

AGENDA ITEM 2 B
Action Item

MEMORANDUM

DATE: April 4, 2024

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Adopt Fiscal Year 2024/25 Preliminary Operating and Capital Budgets

REQUESTED ACTION:
BY MOTION,

1. **Adopt Resolution No. 24-10 Approving the Fiscal Year 2024/25 Preliminary Operating Budget including revisions**
2. **Adopt Resolution No. 24-11 Approving the Fiscal Year 2024/25 Preliminary Capital Budget**
3. **Form an Ad Hoc Committee to review the proposed Final Fiscal Year 2024/25 Operating and Capital Budgets**
4. **Appoint the Chair and Vice-Chair to the Ad Hoc Budget Review Committee**

BACKGROUND

The Bylaws of the El Dorado County Transit Authority (El Dorado Transit) require the Executive Director to submit preliminary operating and capital budgets on or before the March meeting of each year and Board adoption of the preliminary budgets by April 15th of each year. Final operating and capital budgets are to be proposed to the Board on or before June 15 of each year with final adoption required by July 15th.

On March 7, 2024, the fiscal year (FY) 2024/25 Preliminary Operating Budget was presented for full Board review. El Dorado Transit is required to operate within a balanced budget.

DISCUSSION

No changes to the Operating Budget FY 2024/25 have been made since the presentation of March 7, 2024.

Final premium amounts are still pending from the CalTIP for Public Liability, Vehicle Physical Damage, and Employment Practices Liability Insurance (EPLI) packages. Workers' Compensation rates are still an estimate as well as Connect Card Administration.

There have been no changes made to the Capital Improvement Plan (CIP) and Budget since the March 7, 2024, presentation.

Staff is requesting the Board adopt the proposed Fiscal Year 2024/25 Preliminary Operating and Capital Budgets as presented and appoint the Chair and Vice-Chair to form an Ad Hoc Committee to review the proposed budgets prior to final adoption. Following at least one meeting and direction from the Budget Review Committee, staff anticipates submission of the Fiscal Year 2024/25 Final Operating and Capital Budgets for Board adoption at the regular June 6, 2024 meeting.

FISCAL IMPACT

The Preliminary FY 2024/25 Operating Budget as presented reflects a projected \$9,730,415 in total operating expenditures balanced to anticipated Federal, State and project specific operating revenues.

The Preliminary Capital Budget reflects a total budget of \$14,227,845 in project costs with a shortfall of \$4,355,303 due to the anticipated needs of the Zero Emissions Bus (ZEB) fleet conversion.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 24-10**

RESOLUTION OF THE EL DORADO COUNTY TRANSIT AUTHORITY ADOPTING THE
PRELIMINARY OPERATING
BUDGET FOR FISCAL YEAR 2024/2025

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 7.1 Preliminary Budgets of the Bylaws states, *“The Executive Director shall propose a preliminary operating budget and a preliminary capital budget to the Board on or before the March meeting of each year.”*; and

WHEREAS, the El Dorado County Transit Authority prepared the preliminary operating budget for Fiscal Year (FY) 2024/25 incorporated as an attachment to this resolution; and

WHEREAS, the preliminary operating budget for FY 2024/25 ending June 30, 2025, is based upon continuation of current public transportation services provided by the El Dorado County Transit Authority; and

WHEREAS, the preliminary FY 2024/25 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 preliminary operating budget for FY 2024/25 ending June 30, 2024.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 4th day of April 2024 by the following vote:

AYES: NOES: ABSTAIN: ABSENT:

George Turnboo, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 24-11**

RESOLUTION OF THE EL DORADO COUNTY TRANSIT AUTHORITY ADOPTING THE
PRELIMINARY CAPITAL PLAN AND BUDGET FOR FISCAL YEAR 2024/25

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 7.1 Preliminary Budgets of the Bylaws states, *“The Executive Director shall propose a preliminary operating budget and a preliminary capital budget to the Board on or before the March meeting of each year.”*; and

WHEREAS, the El Dorado County Transit Authority prepared the preliminary capital plan and budget for Fiscal Year (FY) 2024/25 incorporated as an attachment to this resolution; and

WHEREAS, the preliminary capital plan and budget for FY 2024/25 ending June 30, 2025 is based upon continuation of current public transportation services provided by the El Dorado County Transit Authority; and

WHEREAS, the preliminary FY 2024/25 capital plan and 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 preliminary capital plan and budget for FY 2024/25 ending June 30, 2025.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 4th day of April 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

George Turnboo, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

**EL DORADO COUNTY TRANSIT AUTHORITY
PRELIMINARY OPERATING BUDGET 2024/2025**

OPERATING BUDGET		FY 2024/2025 Preliminary Approved 03/07/24	FY 2024/2025 Preliminary Presented 04/04/24	Difference
REVENUE ACCOUNTS				
4000.00	Transportation Development Act (TDA/LTF)	\$4,130,858	\$4,130,858	\$0
4000.00	Transportation Development Act (TDA/LTF) Deferred	\$3,267,081	\$3,267,081	\$0
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$741,022	\$741,022	\$0
4100.05	Federal Transit Administration (FTA) Section 5311(f) Grant	\$0	\$0	\$0
4100.06	Federal Transit Administration (FTA) ARPA Act Section 5311 Grant	\$138,875	\$138,875	\$0
4107.03	Fair Shuttle AB2766 Grant	\$32,000	\$32,000	\$0
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant	\$0	\$0	\$0
4112.00	FTA Section 5307 Grant Income - Preventative Maintenance (PM)	\$0	\$0	\$0
4112.00	Federal Transit Administration (FTA) CRRSAA Act Section 5307 Grant	\$183,509	\$183,509	\$0
4270.01	State of Good Repair (SGR) Program	\$0	\$0	\$0
4300.00	Cash Fares	\$135,000	\$135,000	\$0
4310.00	Contract Services	\$177,000	\$177,000	\$0
4330.00	Commuter Route Fare Media	\$389,000	\$389,000	\$0
4350.00	Local Route Fare Media	\$44,000	\$44,000	\$0
4360.00	Paper Scrip	\$4,200	\$4,200	\$0
4370.00	CCJPA	\$185,000	\$185,000	\$0
4400.00	Advertising Revenue	\$36,000	\$36,000	\$0
4970.00	Interest Income	\$132,000	\$132,000	\$0
4990.00	Misc. Revenue	\$400	\$400	\$0
5060.00	Offset Reserve Fund - CalTIP (restricted)	\$134,470	\$134,470	\$0
TOTAL REVENUES		\$9,730,415	\$9,730,415	\$0
SALARY & BENEFIT ACCOUNTS				
5010.00	Regular Employees	\$3,466,705	\$3,466,705	\$0
5010.02	Temporary Employees	\$90,000	\$90,000	\$0
5010.07	Overtime	\$95,000	\$95,000	\$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	\$938,000	\$938,000	\$0
5020.02	Health Insurance	\$1,585,000	\$1,585,000	\$0
5020.03	Unemployment Insurance	\$10,000	\$10,000	\$0
5020.04	LT Disability/Life Ins	\$43,000	\$43,000	\$0
5020.05	Worker's Comp	\$203,000	\$203,000	\$0
5070.01	OASDI - Payroll Tax - FICA	\$6,000	\$6,000	\$0
5070.02	MEDICARE - Payroll Tax	\$50,000	\$50,000	\$0
TOTAL SALARY & BENEFITS		\$6,513,705	\$6,513,705	\$0
SERVICE & SUPPLY ACCOUNTS				
5030.00	Professional Services	\$350,000	\$350,000	\$0
5030.10	Employee Medical Exams	\$10,000	\$10,000	\$0
5030.30	Background Checks	\$3,000	\$3,000	\$0
5040.00	Vehicle Maintenance (In-House)	\$440,000	\$440,000	\$0
5040.01	Fuel Purchase	\$750,000	\$750,000	\$0
5040.02	Vehicle Maintenance/Tires & Tubes	\$135,000	\$135,000	\$0
5040.03	Vehicle Maintenance/Lubricants	\$47,000	\$47,000	\$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
5050.01	Communications - Phone	\$35,000	\$35,000	\$0
5050.02	Utilities	\$50,000	\$50,000	\$0
5050.03	Utilities/ Park & Rides	\$24,000	\$24,000	\$0
5060.01	Insurance Premiums/Public Liability	\$381,000	\$381,000	\$0
5060.02	Insurance Premiums/Physical Damage	\$26,000	\$26,000	\$0
5060.03	Insurance Premiums/Commercial	\$15,000	\$15,000	\$0
5060.04	Insurance Premium EPLI Package	\$28,000	\$28,000	\$0
5090.00	Operating Expense - Other	\$2,000	\$2,000	\$0
5090.01	Household Expenses	\$18,000	\$18,000	\$0
5090.02	Shop Clothing & Supplies	\$10,000	\$10,000	\$0
5090.05	Uniforms - Other	\$15,000	\$15,000	\$0
5090.06	Service Contracts/Equipment	\$200,000	\$200,000	\$0
5090.08	Pubs/Legal Notices	\$13,000	\$13,000	\$0
5090.20	Communications - Radio	\$500	\$500	\$0
5090.30	Staff Development/Travel	\$30,000	\$30,000	\$0
5090.40	Memberships	\$6,000	\$6,000	\$0
5090.50	Safety Equipment/Training	\$5,000	\$5,000	\$0
5090.70	Office Expense	\$15,000	\$15,000	\$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
5090.75	Printing	\$10,000	\$10,000	\$0
5090.80	Postage	\$4,000	\$4,000	\$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
5160.00	Maintenance/Other	\$2,000	\$2,000	\$0
5160.01	Maintenance/Buildings	\$15,000	\$15,000	\$0
5160.03	Maintenance/Equipment	\$4,000	\$4,000	\$0
5160.05	Maintenance/Grounds	\$6,500	\$6,500	\$0
5160.07	Park and Ride Maintenance	\$47,500	\$47,500	\$0
5160.09	Maintenance/Bus Stop	\$3,000	\$3,000	\$0
4108.03	Fair Shuttle AB2766 Grant	\$0	\$0	\$0
5008.01	MY RIDE - Mileage Expenses	\$140,000	\$140,000	\$0
6270.00	Contingency	\$283,410	\$283,410	\$0
TOTAL SERVICES AND SUPPLIES		\$3,216,710	\$3,216,710	\$0
TOTAL OPERATING EXPENSES		\$9,730,415	\$9,730,415	\$0

El Dorado County Transit Authority
Preliminary Capital Improvement Plan Budget FY 2024/25

Status	CIP Project Number	Project Description	Completion Estimate (FY)	Project Budget	FY 2024/25 Expenditures	STA* \$8,815,543	FTA Section 5307 \$700,000	FTA Section 5310 \$236,000	LCTOP \$824,697	SB1 / SGR \$583,038	Unfunded	
ACTIVE	20-04	Maintenance Facility Swamp Cooler and Steam Cleaner Modifications	2024/25	\$168,675	\$168,675	\$168,675					\$0	
ACTIVE	22-02	El Dorado Hills Park and Ride Improvements	2026/27	\$2,800,000	\$50,000	\$2,100,000					\$700,000	
ACTIVE	22-03	Zero Emission Vehicles and Infrastructure	2026/27	\$8,280,000	\$0	\$3,800,000			\$824,697		\$3,655,303	
ACTIVE	22-04	Bass Lake Park & Ride - Phase I	2025/26	\$400,000	\$0	\$400,000					\$0	
ACTIVE	22-05	Scheduling and Dispatching Software Replacement	2024/25	\$230,000	\$0	\$50,000		\$180,000			\$0	
ACTIVE	23-02	Bus Parking Lot Rehabilitation	2025/26	\$583,038	\$134,076	\$0				\$583,038	\$0	
ACTIVE	24-02	Passenger Security Surveillance & Lighting	2025/26	\$300,000	\$300,000	\$300,000					\$0	
ACTIVE	24-04	Collision Avoidance System Upgrade	2024/25	\$358,050	\$358,040	\$358,040						
ACTIVE	24-05	Supervisor and Admin Staff Vehicle Replacement	2024/25	\$78,082	\$78,082	\$78,082						
ACTIVE	25-01	Administration/Maintenance Facility Equipment	2024/25	\$40,000	\$40,000	\$40,000						
ACTIVE	25-02	Bus Stop Improvements, Maintenance and Repairs	2024/25	\$40,000	\$40,000	\$40,000						
ACTIVE	25-03	Cambridge Road Park and Ride Improvements	2025/26	\$950,000	\$950,000	\$950,000						
Project Totals					\$14,227,845	\$2,118,873	\$8,284,797	\$0	\$180,000	\$824,697	\$583,038	\$4,355,303
Remaining Funds Available							\$530,746	\$700,000	\$56,000	\$0	\$0	-\$4,355,303

*Balance Per FY 2022/23 Audited Financials

Project Status: In Progress Funded Unfunded