

AGENDA ITEM 2 B
Action Item

MEMORANDUM

DATE: September 5, 2019

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Final Amended Operating Budget Fiscal Year 2018/19

REQUESTED ACTION:
BY MOTION,

- 1. Receive and File Final Proposed Amended Operating Budget Fiscal Year 2018/19**
- 2. Authorize the transfer of \$272,673 from Contingency to offset the transfer of State Transit Assistance funds into the Capital program**

BACKGROUND

As of August 31, 2019 most work related to posting was accomplished to close fiscal year (FY) 2018/19.

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*”.

Final Amended Operating Budget adjustments are based on actual revenue and expenses; producing decreases to revenue, salary and benefit and general expenses.

DISCUSSION

Outlined below are the recommended adjustments with comments and attached is a copy of the Proposed Final Amended Operating Budget with the mid-year budget for comparison showing net changes made.

The represented overall budget reflects decreases to revenue, salary and benefits and general expense units. The Final Proposed Amended Operating Budget decreases the annual budget by \$1,154,825.

El Dorado Transit Management and staff worked well within the mid-year budget adjustment projections. No major service changes were implemented that would reflect the need for more drastic final adjustments.

The transfer of \$272,673 in Contingency Funds to balance the Final Amended Budget will require Board action.

REVENUE ACCOUNTS

El Dorado Transit saw an overall decrease of approximately \$17,338 in fare revenue accounts.

Total revenue decreased by \$1,154,825.

- 1 State Transit Assistance was reduced to reflect anticipated transfer to capital budget. Actual amounts will be presented in the annual financial audit results.
- 2 Interest Income increased to accurately reflect receipts.
- 3 Farebox increased to accurately reflect receipts.
- 4 Contract Services increased to accurately reflect receipts.
- 5 Farebox – Charter decreased to accurately reflect receipts.
- 6 Sacramento Commuter Route Passes decreased to accurately reflect receipts.
- 7 Bus passes decreased to accurately reflect receipts.
- 8 Scrip increased to accurately reflect receipts.
- 9 Apple Farms Shuttle included to reflect actual receipts.
- 10 Fair Shuttle AB2766 income decreased to actual receipts.

SALARY & BENEFITS ACCOUNTS

Overall, the Salary and Benefits accounts were managed below mid-year budget adjustment projections. There have been no significant service changes that would drive a major change in budget preparation methodology.

Total Salary and Benefits accounts decreased by \$680,600.

- 11 Regular Employees decreased to reflect current actuals; several positions continue to be vacant in the operations department.
- 12 Temporary Employees decreased to reflect actual usage of the extra help; this item directly correlates to the increase in overtime for regular employees.
- 13 Overtime increased to accurately reflect costs; lack of extra help employees for leave coverage increases the need for overtime.
- 14 On Call Pay decreased to accurately reflect usage.
- 15 Skill and Shift Pay decreased to reflect actual costs.
- 16 Employee Retirement reduced to reflect actual costs.
- 17 Social Security (FICA) Payroll Tax reduced to accurately reflect actual costs; this item is driven by extra help.

- 18 Medicare Payroll Tax reduced to accurately reflect actual costs.
- 19 Health Insurance decreased to reflect actual expenses.
- 20 Unemployment Insurance decreased to reflect actual costs; this is a reimburse only account.
- 21 Long Term Disability/Life insurance decreased to reflect actual.
- 22 Workers' Compensation reduced to reflect actual Premiums paid and an estimated reconciliation adjustment.

SERVICE & SUPPLY ACCOUNTS

The Contingency line item has been zeroed out to balance the Final Amended Budget.

Total Services and Supplies accounts decreased by \$474,225.

- 23 Clothing & Supplies decreased closer to actual expenses.
- 24 Uniforms – Other increased closer to actual expenses.
- 25 Communications – Phone decreased closer to actual expenses.
- 26 Communications – Radio zeroed to actual.
- 27 Household Expenses decreased closer to actual expenses.
- 28 Insurance Premiums/Physical Damage decreased to reflect the two (2) month pre-paid allocation of current FY 2017/18 premiums into FY 2018/19.
- 29 Insurance Premiums/Commercial increased to reflect Actual.
- 30 Insurance Premiums/Employee Practices Liability Insurance decreased to reflect the two (2) month pre-paid allocation of current FY 2017/18 premiums into FY 2018/19.
- 31 Service Contracts/Equipment decreased closer to actual expenses.
- 32 Park & Ride Maintenance decreased closer to actual expenses.
- 33 Maintenance/Buildings increased closer to actual expenses.
- 34 Maintenance/Grounds decreased closer to actual expenses.
- 35 Maintenance/Bus Stops decreased closer to actual expenses.
- 36 Maintenance/other decreased closer to actual expenses.
- 37 Vehicle Maintenance (In-House) decreased closer to actual expenses.
- 38 Vehicle Maintenance/Tires & Tubes decreased closer to actual expenses.
- 39 Vehicle Maintenance/ Lubricants increased closer to actual expenses.
- 40 Vehicle Maintenance/ Small Tools - Shop increased closer to actual expenses.
- 41 Vehicle Maintenance/Sales Tax/Fuel & Lubricants - decreased closer to actual expenses.
- 42 Memberships decreased closer to actual expenses.
- 43 Office Expense decreases closer to actual expenses.
- 44 Postage decreased closer to actual expenses.
- 45 Professional Services decreased closer to actual expenses.
- 46 Employee Exams increase closer to actual expenses.
- 47 Publications/Legal Notices increased closer to actual expenses.
- 48 Printing decreased closer to actual expenses.
- 49 Rents/Leases – Equipment decreased closer to actual expenses.
- 50 Marketing decreased closer to actual expenses.

- 51 Staff Development/Travel increased closer to actual expenses.
- 52 Fuel Purchase decreased closer to actual expenses.
- 53 Bank Charges decreased closer to actual expenses.
- 54 Credit Card Fees decreased closer to actual expenses.
- 55 Connect Card administration Fees decreased closer to actual expenses.
- 56 Utilities decreased closer to actual expenses.
- 57 Utilities/Park & Ride decreased closer to actual expenses.
- 58 AB2766 Apple Farms line item added to reflect actual expenses.
- 59 AB2766 Fair Shuttle actual expenses.
- 60 Contingency line adjusted to zero to balance the FY 2018/19 operating budget.

FISCAL IMPACT

Staff is presenting a balanced Final Amended Operating Budget for FY 2018/19.

Final adjustments and financial position of the El Dorado County Transit Authority will be presented during the December 2019 regularly scheduled Board meeting.

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

OPERATING BUDGET

		FY 2018/2019 Mid Year Adopted 02/07/2019	FY 2018/2019 Final Amended Proposed 9/05/2019	Difference	Percentage
REVENUE ACCOUNTS					
4000.00	Transportation Development Act (TDA/LTF)	\$4,837,735	\$4,837,735	\$0	100.00%
4270.00	State Transit Assistance (STA)	\$1,496,803	\$218,627	-\$1,278,176	1 14.61%
4270.00	State Transit Assistance (STA) Deferred	\$0	\$0	\$0	0.00%
4270.01	State Transit Assistance (STA)/State of Good Repair (SGR)	\$236,877	\$236,877	\$0	100.00%
4970.00	Interest Income	\$45,000	\$62,890	\$17,890	2 139.76%
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$509,322	\$509,322	\$0	100.00%
4300.00	Farebox	\$245,000	\$247,500	\$2,500	3 101.02%
4310.00	Contract Services	\$360,000	\$383,000	\$23,000	4 106.39%
4320.00	Farebox - Charter	\$5,000	\$1,162	-\$3,838	5 23.24%
4330.00	Sac Commute Route Passes	\$778,000	\$766,000	-\$12,000	6 98.46%
4350.00	Bus Passes	\$72,000	\$70,000	-\$2,000	7 97.22%
4360.00	Scrip	\$25,000	\$26,400	\$1,400	8 105.60%
4400.00	Advertising Revenue	\$0	\$0	\$0	0.00%
4990.00	Misc. Revenue	\$0	\$0	\$0	0.00%
4107.00	Apple Farms Shuttle AB2766 Grant	\$0	\$101,140	\$101,140	9 0.00%
4107.03	Fair Shuttle AB2766 Grant	\$41,899	\$37,158	-\$4,741	10 88.68%
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant CP	\$217,678	\$217,678	\$0	100.00%
4112.00	FTA Section 5307 Grant Income - Preventative Maintenance (PM)	\$250,000	\$250,000	\$0	100.00%
5060.00	Offset Reserve Fund - CalTIP (restricted)	\$8,374	\$8,374	\$0	100.00%
TOTAL REVENUES		\$9,128,688	\$7,973,863	-\$1,154,825	87.35%
SALARY & BENEFIT ACCOUNTS					
5010.00	Regular Employees	\$3,617,065	\$3,337,065	-\$280,000	11 92.26%
5010.02	Temporary Employees	\$100,000	\$68,000	-\$32,000	12 68.00%
5010.07	Overtime	\$70,000	\$116,000	\$46,000	13 165.71%
5010.08	On Call Pay	\$9,000	\$6,400	-\$2,600	14 71.11%
5010.09	Skill and Shift Pay	\$23,000	\$5,000	-\$18,000	15 21.74%
5020.01	Employee Retirement	\$606,000	\$489,000	-\$117,000	16 80.69%
5070.01	(OASDI - Payroll Tax) FICA	\$10,000	\$3,500	-\$6,500	17 35.00%
5070.02	MEDICARE - Payroll Tax	\$54,000	\$51,000	-\$3,000	18 94.44%
5020.02	Health Insurance	\$1,538,000	\$1,292,000	-\$246,000	19 84.01%
5020.03	Unemployment Insurance	\$20,000	\$2,500	-\$17,500	20 12.50%
5020.04	LT Disability/Life Ins	\$39,000	\$37,000	-\$2,000	21 94.87%
5020.05	Worker's Comp	\$190,000	\$188,000	-\$2,000	22 98.95%
TOTAL SALARY & BENEFITS		\$6,276,065	\$5,595,465	-\$680,600	89.16%
SERVICE & SUPPLY ACCOUNTS					
5090.02	Clothing & Supplies	\$3,600	\$2,700	-\$900	23 75.00%
5090.05	Uniforms - Other	\$14,000	\$15,050	\$1,050	24 107.50%
5050.01	Communications - Phone	\$57,000	\$53,000	-\$4,000	25 92.98%
5090.20	Communications - Radio	\$1,000	\$0	-\$1,000	26 0.00%
5090.01	Household Expenses	\$15,750	\$12,700	-\$3,050	27 80.63%
5060.01	Insurance Premiums/Public Liability	\$535,000	\$535,000	\$0	100.00%
5060.02	Insurance Premiums/Physical Damage	\$25,000	\$23,300	-\$1,700	28 93.20%
5060.03	Insurance Premiums/Commercial	\$12,000	\$12,100	\$100	29 100.83%
5060.04	Insurance Premium EPLI Package	\$22,000	\$16,500	-\$5,500	30 75.00%
5090.06	Service Contracts/Equipment	\$192,000	\$143,000	-\$49,000	31 74.48%
5160.07	Park and Ride Maintenance	\$12,000	\$9,800	-\$2,200	32 81.67%
5160.01	Maintenance/Buildings	\$4,500	\$7,200	\$2,700	33 160.00%
5160.03	Maintenance/Equipment	\$8,000	\$8,000	\$0	100.00%
5160.05	Maintenance/Grounds	\$5,500	\$3,700	-\$1,800	34 67.27%
5160.09	Maintenance/Bus Stop	\$3,000	\$1,700	-\$1,300	35 56.67%
5160.00	Maintenance/Other	\$2,500	\$1,200	-\$1,300	36 48.00%
5040.00	Vehicle Maintenance (In-House)	\$380,000	\$236,000	-\$144,000	37 62.11%
5040.02	Vehicle Maintenance/Tires & Tubes	\$85,000	\$79,000	-\$6,000	38 92.94%
5040.03	Vehicle Maintenance/Lubricants	\$28,000	\$30,000	\$2,000	39 107.14%
5040.04	Vehicle Maintenance/Small Tools - Shop	\$4,300	\$6,650	\$2,350	40 154.65%
5040.80	Vehicle Maintenance/Sales Tax/ Fuel & Lub.	\$45,000	\$43,000	-\$2,000	41 95.56%
5090.40	Memberships	\$7,400	\$4,500	-\$2,900	42 60.81%
5090.70	Office Expense	\$15,000	\$12,200	-\$2,800	43 81.33%
5090.80	Postage	\$4,000	\$3,500	-\$500	44 87.50%
5090.00	Operating Expense - Other	\$600	\$600	\$0	100.00%
5030.00	Professional Services	\$170,000	\$157,000	-\$13,000	45 92.35%
5030.10	Employee Medical Exams	\$9,000	\$9,600	\$600	46 106.67%
5030.30	Background Checks	\$2,000	\$2,000	\$0	100.00%
5090.08	Pubs/Legal Notices	\$4,000	\$4,200	\$200	47 105.00%
5090.75	Printing	\$20,000	\$9,500	-\$10,500	48 47.50%
5120.02	Rents/Leases - Equipment	\$21,000	\$19,000	-\$2,000	49 90.48%
5120.03	Rents/Leases Park and Rides	\$11,000	\$11,000	\$0	100.00%
5140.01	Equipment Purchase - Data Processing	\$1,000	\$1,000	\$0	100.00%
5140.05	Equipment Purchase - Office	\$4,000	\$4,000	\$0	100.00%
5150.00	Special Department Expense	\$5,000	\$5,000	\$0	100.00%
5150.01	Marketing	\$25,000	\$7,000	-\$18,000	50 28.00%
5090.30	Staff Development/Travel	\$31,000	\$33,000	\$2,000	51 106.45%
5040.01	Fuel Purchase	\$671,000	\$640,000	-\$31,000	52 95.38%
5090.72	Bank Charges	\$800	\$600	-\$200	53 75.00%
5090.73	Credit Card Charge Fees	\$5,000	\$3,200	-\$1,800	54 64.00%
5090.74	Connect Card Administration Expenses	\$40,000	\$2,700	-\$37,300	55 6.75%
5050.02	Utilities	\$54,000	\$46,000	-\$8,000	56 85.19%
5050.03	Utilities/ Park & Rides	\$24,000	\$22,000	-\$2,000	57 91.67%
4108.01	Apple Farms Shuttle AB2766 Grant	\$0	\$101,198	\$101,198	58 0.00%
4108.03	Fair Shuttle AB2766 Grant	Pending	\$40,000	\$40,000	59 0.00%
6270.00	Contingency	\$272,673	\$0	-\$272,673	60 0.00%
TOTAL SERVICES AND SUPPLIES		\$2,852,623	\$2,378,398	-\$474,225	83.38%
TOTAL OPERATING EXPENSES		\$9,128,688	\$7,973,863	-\$1,154,825	87.35%