

AGENDA ITEM 2A
Action Item

MEMORANDUM

DATE: April 7, 2022

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Adopt Fiscal Year 2022/23 Preliminary Operating and Capital Budgets

REQUESTED ACTION:

BY MOTION,

1. **Adopt Resolution No. 22-10 Approving the Fiscal Year 2022/23 Preliminary Operating Budget including Revisions**
2. **Adopt Resolution No. 22-11 Approving the Fiscal Year 2022/23 Preliminary Capital Budget**
3. **Form an Ad Hoc Committee to review the proposed final Fiscal Year 2022/23 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 15 of each year with final adoption required by July 15th.

On March 3, 2022, the fiscal year (FY) 2022/23 Preliminary Operating Budget was presented for full Board review. El Dorado Transit is required to operate within a balanced budget.

DISCUSSION

Minor changes to the Operating Budget FY 2022/23 have been made since the presentation of March 3, 2022. These include:

- An increase of \$167,652 in Federal Transit Administration (FTA) Section 5311 Grant funds, based on the allocation provided by the California Department of Transportation (Caltrans).
- The inclusion of income from the Capital Corridor Joint Powers Authority (CCJPA) to offset 50% of net expenses from the South Lake Tahoe route.

- A decrease in Workers' Compensation premiums based on estimates received from the Special Districts Risk Management Authority (SDRMA).
- An increase to Connect Card administration expenses based on estimates received from Sacramento Regional Transit (SacRT).
- An increase to the Contingency line item to balance the budget.

Final premium amounts are still pending from the California Transit Indemnity Pool (CalTIP) for Public Liability, Vehicle Physical Damage, and Employment Practices Liability Insurance (EPLI) packages.

There have been no changes made to the Capital Improvement Plan (CIP) or Budget since the March 3, 2022, presentation.

Staff is requesting the Board adopt the proposed Fiscal Year 2022/23 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 2022/23 Final Operating and Capital Budgets for Board adoption at the regular June 2, 2022, meeting.

FISCAL IMPACT

The Preliminary FY 2022/23 Operating Budget as presented reflects a projected \$8,576,786 in total operating expenditures balanced to anticipated Federal, State and project specific operating revenues.

The Preliminary Capital Budget reflects a total budget of \$9,554,330 in project costs with a shortfall of \$3,961,262 due to the anticipated needs of the Zero Emissions Bus (ZEB) fleet conversion.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 22-10**

RESOLUTION OF THE EL DORADO COUNTY TRANSIT AUTHORITY ADOPTING THE
PRELIMINARY OPERATING
BUDGET FOR FISCAL YEAR 2022/2023

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) 2022/23 incorporated as an attachment to this resolution; and

WHEREAS, the preliminary operating budget for FY 2022/23 ending June 30, 2023, is based upon continuation of current public transportation services provided by the El Dorado County Transit Authority; and

WHEREAS, the preliminary FY 2022/23 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 2022/23 ending June 30, 2023.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 7th day of April 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

John Hidahl, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 22-11**

RESOLUTION OF THE EL DORADO COUNTY TRANSIT AUTHORITY ADOPTING THE
PRELIMINARY CAPITAL PLAN AND BUDGET FOR FISCAL YEAR 2022/23

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) 2022/23 incorporated as an attachment to this resolution; and

WHEREAS, the preliminary capital plan and budget for FY 2022/23 ending June 30, 2023 is based upon continuation of current public transportation services provided by the El Dorado County Transit Authority; and

WHEREAS, the preliminary FY 2022/23 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 2022/23 ending June 30, 2023.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board held on the 7th day of April 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

John Hidahl, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

**EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED PRELIMINARY OPERATING BUDGET 2022/2023**

OPERATING BUDGET		FY 2022/2023 Preliminary	FY 2022/2023 Preliminary	
REVENUE ACCOUNTS		Received 03/03/2022	Proposed 04/07/2022	Difference
4000.00	Transportation Development Act (TDA/LTF)	\$6,030,361	\$6,030,361	\$0
4270.01	State of Good Repair (SGR) Program	\$285,297	\$285,297	\$0
4970.00	Interest Income	\$3,000	\$3,000	\$0
4100.00	Federal Transit Administration (FTA) Section 5311 Grant	\$558,840	\$726,492	\$167,652
4100.00	Federal Transit Administration (FTA) CRRSAA Act Section 5311 Grant	\$738,717	\$738,717	\$0
4300.00	Cash Fares	\$77,000	\$77,000	\$0
4310.00	Contract Services	\$0	\$0	\$0
4320.00	Charter Services	\$0	\$0	\$0
4330.00	Commuter Route Fare Media	\$162,000	\$162,000	\$0
4350.00	Local Route Fare Media	\$31,000	\$31,000	\$0
4360.00	Paper Scrip	\$7,000	\$7,000	\$0
4370.00	CCJPA	\$0	\$125,000	\$125,000
4400.00	Advertising Revenue	\$15,000	\$15,000	\$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	\$75,000	\$75,000	\$0
4112.00	FTA Section 5307 Grant Income - Preventative Maintenance (PM)	\$43,520	\$43,520	\$0
4112.00	Federal Transit Administration (FTA) CRRSAA Act Section 5307 Grant	\$183,509	\$183,509	\$0
5060.00	Offset Reserve Fund - CalTIP (restricted)	\$73,490	\$73,490	\$0
TOTAL REVENUES		\$8,284,134	\$8,576,786	\$292,652
SALARY & BENEFIT ACCOUNTS				\$0
5010.00	Regular Employees	\$2,940,530	\$2,940,530	\$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	\$668,000	\$668,000	\$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	\$1,094,000	\$1,094,000	\$0
5020.03	Unemployment Insurance	\$15,000	\$15,000	\$0
5020.04	LT Disability/Life Ins	\$32,000	\$32,000	\$0
5020.05	Worker's Comp	\$350,000	\$275,000	-\$75,000
TOTAL SALARY & BENEFITS		\$5,330,530	\$5,255,530	-\$75,000
SERVICE & SUPPLY ACCOUNTS				\$0
5090.02	Clothing & Supplies	\$5,000	\$5,000	\$0
5090.05	Uniforms - Other	\$10,000	\$10,000	\$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	\$394,000	\$394,000	\$0
5060.02	Insurance Premiums/Physical Damage	\$27,000	\$27,000	\$0
5060.03	Insurance Premiums/Commercial	\$14,000	\$14,000	\$0
5060.04	Insurance Premium EPLI Package	\$22,000	\$22,000	\$0
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	\$2,000	\$2,000	\$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.	\$45,000	\$45,000	\$0
5090.50	Safety Equipment/Training	\$40,000	\$40,000	\$0
5090.40	Memberships	\$6,000	\$6,000	\$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	\$435,000	\$435,000	\$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
5120.00	Rents/Leases	\$24,000	\$24,000	\$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	\$20,000	\$20,000	\$0
5090.30	Staff Development/Travel	\$30,000	\$30,000	\$0
5040.01	Fuel Purchase	\$530,000	\$530,000	\$0
5090.72	Bank Charges	\$600	\$600	\$0
5090.73	Credit Card Charge Fees	\$4,000	\$4,000	\$0
5090.74	Connect Card Administration Expenses	\$20,000	\$25,022	\$5,022
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	\$407,504	\$770,134	\$362,630
TOTAL SERVICES AND SUPPLIES		\$2,953,604	\$3,321,256	\$367,652
TOTAL OPERATING EXPENSES		\$8,284,134	\$8,576,786	\$292,652

El Dorado County Transit Authority
Preliminary Capital Improvement Plan Budget FY 2022/23

Status	CIP Project Number	Project Description	Completion Estimate (FY)	Project Budget	FY 2021/22 Expenditures	STA* \$4,694,171	FTA Section 5307 \$300,000	FTA Section 5310 \$188,200	LCTOP \$518,738	Unfunded	
ACTIVE	18-02	Bus Shelter Amenities (5 yr. plan)	2022/23	\$165,000	\$50,000	\$165,000				\$0	
ACTIVE	20-04	Maintenance Facility Swamp Cooler and Steam Cleaner Modifications	2024/25	\$151,335	\$59,372	\$151,335				\$0	
ACTIVE	20-06	Vehicle Replacement - Demand Response - Transit Van	2023/24	\$86,900	\$86,900	\$18,700		\$68,200		\$0	
ACTIVE	21-02	Vehicle Replacement - Maintenance Truck	2021/22	\$31,095	\$31,095	\$31,095				\$0	
ACTIVE	22-02	Park and Ride Parking Lot Resurfacing	2025/26	\$250,000	\$30,000	\$250,000				\$0	
ACTIVE	22-03	Zero Emission Vehicles and Infrastructure	2025/26	\$8,280,000	\$0	\$3,800,000			\$518,738	\$3,961,262	
ACTIVE	22-04	Bass Lake Park & Ride - Phase I	2025/26	\$418,000	\$0	\$118,000	\$300,000				
ACTIVE	22-05	Scheduling and Dispatching Software Replacement	2023/24	\$132,000		\$12,000		\$120,000			
ACTIVE	23-01	Administration / Maintenance Facility Equipment (recurring)	2022/23	\$40,000	\$40,000	\$40,000				\$0	
Project Totals					\$9,554,330	\$297,367	\$4,586,130	\$300,000	\$188,200	\$518,738	\$3,961,262
Remaining Funds Available							\$108,041	\$0	\$0	\$0	-\$3,961,262

*Balance Per FY 2020/21 Audited Financials minus FY 2021/22 expenditures to date

Project Status: In Progress Funded Unfunded