



Colorado Springs

El Paso County

Manitou Springs

Green Mountain Falls

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**MEMORANDUM**

**DATE:** September 5, 2007  
**TO:** Pikes Peak Rural Transportation Authority Citizen Advisory Committee  
**FROM:** Beverly Majewski, Financial Manager  
**SUBJECT:** FY 2008 Budget Calendar And Administrative Budget Discussion

***ACTION REQUESTED: Recommendation to  
the Board of Directors***

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A draft FY 2008 Budget Calendar is attached for recommendation of approval to the Board. The FY 2008 calendar is very similar to the FY 2007 calendar and it satisfies the legal requirements set by the State of Colorado for Government Entities.

As the CAC will recall, a request for Public Outreach funds required an amendment of the 2007 budget. The Pikes Peak RTA administrative staff sensed frustration among the CAC members that there was no flexibility in the administrative budget for expenditures unforeseen during the budgeting process. The ballot measure language allows an Administrative budget up to 1% of revenues. Budgeting a 1% administrative budget would allow the CAC and the Board the flexibility to add activities which were not envisioned at budget approval time. Attached is a comparison of the 2007 Administration budget and the proposed 2008 budget including a new line item for Board discretionary funds. Of course unspent budgeted administrative funds and savings would continue to be recaptured in the following fiscal year and allocated to Transit, Capital and Maintenance budgets.

Recommendation to the Committee

The Pikes Peak RTA staff recommends that the Citizen Advisory Committee review the proposed FY 2008 Budget Calendar and Administrative budget and make recommendations for each to the Board.

Attachments:

FY 2007 Draft Budget Calendar  
Administrative Budget Summary

**Pikes Peak RTA Amendment Calendar  
FY 2008 Calendar-Draft**

1. CAC recommends budget calendar.....9/05/07
2. Board sets budget calendar.....9/12/07
3. Four member governments submit budget requests to PPRTA staff.....9/24/07
4. PPRTA staff meets with member governments to discuss requests.....9/24-10/2/07
5. Draft Budget is Delivered to Board; Board sets Public Hearing date via authorization to publish.....10/10/07
6. Draft budget is presented to the CAC; CAC holds budget workshop.....11/07/07
7. Draft Budget is presented to the Board with input from CAC.....11/14/07
8. Board holds Budget Public Hearing and approves budget via Resolution .....12/12/07

## Administrative Expenditure Percentage of Total Revenue

	<b>Budget 2007</b>	<b>Budget 2008</b>
<b>Total Revenue:</b>		
Gross Tax Receipts	73,049,237	69,500,000
less State collection fee	(510,000)	(250,000)
Interest earnings	1,000,000	2,000,000
	73,539,237	71,250,000
<b>Administration Expenses</b>		
Base Administrative Budget	479,000	496,500
Public Outreach	27,000	27,000
Board discretionary Administrative		189,000
	506,000	712,500
<b>Percent of Revenue</b>		
Base Administrative Budget	0.651%	0.697%
Public Outreach	0.037%	0.038%
Board discretionary Administrative		0.265%
	0.688%	1.000%