



**Ron Peterson**  
Executive Director

## MEMORANDUM

**TO:** Measure C Extension Citizens Oversight Committee

**FROM:** Sherri Martin, Contracts Administrator

**DATE:** June 3, 2009

**SUBJECT:** Measure C Extension Operating Budget for FY2009-10

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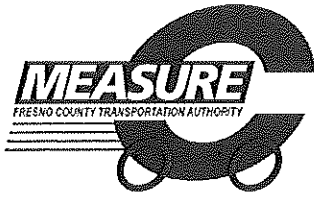
**DISCUSSION:** Attached you will find the Measure C Extension Operating Budget for FY2009-10 that was approved at the June 3, 2009 Authority Board Meeting.

This 2009-10 Measure C Extension budget addresses estimated revenue tax revenue is \$55 million. This proposed Administrative budget reflects two employees (the Executive Director and the Contracts Administrator) at the currently approved salary structure as well as office expense and support services needed to fulfill Administrative duties. The balance of the 1% of total revenues allowed for Administration costs by our enabling legislation is recommended to be reserved to build up a fund to finance agency closedown or transition to an Extension in 2027 as was approved last year.

The 2009-10 Extension budget also provides for Services and Supplies expenditures in the amount of \$687,620. This budget category provides the services needed to deliver the overall Measure C Program and for the most part reflect actions previously approved by the Board. Examples of services funded in this category are:

- Public Outreach contracts
- Legislative Advocate
- Financial Advisor
- Self Help County Organization membership dues
- Accounting Services, and
- Audit expense

The remainder of the proposed Extension budget consists of pass-through funding to participating jurisdictions for all the categories of projects and programs identified as eligible pass-through activities and also identifies the remaining undistributed reserve allocations for programs or projects that are not ready to proceed at this time. These funds will continue to be retained by the Authority in separate accounts until claim and certification procedures are finalized and projects are identified.



FRESNO COUNTY TRANSPORTATION AUTHORITY  
MEASURE C EXTENSION 2007-2027

FY 2009-2010 PROPOSED OPERATING BUDGET

Approved June 3, 2009

This is the third line-item budget of the Measure C Extension Program for the Authority.

The sales tax revenue estimate is based on revenue to be received during the 2009-10 fiscal year resulting from the Extension of the Measure C Sales and Use Tax which began July 1, 2007. The interest earnings estimate is also based on funds on deposit related to the Measure C Extension Program. This interest revenue includes estimated earnings from Fresno County Transportation Authority funds on deposit with the Fresno County Treasury Pool. Remaining appropriations of any contracts in progress will be encumbered in June 2009 to recognize the incurred liability and associated appropriation.

As the narrative notes, total salaries and benefits and administrative expenses must not exceed 1% of the sales tax revenues (i.e., 1% of \$55,000,000 is \$550,000). 2009-2010 budgeted salaries, benefits and administrative expenditures total \$301,605, and is less than 1%.

<b>ESTIMATED NET SALES TAX REVENUE</b>	<b>\$55,000,000.00</b>
<b>ESTIMATED INTEREST INCOME</b>	<b>\$475,000.00</b>
<b>TOTAL:</b>	<b>\$55,475,000.00</b>

(Estimates prepared by the Auditor in accordance with requirements of Public Utilities Code Section 14200 et seq.)

**2009-2010**  
**FRESNO COUNTY TRANSPORTATION AUTHORITY**  
**EXTENSION OPERATING BUDGET**

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## ADMINISTRATION EXPENDITURE BUDGET SUMMARY

<u>6000 SALARIES AND BENEFITS</u>	Approved 08-09	End of Year Anticipated	2009-2010 Recommended
6100 Regular Salaries	203,176	203,176	203,176
6350 Unemployment Insurance	350	350	450
6400 Retirement Contribution	27,630	27,630	27,631
6500 FICA/Medicare	2,946	2,946	2,947
6550 Workers Compensation	1,731	1,731	1,732
6600 Health and Dental Insurance	12,128	12,128	12,128
6650 Life and Disability	2,306	2,306	2,419
<b>Salaries and Benefits Subtotal:</b>	250,267	250,267	250,483
<u>7000 ADMINISTRATIVE EXPENSES</u>	Approved 08-09	End of Year Anticipated	2009-2010 Recommended
7040 Telephone Charges	2,500	2,500	2,500
7250 Memberships, Subscriptions and Documents	500	500	750
7265 Office Expenses	8,000	8,000	8,000
7294 Professional and Specialized Contracts (COG)	1,250	1,250	1,250
7340 Rents and Leases	5,750	5,750	9,522
7385 Small Tools and Equipment	3,000	3,000	3,000
7415 Transportation and Travel (Staff and Board)	9,000	9,000	9,000
7417 Transportation and Travel (Comm. and Adv. Boards)	4,500	4,500	4,500
7544 Management Services (CAO)	1,500	1,500	1,500
7546 Other Purchased Services (City of Fresno)	100	100	100
<b>Administrative Expenses Subtotal:</b>	36,100	36,100	40,122
<u>8000 FIXED ASSETS AND CAPITAL EQUIPMENT</u>	Approved 08-09	End of Year Anticipated	2009-2010 Recommended
8991 Contingency	10,000	10,000	10,000
<b>Contingency Reserve Subtotal:</b>	10,000	10,000	10,000
7490 Unallocated Administrative Reserve	276,571	276,571	242,519
<b>Administrative Reserve Subtotal:</b>	276,571	276,571	242,519
			<b><u>543,124.00</u></b>

## SERVICES AND SUPPLIES EXPENDITURE BUDGET SUMMARY

<u>7000 SERVICES AND SUPPLIES</u>	Approved 08-09	End of Year Anticipated	2009-2010 Recommended
7295 Professional and Specialized Contracts (General)	585,233	585,233	559,580
7370 Contracts Roads (PW&DS)	3,000	3,000	3,000
7400 Special Departmental	5,800	5,800	5,800
7491 Accounting (A-C/T-TC)	137,324	85,000	67,500
7492 Audit Expense	27,800	27,800	39,240
7504 Legal Expense (County Counsel)	12,500	12,500	12,500
<b>Services and Supplies Subtotal:</b>	771,657	771,657	687,620
 <b><u>GRAND TOTAL SERVICES AND SUPPLIES:</u></b>			\$687,620

## BUDGET NARRATIVE

9609/42527

### ADMINISTRATION

#### SALARIES AND BENEFITS

#### APPROPRIATION

#### 6000 SALARIES AND BENEFITS

Division 1000

#### 6100 Regular Salaries

203,176.00

Represents existing salary structure for two employees.

#### 6350 Unemployment Insurance

450.00

Represents contribution for two employees.

#### 6400 Retirement Contributions

27,631.00

Contribution to retirement plan per employee contracts.

#### 6500 FICA/Medicare

2,947.00

#### 6550 Workers Compensation

1,732.00

Required contribution to Workers Compensation Insurance.

#### 6600 Health Insurance

12,128.00

Contribution to the health, dental and optical insurance program of the employees as provided by current employment contracts.

#### 6650 Life and Disability Insurance

2,419.00

Contribution to the life and disability benefit of two employees, insurance provided through Council of Fresno County Governments.

**Salaries And Benefits Subtotal: 250,483.00**

9609/42527

### ADMINISTRATION

#### APPROPRIATION

#### 7000 Administration

Division 1000

#### 7040 Telephone Charges

2,500.00

(No change.) Includes fixed costs, estimated long distance, fax, and internet connection costs for the Authority Administration office. This budgetary item is split between the Original and Extension budgets.

**ADMINISTRATION****APPROPRIATION**7000 Administration

Division 1000

7250 Membership, Subscriptions and Documents

750.00

The primary purpose of membership is to obtain publications and documents useful to the Authority:

Subscriptions:

- Fresno Bee (\$167), Clovis Independent (\$24), Business Journal (\$59), Capitol Inquiry (\$148), Legislative Update (\$169).

Misc. Documents:

- Anticipated documents for Authority use such as local program manuals, Standard Specifications and Plans (Caltrans), California Debt Advisory Commission. Total (\$183)

7265 Office Expense

8,000.00

(No change.) Estimated expenditures for the Administration office expenses including County forms, supplies, stationery, pens, paper, pencils, petty cash, copying costs, postage, maintenance contract for office equipment and software, nameplates etc. (\$8,000)

7294 Professional and Specialized Contracts (COG)

1,250.00

(No change.) Not to exceed contract with Council of Fresno County Governments for the following:

- Work Element 930 (No change - attached to budget): Fresno County Transportation Authority administration. Accounting, general administrative support, mailing support, copying, miscellaneous materials support. The total fee of \$2,500 is split between the Original and Extension budgets. (\$1,250)

7340 Rents and Leases --Building

9,522.00

The current lease payments have increased this fiscal year totaling \$19,044 and are split between the Original and Extension budgets. (\$9,522)

7385 Small Tools and Equipment

3,000.00

(No change.) This category includes small office equipment such as a calculator, postage meter rental, worktable, display boards, etc. In addition, includes requested special software program for accounting, tape back-up, label printer, etc.

**ADMINISTRATION****APPROPRIATION**7000 Administration

Division 1000

7415 Transportation and Travel (Staff and Board)

9,000.00

(No change.) This category budgets up to two (2) travel meetings a month for the Executive Director or Authority members. Cost reimbursement based on actual cost and adopted policies and procedures. The requested increase reflects expressed Board members interest in additional training and conference opportunities.

Purpose/functions of the trips to include:

- Meetings of the California Transportation Commission throughout the state regarding:
  - Authority funding leveraging
  - County shares
  - State Highway Improvement Program Funding (STIP)
  - Highway route matters
  - Highway financial matters
  - STIP implementation policies and amendments
  - State policy issues and guidelines.
- Meetings of the Self-Help Counties Coalition regarding:
  - Exchange of information and shared expertise in management
  - Project delivery techniques RFP/RFQ and consultant selection processes
  - Project delivery management
  - Issues of Caltrans policies as they impact Measure counties
  - Joint legislative strategy building
  - Meetings at Caltrans Headquarters in Sacramento
  - Workshops/sessions on Authority-related policies on delivery, ROW, construction, cost management of State/Authority projects

7417 Transportation and Travel (Commissions and Advisory Boards)

4,500.00

(No change.) This category includes automobile mileage reimbursement for transportation and travel for commissions and advisory boards as described in 7415. Reimbursement based on IRS guidelines.

9609/42527

**ADMINISTRATION**

**APPROPRIATION**

7000 Administration

Division 1000

7544 Management Services (CAO)

1,500.00

(No change.) Contract with the County Administrative Office to provide assistance in connection with financial or other analysis of Authority's program upon Authority's request.

7546 Other Purchased Services (City of Fresno)

100.00

(No change.) As part of the overall agreement with the City of Fresno for possible related services.

**Administrative Expenditures Subtotal: 40,122.00**

8000 FIXED ASSETS AND CAPITAL EQUIPMENT

Division 1000

8991 Administrative Contingency

10,000.00

(No Change.) This contingency category would fund items upon Board approval, such as possible recruitment expenses, lease increases, salary increases, benefits increases, unforeseen administrative costs, etc.

**Contingency Subtotal: 10,000.00**

7000 ADMINISTRATION

Division 1000

7490 Unallocated Administrative Reserve

242,519.00

(No change.) This is a "holding" category of administrative reserves to fund unanticipated administrative costs, agency close down expenses at the end of this measure, or agency transition to a future extension of the measure.

**Administrative Reserve Subtotal: 242,519.00**

**GRAND TOTAL ADMINISTRATION: \$543,124.00**

9610/42528

**SERVICES AND SUPPLIES**

**APPROPRIATION**

7000 SERVICES AND SUPPLIES

Division 1000

7295 Professional and Specialized Contracts (General) \$559,580.00

- Public information/education program – consultant services to continue public outreach and education, website maintenance, support efforts for Annual Report, and design/publish FACT Sheets and other handout materials for participating local agencies. (\$389,800).
- Professional services and assistance from County or outside vendor on Annual Report preparation, graphics and duplication. (\$8,000)
- (No Change) State Legislative Advocacy Services. (\$42,000)
- (No Change) Financial Advisory Services. (\$48,800)
- (No Change) Public relations materials and expenses (signs, videos, information sheets invitations, etc). (\$60,000)
- (No Change) Dues for Self-Help Counties Coalition. (\$5,500)
- (No Change) Errors and Omissions and Contents Insurance. (\$900)
- A fee imposed by the County’s Information Technology Services Department related to transaction fees for Measure C funds deposited in the Fresno County Treasury and use of the County’s PeopleSoft System. The total fee of \$9,160 is split between the Original and Extension budgets. (\$4,580)

7370 Contract Roads (PW & DS) 3,000.00

(No change.) A contract based on budgeted, not-to-exceed amount with Fresno County Public Works Department for administrative support to Authority including duplication and collating services and requested attendance at Authority meetings.

**SERVICES AND SUPPLIES****APPROPRIATION**7000 SERVICES AND SUPPLIES

Division 1000

7400 Special Departmental

5,800.00

(No change.) Passage of the Extension of Measure C changed the Authority Board from seven to nine members which results in an increase to the budgeted amount for meetings. (\$5,800)

- This includes remuneration for nine (9) Board Members, six (6) meetings, not to exceed \$100 per month for a total of \$5,400 and expenses for mini-conference and other minor meeting expense items for a total of \$400.

7491 Accounting Services (A-C/T-T/C)

67,500.00

Contract with County Auditor-Controller/Treasurer-Tax Collector for assistance with fiscal functions, including:

- Processing and maintaining records of all financial transactions, accounting for Authority funds, processing and maintaining records of all bonds issued, paying principal and interest on any issued bonds, signing all bond and interest coupons, accounting for all proceeds of any bonds, developing and processing RFP's.
- Assisting the Authority in the implementation of the investment strategy of the Authority and enhanced project expenditures/cost control activities.

This budget has decreased from last years request to a total estimate of \$135,000 based upon a cost analysis by the Fresno County AC/T-TC. This total budget category is split between the Original and Extension budgets. (\$67,500)

7492 Audit Expense

39,240.00

- Estimated overall auditing expenses for the Authority, including the audit of its financial transactions for FY 2008-09 and a single audit due to federal demonstration reimbursement funds. Total anticipated expenses amount to \$32,880. This total budget category is split between the Original and Extension budgets. (\$16,440)
- This category includes a contract for field audits required by the Measure C Extension Expenditure Plan for all participating agencies receiving extension funds. (\$22,800)

9610/42528

**SERVICES AND SUPPLIES**

**APPROPRIATION**

7000 SERVICES AND SUPPLIES

Division 1000

7504 Legal Expense (County Counsel)

12,500.00

(No change.) Contract for legal services with County Counsel to include; legal services and assistance, i.e., negotiations, drafting and review of contracts and agreements, oral and written opinions to Authority and legal representation at all meetings pertaining to the Extension Measure program. Hourly rate \$113.00 an hour. Total anticipated expenses amount to \$25,000. This total budget category is split between the Original and Extension budgets. (\$12,500)

Services And Supplies Subtotal: 687,620.00

GRAND TOTAL SERVICES AND SUPPLIES: \$687,620.00

9604-42522

**REGIONAL TRANSPORTATION PROGRAM -  
RURAL PROJECTS CATEGORY**

**APPROPRIATION**

7898 Unallocated

8,164,885

This is a “holding” category for rural capital transportation projects. Not project specific. As a project comes on line and is approved by the Authority, funds will be allocated to the correct category (e.g., right of way, design, construction, etc.)

**GRAND TOTAL REGIONAL TRANSPORTATION PROGRAM**

**- RURAL PROJECTS CATEGORY: \$8,164,885.00**

9603-42521

**REGIONAL TRANSPORTATION PROGRAM –  
URBAN PROJECTS CATEGORY**

**APPROPRIATION**

7898 Unallocated

8,102,360

This is a “holding” category for urban capital transportation projects. Not project specific. As a project comes on line and is approved by the Authority, funds will be allocated to the correct category (e.g., right of way, design, construction, etc.)

**GRAND TOTAL REGIONAL TRANSPORTATION**

**PROGRAM - URBAN PROJECTS CATEGORY: \$8,102,360.00**

9521-42429

**REGIONAL PUBLIC TRANSIT PROGRAM –  
NEW TECHNOLOGY RESERVE CATEGORY**

**APPROPRIATION**

7898 Unallocated

1,181,210

This is a “holding” category for the Regional Transit Program. Specifically the New Technology Reserve Project(s). As the program is further defined and is approved by the Authority, funds will be allocated to the correct category.

**GRAND TOTAL REGIONAL PUBLIC TRANSIT PROGRAM- NEW**

**TECHNOLOGY RESERVE CATEGORY: \$1,181,210.00**

9606/42524

**ALTERNATIVE TRANSPORTATION PROGRAM-  
RAIL CONSOLIDATION CATEGORY**

**APPROPRIATION**

7898 Unallocated

3,342,423

This is a "holding" category for Alternative Transportation Program. Specifically the Rail Consolidation project(s). As a project becomes further defined and is approved by the Authority, funds will be allocated to the correct category.

**GRAND TOTAL RAIL CONSOLIDATION ALTERNATIVE  
TRANSPORTATION PROGRAM CATEGORY:**

**\$3,342,423.00**

9607/42525

**ENVIRONMENTAL ENHANCEMENT PROGRAM –  
SCHOOL BUS REPLACEMENT CATEGORY**

**APPROPRIATION**

7898 Unallocated

1,277,220

This is a "holding" category for the Environmental Enhancement Program. Specifically the school bus replacement project(s). As the program is further defined and is approved by the Authority, funds will be allocated to the correct category.

**GRAND TOTAL SCHOOL BUS REPLACEMENT-ENVIRONMENTAL  
ENHANCEMENT CATEGORY:**

**\$1,277,220.00**

9608/42526

**ENVIRONMENTAL ENHANCEMENT PROGRAM-  
TRANSIT ORIENTED INFRASTRUCTURE FOR IN-FILL  
DEVELOPMENT CATEGORY**

**APPROPRIATION**

7898 Unallocated

674,978

This is a "holding" category for the transit oriented infrastructure for In-fill program. Not project specific. As this program comes on line and is approved by the Authority, funds will be allocated to the correct category.

**GRAND TOTAL TRANSIT ORIENTED INFRASTRUCTURE FOR IN-  
FILL DEVELOPMENT ENVIRONMENTAL ENHANCEMENT  
CATEGORY:**

**\$674,978.00**

**LOCAL TRANSPORTATION & PASS-THROUGH FUNDS                      APPROPRIATION**

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7885 Contribution 31,501,180

Based on projected revenue, this expected amount is to be immediately distributed in monthly installments as sales tax revenue is received to the cities, the County, FCRTA and Fresno COG for local transportation purposes as indicated below:

9522/42431 - 9602 /42523

- Local Transportation Program Category      (\$18,792,083)  
    (Local Allocation, Pedestrian/Trails/Bicycle Facilities)
- Regional Public Transit Program

    9495/42401 – 9497/42403

        7885 (FAX, Clovis Transit, FCRTA      (\$10,677,814)

    9498/42404

        7885 Public Transportation Infrastructure Study (\$157,506)

    9499/42405 – 9518/42426

        7885 ADA/Seniors/Paratransit      (\$429,068)

    9519/42427 / 9520/42428

        7885 Farmworker/Car/Can Pool      (\$630,024)

9605/42523

- Regional Transit Airport Fund (\$543,124)

9611/42529

- COG Administration Costs      (\$271,561)

**GRAND TOTAL LOCAL TRANSPORTATION**  
**& All PASS-THROUGH FUNDS:** **\$31,501,180.00**

# 930 Fresno County Transportation Authority Admin.

## OBJECTIVE

To provide personnel support services to the Fresno County Transportation Authority.

## DISCUSSION

In November, 1986 the voters of Fresno County approved Measure "C", a 1/2% sales tax increase for transportation purposes. This tax was scheduled to expire on July 1, 2007, however, by virtue of a regional consensus oriented process, the voters of Fresno County chose to reauthorize or extend the 1/2 cent sales tax in November 2006. The reauthorized sales tax is anticipated to raise approximately \$1.7 billion in revenue for transportation purposes. The Fresno County Transportation Authority is responsible for administration and implementation of the sales tax revenue. The Authority and Fresno COG have executed a contract to have Fresno COG provide salary and personnel administration.

## TASKS

1. Provide personnel services to the Authority.

Revenues	SSSS	Expenditures	SSSS	-py-
FTA MPO 5303		Fresno COG	2,500	.02
FTA 5316/5317		County		
FTA Section 5307		Fresno		
FTA 5305		Clovis		
FHWA PL		FCEOC		
STIP/PPM		Contracts		
STATE SPR				
PARTNER PLANNING				
PARTNER SEED GRANTS				
CAL BLUEPRINT				
STATE PARTNERSHIP				
FSP				
SPR				
LTF				
OTHER	2,500			
<b>Total</b>	<b>2,500</b>	<b>Total</b>	<b>2,500</b>	<b>0.02</b>