

AGENDA ITEM 2 A
Action Item

TIMED ITEM

1:00 PM

PUBLIC HEARING

MEMORANDUM

DATE: June 1, 2023
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Fiscal Year 2023/24 Final Operating Budget

REQUESTED ACTION:

BY MOTION,

- 1. Open Public Hearing**
- 2. Accept Public Comment**
- 3. Close Public Hearing**
- 4. Adopt Resolution No. 23-15 Finalizing the Operating Budget for Fiscal Year 2023/24**
- 5. Adopt Resolution No. 23-16 Finalizing the Fiscal Year 2023/24 Personnel Allocation Table**
- 6. Adopt Fiscal Year 2023/24 Organizational Chart**

BACKGROUND

The Bylaws of the El Dorado County Transit Authority (El Dorado Transit) state: *“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 actions to date related to the Fiscal Year (FY) 2023/24 Operating Budget:

March 2, 2023, Presentation of the preliminary Operating Budget for FY 2023/24

Adoption of Resolution No. 23-07 authorizing the Executive Director to claim Transportation Development Act (TDA) funds for the FY 2023/24 Operating Budget

Approval of the Proposed Personnel Allocation Table and Proposed Organizational Chart for Fiscal Year 2023/24

April 6, 2023, Adoption of Resolution No. 23-10 for the preliminary Operating Budget for FY 2023/24, and appointment of an Ad Hoc Budget Committee

The El Dorado Transit, Transit Advisory Committee (TAC) met on April 26, 2023, and approved the presentation of the FY 2023/24 Operating Budget to the Board.

The Ad Hoc Budget Review Committee met on May 18, 2023, for a complete review and discussion covering the Proposed Operating Budget. This included Chair Jackie Neau, Vice-Chair George Turnboo, Executive Director Matthew Mauk and Finance Manager Julie Petersen.

DISCUSSION

The proposed final Operating Budget for FY 2023/24 presented for consideration is balanced to projected revenues and includes total operating expenses of \$9,578,767. As noted in the attached budget report there are ten (10) changes, highlighted in bold, between the proposed FY 2023/24 Operating Budget approved on April 6, 2023, and the final version proposed for adoption. These changes include the following:

Revenue

- 4270.01 – Allocation being programmed to Capital Project 23-02 Bus Parking Lot renovation.
- 4100.05 – Adjusted revenue to actual grant award.
- 4310.00 – Removed to recognize the lack of a long-term contract for services.
- 4107.03 – Addition to recognize the AB2766 grant award amount as provided by the El Dorado County Air Quality Management District (EDCAQMD) for the 2023 Fair Shuttle service.
- 4109.04 – Addition to recognize grant funds to offset reduced fare on local routes.
- 4112.00 – Removed to reallocate funds to Capital.

Total reduction of \$265,672 in budgeted revenue.

Salary and Benefit Accounts

No adjustments have been made to this budget group and no further revisions are recommended to the Personnel Allocation Table or Proposed Organizational Chart approved on March 2, 2023.

Service and Supply Accounts

- 5060.01 – Reduction based on premium estimates provided by carrier.
- 5060.02 – Reduction based on premium estimates provided by carrier.
- 5060.04 – Increase based on premium estimates provided by carrier.
- 5160.07 – Increased in anticipation of possible cost share for building rehabilitation.
- 4108.03 – Addition to recognize the estimated costs associated with the 2023 Fair Shuttle service.

- 5008.01 – MY RIDE Mileage reimbursement increase from \$25,000 to \$65,000
- 6270.00 – Contingency has been reduced by \$339,672 to balance proposed budget.

All other revenue and expenditure projections remain unchanged from the last Operating Budget presented for approval in April 2023. The Executive Director and Finance Manager will continue to closely monitor actual revenues and expenses. Per the El Dorado Transit Bylaws, the Board delegates authority to the Executive Director to adjust expenditures between line items within the same major budget categories, provided that total expenditures remain within the adopted budget.

The annual Operating Budget is typically brought before the Board at least one more time at the mid-year point for approval of significant adjustments. Any recommended revisions to the Board adopted FY 2023/24 Operating Budget will be presented for full consideration in open session.

Staff recommends adoption of the attached Resolution No. 23-15 finalizing the El Dorado Transit Operating Budget for FY 2023/24 and Resolution No. 23-16 finalizing the Personnel Allocation Table for FY 2023/24.

FISCAL IMPACT

The proposed final Operating Budget for FY 2023/24 reflects \$9,578,767 in total operating expenditures balanced to projected available Federal, State and project specific revenues.

**EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED FINAL OPERATING BUDGET 2023/2024**

OPERATING BUDGET		FY 2023/2024 Final Preliminary Adopted 04/06/23	FY 2023/2024 Final Proposed 06/01/23	Difference
REVENUE ACCOUNTS				
4000.00	Transportation Development Act (TDA/LTF)	\$7,293,579	\$7,293,579	\$0
4270.01	State of Good Repair (SGR) Program	\$297,741	\$0	-\$297,741
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$741,022	\$741,022	\$0
4100.05	Federal Transit Administration (FTA) Section 5311(f) Grant	\$68,750	\$165,000	\$96,250
4100.06	Federal Transit Administration (FTA) ARPA Act Section 5311 Grant	\$138,875	\$138,875	\$0
4970.00	Interest Income	\$82,000	\$82,000	\$0
4300.00	Cash Fares	\$97,000	\$97,000	\$0
4310.00	Contract Services	\$140,000	\$0	-\$140,000
4330.00	Commuter Route Fare Media	\$418,000	\$418,000	\$0
4350.00	Local Route Fare Media	\$32,000	\$32,000	\$0
4360.00	Paper Scrip	\$9,000	\$9,000	\$0
4370.00	CCJPA	\$185,000	\$185,000	\$0
4400.00	Advertising Revenue	\$15,000	\$15,000	\$0
4990.00	Misc. Revenue	\$400	\$400	\$0
4107.03	Fair Shuttle AB2766 Grant	\$0	\$32,000	\$32,000
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant	\$0	\$75,000	\$75,000
4112.00	FTA Section 5307 Grant Income - Preventative Maintenance (PM)	\$31,181	\$0	-\$31,181
4112.00	Federal Transit Administration (FTA) CRRSAA Act Section 5307 Grant	\$183,509	\$183,509	\$0
5060.00	Offset Reserve Fund - CalTIP (restricted)	\$111,382	\$111,382	\$0
TOTAL REVENUES		\$9,844,439	\$9,578,767	-\$265,672
SALARY & BENEFIT ACCOUNTS				
5010.00	Regular Employees	\$3,551,705	\$3,551,705	\$0
5010.02	Temporary Employees	\$50,000	\$50,000	\$0
5010.07	Overtime	\$50,000	\$50,000	\$0
5010.08	On Call Pay	\$7,000	\$7,000	\$0
5010.09	CRDI and Shift Pay	\$20,000	\$20,000	\$0
5020.01	Employee Retirement	\$1,094,000	\$1,094,000	\$0
5070.01	(OASDI - Payroll Tax) FICA	\$8,400	\$8,400	\$0
5070.02	MEDICARE - Payroll Tax	\$54,000	\$54,000	\$0
5020.02	Health Insurance	\$1,585,000	\$1,585,000	\$0
5020.03	Unemployment Insurance	\$5,000	\$5,000	\$0
5020.04	LT Disability/Life Ins	\$32,000	\$32,000	\$0
5020.05	Worker's Comp	\$190,000	\$190,000	\$0
TOTAL SALARY & BENEFITS		\$6,647,105	\$6,647,105	\$0
SERVICE & SUPPLY ACCOUNTS				
5090.02	Shop Clothing & Supplies	\$10,000	\$10,000	\$0
5090.05	Uniforms - Other	\$10,000	\$10,000	\$0
5050.01	Communications - Phone	\$35,000	\$35,000	\$0
5090.20	Communications - Radio	\$1,000	\$1,000	\$0
5090.01	Household Expenses	\$18,000	\$18,000	\$0
5060.01	Insurance Premiums/Public Liability	\$387,000	\$347,000	-\$40,000
5060.02	Insurance Premiums/Physical Damage	\$27,000	\$24,000	-\$3,000
5060.03	Insurance Premiums/Commercial	\$20,000	\$20,000	\$0
5060.04	Insurance Premium EPLI Package	\$25,500	\$28,000	\$2,500
5090.06	Service Contracts/Equipment	\$200,000	\$200,000	\$0
5160.07	Park and Ride Maintenance	\$15,000	\$47,500	\$32,500
5160.01	Maintenance/Buildings	\$8,000	\$8,000	\$0
5160.03	Maintenance/Equipment	\$4,000	\$4,000	\$0
5160.05	Maintenance/Grounds	\$6,500	\$6,500	\$0
5160.09	Maintenance/Bus Stop	\$3,000	\$3,000	\$0
5160.00	Maintenance/Other	\$2,000	\$2,000	\$0
5040.00	Vehicle Maintenance (In-House)	\$417,000	\$417,000	\$0
5040.02	Vehicle Maintenance/Tires & Tubes	\$99,000	\$99,000	\$0
5040.03	Vehicle Maintenance/Lubricants	\$29,700	\$29,700	\$0
5040.04	Vehicle Maintenance/Small Tools - Shop	\$5,000	\$5,000	\$0
5040.80	Vehicle Maintenance/Sales Tax/ Fuel & Lub.	\$45,000	\$45,000	\$0
5090.50	Safety Equipment/Training	\$5,000	\$5,000	\$0
5090.40	Memberships	\$6,000	\$6,000	\$0
5090.70	Office Expense	\$15,000	\$15,000	\$0
5090.80	Postage	\$4,000	\$4,000	\$0
5090.00	Operating Expense - Other	\$2,000	\$2,000	\$0
5030.00	Professional Services	\$250,000	\$250,000	\$0
5030.10	Employee Medical Exams	\$11,500	\$11,500	\$0
5030.30	Background Checks	\$3,000	\$3,000	\$0
5090.08	Pubs/Legal Notices	\$6,000	\$6,000	\$0
5090.75	Printing	\$10,000	\$10,000	\$0
5120.00	Rents/Leases	\$12,000	\$12,000	\$0
5140.01	Equipment Purchase - Data Processing	\$1,000	\$1,000	\$0
5140.05	Equipment Purchase - Office	\$1,800	\$1,800	\$0
5150.00	Special Department Expense	\$1,500	\$1,500	\$0
5150.01	Marketing	\$10,000	\$10,000	\$0
5090.30	Staff Development/Travel	\$30,000	\$30,000	\$0
5040.01	Fuel Purchase	\$750,000	\$750,000	\$0
5090.72	Bank Charges	\$1,500	\$1,500	\$0
5090.73	Credit Card Charge Fees	\$4,000	\$4,000	\$0
5090.74	Connect Card Administration Expenses	\$11,000	\$11,000	\$0
5050.02	Utilities	\$56,000	\$56,000	\$0
5050.03	Utilities/ Park & Rides	\$22,000	\$22,000	\$0
4108.03	Fair Shuttle AB2766 Grant	\$0	\$42,000	\$42,000
5008.01	MY RIDE - Mileage Expenses	\$25,000	\$65,000	\$40,000
6270.00	Contingency	\$591,334	\$251,662	-\$339,672
TOTAL SERVICES AND SUPPLIES		\$3,197,334	\$2,931,662	-\$265,672
TOTAL OPERATING EXPENSES		\$9,844,439	\$9,578,767	-\$265,672

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 23-15**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING THE FINAL OPERATING
BUDGET FOR FISCAL YEAR 2023/24

WHEREAS, Section 11.1 of the Joint Powers Agreement (JPA) establishing the El Dorado County Transit Authority states, *“For each fiscal year, the Board shall adopt capital and operating budgets which are consistent with the requirements of the Regional Transportation Planning Agency, the California Transportation Development Act, the Federal Highway Act of 1973, and the Federal Transit Administration Act as amended from time to time, and all other funding and regulatory agencies involved in the execution of the purpose of EDCTA.”*; and

WHEREAS, Section 7.2 of the Bylaws further require, *“Final operating budget shall be adopted by the Board on or before July 15 of each year.”*; and

WHEREAS, the preliminary Fiscal Year 2023/24 operating budget was presented at public meeting on March 2, 2023: and

WHEREAS, the preliminary Fiscal Year 2023/24 operating budget was adopted at public meeting on April 6, 2023: and

WHEREAS, the proposed operating budget for Fiscal Year 2023/24 ending June 30, 2024, is based upon the current level of service; and

WHEREAS, the proposed Fiscal Year 2023/24 operating budget projected revenue is based on known levels of anticipated funding.

NOW THEREFORE, BE IT RESOLVED, the El Dorado County Transit Authority hereby adopts the final operating budget for Fiscal Year 2023/24 ending June 30, 2024, considered at the June 1, 2023, Board meeting.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 1st day of June 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jackie Neau, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 23-16**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING A PERSONNEL ALLOCATION TABLE FOR FISCAL
YEAR 2023/24

WHEREAS, the Governing Board of El Dorado County Transit Authority is authorized to adopt an annual fiscal year personnel allocation plan; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of El Dorado Transit:

1. The Board adopts the attached Personnel Allocation Table as a maximum allocation of personnel for the fiscal year 2023/24.
2. The Board authorizes the Executive Director to utilize extra-help employees as necessary to meet the service needs of the public.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 1st day of June 2023, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jackie Neau, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

EL DORADO COUNTY TRANSIT AUTHORITY
PERSONNEL ALLOCATION TABLE
Fiscal Year (FY) 2023/24

Classification	Adopted FY 2022/23 (fte*)	Proposed FY 2023/24 (fte*)
Administrative Coordinator	1	1
Custodian	2	2
Dispatch Supervisor	1	1
Equipment Technician I/II	3	3
Executive Director	1	1
Finance Manager	1	1
Fiscal Technician I/II	2	2
Human Resources Manager	1	1
Information Technology Analyst	0	0
Maintenance and Facilities Supervisor	1	1
Maintenance Technician	2	2
Office Assistant I/II	2	2
Operations Manager	1	1
Planning and Marketing Manager	1	1
Transit Operations Supervisor	2	2
Safety Coordinator	1	1
Transit Dispatcher	3.5	3.5
Transit Operator	25	31
<i>TOTAL ALLOCATED POSITIONS</i>	<i>50.5</i>	<i>56.5</i>

* fte = Full Time Equivalent

**EL DORADO COUNTY TRANSIT AUTHORITY
ORGANIZATIONAL CHART
FISCAL YEAR 2023/2024**

