

AGENDA ITEM 2 A
Action Item

MEMORANDUM

DATE: February 6, 2025

TO: El Dorado County Transit Authority

FROM: Kate Hewett, Finance Manager
Julie Petersen, Finance Manager

SUBJECT: Proposed Fiscal Year 2024/25 Mid-Year Operating Budget Adjustments

REQUESTED ACTION:
BY MOTION,

1. Adopt Proposed Fiscal Year 2024/25 Mid-Year Operating Budget Adjustments
2. Approve Line-item Decrease of \$191,138 to Contingency

BACKGROUND

Following the close of the first six (6) months of the fiscal year, mid-year Operating Budget adjustments are typically recommended to address actual revenue and expenditure changes within the budget. Section 8.9 of the Joint Exercise of Powers Agreement of the El Dorado County Transit Authority states that the Executive Director has the power “to execute transfers within major budget units, as long as the total expenditures of each major budget unit remain unchanged.”

The proposed El Dorado County Transit Authority (El Dorado Transit) Fiscal Year (FY) 2024/25 Mid-Year Operating Budget adjustments include overall increases in Revenues and Services and Supply accounts. The overall Salary and Benefit account section also reflects an increase. These adjustments to actual revenues and expenses trigger a decrease to the available Contingency line item, requiring Board approval.

DISCUSSION

The following mid-year adjustments to the El Dorado Transit FY 2024/25 Operating Budget are presented for Board review and approval. Proposed account adjustments are noted in bold on the attached budget report per corresponding line-item.

Revenue Accounts **Net change is an increase of \$170,318 in revenue**

1. Account 4000.00 TDA: Decrease of \$106,802 after true up to TDA records.
2. Account 4100.05 Section 5311(f) Grant: Awarded \$75,000 so added revenue to budget.

22. Account 5050.02 Utilities: Increased by \$6,000.
23. Account 5050.03 Utilities – Park & Rides: Increased by \$6,000.
24. Account 5090.00 Operating Expenses – Other: Increased by \$1,500.
25. Account 5090.01 Household Expenses: Increased by \$5,000.
26. Account 5090.05 Uniforms - Other: Increased by \$15,000.
27. Account 5090.08 Pubs/Legal Notices: Decreased by \$10,500.
28. Account 5090.30 Staff Development/Travel: Increased by \$30,000.
29. Account 5090.70 Office Expenses: Increased by \$7,000.
30. Account 5090.73 Credit Card Charge Fees: Increased by \$2,000.
31. Account 5090.75 Printing: Increased by \$5,000.
32. Account 5120.00 Rent/Leases: Increased by \$4,000.
33. Account 5150.01 Marketing: Increased by \$20,000.
34. Account 5160.01 Maintenance/Buildings: Increased by \$10,000.
35. Account 5160.03 Maintenance/Equipment: Increased by \$16,000.
36. Account 5160.05 Maintenance/Grounds: Decreased by \$40,000.
37. Account 5160.09 Maintenance/Bus Stops: Increased by \$5,000.
38. Account 6270.00 Contingency: Decreased by \$191,138. The decrease in contingency funds is facilitated by a combination of revenue account adjustments.

FISCAL IMPACT

The overall fiscal outlook for El Dorado Transit remains positive. The proposed Fiscal Year (FY) 2024/25 Mid-Year Operating Budget reflects an additional balancing of \$170,318 in expenses to revenues and maintains the current level of public transportation provided to the residents of the County of El Dorado.

El Dorado Transit is a joint powers agency and does not draw funding from the general funds of either member jurisdiction. The annual budget includes a contingency per Board policy. If contingency funds are not used, they are typically moved to the next fiscal year as allowed per California law under the Transportation Development Act.

**EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED MID-YEAR OPERATING BUDGET 2024/2025**

OPERATING BUDGET		FY 2024/2025 Final	FY 2024/2025 Mid Year	Difference	
		Adopted 06/06/24	Proposed 02/06/25		
REVENUE ACCOUNTS					
4000.00	Transportation Development Act (TDA/LTF)	\$4,130,858	\$7,292,470	\$3,161,612	1
4000.00	Transportation Development Act (TDA) Deferred	\$3,268,414	\$0	-\$3,268,414	
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$761,477	\$761,477	\$0	
4100.05	Federal Transit Administration (FTA) Section 5311(f) Grant	\$0	\$75,000	\$75,000	2
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	
4300.00	Cash Fares	\$135,000	\$108,000	-\$27,000	3
4310.00	Contract Services	\$177,000	\$177,000	\$0	
4330.00	Commuter Route Fare Media	\$389,000	\$600,000	\$211,000	4
4350.00	Local Route Fare Media	\$44,000	\$90,000	\$46,000	5
4360.00	Paper Scrip	\$4,200	\$10,000	\$5,800	6
4370.00	CCJPA	\$185,000	\$130,000	-\$55,000	7
4400.00	Advertising Revenue	\$36,000	\$14,500	-\$21,500	8
4970.00	Interest Income	\$132,000	\$170,000	\$38,000	9
4990.00	Misc. Revenue	\$400	\$400	\$0	
5060.00	Offset Reserve Fund - CalTIP (restricted)	\$134,470	\$139,290	\$4,820	10
TOTAL REVENUES		\$9,757,915	\$9,928,233	\$170,318	
SALARY & BENEFIT ACCOUNTS					
5010.00	Regular Employees	\$3,466,705	\$4,146,661	-\$679,956	11
5010.02	Temporary Employees	\$90,000	\$150,000	-\$60,000	12
5010.07	Overtime	\$95,000	\$120,000	-\$25,000	13
5010.08	On Call Pay	\$7,000	\$7,000	\$0	
5010.09	CRDI and Shift Pay	\$20,000	\$50,000	-\$30,000	14
5020.01	Employee Retirement	\$938,000	\$600,000	\$338,000	15
5020.02	Health Insurance	\$1,585,000	\$1,585,000	\$0	
5020.03	Unemployment Insurance	\$10,000	\$15,000	-\$5,000	16
5020.04	LT Disability/Life Ins	\$43,000	\$43,000	\$0	
5020.05	Worker's Comp	\$138,000	\$138,000	\$0	
5070.01	OASDI - Payroll Tax - FICA	\$6,000	\$8,500	-\$2,500	17
5070.02	MEDICARE - Payroll Tax	\$50,000	\$60,000	-\$10,000	18
TOTAL SALARY & BENEFITS		\$6,448,705	\$6,923,161	-\$474,456	
SERVICE & SUPPLY ACCOUNTS					
5030.00	Professional Services	\$350,000	\$250,000	\$100,000	19
5030.10	Employee Medical Exams	\$10,000	\$15,000	-\$5,000	20
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	\$650,000	\$100,000	21
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	\$56,000	-\$6,000	22
5050.03	Utilities/ Park & Rides	\$24,000	\$30,000	-\$6,000	23
5060.01	Insurance Premiums/Public Liability	\$408,000	\$408,000	\$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	\$35,000	\$35,000	\$0	
5090.00	Operating Expense - Other	\$2,000	\$3,500	-\$1,500	24
5090.01	Household Expenses	\$18,000	\$23,000	-\$5,000	25
5090.02	Shop Clothing & Supplies	\$10,000	\$10,000	\$0	
5090.05	Uniforms - Other	\$15,000	\$30,000	-\$15,000	26
5090.06	Service Contracts/Equipment	\$200,000	\$200,000	\$0	
5090.08	Pubs/Legal Notices	\$13,000	\$2,500	\$10,500	27
5090.20	Communications - Radio	\$500	\$500	\$0	
5090.30	Staff Development/Travel	\$30,000	\$60,000	-\$30,000	28
5090.40	Memberships	\$6,000	\$6,000	\$0	
5090.50	Safety Equipment/Training	\$5,000	\$5,000	\$0	
5090.70	Office Expense	\$15,000	\$22,000	-\$7,000	29
5090.72	Bank Charges	\$1,500	\$1,500	\$0	
5090.73	Credit Card Charge Fees	\$4,000	\$6,000	-\$2,000	30
5090.74	Connect Card Administration Expenses	\$11,000	\$11,000	\$0	
5090.75	Printing	\$10,000	\$15,000	-\$5,000	31
5090.80	Postage	\$4,000	\$4,000	\$0	
5120.00	Rents/Leases	\$12,000	\$16,000	-\$4,000	32
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	\$30,000	-\$20,000	33
5160.00	Maintenance/Other	\$2,000	\$2,000	\$0	
5160.01	Maintenance/Buildings	\$15,000	\$25,000	-\$10,000	34
5160.03	Maintenance/Equipment	\$4,000	\$20,000	-\$16,000	35
5160.05	Maintenance/Grounds	\$65,000	\$25,000	\$40,000	36
5160.07	Park and Ride Maintenance	\$47,500	\$47,500	\$0	
5160.09	Maintenance/Bus Stop	\$3,000	\$8,000	-\$5,000	37
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	\$92,272	\$191,138	38
TOTAL SERVICES AND SUPPLIES		\$3,309,210	\$3,005,072	\$304,138	
TOTAL OPERATING EXPENSES		\$9,757,915	\$9,928,233	-\$170,318	