



# 2016 Annual Budget

## Final

Adopted by Resolution in a Public Hearing by the Lewis Public Transportation Benefit Area on November 19, 2015

### Budget Summary - Operations Fund

	2015 Adopted	2015 Projected	2016 Final
Revenue	\$2,104,522	\$2,125,662	\$2,211,497
Expenses	\$2,104,522	\$2,037,852	\$2,211,497
Change in Ops Fund Balance	\$0	\$87,810	\$0

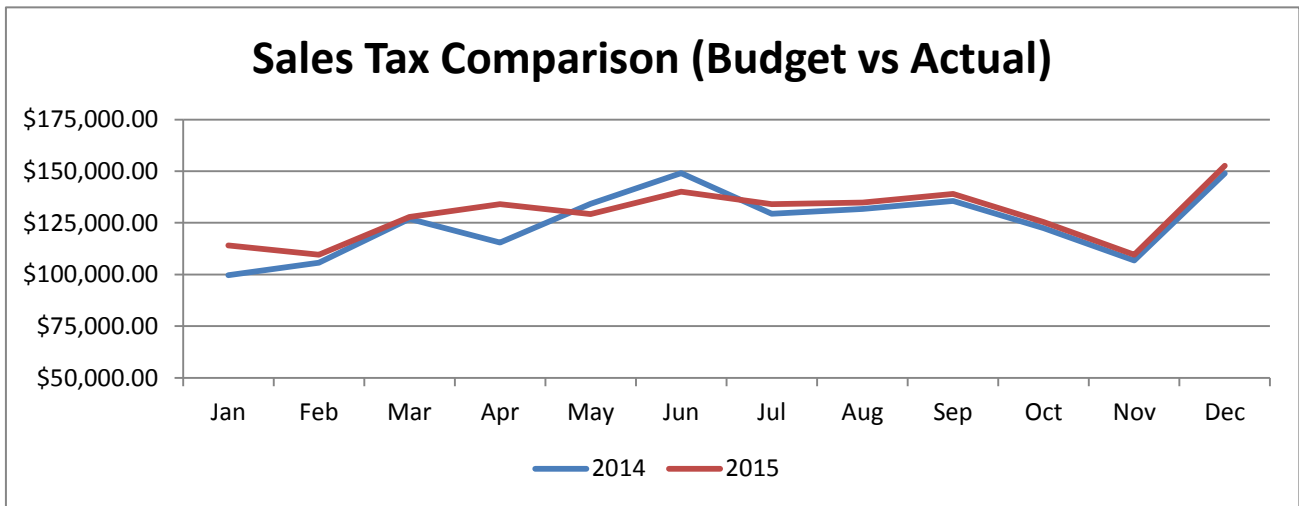
Route	Monday	Tuesday	Wed	Thursday	Friday	Saturday	Sunday	Total Wkday	Total Wkend	Week	Jan-Jun	Jul-Dec	Total
12	14	14	14	14	14	5	0	70	5	75	1,950	1,950	3,900
12	0	0	0	0	0	0	0	0	0	0	0	0	0
21	13	13	13	13	13	5	0	65	5	70	1,820	1,820	3,640
21	11	11	11	11	11	0	0	55	0	55	1,430	1,430	2,860
22	14	14	14	14	14	5	0	70	5	75	1,950	1,950	3,900
22	0	0	0	0	0	0	0	0	0	0	0	0	0
30	13	13	13	13	13	10	0	65	10	75	1,950	1,950	3,900
30	11	11	11	11	11	0	0	55	0	55	1,430	1,430	2,860
30	0	0	0	0	0	0	0	0	0	0	0	0	0
41	0	0	0	0	0	0	0	0	0	0	0	0	0
41	0	0	0	0	0	0	0	0	0	0	0	0	0
41	0	0	0	0	0	0	0	0	0	0	0	0	0
PT1	7.5	7.5	7.5	7.5	7.5	5	0	37.5	5	42.5	1,105	1,105	2,210
PT2	4	4	4	4	4	0	0	20	0	20	520	520	1,040
PT3	7	7	7	7	7	0	0	35	0	35	910	910	1,820
PT4	0	0	0	0	0	0	0	0	0	0	0	0	0
PT5	0	0	0	0	0	0	0	0	0	0	0	0	0
								472.5	30	502.5	13,065	13,065	26,130

The 2016 Annual Budget is based on 26,130 hours of bus service.

# REVENUE

## Operations Fund - Line Item Detail

code (class)		2015 Adopted	2015 Projected	2016 Final
	Administration Revenue			
408.02(A)	Sales Tax	\$1,330,375	\$1,343,881	\$1,385,017
407.99(A)	Other/Misc. Revenue	\$0	\$0	\$0
Total Administration Revenue		\$1,330,375	\$1,343,881	\$1,385,017
	Maintenance Revenue			
407.01(M)	Sale of Maint. Services	\$8,400	\$1,800	\$0
Total Maintenance Revenue		\$8,400	\$1,800	\$0
	Operations Revenue			
401.01(O)	Passenger Fare	\$121,470	\$133,605	\$153,646
406.03(O)	Vehicle Advertising	\$12,000	\$30,000	\$27,557
411.99(O)	State Grants	\$139,836	\$102,336	\$180,277
413.00(O)	Federal Grants	\$465,000	\$492,900	\$465,000
Total Operations Revenue		\$738,306	\$758,841	\$826,479
<b>Total Revenue</b>		<b>\$2,077,081</b>	<b>\$2,104,522</b>	<b>\$2,211,497</b>



Local Transit sales tax is forecasted to increase 2.5% over 2014 distributions.

# Expenses

## Operations Fund - Line Item Detail

### Administration Department

Positions: General Manager, Executive Assistant (1)

		2015 Adopted	2015 Projected	2016 Final
501.02(A)	Total Salaries & Wages	\$96,332	\$99,097	\$107,114
502.01(A)	<i>FICA</i>	\$1,512	\$1,512	\$1,512
502.02(A)	<i>Retirement (PERS)</i>	\$7,446	\$7,679	\$7,812
502.03(A)	<i>Health Insurance (Teamsters)</i>	\$21,600	\$23,760	\$27,925
502.08(A)	<i>Worker's Comp (L&amp;I)</i>	\$1,185	\$1,176	\$1,185
502.11(A)	<i>Paid Leave</i>	\$14,650	\$16,159	\$16,289
	Total Fringe Benefits	\$46,393	\$50,286	\$54,724
	<i>Accounting Consultant</i>	\$8,000	\$7,500	\$16,500
	<i>IT/Website Consultant</i>	\$1,500	\$16,000	\$10,000
	<i>Legal Services</i>	\$10,000	\$7,500	\$7,500
	<i>Engineering Services</i>	\$5,000	\$5,000	\$5,000
503.03(A)	Total Professional Services	\$24,500	\$36,000	\$39,000
	<i>Printing</i>	\$5,200	\$9,979	\$11,250
	<i>Banking &amp; Financial</i>	\$0	\$1,500	\$0
	<i>Building Security</i>	\$300	\$750	\$325
	<i>Board Member Attendance</i>	\$960	\$960	\$960
	<i>Drinking Water</i>	\$800	\$1,200	\$675
	<i>Copier</i>	\$1,000	\$1,500	\$3,500
	<i>Janatorial</i>	\$1,400	\$1,500	\$0
	<i>Laboratory Testing</i>	\$500	\$3,000	\$1,350
	<i>Dust Control</i>	\$2,200	\$2,200	\$2,300
	<i>Facility Repair</i>	\$10,000	\$6,000	\$15,000
	<i>Pest Control</i>	\$250	\$250	\$0
503.99(A)	Total Other Services	\$22,610	\$28,839	\$36,860
	Total Services	\$47,110	\$64,839	\$75,860
	<i>Office and Cleaning Supplies</i>	\$7,500	\$5,500	\$5,500
	<i>Hardware &amp; Furniture</i>	\$2,500	\$1,500	\$1,500
	<i>Postage</i>	\$1,000	\$750	\$750
	<i>Other/Miscellaneous</i>	\$1,000	\$1,000	\$1,000
504.99(A)	Total Materials & Supplies	\$12,000	\$8,750	\$8,750

		<b>2015 Adopted</b>	<b>2015 Projected</b>	<b>2016 Final</b>
505.01(A)	<i>Water/Sewer/Electricity</i>	\$12,000	\$13,000	\$20,000
505.02(A)	<i>Garbage</i>	\$1,500	\$1,500	\$1,500
505.02(A)	<i>Recycling</i>	\$125	\$350	\$350
505.02(A)	<i>Cable</i>	\$325	\$375	\$375
505.02(A)	<i>Telephone</i>	\$3,500	\$5,000	\$5,000
	<b>Total Utilities</b>	<b>\$17,450</b>	<b>\$20,225</b>	<b>\$27,225</b>
506.00(A)	<b>Liability Insurance (WSTIP)</b>	<b>\$51,100</b>	<b>\$61,170</b>	<b>\$57,129</b>
507.00(A)	<b>Taxes (Excise &amp; Unemployment)</b>	<b>\$3,000</b>	<b>\$500</b>	<b>\$500</b>
	<i>Society for HR Management</i>	\$150	\$150	\$150
	<i>Small/Medium Transit Alliance</i>	\$1,600	\$1,600	\$1,590
	<i>WA State Transit Association</i>	\$3,250	\$3,400	\$3,000
	<i>Chamber of Commerce</i>	\$400	\$400	\$400
	<i>Chehalis Rotary Club</i>	\$200	\$200	\$200
	<i>The Chronicle</i>	\$122	\$125	\$125
509.01(A)	<b>Total Dues &amp; Subscriptions</b>	<b>\$5,722</b>	<b>\$5,875</b>	<b>\$5,465</b>
509.02(A)	<i>Travel and Meetings</i>	\$1,500	\$10,000	\$2,500
509.06(A)	<i>Fines and Penalties</i>	\$0	\$0	\$0
509.08(A)	<i>Advertising</i>	\$2,000	\$2,000	\$2,500
509.99(A)	<i>Other</i>	\$500	\$500	\$500
	<b>Total Other Miscellaneous</b>	<b>\$4,000</b>	<b>\$12,500</b>	<b>\$5,500</b>
	<b>Total Miscellaneous Expenses</b>	<b>\$9,722</b>	<b>\$18,375</b>	<b>\$10,965</b>
<b>Total Administration Budget</b>		<b>\$283,107</b>	<b>\$323,241</b>	<b>\$342,267</b>

*Administration Summary:*

*Significant increases were made to Information Technology (IT) consulting services, printing and drug/alcohol testing services. The 2015 WSTIP Premium is calculated on 2014 mileage which included commuter bus service to/from Olympia.*

## Maintenance Department

Positions: Maintenance Manager, Maintenance Technician (1)

		2015 Adopted	2015 Projected	2016 Final
501.02(M)	Total Salaries & Wages	\$85,776	\$93,115	\$134,046
502.01(M)	FICA	\$1,572	\$1,572	\$2,304
502.02(M)	Retirement (PERS)	\$8,040	\$8,040	\$11,880
502.03(M)	Teamsters Health & Welfare	\$21,600	\$23,760	\$41,888
502.08(M)	Worker's Comp (L&I)	\$11,916	\$11,916	\$17,874
502.11(M)	Paid Leave	\$13,044	\$14,160	\$20,385
502.13(M)	Uniforms and Clothing	\$350	\$350	\$525
	Total Fringe Benefits	\$56,522	\$59,798	\$94,856
	Laundry	\$800	\$800	\$0
	Glass Repair	\$500	\$500	\$1,800
	Engine Repair	\$25,000	\$25,000	\$10,000
	Seating & Upholstry	\$600	\$600	\$0
	Body Repair	\$3,000	\$3,000	\$0
	Miscellaneous Repair	\$2,000	\$2,000	\$2,500
	Towing	\$1,500	\$1,500	\$0
	Tire Repair	\$1,000	\$1,000	\$1,000
	Powertrain & Suspension Repair	\$5,000	\$5,000	\$0
	Fluid Analysis	\$1,000	\$1,000	\$0
503.99(M)	Total Services	\$40,400	\$40,400	\$15,300
	Fuel & Lubricants	\$4,000	\$500	\$0
	Parts & Supplies	\$42,000	\$50,000	\$75,000
504.99(M)	Total Materials and Supplies	\$46,000	\$50,500	\$75,000
509.02(M)	Travel and Meetings	\$500	\$2,000	\$3,500
509.99(M)	Other	\$500	\$500	\$500
	Total Miscellaneous Expenses	\$1,000	\$2,500	\$4,000

**Total Maintenance Budget** **\$229,698**      **\$246,313**      **\$323,202**

*Maintenance Summary:*

*Both positions in the Maintenance Dept. were replaced in 2013. Subsequently, significant spending occurred in 2014 as staff was developing a revised maintenance program as well as improving an uncertain vehicle parts inventory. Furthermore, funds were spent on materials necessary for the installation of bus stops in 2015.*

## Operations Department

Positions: Operations Manager, Operations Assistant (2), Bus Operator (17.2 FTE), Customer Service Representative (1)

		2015 Adopted	2015 Projected	2016 Final
501.01(O)	Total Operator Wages	\$635,864	\$574,941	\$570,004
501.02(O)	Total Other Salaries & Wages	\$106,575	\$154,754	\$158,698
	<b>Total Salaries &amp; Wages</b>	<b>\$742,439</b>	<b>\$729,695</b>	<b>\$728,702</b>
502.01(O)	<i>FICA</i>	\$10,037	\$9,484	\$10,029
502.02(O)	<i>Retirement (PERS)</i>	\$64,204	\$61,135	\$65,043
502.03(O)	<i>Teamsters Health &amp; Welfare</i>	\$237,600	\$271,947	\$291,361
502.08(O)	<i>Worker's Comp (L&amp;I)</i>	\$112,335	\$99,156	\$96,448
502.11(O)	<i>Paid Leave</i>	\$112,906	\$110,967	\$112,333
502.13(O)	<i>Uniforms and Clothing</i>	\$2,780	\$4,055	\$4,354
	<b>Total Fringe Benefits</b>	<b>\$539,862</b>	<b>\$556,745</b>	<b>\$579,568</b>
	<i>Miscellaneous Services</i>	\$2,750	\$2,000	\$2,000
	<i>Two-way Radio</i>	\$4,200	\$4,500	\$5,500
503.99(O)	<b>Total Services</b>	<b>\$6,950</b>	<b>\$6,500</b>	<b>\$7,500</b>
504.01(O)	<i>Fuel &amp; Lubricants</i>	\$240,173	\$220,604	\$197,258
504.02(O)	<i>Tires</i>	\$10,000	\$10,000	\$6,500
504.99(O)	<i>Other Materials &amp; Supplies</i>	\$0	\$10,000	\$16,500
	<b>Total Materials and Supplies</b>	<b>\$250,173</b>	<b>\$240,604</b>	<b>\$220,258</b>
509.02(O)	<i>Travel and Meetings</i>	\$350	\$1,000	\$10,000
509.99(O)	<i>Other</i>	\$0	\$0	\$0
	<b>Total Miscellaneous Expenses</b>	<b>\$350</b>	<b>\$1,000</b>	<b>\$10,000</b>
<b>Total Operations Budget</b>		<b>\$1,539,774</b>	<b>\$1,534,543</b>	<b>\$1,546,027</b>

### Operations Summary:

The Operations Dept. welcomed a new Operations Manager in 2014. Bus service was reduced in 2014 by 8.3% in order to release necessary funding for a rapidly expanding paratransit program. In 2015 additional funding will be directed to the Capital Improvement Program for upcoming infrastructure projects intended to improve access to the fixed route system.

Expense Summary	2015 Adopted	2015 Projected	2016 Final
Administration Dept. Budget	\$283,107	\$323,241	\$342,267
Maintenance Dept. Budget	\$229,698	\$246,313	\$323,202
Operations Dept. Budget	\$1,539,774	\$1,534,543	\$1,546,027
<b>Total Budgeted Expenses</b>	<b>\$2,052,579</b>	<b>\$2,104,097</b>	<b>\$2,211,497</b>

