

**BEN FRANKLIN TRANSIT**

**RESOLUTION 37-2017**

**A RESOLUTION APPROVING THE REVISED 2017 OPERATING BUDGET**

WHEREAS, the authority of Ben Franklin Transit is required by law to adopt a budget for 2017 prior to incurring expenses in 2017; and

WHEREAS, the Board approved the 2017 Operating and Capital Budgets via Resolution 68-2016 on December 8, 2016; and

WHEREAS, the Board revised the 2017 Capital Budget via Resolution 29-2017 on June 8, 2017; and

WHEREAS, Exhibit A attached to this resolution shows the adopted Operating Budget and Exhibit B attached shows a detailed breakdown of the revised Operating Budget proposal; and

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

1. The revised 2017 Operating Budget shown in Table I (which is attached to this Resolution and incorporated herein by reference) is hereby adopted by Ben Franklin Transit effective July 13, 2017.
2. The Board hereby authorizes the General Manager to make the necessary revisions to the FY 2017 Federal and State grants in an amount not to exceed BFT's apportionment sufficient to claim all available current and prior year funds available to BFT.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, July 13, 2017, 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

  
\_\_\_\_\_  
Amanda Para, Interim Clerk of the Board

  
\_\_\_\_\_  
Matt Watkins, Chairman

APPROVED AS TO FORM BY:

  
\_\_\_\_\_  
Patrick T. Roach, BFT Legal Counsel

Exhibit A  
Approved Budget

<b>Table I</b>				
<b>Enterprise Fund 2017 Budget (\$)</b>				
	<b>Total</b>	<b>Operating</b>	<b>Capital</b>	<b>Reserves</b>
<b>Revenues</b>				
<b>Local</b>				
Fares	3,436,285	3,436,285		
Contracted Services	331,850	331,850		
Sales Tax	32,687,814	28,118,895	2,008,294	2,560,625
Other	861,632	861,632		
Capital Reserves			1,240,434	
<b>State</b>				
Special Needs	4,000,000	2,000,000	2,000,000	
Vanpool Investment Program	572,000		572,000	
<b>Federal</b>				
FFY 2016 5307/5340 Formula	5,330,895		5,330,895	
FFY 2016 5310 Mobility/Disabilities				
FFY 2016 5339 Bus/Facilities Formula	720,399		720,399	
<b>Total Revenues</b>	<b>47,940,875</b>	<b>34,748,662</b>	<b>11,872,022</b>	<b>2,560,625</b>
<b>Operating Expenditures</b>				
Bus Operations	11,529,956	11,529,956		
Dial A Ride	9,568,239	9,568,239		
General Demand	691,775	691,775		
Vanpool	1,883,867	1,883,867		
Maintenance	1,424,291	1,424,291		
Human Resources	1,330,434	1,330,434		
General Administration	2,935,418	2,935,418		
Service Development	5,384,682	5,384,682		
<b>Total Operating Expenditures</b>	<b>34,748,662</b>	<b>34,748,662</b>	-	-

<b>Table II</b>				
<b>2017 Capital Budget (\$)</b>				
	<b>Local</b>	<b>State</b>	<b>Federal</b>	<b>Total</b>
Fleet Program	1,246,006	2,572,000	2,416,800	6,234,806
Facilities Program	926,192	-	1,112,372	2,038,564
Equipment Program	530	-	2,122	2,652
Transit Technologies Program	1,076,000	-	2,520,000	3,596,000
Safety & Security Program	-	-	-	-
Planning Program	-	-	-	-
Other Program	-	-	-	-
Contingency	-	-	-	-
<b>Total Capital Projects</b>	<b>3,248,728</b>	<b>2,572,000</b>	<b>6,051,294</b>	<b>11,872,022</b>

Exhibit B  
Proposed Budget Revision

<b>Table I</b>				
<b>Enterprise Fund 2017 Budget (\$)</b>				
	<b>Total</b>	<b>Operating</b>	<b>Capital</b>	<b>Reserves</b>
<b>Revenues</b>				
<b>Local</b>				
Fares	3,436,285	3,436,285		
Contracted Services	331,850	331,850		
Sales Tax	32,687,814	30,569,510	2,008,294	110,010
Other	861,632	861,632		
Capital Reserves			1,240,434	
<b>State</b>				
Special Needs	4,000,000	2,000,000	2,000,000	
Vanpool Investment Program	572,000		572,000	
<b>Federal</b>				
FFY 2016 5307/5340 Formula	5,330,895		5,330,895	
FFY 2016 5310 Mobility/Disabilities				
FFY 2016 5339 Bus/Facilities Formula	720,399		720,399	
<b>Total Revenues</b>	<b>47,940,875</b>	<b>37,199,277</b>	<b>11,872,022</b>	<b>110,010</b>
<b>Operating Expenditures</b>				
Bus Operations	12,969,570	12,969,570		
Dial A Ride	10,287,255	10,287,255		
General Demand	692,472	692,472		
Vanpool	1,941,799	1,941,799		
Maintenance	1,687,929	1,687,929		
Human Resources	1,405,434	1,405,434		
General Administration	2,980,815	2,980,815		
Service Development	5,234,003	5,234,003		
<b>Total Operating Expenditures</b>	<b>37,199,277</b>	<b>37,199,277</b>	-	-

<b>Table II</b>				
<b>2017 Capital Budget (\$)</b>				
	<b>Local</b>	<b>State</b>	<b>Federal</b>	<b>Total</b>
Fleet Program	1,246,006	2,572,000	2,416,800	6,234,806
Facilities Program	926,192	-	1,112,372	2,038,564
Equipment Program	530	-	2,122	2,652
Transit Technologies Program	1,076,000	-	2,520,000	3,596,000
Safety & Security Program	-	-	-	-
Planning Program	-	-	-	-
Other Program	-	-	-	-
Contingency	-	-	-	-
<b>Total Capital Projects</b>	<b>3,248,728</b>	<b>2,572,000</b>	<b>6,051,294</b>	<b>11,872,022</b>

# Memorandum

---

Date: July 15, 2017

To: Gloria Boyce, General Manager

From: Kevin Hebdon, Administrative Services Manager; Julie Thompson Sr. Budget/Grant Analyst

RE: Resolution 37-2017 Approving the Revised 2017 Operating Budget

## Background

This memo presents increases to the adopted 2017 Operating Budget in the amount of \$2,450,615. There are no changes to the capital budget as revised and adopted per Resolution 29-2017 at the June 2017 Board meeting. The increases to the 2017 Operating Budget are due to full implementation of the Comprehensive Service Plan (CSP), estimated effects of Collective Bargaining Agreements, and other miscellaneous operating costs. Major changes are as follows:

### Final Cost Estimates of CSP

- Add 27,277 revenue hours
- Increased labor costs \$ 672,161
- Increased non-labor costs \$ 132,511
- Estimated start-up costs \$ 366,696
- Total Cost Estimates of CSP **\$1,171,368**

### Collective Bargaining Agreements (Estimated)

- Increased labor costs for FY2017 and retro wages back to 6/1/16 for Maintenance contract \$ 187,745
- Increased labor costs for FY2017 and retro wages back to 6/1/16 for DAR and Fixed Route Operator contracts \$ 755,459
- Total Cost Estimates CBAs **\$ 943,204**

### Operating Expenses

- Increased Labor \$ 136,043
- Increased Non-labor \$ 200,000
- Total Cost Estimates Operating **\$ 336,043**

Total Adjust to 2017 Operating Budget **\$2,450,615**

Enclosed are the 2017 Operating Budget Table I (Exhibit A) as per Resolution 68-2016 and proposed revisions to the 2017 Operating Budget Table I (Exhibit B). These revisions allow for continued operations through the implementation of the CSP, provide collective bargaining considerations, and consider other miscellaneous operating expenses through the end of the 2017 fiscal year.

## **Recommendation**

Staff recommends the Board approve increases to the 2017 Operating Budget in the amount of \$2,450,615; from \$34,748,662 to \$37,199,277 as summarized in Exhibit B. Staff also recommends the Board delegate authority to the General Manager to revise the FY 2017 Federal and State grants in an amount not to exceed BFT's apportionment sufficient to claim all available current and prior year funds available to BFT.

Forwarded as presented:

A handwritten signature in cursive script that reads "Gloria Boyce".

---

Gloria Boyce, General Manager