

AGENDA ITEM 3 A  
Information Item

**MEMORANDUM**

**DATE:** July 26, 2023

**TO:** El Dorado County Transit Authority  
Transit Advisory Committee

**FROM:** Julie Petersen, Finance Manager

**SUBJECT:** Adopted Fiscal Year 2023/24 Final Operating Budget

**REQUESTED ACTION:**

**BY MOTION,**

**Adopted Final Operating Budget for Fiscal Year 2023/24**

**BACKGROUND**

The Final Operating Budget is presented each year to both the El Dorado County Transit Authority (El Dorado Transit) Board and its Transit Advisory Committee (TAC). This gives the opportunity for meaningful discussions and idea exchanges.

Board and TAC actions to date related to the Fiscal Year (FY) 2023/24 Operating Budget:

March 2, 2023,	Board 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,	Board adoption of Resolution No. 23-10 for the preliminary Operating Budget for FY 2023/24, and appointment of an Ad Hoc Budget Committee
April 26, 2023,	TAC met and approved the presentation of the FY 2023/24 Operating Budget to the Board.
May 18, 2023,	The Ad Hoc Budget Review Committee met 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.

El Dorado County Transit Authority  
Transit Advisory Committee  
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June 1, 2023,

Board adoption of Resolution 23-15 for the Final Operating Budget for FY 2023/24, Personnel Chart and Allocation Table

## **DISCUSSION**

The Final Operating Budget for FY 2023/24 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.

### **FISCAL IMPACT**

The 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

## FINAL OPERATING BUDGET 2023/2024

OPERATING BUDGET		FY 2023/2024	FY 2023/2024	
		Final Preliminary	Final	
REVENUE ACCOUNTS		Adopted 04/06/23	Adopted 06/01/23	Difference
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
<b>TOTAL REVENUES</b>		<b>\$9,844,439</b>	<b>\$9,578,767</b>	-\$265,672
<b>SALARY &amp; BENEFIT ACCOUNTS</b>				
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
<b>TOTAL SALARY &amp; BENEFITS</b>		<b>\$6,647,105</b>	<b>\$6,647,105</b>	\$0
<b>SERVICE &amp; SUPPLY ACCOUNTS</b>				
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
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$3,197,334</b>	<b>\$2,931,662</b>	-\$265,672
<b>TOTAL OPERATING EXPENSES</b>		<b>\$9,844,439</b>	<b>\$9,578,767</b>	-\$265,672