

AGENDA ITEM 2 A
Action Item

TIMED ITEM

1:00 PM

PUBLIC HEARING

MEMORANDUM

DATE: June 5, 2025

TO: El Dorado County Transit Authority

FROM: Kate Hewett, Finance Manager

SUBJECT: Fiscal Year 2025/26 Final Operating Budget

REQUESTED ACTION:
BY MOTION,

1. Open Public Hearing
2. Accept Public Comment
3. Close Public Hearing
4. Adopt Resolution No. 25-18 finalizing the Operating Budget for Fiscal Year 2025/26
5. Adopt Resolution No. 25-19 finalizing the Fiscal Year 2025/26 Personnel Allocation Table
6. Adopt Fiscal Year 2025/26 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) 2025/26 Operating Budget:

March 6, 2025,	Presentation of the Preliminary Operating Budget for FY 2025/26
	Approval of the Proposed Personnel Allocation Table and Proposed Organizational Chart for Fiscal Year 2025/26
April 3, 2025,	Adoption of Resolution No. 25-09 for the Preliminary Operating Budget for FY 2025/26, and appointment of an Ad Hoc Budget Committee
May 1, 2025,	Adoption of Resolution No. 25-12 authorizing the Executive Director to claim Transportation Development Act (TDA) funds for the FY 2025/26 Operating Budget

The Ad Hoc Budget Review Committee met on May 21, 2025, for a complete review and discussion covering the Proposed Operating Budget. This included Chair David Yarbrough, Vice-Chair Brian Veerkamp, Executive Director Brian James, and Finance Manager Kate Hewett.

The El Dorado Transit, Transit Advisory Committee (TAC) will meet next on August 13, 2025, and will review the presentation of the FY 2025/26 Operating Budget at that time.

DISCUSSION

The proposed final Operating Budget for FY 2025/26 presented for consideration is balanced to projected revenues and includes total operating expenses of \$11,289,518. As noted in the attached budget report there are eleven (11) changes, highlighted in bold, between the proposed FY 2025/26 Operating Budget approved on April 3, 2025, and the final version proposed for adoption. These changes include the following:

Revenue

- 4000.00 – Revised TDA to match EDCTC’s preliminary apportionment.
- 4100.00 – Adjusted revenue to actual grant award.
- 4100.06 – Adjusted recognized revenue to full unclaimed grant amount per Ad Hoc Committee’s recommendation.
- 4112.00 – Adjusted recognized revenue to full unclaimed grant amount per Ad Hoc Committee’s recommendation.

Total increase of \$550,346 in budgeted revenue.

Salary and Benefit Accounts

- 5010.00 – Increased to more accurately reflect the proposed salary schedule adjustments.
- 5020.05 – Increase was based on premium estimates provided by carrier.

Total increase of \$79,626 in Salary and Benefit expenses.

Service and Supply Accounts

- 5040.01 – Increase was based on current economic issues regarding the closure of oil refineries and the estimated increase in fuel costs over the next fiscal year.
- 5060.01 – Increase was based on premium estimates provided by carrier.
- 5060.02 – Increase was based on premium estimates provided by carrier.
- 5060.04 – Decrease was based on premium estimates provided by carrier.
- 6270.00 – Increase was based on Ad Hoc Committee’s recommendation to raise the Contingency threshold to at least 5% (Previous Contingency threshold = 3%).

Total increase of \$470,720 in Service and Supplies expenses.

All other revenue and expenditure projections remain unchanged from the last Operating Budget presented for approval in April 2025. 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 expenditure remains 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 2025/26 Operating Budget will be presented for full consideration in open session.

Staff recommends adoption of the attached Resolution No. 25-18 finalizing the El Dorado Transit Operating Budget for FY 2025/26 and Resolution No. 25-19 finalizing the Personnel Allocation Table for FY 2025/26.

FISCAL IMPACT

The proposed Final Operating Budget for FY 2025/26 reflects \$11,289,518 in total operating expenditures balanced to projected available Federal, State and project specific revenues.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 25-18**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING THE FINAL OPERATING
BUDGET FOR FISCAL YEAR 2025/26**

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 2025/26 operating budget was presented at public meeting on March 6, 2025: and

WHEREAS, the preliminary Fiscal Year 2025/26 operating budget was adopted at public meeting on April 3, 2025: and

WHEREAS, the proposed operating budget for Fiscal Year 2025/26 ending June 30, 2026, is based upon the current level of service; and

WHEREAS, the proposed Fiscal Year 2025/26 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 2025/26 ending June 30, 2026, considered at the June 5, 2025, 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 5th day of June 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

David Yarbrough, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 25-19**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING A PERSONNEL ALLOCATION TABLE FOR FISCAL
YEAR 2025/26

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 2025/26.
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 5th day of June 2025, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

David Yarbrough, Chairperson

ATTEST:

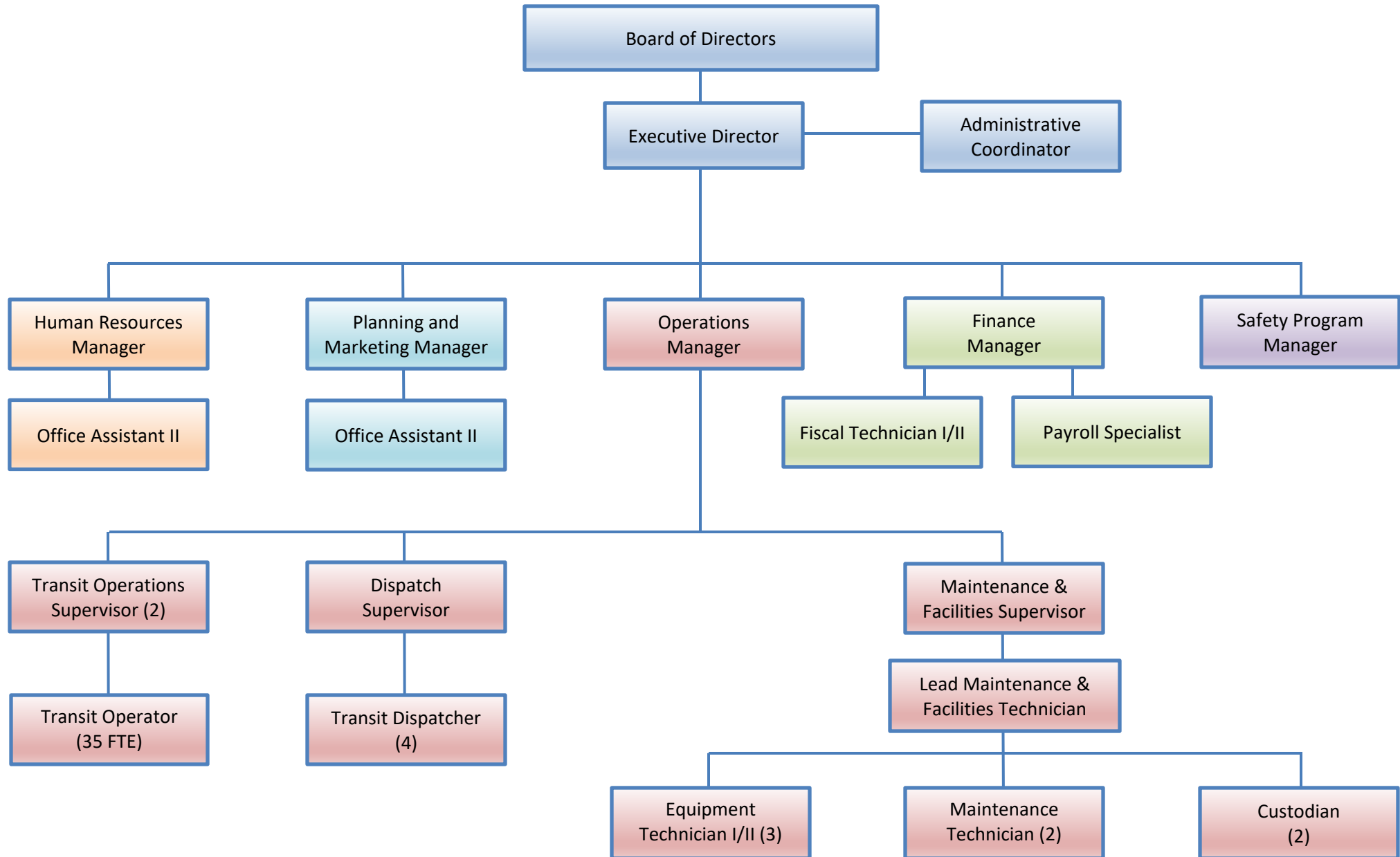
Megan Wilcher, Secretary to the Board

EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED PERSONNEL ALLOCATION TABLE
Fiscal Year (FY) 2025/26

Classification	Adopted FY 2024/25 (FTE*)	Adopted FY 2025/26 (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	1
Human Resources Manager	1	1
Lead Maintenance & Facilities Technician	0	1
Maintenance and Facilities Supervisor	1	1
Maintenance Technician	2	2
Office Assistant I/II	2	2
Operations Manager	1	1
Payroll Specialist	0	1
Planning and Marketing Manager	1	1
Transit Operations Supervisor	2	2
Safety Program Manager	1	1
Transit Dispatcher	4	4
Transit Operator	35	35
<i>TOTAL ALLOCATED POSITIONS</i>	<i>61</i>	<i>62</i>

* FTE = Full Time Equivalent

**EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED ORGANIZATIONAL CHART
FISCAL YEAR 2025/2026**



June 5, 2025

EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED FINAL OPERATING BUDGET 2025/2026

OPERATING BUDGET

		FY2025/26 Prelim Operating Adopted 04/03/25	FY2025/26 Final Operating Presented 6/5/2025	Difference
REVENUE ACCOUNTS				
4000.00	Transportation Development Act (TDA/LTF)	\$6,100,000	\$6,116,668	\$16,668
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$761,477	\$777,840	\$16,363
4100.05	Federal Transit Administration (FTA) Section 5311(f) Grant	\$75,000	\$75,000	\$0
4100.06	Federal Transit Administration (FTA) ARPA Section 5311 Grant	\$138,875	\$277,750	\$138,875
4107.03	Fair Shuttle AB2766 Grant	\$32,000	\$32,000	\$0
4112.00	Federal Transit Administration (FTA) ARPA Section 5307 Grant	\$189,221	\$567,661	\$378,440
4270.00	State Transit Assistance (STA)	\$1,893,660	\$1,893,660	\$0
4300.00	Cash Fares	\$112,000	\$112,000	\$0
4310.00	Contract Services	\$184,000	\$184,000	\$0
4330.00	Commuter Route Fare Media	\$675,000	\$675,000	\$0
4350.00	Local Route Fare Media	\$100,000	\$100,000	\$0
4360.00	Paper Scrip	\$13,000	\$13,000	\$0
4370.00	CCJPA	\$132,249	\$132,249	\$0
4400.00	Advertising Revenue	\$23,000	\$23,000	\$0
4970.00	Interest Income	\$170,000	\$170,000	\$0
4990.00	Misc. Revenue	\$400	\$400	\$0
5060.00	Offset Reserve Fund - CalTIP (Restricted)	\$139,290	\$139,290	\$0
TOTAL REVENUES		\$10,739,172	\$11,289,518	\$550,346
SALARY & BENEFIT ACCOUNTS				
5010.00	Regular Employees	\$4,401,372	\$4,449,998	\$48,626
5010.02	Temporary Employees	\$150,000	\$150,000	\$0
5010.07	Overtime	\$120,000	\$120,000	\$0
5010.08	On Call Pay	\$7,000	\$7,000	\$0
5010.09	ARBRK and Shift Pay	\$60,000	\$60,000	\$0
5020.01	Employee Retirement	\$750,000	\$750,000	\$0
5020.02	Health Insurance	\$1,770,000	\$1,770,000	\$0
5020.03	Unemployment Insurance	\$15,000	\$15,000	\$0
5020.04	LT Disability/Life Ins	\$46,000	\$46,000	\$0
5020.05	Worker's Comp	\$159,000	\$190,000	\$31,000
5070.01	OASDI - Payroll Tax - FICA	\$8,500	\$8,500	\$0
5070.02	MEDICARE - Payroll Tax	\$60,000	\$60,000	\$0
TOTAL SALARY & BENEFITS		\$7,546,872	\$7,626,498	\$79,626
SERVICE & SUPPLY ACCOUNTS				
5030.00	Professional Services	\$250,000	\$250,000	\$0
5030.10	Employee Medical Exams	\$15,000	\$15,000	\$0
5030.30	Background Checks	\$2,000	\$2,000	\$0
5040.00	Vehicle Maintenance (In-House)	\$460,000	\$460,000	\$0
5040.01	Fuel Purchase	\$750,000	\$824,720	\$74,720
5040.02	Vehicle Maintenance/Tires & Tubes	\$125,000	\$125,000	\$0
5040.03	Vehicle Maintenance/Lubricants	\$37,000	\$37,000	\$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	\$30,000	\$30,000	\$0
5050.02	Utilities	\$61,000	\$61,000	\$0
5050.03	Utilities/ Park & Rides	\$30,000	\$30,000	\$0
5060.01	Insurance Premiums/Public Liability	\$365,000	\$500,000	\$135,000
5060.02	Insurance Premiums/Physical Damage	\$30,000	\$40,000	\$10,000
5060.03	Insurance Premiums/Commercial	\$15,000	\$15,000	\$0
5060.04	Insurance Premium EPLI Package	\$35,000	\$28,000	-\$7,000
5090.00	Operating Expense - Other	\$3,500	\$3,500	\$0
5090.01	Household Expenses	\$23,000	\$23,000	\$0
5090.02	Shop Clothing & Supplies	\$10,000	\$10,000	\$0
5090.05	Uniforms - Other	\$20,000	\$20,000	\$0
5090.06	Service Contracts/Equipment	\$200,000	\$200,000	\$0
5090.08	Pubs/Legal Notices	\$2,500	\$2,500	\$0
5090.20	Communications - Radio	\$500	\$500	\$0
5090.30	Staff Development/Travel	\$60,000	\$60,000	\$0
5090.40	Memberships	\$6,000	\$6,000	\$0
5090.50	Safety Equipment/Training	\$2,500	\$2,500	\$0
5090.70	Office Expense	\$22,000	\$22,000	\$0
5090.72	Bank Charges	\$1,500	\$1,500	\$0
5090.73	Credit Card Charge Fees	\$6,000	\$6,000	\$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	\$16,000	\$16,000	\$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	\$15,000	\$15,000	\$0
5160.00	Maintenance/Other	\$2,000	\$2,000	\$0
5160.01	Maintenance/Buildings	\$25,000	\$25,000	\$0
5160.03	Maintenance/Equipment	\$10,000	\$10,000	\$0
5160.05	Maintenance/Grounds	\$6,500	\$6,500	\$0
5160.07	Park and Ride Maintenance	\$20,000	\$20,000	\$0
5160.09	Maintenance/Bus Stop	\$4,000	\$4,000	\$0
4108.03	Fair Shuttle AB2766 Grant	\$0	\$0	\$0
5008.01	MY RIDE - Mileage Expenses	\$140,000	\$140,000	\$0
6270.00	Contingency	\$312,000	\$570,000	\$258,000
TOTAL SERVICES AND SUPPLIES		\$3,192,300	\$3,663,020	\$470,720
TOTAL OPERATING EXPENSES		\$10,739,172	\$11,289,518	\$550,346