

AGENDA ITEM 3 A
Information Item

MEMORANDUM

DATE: June 26, 2019

TO: El Dorado County Transit Authority
Transit Advisory Committee

FROM: Julie Petersen, Finance Manager

SUBJECT: Fiscal Year 2019/20 Final Operating Budget

REQUESTED ACTION:
BY MOTION,

No action. Information Item.

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.
June 6, 2019	Board Adopted Final Operating Budget for Fiscal Year 2019/20

DISCUSSION

The final operating budget for FY 2019/20 presented 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 were seven (7) changes, between the preliminary operating budget adopted on March 7, 2019 and the final 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.

FISCAL IMPACT

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

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

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