

7. FY 2010 – 2011 Draft TRANSPAC Budget

Summary of Issues: TRANSPAC annually adopts an operating budget (separate from 511 Contra Costa) for its operation, consultant and administrative staff services. Contribution by each jurisdiction is predicated on a formula based on: 1) a one-sixth share of 50% of the budget and; 2) the “second” 50% is derived by the application of the percentage of each jurisdiction’s share of the total Central County Local Street and Road Maintenance Measure J funding. The total of these two calculations is the amount requested of each TRANSPAC jurisdiction.

Recommendations: The TRANSPAC TAC recommends approval of the Draft 2010-11 TRANSPAC budget and authorize the Chair and TRANSPAC Manager to consult on actions to decrease local jurisdiction contributions. Such actions could include decreasing administrative staff hours and revising proposed budget category amounts closer to the end of the fiscal year.

Financial Implications: The proposed 2010-11 budget is \$938 dollars higher than the current budget of \$185,038. See detailed 2010-11 and 2009-10 are on the attached budget charts.

Options: Delay action on budget, revise draft budget, and change budget assumptions.

Background: As in the past, the proposed draft budget is built on City of Pleasant Hill COLA, established step increases and updated benefit rates for TRANSPAC’s share (50%) of the Administrative Assistant position. This is the second year of the two-year contract approved with Neustadter Associates in 2008. At that time, TRANSPAC approved a consultant rate increase based on the City of Pleasant Hill 2008-2009 3.5% percent management COLA increase for each contract year. Please note that the 3.5% increase was not assumed in the proposed 2009-10 budget.

While a final accounting of the budget year usually does not occur until beginning of the new fiscal year, contingency funds and some line items are expected to have some funds remaining at the end of the fiscal year. As a result, it is assumed that some “interest” line item and available 2009-10 “rollover” funds can be used to decrease the 2010-2011 budget bottom line. In addition, the TRANSPAC Manager requests authorization to consult with the Chair if there is an opportunity to use administrative personnel and/or operational savings to decrease the 2009-2010 budget bottom line and to recalculate jurisdiction formula costs prior to the issuance of invoices.

The TRANSPAC TAC reviewed the draft budget at its April 22, 2010 meeting and recommended approval to TRANSPAC with the caveat that the TRANSPAC Manager in consultation with the Chair may revise the budget to decrease the contributions required by TRANSPAC jurisdictions.

Attachments: The proposed 2010-11 budget, the 2009-10 budget for comparison and the calculation from which each jurisdiction’s budget share is derived.

DRAFT **TRANSPAC 2010-2011 EXPENDITURE BUDGET**

| | | 2010-2011 | 2009-2010 | Difference |
|-----------------------------|---|------------------|------------------|----------------|
| | | R | R | R |
| FUND 85 Project 7085 | | | | |
| 0100 | Sal-F/T Perm @ 50% TRANSPAC (assumes 2009/10 2.5% COLA as of 11/1/10 & 5% merit as of 4/01/10) | \$36,286 | \$33,716 | \$2,570 |
| 0500-0800 | Benefits @32% reflects some benefit stabilization | \$11,646 | \$12,475 | (\$829) |
| 0992 | Accrued Leave Costs (held for future use) @ now 8% of salary | \$2,902 | \$2,820 | \$82 |
| 1198 | P/T Consultant Contract (2008 approved 3.5% increase not included in 2009 -10 budget [\$4201]); for 2010 City Mgmt. COLA eliminated and Merit increased from 5% to 7% | \$122,127 | \$119,732 | \$2,395 |
| 2604 | Consultant proposed at 2% increase Auto Mileage | \$1,500 | \$1,500 | |
| 2500 | Consultant faxes/copies (line item now split with 1540 and 4200) formerly Photo/Printing/Machine Service + consultant faxes | \$300 | | |
| 4200 | Operating Expenses (now split with line 2500) | \$2,200 | \$2,500 | |
| 1540 | Copies & machine maintenance (new line item; transfer from line 2500) | \$2,000 | \$3,000 | (\$1,000) |
| 2400 | Postage | \$1,500 | \$2,500 | (\$1,000) |
| 1157 | 511 CC Prof. /Tech Svcs. | \$8,000 | \$8,000 | |
| 4240 | TRANSPAC supplies in office | \$300 | \$250 | \$50 |
| 6800 | Pleasant Hill City/Fiscal Administration | \$2,800 | \$2,800 | |
| 6905 | Subtotal | \$191,561 | \$189,293 | \$2,268 |
| | Contingency @ 1% | \$1,916 | \$1,893 | \$23 |
| | TOTAL | \$193,476 | \$191,186 | \$2,290 |
| | Less 2009-2010 interest | (\$500) | (\$1500) | |
| | Less 2009-2010 rollover | (\$7000) | (\$4648) | |
| | NET TOTAL | \$185,976 | \$185,038 | \$938 |
| | 2010 2011 Budget ok'd TRS TAC | | | |
| | 4 28 10 | | | |
| | format revised | | | |

| TRANSPAC ALLOCATION FORMULA for 20010-2011 Budget | | | |
|--|-----------------------|--|------------------------------------|
| 2010-2011 | | | |
| JURISDICTION | 50% ANNUAL NET BUDGET | MEASURE C/J RTS \$s Current Allocation | RTS % APPLIED TO 50% OF NET BUDGET |
| CLAYTON | 1/6 | \$183,000 | 5.21% |
| CONCORD | 1/6 | \$1,263,000 | 35.95% |
| MARTINEZ | 1/6 | \$426,000 | 12.12% |
| PLEASANT HILL | 1/6 | \$423,000 | 12.04% |
| WALNUT CREEK | 1/6 | \$701,000 | 19.95% |
| CONTRA COSTA COUNTY [^] | 1/6 | \$517,500 | 14.73% |
| TOTAL | 50% Budget | \$3,513,500 | 50% Budget |
| Each jurisdiction contributes 50% of the TRANSPAC budget based on an equal (1/6) share of the annual budget amount. | | | |
| The remaining 50% share is calculated on the most recent percentage of Measure C/J "return to source" funds received by each jurisdiction. | | | |
| [^] Estimated at 25% of allocation (\$2,070,000) | | | |

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TRANSPAC REVENUE BUDGET

2010-2011

| JURISDICTION | 50% ANNUAL BUDGET (R) | MEASURE C/J RTS % = | \$ AMOUNT FROM PERCENT (R) | 2010-2011 AMOUNT | 2009-2010 AMOUNT |
|---------------------|-----------------------|---------------------|----------------------------|------------------|------------------|
| CLAYTON | \$15,498 | 5.21% | \$4,845 | \$20,343 | \$20,093 |
| CONCORD | \$15,498 | 35.95% | \$33,429 | \$48,927 | \$48,867 |
| MARTINEZ | \$15,498 | 12.12% | \$11,270 | \$26,768 | \$26,588 |
| PLEASANT HILL | \$15,498 | 12.04% | \$11,196 | \$26,694 | \$26,459 |
| WALNUT CREEK | \$15,498 | 19.95% | \$18,551 | \$34,049 | \$33,888 |
| CONTRA COSTA COUNTY | \$15,498 | 14.73% | \$13,697 | \$29,195 | \$29,143 |
| TOTAL | \$92,988 | 100% | \$92,988 | \$185,976 | \$185,038 |

2010 2011 Budget ok'd TRS TAC

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