

AGENDA ITEM 2 B  
Action Item

**TIMED ITEM**

**1:05 PM**

**PUBLIC HEARING**

**MEMORANDUM**

**DATE:** July 9, 2020  
**TO:** El Dorado County Transit Authority  
**FROM:** Julie Petersen, Finance Manager  
**SUBJECT:** Fiscal Year 2020/21 Final Operating Budget

**REQUESTED ACTION:**

**BY MOTION,**

- 1. Open Public Hearing**
- 2. Accept Public Comment**
- 3. Close Public Comment**
- 4. Adopt Resolution No. 20-19 Finalizing the Operating Budget for Fiscal Year 2020/21**

**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) 2020/21 Operating Budget:

March 5, 2020	Presentation of the preliminary Operating Budget for FY 2020/21 and appointment of an Ad Hoc Budget Review Committee
	Adoption of Resolution No. 20-07 authorizing the Executive Director to claim Transportation Development Act (TDA) funds for the FY 2020/21 Operating Budget
April 2, 2020	Adoption of the preliminary Operating Budget for FY 2020/21, including minor revisions recommended by the Ad Hoc Committee
May 7, 2020	Review of the proposed FY 2020/21 Personnel Allocation and rescheduling of final Operating Budget adoption to July 9, 2020

June 4, 2020

Adoption of a revised FY 2020/21 Personnel Allocation Table representing a reduction in the workforce and approval of the corresponding Organizational Chart, Salary Schedule and proposed final Operating Budget

## **DISCUSSION**

The proposed final Operating Budget for FY 2020/21 presented for consideration is balanced to projected revenues and includes total operating expenses of \$7,279,928. As noted in the attached budget report there are eight (8) changes, highlighted in bold, between the proposed FY 2020/21 Operating Budget approved on June 4, 2020 and the final version proposed for adoption. These changes include the following:

### **Revenue**

- 4270.00 - Adjustment made to balance budget after recognizing final revenue and expense line item estimates
- 4270.01 - Estimates have been restored to original levels as information from the State indicates these funds are stable.
- 4109.04 - Estimates have been restored to original levels as information from the State indicates these funds are stable.
- 5060.00 – Offset Reserve Funds (ORF) restricted funds held by California Transit Indemnity Pool (CalTIP) for use towards future premiums has been adjusted to actual

Total change of \$72,000

### **Salary and Benefit Accounts**

No changes from June 4, 2020 approved agenda item

### **Service and Supply Accounts**

- 5060.04 - Insurance Premium EPLI Package has been increased to reflect closer to actual expense
- 5030.00 – Professional Services has been increased to reflect the matching portion of grant funding awarded for the Zero Emissions Bus study
- 4108.03 – Fair Shuttle AB2766 Grant has been adjusted to show estimated total project cost
- 6270.00 – Contingency has been recalculated to reflect 3% of total operating expenses prior to line item inclusion

All other revenue and expenditure projections remain unchanged from the last Operating Budget presented for approval in June 2020. 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 expenditures remain 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. Given the unusual circumstances posed by the pandemic, staff anticipates providing updates on budgetary matters on no less than a quarterly basis throughout the fiscal year. Any recommended revisions to the Board adopted FY 2020/21 Operating Budget will be presented for full consideration in open session.

Staff recommends adoption of the attached Resolution No. 20-19 finalizing the El Dorado Transit Operating Budget for FY 2020/21.

### **FISCAL IMPACT**

The proposed final Operating Budget for FY 2020/21 reflects \$7,279,928 in total operating expenditures balanced to projected available Federal, State and project specific revenues.

**EL DORADO COUNTY TRANSIT AUTHORITY  
RESOLUTION NO. 20-19**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY  
TRANSIT AUTHORITY ADOPTING THE FINAL OPERATING  
BUDGET FOR FISCAL YEAR 2020/21

**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 2020/21 Operating Budget was presented at public meeting on March 5, 2020: and

**WHEREAS**, the preliminary Fiscal Year 2020/21 Operating Budget was adopted at public meeting on April 2, 2020: and

**WHEREAS**, the proposed Operating Budget for Fiscal Year 2020/21 ending June 30, 2021 is based upon the projected level of service; and

**WHEREAS**, the proposed Fiscal Year 2020/21 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 2020/21 ending June 30, 2021 considered at the July 9, 2020 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 9th day of July 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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John Hidahl, Chairperson

ATTEST:

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Megan Wilcher, Secretary to the Board

**EL DORADO COUNTY TRANSIT AUTHORITY  
PROPOSED FINAL OPERATING BUDGET 2020/2021**

OPERATING BUDGET		FY 2020/2021 Final Approved 06/04/2020	FY 2020/2021 Final Proposed 07/09/2020
<b>REVENUE ACCOUNTS</b>			
4000.00	Transportation Development Act (TDA/LTF)	\$3,258,206	\$3,258,206
4270.00	State Transit Assistance (TDA/STA)	\$951,503	\$951,503
4270.00	State Transit Assistance (TDA/STA) From Capital	\$1,416,927	<b>\$1,237,208</b>
4270.01	State Transit Assistance (TDA/STA)/State of Good Repair (SGR)	\$152,029	<b>\$253,381</b>
4970.00	Interest Income	\$10,000	\$10,000
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$538,231	\$538,231
4300.00	Cash Fares	\$43,750	\$43,750
4310.00	Contract Services	\$115,500	\$115,500
4320.00	Charter Services	\$0	\$0
4330.00	Commuter Route Fare Media	\$196,500	\$196,500
4350.00	Local Route Fare Media	\$19,000	\$19,000
4360.00	Paper Scrip	\$7,000	\$7,000
4400.00	Advertising Revenue	\$8,000	\$8,000
4990.00	Misc. Revenue	\$400	\$400
4107.03	Fair Shuttle AB2766 Grant	\$32,000	\$32,000
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant	\$200,509	<b>\$334,181</b>
4112.00	FTA Section 5307 Grant Income - Preventative Maintenance (PM)	\$250,000	\$250,000
5060.00	Offset Reserve Fund - CalTIP (restricted)	\$8,374	<b>\$25,068</b>
<b>TOTAL REVENUES</b>		<b>\$7,207,928</b>	<b>\$7,279,928</b>
<b>SALARY &amp; BENEFIT ACCOUNTS</b>			
5010.00	Regular Employees	\$2,270,000	\$2,270,000
5010.02	Temporary Employees	\$60,000	\$60,000
5010.07	Overtime	\$50,000	\$50,000
5010.08	On Call Pay	\$7,000	\$7,000
5010.09	CRDI and Shift Pay	\$15,000	\$15,000
5020.01	Employee Retirement	\$511,000	\$511,000
5070.01	(OASDI - Payroll Tax) FICA	\$3,800	\$3,800
5070.02	MEDICARE - Payroll Tax	\$34,000	\$34,000
5020.02	Health Insurance	\$1,052,200	\$1,052,200
5020.03	Unemployment Insurance	\$175,000	\$175,000
5020.04	LT Disability/Life Ins	\$29,000	\$29,000
5020.05	Worker's Comp	\$388,493	\$388,493
<b>TOTAL SALARY &amp; BENEFITS</b>		<b>\$4,595,493</b>	<b>\$4,595,493</b>
<b>SERVICE &amp; SUPPLY ACCOUNTS</b>			
5090.02	Clothing & Supplies	\$3,240	\$3,240
5090.05	Uniforms - Other	\$10,000	\$10,000
5050.01	Communications - Phone	\$28,800	\$28,800
5090.20	Communications - Radio	\$900	\$900
5090.01	Household Expenses	\$14,175	\$14,175
5060.01	Insurance Premiums/Public Liability	\$620,000	\$620,000
5060.02	Insurance Premiums/Physical Damage	\$25,000	\$25,000
5060.03	Insurance Premiums/Commercial	\$14,000	\$14,000
5060.04	Insurance Premium EPLI Package	\$18,000	<b>\$20,000</b>
5090.06	Service Contracts/Equipment	\$170,000	\$170,000
5160.07	Park and Ride Maintenance	\$13,000	\$13,000
5160.01	Maintenance/Buildings	\$6,200	\$6,200
5160.03	Maintenance/Equipment	\$3,000	\$3,000
5160.05	Maintenance/Grounds	\$5,500	\$5,500
5160.09	Maintenance/Bus Stop	\$2,000	\$2,000
5160.00	Maintenance/Other	\$2,500	\$2,500
5040.00	Vehicle Maintenance (In-House)	\$342,000	\$342,000
5040.02	Vehicle Maintenance/Tires & Tubes	\$90,000	\$90,000
5040.03	Vehicle Maintenance/Lubricants	\$27,900	\$27,900
5040.04	Vehicle Maintenance/Small Tools - Shop	\$3,870	\$3,870
5040.80	Vehicle Maintenance/Sales Tax/ Fuel & Lub.	\$38,700	\$38,700
5090.50	Safety Equipment/Training	\$20,000	\$20,000
5090.40	Memberships	\$3,600	\$3,600
5090.70	Office Expense	\$13,500	\$13,500
5090.80	Postage	\$3,600	\$3,600
5090.00	Operating Expense - Other	\$1,350	\$1,350
5030.00	Professional Services	\$220,000	<b>\$250,000</b>
5030.10	Employee Medical Exams	\$8,100	\$8,100
5030.30	Background Checks	\$1,800	\$1,800
5090.08	Pubs/Legal Notices	\$2,000	\$2,000
5090.75	Printing	\$13,500	\$13,500
5120.02	Rents/Leases - Equipment	\$21,000	\$21,000
5120.03	Rents/Leases Park and Rides	\$9,000	\$9,000
5140.01	Equipment Purchase - Data Processing	\$1,000	\$1,000
5140.05	Equipment Purchase - Office	\$1,800	\$1,800
5150.00	Special Department Expense	\$1,500	\$1,500
5150.01	Marketing	\$9,000	\$9,000
5090.30	Staff Development/Travel	\$15,000	\$15,000
5040.01	Fuel Purchase	\$500,000	\$500,000
5090.72	Bank Charges	\$400	\$400
5090.73	Credit Card Charge Fees	\$3,500	\$3,500
5090.74	Connect Card Administration Expenses	\$40,000	\$40,000
5050.02	Utilities	\$54,000	\$54,000
5050.03	Utilities/ Park & Rides	\$20,000	\$20,000
4108.03	Fair Shuttle AB2766 Grant	\$0	<b>\$38,000</b>
6270.00	Contingency	\$210,000	<b>\$212,000</b>
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>\$2,612,435</b>	<b>\$2,684,435</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>\$7,207,928</b>	<b>\$7,279,928</b>