



2012 BUDGET

SouthWest Transit

Adopted November 2011

SOUTHWEST TRANSIT

2012 BUDGET

Adopted

November 2011

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SOUTHWEST TRANSIT

2012 BUDGET ASSUMPTIONS - NOVEMBER 2011

Minnesota Vehicle Sales Tax (MVST) - SWT used the approved revenue model provided by the Metropolitan Council to budget MVST base at \$4,965,000. The model allows the Metropolitan Council to review the operations cost at the end of 2012 and determine if the Regional Allocated MVST (RAMVST) dollars are necessary to maintain a 25% General Fund balance in 2013.

Reserves – In 2010, the Commission passed a General Fund Balance (GFB) policy of 35% to 40% of the current year's budget. The General Fund budget does not meet this requirement, due to the on-going expenditure level and the limitation of the base MVST with no supplemental funding. The use of reserves in the general fund is \$1,104,565. The GFB is below 10% at the end of 2012. The fund balance in the other funds will provide adequate cash flow for General Fund operations.

Ridership – Ridership as of November 1, 2011 is up 4.1% over 2011. Fare revenue has not increased at the same pace. The amended 2011 budget was increased by \$200,000, and the 2012 budget has remained constant with \$2,500,000 in fare revenue. This represents a conservative approach.

Revenue – The major revenues in the general fund is MVST (66%) and fares (33%). Interest income has become less of a funding source due to rates and fund balance reductions. Miscellaneous revenue includes both interest earnings and advertising revenue and accounts for 1% of SWT operating revenue.

Operations – Overall service contract dollars have remained the same with only a modest increase. 2012 includes a full year of the new Chanhassen Station. Service levels will continue to be monitored to deliver the most cost effective level of service within this budget and the regional performance guidelines.

SWT will again participate in the state fuel purchase program for 50% of fuel. The 2012 fuel budgeted is \$1,100,000, or approximately 314,000 gallons at \$3.50 per gallon or 1,539,000 miles.

Vehicle Maintenance – Vehicle Maintenance parts was funded at an increase of \$50,000 due to the age of SWT fleet. The salary increase was impacted from a number of position reclassifications to reflect the appropriate level of work being performed and an increase in the number of bus wash nightly assignment from three to four employees.

Facilities – Our experience with operating costs on our newer facilities better defines our needs by facility. The addition of the new Chanhassen Station added a facilities cost center and the estimate cost was based on our current experience with SouthWest Village.

Staffing – Full-time Staffing levels have decreased a net 2.35 positions as a result of our workforce reduction program in 2011 and agency realignment of the positions in 2012 to ensure employees can fill multiple roles in the organization. The budgeted employee full time equivalent (FTE) page reflects the changes made. The 2012 budget does include a 2% wage increase and an agency merit payout of \$500 for each full-time employee based on agency outcomes at the end of the year. The 2012 General Fund budget reflects 90% of the CEO position.

Debt Retirement – SWT large principal payment in 2010 reduced the SouthWest Village debt service payment to \$171,080 in 2012. This balance will be covered by the fund balance and the receipt of 2012 principal payment of \$74,280 from a regional transit capital (RTC) grant.

Development Fund – The 2012 budget includes 10% of the CEO salary, benefits and operating expenses. Planning and architectural services is budgeted at \$50,000, this represents future planning projects that will be brought back to the Commission on an individual bases.

Capital and Equipment Fund – This fund is cross referenced in the 2012-2016 Capital Improvement Plan (CIP). The items included in the capital operating budget include technology improvements and the purchase of radio equipment. A majority of 2012 capital outlay is designated for NTD/RTC grant funding. It is important to note that any single item in excess of \$15,000 will be brought back to the Commission for approval prior to implementation. Those items included in the capital project serve as placeholders until final Commission approval. This allows the Commission to view the effects on the Capital and Equipment Fund balance understanding this fund will also be used to fund the shortfall in any capital project fund.

Capital Project Funds – An East Creek fund has been added to include the Federal and local revenue sources. In addition a transfer of \$250,000 from the Capital and Equipment fund will complete the soft cost associated with this project. \$300,000 of the professional services cost is included in the General Fund budget. The remaining \$350,000 was transferred from the Capital and Equipment fund in 2011. The total soft cost provided by SWT for East Creek Station is \$900,000.

Chaska Garage fund has a fund balance of \$24,773. The use of this fund balance is on hold pending the outcome of the future use of this building.

Chanhassen Transit Station fund should close out at the end of 2011. Any remaining fund balance will be available for a transfer into another capital project fund. This will be a future action by the Commission.

**SouthWest Transit
2012 Budget**

2012 Budget Summary

Fund	Revenue	Expenditures	Transfers In & (Out)	Contribution (Use) of Fund Balance	Estimated Fund Balance 1/1/12	Projected Ending Fund Balance 12/31/12
General Fund	\$ 7,545,000	\$ 8,649,565	\$ -	\$ (1,104,565)	\$ 1,942,730	\$ 838,165
Capital Projects Funds						
Capital and Equipment	\$ 5,000	\$ 56,500	\$ (250,000)	\$ (301,500)	\$ 1,099,565	\$ 798,065
Chaska Garage	-	24,773	-	(24,773)	24,773	-
SWT Development	12,460	71,560	-	(59,100)	1,727,506	1,668,406
Chanhassen Transit Station	-	-	-	-	451,753	451,753
East Creek Transit Station	9,785,978	10,035,978	250,000	-	-	-
Debt Service Fund						
SW Village Debt	<u>\$ 74,280</u>	<u>\$ 171,080</u>	<u>\$ -</u>	<u>\$ (96,800)</u>	<u>\$ 107,198</u>	<u>\$ 10,398</u>
Total	<u><u>\$ 17,422,718</u></u>	<u><u>\$ 19,009,456</u></u>	<u><u>\$ -</u></u>	<u><u>\$ (1,586,738)</u></u>	<u><u>\$ 5,353,525</u></u>	<u><u>\$ 3,766,787</u></u>

**SouthWest Transit
2012 Budget**

General Fund Summary of Revenue and Expenditures

Description	FY 2010 Actual	2011 Budget	6 Month Actual 2011	Estimated Total 2011	2012 Budget	Percent Change Budget 2011/2012
REVENUE						
Intergovernmental Revenue	5,248,837	4,810,000	2,340,759	4,810,000	4,965,000	3.2%
Fares	2,435,034	2,500,000	1,176,234	2,500,000	2,500,000	0.0%
Miscellaneous Revenue	45,498	30,000	9,558	20,500	80,000	166.7%
Total Revenue	7,729,369	7,340,000	3,526,551	7,330,500	7,545,000	2.8%
EXPENDITURES						
Administration	875,354	901,262	450,338	886,858	1,196,836	32.8%
Operations	4,496,801	4,772,532	2,092,262	4,717,460	4,956,441	3.9%
Vehicle Maintenance	1,177,491	1,284,372	650,101	1,282,170	1,359,105	5.8%
Facility Maintenance						
Southwest Hub	359,430	402,567	169,589	398,136	390,832	-2.9%
Maintenance Garage	283,389	303,769	141,682	300,032	294,677	-3.0%
Park and Ride Lots	62,220	64,110	29,243	58,834	59,076	-7.9%
Southwest Village	150,091	193,594	89,211	185,942	188,497	-2.6%
Chaska Garage	79,985	101,135	46,837	97,956	104,101	2.9%
Chanhassen Station	-	-	-	-	100,000	0.0%
Sub Total for Facility Maintenance	935,115	1,065,175	476,562	1,040,900	1,137,183	6.8%
Total Expenditures	7,484,761	8,023,341	3,669,263	7,927,388	8,649,565	7.8%
REVENUE OVER/(UNDER)						
EXPENDITURES	244,608	(683,341)	(142,712)	(596,888)	(1,104,565)	
TRANSFERS IN/(OUT)						
Transfer to SWV Debt Service	(1,250,000)	-	-	-	-	
Transfer to Capital & Equipment	-	(1,300,000)	(1,300,000)	(1,300,000)	-	
FUND BALANCE	3,839,618 51.30%	1,856,277	2,396,906	1,942,730 24.51%	838,165 9.69%	

**SouthWest Transit
2012 Budget**

**General Fund
Revenue**

Account	Description	FY 2010 Actual	2011 Budget	6 Month Actual 2011	Estimated Total 2011 Projection	2012 Budget
REVENUE						-
Intergovernmental Revenue						
3105.00	Motor Vehicle Excise Tax	4,223,836	4,810,000	2,340,759	4,810,000	4,965,000
3105.10	State Supplemental Funding	1,025,001	-	-	-	-
	Total Intergovernmental Revenue	5,248,837	4,810,000	2,340,759	4,810,000	4,965,000
Farebox and System Revenue						
3002.00	Fare Revenue	2,435,034	2,500,000	1,176,234	2,500,000	2,500,000
	Total Fixed Route Fares	2,435,034	2,500,000	1,176,234	2,500,000	2,500,000
Miscellaneous Revenue						
3015.00	Interest on Investments	41,555	30,000	9,092	20,000	20,000
3020.00	Cash short/over	26	-	(17)	-	-
3112.00	Miscellaneous Revenue	3,917	-	483	500	60,000
	Total Miscellaneous Revenue	45,498	30,000	9,558	20,500	80,000
	Total Revenue	7,729,369	7,340,000	3,526,551	7,330,500	7,545,000

**SouthWest Transit
2012 Budget**

**General Fund
Dept: 400 Administration**

Account	Description	FY 2010 Actual	2011 Budget	6 Month Actual 2011	Estimated Total 2011	2012 Budget
Personal Services						
4010.00	Salaries and Wages	499,255	508,762	244,666	509,000	443,501
4050.00	Overtime	2,208	500	39	200	500
4060.00	Fringe Benefits	140,195	145,000	70,804	141,608	130,520
4060.02	Worker's Compensation	2,929	3,900	1,895	3,790	3,515
4060.05	Short Term Disability	6,252	1,500	1,494	-	-
	Total Personal Services	650,839	659,662	318,898	654,598	578,036
Administrative Charges						
4130.00	Professional Service-Marketing/Planning	19,959	5,000	3,458	5,000	80,000
4140.00	Professional Services - Legal	24,015	30,000	16,097	30,000	30,000
4140.02	Professional Service - Technical	77,069	90,000	44,006	80,000	390,000
4160.00	Office Supplies	5,029	7,000	4,650	7,000	7,000
4160.01	Postage and shipping	2,636	3,000	1,024	3,000	3,000
4160.02	Printing costs	1,213	1,000	343	500	1,000
4160.03	Small tools, equipment & software	788	1,000	986	1,000	1,000
4160.05	Office equipment maintenance	6,759	3,000	1,486	3,000	3,000
4160.06	Software maintenance contract	6,675	6,600	6,675	6,675	7,000
4180.01	Communications - wireless phones, pagers	930	1,000	669	1,000	1,200
4190.00	Other administrative charges	1,605	2,500	967	1,950	2,500
4190.01	Memberships and dues	13,505	6,500	3,047	6,000	6,500
4190.02	Mileage and parking, car allowance	4,834	8,800	3,836	7,672	8,000
4190.03	Meetings, training, & conferences	7,911	14,000	5,115	14,000	14,000
4190.04	STA charges	16,388	17,000	17,149	17,149	17,000
4190.10	Advertising and marketing	19,959	27,600	15,927	30,000	30,000
4190.17	Employee Events & Training	7,646	8,000	860	8,000	8,000
	Total Administrative Charges	216,921	232,000	126,295	221,946	609,200
Operating & Insurance Charges						
4350.01	Lease/rental office equipment	6,266	8,200	4,457	8,914	8,200
4410.00	Casualty & liability insurance	1,328	1,400	688	1,400	1,400
	Total Operating & Insurance Charges	7,594	9,600	5,145	10,314	9,600
	Total Administration	875,354	901,262	450,338	886,858	1,196,836

**SouthWest Transit
2012 Budget**

General Fund

Dept: 420 Fixed Route and Local Route Operations

Account	Description	FY 2010 Actual	2011 Budget	6 Month Actual 2011	Estimated Total 2011	2012 Budget
Expenditures:						
4010.00	Salaries and wages	351,865	374,272	171,456	374,000	345,744
4010.02	Temporary Wages -State Fair	86,904	70,000	545	60,000	70,000
4050.00	Overtime	11,559	2,000	160	160	1,000
4060.00	Fringe Benefits	100,467	105,400	47,752	105,400	99,222
4060.02	Worker's Compensation	4,984	8,810	3,220	6,440	8,825
4060.04	Unemployment Compensation	<u>1,232</u>	<u>1,000</u>	<u>1,213</u>	<u>2,426</u>	<u>1,000</u>
	Total Personal Services	557,011	561,482	224,346	548,426	525,791
Administrative Charges						
4140.00	Professional service-Legal	12,549	2,000	388	2,000	2,000
4140.02	Professional service-technical	1,112	1,000	465	930	1,000
4160.00	Office Supplies	1,523	2,000	781	1,562	2,000
4160.01	Postage and shipping	37	50	24	48	50
4160.02	Printing costs	10,066	10,000	3,251	10,000	10,000
4160.03	Small tools, equip & software	319	500	-	-	500
4160.04	Radio supplies & minor equipment	1,682	-	-	-	-
4160.05	Office equipment maintenance	2,055	4,000	1,188	4,000	4,000
4160.06	Software maintenance contract	4,440	35,000	2,520	35,000	35,000
4180.01	Communications - cell & office phones	1,484	1,500	606	1,212	1,600
4180.05	Communications - radio services	2,134	5,000	960	5,000	5,000
4190.00	Fare Service Collection charge	42,076	45,000	20,988	45,000	45,000
4190.01	Memberships and dues	385	-	-	-	-
4190.02	Mileage and parking	1,465	1,500	834	1,668	1,500
4190.03	Meetings, training, & conferences	6,520	5,000	2,465	5,000	5,000
4190.14	Miscellaneous-Sate Fair	<u>16,948</u>	<u>15,000</u>	<u>3,200</u>	<u>15,000</u>	<u>15,000</u>
	Total Administrative Charges	104,795	127,550	37,670	126,420	127,650
Vehicle Charges						
4210.00	Motor fuel and lubricants	<u>783,782</u>	<u>925,000</u>	<u>402,960</u>	<u>925,000</u>	<u>1,100,000</u>
	Total Vehicle Charges	783,782	925,000	402,960	925,000	1,100,000
Operating & Insurance Charges						
4311.00	Contracted purchase of service	2,616,590	2,645,500	1,203,960	2,620,500	2,680,000
4320.00	Driver Uniforms	38,569	35,000	12,695	35,000	35,000
4350.03	Lease/rental - facilities	17,700	17,000	3,500	7,000	17,000
4351.00	Equipment lease	2,896	3,000	-	-	3,000
4410.00	Casualty & liability insurance	373,638	450,000	204,574	450,000	460,000
4410.01	Insurance Deductible	<u>1,820</u>	<u>8,000</u>	<u>2,557</u>	<u>5,114</u>	<u>8,000</u>
	Total Operating & Insurance Charges	3,051,213	3,158,500	1,427,286	3,117,614	3,203,000
	Total Fixed & Local Route Operation	<u>4,496,801</u>	<u>4,772,532</u>	<u>2,092,262</u>	<u>4,717,460</u>	<u>4,956,441</u>

**SouthWest Transit
2012 Budget**

General Fund

Dept: 430 Vehicle Maintenance

Account	Description	FY 2010 Actual	2011 Budget	6 Month Actual 2011	Estimated Total 2011	2012 Budget
Personal Services						
4030.00	Maintenance & repair salaries	478,808	514,662	239,361	514,000	533,416
4050.01	Operators Overtime	4,489	3,000	1,120	2,240	3,000
4060.00	Fringe Benefits	150,973	167,970	80,461	167,970	176,789
4060.01	Uniforms	4,993	6,000	3,132	6,264	7,000
4060.02	Worker's Compensation	17,292	22,090	11,170	22,340	19,300
4060.03	Tuition Reimbursement	1,128	1,000	66	132	2,000
4060.05	Short Term Disability	4,626	-	-	-	-
	Total Personal Services	662,309	714,722	335,310	712,946	741,505
Administrative Charges						
4160.00	Office Supplies	968	1,000	384	768	1,000
4160.01	Postage and shipping	602	750	150	300	800
4160.02	Printing costs	536	600	268	536	600
4160.03	Small tools, equipment & software	13,100	16,000	9,629	19,258	16,000
4160.04	Radio supplies & minor equipt	43	500	-	-	500
4160.08	Fleet Maint & Inventory Software	4,311	8,000	3,515	8,000	5,000
4180.01	Communications - wireless phone, pagers	911	900	440	880	900
4180.02	Refuse services	1,370	3,000	1,043	2,086	3,000
4190.00	Other administrative charges	1,388	1,200	355	710	1,200
4190.02	Mileage and parking	-	100	-	-	100
4190.03	Meetings, training, & conferences	2,892	5,000	1,058	5,000	6,000
	Total Adminstrative Charges	26,121	37,050	16,842	37,538	35,100
Vehicle Charges						
4210.00	Motor lubricants, antifreeze	37	500	-	-	500
4220.00	Materials and supplies	426,029	450,000	252,173	450,000	500,000
4220.01	Pandemic supplies	1,647	-	-	-	-
4230.00	Contracted maintenance	60,113	80,000	44,933	80,000	80,000
	Total Vehicle Charges	487,826	530,500	297,106	530,000	580,500
Operating & Insurance Charges						
4410.00	Casualty & liability insurance	761	1,100	585	1,170	1,000
4510.00	Vehicle registration & permits	474	1,000	258	516	1,000
	Total Operating & Insurance Charges	1,235	2,100	843	1,686	2,000
	Total Vehicle Maintenance	1,177,491	1,284,372	650,101	1,282,170	1,359,105

**SouthWest Transit
2012 Budget**

General Fund

Dept: 440 Facility Maintenance - SouthWest Station and Ramp

Account	Description	FY 2010 Actual	2011 Budget	6 Month Actual 2011	Estimated	2012 Budget
					Total 2011	
Personal Services						
4010.00	Regular Salaries & Wages	76,373	57,957	29,676	62,900	69,366
4050.00	Overtime	11	190	-	-	190
4060.00	Fringe Benefits	12,591	13,050	5,752	17,000	14,466
4060.01	Uniform	1,313	1,000	258	516	1,000
4060.02	Worker's Compensation	1,834	2,920	1,188	2,376	2,960
4060.04	Unemployment Compensation	6,266	-	-	-	-
	Total Personal Services	98,388	75,117	36,874	82,792	87,982
Administrative Charges						
4140.00	Professional Service-Legal	344	1,000	345	690	1,000
4140.02	Professional Service-Technical	-	1,000	-	2,000	1,000
4150.00	Security costs	3,021	3,500	1,772	3,544	3,500
4160.02	Printing Costs	38	100	-	-	100
4160.03	Small tools, equipment & software	2,337	5,000	761	1,522	5,000
4160.07	Elevator inspection	7,633	7,800	7,754	7,800	8,200
4180.00	Utilities-electric, gas, water & sewer	66,059	70,000	31,450	62,900	70,000
4180.01	Communications - phones & pagers	15,988	16,000	7,921	15,842	16,000
4180.02	Refuse services	2,716	3,000	1,535	3,070	3,000
4180.03	TV media service	1,087	1,000	387	774	1,000
4180.04	Exterminating services	482	500	121	242	500
4190.00	Other administrative charges	40	200	-	-	200
4190.01	Memberships and dues	45	250	177	354	250
4190.02	Mileage and parking	-	200	-	-	200
4190.03	Meetings, training, & conferences	1,185	1,200	397	1,200	1,200
4190.15	Legal and bid notice publishing	-	500	-	-	500
	Total Administrative Charges	100,975	111,250	52,620	99,938	111,650
Vehicle Charges						
4220.00	Vehicle Maintenance materials & supplies	563	-	-	-	-
4230.00	Contracted maintenance	124	-	-	-	-
	Total Vehicle Charges	687	-	-	-	-
Operating & Insurance Charges						
4340.00	General Operating Supplies	15,962	16,000	7,703	15,406	16,000
4341.00	Contract Repair-Equip. & Blds	19,537	20,000	6,555	20,000	20,000
4360.00	Contracted facility & grounds Mtc.	44,220	40,000	14,474	40,000	40,000
4360.01	Contracted snow removal	20,775	40,000	11,936	40,000	25,000
4360.02	Exterior & maintenance	12,844	15,000	4,383	15,000	15,000
4410.00	Casualty & liability insurance	45,997	70,000	35,044	70,000	75,000
4510.00	Vehicle registration & permits	45	200	-	-	200
	Total Operating & Insurance Charges	159,380	201,200	80,095	200,406	191,200
Capital Outlay						
4195.03	Improvements other than blds	-	15,000	-	15,000	-
	Total Capital Outlay	-	15,000	-	15,000	-
	Total Facility Maintenance-SWS & Ramp	359,430	402,567	169,589	398,136	390,832

**SouthWest Transit
2012 Budget**

General Fund

Dept: 442 Facility Maintenance-EP Garage

Account	Description	FY 2010 Actual	2011 Budget	6 Month Actual 2011	Estimated	2012 Budget
					Total 2011	
Personal Services						
4010.00	Regular Salaries & Wages	63,621	58,294	29,322	58,644	51,972
4050.00	Overtime	11	125	-	-	125
4060.00	Fringe Benefits	10,773	10,870	5,396	10,792	12,055
4060.01	Uniform	1,770	1,500	394	788	1,500
4060.02	Worker's Compensation	1,527	2,430	986	1,972	2,475
4060.04	Unemployment Compensation	122	-	-	-	1,000
	Total Personal Services	77,824	73,219	36,098	72,196	69,127
Administrative Charges						
4140.00	Professional service-legal	-	1,000	928	1,856	1,000
4140.01	Professional service-engineer & arch.	-	1,000	-	-	1,000
4140.02	Professional service-technical	325	1,000	-	-	1,000
4150.00	Security costs	-	500	96	192	500
4160.00	Office supplies	451	500	-	-	500
4160.01	Postage & shipping	39	-	-	-	-
4160.03	Small tools, equip & software	2,580	3,000	1,691	3,382	3,000
4180.00	Utilities-electric, gas, w & s	58,404	75,000	33,615	75,000	65,000
4180.01	Communications-telephones, wireless phones	12,097	13,000	4,814	13,000	13,000
4180.02	Refuse services	6,257	7,000	3,467	6,934	7,000
4180.03	Internet & cable service	825	800	346	692	800
4180.04	Exterminating services	-	500	-	-	500
4190.00	Other administrative charges	40	100	-	-	100
4190.01	Memberships and dues	-	350	127	254	350
4190.02	Mileage and parking	-	100	-	-	100
4190.03	Meetings, training, & conferences	1,376	2,000	418	2,000	2,000
4190.15	Legal and bid notice publishing	-	500	-	-	500
	Total Administrative Charges	82,394	106,350	45,502	103,310	96,350
Vehicle Charges						
4210.00	Motor fuel and lubricants	3	-	-	-	-
4220.00	Materials and supplies	-	-	4	8	-
4230.00	Contracted maintenance	239	-	-	-	-
	Total Vehicle Charges	242	-	4	8	-
Operating & Insurance Charges						
4340.00	General operating supplies	24,614	25,000	8,100	25,000	25,000
4341.00	Contract repair-equip & blds	24,839	25,000	15,540	25,000	25,000
4360.00	Contracted facility maintenance	48,036	35,000	18,519	35,000	40,000
4360.01	Contracted snow removal	2,542	4,000	2,105	4,210	4,000
4360.02	Exterior & lot maintenance	2,582	4,000	160	4,000	4,000
4410.00	Casualty & liability insurance	19,681	30,000	15,099	30,198	30,000
	Total Operating & Insurance Charges	122,294	123,000	59,523	123,408	128,000
Taxes and Fees						
4510.00	Vehicle registration & permits	80	200	-	-	200
4540.00	Other taxes and fees	555	1,000	555	1,110	1,000
	Total Taxes and Fees	635	1,200	555	1,110	1,200
	Total Facility Maintenance-EP Garage	283,389	303,769	141,682	300,032	294,677

**SouthWest Transit
2012 Budget**

General Fund

Dept: 443 Park & Ride Lots

Account	Description	FY 2010 Actual	2011 Budget	6 Month Actual 2011	Estimated Total 2011	2012 Budget
Personal Services						
4010.00	Regular Salaries & Wages	16,464	19,815	9,876	19,752	20,789
4050.00	Overtime	-	125	-	-	125
4060.00	Fringe Benefits	6,342	5,850	2,879	5,758	4,822
4060.02	Worker's Compensation	607	970	379	758	990
	Total Personal Services	23,413	26,760	13,134	26,268	26,726
Administrative Charges						
4140.00	Professional service-legal	3,777	-	-	-	-
4140.03	Professional service	-	1,000	-	-	1,000
4150.00	Security costs	1,241	1,500	565	1,130	1,500
4160.03	Small tools, equip & software	2,973	1,000	428	1,000	1,000
4180.00	Utilities-electric, gas, w & s	6,919	6,000	2,261	6,000	6,000
4180.01	Communications-telephones, wireless phones	587	850	468	936	850
	Total Administrative Charges	15,497	10,350	3,722	9,066	10,350
Operating & Insurance Charges						
4340.00	General operating supplies	1,459	2,500	715	1,430	2,500
4341.00	Contract repair-equip & blds	1,650	4,000	2,085	4,170	4,000
4360.00	Contracted facility maintenance	2,583	3,500	552	1,104	3,500
4360.01	Contracted snow removal	10,927	12,000	8,520	12,000	7,000
4360.02	Exterior & lot maintenance	4,711	4,000	117	4,000	4,000
4410.00	Casualty & liability insurance	680	1,000	398	796	1,000
	Total Operating & Insurance Charges	22,010	27,000	12,387	23,500	22,000
Capital Outlay						
4195.03	Capital outlay - impr. other than blds	1,300	-	-	-	-
	Total Capital Outlay	1,300	-	-	-	-
	Total Park & Ride Lots	62,220	64,110	29,243	58,834	59,076

**SouthWest Transit
2012 Budget**

General Fund

Dept: 444 Facility Maintenance-SouthWest Village

Account	Description	FY 2010 Actual	2011 Budget	6 Month Actual 2011	Estimated Total 2011	2012 Budget
Personal Services						
4010.00	Regular Salaries & Wages	44,549	48,294	24,539	49,078	51,972
4060.00	Fringe Benefits	8,397	10,870	4,558	9,116	12,055
4060.02	Worker's Compensation	<u>1,527</u>	<u>2,430</u>	<u>986</u>	<u>1,972</u>	<u>2,470</u>
	Total Personal Services	54,473	61,594	30,083	60,166	66,497
Administrative Charges						
4140.00	Professional Service-Legal	752	-	-	-	-
4150.00	Security costs	1,426	2,000	1,072	2,144	2,000
4160.03	Small tools, equip & software	857	2,000	1,368	2,736	2,000
4160.07	Elevator inspections	3,350	4,000	3,499	6,998	4,000
4180.00	Utilities-electric, gas, w & s	26,542	30,000	14,818	29,636	30,000
4180.01	Communications - wireless phones, pagers	7,312	7,000	3,894	7,788	7,000
4180.03	Internet & cable service & phone	<u>887</u>	<u>1,500</u>	<u>275</u>	<u>550</u>	<u>1,500</u>
	Total Administrative Charges	41,126	46,500	24,926	49,852	46,500
Operating & Insurance Charges						
4340.00	General operating supplies	3,069	7,000	1,503	3,006	5,000
4341.00	Contract repair-equip & blds	6,190	17,000	4,740	17,000	17,000
4360.00	Contract facility maintenace	6,888	5,000	2,517	5,034	7,000
4360.01	Contracted snow removal	14,802	20,000	9,196	18,392	10,000
4360.02	Exterior & lot maintenance	6,624	7,500	3,233	6,466	7,500
4410.00	Casualty & liability insurance	<u>16,919</u>	<u>26,000</u>	<u>13,013</u>	<u>26,026</u>	<u>26,000</u>
	Total Operating & Insurance Charges	54,492	82,500	34,202	75,924	72,500
Capital Outlay						
4195.01	Capital outlay - buildings	-	3,000	-	-	3,000
	Total Capital Outlay	-	3,000	-	-	3,000
	Total Facility Maintenance-SW Village	<u>150,091</u>	<u>193,594</u>	<u>89,211</u>	<u>185,942</u>	<u>188,497</u>

**SouthWest Transit
2012 Budget**

General Fund

Dept: 445 Facility Maintenance-Chaska Garage

Account	Description	FY 2010 Actual	2011 Budget	6 Month Actual 2011	Estimated Total 2011	2012 Budget
Personal Services						
4010.00	Regular Salaries & Wages	12,959	18,315	9,158	18,316	20,789
4060.00	Fringe Benefits	990	4,350	1,069	2,138	4,822
4060.02	Worker's Compensation	611	970	394	788	990
	Total Personal Services	14,560	23,635	10,621	21,242	26,601
Administrative Charges						
4150.00	Security costs	713	1,000	176	352	1,000
4160.03	Small tools, equip & software	487	500	-	-	500
4180.00	Utilities-electric, gas, w & s	34,531	37,000	16,359	37,000	37,000
4180.01	Communications-telephones, wireless phones	1,271	1,500	820	1,640	1,500
4180.02	Refuse services	86	-	-	-	-
	Total Administrative Charges	37,088	40,000	17,355	38,992	40,000
Operating & Insurance Charges						
4340.00	General operating supplies	2,044	2,000	848	1,696	2,000
4341.00	Contract repair-equip & blds	6,459	1,000	-	-	1,000
4360.00	Contracted facility maintenance	2,937	1,500	1,563	3,126	1,500
4360.02	Exterior & lot maintenance	-	-	43	86	-
4410.00	Casualty & liability insurance	16,897	33,000	16,407	32,814	33,000
	Total Operating & Insurance Charges	28,337	37,500	18,861	37,722	37,500
	Total Facility Maintenance-Chaska Garage	79,985	101,135	46,837	97,956	104,101

**SouthWest Transit
2012 Budget**

General Fund

Dept: 446 Chanhassen Station

Account	Description	2011 Budget	6 Month Actual 2011	Estimated Total 2011	2012 Budget
Administrative Charges					
4150.00	Security costs	-	-	-	2,000
4160.03	Small tools, equip & software	-	-	-	2,000
4160.07	Elevator inspections	-	-	-	4,000
4180.00	Utilities-electric, gas, w & s	-	-	-	30,000
4180.01	Communications - wireless phones, pagers	-	-	-	7,000
4180.03	Internet & cable service & phone	-	-	-	1,500
	Total Administrative Charges	-	-	-	46,500
Operating & Insurance Charges					
4340.00	General operating supplies	-	-	-	5,000
4341.00	Contract repair-equip & blds	-	-	-	5,000
4360.00	Contract facility maintenace	-	-	-	7,000
4360.01	Contracted snow removal	-	-	-	3,000
4360.02	Exterior & lot maintenance	-	-	-	7,500
4410.00	Casualty & liability insurance	-	-	-	26,000
	Total Operating & Insurance Charges	-	-	-	53,500
	Total Facility Maintenance-Chanhassen Station	-	-	-	100,000

**SouthWest Transit
2012 Budget**

SouthWest Transit Capital and Equipment Fund

Fund 250

Account	Description	FY 2010 Actual	2011 Budget	6 Month Actual 2011	Estimated Total 2011	2012 Budget
REVENUE						
320-3015.00	Interest on Investments/Miscellaneous	74,483	15,000	10,988	15,000	5,000
	Total Revenue	74,483	15,000	10,988	15,000	5,000
EXPENDITURES						
400-4160.03	Small Tools, Equipment, & Software	48,446	10,000	3,777	10,000	37,000
440-4195.02	Capital Outlay- Equipment	51,299	155,000	-	60,000	19,500
440-4195.03	Improvements other than blds.	33,510	65,000	-	-	-
443-4140.01	Prof Svcs-Engineer & Arch.	21,218	15,000	-	15,000	-
444-4195.04	SW Village Well	34,359	-	-	-	-
	Total Expenditures	188,832	245,000	3,777	85,000	56,500
REVENUE OVER/(UNDER) EXPENDITURES		(114,349)	(230,000)	7,211	(70,000)	(51,500)
TRANSFERS IN/(OUT)						
	From General Fund	-	1,300,000	1,300,000	1,300,000	-
	To Chanhassen Transit Station	(660,000)	(1,300,000)	-	(1,300,000)	-
	To East Creek Station	-	(350,000)	-	(350,000)	(250,000)
FUND BALANCE		1,519,565	939,565	2,826,776	1,099,565	798,065

**SouthWest Transit
2012 Budget**

Chaska Garage

Fund 340

Account	Description	FY 2010 Actual	2011 Budget	6 Month Actual 2011	Estimated Total 2011	2012 Budget
REVENUE						
320-3015.00	Interest on Investments/Miscellaneous	17,173	3,268	3,268	3,268	-
350-3104.01	Metropolitan Council Funding	<u>88,108</u>	<u>111,000</u>	<u>57,814</u>	<u>111,000</u>	<u>-</u>
	Total Revenue	105,281	114,268	61,082	114,268	-
EXPENDITURES						
445-4140.00	Professional Services-Legal Fees	8,987	2,038	1,019	2,038	-
445-4140.01	Professional Services-engineer & arch	95,395	-	-	-	-
445-4195.01	Capital Outlay-Building	88,108	100,000	52,144	100,000	-
445-4195.03	Improvements other than blds	<u>4,254</u>	<u>12,230</u>	<u>5,670</u>	<u>12,230</u>	<u>24,773</u>
	Total Expenditures	<u>196,744</u>	<u>114,268</u>	<u>58,833</u>	<u>114,268</u>	<u>24,773</u>
REVENUE OVER/(UNDER) EXPENDITURES		(91,463)	-	2,249	-	(24,773)
FUND BALANCE		<u>24,773</u>	<u>24,773</u>	<u>27,022</u>	<u>24,773</u>	<u>-</u>

**SouthWest Transit
2012 Budget**

SouthWest Transit Development Fund

Fund 360

Accounts	Description	FY 2010 Actual	2011 Budget	6 Month Actual 2011	Estimated Total 2011	2012 Budget
REVENUE						
320-3014.00	Property lease	-	52,880	35,200	52,880	-
320-3030.00	Development assessment	4,460	4,460	8,824	4,460	4,460
320-3015.00	Interest on Investments/Miscellaneous	27,344	10,000	4,460	10,000	8,000
	Total Revenue	31,804	67,340	48,484	67,340	12,460
EXPENDITURES						
Personal Services						
400-4010.00	Regular salaries and wages	15,600	15,080	7,096	14,192	15,600
400-4060.00	Fringe benefits	3,931	4,145	1,962	3,924	4,500
400-4060.02	Worker's Compensation	-	45	-	-	-
	Total Personal Services	19,531	19,270	9,058	18,116	20,100
Administrative Charges						
400-4180.01	Communications-wireless phones	510	-	51	102	-
400-4190.02	Mileage and parking	3,300	762	330	660	660
400-4190.03	Meetings, training, & conferences	-	800	-	800	800
	Total Administrative Charges	3,810	1,562	381	1,562	1,460
Site Development						
443-4140.01	Planning & Architectural Services, legals	2,440	60,000	50,004	56,588	50,000
	Total Site Development	2,440	60,000	50,004	56,588	50,000
	Total Expenditures	25,781	80,832	59,443	76,266	71,560
REVENUE OVER/(UNDER)EXPENDITURES		6,023	(13,492)	(10,959)	(8,926)	(59,100)
TRANSFERS IN/(OUT)						
	From SWS Ramp & Garage Debt Service	302,464	-	-	-	-
	To East Creek Transit Station	-	(150,000)	-	(150,000)	-
FUND BALANCE		1,886,432	1,722,940	1,875,473	1,727,506	1,668,406

**SouthWest Transit
2012 Budget**

Chanhasen Transit Station

Fund 363

Account	Description	FY 2010 Actual	2011 Budget	6 Month Actual 2011	Estimated Total 2011	2012 Budget
REVENUE						
320-3015.00	Interest on Investments/Miscellaneous	588	4,000	2,022	4,000	-
350-3104.01	Metropolitan Council Funding	470,775	922,975	447,175	922,975	-
350-3104.00	Federal Grants & Assistance	<u>1,883,096</u>	<u>3,691,904</u>	<u>1,788,700</u>	<u>3,691,904</u>	-
	Total Revenue	<u>2,354,459</u>	<u>4,618,879</u>	<u>2,237,897</u>	<u>4,618,879</u>	-
EXPENDITURES						
443-4140.00	Professional Services-Legal Fees	24,474	5,500	5,240	5,500	-
443-4140.01	Professional Services-engineer & arch	294,469	231,500	94,638	238,000	-
443-4140.02	Professional Services-technical	6,339	1,000	822	-	-
443-4140.03	Legal & bid notice publishing	2,151	-	-	-	-
443-4195.01	Capital Outlay-Building	2,369,687	5,172,283	2,235,875	5,172,283	-
443-4195.03	Improvements other than blds	<u>3,672</u>	<u>60,000</u>	<u>-</u>	<u>60,000</u>	-
	Total Expenditures	<u>2,700,792</u>	<u>5,470,283</u>	<u>2,336,575</u>	<u>5,475,783</u>	-
REVENUE OVER/(UNDER) EXPENDITURES		(346,333)	(851,404)	(98,678)	(856,904)	-
TRANSFERS IN/(OUT)						
	From Capital & Equipment Fund	660,000	1,300,000	-	1,300,000	-
FUND BALANCE		<u>8,657</u>	<u>457,253</u>	<u>(90,021)</u>	<u>451,753</u>	<u>451,753</u>

**SouthWest Transit
2012 Budget**

East Creek Transit Station

Fund 333

Account	Description	2011 Budget	6 Month Actual 2011	Estimated Total 2011	2012 Budget
REVENUES					
320-3015.00	Interest on Investments/Miscellaneous	-	-	-	-
350-3104.00	Federal Grants & Assistance	-	-	-	7,828,783
350-3014.01	Metropolitan Council Funding	-	-	-	1,957,195
	Total Revenue	<u>-</u>	<u>-</u>	<u>-</u>	<u>9,785,978</u>
EXPENDITURES					
443-4140.01	Professional Services-engineer & arch	350,000		350,000	250,000
443-4195.01	Capital Outlay-Building				9,785,978
443-4195.03	Improvements other than blds	150,000	-	150,000	-
	Total Expenditures	<u>500,000</u>	<u>-</u>	<u>500,000</u>	<u>10,035,978</u>
REVENUE OVER (UNDER) EXPENDITURES		(500,000)	-	(500,000)	(250,000)
TRANSFERS IN/(OUT)					
	From Capital & Equipment Fund	350,000	-	350,000	250,000
	From Development Fund	150,000	-	150,000	-
FUND BALANCE		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

**SouthWest Transit
2012 Budget**

**Debt Service Fund
South West Village Debt Service
Fund 405**

Account	Description	FY 2010 Actual	2011 Budget	6 Month Actual 2011	Estimated Total 2011	2012 Budget
REVENUE						
320-3015.00	Interest on Investment	3,558	-	-	4	-
350-3104.01	Metropolitan Council - grant	275,307	73,406	-	73,406	74,280
	Total Revenue	278,865	73,406	-	73,410	74,280
EXPENDITURES						
444-4352.00	Principal - Capital Lease	1,364,006	74,280	36,703	73,406	74,280
444-4370.00	Interest on Capital Lease	161,218	96,800	48,840	97,680	96,800
	Total Expenditures	1,525,224	171,080	85,543	171,086	171,080
REVENUE OVER/(UNDER) EXPENDITURES		(1,246,359)	(97,674)	(85,543)	(97,676)	(96,800)
TRANSFERS IN/(OUT)						
	From General Fund	1,250,000	-	-	-	-
FUND BALANCE		204,874	107,200	119,331	107,198	10,398

SouthWest Transit General Fund
Budgeted Employee Full Time Equivalent

Department	Position	FY 2010	FY 2011	FY 2012
Administration				
Administration	Chief Executive Officer	0.50	0.90	0.90
Administration	Administrative Services Director	1.00	1.00	1.00
Administration	HR/Payroll Technician	1.00	1.00	1.00
Administration	Accountant	1.00	1.00	1.00
Administration	Administrative Assistant	1.00	1.00	1.00
Administration	Customer Service/Training Manager	1.00	1.00	-
Administration	Customer Service Representative	1.00	1.00	-
Administration	Customer Service Representative	0.35	0.35	0.10
	Administration Total	6.85	7.25	5.00
Facility Maintenance				
Facility Mtc	Facility Maintenance Supervisor	1.00	1.00	1.00
Facility Mtc.	Facility Maintenance worker	1.00	1.00	1.00
Facility Mtc.	Part-time Facility Maintenance/Seasonal	4.50	4.50	5.50
Facility Mtc.	Part-time SWS Cleaning	0.60	0.60	-
	Facility Mtc Total	7.10	7.10	7.50
Operations				
Operations	Chief Operating Officer	1.00	1.00	1.00
Operations	Maintenance and Facility Manager	1.00	1.00	1.00
Operations	Dispatcher	1.00	1.00	-
Operations	Lead Dispatcher/Supervisor	1.00	1.00	1.00
Operations	Associate Transit Planner	-	0.50	1.00
Operations	Farebox Technician	1.00	1.00	1.00
	Operations Total	5.00	5.50	5.00
Vehicle Maintenance				
Vehicle Maintenance	Vehicle Maintenance Manager	1.00	1.00	1.00
Vehicle Maintenance	Vehicle Maintenance Supervisor	1.00	1.00	1.00
Vehicle Maintenance	A Technician	1.00	1.00	1.00
Vehicle Maintenance	B Technician	3.50	3.50	3.50
Vehicle Maintenance	Inventory Control Specialist	1.00	1.00	1.00
Vehicle Maintenance	Utility Worker	1.00	1.00	1.00
Vehicle Maintenance	Apprentice Mechanic	2.00	2.00	2.00
	Vehicle Maint Total	10.50	10.50	10.50
	Operations and Vehicle Maintenance Total	22.60	23.10	15.50
	Total Positions	29.45	30.35	28.00