


AGENDA ITEM 5 A
Action Item

MEMORANDUM

DATE: June 4, 2009

TO: El Dorado County Transit Authority
Transit Advisory Committee

FROM: Mindy Jackson, Executive Director
Julie Petersen, Fiscal Administration Manager 

SUBJECT: Fiscal Year 2009/10 Operating Budget; Organizational Chart;
Agency contributions for health premiums and Personnel
Salary Schedule for regular and management employee groups

REQUESTED ACTION:
BY MOTION,

1. Approve Proposed Final Operating Budget for FY 2009/10
2. Approve Organizational Chart for FY 2009/10
3. Adopt Resolution No. 09-13 defining agency contributions for health premium benefits for regular and management employees
4. Adopt Resolution No. 09-14 approving the salary schedule for regular and management employees for FY 2009/10

BACKGROUND

The Bylaws of the El Dorado County Transit Authority (El Dorado Transit) require a preliminary operating budget to be submitted by the Executive Director to the board on or before March 1 each year. After considering the proposed preliminary budget, the Board shall adopt a preliminary operating budget by April 15 of each year. Final budget is to be submitted to the Board on or before June 15 of each year.

Status of Action Related to FY 2009/10 Budget Preparation

March 19, 2009	Board reviewed an unbalanced preliminary budget for FY 2009/10
April 2, 2009	Public hearing to consider service reductions
April 14, 2009	Continuation of public hearing on service reductions Board action approved service reductions
May 7, 2009	Public hearing to consider fare increases Board action approved fare increases
June 4, 2009	Presentation of draft final operating budget

El Dorado County Transit Authority
Transit Advisory Committee
May 27, 2009

DISCUSSION

Attachment 1. Approve Proposed Final Operating Budget for FY 2009/10

Development of the preliminary FY 2009/10 operating budget identified an initial deficit of \$1,221,268 based on FY 2008/09 level of operations.. The loss of \$789,400 of revenue is attributed to the reduction in sales tax receipts and action by the state legislature to discontinue funding transit with retail gas tax receipts.

To prepare a balanced budget for FY 2009/10 the board and management focused on applying for Federal American Recovery & Reinvestment Act (ARRA) one-time revenues; reducing existing expenses; service cuts and fare increases. The proposed final budget shows total operating expenses of \$5,788,029 for FY 2009/10.

The proposed final budget was developed utilizing the following criteria:

- Per budget line item. Consider the first six (6) months of current fiscal year *actual* expenses, reduce budgets to the bare minimum and include funding obligations (e.g. uniforms, equipment leases, etc.)
- Assumption of 12-month operations based on current routing and approved service modifications
- Contingency is ten percent (10 %) of budget per policy.
- Budget format compares the preliminary budget to the proposed final budget.
- Revenue accounts increase of \$614,869 includes:
 - Transportation Development Act (TDA) carryover of \$266,823
 - American Recovery & Reinvestment Act (ARRA) funding totaling \$203,046
 - Additional fare revenue of \$145,000 based on approved increases
- Salary and Benefit Accounts notes an overall decrease of \$529,033 in expenses related to agency staffing changes due to service reductions, maintaining current employee salary levels and a reduction in employment of temporary employees.
- Supply and Services account expenses are less than preliminary budget due to approved service reductions, reduction in service contracts/equipment and printing categories.

Staff will continue to closely monitor all budgetary matters and submit information to the board on significant changes to revenue or expenses throughout FY 2009/10.

Staff recommendation is to approve the FY 2009/10 proposed final operating budget as presented.

Attachment 2. Approve Organizational Chart for FY 2009/10

The El Dorado Transit board approved the Personnel Allocation Plan for FY 2009/10 on May 7, 2009. The attached Organizational Chart includes all allocated positions in the plan.

Staff recommends approval of the proposed Organizational Chart for FY 2009/10

Attachment 3. Adopt Resolution No. 09-13 defining agency contributions for health premium benefits for regular and management employees

With board authority, the Executive Director met with two (2) employee groups and reached tentative agreement to maintain current salaries and benefits. The two (2) groups include the following job classifications:

Group 1. Unrepresented Regular Employees

Accounting Technician	Transit Dispatcher
Equipment Mechanic I/II	Transit Scheduler
Information Technology Analyst	Transit Services Assistant
Maintenance Technician	Transit Trainer
Office Assistant II	Transportation Supervisor
Senior Equipment Mechanic	

Group 2 Management Employees

Administrative Services/Human Resources Manager
Fiscal Administration Manager
Operations Manager

Resolution No. 09-13 defines the 2010 calendar year agency contribution for health premiums per current policy. There are no changes to other employee benefits.

The cost of \$285,000 is included in the proposed final budget.

Attachment 4. Resolution No. 09-14 approving the salary schedule for regular and management employees during FY 2009/10

The El Dorado County Transit Authority Personnel Policies Article 6 Administration and Designation of Salary Section 6.1 Standard Salary Ranges states that “Unless otherwise required by law or policy, a standard salary schedule, consisting of either flat rates or steps of hourly and equivalent monthly salary rates in dollars for employees in full-time positions, shall be established by Resolution of the EDCTA.”

With board authority, the Executive Director met with the employee groups noted above and reached tentative agreement to maintain current salaries and benefits. Resolution No. 09-14 approves the Personnel Salary Schedule for both employee groups for FY 2009/10.

The \$1,161,908 expense is included in the proposed final budget.

FISCAL IMPACT

- | | |
|--|----------------------------------|
| 1. Operating Budget for FY 2009/10 | Total Budget \$5,788,020 |
| 2. Organizational Chart for FY 2009/10 | <i>Included in Item 4</i> |
| 3. Resolution No. 09-13 defining agency contribution for health premium benefits for regular and management employees | \$ 285,000 |
| 4. Resolution No. 09-14 approving the salary schedule for regular and management employees | \$1,161,908 |

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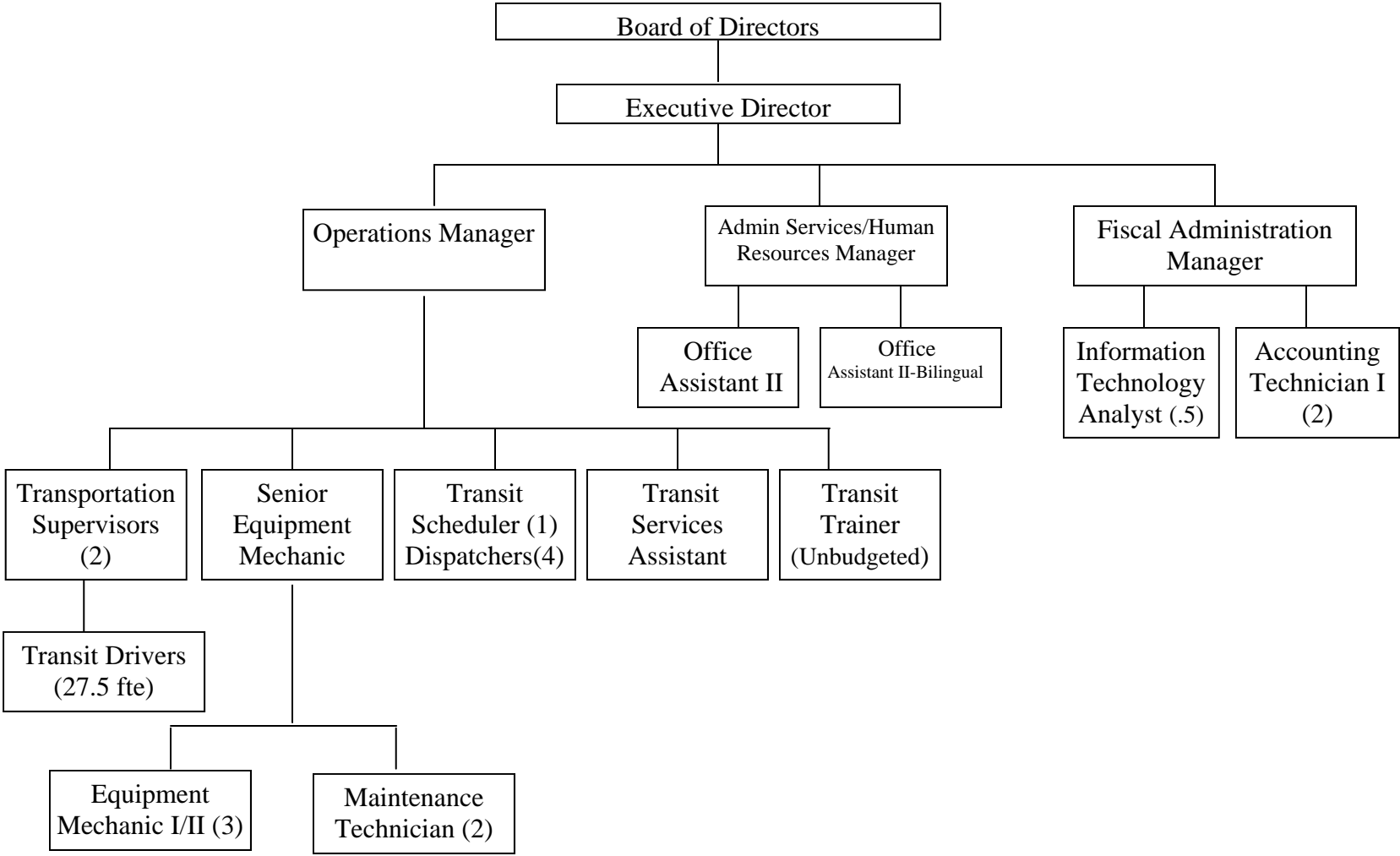
**EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED FISCAL YEAR 2009/2010**

OPERATING BUDGET		FY 2009/2010 Preliminary Presented 03/19/2009	FY 2009/2010 Final Proposed 06/04/2009
REVENUE ACCOUNTS			
4000.00	Transportation Development Act (TDA/LTF)	\$3,096,353	\$3,096,353
4000.00	Transportation Development Act (TDA/LTF) Carryover	\$0	\$266,823
4270.00	State Transit Assistance (STA)	\$0	\$0
4970.00	Interest Income	\$110,000	\$110,000
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$491,432	\$491,432
4100.00	Federal American Recovery & Reinvestment (ARRA) 5311 PM	\$0	\$126,133
4100.00	Federal American Recovery & Reinvestment (ARRA) 5311 ADA	\$0	\$76,913
4300.00	Farebox	\$160,000	\$212,000
4310.00	Contract Services	\$300,000	\$350,000
4320.00	Farebox - Charter	\$5,000	\$5,000
4330.00	Sac Commute Route Passes	\$610,000	\$625,000
4350.00	Bus Passes	\$70,000	\$98,000
4360.00	Scrip	\$69,000	\$69,000
4990.00	Misc Revenue	\$2,000	\$2,000
4107.00	Apple Hill Shuttle AB2766 Grant	Pending	Pending
4107.02	Spare the Air AB2766 Grant	\$59,375	\$59,375
4107.03	Fair Shuttle AB2766 Grant	Pending	Pending
4113.00	Federal Economic Recovery Funds	\$200,000	\$200,000
TOTAL REVENUES		\$5,173,160	\$5,788,029
SALARY & BENEFIT ACCOUNTS			
5010.00	Regular Employees	\$2,555,283	\$2,220,000
5010.02	Temporary Employees	\$184,618	\$90,000
5010.07	Overtime	\$80,000	\$80,000
5010.08	On Call Pay	\$10,000	\$10,000
5010.09	Skill and Shift Pay	\$28,500	\$28,500
5020.01	Employee Retirement	\$505,382	\$467,000
5070.01	(OASDI - Payroll Tax) FICA	\$12,075	\$7,000
5070.02	MEDICARE - Payroll Tax	\$40,000	\$35,500
5020.02	Health Insurance	\$594,000	\$581,325
5020.03	Unemployment Insurance	\$15,000	\$25,000
5020.04	LT Disability/Life Ins	\$23,217	\$23,217
5020.05	Worker's Comp	\$273,500	\$225,000
TOTAL SALARY & BENEFITS		\$4,321,575	\$3,792,542
SERVICE & SUPPLY ACCOUNTS			
5090.02	Clothing & Supplies	\$4,000	\$4,000
5090.05	Uniforms - Other	\$10,000	\$10,000
5050.01	Communications - Phone	\$24,000	\$24,000
5090.20	Communications - Radio	\$1,500	\$1,500
5090.01	Household Expenses	\$15,084	\$15,084
5060.01	Insurance Premiums/Public Liability	\$189,000	\$189,000
5060.02	Insurance Premiums/Physical Damage	\$13,962	\$13,962
5060.03	Insurance Premiums/Commercial Property	\$10,000	\$10,000
5090.06	Service Contracts/Equipment	\$54,000	\$35,000
5160.07	Park and Ride Maintenance	\$8,000	\$8,000
5160.01	Maintenance/Buildings	\$3,000	\$3,000
5160.05	Maintenance/Grounds	\$5,000	\$5,000
5160.09	Maintenance/Bus Stop	\$5,000	\$5,000
5160.00	Maintenance/Other	\$1,000	\$1,000
5040.00	Vehicle Maintenance (In-House)	\$205,000	\$205,000
5040.02	Vehicle Maintenance/Tires & Tubes	\$33,600	\$33,600
5040.03	Vehicle Maintenance/Lubricants	\$16,590	\$16,590
5040.04	Vehicle Maintenance/Small Tools - Shop	\$3,700	\$3,700
5040.80	Vehicle Maintenance/Sales Tax/ Fuel & Lub.	\$44,365	\$44,365
5090.40	Memberships	\$2,200	\$2,200
5090.70	Office Expense	\$15,000	\$15,000
5090.80	Postage	\$4,000	\$4,000
5030.00	Professional Services	\$80,000	\$80,000
5030.02	Background Checks	\$1,500	\$1,500
5090.08	Pubs/Legal Notices	\$2,000	\$2,000
5090.75	Printing	\$37,300	\$34,000
5120.02	Rents/Leases - Equipment	\$19,000	\$19,000
5120.03	Rents/Leases Park and Rides	\$2,000	\$2,000
5140.01	Equipment Purchase - Data Processing	\$3,000	\$3,000
5140.05	Equipment Purchase - Office	\$1,500	\$1,500
5150.00	Special Department Expense	\$2,500	\$2,500
5150.01	Marketing	\$20,000	\$20,000
5090.30	Staff Development/Travel	\$12,000	\$12,000
5040.01	Fuel Purchase	\$595,340	\$595,340
5090.72	Bank Charges	\$500	\$500
5050.02	Utilities	\$39,900	\$39,900
5050.03	Utilities/ MMTF	\$7,000	\$7,000
8500.00	Interest Expense	\$0	\$0
4108.00	Apple Hill Shuttle AB2766 Grant	Pending	Pending
4108.03	Fair Shuttle AB2766 Grant	Pending	Pending
6270.00	Contingency	\$581,312	\$526,246
TOTAL SERVICES AND SUPPLIES		\$2,072,853	\$1,995,487
TOTAL OPERATING EXPENSES		\$6,394,428	\$5,788,029

ATTACHMENT 1

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**EL DORADO COUNTY TRANSIT AUTHORITY
 PROPOSED ORGANIZATIONAL CHART
 FISCAL YEAR 2009/2010**



ATTACHMENT 2

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 09-13**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
EL DORADO COUNTY TRANSIT AUTHORITY DEFINING
2010 CALENDAR YEAR CONTRIBUTIONS FOR HEALTH PREMIUM
BENEFITS FOR UNREPRESENTED REGULAR EMPLOYEES AND
UNREPRESENTED REGULAR MANAGEMENT EMPLOYEES

WHEREAS, El Dorado County Transit Authority (El Dorado Transit) has unrepresented regular employees and unrepresented regular management employees; and

WHEREAS, El Dorado County Transit Authority Personnel Policies and Procedures Manual Article 14 – Employee Benefits/Insurance Plans allows El Dorado Transit to adjust contributions based upon budgetary constraints and fluctuating health care costs; and

WHEREAS, El Dorado Transit contracts with the California Public Employees’ Retirement system (“CalPERS”) to provide health care benefits for its employees; and

WHEREAS, El Dorado Transit provides dental and vision insurance through separate carriers; and

NOW, THEREFORE BE IT RESOLVED, that El Dorado Transit shall provide 80% of any adjustment of the 2010 calendar year premium for health care benefits benchmarked at the 2009 PERS Choice Plan (or equivalent) for the unrepresented regular employees and unrepresented regular management employees.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 4th day of June 2009, by the following vote of said Board.

AYES: NOES: ABSTAIN: ABSENT:

Patty Borelli, Chair

APPROVED AS TO FORM:

Barbara McDonald, Secretary to the EDCTA Board

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 09-14**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
EL DORADO COUNTY TRANSIT AUTHORITY AUTHORIZING THE
APPROVAL OF FISCAL YEAR 2009/2010 PERSONNEL SALARY SCHEDULE
FOR UNREPRESENTED REGULAR EMPLOYEES AND UNREPRESENTED
MANAGEMENT EMPLOEES

WHEREAS, Article 6 of the El Dorado County Transit Authority Personnel Policies and Procedures Manual provides that a salary schedule shall be established by Resolution of the Board of Directors of EDCTA; and

WHEREAS, the Manual further states “The monthly salary rates are also listed for the purpose of convenience in quotation of monthly salaries and computations for purposes of paying employees shall be on the basis of hourly rates;” and

WHEREAS, staff has met with representatives of unrepresented regular employees and unrepresented regular management employees regarding salary adjustments; and

WHEREAS, no adjustments have been made to the salary schedule for the unrepresented regular employees and unrepresented regular management employees; and

NOW, THEREFORE BE IT RESOLVED, that the following attached salary schedule is authorized by the Board of Directors of the El Dorado County Transit Authority effective the first pay date of July 2009.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 4th day of June 2009, by the following vote of said Board.

AYES: NOES: ABSTAIN: ABSENT:

Patty Borelli, Chair

APPROVED AS TO FORM:

Barbara McDonald, Secretary to the EDCTA Board

El Dorado County Transit Authority
PROPOSED SALARY SCHEDULE FOR FISCAL YEAR 2009/10

JOB CLASSIFICATION	SALARY STEPS						
	1	2	3	4	5	6	7
ACCOUNTING TECHNICIAN - UR	13.81 2,393.73	14.50 2,513.51	15.23 2,639.35	15.99 2,771.43	16.79 2,910.09	17.63 3,055.69	18.51 3,208.57
ADMINISTRATIVE SERVICES / HUMAN RESOURCES MANAGER - UR / C / M	21.40 3,709.33	22.47 3,894.80	23.59 4,089.63	24.77 4,294.16	26.01 4,508.92	27.31 4,734.43	28.68 4,971.20
EQUIPMENT MECHANIC I - UR	16.79 2,910.27	17.63 3,055.87	18.51 3,208.75	19.44 3,369.25	20.41 3,537.73	21.43 3,714.71	22.50 3,900.52
EQUIPMENT MECHANIC II - UR	20.06 3,476.30	21.06 3,650.23	22.11 3,832.75	23.22 4,024.45	24.38 4,225.69	25.60 4,436.99	26.88 4,658.85
FISCAL ADMINISTRATION MANAGER - UR / C / M	20.18 3,497.87	21.19 3,672.76	22.25 3,856.49	23.36 4,049.41	24.53 4,252.04	25.76 4,464.72	27.05 4,687.97
INFORMATION TECHNOLOGY ANALYST - UR	18.00 3,120.40	18.90 3,276.52	19.85 3,440.49	20.84 3,612.61	21.89 3,793.40	22.98 3,983.20	24.13 4,182.36
MAINTENANCE TECHNICIAN - UR	11.86 2,055.73	12.45 2,158.52	13.08 2,266.51	13.73 2,379.87	14.42 2,498.95	15.14 2,623.92	15.90 2,755.13
OFFICE ASSISTANT II - UR / C	11.93 2,067.09	12.52 2,170.48	13.15 2,279.16	13.81 2,393.21	14.50 2,512.99	15.22 2,638.65	15.99 2,770.73
OFFICE ASSISTANT II BILINGUAL - UR / C	12.93 2,240.42	13.52 2,343.81	14.15 2,452.49	14.81 2,566.55	15.50 2,686.32	16.22 2,811.99	16.99 2,944.07
OPERATIONS MANAGER - UR / C / M	27.18 4,711.20	28.54 4,946.76	29.97 5,194.11	31.47 5,453.93	33.04 5,726.76	34.69 6,013.11	36.43 6,313.84
SR EQUIPMENT MECHANIC - UR	23.00 3,986.78	24.15 4,186.17	25.36 4,395.56	26.63 4,615.35	27.96 4,846.23	29.36 5,088.55	30.83 5,343.00
TRANSIT DISPATCHER - UR	14.03 2,431.87	14.73 2,553.55	15.47 2,681.29	16.24 2,815.45	17.06 2,956.37	17.91 3,104.23	18.81 3,259.53
TRANSIT SCHEDULER - UR	14.74 2,554.20	15.47 2,681.99	16.25 2,816.15	17.06 2,957.07	17.91 3,104.92	18.81 3,260.23	19.75 3,423.33
TRANSIT SERVICES ASSISTANT - UR	16.55 2,868.76	17.38 3,012.36	18.25 3,162.99	19.16 3,321.24	20.12 3,487.47	21.13 3,661.84	22.18 3,845.05
TRANSPORTATION SUPERVISOR - UR	17.55 3,041.31	18.42 3,193.49	19.35 3,353.31	20.31 3,521.09	21.33 3,697.20	22.40 3,882.15	23.52 4,076.28
TRANSPORTATION TRAINER - UR	16.03 2,778.88	16.83 2,917.89	17.68 3,063.84	18.56 3,217.07	19.49 3,377.92	20.46 3,546.92	21.49 3,724.41
EXTRA HELP TRANSIT DISPATCHER	14.03 2,431.87	14.73 2,553.55	15.47 2,681.29	16.24 2,815.45	17.06 2,956.37	17.91 3,104.23	18.81 3,259.53
EXTRA HELP CUSTODIAN	13.46 2,333.07	14.13 2,449.72	14.84 2,572.27				

UR = Unrepresented
R = Represented
C = Confidential
M = Management