



BUDGET COMMITTEE MEETING MINUTES

May 3, 2017

A Budget Committee meeting was conducted at 10:35 a.m. on May 3, 2017 at the Authority's Regional Headquarters at 44 Transportation Center, Johnsonburg, PA.

Attendees at the meeting were:

Anthony Viglione, Chairman, Budget Committee Member
Kenneth Wingo, Budget Committee Member
Harry Whiteman, Budget Committee Member
Dave Wolfe, Budget Committee Member

Michael Imbrogno, Chief Executive Officer
Coletta Corioso, ATA Chief Financial Officer
Debbie Addeo, Administrative Secretary

Richard Stover and William Setree were not present at the meeting. Notification of their absence was given prior to the meeting.

ATA Budget Committee Chairman, Anthony Viglione called the meeting to order and Coletta Corioso gave a presentation of the items on the agenda to the Committee.

FY 2018 Proposed Budget

Coletta presented a handout of the FY 2018 Annual Budget Projections to the Committee members (copy attached).

In developing a budget for the new fiscal year, Coletta uses a zero-based methodology to prepare the budget.

Coletta presented the budget in two components – the normal ATA budget and the additional amount associated with the incorporation of DuFAST operations. Coletta reported the FY2018 ATA budget is nearly the same as last year's.

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Coletta indicated that she updated the projections for FY 2017 based upon having additional information since the last meeting where we reviewed budget performance for FY 2017. Recall that we projected being under budget for the current fiscal year based upon attrition or leaves of absence of staff, reduced MATP services from when the budget was developed in FY 2016 effecting wages/fringe, fuel and other direct operating costs; SAFTI dividends and not filling positions originally budgeted.

The assumptions used in the development of the FY2018 budget include:

- **10% health care insurance increase is budgeted**
- **5% increase in Property & Liability costs is budgeted**
- **3% increase for merit increases is budget**
- **Service expansions include a fixed route for Saint Marys and minor adjustments in some communities to expand the Call-a-Bus hours as needed to address capacity issues in Punxsutawney, Bradford, Brookville and Roulette).**
- **Increased depreciation for new MATP vehicles authorized last year to be delivered in FY2018.**

Coletta reviewed all of the line-items presented in the ATA budget which totaled \$9,900,336.

Coletta gave a detailed review of the costs associated with the DuFAST consolidation. The overall budget is \$684,202 of which \$80,000 was presented as a maximum possible budget for hiring of the current DuFAST Executive Director to help with the transition. Certain of the costs that are considered "transition costs" are eligible for technical assistance funds from PennDOT which will be pursued. The consulting costs for the transition would be considered eligible.

It was discovered after the development of the budget presented to the Committee that DuFAST drivers may be entitled to a paid ½ hour break that ATA drivers earn after four hours of driving time which is different than the time broken out for DuFAST drivers. Coletta will work with HR and Operations to determine what course of action is needed but will include the additional time in the budget in the event it is needed.

The total combined budget is \$10,853,538 of which \$9,900,336 is ATA's budget and \$684,202 is associated with DuFAST. Coletta indicated that a revised budget adding the additional hours and correcting the utilities cost for DuFAST will be sent with the minutes.

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Kenneth Wingo made the motion to approve the budget as presented; Harry Whiteman seconded the motion with the Budget Committee members voting in favor.

Coletta stated the Local Match for State Operating Financial Assistance Resolution will be submitted at the annual meeting. The 1513 money from the State totals, \$5,355,279 which includes the DuFAST allocation and the required local match funds are \$351,576, of which \$302,882 is ATA's portion and \$48,694 is DuFAST associated portion.

With no further business, the meeting was adjourned at 12:26 pm.

Postscript:

Formula errors were found in the budget spreadsheets after the budget meeting including G&A Fringe of \$103,315 was excluded from calculations. Other minor calculation errors were found and corrected.

The additional break time added in for DuFAST drivers increased wages and fringe by \$18,325.

As a result of the addition and corrections to formulas, the final total budget is \$10,710,628.

The final revisions were made to the Annual Budget noted as "Annual Budget – Final May 9, 2017".