

AGENDA ITEM 2 B
Action Item

MEMORANDUM

DATE: October 26, 2022

TO: El Dorado County Transit Authority
Transit Advisory Committee

FROM: Julie Petersen, Finance Manager

SUBJECT: Fiscal Year 2022/23 Final Operating Budget

REQUESTED ACTION:

BY MOTION,

**Receive and File the Final Operating Budget for Fiscal Year 2022/23
as Adopted**

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

June 2, 2022, Presentation of Final Operating Budget for Fiscal Year 2022/23. Adoption of Resolution 22-15 authorizing the final budget.

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

Total change of \$0

Service and Supply Accounts

- 5060.01 - Insurance Premium Liability Package adjusted to reflect actual premium.
- 5060.04 - Insurance Premium Employment Practices Liability Insurance (ELPI) Package adjusted to reflect actual premium.
- 5040.01 – Fuel Purchase 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 reduced by \$162,809 to balance proposed budget.

All other revenue and expenditure projections remained unchanged from the 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.

FISCAL IMPACT

The 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
FINAL OPERATING BUDGET 2022/2023**

OPERATING BUDGET		FY 2022/2023 Preliminary	FY 2022/2023 Final	
REVENUE ACCOUNTS		Adopted 04/07/2022	Adpoted 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