

AGENDA ITEM 6 E
Consent Calendar

MEMORANDUM

DATE: February 7, 2008
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Fiscal Administration Manager
SUBJECT: Fiscal Year 2007/2008 Mid-Year Operating Budget Adjustments

REQUESTED ACTION:

BY MOTION, 1) Accept Fiscal Year 2007/2008 Mid-Year Operating Budget Adjustment Report
2) Authorize Transit Director to Reduce Contingency fund by \$398,259. to offset Revenue Accounts

BACKGROUND

The Proposed Fiscal Year 2007/2008 Mid-Year Adjusted Operating Budget is presented to consider the status of El Dorado County Transit Authority's (EDCTA) budget at the six (6) month closing. Section 8.18 of the JOINT EXERCISE OF POWERS AGREEMENT ESTABLISHING THE EL DORADO COUNTY TRANSIT AUTHORITY states that the Transit Director has the power "to execute transfers within major budget units, as long as the total expenditures of each major budget unit remain unchanged." This year's Mid-Year adjustments include overall decreases in both Revenue and Expense Accounts, with a \$398,259. budget reduction in the Contingency account. This reduction is needed, most notably, to offset the return of excess Local Transportation Fund (LTF) monies claimed in fiscal year 2006/2007 and the loss of State Transit Assistance (STA) funds. These two types of income are from the Transportation Development Act (TDA) fund source. All requested adjustments are outlined in more detail in the discussion portion of this report.

Account adjustments requested as a part of this staff report are noted in bold on the budget report. Other budget changes made that are not in bold include previously approved action taken by EDCTA.

DISCUSSION

Revenue Accounts **Net change is a decrease of \$388,788 in revenue**

- Account 4000.00 Transportation Tax: TDA – LFT fund reflects return of excess funds claimed in fiscal year 2006/2007 in the amount of \$440,134.
- Account 4270.00 Transportation Tax: STA Fund reflects the revised estimate of \$669,429. of funds available as instructed by El Dorado County Transportation Commission action.
- Account 4970.00 Interest Income: Increase based on first six (6) months actual.
- Account 4100.00 FTA Section 5311: Federal Transit Administration (FTA) operating assistance funding is allocated by formula based on population and urbanized/rural designation. The initial \$429,437 projection was based on the actual from the prior year budget. The increase to \$464,750. is based on actual amount programmed through CalTrans.
- Account 4300.00 Farebox: Increase based on first six (6) months actual.
- Account 4310.00 Contract Services: Increase based on first six (6) months actual income. EDCTA successfully renegotiated the service contract for an increase in daily trip price.
- Account 4330.00 Sacramento Commuter Route Passes: Decrease based on six (6) months actual receivables.
- Account 4360.00 Scrip: Increase is based on six (6) months actual.
- Account 4107.00 Apple Hill Shuttle Grant. This adjustment reflects the actual reimbursable grant funding amount approved by El Dorado County with a “Match-In-Kind” from the Apple Hill Growers Association.
- Account 4107.02 Spare the Air Grant. This adjustment reflects the actual reimbursable grant funding amount approved by El Dorado County.
- Account 4112.00 FTA Section 5307: EDCTA was awarded grant funding to offset designated Preventive Maintenance costs for fiscal year 06/07. Funding will be received during this fiscal year cycle.
- Account 4112.00 FTA Section 5307: EDCTA was not awarded grant funding to offset designated Preventive Maintenance costs for fiscal year 07/08.
- Account 4107.02 EDC Fair Shuttle. This adjustment reflects the actual reimbursable grant funding amount approved by El Dorado County.

Salary and Benefits Accounts Net change is a decrease of \$90,944 in expenses

- Account 5010.02 Temporary Employees: Increase is based on six (6) months actual. Critical staffing challenges such as new hire training, driver availability, and open Part Time positions require an increase in scheduling Extra Help Transit Drivers. Additionally, two open positions within Administration were covered with temporary employees: to-date one position has been filled.
- Account 5020.07 Overtime: Decrease is based on six (6) months actual.
- Account 5010.09 Skill and Shift Pay: Increase is based on first six (6) months actual. Service expansions that qualify for this differential pay include the Iron Point

Connector into Folsom. Buses used on services such as Placerville Express and Main Street Shuttle have now been replaced by units not qualifying for this cost.

- Account 5020.03 Unemployment Insurance: Increase is based on first six (6) months actual. This account is a reimbursable account based on actual costs.
- Account 5020.05 Workers Compensation Insurance: Decrease is based on actual premium cost.

Service and Supply Accounts Net change is a decrease of \$297,844 in expenses

The adjustments in each line item presented, are based on actual costs for the first six (6) months of fiscal year 2007/2008 and a projection for the remaining six (6) months.

- Account 5090.20 Communications – Radio: Increase is based on first six (6) months actual.
- Account 5060.01 Insurance Premiums/Public Liability: Decrease is based on actual premium.
- Account 5060.02 Insurance Premiums/Physical Damage: Increase is based on actual premium.
- Account 5060.03 Insurance Premiums/Commercial Property: Increase is based on actual premium.
- Account 5040.02 Vehicle Maintenance/Tires & Tubes: Increase is based on first six (6) months actual.
- Account 5040.03 Vehicle Maintenance/Lubricants: Increase is based on first six (6) months actual.
- Account 5040.80 Vehicle Maintenance/Sales Tax/Fuel & Lubricants: Increase is based on first six (6) months actual.
- Account 5090.75 Printing: Increase is based on first six (6) months actual.
- Account 5040.80 Vehicle Maintenance/ Fuel: Increase is based on first six (6) months actual.
- Account 5050.02 Utilities: Increase is based on first six (6) months actual.
- Account 4108.00 Apple Hill Grant: Based on actual costs for Shuttle 2007.
- Account 4110.03 FTA Section 5313(b) Design Manual: Based on actual costs for 2007/2008.
- Account 4108.03 AB2766 EDC Fair Shuttle: Cost pending service completion.
- Account 6270.00 Contingency: Decrease includes loss of revenue provided by TDA funds.

EL DORADO COUNTY TRANSIT AUTHORITY FISCAL YEAR 2007/2008

OPERATING BUDGET		FY 2007/2008 Final Approved 06/02/07	FY 2007/2008 Mid-Year Adjustment Presented 02/07/08
REVENUE ACCOUNTS			
4000.00	Transportation Development Act (LTF)	\$3,706,607	\$3,706,607
	Excess LTF FY 2006/2007		-\$440,134
4270.00	State Transit Assistance (STA)	\$772,557	\$669,429
4970.00	Interest Income	\$85,000	\$150,000
4100.00	FTA Section 5311	\$429,437	\$429,437
4300.00	Farebox	\$112,000	\$129,000
4310.00	Contract Services	\$235,000	\$288,000
4320.00	Farebox - Charter	\$5,000	\$5,000
4330.00	Sac Commute Route Passes	\$558,000	\$525,000
4350.00	Bus Passes	\$56,000	\$56,000
4360.00	Scrip	\$60,000	\$71,000
4990.00	Misc Revenue	\$2,000	\$2,000
4107.00	AB2766 Apple Hill Shuttle Grant	\$0	\$37,900
4107.02	AB2766 Spare the Air Grant	\$0	\$13,558
4112.00	FTA Section 5307 FY 06/07	\$80,000	\$88,800
4112.00	FTA Section 5307 FY 07/08	\$100,000	\$0
4107.03	AB2766 Fair Shuttle	\$0	\$25,200
4109.03	FTA Section 5313 - Design Manual	\$0	\$20,703
TOTAL REVENUES		\$6,201,601	\$5,777,500
SALARY & BENEFIT ACCOUNTS			
5010.00	Regular Employees	\$2,324,236	\$2,324,236
5010.02	Temporary Employees	\$183,000	\$191,000
5010.07	Overtime	\$100,287	\$80,000
5010.08	Stand By Pay	\$15,000	\$15,000
5010.09	Skill and Shift Pay	\$25,000	\$28,500
5020.01	Employee Retirement	\$492,366	\$492,366
5070.01	(OASDI - Payroll Tax) FICA	\$11,550	\$11,550
5070.02	MEDICARE - Payroll Tax	\$33,600	\$33,600
5020.02	Health Insurance	\$553,049	\$553,049
5020.03	Unemployment Insurance	\$0	\$6,682
5020.04	LT Disability/Life Ins	\$23,217	\$23,217
5020.05	Worker's Comp	\$318,878	\$230,039
TOTAL SALARY & BENEFITS		\$4,080,183	\$3,989,239
SERVICE & SUPPLY ACCOUNTS			
5090.02	Clothing & Supplies	\$4,600	\$4,600
5090.05	Uniforms - Other	\$14,700	\$14,700
5050.01	Communications - Phone	\$22,050	\$22,050
5090.20	Communications - Radio	\$6,922	\$7,650
5090.01	Household Expenses	\$14,366	\$14,366
5060.01	Insurance Premiums/Public Liability	\$179,595	\$152,626
5060.02	Insurance Premiums/Physical Damage	\$23,573	\$17,370
5060.03	Insurance Premiums/Commercial Property	\$11,011	\$9,011
5090.06	Service Contracts/Equipment	\$12,265	\$12,265
5160.07	Park and Ride Maintenance	\$26,700	\$26,700
5160.01	Maintenance/Buildings	\$8,000	\$8,000
5160.05	Maintenance/Grounds	\$2,867	\$2,867
5160.09	Maintenance/Bus Stop	\$4,536	\$4,536
5160.00	Maintenance/Other	\$1,500	\$1,500
5040.00	Vehicle Maintenance (In-House)	\$242,000	\$242,000
5040.02	Vehicle Maintenance/Tires & Tubes	\$27,500	\$32,000
5040.03	Vehicle Maintenance/Lubricants	\$14,520	\$15,800
5040.04	Vehicle Maintenance/Small Tools - Shop	\$3,400	\$3,400
5040.80	Vehicle Maintenance/Sales Tax/ Fuel & Lub.	\$39,062	\$42,000
5090.40	Memberships	\$4,079	\$4,079
5090.70	Office Expense	\$21,000	\$21,000
5090.80	Postage	\$7,000	\$7,000
5030.00	Professional Services	\$150,000	\$150,000
5030.02	Background Checks	\$10,000	\$10,000
5090.08	Pubs/Legal Notices	\$5,513	\$5,513
5090.75	Printing	\$19,950	\$26,000
5120.02	Rents/Leases - Equipment	\$19,425	\$19,425
5120.03	Rents/Leases Park and Rides	\$21,802	\$21,802
5140.01	Equipment Purchase - Data Processing	\$3,150	\$3,150
5140.05	Equipment Purchase - Office	\$1,575	\$1,575
5150.00	Special Department Expense	\$1,470	\$1,470
5150.01	Marketing	\$50,000	\$50,000
5090.30	Staff Development/Travel	\$14,700	\$14,700
5040.01	Fuel Purchase	\$524,260	\$578,000
5090.72	Bank Charges	\$500	\$500
5050.02	Utilities	\$35,721	\$38,000
5050.03	Utilities/ MMTF	\$8,324	\$8,324
4108.00	Apple Hill Grant	\$0	\$41,049
4110.03	FTA Section 5313 - Design Manual	\$0	\$23,023
4108.03	AB2766 Fair Shuttle	\$0	Pending
8500.00	Interest Expense	\$0	\$0
6270.00	Contingency	\$563,782	\$130,210
TOTAL SERVICES AND SUPPLIES		\$2,121,418	\$1,788,261
TOTAL OPERATING EXPENSES		\$6,201,601	\$5,777,500