



**MOVE Board of Directors Meeting Agenda
10:00 AM Tuesday, July 18, 2023**

**MOVE Office
4701 Sisk Rd. Ste. 201
Modesto, CA 95356**

**You may also attend this meeting by utilizing “GoToMeeting” online conferencing.
Email Laura Coutrakis for meeting Link
laurac@movestanislaus.org**

AGENDA

1. Call to Order

2. Roll Call –

Jenny Kenoyer
Jeff Lambaren
Pat Maisetti
Lupe Aguilera
Geri Vargas

3. Public Comments

Matters under the jurisdiction of the MOVE Board of Directors, and not on the agenda may be addressed by interested parties in the audience at the beginning of the regular agenda. Any member of the audience wishing to address the Board of Directors during the “Public Comments” period shall be permitted to be heard for up to five minutes or at the discretion of the Chair.

4. Consent Calendar

A. Board of Directors Meeting Minutes of June 20, 2023

Action: Approve Consent Calendar Item

5. Revised FY 23-24 Budget

Action: Approve the final FY 23-24 Budget



6. FY 23 Year End Financial Update Information

only

7. MOVE Short Term Cash Needs

Information Only

8. Performance Reports

9. CEO Report (McGuire)

A. September Board Meeting Schedule

B. VOGO Status Update

10. Comments by Rosa De Leon Park (Ex-Officio)

11. Comments by Board Members

12. Information Items (McGuire)

13. Closed Session – Personnel Matters

14. Adjourn

Next Scheduled Board Meeting:

August 15, 2023 at 10:00 am

4701 Sisk Road Ste. 201

Modesto, Ca 95356



DATE: July 18,,2023
TO: MOVE Board of Directors
RE: Minutes June 20, 2023

Agenda Item: 4A

Meeting Minutes

AGENDA

1. Call to Order 10:07 AM

2. Roll Call –

Jenny Kenoyer
Jeff Lambaren
Pat Maisetti
Geri Vargas
Lupe Aguilera

Also in attendance: Phil McGuire, Kristin Bragg, Alicia Rodriguez, Jean Foletta, Melinda Gonser, and Laura Coutrakis.

3. Public Comments

Matters under the jurisdiction of the MOVE Board of Directors, and not on the agenda may be addressed by interested parties in the audience at the beginning of the regular agenda. Any member of the audience wishing to address the Board of Directors during the "Public Comments" period shall be permitted to be heard for up to five minutes or at the discretion of the Chair.

Discussion: There were no public comments.

4. Consent Calendar

- A.** Board of Directors Meeting Minutes of May 16, 2023
- B.** Special Board of Directors Meeting of June 5, 2023

Motion: Director Maisetti made a motion seconded by Director Vargas to approve the Consent Calendar Items

Passed: Unanimous



5. Marilyn Cole Standard Agreement First Amendment (McGuire)

Discussion: Director Vargas asked if the change in Marilyn Cole's agreement was for the Catholic Charities/Care Cruisers program.

CEO Phil McGuire shared how beneficial Marilyn Cole has been in support of MOVE over the years. Ms. Cole has consistently supported MOVE's multiple programs and will continue to do so, as she is a valuable asset. Ms. Cole's recent work with MOVE has been with both the Stanislaus Eligibility Center, assisting with program changes and evaluations, in addition to the Catholic Charities/Care Cruisers transition to the Assisted Rides program. The amendment allows MOVE to cover her expenses for the remainder of this 2022-23 fiscal year and the following years through 2026.

Motion: Director Maisetti made a motion seconded by Director Aguilera to approve the First Amendment to the Standard Agreement with Marilyn Cole and authorize the CEO to undertake any actions necessary to implement the agreement.

Passed: Unanimous

6. McGuire Management Consultancy Fourth Amendment (McGuire)

Discussion: CEO McGuire brought the matter of his contract to the Board. Due to recent organizational changes, Mr. McGuire has been asked to serve not as an Interim CEO, but as MOVE's CEO until a solid replacement has been procured. Mr. McGuire discussed the matter with MOVE's Accountant to determine whether Mr. McGuire should continue as a contractor or an employee due to legal restrictions for consultants. It was decided that Mr. McGuire should sign on as an employee of MOVE. The Fourth Amendment to his contract outlines the plan to hire Mr. McGuire as a part-time salaried employee at the same hourly rate he receives as a consultant, with a pre-determined schedule of three days per week. Additionally, Mr. McGuire will be granted allowances for accommodation and travel expense reimbursement. Mr. McGuire does not wish to receive MOVE's medical and dental benefits; however, he will receive accumulated sick time and vacation time in accordance with legal requirements and MOVE's benefit plan.

Vice Chair Lambaren asked about the increase to the agreement between MOVE and McGuire Consultancy. Mr. McGuire explained the funds allocated to McGuire Consultancy for the remainder of the 2022-23 fiscal year and through December of 2023 have been determined based on Mr. McGuire's increased time and involvement in managing MOVE. Mr. McGuire shared that he had a similar arrangement in 2021 with StanRTA while he served as their CEO for a year until a suitable replacement was hired. Since Mr. McGuire's home is nearly a two-hour drive from Modesto, he will be renting an apartment in Modesto to reduce hotel costs and eliminate the long commute.



Chair Kenoyer mentioned that Mr. McGuire's annual salary is higher than the salary offered to a new CEO, and questioned whether MOVE has offered too low of a salary for a qualified candidate. The Board decided to re-evaluate a fair salary for a qualified candidate in a closed session.

Motion: Vice Chair Lambaren made a motion seconded by Director Aguilera to approve the Fourth Amendment to the Agreement between MOVE and McGuire Management Consultancy.

Passed: Unanimously

7. Revised Organization Structure (McGuire)

Discussion: CEO McGuire discussed the need to restructure the organizational chart again due to changes made by the previous CEO Myers. Mr. McGuire's primary goal is to allow staff to return to their previous positions with the exception of the two Directors of Programs and the needed changes as a result of those promotions. Mr. McGuire has not yet created the new organizational chart but intends to follow the chart he created prior to CEO Myer's changes.

Mr. McGuire shared with the Board that MOVE Staff is happy with the restructuring currently taking place, staff are happy to come to work, and are feeling more confident in their positions and freedom to contribute to the decision-making processes within MOVE.

8. CEO Report (McGuire)

A. Catholic Charities (Care Cruisers) transition

CEO McGuire shared that the Catholic Charities employees have relocated their operations to MOVE. Although they will not officially be MOVE employees until July 1st, they are currently here in our offices. MOVE wanted to transition the employees and operations prior to their official hire rate, allowing them to get familiar with MOVE staff, and Kristin Bragg as their supervisor. Ms. Bragg has the most experience using the Assisted Rides program and will support the new team in getting comfortable using the program. Additionally, Marilyn Cole will be coming this week to provide training and support through this transition. Mr. McGuire shared that the new program will be titled "Care Cruisers".

Chair Kenoyer and Director Aguilera both shared excitement for the new name and asked how it was decided upon. Ms. Bragg explained that the entire staff was involved in the voting process, with over 30 suggested names to choose from, Care Cruisers received the most staff votes and it was decided!



Director Aguilera asked when the program will begin. Ms. Bragg said that the program is simply continuing uninterrupted throughout the transition. They are still providing all their regularly scheduled rides, just doing it from this location. Letters have been sent to their current client database informing clients of the transition. This week MOVE will be sending out postcards to the client database, providing them with the new name of the program as well as contact information for the team.

Director Aguilera suggested that MOVE reach out to the Area Agency on Aging to update their records with the new information. The Area Agency on Aging creates flyers that are shared with county seniors to provide them with local resources to meet their needs.

CEO McGuire shared that MOVE is currently in the process of updating local agencies as well as developing changes for MOVE's website including the addition of a web page regarding the new Care Cruisers program. A benefit of having the Catholic Charities staff here in our office is that MOVE is able to learn more about the operations of the program and make changes to streamline the services.

Mr. McGuire also stated that MOVE will be looking into creating vehicle branding that is not program specific. In other words, the new branding will reflect that the vehicle is a MOVE vehicle being used in service of multiple MOVE programs.

Chair Kenoyer and Vice Chair Lambaren are very supportive of the idea and look forward to seeing design options.

B. Revised organization

CEO McGuire shared that we will be hiring another driver to increase the ability to serve more clients with the Care Cruisers program. Mr. McGuire believes that our need for trips will increase greatly as we partner more closely with StanRTA and Turlock. Mr. McGuire spoke about how the transit agencies have changed their routes and the ADA Paratransit service area is restricted to ¼ mile from any fixed bus route. This means that people coming from or going to an area that is not covered by ADA Paratransit would qualify, and need the service provided by the Care Cruisers program. Looking ahead, MOVE sees this as an opportunity to expand its existing ride pool, and Mr. McGuire believes that this program will be growing substantially in the future. MOVE intends to hire committed drivers as the program expands allowing clients to depend on the certainty that their ride needs will be provided.

Vice Chair Lambaren asked about the service hours of the program. Mr. McGuire responded by saying that as the need for early or later ride times are identified, MOVE will determine when service is most needed. MOVE will



arrange staff schedules to accommodate the needs of our clients. Director Vargas asked if the new software system will provide reports which will allow MOVE to track and assess rides provided. Mr. McGuire answered yes, the system is a very comprehensive program with a lot of reporting capabilities to provide the Board and Management Team with the information needed to analyze performance and enhance the overall program services.

C. New vehicle purchase

CEO McGuire reported that MOVE is making quick progress on the purchase of a new vehicle. There is a program provided through CalACT, which allows transportation organizations to purchase modified vehicles to suit their specific needs. The price is listed clearly as well as costs of add-ons or changes in seating design. MOVE has not previously utilized this service and has never been on their list of agencies signed up with CalACT to purchase the vehicles. Therefore, in order for MOVE to make a purchase this year, we had to request a slot from another agency to be added to the list of purchasers. Over the past week, MOVE has found a solution to this concern, working with StanRTA who have the opportunity to purchase a vehicle, but are not intending to use it, so agreed to offer it to MOVE for the new vehicle purchase. MOVE is now working on the paperwork to proceed. Additionally, last week we invited one of the vendors to show us one of the vehicles and review options for modifications. These vehicles are built with Ford Transit chassis which can be built at different lengths. Kristin Bragg and Sara Nunez both had the opportunity to look at the vehicle and think about the seating configurations and options which will best serve MOVE's clients. MOVE is now on the brink of ordering the vehicle and will be completing its order in the next week or so.

Director Lambaren inquired about the seating capacity. Ms. Bragg responded that it's a seven-and-one, with seven available seats as well as a place for a wheelchair rider. Mr. McGuire's perspective is that this vehicle will provide MOVE and its drivers the opportunity to see how the vehicle handles when driving if the seating configuration is comfortable for the passengers, and the overall performance of the vehicle, which will provide information when looking at future vehicle purchases of similar size and capacity, as MOVE intends to purchase more of the larger vehicles as ridership and demand expands.

Director Maisetti asked how long after placing the order, it will take to receive the product. CEO McGuire responded that the estimated time to complete the build, in line with the other orders which have already been placed by other agencies, is approximately five months. Ford builds the basic chassis, then the vehicle will go to another company that adds all of the specifications to complete the order.

Vice Chair Lambaren asked if the vehicles can be purchased in any color.



Mr. McGuire responded that yes, they can be, however for this order, we will have it delivered as a white vehicle, then when the MOVE vehicle branding color and design have been determined, we'll add the branding afterward.

Chair Kenoyer asked if MOVE will be going through a professional branding company where they will present multiple options then MOVE will be able to choose which option is most preferable to the Board. Mr. McGuire said yes, that is how MOVE will proceed with the branding decision.

D. Transit Operator/MOVE update

CEO McGuire reminded the Board that MOVE has in previous years paid for the ADA Paratransit Eligibility Services we provide to the transit agencies. This year MOVE has made a change by requesting that the transit agencies who benefit from our service pay us for the service, instead of the funds coming out of MOVE's budget. MOVE will be working with the transit agencies to come up with a new agreement to specify who will pay for the services MOVE provides for ADA Paratransit. It will be only one agreement that outlines the financial responsibilities of both transit agencies.

E. Strategic Plan

Mr. McGuire recalled that during the CEO hiring process, it was mentioned that MOVE would benefit greatly from creating a strategic plan to define the direction MOVE will go in as the organization grows. Mr. McGuire encouraged the Board to start thinking about plans and scheduling a time to meet (or multiple meeting times) to put together a plan to determine the future of the MOVE organization.

F. 5310 Grant

One last thing Mr. McGuire wanted to share with the Board was that last week he finalized the contract for the 5310 Grant for this coming fiscal year. Catholic Charities also has a 5310 contract but has not finalized it. However, they do intend to complete the contract, bill the grant for the ride program's expenses since October 2022 then will pass the remaining funds (approximately \$150,000) on to MOVE to continue to use the grant funding to cover expenses needed for MOVE's transportation programs. This will reduce the amount MOVE will spend from Measure L funding allowing MOVE to save some money that would have come from Measure L.

9. Comments by Rosa De Leon Park (Ex-Officio)

Jean Foletta shared that Ms. Park wanted to express her excitement that Mr. McGuire would be sharing with the StanCOG Policy Board tomorrow evening about MOVE and the services we provide as well as the changes MOVE is going



through.

10. Comments by Board Members

Chair Kenoyer shared that she was pleased that StanRTA has received two state awards in the past year for doing an excellent job in transportation, adding special thanks to Jean Foletta for writing her recommendation.

11. Adjourn to Closed Session 11:31 AM

12. Closed Session – Personnel Matters

13. Adjourn

Next Scheduled Board Meeting:

July 18, 2023 at 10:00 am
4701 Sisk Road Ste. 201
Modesto, Ca 95356



Transportation that Changes Lives

DATE: July 18, 2023
TO: MOVE Board of Directors
FROM: Phil McGuire, CEO
RE: Revised FY 23-24 Budget **Agenda Item: 5**

Discussion:

The MOVE Board of Directors adopted a preliminary budget for FY 23-24 at the March 21, 2023, Board meeting. Subsequent to that date, StanCOG staff found some calculation errors in the tool used to prepare the TDA Claim. They then reopened the TDA Claim process to allow for revision of the Claims reflecting the new information or other revisions that a claimant might wish to make. For MOVE this resulted in an opportunity to make a minor revision to its submitted claim and also to introduce the concept of a reserve fund. The latter was a major change in approach to MOVE's use of TDA and results in MOVE being able to accumulate reserves at the rate of nearly \$300,000 per year.

The other adjustment to the Claim was the reduction of the projected revenue from the agreement with the transit operators for ADA eligibility services from \$250,000 to approximately \$180,000. The original figure was a rough estimate prepared prior to the detailed budget planning process. Once the more precise cost estimate was developed, StanCOG asked that it be used in the Claim instead of the initial estimate.

The proposed final budget varies slightly in a number of areas due to formula allocations that result from the stated adjustments.

Fiscal Impact:

The proposed FY 23-24 Budget includes operating expenses of \$3,030,805. The operating expense did not change from that adopted preliminarily at the March Board meeting. In addition to operations, the budget proposes a Reserve Fund of \$298,660. This is the first step toward building the authorized reserve goal of \$1,000,000.

Recommendation:

It is recommended that the Board of Directors:
Approve the final FY 23 – 24 Budget.

Attachment:

FY 23 – 24 Budget.

**MOVE Stanislaus Transportation
Budget FY 23-24**

	Actuals	Projected	Budget
	Jul-Nov 2022	FY 22-23	FY 23-24
Revenue			
411000 5310 Revenue			228,855
413000 Measure L Revenue	275,871	662,090	1,101,154
413500 Measure L Regional Revenue	2,298	76,915	123,802
414000 TDA Revenue	1,154,711	1,154,711	1,206,620
414050 SEC Contract Revenue	-	-	180,101
432000 Miscellaneous Revenue	1,480	1,480	-
Total Revenue	\$ 1,434,360	\$ 1,895,196	\$ 2,840,532
Gross Profit	\$ 1,434,360	1,895,196	2,840,532
Expenditures			
512111 Marketing	500	21,200	25,000
513000 Consulting			
513100 Accounting Services	19,748	59,000	60,000
513110 Audit	7,990	7,990	10,000
Total 513100 Accounting Services	\$ 27,738	\$ 66,990	\$ 70,000
513200 IT Services	4,080	14,792	15,000
513300 Legal Services	4,295	25,308	30,000
513400 Management Consulting	8,471	130,000	59,000
513500 Human Resources Svc	1,025	2,460	4,000
Total 513000 Consulting	\$ 45,610	\$ 239,550	\$ 178,000
514000 Employee Mileage	2,667	6,402	14,000
514010 Employee Development	(377)	10,755	13,000
515000 Facilities			
515002 Facilities Expense	16,474	99,586	117,990
Total 515000 Facilities	\$ 16,474	\$ 99,586	\$ 117,990
515100 Office Relocation	1,310	9,000	-
516000 Insurance			
516100 Directors & Officers	5,636	6,955	10,000
516200 General Liability	1,182	2,924	5,000
516400 Automobile	9,048	9,048	20,000
Total 516000 Insurance	\$ 15,866	\$ 18,927	\$ 35,000
517000 Internet	3,022	8,440	9,752
518000 Minor Computer & Software	2,930	18,033	20,000
519000 Misc. Office Expense	9,608	23,060	25,000
519010 Translation Services	769	1,846	2,000
520000 Office Supplies	2,136	7,126	8,000
521000 Payroll			
521100 Wage & Salary	271,356	653,260	1,047,430
521200 Payroll Tax	20,759	52,261	85,889
521300 W/C Insurance	920	1,698	2,723
521400 Payroll Processing	1,023	2,456	3,684
Total 521000 Payroll	\$ 294,058	\$ 709,675	\$ 1,139,727
522000 Employee Fringe Benefits			
522100 Dental	7,722	16,957	30,170
522200 Medical	82,811	175,259	342,296
522300 Retirement	13,947	38,519	56,980

**MOVE Stanislaus Transportation
Budget FY 23-24**

	Actuals	Projected	Budget
	Jul-Nov 2022	FY 22-23	FY 23-24
522305 Retirement Administration	2,450	6,601	6,931
Total 522300 Retirement	\$ 16,397	\$ 45,120	\$ 63,912
Total 522000 Employee Fringe Benefits	\$ 106,929	\$ 237,337	\$ 436,378
523000 Phones - Cellular	2,289	10,494	12,000
525000 Postage	2,534	15,083	16,000
526000 Taxes, Licenses, Permits & Dues	1,038	1,800	3,000
527000 Travel	-	11,600	15,000
610000 Program Expenses			
610050 Program Software	3,250	3,250	20,000
611000 BRIDGES Mileage Reimbursement	50,993	122,383	150,000
612000 [former Cath Charities]	64,496	100,000	100,000
614000 VetsVan Expenses	20,469	49,126	82,000
616000 Senior/Disabled Fare Asst	4,614	11,074	50,000
617000 Technology Development	6,300	15,000	-
618000 Comm Prtnrs - ML	25,033	190,000	185,000
619000 Education/Training Scholarships	35	-	15,000
619100 VOGO	34	80,000	83,958
619200 Uber Health Rides	76	76	-
Total 610000 Program Expenses	\$ 175,300	\$ 570,908	\$ 685,958
Contingency	-	-	275,000
Total Expenditures	\$ 682,664	\$ 2,020,822	\$ 3,030,805
Net Operating Revenue	\$ 751,697	\$ (125,626)	\$ (190,273)
Other Revenue			
Z31000 Temporary Capital Holding			298,660
Total Other Revenue	\$ -	\$ -	\$ 298,660
Other Expenditures			
203600 Reserve Fund	0	-	298,660
710000 Depreciation	6,946	-	-
Z22000 Temporary Asset Holding	41,395	45,143	25,000
Total Other Expenditures	\$ 48,341	\$ 45,143	\$ 323,660
Net Other Revenue	\$ (48,341)	\$ (45,143)	\$ (25,000)
Net Revenue	\$ 703,356	\$ (170,769)	\$ (215,273)

TDA Carryover to Use as Revenue In Budget Year

Current Year TDA Claim	1,154,711	1,505,280
Prior Year TDA Carryover Op & Cap	386,042	215,273
Total TDA Funds Available	1,540,753	1,720,553
Total Expenditures Op & Cap - Est	2,065,965	3,354,465
Less Expenditures from Non-TDA sources - Est	(740,485)	(1,633,912)
Total TDA Expenditures	1,325,480	1,720,553
Current Year TDA Carryover	215,273	(0)



Transportation that Changes Lives

DATE: July 18, 2023

TO: MOVE Board of Directors

FROM: Phil McGuire, CEO

RE: FY 23 Year End Financial Update

Agenda Item: 6

Discussion:

Fiscal Year 2023 ended on June 30, 2023. This is only three weeks prior to this July Board meeting. At year-end, certain transactions are not received or recorded until perhaps a month or more following. However, the majority of financial activity for the year has been recorded and thus can be reviewed to get an approximation of the final closing financial position. This is a summary of MOVE's financial position at year-end based upon transactions as of this date.

Overall financial position: MOVE's total expenditures for FY 23 were budgeted to be \$2,596,717. Actual expenditures were \$1,966,560. The \$630,000 in lower expenditures was due largely to various programs funded by Measure L not being fully implemented. For example, the Community Partners program alone was \$272,000 under budget. This grant program for other community agencies was not promoted vigorously due to the focus on senior management changes and the transition of Catholic Charities to MOVE management. The key result of this is the reduction in Measure L revenue which MOVE only receives to cover programs approved by StanCOG.

Wages/Management Consulting: In spite of management changes, wages were \$61,000 under budget. It must be noted that Management Consulting was substantially over budget due to the agreement with McGuire Management to serve as CEO for much of the year. More importantly, total benefits were nearly \$120,000 under budget. This was due to a combination of factors including benefit cost increases coming in at less than projected, no payout of retirement, medical, etc. to me, and no payout of retirement to the former CEO.

Facility Expense: Facility expense was only 63% of the budget due to the negotiation of the new office lease during the year at a lower-than-budgeted level. The new lease also includes a number of expenses such as janitorial and utilities that are provided through the lease.

Carryover: TDA carryover into FY 24 is projected to be \$244,050. This is slightly higher than originally projected. With the approval of the new reserve policy by StanCOG and the MOVE Board, TDA funds above the operating funds budgeted in the Claim will come to MOVE in FY 24 to fund the reserve. Prior to approval of the reserve policy, carryover funds would have simply reduced the amount of TDA that could be claimed in FY 24.



Transportation that Changes Lives

Measure L operates somewhat similarly. Unexpended funds remain available to MOVE for future year expenditure. Only 49% of budgeted Measure L funds were finally expended in FY 23 resulting in substantial carryover of those funds. While the process for managing carryover Measure L funds is somewhat different from TDA, the fact that there is carryover further strengthens MOVE's future financial position.

Fiscal Impact:

MOVE is ending FY 23 in a very strong financial position. Because expenditures were only 76% of the budget, substantial funds are carried over into FY 24 either covering operating expenses or contributing to the reserve that has been established.

Recommendation:

Information only.

Attachments:

MOVE Stanislaus Transportation: Preliminary Budget vs. Actuals for FY 23 P&L.

Move Stanislaus Transportation: Preliminary Statement of Financial Position as of June 30, 2023

Move Stanislaus Transportation
Preliminary Budget vs. Actuals: FY23 P&L
July 2022 - June 2023

	Actual	Budget	% of Budget	Remaining (Over)
Revenue				
413000 Measure L Revenue	633,789	1,283,468	49%	649,679
413500 Measure L Regional Revenue	5,064	176,000	3%	170,936
414000 TDA Revenue	1,154,711	1,315,849	88%	161,138
415200 Vaccine Access Fund	-			-
432000 Miscellaneous Revenue	1,480			-
Total Revenue	\$ 1,795,044	\$ 2,775,317	65%	\$ 980,273
Gross Profit	\$ 1,795,044	\$ 2,775,317	65%	\$ 980,273
Expenditures				
512111 Marketing	8,589	25,000	34%	16,412
513000 Consulting				-
513100 Accounting Services	62,665	59,000	106%	(3,665)
513110 Audit	7,990	7,990	100%	-
Total 513100 Accounting Services	\$ 70,655	\$ 66,990	105%	\$ (3,665)
513200 IT Services	10,970	12,000	91%	1,030
513300 Legal Services	6,424	25,000	26%	18,576
513400 Management Consulting	196,842	29,000	679%	(167,842)
513500 Human Resources Svc	2,474	3,000	82%	526
Total 513000 Consulting	\$ 287,365	\$ 135,990	211%	\$ (151,375)
514000 Employee Mileage	6,867	14,000	49%	7,133
514010 Employee Development	3,094	13,000	24%	9,906
515000 Facilities				-
515002 Facility Rent	76,623	90,000	85%	13,377
515005 Janitorial		12,000	0%	12,000
515010 Utilities		13,200	0%	13,200
515015 Security		6,000	0%	6,000
Total 515000 Facilities	\$ 76,623	\$ 121,200	63%	\$ 44,577
515100 Office Relocation	16,044	29,000	55%	12,956
516000 Insurance				-
516050 D&O, GL, Umbrella	13,146	14,000	94%	854
516100 Directors & Officers	-	-		-
516200 General Liability	-	-		-
516400 Automobile	9,048			(9,048)
Total 516000 Insurance	\$ 22,194	\$ 14,000	159%	\$ (8,194)
517000 Internet	4,955	8,000	62%	3,045
518000 Minor Computer & Software	20,279	30,000	68%	9,721
519000 Misc. Office Expense	26,206	22,750	115%	(3,456)
519010 Translation Services	1,279	12,000	11%	10,721
520000 Office Supplies	6,985	15,000	47%	8,015
521000 Payroll				-
521100 Wage & Salary	743,393	805,136	92%	61,743
521200 Payroll Tax	60,698	79,577	76%	18,879
521300 W/C Insurance	1,741	4,000	44%	2,259

521400 Payroll Processing	2,571	3,000	86%	429
Total 521000 Payroll	\$ 808,402	\$ 891,713	91%	\$ 83,311
521800 Temporary Employee		2,500	0%	2,500
522000 Employee Fringe Benefits				-
522100 Dental	17,382	28,180	62%	10,798
522200 Medical	167,970	249,592	67%	81,622
522300 Retirement	31,738	52,334	61%	20,596
522305 Retirement Administration	4,660	4,000	117%	(660)
Total 522300 Retirement	\$ 36,398	\$ 56,334	65%	\$ 19,936
522400 LT Disability Insurance		7,000	0%	7,000
Total 522000 Employee Fringe Benefits	\$ 221,750	\$ 341,106	65%	\$ 119,356
523000 Phones - Cellular	7,420	9,000	82%	1,580
524000 Phones - Desk	5,575	4,500	124%	(1,075)
525000 Postage	6,804	16,000	43%	9,196
526000 Taxes, Licenses, Permits & Dues	3,822	3,000	127%	(822)
527000 Travel	616	15,000	4%	14,384
528050 Fuel	1,571			(1,571)
610000 Program Expenses				-
610050 Program Software	18,350			(18,350)
611000 BRIDGES Mileage Reimbursement	121,442	125,000	97%	3,558
612000 Comm Svcs - TDA	100,000	100,000	100%	-
613000 Coord Driver Training	-	28,000	0%	28,000
614000 VetsVan Expenses	45,785	82,000	56%	36,215
616000 Senior/Disabled Fare Asst	13,644	50,000	27%	36,357
617000 Technology Development	7,760	15,000	52%	7,240
618000 Comm Prtnrs - ML	102,712	375,000	27%	272,288
619000 Education/Training Scholarships	35	15,000	0%	14,965
619100 VOGO	20,309	83,958	24%	63,649
619200 Uber Health Rides	84			(84)
Total 610000 Program Expenses	\$ 430,120	\$ 873,958	49%	\$ 443,838
680050 Indirect Expense Allocation	-			-
Total Expenditures	\$ 1,966,560	\$ 2,596,717	76%	\$ 630,157
Net Operating Revenue	\$ (171,516)	\$ 178,600	-96%	\$ 350,116
Other Expenditures				
710000 Depreciation	21,079			(21,079)
Z22000 Temporary Asset Holding	45,143	178,600	25%	133,457
Total Other Expenditures	\$ 66,222	\$ 178,600	37%	\$ 112,378
Net Other Revenue	\$ (66,222)	\$ (178,600)	37%	\$ (112,378)
Net Revenue	\$ (237,738)	\$ -		\$ 237,738

TDA Carryover Analysis (Estimated)

Actual 21-22 Carryover into 22-23	386,042
FY 22-23 TDA Revenue	1,154,711
FY 22-23 All Other Revenue	715,000
FY 22-23 Cash Expenditures	2,011,703
Est TDA Carryover into 23-24	244,050

MOVE Stanislaus Transportation

Preliminary Statement of Financial Position

As of June 30, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
101100 Checking - OVCB	140,976
101120 Savings - ML 1141	482,241
101125 Savings ML 1141 Comm Conn	71,851
Total 101120 Savings - ML 1141	\$ 554,092
101200 Petty Cash	1,000
Total Bank Accounts	\$ 696,069
Other Current Assets	
103105 Disputed Charges	52
103110 Prepaid Expenditures	48,909
Total Other Current Assets	\$ 48,961
Total Current Assets	\$ 745,029
Fixed Assets	
111000 Capital Assets	
111100 Furniture & Fixtures	20,959
111200 IT Equipment	53,255
111300 Vehicles	88,768
119000 Accumulated Depreciation	(77,723)
Total 111000 Capital Assets	\$ 85,259
Total Fixed Assets	\$ 85,259
Other Assets	
120100 Deposits	9,500
Total Other Assets	\$ 9,500
TOTAL ASSETS	\$ 839,788
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201100 Accounts Payable (A/P)	66,720
Total Accounts Payable	\$ 66,720
Credit Cards	
203152 Credit Card - 8811 MM	(612)
203157 Credit Card - 8829 LC	1,838
Total Credit Cards	\$ 1,226
Other Current Liabilities	
203100 Payroll Tax Payable	
203120 State Payroll Tax Payable	350
Total 203100 Payroll Tax Payable	\$ 350
203200 Vacation Accrual Liability	21,090
203210 Employee Retirement Accrual Liability	0

203300 Year End Accruals	38,787
203400 Unearned ML	483,213
203405 Unearned ML Comm Conn	71,851
Total Other Current Liabilities	\$ 615,290
Total Current Liabilities	\$ 683,236
Total Liabilities	\$ 683,236
Equity	
301200 Retained Earnings	394,290
Net Revenue	(237,738)
Total Equity	\$ 156,553
TOTAL LIABILITIES AND EQUITY	\$ 839,788

**MOVE Stanislaus Transportation
Projection FY 23-24**

	Actuals	Projected	Projected
	Jul-May 2023	FY 22-23	FY 23-24
Revenue			
411000 5310 Revenue			251,650
413000 Measure L Revenue	633,789	690,000	1,101,154
413500 Measure L Regional Revenue	5,064	45,000	123,802
414000 TDA Revenue	1,154,711	1,154,711	1,206,620
414050 SEC Contract Revenue	-	-	180,101
432000 Miscellaneous Revenue	1,480	1,480	-
Total Revenue	\$ 1,795,044	\$ 1,891,191	\$ 2,863,327
Gross Profit	\$ 1,795,044	1,891,191	2,863,327
Expenditures			
512111 Marketing	8,589	8,589	25,000
513000 Consulting			
513100 Accounting Services	62,665	62,665	60,000
513110 Audit	7,990	7,990	10,000
Total 513100 Accounting Services	\$ 70,655	\$ 70,655	\$ 70,000
513200 IT Services	10,970	10,970	15,000
513300 Legal Services	6,424	6,424	30,000
513400 Management Consulting	196,842	196,842	59,000
513500 Human Resources Svc	2,474	2,474	4,000
Total 513000 Consulting	\$ 287,365	\$ 287,365	\$ 178,000
514000 Employee Mileage	6,867	6,867	14,000
514010 Employee Development	3,094	3,094	13,000
515000 Facilities			
515002 Facilities Expense	76,623	76,623	117,990
Total 515000 Facilities	\$ 76,623	\$ 76,623	\$ 117,990
515100 Office Relocation	16,044	16,044	-
516000 Insurance			
516050 D&O, GL, Umbrella	13,146	13,146	15,000
516100 Directors & Officers	0	-	-
516200 General Liability	0	-	-
516400 Automobile	9,048	9,048	20,000
Total 516000 Insurance	\$ 22,194	\$ 22,194	\$ 35,000
517000 Internet	4,955	4,955	9,752
518000 Minor Computer & Software	20,279	20,279	20,000
519000 Misc. Office Expense	26,206	26,206	25,000
519010 Translation Services	1,279	1,279	2,000
520000 Office Supplies	6,985	6,985	8,000
521000 Payroll			
521100 Wage & Salary	743,393	743,393	1,108,006
521200 Payroll Tax	60,698	60,698	90,856
521300 W/C Insurance	1,741	1,741	2,881
521400 Payroll Processing	2,571	2,571	3,857
Total 521000 Payroll	\$ 808,402	\$ 808,402	\$ 1,205,599
522000 Employee Fringe Benefits			
522100 Dental	17,382	17,382	27,179
522200 Medical	167,970	167,970	308,354

**MOVE Stanislaus Transportation
Projection FY 23-24**

	Actuals	Projected	Projected
	Jul-May 2023	FY 22-23	FY 23-24
522300 Retirement	31,738	31,738	45,700
522305 Retirement Administration	4,660	4,660	4,893
Total 522300 Retirement	\$ 36,398	\$ 36,398	\$ 50,593
Total 522000 Employee Fringe Benefits	\$ 221,750	\$ 221,750	\$ 386,126
523000 Phones - Cellular	7,420	7,420	12,000
524000 Phones - Desk	5,575	5,575	-
525000 Postage	6,804	6,804	16,000
526000 Taxes, Licenses, Permits & Dues	3,822	3,822	3,000
527000 Travel	616	616	15,000
528050m Fuel	1,571	1,571	-
610000 Program Expenses			
610050 Program Software	18,350	18,350	20,000
611000 BRIDGES Mileage Reimbursement	121,442	121,442	150,000
612000 [former Cath Charities]	100,000	100,000	100,000
614000 VetsVan Expenses	45,785	45,785	82,000
616000 Senior/Disabled Fare Asst	13,644	13,644	50,000
617000 Technology Development	7,760	7,760	-
618000 Comm Prtnrs - ML	102,712	102,712	185,000
619000 Education/Training Scholarships	35	35	15,000
619100 VOGO	20,309	40,309	83,958
619200 Uber Health Rides	84	84	-
Total 610000 Program Expenses	\$ 430,120	\$ 450,120	\$ 685,958
Contingency	-	-	275,000
Total Expenditures	\$ 1,966,560	\$ 1,986,560	\$ 3,046,426
Net Operating Revenue	\$ (171,516)	\$ (95,368)	\$ (183,099)
Other Revenue			
Z31000 Temporary Capital Holding	-	-	298,660
Total Other Revenue	\$ -	\$ -	\$ 298,660
Other Expenditures			
203600 Reserve Fund	-	-	298,660
710000 Depreciation	21,079	21,079	-
Z22000 Temporary Asset Holding	45,143	45,143	25,000
Total Other Expenditures	\$ 66,222	\$ 66,222	\$ 323,660
Net Other Revenue	\$ (66,222)	\$ (66,222)	\$ (25,000)
Net Revenue	\$ (237,738)	\$ (161,590)	\$ (208,099)

TDA Carryover to Use as Revenue In Budget Year

Current Year TDA Claim	1,154,711	1,505,280
Prior Year TDA Carryover Op & Cap	386,042	245,531
Total TDA Funds Available	1,540,753	1,750,811
Total Expenditures Op & Cap - Est	2,031,703	3,370,086
Less Expenditures from Non-TDA sources - Est	(736,480)	(1,656,089)
Total TDA Expenditures	1,295,222	1,713,997
Current Year TDA Carryover	245,531	36,814

**MOVE Stanislaus Transportation
Projection FY 23-24 - Funding**

	Projected FY 23-24	Funds Source for Projection				
		ML	ML Regional	5310	SEC Contract	TDA
Revenue						
411000 5310 Revenue	251,650	-	-	251,650	-	-
413000 Measure L Revenue	1,101,154	1,101,154	-	-	-	-
413500 Measure L Regional Revenue	123,802	-	123,802	-	-	-
414000 TDA Revenue	1,206,620	-	-	-	-	1,206,620
414050 SEC Contract Revenue	180,101	-	-	-	180,101	-
432000 Miscellaneous Revenue	-	-	-	-	-	-
Total Revenue	\$ 2,863,327	\$ 1,101,154	\$ 123,802	\$ 251,650	\$ 180,101	\$ 1,206,620
Gross Profit	2,863,327	1,101,154	123,802	251,650	180,101	1,206,620
Expenditures						
512111 Marketing	25,000					25,000
513000 Consulting						
513100 Accounting Services	60,000					60,000
513110 Audit	10,000					10,000
Total 513100 Accounting Services	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
513200 IT Services	15,000	-	-	-	-	15,000
513300 Legal Services	30,000	-	-	-	-	30,000
513400 Management Consulting	59,000	-	-	-	-	59,000
513500 Human Resources Svc	4,000	-	-	-	-	4,000
Total 513000 Consulting	\$ 178,000	\$ -	\$ -	\$ -	\$ -	\$ 178,000
514000 Employee Mileage	14,000	1,400	-	7,700	-	4,900
514010 Employee Development	13,000	-	-	-	-	13,000
515000 Facilities						
515002 Facilities Expense	117,990	17,699	-	8,849	5,900	85,543
Total 515000 Facilities	\$ 117,990	\$ 17,699	\$ -	\$ 8,849	\$ 5,900	\$ 85,543
515100 Office Relocation	-					
516000 Insurance						
516050 D&O, GL, Umbrella	15,000	-	-	-	-	15,000
516100 Directors & Officers						
516200 General Liability	-	-	-	-	-	-
516400 Automobile	20,000	20,000	-	-	-	-
Total 516000 Insurance	\$ 35,000	\$ 20,000	\$ -	\$ -	\$ -	\$ 15,000
517000 Internet	9,752	-	-	-	1,463	8,290
518000 Minor Computer & Software	20,000	-	-	-	-	20,000
519000 Misc. Office Expense	25,000	-	-	-	3,750	21,250
519010 Translation Services	2,000	-	-	-	2,000	-
520000 Office Supplies	8,000	-	-	-	1,200	6,800
521000 Payroll						
521100 Wage & Salary	1,108,006	307,570	22,160	155,563	118,560	504,153
521200 Payroll Tax	90,856	25,221	1,817	12,756	9,722	41,341
521300 W/C Insurance	2,881	-	-	-	-	2,881
521400 Payroll Processing	3,857	-	-	-	-	3,857
Total 521000 Payroll	\$ 1,205,599	\$ 332,790	\$ 23,977	\$ 168,319	\$ 128,282	\$ 552,231
522000 Employee Fringe Benefits						
522100 Dental	27,179	8,990	1,087	4,547	3,465	9,089

**MOVE Stanislaus Transportation
Projection FY 23-24**

	Projected FY 23-24	Funds Source for Projection				
		ML	ML Regional	5310	SEC Contract	TDA
522200 Medical	308,354	101,997	12,334	51,588	39,317	103,118
522300 Retirement	45,700	15,117	1,828	7,646	5,827	15,283
522305 Retirement Administration	4,893	-	-	-	-	4,893
Total 522300 Retirement	\$ 50,593	\$ 15,117	\$ 1,828	\$ 7,646	\$ 5,827	\$ 20,176
Total 522000 Employee Fringe Benefits	\$ 386,126	\$ 126,104	\$ 15,249	\$ 63,781	\$ 48,610	\$ 132,383
523000 Phones - Cellular	12,000	-	-	3,000	1,800	7,200
524000 Phones - Desk	-	-	-	-	-	-
525000 Postage	16,000	1,600	-	-	9,600	4,800
526000 Taxes, Licenses, Permits & Dues	3,000	-	-	-	-	3,000
527000 Travel	15,000	-	-	-	-	15,000
528050m Fuel	-	-	-	-	-	-
610000 Program Expenses						
610050 Program Software	20,000	20,000	-	-	-	-
611000 BRIDGES Mileage Reimbursement	150,000	150,000	-	-	-	-
612000 [former Cath Charities]	100,000	100,000	-	-	-	-
614000 VetsVan Expenses	82,000	82,000	-	-	-	-
616000 Senior/Disabled Fare Asst	50,000	50,000	-	-	-	-
617000 Technology Development	-	-	-	-	-	-
618000 Comm Prtnrs - ML	185,000	185,000	-	-	-	-
619000 Education/Training Scholarships	15,000	15,000	-	-	-	-
619100 VOGO	83,958	-	83,958	-	-	-
619200 Uber Health Rides	-	-	-	-	-	-
Total 610000 Program Expenses	\$ 685,958	\$ 602,000	\$ 83,958	\$ -	\$ -	\$ -
Contingency	275,000					275,000
Total Expenditures	\$ 3,046,426	\$ 1,101,592	\$ 123,185	\$ 251,650	\$ 202,604	\$ 1,367,395
Net Operating Revenue	\$ (183,099)	\$ (438)	\$ 617	\$ -	\$ (22,503)	\$ (160,775)
Other Revenue						
Z31000 Temporary Capital Holding	298,660					298,660
Total Other Revenue	\$ 298,660	\$ -	\$ -	\$ -	\$ -	\$ 298,660
Other Expenditures						
203600 Reserve Fund	298,660					
710000 Depreciation	-					298,660
Z22000 Temporary Asset Holding	25,000	-	-	-	-	25,000
Total Other Expenditures	\$ 323,660	\$ -	\$ -	\$ -	\$ -	\$ 323,660
Net Other Revenue	\$ (25,000)	\$ -	\$ -	\$ -	\$ -	\$ (25,000)
Net Revenue	\$ (208,099)	\$ (438)	\$ 617	\$ -	\$ (22,503)	\$ (185,775)



Transportation that Changes Lives

DATE: July 18, 2023
TO: MOVE Board of Directors
FROM: Phil McGuire, CEO
RE: MOVE Short Term Cash Needs **Agenda Item: 7**

Discussion:

The preliminary FY 22 – 23 Year End Financial Report is an item on the agenda for this Board meeting. The MOVE FY 23 – 24 budget is another item on the agenda for this meeting. The financial results for the year just ended demonstrated the strong financial position of the organization at year end and also going forward into the new fiscal year. What is not easily identified in those reports is the timing of receipt of cash to cover ongoing operating expenses. With the beginning of the fiscal year, it is typical that both TDA and Measure L funds do not begin to flow to MOVE until perhaps September or later. This leaves MOVE with cash needs that at the present time are typically met through carryover TDA funds until the new year funds begin to arrive. This year, MOVE does not have sufficient TDA carryover to cover the estimated cash needs for the early period of the fiscal year.

The year-end report included the Statement of Financial Position as of June 30. This indicated a cash balance in MOVE's operating account of just over \$140,000. As of this date, the amount available is further reduced. In anticipation of this, Phil McGuire and Clint Miller crafted a proposal to StanCOG to allow MOVE to borrow funds from its major restricted source, Measure L, to meet short term needs. Following some discussion with StanCOG management, it was agreed that such an internal loan was consistent with the principles of Measure L and typical of many other government entities. In this case, MOVE has received Measure L funds for budgeted programs which in some cases have not been implemented or not expended up to budgeted levels. This situation results in a restricted cash balance in MOVE's bank. The concurrence of StanCOG allows MOVE to "borrow" its own funds from this restricted account for general operating purposes. This must be done according to an agreement subject to audit. The funds would have to be returned to the restricted account with interest once new fiscal year funds are sufficient to allow for ongoing expenses without the "loaned" funds.

It is this situation that is precisely why a reserve fund was proposed during the budget process. Once a reserve is accumulated, such internal or other loans should not be necessary to meet routine operating needs.

Fiscal Impact:

The use of otherwise restricted funds to meet cash needs will include repayment of the borrowed balance with interest. This interest is the only additional expense



Transportation that Changes Lives

associated with this process. The interest rate is being determined at this time for inclusion in the agreement which will be subject to audit. The interest rate associated with these government fund loan agreements is typically very low. Thus, the cost of this for the short period of the loan will be minimal. For example, a 3% interest rate on a \$500,000 loan for six months would amount to approximately \$7,500. The agreement will be provided to the Board upon completion.

Recommendation:

This item is presented for information only.
