

TAHOE TRANSPORTATION DISTRICT (TTD)

FINANCE AND PERSONNEL COMMITTEE

Meeting Agenda

Tahoe Regional Planning Agency
128 Market Street
Stateline, NV 89449

June 7, 2023
1:30 p.m.

The Tahoe Transportation District Finance and Personnel Committee meeting will be physically open to the public at Tahoe Regional Planning Agency, Stateline, NV 89449 and in accordance with California and Nevada law, Committee members may be teleconferencing into the meeting via GoToWebinar. This meeting will be held in accordance with requirements under Government Code section 54953(f).

Committee members: Lori Bagwell-Chair, Kyle Davis, Alexis Hill, Raymond Suarez

To register for the TTD Finance and Personnel Committee Meeting / TTD Board Meeting go to:
<https://attendee.gotowebinar.com/register/3948715023266444381>

After registering, you will receive a confirmation email containing information about joining the webinar.

Members of the public may observe the meeting and submit comments in person at the above location or via GoToWebinar. Members of the public may also provide public comment by sending comments to the Clerk to the Board by email at jallen@tahoetransportation.org. Please note which agenda item the comment pertains to. Comments will be distributed at the meeting and attached to the minutes of the meeting. Comments for each agenda item should be submitted prior to the close of that agenda item.

Any member of the public who needs accommodations should email or call Judi Allen who will use her best efforts to provide reasonable accommodations to provide as much accessibility as possible, while also maintaining public safety in accordance with TTD's procedure for resolving reasonable accommodation requests. All reasonable accommodations offered will be listed on the TTD website at tahoetransportation.org.

All items on this agenda are action items unless otherwise noted. Items on the agenda may be taken out of order. The Committee may combine two or more items for consideration. The Committee may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

I. CALL TO ORDER AND GENERAL MATTERS

- A. Roll Call and Determination of Quorum
- B. *For Possible Action:* Approval of Agenda for June 7, 2023
- C. *For Possible Action:* Approval of Minutes of February 1, 2023

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II. PUBLIC INTEREST COMMENTS

All comments are to be limited to no more than three minutes per person for matters not listed on this agenda. Comments made cannot be acted upon or discussed at this meeting, but may be placed on a future agenda for consideration.

III. DISCUSSION ITEMS

	<u>Page</u>
A. <i>For Possible Action:</i> Review and Recommend Acceptance of the District's Financial Statement of Operations for the First Three Quarters of Fiscal Year 2023 Through March 31, 2023 (<i>Board Agenda Item V.A., Page #</i>)	3
B. <i>For Possible Action:</i> Recommend the TTD Board Authorize the Renewal of the District's Line of Credit with Nevada State Bank for One Million Dollars for Purposes of Cash Flow Management for District Operations (<i>Board Agenda Item V.B., Page #</i>)	20
C. <i>For Possible Action:</i> Recommend Approval of Salary Table Changes for Non-Represented Staff and Salary Adjustments for Represented Staff Effective July 1, 2023 (<i>Board Agenda Item VI.A., Page #</i>)	21
D. <i>For Possible Action:</i> Review and Recommend Approval of the Fiscal Year 2024 Proposed Budget and Work Program (<i>Board Agenda Item VI.B., Page #</i>)	29

IV. PUBLIC INTEREST COMMENTS

V. ADJOURNMENT

COMPLIANCE WITH PUBLIC NOTICE REQUIREMENTS

This notice and agenda has been posted at the TTD office and at the Stateline, Nevada post office. The notice and agenda has also been posted at the North Tahoe Conference Center in Kings Beach, the Incline Village GID office and the North Tahoe Chamber of Commerce and on the TTD website: www.tahoetransportation.org.

For those individuals with a disability who require a modification or accommodation in order to participate in the public meeting, please contact Judi Allen at (775) 589-5502 or jallen@tahoetransportation.org.

Nevada Open Meeting Law Compliance

Written notice of this meeting has been given at least three working days before the meeting by posting a copy of this agenda at the principal office of the Board and at three other separate, prominent places within the jurisdiction of the Board not later than 9 a.m. of the third working day before the meeting.

Written notice of this meeting has been given by providing a copy of this agenda to any person who has requested notice of the meetings of the Board. Such notice was delivered to the postal service used by the Board not later than 9 a.m. of the third working day before the meeting for transmittal to the requester by regular mail, or if feasible for the Board and the requester has agreed to receive the public notice by electronic mail, transmitted to the requester by electronic mail sent not later than 9 a.m. of the third working day before the meeting.

Supporting materials were provided to any person requesting such materials and were made available to the requester at the time the material was provided to the members of the Board or, if provided to the members of the Board at the meeting, were made available to the requester at the meeting and are available on the TTD website: www.tahoetransportation.org. Please send requests for copies of supporting materials to Judi Allen at (775) 589-5502 or jallen@tahoetransportation.org.

**TAHOE TRANSPORTATION DISTRICT
FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES
February 1, 2023**

Committee Members in Attendance:

Lori Bagwell, Carson City (attended remotely)
Kyle Davis, NV Governor Appointee
Alexis Hill, Washoe County

Committee Members Absent:

Darcie Goodman Collins, SS-TMA (no longer on TTD Board)

Others in Attendance:

Carl Hasty, Tahoe Transportation District
Joanie Schmitt, Tahoe Transportation District
Danielle Hughes, Tahoe Transportation District
Judi Allen, Tahoe Transportation District

I. CALL TO ORDER AND GENERAL MATTERS

A. Roll Call and Determination of Quorum

The meeting of the Committee was called to order by Ms. Bagwell at 2:30 p.m. at the Tahoe Regional Planning Agency and via GoToWebinar. Roll call was taken and it was determined a quorum was in attendance for the Committee.

B. Approval of Conduct of Meeting via Teleconference Pursuant to California Government Code 54953(e)

Ms. Hill moved to approve conduct of this meeting and public participation by teleconference pursuant to Government Code section 54953(e). Mr. Davis seconded the motion. The motion passed unanimously.

C. Approval of Agenda for February 1, 2023

Motion/second by Ms. Hill/Mr. Davis to approve the Committee agenda for today's meeting. The motion passed unanimously.

D. Approval of Minutes for December 7, 2022

Motion/second by Ms. Hill/Mr. Davis to approve the minutes. The motion passed unanimously.

II. PUBLIC INTEREST COMMENTS

No public interest comments were made.

III. DISCUSSION ITEMS

A. Review and Recommend Acceptance of the District's Financial Statement of Operations for the First Five Months of Fiscal Year 2023 Through November 30, 2022

Ms. Schmitt reviewed this item.

Action Requested: For Possible Action

Mr. Davis made a motion to recommend acceptance of the District's Financial Statement of Operations for the first five months of fiscal year 2023 through November 30, 2022. Ms. Hill seconded the motion. The motion passed unanimously.

- B. Review and Recommend the TTD Board Authorize Issuance of a Contract Award to Wood Rodgers for the Development of a Maintenance and Administration Facility Master Plan and Authorize the District Manager to Execute a Two-Year Agreement at an Amount Not to Exceed \$349,898
Ms. Hughes reviewed this item.

Action Requested: For Possible Action

Mr. Davis made a motion to recommend the Board to authorize issuance of a contract award to Wood Rodgers for the development of a maintenance and administration facility master plan and authorize the District Manager to execute a two-year agreement at an amount not to exceed \$349,898. Ms. Hill seconded the motion. The motion passed unanimously.

IV. PUBLIC INTEREST COMMENTS

No public interest comments were made.

V. ADJOURNMENT

The meeting was adjourned at 2:42 p.m.

Respectfully Submitted:

*Judi Allen
Executive Assistant
Clerk to the Board
Tahoe Transportation District*

(The above meeting was recorded in its entirety, anyone wishing to listen to the aforementioned tapes, please contact Judi Allen, Clerk to the Board, (775) 589-5502.)



MEMORANDUM

Date: June 1, 2023

To: Tahoe Transportation District (TTD) Finance and Personnel Committee

From: TTD Staff – Joanie Schmitt, CFO

Subject: Review and Recommend Acceptance of the District's Financial Statement of Operations for the First Three Quarters of Fiscal Year 2023 Through March 31, 2023

Action Requested:

It is requested the Committee review and recommend acceptance to the TTD Board the Financial Statement of Operations for the first three quarters of fiscal year 2023 (FY23) ending March 31, 2023.

Fiscal Analysis:

Staff have an on-going concern of continued use of General Funds for non-reimbursable, non-transit operation expenses since the agency does not have a dedicated General Fund source. Staff continues its efforts to minimize General Fund costs where possible and find other funding sources.

Background:

Staff has completed analyzing financial information for the first three quarters of FY23, ending March 31, 2023. The presentation of the financial information will highlight February and March activity and continues to detail TTD's funds: General, Capital Improvement Program (CIP), Transit Operations, and Parking Systems. (See Attachment A.)

Discussion:

General Fund –

Overall, the District ended with a decrease of \$11,753 for February and March activity. The decrease can be summarized as follows:

District Operations Revenues		District Operations Expenses	
Rental Car Mitigation Fees (RCMF)	\$15,732	Personnel	\$73,184
Contributions	\$8,333	Insurance	\$4,637
Administrative Fees	\$50	Rent/Utilities	\$8,098
Miscellaneous/Rounding	\$0	Telephone	\$2,369
Interest	<u>\$1,573</u>	Professional Services	\$4,209
		Supplies	\$3,027
		Dues & Subscriptions	\$1,429
		Admin Support (ICAP)	(\$60,975)
		Legal	\$1,130
		Transfer - Grant Match	\$104
		Other	<u>\$229</u>
Total Revenues	\$25,688	Total Expenses	\$37,441

JS/ja

AGENDA ITEM: V.A.

FPC AGENDA ITEM: III.A.

Rental Car Mitigation Fees are continuing to track lower than FY22 by \$9,628 year over year.

Administrative Fees from the Parking Management System were \$0. The meters were turned on in March, but the parking lot was inaccessible due to weather conditions (snow).

The net result decreased the General Fund's overall fund balance to \$870,627, which is \$3,716 less than at the start of the fiscal year.

CIP Fund –

February and March activity ended in an increase of \$439, resulting from interest of \$449 earned on project advances less bank fees of \$10. Below is a brief recap of February and March activity for the CIP Fund.

<u>Funding Source</u>	<u>Expenditures</u>	<u>Grant Balance</u>
Caltrans		
Congestion Mitigation Air Quality (CMAQ)	\$1,757	\$526,879
Federal Transit Administration		
FTA 5339 (NDOT Planning)	\$0	\$74,281
TDA STA Reserve (Match)	\$0	\$18,570
FTA 5339 (NDOT Bus Purchases)	\$0	\$1,320,000
TDA LTF Reserve (Match)	\$0	\$126,831
TDA STA Reserve (Match)	\$0	\$203,169
FTA 5339 (FY17)	\$96,000	\$24,519
FTA 5339 (FY18)	\$0	\$21,452
FTA 5339 (FY19)	\$0	\$244,067
FTA 5339 (FY20 & FY21)	\$149,182	\$257,974
TDA LTF Reserve (Phoenix Bus Purchase)	\$0	\$400,000
FTA 5339C (FY18)	\$0	\$917,211
TDA LTF Reserve (Charging Equipment)	\$0	\$43,114
NDOT		
Recreational Travel Phase II	\$1,981	\$170,000
General Fund Match	\$104	\$8,947
Transportation Alternative Program	\$2,390	\$1,170,396
FTA 5311	\$110,004	\$0
TDA Match for FTA 5311	\$5,790	\$0
Surface Transportation Block Grant (STBG)		
Caltrans – US 50	\$19,307	\$1,906,159
NDOT – Incline Mobility Hub Concept Study	\$36,483	\$130,186
TDA LTF Reserve (Match)	\$1,920	\$6,852
NDOT – Facility Plan	\$1,340	\$670,852
Douglas County Match	\$71	\$35,274
NDOT – Central Corridor (Chimney)	\$6,804	\$2,336,002
Tahoe Fund Match	\$328	\$9,096
Highway Infrastructure Program (HIP)		
Caltrans – US 50	\$0	\$470,655
California Office of Emergency Services	\$7,554	\$79,025
CTC (Match)	\$2,518	\$26,342
California Sustainable Planning (ZEB)	\$246	\$308,489
TDA LTF Reserve (Match)	\$32	\$39,869

JS/ja

AGENDA ITEM: V.A.

FPC AGENDA ITEM: III.A

<u>Funding Source</u>	<u>Expenditures</u>	<u>Grant Balance</u>
Prop 1B		
TSSSDRA	\$15	\$0
TDA Match – FY23	\$15	\$0
Washoe County		
Bond Sale (TAP Match)	\$126	\$355,831
Bank Fees	<u>\$10</u>	
 Total Expenditures	 \$443,977	

TTD purchased a 2022 Davey Coach Turtle Top cutaway bus totaling \$263,930, utilizing a FY20 and FY21 FTA 5339 grant for \$148,136, NDOT FTA 5311 grant for \$110,004 and matched with FY23 TDA funding of \$5,790. The cutaway was transferred from the CIP fund to Transit Operations fixed assets where it will be depreciated over the life of the asset (7 years).

TTD purchased a warranty of \$96,000 from Proterra for the overhead chargers. The CIP fund transferred it to the Transit Operations Prepays asset account where it will be expensed over 60 monthly installments beginning at the time of final acceptance of the chargers.

TTD purchased Ring Cameras totaling \$505.00 utilizing a FTA 5339 FY20 and FY21 grant, which was then transferred from the CIP fund to Transit Operations expense "Equipment Under \$5,000.

The net February and March activity resulted in increasing CIP's overall fund balance to \$2,403 which is \$767 more than at the start of the fiscal year.

Transit Fund -

Overall, the District ended with an increase of \$141,534 for February and March activity. The increase can be summarized as follows:

<u>Revenue Detail</u>	<u>Operations</u>
FTA	
5307	\$155,133
5311	\$110,498
Transportation Development Act (TDA)	\$496,373
Low Carbon Transit Operations Program	\$553
Nevada State Parks	\$0
El Dorado County	\$73,865
Solar Renewable Energy Credits	\$6,315
Contributions – STPUD	\$0
Miscellaneous	\$12
Sale of Fixed Asset (Scrap)	\$0
Pass Through Revenue	\$0
Interest	<u>\$9,408</u>
Total Revenues	\$852,157
 <u>Expense Detail</u>	
Personnel	\$579,490
Fuel/Fuel Tax	\$31,533
Insurance	\$43,107

JS/ja

AGENDA ITEM: V.A.

FPC AGENDA ITEM: III.A

	<u>Operations</u>
Repairs/Maintenance	\$95,815
Professional Services/Contracts	\$86,662
Facility Rent/Utilities/Phone	\$54,085
Supplies	\$11,638
ICAP	\$59,297
Transfer - Grant Match	\$7,758
Depreciation	\$80,285
Advertising/Outreach	\$2,402
Equipment under \$5K	\$505
Capital Outlay	(\$360,435)
Warranty	\$9,970
Other Expenses	\$8,511
Total Expenses	\$710,623
Increase/(Decrease)	\$141,534

As mentioned earlier, the CIP fund transferred \$360,435 to the TO funds fixed assets (cutaway bus \$263,930), prepaids (Proterra overhead charging warranty \$96,000) and equipment under \$5,000 (Ring Cameras \$505).

TTD received an additional \$48,400 in Local Transportation Fund (LTF) for FY22 and was notified that there was a \$400 reduction in LTF for FY23. The first installment of FY23 TDA funding, including State of Good Repairs and interest totaled \$1,640,106 was received in March.

The net result increased Transit's overall fund balance for the year to \$11,221,357, which is \$1,253,814 more than at the start of the fiscal year.

Parking System (PS) Fund-

The Parking System Fund experienced a decrease of \$1,965 for February and March activity. The recap is as follows:

<u>Parking Systems Revenues</u>		<u>Parking Systems Expenses</u>	
Parking Meters	\$0	Personnel	\$3,735
Parking Events	\$0	Contracts	\$0
Parking Non-Compliance	\$496	Professional Services	\$517
Interest	<u>\$1,976</u>	Subscriptions, Dues	\$16
		Telephone	\$11
		Admin Fees	\$50
		Bank/Credit Card Fees	\$109
		Supplies	\$0
		Other	<u>(\$1)</u>
Total Revenue	\$2,472	Total Expenses	\$4,437

Year-to-date revenues and expenses between Parking Systems Operations and Parking Systems Non-Compliance are provided on the PS Financial Statement.

The net result decreased Parking System's overall fund balance for the year to \$634,459, which is \$167,077 more than at the start of the fiscal year.

Balance Sheet-

The detailed balance sheet as of March 31, 2023 is included in Attachment A.

JS/ja

AGENDA ITEM: V.A.

FPC AGENDA ITEM: III.A

The capital asset balance, net of depreciation, includes \$6,137,912 in Transit funds, \$0 in the Government-wide funds, and \$0 in the Parking System funds of federalized/state obligations. Should the District choose to liquidate a federalized/state asset, permission from the governmental agency is required and their obligation takes priority.

Cash Flows –

Staff has included the cash flows for the governmental funds (General and CIP), along with the enterprise funds (TO and PS) in Attachment B.

Updated Grant Status Report -

Staff has updated the Grant Requests/Awards/Closeouts (Attachment C).

Additional Information:

If you have any questions or comments regarding this item, please contact Joanie Schmitt at (775) 589-5507 or jschmitt@tahoetransportation.org.

Attachments:

- A. March Financial Statement
- B. FY23 Cash Flow through March
- C. Updated Grant Status Report

JS/ja

AGENDA ITEM: V.A.

FPC AGENDA ITEM: III.A

**Tahoe Transportation District
Balance Sheet
As of January 31, 2023**

	TOTAL	General	CIP	Transit	PS	GFA
ASSETS						
Cash & Equivalents	5,223,059	918,749	(151,283)	3,821,377	634,216	0
Accounts Receivable	1,637,234	15,732	335,757	1,285,378	367	
Prepays	296,766	(42,639)		339,287	118	
Inventory	378,448			378,448		
*Capital Assets, Net Depreciation	6,547,170			6,547,170		
TOTAL ASSETS	14,082,678	891,842	184,474	12,371,660	634,701	0
LIABILITIES						
Accounts Payable	213,015	6,115	33,962	172,697	242	0
Deferred Revenues	973,691	15,100	148,109	810,482		
Nevada State Bank - LOC						
Insurance Payable	63,598			63,598		
EE Compensated Absences	103,527			103,527		40,510
TOTAL LIABILITIES	1,353,830	21,215	182,071	1,150,304	242	40,510
NET POSITION						
Invested in Capital Assets	5,628,928	0	0	5,628,928	0	0
Restricted	1,907,107			1,907,107		
Unrestricted	3,728,234	829,343		2,431,508	467,383	(35,754)
Assigned	46,636	45,000	1,636			
SUB TOTAL NET POSITION BALANCES	11,310,905	874,343	1,636	9,967,543	467,383	(35,754)
FY 23 Increase/(Decrease) to Fund Balance	1,417,943	(3,716)	767	1,253,814	167,077	(4,756)
TOTAL NET POSITION	12,728,847	870,628	2,403	11,221,357	634,459	(40,510)
TOTAL LIABILITIES & NET POSITION	14,082,678	891,842	184,474	12,371,660	634,701	0

* The fixed asset and land balances, net of depreciation, include \$6,137,912 in transit funds, \$0 in the governmental-wide fund account and \$0 in parking system funds of federalized / state obligations. Should the District choose to liquidate a federalized asset, permission from the governmental agency is required and their obligation takes priority.

**Tahoe Transportation District
Statement of Operations
July 1, 2022 through March 31, 2023**

	TOTAL	General	CIP	Transit	PS	GFA
Revenues						
Federal Grants	4,137,980		1,874,050	2,263,930		
State Funding	2,508,183		57,591	2,450,592		
Contributions	70,698	37,500	904	32,294		
General Revenues	26,438	26,347		92		
Charges for Services	450,114	97,497		11,440	341,176	
Special Items	26,786	2,684	782	19,895	3,424	
Pass-Through Revenue	45,300			45,300		
TOTAL REVENUES	7,265,498	164,027	1,933,327	4,823,543	344,601	
Expenses						
Personnel	3,283,384	280,912	92,678	2,833,658	76,135	
Personnel - Compensated Absences	6,076			6,076		4,756
Contracts	210,889		163,891		46,998	
Fuel	201,139			201,139		
Depreciation	458,178			458,178		
Other Operating	1,611,219	180,480	20,455	1,355,893	54,391	
ICAP - 10%		(294,760)	7,915	286,845		
Capital Outlay	31,032			31,032		
Interest	338	338				
Other Funding Sources		773	1,647,620	(1,648,393)		
Pass-Through Expenses	45,300			45,300		
TOTAL EXPENSES	5,847,555	167,743	1,932,560	3,569,728	177,524	4,756
FY 23 Increase / (Decrease) to Fund Balance	1,417,943	(3,716)	767	1,253,814	167,077	(4,756)

**Tahoe Transportation District
General Fund
Statement of Operations
July 1, 2022 through March 31, 2023**

	General Fund Activity						Actual vs Budget			Program YTD
	1st Qtr	2nd Qtr	Jan 2023	Feb	Mar	Feb & Mar	YEAR TO DATE	Board Approved Budget	Var %	District Ops
Revenues										
General Revenues										
Miscellaneous		500	25,847				26,347	25,847	101.93%	26,347
Contributions	12,500	12,500	4,167	4,167	4,166	8,333	37,500	50,000	75.00%	37,500
Total General Revenues	12,500	13,000	30,014	4,167	4,166	8,333	63,847	75,847	84.18%	63,847
Charges for Services										
Administrative Fees	26,223	7,747	98	21	28	50	34,118	47,500	71.83%	34,118
Rental Car Mitigation Fees	31,152	13,508	2,987	3,847	11,885	15,732	63,379	95,000	66.72%	63,379
Total Charges for Services	57,375	21,255	3,085	3,868	11,913	15,782	97,497	142,500	68.42%	97,497
Special Items										
Sale of Fixed Assets										
Interest Revenue	150	314	646	577	996	1,573	2,684	2,500	107.34%	2,684
Total Special Revenues	150	314	646	577	996	1,573	2,684	2,500	107.34%	2,684
TOTAL REVENUES	70,025	34,569	33,745	8,612	17,076	25,687	164,027	220,847	74.27%	164,027
Expenses										
Operating										
Personnel	81,613	96,272	29,844	39,709	33,475	73,184	280,912	405,888	69.21%	280,912
Admin Support	(89,303)	(110,371)	(34,111)	(30,720)	(30,255)	(60,975)	(294,760)	(426,092)	69.18%	(294,760)
Repairs & Maintenance								250	0.00%	
Insurance	6,955	6,955	2,318	2,318	2,318	4,637	20,866	28,280	73.78%	20,866
Facility Rent	11,897	13,218	4,049	4,049	4,049	8,098	37,262	52,041	71.60%	37,262
Telephone	4,285	3,471	1,185	1,185	1,185	2,369	11,309	15,310	73.87%	11,309
Supplies	4,039	3,247	1,338	1,320	1,707	3,027	11,651	26,560	43.87%	11,651
Advertising & Public Relations								1,500	0.00%	
Reproduction & Printing		222	65				287	750	38.22%	287
Postage			398				398	500	79.60%	398
Dues, Subscriptions & Publications	5,022	5,741	1,151	710	719	1,429	13,342	16,332	81.69%	13,342
License & Permits								500	0.00%	
Professional Services/Contracts	10,274	4,498	3,806	2,957	1,252	4,209	22,787	35,000	65.11%	22,787
Legal Services	3,803	937	1,709	1,130		1,130	7,579	20,000	37.90%	7,579
Auditing Services		30,740					30,740	35,740	86.01%	30,740
Bank Fee / CC Fees			14	14	20	33	47	500	9.38%	47
Transit Management - No Shore		20,000					20,000	20,000	100.00%	20,000
Training	939	219					1,158	3,500	33.09%	1,158
Travel		734					734	6,700	10.96%	734
Events	289	340					629	1,500	41.95%	629
Miscellaneous Expenses	583	738	172	197	(0)	196	1,690	17,700	9.55%	1,690
Total Operating	40,398	76,961	11,937	22,868	14,468	37,337	166,632	262,459	63.49%	166,632
Capital Outlay										
Office & Equipment over \$5000									100.00%	
Office & Equipment under \$5000										
CIP over \$5000										
Reimbursed Capital Expenses										
Total Capital Outlay	0	0	0	0	0	0	0	0	100.00%	0

JS/ja

AGENDA ITEM: V.A.

**Tahoe Transportation District
General Fund
Statement of Operations
July 1, 2022 through March 31, 2023**

	General Fund Activity						Actual vs Budget			Program YTD
	1st Qtr	2nd Qtr	Jan 2023	Feb	Mar	Feb & Mar	YEAR TO DATE	Board Approved Budget	Var %	District Ops
Interest										
Interest Expense			338	0			338	750	0.00%	338
Total Interest Expense	0	0	338	0	0	0	338	750	45.01%	338
Other Financing Sources										
Preventive Maint (In)										
Capital Outlay (In) Out										
Transfer (In) Out	398	171	99	87	17	104	773	5,297	14.59%	773
Total Other Financing Sources	398	171	99	87	17	104	773	5,297	14.59%	773
TOTAL EXPENSES	40,796	77,132	12,373	22,956	14,485	37,441	167,743	268,506	62.47%	167,743
Increase/(Decrease) to Fund Balance	29,229	(42,563)	21,371	(14,344)	2,590	(11,753)	(3,716)	(47,659)	7.80%	(3,716)

**Tahoe Transportation District
CIP Fund
Statement of Operations
July 1, 2022 through January 31, 2023**

	CIP Fund						Actual vs Budget			Program YTD						
	1st Qtr	2nd Qtr	Jan 2023	Feb	Mar	Feb & Mar	YEAR TO DATE	Board Approved Budget	Var %	US 50	Regional Revenue - Rec Travel	Stateline to Stateline Bikeway (Parking Lots)	Facility Plans Incline, Warrior Way, Upgrade	Hazard Plan	Transit Ops Projects	Program Total
Revenues																
Capital Grant & Contributions																
Surface Transportation Program (STP)	25,107	74,615	30,221	30,121	35,237	65,358	195,302	1,882,486	10.37%	87,551	14,684	17,215	75,852	0	0	195,302
Congestive Mitigation & Air Quality (CMAQ)	2,490	4,016	1,521	1,292	465	1,757	9,784	252,500	3.87%	9,784						9,784
Highway Infrastructure Pgm (HIP)								561,961	0.00%							
Infrastructure - COVID		648	329	291	265	556	1,533		-100.00%			1,533				1,533
Office of Emergency Services (CalOES)	16,537	15,389	6,802	4,255	3,299	7,554	46,281	125,969	36.74%					46,281		46,281
Federal Transportation Administration	50,825	1,243,144	2,849	96,541	258,645	355,186	1,652,004	2,515,053	65.68%						1,652,004	1,652,004
Transportation Alternative Programs (TAP)		2,180	1,241	1,207	1,183	2,390	5,810	362,415	1.60%			5,810				5,810
CA Sustainable Transportation Planning		679	86	173	73	246	1,011	25,743	3.93%				1,011			1,011
Prop 1B	3,441	161	173	15		15	3,790	3,602	-100.00%						3,790	3,790
Washoe County		115	65	64	62	126	306	40,467	0.76%			306				306
Douglas County		241	80	42	28	71	392	10,084	3.89%				392			392
Contributions	5,512	5,512	2,461	1,590	1,256	2,846	16,331	39,998	40.83%			904		15,427		16,331
Total Capital Grants & Contributions	103,912	1,346,699	45,829	135,591	300,514	436,105	1,932,545	5,820,278	33.20%	97,334	14,684	25,768	77,256	61,709	1,655,794	1,932,545
Special Items																
Interest Revenue	24	62	247	220	228	449	782		-100.00%	0	0	557	225	0	0	782
Total Special Items	24	62	247	220	228	449	782	0	-100.00%	0	0	557	225	0	0	782
TOTAL REVENUES	103,936	1,346,761	46,076	135,811	300,742	436,554	1,933,327	5,820,278	33.22%	97,334	14,684	26,326	77,481	61,709	1,655,794	1,933,327
Expenses																
Personnel	20,906	36,392	14,296	10,415	10,669	21,084	92,678	337,766	27.44%	33,012	13,838	23,426	8,166	14,236		92,678
Contract Services	21,186	59,669	25,356	26,966	30,714	57,680	163,891	3,249,928	5.04%	60,621			71,390	31,880		163,891
Reproduction & Printing								4,800	0.00%							
Rent Meeting Room								1,000	0.00%							
Supplies			173	30		30	203	250	81.34%						203	203
License & Permits									100.00%							
Advertising / Outreach								900	0.00%							
Postage		77					77		-100.00%						77	77
Utilities									100.00%							
Professional Services	6,284	5,626	4,923	1,418	1,100	2,518	19,351	261,071	7.41%	331			579	15,592	2,849	19,351
Administrative Fees									100.00%							
Bank Fees			5	5	4	10	15					11	4			15
Training		25					25		-100.00%	25						25
Travel - Per Diem				286		286	286	1,000	28.63%						286	286
Travel - Commercial Air									100.00%							
Travel - Auto				255		255	255	3,350	7.60%						255	255
Dues & Subscriptions		30	213				243	265	91.76%	30	213					243
ICAP - 10%	1,687	3,206	1,344	941	737	1,678	7,915	26,092	30.34%	3,315	1,405	2,343	852			7,915
Total Operating	50,064	105,025	46,310	40,317	43,224	83,541	284,940	3,886,422	7.33%	97,334	15,456	25,779	80,991	61,709	3,670	284,940

**Tahoe Transportation District
CIP Fund
Statement of Operations
July 1, 2022 through January 31, 2023**

				CIP Fund			Actual vs Budget			Program YTD						
	1st Qtr	2nd Qtr	Jan 2023	Feb	Mar	Feb & Mar	YEAR TO DATE	Board Approved Budget	Var %	US 50	Regional Revenue - Rec Travel	Stateline to Stateline Bikeway (Parking Lots)	Facility Plans Incline, Warrior Way, Upgrade	Hazard Plan	Transit Ops Projects	Program Total
Capital Outlay																
Equipment over \$5000	30,540	1,237,190	0	96,000	263,930	359,930	1,627,660	1,874,063	86.85%	0	0	0	0	0	1,627,660	1,627,660
Equipment under \$5000	23,725	6,802			505	505	31,032	135,644	22.88%						31,032	31,032
CIP Over \$5000									100.00%							
Reimb Capital Expenses	(54,266)	(1,243,992)		(96,000)	(264,435)	(360,435)	(1,658,692)	(2,009,707)	82.53%						#####	#####
Total Capital Outlay	0	0	0	0	0	0	0	0	100.00%	0	0	0	0	0	0	0
Other Financing Sources																
Preventive Maint (In)	0	0	0	0	0	0	0	0	100.00%	0	0	0	0	0	0	0
Capital Outlay (In) Out	54,266	1,243,992		96,000	264,435	360,435	1,658,692	2,009,707	82.53%						1,658,692	1,658,692
Transfer (In) Out	(417)	(2,317)	(476)	(721)	(7,141)	(7,862)	(11,072)	(75,851)	14.60%		(773)		(3,731)		(6,568)	(11,072)
Total Other Financing Sources	53,848	1,241,674	(476)	95,279	257,294	352,573	1,647,620	1,933,856	85.20%	0	(773)	0	(3,731)	0	1,652,124	1,647,620
TOTAL EXPENSES	103,912	1,346,699	45,834	135,596	300,519	436,115	1,932,560	5,820,278	33.20%	97,334	14,684	25,779	77,260	61,709	1,655,794	1,932,560
Increase / (Decrease) to Fund Balance	24	62	242	215	224	439	767	0	-100.00%	0	0	547	221	0	0	767

Tahoe Transportation District
Transit Fund
Statement of Operations
July 1, 2022 through March 31, 2023

	TO Fund Activity						Actual vs Budget			Program YTD
	1st Qtr	2nd Qtr	Jan 2023	Feb	Mar	Feb & Mar	YEAR TO DATE	Board Approved Budget	Var %	Transit Operations
Revenues										
Grants & Contributions										
FTA 5311	192,336	282,914	54,653	47,674	62,824	110,498	640,401	1,015,218	63.08%	640,401
FTA 5307	728,955	416,982	322,459	155,133		155,133	1,623,529	2,798,399	58.02%	1,623,529
FTA 5310								0	100.00%	
TDA - LTF	423,888	423,888	141,296	141,296	189,296	330,592	1,319,664	1,695,153	77.85%	1,319,664
TDA - STA	189,271	189,271	63,090	63,090	63,922	127,012	568,644	757,084	75.11%	568,644
TDA - SGR			56,786	38,769		38,769	95,555	95,555	100.00%	95,555
LCTOP	72,618	190,281	15,473	553		553	278,925	278,372	100.20%	278,925
NV State Parks	85,000						85,000	85,000	100.00%	85,000
El Dorado County			28,939	32,701	41,165	73,865	102,804	87,500	117.49%	102,804
Solar Renewable Energy Credits			5,126		6,315	6,315	11,440	15,000	76.27%	11,440
Sac Emergency Clean Air									100.00%	
Hybrid Voucher Incentive Pgm								43,114	0.00%	
Contributions			32,294				32,294	35,000	92.27%	32,294
Total Grants & Contributions	1,692,068	1,503,336	720,115	479,215	363,521	842,736	4,758,256	6,905,395	68.91%	4,758,256
Charges for Services										
FareBox Revenue									100.00%	
Pass Sales									100.00%	
Advertising Revenue									100.00%	
Total Charges for Services	0	0	0	0	0	0	0	0	100.00%	0
Special Items										
Sale of Fixed Assets	224	3,328					3,551	4,000	88.79%	3,551
Miscellaneous	41	30	9	6	6	12	92		-100.00%	92
Insurance Claim Revenues									100.00%	
Interest Revenue	631	1,330	4,975	3,883	5,525	9,408	16,344	20,000	81.72%	16,344
Total Special Items	895	4,688	4,984	3,889	5,531	9,420	19,987	24,000	83.28%	19,987
Pass Through Revenue	25,670	19,630	0	0	0	0	45,300	50,000	90.60%	45,300
TOTAL REVENUES	1,718,633	1,527,653	725,099	483,104	369,053	852,157	4,823,543	6,979,395	69.11%	4,823,543
Expenses										
Operating										
Personnel	916,493	1,033,786	309,965	294,315	285,175	579,490	2,839,734	4,413,319	64.34%	2,839,734
Contract									100.00%	
Vehicle Fuel	82,974	68,807	17,910	14,645	16,802	31,447	201,139	350,000	57.47%	201,139
Sales Tax on Fuel	108	118			86	86	312	1,200	26.00%	312
Repair and Maintenance	104,278	120,424	28,876	33,010	62,806	95,815	349,394	789,023	44.28%	349,394
Insurance	62,426	105,783	21,384	21,722	21,384	43,107	232,700	346,670	67.12%	232,700
Reproduction & Printing	1,732		130				1,862	5,000	37.24%	1,862
Facility Rent	45,325	39,952	13,938	13,941	13,941	27,882	127,097	183,381	69.31%	127,097
Facility Utilities	22,407	46,695	14,530	9,989	10,500	20,489	104,121	150,000	69.41%	104,121
Telephone	8,741	9,302	2,894	2,857	2,857	5,714	26,652	35,000	76.15%	26,652

JS/ja

AGENDA ITEM: V.A.

Tahoe Transportation District
Transit Fund
Statement of Operations
July 1, 2022 through March 31, 2023

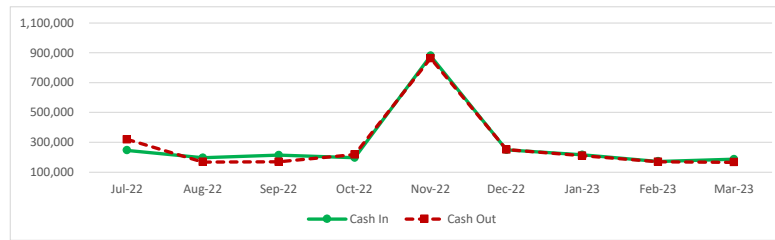
	TO Fund Activity						Actual vs Budget			Program YTD
	1st Qtr	2nd Qtr	Jan 2023	Feb	Mar	Feb & Mar	YEAR TO DATE	Board Approved Budget	Var %	Transit Operations
Expenses Continued										
Supplies	16,403	12,468	5,340	2,772	8,866	11,638	45,850	68,018	67.41%	45,850
Advertising & Public Relations	7,059	3,817	201	1,348	1,055	2,402	13,480	47,525	28.36%	13,480
License & Permits			75				75	1,035	7.25%	75
Dues, Subscriptions and Publications	2,105	6,196	5,439	1,085	1,154	2,239	15,978	26,260	60.85%	15,978
Warranty		15,510	2,585	5,785	4,185	9,970	28,065	41,190	68.14%	28,065
Professional Services	115,510	130,139	44,165	37,872	48,789	86,662	376,476	652,127	57.73%	376,476
Bank Fees	1,276	1,254	574	541	509	1,051	4,155	6,000	69.25%	4,155
Training	870	2,785	3,250	145		145	7,050	25,000	28.20%	7,050
Travel	4,306	6,208	1,715	2,829	1,962	4,791	17,020	27,000	63.04%	17,020
Reimbursed Travel	638	1,898	(1,402)				1,134		-100.00%	1,134
Miscellaneous Expenses	2,990	1,027	170	191	95	285	4,473	55,000	8.13%	4,473
ICAP - 10%	87,616	107,164	32,768	29,779	29,518	59,297	286,845	400,000	71.71%	286,845
Depreciation Expense	71,171	265,438	41,284	36,432	43,853	80,285	458,178	550,000	83.31%	458,178
Total Operating	1,554,429	1,978,775	545,790	509,257	553,538	1,062,795	5,141,789	8,172,748	62.91%	5,141,789
Capital Outlay										
Equipment under \$5000	23,725	6,802			505	505	31,032	135,644	22.88%	31,032
Disposal of Fixed Assets									100.00%	
Reimbursed Capital Expenses									100.00%	
Total Capital Outlay	23,725	6,802	0	0	505	505	31,032	135,644	22.88%	31,032
Other Financing Sources										
Capital Outlay (In) Out	(54,266)	(1,243,992)		(96,000)	(264,435)	(360,435)	(1,658,692)	#####	82.53%	(1,658,692)
Transfer (In) Out	19	2,146	377	634	7,124	7,758	10,299	70,554	14.60%	10,299
Total Other Financing Sources	(54,246)	(1,241,846)	377	(95,366)	(257,311)	(352,678)	(1,648,393)	#####	85.01%	(1,648,393)
Pass Through Expenses	25,670	19,630	0	0	0	0	45,300	50,000	-100.00%	45,300
TOTAL EXPENSES	1,549,578	763,361	546,167	413,891	296,732	710,623	3,569,728	6,419,239	55.61%	3,569,728
Increase / Decrease) to Fund Balance	169,056	764,293	178,932	69,213	72,321	141,534	1,253,814	560,156	223.83%	1,253,814

Tahoe Transportation District
Parking Systems Fund
Statement of Operations
July 1, 2022 through March 31, 2023

	Parking System Activity						Actual vs Budget			Parking Systems		
	1st Qtr	2nd Qtr	Jan 2023	Feb	Mar	Feb & Mar	YEAR TO DATE	Board Approved Budget	Var %	PS Ops	PS NC	Program YTD
Revenues												
General Revenues												
Contributions									100.00%			
Total General Revenues	0	0	0	0	0	0	0	0	100.00%	0	0	0
Charges for Services												
Parking Ops - Meters	243,508	62,307	8				305,824	425,000	71.96%	305,824		305,824
Parking Ops - Events	800	800					1,600		-100.00%	1,600		1,600
Parking Non Compliance	18,726	13,562	968	214	282	496	33,753	50,000	67.51%		33,753	33,753
Total Charges for Services	263,034	76,670	977	214	282	496	341,176	475,000	71.83%	307,424	33,753	341,176
Special Items												
Interest Revenue	14	194	1,240	1,106	870	1,976	3,424		-100.00%	3,424		3,424
Total Special Revenues	14	194	1,240	1,106	870	1,976	3,424	0	-100.00%	3,424	0	3,424
TOTAL REVENUES	263,048	76,864	2,217	1,320	1,153	2,472	344,601	475,000	72.55%	310,848	33,753	344,601
Expenses												
Personnel	43,023	27,091	2,286	1,249	2,486	3,735	76,135	87,282	87.23%	42,196	33,939	76,135
Contracts		46,998					46,998	147,687	31.82%	46,998		46,998
Professional Services	3,266	1,665	300	262	256	517	5,748	33,700	17.06%	2,649	3,099	5,748
Insurance									100.00%			
Telephone	492	433	5	5	5	11	941	1,800	52.30%	471	471	941
Subscriptions, Publications,												
Dues	20	23	8	8	8	16	65	700	9.35%	33	33	65
License & Permits	165						165	150	109.95%	82	82	165
Supplies	130	74					204	2,500	8.15%	204		204
Repairs & Maintenance								9,499	0.00%			
Admin Fees	26,223	7,747	98	21	28	50	34,118	47,500	71.83%	30,742	3,375	34,118
Travel - Auto		28					28	250	11.32%		28	28
Bank / CC Fees	8,742	4,199	72	68	40	109	13,121	20,000	65.61%	13,121		13,121
Misc Fees								202	0.00%			
Depreciation									100.00%			
TOTAL OPERATING EXPENSES	82,061	88,257	2,769	1,614	2,824	4,437	177,524	351,270	50.54%	136,497	41,027	177,524
Capital Outlay												
Equipment over \$5000									100.00%			
Equipment under \$5000									100.00%			
Total Capital Outlay	0	0	0	0	0	0	0	0	100.00%	0	0	0
Other Funding Sources - Revenues												
Revenues												
Capital (In) Out									100.00%			
Transfers (In) Out									100.00%			
Total Other Financing Sources	0	0	0	0	0	0	0	0	100.00%	0	0	0
Total Expenses and Other Funding Sources	82,061	88,257	2,769	1,614	2,824	4,437	177,524	351,270	51%	136,497	41,027	177,524
Increase /(Decrease) to Fund Balance	180,987	(11,394)	(552)	(294)	(1,671)	(1,965)	167,077	123,730	135.03%	174,351	(7,275)	167,077

Tahoe Transportation District
Governmental Funds Cash Flow
July 1, 2022 through March, 31, 2023

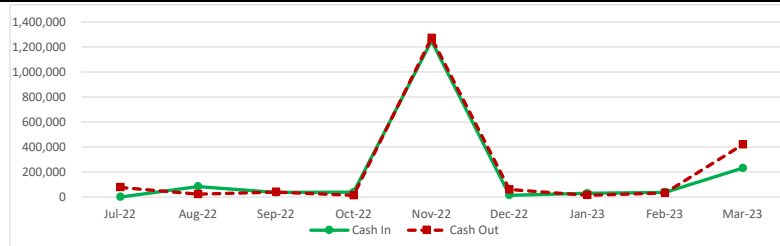
GENERAL FUND



Cash In Source	Total	RCMF	PR Liab	ICAP	Admin Fees	Contri- butions	LOC	Misc Receipts
Jul-22	245,899	3,135	207,747	24,634	10,372	0		11
Aug-22	195,388	396	151,168	33,184	10,578	0		62
Sep-22	213,562	19,096	145,131	31,484	5,274	12,500		78
Oct-22	195,698	7,310	139,358	30,661	5,286	12,500		583
Nov-22	880,357	18,585	148,447	33,483	2,241	0	677,519	83
Dec-22	247,964	0	201,368	46,227	220	0		149
Jan-23	216,167	0	155,465	34,111	98	0		26,493
Feb-23	172,091	0	140,773	30,720	21	0		577
Mar-23	186,732	16,495	126,457	30,255	28	12,500		996

Cash Out Source	Total	Net Payroll	PR Liabilities	Match To CIP	Vendor Payments	LOC	Net
Jul-22	319,156	23,081	243,094.82	155.93	52,824.30		(73,258)
Aug-22	167,930	15,203	138,174.59	96.16	14,456.72		27,458
Sep-22	168,103	15,804	137,867.42	146.05	14,285.55		45,459
Oct-22	216,820	15,614	189,263.75	96.48	11,846.06		(21,122)
Nov-22	863,149	14,825	137,796.93	36.86	32,971.38	677,519	17,208
Dec-22	250,971	22,596	185,409.54	38.14	42,927.08		(3,007)
Jan-23	209,374	15,535	183,469.19	98.92	10,270.37		6,793
Feb-23	168,365	21,460	135,311.45	87.35	11,506.07		3,726
Mar-23	166,061	18,258	136,319.13	16.93	11,466.79		20,671

CIP FUND



Cash In Source	Total	FTA	TRPA Prop 1B	Caltrans - US 50 & ZEB	NDOT - STBG & INFRA	CalOES	Contrib /Other	Match
Jul-22	1,461	1,304	0	0	0	0	2	155
Aug-22	85,417	50,990	2,880	18,661	12,760	0	10	116
Sep-22	37,538	20,285	0	13,198	0	3,896	12	146
Oct-22	40,458	30,540	1,063	5,772	2,963	0	13	108
Nov-22	1,248,222	1,237,190	0	5,210	2,201	2,851	13	757
Dec-22	16,041	5,877	0	8,676	0	0	36	1,453
Jan-23	31,091	77	0	14,691	0	15,600	247	476
Feb-23	38,805	0	0	12,511	25,353	0	220	721
Mar-23	232,945	150,985	2,712	30,090	912	4,530	228	43,488

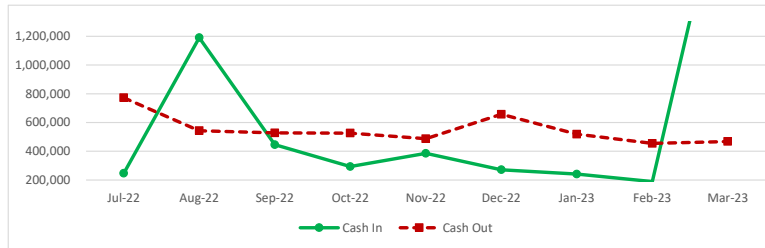
Cash Out Source	Total	Net Payroll	PR Liabilities	ICAP	AP	Net
Jul-22	78,340	7,186	4,756	568	65,830	(76,879)
Aug-22	23,417	3,690	2,965	564	16,199	62,000
Sep-22	41,009	4,023	3,085	555	33,346	(3,472)
Oct-22	14,886	5,479	3,834	823	4,750	25,572
Nov-22	1,271,933	6,266	4,111	910	1,260,646	(23,711)
Dec-22	60,720	10,398	6,328	1,474	42,519	(44,679)
Jan-23	15,515	8,097	6,199	1,344	(125)	15,576
Feb-23	33,256	5,839	4,577	941	21,900	5,550
Mar-23	420,920	6,257	4,412	737	409,514	(187,975)

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AGENDA ITEM: V.A.

Tahoe Transportation District
Enterprise Funds Cash Flow
July 1, 2022 through March 31, 2023

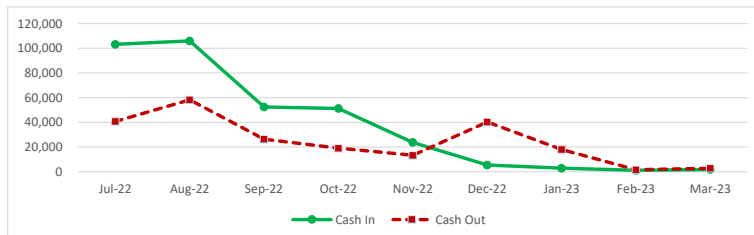
TRANSIT OPERATIONS FUND



Cash In Source	Total	FTA 5307	NDOT 5311	TDI incl SGR	Pass Thru	Farebox Contri- butions	Misc Receipts	Interest	Sale of Fixed Asset
Jul-22	246,760	200,749	0	0	10,570	35,000	174	43	224
Aug-22	1,190,365	546,891	364,834	0	0	278,372	0	268	0
Sep-22	445,389	306,053	0	139,017	0	0	0	319	0
Oct-22	293,442	222,925	56,625	0	13,590	0	0	302	0
Nov-22	385,242	199,977	56,235	0	42,606	85,000	0	274	1,150
Dec-22	271,367	188,959	79,476	0	0	0	0	754	2,178
Jan-23	240,818	140,613	90,105	0	0	0	5,126	4,975	0
Feb-23	189,296	87,410	91,410	0	6,040	0	0	4,436	0
Mar-23	2,441,403	322,459	101,399	1,688,506	13,590	300,000	9,924	5,525	0

Cash Out Source	Total	Net Payroll	PR Liabilities	ICAP	AP	Match	Net
Jul-22	771,837	272,780	194,889	24,066	280,103	(1)	(525,077)
Aug-22	542,878	175,534	143,562	32,621	191,141	20	647,487
Sep-22	527,498	165,035	136,199	30,929	195,315	20	(82,109)
Oct-22	525,944	158,822	131,267	29,838	206,006	11	(232,502)
Nov-22	487,041	170,668	141,562	32,573	141,517	720	(101,799)
Dec-22	657,176	248,803	192,600	44,753	169,606	1,414	(385,809)
Jan-23	518,724	163,441	148,171	32,768	173,968	377	(277,906)
Feb-23	454,637	157,939	135,614	29,779	130,672	634	(265,342)
Mar-23	467,929	164,355	120,788	29,518	146,144	7,124	1,973,474

PARKING SYSTEMS FUND



Cash In Source	Total	Parking Meter Rev	Non-Comp Revenue	Contri- butions	Misc Receipts	Interest
Jul-22	103,220	97,790	5,427	0	0	4
Aug-22	105,978	100,233	5,740	0	0	5
Sep-22	52,457	46,426	6,026	0	0	5
Oct-22	51,256	45,441	5,810	0	0	5
Nov-22	23,715	17,375	6,335	0	0	5
Dec-22	5,349	324	4,842	0	0	184
Jan-23	2,831	8	1,583	0	0	1,240
Feb-23	1,106	0	0	0	0	1,106
Mar-23	1,773	0	903	0	0	870

Cash Out Source	Total	Net Payroll	PR Liabilities	Vendor Payments	Admin Fees	Net
Jul-22	40,789	13,069	6,480	10,868	10,372	62,431
Aug-22	58,244	9,348	4,641	33,678	10,578	47,734
Sep-22	26,376	11,182	5,843	4,077	5,274	26,081
Oct-22	19,079	7,684	4,019	2,090	5,286	32,177
Nov-22	13,315	5,461	2,722	2,890	2,241	10,400
Dec-22	40,305	4,739	2,465	32,881	220	(34,956)
Jan-23	17,995	1,191	1,095	15,611	98	(15,163)
Feb-23	1,580	667	583	309	21	(474)
Mar-23	2,795	1,235	1,251	281	28	(1,021)

JS/ja

AGENDA ITEM: V.A.

Grant Status Report		June 2023									
Funder	Work Program	Grant Name	Project	\$\$ Requested	Min Match %	Match \$\$	Match From	Submitted	Award Date	Awarded?	Status
FHWA	3.1 - US50	2021 Accelerated Innovation Deployment (AID) Demonstration Program	US50 SSCRP Wayfinding, Parking & Transit Integration	\$ 1,000,000	25%	\$ 250,000	Toll credits/ gas tax	Yes-9/2021	Unknown	Pending	Pending Decision
FTA	4.7 - Transit Operations	Coronavirus Response & Relief Supplemental Appropriations Act (CRRSAA)	5310 ADA Operations	\$ 9,053	0%	\$ -	Transportation Development Credits	Yes	Unknown	Yes	Executed Grant Agreement May 2023
FTA	4.7 - Transit Operations	FY21 - Section 5310	ADA Operations	\$ 63,357	25%	\$ 15,839	Transportation Development Credits	Yes	n/a	Yes	Pending grant agreement
FHWA	3.18.5 - Communication & Technology Infrastructure	SMART - Strengthening Mobility & Revolutionizing Transportation Program	Intelligent Sensor Integration on Rural Multi-Modal System with an Urban Recreation Travel Demand, Lake Tahoe Basin, NV and CA	\$ 1,489,000	0%	\$ -	N/A	Yes-11/2022	Mar-23	Yes	Awarded - pending grant agreement
TMPO	3.11 - Maintenance and Admin Facility	2023 Regional Grant Program	Maintenance & Admin Facility Design Phase	\$ 2,375,000	5%	\$ 125,000	TDA	Yes-12/2022	Unknown	Pending	Pending Decision
TMPO	3.1 - SSCRP	2023 Regional Grant Program	US-50 - Revised Design Phase	\$ 9,471,014	5% (NV) & 11.47% (CA)	\$ 461,656	Various	Yes-12/2022	Unknown	Pending	Submitted additional details 01/2023
TMPO	4.7 - Transit Operations	2023 Regional Grant Program	Free to User Transit Program	\$ 1,000,000	11.47%	\$ 129,561	Transportation Development Credits	Yes-12/2022	23-Apr	Yes	Awarded - pending grant agreement
FHWA	3.3	2023 RAISE	SR28 Corridor	\$ 27,820,000	0%	\$ 2,820,000	State	Yes-02/2023	Jun-23	Pending	Pending Decision
CALSTA	Multiple	FY23 TIRCP - Transit and Intercity Rail Capital Program	Ferry, SR89, 267 Transit Lanes, Mobility Hub Master Plans, Fleet electrification for TTD & TART, Maintenance Facilities for TTD and Truckee	\$ 101,575,000	0%	\$ 53,403,000	Various	Yes-02/2023	Apr-23	Pending	Not Awarded
FTA	3.11 - Maintenance and Admin Facility	Areas of Persistent Poverty Program	TTD Maintenance and Administrative Facility Replacement Planning	\$ 944,445	10%	\$ 94,445	Transportation Development Credits	Yes-03/2023	Unknown	Pending	Pending Decision
NDOT	4.7 - Transit Operations	NDOT FY 24-26 5311	Operations/ Preventative Maintenance	\$ 3,307,283	Admin 20%, Ops 40.62%	\$ 1,223,757.00	TDA	Yes - 04/2023	Sep-23	Pending	Pending Decision
NDOT	4.3 - Capital Equipment	NDOT FY 24-26 5339	Capital Vehicles and Equipment	\$ 2,886,600	15%	\$ 530,400.00	TDA	Yes - 04/2023	Sep-23	Pending	Pending Decision
FTA	4.3 - Capital Equipment	FY2023 5339(b) Low No	Capital Vehicles and Equipment	\$ 4,000,000	15%	\$ 705,884.00	Transportation Development	Yes - 04/2023	Unknown	Pending	Pending Decision

JS/ja

AGENDA ITEM: V.A.

MEMORANDUM

Date: June 1, 2023

To: Tahoe Transportation District (TTD) Finance and Personnel Committee

From: TTD Staff – Joanie Schmitt, CFO

Subject: Recommend the TTD Board Authorize the Renewal of the District's Line of Credit with Nevada State Bank for One Million Dollars for Purposes of Cash Flow Management for District Operations

Action Requested:

Staff is requesting the Committee recommend the TTD Board approve and authorize the Chair of the Board and District Manager to execute the extension/renewal of the Line of Credit (LOC) agreement with Nevada State Bank (NSB) for the fiscal year 2024. The LOC is currently established at \$1,000,000 and the existing agreement ends on June 30, 2023.

Fiscal Analysis:

The LOC serves as a mechanism to support cash flow while waiting for grant reimbursements. The fees and interest incurred from the LOC are included in the general fund budget.

The loan renewal fees for FY24 are budgeted at \$500. The new agreement is expected to have the same terms as TTD's current agreement, Wall Street Journal (WSJ) Prime (8.25% as of May 19, 2023) plus 2% with a floor of 6%.

Background:

In 2012, the District entered into a Loan Agreement with NSB to establish a \$500,000 LOC. The loan agreement has been renewed annually for the past nine years. In December 2017, the District entered into a new agreement with NSB where the LOC was increased to \$1,000,000. That agreement expired on June 30, 2018, and has been renewed each fiscal year since. Staff is requesting another one-year renewal, which will run from July 1, 2023 through June 30, 2024. Currently, there is a zero balance on the LOC.

Discussion:

The renewal documentation has not yet been received as of the packet distribution, but is expected to be delivered after the Board meeting. Like the current agreement, the new agreement requires no guarantees or collateral and is contingent upon a loan sweep of accounts arrangement, which is a form of automatic repayment.

Staff recommends approval.

Additional Information:

If you have any questions or comments regarding this item, please contact Joanie Schmitt at (775) 589-5507 or jschmitt@tahoetransportation.org.

JS/ja

AGENDA ITEM: V.B.

FPC AGENDA ITEM: III.B.



MEMORANDUM

Date: June 1, 2023

To: Tahoe Transportation District (TTD) Finance and Personnel Committee

From: TTD Staff – Carl Hasty, District Manager / Joanie Schmitt, CFO

Subject: Recommend Approval of Salary Table Changes for Non-Represented Staff and Salary Adjustments for Represented Staff Effective July 1, 2023

Action Requested:

It is requested the Committee recommend approval of the salary table changes for non-represented staff and the salary adjustments for represented staff effective July 1, 2023.

Fiscal Analysis:

Staff has completed the fiscal analysis (Attachment A) comparing the current salary table for non-represented employees with the proposed modified salary table and has forecasted the personnel costs for FY24 through FY26 by fund. The modified salary table is based on the consultant's (Koff and Associates) recommendations, where each grade increases by 2.5%. The steps were modified from Koff and Associates recommendation of six steps at 5% increases to eight steps at 4% increases. The table below recaps the costs with and without a Deputy District Manager and compares personnel costs between the current salary table and the modified salary table.

Non-Represented	FY24	FY25	FY26
Without Deputy			
Current	\$2,914,706	\$3,043,187	\$3,131,807
Modified	<u>\$3,004,143</u>	<u>\$3,143,606</u>	<u>\$3,279,875</u>
Difference	\$89,437	\$100,419	\$148,068
With Deputy			
Current	\$3,111,136	\$3,248,560	\$3,346,178
Modified	<u>\$3,206,057</u>	<u>\$3,354,995</u>	<u>\$3,501,309</u>
Difference	\$94,921	\$106,435	\$155,131

The study's recommendation for staff salaries was to target the median range based on the comparative market group. For represented staff, the median market rates had been met with the \$4 per hour increase that was implemented on January 1, 2022 and brought most positions to current market standards. However, staff recognizes the challenges of the Tahoe market and after discussion with the Board at the April meeting, is recommending additional increases to these positions, which is labeled as the 3-2-6 Plan:

- Bus Operators with a Certified Driver's License (CDL) - \$3 per hour,
- Dispatchers, Maintenance Technicians, and Facilities Technicians - \$2 per hour
- Parts Clerks - \$6 per hour.

JS/ja

AGENDA ITEM: VI.A.

FPC AGENDA ITEM: III.C.

This will raise those salaries above the median target and realign the positions most out of sync with the market.

The following table compares the represented staff with the current Collective Bargaining Agreement (CBA) where employees are eligible for up to a 4% increase and modified by the increases outlined above at the current service levels.

Represented	FY24	FY25	FY26
Current per CBA	\$2,630,937	\$2,725,782	\$2,833,197
Modified	<u>\$2,842,074</u>	<u>\$2,946,362</u>	<u>\$3,063,776</u>
Difference	\$211,137	\$220,580	\$230,579

The total personnel costs with the modified changes, including a Deputy District Manager, total \$6,048,131 for FY24, \$6,301,357 for FY25, and \$6,565,085 for FY26. The fund totals using the modified salary table, including a Deputy, and the represented employees with the 3-2-6 Plan for FY24 and budgeting 4% annual increases per the current CBA for FY 25 and FY 26 are summarized below and based on employee hours remaining the same for each year.

Fund	FY24	FY25	FY26
General	\$496,568	\$519,717	\$542,684
CIP	\$433,886	\$454,780	\$470,544
Transit Operations	\$5,004,195	\$5,208,385	\$5,428,407
Parking Systems	<u>\$113,482</u>	<u>\$118,475</u>	<u>\$123,450</u>
Total	\$6,048,131	6,301,357	\$6,565,085

With the proposed changes, increases to the General Fund balance is projected for FY24 and FY25. The increase to the Fund is a result of the successful partnerships with the local members of the Board who were able to provide contributions and to reach the strategic goal of being able to afford a Deputy District Manager with dedicated funding source for the General Fund.

Additional General Fund revenue may be realized from the budget request making its way through the final steps of the Nevada legislature. Staff expect to have verification of the Nevada State Budget request for the next two years with annual appropriations of \$330,000 and \$346,500 respectively by the time of the Board meeting. These funds are not included in the attached three-year fiscal analysis.

The three-year budgets with the different scenarios for FY24 through FY26 for both the General Fund and the Transit Operations Fund are provided in Attachment A.

Background:

The Board approved a salary comparability study for the entire organization with Koff and Associates and work began in July of 2022 and wrapped up in January of this year. The findings were summarized and discussed with the Board in closed session at the April 2023 meeting.

Discussion:

The proposed salary table for non-represented and the salary adjustments (3-2-6 Plan) for represented employees reflect a combination of the recommendations from Koff and Associates and an evolution of thought based on discussion with the Board in closed session and shaped by financial capability. The result, Staff believes, is another significant step in financial competitiveness in the labor market for both represented and non-represented staff. The proposal includes the addition of a Deputy District Manager for the agency, thanks to local government contributions to the General

JS/ja

AGENDA ITEM: VI.A.

FPC AGENDA ITEM: III.C.

Fund, with likely additional revenue from the State of Nevada through the state budget process for the next biennium.

Staff recommends approval.

Additional Information:

If you have any questions or comments regarding this item, please contact Carl Hasty at (775) 589-5501 or chasty@tahoetransportation.org.

Attachment:

A. Compensation Analysis

JS/ja

AGENDA ITEM: VI.A.

FPC AGENDA ITEM: III.C.

Current Salary Table

		4.00%	3.85%	3.80%	3.50%	3.50%	3.25%	3.30%	
Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1		27,249	28,339	29,430	30,548	31,617	32,724	33,788	34,903
	Transit Info Officer, Parking Attendant, Transit Data Technician								
2		29,430	30,607	31,785	32,993	34,148	35,343	36,492	37,696
3		31,785	33,056	34,329	35,634	36,881	38,172	39,413	40,714
	Clerical Office Assistant, Parking Ambassador								
4		34,329	35,702	37,077	38,486	39,833	41,227	42,567	43,972
5		37,077	38,560	40,045	41,567	43,022	44,528	45,975	47,492
6		40,045	41,647	43,250	44,894	46,465	48,091	49,654	51,293
7	Operations Specialist	43,250	44,980	46,712	48,487	50,184	51,940	53,628	55,398
8		46,712	48,580	50,450	52,367	54,200	56,097	57,920	59,831
	Procurement/Contract Analyst, Payroll Specialist, Asst Transit Planner Analyst								
9		50,450	52,468	54,488	56,559	58,539	60,588	62,557	64,621
	Maintenance Supervisor, Project Coordinator, Road Supervisor								
10		54,488	56,668	58,850	61,086	63,224	65,437	67,564	69,794
	Transit Accountant, Mobility Manager, Safety, Security, & Training Coordinator, Payroll Accountant								
11		58,850	61,204	63,560	65,975	68,284	70,674	72,971	75,379
	Transit Planner/Analyst, Sr. Road Supervisor, Exec Asst/Clerk of Board, Ops Supv (Exempt), Fleet & Facilities Supv (Exempt)								
12		63,560	66,102	68,647	71,256	73,750	76,331	78,812	81,413
	Controller, Sr. Planner, Public Information Officer								
13		68,647	71,393	74,142	76,959	79,653	82,441	85,120	87,929
	Fleet & Facilities Mgr, Capital Program Specialist								
14		74,142	77,108	80,077	83,120	86,029	89,040	91,934	94,968
	HR/Risk Manager, Transit Ops Manager								
15		80,077	83,280	86,486	89,772	92,914	96,166	99,291	102,568
	Chief Financial Officer, Transportation Project Manager								
16		86,486	89,945	93,408	96,958	100,352	103,864	107,240	110,779
	Capital Program Manager, Engineer 1								
17		93,408	97,144	100,884	104,718	108,383	112,176	115,822	119,644
	Legal Counsel, Transit System Program Manager								
18		100,884	104,919	108,958	113,098	117,056	121,153	125,090	129,218
	Senior Engineer								
19		108,958	113,316	117,679	122,151	126,426	130,851	135,104	139,562
20		117,679	122,386	127,098	131,928	136,545	141,324	145,917	150,732
21	Asst District Manager/Deputy	127,098	132,182	137,271	142,487	147,474	152,636	157,597	162,798
22		137,271	142,762	148,258	153,892	159,278	164,853	170,211	175,828
23		148,258	154,188	160,124	166,209	172,026	178,047	183,834	189,901

CH/ja

AGENDA ITEM: VI.A.

FPC AGENDA ITEM: III.C.

Modified Salary Table

Grade	Position	4%	4%	4%	4%	4%	4%	4%	4%
		Annually							
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1-18		NA	NA	NA	NA	NA	NA	NA	NA
19	Parking Attendant, Parking Ambassador, Transit Data Tech	37,674	39,181	40,748	42,378	44,073	45,836	47,669	49,576
20	Clerical Office Assistant	38,616	40,160	41,766	43,437	45,174	46,981	48,860	50,814
21		39,581	41,164	42,811	44,523	46,304	48,156	50,082	52,085
22		40,571	42,193	43,881	45,636	47,461	49,359	51,333	53,386
23		41,585	43,248	44,978	46,777	48,648	50,594	52,618	54,723
24		42,625	44,330	46,103	47,947	49,865	51,860	53,934	56,091
25		43,690	45,438	47,256	49,146	51,112	53,156	55,282	57,493
26		44,782	46,574	48,437	50,374	52,389	54,485	56,664	58,931
27	Customer Services Representative	45,902	47,738	49,648	51,634	53,699	55,847	58,081	60,404
28		47,050	48,931	50,888	52,924	55,041	57,243	59,533	61,914
29		48,226	50,155	52,161	54,247	56,417	58,674	61,021	63,462
30		49,431	51,409	53,465	55,604	57,828	60,141	62,547	65,049
31	Fiscal Specialist	50,667	52,694	54,802	56,994	59,274	61,645	64,111	66,675
32		51,934	54,011	56,171	58,418	60,755	63,185	65,712	68,340
33		53,232	55,361	57,575	59,878	62,273	64,764	67,355	70,049
34	Payroll Specialist	54,563	56,746	59,016	61,377	63,832	66,385	69,040	71,802
35		55,927	58,164	60,491	62,911	65,427	68,044	70,766	73,597
36		57,325	59,618	62,003	64,483	67,062	69,744	72,534	75,435
37		58,758	61,109	63,553	66,095	68,739	71,489	74,349	77,323
38	Transit Supervisor (formerly titled Road Supervisors)	60,227	62,636	65,141	67,747	70,457	73,275	76,206	79,254
39		61,733	64,202	66,770	69,441	72,219	75,108	78,112	81,236
40		63,276	65,807	68,439	71,177	74,024	76,985	80,064	83,267
41		64,858	67,453	70,151	72,957	75,875	78,910	82,066	85,349
42		66,480	69,139	71,905	74,781	77,772	80,883	84,118	87,483
43	Fleet & Facilities Specialist	68,142	70,867	73,702	76,650	79,716	82,905	86,221	89,670
44	Executive Assistant/Clerk to the Board	69,845	72,639	75,545	78,567	81,710	84,978	88,377	91,912
45	Operations Supervisor Fleet & Facilities Supervisor	71,591	74,455	77,433	80,530	83,751	87,101	90,585	94,208
46		73,381	76,316	79,369	82,544	85,846	89,280	92,851	96,565
47	Public Information Officer	75,216	78,224	81,353	84,607	87,991	91,511	95,171	98,978
48		77,096	80,180	83,387	86,722	90,191	93,799	97,551	101,453
49		79,023	82,184	85,471	88,890	92,446	96,144	99,990	103,990
50		80,999	84,239	87,609	91,113	94,758	98,548	102,490	106,590
51		83,024	86,345	89,799	93,391	97,127	101,012	105,052	109,254
52	Transportation Planner	85,100	88,504	92,044	95,726	99,555	103,537	107,678	111,985
53		87,227	90,716	94,345	98,119	102,044	106,126	110,371	114,786
54		89,408	92,984	96,703	100,571	104,594	108,778	113,129	117,654
55	Finance Manager	91,643	95,309	99,121	103,086	107,209	111,497	115,957	120,595
56		93,934	97,691	101,599	105,663	109,890	114,286	118,857	123,611
57	Operations General Manager	96,282	100,134	104,139	108,305	112,637	117,142	121,828	126,701
58	Capital Program Manager	98,690	102,637	106,742	111,012	115,452	120,070	124,873	129,868
59	Human Resources/Risk Manager	101,157	105,203	109,411	113,787	118,338	123,072	127,995	133,115
60		103,686	107,833	112,146	116,632	121,297	126,149	131,195	136,443
61		106,278	110,529	114,950	119,548	124,330	129,303	134,475	139,854
62		108,935	113,292	117,824	122,537	127,438	132,536	137,837	143,350
63		111,658	116,124	120,769	125,600	130,624	135,849	141,283	146,934
64		114,450	119,028	123,789	128,741	133,891	139,247	144,817	150,610
65	Chief Financial Officer	117,311	122,003	126,883	131,958	137,236	142,725	148,434	154,371
66	Transportation Services Director, Senior Engineer	120,244	125,053	130,055	135,257	140,667	146,294	152,146	158,232
67		123,250	128,180	133,307	138,639	144,185	149,952	155,950	162,188
68	District Deputy Manager	126,331	131,384	136,639	142,105	147,789	153,701	159,849	166,243
69		129,489	134,669	140,056	145,658	151,484	157,543	163,845	170,399
70	District Manager	132,726	138,035	143,556	149,298	155,270	161,481	167,940	174,658

CH/ja

AGENDA ITEM: VI.A.

FPC AGENDA ITEM: III.C.

Tahoe Transportation District

Three Year Projection by Fund

Fund Allocation based on projected FY24 hours

FULLY LOADED PERSONNEL COSTS, INCLUDING TAXES, WORKERS COMP, & FRINGE BENEFITS

	FY24					FY25					FY26				
	Total	General	CIP	TO	PS	Total	General	CIP	TO	PS	Total	General	CIP	TO	PS
Represented															
Current CBA	2,630,937	0	0	2,630,937	0	2,725,782	0	0	2,725,782	0	2,833,197	0	0	2,833,197	0
3-2-6 Plan	2,842,074	0	0	2,842,074	0	2,946,362	0	0	2,946,362	0	3,063,776	0	0	3,063,776	0
Represented difference between 3-2-6 Plan and Current CBA	211,137	0	0	211,137	0	220,580	0	0	220,580	0	230,579	0	0	230,579	0
Non-Rep w/o Deputy															
Current Salary Table	2,914,706	413,043	344,832	2,044,794	112,037	3,043,187	428,655	361,781	2,138,200	114,551	3,131,807	442,105	371,942	2,200,934	116,826
Modified Proposed Table	3,004,143	421,660	351,173	2,117,828	113,482	3,143,606	441,301	368,181	2,215,649	118,475	3,279,875	460,551	379,824	2,316,050	123,450
Non-Rep difference between modified salary table and current salary table	89,437	8,617	6,341	73,034	1,445	100,419	12,646	6,400	77,449	3,924	148,068	18,446	7,882	115,116	6,624
Deputy (only)															
Current Salary Table	196,430	71,867	81,122	43,441	0	205,373	75,139	84,815	45,419	0	214,371	78,431	88,531	47,409	0
Modified Proposed Table	201,914	74,908	82,713	44,293	0	211,389	78,416	86,599	46,374	0	221,434	82,133	90,720	48,581	0
Non-Rep difference between modified salary table and current salary table	5,484	3,041	1,591	852	0	6,016	3,277	1,784	955	0	7,063	3,702	2,189	1,172	0
Combined Total															
Current Salary Table	5,742,073	484,910	425,954	4,719,172	112,037	5,974,342	503,794	446,596	4,909,401	114,551	6,179,375	520,536	460,473	5,081,540	116,826
Modified Proposed Table	6,048,131	496,568	433,886	5,004,195	113,482	6,301,357	519,717	454,780	5,208,385	118,475	6,565,085	542,684	470,544	5,428,407	123,450
Difference between 3-2-6 plan for represented staff, along with modified salary table for non-represented staff, including Deputy and current salary table	306,058	11,658	7,932	285,023	1,445	327,015	15,923	8,184	298,984	3,924	385,710	22,148	10,071	346,867	6,624

CH/ja

AGENDA ITEM: VI.A.

**Tahoe Transportation District
General Fund
Three Year Budgets**

	Modified - with Deputy			Modified - without Deputy			Current - with Deputy			Current - without Deputy		
Revenues	FY24	FY25	FY26	FY24	FY25	FY26	FY24	FY25	FY26	FY24	FY25	FY26
Administrative Fees	47,500	47,500	47,500	47,500	47,500	47,500	47,500	47,500	47,500	47,500	47,500	47,500
RCMF	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Contributions												
LOCAL												
Douglas County	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Washoe County	52,600	37,500	37,500	37,500	37,500	37,500	52,600	37,500	37,500	37,500	37,500	37,500
Placer County	52,500	52,500	52,500	52,500	52,500	52,500	52,500	52,500	52,500	52,500	52,500	52,500
Carson City	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
EDC	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
CSLT												
Vail												
STPUD	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
Interest	7,200	7,200	7,200	7,200	7,200	7,200	7,200	7,200	7,200	7,200	7,200	7,200
Total Revenues	379,800	364,700	364,700	364,700	364,700	364,700	379,800	364,700	364,700	364,700	364,700	364,700
Expenses												
Personnel	496,568	519,717	542,684	421,660	441,301	460,551	484,910	503,794	520,536	413,043	428,655	442,105
Rent	53,940	56,637	59,469	53,940	56,637	59,469	53,940	56,637	59,469	53,940	56,637	59,469
Professional Services	110,100	102,125	109,784	95,000	102,125	109,784	110,100	102,125	109,784	95,000	102,125	109,784
Transit Ops Mgmt - N. Shore	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Misc (Contingency)	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Other	102,250	109,919	118,163	102,250	109,919	118,163	102,250	109,919	118,163	102,250	109,919	118,163
Admin Support	(466,296)	(486,100)	(506,100)	(466,296)	(486,100)	(506,100)	(466,296)	(486,100)	(506,100)	(466,296)	(486,100)	(506,100)
Transfers	6,089	3,000	3,000	6,089	3,000	3,000	6,089	3,000	3,000	6,089	3,000	3,000
Total Expenses	347,651	350,298	372,000	257,643	271,882	289,867	335,993	334,375	349,852	249,026	259,236	271,421
Increase / (Decrease) to Fund Balance	32,149	14,402	(7,300)	107,057	92,818	74,833	43,807	30,325	14,848	115,674	105,464	93,279
PENDING REVENUE												
State of Nevada	330,000	330,000	330,000	330,000	330,000	330,000	330,000	330,000	330,000	330,000	330,000	330,000
Potential Increase / (Decrease) to Fund Balance	362,149	344,402	322,700	437,057	422,818	404,833	373,807	360,325	344,848	445,674	435,464	423,279

ASSUMPTIONS

Same hours in General Fund as budgeted for FY24

CH/ja

AGENDA ITEM: VI.A.

FPC AGENDA ITEM: III.C.

**Tahoe Transportation District
Transit Operations Fund
Three Year Budgets**

	Modified - with Deputy			Modified - without Deputy			Current - with Deputy			Current - without Deputy		
Transit Operations	FY24	FY25	FY26	FY24	FY25	FY26	FY24	FY25	FY26	FY24	FY25	FY26
Revenues												
FTA 5307	5,460,558	5,295,494	5,658,225	5,423,352	5,256,540	5,734,385	5,217,050	5,040,120	5,735,959	5,180,559	5,001,968	5,696,135
FTA 5311 (NDOT)	1,221,708	1,288,603	1,362,429	1,214,621	1,281,183	1,354,656	1,180,193	1,244,993	1,312,129	1,173,243	1,237,726	1,304,544
FTA 5310	98,544	54,304		98,544	54,304		98,544	54,304		98,544	54,304	
TDA	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
TDA - PRIOR YEAR												
ENCUMBRANCE	783,546	1,138,750	315,000	783,546	1,138,750	315,000	783,546	1,138,750	315,000	783,546	1,138,750	315,000
LCTOP	0	250,000		0	250,000		0	250,000		0	250,000	
Other Revenue												
El Dorado County	120,000	0	0	120,000	0	0	120,000	0	0	120,000	0	0
NV State Parks	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000
Interest/Scrap	35,000	35,000	15,000	35,000	35,000	15,000	35,000	35,000	15,000	35,000	35,000	15,000
Farebox	0	0	0	0	0	0	0	0	0	0	0	0
Electrification Credits	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Total Revenues	9,824,356	10,167,151	9,455,654	9,780,063	10,120,777	9,524,041	9,539,333	9,868,167	9,483,088	9,495,892	9,822,748	9,435,679
Expenses												
Personnel	5,004,195	5,208,385	5,428,407	4,959,902	5,162,011	5,379,826	4,719,172	4,909,401	5,081,540	4,675,731	4,863,982	5,034,131
Represented	2,842,074	2,946,362	3,063,776	2,842,074	2,946,362	3,063,776	2,630,937	2,725,782	2,833,197	2,630,937	2,725,782	2,833,197
Non-Represented	2,162,121	2,262,023	2,364,631	2,117,828	2,215,649	2,316,050	2,088,235	2,183,619	2,248,343	2,044,794	2,138,200	2,200,934
Fuel (diesel & electric)	475,000	507,500	540,563	475,000	507,500	540,563	475,000	507,500	540,563	475,000	507,500	540,563
Repairs & Maintenance	1,245,590	1,146,385	1,231,894	1,245,590	1,146,385	1,231,894	1,245,590	1,146,385	1,231,894	1,245,590	1,146,385	1,231,894
Insurance	369,204	396,894	426,661	369,204	396,894	426,661	369,204	396,894	426,661	369,204	396,894	426,661
Professional Services	378,950	406,501	436,049	378,950	406,501	436,049	378,950	406,501	436,049	378,950	406,501	436,049
Subscriptions Software	174,060	187,985	203,024	174,060	187,985	203,024	174,060	187,985	203,024	174,060	187,985	203,024
Miscellaneous	50,000	53,750	57,781	50,000	53,750	57,781	50,000	53,750	57,781	50,000	53,750	57,781
Administrative Support	440,000	460,000	480,000	440,000	460,000	480,000	440,000	460,000	480,000	440,000	460,000	480,000
Transfers - Grant Match	352,474	1,138,750	315,000	352,474	1,138,750	315,000	352,474	1,138,750	315,000	352,474	1,138,750	315,000
Other	614,883	661,001	710,576	614,883	661,001	710,576	614,883	661,001	710,576	614,883	661,001	710,576
Total Expenses	9,104,356	10,167,151	9,829,955	9,060,063	10,120,777	9,781,374	8,819,333	9,868,167	9,483,088	8,775,892	9,822,748	9,435,679
Increase / (Decrease) - prior to Depreciation, Warranties, Disposals and Transfers	720,000	0	(374,301)	720,000	0	(257,333)	720,000	0	0	720,000	0	0

ASSUMPTIONS

Present service levels (including staffing)

CH/ja

AGENDA ITEM: VI.A.

FPC AGENDA ITEM: III.C.



MEMORANDUM

Date: June 1, 2023

To: Tahoe Transportation District (TTD) Finance and Personnel Committee

From: TTD Staff – Carl Hasty, District Manager

Subject: Review and Recommend Approval of the Fiscal Year 2024 Proposed Budget and Work Program

Action Requested:

It is requested the Committee hear the item, discuss the Fiscal Year 2024 (FY24) proposed budgets based on the work program and recommend approval of both to the TTD Board.

Fiscal Analysis:

The fiscal analysis for the salary comparability item is the basis for the proposed budget for personnel. The balance of the proposed budget addresses operational revenues and expenditures related to transit operations, capital projects, parking management, and general fund.

The FY24 proposed budget (Attachment B) includes the Deputy District Manager (DDM) and totals \$16,535,748 in expenses and \$18,457,899 in expected revenue.

The following is a recap of FY24 Increase / (Decrease) by Fund

General	\$32,149
CIP (Reimb Grant Program)	\$2,520
Transit Operations	\$1,874,044
Parking System	\$13,438
Government Fund Account	(\$5,000)
<i>(Reconciling Item to the Governmental Accounts)</i>	

The 3-2-6 Plan for represented staff, detailed in the earlier Comp/Class staff report, exceeds what is typically budgeted at a 4% increase per the maximum allowed under the Collective Bargaining Agreement (CBA). This year's budget does not include the 4% increase in addition to the salary adjustments made through the 3-2-6 Plan for the fiscal year.

The Parking Systems Budget was developed with the SR 28 Corridor Management Team (CMT). The CMT has recommended approval of the budget to TTD's Board of Directors. Expenses are projected to total \$515,562 for both the Point of Sale (POS) and Non-compliance programs. Estimated costs to be incurred under POS include operations and maintenance of the parking lots and trail.

CH/ja

AGENDA ITEM: VI.B.

FPC AGENDA ITEM: III.D.

Work Program Analysis:

The work program (Attachment B) personnel and hours have been adjusted in the FY24 budget at 60 full-time (36 represented) and 16 part-time (8 represented) employees for a total of 76 at 131,090 work hours for the fiscal year.

The initial appropriation of hours is budgeted as follows and is subject to change if additional funding is received.

Work Element 1	2,691
Work Element 2	4,431
Work Element 3	4,198
Work Element 4	115,923
Work Element 5	672
Work Element 6	3,175
Total Hours for FY24:	131,090

Background:

Annually, TTD's budget is developed and adopted by the Board. The budget is based on the anticipated work program with projected hours, anticipated professional services and contracts, operational projections, and anticipated revenues. The budget is developed in accordance with TTD's financial policies, summarized as follows:

Budgeting Policy:

- TTD shall maintain a structurally balanced budget, where revenues equal or exceed expenditures.
- TTD shall prepare an annual budget that is presented to the Board for adoption 60 days prior to the beginning of the fiscal year.
- Budgets will be prepared in accordance with generally accepted accounting principles, using the modified accrual basis of accounting for the governmental funds and full accrual basis of accounting for the proprietary fund(s).
- The level of budgetary control (the level at which expenditures cannot legally exceed the appropriated amount) is established at the fund level.
- The Chief Financial Officer (CFO) shall submit regular operating reports to TTD's Finance Committee, comparing actual revenues and expenditures with budgeted revenues and expenditures.
- Board approval is required for budget revisions that affect the total appropriations of each fund.
- Appropriations lapse at the end of the fiscal year, unless they are re-appropriated through the formal budget process.

Discussion:

The transit service plan is budgeted twenty full-time operators, which is five less than previous full service. The proposed increases from the 3-2-6 Plan, as well as the continuation of hiring bonus incentives should positively influence recruitment and retention. TTD will continue to recruit non-CDL operators and provide training. TTD is positioned as well as it can be at this time.

CH/ja

AGENDA ITEM: VI.B.

FPC AGENDA ITEM: III.D.

On the capital project side, the work program focuses mostly on the NV Bikeway to Bikeway, Central Corridor, and North Demonstration Projects on the SR 28 corridor, and in particular, corridor parking; Regional Revenue development; the facility site assessments for Incline Village and Warrior Way in Douglas County; US 50 Community Revitalization Project; completing the Hazard Mitigation Plan; and transit capital purchases. Staff would like to note that additional resources and project work may develop for the SR 28 corridor, namely funds to partner with Washoe County and Placer County for the Crystal Bay trail segment and for coordination activities for implementation of corridor improvements along the Nevada section into Placer County. If these develop, a future budget amendment may be necessary for the fiscal year. All eligible costs incurred, including personnel, will be reimbursed from Federal grants and local match.

The status for the General Fund is beginning to change so that it can operate as a true compartmentalized fund thanks to Board support and advocacy. Costs that can be directly charged to the other programs will continue, as well as the 10 percent reimbursement for indirect costs allocation plan (ICAP) within the transit operations and capital improvement programs. Several years ago, then Chair Gustafson suggested that local agencies sitting on TTD's Board should find ways to make contributions to the General Fund. In FY22, Washoe County contributed \$15,100, which was dedicated to hiring a DDM. The Board discussed and approved targets in FY23 for FY24. For FY24, Washoe County budgeted \$37,500, Placer County budgeted \$52,500, and Carson City committed to contributing \$5,000, along with receiving the annual \$50,000 contribution from Douglas County. Staff applied to El Dorado County for \$30,000 as part of the County's transit occupancy tax request for Tahoe transit. These funds make it possible to include the Deputy position, a Board goal, in this fiscal year's budget. In addition, under Chair Hill, the Board worked to include a request for TTD General Fund revenue in the Nevada state budget as part of the Tahoe Regional Planning Agency budget package. That request has successfully worked through the committee process and awaits floor votes as part of the larger state budget process. Inclusion in the Nevada state budget will mean \$330,000 for TTD in FY24 and \$346,500 in FY25.

Upon a recommendation of adoption from the Finance and Personnel Committee, Staff is requesting adoption of the FY24 budget and work program

Additional Information:

If you have any questions or comments regarding this item, please contact Joanie Schmitt at (775) 589-5507 or jschmitt@tahoetransportation.org.

Attachments:

- A. Proposed FY24 Work Program Outline
- B. Proposed FY24 Budget, including a DDM

CH/ja

AGENDA ITEM: VI.B.

FPC AGENDA ITEM: III.D.

FISCAL YEAR 2024 (FY 24) WORK ELEMENTS

WORK ELEMENT 1: TTD ADMINISTRATION AND OUTREACH

TASKS

- 1.1 – Board Relations, Policy Meetings, Community Relations
- 1.2 – Work Program and Budget Development and Management
- 1.3 – Report/Coordinate with TMPO, State DOTs, FTA, FHWA, Local/Regional Transportation Organizations

WORK ELEMENT 2: PROGRAM MANAGEMENT FOR PROJECTS AND SERVICES

TASKS

- 2.2 – Capital Improvement Program Development and Management
- 2.5 – Fiscal Administration and Controls, Risk Management, Record Keeping
- 2.7 – Human Resources

WORK ELEMENT 3: TTD PROJECT DEVELOPMENT AND IMPLEMENTATION

TASKS

- 3.1 – US 50/South Shore Community Revitalization Project
- 3.3 – Nevada Stateline to Stateline Bikeway Project
 - 3.3.2 – North Demo – Phase II (North Lot Parking)
 - 3.3.3 – Central Corridor - Phase III
 - 3.3.3A – Chimney Beach to Secret Harbor
- 3.4 – SR 89 Fanny Bridge Community Revitalization Project
- 3.6.2 – Zero Emissions Fleet Plan
- 3.11 – Transit Corp Yard Facility Project
- 3.17 – Mobility Hubs
 - 3.17.1 – Incline Village Mobility Hub Project
- 3.18 – Transportation Resiliency Infrastructure
 - 3.18.2 – Hazard Mitigation Plan

WORK ELEMENT 4: TTD TRANSIT SERVICE AND ASSET MANAGEMENT

TASKS

- 4.3 – Manage TTD Assets and Procurement Process
- 4.7 – Transit System Administration

WORK ELEMENT 5: CAPACITY DEVELOPMENT FOR PROJECTS AND TRANSIT SERVICE

TASKS

- 5.1 – State and Local Revenue Development for Transportation Program
 - 5.1.2 – State and Local Revenue Development
- 5.2 – Legislative/ Association Coordination/ Development/ Outreach
- 5.5 – Communication Network Infrastructure and Public Safety Support
 - 5.5.3 – Broadband

WORK ELEMENT 6: TTD PARKING SYSTEMS/FACILITIES OPERATIONS

TASKS

- 6.1 – Park Tahoe
 - 6.1.1 – Parking Systems
 - 6.1.2 – Non-Compliance

Tahoe Transportation District
Proposed FY24 Budget (Including Deputy)
By Fund Type

	TOTAL	GENERAL	CIP	TO	Parking System (PS)	GFA
Revenues						
Federal Grants	\$ 14,937,549	\$ -	\$ 8,156,739	\$ 6,780,810	\$ -	\$ -
State / Local	2,524,850		319,850	2,205,000		
Contributions	254,100	225,100	29,000			
General Revenues	100,000	100,000				
Charges for Services	582,500	47,500		20,000	515,000	
Special Items	58,900	7,200	2,700	35,000	14,000	
TOTAL REVENUES	\$ 18,457,899	\$ 379,800	\$ 8,508,289	\$ 9,040,810	\$ 529,000	\$ -
Expenses						
Personnel	\$ 6,058,131	\$ 496,568	\$ 433,886	\$ 5,014,195	\$ 113,482	\$ 5,000
Admin Support (ICAP)		(466,296)	26,296	440,000		
Contracts	5,924,391		5,656,896		267,495	
Fuel	475,000			475,000		
Other Operating	3,398,366	310,790	130,304	2,822,687	134,585	
Depreciation & Disposal of Fixed Assets and Warranties	639,360			639,360		
Capital Outlay	40,000			40,000		
Taxes and Interest	500	500				
TOTAL EXPENSES	\$ 16,535,748	\$ 341,562	\$ 6,247,382	\$ 9,431,242	\$ 515,562	\$ 5,000
Other Funding Sources						
In (Revenues)	\$ (2,975,513)	\$ -	\$ (358,563)	\$ (2,616,950)	\$ -	\$ -
Out (Expenses)	2,975,513	6,089	2,616,950	352,474		
TOTAL OTHER FUNDING SOURCES	\$ -	\$ 6,089	\$ 2,258,387	\$ (2,264,476)	\$ -	\$ -
Increase / (Decrease) to Fund Balance	\$ 1,922,151	\$ 32,149	\$ 2,520	\$ 1,874,044	\$ 13,438	\$ (5,000)

JS/ja

AGENDA ITEM: VI.B.

Tahoe Transportation District
Proposed FY24 Budget (Including Deputy)
Personnel Costs

		Personnel Costs								
				Stateline to Stateline Bikeway (Parking Lots)	Facility Plan	Zero Emission Fleet Plan	Hazard Mitigation Plan	Intelligent Sensor Integration		
FY 24 Budget	General Fund	US 50	Rec Travel						CIP Total	
PERSONNEL										
Salaries & Wages	\$ 325,333	\$ 105,172	\$ 37,411	\$ 60,510	\$ 24,484	\$ 19,926	\$ 9,556	\$ 27,098	\$ 284,157	
Admin/Vac/Sick	48,680	15,715	5,590	9,041	3,658	2,977	1,428	4,049	42,458	
Medicare	5,424	1,753	624	1,009	408	332	159	452	4,737	
SUTA	1,532	497	175	287	115	94	46	127	1,341	
ETT	5	2	1	1	0	0	0	0	4	
Nationwide - SSRP	28,027	9,056	3,221	5,210	2,108	1,716	823	2,333	24,467	
FICA	1,468	476	170	274	111	90	43	123	1,287	
Nationwide - Retirement	14,015	4,528	1,611	2,606	1,054	858	411	1,167	12,235	
Health Insurance	54,506	17,686	6,292	10,176	4,118	3,351	1,608	4,559	47,790	
Dental Insurance	3,317	1,077	382	620	251	204	98	277	2,909	
Life/STD Insurance	921	299	106	171	70	57	27	77	807	
Vision Care Insurance	657	213	76	123	50	40	19	55	576	
Workers Compensation	12,683	4,115	1,464	2,367	958	780	374	1,060	11,118	
EE Compensated Absences	5,000									
Total Personnel	\$ 501,568	\$ 160,589	\$ 57,123	\$ 92,395	\$ 37,385	\$ 30,425	\$ 14,592	\$ 41,377	\$ 433,886	

		Parking	
FY 24 Budget	TO	Systems	TOTAL
PERSONNEL			
Salaries & Wages	\$ 3,224,919	\$ 79,833	\$ 3,914,242
Admin/Vac/Sick	481,886	11,929	584,953
Medicare	53,746	1,329	65,236
SUTA	13,649	745	17,267
ETT	382	0	391
Nationwide - SSRP	117,409	3,397	173,300
FICA	138,830	3,056	144,641
Nationwide - Retirement	79,447	1,699	107,396
Health Insurance	518,272	6,636	627,204
Dental Insurance	15,687	404	22,317
Life/STD Insurance	4,365	112	6,205
Vision Care Insurance	3,092	80	4,405
Workers Compensation	352,511	4,262	380,574
EE Compensated Absences	10,000		15,000
Total Personnel	\$ 5,014,195	\$ 113,482	\$ 6,063,131

Baseline Assumptions

Represented Employees:

\$3/hour increase to Bus Operators (20 FT, 8 X-Board)
\$2/hour increase to Dispatchers (5 FT), Maintenance Technicians (5 FT)
and Facility Technicians (4 FT)
\$6/hour increase to Parts Technician (2)

Non-Represented Employees are budgeted using the Modified Salary Table
with the Deputy District Manager (24 FT, 7 PT)

Renewal of part-time Civil Engineer, 1040 Hours, \$100/hour, no fringe benefits
Wage outside Salary Table - Same terms as FY23 (1 PT)

Represented Employees health insurance calculated six months at current rates and
six months with 6% increase

Non-Represented Employees health insurance calculated five months at current rates
and seven months with a 18% increase

Pilot Incentive Program of \$800 + Taxes/Retirement/Workers Compensation for all employees,
excluding upper Management

JS/ja

AGENDA ITEM: VI.B.

FPC AGENDA ITEM: III.D.

Tahoe Transportation District
Proposed FY24 Budget Including Deputy
General Fund

		Notes
Revenues		
State		
Nevada	\$ -	Pending - Possible \$330K
Contributions	\$ 225,100	
Douglas County	50,000	
Washoe County	52,600	Includes \$15,100 for Deputy
Placer County	52,500	
El Dorado County	30,000	
Carson City	5,000	
CSLT	0	
Vail	0	
STPUD	35,000	
General Revenues		
Rental Car Mitigation Fees	100,000	
Charges for Services		
Administrative Fees	47,500	PS 10% revenues
Special Items		
Interest Revenue	<u>7,200</u>	Interest on savings
Total Revenues	\$ 379,800	
Expenses		
Personnel	\$ 496,568	
Admin Support Fees	(466,296)	Transit Ops \$440,000, CIP \$26,296
Other Operating Expenses		
		Infinity (IT) \$4,500, Trillium \$1,500, Wildcreek (financial software) \$18,500, High Sierra (copiers) \$1,140, background checks \$1,000, Axiom (timekeeping) \$3,600, NV work comp \$800, misc \$2,150, placement fee (Deputy) \$15,100
Professional Services	48,290	
Legal	25,000	
Audit	36,810	
Facility Rent	53,940	TRPA (incl. utilities) \$44,988, copier \$4,425, storage unit \$2,076, meeting rooms \$2,451
Telephone	16,260	
Supplies	21,132	TRPA \$16,632, HR supplies \$1,000, other \$3,500
Insurance	31,490	Caltip ERMA \$24,000, Crime \$1,130, Cyber \$6,360

JS/ja

AGENDA ITEM: VI.B.

FPC AGENDA ITEM: III.D.

Tahoe Transportation District
Proposed FY24 Budget Including Deputy
General Fund

Notes

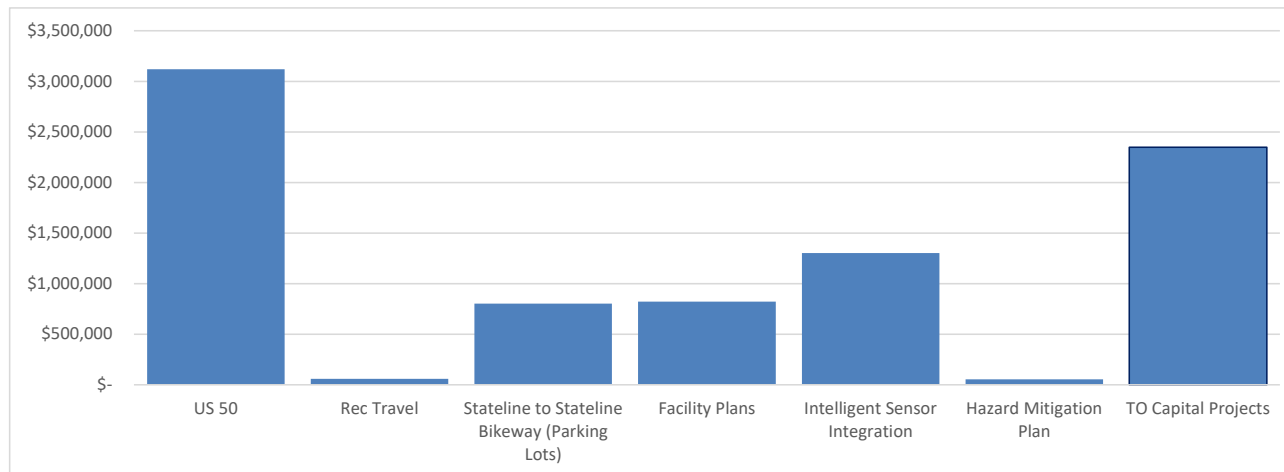
Other Expenses Continued		
Advertising & Public Relations	1,500	
Reproduction & Printing	750	
Postage	500	
Dues, Subscriptions & Publications	15,754	
Transit Management - No Shore	20,000	
Training	3,500	
Travel	8,314	Includes airfare \$2,814, Per Diem \$3,500, auto \$2,000
Bank Fees	800	
Events	1,500	
Repairs & Maintenance	250	
Miscellaneous Expenses	<u>25,000</u>	Board Members mandatory NV Workers Comp \$3,000, contingency \$22,000
Total Other Operating	\$ 310,790	
 Taxes and Interest		
Interest	<u>500</u>	LOC Interest
Total Taxes and Interest	\$ 500	
 Total Expenses	 \$ 341,562	
 Other Funding Sources - Revenues		
Revenues		
Capital (In) Out	\$ -	
Transfers (In) Out	<u>6,089</u>	Match for NDOT Rec Travel and CalOES grants
Total Other Financing Sources	\$ 6,089	
 Total Expenses and Other Funding Sources	 \$ 347,651	
 Increase /(Decrease) to Fund Balance	 \$ 32,149	

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AGENDA ITEM: VI.B.

Tahoe Transportation District
Proposed FY24 Budget (Including Deputy)
Capital Improvement Program (Fund Mapped by Project)

Funding Source	Total	US 50	Rec Travel	Stateline to Stateline Bikeway (Parking Lots)	Facility Plans	Intelligent Sensor Integration	Hazard Mitigation Plan	TO Capital Projects
Revenues								
Capital Grant & Contributions								
Surface Transportation Block Grant	\$ 3,298,907	\$ 2,396,595	\$ 59,998	\$ 318,670	\$ 523,644			
Highway Infrastructure Program (HIP)	470,655	470,655						
Infrastructure	1,330,071			28,375		1,301,696		
California Sustainable Transportation Planning	278,343				278,343			
CAL Office of Emergency Services	42,671						42,671	
Congestion Mitigation and Air Quality	252,500	252,500						
Contributions/Grant Match	29,000			16,733			12,267	
Transportation Alternatives Program	413,643			413,643				
Washoe County	21,771			21,771				
Douglas County	19,736				19,736			
FTA 5339	2,348,292							2,348,292
Interest on Advances	2,700			2,100	600			
Total Capital Grants & Contributions	\$ 8,508,289	\$ 3,119,750	\$ 59,998	\$ 801,292	\$ 822,323	\$ 1,301,696	\$ 54,938	\$ 2,348,292
	100.00%	36.67%	0.71%	9.42%	9.66%	15.30%	0.65%	27.60%



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AGENDA ITEM: VI.B.

Tahoe Transportation District
Proposed FY24 Budget (Including Deputy)
Capital Improvement Program (Fund Mapped by Project)

	Total	US 50	Rec Travel	Stateline to Stateline Bikeway (Parking Lots)	Facility Plans	Intelligent Sensor Integration	Hazard Mitigation Plan	TO Capital Projects
Expenses								
Operating								
Personnel	\$ 433,886	\$ 160,589	\$ 57,123	\$ 92,395	\$ 67,810	\$ 41,377	\$ 14,592	\$ -
Contract Services	5,656,896	2,923,155		684,000	760,481	1,258,250	31,010	
Reproduction & Printing	4,800	4,800						
Rent Meeting Room	2,000	500		500	1,000			
Supplies	2,100	500		600	1,000			
Advertising / Outreach	3,900	1,500		900	1,500			
Subscript / Publications / Dues	265	100	165					
Professional Services	62,109						12,267	49,842
Legal Services	41,000	18,000	3,000	15,000	5,000			
Postage	1,500	1,500						
Training	10,000							10,000
Travel - Per Diem	900							900
Travel - Auto	1,550	600		100	250			600
Bank Fees	180			120	60			
Admin Support (ICAP)	26,296	8,506	2,868	5,697	7,156	2,069		
Total Operating Expenses	\$ 6,247,382	\$ 3,119,750	\$ 63,156	\$ 799,312	\$ 844,257	\$ 1,301,696	\$ 57,869	\$ 61,342
Capital Outlay								
Over \$5000	\$ 2,576,950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,576,950
Under \$5000	40,000							40,000
Reimb Capital Expenses	(2,616,950)							(2,616,950)
Total Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Financing Sources (Rev) Exp								
Transfer (In) Out	\$ (358,563)	\$ -	\$ (3,158)		\$ (22,474)	\$ -	\$ (2,931)	\$ (330,000)
Capital Outlay (In) Out	2,616,950							2,616,950
Total Other Financing Sources	\$ 2,258,387	\$ -	\$ (3,158)	\$ -	\$ (22,474)	\$ -	\$ (2,931)	\$ 2,286,950
Total Expenses, Outlay and Other Financing Sources	\$ 8,505,769	\$ 3,119,750	\$ 59,998	\$ 799,312	\$ 821,783	\$ 1,301,696	\$ 54,938	\$ 2,348,292
Increase / (Decrease) to Fund Balance	\$ 2,520	\$ -	\$ -	\$ 1,980	\$ 540	\$ -	\$ -	\$ -

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AGENDA ITEM: VI.B.

FPC AGENDA ITEM: III.D.

Tahoe Transportation District
Proposed FY24 Budget Including Deputy
Transit Capital Purchases and Transfers

Transit Capital Purchases		Funding Source	Transfer to TO	Transit Capital Purchases		Funding Source	Transfer to TO
		Detail				Source Detail	TO
Four (4) Gillig Bus Purchases		2,400,000	2,400,000	Equipment - FTA 5339 UZA FY20		54,842	45,000
FTA 5339 UZA FY19	C8.9.3	118,509		* Misc Equipment	C8.9.4	15,000	15,000
FTA 5339 UZA FY21	C8.9.5	81,491		Synchromatics	C8.9.4	39,842	30,000
NDOT 5339	C12B	1,020,000		Equipment - FTA 5339C FY 18		60,000	10,000
NDOT 5339	C12A	850,000		Level 2 Electrical Upgrades (Shop Street)	C8.2	50,000	10,000
** TDA Restricted Match		330,000		Battery Electric Bus Training	C8.2	10,000	
Bus Inspections - FTA 5339 UZA FY21		1,500	-	Equipment - FTA 5339 UZA FY21		25,000	25,000
Travel Per Diem	C8.9.5	900		* Bear Boxes (Qty 12)	C8.9.5	25,000	
Travel Auto	C8.9.5	600					
Skid Steer Purchase		100,000	100,000				
FTA 5339 UZA FY19	C8.9.3	49,460					
FTA 5339 UZA FY20	C8.9.4	50,540					
Two (2) Transit Shelters		36,950	36,950				
FTA 5339 UZA FY18	C8.9.2	16,572					
FTA 5339 UZA FY19	C8.9.3	15,221					
FTA 5339 UZA FY20	C8.9.4	2,811					
FTA 5339 UZA FY21	C8.9.5	2,346					

Total CIP for Transit and Transfer \$ 2,678,292 \$ 2,616,950

*	Transfer to Expense Under \$5K	\$ 40,000
	Transfer to Fixed Assets	\$ 2,576,950

** Transfers from Transit Ops Restricted (TDA Grant Match)	\$ 330,000
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TOTAL BY GRANT		
FTA 5339 UZA FY18	C8.9.2	16,572
FTA 5339 UZA FY19	C8.9.3	183,190
FTA 5339 UZA FY20	C8.9.4	108,193
FTA 5339 UZA FY21	C8.9.5	110,337
FTA 5339C FY18	C8.2	60,000
NDOT 5339	C12A	850,000
NDOT 5339	C12B	1,020,000
TDA Restricted Match		330,000
TOTAL		2,678,292

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AGENDA ITEM: VI.B.

Tahoe Transportation District
Proposed FY24 Budget (Including Deputy)
Transit Operations Fund

Operations

Revenues

Federal Grants

FTA 5311	\$ 1,221,708	Rural - Operations, Administrative (Admin), Preventive Maintenance (PM) Expenses
FTA 5307 Coronavirus Aid, Relief and Economic Security	218,525	Urban - PM Expenses
FTA 5307 American Rescue Plan	603,409	Urban - Operations & Admin, PM Expenses
FTA 5307 Originally from Congestion Mitigation Air Quality	1,500,000	Urban - Operations & Admin Expenses
FTA 5307 (FY20 and FY21)	3,138,624	Urban - Operations & Admin Expenses
FTA 5310	<u>98,544</u>	Urban - Americans Disability Act
Total Federal Grants	\$ 6,780,810	

State/ Local Funding

NV State Parks	\$ 85,000	SR28 Summer Service
El Dorado County	120,000	Balance of FY23 allocation
TDA - LTF	1,314,067	FY24 final estimates expected in October 2023 - \$129,622 future grant match
TDA - STA	590,378	FY24 final estimates expected in October 2023 - future grant match
TDA - STA - SGR	<u>95,555</u>	Final estimates expected in October 2023 - PM
Total State Funding	\$ 2,205,000	

Charges for Services

Farebox Revenue	\$ -	FY 24 zero fares
Electrification Credits	20,000	Electrification credit applied to Farebox Recovery
Pass Sales		
Total Charges for Services	<u>\$ 20,000</u>	

Special Items

Sale of Fixed Asset	\$ 1,500	
Interest Revenue	<u>33,500</u>	
Total Special Items	\$ 35,000	

TOTAL REVENUES

\$ 9,040,810

Operating Expenses

Personnel	\$ 5,014,195	Includes Deputy
Admin Support (ICAP)	\$ 440,000	
Fuel - Diesel	\$ 375,000	
Utility - Electrification	<u>100,000</u>	LTCC Charger
Total Fuel/Utility	\$ 475,000	

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AGENDA ITEM: VI.B.

Tahoe Transportation District
Proposed FY24 Budget (Including Deputy)
Transit Operations Fund

	Operations	
Other Operating Expenses, excl Depreciation		
Repair and Maintenance	\$ 1,245,590	See TO Supplemental Schedule for Detail
Insurance	369,204	
Professional Services	378,950	See TO Supplemental Schedule for Detail
		Shop St \$36,000, CSLT transit centers \$123,456, copier \$3,850, old Incline Elementary School fence \$13,500, new Elementary School parking lot rental \$6,075, meeting room \$533
Facility Rent	181,553	
Facility Utilities	102,600	
Telephone	37,920	
Sales Tax on Fuel	1,000	
Reproduction & Printing	5,325	
Supplies	61,200	Includes \$7,500 for computer equipment
Uniforms	10,650	
Postage	1,600	
Advertising & Public Relations	75,000	
License & Permits	1,200	
Dues, Subscriptions and Publications	22,020	
Subscriptions - Software	174,060	See TO Supplemental Schedule for Detail
Legal Services	36,210	
Travel and Training	56,080	
Bank Fees	7,200	
Events	5,325	
Miscellaneous Expenses	50,000	\$5,000 misc expenses, \$45,000 contingency
Total Other Operating Prior to Depreciation and Warranty	\$ 2,822,687	
Depreciation and Disposal of Capital Assets	\$ 588,000	
Warranties	\$ 51,360	Proterra buses and charging equipment
Capital Outlay		
Equipment under \$5000	\$ 40,000	
Other Funding Sources - Revenues		
Transfers (In) Out	\$ 352,474	FY 22 TDA match: NDOT 5339 \$330,000, Zero Emission Fleet and Facility Plan \$14,650, Incline Mobility Hub Plan \$7,824
Capital (In) Out	\$ (2,616,950)	See CIP Transit Ops Detail
	\$ (2,264,476)	
Total Expenses, Outlay and Other Funding Sources	\$ 7,166,766	
Increase / (Decrease) to Fund Balance	\$ 1,874,044	

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AGENDA ITEM: VI.B.

FPC AGENDA ITEM: III.D.

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	Operations
Repairs & Maintenance	
Maintenance Work Orders	360,000
Outside Contractor	392,400
Off-site Tire Service	30,000
Fluids & Oils	53,750
Consumables	50,000
Delivery	6,000
Core Taxes	60
Other	15,000
Equipment Rental	116,880
Equipment under \$5K	15,000
Passenger Amenities	21,500
Write Off	5,000
Write Off from Inventory Sales	185,000
Parts Auction Revenue	(5,000)
Total Repairs & Maintenance	\$ 1,245,590
 Cost per Mile	
Total Operating Expenses (Excl Deprec/Warranties)	8,791,882
Less	
NV State Parks	(85,000)
Electrification Credit Farebox Replacement	(20,000)
Net Expense	8,686,882
 Total Revenue Miles	382,731
 Total Cost per Rev Mile	\$ 22.70

Tahoe Transportation District
Proposed FY24 Budget (Including Deputy)
Parking Management Systems

	Parking Systems Total	Parking Systems Operations	Parking Systems Non Compliance
Revenues			
Contributions	\$ -		
Charges for Services			
Parking Revenue	\$ 470,000	\$ 470,000	\$ -
Non - Compliance Revenue	45,000		45,000
Total Charges for Services	<u>\$ 515,000</u>	<u>\$ 470,000</u>	<u>\$ 45,000</u>
Special Items			
Interest Revenue	<u>\$ 14,000</u>	<u>\$ 14,000</u>	<u>\$ -</u>
TOTAL REVENUES	\$ 529,000	\$ 484,000	\$ 45,000
Expenses			
Personnel	\$ 113,482	\$ 58,432	\$ 55,050
Contracts	267,495	267,495	
Other Operating			
Professional Services	38,110	33,110	5,000
Legal Services	2,000	1,000	1,000
Telephone	1,500	750	750
Equipment under \$5K (4 Meters)	14,200	14,200	
Supplies	2,000	750	1,250
License & Permits	200	100	100
Subscriptions	175	75	100
Repairs & Maintenance	4,700	4,700	
Admin Fees	51,500	47,000	4,500
Travel - Auto	200	100	100
Bank Fees / CC Fees	20,000	20,000	
Misc Fees	<u>0</u>	<u>0</u>	
Total Other Operating Expenses Prior to Depreciation	<u>\$ 134,585</u>	<u>\$ 121,785</u>	<u>\$ 12,800</u>
Depreciation and Disposals	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL EXPENSES	\$ 515,562	\$ 447,712	\$ 67,850
Increase /(Decrease) to Fund Balance	\$ 13,438	\$ 36,288	\$ (22,850)

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AGENDA ITEM: VI.B.

FPC AGENDA ITEM: III.D.

Tahoe Transportation District
Proposed FY24 Budget (Including Deputy)
Governmental Fund Assets

	GFA Total
Revenues	\$ -
Expenses	
EE Compensated Absences	\$ 5,000
Depreciation	<u>0</u>
Total Expenses	<u>\$ 5,000</u>
Increase / (Decrease) to Fund Balance	\$ (5,000)

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AGENDA ITEM: VI.B.

Tahoe Transportation District
Proposed FY24 Budget
(Including Deputy)
By Work Element

WE	Total	General	CIP	Transit Ops	PS	Hours
1	\$ 217,314	\$ 217,314				2,691
2	\$ 155,491	75,836		79,655		4,431
3	\$ 6,161,256	4,277	6,122,884	34,095		4,198
4	\$ 9,411,415	32,581	61,342	9,317,492		115,923
5	\$ 74,710	11,554	63,156			672
6	\$ 515,562				515,562	3,175
Total	\$ 16,535,748	\$ 341,562	\$ 6,247,382	\$ 9,431,242	\$ 515,562	131,090

Represented EE's - 36 Full-time	73,288
Represented EE's - 0 Part-time/8 X-Board	2,898
Non-Represented EE's - 24 Full-time	50,486
Non-Represented EE's - 8 Part-time	4,418
Total Employee Hours	131,090

Total Employees

Full-time	60
Part-time and X-Board	16
Total	76

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AGENDA ITEM: VI.B.