



# **2011 BUDGET**

**SouthWest Transit**

**Adopted December 2010**

**SOUTHWEST TRANSIT**

**2011 BUDGET**

**Adopted**

**December 2010**

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## SOUTHWEST TRANSIT

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### 2011 BUDGET ASSUMPTIONS - DECEMBER 2010

**Minnesota Vehicle Sales Tax (MVST)** SWT used the approved revenue model provided by the Metropolitan Council to budget both 95% of the MVST base of \$4,783,000 and the additional regional allocated MVST of \$341,670. The model allows the Metropolitan Council to review the additional MVST position at the end of 2011 and determine if the dollars are necessary to maintain the 35% General Fund balance.

**Reserves** – The Commission passed a General Fund Balance (GFB) policy of 35% to 40% of the current year's budget. The general fund budget meets this requirement. The largest use of reserves is the Chanhassen Transit Station fund estimated at \$1,145,665 to completed the building of the ramp and waiting area.

**Ridership** – Ridership as of November 1, 2010 is down 2% over 2009. Fare revenue was decreased by \$100,000 for a combination of ridership and future changes to the revenue reimbursement practices.

**Revenue** – The major revenues in the general fund is MVST (69%) and fares (31%). Interest income has become less of a funding source due to rates and fund balance reductions.

**Operations** – Overall service contract dollars have remained the same with only a modest increase. Service levels will continue to be monitored to deliver the most cost effective level of service with this budget and performance guidelines.

SWT will again participate in the state fuel purchase program for 50% of fuel. The 2011 fuel budgeted is \$800,000, or approximately 320,000 gallons at \$2.50 per gallon.

**Vehicle Maintenance** – Vehicle Maintenance was under funded in 2010 and this budget has been updated to reflect actual activity.

**Facilities** – Our experience with operating costs on our newer facilities better defines our needs by facility, however when reviewing the total budget for all facilities 2011 reflects a 1.7% decrease. Staff continually reallocates staffing to accommodate the needs of each facility thus you will note changes between facilities.

**Staffing** – Full-time Staffing levels have remained the same as 2010. The budgeted employee full time equivalent (FTE) page reflects the changes made in the facilities seasonal workers. In addition a .5 part-time FTE intern position was added to Operations. The 2011 budget does not include any base wage increases, however a 1.5% one time payment based on performance is budgeted for a potential year-end payout. The 2011 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. This balance will be covered by the fund balance in 2011. In 2012 the principal payment will be eligible for a regional transit capital (RTC) grant. Our use of RTC is limited in 2011 as we leverage those funds for the early debt retirement in 2010.

**Development Fund** – The 2010 budget includes 10% of the CEO salary, benefits and operating expenses. No other development activities were budgeted at this time.

**Capital and Equipment Fund** – This fund is cross reference in the 2011-2015 Capital Improvement Plan (CIP). The items included in the capital operating budget include Southwest Village improvements, new banners for SouthWest Station, a utility sweeper for all garages, Southwest Station furniture, year one of the SouthWest Station camera and lighting upgrades in addition to the noted technology items. It is important to note that any 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 the Chanhassen Station project.

**Capital Project Funds** – The only item in the Chaska Garage Fund in 2011 is the remaining grant funded work from 2010. No activity is budgeted in the Development Fund outside of CEO salary and related expenditures. Chanhassen Station is the primary budget and use of capital reserve funds.

**SouthWest Transit  
2011 Budget**

**2011 Budget Summary**

<b>Fund</b>	<b>2011 Revenue &amp; Other Sources</b>	<b>2011 Expenditures &amp; Other Uses</b>	<b>Contribution (Use) of Fund Balance</b>	<b>Estimated Fund Balance 1/1/11</b>	<b>Projected Ending Fund Balance 12/31/11</b>
General Fund	\$ 7,454,670	\$ 8,029,041	\$ (574,371)	\$ 3,384,776	\$ 2,810,405
<b>Capital Projects Funds</b>					
Capital and Equipment	\$ 15,000	\$ 230,000	\$ (215,000)	\$ 2,205,429	\$ 1,990,429
Chaska Garage	75,000	75,000	-	16,236	16,236
SWT Development	14,460	20,332	(5,872)	1,816,044	1,810,172
Chanhassen Transit Station	4,984,073	5,470,283	(486,210)	(659,455)	(1,145,665)
<b>Debt Service Fund</b>					
SW Village Debt	\$ -	\$ 171,080	\$ (171,080)	\$ 205,931	\$ 34,851
<b>Total</b>	<b><u>\$ 12,543,203</u></b>	<b><u>\$ 13,995,736</u></b>	<b><u>\$ (1,452,533)</u></b>	<b><u>\$ 6,968,960</u></b>	<b><u>\$ 5,516,427</u></b>

**SouthWest Transit  
2011 Budget**

**General Fund Summary of Revenue and Expenditures**

Description	FY 2009 Actual	2010 Budget	9 Month Actual 2010	Estimated Total 2010	2011 Budget	Percent Change Budget 2010/2011
<b>REVENUE</b>						
Intergovernmental Revenue	5,164,814	4,700,000	3,962,557	5,037,000	5,124,670	9.0%
Fares	2,478,158	2,215,000	1,862,224	2,400,000	2,300,000	3.8%
Miscellaneous Revenue	92,687	55,000	33,300	39,471	30,000	-45.5%
<b>Total Revenue</b>	<b>7,735,659</b>	<b>6,970,000</b>	<b>5,858,081</b>	<b>7,476,471</b>	<b>7,454,670</b>	<b>7.0%</b>
<b>EXPENDITURES</b>						
<i>Administration</i>	831,793	820,850	586,834	875,191	891,012	8.5%
<i>Operations</i>	4,635,104	4,729,480	3,374,674	4,654,579	4,800,782	1.5%
<i>Vehicle Maintenance</i>	1,253,263	1,191,300	891,662	1,197,363	1,299,772	9.1%
<b>Facility Maintenance</b>						
Southwest Hub	373,090	427,240	266,609	366,333	384,867	-9.9%
Maintenance Garage	271,867	298,485	216,324	289,432	312,769	4.8%
Park and Ride Lots	85,690	77,875	44,185	77,731	63,110	-19.0%
Southwest Village	129,143	155,153	112,160	152,907	172,594	11.2%
Chaska Garage	37,087	97,930	54,877	73,169	104,135	6.3%
<i>Sub Total for Facility Maintenance</i>	<u>896,877</u>	<u>1,056,683</u>	<u>694,155</u>	<u>959,572</u>	<u>1,037,475</u>	<u>-1.8%</u>
<b>Total Expenditures</b>	<b>7,617,037</b>	<b>7,798,313</b>	<b>5,547,325</b>	<b>7,686,705</b>	<b>8,029,041</b>	<b>3.0%</b>
<b>REVENUE OVER/(UNDER)</b>						
<b>EXPENDITURES</b>	<b>118,622</b>	<b>(828,313)</b>	<b>310,756</b>	<b>(210,234)</b>	<b>(574,371)</b>	
Transfer out	(3,500,000)	-	(1,250,000)	(1,250,000)		
<b>FUND BALANCE END OF YEAR</b>	<b>4,845,010</b> 63.61%	<b>4,016,697</b>	<b>3,905,766</b>	<b>3,384,776</b> 44.03%	<b>2,810,405</b> 35.00%	

**SouthWest Transit  
2011 Budget**

**General Fund  
Revenue**

Account	Description	FY 2009 Actual	2010 Budget	9 Months Actual 2010	Estimated Total 2010 Projection	2011 Budget
<b>REVENUE</b>						-
<b>Intergovernmental Revenue (350)</b>						
3105.00	Motor Vehicle Excise Tax	4,886,010	3,700,000	3,193,806	4,012,000	4,783,000
3104.05	Metropolitan Council - Reverse Commute	15,030	-	-	-	-
3105.10	State Supplemental Funding	263,774	1,000,000	768,751	1,025,000	341,670
	<b>Total Intergovernmental Revenue</b>	<b>5,164,814</b>	<b>4,700,000</b>	<b>3,962,557</b>	<b>5,037,000</b>	<b>5,124,670</b>
<b>Farebox and System Revenue</b>						
3001.00	Special Events and group rides	142,234	-	-	-	-
3002.00	Fare Revenue	2,335,924	2,215,000	1,862,224	2,400,000	2,300,000
	<b>Total Fixed Route Fares</b>	<b>2,478,158</b>	<b>2,215,000</b>	<b>1,862,224</b>	<b>2,400,000</b>	<b>2,300,000</b>
<b>Miscellaneous Revenue</b>						
3015.00	Interest on Investments	80,392	55,000	29,603	39,471	30,000
3020.00	Cash short/over	(7)	-	-	-	-
3090.01	Sale of property	11,309	-	-	-	-
3112.00	Miscellaneous Revenue	993	-	3,697	-	-
	<b>Total Miscellaneous Revenue</b>	<b>92,687</b>	<b>55,000</b>	<b>33,300</b>	<b>39,471</b>	<b>30,000</b>
	<b>Total Revenue</b>	<b>7,735,659</b>	<b>6,970,000</b>	<b>5,858,081</b>	<b>7,476,471</b>	<b>7,454,670</b>

# 2011 General Fund Budget Narrative – Administration

## Mission/Scope of Responsibilities

The Administration Department provides the management and support systems for the Agency. The Department includes the Commission, Administration, Financial and Budget Services, Payroll, Personnel, Risk Management and Information Technology functions.

## Key On-Going Activities

- Management of the SouthWest Transit Commission, establishing goals and monitoring their achievement.
- Monitor legislative activities.
- Community outreach.
- Monitor ongoing development activities at both transit stations and all park and ride sites.
- Developing and administering the Agency's long and short range capital plans.
- Information Technology administration.
- Financial and budget recording and reporting to the SWT Commission, department directors and the general public.
- Development of an annual operating budget.
- Administration of the agency's risk management program and insurance policies.
- Maintaining employee benefit programs.
- Managing the Drug and Alcohol Testing program to FTA Compliance
- Personnel and payroll administration and preparation.
- Records management
- Customer service delivery.

## Staffing Level

• Chief Executive Officer	.90
• Administrative Services Director	1.00
• Human Resource/Payroll Technician	.90
• Accountant	1.00
• Administrative Assistant	1.00
• Customer Service Manager	1.00
• Customer Service Representative	1.00
• Customer Service Representative Part Time	<u>.35</u>
Total	7.15

## 2011 Budget Issues

Administration budget increase is a direct result of returning the CEO position to be fully funded out of the general fund.

**SouthWest Transit  
2011 Budget**

**General Fund  
Dept: 400 Administration**

Account	Description	FY 2009 Actual	2010 Budget	9 Months Actual 2010	Estimated Total 2010	2011 Budget
<b>Personal Services</b>						
4010.00	Salaries and Wages	443,178	427,300	304,536	471,048	479,762
4050.00	Overtime	3,483	3,500	2,208	2,944	3,500
4060.00	Fringe Benefits	129,748	128,000	98,948	148,931	142,550
4060.02	Worker's Compensation	5,171	3,750	2,190	2,920	3,900
4060.04	Unemployment Compensation	1,446	-	-	-	-
4060.05	Short Term Disability	-	-	6,252	8,336	-
	<b>Total Personal Services</b>	<b>583,026</b>	<b>562,550</b>	<b>414,134</b>	<b>634,179</b>	<b>629,712</b>
<b>Administrative Charges</b>						
4130.00	Professional Service-Marketing	28,801	20,000	11,560	20,000	20,000
4140.00	Professional Services - Legal	27,948	40,000	14,401	20,000	30,000
4140.02	Professional Service - Technical	73,288	75,000	64,946	85,000	80,000
4160.00	Office Supplies	9,183	9,000	3,798	5,000	7,000
4160.01	Postage and shipping	2,359	1,000	2,613	3,500	3,000
4160.02	Printing costs	808	1,000	1,213	1,600	1,000
4160.03	Small tools, equipment & software	659	500	788	1,000	700
4160.05	Office equipment maintenance	2,901	3,000	1,603	2,500	3,000
4160.06	Software maintenance contract	11,028	9,600	6,675	8,900	9,600
4180.01	Communications - wireless phones, pagers	1,305	1,300	698	1,000	1,000
4190.00	Other administrative charges	2,777	2,500	1,369	1,825	2,500
4190.01	Memberships and dues	14,000	15,000	13,505	13,505	14,000
4190.02	Mileage and parking, car allowance	3,675	2,200	3,555	5,000	8,800
4190.03	Meetings, training, & conferences	10,993	13,500	6,098	8,000	14,000
4190.04	STA charges	14,074	15,000	16,388	16,390	17,000
4190.10	Advertising and marketing	32,110	30,000	13,557	30,000	30,000
4190.15	Legal & bid notice publishing	119	-	-	-	-
4190.17	Employee Events & Training	5,066	10,000	4,089	10,000	10,000
	<b>Total Administrative Charges</b>	<b>241,094</b>	<b>248,600</b>	<b>166,856</b>	<b>233,220</b>	<b>251,600</b>
<b>Operating &amp; Insurance Charges</b>						
4350.01	Lease/rental office equipment	6,036	6,200	4,681	6,241	6,200
4410.00	Casualty & liability insurance	1,637	2,500	1,163	1,551	2,500
	<b>Total Operating &amp; Insurance Charges</b>	<b>7,673</b>	<b>8,700</b>	<b>5,844</b>	<b>7,792</b>	<b>8,700</b>
<b>Capital Outlay</b>						
4195.03	Improvements other than blds	-	1,000	-	-	1,000
	<b>Total Capital Outlay</b>	<b>-</b>	<b>1,000</b>	<b>-</b>	<b>-</b>	<b>1,000</b>
	<b>Total Administration</b>	<b>831,793</b>	<b>820,850</b>	<b>586,834</b>	<b>875,191</b>	<b>891,012</b>

# 2011 General Fund Budget Narrative – Operations

## Mission/Scope of Responsibilities

Operations provide on the road services and facilities for our passengers in a clean, attractive, safe and timely manner according to our published schedule and special function requests. Our mission is to accomplish every trip, on time using agency facilities, vehicle assets, contracted driver assets, dispatch communication assets, and fare collection systems efficiently to work around daily obstacles such as traffic, weather, construction, personnel turnover, mechanical breakdowns, human errors, and accidents.

## Key On-Going Activities

- Monitoring the staffing, training, performance of contracted driving personnel.
- Maintaining communication and teamwork between contracted staff and facilities maintenance, vehicle maintenance, and dispatch elements of the operation.
- Maintaining training of OSHA, Emergency management, and route activity
- Scheduling driver route assignments and dispatching to meet schedule needs and staffing availability
- Ensuring fuel availability and security
- Ensuring facility security
- Investigation and resolution of incidents
- Purchasing vehicles and needed equipment for route operation
- Ensuring proper functioning of fare payment systems and revenue information collection processes
- Monitoring traffic, weather, construction and special events that could have an effect on our routes and planning and communicating detours as necessary
- Dispatching drivers with proper size buses for each route and monitoring performance metrics daily to ensure on time performance, reduce standing loads and handle roadway issues and incidents immediately.

## Staffing Level

• Chief Operating Officer	1.00
• Operations Intern	.50
• Maintenance and Facility Manager	1.00
• Dispatch Supervisor	1.00
• Dispatcher	1.00
• Farebox Technician	<u>1.00</u>
Total FTE	5.50

## 2011 Budget Issues

- Service level will adjust non productive routes to stay within budget and performance guidelines. The mix and efficiencies of routes will be reviewed during the year to provide the best cost effective service.
- Fuel is projected at \$800,000 approximately 320,000 gallons at \$2.50 per gallon.
- AVL operating expenses of \$50,000 is included.

**SouthWest Transit  
2011 Budget**

**General Fund**

**Dept: 420 Fixed Route and Local Route Operations**

Account	Description	FY 2009	2010	9 Months	Estimated	2011
		Actual	Budget	Actual 2010	Total 2010	Budget
<b>Expenditures:</b>						
4010.00	Salaries and wages	343,063	322,500	247,553	335,071	333,722
4010.02	Temporary Wages -State Fair	87,024	85,000	87,966	117,288	100,000
4050.00	Overtime	5,455	1,000	11,479	15,305	1,000
4060.00	Fringe Benefits	96,310	89,260	74,584	99,445	93,700
4060.02	Worker's Compensation	7,912	6,370	3,728	4,971	8,810
4060.04	Unemployment Compensation	<u>2,945</u>	<u>1,000</u>	<u>742</u>	<u>989</u>	<u>1,000</u>
<b>Total Personal Services</b>		<b>542,709</b>	<b>505,130</b>	<b>426,052</b>	<b>573,069</b>	<b>538,232</b>
<b>Administrative Charges</b>						
4140.00	Professional service-Legal	5,084	1,500	5,550	7,400	6,000
4140.02	Professional service-technical	808	1,000	806	1,000	1,000
4160.00	Office Supplies	2,411	5,000	1,469	1,959	2,000
4160.01	Postage and shipping	81	-	12	16	50
4160.02	Printing costs	16,258	20,000	5,257	10,000	10,000
4160.03	Small tools, equip & software	298	1,000	-	-	500
4160.04	Radio supplies & minor equipment	-	5,000	-	-	-
4160.05	Office equipment maintenance	2,143	2,000	2,055	2,740	4,000
4160.06	Software maintenance contract	4,320	5,000	3,240	4,320	55,000
4180.01	Communications - cell & office phones	1,383	1,500	1,194	1,592	1,500
4180.05	Communications - radio services	11,693	25,000	1,579	2,105	5,000
4190.00	Fare Service Collection charge	41,240	40,000	31,761	42,348	45,000
4190.01	Memberships and dues	-	-	385	513	-
4190.02	Mileage and parking	1,380	1,000	1,076	1,100	1,500
4190.03	Meetings, training, & conferences	7,214	5,000	4,595	5,000	2,500
4190.14	Miscellaneous-Sate Fair	<u>22,343</u>	<u>20,000</u>	<u>16,948</u>	<u>20,000</u>	<u>20,000</u>
<b>Total Administrative Charges</b>		<b>116,656</b>	<b>133,000</b>	<b>75,927</b>	<b>100,093</b>	<b>154,050</b>
<b>Vehicle Charges</b>						
4210.00	Motor fuel and lubricants	631,336	775,000	593,807	780,000	800,000
4230.00	Contracted maintenance	<u>376</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Vehicle Charges</b>		<b>631,712</b>	<b>775,000</b>	<b>593,807</b>	<b>780,000</b>	<b>800,000</b>
<b>Operating &amp; Insurance Charges</b>						
4311.00	Contracted purchase of service	2,809,865	2,700,000	1,899,261	2,700,000	2,745,500
4320.00	Driver Uniforms	34,634	38,000	21,715	28,000	35,000
4350.01	Lease/rental office equipment	2,891	-	-	-	-
4350.03	Lease/rental - facilities	19,920	7,200	15,600	17,000	17,000
4351.00	Equipment lease	-	3,000	2,172	2,896	3,000
4410.00	Casualty & liability insurance	468,727	560,000	334,648	446,197	500,000
4410.01	Insurance Deductible	7,760	8,000	5,492	7,323	8,000
4510.00	Vehicle registration & permits	<u>230</u>	<u>150</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Operating &amp; Insurance Charges</b>		<b>3,344,027</b>	<b>3,316,350</b>	<b>2,278,888</b>	<b>3,201,416</b>	<b>3,308,500</b>
<b>Total Fixed &amp; Local Route Operation</b>		<b><u>4,635,104</u></b>	<b><u>4,729,480</u></b>	<b><u>3,374,674</u></b>	<b><u>4,654,579</u></b>	<b><u>4,800,782</u></b>

# 2011 General Fund Budget Narrative - Vehicle Maintenance

## Mission/Scope of Responsibilities

The Maintenance Department provides operations with the maximum utilization of our fleet while maintaining established safety and reliability standards. This is attained through strict preventative maintenance programs and quality control measures.

## Key On-Going Activities

- Preventative maintenance and repair of current fleet of buses and non revenue vehicles.
- Bodywork and paint repair.
- Performing repair campaigns as dictated by monitoring trends and failure rates.
- Upgrades to shop to maintain established safety standards.
- Upgrades to shop equipment to remain current with technology.
- Training of current staff to ensure quality and professionalism is maintained.
- Maintain ongoing safety training and ASE certifications.
- Determine need for outside training on bus systems.

Staffing Level	FTE
• Vehicle Maintenance Manager	1.00
• 2 <sup>nd</sup> Shift Vehicle Maintenance Supervisor	1.00
• Inventory Control Specialist	1.00
• A Technician	1.00
• B Technician	3.00
• B Technician part-time	.50
• Apprentice	2.00
• Utility Worker	<u>1.00</u>
Total	10.50

## 2011 Budget Issues

- Staffing levels have been stable.
- Two major line items of materials and supplies and contract maintenance were increased from \$365,000 to \$450,000 and \$61,500 to \$100,000 respectively. The 2010 line item was under budgeted.

**SouthWest Transit  
2011 Budget**

**General Fund**

**Dept: 430 Vehicle Maintenance**

Account	Description	FY 2009 Actual	2010 Budget	9 Months Actual 2010	Estimated	2011 Budget
					Total 2010	
<b>Personal Services</b>						
4030.00	Maintenance & repair salaries	535,578	530,500	340,464	464,952	507,662
4050.01	Operators Overtime	4,346	5,000	3,244	4,325	5,000
4060.00	Fringe Benefits	151,719	154,800	112,444	149,925	163,970
4060.01	Uniforms	4,703	4,000	3,720	4,000	5,000
4060.02	Worker's Compensation	20,162	22,100	12,935	17,247	18,590
4060.03	Tuition Reimbursement	2,000	4,000	1,000	1,000	2,000
4060.04	Unemployment Compensation	3,895	5,000	-	-	5,000
4060.05	Short Term Disability	-	-	4,626	4,626	-
	<b>Total Personal Services</b>	<b>722,403</b>	<b>725,400</b>	<b>478,433</b>	<b>646,075</b>	<b>707,222</b>
<b>Administrative Charges</b>						
4140.00	Professional Services - Legal	188	-	-	-	-
4160.00	Office Supplies	760	2,500	816	1,088	1,000
4160.01	Postage and shipping	609	500	489	652	750
4160.02	Printing costs	911	800	536	715	600
4160.03	Small tools, equipment & software	14,459	17,000	12,366	16,488	16,000
4160.04	Radio supplies & minor equipt	619	1,500	-	-	500
4160.08	Fleet Maint & Inventory Software	2,434	3,100	4,311	5,748	8,000
4180.01	Communications - wireless phone, pagers	1,553	900	691	921	900
4180.02	Refuse services	6,210	6,000	1,362	1,816	6,000
4190.00	Other administrative charges	1,245	1,000	1,068	1,424	1,200
4190.02	Mileage and parking	-	100	-	-	100
4190.03	Meetings, training, & conferences	1,744	2,000	2,802	3,736	5,000
	<b>Total Adminstrative Charges</b>	<b>30,732</b>	<b>35,400</b>	<b>24,441</b>	<b>32,588</b>	<b>40,050</b>
<b>Vehicle Charges</b>						
4210.00	Motor lubricants, antifreeze	11,484	3,000	37	49	500
4220.00	Materials and supplies	410,021	365,000	338,895	451,860	450,000
4220.01	Pandemic supplies	1,136	-	1,595	2,127	-
4220.02	Obsolete parts	17,844	-	-	-	-
4230.00	Contracted maintenance	58,932	61,500	47,178	62,904	100,000
	<b>Total Vehicle Charges</b>	<b>499,417</b>	<b>429,500</b>	<b>387,705</b>	<b>516,940</b>	<b>550,500</b>
<b>Operating &amp; Insurance Charges</b>						
4410.00	Casualty & liability insurance	701	1,000	609	812	1,000
4510.00	Vehicle registration & permits	10	-	474	948	1,000
	<b>Total Operating &amp; Insurance Charges</b>	<b>711</b>	<b>1,000</b>	<b>1,083</b>	<b>1,760</b>	<b>2,000</b>
	<b>Total Vehicle Maintenance</b>	<b>1,253,263</b>	<b>1,191,300</b>	<b>891,662</b>	<b>1,197,363</b>	<b>1,299,772</b>

# 2011 General Fund Budget Narrative – Facility Maintenance

## Mission/Scope of Responsibilities

The Facility Maintenance Department is responsible for maintaining all SouthWest Transit Commission buildings and grounds.

## Key On-Going Activities

- Maintenance and repairs of SouthWest Station, SouthWest Village, the two bus garages and maintenance facility, park and ride lots, parking ramp, bus shelters and signs, and adjacent grounds
- Implement and monitor building and grounds safety and enforce safety in the workplace
- Provide seasonal grounds maintenance such as snow removal, lawn mowing and annual landscaping

## Staffing Level

• Facility Maintenance Technician	1.00
• Full-time Maintenance Worker	1.00
• Part-time Facility Cleaner	.60
• Seasonal workers	<u>4.50</u>
Total	7.10

FTE does not include Facility and grounds Maintenance Worker under the First Transit Contract.

During 2010 SWT changed how it funds all bus washing, cleaning, detailing of buses and facilities maintenance. Many of these functions were covered in the First Transit Contract to allow drivers to reach a 40 hour week, today all activities are being done by SWT seasonal employees with no paid benefits at a cost savings to the organization.

## 2011 Budget Issues

Staff reduced the facilities budget items throughout the cost centers to reflect the level of work to be completed next year with an overall reduction from the previous budget.

**SouthWest Transit  
2011 Budget**

**General Fund**

**Dept: 440 Facility Maintenance - South West Station and Ramp**

Account	Description	FY 2009 Actual	2010 Budget	9 Months Actual 2010	Estimated	2011 Budget
					Total 2010	
<b>Personal Services</b>						
4010.00	Regular Salaries & Wages	55,691	63,800	50,700	70,600	57,957
4050.00	Overtime	-	190	11	15	190
4060.00	Fringe Benefits	8,826	13,250	8,565	11,420	13,050
4060.01	Uniform	956	800	1,151	1,535	1,000
4060.02	Worker's Compensation	3,367	2,350	1,371	1,828	2,920
4060.04	Unemployment Compensation	<u>4,579</u>	<u>-</u>	<u>6,266</u>	<u>8,355</u>	<u>-</u>
	<b>Total Personal Services</b>	<b>73,419</b>	<b>80,390</b>	<b>68,064</b>	<b>93,752</b>	<b>75,117</b>
<b>Administrative Charges</b>						
4140.00	Professional Service-Legal	3,455	-	-	-	-
4140.02	Professional Service-Technical	-	2,000	-	-	2,000
4150.00	Security costs	2,066	3,500	2,117	2,823	3,500
4160.02	Printing Costs	145	200	38	51	100
4160.03	Small tools, equipment & software	4,099	5,000	2,330	3,107	5,000
4160.07	Elevator inspection	7,540	7,500	7,533	7,500	7,800
4180.00	Utilities-electric, gas, water & sewer	62,911	70,000	48,206	64,275	70,000
4180.01	Communications - phones & pagers	16,325	16,000	12,025	16,033	16,000
4180.02	Refuse services	2,514	3,000	2,017	2,689	3,000
4180.03	TV media service	1,173	1,200	900	1,200	1,000
4180.04	Exterminating services	481	500	362	483	500
4190.00	Other administrative charges	62	200	40	53	200
4190.01	Memberships and dues	50	250	-	-	250
4190.02	Mileage and parking	-	200	-	-	200
4190.03	Meetings, training, & conferences	1,226	1,500	1,026	1,368	1,200
4190.15	Legal and bid notice publishing	<u>224</u>	<u>500</u>	<u>-</u>	<u>-</u>	<u>500</u>
	<b>Total Administrative Charges</b>	<b>102,271</b>	<b>111,550</b>	<b>76,594</b>	<b>99,581</b>	<b>111,250</b>
<b>Vehicle Charges</b>						
4210.00	Motor fuel and lubricants	-	600	-	-	500
4220.00	Vehicle Maintenance materials and supplies	305	1,500	563	751	800
4230.00	Contracted maintenance	<u>7</u>	<u>1,000</u>	<u>124</u>	<u>165</u>	<u>1,000</u>
	<b>Total Vehicle Charges</b>	<b>312</b>	<b>3,100</b>	<b>687</b>	<b>916</b>	<b>2,300</b>
<b>Operating &amp; Insurance Charges</b>						
4340.00	General Operating Supplies	17,778	20,000	11,193	14,924	16,000
4341.00	Contract Repair-Equip. & Blds	49,214	60,000	16,619	30,000	35,000
4360.00	Contracted facility & grounds Mtc.	41,727	48,000	32,636	43,515	40,000
4360.01	Contracted snow removal	20,382	20,000	13,082	20,000	25,000
4360.02	Exterior & maintenance	35,784	40,000	10,765	14,353	30,000
4410.00	Casualty & liability insurance	32,140	44,000	36,924	49,232	50,000
4510.00	Vehicle registration & permits	<u>63</u>	<u>200</u>	<u>45</u>	<u>60</u>	<u>200</u>
	<b>Total Operating &amp; Insurance Charges</b>	<b>197,088</b>	<b>232,200</b>	<b>121,264</b>	<b>172,084</b>	<b>196,200</b>
	<b>Total Facility Maintenance-SWS &amp; Ramp</b>	<b><u>373,090</u></b>	<b><u>427,240</u></b>	<b><u>266,609</u></b>	<b><u>366,333</u></b>	<b><u>384,867</u></b>

**SouthWest Transit  
2011 Budget**

**General Fund**

**Dept: 442 Facility Maintenance-EP Garage**

Account	Description	FY 2009 Actual	2010 Budget	9 Months Actual 2010	Estimated Total 2010	2011 Budget
<b>Personal Services</b>						
4010.00	Regular Salaries & Wages	36,216	35,260	49,445	66,927	48,294
4050.00	Overtime	473	125	11	15	125
4060.00	Fringe Benefits	6,365	8,650	8,125	10,833	10,870
4060.01	Uniform	1,016	700	1,434	1,912	1,500
4060.02	Worker's Compensation	3,306	1,950	1,142	1,523	2,430
4060.04	Unemployment Compensation	4,579	10,000	122	163	10,000
	<b>Total Personal Services</b>	<b>51,955</b>	<b>56,685</b>	<b>60,279</b>	<b>81,372</b>	<b>73,219</b>
<b>Administrative Charges</b>						
4140.00	Professional service-legal	1,125	1,000	-	-	1,000
4140.01	Professional service-engineer & arch.	10,075	1,000	-	-	1,000
4140.02	Professional service-technical	435	1,000	325	433	1,000
4150.00	Security costs	8	500	-	-	500
4160.00	Office supplies	453	500	55	73	500
4160.01	Postage & shipping	11	-	39	52	-
4160.03	Small tools, equip & software	2,597	3,000	1,630	2,173	3,000
4180.00	Utilities-electric, gas, w & s	66,199	90,000	41,108	54,811	75,000
4180.01	Communications - telephones, wireless phones	11,856	13,000	9,047	12,063	13,000
4180.02	Refuse services	5,392	6,000	4,694	6,259	7,000
4180.03	Internet & cable service	822	800	759	1,012	800
4180.04	Exterminating services	139	500	-	-	500
4190.00	Other administrative charges	262	100	40	53	100
4190.01	Memberships and dues	-	200	-	-	350
4190.02	Mileage and parking	-	200	-	-	100
4190.03	Meetings, training, & conferences	938	1,500	1,376	1,835	2,000
4190.15	Legal and bid notice publishing	217	500	-	-	500
	<b>Total Administrative Charges</b>	<b>100,529</b>	<b>119,800</b>	<b>59,073</b>	<b>78,764</b>	<b>106,350</b>
<b>Vehicle Charges</b>						
4210.00	Motor fuel and lubricants	171	-	3	4	-
4220.00	Materials and supplies	147	-	-	-	-
4230.00	Contracted maintenance	2	-	239	319	-
	<b>Total Vehicle Charges</b>	<b>320</b>	<b>-</b>	<b>242</b>	<b>323</b>	<b>-</b>
<b>Operating &amp; Insurance Charges</b>						
4340.00	General operating supplies	17,411	25,000	17,849	23,799	25,000
4341.00	Contract repair-equip & blds	27,764	20,000	19,717	26,289	25,000
4360.00	Contracted facility maintenance	49,020	45,000	38,356	51,141	50,000
4360.01	Contracted snow removal	1,965	2,000	2,542	3,389	4,000
4360.02	Exterior & lot maintenance	1,136	4,000	1,875	2,500	4,000
4410.00	Casualty & liability insurance	20,433	24,000	15,791	21,055	24,000
	<b>Total Operating &amp; Insurance Charges</b>	<b>117,729</b>	<b>120,000</b>	<b>96,130</b>	<b>128,173</b>	<b>132,000</b>
<b>Taxes and Fees</b>						
4510.00	Vehicle registration & permits	73	1,000	45	60	200
4540.00	Other taxes and fees	525	1,000	555	740	1,000
	<b>Total Taxes and Fees</b>	<b>598</b>	<b>2,000</b>	<b>600</b>	<b>800</b>	<b>1,200</b>
<b>Capital Outlay</b>						
4195.01	Capital outlay - buildings	736	-	-	-	-
	<b>Total Capital Outlay</b>	<b>736</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Facility Maintenance-EP Garage</b>	<b>271,867</b>	<b>298,485</b>	<b>216,324</b>	<b>289,432</b>	<b>312,769</b>

**SouthWest Transit  
2011 Budget**

**General Fund**

**Dept: 443 Park & Ride Lots**

Account	Description	FY 2009 Actual	2010 Budget	9 Months Actual 2010	Estimated Total 2010	2011 Budget
<b>Personal Services</b>						
4010.00	Regular Salaries & Wages	33,193	14,700	12,725	17,967	19,315
4050.00	Overtime	-	125	-	-	125
4060.00	Fringe Benefits	4,031	3,450	5,021	6,695	4,350
4060.02	Worker's Compensation	123	750	457	609	970
	<b>Total Personal Services</b>	<b>37,347</b>	<b>19,025</b>	<b>18,203</b>	<b>25,271</b>	<b>24,760</b>
<b>Administrative Charges</b>						
4140.00	Professional service-legal	188	-	320	427	-
4140.03	Professional service	824	-	5,234	5,500	1,000
4150.00	Security costs	1,090	1,000	925	1,233	1,500
4160.03	Small tools, equip & software	2,225	3,000	632	843	3,000
4180.00	Utilities-electric, gas, w & s	6,294	7,000	5,333	7,111	7,000
4180.01	Communications - telephones, wireless phones	809	850	640	853	850
	<b>Total Administrative Charges</b>	<b>11,430</b>	<b>11,850</b>	<b>13,084</b>	<b>15,967</b>	<b>13,350</b>
<b>Operating &amp; Insurance Charges</b>						
4340.00	General operating supplies	1,105	2,500	1,186	1,581	2,500
4341.00	Contract repair-equip & blds	2,337	2,000	1,490	16,987	2,000
4360.00	Contracted facility maintenance	3,822	3,500	2,363	3,151	3,500
4360.01	Contracted snow removal	9,115	10,000	3,987	10,000	12,000
4360.02	Exterior & lot maintenance	1,944	4,000	3,291	4,000	4,000
4410.00	Casualty & liability insurance	18,590	25,000	581	775	1,000
	<b>Total Operating &amp; Insurance Charges</b>	<b>36,913</b>	<b>47,000</b>	<b>12,898</b>	<b>36,493</b>	<b>25,000</b>
	<b>Total Park &amp; Ride Lots</b>	<b>85,690</b>	<b>77,875</b>	<b>44,185</b>	<b>77,731</b>	<b>63,110</b>

**SouthWest Transit  
2011 Budget**

**General Fund**

**Dept: 444 Facility Maintenance-SouthWest Village**

Account	Description	FY 2009 Actual	2010 Budget	9 Months Actual 2010	Estimated Total 2010	2011 Budget
<b>Personal Services</b>						
4010.00	Regular Salaries & Wages	49,681	36,400	34,353	46,804	48,294
4060.00	Fringe Benefits	6,975	8,803	6,316	8,421	10,870
4060.02	Worker's Compensation	306	1,950	1,142	1,523	2,430
	<b>Total Personal Services</b>	<b>56,962</b>	<b>47,153</b>	<b>41,811</b>	<b>56,748</b>	<b>61,594</b>
<b>Administrative Charges</b>						
4140.00	Professional Service-Legal	-	-	752	1,003	-
4150.00	Security costs	3,865	2,000	1,084	1,445	2,000
4160.03	Small tools, equip & software	1,889	2,000	-	-	2,000
4160.07	Elevator inspections	3,000	3,500	3,350	4,467	4,000
4180.00	Utilities-electric, gas, w & s	11,382	30,000	20,006	26,675	30,000
4180.01	Communications - wireless phones, pagers	6,823	7,000	5,371	7,161	7,000
4180.03	Internet & cable service & phone	957	1,500	753	1,004	1,500
	<b>Total Administrative Charges</b>	<b>27,916</b>	<b>46,000</b>	<b>31,316</b>	<b>41,755</b>	<b>46,500</b>
<b>Operating &amp; Insurance Charges</b>						
4340.00	General operating supplies	4,625	14,000	2,158	2,877	7,000
4341.00	Contract repair-equip & blds	1,985	2,500	3,820	5,093	5,000
4360.00	Contract facility maintenace	3,263	5,000	4,219	5,625	5,000
4360.01	Contracted snow removal	14,144	15,000	9,480	15,000	20,000
4360.02	Exterior & lot maintenance	1,965	5,500	5,811	7,748	7,500
4410.00	Casualty & liability insurance	18,283	20,000	13,545	18,060	20,000
	<b>Total Operating &amp; Insurance Charges</b>	<b>44,265</b>	<b>62,000</b>	<b>39,033</b>	<b>54,404</b>	<b>64,500</b>
	<b>Total Facility Maintenance-SW Village</b>	<b>129,143</b>	<b>155,153</b>	<b>112,160</b>	<b>152,907</b>	<b>172,594</b>

**SouthWest Transit  
2011 Budget**

**General Fund**

**Dept: 445 Facility Maintenance-Chaska Garage**

Account	Description	FY 2009 Actual	2010 Budget	9 Months Actual 2010	Estimated Total 2010	2011 Budget
<b>Personal Services</b>						
4010.00	Regular Salaries & Wages	-	13,700	10,021	13,361	19,315
4060.00	Fringe Benefits	-	3,450	589	785	4,350
4060.02	Worker's Compensation	123	780	457	609	970
	<b>Total Personal Services</b>	<b>123</b>	<b>17,930</b>	<b>11,067</b>	<b>14,756</b>	<b>24,635</b>
<b>Administrative Charges</b>						
4150.00	Security costs	443	1,000	529	705	1,000
4160.01	Postage & shipping	90	-	-	-	-
4160.03	Small tools, equip & software	-	-	487	649	500
4180.00	Utilities-electric, gas, w & s	26,107	60,000	24,871	33,161	50,000
4180.01	Communications - telephones, wireless phones	916	1,000	951	1,268	1,500
4180.02	Refuse services	-	-	86	115	-
4190.15	Legal and bid notice publishing	780	-	-	-	-
	<b>Total Administrative Charges</b>	<b>28,336</b>	<b>62,000</b>	<b>26,924</b>	<b>35,899</b>	<b>53,000</b>
<b>Operating &amp; Insurance Charges</b>						
4340.00	General operating supplies	2,444	2,000	1,410	1,880	2,000
4341.00	Contract repair-equip & blds	682	1,000	2,332	3,109	5,000
4360.00	Contracted facility maintenance	771	10,000	573	764	1,500
4410.00	Casualty & liability insurance	4,731	5,000	12,571	16,761	18,000
	<b>Total Operating &amp; Insurance Charges</b>	<b>8,628</b>	<b>18,000</b>	<b>16,886</b>	<b>22,515</b>	<b>26,500</b>
	<b>Total Facility Maintenance-Chaska Garage</b>	<b>37,087</b>	<b>97,930</b>	<b>54,877</b>	<b>73,169</b>	<b>104,135</b>

**SouthWest Transit  
2011 Budget**

**SouthWest Transit Capital and Equipment Fund  
Fund 250**

Account	Description	FY 2009 Actual	2010 Budget	9 Months Actual 2010	Estimated Total 2010	2011 Budget
<b>REVENUE</b>						
320-3015.00	Interest on Investments	65,262	30,000	62,949	83,932	15,000
	<b>Total Revenue</b>	<b>65,262</b>	<b>30,000</b>	<b>62,949</b>	<b>83,932</b>	<b>15,000</b>
<b>EXPENDITURES</b>						
400-4160.03	Small Tools, Equipment, & Software	26,030	40,000	644	40,000	10,000
440-4195.02	Capital Outlay- Equipment	6,455	10,000	-	65,000	155,000
440-4195.03	Improvements other than blds.	11,816	150,000	33,510	33,510	65,000
444-4195.04	SW Village Well	-	-	33,157	33,907	-
	<b>Total Expenditures</b>	<b>44,301</b>	<b>200,000</b>	<b>67,311</b>	<b>172,417</b>	<b>230,000</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>		<b>20,961</b>	<b>(170,000)</b>	<b>(4,362)</b>	<b>(88,485)</b>	<b>(215,000)</b>
<b>TRANSFERS IN/(OUT) Chaska garage</b>		<b>(1,000,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUND BALANCE END OF YEAR</b>		<b>2,293,914</b>	<b>2,123,914</b>	<b>2,289,552</b>	<b>2,205,429</b>	<b>1,990,429</b>

**SouthWest Transit  
2011 Budget**

**Chaska Garage  
Fund 340**

Account	Description	FY 2009 Actual	2010 Budget	9 Months Actual 2010	Estimated Total 2010	2011 Budget
<b>REVENUE</b>						
320-3015.00	Interest on Investments/Miscellaneous	519	-	17,132	200	-
350-3104.01	Metropolitan Counciling Funding	-	-	-	125,000	75,000
	<b>Total Revenue</b>	<b>519</b>	<b>-</b>	<b>17,132</b>	<b>125,200</b>	<b>75,000</b>
<b>EXPENDITURES</b>						
445-4010.00	Regular salaries and wages	1,248	-	-	-	-
445-4060.00	Fringe benefits	96	-	-	-	-
445-4140.00	Professional Services-Legal Fees	9,573	-	4,819	4,819	-
445-4140.01	Professional Services-engineer & arch	17,965	-	95,381	95,381	-
445-4195.01	Capital Outlay-Building	4,306,221	-	-	-	-
445-4195.03	Improvements other than blds	49,180	122,662	4,254	125,000	75,000
	<b>Total Expenditures</b>	<b>4,384,283</b>	<b>122,662</b>	<b>104,454</b>	<b>225,200</b>	<b>75,000</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>		<b>(4,383,764)</b>	<b>(122,662)</b>	<b>(87,322)</b>	<b>(100,000)</b>	<b>-</b>
<b>TRANSFERS IN/(OUT) General &amp; Capital &amp; Equipment Fund</b>		<b>4,500,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUND BALANCE END OF YEAR</b>		<b>116,236</b>	<b>(6,426)</b>	<b>28,914</b>	<b>16,236</b>	<b>16,236</b>

**SouthWest Transit  
2011 Budget**

**SouthWest Transit Development Fund  
Fund 360**

Accounts	Description	FY 2009 Actual	2010 Budget	9 Months Actual 2010	Estimated Total 2010	2011 Budget
<b>REVENUE</b>						
320-3030.00	Development assessment	4,460	4,460	4,460	4,460	4,460
320-3015.00	Interest on Investments/Miscellaneous	29,836	22,500	17,462	23,283	10,000
	<b>Total Revenue</b>	<b>34,296</b>	<b>26,960</b>	<b>21,922</b>	<b>27,743</b>	<b>14,460</b>
<b>EXPENDITURES</b>						
<b>Personal Services</b>						
400-4010.00	Regular salaries and wages	79,315	72,900	52,249	72,900	14,580
400-4060.00	Fringe benefits	10,508	20,725	7,863	10,484	4,145
400-4060.02	Worker's Compensation	550	225	-	-	45
	<b>Total Personal Services</b>	<b>90,373</b>	<b>93,850</b>	<b>60,112</b>	<b>83,384</b>	<b>18,770</b>
<b>Administrative Charges</b>						
400-4190.02	Mileage and parking	3,575	3,810	2,858	3,811	762
400-4190.03	Meetings, training, & conferences	6,515	4,000	-	-	800
	<b>Total Administrative Charges</b>	<b>10,090</b>	<b>7,810</b>	<b>2,858</b>	<b>3,811</b>	<b>1,562</b>
<b>Site Development</b>						
443-4140.01	Planning & Architectual Services, legals	18,065	-	4,913	4,913	-
	<b>Total Site Development</b>	<b>18,065</b>	<b>-</b>	<b>4,913</b>	<b>4,913</b>	<b>-</b>
	<b>Total Expenditures</b>	<b>118,528</b>	<b>101,660</b>	<b>67,883</b>	<b>92,108</b>	<b>20,332</b>
<b>REVENUE OVER/(UNDER)EXPENDITURES</b>		<b>(84,232)</b>	<b>(74,700)</b>	<b>(45,961)</b>	<b>(64,365)</b>	<b>(5,872)</b>
<b>TRANSFERS IN/(OUT) SWS Ramp &amp; Garage Debt Service</b>		<b>-</b>	<b>-</b>	<b>302,464</b>	<b>302,464</b>	<b>-</b>
<b>FUND BALANCE END OF YEAR</b>		<b>1,577,945</b>	<b>1,503,245</b>	<b>1,834,448</b>	<b>1,816,044</b>	<b>1,810,172</b>

**SouthWest Transit  
2011 Budget**

**Chanhassen Transit Station**

Fund 363

Account	Description	FY 2009 Actual	2010 Budget	9 Months Actual 2010	Estimated Total 2010	2011 Budget
<b>REVENUE</b>						
350-3104.01	Metropolitan Counciling Funding	-	1,393,750	211,234	396,935	996,815
350-3104.00	Federal Grants & Assistance	-	5,575,000	572,062	1,587,742	3,987,258
	<b>Total Revenue</b>	-	<b>6,968,750</b>	<b>783,296</b>	<b>1,984,677</b>	<b>4,984,073</b>
<b>EXPENDITURES</b>						
443-4140.00	Professional Services-Legal Fees	44,258	-	23,849	32,000	-
443-4140.01	Professional Services-engineer & arch	260,632	500,000	225,576	300,760	238,000
443-4140.02	Professional Services-technical	-	-	6,339	8,400	-
443-4140.03	Legal & bid notice publishing	-	-	2,151	2,151	-
443-4195.01	Capital Outlay-Building	-	6,568,750	1,063,629	1,992,139	5,172,283
443-4195.03	Improvements other than blds	120	-	3,672	3,672	60,000
	<b>Total Expenditures</b>	<b>305,010</b>	<b>7,068,750</b>	<b>1,325,216</b>	<b>2,339,122</b>	<b>5,470,283</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>		<b>(305,010)</b>	<b>(100,000)</b>	<b>(541,920)</b>	<b>(354,445)</b>	<b>(486,210)</b>
<b>FUND BALANCE END OF YEAR</b>		<b>(305,010)</b>	<b>(405,010)</b>	<b>(846,930)</b>	<b>(659,455)</b>	<b>(1,145,665)</b>

**SouthWest Transit  
2011 Budget**

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

Account	Description	FY 2009 Actual	2010 Budget	9 Months Actual 2010	Estimated Total 2010	2011 Budget
<b>REVENUE</b>						
320-3015.00	Interest on Investment	239	-	3,461	4,615	-
350-3104.01	Metropolitan Council - grant	-	550,448	-	275,307	-
	<b>Total Revenue</b>	<b>239</b>	<b>550,448</b>	<b>3,461</b>	<b>279,922</b>	<b>-</b>
<b>EXPENDITURES</b>						
444-4352.00	Principal - Capital Lease	82,411	114,006	1,364,006	1,364,006	74,280
444-4370.00	Interest on Capital Lease	192,813	161,218	161,218	161,218	96,800
	<b>Total Expenditures</b>	<b>275,224</b>	<b>275,224</b>	<b>1,525,224</b>	<b>1,525,224</b>	<b>171,080</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>		<b>(274,985)</b>	<b>275,224</b>	<b>(1,521,763)</b>	<b>(1,245,302)</b>	<b>(171,080)</b>
<b>TRANSFERS IN/(OUT)</b>		<b>476,218</b>	<b>-</b>	<b>1,250,000</b>	<b>1,250,000</b>	<b>-</b>
<b>FUND BALANCE END OF YEAR</b>		<b>201,233</b>	<b>476,457</b>	<b>(70,530)</b>	<b>205,931</b>	<b>34,851</b>

**Note:** YTD totals includes the two regular payment for 2010 and also includes \$1,250,000 prepayment of principal.

**SouthWest Transit  
Budgeted Employee Full Time Equivalent**

<b>Department</b>	<b>Position</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>
Administration	Chief Executive Officer	0.50	0.50	0.90
Administration	Administrative Services Director	1.00	1.00	1.00
Administration	HR/Payroll Technician	0.90	0.90	0.90
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	1.00
Administration	Customer Service/Marketing Asst.	1.00	1.00	1.00
Administration	Customer Service Representative	0.50	0.35	0.35
<b>Administration Total</b>		<b>6.90</b>	<b>6.75</b>	<b>7.15</b>
Facility Mtc	Facility Maintenance Supervisor	1.00	1.00	1.00
Facility Mtc.	Facility Maintenance worker	0.40	1.00	1.00
Facility Mtc.	Part-time Facility Maintenance	0.40	-	-
Facility Mtc.	Part-time Facility Maintenance/Seasonal	0.45	4.50 *	4.50
Facility Mtc.	Part-time SWS Cleaning	0.60	0.60	0.60
<b>Facility Mtc Total</b>		<b>2.85</b>	<b>7.10</b>	<b>7.10</b>
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	1.00
Operations	Lead Dispatcher/Supervisor	1.00	1.00	1.00
Operations	Operations Intern			0.50
Operations	Part Time bus washers	0.50	-	-
Operations	Part Time JARC drivers	0.75	-	-
Operations	Farebox Technician	1.00	1.00	1.00
<b>Operations Total</b>		<b>6.25</b>	<b>5.00</b>	<b>5.50</b>
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	2.00	1.00	1.00
Vehicle Maintenance	Apprentice Mechanic	2.00	2.00	2.00
<b>Vehicle Maint Total</b>		<b>11.50</b>	<b>10.50</b>	<b>10.50</b>
<b>Operations and Vehicle Maintenance Total</b>		<b>20.60</b>	<b>22.60</b>	<b>23.10</b>
<b>Total Positions</b>		<b>27.50</b>	<b>29.35</b>	<b>30.25</b>

*During 2010 SWT changed how it funds all bus washing, cleaning, detailing of buses and seasonal facilities maintenance. Many of these functions were covered in the First Transit Contract to allow drivers to reach a 40 hour week, today all are being done by SWT seasonal employees with no paid benefits at a cost savings to the organization.*