



## **MASS TRANSIT FUND**

The Mass Transit Fund provides a safe, convenient, courteous, and efficient transportation system to all citizens of Wilson; provides clean, mechanically-sound buses; maintains a fixed-route service for clients; provides easy access for disabled riders; and maintains an attractive and efficient transportation center for citizens, employees and travelers who utilize or pass through it.

# MASS TRANSIT FUND

## COUNCIL GOALS

<b>Building a Better Wilson</b> 1	<b>Economic Development</b> 2	<b>Infrastructure</b> 3	<b>Homes and Neighborhoods</b> 4	<b>Downtown</b> 5	<b>Recreation and Parks</b> 6	<b>Community Involvement</b> 7
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## DEPARTMENTAL GOALS FOR FISCAL YEAR

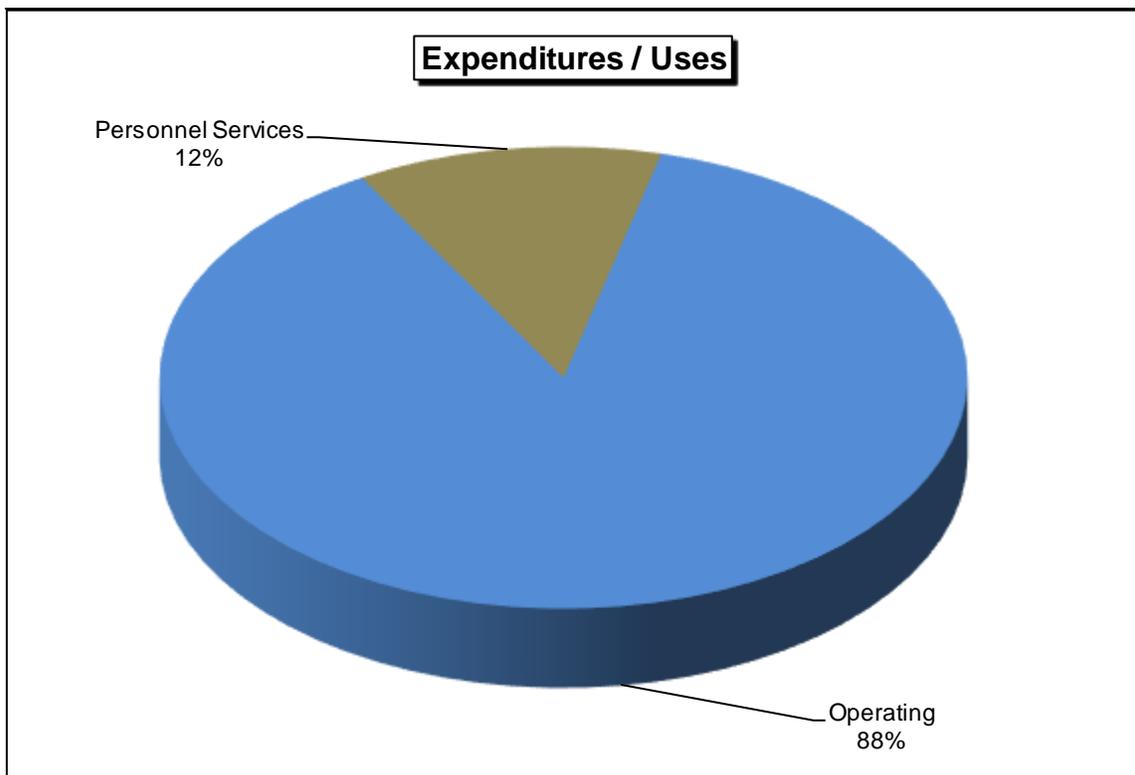
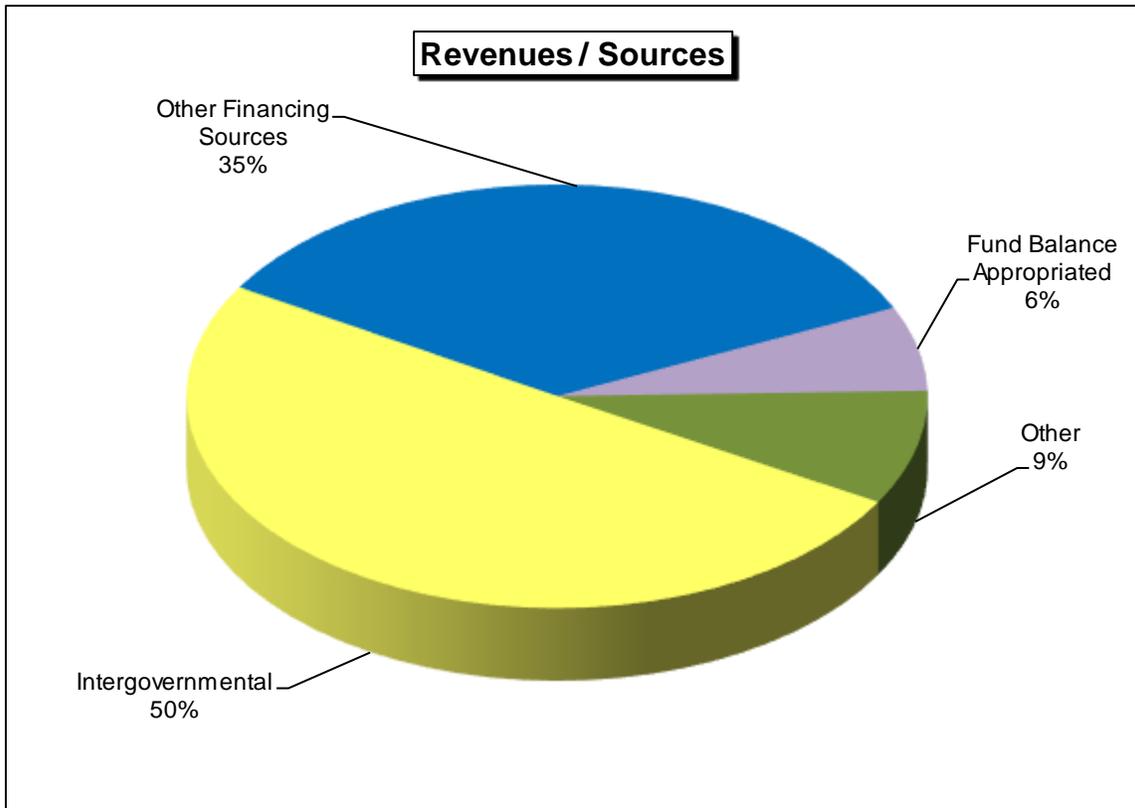
<b>Department Goals and Initiatives</b>	<b>Link to Council Goals</b>
1. Public transportation can help in the reduction of unemployment by providing transportation for person, who have no other means of getting to and from a job	1,2,3,7
2. Utilize the availability of public transportation as a marketing tool to attract small and medium size businesses to Wilson by informing them that the general public, including customers and employees, will have regular and consistent access to this service	1,2,3,7
3. The transit system helps promote/attract economic development, particularly retail outlets by insuring potential prospects that alternate transportation methods are available that provide consumers access to all shopping areas within the City of Wilson	2,3,7
4. Continue to study expanded bus service to newly developed areas to help address unemployment and to provide consumer access	1,2,3,7

**REVENUE AND EXPENDITURE SUMMARY**

**MASS TRANSIT**

ITEM

	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Budget
<u>Revenues, Other Sources, and Fund Balance</u>				
Intergovernmental	\$ 1,017,651	\$ 2,158,580	\$ 949,910	\$ 891,630
Sales/Charges for Services	70,663	68,600	74,450	0
Licenses and Permits	180,525	150,000	174,080	150,000
Miscellaneous Income	4,839	5,000	6,045	5,000
Investment Income	9,798	0	7,500	0
Interfund Transfers In	312,500	417,500	417,500	612,500
Fund Balance Appropriated	<u>0</u>	<u>239,150</u>	<u>0</u>	<u>114,480</u>
<b>TOTAL</b>	<b><u>\$ 1,595,976</u></b>	<b><u>\$ 3,038,830</u></b>	<b><u>\$ 1,629,485</u></b>	<b><u>\$ 1,773,610</u></b>
<u>Expenditures and Other Uses</u>				
Mass Transit Administration	\$ 568,515	\$ 672,000	\$ 453,100	\$ 1,668,810
Mass Transit Operations	966,843	1,150,100	1,099,370	83,570
Special Projects	<u>6,443</u>	<u>1,216,730</u>	<u>122,000</u>	<u>21,230</u>
<b>TOTAL</b>	<b><u>\$ 1,541,801</u></b>	<b><u>\$ 3,038,830</u></b>	<b><u>\$ 1,674,470</u></b>	<b><u>\$ 1,773,610</u></b>



**REVENUES, OTHER SOURCES, AND FUND BALANCE**
**MASS TRANSIT**
**ITEM**

	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Budget
<b>INTERGOVERNMENTAL</b>				
Section 18 Grants-Administration	\$ 368,754	\$ 373,000	\$ 321,000	\$ 346,000
Section 18 Grants-Capital	110,269	1,239,950	66,850	0
Section 18 Grants-Facility Improvements	0	0	3,050	0
Section 18 Grants-Current YR	350,000	350,000	374,400	350,000
Home & Community Care Block Grant	10,000	12,000	10,000	12,000
Wilson County EDTAP Contributions	5,000	10,000	5,000	10,000
State Maintenance Assistance	<u>173,628</u>	<u>173,630</u>	<u>169,610</u>	<u>173,630</u>
Sub-Total	1,017,651	2,158,580	949,910	891,630
<b>LICENSES AND PERMITS</b>				
Motor Vehicle Licenses	180,525	150,000	174,080	150,000
<b>SALES/CHARGES FOR SERVICES</b>				
Bus Fares	70,663	68,600	74,450	0
<b>MISCELLANEOUS INCOME</b>				
	4,839	5,000	6,045	5,000
<b>INVESTMENT INCOME</b>				
	9,798	0	7,500	0
<b>INTERFUND TRANSFERS IN</b>				
Transfer from General Fund	35,000	140,000	140,000	335,000
Transfer from Electric Fund	166,500	166,500	166,500	166,500
Transfer from Gas Fund	<u>111,000</u>	<u>111,000</u>	<u>111,000</u>	<u>111,000</u>
Sub-Total	312,500	417,500	417,500	612,500
<b>FUND BALANCE APPROPRIATED</b>				
Fund Balance Appropriated				
(Unassigned)	0	206,150	0	114,480
Encumbrance Balance	<u>0</u>	<u>33,000</u>	<u>0</u>	<u>0</u>
Sub-Total	<u>0</u>	<u>239,150</u>	<u>0</u>	<u>114,480</u>
Total	<u>\$ 1,595,976</u>	<u>\$ 3,038,830</u>	<u>\$ 1,629,485</u>	<u>\$ 1,773,610</u>

## INTERGOVERNMENTAL

Grants

This represents funds received from the State and Federal governments to support the administrative, operating, and capital portions of the transit system. Also included is a grant from the Upper Coastal Plains Council of Governments to support a program providing reduced fares for the elderly population of the City.

## SALES CHARGES FOR SERVICES

Bus Fares

This revenue reflects the charges paid by passengers riding buses on the fixed-route bus system as well as charges for certain other special services provided.

## LICENSES AND PERMITS

Motor Vehicle Licenses

This tax is levied on motor vehicle owners for keeping a motor vehicle within the City.

## MISCELLANEOUS INCOME

This represents revenue received from the rental of lockers at the Transportation Center, proceeds from the disposal of surplus property, and revenues from the taxi operators using the Transportation Center.

## INVESTMENT INCOME

This represents the Mass Transit's share of the interest earned and the capital gains from the sale of the City's investments.

## INTERFUND TRANSFERS

This category reflects financing sources distributed to the Mass Transit Fund from other funds.

## FUND BALANCE

Fund Balance Appropriated

This represents an appropriation of some portion of the fund balance as of the close of the next preceding fiscal year to help finance the activities of the subsequent year.

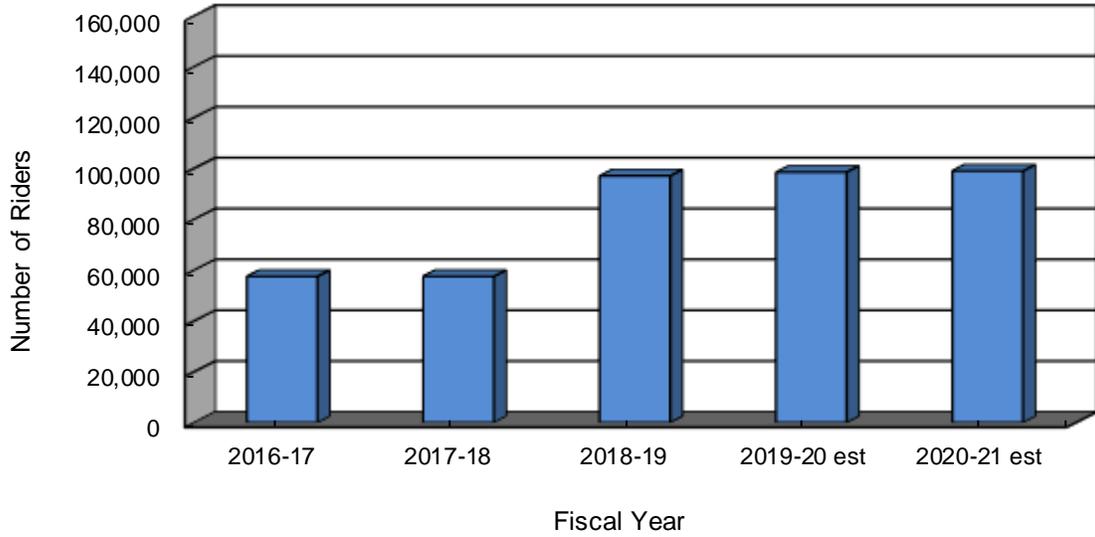
Encumbrance Balance

This represents the amount of fund balance at the close of the preceding fiscal year for the financial commitments that are in the subsequent year's budget.

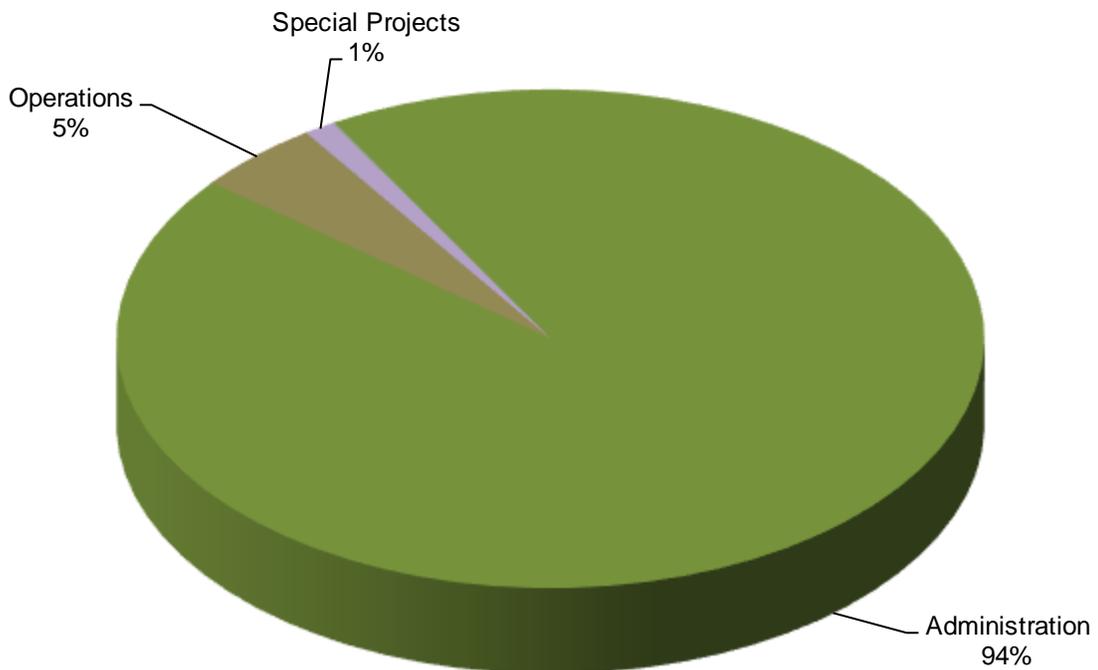
**EXPENDITURE SUMMARY****MASS TRANSIT**

ITEM	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Budget
Mass Transit Administration				
Personnel Services	\$ 215,526	\$ 279,090	\$ 217,880	\$ 216,950
Operating Expenses	<u>352,989</u>	<u>392,910</u>	<u>235,220</u>	<u>1,451,860</u>
Total	568,515	672,000	453,100	1,668,810
Mass Transit Operations				
Personnel Services	434,249	471,600	458,720	0
Operating Expenses	<u>532,594</u>	<u>678,500</u>	<u>640,650</u>	<u>83,570</u>
Total	966,843	1,150,100	1,099,370	83,570
Special Projects				
Operating Expenses	6,443	21,230	17,230	21,230
Capital Outlay	<u>0</u>	<u>1,195,500</u>	<u>104,770</u>	<u>0</u>
Total	<u>6,443</u>	<u>1,216,730</u>	<u>122,000</u>	<u>21,230</u>
Grand Total	<u>\$ 1,541,801</u>	<u>\$ 3,038,830</u>	<u>\$ 1,674,470</u>	<u>\$ 1,773,610</u>

### Wilson Transit System (In Thousands)



### Mass Transit Division Estimated Expenditures 2020-2021



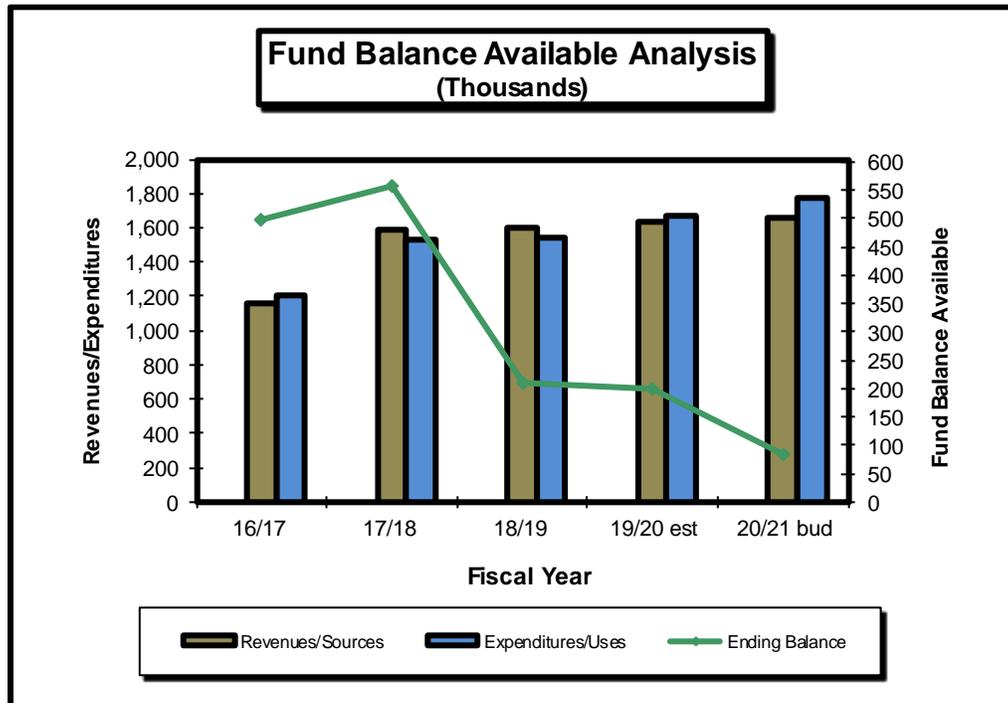
**FUND BALANCE AVAILABLE**

**MASS TRANSIT**

ITEM

	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Budget
Revenues/Other Financing Sources	\$ 1,595,976	\$ 2,799,680	\$ 1,629,485	\$ 1,659,130
Expenditures/Other Financing Uses	<u>1,541,801</u>	<u>3,038,830</u>	<u>1,674,470</u>	<u>1,773,610</u>
Revenues/Other Financing Sources Over (Under) Expenditures/Other Financing Uses	<u>\$ 54,175</u>	<u>\$ (239,150)</u>	<u>\$ (44,985)</u>	<u>\$ (114,480)</u>
Fund Balance Appropriated	<u>\$ 328,916</u>	<u>\$ 239,150</u>	<u>\$ 239,150</u>	<u>\$ 114,480</u>
Fund Balance - Beginning of Year	\$ 556,954	\$ 210,737	\$ 210,737	\$ 198,752
Increase (Decrease)	<u>(346,217)</u>	<u>(206,150) *</u>	<u>(11,985) *</u>	<u>(114,480)</u>
Fund Balance - End of Year	<u>\$ 210,737</u>	<u>\$ 4,587</u>	<u>\$ 198,752</u>	<u>\$ 84,272</u>

\* Excludes Encumbrances Reappropriated in the amount of \$ 33,000



**DEPARTMENT SUMMARY****MASS TRANSIT****EXPENDITURE SUMMARY:**

	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Budget
Personnel Services	\$ 649,775	\$ 750,690	\$ 676,600	\$ 216,950
Operating Expenses	892,026	1,092,640	893,100	1,556,660
Capital Outlay	<u>0</u>	<u>1,195,500</u>	<u>104,770</u>	<u>0</u>
TOTAL	<u>\$ 1,541,801</u>	<u>\$ 3,038,830</u>	<u>\$ 1,674,470</u>	<u>\$ 1,773,610</u>

**PERSONNEL SUMMARY**

**MASS TRANSIT**

Class Title	Salary Range	2018-19 Authorized	2019-20 Authorized	2020-21 Authorized
<b>Mass Transit Administration (5101)</b>				
Transportation Manager	22	1	1	1
Administrative Clerk	9	1	1	1
Transit Apprentice*	-	1	1	0
<b>Mass Transit Operations (5102)</b>				
Lead Transit Operator	14	1	1	0
Transit Dispatcher	10	1	1	0
Transit Operator	9	5	5	0
Part-time Transit Operator	9	3	3	0
<b>Full-time</b>		<b>10</b>	<b>10</b>	<b>2</b>
<b>Part-time</b>		<b>3</b>	<b>3</b>	<b>0</b>

**Redistribution Notes:**

Position Title:	From:	To:	Percent:
Transportation Manager	Mass Transit Administration 5101	Industrial Air Center 5601	5%
Assistant Director of Public Works	Public Works Admin 5001	Mass Transit Administration 5101	20%

## MASS TRANSIT ADMINISTRATION

### Description of Services:

Mass Transit Administration is responsible for personnel management and training; budget development and execution; public information and education; grant administration; customer service; Transportation Advisory Committee; taxi, limousine, and van services; and oversight of the on-site restaurant.

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### PROGRAM GOALS AND INITIATIVES:

- Plan, organize, and supervise all transit operations and related services to meet the public transportation needs of the Wilson community
- Prepare and administer operating budget, including grant funding, with efficiency, accountability, and within compliance of all local and state policies
- Continue to seek grant funds for existing programs and for expanded services as necessitated by annexation and economic development
- Supervise and train all transit personnel
- Develop and execute the transit budget
- Prepare and submit Community Transportation Program Grant to state as required
- Develop and seek new funding sources
- Educate the citizens of Wilson about the transportation services available to them
- Ensure the Wilson Transportation Center is well maintained and within regulatory compliance
- Participate in Transportation Advisory Committee meetings
- Ensure taxi-cab, limousine services, and leased restaurant are operated within ordinance guidelines

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### EXPENDITURE SUMMARY:

	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Budget
Personnel Services	\$ 215,526	\$ 279,090	\$ 217,880	\$ 216,950
Operating Expenses	<u>352,989</u>	<u>392,910</u>	<u>235,220</u>	<u>1,451,860</u>
<b>TOTAL</b>	<u><u>\$ 568,515</u></u>	<u><u>\$ 672,000</u></u>	<u><u>\$ 453,100</u></u>	<u><u>\$ 1,668,810</u></u>

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### PERFORMANCE INDICATORS:

Outputs	2018-19 Actual	2019-20 Estimated	2020-21 Goal
Revenues (fares)	\$70,662	\$72,275	N/A
Revenues (grants)	\$912,382	\$914,300	\$915,300

## MASS TRANSIT OPERATIONS

### Description of Services:

Mass Transit Operations is responsible for scheduling fixed route bus service; alternative transportation (taxi/limousine/van services); programs for disabled and mobility-impaired; personnel management and training; vehicle and passenger safety; bus maintenance; and customer service.

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### PROGRAM GOALS AND INITIATIVES:

- Ensure safe, convenient, courteous and efficient fixed route service is provided to the general public on clean, mechanically-sound buses
- Provide alternative and ADA compliant transportation services for the mobility impaired
- Ensure safe and convenient taxi, limousine, and van transportation services are available to citizens
- Provide a fixed route bus service Monday through Saturday
- Provide the public with an alternative mode of transportation
- Provide access to community services and businesses for the mobility impaired
- Operate and maintain an efficient and safe fleet of vehicles to adequately serve Wilson's transit needs
- Adjust bus routes/schedules as needed to meet passenger needs

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### EXPENDITURE SUMMARY:

	2018-19 Actual	2019-20 Budget	2019-20 Estimated	2020-21 Budget
Personnel Services	\$ 434,249	\$ 471,600	\$ 458,720	\$ 0
Operating Expenses	<u>532,594</u>	<u>678,500</u>	<u>640,650</u>	<u>83,570</u>
<b>TOTAL</b>	<b><u>\$ 966,843</u></b>	<b><u>\$ 1,150,100</u></b>	<b><u>\$ 1,099,370</u></b>	<b><u>\$ 83,570</u></b>

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### PERFORMANCE INDICATORS:

Outputs	2018-19 Actual	2019-20 Estimated	2020-21 Goal
Annual ridership	97,074	98,510	99,000
Annual revenue miles	183,806	183,806	183,806



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