

AGENDA ITEM 2 A
Action Item

MEMORANDUM

DATE: October 5, 2023
TO: El Dorado County Transit Authority
FROM: Brian James, Planning and Marketing Manager
SUBJECT: **Fiscal Year 2022/23 Administrative Operations Report**

REQUESTED ACTION:

BY MOTION,

Receive and File the **Fiscal Year 2022/23 Administrative Operations Report**

BACKGROUND

As a recipient of Transportation Development Act (TDA) funds, El Dorado Transit is required to report performance measures as defined in the Public Utilities Code Chapter 4, Article 1, Section 99247. The Administrative Operations Report includes required statistical analysis and other Board approved performance measures on a route, mode, and system wide basis.

El Dorado Transit management provides performance measure reporting by service and mode (type of service) which is above and beyond the mandated reporting format. This reporting format provides the public, policy makers and management a detailed comparison by individual service. For comparison purposes, the Administrative Operations Report also includes data from the prior fiscal year.

DISCUSSION

The **Fiscal Year 2022/23 Administrative Operations Report** (Administrative Operations Report) provides an overview of El Dorado Transit operations for the reporting period July 1, 2022 through June 30, 2023.

As noted in the Administrative Operations Report, El Dorado Transit provides four (4) distinct types of public transportation: Demand Response, Motor Bus (Local Fixed Routes), Commuter Bus (Commuter Services), and Special Event Services. The purpose of each service varies, therefore, goals and objectives for performance are considered separately.

The report provides operational statistics, revenues, expenses and performance measures by route, mode, and system. To effectively review performance, it is necessary to separate the four (4) modes and compare services within each mode.

It should be noted that continuing pandemic related factors, and severe winter weather events had an impact on transit ridership during the reporting period. However, overall ridership and fare revenue numbers were higher than the previous year for the reporting period.

The following sections discuss the general performance of the various service modes during the July 2022 to June 2023 reporting period.

- Demand Response services ridership increased by 2,832 one-way passenger trips or 17.5% to 19,064 during the period. Passenger trips per revenue hour increased from 2.0 to 2.2 or 10.0%. The goal for on-time performance for Demand Response services is 90%, and El Dorado Transit achieved 93.2%.
- Motor Bus (Local Fixed Route) ridership increased by 14,927 one-way passenger trips or 17.6% to 99,700 during the period. Passenger trips per revenue hour increased from 4.1 to 5.2 or 26.8%. The goal for on-time performance for Motor Bus services is 85%, and El Dorado Transit achieved 84.9%.
- Commuter Bus (Commuter Services) ridership increased by 9,964 one-way passenger trips or 43.8% to 32,734 during the period. Passenger trips per revenue hour increased from 4.6 to 6.4 or 39.1%. The goal for on-time performance for Commuter Bus services is 90%, and El Dorado Transit achieved 89.7%.
- Special Event Service ridership included the El Dorado County Fair Shuttle. El Dorado Transit provided 12,783 passenger trips during the four (4) days of the fair, for an increase of 2,236 one-way passenger trips or 21.2%.
- System wide ridership increased by 29,959 one-way passenger trips or 22.3% to 164,281 during the period. Systemwide passenger trips per revenue hour increased from 4.0 to 4.9 or 22.5%.

Additional performance measures discussed in the report include fares, operating expenses, road calls, and monthly ridership trends.

FISCAL IMPACT

None



**EL DORADO
TRANSIT**

Fiscal Year 2022/23 Administrative Operations Report



October 5, 2023

Fiscal Year 2022/23

Administrative Operations Report

El Dorado County Transit Authority

2023 Board of Directors

Chair: Jackie Neau, Placerville City Council

Vice Chair: George Turnboo, El Dorado County Board of Supervisors, District 2

Directors: David Yarbrough, Placerville City Council

Lori Parlin, El Dorado County Board of Supervisors, District 4

John Hidahl, El Dorado County Board of Supervisors, District 1

Alternate Directors: John Clerici, Placerville City Council

Wendy Thomas, El Dorado County Board of Supervisors, District 3

Executive Director: Brian James, El Dorado County Transit Authority

Mission Statement

To provide safe, reliable, courteous, attractive, effective, and comfortable public transit, coordinate transit services, reduce vehicle miles traveled on the Western Slope of El Dorado County and actively support reducing emissions to improve air quality.

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Introduction

The El Dorado County Transit Authority (El Dorado Transit) provides public transportation on the western slope of El Dorado County under authority of a Joint Powers Agreement (JPA) with the County of El Dorado and the City of Placerville.

The El Dorado Transit Fiscal Year 2022/23 Administrative Operations Report is prepared to apprise the board and public on transit operations over fiscal year (FY) 2022/23 (July 1, 2022 to June 30, 2023). In addition, this report presents a comparison of performance measures for the prior fiscal year.

Due to the COVID-19 virus and physical distancing regulations, Older Adult Day Services closed on March 13, 2020, and the Mother Lode Rehabilitation Enterprises (M.O.R.E.) facility closed on March 16, 2020 but has been partially reinstated. Commuter services were decreased to four (4) buses in the morning and afternoon on March 23, 2020.

Organizational Structure

The El Dorado Transit Board of Directors includes three (3) appointments from the County of El Dorado Board of Supervisors and two (2) appointments from the Placerville City Council.

El Dorado Transit provides public transit services with fifty (50) allocated Full-Time Equivalent (FTE) employees. The five (5) person management team includes the Executive Director, Operations Manager, Human Resources Manager, Finance Manager and the Planning and Marketing Manager. The Executive Director works under the direction and authority of the Board of Directors with the support of one (1) Administrative Coordinator and one (1) Safety Coordinator.

The Operations Manager provides direct supervision and support to two (2) Transit Operations Supervisors, one (1) Dispatch Supervisor, and one (1) Maintenance and Facilities Supervisor. The Transit Operations Supervisors are responsible for incident response as well as training, supervising, and scheduling twenty-five (25) allocated FTE Transit Operators and three and one-half (3.5) allocated FTE Transit Dispatchers. The Maintenance and Facilities Supervisor has full-charge management oversight of fleet maintenance, regulatory compliance and facility maintenance and is responsible for training, supervising, and scheduling three (3) allocated Equipment Technicians, two (2) allocated Maintenance Technicians and two and one-half (2.5) allocated Custodians.

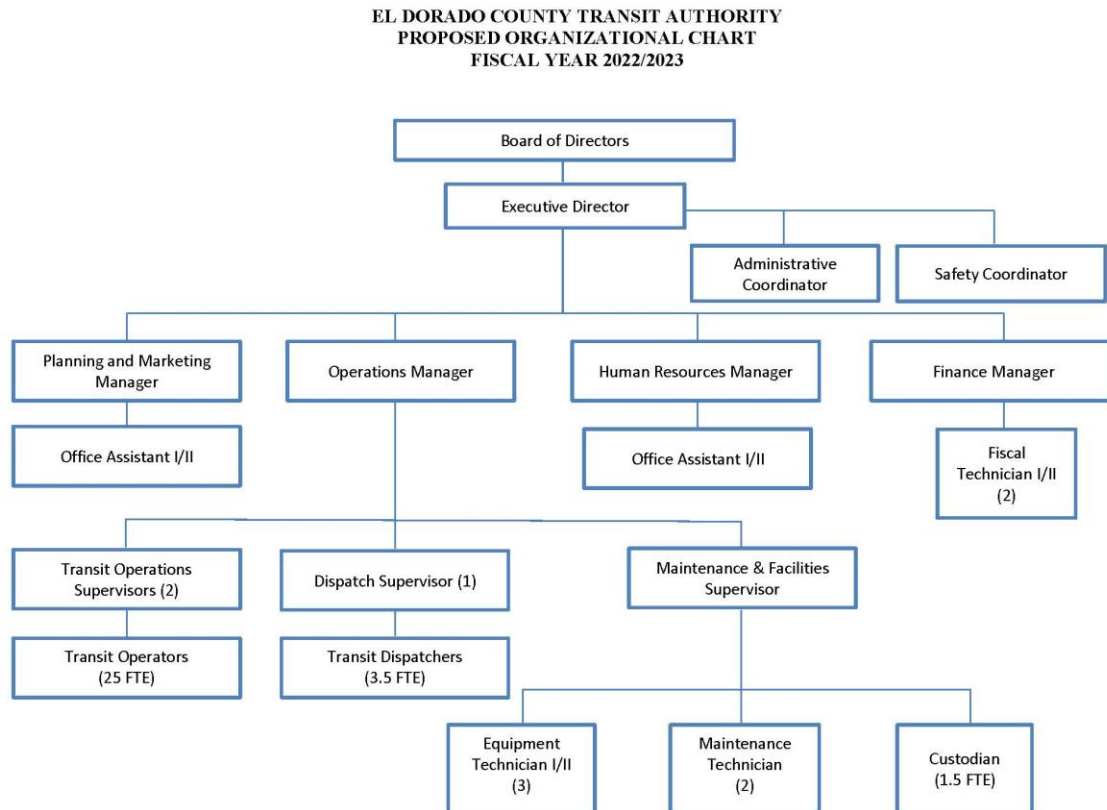
The Human Resources Manager oversees all human resources and related administrative duties with the support of one (1) allocated Office Assistant II.

The Finance Manager oversees financial and accounting functions including payroll, insurance oversight, risk management, in-house bookkeeping, purchasing, and grant administration with a support staff of two (2) allocated Fiscal Technician IIs.

The Planning and Marketing Manager controls transit-related planning, marketing, public outreach, customer service, grant writing and project management with the support of one (1) allocated Office Assistant II.

El Dorado Transit contracts for professional support services such as financial auditing, legal counsel, and project management.

The following Organizational Chart outlines the agency’s staffing structure:



10/06/2022

Service Description

Public transportation services provided by El Dorado Transit include Demand Response, Motor Bus (Local Fixed Routes), Commuter Bus (Commuter Routes) and Special Event Services which include annual services funded through local air quality management grants for vehicle emissions reduction.

Demand Response

Demand Response services include Dial-A-Ride and subscription Dial-A-Ride, Americans with Disabilities Act (ADA) Paratransit, SAC-MED, Mother Lode Rehabilitation Enterprises (M.O.R.E.) and the Older Adult Day Services program transportation.

Dial-A-Ride is a reservation service that operates seven (7) days a week providing curb-to-curb transportation for seniors and persons with disabilities. El Dorado Transit provided 8,931 one-way passenger trips during the reporting period.

SAC-MED is a non-emergency medical transportation service for the public traveling to medical appointments in Sacramento and Placer Counties. The service operates on Tuesday and Thursday each week. El Dorado Transit provided 316 one-way passenger trips during the reporting period.

M.O.R.E. client transportation is a contracted service. ALTA California Regional Center (ALTA) provides funding for the M.O.R.E client transportation through an agreement with El Dorado Transit. Clients are transported from home or an agreed pickup location to the M.O.R.E. program facility in Placerville, as well as to workplace sites. El Dorado Transit provided 6,994 one-way passenger trips during the reporting period.

Older Adult Day Services program clients are transported from home to the facilities in Placerville and El Dorado Hills on an individual subscription basis, Monday through Friday. The program has been closed due to COVID-19 restrictions, and no trips were provided for the service.

ADA Paratransit service is a reservation-based service providing origin to destination transportation to eligible persons with disabilities. ADA Paratransit service is provided the same days and hours as the local fixed route bus services, within $\frac{3}{4}$ mile of the route service area. El Dorado Transit provided 2,823 one-way passenger trips during the reporting period.

The following table provides a year-to-year comparison of Demand Response services, noting an increase in trips, hours, and miles due to the return of some services for M.O.R.E. and increased demand for ADA Paratransit and Dial-a-Ride services.

DEMAND RESPONSE COMPARISON				
Reporting Period: July 1, 2022 – June 30, 2023				
	FY 2022/23 (current)	FY 2021/22 (prior)	Difference	Percentage +/-
TRIPS	19,064	16,232	+2,832	+17.5%
HOURS	8,860	8,025	+835	+10.4%
MILES	173,827	156,017	+17,810	+11.4%

Motor Bus (Local Fixed Routes)

El Dorado Transit provides connecting bus service within the communities of Pollock Pines, Camino, Placerville, Diamond Springs, El Dorado, Shingle Springs, and Cameron Park with connections to El Dorado Hills and Folsom. Route reductions due to staffing shortages had a direct impact on ridership. The following table provides a year-to-year comparison of Motor Bus services, noting an increase in trips and a decrease in hours and miles.

MOTOR BUS COMPARISON				
Reporting Period: July 1, 2022 – June 30, 2023				
	FY 2022/23 (current)	FY 2021/22 (prior)	Difference	Percentage +/-
TRIPS	99,700	84,773	+14,927	+17.6%
HOURS	19,310	20,492	-1,182	-5.8%
MILES	367,737	389,262	-21,525	-5.5%

Commuter Bus

Commuter Bus services provide transportation between El Dorado County and downtown Sacramento during peak commute times, Monday through Friday. Four (4) one-way routes operate both in the morning and afternoon between park-and-ride facilities in El Dorado County and several downtown stops. In addition, two (2) Reverse Commute routes are available for passengers traveling from Sacramento to El Dorado County in the morning and from El Dorado County to Sacramento in the afternoon. The Reverse Commute services are offered on buses that would otherwise be empty while returning from or traveling to Sacramento to perform regular commuter routes. El Dorado Transit provided 23,630 one-way passenger trips during the reporting period.

In addition, the new intercity connector service between the Sacramento Valley Station and South Lake Tahoe with stops in Cameron Park and Placerville was implemented on July 5, 2021. The service is operated by El Dorado Transit in partnership with the Capitol Corridor and Amtrak. El Dorado Transit provided 9,353 one-way passenger trips during the reporting period.

The following table provides a year-to-year comparison of Commuter Bus services, noting a significant increase in trips, hours, and miles due in part to the addition of the Tahoe service.

COMMUTER BUS COMPARISON				
Reporting Period: July 1, 2022 – June 30, 2023				
	FY 2021/22 (current)	FY 2021/22 (prior)	Difference	Percentage +/-
TRIPS	32,734	22,770	+9,964	+43.8%
HOURS	5,120	4,904	+216	+4.4%
MILES	169,809	166,307	+3,502	+2.1%

Special Event Services

During the reporting period, El Dorado Transit operated the El Dorado County Fair Shuttle in June 2023. This project was funded in part through a grant administered by the El Dorado County Air Quality Management District (AQMD). El Dorado Transit provided 12,783 passenger trips during the four (4) days of the fair.

Performance Measures

Mandated Performance Reporting

The Transportation Development Act (TDA) guidelines require that public transit agencies report certain annual performance measures to their governing bodies, the regional transportation planning agency and to the office of the California State Controller. The California TDA Relief Trailer Bill enacted via SB 149 in 2022 extended regulatory relief from some TDA performance and farebox requirements until July 1, 2026.

The following tables summarize and compare the systemwide performance measures for the reporting period:

SYSTEM WIDE COMPARISON				
Reporting Period: July 1, 2022 – June 30, 2023				
	FY 2022/23 (current)	FY 2021/22 (prior)	Difference	Percentage +/-
TRIPS	164,281	134,322	+29,959	+22.3%
HOURS	33,501	33,573	-72	-0.2%
MILES	712,783	712,726	+57	-0.1%

The following tables (Figures 1 and 2) summarize system wide performance measures for FY 2022/23 and FY 2021/22 as defined in the TDA guidelines:

[Figure 1 Comparative Report for All Services](#)

FISCAL YEAR KEY PERFORMANCE MEASURES FOR ALL SERVICES	2022/23	2021/22	Difference	Percentage Change +/-
Farebox Recovery Ratio (FBR)	7.6%	10.8%	-3.2	-29.6%
Passenger Fares	\$665,200	\$697,870	-32,670	-4.7%
Average Fare/Passenger	\$4.05	\$5.20	-1.15	-22.1%
Operating Expenses	\$8,787,144	\$6,464,063	+2,323,081	+35.9%
Operating Cost/Passenger	\$53.49	\$48.12	+5.37	+11.2%
Operating Cost/Revenue Hour	\$262.30	\$192.54	+69.76	+36.2%
Operating Cost/Revenue Mile	\$12.33	\$9.07	+3.26	+35.9%
Road Calls	51	58	-7	-12.1%
Employees per TDA Guidelines (FTE)	51	49	+2	+4.1%

The Farebox Recovery Ratio (FBR) percentage represents the ratio of fare revenue collected to operating expenses. The benchmark FBR for El Dorado Transit is 12.2%. Using pre-pandemic inputs for comparison purposes, El Dorado Transit recovered 7.6% in FBR during the reporting period for a decrease of 29.6% compared to the previous year. However, in FY 2021/22 funds from the Capitol Corridor Joint Powers Authority (CCJPA) for the Sacramento to South Lake Tahoe Connector route were included in the fares, while in FY 2022/23 the CCJPA funds were a separate line item and were not counted in the fares. In addition, in FY 2022/23 \$1,649,704 was paid toward the CalPERS retirement unfunded liability which increased total expenses. TDA regulatory relief in AB149 allows for the application of additional fare revenues under certain circumstances that would increase the FBR to well above the 12.2% benchmark.

El Dorado Transit averaged 13,976 miles between road calls, which is 74.7% better than the national average of 8,000 miles between road calls.

Figure 2 *Passenger Trips per Revenue Hour Report for All Services*

PASSENGER TRIPS PER REVENUE HOUR	2022/23	2021/22	Difference	Percentage Change +/-
Demand Response	2.2	2.0	+0.2	+10.0%
Motor Bus (Local Fixed Routes)	5.2	4.1	+1.1	+26.8%
Commuter Bus	6.4	4.6	+1.8	+39.1%
Systemwide Passenger Trips per Revenue Hour	4.9	4.0	+0.9	+22.5%

Passenger Trips per Revenue Hour represents the average number of passenger boardings per hour in all service types. Systemwide passenger trips per revenue hour increased from 4.0 to 4.9 due to ridership increases in Demand Response, Motor Bus, Sacramento Commuter, Sacramento to Tahoe Connector, and the Fair Shuttle services.

Additional Performance Measures

Although not required by the TDA, El Dorado Transit prepares mid-year and annual reports of performance measures by mode and route. Statistical data summarized by service and mode are included for review as Attachment A (FY 2022/23) and Attachment B (FY 2021/22).

El Dorado Transit compares actual performance with performance standards for FBR and operating subsidy per passenger. The Short- and Long-Range Transit Plan includes goals for Service Efficiency, Farebox Return Ratio and Operating Subsidy per Passenger.

The following table (Figure 3) shows the performance standards and the actual performance numbers for comparison:

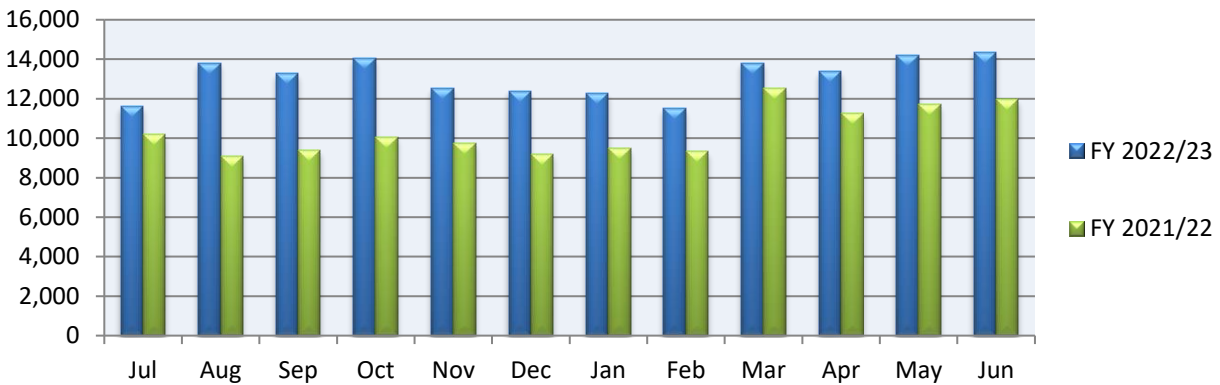
Figure 3 Comparative Report between Actual 2022/23 and Performance Standards

COMPARISON OF ACTUAL PERFORMANCE AND PERFORMANCE STANDARDS	Farebox Recovery Ratio	Operating Subsidy per Passenger	Passenger Trips per Revenue Hour
Motor Bus Routes Standard/Goal	>10.0%	<\$15.00	>5.0
Route 20 - Placerville	1.83%	\$44.52	5.1
Route 25 – Saturday Express	-	-	-
Route 30 – Diamond Springs/El Dorado	1.60%	\$52.26	4.6
Route 35 – Diamond Springs Saturday	-	-	-
Route 40 – Cameron Park/Shingle Springs	2.16%	\$61.08	4.0
Route 50X – 50 Express	2.27%	\$45.01	5.8
Route 60 – Pollock Pines	2.53%	\$50.06	5.4
Total Motor Bus Routes – Average	2.14%	\$48.67	5.2
Demand Response Standard/Goal	N/A	<\$35.00	>2.0
Total Demand Response - Average	8.33%	\$109.58	2.2
Commuter Bus Standard/Goal	>50.0%	<\$5.00	>10.0
Total Commuter Bus – Average	23.89%	\$35.4	6.4

Monthly Ridership Trends

The following graph (Figure 4) compares monthly passenger boardings for FY 2022/23 and FY 2021/22 for all services excluding the Fair Shuttle:

Figure 4 Fiscal Year Monthly Boardings



On-Time Performance Standards

El Dorado Transit service on-time performance is regularly measured to evaluate actual performance compared to adopted targets. Figure 5 shows the percentage of on-time departures by mode compared to adopted targets.

Figure 5 On-Time Performance FY 2022/23

Service Type	Adopted Target	Actual Performance
Demand Response	90%	93.2%
Motor Bus Routes	85%	84.9%
Commuter Bus Routes	90%	89.7%

The on-time performance for Motor Bus routes was affected by changing traffic patterns in the community. Recent schedule updates were implemented that have improved the on-time performance for those routes.

The On-time performance for Commuter Bus routes was directly affected by ongoing road construction on Highway 50 in Sacramento. Once road construction is completed in Sacramento, the on-time performance numbers should improve.

Marketing and Outreach

The following were developed and/or conducted by El Dorado Transit staff, as appropriate, to heighten public awareness and promote transit services:

Passenger Materials

El Dorado Transit provides complete route and schedule information in printed brochures, and on the agency website which is available in more than one hundred languages. Schedules and route maps are updated regularly and made available on transit vehicles, bus stops and distributed through a network of outlets within the service area.

The agency website is maintained in-house and provides easy access to the most popular types of information including:

- Trip Planner
- Connect Card information
- Transit fares, passes and scrip ticket information and ordering
- Schedule and route information
- Americans with Disabilities Act (ADA) services
- Press Releases
- Legal Notices
- Service Alerts
- Employment information

Print Advertising and Local Media

El Dorado Transit staff develops and distributes timely Press Releases to local news outlets to identify noteworthy activities and events. These commonly include:

- New, expanded, or modified services
- Opening of new facilities
- Delivery of new vehicles
- Special services
- Ridership growth
- Introduction of targeted promotional activities

In addition to news releases, the staff works with local news reporters to develop feature articles about the benefits of using transit.

Digital Outreach

El Dorado Transit staff distribute information to the public through social media tools such as Facebook and Twitter. Passengers can sign up for rider alert emails that are sent whenever there is a disruption or change in services. Route information and real-time bus arrival information is available to passengers through the free RouteShout app and the El Dorado Transit website.

Direct Outreach

An ongoing public speaking program and mobility training is conducted to build a positive image within the community, build awareness of the services El Dorado Transit offers, and instruct both potential riders and gatekeepers on how to use the transit system. El Dorado Transit staff makes personal on-site presentations to business and community leaders, gatekeepers, potential rider groups, partner organizations, and human services providers. When necessary, presentations are targeted and timed to coincide with implementation of new, expanded, or modified services.

One-on-one transit training (mobility training) is a valuable tool that is available to potential riders to assist them in maintaining their independence and to access life-line services or employment opportunities. Passengers may schedule special training sessions, in-home appointments, or escorted transit rides with staff depending on individual needs. Mobility training is particularly effective in helping potential or first-time passengers become familiar with the available services and overcome any anxiety about using transit.

Glossary of Terms/Definitions

Demand Response	Shared ride service or services, generally origin-to-destination (curb-to-curb), performed upon request or by advance reservation; as in Dial-A-Ride or SAC-MED
Americans with Disabilities Act (ADA)	a wide-ranging civil rights law enacted by the U.S. Congress in 1990 that prohibits, under certain circumstances, discrimination based on disability
Charter	Transportation provided at the request of a third party for the exclusive use of a bus or van for a negotiated price (excludes public, demand response services)
Transportation Development Act (TDA)	provides two major sources of funding for public transportation: the Local Transportation Fund (LTF) and the State Transit Assistance fund (STA). These funds are for the development and support of public transportation needs that exist in California and are allocated to areas of each county based on population, taxable sales and transit performance
Farebox Recovery Ratio (FBR)	the ratio of fares collected to operating expenses on a given service or services, represented as a percentage
Trip	represents the boarding of a single transit passenger for the purposes of travel in one direction (one-way)
Ridership	cumulative total of trips recorded on a service or services during a given timeframe
Hours (revenue)	represents the time during which a vehicle was either transporting passengers or available for public boarding (excludes vehicle travel time to and from base before or after passenger service)
Miles (revenue)	represents the miles recorded on a vehicle while either transporting passengers or available for public boarding (excludes distance travelled to and from base before or after passenger service)
Operating Cost	All costs in the operating expense object classes exclusive of depreciation and costs associated with providing charter service
Operating Cost per Passenger	calculation of operating cost divided by the trips recorded

Operating Cost per Hour	calculation of operating cost divided by the revenue hours
Operating Cost per Mile	calculation of operating cost divided by the revenue miles
Passenger Trips per Revenue Hour	calculation of total passenger trips divided by the revenue hours
Average Fare per Passenger	calculation of actual fare revenue divided by the passenger trips
Road Calls	cumulative total of mobile responses to a disabled transit vehicle, while in passenger service
Employee Full-Time Equivalent (FTE)	number of total hours worked divided by the maximum number of compensable hours in a full-time schedule as defined by law

