AGENDA ITEM 2 A Action Item

MEMORANDUM

DATE: October 25, 2023

TO: El Dorado County Transit Authority

Transit Advisory Committee

FROM: Julie Petersen, Finance Manager

SUBJECT: Final Amended Operating Budget for Fiscal Year 2022/23

REQUESTED ACTION:

BY MOTION,

1. Receive and File the Final Amended Operating Budget for Fiscal Year 2022/23

- 2. Acknowledge the budget amount of \$1,715,544 in Deferred Local Transportation Funds (LTF) from Contingency
- 3. Authorize the use of Deferred LTF for Fiscal Year 2022/23 Capital Expenses

BACKGROUND

As of August 30, 2023, most work related to posting was accomplished to close the internal fiscal year (FY) 2022/23 financials.

A Final Amended Operating Budget is typically presented to the Board of Directors following the close of the fiscal year and prior to completion of an independent financial audit. The proposed Final Amended FY 2022/23 Operating Budget (attached) reflects fiscal year-end adjustments from the adopted mid-year version, based on actual revenue and expenses realized during the period.

This item was presented to the Board on September 7, 2023 and was approved.

DISCUSSION

The Final Amended FY 2022/23 Operating Budget reflects an overall increase to revenue and salary and benefit accounts and a decrease to general expenses. Outlined below are the recommended adjustments by line item with comments. The attached Final Amended FY 2022/23 Operating Budget sheet presents the adopted mid-year budget amounts for comparison and shows the net changes proposed.

The Final Amended FY 2022/23 Operating Budget includes limited-time revenue from emergency CRRSAA Act funding in the amount of \$738,717 allocated under the Federal Transit Administration (FTA) Section 5311 program and FTA Section 5307. The Joint Exercise of Powers Agreement (JPA) of the El Dorado County Transit Authority (El Dorado Transit) Section 11.3 states the following: "The EDCTA shall actively seek to maximize utilization of Federal, State, and other available revenues which shall be applied towards such operating and capital expenditures..."

Maximum use of Federal CRRSAA Act funds in FY 2022/23 has allowed for a deferral of Local Transportation Funds (LTF) for use in the FY 2023/24 Operating and Capital Budgets. The final amount will be determined after today's requested action.

El Dorado Transit management and staff worked well within the overall mid-year budget expense projections.

Due primarily to the infusion of the emergency CRRSAA Act funding and prior year LTF carry-over, an increase of \$900,055 in Contingency Funds now totaling \$1,715,544 has been realized. Staff is recommending the use of these (LTF) for matching funds in the Capital Budget to preserve State Transit Assistance (STA) funds in FY 2022/23. Any remaining funds will represent the projected amount of conventional State funding offset for use in the FY 2023/24 operating budget.

REVENUE ACCOUNTS

El Dorado Transit saw an overall increase of approximately \$1,410,107 in revenue accounts.

- 1 Local Transportation Fund (LTF) FY 2021/22 included.
- 2 State of Good Repair (SGR) redirected to capital.
- 3 Interest Income increased to accurately reflect receipts.
- 4 Cash Fares increased to accurately reflect receipts.
- 5 Contract Services increased to accurately reflect receipts.
- 6 Commuter Route Fare Media increased to accurately reflect receipts.
- 7 Local Route Fare Media increased to accurately reflect receipts.
- 8 Paper Scrip increased to accurately reflect receipts.
- 9 Capital City Corridor (CCJPA) income for SLT route.
- 10 Fair Shuttle AB2766 Grant funding award for FY 2022/23

SALARY & BENEFITS EXPENSE ACCOUNTS

Overall, the total Salary and Benefits expenditures were managed well allowing for additional payments to CalPERS: an increase of \$1,112,952.

- Regular Employee salary expenses decreased to reflect actuals. Short staffing continues to be an issue for several departments
- 12 Temporary Employee costs decreased to reflect actual usage of the extra help employees.

- Overtime decreased to accurately reflect costs.
- 14 CRDI and Shift Pay decreased to reflect actual costs.
- Employee Retirement increased to reflect actual costs. Contributions to the California Employers' Pension Additional Unfunded Liability payments of \$1,649,704 made to the Classic funds.
- Social Security (FICA) Payroll Tax reduced to accurately reflect actual costs. These costs are driven by the actual hours worked by extra help employees.
- 17 Medicare Payroll Tax reduced to accurately reflect actual costs.
- 18 Health Insurance decreased to reflect actual premium expenses.
- 19 Unemployment Insurance decreased to reflect actual reimbursement costs.
- 20 Long Term Disability/Life insurance increased to reflect actual premium costs.
- Workers' Compensation reduced to premium.

SERVICE & SUPPLY EXPENSE ACCOUNTS

Total Services and Supplies accounts (including the Contingency line item) increased by \$297,155.

- 22 Uniforms Other decreased closer to actual expenses.
- 23 Communications Phone decreased closer to actual expenses.
- 24 Communications Radio decreased closer to actual expenses.
- 25 Household Expenses increased closer to actual expenses.
- Insurance Premiums/Public Liability decreased to reflect the two (2) month pre-paid allocation of FY 2023/24 premiums in FY 2022/23.
- Insurance Premiums/Physical Damage decreased to reflect the two (2) month pre-paid allocation of FY 2023/24 premiums in FY 2022/23.
- 28 Commercial Insurance decreased closer to actual premiums.
- Insurance Premiums/Employer Practices Liability Insurance (EPLI) decreased to reflect the two (2) month pre-paid allocation of FY 2023/24 premiums in FY 2022/23.
- **30** Service Contracts/Equipment decreased closer to actual expenses.
- 31 Maintenance/Buildings increased closer to actual expenses.
- 32 Maintenance/Equipment increased closer to actual expenses.
- 33 Maintenance/Grounds increased closer to actual expenses.
- 34 Maintenance/Bus Stops decreased closer to actual expenses.
- 35 Maintenance/Other decreased closer to actual expenses.
- **36** Vehicle Maintenance (In-House) decreased closer to actual expenses.
- 37 Vehicle Maintenance/Tires & Tubes decreased closer to actual expenses.
- **38** Vehicle Maintenance/ Lubricants increased closer to actual expenses.
- 39 Small Shop Tools increased closer to actual.
- 40 Sales Tax/Fuel decreased closer to actual expenses.
- 41 Safety Equipment/Training decreased closer to actual expenses.
- 42 Memberships decreased closer to actual expenses.
- 43 Operating Expense-Other decreased closer to actual expenses.
- 44 Professional Services decreased closer to actual expenses.

- **45** Employee Medical Exams decreased closer to actual expenses.
- **46** Background Checks decreased closer to actual expenses.
- 47 Publications/Legal Notices decreased closer to actual expenses.
- 48 Printing decreased closer to actual expenses.
- **49** Rents/Leases Equipment decreased to reflect closer to actual.
- **50** Equipment Purchase Data Processing decreased closer to actual expenses.
- 51 Equipment Purchase Office increased closer to actual expenses.
- 52 Staff Development/Travel decreased closer to actual.
- Fuel Purchase decreased closer to actual expenses.
- 54 Credit Card Charge Fees decreased closer to actual expenses.
- 55 Connect Card administration Fees decreased closer to actual expenses.
- 56 Utilities decreased closer to actual expenses.
- 57 Utilities Park & Ride decreased closer to actual expenses.
- 58 AB2766 Fair Shuttle reflects expenses of grant.
- 59 My-Ride Mileage Expenses increased closer to actual expenses.
- Contingency increased to reflect the estimated offset of Federal and LTF funding for the FY 2022/23 Operating Budget. If approved with this staff report, Capital expenses for the current year will be subtracted from this amount, as applicable to preserve Capital funding.

FISCAL IMPACT

Staff is presenting a balanced Final Amended Operating Budget for FY 2022/23 totaling \$10,541,644 which is approximately 15% over the mid-year projections. This includes the anticipated deferral of LTF Contingency of approximately \$1,715,544. El Dorado Transit's final FY 2022/23 financials will be adjusted in the independent audit process and presented during the December 2023 regularly scheduled Board meeting.

EL DORADO COUNTY TRANSIT AUTHORITY FINAL AMENDED OPERATING BUDGET 2022/2023

	OPERATING BUDGET		FY 2022/2023 Mid Year	FY 2022/2023 Final Amended
	REVENUE ACCOUNTS		Adopted 02/01/2023	Approved 09/07/2023
2407.00 1409.00 14	4000.00	Transportation Development Act (TDA/LTF)	\$6,030,361	\$6,030,361
	4000.00	Transportation Development Act (TDA/LTF) Deferred FY 2021/22	\$0	\$1,649,704
1497.00			\$285.297	
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112.00				
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SALARY & BENETT ACCOUNTS	5060.00	Offset Reserve Fund - CalTIP (restricted)	\$111,382	\$111,382
SALARY & BENETT ACCOUNTS	TOTAL REVENUES		\$9,131,219	\$10,541,326
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5090.20 Communications- Radio \$1,6500 \$18,000 5090.01 Household Expenses \$16,500 \$18,000 5060.02 Insurance Premiums Public Liability \$387,000 \$26,100 5060.02 Insurance Premium SPublic Liability \$27,000 \$26,100 5060.04 Insurance Premium EPLI Package \$25,000 \$23,500 5090.06 Service Contracts/Equipment \$190,000 \$163,500 \$160.07 Park and Ride Maintenance \$14,000 \$14,000 \$160.03 Maintenance Equipment \$4,000 \$3,000 \$160.05 Maintenance Equipment \$4,000 \$7,00 \$160.05 Maintenance Crounds \$6,500 \$6,700 \$160.00 Maintenance Corber \$2,000 \$700 \$160.00 Maintenance Corber \$2,000 \$70 \$040.02 Vehicle Maintenance (In-House) \$37,600 \$5,000 \$040.02 Vehicle Maintenance Charicants \$29,000 \$31,000 \$040.02 Vehicle Maintenance Charicants \$25,000 \$5,000	5050.01	Communications - Phone	\$35,000	\$33,000
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5090.06 Service Contracts Εquipment \$190.00 \$163,500 \$160.07 Park and Ride Maintenance \$14,000 \$14,000 \$160.03 Maintenance-Equildings \$17,500 \$30,000 \$160.05 Maintenance-Grounds \$6,500 \$6,700 \$160.09 Maintenance-Grounds \$6,500 \$5,700 \$160.00 Maintenance-Other \$3,000 \$1,600 \$160.00 Maintenance-Other \$30,000 \$700 \$040.00 Vehicle Maintenance (In-House) \$376,000 \$320,000 \$040.00 Vehicle Maintenance (In-House) \$376,000 \$320,000 \$040.02 Vehicle Maintenance/Sales Tax/ Fub \$99,000 \$76,000 \$040.03 Vehicle Maintenance/Sales Tax/ Fub \$35,000 \$5,800 \$040.03 Vehicle Maintenance/Sales Tax/ Fub \$45,000 \$5,800 \$040.04 Vehicle Maintenance/Sales Tax/ Fub & Lub. \$45,000 \$5,800 \$090.50 Safety Equipment/Training \$5,000 \$5,200 \$090.50 Safety Equipment/Training \$5,000 <	5060.04	Insurance Premium EPLI Package	\$25,000	\$23,500
5160.07 Park and Ride Maintenance \$14,000 \$14,000 5160.01 Maintenance-Buildings \$17,500 \$30,000 5160.03 Maintenance-Grounds \$6,500 \$6,700 5160.09 Maintenance-Grounds \$3,000 \$1,600 5160.00 Maintenance-Other \$3,000 \$700 5040.00 Vehicle Maintenance (In-House) \$376,000 \$376,000 5040.02 Vehicle Maintenance/Tires & Tubes \$99,000 \$76,000 5040.03 Vehicle Maintenance/Small Tools - Shop \$5,000 \$5,000 5040.04 Vehicle Maintenance/Sales Tax/ Flet & Lub. \$45,000 \$22,000 5090.50 Safety Equipment/Training \$5,000 \$5,000 \$5,000 5090.50 Safety Equipment/Training \$6,000 \$5,200 \$5,000	5090.06	Service Contracts/Equipment	\$190,000	\$163,500
5160.01 Maintenance/Equipment \$30,000 5160.05 Maintenance/Equipment \$6,500 \$6,730 5160.05 Maintenance/Grounds \$6,500 \$6,700 5160.09 Maintenance/Bus Stop \$3,000 \$1,600 5160.00 Maintenance/Uner \$2,000 \$700 5040.00 Vehicle Maintenance (In-House) \$376,000 \$320,000 5040.01 Vehicle Maintenance (In-House) \$376,000 \$76,000 5040.02 Vehicle Maintenance/Small Tools - Shop \$5,000 \$5,000 5040.03 Vehicle Maintenance/Small Tools - Shop \$5,000 \$5,800 5040.04 Vehicle Maintenance/Small Tools - Shop \$5,000 \$5,800 5040.80 Vehicle Maintenance/Small Tools - Shop \$5,000 \$5,200 5090.01 Memberships \$5,000 \$5,200 5090.02 Safey Equipment/Training \$1,000 \$6,000 5090.03 Memberships \$1,000 \$6,000 5090.04 Memberships \$1,000 \$1,000 5090.05				
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5040.00 Vehicle Maintenance (In-House) \$376,000 \$320,000 5040.02 Vehicle Maintenance/Tires & Tubes \$99,000 \$76,000 5040.03 Vehicle Maintenance/Lorder \$29,700 \$31,000 5040.04 Vehicle Maintenance/Sales Tav Fuel & Lub. \$5,000 \$5,800 5040.80 Vehicle Maintenance/Sales Tav Fuel & Lub. \$5,000 \$31,000 5090.50 Safety Equipment/Training \$5,000 \$52,000 5090.40 Memberships \$6,000 \$52,000 5090.70 Office Expense \$15,000 \$15,000 5090.80 Postage \$4,000 \$40,000 5090.00 Operating Expense - Other \$2,000 \$40 5030.00 Professional Services \$392,000 \$175,000 5030.10 Employee Medical Exams \$11,000 \$10,000 5090.80 Pubs-Legal Notices \$5,500 \$3,500 5090.75 Printing \$10,000 \$9,000 5140.01 Equipment Purchase - Data Processing \$1,000 \$1,600 <	5160.00	Maintenance/Other	\$2,000	\$700
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5090.74 Connect Card Administration Expenses \$17,000 \$16,000 5050.02 Utilities \$56,000 \$50,000 5050.03 Utilities/ Park & Rides \$22,000 \$18,000 4108.03 Fair Shuttle AB2766 Grant \$42,000 \$27,250 5008.01 MY RIDE - Mileage Expenses \$25,000 \$40,000 6270.00 Contingency \$815,489 \$1,715,544 TOTAL SERVICES AND SUPPLIES \$3,559,489 \$3,856,644				
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6270.00 Contingency \$815,489 \$1,715,544 TOTAL SERVICES AND SUPPLIES \$3,559,489 \$3,856,644	5008.01	MY RIDE - Mileage Expenses	\$25.000	\$40,000
TOTAL SERVICES AND SUPPLIES \$3,559,489 \$3,856,644				
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	IUIAL UPERATING EX	renses	\$9,131,219	\$10,541,326