b>	-\$345,000
4270.01	State Transit Assistance (STA)/State of Good Repair (SGR)	\$242,799	\$242,799	\$0
4970.00	Interest Income	\$50,000	\$50,000	\$0
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$509,322	\$509,322	\$0
4300.00	Farebox	\$262,000	\$262,000	\$0
4310.00	Contract Services	\$394,000	\$394,000	\$0
4320.00	Farebox - Charter	\$5,000	\$5,000	\$0
4330.00	Sac Commute Route Passes	\$786,000	\$786,000	\$0
4350.00	Bus Passes	\$76,000	\$76,000	\$0
4360.00	Scrip	\$28,000	\$28,000	\$0
4400.00	Advertising Revenue	\$14,000	\$14,000	\$0
4990.00	Misc. Revenue	\$400	\$400	\$0
4107.03	Fair Shuttle AB2766 Grant	Pending	Pending	\$0
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant CP	\$331,722	\$331,722	\$0
4112.00	FTA Section 5307 Grant Income - Preventative Maintenance (PM)	Pending	<b>\$250,000</b>	\$250,000
5060.00	Offset Reserve Fund - CalTIP (restricted)	\$8,374	\$8,374	\$0
<b>TOTAL REVENUES</b>		<b>\$10,332,242</b>	<b>\$10,237,242</b>	-\$95,000
<b>SALARY &amp; BENEFIT ACCOUNTS</b>				
5010.00	Regular Employees	\$3,786,614	\$3,786,614	\$0
5010.02	Temporary Employees	\$100,000	\$100,000	\$0
5010.07	Overtime	\$100,000	\$100,000	\$0
5010.08	On Call Pay	\$7,000	\$7,000	\$0
5010.09	Skill and Shift Pay	\$7,000	\$7,000	\$0
5020.01	Employee Retirement	\$650,000	\$650,000	\$0
5070.01	(OASDI - Payroll Tax) FICA	\$7,000	\$7,000	\$0
5070.02	MEDICARE - Payroll Tax	\$56,000	\$56,000	\$0
5020.02	Health Insurance	\$1,574,483	\$1,574,483	\$0
5020.03	Unemployment Insurance	\$10,000	\$10,000	\$0
5020.04	LT Disability/Life Ins	\$39,000	\$39,000	\$0
5020.05	Worker's Comp	\$320,000	<b>\$225,000</b>	-\$95,000
<b>TOTAL SALARY &amp; BENEFITS</b>		<b>\$6,657,097</b>	<b>\$6,562,097</b>	-\$95,000
<b>SERVICE &amp; SUPPLY ACCOUNTS</b>				
5090.02	Clothing & Supplies	\$3,600	\$3,600	\$0
5090.05	Uniforms - Other	\$16,000	\$16,000	\$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	\$708,000	<b>\$575,000</b>	-\$133,000
5060.02	Insurance Premiums/Physical Damage	\$34,000	<b>\$25,000</b>	-\$9,000
5060.03	Insurance Premiums/Commercial	\$14,000	\$14,000	\$0
5060.04	Insurance Premium EPLI Package	\$20,000	<b>\$18,000</b>	-\$2,000
5090.06	Service Contracts/Equipment	\$150,000	\$150,000	\$0
5160.07	Park and Ride Maintenance	\$17,000	\$17,000	\$0
5160.01	Maintenance/Buildings	\$5,500	\$5,500	\$0
5160.03	Maintenance/Equipment	\$6,000	\$6,000	\$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)	\$380,000	\$380,000	\$0
5040.02	Vehicle Maintenance/Tires & Tubes	\$85,000	\$85,000	\$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.	\$45,000	\$45,000	\$0
5090.40	Memberships	\$8,400	\$8,400	\$0
5090.70	Office Expense	\$15,000	\$15,000	\$0
5090.80	Postage	\$4,500	\$4,500	\$0
5090.00	Operating Expense - Other	\$1,000	\$1,000	\$0
5030.00	Professional Services	\$170,000	\$170,000	\$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	\$15,000	\$15,000	\$0
5120.02	Rents/Leases - Equipment	\$21,000	\$21,000	\$0
5120.03	Rents/Leases Park and Rides	\$9,000	\$9,000	\$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	\$15,000	\$15,000	\$0
5090.30	Staff Development/Travel	\$41,000	\$41,000	\$0
5040.01	Fuel Purchase	\$684,000	<b>\$828,000</b>	\$144,000
5090.72	Bank Charges	\$800	\$800	\$0
5090.73	Credit Card Charge Fees	\$5,000	\$5,000	\$0
5090.74	Connect Card Administration Expenses	\$40,000	\$40,000	\$0
5050.02	Utilities	\$54,000	\$54,000	\$0
5050.03	Utilities/ Park & Rides	\$26,000	\$26,000	\$0
4108.03	Fair Shuttle AB2766 Grant	Pending	Pending	\$0
6270.00	Contingency	\$939,295	\$939,295	\$0
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$3,675,145</b>	<b>\$3,675,145</b>	\$0
<b>TOTAL OPERATING EXPENSES</b>		<b>\$10,332,242</b>	<b>\$10,237,242</b>	-\$95,000