



**AGENDA**

MEETING OF THE  
**FINANCE COMMITTEE**  
OF THE  
**SANTA BARBARA METROPOLITAN TRANSIT DISTRICT**  
A PUBLIC AGENCY  
THURSDAY, MAY 26, 2016  
3:00 P.M.  
**SANTA BARBARA MTD CONFERENCE ROOM (UPSTAIRS)**  
550 OLIVE STREET, SANTA BARBARA, CA 93101

1. **CALL TO ORDER**
2. **ROLL CALL OF THE FINANCE COMMITTEE**  
Dave Tabor, Committee Chair  
Roger Aceves, Director  
Bill Shelor, Director
3. **REPORT REGARDING POSTING OF THE AGENDA**
4. **APPROVAL OF PRIOR MINUTES (ATTACHMENT- ACTION MAY BE TAKEN)**  
The committee will be asked to waive the reading of and approve the draft minutes for the meeting of March 29, 2016.
5. **PUBLIC COMMENT**  
Members of the public may address the Committee on items within the jurisdiction of the Committee that are not scheduled for public hearing. The time allotted per speaker will be at the discretion of the Committee Chair. Please complete and deliver to the MTD **Board Clerk, before the meeting is convened, a "Request to Speak" form including a description of the subject you wish to address.**
6. **DRAFT FISCAL YEAR 2016-17 BUDGET - (ATTACHMENT- ACTION MAY BE TAKEN)**  
Staff will present a revised draft of the fiscal year 2016-17 budget and request authorization for submittal to the full Board of its consideration on June 14, 2016.
7. **OTHER**
8. **ADJOURNMENT**

**AMERICANS WITH DISABILITIES ACT:** If you need special assistance to participate in this meeting, please contact the MTD Administrative Office at 963-3364 at least **48 hours in advance** of the meeting to allow time for MTD to attempt a reasonable accommodation.



**MINUTES**

MEETING OF THE  
**FINANCE COMMITTEE**  
OF THE  
**SANTA BARBARA METROPOLITAN TRANSIT DISTRICT**  
A PUBLIC AGENCY  
TUESDAY, MARCH 29, 2016  
9:00 A.M.  
**SANTA BARBARA MTD CONFERENCE ROOM (UPSTAIRS)**  
550 OLIVE STREET, SANTA BARBARA, CA 93101

1. **CALL TO ORDER**  
Committee Chair Tabor called the meeting to order at 9:00am.
2. **ROLL CALL OF THE FINANCE COMMITTEE**  
Committee Chair Tabor reported that all members were present.
3. **REPORT REGARDING POSTING OF THE AGENDA**  
Lilly Gomez, Administrative Assistant, reported that the agenda was posted on Friday March 25th, 2016 at MTD's Administrative Office, mailed and emailed to those on the agenda list, and posted on MTD's website.
4. **APPROVAL OF PRIOR MINUTES (ATTACHMENT- ACTION MAY BE TAKEN)**  
Director Shelor moved to waive the reading of and approve the draft minutes for the meeting of March 1, 2016. Director Aceves seconded the motion. The motion passed unanimously.
5. **PUBLIC COMMENT**  
None was made.
6. **DRAFT CASH RESERVES POLICY-(ATTACHMENTS-INFORMATIONAL)**  
Assistant General Manager, Brad Davis and Assistant Controller, Thais Sayat asked the Committee to review the third draft of the Cash Reserves Policy and, if found satisfactory, approve it for bringing to the full Board for its consideration on April 5. The Committee advised staff of a few minor edits. Director Aceves moved to approve forwarding of the draft cash reserves policy to the full board for consideration. Director Shelor seconded the motion. The motion passed unanimously.
7. **OTHER**  
No other items were discussed.
8. **ADJOURNMENT**  
Director Aceves moved to adjourn the meeting at 9:54am. Director Shelor seconded the motion. The motion passed unanimously.



FINANCE COMMITTEE REPORT

**MEETING DATE:** MAY 26, 2016

**AGENDA ITEM #:** 6

**TYPE:** ACTION

**PREPARED BY:** BRAD DAVIS

\_\_\_\_\_  
*Signature*

**REVIEWED BY:** GENERAL MANAGER

\_\_\_\_\_  
*GM Signature*

**SUBJECT:** Draft Fiscal Year 2016-17 Budget

**RECOMMENDATION:**

Staff will present a revised draft of the fiscal year 2016-17 budget and request authorization for submittal to the full Board for its consideration on June 14, 2016.

**BACKGROUND:**

Staff presented the first draft of the fiscal year 2016-17 budget to the Finance Committee last March 1 and to the Board on March 8. A second draft of the FY16-17 budget is attached which takes into account Finance Committee and Board direction on the first draft of the budget as well as additional operating and capital revenue and expense data available since last February.

Staff will present the proposed budget to the Committee including the key assumptions built into it. Taking into account any further direction from the Committee on the budget, staff asks that the Committee approve taking the draft budget to the Board for its consideration for approval this June 14, the Board's next scheduled public meeting.

**DISCUSSION:**

The proposed operating budget for fiscal year 2016-17 is \$25,762,714, which is 5.6% more than current year budget and 8.1% above the projected costs for FY 15-16. The growth in operating expenses is mainly driven by the 4.8% increase in the service level. Other important factors are discussed below.

Overall revenue supporting operating costs is projected at \$25,488,061, leaving a funding gap of \$274,653 that would necessitate the use of MTD reserves. Fare revenue is expected to be flat. It is the growth in aggregate subsidies of more than \$1 million that is fueling MTD's ability to support the increase in South Coast transit service.

Transit Service

- Annual revenue hours will increase to 220,317 next year, a 4.8% growth from the service level in the current fiscal year.
- The majority of the additional service hours is for the new UCSB-funded Line 28. Other enhancements include increased service to the Line 7 (Calle Real/Fairview), Line 20 (Carpinteria), and new last mile service for the Goleta Amtrak station. Changes to Lines 6/11/23/25 in western Goleta result in an hours reduction that partially offset the service expansion.

### Operating Revenue

- Farebox revenue of \$7,679,472 is projected to be flat relative to the fiscal year ending this June. This is composed of a 1.8% decrease in cash and pass revenue—due to a continued fall in ridership—and 2.5% rise in contract fares resulting from the increase in SBCC student fee from \$30 per semester to \$31.
- Federal 5307 formula operating assistance of \$5,081,813 is anticipated for fiscal year 2016-17. This represents a 2% increase from FY 15-16 amount based upon the Fast Act transit funding bill passed by Congress last December.
- Staff estimates that Transportation Development Act – Local Transportation Fund sales tax revenue generated in fiscal year 2016-17 will increase by 2% over the current year to \$7,413,756.
- State and local operating assistance is increasing again in FY 16-17 with UCSB providing approximately \$725,000 for the new Line 28. Additionally, the State Low-Carbon Transit Operations Program (LCTOP) will contribute a full year of funding for the increased peak service on the Lines 1 and 2 that began last December.

### Operating Expenses

- Wages and fringe benefits are budgeted to increase by \$1.9 million or 5% over the current year budget and grow by \$1.9 million or 11% from the current year estimate. The rise is a result of the increased service level of 4.8%, an assumed 2% increase in wages and 8% in health insurance, the attainment of full employment, and the addition of three full-time equivalent non-driver positions.
- At just under \$1.7 million, self-insured liability and workers' compensation costs are expected to be slightly down (1.6%) from the projected expense for the current year.
- Diesel fuel expenditures of about \$1.4 million projected for FY 16-17 are down 15% from the prior year as a result of a full year of the substantially lower prices being paid by MTD. The current price of \$1.81 per gallon will increase to \$1.96 this December under the terms of the contract.

### Net Position – Unrestricted

- Staff is recommending the use of \$274,653 in unrestricted net assets to balance the budget in fiscal year 2016-17.<sup>1</sup>

Attachment: *Draft Operating & Capital Budget for Fiscal Year 2016-2017* dated May 26, 2016

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<sup>1</sup> The year-end adjustment to account for Other Post-Employment Benefits (retiree health insurance) is not reflected in the amount used to balance the budget.



***OPERATING & CAPITAL BUDGET***

***for***

***FISCAL YEAR 2016-17***

***Draft***

**Santa Barbara Metropolitan Transit District  
550 Olive Street \* Santa Barbara, CA 93101  
Telephone (805) 963-3364 \* FAX (805) 963-3365**

**May 26, 2016**

**OPERATING & CAPITAL BUDGET  
FISCAL YEAR 2016-17**

***Draft***  
***May 26, 2016***

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**OPERATING BUDGET SUMMARY  
FISCAL YEAR 2016-17**

Operating Budget	Draft Budget <u>FY 2016-17</u>	Final Budget <u>FY 2015-16</u>	Budget Change	Estimated Actual <u>FY 2015-16</u>
<u>Revenue</u>				
Passenger Fares	\$7,679,472	\$7,695,634	(\$16,162)	\$7,685,014
TDA-LTF Sale Tax Revenue	7,413,756	7,321,681	92,075	7,320,463
FTA Operating Assistance	5,081,813	4,943,999	137,814	4,984,944
Measure A Sale Tax Revenue	2,014,368	2,021,193	(6,825)	2,035,505
Local Operating Assistance	1,341,807	446,317	895,490	462,519
Property Tax Revenue	1,110,665	975,000	135,665	1,088,887
Non-Transportation Income	846,180	787,710	58,470	841,274
Total Operating Revenue	<u>\$25,488,061</u>	<u>\$24,191,534</u>	<u>\$1,296,527</u>	<u>\$24,418,606</u>
<u>Expense</u>				
Route Operations	\$15,641,947	\$14,435,306	\$1,206,641	\$14,423,715
Vehicle Maintenance	5,255,341	5,284,711	(29,371)	5,053,945
Passenger Accommodations	1,880,722	1,703,769	176,952	1,496,295
General Overhead	2,984,704	2,977,362	7,342	2,860,364
Total Operating Expense	<u>\$25,762,714</u>	<u>\$24,401,149</u>	<u>\$1,361,565</u>	<u>\$23,834,319</u>
Surplus/Deficit	<u>(\$274,653)</u>	<u>(\$209,615)</u>	<u>(\$65,038)</u>	<u>\$584,287</u>
	FY 2016-17	FY 2015-16		FY 2015-16
<u>Unrestricted Net Position</u>				
Beginning Balance	\$10,877,904	\$10,293,617		\$10,293,617
Net Change from Operating Activities	<u>(274,653)</u>	<u>(209,615)</u>		<u>584,287</u>
Ending Balance *	<u>\$10,603,250</u>	<u>\$10,084,002</u>		<u>\$10,877,904</u>

\* Ending balance does not reflect year-end adjustment to account for Other Post-Employment Benefits (retiree health insurance). Governmental accounting standards require the District to book the actuarially derived estimate each year.

**OPERATING REVENUE DETAIL**  
**FISCAL YEAR 2016-17**

	Draft Budget <u>FY 2016-17</u>	Final Budget <u>FY 2015-16</u>	Budget Change	Estimated Actual <u>FY 2015-16</u>
<i>FAREBOX REVENUE</i>				
Cash Fares	\$2,246,150	\$2,409,959	(\$163,809)	\$2,327,623
Full Fares - Tokens	50,652	60,527	(9,875)	49,903
Downtown-Waterfront Shuttle	1,124,303	1,105,345	18,958	1,087,904
UCSB Contract Fares	1,013,519	985,040	28,480	991,118
SBCC Contract Fares	944,870	931,386	13,484	931,386
Special Event Fares	115,000	77,294	37,706	109,513
Day Pass	5,502	5,280	222	5,316
Adult 10-Ride Pass	635,325	675,916	(40,591)	665,261
Youth 10-Ride Pass	451,198	383,182	68,016	435,941
Senior 10-Ride Pass	79,789	80,444	(655)	78,611
Mobility 10-Ride Pass	29,610	30,348	(738)	30,061
Coastal Express - 10-Ride Pass	n/a	(7,361)	7,361	(7,361)
Adult 30-Day Pass	611,954	593,092	18,862	615,031
Youth 30-Day Pass	150,003	162,978	(12,975)	163,939
Senior 30-Day Pass	101,380	94,737	6,644	97,952
Mobility 30-Day Pass	120,216	125,471	(5,255)	120,820
Ventura CE - 30-Day Pass	n/a	(18,004)	18,004	(18,004)
<i>Subtotal</i>	<u>\$7,679,472</u>	<u>\$7,695,634</u>	<u>(\$16,162)</u>	<u>\$7,685,014</u>
<i>NON-TRANSPORTATION INCOME</i>				
Advertising on Buses	\$600,000	\$525,000	\$75,000	580,416
Interest on Investments	\$22,910	42,580	(19,670)	27,487
Property & Other Income	223,270	220,130	3,140	233,371
<i>Subtotal</i>	<u>\$846,180</u>	<u>\$787,710</u>	<u>\$58,470</u>	<u>\$841,274</u>
<i>GRANTS &amp; SUBSIDIES</i>				
TDA Sales Tax Revenue	\$7,413,756	\$7,321,681	\$92,075	\$7,320,463
FTA Formula Assistance	5,081,813	4,943,999	137,814	4,984,944
Property Tax Revenue	1,110,665	975,000	135,665	1,088,887
Measure A	2,014,368	2,021,193	(6,825)	2,035,505
State & Local Operating Assistance	1,341,807	446,317	895,490	462,519
<i>Subtotal</i>	<u>\$16,962,409</u>	<u>\$15,708,190</u>	<u>\$1,254,219</u>	<u>\$15,892,318</u>
<i>Total Operating Revenue</i>	<u>\$25,488,061</u>	<u>\$24,191,534</u>	<u>\$1,296,527</u>	<u>\$24,418,606</u>

**OPERATING EXPENSE SUMMARY**  
**FISCAL YEAR 2016-17**

	Draft Budget FY 2016-17	Final Budget FY 2015-16	Change	Estimated Actual FY 2015-16
<i>ROUTE OPERATIONS</i>				
Drivers	\$11,512,381	\$10,680,754	\$831,628	\$10,445,011
Dispatch & Supervision	669,421	610,807	58,614	589,760
Hiring & Training	311,505	284,526	26,979	292,683
Risk & Safety	2,297,540	2,033,709	263,831	2,270,751
Transportation Subsidies	851,100	825,511	25,589	825,511
<i>Subtotal</i>	<u>\$15,641,947</u>	<u>\$14,435,306</u>	<u>\$1,206,641</u>	<u>\$14,423,715</u>
<i>VEHICLE MAINTENANCE</i>				
Mechanics	\$1,262,968	\$1,151,755	\$111,212	\$1,052,375
Cleaners & Fuelers	798,372	787,242	11,130	814,809
Supervision	570,515	451,766	118,749	469,968
Vehicle Consumables	1,762,925	2,023,546	(260,621)	1,977,479
Bus Parts & Supplies	693,792	709,661	(15,869)	649,045
Vendor Services	97,500	82,500	15,000	61,512
Risk & Safety	69,268	78,241	(8,973)	28,757
<i>Subtotal</i>	<u>\$5,255,341</u>	<u>\$5,284,711</u>	<u>(\$29,371)</u>	<u>\$5,053,945</u>
<i>PASSENGER ACCOMMODATIONS</i>				
Passenger Facilities	\$715,383	\$650,588	\$64,794	\$650,229
Transit Development	379,500	369,959	9,541	329,548
Promotion & Information	468,977	338,233	130,744	237,463
Fare Revenue Collection	316,862	344,990	(28,128)	279,055
<i>Subtotal</i>	<u>\$1,880,722</u>	<u>\$1,703,769</u>	<u>\$176,952</u>	<u>\$1,496,295</u>
<i>GENERAL OVERHEAD</i>				
Finance	\$556,349	\$527,384	\$28,966	\$527,939
Personnel	168,573	156,090	12,484	134,772
Utilities & Communication	252,000	239,200	12,800	210,068
Operating Facilities	330,722	322,909	7,812	331,285
District Administration	1,677,060	1,731,779	(54,719)	1,656,300
<i>Subtotal</i>	<u>\$2,984,704</u>	<u>\$2,977,362</u>	<u>\$7,342</u>	<u>\$2,860,364</u>
<i>Total Operating Cost</i>	<u>\$25,762,714</u>	<u>\$24,401,149</u>	<u>\$1,361,565</u>	<u>\$23,834,319</u>

**ROUTE OPERATIONS DETAIL**  
**FISCAL YEAR 2016-17**

	Draft Budget <u>FY 2016-17</u>	Final Budget <u>FY 2015-16</u>	Change	Estimated Actual <u>FY 2015-16</u>
<b>DRIVERS</b>				
Scheduled	\$6,612,398	\$6,139,781	\$472,617	\$6,045,021
Scheduled Overtime	334,336	333,387	949	308,331
Unscheduled Pay	235,469	168,196	67,273	213,443
Driver Lite Duty	5,014	20,710	(15,697)	2,180
FICA	621,515	576,102	45,414	563,096
Pension	934,764	892,219	42,544	861,827
Health	1,763,596	1,625,346	138,250	1,524,449
Sick Pay	133,599	133,191	408	123,297
Vacation Pay	522,514	464,421	58,093	430,031
Holiday Pay	253,344	243,344	10,000	279,900
Other Paid Leave	27,708	27,708	0	46,491
Unemployment Insurance	33,124	33,348	(224)	33,339
Uniforms	35,000	23,000	12,000	13,607
<b>Drivers Subtotal</b>	<u>\$11,512,381</u>	<u>\$10,680,754</u>	<u>\$831,628</u>	<u>\$10,445,011</u>
<b>DISPATCH &amp; SUPERVISION</b>				
Supervisors	\$223,947	\$173,656	\$50,291	\$164,751
Staff	165,163	180,272	(15,109)	174,272
FICA	36,501	33,409	3,092	31,743
Pension	37,573	39,066	(1,493)	41,144
Health	116,952	100,411	16,541	97,093
Sick Pay	9,177	8,335	842	14,240
Vacation Pay	37,482	36,690	792	24,860
Holiday Pay	17,037	16,389	648	17,411
Other Paid Leave	24,336	21,382	2,953	22,908
Unemployment Insurance	1,252	1,196	56	1,339
	<u>\$669,421</u>	<u>\$610,807</u>	<u>\$58,614</u>	<u>\$589,760</u>
<b>HIRING &amp; TRAINING</b>				
Staff	\$33,870	\$22,875	\$10,995	\$20,241
Student Drivers	36,606	36,312	294	43,789
Existing Drivers/Supers	135,204	133,386	1,818	135,676
FICA	16,545	15,518	1,027	11,004
Pension	10,530	9,206	1,325	10,603
Health	24,927	20,125	4,802	19,035
Sick Pay	1,949	1,765	184	1,632
Vacation Pay	4,542	4,474	68	9,967
Holiday Pay	3,415	3,355	60	3,643
Other Paid Leave	694	683	12	1,335
Unemployment Insurance	112	448	(336)	504
Medical Exams & License Fees	27,050	22,000	5,050	26,735
Employment Advertising	6,000	4,900	1,100	7,015
Training, Travel & Meetings	10,060	9,480	580	1,505
<b>Hiring &amp; Training Subtotal</b>	<u>\$311,505</u>	<u>\$284,526</u>	<u>\$26,979</u>	<u>\$292,683</u>

**ROUTE OPERATIONS DETAIL**  
**FISCAL YEAR 2016-17**

	Draft Budget <u>FY 2016-17</u>	Final Budget <u>FY 2015-16</u>	Change	Estimated Actual <u>FY 2015-16</u>
<b>RISK &amp; SAFETY</b>				
<b>Wages &amp; Benefits</b>				
Staff	\$144,202	\$90,531	\$53,671	\$94,820
Supervisors	298,796	292,938	5,859	286,617
Driver Accident Pay	1,755	1,731	24	2,275
FICA	38,813	34,031	4,783	34,055
Pension	48,988	43,069	5,920	42,417
Health	98,145	91,814	6,331	74,843
Sick Pay	6,148	5,666	483	4,136
Vacation Pay	33,239	28,469	4,770	27,908
Holiday Pay	18,060	19,991	(1,932)	17,360
Other Paid Leave	5,166	5,522	(356)	12,535
Unemployment Insurance	1,445	1,333	112	1,187
<b>Wages &amp; Benefits Subtotal</b>	<b>\$694,757</b>	<b>\$615,093</b>	<b>\$79,664</b>	<b>\$598,152</b>
<b>Public Liability</b>				
Professional Services	\$175,000	\$119,066	\$55,934	\$173,605
Insurance	264,733	255,165	9,568	255,164
Current Year Incident Payouts	75,000	75,000	0	27,883
Current Year Incident Reserves	150,000	140,000	10,000	178,761
Prior Years Incident Payouts	300,000	270,000	30,000	368,000
Change in Prior Years Reserves	(250,000)	(270,000)	20,000	(280,363)
<b>Public Liability Subtotal</b>	<b>\$714,734</b>	<b>\$589,231</b>	<b>\$125,503</b>	<b>\$723,051</b>
<b>Workers' Compensation</b>				
Professional Services	\$175,000	\$174,364	\$636	\$214,088
Insurance	88,049	86,109	1,940	75,168
Current Year Incident Payouts	150,000	150,000	0	75,197
Current Year Incident Reserves	300,000	250,000	50,000	665,961
Prior Years Incident Payouts	275,000	275,000	0	219,379
Change in Prior Years Reserves	(125,000)	(131,619)	6,619	(318,860)
Miscellaneous Risk & Safety	25,000	25,531	(530)	18,615
<b>Workers' Compensation Subtotal</b>	<b>\$888,049</b>	<b>\$829,385</b>	<b>\$58,664</b>	<b>\$949,548</b>
<b>Risk &amp; Safety Subtotal</b>	<b><u>\$2,297,540</u></b>	<b><u>\$2,033,709</u></b>	<b><u>\$263,831</u></b>	<b><u>\$2,270,751</u></b>
<b>TRANSPORTATION SUBSIDIES</b>				
ADA Paratransit Service	\$851,100	\$825,511	\$25,589	\$825,511
<b>Transportation Subsidies Subtotal</b>	<b><u>\$851,100</u></b>	<b><u>\$825,511</u></b>	<b><u>\$25,589</u></b>	<b><u>\$825,511</u></b>
<b>TOTAL ROUTE OPERATIONS</b>	<b><u>\$15,641,947</u></b>	<b><u>\$14,435,306</u></b>	<b><u>\$1,206,641</u></b>	<b><u>\$14,423,715</u></b>

**VEHICLE MAINTENANCE DETAIL**  
**FISCAL YEAR 2016-17**

	Draft Budget <u>FY 2016-17</u>	Final Budget <u>FY 2015-16</u>	<u>Change</u>	Estimated Actual <u>FY 2015-16</u>
<b>MECHANICS</b>				
Mechanics	\$712,435	\$660,878	\$51,556	\$637,708
Less Mechanic Labor Capitalization	(30,208)	(29,531)	(677)	(18,413)
Mechanics-OT	26,142	25,556	586	14,101
FICA	69,762	64,857	4,905	57,532
Pension	90,740	91,229	(489)	80,780
Health	187,541	149,041	38,500	135,261
Sick Pay	19,436	19,534	(98)	15,441
Vacation Pay	118,731	109,156	9,574	66,221
Holiday Pay	33,668	31,276	2,392	32,169
Other Paid Leave	1,510	1,403	107	773
Unemployment Insurance	2,912	2,767	145	3,065
Uniforms	16,000	12,000	4,000	14,535
Tool Allowance	14,300	13,589	711	13,200
<i>Mechanics Subtotal</i>	<u>\$1,262,968</u>	<u>\$1,151,755</u>	<u>\$111,212</u>	<u>\$1,052,375</u>
<b>CLEANERS &amp; FUELERS</b>				
Service Workers	\$445,699	\$437,870	\$7,828	\$430,820
FICA	39,285	37,147	2,138	38,107
Pension	72,839	71,410	1,428	70,732
Health	159,452	161,850	(2,398)	161,984
Sick Pay	10,494	9,289	1,206	20,897
Vacation Pay	31,435	31,015	420	54,776
Holiday Pay	23,928	23,459	469	21,587
Other Paid Leave	1,972	1,934	39	1,364
Unemployment Insurance	2,940	2,940	0	2,759
Uniforms	7,098	7,098	0	8,193
Medical Exams & License Fees	3,230	3,230	0	3,591
<i>Cleaners &amp; Fuelers Subtotal</i>	<u>\$798,372</u>	<u>\$787,242</u>	<u>\$11,130</u>	<u>\$814,809</u>
<b>SUPERVISION</b>				
Staff	\$345,981	\$244,290	\$101,691	\$275,383
FICA	29,412	22,081	7,331	23,839
Pension	38,447	28,864	9,584	24,923
Health	104,164	100,904	3,259	89,106
Sick Pay	820	4,259	(3,440)	694
Vacation Pay	20,295	25,542	(5,247)	32,991
Holiday Pay	13,647	10,537	3,110	10,967
Other Paid Leave	2,729	2,834	(105)	248
Unemployment Insurance	896	1,008	(112)	817
Training, Travel & Meetings	14,125	11,447	2,678	11,000
<i>Supervision Subtotal</i>	<u>\$570,515</u>	<u>\$451,766</u>	<u>\$118,749</u>	<u>\$469,968</u>
<b>VEHICLE CONSUMABLES</b>				
Bus Fuel	\$1,382,225	\$1,654,413	(\$272,189)	\$1,619,072

**VEHICLE MAINTENANCE DETAIL**  
**FISCAL YEAR 2016-17**

	Draft Budget <u>FY 2016-17</u>	Final Budget <u>FY 2015-16</u>	<u>Change</u>	Estimated Actual <u>FY 2015-16</u>
Oil & Lubricants	125,000	117,959	7,041	\$122,927
Electric Vehicle Power	84,000	84,000	0	77,521
Tire Lease	161,700	157,173	4,527	149,893
Tire Mounting	10,000	10,000	0	8,065
<i>Vehicle Consumables Subtotal</i>	<u>\$1,762,925</u>	<u>\$2,023,545</u>	<u>(\$260,620)</u>	<u>\$1,977,479</u>
<b>VEHICLE PARTS &amp; SUPPLIES</b>				
Bus Parts Issued	\$597,792	\$594,661	\$3,131	\$555,935
Shop Supplies	70,000	85,000	(15,000)	66,132
Bus Servicing Supplies	12,000	20,000	(8,000)	9,128
Hazmat Disposal & Compliance	14,000	10,000	4,000	17,851
<i>Vehicle Part &amp; Supplies Subtotal</i>	<u>\$693,792</u>	<u>\$709,661</u>	<u>(\$15,869)</u>	<u>\$649,045</u>
<b>VENDOR BUS REPAIRS</b>				
Vandalism Repairs	\$15,000	\$45,000	(\$30,000)	\$4,091
Accident Damage Repairs	7,500	7,500	0	4,196
Accident Claim Collections	(5,000)	(5,000)	0	(16,951)
Other Vendor Repairs	80,000	35,000	45,000	70,176
<i>Vendor Bus Repairs Subtotal</i>	<u>\$97,500</u>	<u>\$82,500</u>	<u>\$15,000</u>	<u>\$61,512</u>
<b>RISK &amp; SAFETY</b>				
Workers' Comp Services	\$10,000	\$9,177	\$823	\$27,864
Workers' Comp Insurance	9,268	9,064	204	7,467
Current Year Incident Payouts	15,000	10,000	5,000	0
Current Year Incident Reserves	25,000	25,000	0	671
Prior Years Incident Payouts	15,000	75,000	(60,000)	10,081
Change in Prior Years Reserves	(5,000)	(50,000)	45,000	(17,325)
<i>Risk &amp; Safety Subtotal</i>	<u>\$69,268</u>	<u>\$78,241</u>	<u>(\$8,973)</u>	<u>\$28,757</u>
<b>TOTAL VEHICLE MAINTENANCE</b>	<u><u>\$5,255,341</u></u>	<u><u>\$5,284,711</u></u>	<u><u>(\$29,370)</u></u>	<u><u>\$5,053,945</u></u>

**PASSENGER ACCOMMODATIONS DETAIL**  
**FISCAL YEAR 2016-17**

	Draft Budget <u>FY 2016-17</u>	Final Budget <u>FY 2015-16</u>	Change	Estimated Actual <u>FY 2015-16</u>
<b>PASSENGER FACILITIES</b>				
<b>Wages &amp; Benefits</b>				
Supervisors	\$186,493	\$182,836	\$3,657	\$190,152
TC Advisors	141,321	116,034	25,287	103,043
Staff	40,286	39,273	1,012	42,427
FICA	31,290	29,003	2,287	30,261
Pension	26,301	26,315	(14)	25,492
Health	167,534	141,532	26,002	132,345
Sick Pay	4,207	4,150	57	12,560
Vacation Pay	19,772	20,047	(275)	27,653
Holiday Pay	14,594	14,448	146	15,579
Other Paid Leave	2,348	2,337	11	3,995
Unemployment Insurance	2,237	1,800	437	2,375
<b>Wages &amp; Benefits Subtotal</b>	<b>\$636,383</b>	<b>\$577,776</b>	<b>\$58,607</b>	<b>\$585,881</b>
<b>Buildings &amp; Grounds</b>				
TC Contract Maintenance	\$47,576	\$47,720	(\$144)	\$47,567
TC Repairs/Supplies	10,000	10,000	0	9,620
Bus Stop Repairs/Supplies	16,000	10,000	6,000	4,611
TC Property Insurance	5,424	5,093	331	2,551
<b>Buildings &amp; Grounds Subtotal</b>	<b>\$79,000</b>	<b>\$72,813</b>	<b>\$6,187</b>	<b>\$64,348</b>
<b>Passenger Facilities Subtotal</b>	<b><u>\$715,383</u></b>	<b><u>\$650,588</u></b>	<b><u>\$64,794</u></b>	<b><u>\$650,229</u></b>
<b>TRANSIT DEVELOPMENT</b>				
Staff	\$217,758	\$213,376	\$4,383	\$192,224
FICA	18,938	18,555	383	18,125
Pension	24,755	24,254	501	23,685
Health	59,474	56,492	2,983	42,897
Sick Pay	6,219	5,603	615	6,215
Vacation Pay	14,108	14,307	(199)	25,381
Holiday Pay	9,588	9,429	159	9,279
Other Paid Leave	2,876	2,829	48	5,597
Unemployment Insurance	784	750	34	799
Training, Travel & Meetings	5,000	6,364	(1,364)	4,808
Planning Services & Supplies	20,000	18,000	2,000	537
<b>Transit Development Subtotal</b>	<b><u>\$379,500</u></b>	<b><u>\$369,959</u></b>	<b><u>\$9,541</u></b>	<b><u>\$329,548</u></b>

**PASSENGER ACCOMMODATIONS DETAIL**  
**FISCAL YEAR 2016-17**

	Draft Budget <u>FY 2016-17</u>	Final Budget <u>FY 2015-16</u>	Change	Estimated Actual <u>FY 2015-16</u>
<b>PROMOTION &amp; INFORMATION</b>				
<b>Wages &amp; Benefits</b>				
Staff	\$153,878	\$92,473	\$61,405	\$92,020
FICA	12,736	7,851	4,884	8,271
Pension	16,648	10,263	6,385	10,812
Health	47,853	25,334	22,519	21,957
Sick Pay	1,290	2,222	(932)	3,612
Vacation Pay	4,261	4,885	(625)	5,829
Holiday Pay	6,442	4,023	2,418	4,627
Other Paid Leave	1,610	1,006	605	2,025
Unemployment Insurance	560	414	146	405
<b>Wages &amp; Benefits Subtotal</b>	<b>\$245,277</b>	<b>\$148,473</b>	<b>\$96,804</b>	<b>\$149,559</b>
<b>Outside Services</b>				
Media Ad Placement	10,000	5,000	5,000	0
Brochures & Publications	5,000	5,000	0	1,799
Promotional Giveaways	5,000	5,000	0	2,581
Bus/Shuttle Decorations	5,000	2,500	2,500	808
Other Promotions	66,500	65,000	1,500	6,695
Route Schedules & Information	126,200	101,700	24,500	76,021
Training, Travel & Meetings	6,000	5,560	440	0
<b>Outside Services Subtotal</b>	<b>\$223,700</b>	<b>\$189,760</b>	<b>\$33,940</b>	<b>\$87,904</b>
<b>Promotion &amp; Information Subtotal</b>	<b>\$468,977</b>	<b>\$338,233</b>	<b>\$130,744</b>	<b>\$237,463</b>
<b>FARE REVENUE COLLECTION</b>				
<b>Wages &amp; Benefits</b>				
Staff	\$106,148	\$104,220	\$1,929	\$108,309
FICA	9,596	9,328	268	8,137
Pension	12,544	12,193	351	12,256
Health	60,840	61,093	(253)	56,995
Sick Pay	3,286	3,219	67	4,608
Vacation Pay	9,143	7,834	1,310	5,725
Holiday Pay	4,572	4,438	134	5,415
Other Paid Leave	2,286	2,219	67	2,128
Unemployment Insurance	448	448	0	489
<b>Wages &amp; Benefits Subtotal</b>	<b>\$208,862</b>	<b>\$204,990</b>	<b>\$3,872</b>	<b>\$204,063</b>
<b>Outside Services</b>				
Fare Processing	\$40,000	\$75,000	(\$35,000)	\$13,368
Farebox Parts & Repairs	38,000	35,000	3,000	37,480
Tickets, Tokens & Transfers	30,000	30,000	0	24,144
<b>Outside Services Subtotal</b>	<b>\$108,000</b>	<b>\$140,000</b>	<b>(\$32,000)</b>	<b>\$74,992</b>
<b>Fare Revenue Collection Subtotal</b>	<b>\$316,862</b>	<b>\$344,990</b>	<b>(\$28,128)</b>	<b>\$279,055</b>
<b>TOTAL PSNGR ACCOMMODATIONS</b>	<b>\$1,880,722</b>	<b>\$1,703,769</b>	<b>\$176,952</b>	<b>\$1,496,295</b>

**GENERAL OVERHEAD DETAIL**  
**FISCAL YEAR 2016-17**

	Draft Budget <u>FY 2016-17</u>	Final Budget <u>FY 2015-16</u>	<u>Change</u>	Estimated Actual <u>FY 2015-16</u>
<b>FINANCE</b>				
Staff	\$311,805	\$258,226	\$53,579	\$281,051
FICA	27,534	23,610	3,924	24,596
Pension	35,992	30,862	5,130	27,544
Health	89,894	88,103	1,791	79,004
Sick Pay	6,478	13,242	(6,763)	9,708
Vacation Pay	21,906	20,116	1,789	15,764
Holiday Pay	13,726	13,940	(213)	14,359
Other Paid Leave	6,005	3,098	2,908	2,597
Unemployment Insurance	1,008	1,187	(179)	1,017
Financial Audit Services	42,000	75,000	(33,000)	72,299
<i>Finance Subtotal</i>	<u>\$556,349</u>	<u>\$527,384</u>	<u>\$28,966</u>	<u>\$527,939</u>
<b>PERSONNEL</b>				
Staff	\$100,083	\$92,129	\$7,953	\$93,912
FICA	8,425	7,870	554	8,135
Pension	11,013	10,288	725	3,709
Health	38,175	31,426	6,749	18,796
Sick Pay	1,135	1,115	21	727
Vacation Pay	3,054	5,164	(2,110)	4,821
Holiday Pay	4,236	5,464	(1,228)	3,804
Other Paid Leave	2,118	2,186	(68)	364
Unemployment Insurance	336	448	(112)	504
<i>Personnel Subtotal</i>	<u>\$168,573</u>	<u>\$156,090</u>	<u>\$12,484</u>	<u>\$134,772</u>
<b>UTILITIES</b>				
Telephone & Data Communications	\$64,000	\$46,000	\$18,000	\$35,876
Power, Water & Refuse	166,000	174,000	(8,000)	159,151
Two-Way Radios	22,000	19,200	2,800	15,041
<i>Utilities Subtotal</i>	<u>\$252,000</u>	<u>\$239,200</u>	<u>\$12,800</u>	<u>\$210,068</u>
<b>OPERATING FACILITIES</b>				
<b>Wages &amp; Benefits</b>				
Staff	\$55,898	\$54,861	\$1,038	\$51,503
FICA	4,825	4,730	95	4,705
Pension	6,307	6,183	124	6,209
Health	11,622	11,649	(27)	10,181
Sick Pay	861	844	16	2,780
Vacation Pay	3,638	3,532	107	5,336
Holiday Pay	2,426	2,354	71	2,517
Other Paid Leave	243	235	7	0
Unemployment Insurance	224	224	0	233
<i>Wages &amp; Benefits Subtotal</i>	<u>\$86,043</u>	<u>\$84,611</u>	<u>\$1,431</u>	<u>\$83,465</u>

**GENERAL OVERHEAD DETAIL**  
**FISCAL YEAR 2016-17**

	Draft Budget <u>FY 2016-17</u>	Final Budget <u>FY 2015-16</u>	<u>Change</u>	Estimated Actual <u>FY 2015-16</u>
<i>OPERATING FACILITIES (cont'd)</i>				
Service Vehicles				
Parts & Repairs	\$18,000	\$12,000	\$6,000	\$13,481
Fuel	50,000	60,000	(10,000)	43,572
Service Vehicles Subtotal	\$68,000	\$72,000	(\$4,000)	\$57,053
Buildings & Grounds				
Contract Maintenance	\$78,360	\$74,960	\$3,400	\$82,753
Overpass Site	7,500	7,500	0	2,311
B&G Repairs/Supplies	42,000	38,000	4,000	57,701
Property Insurance	48,819	45,838	2,981	48,001
Buildings & Grounds Subtotal	\$176,679	\$166,298	\$10,381	\$190,767
<i>Operating Facilities Subtotal</i>	<u>\$330,722</u>	<u>\$322,909</u>	<u>\$7,812</u>	<u>\$331,285</u>
<i>DISTRICT ADMINISTRATION</i>				
Wages & Benefits				
Staff	\$558,025	\$528,416	\$29,609	\$532,271
Bus Ad Revenue Placement	8,875	8,701	174	11,557
FICA	50,147	48,016	2,132	45,903
Pension	65,552	62,765	2,787	58,488
Health	172,409	158,903	13,506	139,153
Sick Pay	10,961	14,653	(3,692)	14,245
Vacation Pay	54,204	48,954	5,251	51,804
Holiday Pay	24,869	27,409	(2,540)	27,615
Other Paid Leave	7,461	8,223	(762)	6,591
Unemployment Insurance	1,680	1,837	(157)	2,287
Wages & Benefits Subtotal	\$954,183	\$907,877	\$46,307	\$889,913
Administrative Services				
Directors Fees	\$12,600	\$12,600	\$0	\$11,920
Public Officials Insurance	62,752	51,422	11,330	55,815
Legal Counsel	125,000	125,000	0	97,388
Pension Administration	2,700	20,300	(17,600)	431
Office Equipment Maintenance	159,248	142,948	16,300	156,759
Miscellaneous Services	83,398	174,098	(90,700)	186,641
Office & Computer Supplies	50,000	49,511	489	41,869
Dues & Subscriptions	50,000	43,665	6,335	47,541
Conferences, Meetings & Training	17,698	16,640	1,058	24,021
Employee Relations	18,500	16,000	2,500	18,500
Retiree Health Insurance	63,481	86,032	(22,552)	60,947
Mandated Fees & Permits	34,000	38,550	(4,550)	45,529
Bus Ad Revenue Program	1,500	1,500	0	1,507
Miscellaneous Expenses	42,000	45,636	(3,636)	17,519
Administrative Services Subtotal	\$722,877	\$823,903	(\$101,026)	\$766,387
<i>District Administration Subtotal</i>	<u>\$1,677,060</u>	<u>\$1,731,779</u>	<u>(\$54,719)</u>	<u>\$1,656,300</u>
<b>TOTAL GENERAL OVERHEAD</b>	<u><u>\$2,984,704</u></u>	<u><u>\$2,977,362</u></u>	<u><u>\$7,342</u></u>	<u><u>\$2,860,364</u></u>

# CAPITAL PROJECT FUNDING

FISCAL YEAR 2016-17

<u>Revenue</u>	<u>Draft Budget FY 2016-17</u>	<u>Final Budget FY 2015-16</u>	<u>Change</u>
Dedicated Sources:			
<u>State Transit Assistance</u>			
Current Year Allocation	\$0	\$350,000	(\$350,000)
Prior Years Allocation	<u>5,285,202</u>	<u>3,594,897</u>	<u>1,690,305</u>
	<u>\$5,285,202</u>	<u>\$3,944,897</u>	<u>\$1,340,305</u>
<u>Measure A Transit Capital</u>			
Current Year Allocation	\$936,550	\$936,550	\$0
Prior Years Allocation	<u>1,387,823</u>	<u>851,165</u>	<u>536,658</u>
	<u>\$2,324,373</u>	<u>\$1,787,715</u>	<u>\$536,658</u>
 Dedicated Sources Subtotal	 <u><u>\$7,609,575</u></u>	 <u><u>\$5,732,612</u></u>	 <u><u>\$1,876,963</u></u>
 Grants:			
<u>Proposition 1B - Bond Proceeds</u>			
PTMISEA	\$3,405,351	\$5,368,296	(\$1,962,945)
Transit Security - OHS	<u>238,204</u>	<u>739,085</u>	<u>(500,881)</u>
	<u>\$3,643,555</u>	<u>\$6,107,381</u>	<u>(\$2,463,826)</u>
<u>Federal Capital - Grants</u>			
Discretionary Capital Program	\$1,289,870	\$1,396,233	(106,363)
Formula Section 5339	<u>450,000</u>	<u>418,774</u>	<u>31,226</u>
	<u>\$1,739,870</u>	<u>\$1,815,007</u>	<u>(\$75,137)</u>
 Grants Subtotal	 <u><u>\$5,383,425</u></u>	 <u><u>\$7,922,388</u></u>	 <u><u>(\$2,538,963)</u></u>
 Total Capital Revenue	 <u><u><u>\$12,993,000</u></u></u>	 <u><u><u>\$13,655,000</u></u></u>	 <u><u><u>(\$662,000)</u></u></u>
 <u>Expenditures</u>			
Revenue Vehicle Purchases	\$5,425,000	\$5,525,000	(\$100,000)
Revenue Vehicle Improvements	745,000	690,000	55,000
Operating Facilities	1,153,000	895,000	258,000
Passenger Facilities	2,150,000	2,000,000	150,000
Intelligent Transportation Systems	3,135,000	4,280,000	(1,145,000)
Information Systems	210,000	90,000	120,000
Other Equipment	<u>175,000</u>	<u>175,000</u>	<u>0</u>
 Total Capital Expenditures	 <u><u><u>\$12,993,000</u></u></u>	 <u><u><u>\$13,655,000</u></u></u>	 <u><u><u>(\$662,000)</u></u></u>

## Capital Project Detail

### FISCAL YEAR 2016-17

	Proposed Budget FY 2016-17	Carryover Funding Allocation	New Funding Allocation	Projected Actual FY 2015-16	Final Budget FY 2015-16
<i>REVENUE VEHICLE PURCHASES</i>					
30' Electric Buses (8)	\$4,000,000	\$2,000,000	\$2,000,000	\$0	\$2,000,000
40' Diesel Buses (3)	1,425,000	1,425,000	0	0	1,425,000
40' Diesel Buses (5)	0	0	0	2,128,064	2,100,000
Subtotal	<u>\$5,425,000</u>	<u>\$3,425,000</u>	<u>\$2,000,000</u>	<u>\$2,128,064</u>	<u>\$5,525,000</u>
<i>REVENUE VEHICLE IMPROVEMENTS</i>					
Electric Shuttle Refurbishing	\$410,000	\$0	\$410,000	\$15,000	\$0
Diesel Fleet Drivetrains	185,000	260,000	(75,000)	100,000	360,000
Lithium-Ion Battery Upgrades	100,000	180,000	(80,000)	100,000	280,000
EV Drivetrains & Chargers	50,000	0	50,000	10,000	50,000
Subtotal	<u>\$745,000</u>	<u>\$440,000</u>	<u>\$305,000</u>	<u>\$225,000</u>	<u>\$690,000</u>
<i>OPERATING FACILITIES</i>					
Canopy Improvements	\$733,000	\$445,000	\$288,000	\$300,000	\$745,000
Shop Structural & Roof Upgrades	225,000	0	225,000	12,000	0
Charging Infrastructure Upgrades	70,000	0	70,000	0	100,000
Operating Facilities Allowance	50,000	0	50,000	115,000	50,000
Calle Real Development	75,000	0	75,000	15,000	0
Subtotal	<u>\$1,153,000</u>	<u>\$445,000</u>	<u>\$708,000</u>	<u>\$442,000</u>	<u>\$895,000</u>
<i>PASSENGER FACILITIES</i>					
TC Renovation Project	\$1,900,000	\$1,400,000	\$500,000	\$100,000	\$1,500,000
Bus Stop Upgrades	250,000	225,000	25,000	25,000	250,000
Superstops	0	247,000	(247,000)	3,000	250,000
Subtotal	<u>\$2,150,000</u>	<u>\$1,872,000</u>	<u>\$278,000</u>	<u>\$128,000</u>	<u>\$2,000,000</u>
<i>INTELLIGENT TRANSPORTATION SYSTEMS</i>					
AVL Project (AIM)	\$2,150,000	1,955,000	\$195,000	1,325,000	\$3,280,000
Smartcard Project	985,000	985,000	0	15,000	1,000,000
Subtotal	<u>\$3,135,000</u>	<u>\$2,940,000</u>	<u>\$195,000</u>	<u>\$1,340,000</u>	<u>\$4,280,000</u>
<i>INFORMATION SYSTEMS</i>					
Fuel & Mileage Monitoring System	\$100,000	\$0	\$100,000	\$0	\$0
Software Systems Allowance	35,000	0	35,000	0	\$50,000
IT Infrastructure Allowance	75,000	0	75,000	5,000	40,000
Subtotal	<u>\$210,000</u>	<u>\$0</u>	<u>\$210,000</u>	<u>\$5,000</u>	<u>\$90,000</u>
<i>OTHER EQUIPMENT</i>					
Shop Equipment Allowance	\$75,000	\$0	\$75,000	\$10,000	\$75,000
Fare Collection & Radio Allowance	75,000	0	75,000	61,000	75,000
Office Furniture Allowance	25,000	0	25,000	0	25,000
Subtotal	<u>\$175,000</u>	<u>\$0</u>	<u>\$175,000</u>	<u>\$71,000</u>	<u>\$175,000</u>
<b>Total Capital Projects</b>	<u><u>\$12,993,000</u></u>	<u><u>\$9,122,000</u></u>	<u><u>\$3,871,000</u></u>	<u><u>\$4,339,064</u></u>	<u><u>\$13,655,000</u></u>

# OPERATING BUDGET

## Financial Forecast

	Draft	Projected			
	Budget FY16-17	FY17-18	FY18-19	FY19-20	FY20-21
<i>OPERATING REVENUE</i>					
Passenger Fares	\$7,679,472	\$7,756,267	\$7,833,829	\$7,990,506	\$8,150,316
FTA Operating Assistance	5,081,813	5,081,813	5,189,235	5,698,129	6,228,129
Property Tax Revenue	1,110,665	1,132,878	1,149,871	1,149,871	1,172,869
Local Operating Assistance	1,341,807	1,368,643	1,396,016	1,423,937	1,452,415
Measure A	2,014,368	1,973,487	2,041,409	2,112,559	2,200,372
Non-Transportation Income	846,180	863,103	880,365	897,972	915,932
Sales Tax Revenue (TDA - LTF)	7,413,756	7,562,032	7,713,272	7,867,538	8,024,888
<i>Total Operating Revenue</i>	<u>\$25,488,061</u>	<u>\$25,738,223</u>	<u>\$26,203,998</u>	<u>\$27,140,512</u>	<u>\$28,144,923</u>
<i>OPERATING EXPENSE</i>					
Route Operations	\$15,641,947	\$16,066,253	\$16,508,576	\$16,970,043	\$17,451,867
Vehicle Maintenance	3,873,116	3,851,501	3,958,431	4,069,882	4,186,132
(Fuel Costs)	1,382,225	1,520,447	1,596,470	1,676,293	1,760,108
Passenger Accommodations	1,880,722	1,928,348	1,987,339	2,049,249	2,114,277
General Overhead	2,984,704	3,074,372	3,168,332	3,266,877	3,370,323
<i>Total Operating Expense</i>	<u>\$25,762,714</u>	<u>\$26,440,922</u>	<u>\$27,219,147</u>	<u>\$28,032,344</u>	<u>\$28,882,708</u>
Operating Surplus/(Deficit)	<u>(\$274,653)</u>	<u>(\$702,700)</u>	<u>(\$1,015,149)</u>	<u>(\$891,832)</u>	<u>(\$737,785)</u>
<i>Net Position</i>					
Unrestricted Net Position Balance	\$10,877,904	\$10,454,250	\$9,598,081	\$8,424,858	\$7,370,210
Net Change from Operating Activities	(274,653)	(702,700)	(1,015,149)	(891,832)	(737,785)
Post-Retirement Health Care (OPEB)	(149,000)	(153,470)	(158,074)	(162,816)	(167,701)
Unrestricted Net Position-End of Year	<u>\$10,454,250</u>	<u>\$9,598,081</u>	<u>\$8,424,858</u>	<u>\$7,370,210</u>	<u>\$6,464,724</u>