

**JUNE 29, 2011 CTRMA BOARD OF DIRECTORS MEETING
Summary Sheet**

AGENDA ITEM # 15

Discussion and Action regarding the Fiscal Year 2012 Proposed Operating Budget

Department: Financial Services

Associated Costs: N/A

Funding Source: N/A

Board Action Required: Yes

Description of Matter:

Attached is the proposed Central Texas Regional Mobility Authority Operating Budget for FY 2012 outlining the Authority's operating spending plan for the upcoming fiscal year. Revenue estimates are proposed at \$27.7 million. Expense estimates are proposed at \$31.3 million. After considering non-cash expenses, estimates result in a positive budgeted cash inflow of \$1.65 million at the end of FY 2012. The proposed budget is in compliance with board policy of maintaining unrestricted cash on hand to cover one year of cash expenses.

Attached documentation for reference:

FY 2012 Proposed Operating Budget

Contact for further information:

**Bill Chapman, CFO
Cindy Demers, Controller**



CENTRAL TEXAS
Regional Mobility Authority



JUNE 29, 2011

FY 2012 PROPOSED BUDGET

FY 2012 Proposed Operating Budget

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Proposed Budget Highlights

- Revenue estimates for FY 2012 are proposed at \$27.7 million which is an approximate 25% increase over FY 2011 budget. Toll revenue estimates were derived from the Toll System Traffic and Revenue (T&R) Reports conducted by Stantec and URS. The estimates also include partial year revenues from the opening of the 183A extension project. To better reflect a conservative approach, we have reduced the toll revenue estimates from the previous proposed draft budget by \$1 million. Revenue estimates also include \$800K in federal grant money for the HERO program.
- Expenditure estimates for FY 2012 are proposed at \$31.3 million which represents a 2.72% decrease over FY 2011 budget.
- This 3rd draft of the proposed operating budget as compared to the first two drafts includes reductions to interest expense (\$4.9 million), general engineering contract budget (\$672,000) and toll collection fees (\$60,000) to reflect better estimates of these expenditure line items for the upcoming year.
- Estimates result in a positive budgeted cash inflow of \$1.65 million at the end of FY 2012.
- The proposed budget includes no new positions.
- Year-to-date numbers for FY 2011 are through June 22, 2011.
- A capital budget is now included for planned costs associated with developing the public private partnerships (P3) initiatives for Mopac Managed Lanes and 183 South projects as well as an updated capital project budget for the Manor Expressway project.
- The system operating budget is included for ensuring compliance with the trust indentures and coverage requirements.
- The FY 2012 Proposed Budget is in compliance with board policy of maintaining unrestricted cash on hand to cover one year of cash expenses.

Consolidated Summary Revenues and Expenses

	FY 2010 Adopted Budget	FY 2011 Adopted Budget	FY 2012 Proposed Budget
Revenues			
<i>Operating Revenue:</i>			
Toll Revenue	\$ 16,030,172	17,880,000	22,463,200
Video Tolls	2,869,362	2,800,000	3,004,800
Fee Revenue	1,316,840	1,350,000	1,252,000
Total Operating Revenue	<u>\$ 20,216,374</u>	<u>\$ 22,030,000</u>	<u>\$ 26,720,000</u>
<i>Other Revenue:</i>			
Interest Income	400,340	60,000	180,000
Grant Revenue	5,675,189		800,000
Misc Revenue	917	6,600	2,200
Total Other Revenue	<u>\$ 6,076,446</u>	<u>\$ 66,600</u>	<u>\$ 982,200</u>
Total Revenue	<u><u>\$ 26,292,820</u></u>	<u><u>\$ 22,096,600</u></u>	<u><u>\$ 27,702,200</u></u>
Expenses			
<i>Administrative, Operating and Financing</i>			
Salaries and Wages	2,778,081	2,913,702	3,059,242
Contractual Services	7,791,510	8,442,950	7,744,842
Materials and Supplies	127,350	120,500	252,200
Operating Expense	8,967,315	8,331,245	7,817,645
Financing Expense	18,818,743	12,443,280	12,500,303
Total Expenses	<u>\$ 38,482,999</u>	<u>\$ 32,251,677</u>	<u>\$ 31,374,232</u>
<i>Less: Non Cash Expenses</i>			
Amortization Expense		(1,225,000)	(1,230,000)
Depreciation Expense		(6,474,000)	(6,066,500)
Bond Issuance Expense		(620,280)	(385,707)
Accreted Interest - TIFFIA		(3,516,515)	
Accreted Interest - CABS		(899,355)	(960,255)
Total Non Cash Expenses		<u>\$ (12,735,150)</u>	<u>\$ (8,642,462)</u>
<i>Plus: Cash Outlays</i>			
Capitalized Interest - Interest Payments Due			1,721,444
Debt Service - Principal Due			1,595,000
Net Cash Flow			<u><u>\$ 1,653,986</u></u>

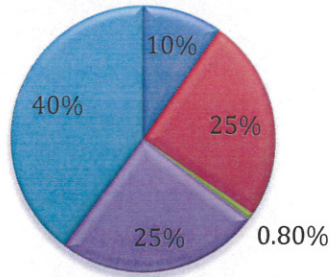
Consolidated Summary Revenues and Expenses

Summary of Expenses:

	FY 2010 Adopted Budget	FY 2011 Adopted Budget	FY 2012 Proposed Budget	Increase (Decrease)
Salaries and Wages	2,778,081	2,913,702	3,059,242	5.00%
Contractual Services	7,791,510	8,442,950	7,744,842	-8.27%
Materials and Supplies	127,350	120,500	252,200	109.29%
Operating Expense	8,967,315	8,331,245	7,817,645	-6.16%
Financing Expense	18,818,743	12,443,280	12,500,303	0.46%
Total Expenses	38,482,999	32,251,677	31,374,232	-2.72%

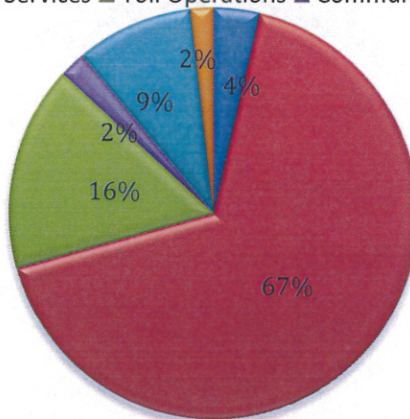
FY 2012 - All Departments Expenses by Category

- Salaries and Wages
- Contractual Services
- Materials and Supplies
- Operating Expense
- Financing Expense



FY 2012 Expenses by Department

- Administration
- Financial Services
- Toll Operations
- Communications
- Engineering
- Legal



Consolidated Summary Revenues and Expenses

Non-Cash Expenses

Total FY 2012 Proposed Expenses \$31,374,232

Non Cash Expenditures

Amortization Expense 1,230,000

Dep Expense- Furniture & Fixtures	16,500	
Dep Expense – Equipment	14,500	
Dep Expense - Autos & Trucks	5,000	
Dep Expense-Building & Toll Facilities	177,000	
Dep Expense-Highways & Bridges	5,000,000	
Dep Expense-Communication Equipment	195,000	
Dep Expense-Toll Equipment	465,000	
Dep Expense – Signs	135,000	
Dep Expense-Land Improvements	52,000	
Dep Expense-Computers	6,500	
Total Depreciation Expense		6,066,500

Bond Issuance Expense Operating 385,707

Accreted Interest 2005 CABS 960,255

Total Non-Cash Expenditures		\$8,642,462
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Consolidated Summary Revenues and Expenses

Summary of Changes from FY 2012 Proposed Draft 1 to Draft 3

Revenues:

Proposed April Budget Draft 1	\$ 52,902,200
Reduce Grant Revenue - 290 Direct Connect	(25,000,000)
Increase Grant Revenue - HERO Program	800,000
Total Proposed May Revenue Budget Draft 2	<u>28,702,200</u>
Reduce Toll Revenue Estimate	(1,000,000)
Total Proposed Revenue Budget Draft 3	<u>\$ 27,702,200</u>

Expenses:

Proposed April Budget Draft 1	\$ 37,093,934
Adjust Salary and Benefits to reflect estimated actual	\$ (19,398)
Net Contractual Services Adjustments	\$ 47,200
Facility Maintenance	\$ (59,000)
HR Services Contract	\$ 40,000
Communications	\$ 23,600
Subscriptions/Memberships	\$ (2,400)
HERO Marketing	\$ 20,000
Legacy document scan	\$ 25,000
Net Operations Adjustments	\$ (99,500)
Community Initiatives	\$ (100,000)
Meeting Expense	\$ 500
Total Proposed May Expense Budget Draft 2	<u>37,022,236</u>
Adjust Interest Expense	(4,916,004)
Adjust Toll Collection Fees due to reduced revenue budget	(60,000)
Adjust General Engineering Contract Budget	(672,000)
Total Proposed Expense Budget Draft 3	<u>\$ 31,374,232</u>

Revenue and Expenses by Line Item

	Adopted FY 2011 Budget	Actual Year To Date 6/22/2011	Percent of Budget to date	Proposed FY 2012 Budget
Revenue				
Toll Revenue - TxTag Rev fnd	17,000,000	13,083,781	76.96%	21,395,350
Toll Revenue-HCTRA-183A	540,000	536,213	99.30%	656,250
Toll Revenue-NTTA-183A	340,000	371,691	109.32%	411,600
Total Toll Revenue -Toll Tags	0	0		-
Video Tolls	2,800,000	2,653,294	94.76%	3,004,800
Fee Revenue	1,350,000	1,122,489	83.15%	1,252,000
Operating Revenue	0	0		-
Interest Income	60,000	221,853	369.76%	180,000
Grant Revenue	0	29,965,598		800,000
Misc Revenue	6,600	2,200	33.33%	2,200
Gain/Loss on Disposal of Asset	0	1,000		-
Total Revenue	22,096,600	47,958,118	217.04%	27,702,200

Revenue and Expenses by Line Item

	Adopted FY 2011 Budget	Actual Year To Date 6/22/2011	Percent of Budget to date	Proposed FY 2012 Budget
Expenditures				
Salary & Wage Expense				
Regular	1,898,467	1,544,958	81.38%	2,010,301
Part Time	14,000	8,208	58.63%	12,000
Overtime	4,000	0		4,000
Contractual Employees	105,000	31,650	30.14%	105,000
TCDRS	286,111	221,188	77.31%	304,235
FICA	97,483	70,790	72.62%	97,856
FICA MED	28,901	21,863	75.65%	30,713
Health Insurance	213,300	147,838	69.31%	204,529
Life Insurance	6,618	5,026	75.94%	5,374
Auto Allowance	9,000	9,223	102.47%	9,000
Other Benefits	167,144	53,682	32.12%	171,304
Unemployment Taxes	4,959	2,978	60.05%	13,059
Salary Reserve	78,719	0		91,871
Total Salaries & Wages	2,913,702	2,117,405	72.67%	3,059,242
Contractual Services				
Professional Services				
Accounting	9,800	5,823	59.42%	9,500
Auditing	54,000	42,650	78.98%	55,000
General Engineering Consultant	1,600,000	952,611	59.54%	1,250,000
General System Consultant	175,000	7,852	4.49%	175,000
Image Processing	610,000	560,275	91.85%	600,000
Facility maintenance	90,000	102,415	113.79%	20,000
HERO	0	728,500		820,000
Human Resources	12,000	24,519	204.33%	80,000
Legal	400,000	98,907	24.73%	250,000
Photography	15,000	13,545	90.30%	15,000
Total Professional Services	2,965,800	2,537,098	85.55%	3,274,500

Revenue and Expenses by Line Item

	Adopted FY 2011 Budget	Actual Year To Date 6/22/2011	Percent of Budget to date	Proposed FY 2012 Budget
Other Contractual Services				
IT Services	65,000	36,012	55.40%	45,000
Graphic Design Services	13,500	3,509	25.99%	10,000
Website Maintenance	45,000	45,905	102.01%	25,000
Research Services	20,000	26,089	130.45%	25,000
Copy Machine maintenance	13,500	7,033	52.10%	9,000
Software Licenses	23,000	8,719	37.91%	26,000
ETC Maintenance Contract	1,288,000	491,314	38.15%	840,000
ETC Development	125,000	19,903	15.92%	125,000
ETC Testing	30,000	0		30,000
Communications and Marketing	170,000	130,645	76.85%	170,000
Advertising	25,000	40,439	161.76%	40,000
Direct Mail	5,000	0		5,000
Video Production	5,000	0		5,000
Television	5,000	0		0
Radio	20,000	0		15,000
Other Public Relations	2,500	0		2,500
Law Enforcement	245,000	214,576	87.58%	250,000
Special assignments	5,000	0		5,000
Traffic Management	72,000	59,580	82.75%	84,000
Emergency Maintenance	10,000	0		10,000
Security Contracts	0	0		600
Roadway Maintenance Contract	300,000	68,484	22.83%	300,000
Landscape Maintenance	200,000	115,369	57.68%	280,000
Signal & Illumination Main	250,000	131,933	52.77%	175,000
Mowing and litter control	300,000	54,067	18.02%	40,000
Hazardous material cleanup	10,000	0		10,000
Striping	50,000	0		75,000
Graffiti removal	10,000	2,125	21.25%	10,000
Cell Phones	7,500	8,594	114.59%	10,700
Local phone service	16,500	9,545	57.85%	16,000
Long Distance	750	273	36.34%	600
Internet	6,600	3,002	45.48%	6,000
Fiber Optic System	63,000	43,954	69.77%	63,000
Other Communication Expense	1,500	1,763	117.52%	1,500
Subscriptions	1,600	899	56.17%	1,850
Memberships	22,500	26,132	116.14%	29,100
Continuing Education	3,000	3,100	103.33%	2,000
Professional Development	5,000	0		5,000
Seminars and Conferences	32,500	15,930	49.02%	32,500
Staff-Travel	81,500	34,676	42.55%	76,500
Other Contractual Svcs	0	267		125,200
Roadway Maintenance Contract	0	13,875		0
TxTag Collection Fees	1,767,200	1,301,285	73.64%	1,347,792
Contractual Contingencies	160,500	27,382	17.06%	140,500
Total Other Contractual Services	5,477,150	2,946,380	53.79%	4,470,342
Total Contractual Expenses	8,442,950	5,483,479	64.95%	7,744,842

Revenue and Expenses by Line Item

	Adopted FY 2011 Budget	Actual Year To Date 6/22/2011	Percent of Budget to date	Proposed FY 2012 Budget
Materials and Supplies				
Books & Publications	12,800	11,577	90.44%	16,000
Office Supplies	12,000	8,063	67.19%	10,000
Computer Supplies	7,500	12,215	162.87%	13,000
Copy Supplies	2,000	916	45.82%	2,200
Annual Report printing	10,000	5,354	53.54%	10,000
Other Printed Reports	20,000	2,451	12.25%	20,000
Direct Mail printing	5,000	0		5,000
Office Supplies printed Operating	1,000	2,099	209.91%	3,000
Ice Control Materials	0	0		25,000
Maintenance Supplies-Roadway	0	0		100,000
Promotional Items	10,000	3,235	32.35%	10,000
Displays	5,000	0		5,000
ETC spare parts expense	30,000	0		30,000
Tools & Equipment	1,500	14	0.93%	1,000
Misc Materials & Supplies	3,700	93	2.51%	2,000
Total Materials & Supplies Exp	120,500	46,226	38.36%	252,200

Revenue and Expenses by Line Item

	Adopted FY 2011 Budget	Actual Year To Date 6/22/2011	Percent of Budget to date	Proposed FY 2012 Budget
Operating Expenses				
Gasoline	3,500	3,987	113.92%	5,000
Mileage Reimbursement	8,250	3,436	41.65%	7,500
Toll Tag Expense	4,375	2,681	61.28%	4,100
Parking	39,270	31,435	80.05%	38,595
Meeting Facilities	1,200	100	8.33%	450
Community Meetings/Events	5,000	500	10.00%	5,000
Meeting Expense	5,400	5,436	100.66%	6,750
Public Notices	2,400	0		2,400
Postage	6,000	803	13.38%	5,950
Overnight Delivery Services	3,750	100	2.68%	1,600
Local Delivery Services	3,650	1,477	40.46%	1,950
Insurance Expense	125,000	49,906	39.92%	90,000
Repair and Maintenance General	700	158	22.57%	500
Repair and Maintenance-Vehicles	2,900	3,263	112.50%	100
Repair and Maintenance-Toll Equipment	15,000	0		5,000
Rent	212,000	168,770	79.61%	190,000
Water	7,500	4,271	56.94%	7,500
Electricity	121,100	61,593	50.86%	83,500
Amortization Expense	1,225,000	1,127,148	92.01%	1,230,000
Dep Exp- Furniture & Fixtures	19,000	13,788	72.57%	16,500
Dep Expense - Equipment	15,000	13,180	87.86%	14,500
Dep Expense - Autos & Trucks	4,000	3,606	90.14%	5,000
Dep Expense-Buildng & Toll Fac	177,000	161,845	91.44%	177,000
Dep Expense-Highways & Bridges	5,000,000	4,553,273	91.07%	5,000,000
Dep Expense-Communic Equip	197,000	177,791	90.25%	195,000
Dep Expense-Toll Equipment	465,000	423,300	91.03%	465,000
Dep Expense - Signs	135,000	122,162	90.49%	135,000
Dep Expense-Land Improvemts	52,000	47,285	90.93%	52,000
Depreciation Expense-Computers	410,000	10,532	2.57%	6,500
Other Licenses	250	235	94.00%	250
Community Initiatives	65,000	60,250	92.69%	65,000
Total Operating Expense	8,331,245	7,052,309	84.65%	7,817,645

Revenue and Expenses by Line Item

	Adopted FY 2011 Budget	Actual Year To Date 6/22/2011	Percent of Budget to date	Proposed FY 2012 Budget
Financing Expenses				
Arbitrage Rebate Calculation	6,000	5,750	95.83%	2,500
Bond issuance expense Operating	620,280	273,240	44.05%	385,707
Loan Fees	12,500	11,500	92.00%	12,500
Bond Issuance expense	30,000	31,300	104.33%	33,000
Trustee Fees	2,000	2,000	100.00%	2,000
Bank Fees	7,500	6,606	88.08%	7,500
Continuing Disclosure	0	0		4,000
Interest Expense	11,750,000	10,881,383	92.61%	12,038,096
Contingency	15,000	0		15,000
Total Financing Expense	12,443,280	11,211,779	90.10%	12,500,303
Total Expenses	32,251,677	25,911,198	80.34%	31,374,232
Enterprise Net Income	(10,155,077)	22,046,920		\$ (3,672,032)

FY 2012 Projected Cash Flow		
Budgeted Revenues		\$ 27,702,200
Total Budgeted expenses	31,374,232	
<i>Less budgeted non cash expenses:</i>	(8,642,462)	
Budgeted cash expenses		22,731,770
<i>Cash Outlays - Not expensed in FY 2012 Budget:</i>		
Capitalized Interest - Interest Pmts. Due	(1,721,444)	
Debt Service - Principal Due	(1,595,000)	
Total Cash Outlays		(3,316,444)
Budgeted Cash Inflow - June 30, 2012		\$ 1,653,986

Administration

The primary role of the Administration Department is the oversight and daily management of the Mobility Authority's projects and activities. In addition to the Executive Director, this department also houses administrative support staff consisting of the Deputy Executive Director, senior administrative assistant and front desk receptionist.

Under the direction of the Executive Director, this department is responsible for advancing the Mobility Authority's strategic mission and objectives. Serving as a direct liaison with the State Legislature, and governmental agencies and entities addressing transportation issues throughout the Central Texas region, the Executive Director serves as the primary communicator and provides information and available resources to assist other transportation agencies and departments in the development and implementation of the region's mobility plans and projects.

The administration department also provides front-line customer service to the general public and all customers and elected officials who contact the Mobility Authority. Community development and outreach is another critical function housed in this department. Through a strong presence in the communities we serve and involvement with transportation planning entities, the Mobility Authority is better able to be involved in the decision-making process which ultimately impacts our operations, activities and current and future projects.

Major Business Functions:

Board of Directors: Provide administrative support for the Mobility Authority's Board of Directors.

Office of the Executive Director: Oversight and daily management of the Mobility Authority's projects and activities.

Community development and outreach: Maintain working relationships with all transportation entities, neighborhoods, community organizations and the general public.

FY 2011 Highlights and Accomplishments:

- Working with the Board and State Senator Kirk Watson, led the revitalization for the development of the MoPac Improvement Project beginning with the environmental evaluation process being undertaken in a compressed work schedule.
- Began the construction of several key mobility projects, including the 183A Extension and Manor Expressway.
- Strong working relationship with the State Legislature during the 82nd Legislative Session.
- Continued strong relationships with Travis and Williamson Counties

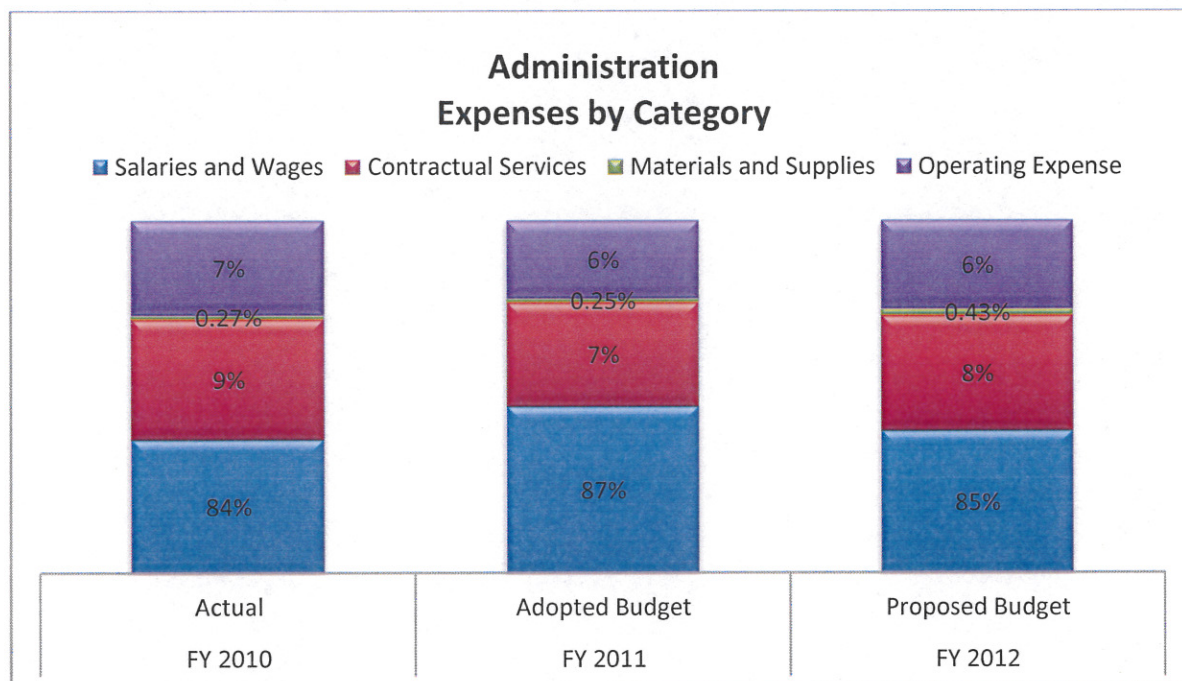
FY 2012 Overview and Goals:

- Successful completion and opening of the 183A Extension.
- Significant progress on the construction of the Manor Expressway.
- Remain a resource on regional mobility issues and a steadfast advocate for short- and long-term transportation solutions.

Administration

Summary of Expenses:

	FY 2010 Adopted Budget	FY 2011 Adopted Budget	FY 2012 Proposed Budget	Increase (Decrease)
Salaries and Wages	1,093,115	1,207,434	980,055	-18.83%
Contractual Services	110,900	103,250	94,500	-8.47%
Materials and Supplies	3,500	3,500	5,000	42.86%
Operating Expense	86,700	76,700	72,400	-5.61%
Financing Expense	0	0	0	
Total Expenses	1,294,215	1,390,884	1,151,955	-17.18%



Authorized Personnel:

	Positions		
	FY 2010 Adopted	FY 2011 Adopted	FY 2012 Proposed
Executive Director	1	1	1
Deputy Director	1	1	1
Assistant to Executive Director	1	1	1
Senior Administrative Assistant	1	1	0
Receptionist	1	1	1
Community Development Specialist (previously Economic/Business Development Director)*	1	1	1
Project Coordinator	1	0	0
Director of Procurement & Contract Mgt	0	1	0
Intern*	0	1	1
Total Positions - Administration	7	8	6

*Not currently Filled

**Administration
Expenses by Line Item**

	Adopted FY 2011 Budget	Actual Year To Date 6/22/2011	Percent of Budget to date	Proposed FY 2012 Budget
Expenditures				
 Salary & Wage Expense				
Regular	739,692	526,376	71.16%	578,100
Part Time	14,000	7,517	53.69%	12,000
Overtime	3,000	0		3,000
TCDRS	119,394	75,271	63.04%	97,871
FICA	41,877	19,420	46.37%	31,395
FICA MED	12,084	7,427	61.46%	9,932
Health Insurance	97,000	52,946	54.58%	65,524
Life Insurance	2,483	1,724	69.43%	1,534
Auto Allowance	9,000	9,223	102.47%	9,000
Other Benefits	88,295	23,275	26.36%	76,228
Unemployment Taxes	1,890	877	46.40%	3,600
Salary Reserve	78,719	0		91,871
Total Salaries & Wages	1,207,434	724,054	59.97%	980,055
 Contractual Services				
 Professional Services				
Legal	0	14		-
Total Professional Services	0	14		0
 Other Contractual Services				
Cell Phones	3,500	3,188	91.07%	3,500
Subscriptions	750	899	119.83%	1,000
Memberships	19,000	23,357	122.93%	25,000
Professional Development	5,000	0		5,000
Seminars and Conferences	15,000	10,320	68.80%	15,000
Staff-Travel	50,000	21,367	42.73%	45,000
Contractual Contingencies	10,000	0		
Total Other Contractual Services	103,250	59,131	57.27%	94,500
Total Contractual Expenses	103,250	59,145	57.28%	94,500

**Administration
Expenses by Line Item**

	Adopted FY 2011 Budget	Actual Year To Date 6/22/2011	Percent of Budget to date	Proposed FY 2012 Budget
Materials and Supplies				
Books & Publications	1,300	48	3.67%	1,000
Computer Supplies	0	700		1,000
Office Supplies	0	900		1,000
Tools & Equipment	1,000	0		1,000
Misc Materials & Supplies	1,200	4	0.33%	1,000
Total Materials & Supplies Exp	3,500	1,651	47.18%	5,000
Operating Expenses				
Mileage Reimbursement	2,500	647	25.87%	2,000
Toll Tag Expense	700	31	4.39%	500
Parking	700	3,209	458.46%	1,000
Meeting Facilities	0	100		250
Meeting Expense	4,000	4,019	100.47%	500
Public Notices	200	0		200
Postage	1,000	315	31.45%	750
Overnight Delivery Services	500	22	4.46%	500
Local Delivery Services	1,600	1,436	89.73%	1,200
Repair and Maintenance	500	158	31.60%	500
Community Initiatives	65,000	60,250	92.69%	65,000
Total Operating Expense	76,700	70,186	91.51%	72,400
Financing Expenses				
Total Financing Expense	0	0		0
Total Expenses	1,390,884	855,037	61.47%	1,151,955

Financial Services

The primary role of the Financial Services Department is to provide financial leadership and oversight of the CTRMA. Under the direction of the Chief Financial Officer (CFO), the department is responsible for recommending and communicating strategic financial planning to the Executive Director and Board of Directors. The financial services department provides all accounting, financial, budgeting and debt management activities for the CTRMA.

Major Business Functions:

Financing: Provide direction and leadership on all CTRMA project financing.

Budget: Develop, propose and manage the CTRMA annual budget process.

Accounting: Responsible for maintaining all accounting records for the CTRMA including processing payroll, accounts payable, reconciling records and monthly and annual financial reporting. Provide all operating and capital project accounting. Assist external auditors with annual financial audit.

Treasury: Responsible for cash management and investment of all CTRMA funds. Work closely with Trustee to manage CTRMA cash flow and invest funds in accordance with the Texas Public Funds Investment Act and CTRMA Investment Policy. Maintain close working relationship with CTRMA bank providers.

Human Resources: Provide human resources support for CTRMA staff.

FY 2011 Highlights and Accomplishments:

- Secured long-term financing for Manor Expressway project.
- Added Controller position to the department adding additional financial leadership capacity.
- Continued to provide assistance in contract oversight of toll collection contract providers.

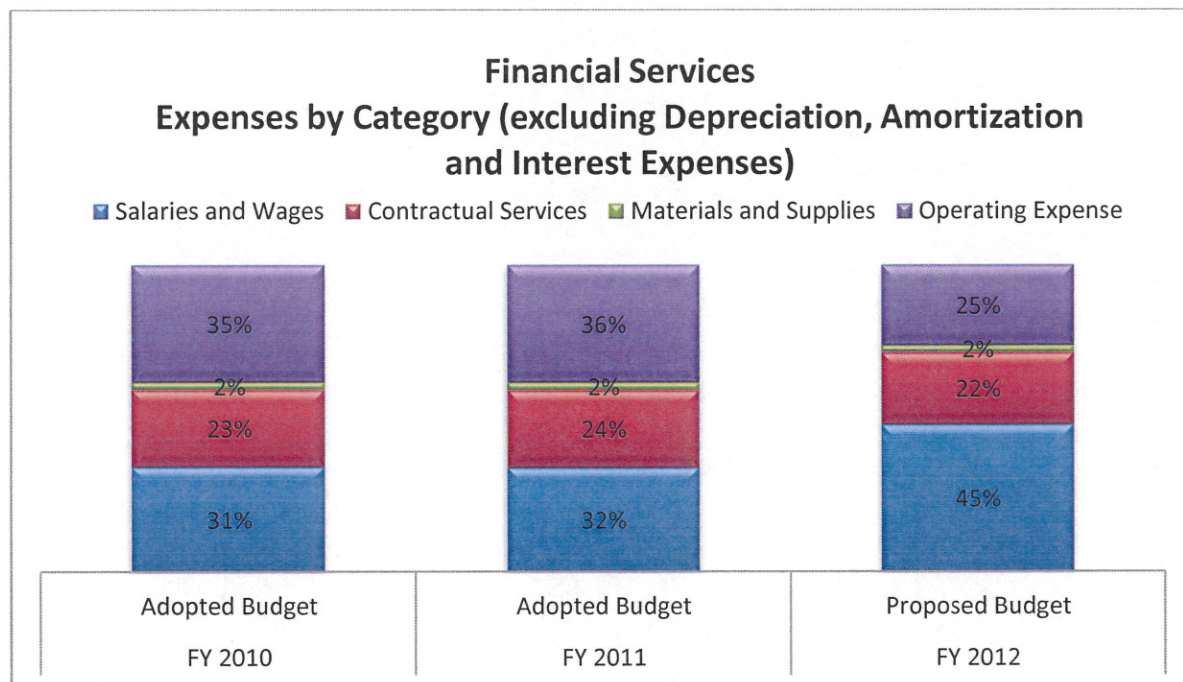
FY 2012 Overview and Goals:

- Continue development of new funding mechanisms for CTRMA projects.
- Continue to develop additional methods to enhance CTRMA financial transparency and accountability.
- Enhance the CTRMA's accounting systems for operations and capital projects.
- With assistance of human resources consultant, implement new employee performance management system.

Financial Services

Summary of Expenses:

	FY 2010 Adopted Budget	FY 2011 Adopted Budget	FY 2012 Proposed Budget	Increase (Decrease)
Salaries and Wages	348,696	337,633	588,431	74.28%
Contractual Services	257,260	253,400	290,850	14.78%
Materials and Supplies	24,100	23,500	26,200	11.49%
Operating Expense	8,702,365	8,081,875	7,620,600	-5.71%
Financing Expense	18,818,743	12,443,280	12,500,303	0.46%
Total Expenses	28,151,164	21,139,688	21,026,384	-0.54%



Authorized Personnel:

	Positions		
	FY 2010 Adopted	FY 2011 Adopted	FY 2012 Proposed
CFO	1	1	1
Controller	1	1	1
Fiscal Analyst	1	1	1
Intern*	1	0	0
Total Positions - Financial Services	4	3	3

*Not filled

**Financial Services
Revenue and Expense by Line Item**

	Adopted FY 2011 Budget	Actual Year To Date 6/22/2011	Percent of Budget to date	Proposed FY 2012 Budget
Revenue				
Interest Income	60,000	221,853	369.76%	180,000
Misc Revenue	6,600	0		
Total Revenue	66,600	221,853	333.11%	180,000

**Financial Services
Revenue and Expense by Line Item**

	Adopted FY 2011 Budget	Actual Year To Date 6/22/2011	Percent of Budget to date	Proposed FY 2012 Budget
Expenditures				
Salary & Wage Expense				
Regular	254,193	261,711	102.96%	440,000
TCDRS	36,858	37,333	101.29%	63,800
FICA	11,213	10,994	98.05%	18,569
FICA MED	3,686	3,631	98.52%	6,380
Health Insurance	12,800	14,645	114.41%	27,153
Life Insurance	915	841	91.96%	1,188
Other Benefits	17,428	6,082	34.90%	29,181
Unemployment Taxes	540	450	83.33%	2,160
Total Salaries & Wages	337,633	335,688	99.42%	588,431
Contractual Services				
Professional Services				
Accounting	9,800	5,762	58.79%	9,500
Auditing	54,000	42,650	78.98%	55,000
Human Resources	12,000	24,519	204.33%	80,000
Total Professional Services	75,800	72,931	96.22%	144,500
Other Contractual Services				
IT Services	65,000	36,014	55.41%	45,000
Copy Machine maintenance	13,500	7,033	52.10%	9,000
Software Licenses	23,000	8,719	37.91%	26,000
Security Contracts	0	0		600
Cell Phones	600	550	91.67%	1,200
Local phone service	6,500	4,641	71.40%	6,000
Long Distance	750	273	36.34%	600
Internet	4,800	2,846	59.30%	4,500
Other Communication Expense	1,500	752	50.13%	1,500
Subscriptions	350	0		350
Memberships	600	100	16.67%	600
Seminars and Conferences	3,500	1,385	39.57%	3,500
Staff-Travel	7,500	2,988	39.84%	7,500
Contractual Contingencies	50,000	15,747	31.49%	40,000
Total Other Contractual Services	177,600	81,048	45.64%	146,350
Total Contractual Expenses	253,400	153,979	60.77%	290,850

**Financial Services
Revenue and Expense by Line Item**

	Adopted FY 2011 Budget	Actual Year To Date 6/22/2011	Percent of Budget to date	Proposed FY 2012 Budget
Materials and Supplies				
Office Supplies	12,000	7,998	66.65%	10,000
Computer Supplies	7,500	11,515	153.54%	12,000
Copy Supplies	2,000	916	45.82%	2,200
Office Supplies printed	1,000	1,199	119.95%	2,000
Misc Materials & Supplies	1,000	0		
Total Materials & Supplies Exp	23,500	21,629	92.04%	26,200
Operating Expenses				
Mileage Reimbursement	500	299	59.83%	500
Toll Tag Expense	75	6	8.00%	50
Parking	38,400	31,435	81.86%	37,500
Meeting Expense	750	1,239	165.24%	1,500
Postage	0	9		
Overnight Delivery Services	2,500	62	2.48%	1,000
Local Delivery Services	50	0		50
Insurance Expense	125,000	638	0.51%	90,000
Rent	212,000	168,770	79.61%	190,000
Electricity	3,600	3,493	97.02%	3,500
Amortization Expense	1,225,000	1,127,148	92.01%	1,230,000
Dep Exp- Furniture & Fixtures	19,000	13,788	72.57%	16,500
Dep Expense - Equipment	15,000	13,180	87.86%	14,500
Dep Expense - Autos & Trucks	4,000	3,606	90.14%	5,000
Dep Expense-Buildng & Toll Fac	177,000	161,845	91.44%	177,000
Dep Expense-Highways & Bridges	5,000,000	4,553,273	91.07%	5,000,000
Dep Expense-Communic Equip	197,000	177,791	90.25%	195,000
Dep Expense-Toll Equipment	465,000	423,300	91.03%	465,000
Dep Expense - Signs	135,000	122,162	90.49%	135,000
Dep Expense-Land Improvemts	52,000	47,285	90.93%	52,000
Depreciation Expense-Computers	410,000	10,532	2.57%	6,500
Total Operating Expense	8,081,875	6,859,859	84.88%	7,620,600

**Financial Services
Revenue and Expense by Line Item**

	Adopted FY 2011 Budget	Actual Year To Date 6/22/2011	Percent of Budget to date	Proposed FY 2012 Budget
Financing Expenses				
Arbitrage Rebate Calculation	6,000	5,750	95.83%	2,500
Bond issuance expense Operating	620,280	273,240	44.05%	385,707
Loan Fees	12,500	11,500	92.00%	12,500
Rating Agency Expense	30,000	31,300	104.33%	33,000
Trustee Fees	2,000	0		2,000
Bank Fees Operating	7,500	29	0.39%	7,500
Continuing Disclosure	0	0		4,000
Interest Expense	11,750,000	10,881,383	92.61%	12,038,096
Contingency	15,000	0		15,000
Total Financing Expense	12,443,280	11,203,203	90.03%	12,500,303
Total Expenses	21,139,688	18,574,358	87.86%	21,026,384

Toll Operations

The CTRMA Operations Department is responsible for all aspects of toll collection operations and toll systems maintenance. The department is responsible for toll systems integrity and the operations of the agency's video toll and violation enforcement processes to ensure the equitable and efficient collection of the toll revenues.

Major Business Functions:

Toll Collection Systems Management: Manage new toll collection systems installations, oversee daily operation of the electronic toll collection systems operations. Monitor system performance and transaction reconciliation. Oversee system maintenance to ensure accuracy and dependability.

Toll Facility Maintenance: responsible for campus and building maintenance for the CTRMA Field Office Building.

Traffic Management: Manage the third party Agreements that provide law enforcement services, courtesy patrol, traffic management and incident response for CTRMA Facilities.

Customer service and violation enforcement: Manage the CTRMA contract that provides Pay-by-Mail processing, customer support and violation processing.

FY 2011 Highlights and Accomplishments:

Fiscal year 2011 saw the completion of three years of the 183A toll road operations. Notable accomplishments in this fiscal year included:

- The significant decrease of system and building maintenance costs resulting in a savings in excess of \$500K in FY 2012.
- The continuation of a successful partnership with the Municipal Services Bureau (MSB) which has resulted in over \$8 million in revenue since the program's initiation.
- A guilty verdict for the first 183A toll violator to plead not guilty to Failure to Pay a Toll, a Class C misdemeanor.
- New service offerings that provide our Pay-by-Mail customers with greater ability to manage their pay by mail invoices and get answers to their questions.

FY 2012 Overview and Goals:

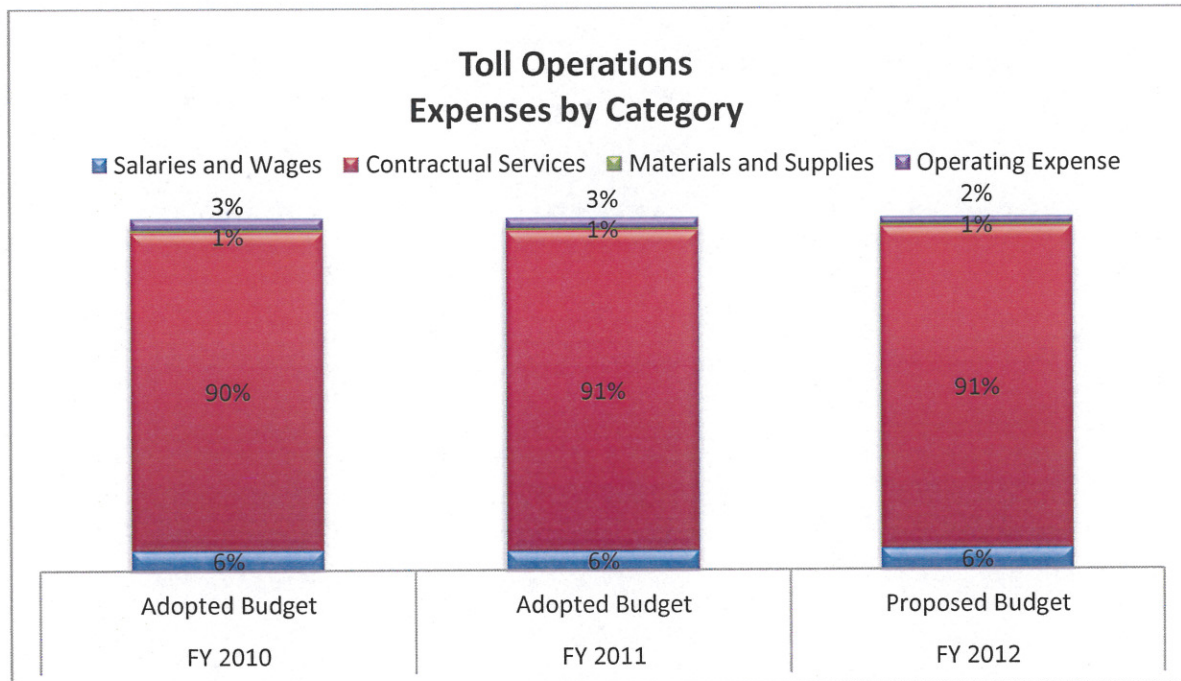
The Operations department's primary goals for fiscal year 2012 include the successful installation and integration of the 183-A phase II toll system and to decrease costs with improved revenue collection techniques. To that end, the team has developed plans to:

- Successfully implement the 183A extension electronic toll collection system.
- Significantly reduce image review costs.
- Increase collections from our most egregious violators through court process enhancements as well as increased communications before and after court action to negotiate settlement.
- Complete annual systems testing to reconcile transactions from the lane to the back office to ensure accurate posting and reconciliation.
- Investigate alternative toll collection methods which will increase electronic toll collections and reduce leakage inherent to video tolling.
- Improve reporting capabilities to allow for better operational oversight.
- Enhance customer communication tools and processes.

Toll Operations

Summary of Expenses:

	FY 2010 Adopted Budget	FY 2011 Adopted Budget	FY 2012 Proposed Budget	Increase (Decrease)
Salaries and Wages	272,391	275,948	308,442	11.78%
Contractual Services	4,214,300	4,557,600	4,633,992	1.68%
Materials and Supplies	31,000	31,000	31,000	0.00%
Operating Expense	148,700	143,200	95,725	-33.15%
Financing Expense	0	0	0	
Total Expenses	4,666,391	5,007,748	5,069,159	1.23%



Authorized Personnel:

	Positions		
	FY 2010 Adopted	FY 2011 Adopted	FY 2012 Proposed
Operations Director	1	1	1
Court Liaison	1	1	1
Total Positions - Toll Operations	2	2	2

**Toll Operations
Revenue and Expense by Line Item**

	Adopted FY 2011 Budget	Actual Year To Date 6/22/2011	Percent of Budget to date	Proposed FY 2012 Budget
Revenue				
Toll Revenue-TxTag-183A	17,000,000	13,083,781	76.96%	21,395,350
Toll Revenue-HCTRA-183A	540,000	536,213	99.30%	656,250
Toll Revenue-NTTA-183A	340,000	371,691	109.32%	411,600
Video Tolls	2,800,000	2,653,294	94.76%	3,004,800
Fee Revenue	1,350,000	1,122,489	83.15%	1,252,000
Misc Revenue	6,600	0		2,200
Total Revenue	22,036,600	17,767,467	80.63%	26,722,200

**Toll Operations
Revenue and Expense by Line Item**

	Adopted FY 2011 Budget	Actual Year To Date 6/22/2011	Percent of Budget to date	Proposed FY 2012 Budget
Expenditures				
Salary & Wage Expense				
Regular	201,631	189,459	93.96%	221,000
TCDRS	29,236	27,487	94.02%	32,045
FICA	10,006	9,376	93.71%	10,602
FICA MED	2,924	2,828	96.71%	3,205
Health Insurance	17,000	15,142	89.07%	24,796
Life Insurance	726	628	86.48%	597
Other Benefits	13,885	8,443	60.81%	14,758
Unemployment Taxes	540	491	90.91%	1,440
Total Salaries & Wages	275,948	253,854	91.99%	308,442
Contractual Services				
Professional Services				
General Engineering Consultant	50,000	9,000	18.00%	50,000
General System Consultant	175,000	7,852	4.49%	175,000
Image Processing	610,000	560,275	91.85%	600,000
Facility maintenance	0	28,807		20,000
Traffic management (HERO)	0	0		820,000
Total Professional Services	835,000	605,935	72.57%	1,665,000
Other Contractual Services				
Graphic Design Services	3,500	0		
ETC Maintenance Contract	1,288,000	491,314	38.15%	840,000
ETC Development	125,000	19,903	15.92%	125,000
ETC Testing	30,000	0		30,000
Law Enforcement	245,000	214,576	87.58%	250,000
Special assignments	5,000	0		5,000
Traffic Management	72,000	48,776	67.74%	84,000
Cell Phones	600	300	50.00%	1,200
Local phone service	10,000	4,904	49.04%	10,000
Internet	1,800	156	8.65%	1,500
Fiber Optic System	63,000	43,954	69.77%	63,000
Other Communication Expense	0	86		
Memberships	1,000	1,000	100.00%	1,000
Seminars and Conferences	3,500	1,825	52.14%	3,500
Staff-Travel	7,000	3,118	44.54%	7,000
Other Contractual Svcs - Interop. HUB	0	0		100,000
Tag Collection Fees	1,767,200	1,197,598		1,347,792
Contractual Contingencies	100,000	114	0.11%	100,000
Total Other Contractual Services	3,722,600	2,027,624	54.47%	2,968,992
Total Contractual Expenses	4,557,600	2,633,559	57.78%	4,633,992

**Toll Operations
Revenue and Expense by Line Item**

	Adopted FY 2011 Budget	Actual Year To Date 6/22/2011	Percent of Budget to date	Proposed FY 2012 Budget
Materials and Supplies				
ETC spare parts expense	30,000	0		30,000
Misc Materials & Supplies	1,000	0		1,000
Total Materials & Supplies Exp	31,000	0		31,000
Operating Expenses				
Mileage Reimbursement	2,000	711	35.57%	\$ 2,000
Toll Tag Expense	1,000	23	2.30%	\$ 1,000
Parking	0	12		\$ 25
Meeting Facilities	200	0		200
Postage	0	24		
Repair and Maintenance-Toll Equipment	15,000	0		5,000
Water	7,500	4,271	56.94%	7,500
Electricity	117,500	58,100	49.45%	\$ 80,000
Total Operating Expense	143,200	63,141	44.09%	95,725
Financing Expenses				
Total Expenses	5,007,748	2,950,554	58.92%	5,069,159

Communications

The primary role of the Communications and Marketing Department is the development and facilitation of programs that advance the mission of the agency through strategic interaction with customers and other community stakeholders. These efforts are generally classified into four general areas of specialization that include communications, marketing, media relations, and public outreach. In many large organizations the Communications Department is often split into these fields of expertise and the work of these various areas often overlaps. In some organizations government relations is also a function of the Communications Department. At the Mobility Authority the Communications Department serves primarily in a support role for that activity. Customer relations is also a separate department in many organizations. At the Mobility Authority that work is a joint effort of the Operations Department and the Communications Department. Customer relations and government relations activities are both classified as communication activities for the purposes of organizational structure and budgeting.

Major Business Functions:

Communications: This business function involves the development of communication tools such as publications, collateral material, videos, websites, displays, presentations and social media to inform customers and stakeholders about the work of the Mobility Authority. The communication function also handles customer and stakeholder inquiries and assists with dispute resolution related to agency operations. Another major communication function is the coordination and promotion of events such as groundbreakings, ribbon cuttings, and stakeholder presentations.

Marketing: Activities in the marketing area revolve primarily around the strategic promotion of the Mobility Authority, TxTag and Pay by Mail in the form of paid advertising. This can include direct mail, television, radio, print ads and sponsorships.

Media Relations: Work in the media relations area involves developing media outreach strategies, writing and distributing media alerts and news releases, building relationships with members of the media, soliciting coverage from the media, responding to media inquiries, coordinating interviews, managing the flow of information, monitoring media coverage and documenting results.

Public Involvement: Most work in this area is related to transportation projects that are planned or under construction. Public involvement means facilitating interaction between the Mobility Authority and communities and individuals that have an interest in or are impacted by a transportation project. Public involvement draws heavily on the skills of the other business functions, but at its heart it is responsible for drawing together both internal and external stakeholders to ensure projects are implemented in a productive and collaborative manner.

Communications

FY 2011 Highlights and Accomplishments:

- Implemented MoPac Improvement Project Environmental Study public involvement program
- Deployed and promoted HERO program
- Managed public involvement activities on 183A Extension and Manor Expressway projects
- Created award winning 2010 Annual Report "Back to Work"
- Developed 183A and Manor Expressway Economic Development Flyers
- Implemented upgraded mobilityauthority.com web site
- Developed electronic Board Meeting book process
- Created MoPac Improvement Web site
- Planned 183A Shared Use Path Grand Opening event
- Supported Cameron County RMA project implementation
- Supported Green Mobility Challenge deployment

FY 2012 Overview and Goals:

On the Operations side of the budget, the Communication and Marketing Department intends to operate a level similar to prior years with nominal decrease in the overall budget. Main elements of the Communication portion of the budget will be ongoing maintenance and enhancement of our agency web site, development of our annual report, and production of the 2012 Strategic Plan.

In the area of Marketing we intend to continue our sponsorships of the Texas Stars, the Liberty Hill Lions Club Rip Roarin' Ride, and various other community events. We will also continue to support various local publications and Chambers of Commerce by placing ads in Chamber Directories, Chamber Maps and in other special publications.

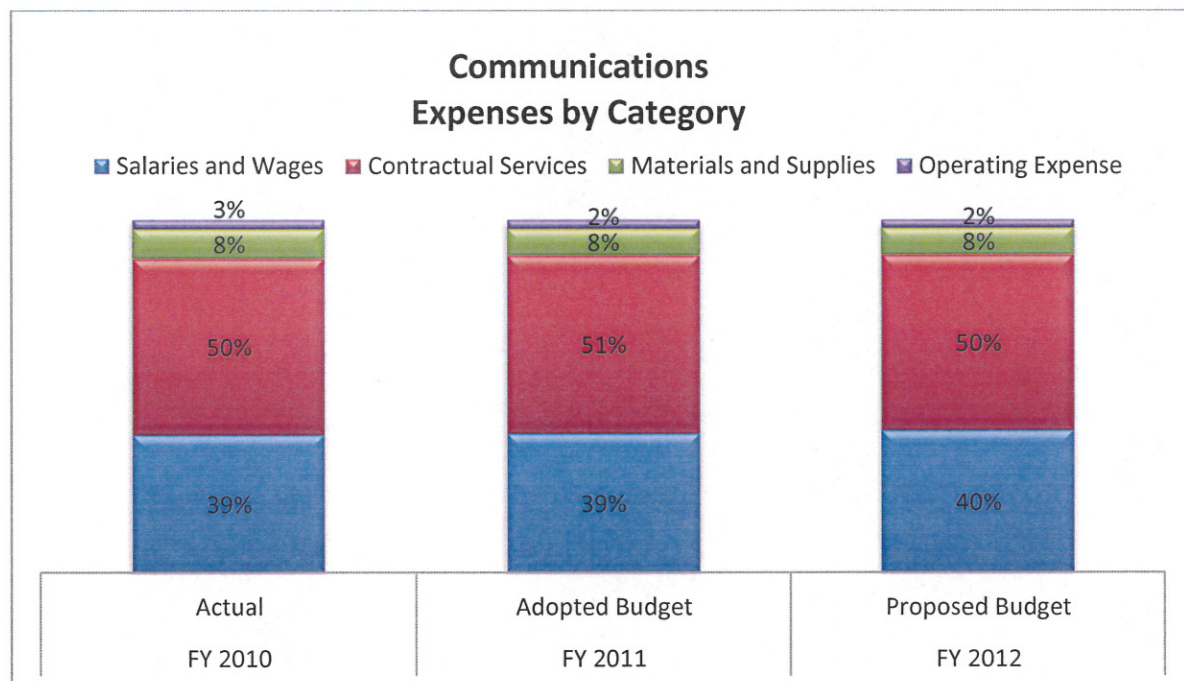
Funds allocated to media relations will focus on development and distribution of news releases plus the tracking and clipping of news stories related to toll roads, regional transportation and the Mobility Authority.

Most public involvement activities will be funded through capital projects and will not be part of the operations budget. In the coming year we expect the vast majority of our work to occur in this area. We will be continuing and expanding our outreach efforts on the 183A extension and Manor Expressway projects and will be planning for some grand opening events in the spring of 2012. The MoPac Improvement Project outreach effort will continue through FY 2012 and will include sound wall meetings, numerous open houses and a final public hearing. Plans are also being developed for a series of community forums on real-time pricing. In addition, the communications team will be initiating environmental/public involvement work on the Oak Hill Expressway and the Manchaca Expressway. Part of that effort will include the Green Mobility Challenge.

Communications

Summary of Expenses:

	FY 2010 Adopted Budget	FY 2011 Adopted Budget	FY 2012 Proposed Budget	Increase (Decrease)
Salaries and Wages	261,530	262,411	265,509	1.18%
Contractual Services	334,600	337,600	327,600	-2.96%
Materials and Supplies	56,100	50,000	50,000	0.00%
Operating Expense	16,900	16,300	14,700	-9.82%
Financing Expense	0	0	0	
Total Expenses	669,130	666,311	657,809	-1.28%



Authorized Personnel:

	Positions		
	FY 2010 Adopted	FY 2011 Adopted	FY 2012 Proposed
Communications and Marketing Director	1	1	1
Communications and Marketing Specialist	1	1	1
Intern*	1	1	1
Total Positions - Communications	3	3	3

*Not currently Filled

**Communications
Expense by Line Item**

	Adopted FY 2011 Budget	Actual Year To Date 6/22/2011	Percent of Budget to date	Proposed FY 2012 Budget
Expenditures				
 Salary & Wage Expense				
Regular	186,775	163,340	87.45%	190,600
TCDRS	25,632	23,359	91.13%	26,187
FICA	10,538	9,194	87.25%	10,825
FICA MED	2,708	2,287	84.46%	2,764
Health Insurance	23,000	22,078	95.99%	20,308
Life Insurance	636	530	83.38%	488
Other Benefits	12,311	10,034	81.51%	12,177
Unemployment Taxes	811	366	45.13%	2,160
Total Salaries & Wages	262,411	231,188	88.10%	265,509
 Contractual Services				
 Professional Services				
Photography	15,000	13,545	90.30%	15,000
Total Professional Services	15,000	13,545	90.30%	15,000
 Other Contractual Services				
Graphic Design Services	10,000	3,509	35.09%	10,000
Website Maintenance	45,000	45,905	102.01%	25,000
Research Services	20,000	26,089	130.45%	25,000
Communications and Marketing	170,000	130,645	76.85%	170,000
Advertising	25,000	40,439	161.76%	40,000
Direct Mail	5,000	0		5,000
Video Production	5,000			5,000
Television	5,000	0		
Radio	20,000	0		15,000
Other Public Relations	2,500	0		2,500
Cell Phones	600	994	165.72%	600
Subscriptions	500	0		500
Memberships	1,000	860	86.00%	1,000
Continuing Education	0	2,950		
Seminars and Conferences	5,000	1,425	28.50%	5,000
Staff-Travel	8,000	3,398	42.47%	8,000
Total Other Contractual Services	322,600	256,214	79.42%	312,600
Total Contractual Expenses	337,600	269,759	79.91%	327,600

**Communications
Expense by Line Item**

	Adopted FY 2011 Budget	Actual Year To Date 6/22/2011	Percent of Budget to date	Proposed FY 2012 Budget
Materials and Supplies				
Books & Publications	0	7		
Annual Report printing	10,000	5,354	53.54%	10,000
Other Printed Reports	20,000	2,451	12.25%	20,000
Direct Mail printing	5,000	0		5,000
Promotional Items	10,000	3,235	32.35%	10,000
Displays	5,000	0		5,000
Total Materials & Supplies Exp	50,000	11,046	22.09%	50,000
Operating Expenses				
Mileage Reimbursement	1,500	887	59.12%	1,500
Toll Tag Expense	200	64	31.94%	200
Parking	100	27	27.00%	
Meeting Facilities	1,000	0		
Community Meeting/Events	5,000	500	10.00%	5,000
Meeting Expense	500	115	22.93%	500
Public Notices	2,000	0		2,000
Postage	5,000	220	4.40%	5,000
Overnight Delivery Services	500	0		
Local Delivery Services	500	41	8.20%	500
Total Operating Expense	16,300	1,853	11.37%	14,700
Financing Expenses				
Total Financing Expense	0	0		0.00
Total Expenses	666,311	513,847	77.12%	657,809

Legal

The primary role of the Legal Department is to ensure the Mobility Authority receives trusted legal advice and counsel to support the goals and mission of the Mobility Authority. The General Counsel and Legal Assistant work with the Board of Directors and the Executive Director and the Mobility Authority's staff to identify, address, and respond to legal issues; provide advice and guidance on compliance with applicable laws, regulations, and policies; and represent the Authority's interests in relationships with customers, other agencies, consultants, stakeholders, and the public. The Legal Department coordinates and collaborates with outside counsel and other agency consultants to provide a high level of resources and expertise for legal services provided to the Mobility Authority.

Major Business Functions:

- Review and/or prepare agenda postings, backup material, and resolutions for Board meetings.
- Review, advise, and assist in the preparation of various legal documents generated to conduct agency business, such as:
 - Procurement documents such as Requests for Information, Qualifications, Proposals, and related documents
 - Contracts and interlocal agreements with vendors, consultants, and other government agencies
 - Documents necessary to comply with Open Government laws, such as agenda postings, responses to requests for public information, and disclosure documents relating to conflicts of interest and financial disclosure by public officials
- Advise on implementation, construction, and application of existing contracts and interlocal agreements, and assist in resolving legal issues that may arise under existing agreements.
- Identify, research and advise the Board, Executive Director, and staff on legal issues that arise in connection with the operations and functions of the Mobility Authority.
- Assist in managing and updating as necessary the Mobility Authority's records systems to ensure compliance with legal requirements and best practices relating to document retention.
- Manage appropriate and efficient use of outside counsel to provide legal services to the Mobility Authority.
- As part of executive team, ensure that strategic, operational, and organization objectives of the Mobility Authority are met and are consistent with applicable laws and regulations.

FY 2011 Highlights and Accomplishments:

- Hired Legal Assistant to leverage and improve efficiency of Legal Department resources.
- Managed to successful resolution a claim resulting in a \$40,000 settlement payment to the Mobility Authority for unpaid tolls and fees.
- Managed the transition from preparation and delivery of the hard-copy agenda and backup material to a digital version of agenda and backup material for Board meetings to the Board of Directors and the public.

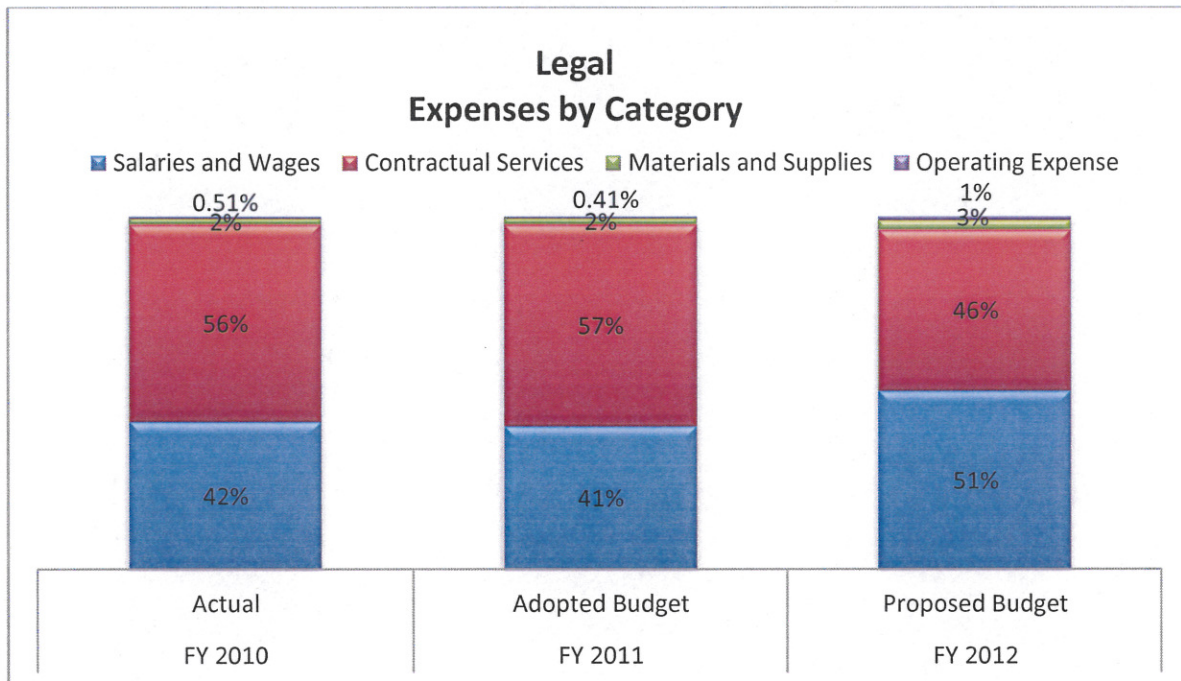
FY 2012 Overview and Goals:

- Identify and assist in implementing required changes in Mobility Authority policy to comply with legislation enacted by the 82nd Legislature and appropriate changes to implement as a result of new legislation.
- Continue to improve and implement record retention and document retrieval systems.
- Review, recommend, and update as needed agency legal policies and operational systems.

Legal

Summary of Expenses:

	FY 2010 Adopted Budget	FY 2011 Adopted Budget	FY 2012 Proposed Budget	Increase (Decrease)
Salaries and Wages	308,613	290,605	288,480	-0.73%
Contractual Services	413,700	410,000	260,800	-36.39%
Materials and Supplies	11,500	11,500	15,000	30.43%
Operating Expense	3,750	2,900	5,450	87.93%
Financing Expense	0	0	0	
Total Expenses	737,563	715,005	569,730	-20.32%



Authorized Personnel:

	Positions		
	FY 2010 Adopted	FY 2011 Adopted	FY 2012 Proposed
Legal Counsel	1	1	1
Administrative Assistant	1	1	1
Total Positions - Legal	2	2	2

**Legal
Expense by Line Item**

	Adopted FY 2011 Budget	Actual Year To Date 6/22/2011	Percent of Budget to date	Proposed FY 2012 Budget
Expenditures				
Salary & Wage Expense				
Regular	198,310	183,392	92.48%	212,000
Overtime	1,000	0		1,000
TCDRS	28,900	26,212	90.70%	30,885
FICA	9,183	10,437	113.66%	10,075
FICA MED	2,890	2,567	88.81%	3,089
Health Insurance	35,500	19,131	53.89%	15,153
Life Insurance	714	594	83.25%	572
Other Benefits	13,568	1,448	10.67%	14,266
Unemployment Taxes	540	218	40.37%	1,440
Total Salaries & Wages	290,605	243,999	83.96%	288,480
Contractual Services				
Professional Services				
Legal	400,000	129,065	32.27%	250,000
Total Professional Services	400,000	129,065	32.27%	250,000
Other Contractual Services				
Cell Phones	600	600	100.00%	600
Memberships	900	815	90.56%	1,500
Continuing Education	2,000	150	7.50%	2,000
Seminars and Conferences	2,500	0		2,500
Staff-Travel	3,500	1,118	31.95%	3,500
Other Contractual Svcs	0	153		200
Contractual Contingencies	500	0		500
Total Other Contractual Services	10,000	2,836	28.36%	10,800
Total Contractual Expenses	410,000	131,901	32.17%	260,800

**Legal
Expense by Line Item**

	Adopted FY 2011 Budget	Actual Year To Date 6/22/2011	Percent of Budget to date	Proposed FY 2012 Budget
Materials and Supplies				
Books & Publications	11,500	11,522	100.19%	15,000
Total Materials & Supplies Exp	11,500	11,732	102.02%	15,000
Operating Expenses				
Mileage Reimbursement	750	84	11.24%	500
Toll Tag Expense	100	0		50
Parking	50	0		50
Meeting Expense	150	33	21.91%	4,150
Public Notices	200	0		200
Postage	0	192		200
Overnight Delivery Services	150	16	10.80%	100
Local Delivery Services	1,500	0		200
Total Operating Expense	2,900	326	11.22%	5,450
Financing Expenses				
Total Expenses	715,005	387,958	54.26%	569,730

Engineering

The primary role of the Engineering Department is to provide leadership and direction for all engineering functions within the agency.

Major Business Functions:

Project Inception and Feasibility–

Coordinate with other transportation providers in the region (TxDOT, City of Austin, Travis County, Williamson County) to assure that mobility needs for the region are defined and included in the Long Range Transportation Plan. Provide feasibility analysis for selected projects to evaluate implementation priority.

Project Development: Coordinate with stakeholders to accurately program and develop priority projects to the appropriate level for implementation. Stakeholders would include external – federal and state agencies, local governments and the general public. Internal stakeholders would include the Board of Directors, the Executive Director, Legal Department, Financial Team, Toll Operations Department, General Engineering Consultants and Public Relations Department.

The product may include schematic level design, or more complete design as well as the appropriate level of environmental documentation and clearance.

Project Implementation: These activities would include coordination with major internal stakeholders to determine the appropriate project deliver method as well as the implementation oversight to provide the Authority with a project of the highest quality that meets the financial and timing constraints.

Roadway Maintenance: Quantifiable definition of appropriate levels of roadway maintenance that will drive the estimated maintenance costs for any given project over the life of any debt and beyond.

Programmatic annual assessment of roadway conditions and estimated maintenance costs (needs) for the next fiscal year.

Oversight of all maintenance activities performed on Authority roadways or other assets.

FY 2011 Highlights and Accomplishments:

- Award of contract for construction of the direct connectors on the 290E toll project to and from US 183 using “economic stimulus” funding.
- Award of contract for construction of Phase II of the 183A toll project to extend the tolled main lanes of 183A from RM 1431 to approximately 6 miles north.
- Completion of the procurement process for the design-build Comprehensive Development Agreement (CDA) for the 290E toll project from US 183 east to SH 130.
- Successful unprecedented partnering with TxDOT by a Mobility Authority to jointly oversee the production and completion of environmental documentation for the MoPac Improvement Project.
- Successful implementation of the Project Dashboard – an internal web application that gives an overall snapshot of project metrics in terms of schedule and budget that is updated monthly through normal business processes.
- Creation and implementation of the Authority’s “Green Credits Program” for implementing sustainable construction activities on projects under construction.

Engineering

- Creation of the Authority's "Green Mobility Challenge" - a competition aimed at stimulating the very best ideas for sustainable roadway project elements.
- Successful implementation of an Electronic Document Management System for the agency.

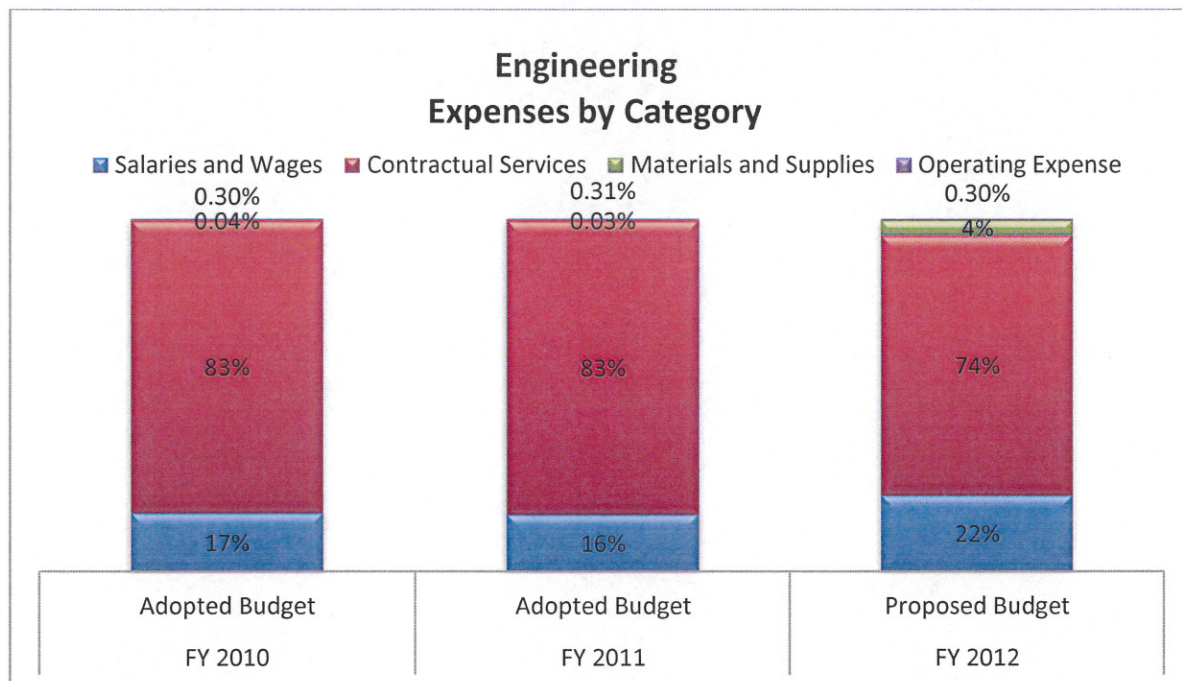
FY 2012 Overview and Goals:

- Continue outstanding program support from our two General Engineering Consultant's (GEC's) for all annual Operations Budget activities including; financial planning support, technology support, contract procurement and management support, trust indenture support, general program support and roadway operations and maintenance support.
- Successful completion of the 290E Direct Connector project on-time and on-budget
- Successful completion of the 183A Phase II toll project on-time and on-budget
- Successful completion of the 290E "interim milestone" work from US 183 to Springdale Rd.
- Completion of the MoPac Improvement Project environmental process
- Completion of the 183S (Manchaca Expressway) environmental process
- Partner with TxDOT on the environmental process for the SH 45SW project as well as the US 290W (The Y) project
- Complete the Green Mobility Challenge for SH 45SW and US 290W (The Y)
- Creation of quantifiable "levels of service" for the maintenance of Authority roadways and define a maintenance business model for the Authority that is efficient and scalable as we add roadways to the system
- Assist with definition, organization and codification of operating policies for the Authority
- Assist with definition of operations budget code descriptions
- Continue to enhance the "modified" design-bid-build project delivery model based on lessons learned from the 290E direct connector project and the 183A Phase II project
- Research appropriate performance measures for the Engineering Department as well as the Authority with respect to transportation project implementation

Engineering

Summary of Expenses:

	FY 2010 Adopted Budget	FY 2011 Adopted Budget	FY 2012 Proposed Budget	Increase (Decrease)
Salaries and Wages	493,736	539,671	628,324	16.43%
Contractual Services	2,460,750	2,781,100	2,137,100	-23.16%
Materials and Supplies	1,150	1,000	125,000	12400.00%
Operating Expense	8,900	10,270	8,770	-14.61%
Financing Expense	0	0	0	
Total Expenses	2,964,536	3,332,041	2,899,194	-12.99%



Authorized Personnel:

	Positions		
	FY 2010 Adopted	FY 2011 Adopted	FY 2012 Proposed
Engineering Director	1	1	1
Engineer	1	1	1
Maintenance Manager	1	1	1
Administrative Assistant*	0	0	1
Total Positions - Engineering	3	3	4

*Position moved to Engineering in FY 2011

**Engineering
Expense by Line Item**

	Adopted FY 2011 Budget	Actual Year To Date 6/22/2011	Percent of Budget to date	Proposed FY 2012 Budget
Expenditures				
Salary & Wage Expense				
Regular	317,866	220,681	69.43%	368,601
Contractual Employees	105,000	30,725	29.26%	105,000
TCDRS	46,091	31,527	68.40%	53,447
FICA	14,666	11,368	77.51%	16,390
FICA MED	4,609	3,124	67.78%	5,345
Health Insurance	28,000	23,800	85.00%	51,593
Life Insurance	1,144	708	61.89%	995
Other Benefits	21,657	4,399	20.31%	24,695
Unemployment Taxes	638	530	83.10%	2,259
Total Salaries & Wages	539,671	326,862	60.57%	628,324
Contractual Services				
Professional Services				
General Engineering Consultant	1,550,000	966,534	62.36%	1,200,000
Facility maintenance	90,000	73,608	81.79%	
Traffic management	0	0		-
Total Professional Services	1,640,000	1,040,141	63.42%	1,200,000
Other Contractual Services				
Traffic Management	0	10,804		
Emergency Maintenance	10,000	0		10,000
Roadway Maintenance Contract	300,000	68,484	22.83%	300,000
Landscape Maintenance	200,000	116,265	58.13%	280,000
Signal & Illumination Main	250,000	131,933	52.77%	175,000
Mowing and litter control	300,000	54,067	18.02%	40,000
Hazardous material cleanup	10,000	0		10,000
Striping	50,000	0		75,000
Graffiti removal	10,000	2,125	21.25%	10,000
Cell Phones	1,600	2,937	183.59%	3,600
Other Communication Expense	0	925		
Continuing Education	1,000	0		
Seminars and Conferences	3,000	975	32.50%	3,000
Staff-Travel	5,500	3,386	61.56%	5,500
Other Contractual Svcs	0	114		25,000
Roadway Maintenance Contract	0	14,955		
Contractual Contingencies	0	11,521		
Total Other Contractual Services	1,141,100	418,491	36.67%	937,100
Total Contractual Expenses	2,781,100	1,458,633	52.45%	2,137,100

**Engineering
Expense by Line Item**

	Adopted FY 2011 Budget	Actual Year To Date 6/22/2011	Percent of Budget to date	Proposed FY 2012 Budget
Materials and Supplies				
Ice Control Materials	0	0		25,000
Maintenance Supplies-Roadway	0	0		100,000
Tools & Equipment	500	14	2.79%	
Misc Materials & Supplies	500	89	17.77%	
Total Materials & Supplies Exp	1,000	168	16.82%	125,000
Operating Expenses				
Gasoline	3,500	3,987	113.92%	5,000
Mileage Reimbursement	1,000	808	80.81%	1,000
Toll Tag Expense	2,300	2,558	111.20%	2,300
Parking	20	17	82.50%	20
Meeting Expense	0	30		100
Postage	0	44		
Overnight Delivery Services	100	0		
Repair and Maintenance	200	0		
Repair and Maintenance-Vehicles	2,900	3,263		100
Other Licenses	250	235	94.00%	250
Total Operating Expense	10,270	10,941	106.53%	8,770
Financing Expenses				
Total Financing Expense	0	0		0
Total Expenses	3,332,041	1,796,603	53.92%	2,899,194

Consolidated Staffing Schedule

Authorized Personnel:

	Positions		
	FY 2010 Adopted	FY 2011 Adopted	FY 2012 Proposed
<u>Administration</u>			
Executive Director	1	1	1
Deputy Director	1	1	1
Assistant to Executive Director	1	1	1
Senior Administrative Assistant	1	1	0
Receptionist	1	1	1
Community Development Specialist (previously Economic/Business Development Director)*	1	1	1
Project Coordinator	1	0	0
Director of Procurement & Contract Mgt	0	0	0
Intern*	0	1	1
<u>Financial Services</u>			
CFO	1	1	1
Controller	1	1	1
Fiscal Analyst	1	1	1
Intern	1	0	0
<u>Toll Operations</u>			
Operations Director	1	1	1
Court Liaison	1	1	1
<u>Communications and Marketing</u>			
Communications and Marketing Director	1	1	1
Communications and Marketing Specialist	1	1	1
Intern*	1	1	1
<u>Legal</u>			
Legal Counsel	1	1	1
Administrative Assistant	1	1	1
<u>Engineering</u>			
Engineering Director	1	1	1
Engineer*	1	1	1
Maintenance Manager	1	1	1
Administrative Assistant	0	0	1
Total Positions	21	20	20

*Positions currently not filled

Capital Budget

FY 2012 Capital Budget

Operating Capital Budget

No items proposed

Capital Projects

Public-Private Partnership (P3) Development Initiative:

Mopac Managed Lanes Project	\$	100,000
183 South Project		100,000
Total Public-Private Partnership Development	\$	<u>200,000</u>

Manor Expressway Project Phases I & II

Traffic and Revenue Analysis	\$	1,511,368
Environmental		250,000
Final Design		37,369,250
Right of Way		65,400,000
Utility Relocation		2,200,000
Construction		280,304,155
Project Oversight		38,800,000
TxDOT Reimbursements		600,000
Total Manor Expressway Phase I & II	\$	<u>426,434,773</u>

System Operating Budget

FY 2012 Proposed System Operating Budget

System Operating Costs

Toll Operations	Operating Expenses	\$ 4,249,159
Finance Department	Insurance Expense	90,000
Finance Department	Trustee Expense	2,000
Finance Department	Salaries	294,216
Finance Department	Rent	190,000
Finance Department	Contractual	165,850
Finance Department	Materials and Supplies	19,650
Legal	Salaries	115,392
Legal	Contractual	125,000
Communications	Salaries	132,755
Communications	Contractual	135,000
Communications	Materials and Supplies	26,000
Engineering	Salaries	188,497
Engineering	Contractual	361,800
Administration	Salaries	460,782

Total System Operating Costs

\$ 6,556,101

**GENERAL MEETING OF THE BOARD OF DIRECTORS
OF THE
CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY**

RESOLUTION NO. 11-___

ADOPTION OF FY 2012 BUDGET

WHEREAS, the Central Texas Regional Mobility Authority (“CTRMA”) was created pursuant to the request of Travis and Williamson Counties and in accordance with provisions of the Transportation Code and the petition and approval process established in 43 Tex. Admin. Code § 26.01, *et. seq.* (the “RMA Rules”); and

WHEREAS, prudent management and fiscal oversight are overriding objectives of the CTRMA Board of Directors; and

WHEREAS, it is necessary and desirable to develop and adopt a budget for CTRMA operations at the commencement of each fiscal year; and

WHEREAS, the Executive Director and staff have developed and recommend that the Board of Directors approve the budget for fiscal year 2011-2012 (“FY 2012”) attached and incorporated into this resolution as Attachment A.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors approves the FY 2012 budget as set forth in Attachment A; and

BE IT FURTHER RESOLVED that no funds otherwise appropriated and made available by the FY 2012 budget may be spent on lease payments for a multi-function copier/printer/fax machine, or to provide service and maintenance for a multi-function copier/printer/fax machine unless that machine is owned by CTRMA; and

BE IT FURTHER RESOLVED that this budget may be amended from time-to-time by approval of the Board of Directors.

Adopted by the Board of Directors of the Central Texas Regional Mobility Authority on the 30th day of June, 2011.

Submitted and reviewed by:

Approved:

Andrew Martin
General Counsel for the Central
Texas Regional Mobility Authority

Ray A. Wilkerson
Chairman, Board of Directors
Resolution Number: 11-___
Date Passed: 6/29/11