

AGENDA ITEM 2 A
Action Item

MEMORANDUM

DATE: April 3, 2025

TO: El Dorado County Transit Authority

FROM: Kate Hewett, Finance Manager

SUBJECT: Adopt Fiscal Year 2025/26 Preliminary Operating and Capital Budgets

REQUESTED ACTION:
BY MOTION,

1. Adopt Resolution No. 25-09 Approving the Fiscal Year 2025/26 Preliminary Operating Budget Including Revisions
2. Adopt Resolution No. 25-10 Approving the Fiscal Year 2025/26 Preliminary Capital Budget
3. Form an Ad Hoc Committee to review the proposed Final Fiscal Year 2025/26 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 15th of each year with final adoption required by July 15th.

On March 5, 2025, the fiscal year (FY) 2025/26 Preliminary Operating and Capital Budgets were presented for full Board review. El Dorado Transit is required to operate within a balanced budget.

DISCUSSION

No changes to the Operating Budget FY 2025/26 have been made since the presentation on March 5, 2025.

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 5, 2025 presentation.

Staff is requesting the Board adopt the proposed Fiscal Year 2025/26 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 2025/26 Final Operating and Capital Budgets for Board adoption at the regular June 5, 2025 meeting.

FISCAL IMPACT

The Preliminary FY 2025/26 Operating Budget as presented reflects a projected \$10,739,172 in total operating expenditures balanced to anticipated Federal, State and project specific operating revenues.

The Preliminary Capital Budget reflects a total budget of \$15,964,893 in project costs with a shortfall of \$2,228,842 due to the anticipated needs of the Zero Emissions Bus (ZEB) fleet conversion.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 25-09**

**RESOLUTION OF THE EL DORADO COUNTY TRANSIT AUTHORITY
ADOPTING THE PRELIMINARY OPERATING BUDGET FOR FISCAL YEAR 2025/2026**

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) 2025/26 incorporated as an attachment to this resolution; and

WHEREAS, the preliminary operating budget for FY 2025/26 ending June 30, 2026, is based upon continuation of current public transportation services provided by the El Dorado County Transit Authority; and

WHEREAS, the preliminary FY 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 preliminary operating budget for FY 2025/26 ending June 30, 2026.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 3rd day of April 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. 25-10**

**RESOLUTION OF THE EL DORADO COUNTY TRANSIT AUTHORITY ADOPTING THE
PRELIMINARY CAPITAL PLAN AND 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 7.1 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) 2025/26 incorporated as an attachment to this resolution; and

WHEREAS, the preliminary capital plan and budget for FY 2025/26 ending June 30, 2026 is based upon continuation of current public transportation services provided by the El Dorado County Transit Authority; and

WHEREAS, the preliminary FY 2025/26 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 2025/26 ending June 30, 2026.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 3rd day of April 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

David Yarbrough, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

EL DORADO COUNTY TRANSIT AUTHORITY
PRELIMINARY OPERATING BUDGET 2025/2026

OPERATING BUDGET		FY2025/26	FY2025/26	
		Prelim Operating	Prelim Operating	
REVENUE ACCOUNTS		Approved 03/06/25	Presented 04/03/25	Difference
4000.00	Transportation Development Act (TDA/LTF)	\$6,100,000	\$6,100,000	\$0
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$761,477	\$761,477	\$0
4100.05	Federal Transit Administration (FTA) Section 5311(f) Grant	\$75,000	\$75,000	\$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
4112.00	Federal Transit Administration (FTA) ARPA Act Section 5307 Grant	\$189,221	\$189,221	\$0
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	\$10,739,172	\$0
SALARY & BENEFIT ACCOUNTS				
5010.00	Regular Employees	\$4,401,372	\$4,401,372	\$0
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	\$159,000	\$0
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	\$7,546,872	\$0
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	\$750,000	\$0
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	\$365,000	\$0
5060.02	Insurance Premiums/Physical Damage	\$30,000	\$30,000	\$0
5060.03	Insurance Premiums/Commercial	\$15,000	\$15,000	\$0
5060.04	Insurance Premium EPLI Package	\$35,000	\$35,000	\$0
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	\$312,000	\$0
TOTAL SERVICES AND SUPPLIES		\$3,192,300	\$3,192,300	\$0
TOTAL OPERATING EXPENSES		\$10,739,172	\$10,739,172	\$0

El Dorado County Transit Authority

Preliminary Capital Improvement Plan Budget FY 2025/26

Status	CIP Project Number	Project Description	Completion Estimate (FY)	Project Budget	STA* \$10,986,108	FTA Section 5307 \$738,792	FTA Section 5310 \$180,000	FTA Section 5339 \$1,606,760	LCTOP \$1,316,158	TIRCP \$123,000	SB1 / SGR \$1,241,738	Unfunded
ACTIVE	20-04	Maintenance Facility Swamp Cooler and Steam Cleaner Modifications	2025/26	\$168,675	\$168,675							\$0
ACTIVE	22-02	El Dorado Hills Park and Ride Improvements	2027/28	\$2,800,000	\$1,789,448	\$738,792		\$271,760				\$0
ACTIVE	22-03	Zero Emission Vehicles and Infrastructure	2027/28	\$8,280,000	\$3,800,000			\$935,000	\$1,316,158			\$2,228,842
ACTIVE	22-04	Bass Lake Park & Ride - Phase I	2026/27	\$500,000	\$500,000							\$0
ACTIVE	22-05	Scheduling and Dispatching Software Replacement	2025/26	\$230,000	\$50,000		\$180,000					\$0
ACTIVE	23-02	Bus Parking Lot Rehabilitation	2026/27	\$1,241,738							\$1,241,738	\$0
ACTIVE	24-02	Passenger Security Surveillance & Lighting	2025/26	\$451,000	\$451,000							\$0
ACTIVE	24-04	Collision Avoidance System Upgrade	2025/26	\$358,050	\$358,050							\$0
ACTIVE	25-03	Cambridge Road Park and Ride Improvements	2026/27	\$950,000	\$950,000							\$0
ACTIVE	25-04	Placerville Station Upgrades	2025/26	\$55,000	\$55,000							\$0
ACTIVE	25-05	Payment Acceptance Device Hardware and Processor Services	2025/26	\$187,168	\$64,168					\$123,000		\$0
ACTIVE	25-06	Vehicle Replacement - Demand Response/Micro-Transit	2026/27	\$663,262	\$263,262			\$400,000				\$0
ACTIVE	26-01	Administration / Maintenance Facility Equipment	2025/26	\$40,000	\$40,000							\$0
ACTIVE	26-02	Bus Stop Improvements, Maintenance and Repairs	2025/26	\$40,000	\$40,000							\$0
Project Totals				\$15,964,893	\$8,529,603	\$738,792	\$180,000	\$1,606,760	\$1,316,158	\$123,000	\$1,241,738	\$2,228,842
Remaining Funds Available					\$2,456,505	\$0	\$0	\$0	\$0	\$0	\$0	-\$2,228,842

*Balance Per FY 2023/24 Audited Financials

Project Status:

In Progress

Funded

Unfunded