

AGENDA ITEM 2A
Action Item

TIMED ITEM

1:05 PM

PUBLIC HEARING

MEMORANDUM

DATE: June 2, 2022
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Fiscal Year 2022/23 Final Operating Budget

REQUESTED ACTION:

BY MOTION,

1. **Open Public Hearing**
2. **Accept Public Comment**
3. **Close Public Comment**
4. **Adopt Resolution No. 22-15 Finalizing the Operating Budget for Fiscal Year 2022/23**
5. **Adopt Resolution No. 22-16 Approving the Fiscal Year 2022/23 Allocation Table**
6. **Adopt Fiscal Year 2022/23 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) 2022/23 Operating Budget:

March 3, 2022, Presentation of the preliminary Operating Budget for FY 2022/23

Adoption of Resolution No. 22-07 authorizing the Executive Director to claim Transportation Development Act (TDA) funds for the FY 2022/23 Operating Budget

April 7, 2022, Adoption of Resolution No. 22-10 for the preliminary Operating Budget for FY 2022/23, and appointment of an Ad Hoc Budget Review Committee

The El Dorado Transit, Transit Advisory Committee (TAC) met on April 27, 2022, and approved the presentation of the FY 2022/23 Operating Budget to the Board.

The Ad Hoc Budget Review Committee met via Zoom on May 18, 2022, for a complete review and discussion covering the Proposed Operating Budget. This included Chair John Hidahl, Vice-Chair Jackie Neau, Executive Director Matthew Mauk and Finance Manager Julie Petersen.

DISCUSSION

The proposed final Operating Budget for FY 2022/23 presented for consideration is balanced to projected revenues and includes total operating expenses of \$8,670,977. As noted in the attached budget report there are nine (9) changes, highlighted in bold, between the proposed FY 2022/23 Operating Budget approved on April 7, 2022, and the final version proposed for adoption. These changes include the following:

Revenue

- 4100.00 – Actual allocation amounts have been provided by the State.
- 4370.00 – Line item adjusted to recognize the maximum cost sharing revenue available from the Capital Corridor Joint Powers Authority (CCJPA) for the South Lake Tahoe route.
- 4107.03 – Addition to recognize the AB2766 grant award amount as provided by the El Dorado County Air Quality Management District (EDCAQMD) for the 2022 Fair Shuttle service.
- 4112.00 – Line item adjusted to recognize the allocation of Federal Transit Administration (FTA) Section 5307 grant funds for urban Preventative Maintenance (PM).

Total change of \$94,191

Salary and Benefit Accounts

No adjustments have been made to this budget group.

Total change of \$0

Service and Supply Accounts

- 5060.01 - Insurance Premium Liability 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.
- 5040.01 – Fuel Purchase has been increased to address the current market trend.

- 4107.03 – Addition to recognize the estimated costs associated with the 2022 Fair Shuttle service.
- 6270.00 – Contingency has been reduced by \$162,809 to balance proposed budget.

All other revenue and expenditure projections remain unchanged from the last Operating Budget presented for approval in April 2022. 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 2022/23 Operating Budget will be presented for full consideration in open session.

Staff recommends adoption of the attached Resolution No. 22-15 finalizing the El Dorado Transit Operating Budget for FY 2022/23 and Resolution No. 22-16 finalizing the Allocation Table.

FISCAL IMPACT

The proposed final Operating Budget for FY 2022/23 reflects \$8,670,977 in total operating expenditures balanced to projected available Federal, State and project specific revenues.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 22-15**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING THE FINAL OPERATING
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 7.2 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 2022/23 operating budget was presented at public meeting on March 3, 2022: and

WHEREAS, the preliminary Fiscal Year 2022/23 operating budget was adopted at public meeting on April 7, 2022: and

WHEREAS, the proposed operating budget for Fiscal Year 2022/23 ending June 30, 2023, is based upon the current level of service; and

WHEREAS, the proposed Fiscal Year 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 final operating budget for Fiscal Year 2022/23 ending June 30, 2023, considered at the June 2, 2022, 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 2nd day of June 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
 PERSONNEL ALLOCATION TABLE
 Fiscal Year (FY) 2022/23

Classification	Adopted FY 2021/22 (fte*)	Proposed FY 2022/23 (fte*)
Administrative Coordinator	1	1
Custodian	2.5	1.5
Equipment Technician I/II	3	3
Executive Director	1	1
Finance Manager	1	1
Fiscal Technician II	1	2
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
Safety Coordinator	1	1
Transit Operations Supervisor	3	3
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
RESOLUTION NO. 22-16**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY ADOPTING A PERSONNEL ALLOCATION TABLE FOR FISCAL
YEAR 2022/23

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 2022/23.
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 2nd day of June 2022, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

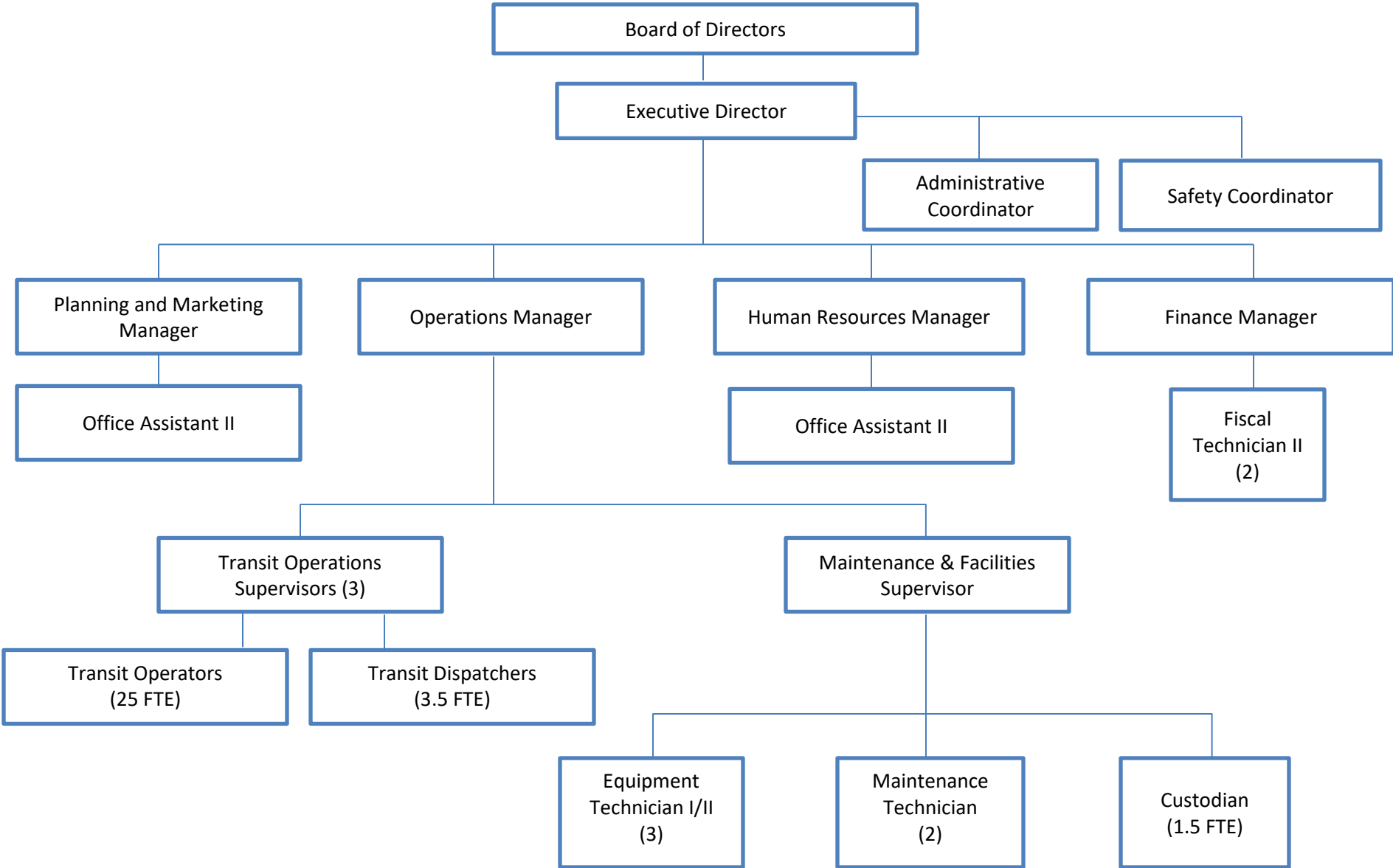
ABSENT:

John Hidahl, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

**EL DORADO COUNTY TRANSIT AUTHORITY
PROPOSED ORGANIZATIONAL CHART
FISCAL YEAR 2022/2023**



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

OPERATING BUDGET		FY 2022/2023 Preliminary	FY 2022/2023 Final	
REVENUE ACCOUNTS		Adopted 04/07/2022	Proposed 06/02/2022	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	\$726,492	\$741,022	\$14,530
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	\$125,000	\$185,000	\$60,000
4400.00	Advertising Revenue	\$15,000	\$15,000	\$0
4990.00	Misc. Revenue	\$400	\$400	\$0
4107.03	Fair Shuttle AB2766 Grant	\$0	\$32,000	\$32,000
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	\$31,181	-\$12,339
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		\$8,576,786	\$8,670,977	\$94,191
SALARY & BENEFIT ACCOUNTS				
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	\$275,000	\$275,000	\$0
TOTAL SALARY & BENEFITS		\$5,255,530	\$5,255,530	\$0
SERVICE & SUPPLY ACCOUNTS				
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	\$387,000	-\$7,000
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	\$24,000	\$2,000
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	\$2,000	\$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	\$750,000	\$220,000
5090.72	Bank Charges	\$600	\$600	\$0
5090.73	Credit Card Charge Fees	\$4,000	\$4,000	\$0
5090.74	Connect Card Administration Expenses	\$25,022	\$25,022	\$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	\$42,000	\$42,000
6270.00	Contingency	\$770,134	\$607,325	-\$162,809
TOTAL SERVICES AND SUPPLIES		\$3,321,256	\$3,415,447	\$94,191
TOTAL OPERATING EXPENSES		\$8,576,786	\$8,670,977	\$94,191