

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: July 9, 2020
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Purchase Order for Unemployment Insurance Coverage for Fiscal Year 2020/21

REQUESTED ACTION:
BY MOTION,

Approve Purchase Order 26167 issued to the Employment Development Department in the amount of \$175,000 for Unemployment Insurance

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) Bylaws and the Joint Exercise of Powers Agreement establishing El Dorado Transit require Board approval for Purchase Orders over \$25,000 and Purchase Requisitions over \$5,000.

March 5, 2020	Board reviewed the Preliminary Operating Budget for FY 2020/21 and formed an ad hoc committee for budget review
April 2, 2020	Board adopted the Preliminary Operating Budget for FY 2020/21
June 4, 2020	Board approved Final operating Budget for FY 2020/21

DISCUSSION

The presented purchase order addresses El Dorado Transit's estimated liability for unemployment insurance expenses for fiscal year (FY) 2020/21. El Dorado Transit's account with the Employment Development Department (EDD) is a reimbursable account. This means that the usual per payroll premium that would be paid to EDD on the behalf of the agency is not taken. When an individual is found to be eligible for this benefit, the EDD bills El Dorado Transit on a dollar for dollar basis.

In typical years El Dorado Transit has either no claims or claims that amount to under the \$25,000 expense threshold allowed to the Executive Director. Management is anticipating an increased number of claims due to the current COVID-19 pandemic and its economic effects.

FISCAL IMPACT

Purchase Order amount is within the overall budget in the proposed Final Fiscal Year 2020/21 Operating Budget presented as a part of this agenda packet.

EL DORADO COUNTY TRANSIT AUTHORITY
6565 COMMERCE WAY
DIAMOND SPRINGS, CA 95619-9454
(530) 642-5383

PURCHASE ORDER NO. B26167

THIS NUMBER MUST APPEAR ON ALL INVOICES,
 PACKING LISTS, PACKAGES, AND BILLS OF LADING.

DATE: 07/01/20

ACCOUNT: 5020.03 CLASS: 125

TO: (EDD) EMPLOYMENT DEVELOPMENT
 DEPARTMENT STATE OF CALIFORNIA
 PO BOX 826219
 ATTN: CASHIER-RB
 SACRAMENTO, CA 94230-6219

SHIP & INVOICE TO:
EL DORADO COUNTY TRANSIT AUTHORITY
6565 COMMERCE WAY
DIAMOND SPRINGS, CA 95619-9454

Contact:

Vendor Phone No: (916) 653-5846

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		UNEMPLOYMENT INSURANCE FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21		NOT TO EXCEED: \$175,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$175,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$175,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

"This Purchase Order expressly limits acceptance to the terms and conditions stated herein, set forth on the reverse side and any supplementary or additional terms and conditions annexed hereto or incorporated herein by reference. Any additional or different terms and conditions proposed by seller are objected to and hereby rejected."