



2013 BUDGET

SouthWest Transit

Adopted December 2012

SOUTHWEST TRANSIT

2013 BUDGET

Adopted

December 2012

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SOUTHWEST TRANSIT

2013 BUDGET ASSUMPTIONS - DECEMBER 2012

Minnesota Vehicle Sales Tax (MVST) SWT used the approved revenue model provided by the Metropolitan Council to budget 100% of the MVST base of \$5,354,000. In 2013, no additional regional allocated MVST (RAMVST) is programmed for SWT. The model allows the Metropolitan Council to review the RAMVST position at the end of 2013 and determine if dollars are necessary to maintain a 25% fund balance and current transit services in 2014.

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 base MVST with no additional funding. The use of reserves in the general fund is \$858,550. This creates a fund balance of \$615,993. However, with a pending NTD grant of \$1.6M from the Metropolitan Council the general fund balance at the end of 2013 would be 25%.

Ridership – Ridership as of November 1, 2012 is down 2% over 2011. Fare revenue for 2013 was decreased by \$50,000 for a combination of ridership and future changes to transit service.

Revenue – The major revenues in the general fund are MVST (67%) and fares (31%), with advertising revenue and interest revenue comprising the remaining (2%).

Operations – Overall service contract dollars increased by \$200,000 to add service and cover anticipated First Transit contract changes in driver labor cost. SWT will again participate in the state fuel purchase program for 50% of fuel. The 2013 fuel budgeted is \$1,140,000.

Vehicle Maintenance – Vehicle Maintenance has an increase over 2012 due to additional miles of service.

Facilities – Facility Maintenance continues to increase as Chanhassen Station is budgeted at a full year and the East Creek Station will be maintained for the last quarter of 2013. In additional projects have been identified to maintain a 7.8 seasonal FTE staffing level.

Staffing – Staffing levels changed as presented on the employee full time equivalent (FTE) page. The 2013 budget does include a 2% base wage increase, plus an anticipated year-end merit dependent on agency goals up to \$500 for each full-time employee.

Debt Retirement – SWT long-term debt is currently \$1.9M. Principal debt service is funded with a Metropolitan Council grant, however local funds are required for the interest payment. The total payment due is \$171,080 of which interest is \$96,800. This interest is currently funded with a transfer from the development fund.

Capital and Equipment Fund – The capital items in this fund are as stated below:

Erosion and ramp repairs	20,000
Traffic coating SWV	20,000
Access and Burg System EPG	25,000
Garage upgrades furniture kitchen	35,000
Part room inventory drawers	10,000
Chan cameras additional	20,000
HVAC shop offices	15,000
Repair/overhaul column lift EPG	12,000
Floor Reseal EPG B	5,000
Structural Repair EPG	15,000
Sprinkler/ Fountain SWS	5,000
Gas Boy	15,000
Paint Chaska Garage Inside/outside	25,000
State Fair Signs	5,000
Radio Replacements	20,000
Snow dump repair SWV	4,000
Wheel balance equipment EPG	4,000
Tire machine EPG	9,000
Scrap Metal Shed	2,000
SWS Replacements	10,000
<i>Total</i>	\$276,000

In addition, an on-going \$10,000 for technology equipment is included in the capital equipment fund.

Development Fund – The 2013 budget includes \$110,000 in rental income from the Chaska garage and a subsequent transfer of \$100,000 to debt service as defined above. The expenditures in this fund are budgeted at \$50,000 and will be used only if needed for a future development activity.

Capital Project Funds – East Creek Station is fully funded with Metropolitan Council, federal and SWT funds. Estimated completion is fall of 2013.

**SouthWest Transit
2013 Budget**

2013 Budget Summary

Fund	Revenue	Expenditures	Transfers In & (Out)	Contribution (Use) of Fund Balance	Amended Budget Fund Balance 1/1/13	Projected Ending Fund Balance 12/31/13
General Fund	\$ 7,951,000	\$ 8,824,550	\$ -	\$ (873,550)	\$ 1,447,829	\$ 574,279
Capital Projects Funds						
Capital and Equipment	\$ 5,000	\$ 286,000	\$ -	\$ (281,000)	\$ 1,279,679	\$ 998,679
SWT Development	163,460	115,000	(100,000)	(51,540)	1,805,950	1,754,410
East Creek Transit	4,892,989	5,142,989	-	(250,000)	461,912	211,912
Debt Service Fund						
SW Village Debt	<u>\$ 74,280</u>	<u>\$ 171,080</u>	<u>\$ 100,000</u>	<u>\$ 3,200</u>	<u>\$ 14,199</u>	<u>\$ 17,399</u>
Total	<u>\$ 13,086,729</u>	<u>\$ 14,539,619</u>	<u>\$ -</u>	<u>\$ (1,452,890)</u>	<u>\$ 5,009,569</u>	<u>\$ 3,556,679</u>

**SouthWest Transit
2013 Budget**

General Fund Summary of Revenue and Expenditures

Description	FY 2011 Actual	2012 Amended Budget	6 Month Actual 2012	Estimated Total 2012	2013 Budget
REVENUE					
Intergovernmental Revenue	4,810,990	4,965,000	2,414,760	4,965,000	5,354,000
Fares	2,456,452	2,500,000	1,190,107	2,500,000	2,450,000
Miscellaneous Revenue	122,082	110,000	26,432	110,000	147,000
Total Revenue	7,389,524	7,575,000	3,631,299	7,575,000	7,951,000
EXPENDITURES					
Administration	888,771	892,335	430,824	889,820	899,800
Operations	4,327,277	4,768,441	2,170,501	4,762,302	5,105,550
Vehicle Maintenance	1,288,391	1,387,805	659,027	1,382,498	1,413,100
Facility Maintenance					
Southwest Hub	391,037	391,582	196,375	391,472	433,350
Maintenance Garage	277,731	323,177	142,177	320,295	323,950
Park and Ride Lots	58,917	61,201	28,707	59,387	57,000
Southwest Village	193,162	204,097	102,810	199,569	208,000
Chaska Garage	92,788	109,601	47,605	106,182	210,500
Chanhassen Station	-	100,000	27,070	100,000	137,300
East Creek Station	-	-	-	-	36,000
Sub Total for Facility M	1,013,635	1,189,658	544,744	1,176,905	1,406,100
Total Expenditures	7,518,074	8,238,239	3,805,096	8,211,525	8,824,550
OVER/(UNDER)					
EXPENDITURES	(128,550)	(663,239)	(173,797)	(636,525)	(873,550)
TRANSFER IN/(OUT)					
Transfer to Capital & Eq	(1,300,000)	-	-	-	-
Transfer to East Creek St	-	(300,000)	(300,000)	(300,000)	-
FUND BALANCE	2,411,068	1,447,829	1,937,271	1,474,543	574,279

**SouthWest Transit
2013 Budget**

**General Fund
Revenue**

Account	Description	FY 2011 Actual	2012 Amended Budget	6 Month Actual 2012	Estimated Total 2012	2013 Budget
REVENUE						
Intergovernmental Revenue (350)						
	3105.00 Motor Vehicle Excise Tax	4,810,990	4,965,000	2,414,760	4,965,000	5,354,000
	Total Intergovernmental Revenue	4,810,990	4,965,000	2,414,760	4,965,000	5,354,000
Farebox and System Revenue						
	3002.00 Fare Revenue	2,456,452	2,500,000	1,190,107	2,500,000	2,450,000
	Total Fixed Route Fares	2,456,452	2,500,000	1,190,107	2,500,000	2,450,000
Miscellaneous Revenue						
	3013.00 Advertising & Concessions	18,400	45,000	19,443	45,000	125,000
	3015.00 Interest on Investments	14,525	5,000	1,736	5,000	2,000
	3112.00 Miscellaneous Revenue	89,157	60,000	5,253	60,000	20,000
	Total Miscellaneous Revenue	122,082	110,000	26,432	110,000	147,000
	Total Revenue	7,389,524	7,575,000	3,631,299	7,575,000	7,951,000

SouthWest Transit
2013 Budget

General Fund
Dept: 400 Administration

Account	Description	FY 2011 Actual	2012 Amended Budget	6 Month Actual 2012	Estimated Total 2012	2013 Budget
Personal Services						
4010.00	Salaries and Wages	508,912	420,000	209,174	420,000	435,000
4050.00	Overtime	39	-	-	-	-
4060.00	Fringe Benefits	145,848	130,520	58,057	130,520	122,500
4060.02	Worker's Compensation	3,339	3,515	1,262	3,500	3,500
4060.05	Short Term Disability	1,494	-	-	-	-
	Total Personal Services	659,632	554,035	268,493	554,020	561,000
Administrative Charges						
4130.00	Professional Service-Marketing	5,242	60,000	9,160	60,000	80,000
4140.00	Professional Services - Legal	35,944	35,500	16,373	33,000	30,000
4140.02	Professional Service - Technical	67,965	100,000	52,373	100,000	100,000
4160.00	Office Supplies	7,303	13,000	6,592	13,000	7,000
4160.01	Postage and shipping	2,635	3,000	1,090	3,000	3,000
4160.02	Printing costs	343	2,000	994	2,000	1,000
4160.03	Small tools, equipment & software	1,630	1,000	213	1,000	1,000
4160.05	Office equipment maintenance	8,066	4,000	2,212	4,000	3,000
4160.06	Software maintenance contract	6,715	8,500	8,233	8,500	7,000
4180.01	Communications - wireless phones, pagers	1,338	1,200	694	1,200	1,200
4190.00	Other administrative charges	1,999	2,500	1,149	2,500	2,500
4190.01	Memberships and dues	6,006	5,000	4,614	5,000	6,500
4190.02	Mileage and parking, car allowance	7,668	8,000	3,570	8,000	8,000
4190.03	Meetings, training, & conferences	13,714	20,000	12,481	20,000	14,000
4190.04	STA charges	17,149	17,000	16,975	17,000	17,000
4190.10	Advertising and marketing	32,640	40,000	19,981	40,000	40,000
4190.15	Legal & bid notice publishing	189	-	-	-	-
4190.17	Employee Events & Training	1,930	8,000	112	8,000	8,000
	Total Administrative Charges	218,476	328,700	156,816	326,200	329,200
Operating & Insurance Charges						
4350.01	Lease/rental office equipment	9,287	8,200	4,830	8,200	8,200
4410.00	Casualty & liability insurance	1,376	1,400	685	1,400	1,400
	Total Operating & Insurance Charges	10,663	9,600	5,515	9,600	9,600
	Total Administration	888,771	892,335	430,824	889,820	899,800

**SouthWest Transit
2013 Budget**

General Fund

Dept: 420 Fixed Route and Local Route Operations

Account	Description	FY 2011 Actual	2012 Amended Budget	6 Month Actual 2012	Estimated Total 2012	2013 Budget
Expenditures:						
4010.00	Salaries and wages	364,767	345,744	169,867	346,000	354,000
4010.02	Temporary Wages -State Fair	63,668	88,000	5,225	88,000	80,000
4050.00	Overtime	379	1,000	-	-	-
4060.00	Fringe Benefits	111,422	99,222	49,649	100,000	107,000
4060.02	Worker's Compensation	5,926	8,825	2,826	5,652	7,700
4060.04	Unemployment Compensation	2,401	-	-	-	-
	Total Personal Services	548,563	542,791	227,567	539,652	548,700
Administrative Charges						
4140.00	Professional service-Legal	388	2,000	1,375	2,000	2,000
4140.02	Professional service-technical	2,098	5,000	4,118	5,000	3,000
4160.00	Office Supplies	1,592	2,000	1,214	2,000	200
4160.01	Postage and shipping	24	50	18	50	50
4160.02	Printing costs	7,646	10,000	4,884	10,000	10,000
4160.03	Small tools, equip & software	-	500	-	500	500
4160.05	Office equipment maintenance	3,045	4,000	-	4,000	4,000
4160.06	Software maintenance contract	5,040	35,000	3,796	35,000	43,500
4180.01	Communications - cell & office phones	1,187	1,600	775	1,600	1,600
4180.05	Communications - radio services	2,619	6,000	2,992	6,000	5,000
4190.00	Fare Service Collection charge	41,252	45,000	20,460	45,000	45,000
4190.02	Mileage and parking	1,771	1,500	923	1,500	2,000
4190.03	Meetings, training, & conferences	7,315	5,000	2,842	5,000	7,000
4190.14	Miscellaneous-Sate Fair	15,900	15,000	1,225	15,000	20,000
	Total Administrative Charges	89,877	132,650	44,622	132,650	143,850
Vehicle Charges						
4210.00	Motor fuel and lubricants	878,244	1,020,000	473,590	1,020,000	1,140,000
4230.00	Contracted maintenance	-	-	-	-	-
	Total Vehicle Charges	878,244	1,020,000	473,590	1,020,000	1,140,000
Operating & Insurance Charges						
4311.00	Contracted purchase of service	2,376,470	2,600,000	1,211,650	2,600,000	2,800,000
4320.00	Driver Uniforms	24,443	35,000	18,641	35,000	35,000
4350.03	Lease/rental - facilities	17,200	17,000	7,152	17,000	17,000
4351.00	Equipment lease	-	3,000	-	-	3,000
4410.00	Casualty & liability insurance	389,437	410,000	184,373	410,000	410,000
4410.01	Insurance Deductible	3,043	8,000	2,906	8,000	8,000
	Total Operating & Insurance Charges	2,810,593	3,073,000	1,424,722	3,070,000	3,273,000
	Total Fixed & Local Route Operation	4,327,277	4,768,441	2,170,501	4,762,302	5,105,550

**SouthWest Transit
2013 Budget**

General Fund

Dept: 430 Vehicle Maintenance

Account	Description	FY 2011 Actual	2012 Amended Budget	6 Month Actual 2012	Estimated Total 2012	2013 Budget
Personal Services						
4030.00	Maintenance & repair salaries	489,351	533,416	246,240	530,000	535,000
4050.01	Operators Overtime	1,810	3,000	692	1,384	1,000
4060.00	Fringe Benefits	165,862	176,789	85,220	177,000	187,000
4060.01	Uniforms	6,533	7,000	2,977	7,000	8,000
4060.02	Worker's Compensation	19,682	15,000	7,482	15,000	20,000
4060.03	Tuition Reimbursement	66	-	-	-	2,000
	Total Personal Services	683,304	735,205	342,611	730,384	753,000
Administrative Charges						
4160.00	Office Supplies	866	2,000	840	2,000	1,000
4160.01	Postage and shipping	509	800	495	800	800
4160.02	Printing costs	536	600	268	600	600
4160.03	Small tools, equipment & software	18,093	16,000	5,540	16,000	15,000
4160.04	Radio supplies & minor equipt	-	500	120	500	500
4160.08	Fleet Maint & Inventory Software	9,115	5,000	4,612	5,000	7,000
4180.01	Communications - wireless phone, pagers	879	900	403	900	900
4180.02	Refuse services	3,966	3,000	310	3,000	3,000
4190.00	Other administrative charges	875	1,200	612	1,200	1,200
4190.02	Mileage and parking	-	100	-	-	100
4190.03	Meetings, training, & conferences	5,364	5,000	1,831	5,000	8,000
	Total Adminstrative Charges	40,203	35,100	15,031	35,000	38,100
Vehicle Charges						
4210.00	Motor lubricants, antifreeze	51	500	-	-	500
4220.00	Materials and supplies	472,898	550,000	268,751	550,000	550,000
4230.00	Contracted maintenance	90,516	65,000	31,577	65,000	70,000
	Total Vehicle Charges	563,465	615,500	300,328	615,000	620,500
Operating & Insurance Charges						
4410.00	Casualty & liability insurance	1,161	1,000	557	1,114	1,000
4510.00	Vehicle registration & permits	258	1,000	500	1,000	500
	Total Operating & Insurance Charges	1,419	2,000	1,057	2,114	1,500
	Total Vehicle Maintenance	1,288,391	1,387,805	659,027	1,382,498	1,413,100

**SouthWest Transit
2013 Budget**

General Fund

Dept: 440 Facility Maintenance - SouthWest Station and Ramp

Account	Description	FY 2011 Actual	2012 Amended Budget	6 Month Actual 2012	Estimated Total 2012	2013 Budget
Personal Services						
4010.00	Regular Salaries & Wages	63,639	80,366	37,391	80,000	94,600
4050.00	Overtime	-	190	-	-	-
4060.00	Fringe Benefits	13,032	14,466	6,866	15,000	22,300
4060.01	Uniform	625	1,000	900	1,000	1,000
4060.02	Worker's Compensation	2,148	1,960	936	1,872	4,500
	Total Personal Services	79,444	97,982	46,093	97,872	122,400
Administrative Charges						
4140.00	Professional Service-Legal	345	1,000	-	1,000	1,000
4140.02	Professional Service-Technical	-	1,000	-	1,000	1,000
4150.00	Security costs	2,849	2,000	965	2,000	3,500
4160.02	Printing Costs	-	-	-	-	100
4160.03	Small tools, equipment & software	4,899	5,000	1,154	5,000	4,000
4160.07	Elevator inspection	7,955	8,200	8,193	8,200	8,600
4180.00	Utilities-electric, gas, water & sewer	66,368	70,000	29,261	70,000	72,000
4180.01	Communications - phones & pagers	15,760	16,000	7,935	16,000	16,000
4180.02	Refuse services	3,202	3,000	1,764	3,000	3,700
4180.03	TV media service	781	1,000	326	1,000	1,000
4180.04	Exterminating services	482	500	246	500	500
4190.00	Other administrative charges	210	200	50	200	200
4190.01	Memberships and dues	176	-	-	-	250
4190.02	Mileage and parking	-	-	-	-	200
4190.03	Meetings, training, & conferences	1,459	3,500	1,731	3,500	3,200
4190.15	Legal and bid notice publishing	-	-	-	-	500
	Total Administrative Charges	104,486	111,400	51,625	111,400	115,750
Operating & Insurance Charges						
4340.00	General Operating Supplies	16,306	20,000	11,104	20,000	22,000
4341.00	Contract Repair-Equip. & Blds	27,427	22,000	13,668	22,000	25,000
4360.00	Contracted facility & grounds Mtc.	36,524	30,000	13,377	30,000	30,000
4360.01	Contracted snow removal	19,214	25,000	16,177	25,000	28,000
4360.02	Exterior & maintenance	14,583	15,000	9,659	15,000	15,000
4410.00	Casualty & liability insurance	69,850	70,000	34,472	70,000	75,000
4510.00	Vehicle registration & permits	-	200	200	200	200
	Total Operating & Insurance Charges	183,904	182,200	98,657	182,200	195,200
Capital Outlay						
4195.03	Improvements other than blds	23,203	-	-	-	-
Total Capital Outlay		23,203	-	-	-	-
	Total Facility Maintenance-SWS & Ramp	391,037	391,582	196,375	391,472	433,350

**SouthWest Transit
2013 Budget**

General Fund

Dept: 442 Facility Maintenance-EP Garage

Account	Description	FY 2011 Actual	2012 Amended Budget	6 Month Actual 2012	Estimated Total 2012	2013 Budget
Personal Services						
4010.00	Regular Salaries & Wages	56,303	61,972	29,260	62,000	64,000
4050.00	Overtime	-	125	-	-	-
4060.00	Fringe Benefits	10,536	12,055	5,350	12,000	15,000
4060.01	Uniform	1,145	2,000	1,517	1,500	2,000
4060.02	Worker's Compensation	1,783	1,975	778	1,745	2,900
	Total Personal Services	69,767	78,127	36,905	77,245	83,900
Administrative Charges						
4140.00	Professional service-legal	991	1,000	-	1,000	1,000
4140.01	Professional service-engineer & arch.	-	1,000	-	1,000	1,000
4140.02	Professional service-technical	-	-	-	-	1,000
4150.00	Security costs	96	500	-	500	-
4160.00	Office supplies	45	500	124	500	500
4160.01	Postage & shipping	3	-	-	-	-
4160.03	Small tools, equip & software	2,909	4,000	2,254	4,000	3,000
4180.00	Utilities-electric, gas, w & s	60,837	65,000	23,627	65,000	65,000
4180.01	Communications - telephones, wireless phones	9,228	9,000	4,431	9,000	11,000
4180.02	Refuse services	6,979	8,000	3,943	8,000	8,000
4180.03	Internet & cable service	702	800	365	800	800
4180.04	Exterminating services	-	500	-	500	500
4190.00	Other administrative charges	75	100	-	100	100
4190.01	Memberships and dues	126	350	-	350	350
4190.02	Mileage and parking	73	100	-	100	100
4190.03	Meetings, training, & conferences	1,829	4,000	1,907	4,000	3,000
4190.15	Legal and bid notice publishing	-	500	-	500	500
	Total Administrative Charges	83,893	95,350	36,651	95,350	95,850
Vehicle Charges						
4220.00	Materials and supplies	4	-	-	-	-
4230.00	Contracted maintenance	620	-	-	-	-
	Total Vehicle Charges	624	-	-	-	-
Operating & Insurance Charges						
4340.00	General operating supplies	22,066	35,000	17,864	35,000	25,000
4341.00	Contract repair-equip & blds	29,999	25,000	9,739	25,000	30,000
4360.00	Contracted facility maintenance	35,590	40,000	13,383	40,000	35,000
4360.01	Contracted snow removal	2,105	7,000	3,349	7,000	4,000
4360.02	Exterior & lot maintenance	3,142	4,000	1,012	2,000	19,000
4410.00	Casualty & liability insurance	29,990	30,000	14,635	30,000	30,000
	Total Operating & Insurance Charges	122,892	141,000	59,982	139,000	143,000
Taxes and Fees						
4510.00	Vehicle registration & permits	-	200	200	200	200
4540.00	Other taxes and fees	555	1,000	985	1,000	1,000
	Total Taxes and Fees	555	1,200	1,185	1,200	1,200
Capital Outlay						
4195.02	Capital outlay - equipment & repairs	-	7,500	7,454	7,500	-
	Total Capital Outlay	-	7,500	7,454	7,500	-
	Total Facility Maintenance-EP Garage	277,731	323,177	142,177	320,295	323,950

**SouthWest Transit
2013 Budget**

**General Fund
Dept: 443 Park & Ride Lots**

Account	Description	FY 2011 Actual	2012 Amended Budget	6 Month Actual 2012	Estimated Total 2012	2013 Budget
Personal Services						
4010.00	Regular Salaries & Wages	20,686	25,789	11,776	25,000	32,000
4050.00	Overtime	-	125	-	-	-
4060.00	Fringe Benefits	6,012	5,822	3,237	5,000	7,500
4060.02	Worker's Compensation	690	690	311	622	1,500
	Total Personal Services	27,388	32,426	15,324	30,622	41,000
Administrative Charges						
4140.00	Professional service-legal	-	75	75	75	-
4150.00	Security costs	1,452	1,500	777	1,500	900
4160.03	Small tools, equip & software	780	500	191	500	500
4180.00	Utilities-electric, gas, w & s	8,155	6,500	3,218	6,500	2,500
4180.01	Communications - telephones, wireless phones	2,053	100	49	100	-
	Total Administrative Charges	12,440	8,675	4,310	8,675	3,900
Operating & Insurance Charges						
4340.00	General operating supplies	2,294	1,500	604	1,500	1,000
4341.00	Contract repair-equip & blds	3,173	4,000	467	4,000	1,500
4360.00	Contracted facility maintenance	1,267	3,500	1,200	3,500	500
4360.01	Contracted snow removal	10,704	8,000	5,657	8,000	7,000
4360.02	Exterior & lot maintenance	865	2,000	686	2,000	1,000
4410.00	Casualty & liability insurance	786	1,000	369	1,000	1,000
4510.00	Vehicle registration & permits	-	100	90	90	100
	Total Operating & Insurance Charges	19,089	20,100	9,073	20,090	12,100
	Total Park & Ride Lots	58,917	61,201	28,707	59,387	57,000

**SouthWest Transit
2013 Budget**

General Fund

Dept: 444 Facility Maintenance-SouthWest Village

Account	Description	FY 2011 Actual	2012 Amended Budget	6 Month Actual 2012	Estimated Total 2012	2013 Budget
Personal Services						
4010.00	Regular Salaries & Wages	52,333	63,972	31,614	63,228	64,000
4060.00	Fringe Benefits	9,608	10,055	5,382	10,000	15,000
4060.02	Worker's Compensation	1,783	1,770	778	1,745	3,000
	Total Personal Services	63,724	75,797	37,774	74,973	82,000
Administrative Charges						
4150.00	Security costs	1,763	2,000	704	1,408	2,000
4160.03	Small tools, equip & software	1,951	2,000	954	1,908	2,000
4160.07	Elevator inspections	3,499	4,000	3,650	4,000	4,000
4180.00	Utilities-electric, gas, w & s	28,967	30,000	16,028	30,000	35,000
4180.01	Communications - wireless phones, pagers	7,932	8,000	3,972	8,000	8,000
4180.03	Internet & cable service & phone	540	500	240	480	500
	Total Administrative Charges	44,652	46,500	25,548	45,796	51,500
Operating & Insurance Charges						
4340.00	General operating supplies	6,773	7,000	3,703	7,000	8,000
4341.00	Contract repair-equip & blds	23,721	12,000	6,436	12,000	12,000
4360.00	Contract facility maintenace	4,100	12,000	6,249	12,000	8,000
4360.01	Contracted snow removal	12,836	14,300	9,178	14,300	13,000
4360.02	Exterior & lot maintenance	7,713	7,500	1,184	7,500	7,500
4410.00	Casualty & liability insurance	25,934	26,000	12,738	26,000	26,000
	Total Operating & Insurance Charges	81,077	78,800	39,488	78,800	74,500
Capital Outlay						
4195.01	Capital outlay - buildings	3,709	3,000	-	-	-
	Total Capital Outlay	3,709	3,000	-	-	-
	Total Facility Maintenance-SW Village	193,162	204,097	102,810	199,569	208,000

**SouthWest Transit
2013 Budget**

General Fund

Dept: 445 Facility Maintenance-Chaska Garage

Account	Description	FY 2011 Actual	2012 Amended Budget	6 Month Actual 2012	Estimated Total 2012	2013 Budget
Personal Services						
4010.00	Regular Salaries & Wages	19,605	23,789	11,282	23,000	32,000
4060.00	Fringe Benefits	2,281	4,822	1,280	2,560	7,500
4060.02	Worker's Compensation	713	990	311	622	1,500
	Total Personal Services	22,599	29,601	12,873	26,182	41,000
Administrative Charges						
4150.00	Security costs	411	1,000	557	1,000	1,000
4160.03	Small tools, equip & software	256	500	-	500	500
4180.00	Utilities-electric, gas, w & s	28,105	37,000	13,229	37,000	30,000
4180.01	Communications - telephones, wireless phones	1,535	1,500	523	1,500	1,000
	Total Administrative Charges	30,307	40,000	14,309	40,000	32,500
Operating & Insurance Charges						
4340.00	General operating supplies	1,149	2,000	478	2,000	10,000
4341.00	Contract repair-equip & blds	4,265	3,000	2,685	3,000	9,500
4360.00	Contracted facility maintenance	1,563	2,000	1,194	2,000	1,500
4360.01	Contracted snow removal	-	-	-	-	5,000
4360.02	Exterior & lot maintenance	204	-	-	-	8,000
4410.00	Casualty & liability insurance	32,701	33,000	16,066	33,000	50,000
4540.00	Taxes and Fees	-	-	-	-	53,000
	Total Operating & Insurance Charges	39,882	40,000	20,423	40,000	137,000
	Total Facility Maintenance-Chaska Garage	92,788	109,601	47,605	106,182	210,500

**SouthWest Transit
2013 Budget**

General Fund

Dept: 446 Facility Maintenance-Chanhassen Station

Account	Description	FY 2011 Actual	2012 Amended Budget	6 Month Actual 2012	Estimated Total 2012	2013 Budget
Personal Services						
4010.00	Regular Salaries & Wages	-		-	-	32,000
4060.00	Fringe Benefits	-	-	-	-	7,500
4060.02	Worker's Compensation	-	-	-	-	1,500
	Total Personal Services	-	-	-	-	41,000
Administrative Charges						
4150.00	Security costs	-	2,000	1,111	2,000	2,000
4160.03	Small tools, equip & software	-	6,000	5,500	6,000	7,500
4160.07	Elevator Inspection	-	4,000	-	4,000	4,500
4180.00	Utilities-electric, gas, w & s	-	33,000	2,286	33,000	22,000
4180.01	Communications - telephones, wireless phones	-	7,000	3,297	7,000	5,500
4180.03	Internet & cable service	-	1,500	356	1,500	800
	Total Administrative Charges	-	53,500	12,550	53,500	42,300
Operating & Insurance Charges						
4340.00	General operating supplies	-	7,000	5,730	7,000	8,000
4341.00	Contract repair-equip & blds	-	3,000	1,153	3,000	5,000
4360.00	Contracted facility maintenance	-	7,000	3,644	7,000	7,000
4360.01	Contracted snow removal	-	3,000	630	3,000	4,500
4360.02	Exterior & lot maintenance	-	500	197	500	3,500
4410.00	Casualty & liability insurance	-	26,000	3,166	26,000	26,000
	Total Operating & Insurance Charges	-	46,500	14,520	46,500	54,000
	Total Facility Maintenance-Chanhassen Station	-	100,000	27,070	100,000	137,300

SouthWest Transit
2013 Budget

General Fund

Dept: 447 Facility Maintenance-East Creek Station

Account	Description	FY 2011 Actual	2012 Amended Budget	6 Month Actual 2012	Estimated Total 2012	2013 Budget
Personal Services						
Administrative Charges						
4150.00	Security costs	-	-	-	-	-
4160.03	Small tools, equip & software	-	-	-	-	-
4160.07	Elevator Inspection	-	-	-	-	-
4180.00	Utilities-electric, gas, w & s	-	-	-	-	30,000
4180.01	Communications - telephones, wireless phones	-	-	-	-	-
4180.03	Internet & cable service	-	-	-	-	-
	Total Administrative Charges	-	-	-	-	30,000
Operating & Insurance Charges						
4340.00	General operating supplies	-	-	-	-	-
4341.00	Contract repair-equip & blds	-	-	-	-	-
4360.00	Contracted facility maintenance	-	-	-	-	-
4360.01	Contracted snow removal	-	-	-	-	-
4360.02	Exterior & lot maintenance	-	-	-	-	-
4410.00	Casualty & liability insurance	-	-	-	-	6,000
	Total Operating & Insurance Charges	-	-	-	-	6,000
	Total Facility Maintenance-East Creek	-	-	-	-	36,000

**SouthWest Transit
2013 Budget**

SouthWest Transit Capital and Equipment Fund

Fund 250

Account	Description	FY 2011 Actual	2012 Amended Budget	6 Month Actual 2012	Estimated Total 2012	2013 Budget
REVENUE						
320-3015.00	Interest on Investments/Miscellaneous	27,906	10,000	8,242	10,000	5,000
	Total Revenue	27,906	10,000	8,242	10,000	5,000
EXPENDITURES						
400-4160.03	Small Tools, Equipment, & Software	11,887	37,000	29,690	37,000	10,000
440-4195.02	Capital Outlay- Equipment	65,142	115,000	109,766	95,000	276,000
443-4140.01	Prof Svcs-Engineer & Arch.	10,942	275	275	275	-
	Total Expenditures	87,971	152,275	139,731	132,275	286,000
REVENUE OVER/(UNDER) EXPENDITURES		(60,065)	(142,275)	(131,489)	(122,275)	(281,000)
TRANSFERS IN/(OUT)						
	From General Fund	1,300,000	-	-	-	-
	To Chanhassen Transit Station	(1,300,000)	-	-	-	-
	To East Creek Station	(350,000)	(250,000)	(250,000)	(250,000)	-
	From Chanhassen Transit Station	-	562,454	562,454	562,454	-
FUND BALANCE		1,109,500	1,279,679	1,290,465	1,299,679	1,018,679

**SouthWest Transit
2013 Budget**

**SouthWest Transit Development Fund
Fund 360**

Accounts	Description	FY 2011 Actual	2012 Amended Budget	6 Month Actual 2012	Estimated Total 2012	2013 Budget
REVENUE						
320-3014.00	Property lease	54,910	110,000	48,000	110,000	151,000
320-3030.00	Development assessment	4,460	4,460	4,460	4,460	4,460
320-3015.00	Interest on Investments/Miscellaneous	17,032	10,000	7,727	10,000	8,000
	Total Revenue	76,402	124,460	60,187	124,460	163,460
EXPENDITURES						
Personal Services						
400-4010.00	Regular salaries and wages	14,770	15,600	7,641	15,600	-
400-4060.00	Fringe benefits	3,902	4,520	2,257	4,520	-
	Total Personal Services	18,672	20,120	9,898	20,120	-
Administrative Charges						
400-4180.01	Communications - telephones, wireless phone	102	100	51	100	-
400-4190.02	Mileage and parking	660	660	330	660	-
400-4190.03	Meetings, training, & conferences	800	800	-	800	-
	Total Administrative Charges	1,562	1,560	381	1,560	-
Site Development						
443-4140.01	Planning & Architectual Services, legals	59,430	30,000	11,865	30,000	115,000
	Total Site Development	59,430	30,000	11,865	30,000	115,000
	Total Expenditures	79,664	51,680	22,144	51,680	115,000
REVENUE OVER/(UNDER)EXPENDITURES		(3,262)	72,780	38,043	72,780	48,460
TRANSFERS IN/(OUT) to Debt Service						
	To Debt Service	-	-	-	-	(100,000)
	To East Creek Transit Station	(150,000)	-	-	-	-
FUND BALANCE		1,733,170	1,805,950	1,771,213	1,805,950	1,754,410

**SouthWest Transit
2013 Budget**

**East Creek Transit Station
Fund 333**

Account	Description	FY 2011 Actual	2012 Amended Budget	6 Month Actual 2012	Estimated Total 2012	2013 Budget
REVENUE						
320-3015.00	Interest on Investments/Miscellaneous	73	200	111	200	-
350-3104.01	Metropolitan Counciling Funding	-	978,598	-	978,598	978,598
350-3104.00	Federal Grants & Assistance	-	3,914,392	-	3,914,392	3,914,392
	Total Revenue	73	4,893,189	111	4,893,190	4,892,989
EXPENDITURES						
443-4140.00	Professional Services-Legal Fees	3,256	4,000	2,081	4,000	-
443-4140.01	Professional Services-engineer & arch	30,105	550,000	227,918	550,000	250,000
443-4195.01	Capital Outlay-Building	-	4,892,989	-	4,892,989	4,892,989
443-4195.03	Improvements other than blds	-	1,000	1,006	-	-
	Total Expenditures	33,361	5,447,989	231,005	5,446,989	5,142,989
REVENUE OVER/(UNDER) EXPENDITURES		(33,288)	(554,800)	(230,894)	(553,799)	(250,000)
TRANSFERS IN/(OUT)						
	From Capital & Equipment Fund	350,000	250,000	250,000	250,000	-
	From Development Fund	150,000	-	-	-	-
	From General Fund	-	300,000	300,000	300,000	-
FUND BALANCE		466,712	461,912	785,818	462,913	211,912

**SouthWest Transit
2013 Budget**

**Debt Service Fund
SouthWest Village Debt Service
Fund 405**

Account	Description	FY 2011 Actual	2012 Amended Budget	6 Month Actual 2012	Estimated Total 2012	2013 Budget
REVENUE						
320-3015.00	Interest on Investment	291	100	43	100	-
350-3104.01	Metropolitan Council - grant	<u>74,279</u>	<u>76,940</u>	<u>-</u>	<u>76,940</u>	<u>74,280</u>
	Total Revenue	74,570	77,040	43	77,040	74,280
EXPENDITURES						
444-4352.00	Principal - Capital Lease	74,280	77,900	38,470	77,900	74,280
444-4370.00	Interest on Capital Lease	<u>96,805</u>	<u>93,300</u>	<u>47,073</u>	<u>93,300</u>	<u>96,800</u>
	Total Expenditures	<u>171,085</u>	<u>171,200</u>	<u>85,543</u>	<u>171,200</u>	<u>171,080</u>
REVENUE OVER/(UNDER) EXPENDITURES		(96,515)	(94,160)	(85,500)	(94,160)	(96,800)
TRANSFERS IN/(OUT)						
	From Development Fund	-	-	-	-	100,000
FUND BALANCE		<u>108,359</u>	<u>14,199</u>	<u>22,859</u>	<u>14,199</u>	<u>17,399</u>

**SouthWest Transit
Budgeted Employee Full Time Equivalent**

Department	Position	2011	2012 Amendment	2013
Administration	Chief Executive Officer	0.90	1.00	1.00
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	-	-
Administration	Customer Service Representative	1.00	-	-
Administration	Administration Intern	-	-	0.50
Administration	Part-time Customer Service Representative	0.35	0.10	0.20
Administration Total		7.25	5.10	5.70
Facility Mtc	Facility Maintenance Supervisor	1.00	1.00	1.00
Facility Mtc.	Facility Maintenance worker	1.00	1.00	2.00
Facility Mtc	Temporary Facility Maintenance worker		1.00	-
Facility Mtc.	Part-time Facility Maintenance	4.50	8.00	7.80
Facility Mtc.	Part-time SWS Cleaning	0.60	-	-
Facility Mtc Total		7.10	11.00	10.80
Operations	Chief Operating Officer	1.00	1.00	1.00
Operations	Maintenance and Facility Director			1.00
Operations	Maintenance and Facility Manager	1.00	1.00	-
Operations	Dispatcher	1.00	-	-
Operations	Lead Dispatcher/Supervisor	1.00	1.00	1.00
Operations	Sr. Transit Planner			1.00
Operations	Associate Transit Planner	0.50	1.00	-
Operations	Farebox Technician	1.00	1.00	1.00
Operations Total		5.50	5.00	5.00
Vehicle Maintenance	Vehicle Maintenance Manager	1.00	1.00	2.00
Vehicle Maintenance	Vehicle Maintenance Supervisor	1.00	1.00	-
Vehicle Maintenance	A Technician	1.00	1.00	1.00
Vehicle Maintenance	B Technician	3.50	3.00	3.00
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	10.00	10.00
Total Positions		30.35	31.10	31.50