

transpo

***south bend public
transportation corporation***

2015 FISCAL OPERATING & CAPITAL BUDGET

January 1, 2015 through December 31, 2015

Prepared By
South Bend Public Transportation Corporation

SOUTH BEND PUBLIC TRANSPORTATION CORPORATION

2015 REVENUE PROJECTION

SOURCE	% CHANGE - 2015 BUDGET VS. Actual				
	2015 BUDGET	2014 BUDGET	2013 ACTUAL	2014 BUDGET	2013 ACTUAL
FAREBOX	\$ 1,421,919	\$ 1,450,230	\$ 1,432,235	-1.95%	-0.72%
ADVERTISING	\$ 72,000	\$ 72,000	\$ 69,000	0.00%	4.35%
LEASE REVENUE	\$ 174,516	\$ 174,636	\$ 174,527	-0.07%	-0.01%
CONCESSIONS AND MISCELLANEOUS	\$ 68,500	\$ 51,800	\$ 22,864	32.24%	199.60%
INTEREST INCOME	\$ 12,985	\$ 12,910	\$ 596	0.58%	2079.17%
PROPERTY TAX	\$ 2,675,000	\$ 2,775,000	\$ 2,886,354	-3.60%	-7.32%
LICENSE EXCISE TAX	\$ 200,000	\$ 200,000	\$ 208,037	0.00%	-3.86%
OPTION INCOME TAX	\$ 423,000	\$ 396,000	\$ 405,270	6.82%	4.37%
STATE ASSISTANCE	\$ 1,884,000	\$ 2,100,000	\$ 2,128,813	-10.29%	-11.50%
FEDERAL PREVENTIVE MAINTENANCE	\$ 1,620,000	\$ 1,770,000	\$ 1,259,825.0	-8%	28.59%
FEDERAL ASSISTANCE	\$ 1,176,000	\$ 396,000	\$ 465,305.5	197%	152.74%
LEASE PAYMENT FROM CITY	\$ 400,000	\$ 400,000	\$ 400,000.0	0%	0.00%
TOTAL	\$10,127,920	\$ 9,798,576	\$ 9,452,826.5	3.36%	7.14%

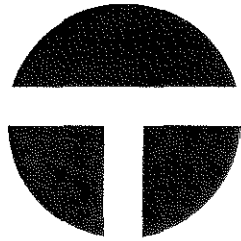
SOUTH BEND PUBLIC TRANSPORTATION CORPORATION

2015 EXPENSE PROJECTION

Expense Category	% CHANGE - 2015 BUDGET VS. Actual					
	2015 BUDGET	2014 BUDGET	2013 ACTUAL	2014 BUDGET	2013 ACTUAL	
Tangible Property / Fixed Assets	\$ -	\$ -	\$ -	N/A	N/A	
Salaries & Wages	\$ 5,416,098	\$ 5,063,271	\$ 4,941,995	6.97%	9.59%	
Fringe Benefits	\$ 2,049,701	\$ 1,992,169	\$ 1,824,723	2.89%	12.33%	
Services	\$ 780,292	\$ 740,018	\$ 1,354,055	5.44%	-42.37%	
Materials & Supplies	\$ 1,277,033	\$ 1,411,863	\$ 1,754,410	-9.55%	-27.21%	
Utilities	\$ 244,420	\$ 209,267	\$ 174,807	16.80%	39.82%	
Insurance	\$ 230,477	\$ 235,477	\$ 207,978	-2.12%	10.82%	
Other Taxes	\$ -	\$ -	\$ -	N/A	N/A	
Miscellaneous	\$ 121,835	\$ 105,335	\$ 67,991	15.66%	79.19%	
SUB-TOTAL	\$ 10,119,857	\$ 9,757,400	\$10,325,959	3.71%	-2.00%	
Transfer - Capital Improvements / Reserve for Liability	\$ 8,063	\$ 41,176	\$ -	-80.42%	100.00%	
TOTAL	\$ 10,127,920	\$ 9,798,576	\$10,325,959	3.36%	-1.92%	

**TRANSPO
Budgeted Appropriations**

Category	Operating Budget		Capital Budget		Total 2015 Appropriations
	2014	2013	2014	2013	
Personnel Services	7,454,233	7,055,440			7,454,233
Other Services and Charges	1,396,653	1,331,273			1,396,653
Supplies	1,277,033	1,411,863			1,277,033
Capital Outlays	375,461	354,000	1,877,305	1,983,550	2,252,766
Total Appropriations	\$ 10,503,380	\$ 10,152,576	\$ 1,877,305	\$ 1,983,550	\$ 12,380,685



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2015 OPERATING BUDGET ASSUMPTIONS

REVENUES:

Federal, State, and Local: Given past and continued success in securing adequate capital funds through Federal Capital Grants for major capital projects that are becoming less common. Transpo is able to continue to avail ourselves of annual federal capital formula grant funds toward preventative maintenance and operating assistance, such funds available to the operations budget. In 2015, the State of Indiana has fixed PMTF rate for the next two years and has made it a line item in the State's Budget. We based the 2015 PMTF revenue on 2014 actual approved budget. This caused our budget figure to be decreased by \$216,000 from the 2014 budget. Property Tax revenue was budgeted at \$100,000 decrease from the prior year.

Ridership and Leases: Farebox revenues from regular services include a slight decrease from our 2014 budgeted levels. The revenue decrease is due to decreases in cash paying fares. Transpo Access has realized an increase in ridership since 2008 and is expected to continue this trend in future years

EXPENSES:

Employee Wages and Benefits: For 2015, Transpo budgeted, no increase in wages for employees. Employee benefits reflect an estimated 2.85% increase over 2014. This increase is mainly due to an estimated increase of fifteen percent in health insurance premiums and other employee benefits outlined in the collective bargaining agreement and contingencies for future premiums given their historical trends.

Vehicular and Operating: Vehicular and other insurances costs decreased slightly from the 2014 budget. Diesel fuel has been budgeted at an average of \$3.09 per gallon and gasoline at \$3.30 per gallon. Starting in 2015, Transpo will begin the process of converting its fixed route bio-diesel vehicles to compressed natural gas (CNG) vehicles. Transpo budgeted a decrease, in its overall fuel cost, of \$134,417. This decrease in fuel expenses should continue to increase as more of fixed route vehicles are converted to CNG.

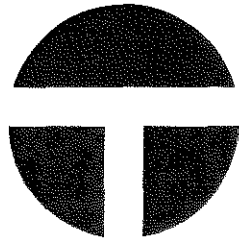
Utilities: Utility costs were budgeted with an increased from the 2014 forecasted levels.

Marketing: Marketing contracts, services, and advertising placement accounts have not been changed from 2014 budgeted figures.

Training: The 2014 budgeted amounts increased from 2013 budgeted provisions. TRANSPO plans to use federal grants to offset most of the cost associated with training. The current budget provides continued opportunities for all positions.

Transfer – Capital Improvement Fund/Restricted Liability Reserve: The 2015 budget provides the opportunity to transfer up to \$8,063 to the Capital Improvements fund for future capital expenditures or deposit up to \$8,063 into a restricted liability reserve account, to be used for general liability purposes.

- **UPON THE ADOPTION OF THE ANNUAL BUDGET BY THE SOUTH BEND PUBLIC TRANSPORTATION BOARD OF DIRECTORS, A MONTHLY BUDGET, BASED ON HISTORICAL AND FUTURE TRENDS, WILL BE ESTABLISHED. THIS WILL HELP FACILITATE THE MONTHLY REVIEW OF FINANCIAL REPORTS BY BOARD MEMBERS AND INTERNAL MANAGEMENT.**



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2015 OPERATING BUDGET POLICY STATEMENTS

FINANCIAL CAPACITY:

1. The proposed budget does not reflect any fare changes. A fare analysis may be conducted and recommendations will follow, based upon the results of the analysis.
2. Management will continue to search for investment, grant and funding opportunities so as to maximize revenues.
3. Management will assure cash handling practices to safeguard funds in its protection and toward timely collection of funds owed.

SERVICE POLICY:

4. A review of current services levels will be conducted and recommendations will follow based upon the results of the analysis.
5. Management will continue to work within the current FTA charter regulations and existing agreements with private charter providers in order to provide charter services.
6. ACCESS service will be provided in accordance with all applicable FTA guidelines.

MANAGEMENT:

7. A professional workforce will carry out our Mission Statement. Management will assure fairness, even-handedness, consistency, and effective Equal Employment Opportunity and Affirmative Action policies and practices.
8. Assumes continuation of team development, employee recognition, and continuation of increased opportunities for employee training.
9. Assumes continued pursuit of programs of wellness and accident prevention in an effort to stem, to whatever extent possible, rising insurance costs.

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2015 BUDGET SUBMISSION

DEPARTMENT: All

ACCOUNT TITLE: Salaries & Wages Summary

2013 ACTUAL	<u>\$ 4,939,978</u>	2015 BUDGET REQUEST	<u>\$ 5,416,098</u>
2014 MONTHLY AVERAGE	<u>\$ 420,680</u>	2014 APPROVED BUDGET	<u>\$ 5,063,270</u>
2014 EST EXPENSE	<u>\$ 5,063,947</u>	BUDGET CHANGE	<u>\$ 352,828</u>

<u>Account Title</u>	<u>2014</u>	<u>2015</u>
Operators	\$3,168,660	\$ 3,391,192
Access Drivers & Clerk	352,799	438,306
Operations Administration	364,312	371,078
Revenue-Vehicle Maintenance	637,598	684,971
Maintenance Administration	131,288	119,174
Non-Revenue-Vehicle Maintenance	71,006	70,241
General Administration	<u>337,607</u>	<u>341,136</u>
Total	<u>\$5,063,270</u>	<u>\$ 5,416,098</u>

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2015 BUDGET SUBMISSION

DEPARTMENT: All

ACCOUNT TITLE: Fringe Benefits Summary

2013 ACTUAL	<u>\$ 1,795,234</u>	2015 BUDGET REQUEST	<u>\$ 2,049,701</u>
2014 MONTHLY AVERAGE	<u>\$ 152,888</u>	2014 APPROVED BUDGET	<u>\$ 1,992,169</u>
2014 EST EXPENSE	<u>\$ 1,834,656</u>	BUDGET CHANGE	<u>\$ 57,532</u>

<u>Account Title</u>	<u>2014</u>	<u>2015</u>
FICA	\$ 387,341	\$ 414,331
Pension plan	214,535	211,694
Medical Insurance	1,155,878	1,175,516
Dental Insurance	47,775	42,887
Life Insurance	21,478	24,032
Short-Term Disability	17,968	22,189
Unemployment Insurance	11,032	10,925
Worker's Compensation	85,700	97,337
Uniforms	46,462	46,790
Tool Allowance	4,000	4,000
Total	<u>\$1,992,169</u>	<u>\$ 2,049,701</u>

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2015 BUDGET SUBMISSION

DEPARTMENT: All

ACCOUNT TITLE: Services Summary

2013 ACTUAL	<u>\$ 1,079,414</u>	2015 BUDGET REQUEST	<u>\$ 780,292</u>
2014 MONTHLY AVERAGE	<u>\$ 72,654</u>	2014 APPROVED BUDGET	<u>\$ 730,018</u>
2014 EST EXPENSE	<u>\$ 862,595</u>	BUDGET CHANGE	<u>\$ 50,274</u>

Account Title	2014	2015
Management Service Fees	\$ 255,469	\$ 263,868
Professional & Technical	279,039	279,939
Board Travel	-	10,000
Temporary Help	2,500	2,500
Contract Services Operations	18,950	12,050
Contract Services Maintenance	100,000	115,000
Contract Services Administration	13,260	37,460
Security Services	55,800	59,475
Physical Damage Repairs	35,000	20,000
Recoveries of Physical Damage Repairs	(30,000)	(20,000)
Total	<u>\$ 730,018</u>	<u>\$ 780,292</u>

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2015 BUDGET SUBMISSION

DEPARTMENT: All

ACCOUNT TITLE: Materials & Supplies Summary

2013 ACTUAL	\$ 1,353,695	2015 BUDGET REQUEST	\$ 1,277,033
2014 MONTHLY AVERAGE	\$ 117,454	2014 APPROVED BUDGET	\$ 1,411,863
2014 EST EXPENSE	\$ 1,409,450	BUDGET CHANGE	\$ (134,830)

Account Title	2014	2015
Fuel & Lubricants	\$ 1,103,363	\$ 968,945
Fuel & Lubricants	17,840	17,428
Tires & Tubes	2,560	2,560
Materials & Supplies	25,000	25,000
Materials & Supplies	210,000	210,000
Materials & Supplies	35,600	35,600
Other Materials & Supplies	4,500	4,500
Other Materials & Supplies	2,600	2,600
Other Materials & Supplies	10,400	10,400
Total	\$ 1,411,863	\$ 1,277,033

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2015 BUDGET SUBMISSION

DEPARTMENT: Administration & Maintenance

ACCOUNT TITLE: Utilities

ACCOUNT NUMBER: 505-0x50-00 505-0x2x-00

2013 ACTUAL	<u>\$ 159,001</u>	2015 BUDGET REQUEST	<u>\$ 244,420</u>
2014 MONTHLY AVERAGE	<u>\$ 17,383</u>	2014 APPROVED BUDGET	<u>\$ 209,267</u>
2014 EST EXPENSE	<u>\$ 190,000</u>	BUDGET CHANGE	<u>\$ 35,153</u>

<u>Account Title</u>	<u>2014</u>	<u>2015</u>
Electricity	\$ 98,014	\$ 98,014
Electricity-CNG	\$ -	\$ 31,653
Water & Sewage	\$ 16,654	\$ 16,654
Trash Collection	\$ 5,000	\$ 5,000
Telephone	\$ 10,351	\$ 13,851
Natural Gas	\$ 79,248	\$ 79,248
Totals	<u>\$ 209,267</u>	<u>\$ 244,420</u>

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2015 BUDGET SUBMISSION

DEPARTMENT: All

ACCOUNT TITLE: Insurance Summary

2013 ACTUAL	<u>\$ 203,332</u>	2015 BUDGET REQUEST	<u>\$ 230,477</u>
2014 MONTHLY AVERAGE	<u>\$ 16,158</u>	2014 APPROVED BUDGET	<u>\$ 235,477</u>
2014 EST EXPENSE	<u>\$ 193,896</u>	BUDGET CHANGE	<u>\$ (5,000)</u>

Insurance - Liability & Physical Damage	\$ 224,192
Other Corporate Insurance	6,285
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Total	<u>\$ 230,477</u>

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2015 BUDGET SUBMISSION

DEPARTMENT: All

ACCOUNT TITLE: Miscellaneous Summary

2013 ACTUAL	<u>\$ 95,413</u>	2015 BUDGET REQUEST	<u>\$ 121,835</u>
2014 MONTHLY AVERAGE	<u>\$ 8,113</u>	2014 APPROVED BUDGET	<u>\$ 105,335</u>
2014 EST EXPENSE	<u>\$ 125,892</u>	BUDGET CHANGE	<u>\$ 16,500</u>

<u>Account Title</u>	<u>2014</u>	<u>2015</u>
Dues & Subscriptions	\$ 29,835	\$ 27,835
Travel & Meetings	11,500	20,000
Community Services	15,000	15,000
Promotion	1,000	3,000
Advertising Placements	38,000	45,500
Interest Expense on Tax Warrants	10,000	10,500
Total	<u>\$ 105,335</u>	<u>\$ 121,835</u>

2015 BUDGET SUBMISSION

DEPARTMENT: All
ACCOUNT TITLE: Transfer - Capital Improvement Fund/Reserve for Liability
ACCOUNT NUMBER: 301-0101-00

2013 ACTUAL	<u>\$ -</u>	2015 BUDGET REQUEST	<u>\$ 8,063</u>
2014 MONTHLY AVERAGE	<u> </u>	2014 APPROVED BUDGET	<u>\$ 41,176</u>
2014 EST EXPENSE	<u> </u>	BUDGET CHANGE	<u>\$ (33,113)</u>

This account is used for the transfer to the Capital Improvement Fund for the "Local Share" or to fund a reserve for future liabilities. The capital expenditures are detailed in the monthly Capital Improvement resolutions. \$ 8,063

Detail of Capital Funds required to match existing grants on following page

Total	<u><u>\$ 8,063</u></u>
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2015 BUDGET SUBMISSION

DEPARTMENT: All

ACCOUNT TITLE: Passenger Fares Summary

ACCOUNT NUMBER: 413-0100-00

2013 ACTUAL:	<u>\$ 1,432,235</u>	2015 BUDGET REQUEST	<u>\$ 1,421,919</u>
2014 AVERAGE:	<u>\$ 117,420</u>	2014 BUDGET REQUEST	<u>\$ 1,450,231</u>
2014 ACTUAL:	<u>\$ 1,409,034</u>	BUDGET CHANGE:	<u>\$ (28,312)</u>

Account Title	2014	2015
Passenger Revenue	\$ 980,146	\$ 944,883
Access Passenger Revenue	36,526	43,742
Access Punch Card Revenue	63,190	67,891
Passport Revenue	183,890	174,755
Student Pass Revenue	31,590	40,110
Trippler Revenue	9,623	9,623
Two Ride Pass Revenue	62,628	-
Two Week Pass	82,638	72,006
One Day Pass	-	65,759
Student Summer Pass	-	3,150
	<u>\$ 1,450,230</u>	<u>\$ 1,421,919</u>

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2015 BUDGET SUBMISSION

DEPARTMENT: All

ACCOUNT TITLE: Capital Fund Requirements

ACCOUNT NUMBER: 301-0101-00

2013 ACTUAL	<u>\$ 405,482</u>	2015 BUDGET REQUEST	<u>\$ 1,877,305</u>
2014 MONTHLY AVERAGE	<u>\$ 44,897</u>	2014 APPROVED BUDGET	<u>\$ 1,983,550</u>
2014 EST EXPENSE	<u>\$ 538,762</u>	BUDGET CHANGE	<u>\$ (106,245)</u>

<u>Grant Number</u>	<u>\$\$\$ Available</u>	<u>FTA/State Funded</u>	<u>Total Required</u>
Bus Livability Grant	\$ 1,612,750	\$ 1,290,200	\$ 322,550
Grant-IN-04-0044	\$ 2,000,000	\$ 1,600,000	\$ 400,000
Grant-IN-95-X048	\$ 3,150,000	\$ 2,520,000	\$ 630,000
Grant IN-90-X628	\$ 207,054	\$ 165,643	\$ 41,411
Grant-IN-90-X650	\$ 216,720	\$ 173,376	\$ 43,344
2014/2015- FTA 5307	\$ 2,000,000	\$ 1,600,000	\$ 400,000
2014/2015- FTA 5339	\$ 200,000	\$ 160,000	\$ 40,000
Total	<u>\$ 9,386,524</u>	<u>\$ 7,509,219</u>	<u>\$ 1,877,305</u>