

AGENDA ITEM 2 A
Action Item

TIMED ITEM

1:05 PM

PUBLIC HEARING

MEMORANDUM

DATE: June 3, 2021
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Fiscal Year 2021/22 Final Operating Budget

REQUESTED ACTION:
BY MOTION,

- 1. Open Public Hearing**
- 2. Accept Public Comment**
- 3. Close Public Comment**
- 4. Adopt Resolution No. 21-13 Finalizing the Operating Budget for Fiscal Year 2021/22**
- 5. Adopt Resolution No. 21-16 Approving the Fiscal Year 2021/22 Allocation Table**
- 6. Adopt Fiscal Year 2021/22 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) 2021/22 Operating Budget:

March 4, 2021	Presentation of the preliminary Operating Budget for FY 2021/22 and appointment of an Ad Hoc Budget Review Committee
	Adoption of Resolution No. 21-05 authorizing the Executive Director to claim Transportation Development Act (TDA) funds for the FY 2021/22 Operating Budget
April 1, 2021	Adoption of Resolution No. 21-07 for the preliminary Operating Budget for FY 2021/22, including minor revisions recommended by the Ad Hoc Committee

The El Dorado Transit, Transit Advisory Committee (TAC) met on May 19, 2021 and approved the presentation of the FY 2021/22 Operating Budget to the Board.

DISCUSSION

The proposed final Operating Budget for FY 2021/22 presented for consideration is balanced to projected revenues and includes total operating expenses of \$8,198,284. As noted in the attached budget report there are eleven (11) changes, highlighted in bold, between the proposed FY 2021/22 Operating Budget approved on April 1, 2021 and the final version proposed for adoption. These changes include the following:

Revenue

- 4270.00 – Two (2) adjustment made to balance budget after recognizing final revenue and expense line item estimates
- 4100.00 – Actual allocation amounts have been provided by the State.
- 4100.00 – Line item added to recognize the allocation of Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds for rural services
- 4112.00 – Adjustment made to recognize the portion of Federal funds allocated to Preventative Maintenance (PM) with the remainder allocated to Capital
- 4100.00 – Line item added to recognize the allocation of Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds for urban services
- 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 \$325,250

Salary and Benefit Accounts

- 5020.05 – Workers' Compensation Insurance Premium has been adjusted to reflect actual premium

Total change of \$70,000

Service and Supply Accounts

- 5060.01 - Insurance Premium Liability Package has been adjusted to reflect actual premium
- 5060.02 - Insurance Premium Physical Damage Package has been adjusted to reflect actual premium
- 5060.04 - Insurance Premium Employment Practices Liability Insurance (ELPI) Package has been adjusted to reflect actual premium

All other revenue and expenditure projections remain unchanged from the last Operating Budget presented for approval in April 2021. 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. 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. 21-13 finalizing the El Dorado Transit Operating Budget for FY 2021/22.

FISCAL IMPACT

The proposed final Operating Budget for FY 2021/22 reflects \$8,198,284 in total operating expenditures balanced to projected available Federal, State and project specific revenues.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 21-13**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING THE FINAL OPERATING
BUDGET FOR FISCAL YEAR 2021/22

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 2021/22 operating budget was presented at public meeting on March 4, 2021: and

WHEREAS, the preliminary Fiscal Year 2021/22 operating budget was adopted at public meeting on April 1, 2021: and

WHEREAS, the proposed operating budget for Fiscal Year 2021/22 ending June 30, 2022 is based upon the current level of service; and

WHEREAS, the proposed Fiscal Year 2021/22 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 2021/22 ending June 30, 2022 considered at the June 3, 2021 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 3rd day of June 2021 by the following vote:

AYES: NOES: ABSTAIN: ABSENT:

Kara Taylor, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

**EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED FINAL OPERATING BUDGET 2021/2022**

OPERATING BUDGET		FY 2021/2022 Preliminary Adopted 04/01/2021	FY 2021/2022 Final Proposed 06/03/2021	Difference
REVENUE ACCOUNTS				
4000.00	Transportation Development Act (TDA/LTF)	\$5,566,463	\$5,566,463	\$0
4270.00	State Transit Assistance (TDA/STA)	\$1,278,616	\$523,523	-\$755,093
4270.00	State Transit Assistance (TDA/STA) Deferred	\$329,809	\$0	-\$329,809
4270.01	State Transit Assistance (TDA/STA)/State of Good Repair (SGR)	\$273,467	\$273,467	\$0
4970.00	Interest Income	\$10,000	\$10,000	\$0
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$538,231	\$558,840	\$20,609
4100.00	Federal Transit Administration (FTA) CRRSAA Act Section 5311 Grant	\$0	\$738,717	\$738,717
4300.00	Cash Fares	\$77,000	\$77,000	\$0
4310.00	Contract Services	\$24,720	\$24,720	\$0
4320.00	Charter Services	\$0	\$0	\$0
4330.00	Commuter Route Fare Media	\$61,800	\$61,800	\$0
4350.00	Local Route Fare Media	\$25,750	\$25,750	\$0
4360.00	Paper Scrip	\$7,210	\$7,210	\$0
4400.00	sation	\$5,000	\$5,000	\$0
4990.00	Misc. Revenue	\$400	\$400	\$0
4107.03	Fair Shuttle AB2766 Grant	\$0	\$0	\$0
4109.04	Low Carbon Transit Operations Program (LCTOP) Grant	\$50,000	\$50,000	\$0
4112.00	FTA Section 5307 Grant Income - Preventative Maintenance (PM)	\$250,000	\$43,520	-\$206,480
4112.00	Federal Transit Administration (FTA) CRRSAA Act Section 5307 Grant	\$0	\$183,509	\$183,509
5060.00	Offset Reserve Fund - CalTIP (restricted)	\$25,068	\$48,365	\$23,297
TOTAL REVENUES		\$8,523,534	\$8,198,284	-\$325,250
SALARY & BENEFIT ACCOUNTS				
5010.00	Regular Employees	\$3,319,384	\$3,319,384	\$0
5010.02	Temporary Employees	\$100,000	\$100,000	\$0
5010.07	Overtime	\$50,000	\$50,000	\$0
5010.08	On Call Pay	\$7,000	\$7,000	\$0
5010.09	CRDI and Shift Pay	\$20,000	\$20,000	\$0
5020.01	Employee Retirement	\$600,000	\$600,000	\$0
5070.01	(OASDI - Payroll Tax) FICA	\$4,000	\$4,000	\$0
5070.02	MEDICARE - Payroll Tax	\$50,000	\$50,000	\$0
5020.02	Health Insurance	\$1,078,000	\$1,078,000	\$0
5020.03	Unemployment Insurance	\$100,000	\$100,000	\$0
5020.04	LT Disability/Life Ins	\$32,000	\$32,000	\$0
5020.05	Worker's Comp	\$420,000	\$350,000	-\$70,000
TOTAL SALARY & BENEFITS		\$5,780,384	\$5,710,384	-\$70,000
SERVICE & SUPPLY ACCOUNTS				
5090.02	Clothing & Supplies	\$3,500	\$3,500	\$0
5090.05	Uniforms - Other	\$12,000	\$12,000	\$0
5050.01	Communications - Phone	\$35,000	\$35,000	\$0
5090.20	Communications - Radio	\$1,000	\$1,000	\$0
5090.01	Household Expenses	\$16,500	\$16,500	\$0
5060.01	Insurance Premiums/Public Liability	\$651,000	\$394,000	-\$257,000
5060.02	Insurance Premiums/Physical Damage	\$26,250	\$27,000	\$750
5060.03	Insurance Premiums/Commercial	\$14,700	\$14,700	\$0
5060.04	Insurance Premium EPLI Package	\$21,000	\$22,000	\$1,000
5090.06	Service Contracts/Equipment	\$190,000	\$190,000	\$0
5160.07	Park and Ride Maintenance	\$14,000	\$14,000	\$0
5160.01	Maintenance/Buildings	\$7,500	\$7,500	\$0
5160.03	Maintenance/Equipment	\$4,000	\$4,000	\$0
5160.05	Maintenance/Grounds	\$6,500	\$6,500	\$0
5160.09	Maintenance/Bus Stop	\$3,000	\$3,000	\$0
5160.00	Maintenance/Other	\$2,500	\$2,500	\$0
5040.00	Vehicle Maintenance (In-House)	\$376,000	\$376,000	\$0
5040.02	Vehicle Maintenance/Tires & Tubes	\$99,000	\$99,000	\$0
5040.03	Vehicle Maintenance/Lubricants	\$29,700	\$29,700	\$0
5040.04	Vehicle Maintenance/Small Tools - Shop	\$5,000	\$5,000	\$0
5040.80	Vehicle Maintenance/Sales Tax/ Fuel & Lub.	\$23,000	\$23,000	\$0
5090.50	Safety Equipment/Training	\$125,000	\$125,000	\$0
5090.40	Memberships	\$5,800	\$5,800	\$0
5090.70	Office Expense	\$15,000	\$15,000	\$0
5090.80	Postage	\$4,000	\$4,000	\$0
5090.00	Operating Expense - Other	\$2,000	\$2,000	\$0
5030.00	Professional Services	\$250,000	\$250,000	\$0
5030.10	Employee Medical Exams	\$8,500	\$8,500	\$0
5030.30	Background Checks	\$2,000	\$2,000	\$0
5090.08	Pubs/Legal Notices	\$2,500	\$2,500	\$0
5090.75	Printing	\$14,000	\$14,000	\$0
5120.02	Rents/Leases - Equipment	\$23,000	\$23,000	\$0
5120.03	Rents/Leases Park and Rides	\$9,000	\$9,000	\$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	\$12,000	\$12,000	\$0
5090.30	Staff Development/Travel	\$15,000	\$15,000	\$0
5040.01	Fuel Purchase	\$345,000	\$345,000	\$0
5090.72	Bank Charges	\$400	\$400	\$0
5090.73	Credit Card Charge Fees	\$3,500	\$3,500	\$0
5090.74	Connect Card Administration Expenses	\$34,000	\$34,000	\$0
5050.02	Utilities	\$56,000	\$56,000	\$0
5050.03	Utilities/ Park & Rides	\$22,000	\$22,000	\$0
4108.03	Fair Shuttle AB2766 Grant	\$0	\$0	\$0
6270.00	Contingency	\$249,000	\$249,000	\$0
TOTAL SERVICES AND SUPPLIES		\$2,743,150	\$2,487,900	-\$255,250
TOTAL OPERATING EXPENSES		\$8,523,534	\$8,198,284	-\$325,250

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 21-16**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING A PERSONNEL ALLOCATION TABLE FOR FISCAL
YEAR 2021/22

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 2021/22.
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 3rd day of June 2021, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

Kara Taylor, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

EL DORADO COUNTY TRANSIT AUTHORITY
 PROPOSED
 PERSONNEL ALLOCATION TABLE
 Fiscal Year (FY) 2021/22

Classification	Adopted FY 2020/21 (fte*)	Proposed FY 2021/22 (fte*)
Administrative Coordinator	1	1
Custodian	2.5	2.5
Equipment Technician I/II	3	3
Executive Director	1	1
Finance Manager	1	1
Fiscal Technician II	1	1
Human Resources Manager	1	1
Information Technology Analyst	0	0
Maintenance and Facilities Supervisor	1	1
Maintenance Technician	2	2
Office Assistant II	2	2
Operations Manager	1	1
Planning and Marketing Manager	1	1
Transit Operations Supervisor	3	3
Safety Coordinator	1	1
Transit Dispatcher	3.5	3.5
Transit Operator	25	25
<i>TOTAL ALLOCATED POSITIONS</i>	<i>50</i>	<i>50</i>

* fte = Full Time Equivalent

**EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED ORGANIZATIONAL CHART
FISCAL YEAR 2021/2022**

