



**Whatcom Transportation Authority**

# **Annual Budget**

## **2010**

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## MEMORANDUM

**TO:** Members of the Board of Directors, Citizens of the Whatcom Public Transportation Benefit Area and other interested parties

**FROM:** Seth Fleetwood, Chairperson of the Board of Directors  
Richard G. Walsh, General Manager  
Patricia Dunn, Director of Finance

**DATE:** December 10, 2009

**SUBJECT:** 2010 Operating and Capital Budget

WTA staff present the 2010 calendar year Operating and Capital Budget for the Whatcom Transportation Authority (WTA) at current service levels.

Like almost every person and every entity in the country, WTA has been affected by this economic downturn. WTA's primary source of income, sales tax revenues, declined 11% in 2009. WTA maintained current service levels during 2008 and 2009 by using reserves to cover the shortfall.

After considerable debate and analysis of the options, the WTA Board of Directors voted to ask taxpayers for a .2% increase in sales tax within the Whatcom Public Transportation Benefit Area. If this increase is approved, WTA can continue current service levels. If the increase is not approved, WTA will implement a 14% fixed route service reduction and begin planning additional reductions in future years.

Especially in these tough economic times WTA is a vital asset to Whatcom County. We recognize and will meet the challenge of fulfilling this community's public transportation needs while working within the constraints of our fiscal limitations.



**At WTA, our  
mission is to enhance  
our community by:**

**Delivering safe, reliable, efficient and friendly service.**

**Offering environmentally sound transportation choices.**

**Providing leadership in creating innovative  
transportation solutions.**

**Partnering with our community to improve  
transportation systems.**



**WTA**



## **VISION FOR THE WTA - DESTINATION 2020**

**Our vision for WTA in 2020 is...**

***...to be a vital and permanent element of Whatcom County's transportation infrastructure.***

**This means WTA will:**

- Provide public transportation services that best meet the community's mobility needs.
- Contribute to the economic vitality of the County.
- Make capital investments that enhance efficiency and prevent future problems.
- Provide a viable alternative to single occupancy vehicles.

***...to maintain our commitment to service excellence.***

**This means WTA will:**

- Respond to our customers' needs.
- Strive to achieve the highest level of customer service, efficiency and reliability.
- Attract, hire and retain employees who reflect our community and agency values.
- Maintain strong fiscal controls.

***...to be a leader in an integrated regional transportation system that supports vibrant, livable communities.***

**This means WTA will work with others to:**

- Build and maintain effective partnerships.
- Integrate transportation, land-use and growth management goals.
- Increase access to jobs, education and other community resources.

***...to apply the relevant innovations in public transportation services to local and regional needs.***

**This means WTA will:**

- Apply proven technology solutions to improve customer experience.
- Demonstrate environmental leadership.
- Coordinate with other providers and organizations to maximize use of limited resources.

# Whatcom Transportation Authority 2010 Budget

## Key Objectives:

- Develop a financially sustainable service plan.
- Preserve essential capital projects. Continue to fund Capital and Fleet Reserves to sustain the physical plant and rolling stock.
- Continue to examine WTA processes for potential efficiencies and cost savings. Maintain flexibility in our approach to how we do business.
- WTA is committed to reducing service thoughtfully and considering the impact on customers and employees.



# Whatcom Transportation Authority 2010 Budget

## Board Approved Budget Initiatives:

- Cost Containment and Efficiency
- Service Reduction Contingency Planning
- Short Term Strategic Planning
- Carbon Footprint Reduction
- Medical Insurance Cost Containment
- Phase Two of Timekeeping / HR Project
- Pandemic Preparedness Planning
- Refine Emergency Preparedness and System Security Plans



# Whatcom Transportation Authority

## 2010 Budget Assumptions

- **Sales Tax Revenue:**

Year	Change from Prior Year	Comments
2009	-11%	Projected
2010	0%	2010 projected to be equivalent to 2009
2011	2%	
2012 +	3%	Sales Tax Revenue projected to recover to 2007 levels in 2015.

- **Fuel prices** are projected based on the US Department of Energy's Energy Information Administration's "Annual Energy Outlook 2009."

- **Inflation Rates for 2011 and later:**

Year	Rate	Comments
2011	5.8%	Blended rate includes medical (10%) and other employee insurance premiums (5-10%), retirement funding (40%), fuel costs (9.5%), and 3% for other expenses.
2012 +	5.3%	Blended rate similar to 2011 but with 3% increases in retirement funding.

- There are **no employee cost of living** increases in the budget. Negotiations with ATU are underway.

### Capital Programs:

2010 – 2015 Capital projects are limited to:

- Essential replacements or other "must do" projects
- Programs with substantial grant funding
- Projects with a quick payback period
- Replacing fixed assets only when absolutely necessary

# **Whatcom Transportation Authority 2010 Budget**



**Whatcom Transportation Authority**  
**Revenue and Expenditures**  
**2010 Budget**

	2010 Baseline Budget	2009 Latest Estimate Q3	2009 Approved Budget	2008 Actuals
<b>Revenue</b>				
Fixed Route Revenue	2,495,900	2,056,836	1,845,545	1,950,927
Vanpool Revenue	204,000	187,658	180,000	163,135
Paratransit Revenue	15,200	10,720	10,113	11,249
Misc. Revenue	45,000	62,345	65,000	82,090
<b>Total Operating Revenue</b>	<b>2,760,100</b>	<b>2,317,559</b>	<b>2,100,658</b>	<b>2,207,400</b>
Sales Tax Income	17,700,000	17,273,230	20,946,033	19,565,285
Investment Income	311,000	496,908	317,657	614,413
Other Revenue	0	39,308	0	13,803
<b>Total Revenue</b>	<b>20,771,100</b>	<b>20,127,005</b>	<b>23,364,348</b>	<b>22,400,902</b>
<b>Expenses:</b>				
Salaries & Wages	12,309,294	11,868,851	12,367,127	11,432,897
Employee Benefits	5,807,409	5,734,439	6,011,821	5,311,221
Outside Services	1,033,211	864,953	963,750	828,453
Repairs and Maintenance	188,850	139,776	162,800	78,503
Parts and Supplies	1,482,124	1,480,632	1,572,937	1,567,829
Fuel	1,305,750	1,085,413	1,900,400	1,731,157
Utilities	345,550	377,768	402,000	323,640
Insurance and Claims	503,000	367,145	377,030	450,134
General Expense	351,548	313,339	390,770	354,814
Meetings and Travel	76,975	75,150	112,100	99,607
<b>Total Operating Expense</b>	<b>23,403,711</b>	<b>22,307,465</b>	<b>24,260,735</b>	<b>22,178,253</b>
<b>Net Income from Operations</b>	<b>-2,632,612</b>	<b>-2,180,460</b>	<b>-896,388</b>	<b>222,648</b>
<b>Depreciation</b>	<b>3,681,900</b>	<b>3,589,395</b>	<b>3,058,407</b>	<b>2,986,476</b>
<b>Net Income</b>	<b>-6,314,512</b>	<b>-5,769,855</b>	<b>-3,954,795</b>	<b>-2,763,828</b>
<b>Capital Expenditures</b>	<b>6,099,000</b>	<b>7,330,461</b>	<b>7,927,000</b>	<b>8,637,515</b>
<b>Grants &amp; Contributions</b>	<b>4,945,044</b>	<b>5,690,392</b>	<b>5,628,287</b>	<b>1,232,875</b>
<b>Net Capital</b>	<b>1,153,956</b>	<b>1,640,069</b>	<b>2,298,713</b>	<b>7,404,640</b>
<b>Net Inc Less Net Capital</b>	<b>-7,468,468</b>	<b>-7,409,924</b>	<b>-6,253,508</b>	<b>-10,168,467</b>

Whatcom Transportation Authority			
Position Detail			
2010 Budget			
DIVISION/DEPARTMENT	2009 Budget	Changes	2010 Budget
<b><u>OPERATIONS DIVISION</u></b>			
<b>Transit Administration</b>			
Director of Operations	1.0		1.0
Operations / Field Supervisors	6.0		6.0
Dispatch Supervisor	1.0		1.0
Executive Assistant	1.0		1.0
Department Assistant	1.0		1.0
	<b>10.0</b>		<b>10.0</b>
<b>Training</b>			
Training Coordinator	1.0		1.0
Trainer	1.0		1.0
Trainees	0.8	-0.8	0.0
	<b>2.8</b>	<b>-0.8</b>	<b>2.0</b>
<b>Safety &amp; Security</b>			
<b>Safety &amp; Security Officer</b>	<b>1.0</b>		<b>1.0</b>
<b>Fixed Route Operations</b>			
Dispatchers	4.0	-1.0	3.0
Lead FR Customer Svc Rep	1.0		1.0
Fixed Rte Customer Svc Reps	3.5	-0.5	3.0
Fixed Route Operators	108.0	0.0	108.0
Terminal Expeditors	4.0		4.0
	<b>120.5</b>	<b>-1.5</b>	<b>119.0</b>
<b>Paratransit Operations</b>			
Paratransit Manager	1.0	0.0	1.0
Eligibility Specialist	1.0	0.0	1.0
Lead Paratransit Dispatcher	1.0	-1.0	0.0
Paratransit Dispatchers	4.6	1.4	6.0
Paratransit Dispatch Coordinator	1.0	0.0	1.0
Paratransit Customer Svc Reps	2.2	-0.2	2.0
Paratransit Scheduler	1.0	0.0	1.0
Paratransit Operators	35.9	0.1	36.0
	<b>47.7</b>	<b>0.3</b>	<b>48.0</b>
<b>TOTAL OPERATIONS</b>	<b>182.0</b>	<b>-2.0</b>	<b>180.0</b>
<b><u>FLEET &amp; FACILITIES DIVISION</u></b>			
<b>Vehicle Maintenance</b>			
Director of Fleet and Facilities	0.5		0.5
Fleet Maintenance Supervisor	1.0		1.0
Department Assistant	1.0		1.0
Fleet Maintenance Technicians	11.0		11.0
Lead Fleet Maintenance Techs	3.0		3.0
	<b>16.5</b>		<b>16.5</b>
<b>Vehicle Service</b>			
Service Section Supervisor	1.0		1.0
Lead Hostler	1.0	-1.0	0.0
Hostlers	5.0	0.6	5.6
	<b>7.0</b>	<b>-0.4</b>	<b>6.6</b>
<b>Route Maintenance</b>			
Route Maintenance Workers	3.5	-1.0	2.5
<b>Facilities Maintenance</b>			
Director of Fleet and Facilities	0.5		0.5
Facilities Maintenance Worker	0.5		0.5
Facilities Technician	1.0	1.0	2.0
	<b>2.0</b>	<b>1.0</b>	<b>3.0</b>
<b>TOTAL FLEET &amp; FACILITIES</b>	<b>29.0</b>	<b>-0.4</b>	<b>28.6</b>

	2009 Budget	Jan Cuts	Jan 2010 Positions
<b><u>FINANCE DIVISION</u></b>			
<b>Finance</b>			
Director of Finance	1.0		1.0
Department Assistant	1.0		1.0
	<b>2.0</b>		<b>2.0</b>
<b>Accounting</b>			
Manager of Grants and Acctg	1.0		1.0
Accounting Assistant (Payroll)	1.8	-0.5	1.3
Accounting Specialist	1.0		1.0
Accounting Technician	1.0		1.0
	<b>4.8</b>	<b>-0.5</b>	<b>4.3</b>
<b>Procurement (Mgr)</b>	<b>1.0</b>		<b>1.0</b>
<b>Warehouse</b>			
Lead Warehouse Worker	1.0		1.0
Warehouse Workers	3.0	-1.0	2.0
	<b>4.0</b>	<b>-1.0</b>	<b>3.0</b>
<b>TOTAL FINANCE DIVISION</b>	<b>11.8</b>	<b>-1.5</b>	<b>10.3</b>
<b><u>INFORMATION TECHNOLOGY</u></b>			
Director of IT	1.0		1.0
Hardware Specialist	1.0		1.0
Help Desk Technician	0.5	0.5	1.0
System Administrator	1.0		1.0
Systems Analyst	1.0		1.0
<b>TOTAL INFORMATION TECH.</b>	<b>4.5</b>	<b>0.5</b>	<b>5.0</b>
<b><u>SERVICE DEVELOPMENT DIV.</u></b>			
<b>Service Development</b>			
Director of Service Development	1.0		1.0
Public Information Coordinator	0.7		0.7
Service Planner	1.0		1.0
Department Assistant	1.0		1.0
Surveyors	0.4		0.4
	<b>4.1</b>		<b>4.1</b>
<b>Vanpool</b>			
Vanpool Coordinator	0.3		0.3
<b>TOTAL SERVICE DEV.</b>	<b>4.4</b>		<b>4.4</b>
<b><u>HUMAN RESOURCES</u></b>			
Director of Human Resources	1.0		1.0
Human Resources Specialist	1.0		1.0
Department Assistant	1.0		1.0
<b>TOTAL HUMAN RESOURCES</b>	<b>3.0</b>		<b>3.0</b>
<b><u>EXECUTIVE ADMINISTRATION</u></b>			
General Manager	1.0		1.0
Executive Assistant	1.0		1.0
<b>TOTAL EXECUTIVE ADMIN.</b>	<b>2.0</b>		<b>2.0</b>
<b>COMM RELATIONS/MKTG (Mgr)</b>	<b>1.0</b>		<b>1.0</b>
<b>TOTAL</b>	<b>237.6</b>	<b>-3.3</b>	<b>234.3</b>

# **Whatcom Transportation Authority**

## **Division Budgets**



# **WTA** **Operations Division** **2010 Budget**

	2010 Budget	LE3 - 2009	2009 Approved Budget	Actuals 2008
<b>Dept/Division Expenses:</b>				
Salaries & Wages	9,078,511	8,743,787	9,207,440	8,481,301
Employee Benefits	4,425,305	4,344,035	4,542,609	4,008,425
Outside Services	150,750	138,585	171,750	155,447
Repairs & Maintenance	1,350	1,495	1,200	1,105
Parts and Supplies	170,359	183,220	158,892	173,946
Utilities	25,650	24,303	51,000	14,530
Insurance and Claims	371,000	286,229	291,423	339,799
General Expense	19,033	17,053	18,570	14,573
Meetings and Travel	17,500	19,508	22,950	27,316
<b>Total Dept Op Exp</b>	<b>14,259,458</b>	<b>13,758,214</b>	<b>14,465,834</b>	<b>13,216,443</b>
Depreciation	1,926,500	0	0	0
<b>Total Expense</b>	<b>16,185,958</b>	<b>13,758,214</b>	<b>14,465,834</b>	<b>13,216,443</b>

Fixed Route and Paratransit Operations are responsible for providing safe, reliable and friendly transportation services to our passengers. Areas of responsibility for fixed route service include:

- Dispatching and operation of coaches.
- Adhering to published routes schedules.
- Coverage of the reception desk and assisting visitors at the Maintenance Base.
- Sale of bus passes and tokens, and assisting riders at the Bellingham Station.
- Answering Rideline calls and assisting the public in a courteous and helpful manner.

Areas of responsibility for Paratransit service include:

- Scheduling, dispatch and operation of specialized services.
- Ride booking, trip planning and general customer service.
- Management of contract with auxiliary taxi service provider.
- Administration of eligibility for specialized transportation services.
- Ensure operational compliance with the Americans with Disabilities Act (ADA).
- Oversight of mobile data system in coaches.

# **WTA** **Fleet and Facilities** **2010 Budget**

	2010 Budget	LE3 - 2009	2009 Approved Budget	Actuals 2008
<b>Dept/Division Expenses:</b>				
Salaries & Wages	1,547,311	1,417,602	1,471,391	1,499,225
Employee Benefits	741,567	742,745	775,839	712,103
Outside Services	312,000	287,474	314,500	267,152
Repairs & Maintenance	156,500	128,057	153,500	73,427
Parts and Supplies	887,300	905,592	939,110	1,048,515
Fuel	1,305,250	1,085,130	1,900,250	1,731,157
Utilities	254,500	267,139	268,000	214,111
General Expense	139,000	114,756	142,000	129,196
Meetings and Travel	10,500	13,283	16,600	31,180
<b>Total Dept Op Exp</b>	<b>5,353,927</b>	<b>4,961,779</b>	<b>5,981,190</b>	<b>5,706,066</b>
Depreciation	1,124,500	0	0	0
<b>Total Expense</b>	<b>6,478,427</b>	<b>4,961,779</b>	<b>5,981,190</b>	<b>5,706,066</b>

The Fleet and Facilities Division includes Vehicle Service, Vehicle Maintenance, and Route and Facilities Maintenance departments.

The Vehicle Maintenance Department performs regular, program, and special vehicle maintenance. Other areas of responsibilities include the managing vehicle specification, purchase, acceptance, modification, and disposal.

The Service Department is responsible for the maintenance, servicing, and safety of all WTA vehicles. This includes vehicle appearance, fueling, detailing and washing.

Route Maintenance is responsible for the safety and appearance of fixed route bus stops and amenities. Other areas of responsibility include the installation, repair and maintenance of bus stops and shelters, as well as route signage and information strips.

Facilities Maintenance oversees the day to day maintenance and repair of four transit stations and the maintenance and operations base.

**WTA**  
**Finance Division**  
**2010 Budget**

	2010 Budget	LE3 - 2009	2009 Approved Budget	Actuals 2008
<b>Dept/Division Expenses:</b>				
Salaries & Wages	586,229	618,550	638,047	546,410
Employee Benefits	241,382	260,399	287,270	239,234
Outside Services	339,900	159,543	180,500	194,725
Repairs & Maintenance	2,300	351	0	1,378
Parts and Supplies	49,620	49,135	60,750	39,637
Utilities	400	0	0	0
Insurance and Claims	97,000	57,940	61,155	82,853
General Expense	33,600	54,767	46,500	44,353
Meetings and Travel	19,400	13,110	23,100	14,946
<b>Total Dept Op Exp</b>	<b>1,369,831</b>	<b>1,213,796</b>	<b>1,297,322</b>	<b>1,163,537</b>
Depreciation	145,100	3,589,395	3,058,407	2,986,476
<b>Total Expense</b>	<b>1,514,931</b>	<b>4,803,190</b>	<b>4,355,729</b>	<b>4,150,013</b>

The Finance Division has oversight of the Accounting, Procurement and Warehouse Departments.

The Finance Department is responsible for preparation of the Agency Budget , establishing and enforcing policies and procedures, and ensuring the Agency is in compliance with local, state, and federal regulatory requirements. Other areas of responsibility include management of document and archiving systems, coordination of claims processing, implementation of risk management policies and procedures, internal controls and counting farebox revenue.

The Accounting Department is responsible for management of payroll, accounts payable, accounts receivable, fixed assets, payroll, and financial reporting. Other areas include grant management, inventory control of bus passes and tokens, National Transit Database (NTD) reporting and liaison to the Washington State Auditor's office.

The Procurement Department administers contracts through the Agency's established procurement policies and procedures. Other responsibilities are oversight of FTA and State purchasing guidelines, supplier contracts, DBE program, surplus and disposal program and purchase orders and requisitions.

The Warehouse Department is responsible for ordering, stocking and maintaining the inventory of parts needed to maintain and repair Agency vehicles and facilities.

# **WTA** **Information Technology** **2010 Budget**

	2010 Budget	LE3 - 2009	2009 Approved Budget	Actuals 2008
<b>Dept/Division Expenses:</b>				
Salaries & Wages	344,455	329,319	314,789	213,760
Employee Benefits	140,105	134,597	145,604	97,374
Outside Services	28,310	118,793	25,000	48,294
Repairs & Maintenance	28,550	9,772	8,000	2,593
Parts and Supplies	135,375	159,574	95,100	147,923
Utilities	61,530	86,325	83,000	94,998
General Expense	2,710	4,510	5,200	2,976
Meetings and Travel	5,000	8,378	16,500	4,215
<b>Total Dept Op Exp</b>	<b>746,036</b>	<b>851,269</b>	<b>693,193</b>	<b>612,135</b>
Depreciation	174,500	0	0	0
<b>Total Expense</b>	<b>920,536</b>	<b>851,269</b>	<b>693,193</b>	<b>612,135</b>

The IT Department manages the implementation and operation of all telecommunications and data communications systems. Other areas of oversight include:

- Management of network architecture.
- Maintenance of and support for all installed software applications.
- Selection and installation of all new applications.
- Management of hardware and software.
- Oversight of WTA network security.
- Operation of WTA backup and restoration.
- Coordinates staff training on new technologies.
- Management of WTA's Privacy and Security Policy.

**WTA**  
**Service Development Division**  
**2010 Budget**

	2010 Budget	LE3 - 2009	2009 Approved Budget	Actuals 2008
<b>Dept/Division Expenses:</b>				
Salaries & Wages	298,386	299,240	280,252	276,045
Employee Benefits	91,812	87,042	79,442	85,677
Outside Services	105,350	64,045	132,750	57,891
Parts and Supplies	189,130	145,870	281,180	103,779
Fuel	500	283	150	0
Utilities	1,500	0	0	0
Insurance and Claims	35,000	22,976	24,452	27,481
General Expense	24,350	15,113	23,350	24,810
Meetings and Travel	10,400	6,038	10,300	6,368
<b>Total Dept Op Exp</b>	<b>756,428</b>	<b>640,607</b>	<b>831,876</b>	<b>582,050</b>
Depreciation	207,000	0	0	0
<b>Total Expense</b>	<b>963,428</b>	<b>640,607</b>	<b>831,876</b>	<b>582,050</b>

The Service Development Department manages service planning and performance evaluation for the Fixed Route, Specialized and Vanpool programs. Other areas of responsibility include:

- Production and Distribution of printed customer information and graphic design.
- Liaison to the City and County planning departments, Western Washington University, WSDOT and other organizations with an emphasis on transportation related planning.
- Manage the Commute Trip Reduction program.
- Planning forums and public meetings for public and customer input.
- Fare and bus pass planning and administration.

# WTA

## Human Resources

### 2010 Budget

	2010 Budget	LE3 - 2009	2009 Approved Budget	Actuals 2008
<b>Dept/Division Expenses:</b>				
Salaries & Wages	204,622	212,594	205,434	171,788
Employee Benefits	86,444	82,828	92,366	85,876
Outside Services	46,150	54,662	63,000	45,604
Parts and Supplies	32,590	25,116	21,405	36,788
Utilities	500	0	0	0
General Expense	2,255	5,044	10,850	6,753
Meetings and Travel	5,975	6,574	8,850	3,094
<b>Total Dept Op Exp</b>	<b>378,535</b>	<b>386,819</b>	<b>401,905</b>	<b>349,903</b>
Depreciation	101,000	0	0	0
<b>Total Expense</b>	<b>479,535</b>	<b>386,819</b>	<b>401,905</b>	<b>349,903</b>

The Human Resources Department manages employee compensation and benefit programs, employee recruiting, selection and orientation for new WTA personnel. Other areas of responsibility include:

- Compliance with applicable labor laws and regulations.
- Manage the Fit for Work program (including drug and alcohol testing).
- Organizational development and strategic planning.
- Lead contract negotiations and administration.
- Identify, develop and implement staff training.
- Manage the Workers' Compensation Program.
- Manage the Equal Opportunity Employment Program.
- Maintain the performance review monitoring and tracking systems.
- Promotion of employee morale and employee recognition.

# WTA

## Community Relations and Marketing

### 2010 Budget

	2010 Budget	LE3 - 2009	2009 Approved Budget	Actuals 2008
<b>Dept/Division Expenses:</b>				
Salaries & Wages	75,528	73,288	75,530	73,623
Employee Benefits	19,713	20,505	21,785	19,350
Outside Services	25,000	23,820	50,000	43,862
Parts and Supplies	15,000	10,327	13,000	15,736
Utilities	750	0	0	0
General Expense	96,500	70,172	110,700	99,174
Meetings and Travel	1,500	2,872	3,600	2,405
<b>Total Dept Op Exp</b>	<b>233,991</b>	<b>200,983</b>	<b>274,615</b>	<b>254,151</b>
 <b>Total Expense</b>	 <b>233,991</b>	 <b>200,983</b>	 <b>274,615</b>	 <b>254,151</b>

The Community Relations and Marketing Department plans, organizes and implements programs and activities to increase ridership and to enhance the community's awareness and appreciation of WTA services. This includes:

- Media relations.
- Promotion of all modes of alternative transportation.
- Coordination and outreach to schools, universities, non-profit organizations and other government agencies to increase transit use.
- Oversight of the Citizens' Advisory Committee.

# WTA

## Executive Administration

### 2010 Budget

	2010 Budget	LE3 - 2009	2009 Approved Budget	Actuals 2008
<b>Dept/Division Expenses:</b>				
Salaries & Wages	174,252	174,470	174,244	170,745
Employee Benefits	61,082	62,288	66,906	63,182
Outside Services	25,750	18,032	26,250	15,477
Repairs & Maintenance	150	101	100	0
Parts and Supplies	2,750	1,797	3,500	1,504
Utilities	720	0	0	0
General Expense	34,100	31,923	33,600	32,977
Meetings and Travel	6,700	5,387	10,200	10,083
<b>Total Dept Op Exp</b>	<b>305,504</b>	<b>293,999</b>	<b>314,800</b>	<b>293,968</b>
Depreciation	3,300	0	0	0
<b>Total Expense</b>	<b>308,804</b>	<b>293,999</b>	<b>314,800</b>	<b>293,968</b>

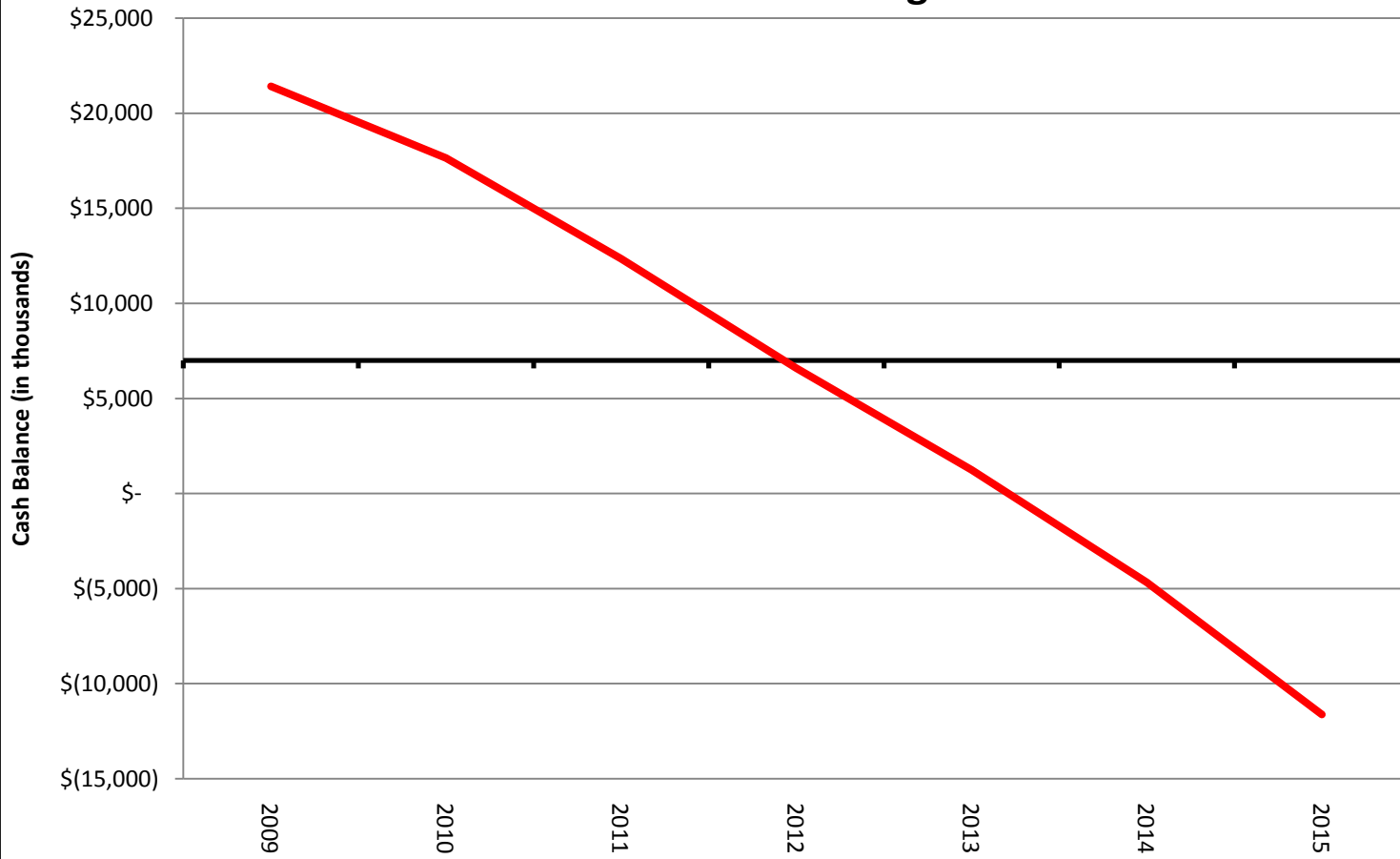
Executive Administration is responsible for the oversight, coordination and strategic management of the WTA to meet its mission to “Deliver Safe, Reliable, Efficient and Friendly Service to our Community.” Executive Administration has daily oversight of all WTA departments and employees and provides support and assistance to the Board of Directors, various committees and the general public.



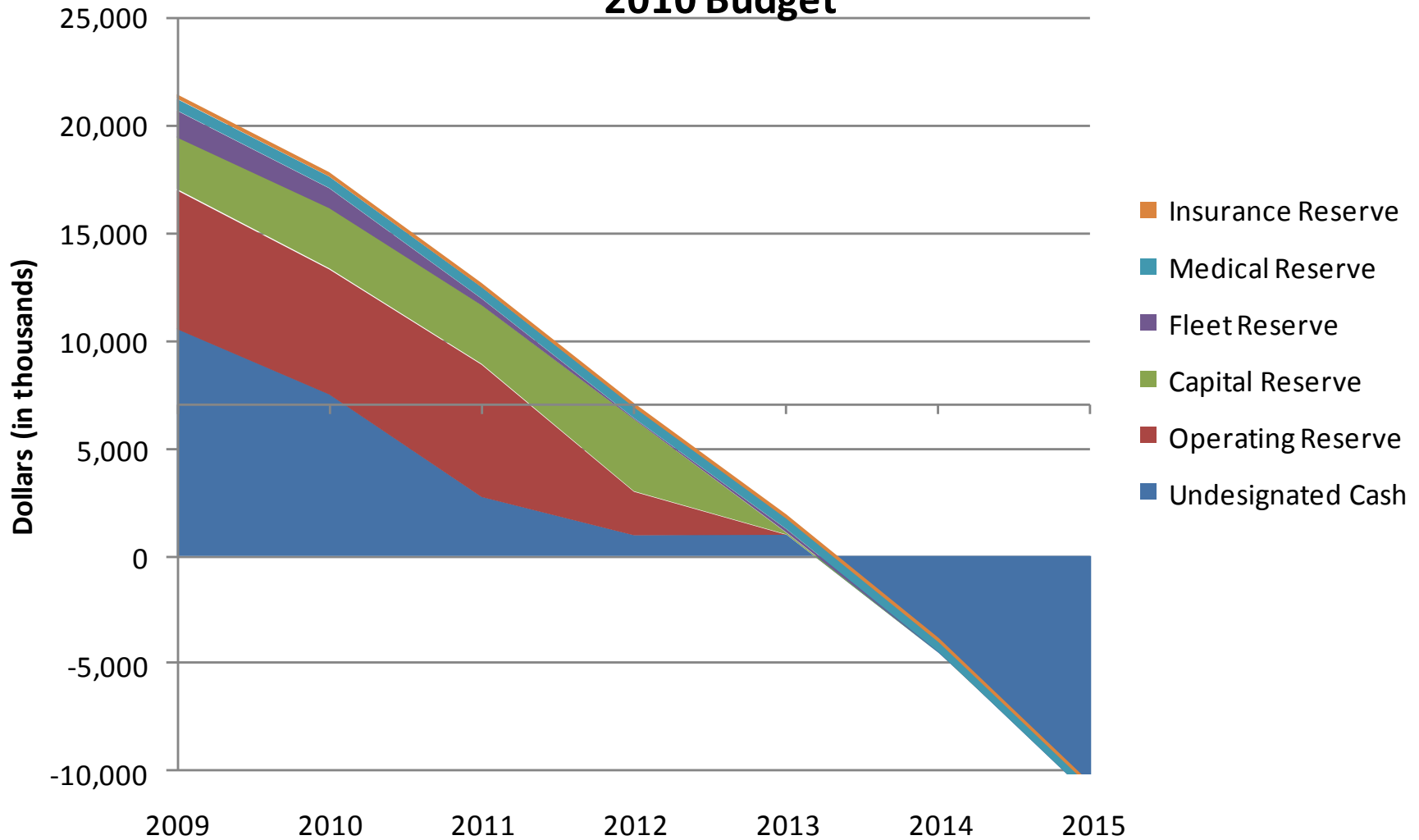
**Whatcom Transportation Authority**  
**Capital and Grants**  
**2010 Budget**

Project	Initiated	Grant Source	2010 Projects	2010 Grants	2010 Net Capital
Buses: 5 35' Gilligs	2009	5307 -ARRA	2,085,000	1,655,804	429,196
Buses: 6 40' Gilligs	2009	Sec 5309 Ermk	2,515,000	1,900,000	615,000
Minibuses: 3 Eldorado fleet	2010	WSDOT	270,000	207,000	63,000
Minibuses: 9 Eldorado	2010	WSDOT/F5310	810,000	699,000	111,000
<i>Subtotal: 12 Minibuses</i>			<i>1,080,000</i>	<i>906,000</i>	<i>174,000</i>
2 Vanpool Units	2010		52,000		52,000
Bellingham Station Screens	2009		60,000		60,000
Striping Cordata Parking Lot	2009		10,000		10,000
Lighting: Fuel/Washing Station	2009		10,000		10,000
Lube Room Ventilation	2010		15,000		15,000
Tenant Improvements at LTC	2010		20,000		20,000
Computer Room AC	2010		50,000		50,000
Update Shop Workspaces	2010		50,000		50,000
Signalization - 25th & BMcDonald	2010		25,000		25,000
Highline Phase II (HR modules)	2010		20,000		20,000
Credit Card Machine - B'ham Stn	2010		10,000		10,000
PIX/Cisco Switch	2010		40,000		40,000
POE/IDF Lynden/Ferndale	2010		15,000		15,000
IT Upgrades	2010		42,000		42,000
Total Capital Projects			6,099,000	4,461,804	1,637,196
<b>Additional WSDOT Grants:</b>					
Paratransit Ops				300,720	
TriCounty Connector				182,520	
<b>Total Grants</b>				<b>4,945,044</b>	
<b>Grants by Source:</b>					
Total WSDOT Grants				1,389,240	
Total Federal Grants				3,555,804	
<b>Total Grants</b>				<b>4,945,044</b>	

**WTA**  
**Cashflow: Future Years**  
**2010 Budget**



# WTA Fund Analysis (End of Year) 2010 Budget



**Whatcom  
Transportation  
Authority**

**2010 Budget  
Supplemental  
Information**

## Projected 2009 and Budget 2010 Year End Performance

DESCRIPTION		Budget 2009	Projected 2009	Budget 2010	Bud/Bud 09-10% Change
<b>FIXED ROUTE</b>					
	Ridership	5,000,000	5,100,000	5,100,000	2.0%
	Total Revenue Miles	1,900,000	1,900,000	1,900,000	0.0%
	Total Revenue Hours	139,636	139,636	139,636	0.0%
	Passengers Per Hour	35.81	36.52	36.52	2.0%
	Passengers Per Mile	2.63	2.68	2.68	2.0%
	Miles Per Hour	13.61	13.61	13.61	0.0%
<b>PARATRANSIT</b>					
	Ridership	190,000	187,824	195,337	2.8%
	Total Revenue Miles	792,000	799,485	831,464	5.0%
	Total Revenue Hours	56,500	58,616	60,961	7.9%
	Passengers Per Hour	3.36	3.20	3.20	-4.7%
	Passengers Per Mile	0.24	0.23	0.23	-2.1%
	Miles Per Hour	14.02	13.64	13.64	-2.7%
<b>VANPOOL</b>					
	Ridership	96,370	101,100	106,155	10.2%
	Total Revenue Miles	596,210	664,228	697,439	17.0%
	Total Revenue Hours	11,670	12,822	13,463	15.4%
	Passengers Per Hour	0.16	0.15	0.15	-5.8%
	Passengers Per Mile	0.16	0.15	0.15	-5.8%

# Whatcom Transportation Authority

## Cost Savings Initiatives over \$10k

### 2010 Baseline Budget

Replace high maintenance bus fleet	\$ 115,000
Reorganize workload	215,000
Change laundry vendors	10,000
Print fewer transit guides and change bus pass vendor	92,000
Reduce professional services and advertising	99,000
Long term telecom contract	18,000
Reduce IT licensing and services	40,000
Reduce utilities costs	25,000
Total	<b>\$ 624,000</b>
Defer Capital Purchases	<b>\$ 224,000</b>

**Whatcom Transportation Authority  
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