



## **2021 Budget**



**State of Colorado**  
Adoption date: December 10, 2020



# 2021 Budget

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\* The column titled CLBL is for easy reference to the Colorado Local Budget Law (CLBL) criteria. CLBL requirements are **underlined and in bold through out the document**.

\*\* The column titled GFOA is for easy reference to the Government Finance Officer Association (GFOA) criteria. GFOA criteria are underlined throughout the document.



## 2021 Budget

### Introduction

This Budget Document reflects the Governmental Finance Officers Association (GFOA) Distinguished Budget Awards Program structure and criteria of high quality budget documents. Annually the Program recognizes high quality budget documents. The high quality budget structure contains the following categories:

- Policy Documentation;
- Financial Plan;
- Operations Guide;
- Communications Device.

GFOA Categories and criteria are explicitly identified and cross-referenced in the document.

*The State of Colorado Financial Management Manual – A Guide for Colorado Local Governments* also recommends that a budget document is formatted in the GFOA Budget structure (contains the four categories). Additional requirements by Colorado Local Budget Law are explicitly identified and cross-referenced in the document.

The GFOA presented a Distinguished Budget Presentation Award to the Roaring Fork Transportation Authority for the Annual Budget beginning **January 1, 2020**. This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

Management presents the 2021 Roaring Fork Transportation Authority Budget formatted in accordance with the GFOA Budget Award Program categories and criteria.

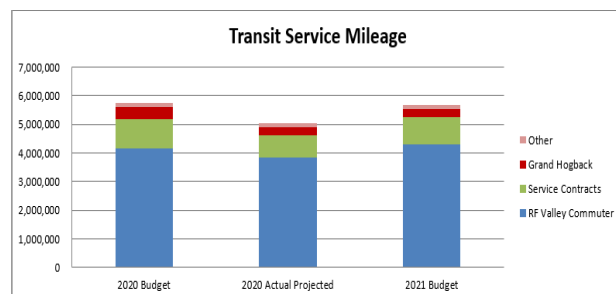
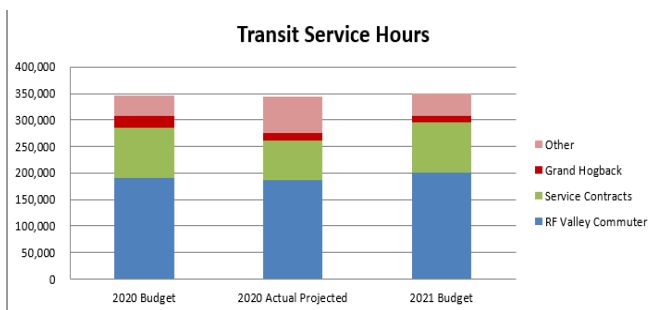
Michael Yang, CPA  
Budget Officer

## Message

The Roaring Fork Transportation Authority (the Authority) has prepared the 2021 Annual Budget document as a means to communicate to the Public and the Authority Board (the Board) the issues considered in planning the use of limited resources to provide public transit and maintaining the Rio Grande Trail in the Roaring Fork Valley during the 2021 year.

### Services to be delivered

- The Authority provides regional transit services in the Roaring Fork Valley (from Aspen to Glenwood Springs, Colorado) and in the I-70 Corridor (from Glenwood Springs to Rifle, Colorado). Additionally, the Authority owns a rail corridor in the Roaring Fork Valley and maintains the Rio Grande Trail for pedestrian, bike, and equestrian use.
- In 2021, the Transit Program will continue to provide the essential services needed in order to support the regional workforce and economy during the unprecedented COVID-19 pandemic that first affected the region in mid-March 2020. The Authority’s transit services would typically move over 5 million passengers in a year. In response to the pandemic, RFTA implemented an emergency response plan which includes the implementation of enhanced safety measures (i.e. requirement of personal protective equipment on buses and at workplace, disinfecting buses and workspace, bus driver protective barriers, temporary policy changes to support those who need to stay home to quarantine, isolate, and care for dependents as related to COVID-19, temporary suspension of fare collections (March-July 2020), increased human resources needed to support such plan, and a vaccination incentive program), and has modified its regional transit service plan relative to demand and its contracted service plan relative to adjustments from its service contract partners. Most significantly, beginning in March 2020, RFTA substantially reduced maximum capacity on buses to promote social distancing. In the initial phase of RFTA’s plan, buses were limited to nine passengers (compared to a normal maximum capacity of 54 passengers for 45-foot buses and 35 passengers for 40-foot low-floor buses). RFTA added additional buses on certain routes in an attempt to mitigate the reduced capacity, but was limited by the number of available drivers. As of May 2021, the capacity constraints have been lifted and that such decisions will no longer fall under the Colorado Department of Health of Public Environment (CPHDE) or local public health departments.
- The service plan will cover approximately 5.7 million miles within a 70-mile region, operating and maintaining approximately 100 large transit vehicles with approximately 360 employees during peak winter season.



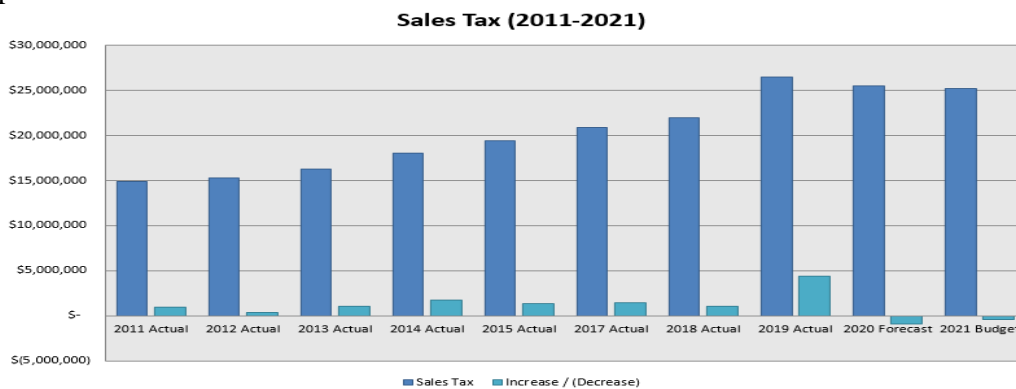
- The Trails Program maintains a 34-mile rail corridor and trail.

**2021 Budget Initiatives and Priorities**

- The 2021 Budget should be aligned with the Outcomes and Objectives identified in RFTA’s Strategic Plan;
- The initial Budget is to be a balanced budget and, if possible, increase fund balance for future projects;
- Consider adjustments to transit services, if necessary, in order to avoid the use of fund balance;
- The budget should adhere to the financial reserve thresholds in accordance with current policy.
- Consult with the Authority’s member jurisdictions to obtain their sales tax revenue estimates for the budget year.
- Consult with Pitkin, Eagle and Garfield County Assessors to obtain their preliminary and final assessed valuations of taxable property included in RFTA’s district for the budget year.
- Develop the transit service plan, initially based upon status quo service levels with updates for seasonal date changes.
- Develop revenue estimates for service contracts, state and federal grant, and other local governmental contributions.
- There are no transit fare adjustments planned for 2021. Any fare changes directed by the Board will be considered and implemented following a 30-day public comment period and a Public Hearing.
- Any new positions identified as a priority by Management will be incorporated into the budget.
- Capital grants will be strategically pursued to help fund capital items and projects and only those that are awarded will be included in the budget or presented in a supplemental budget appropriation over the course of the budget year.

**Continuing Budget issues**

- As the Authority’s primary funding mechanism, Sales tax revenues can be volatile and growth can vary among our member jurisdictions. The Authority relies on each member jurisdiction’s Finance Department’s assumptions and trend analysis for estimate preparation. Staff consulted with each Finance Department to obtain their sales tax estimate for 2021. The impacts of the COVID-19 pandemic upon the economy and uncertainty on the duration of its impacts are evidenced by the information received. As a result, the 2021 sales tax forecast is a 1% reduction compared to the 2020 forecast.







## 2021 Budget

### Continuing Budget issues (continued)

- With respect to Property tax revenues for the 2020 tax year, with collections in 2021, the full 2.65 mill levy and a 7.15% residential assessment rate is assumed in the 2021 budget. The next reassessment year is for the 2021 tax year, with collections in 2022. Staff corresponded with the Assessors in Pitkin, Eagle, and Garfield Counties and obtained assessed valuations. As a result, the property tax revenue estimate is relatively flat as compared to the 2020 forecast.
- Transit fuel prices are known to be volatile. For 2021, management obtained fixed price transit diesel fuel contracts for a majority of its needs to manage the volatility normally associated with fuel prices. The estimated fuel price reflects a 1.5% decrease in the weighted average price per diesel gallon. The Taxpayer Certainty and Disaster Tax Relief Act of 2019 (Act), enacted as part of the Further Consolidated Appropriations Act, 2020, retroactively extended certain tax benefits for 2018 and 2019 through at least the end of 2020. This Act extended the alternative fuels credit through December 31, 2020 and the credit is calculated at \$0.50 per gas gallon equivalent of compressed natural gas (CNG). At this time, there is no indication of legislation extending this tax benefit to 2021. Our current CNG pricing, without any alternative fuels credit, is assumed in our budget preparations.
- While the cost of health care continue to rise, RFTA's County Health Pool renewal rates reflect a 4% increase in health insurance premiums with no change to dental and vision premiums. During 2020, as part of its COVID-19 emergency response plan, the Authority started offering its seasonal workforce high-deductible health insurance, employee-only coverage and will continue to offer this benefit in 2021. After further review and analysis, RFTA will not make any changes to the employee contributions amounts to the various types of coverages of the plans offered.
- The high cost of living in the Roaring Fork Valley has negatively affected the Authority's ability to hire and retain qualified personnel. Management continues to review and refine the Authority's compensation package with respect to wages, incentive programs and benefit enhancements, including employee housing, in order to remain competitive in the local job market. The biennial full market survey is not planned for this year as the last one was conducted in 2019 and adjustments were made in 2020. The Collective Bargaining Unit (CBU) comprised of full-time bus operators are subject to scheduled pay increases in accordance with their contract. For non-CBU positions, merit increase at employees' anniversary dates are included in the budget.
- With the capital-intensive nature of the transit industry, management continues to develop funding strategies for short and long-term capital replacement and improvement needs. Funding strategies includes a combination of financing options, seeking out grant opportunities, pay-go using current resources, seeking additional revenue, and reducing operating costs. The RFTA **Destination 2040 Plan** has secured additional funding through property tax revenues and increased bonding authority. Management has implemented service enhancements and design/planning efforts and construction for multiple capital projects are underway. The timing of capital projects will determine the next bond issuance, which is anticipated to be in 2021.



## 2021 Budget

### New Budget Issues:

- The COVID-19 pandemic continues to be a factor in the Roaring Fork Valley and has underscored the significance of the Authority’s essential services to support the regional economy. As part of the Authority’s emergency response plan, modifications to services have been made and additional safety measures (such as mandatory mask requirement on board buses and vehicles, maximum passenger capacity limits on buses to encourage social distancing, driver barriers, and disinfecting of buses, facilities and offices), will continue as needed in order to continue to protect the health of its workforce, its riders, and community. Sales tax revenues and fare collections make up the largest revenue shortfalls in 2020 and are projected to continue in 2021. While additional Federal funding received in 2020 helped cover those shortfalls, currently, there is no indication of new Federal Stimulus funding in the 2021. Without additional funding to cover the estimated shortfalls in revenue, the Authority has the ability to take action as it had done so during the Great Recession between 2009 and 2011.



However, while the Authority’s transit services have been and will continue to be an essential service, it is also a critical element of the region’s economic recovery. Without additional federal funds, the Authority is faced with choices that run counter to the economic recovery and constrains funds available for capital projects and strategic initiatives. In order to support the 2021 transit service plan, approximately \$4.3 million of property tax revenues are planned to fill estimated revenue shortfalls, \$1.2 million of property tax revenues are planned to fund high-priority strategic initiatives, resulting in a budgeted surplus of \$2.56 million in the General Fund which can cover the future debt service on the 2021 bond issuance planned for in the Spring of 2021.

| <b>Destination 2040 Funding and Uses included in General Fund:</b>         |                          |
|--|--------------------------|
| <b>Description (1,000's)</b>   | <b>2021 Final Budget</b> |
| Net Property Tax Revenues  | \$ 10,448                |
| Less: Estimated Costs for Service Enhancements                             | \$ (2,060)               |
| Less: Estimated Debt Service for Capital Lease (bus)                       | \$ (320)                 |
| Less: Amount used to offset estimated revenue shortfalls (sales tax/fares) | \$ (4,285)               |
| Less: Estimated Costs for Strategic Initiatives                            | \$ (1,219)               |
| <b>Remaining Available Funds</b>   | <b>\$ 2,564</b>          |
| Less: Placeholder for Estimated Annual DS for 2021 Bond Issuance           | \$ (1,678)               |
| <b>Anticipated Remaining Available Funds</b>                               | <b>\$ 886</b>            |

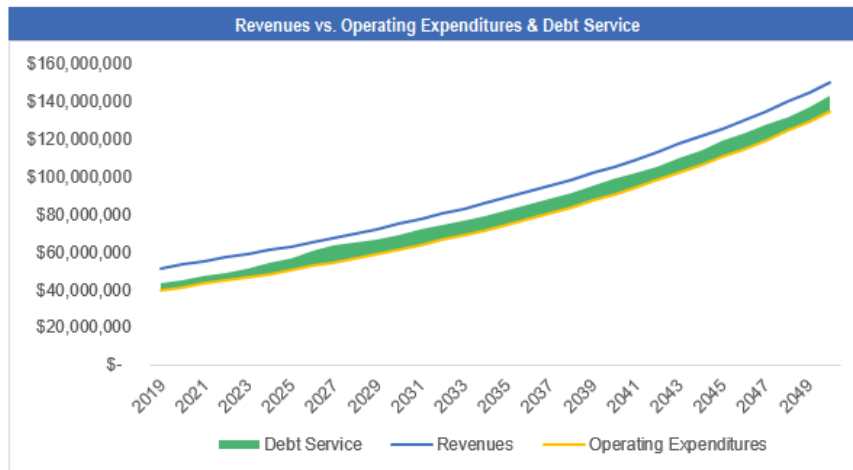
Dan Blankenship  
Chief Executive Officer

**Policy Document**

Overview of Financial Policies

**Financial Planning**

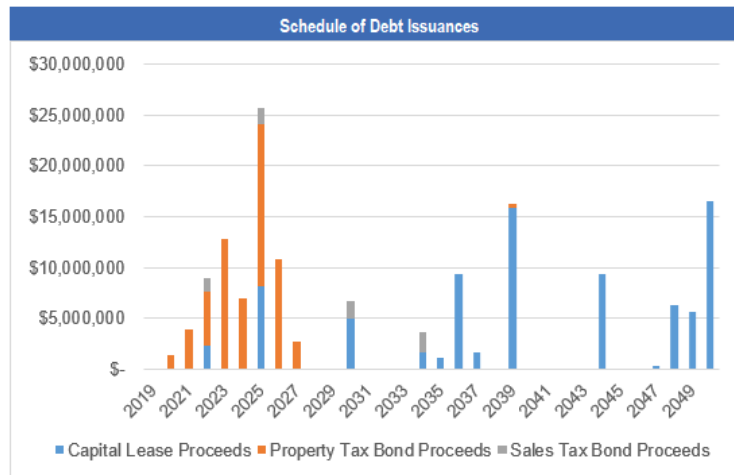
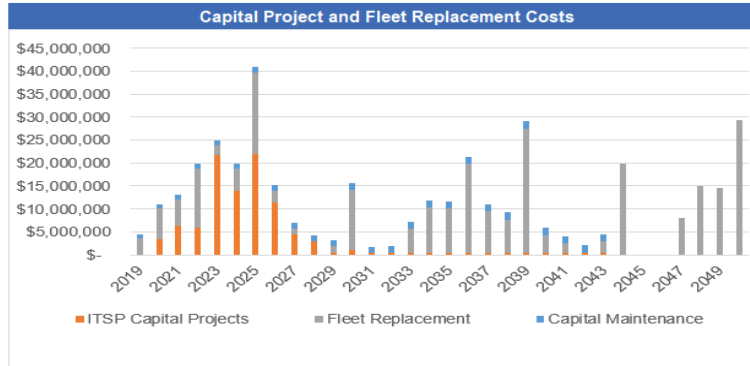
- *Balanced Budget:* Current year expenditures/expenses will be funded from current year forecasted sales and use tax, property tax, transit fares and other sources specifically identified to fund current operating expenditures/expenses. Other sources of funds must be confirmed or reasonably anticipated to be used for operating expenditures/expenses. Use of fund balance for current year expenditures/expenses will be explicitly approved by the Board;
- *Long Range Planning:* With the passage of ballot measure 7A at the November 6, 2018 general election, the Authority secured additional funding through property tax revenues from a 2.65 mill levy within its district and increased its bonding authority by up to \$74.675 million. These new resources are intended to increase the Authority’s ability to implement service enhancements and fund capital projects, including bus replacements, included in the RFTA Destination 2040 Plan for the next 20 years. The following charts were derived from the Authority’s financial feasibility model prepared December 2018. Key assumptions include: average 3.5% sales tax revenue growth, property tax revenues from 2.65 mill levy with average 4% growth, residential assessment ratio of 6.11 in 2020, 25% of bus purchases are grant funded, certain capital projects receive grant funding, 3% construction inflation factor, 4.3% operations and maintenance inflation factor, and fleet replacement includes diesel, compressed natural gas, and electric buses.





**Financial Planning continued...**

- *Long Range Planning (continued)*



The Authority is updating its long range financial plan to include in future budget documents.

- *Capital purchases:* The useful life of a bus for operating purposes is 12 years and/or 500,000 miles. Refurbishing a bus can extend its operating life. Annually, Management will review the bus fleet based on the above criteria to determine required replacement. Trails capital expenditures/expenses will be incurred as funding is available. Capital assets are defined as assets with an initial cost of \$5,000 or more and a minimum useful life of 3 years.

**Basis of Budgeting**

- The Authority Budget and Financial Statements are reported in accordance with generally accepted accounting principles on a modified accrual basis of accounting; Authority transit and trails activity is recorded in the General Fund of the government wide financial statements; additionally, the Authority accounts for service contracts, bus stop and park & ride activities as well as certain trails activities in Eagle County in each of its own Special Revenue funds; Bond Resolutions for Series 2012A, 2013B, and 2019 require capital projects funds and debt service funds for each bond and a reserve fund.

**Basis of Budgeting continued...**

- The modified accrual basis of accounting recognizes increases and decreases in financial resources only to the extent that they reflect near-term inflows or outflows of cash. Amounts are recognized as revenue when earned and collectable to pay liabilities of the current period or soon after; certain expenditures are recognized when payment is due.

**Revenue**

- *Revenue Diversification:* Funding is received primarily through dedicated sales and use tax, property tax, service contract revenue and transit fares. Revenue diversification is achieved by actively pursuing other financing sources each year such as local, state and federal grants;
- *Fees and Charges:* Annual sales tax forecast will be based on estimates received from the participating governmental entities. Additionally, annual review of Transit fares is performed for possible adjustment;
- *Use of one-time revenues/unpredictable revenues:* Financing sources (sources other than sales tax, service contract revenue or transit fares) should not be used to pay for current year operating expenditures unless specifically identified to fund operating expenditures/expenses by the contributor/grantor of the resource and the amount to be received is certain.

**Expenditure/ Expense Policies**

- *Debt capacity, issuance and management:* By Colorado Law, the Authority cannot enter into any action creating a multiple fiscal year debt or other financial obligation unless first submitted to a vote of the registered electors residing within the boundaries of the Authority;
- However, the Law allows the Board to enter into installment or lease purchase contracts, subject to annual appropriation with the following limits:
  - for the purchase of property or capital equipment;
  - the term of any such contract may not extend over a period greater than the estimated useful life of the property or equipment;
- The Authority's Debt Management Policy establishes guidelines for the issuance and management of its debt, subject to and limited by the applicable provisions of State and Federal Law, with the following objectives:
  - Assure the timely delivery of and finance capital for projects in accordance with the priorities identified within RFTA's Budget or Capital Improvement Plan (CIP) annually approved by the Board;
  - Achieve the lowest cost of borrowing while identifying mitigation factors for any additional risk to RFTA;
  - Preserve future financial flexibility; and
  - Maintain strong credit ratings and good investor relations

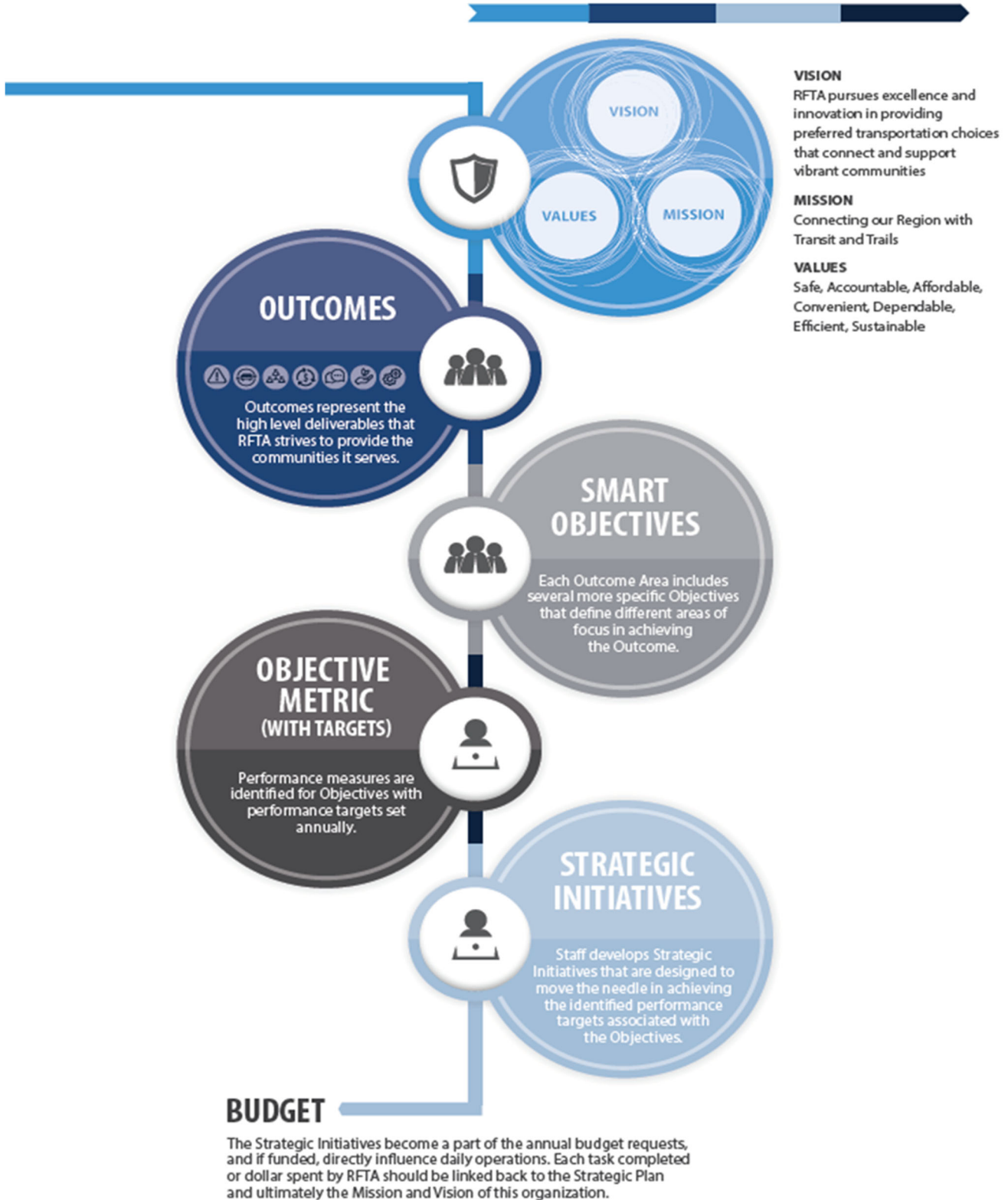
### Expenditure/ Expense Policies continued...

- Operating/capital expenditure accountability: Review of actual expenditures to budget by department will be performed on a monthly basis taking action to bring the department expenditures within budget when necessary.
- *Reserve or stabilization accounts:* the Operating reserve requirement is at least an average of two months of budgeted General Fund Revenues to Operating Reserves or an average of 2 months of budgeted General Fund Expenditures ) whichever is larger. Revenues include sales and use tax, property tax, service contracts, fares, operating grants and contributions. Expenditures include operation expenditures, operating expenditures allocated to service contracts and debt service. Additionally, capital reserves are committed based on Board requirements as to amount. Prior Board approval is required to use reserved funds, to not reserve funds in a given year or use fund balance when expenditures exceed revenues in a given year.

### Non-financial goals and objectives

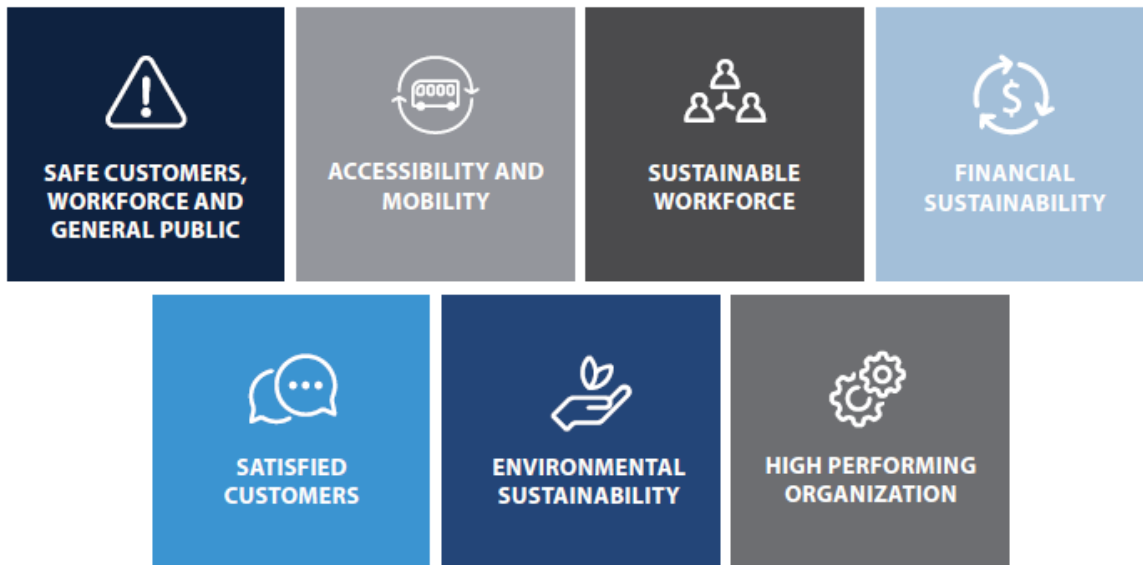
In September 2019, the Authority Board approved the 2020 Strategic Plan, which provides the framework to guide RFTA’s decision-making, budgeting, and daily operations. The Strategic Plan identifies vision, mission, values, and outcomes to support this framework. Outcomes represent the high-level deliverables that RFTA strives to provide the communities it serves. Each outcome area include several more specific objectives that define different areas of focus in achieving the outcome. Performance measures are also identified for objectives with performance targets set annually. Strategic initiatives are developed to achieve these identified performance targets associated with the Objectives. The Strategic Initiatives become a part of the annual budget process. Each task completed is linked back to the Strategic Plan and ultimately the Mission and Values of the Roaring Fork Transportation Authority. In January 2021, the Authority Board approved the 2021 Strategic Work Plan which included the Strategic Initiatives funded in 2021 are included on page 17.





# OUTCOME AREAS

The RFTA Board of Directors and Staff have agreed upon the following seven Outcome Areas: **Safe Customers, Workforce and General Public; Accessibility and Mobility; Sustainable Workforce; Financial Sustainability; Satisfied Customers; Environmental Sustainability; and High Performing Organization.** Each RFTA director/manager continuously assesses these themes and ties their departmental goals back to these guiding principles.





## 2021 Budget

### Organizational Outcome Areas:

#### 1.) Safe Customers, Workforce, and General Public

*RFTA will ensure the safety of its workforce, customers, and general public through its safety first culture, systematic procedures, practices, and policies for managing risks and hazards.*

##### *Smart Objectives:*

1. Customers are Safe at RFTA facilities and riding RFTA services.
2. The Public is safe and comfortable using the Rio Grande trail.
3. Maintain and promote a healthy and safe workforce
4. The general public has a positive perception of the safe of RFTA services.
5. Staff are well trained and safety focused.

#### 2.) Accessibility and Mobility

*RFTA will provide accessible, effective, and easy to use mobility options that connect our region for all user types.*

##### *Smart Objectives:*

1. Rio Grande Railroad Corridor/Rio Grande Trail is appropriately protected and utilized.
2. Trail and transit users move safely, quickly and efficiently.
3. Increase alternative mode splits throughout the region.
4. Provide increased first and last mile options for customers throughout service area.
5. Ensure accessibility for youth, low income, seniors and disabled populations.
6. Identify and reduce barriers to riding transit and accessing trails.
7. Provide convenient connections to key activity centers in service area.

#### 3.) Sustainable Workforce

*RFTA will ensure organizational sustainability by enhancing its ability to continue to recruit and retain an engaged, well-trained, resilient professional workforce.*

##### *Smart Objectives:*

1. Prioritize the hiring of local employees.
2. Provide competitive compensation and benefit packages.
3. Provide comfortable and affordable short-term and long-term housing solutions.
4. Find ways to reduce the strain of commuting long distances on the workforce.
5. Recognize and reward top performers.
6. Ensure organizational resilience through thoughtful succession planning and workforce development.
7. Find ways to increase employee engagement.
8. Provide employees with the tools, space and equipment to maximize efficiency and safety.





## 2021 Budget

### Organizational Outcome Areas continued...

#### 4.) Financial Sustainability

*RFTA will ensure cost effective and responsible use of funding, maintain and monitor its short-term and long-term financial forecasts, seek funding partnerships and diversification of revenues.*

##### *Smart Objectives:*

1. Ensure accurate budgeting and accounting.
2. Develop a capital planning prioritization process.
3. Preserve financial sustainability and maintain a structurally balanced long-range budget.
4. Pursue financing opportunities to deliver better service and complete future capital projects.
5. Optimize RFTA services and expenditures for more efficiency and/or costs savings.
6. Promote fair and open competition in contracting opportunities to ensure fair and reasonable pricing.
7. Monitor, evaluate and present new revenue sources.

#### 5.) Satisfied Customers

*RFTA will strive to exceed customer expectations by providing modern, courteous, safe, convenient, highly reliable, dependable, comfortable, sustainable, cost efficient, and affordable transportation choices to our residents and visitors.*

##### *Smart Objectives:*

1. Transit and trail experiences are enjoyable.
2. Transit services are affordable for all user types.
3. Leverage technology to enhance customer experience.
4. Provide easy, modern and reliable services.
5. Conduct triennial on-board passenger surveys.
6. Provide a centralized, user-friendly customer relationship management system
7. Provide clean and well maintained facilities, trails and equipment
8. Staff are well trained and customer focused.



## 2021 Budget

### Organizational Outcome Areas continued...

#### 6.) Environmental Sustainability

*RFTA will research and implement innovative, environmentally sustainable practices in all areas of transit and trails management.*

##### *Smart Objectives:*

1. Trail and transit users enjoy environmentally friendly equipment and facilities.
2. RFTA organization will strive for 100% renewable energy use.
3. Maximize energy efficiencies within RFTA organization with cost-effective solutions.
4. Provide alternative and innovative travel solutions to help slow the growth of vehicle miles traveled in region.
5. Advance renewable/sustainable projects without sacrificing our existing services and responsible budget.
6. Promote and support transit oriented land use patterns

#### 7.) High Performing Organization

*With integrity, RFTA will deliver efficient, innovative, transparent, accountable, effective, and collaborative regional transportation services that reflect community values.*

##### *Smart Objectives:*

1. Optimize the use of RFTA assets through capital improvement planning, preventative maintenance and asset management
2. Innovative technology will be leveraged to improve service and efficiency in all outcome areas
3. Proactively influence policy and legislative development at all levels of government regulation.
4. Actively engage the public about plans, projects and service changes.
5. Ensure appropriate transparency of all RFTA business.
6. Actively plan for business continuity and resilience in the event of crisis.
7. Continually seek ways to improve business process.
8. Conduct triennial community survey.



## 2021 Budget

**Performance Measures:** Staff is currently working on developing performance measures and will plan to include them in future budget documents as they become available. Initial performance metrics include: Factored Ridership, On-time Performance, Fixed Route Passenger Injuries per 100,000 boardings, Fixed Route Preventable Collisions per 100,000 Boardings, Total Reportable Injury Rate, Total Turnover Rate, Passenger Revenue Recovery Rate, Net Expense per Passenger, Operating Expense per Passenger, Operating Expense per Mile, and Operating Expense per Hour.

### Strategic Initiatives included in the 2021 Budget

| Strategic Initiative Project List                          | 2021 Budget Estimate | Primary Outcome                  |
|--|----------------------|----------------------------------|
| Repairs to the Wingo Bridge:                               |                      |                                  |
| Gross Costs  | \$ 503,242           |                                  |
| Less: Pitkin County Reimbursement                          | (251,621)            |                                  |
| Net Cost - Wingo Bridge                                    | \$ 251,621           | High Performing Organization     |
| Operations Reorganization                                  | 151,000              | High Performing Organization     |
| Two new Transit Service Technicians                        | 149,000              | Sustainable Workforce            |
| New Employee - Budget Manager/Financial Analyst            | 115,000              | Sustainable Workforce            |
| Parker House Improvements                                  | 100,000              | High Performing Organization     |
| New Employee - IT AVL Technician                           | 85,000               | Sustainable Workforce            |
| Four new Seasonal Non-CDL Bus Cleaners                     | 79,300               | Sustainable Workforce            |
| Replace 22 Driver Seats in 2013 Gilligs                    | 77,000               | Sustainable Workforce            |
| Stormwater Management Plans                                | 50,000               | High Performing Organization     |
| Revision and Update of the GMF CNG Emergency Response Plan | 40,000               | Safe Customer, Staff, and Public |
| Benefits Administration Software                           | 20,000               | Sustainable Workforce            |
| Four Mobile Workstations for Supervisor Vehicles           | 20,000               | Sustainable Workforce            |
| Trails - Grooming Equipment                                | 19,000               | Accessibility and Mobility       |
| TCH Software   | 16,500               | Sustainable Workforce            |
| 2021 On-Board Survey                                       | 15,000               | Satisfied Customers              |
| Battery Electric Bus (BEB) Renewable Energy Offset         | 10,000               | Environmental Sustainability     |
| Contract and Performance Management System                 | 10,000               | Financial Sustainability         |
| Convert Contractual Employee to Full-Time Equivalent       | 6,400                | Sustainable Workforce            |
| HSA Match  | 3,750                | Sustainable Workforce            |
| Total  | 1,218,571            |                                  |

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## Financial Plan

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### Fund and fund structure

The Authority Budget and Financial Statement are reported in accordance with generally accepted accounting principles on a modified accrual basis of accounting. All Funds are appropriated.

**General Fund** reports operating activity for regional Valley, Grand Hogback and miscellaneous Transit, Trails and Administrative Support services. Additionally, Capital and all Debt Service activity are reported in the General Fund, unless otherwise required by bond resolution.

**Service Contract Special Revenue Fund** reports revenue and operating activity for additional contracted transit services. These services are extra services provided in certain areas within the overall Authority service area. For a more detailed description of the Transit Services provided see the service description narrative and service area map in the statistical and supplemental information section.

**Bus Stop and Park & Ride Special Revenue Fund** reports vehicle registration fee revenue and bus stops and park & ride expenditure activity as required by State rural transit authority enabling legislation. Additionally, by resolution, Garfield County has dedicated certain development fees to construct bus shelter and park & ride improvements in unincorporated Garfield County.

**Mid Valley Trails Special Revenue Fund** reports activity for certain trails activities within Eagle County. As a condition of becoming a member of the Authority, Eagle County dedicated an existing ½ cent sales tax to the Authority. Part of the sales tax was dedicated to trails. In June of 2002 the Authority by resolution adopted the Eagle County Mid Valley Trails Committee. The Committee administers all aspects of appropriating the funds and the Authority provides accounting of the funds and other services as requested by the Committee.

### Capital Projects Fund:

**Series 2019 Capital Projects Fund** reports expenditure activity of proceeds from the Series 2019 bond issuance related to the Battery Electric Bus Pilot Project, the Glenwood Maintenance Facility (GMF) Maintenance Expansion Project, the Aspen Maintenance Facility (AMF) Fuel Farm Replacement Project, and SH82 Mid-Valley Bus Stop Improvement Project. These expenditures are certain and specific in accordance with Tax law as identified by Bond Counsel.

### Debt Service Fund:

**Series 2012A Debt Service Fund** reports all principal and interest expenditures for the \$6.65 million Qualified Energy Conservation Bond (QECCB) issuance and interest earned as required by resolution. The QECCBs allow a Federal reimbursement for 70% of the Qualified Tax Credit Rate of the interest paid.



## 2021 Budget

**Series 2013B Debt Service Fund** reports all principal and interest expenditures for the \$1.3 million QECB issuance and interest earned as required by resolution. The QECBs allow a Federal reimbursement for 70% of the Qualified Tax Credit Rate of the interest paid.

**Series 2019 Debt Service Fund** reports all principal and interest expenditures for the \$24.5 million sales and use tax revenue refunding and improvement bond issuance and interest earned as required by resolution. This is a tax-exempt issuance.

**Reserve Fund** reports all activity related to the required reserves for the Series 2012, Series 2013, and Series 2019 Bonds and interest earned as required by resolution.

### Consolidated Financial Overview (in thousands)

| (1,000's)                              | General Fund | Service Contracts | Bus Stops/<br>PNR SRF | Mid Valley<br>Trails SRF | Capital<br>Projects<br>Fund | Debt Service<br>Fund | 2021 Final<br>Budget | %    |
|--|--------------|-------------------|-----------------------|--------------------------|-----------------------------|----------------------|----------------------|------|
| <b>Beginning fund balance (Budget)</b> | \$ 33,388    | \$ -              | \$ 97                 | \$ 169                   | \$ 49                       | \$ 920               | \$ 34,623            |      |
| <b>Revenues:</b>                       |              |                   |                       |                          |                             |                      |                      |      |
| Sales and use tax                      | \$ 25,606    | \$ -              | \$ -                  | \$ 56                    | \$ -                        | \$ -                 | \$ 25,662            | 46%  |
| Property tax                           | \$ 10,945    | \$ -              | \$ -                  | \$ -                     | \$ -                        | \$ -                 | \$ 10,945            | 19%  |
| Service contracts                      | \$ -         | \$ 12,652         | \$ -                  | \$ -                     | \$ -                        | \$ -                 | \$ 12,652            | 23%  |
| Operating revenue                      | \$ 2,427     | \$ -              | \$ -                  | \$ -                     | \$ -                        | \$ -                 | \$ 2,427             | 4%   |
| Grant revenue - operating              | \$ 1,402     | \$ 30             | \$ -                  | \$ -                     | \$ -                        | \$ -                 | \$ 1,432             | 3%   |
| Local gov't contributions - operating  | \$ 1,374     | \$ -              | \$ -                  | \$ -                     | \$ -                        | \$ -                 | \$ 1,374             | 2%   |
| Local gov't contributions - capital    | \$ 252       | \$ -              | \$ -                  | \$ -                     | \$ -                        | \$ -                 | \$ 252               | 0%   |
| Other income                           | \$ 609       | \$ -              | \$ 485                | \$ -                     | \$ -                        | \$ 156               | \$ 1,250             | 2%   |
| Investment income                      | \$ 199       | \$ -              | \$ 1                  | \$ 1                     | \$ -                        | \$ -                 | \$ 201               | 0%   |
| <b>Total revenues</b>                  | \$ 42,813    | \$ 12,682         | \$ 486                | \$ 57                    | \$ -                        | \$ 156               | \$ 56,193            | 100% |
| <b>Program expenditures:</b>           |              |                   |                       |                          |                             |                      |                      |      |
| Fuel                                   | \$ 1,794     | \$ 698            | \$ -                  | \$ -                     | \$ -                        | \$ -                 | \$ 2,492             | 4%   |
| Transit                                | \$ 30,279    | \$ 12,143         | \$ 1,045              | \$ -                     | \$ -                        | \$ -                 | \$ 43,467            | 72%  |
| Trails & Corridor Mgmt                 | \$ 671       | \$ -              | \$ -                  | \$ 55                    | \$ -                        | \$ -                 | \$ 726               | 1%   |
| <b>Subtotal operating exp.</b>         | \$ 32,744    | \$ 12,841         | \$ 1,045              | \$ 55                    | \$ -                        | \$ -                 | \$ 46,684            | 78%  |
| Capital                                | \$ 7,967     | \$ -              | \$ -                  | \$ -                     | \$ 49                       | \$ -                 | \$ 8,016             | 13%  |
| Debt Service                           | \$ 2,773     | \$ -              | \$ -                  | \$ -                     | \$ -                        | \$ 2,729             | \$ 5,502             | 9%   |
| <b>Total expenditures</b>              | \$ 43,484    | \$ 12,841         | \$ 1,045              | \$ 55                    | \$ 49                       | \$ 2,729             | \$ 60,202            | 100% |
| <b>Other financing sources</b>         | \$ 6,526     | \$ 159            | \$ 559                | \$ -                     | \$ -                        | \$ 2,573             | \$ 9,817             |      |
| <b>Other financing (uses)</b>          | \$ (3,291)   | \$ -              | \$ -                  | \$ -                     | \$ -                        | \$ -                 | \$ (3,291)           |      |
| <b>Change in Fund Balance</b>          | \$ 2,564     | \$ 0              | \$ 0                  | \$ 2                     | \$ (49)                     | \$ -                 | \$ 2,517             |      |
| <b>Ending fund balance</b>             | \$ 35,952    | \$ 0              | \$ 97                 | \$ 171                   | \$ -                        | \$ 920               | \$ 37,140            |      |



## 2021 Budget

### Five Year Financial Summary Information

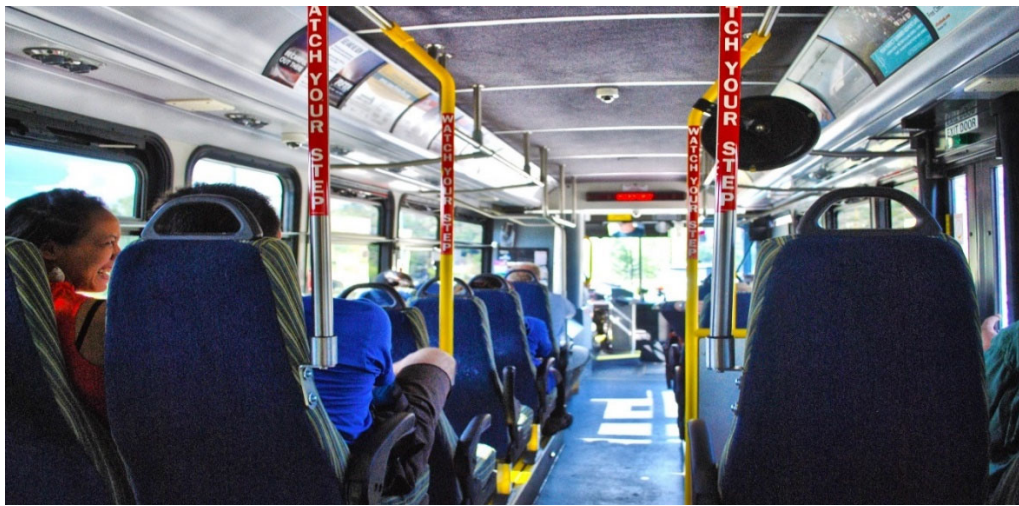
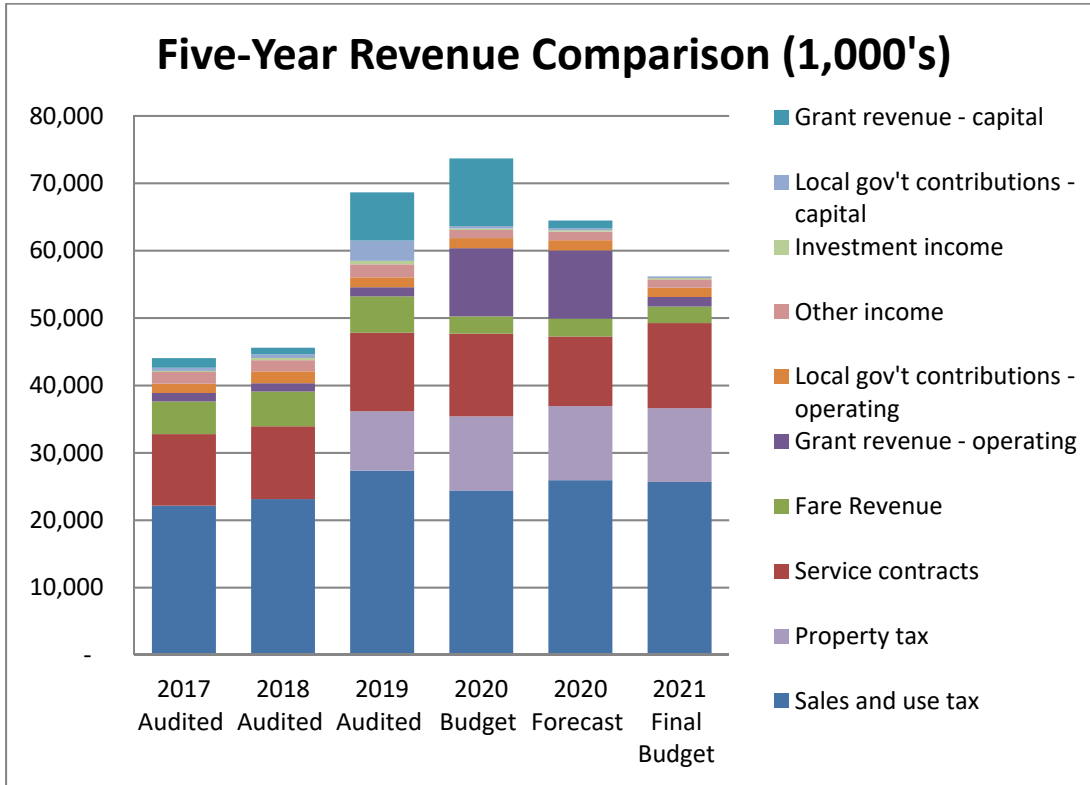
| Revenues (in thousands)               | 2017<br>Audited  | 2018<br>Audited  | 2019<br>Audited  | 2020<br>Budget   | 2020<br>Forecast | 2021 Final<br>Budget | 21/20 Budget       |             |
|---------------------------------------|------------------|------------------|------------------|------------------|------------------|----------------------|--------------------|-------------|
|                                       |                  |                  |                  |                  |                  |                      | \$ Dif             | % Dif       |
| Sales and use tax                     | \$ 22,153        | \$ 23,124        | \$ 27,366        | \$ 24,413        | \$ 25,931        | \$ 25,662            | \$ 1,249           | 5%          |
| Property tax                          | -                | -                | 8,794            | 10,996           | 10,996           | 10,945               | (51)               | 0%          |
| Service contracts                     | 10,616           | 10,808           | 11,663           | 12,277           | 10,334           | 12,652               | 375                | 3%          |
| Fare Revenue                          | 4,853            | 5,156            | 5,390            | 2,555            | 2,655            | 2,427                | (128)              | -5%         |
| Grant revenue - operating             | 1,245            | 1,244            | 1,346            | 10,117           | 10,117           | 1,432                | (8,685)            | -86%        |
| Local gov't contributions - operating | 1,379            | 1,736            | 1,488            | 1,510            | 1,523            | 1,374                | (137)              | -9%         |
| Other income                          | 1,731            | 1,682            | 1,920            | 1,189            | 1,262            | 1,250                | 61                 | 5%          |
| Investment income                     | 167              | 332              | 518              | 232              | 210              | 201                  | (31)               | -14%        |
| <b>Subtotal Revenues - Operating</b>  | <b>42,143</b>    | <b>44,084</b>    | <b>58,485</b>    | <b>63,289</b>    | <b>63,027</b>    | <b>55,942</b>        | <b>(7,348)</b>     | <b>-12%</b> |
| Local gov't contributions - capital   | 472              | 535              | 3,012            | 341              | 301              | 252                  | (89)               | -26%        |
| Grant revenue - capital               | 1,433            | 981              | 7,145            | 10,042           | 1,148            | -                    | (10,042)           | -100%       |
| <b>Subtotal Revenues - Capital</b>    | <b>1,905</b>     | <b>1,515</b>     | <b>10,157</b>    | <b>10,383</b>    | <b>1,449</b>     | <b>252</b>           | <b>(10,132)</b>    | <b>-98%</b> |
| <b>Total</b>                          | <b>\$ 44,048</b> | <b>\$ 45,599</b> | <b>\$ 68,642</b> | <b>\$ 73,673</b> | <b>\$ 64,476</b> | <b>\$ 56,193</b>     | <b>\$ (17,479)</b> | <b>-24%</b> |

#### 2020/2021 budgetary revenue trends:

- Net increase in sales and use tax revenue as actual collections have exceeded the projected reductions (due to impacts of the COVID-19 pandemic on the economy) reflected in the amended 2020 budget (the sales tax estimate is down 1% compared to the 2020 forecast);
- No change in property tax revenue as the 2020 tax year is not a reassessment year. The 2021 tax year (for property taxes collected in 2022) is the next reassessment year;
- Increase in service contract revenues because of increasing costs and updates to service levels;
- Decrease in operating revenues, which include transit fares and pass sales, due to the COVID-19 pandemic and the related effects upon ridership;
- Decrease in operating grant revenues as CARES Act funds were received in 2020 and are not included in 2021;
- Decrease in local government contributions primarily due to reduced contributions from Garfield County to support a lower level of service on the Grand Hogback route;
- Increase in other income primarily due to anticipated employee housing revenues.
- Decrease in capital funding primarily due to the timing of capital outlay based on project completion. Capital grants are recognized as awarded and collection is certain.



**Five Year Financial Summary Information continued...**





## 2021 Budget

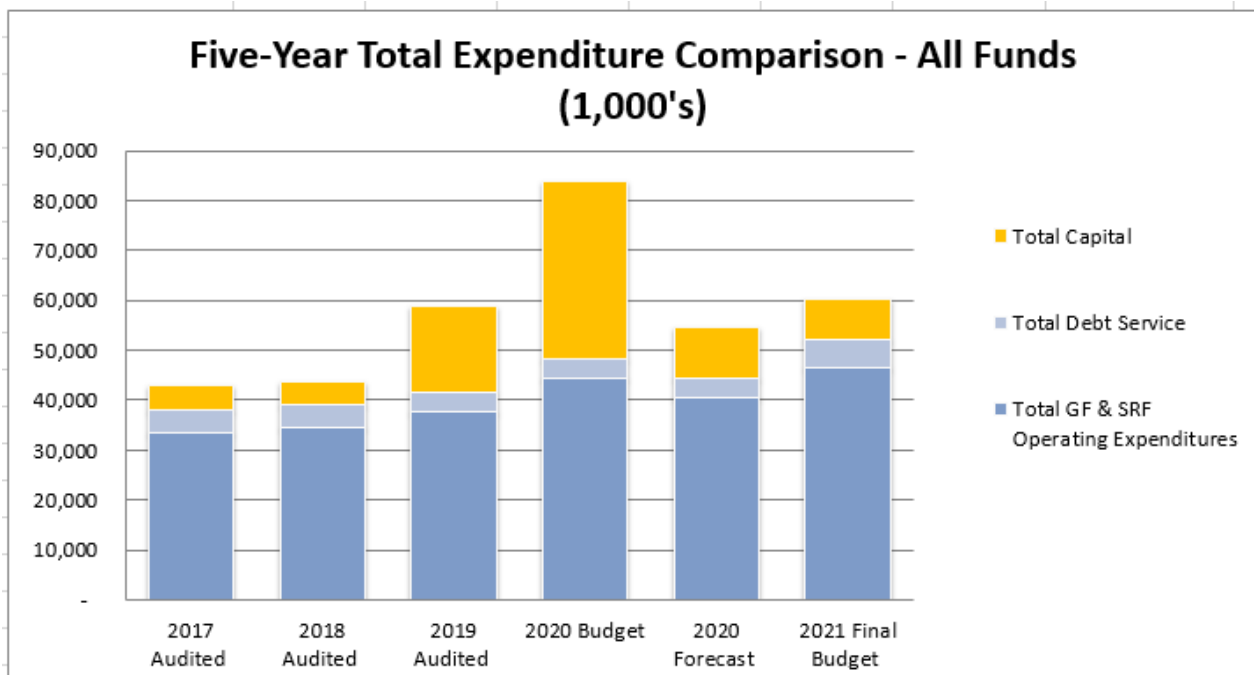
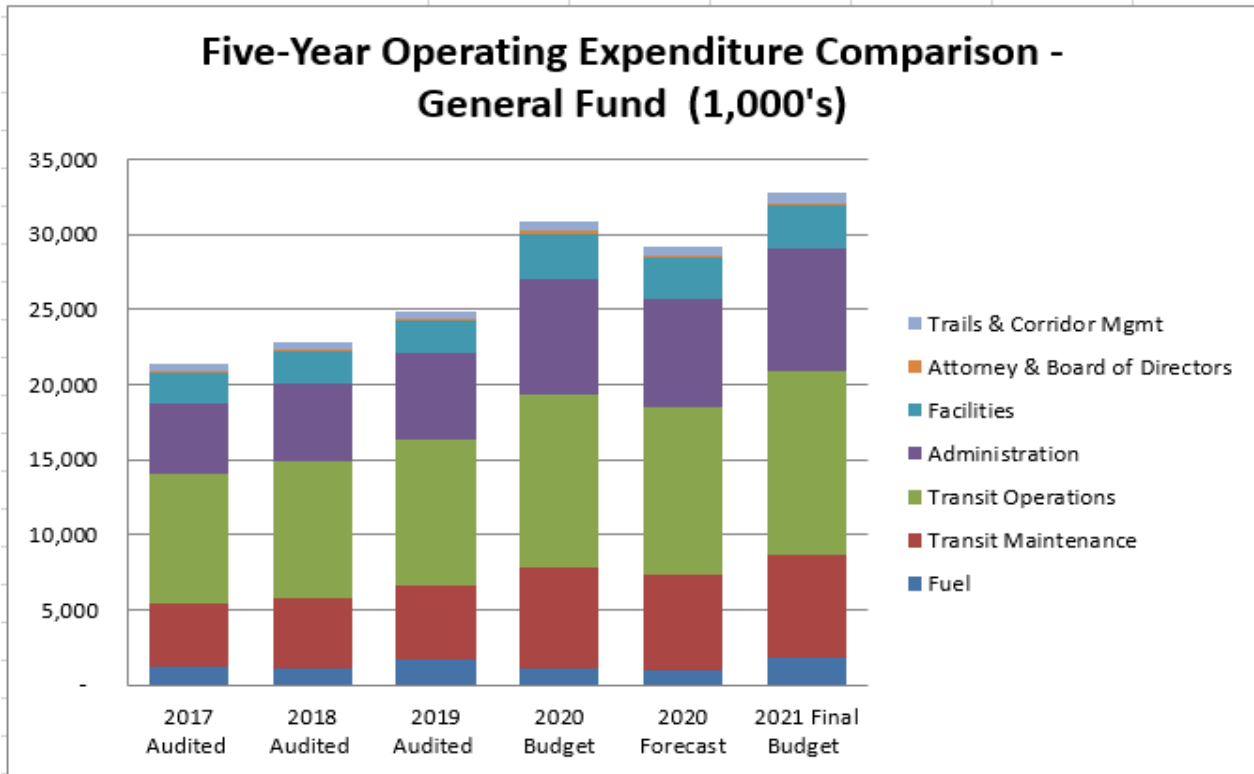
### Five Year Financial Summary Information continued...

| Expenditures (in thousands)                      | 2017             | 2018             | 2019             | 2020             | 2020             | 2021 Final       | 21/20 Budget       |             |
|--|------------------|------------------|------------------|------------------|------------------|------------------|--------------------|-------------|
|  | Audited          | Audited          | Audited          | Budget           | Forecast         | Budget           | \$ Dif             | % Dif       |
| Fuel   | 1,189            | 1,095            | 1,670            | 1,093            | 949              | 1,794            | 701                | 64%         |
| Transit Maintenance                              | 4,233            | 4,745            | 5,009            | 6,758            | 6,356            | 6,853            | 95                 | 1%          |
| Transit Operations                               | 8,703            | 9,065            | 9,687            | 11,494           | 11,149           | 12,261           | 766                | 7%          |
| Administration                                   | 4,664            | 5,096            | 5,775            | 7,706            | 7,196            | 8,117            | 411                | 5%          |
| Facilities                                       | 1,961            | 2,211            | 2,088            | 3,013            | 2,762            | 2,892            | (121)              | -4%         |
| Attorney & Board of Directors                    | 117              | 142              | 185              | 150              | 156              | 157              | 7                  | 5%          |
| Trails & Corridor Mgmt                           | 489              | 469              | 456              | 612              | 572              | 671              | 59                 | 10%         |
| <b>Total GF Operating Expenditures</b>           | <b>\$ 21,355</b> | <b>\$ 22,824</b> | <b>\$ 24,870</b> | <b>\$ 30,825</b> | <b>\$ 29,141</b> | <b>\$ 32,744</b> | <b>\$ 1,919</b>    | <b>6%</b>   |
| SRF - Service Contracts                          | 11,253           | 10,987           | 11,944           | 12,465           | 10,502           | 12,841           | 376                | 3%          |
| SRF - Bus Shelter / PNR                          | 624              | 716              | 814              | 974              | 955              | 1,045            | 71                 | 7%          |
| SRF - Mid Valley Trails                          | 79               | 21               | 71               | 59               | 62               | 55               | (4)                | -7%         |
| <b>Total GF &amp; SRF Operating Expenditure:</b> | <b>\$ 33,310</b> | <b>\$ 34,547</b> | <b>\$ 37,698</b> | <b>\$ 44,323</b> | <b>\$ 40,660</b> | <b>\$ 46,684</b> | <b>\$ 2,361</b>    | <b>5%</b>   |
| GF - Debt Service                                | 1,900            | 1,493            | 1,522            | 1,144            | 1,101            | 2,773            | 1,629              | 142%        |
| Debt Service Fund                                | 2,955            | 2,950            | 2,400            | 2,733            | 2,733            | 2,729            | (4)                | 0%          |
| <b>Total Debt Service</b>                        | <b>\$ 4,855</b>  | <b>\$ 4,443</b>  | <b>\$ 3,922</b>  | <b>\$ 3,877</b>  | <b>\$ 3,834</b>  | <b>\$ 5,502</b>  | <b>\$ 1,625</b>    | <b>42%</b>  |
| <b>Total Operating &amp; Debt Service</b>        | <b>\$ 38,166</b> | <b>\$ 38,990</b> | <b>\$ 41,620</b> | <b>\$ 48,200</b> | <b>\$ 44,494</b> | <b>\$ 52,187</b> | <b>\$ 3,986</b>    | <b>8%</b>   |
| GF - Capital Outlay                              | 4,616            | 4,563            | 14,978           | 29,440           | 6,495            | 7,967            | (21,473)           | -73%        |
| SRF - Bus Shelter / PNR - Capital Outlay         | -                | 16               | 7                | -                | -                | -                | -                  | 0%          |
| Capital Projects Fund                            | 223              | -                | 2,304            | 6,353            | 3,674            | 49               | (6,304)            | 0%          |
| <b>Total Capital</b>                             | <b>\$ 4,839</b>  | <b>\$ 4,578</b>  | <b>\$ 17,289</b> | <b>\$ 35,793</b> | <b>\$ 10,169</b> | <b>\$ 8,016</b>  | <b>\$ (27,777)</b> | <b>-78%</b> |
| <b>Total Expenditures - all funds</b>            | <b>\$ 43,004</b> | <b>\$ 43,568</b> | <b>\$ 58,909</b> | <b>\$ 83,993</b> | <b>\$ 54,663</b> | <b>\$ 60,202</b> | <b>\$ (23,791)</b> | <b>-28%</b> |

#### 2020/2021 budgetary expenditure trends:

- Increase in total General Fund operating costs primarily due to higher labor costs, transit diesel fuel and other operating and maintenance costs.
  - Increase in Fuel primarily due to the alternative fuels credit only being available through the end of 2020;
  - Increase in Transit Maintenance primarily due to 5.3 new FTEs and higher labor costs;
  - Increase in Transit Operations primarily due to 7.9 new FTEs and higher labor costs, including the reorganization of the supervisory functions;
  - Increase in Administration primarily due to 3.3 new FTEs, higher labor costs, support for Destination 2040 related projects and initiatives, and corporate insurance;
  - Decrease in Facilities primarily due to reallocation of resources to Trails;
  - Increase in Attorney & Board of Directors primarily due to increase in General Counsel;
  - Increase in Trails and Corridor Management Program due to increased Trails Maintenance activities and reallocation of resources from Facilities.
- Increase in Service Contract Special Revenue Fund due to a combination of higher costs to operate the service and increase in contracted service levels.
- Increase in Bus Stops and Park & Ride Special Revenue Fund primarily due to increased utility, irrigation, and maintenance costs.
- Decrease in Mid Valley Trails Special Revenue Fund due to timing of trail projects.
- Increase in total General Fund and Special Revenue Funds operating costs reflects a more accurate representation of costs to support the complete operation of the Authority's services.

**Five Year Financial Summary Information continued...**





## 2021 Budget

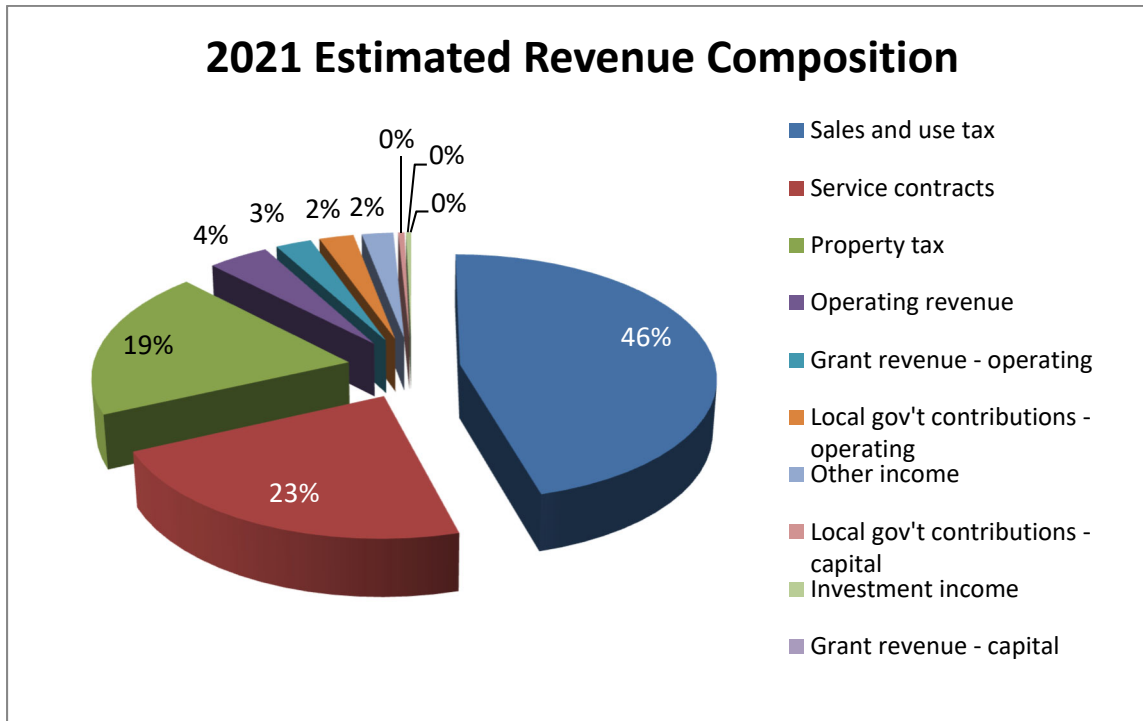
### Major Revenue

|                                       | General Fund     | Service Contracts | Bus Stops/<br>PNR SRF | Mid Valley<br>Trails SRF | Debt Service<br>Fund | 2021 Final<br>Budget | %           |
|---------------------------------------|------------------|-------------------|-----------------------|--------------------------|----------------------|----------------------|-------------|
| <b>Revenues:</b>                      |                  |                   |                       |                          |                      |                      |             |
| Sales and use tax                     | \$ 25,606        | \$ -              | \$ -                  | \$ 56                    | \$ -                 | \$ 25,662            | 46%         |
| Property tax                          | \$ 10,945        | \$ -              | \$ -                  | \$ -                     | \$ -                 | \$ 10,945            | 19%         |
| Service contracts                     | \$ -             | \$ 12,652         | \$ -                  | \$ -                     | \$ -                 | \$ 12,652            | 23%         |
| Operating revenue                     | \$ 2,427         | \$ -              | \$ -                  | \$ -                     | \$ -                 | \$ 2,427             | 4%          |
| Grant revenue - operating             | \$ 1,402         | \$ 30             | \$ -                  | \$ -                     | \$ -                 | \$ 1,432             | 3%          |
| Grant revenue - capital               | \$ -             | \$ -              | \$ -                  | \$ -                     | \$ -                 | \$ -                 | 0%          |
| Local gov't contributions - operating | \$ 1,374         | \$ -              | \$ -                  | \$ -                     | \$ -                 | \$ 1,374             | 2%          |
| Local gov't contributions - capital   | \$ 252           | \$ -              | \$ -                  | \$ -                     | \$ -                 | \$ 252               | 0%          |
| Other income                          | \$ 609           | \$ -              | \$ 485                | \$ -                     | \$ 156               | \$ 1,250             | 2%          |
| Investment income                     | \$ 199           | \$ -              | \$ 1                  | \$ 1                     | \$ -                 | \$ 201               | 0%          |
| <b>Total revenue</b>                  | <b>\$ 42,813</b> | <b>\$ 12,682</b>  | <b>\$ 486</b>         | <b>\$ 57</b>             | <b>\$ 156</b>        | <b>\$ 56,193</b>     | <b>100%</b> |

### Revenue composition:

- Sales and Use tax revenues are dedicated taxes collected from member governments based on intergovernmental agreements, see the Authority history section, member governments;
- Property Tax Revenues are dedicated taxes collected from Pitkin, Eagle, and Garfield Counties from member jurisdictions.
- Service contracts are for contracted transit services, billed monthly based on miles and hours by route; see Transit Services section for description of services and Contract formula methodology section for billing (cost allocation) methodology. The Authority has service contracts with the Aspen Skiing Company, City of Aspen, City of Glenwood Springs and Garfield County (Travelers Program);
- Operating revenues reflect transit fares collected primarily on regional service routes in the Roaring Fork Valley and on the I-70 Corridor as well as fares collected on the Maroon Bells service; see Transit Services section for description of services;
- The Authority primarily receives operating and capital grants from the Federal Transit Administration and the Colorado Department of Transportation;
- Local governmental contributions are received to primarily help fund transit programs; for detail of these revenues see the line item budget;
- Other income primarily consists of employee housing rental revenue in the General Fund, vehicle registration fees in the Bus Stop/Park & Ride Special Revenue Fund, and credits from the Federal Government representing a reimbursement on a portion of the interest paid on the Series 2012A and 2013B Qualified Energy Conservation Bonds in the Debt Service Fund.

Major Revenue continued...

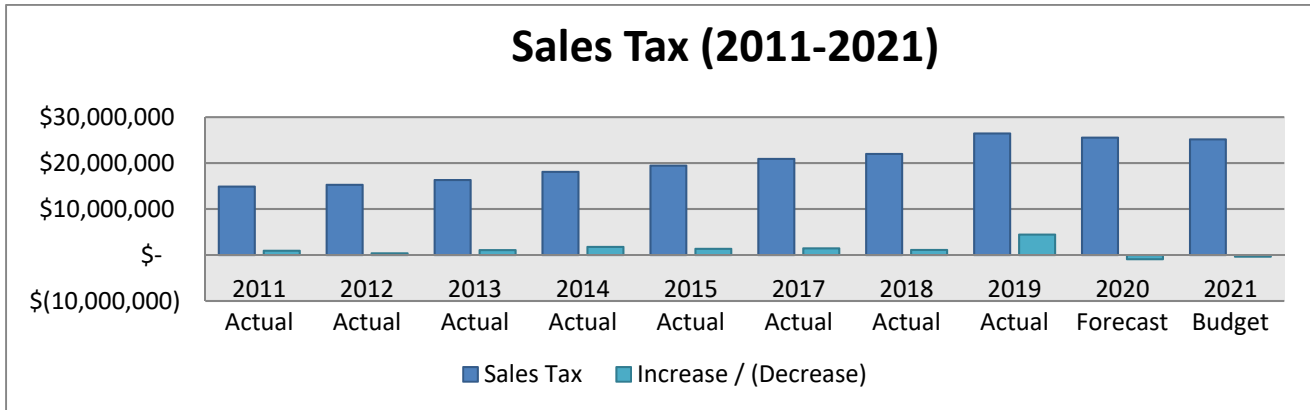


**Revenue assumptions**

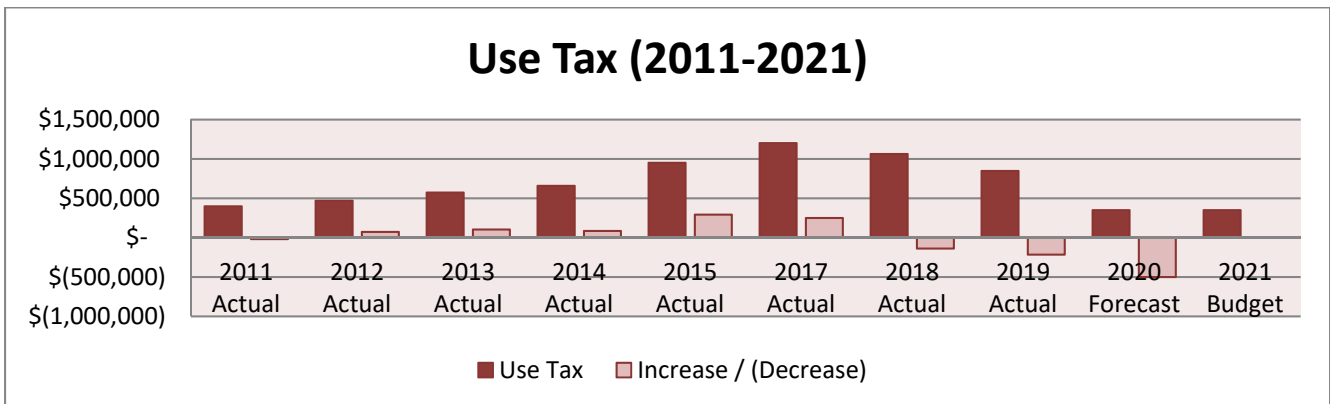
Sales and Use Tax Revenues

- The Authority consulted with member jurisdictions’ Finance Departments to obtain their sales tax estimate for 2021. The Authority relies on each member jurisdictions’ assumptions and trend analysis for estimate preparation. The impacts of the COVID-19 pandemic upon the economy and uncertainty on the duration of its impacts are evidenced by the information received. As a result, the 2021 sales tax projection is 1% less than the updated 2020 forecast.

| Member Jurisdictions | 2021 % Increase/<Decrease> |
|----------------------|----------------------------|
| Aspen                | 5%                         |
| Basalt               | <6.0%>                     |
| Carbondale           | 5%                         |
| Glenwood Springs     | <10.0%>                    |
| Eagle County         | 0.0%                       |
| New Castle           | 3.5%                       |
| Pitkin County        | 0.0%                       |
| Snowmass Village     | 0.0%                       |

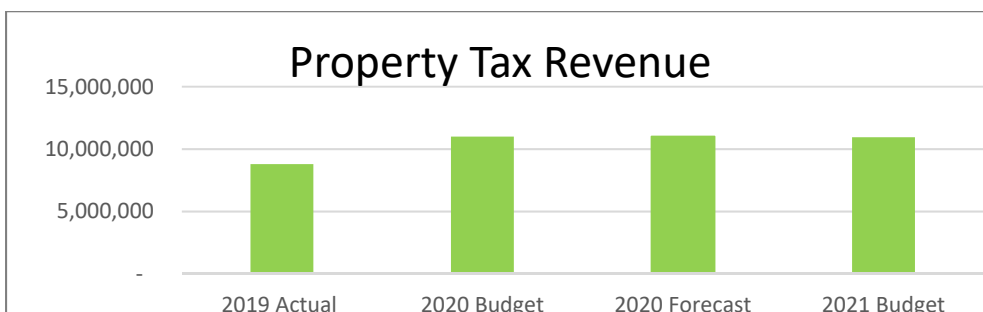


- Use tax revenues are primarily driven by the construction and real estate sector based on market conditions. The budget conservatively estimates no change from the 2020 forecast.



#### Property tax revenues

- The County Treasurer collects revenues in Pitkin, Eagle and Garfield Counties within RFTA's member jurisdictions. Reassessment of all properties occurs every odd-numbered year. Based on the 2020 final assessed valuations of taxable property provided by the Assessors in Pitkin, Eagle and Garfield Counties, the values remain relatively flat and are -0.6%, 0.4% and 0.5%, respectively, within RFTA's district. The final residential assessment rate for property tax years 2019-2020 is 7.15%, or a 0.05% decrease from tax years 2017-2018. The Gallagher Amendment Repeal was approved by voters at the statewide general election on November 3, 2020 and freezes assessment ratios at their current levels until the next property tax year for which the Colorado General Assembly adjusts one or more of the assessment ratios.







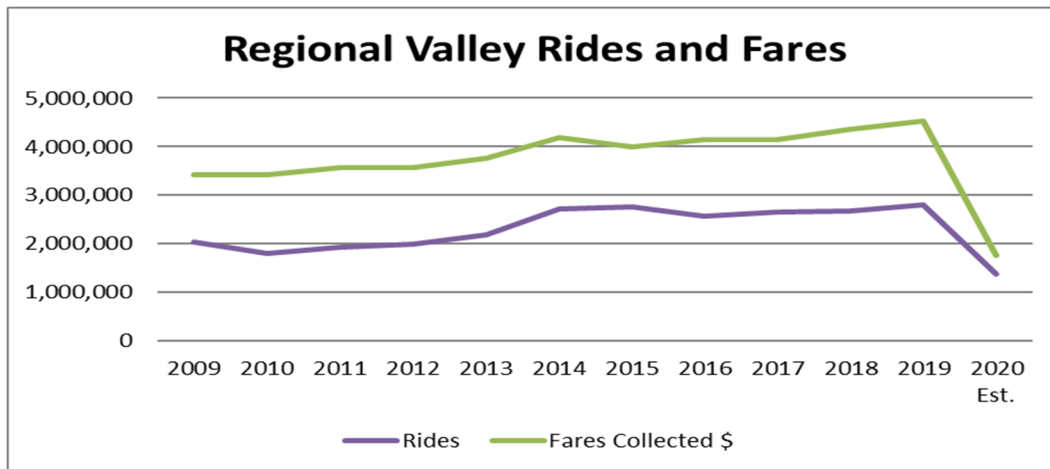
## 2021 Budget

### Service contract revenues

- The Authority estimated hours and miles by route for each service contract agreement and calculated costs in accordance with each service contract agreement.

### Operating revenues

- 13.8% decrease in transit fares, as compared to the 2020 forecast, collected primarily as a result of anticipated decrease in regional ridership, due to the COVID-19 pandemic. Current ridership maximum capacity constraints on buses to promote social distancing has contributed to overall reductions in ridership and fare revenues. Once a vaccine is available in our service area and the threat of COVID-19 has been reduced, then anticipated fare revenues could exceed initial estimates as ridership capacity is no longer constrained and demand increases. There are no fare adjustments planned for 2021. The chart below shows the history of regional transit service in the Highway 82 Corridor and I-70 Corridor and fares collected on those services:



### Grant revenues

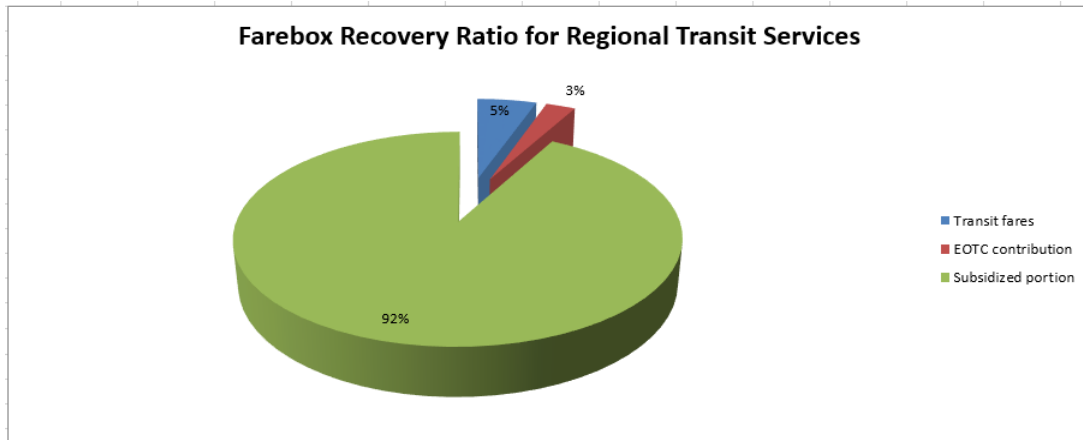
- \$1.2 million from the FTA Section 5311 operating grant;
- \$200,000 from CDOT FASTER operating grant;

### Local governmental contributions

- The EOTC will provide funding of approximately \$814,000 for the no-fare Aspen/Snowmass regional transit service, an increase of approximately \$124,000 from the 2020 budget year.
- Garfield County's contribution for the Grand Hogback bus service is \$500,000, a decrease from \$760,240 in 2020. A reduced service plan for the Grand Hogback is reflected in the budget.
- The Town of Rifle's contribution for the Grand Hogback bus service remains at \$20,000.

### Other income

- Assumes employee housing rental revenue increased by 25% and vehicle registration fees remain relatively flat.
- Credits related to Build America Bonds and Qualified Energy Conservation Bonds assume a sequestration reduction rate of 5.7%.



*Farebox Recovery Ratio* is the percentage of total operating revenues that passengers pay through fares. The Authority’s farebox recovery ratio has historically been around 18% to 20% for regional transit services. In 2021, it is estimated to be around 8% as fare revenue estimates assumes current maximum capacity constraints due to COVID-19 safety measures and takes into consideration the EOTC’s fare subsidy for the regional transit service between Aspen and Snowmass Village. If this subsidy did not occur, then the Authority’s farebox recovery ratio would increase in the event that RFTA reinstates fares on the regional transit service between Aspen and Snowmass Village.



## 2021 Budget

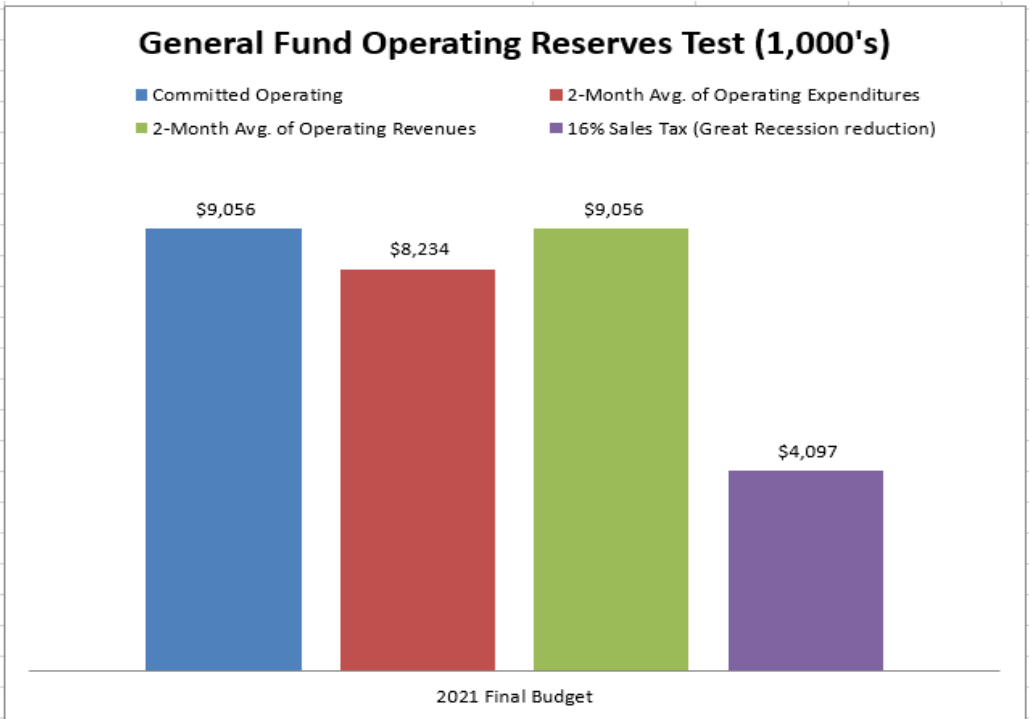
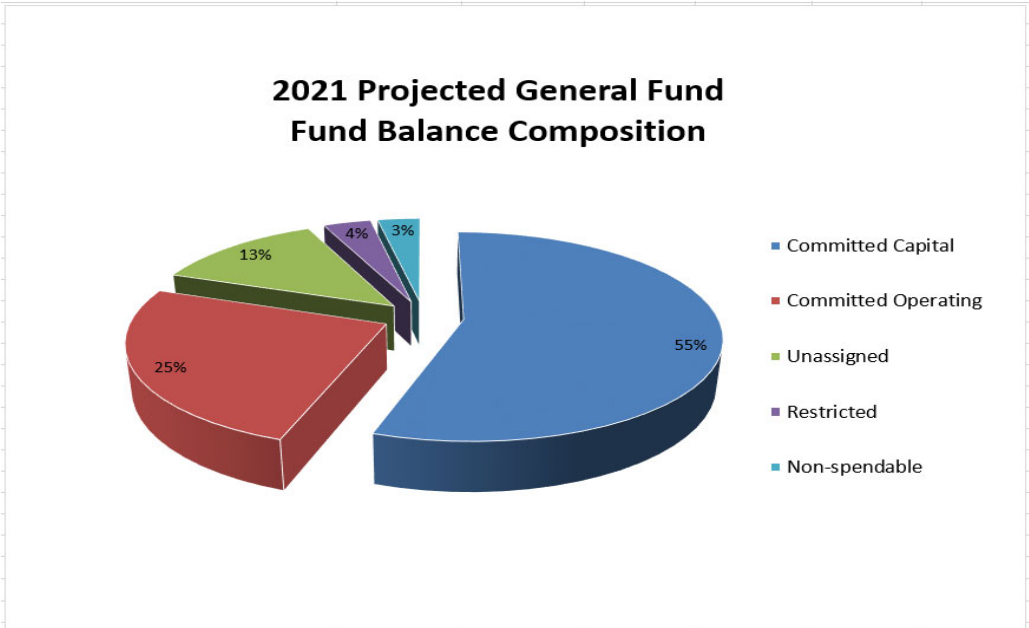
### Fund Balance – all Funds

|   | General     | Service     | Bus           | Mid              | Capital          | Debt            |             |
|---|-------------|-------------|---------------|------------------|------------------|-----------------|-------------|
| (1,000's)                               | Fund        | Contracts   | Stops/<br>PNR | Valley<br>Trails | Projects<br>Fund | Service<br>Fund | Total       |
| <b>Beginning fund balance (budget)</b>  | \$ 33,388   | \$ -        | \$ 97         | \$ 169           | \$ 49            | \$ 920          | \$ 34,623   |
| Revenues                                | \$ 42,813   | \$ 12,682   | \$ 486        | \$ 57            | \$ -             | \$ 156          | \$ 56,193   |
| Expenditures                            | \$ (43,484) | \$ (12,841) | \$ (1,045)    | \$ (55)          | \$ (49)          | \$ (2,729)      | \$ (60,202) |
| Other financing source/(use)            | \$ 3,235    | \$ 159      | \$ 559        | \$ -             | \$ -             | \$ 2,573        | \$ 6,526    |
| <b>Change in net assets</b>             | \$ 2,564    | \$ 0        | \$ -          | \$ 2             | \$ (49)          | \$ -            | \$ 2,517    |
| <b>Ending fund balance</b>              | \$ 35,952   | \$ 0        | \$ 97         | \$ 171           | \$ 0             | \$ 920          | \$ 37,140   |
| <b>Ending fund balance composition:</b> |             |             |               |                  |                  |                 |             |
| <b>Non-spendable fund balance</b>       | \$ 1,141    |             |               |                  |                  |                 | \$ 1,141    |
| <b>Restricted fund balance</b>          | \$ 1,284    | \$ 0        | \$ 97         | \$ 171           | \$ -             | \$ 920          | \$ 2,472    |
| <b>Committed fund balance:</b>          |             |             |               |                  |                  |                 |             |
| Operating reserves                      | \$ 9,057    |             |               |                  |                  |                 | \$ 9,057    |
| Facilities capital reserves             | \$ 4,264    |             |               |                  |                  |                 | \$ 4,264    |
| Transit capital reserves                | \$ 14,170   |             |               |                  |                  |                 | \$ 14,170   |
| Trails capital reserves                 | \$ 1,447    |             |               |                  |                  |                 | \$ 1,447    |
| <b>Unassigned fund balance</b>          | \$ 4,587    |             |               |                  |                  |                 | \$ 4,587    |
| <b>Ending fund balance</b>              | \$ 35,952   | \$ 0        | \$ 97         | \$ 171           | \$ -             | \$ 920          | \$ 37,140   |

#### Fund balance definition

**Fund balance** is the difference between assets and liabilities and is divided between Non-spendable and Spendable. **Non-spendable** fund balance includes amounts that cannot be spent either because it is not in spendable form or because of legal or contractual constraints. **Spendable** fund balance is comprised of Restricted, Committed and Unassigned fund balance:

- **Restricted** fund balance includes amounts that are constrained for specific purposes that are externally imposed by providers.
- **Committed** fund balance includes amounts that are constrained for specific purposes that are internally imposed by the Board.
- **Unassigned** fund balance includes residual amounts that have not been classified within the previously mentioned categories and is a measure of current available financial resources.





## 2021 Budget

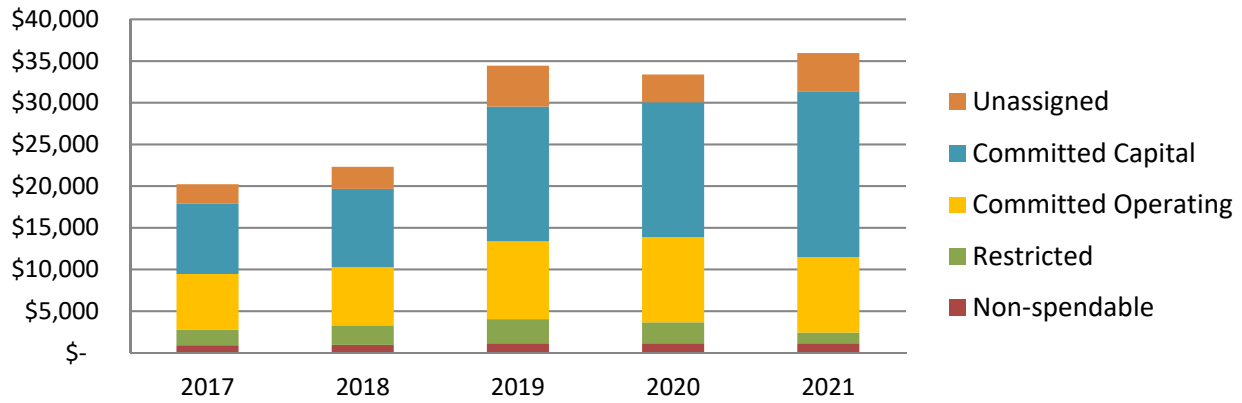
### General Fund comparative Fund Balance

|   | 2012         | 2013         | 2014          | 2015          | 2016          | 2017          | 2018          | 2019          | 2020           | 2021          |
|---|--------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|---------------|
| (1,000)                                       | Final        | Final        | Final         | Final         | Final         | Final         | Final         | Final         | Budget         | Budget        |
| <b>Beginning fund balance</b>                 | 6,449        | 6,385        | 8,355         | 16,470        | 17,120        | 18,789        | 20,213        | 22,305        | 34,431         | 33,388        |
| Revenues                                      | 17,474       | 24,449       | 27,535        | 36,784        | 33,025        | 32,111        | 33,498        | 55,604        | 60,616         | 42,813        |
| Operating expenditures                        | (13,780)     | (14,139)     | (19,030)      | (20,702)      | (20,453)      | (21,355)      | (22,824)      | (24,870)      | (30,825)       | (32,744)      |
| Transit & trails capital                      | (2,922)      | (7,593)      | (2,170)       | (12,003)      | (10,553)      | (4,616)       | (4,563)       | (14,978)      | (29,440)       | (7,967)       |
| Debt service                                  | (2,222)      | (2,265)      | (2,276)       | (2,339)       | (2,344)       | (1,900)       | (1,493)       | (1,522)       | (1,144)        | (2,773)       |
| Other financing sources/(uses)                | 1,387        | 1,517        | 4,057         | (1,090)       | 1,994         | (2,816)       | (2,527)       | (2,109)       | (250)          | 3,235         |
| <b>Change in net assets</b>                   | <b>(63)</b>  | <b>1,969</b> | <b>8,116</b>  | <b>650</b>    | <b>1,669</b>  | <b>1,424</b>  | <b>2,092</b>  | <b>12,125</b> | <b>(1,043)</b> | <b>2,564</b>  |
| <b>Fund Balance:</b>                          |              |              |               |               |               |               |               |               |                |               |
| Non-spendable fund balance                    | 775          | 711          | 921           | 883           | 799           | 902.74        | 957.28        | 1,141         | 1,141          | 1,141         |
| Restricted fund balance                       | 524          | 733          | 826           | 1,104         | 1,979         | 1,851         | 2,329         | 2,898         | 2,506          | 1,284         |
| Committed fund balance for operating reserves | 3,513        | 3,513        | 5,717         | 6,041         | 6,418         | 6,692         | 6,995         | 9,323         | 10,233         | 9,057         |
| Committed fund balance for facilities capital | 375          | 475          | 575           | 1,724         | 1,799         | 1,975         | 2,163         | 3,520         | 3,520          | 4,264         |
| Committed fund balance for transit capital    | 135          | 235          | 335           | 4,643         | 4,924         | 5,584         | 6,291         | 11,379        | 11,379         | 14,170        |
| Committed fund balance for trails capital     | 375          | 450          | 525           | 812           | 831           | 875           | 922           | 1,261         | 1,261          | 1,447         |
| Unassigned fund balance                       | 688          | 2,237        | 7,572         | 1,914         | 2,039         | 2,333         | 2,647         | 4,909         | 3,347          | 4,587         |
| <b>Ending Fund Balance</b>                    | <b>6,385</b> | <b>8,355</b> | <b>16,470</b> | <b>17,120</b> | <b>18,789</b> | <b>20,213</b> | <b>22,305</b> | <b>34,431</b> | <b>33,388</b>  | <b>35,952</b> |

Significant changes in Fund balance are as follows:

- 2012/2013 increase in unassigned due to an increase in sales tax revenues; incremental operating costs associated with the BRT transit service are funded by a transfer from the BRT Special Revenue Fund;
- 2013/2015 increase in unassigned primarily due to the remaining fund balance of \$6.2 million transferred from the BRT Special Revenue Fund;
- 2014/2015 no significant changes noted;
- 2015/2016 increase due to excess sales tax revenues and savings in operating costs due to vacant positions;
- 2016/2017 increase primarily due to excess sales tax revenues and savings in operating costs.
- 2017/2018 decrease to use of capital reserves for bus refurbishments and Battery Electric Bus Pilot Program.
- 2018/2019 increase primarily due to new property tax revenues and planning stages for Destination 2040 Plan capital projects
- 2019/2020 decrease primarily due to timing of capital projects, and financing for five (5) expansion buses.
- 2020/2021 increase primarily due to timing of capital projects.

## General Fund's Fund Balance History (1,000's)





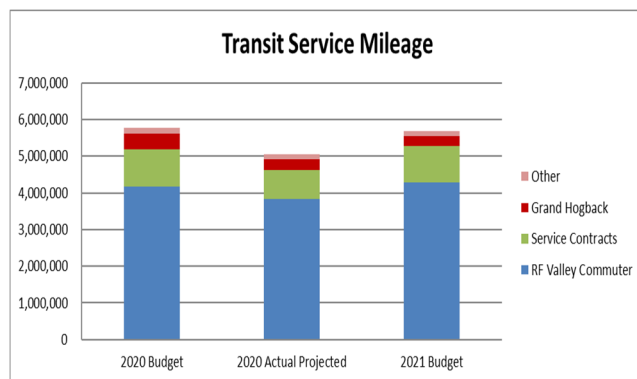
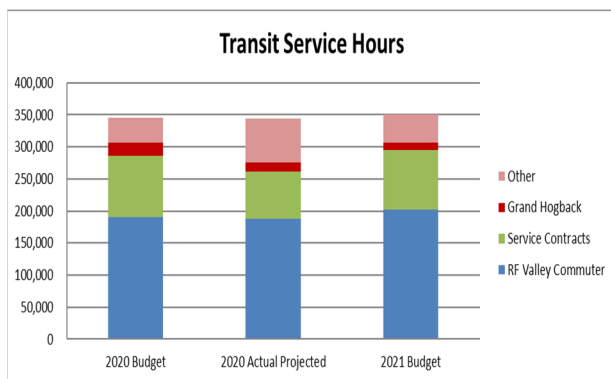
Expenditures

## Operating expenditure summary by Department with Fuel

| Department             | Fund             |                   |                       |                          | 2021 Final Budget | %           |
|------------------------|------------------|-------------------|-----------------------|--------------------------|-------------------|-------------|
|                        | General Fund     | Service Contracts | Bus Stops/<br>PNR SRF | Mid Valley<br>Trails SRF |                   |             |
| Fuel                   | \$ 1,794         | \$ 698            | \$ -                  | \$ -                     | \$ 2,492          | 5%          |
| Transit Maintenance    | \$ 6,853         | \$ 2,593          | \$ -                  | \$ -                     | \$ 9,446          | 20%         |
| Transit Operations     | \$ 12,261        | \$ 5,344          | \$ -                  | \$ -                     | \$ 17,605         | 38%         |
| CEO                    | \$ 1,600         | \$ 603            | \$ -                  | \$ -                     | \$ 2,203          | 5%          |
| Finance                | \$ 1,706         | \$ 643            | \$ -                  | \$ -                     | \$ 2,349          | 5%          |
| Planning               | \$ 468           | \$ 176            | \$ -                  | \$ -                     | \$ 644            | 1%          |
| HR & Risk Mgmt         | \$ 2,497         | \$ 941            | \$ -                  | \$ -                     | \$ 3,438          | 7%          |
| Information Technology | \$ 1,846         | \$ 695            | \$ -                  | \$ -                     | \$ 2,541          | 5%          |
| Facilities             | \$ 2,892         | \$ 1,089          | \$ 1,045              | \$ -                     | \$ 5,026          | 11%         |
| BOD & General Counsel  | \$ 157           | \$ 59             | \$ -                  | \$ -                     | \$ 216            | 0%          |
| Trails & Corridor Mgmt | \$ 671           | \$ -              | \$ -                  | \$ 55                    | \$ 726            | 2%          |
| <b>Total</b>           | <b>\$ 32,744</b> | <b>\$ 12,841</b>  | <b>\$ 1,045</b>       | <b>\$ 55</b>             | <b>\$ 46,684</b>  | <b>100%</b> |

Assumptions used in preparing the budget are as follows:

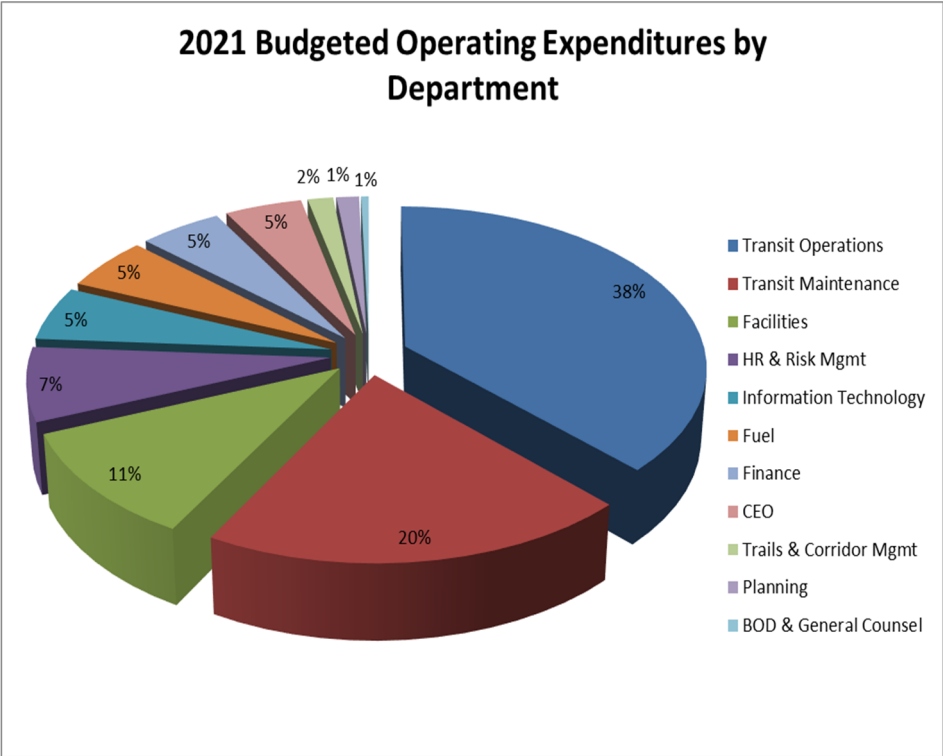
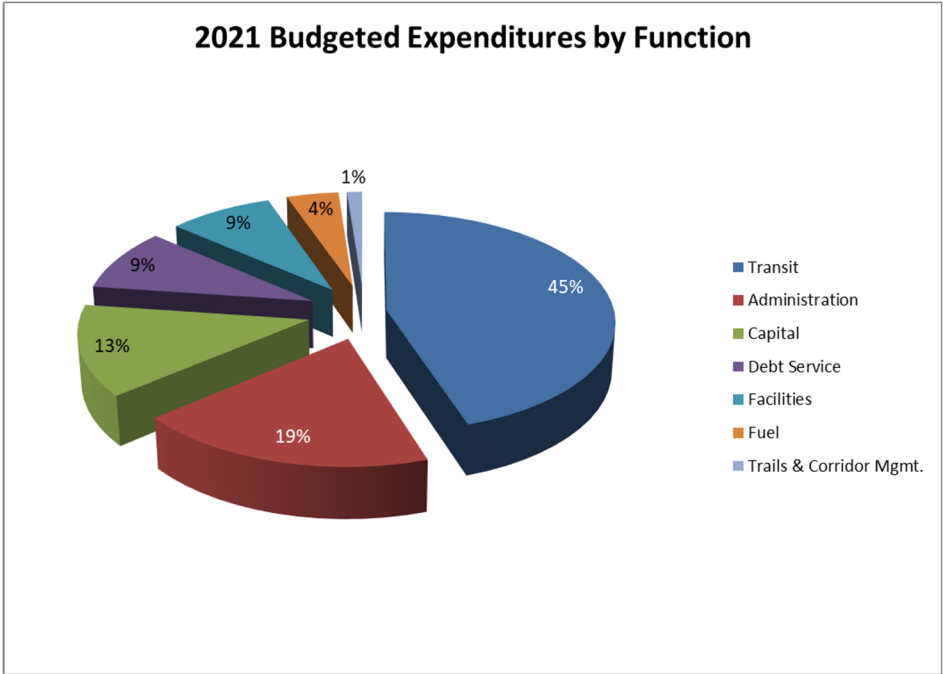
- The 2021 budget generally assumes status quo service levels (similar to the original service plan budgeted for in 2020), with updates for the Grand Hogback regional service (by reducing one trip from the original service plan), a modified scheduled for the upcoming winter 2020/2021 season (increased circulator services between Brush Creek Park and Ride and the Rubey Park Transit Center and between Brush Creek Park and Ride and Snowmass Mall), and assumes continuation of the reservation system for the Maroon Bells Bus Tour services.





## 2021 Budget

- Diesel fuel assumes a weighted average cost of \$2.37 and reflects a 1.5% decrease in the weighted average price per gallon. CNG fuel assumes current pricing from our existing vendor. The budgeted CNG cost is approximately \$1.65 per Diesel Gallon Equivalent.
- As it pertains to compensation, the budget incorporates a merit increase of up to 4% effective at each employee's next performance review date. The Collective Bargaining Unit comprised of full-time bus operators are subject to scheduled pay increases in accordance with their renegotiated contract, effective January 2021.
- The Authority received four Request for Funding Application Forms, two of which were multi-year funding requests that the RFTA Board had approved during the prior budget cycle. The budget reflects the following:
  - \$180,000 from WE-cycle, a 501(c)(3) non-profit organization to support operational costs from Aspen to Basalt (\$100,000 of this amount represents year four of a five-year funding request and the remaining \$80,000 is support for financial and administrative services through a contracted CFO);
  - \$30,000 from Garfield Clean Energy to support three key program areas (this amount represents year the first year of a three-year funding request):
    1. Active Energy Management consultation services to RFTA for its facilities, and hosting of RFTA facilities on the Building Energy Navigator website.
    2. Programs to promote and increase availability/use of multi-modal transportation, and adoption of electric and CNG vehicles.
    3. Organizational administration, outreach, education, website and reporting
  - \$4,000 from Northwest Colorado Council of Governments to help fund the match for their Section 5310 Mobility Management grant from CDOT.
  - \$5,000 from Lower Valley Trails Group (LoVa) in order to support the current effort on the 8.5 mile segment of the LoVa South Canyon Trail between West Glenwood Springs and New Castle, and assist with the feasibility of the Coal Ridge Trail connecting New Castle and Silt with Coal Ridge High School.
- Certain expenditures will be added into the budget through supplemental budget appropriation resolutions during the budget year when funding is available.



Capital Expenditures (General Fund):

| <b>Capital Expenditure by Project</b>  |                     |                                |                       |                    |
|--|---------------------|--------------------------------|-----------------------|--------------------|
| <b>Description (1,000's)</b>   | <b>Total Outlay</b> | <b>Grant/ Local Assistance</b> | <b>Lease Proceeds</b> | <b>Local Share</b> |
| <b>General Fund</b>  |                     |                                |                       |                    |
| <b>Transit</b>   |                     |                                |                       |                    |
| Bus Replacements*  | \$ 5,580            |                                | \$ (5,580)            | \$ -               |
| Brush Creek P&R Project (EOTC)   | \$ 500              |                                |                       | \$ 500             |
| Paepcke Transit Hub Project  | \$ 50               |                                |                       | \$ 50              |
| Facilities Improvements  | \$ 291              |                                |                       | \$ 291             |
| IT Equipment/software  | \$ 442              |                                |                       | \$ 442             |
| Bus engine/transmission rebuilds   | \$ 150              |                                |                       | \$ 150             |
| Bus Upgrades/Driver Seats  | \$ 77               |                                |                       | \$ 77              |
| Pool Vehicle Replacement   | \$ 30               |                                |                       | \$ 30              |
| On-Board Survey  | \$ 25               |                                |                       | \$ 25              |
| <b>Subtotal Transit</b>  | <b>\$ 7,145</b>     | <b>\$ -</b>                    | <b>\$ (5,580)</b>     | <b>\$ 1,565</b>    |
| <b>Trails</b>  |                     |                                |                       |                    |
| Trail Improvements   | \$ 300              | \$ -                           |                       | \$ 300             |
| Wingo Junction Bridge  | \$ 503              | \$ (252)                       |                       | \$ 252             |
| Trail Equipment  | \$ 19               | \$ -                           |                       | \$ 19              |
| <b>Subtotal Trails</b>   | <b>\$ 822</b>       | <b>\$ (252)</b>                | <b>\$ -</b>           | <b>\$ 571</b>      |
| <b>Subtotal General Fund</b>   | <b>\$ 7,967</b>     | <b>\$ (252)</b>                | <b>\$ (5,580)</b>     | <b>\$ 2,135</b>    |
| *Assumed order placed in 2021 for delivery in 2022 and financed through a lease/purchase agreement with estimated annual payments of \$558,000 starting in 2022. Staff plans to actively seek grant funding where available. |                     |                                |                       |                    |

Capital assets are defined as assets with an initial cost of \$5,000, a useful life of in excess of 3 years; funding for capital expenditures is obtained primarily through sales tax, fares and grants.

The major Authority fixed assets are as follows:

**Transit Program**

- Aspen Maintenance Facility; two Carbondale Administrative Offices; Glenwood Springs Maintenance Facility and Administrative Offices and two employee housing complexes;
- Rolling stock or buses carrying approximately 40 passengers are used to provide the majority of the public commuter transit services;
- The Authority fleet primarily consists of diesel, compressed natural gas, and battery electric buses that each cost approximately \$550,000, \$750,000, and \$1 million, respectively;
- The Authority considers the average life of a bus to be 12 years and 500,000 miles;
- Most bus replacements are funded through various Federal, State and local grants;
- Maintenance for the fleet is provided primarily through the Authority’s Bus Maintenance Department within the Transit Program;
- Various bus stop and park n ride properties.

**Trails Program**

- Carbondale Trails Shop and Administrative Offices; the Rio Grande Trail and Corridor.



## 2021 Budget

### Capital Expenditures – General Fund

#### Capital Maintenance Program

- Rolling Stock – replace nine transit buses identified during the State of Good Repair inspection.
- Facilities improvements include repairs to existing infrastructure.
- Finally, all other capital maintenance projects are identified on a case-by-case basis.

#### Impact of capital improvement on the Operating Budget

- Management reviewed the \$8.0 million of capital outlay and determined that \$5.58 million will be financed through lease purchase agreements. The impact on the operating budget for 2021 will be limited to the new debt service payments on the acquisition of nine new buses.
- Engine and transmission rebuilds are planned reoccurring projects requiring no extra maintenance resources; all transmission rebuilds are performed by third party vendors.

#### Significant Non-routine Capital Expenditures

The Authority considers building and park & ride repairs and maintenance routine and such amounts are included annually in the operating budget.

### Summary of Changes between Proposed and Adopted Budget

A summary of the significant changes, for all funds, between the originally presented budget at the September Board Meeting and the adopted budget from the December Board Meeting are below:

|                                     | 2021 Draft Budget -<br>September 2020 | 2021 Final Budget -<br>December 2020 |                 |
|-------------------------------------|---------------------------------------|--------------------------------------|-----------------|
|                                     | (in \$1,000s)                         | (in \$1,000s)                        | Difference:     |
| Sales and use tax                   | \$ 22,571                             | \$ 25,662                            | \$ 3,091        |
| Operating revenue                   | \$ 2,085                              | \$ 2,427                             | \$ 342          |
| Local Gov't Contributions - capital | \$ -                                  | \$ 252                               | \$ 252          |
| <b>Subtotal - Revenues</b>          | <b>\$ 24,656</b>                      | <b>\$ 28,341</b>                     | <b>\$ 3,685</b> |
| Transit                             | 42,280                                | 43,467                               | 1,187           |
| Capital                             | 304                                   | 8,016                                | 7,712           |
| Debt Service                        | 4,484                                 | 5,502                                | 1,018           |
| <b>Subtotal - Expenditures</b>      | <b>47,068</b>                         | <b>56,985</b>                        | <b>9,917</b>    |
| Other Financing Sources             | 3,273                                 | 9,817                                | 6,544           |
|                                     |                                       |                                      | -               |
| <b>Change in Fund Balance</b>       | <b>(19,139)</b>                       | <b>(18,827)</b>                      | <b>312</b>      |

The major reasons for these changes are to reflect updated sales and use tax revenue estimates from member jurisdictions, updated service levels, and the acquisition of new buses via lease purchase.



## 2021 Budget

### Operating Line Item Expenditures greater than \$50,000 (excluding personnel compensation)

| Description                          | 2021 Budget  | Description                                 | 2021 Budget |
|--------------------------------------|--------------|---|-------------|
| Medical Insurance(CHP)               | \$ 4,219,934 | Dues, Memberships, & Subscriptions          | \$ 93,250   |
| Transit Diesel Fuel                  | 1,631,344    | Accident Third Party Repairs                | 90,000      |
| Bus Parts                            | 1,383,000    | Data Processing                             | 88,000      |
| Corporate Insurance Package          | 599,000      | STD Claims                                  | 85,000      |
| Property Tax Collection Fees         | 497,000      | Data Processing Supplies                    | 85,000      |
| Janitorial Service and Supplies      | 484,480      | WC Claims                                   | 75,000      |
| TOSV Regional Service Contract       | 450,174      | Scheduling Software Support                 | 75,000      |
| Transit Compressed Natural Gas       | 444,000      | Rental Exp-Marolt Hsg Property              | 75,000      |
| Bus Tire & Tubes                     | 439,778      | Inter Facility Connectivity Service         | 75,000      |
| COVID-19 Preferred Clean-AMF         | 361,286      | HAZMAT Disposal                             | 73,200      |
| WC Premiums                          | 356,000      | Bus Internet VPN and WiFi                   | 70,000      |
| Alt Fica (Life Insurance, AD&D, LTD) | 350,000      | COVID-19 ECOS                               | 70,000      |
| General Liability Claims             | 300,000      | Office Equipment Rental/Repair              | 70,000      |
| Rental Expense - BG                  | 272,740      | Sales & Use Tax Collection Fees             | 69,000      |
| Trillium O&M                         | 254,300      | Third Party Services                        | 68,000      |
| AVL/CAD Software Support             | 245,000      | SUTA Expense                                | 67,000      |
| Building Repair and Maintenance      | 228,780      | Transit Unleaded Fuel                       | 65,562      |
| Security / Loss Prevention           | 220,000      | Staff Development / Training                | 65,500      |
| Bus Third Party Repairs              | 205,600      | Electric                                    | 64,260      |
| Railroad Corridor Land Management    | 200,000      | COVID-19 Temp Janitors-RP                   | 64,064      |
| Other Business Insurance             | 195,000      | HRA Deductable Reimb(CS-PPO)                | 60,000      |
| Materials & Supplies                 | 180,000      | CCMSI Workers' Comp Claims                  | 60,000      |
| Oil, Lubricants, Antifreeze          | 180,000      | Rental Expense - ASC                        | 58,344      |
| Professional / Legal Services        | 180,000      | Printing - Schedules / Maroon Bells Tickets | 55,000      |
| We Cycle contribution                | 180,000      | Project #1 - AMF Fuel Leak Wells            | 53,300      |
| FSA Employee Distribution(CS)        | 170,000      | Medical Insurance Broker                    | 51,423      |
| H S A Employer Match (HDHP)          | 167,500      | Service Contracts                           | 51,250      |
| COVID-19 Cardiff Cleaning-GMF        | 151,000      | Advertising - Jobs                          | 50,000      |
| Natural Gas                          | 146,403      | RFTA Cell phone                             | 50,000      |
| Professional Services                | 145,000      | Shop Tools & Equipment                      | 50,000      |
| Electric                             | 107,260      | RFTA Training                               | 50,000      |
| Weed Management                      | 100,000      |   |             |





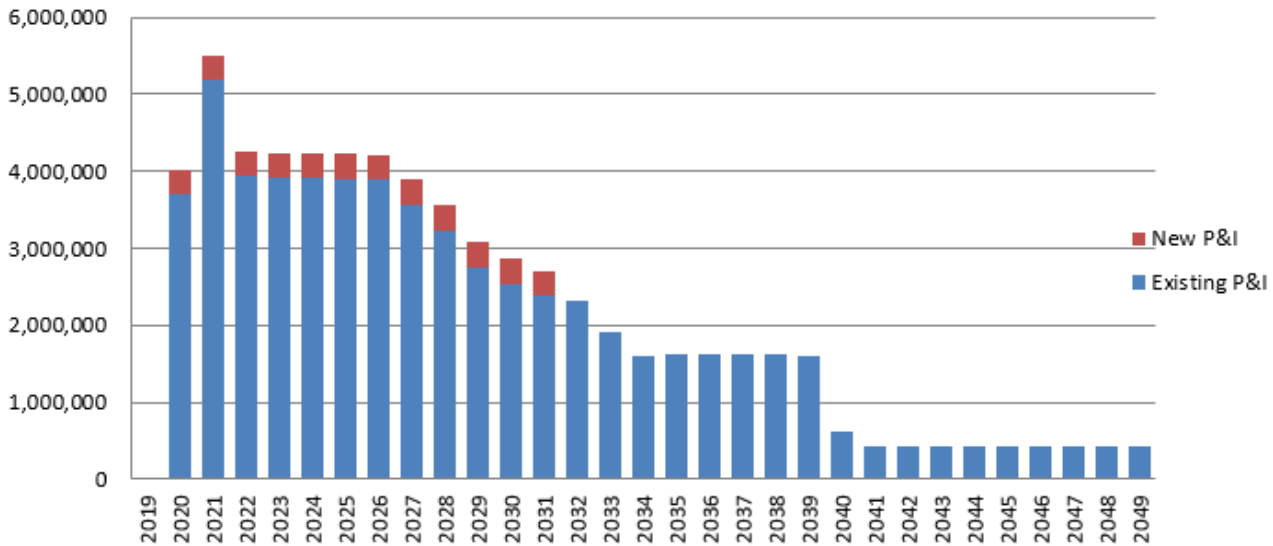
## 2021 Budget

### Debt, Long term Commitments and Obligations

The Authority is not subject to legal debt limits.

Entering the 2021 year, the existing annual debt service is approximately \$5.5 million.

### Projected Debt Service



The following represents the Authority’s list of debt, long-term commitments and obligations reported in the General Fund:

- 2008 Capital lease include: 4.39%, purpose – employee housing purchase;
- 2011 Capital lease, 4.5%, purpose – office;
- 2015 Capital lease, 5.5%, purpose – solar array purchase\*;
- 2016 Capital lease, 1.87%, purpose – bus replacement;
- 2018 Capital lease, est. 6.95%, purpose – automobile purchase.
- 2019 Capital lease, 7%, purpose - automobile and truck purchase
- 2019 Capital leases, 6.32%, purpose – trails equipment
- Series 2020 Sales Tax Revenue Refunding Bonds, 4.0%, refunding of Series 2010A (Build America) and 2010B (Tax Exempt Bonds)
- Assumes 2021 Capital lease, est. 2.5%, purpose – bus expansion/replacement

\*The increase in debt service from 2020 to 2021 is due to the anticipated pay down of \$1.2 million in principal on the 2015 capital lease as a result of the sale of the solar array to Holy Cross Energy on January 1, 2021.

### Debt, Long term Commitments and Obligations continued...

Principal and interest amounts by issuance to be paid during the Budget year are as follows:

| Issuance  | Principal           | Interest          | Issuance Total      |
|---|---------------------|-------------------|---------------------|
| 2008 Employee housing   | \$ 127,527          | \$ 45,450         | \$ 172,977          |
| 2011 Office   | \$ 47,804           | \$ 28,572         | \$ 76,376           |
| 2015 Capital lease - Solar Array                                      | \$ 1,204,769        | \$ 5,890          | \$ 1,210,659        |
| 2016 Buses  | \$ 359,607          | \$ 53,770         | \$ 413,377          |
| 2018 Vehicle  | \$ 7,447            | \$ 518            | \$ 7,965            |
| 2019 Vehicle  | \$ 8,422            | \$ 1,220          | \$ 9,642            |
| 2019 Trails Equipment   | \$ 6,289            | \$ 2,330          | \$ 8,619            |
| 2019 Vehicle  | \$ 10,028           | \$ 1,453          | \$ 11,481           |
| Series 2020 Sales and Use Tax Revenue Refunding and Improvement Bonds | \$ 330,000          | \$ 211,860        | \$ 541,860          |
| 2021 Buses (Est.)   | \$ 245,191          | \$ 75,059         | \$ 320,250          |
| <b>Total General Fund</b>   | <b>\$ 2,347,083</b> | <b>\$ 426,122</b> | <b>\$ 2,773,205</b> |

The following represents the Authority's list of debt, long-term commitments and obligations reported in the Debt Service Fund:

- Series 2012A Qualified Energy Conservation Bonds, 1.07%, purpose – CNG Project capital assets, AA Rating;
- Series 2013B Qualified Energy Conservation Bonds, est. 1.8% – AMF Recommissioning Project capital assets, Direct placement - no rating available,
- Series 2019 Sales and Use Tax Revenue Refunding and Improvement Bonds, est. 2.9% - Battery Electric Bus Pilot Project, AMF Fuel Farm Replacement Project, and GMF Maintenance Expansion Project, and SH82 Mid-Valley Bus Stop Improvement Project (capital assets), AA Rating.

Principal and interest amounts by issuance to be paid during the Budget year are as follows:

| Issuance  | Principal           | Interest            | Issuance Total      |
|---|---------------------|---------------------|---------------------|
| Series 2012A Qualified Energy Conservation Bonds                      | \$ 340,000          | \$ 174,304          | \$ 514,304          |
| Series 2013B Qualified Energy Conservation Bonds                      | \$ 70,000           | \$ 45,880           | \$ 115,880          |
| Series 2019 Sales and Use Tax Revenue Refunding and Improvement Bonds | \$ 920,000          | \$ 1,178,900        | \$ 2,098,900        |
| <b>Total Debt Service Funds</b>                                       | <b>\$ 1,330,000</b> | <b>\$ 1,399,084</b> | <b>\$ 2,729,084</b> |

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## Operations Guide

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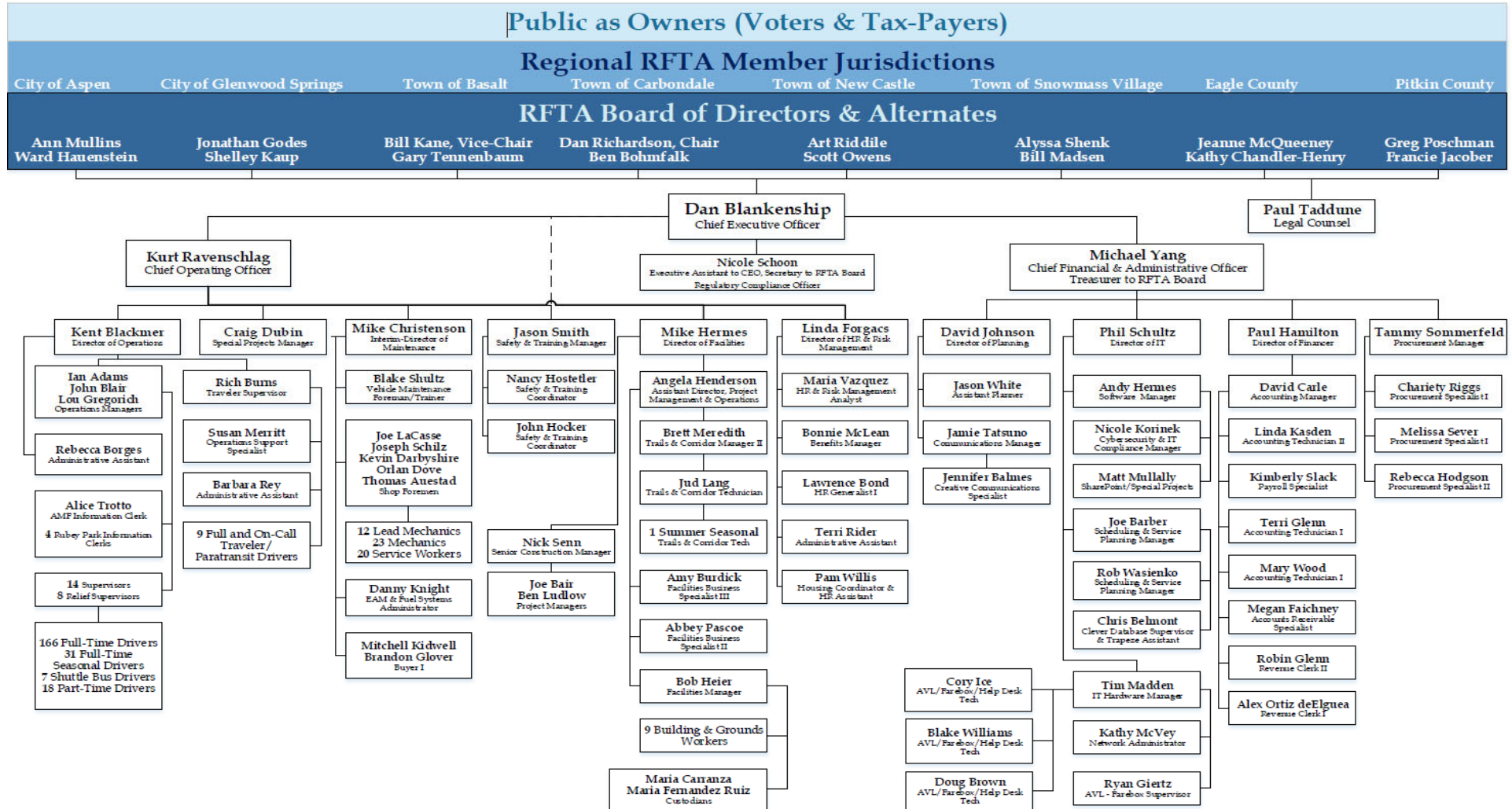
### Description of Programs

- *Transit Program* provides commuter bus service throughout the Roaring Fork Valley and into the I-70 Corridor in Colorado.
- *Trails Program* maintains a multi-purpose pedestrian, bike and equestrian trail on the Authority owned, Rio Grande Rail Corridor.

### Description of Functions and Departments

- *Transit Function* provides commuter transit services, maintains the fleet of transit commuter vehicles (buses):
  - Maintenance – Activities include maintenance, repair and cleaning of commuter buses and administrative vehicles, purchases bus parts and transit fuel, personnel recruitment and bus procurement.
  - Operations – Activities include personnel recruitment, management of the commuter bus service and customer service center for the Transit Program.
- *Trails & Corridor Function* is responsible for maintaining the multi-purpose pedestrian, bike and equestrian trail and managing the Rio Grande Rail Corridor:
  - The Trails and Corridor – Activities include maintenance and repair of the Authority owned trail, trails grant application and management.
- *Administrative Function* is responsible for all administrative activities:
  - General Counsel – Activities include Board governance policy support, contract, personnel and rail corridor legal support.
  - CEO – Activities include the overall management of the Authority, maintaining the official records of the Authority, procurement and maintenance of contracts, and safety and training.
  - Facilities - Activities include the maintenance and repairs of the buildings, grounds, bus stops and park n rides used by the Programs and management of capital projects.
  - Finance – Activities include maintaining the financial records of the Authority, budget, all accounting functions, debt service, cash management, and financial and grant reporting. Also, responsible for management of the Authority employee social security replacement 401(a) Plan.
  - Human Resources/ Risk Management – Activities include hiring of administrative personnel, procuring and maintaining employee benefits, procuring and management of all aspects of insurance.
  - Information Technology– Activities include maintaining the facilities and bus security systems, cybersecurity, computer hardware and software, data management, printers, voice over internet protocol telephone system, the electronic fare box system, ticket vending machines and Intelligent Transportation Systems.
  - Planning – Activities include developing and submitting proposals for federal and state grants, managing strategic planning efforts, and collaborating with regional planners on transit-oriented developments. Also responsible for the marketing and communication of Authority transit and trails programs.

## Authority Organization Chart by Department/Unit



Summary Position Information

| Department   | 2016         | 2017         | 2018         | 2019         | 2020         | 2021         | Change      |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-------------|
| Operations   | 177.0        | 191.2        | 190.4        | 196.7        | 207.6        | 215.5        | 7.9 *       |
| Maintenance  | 52.0         | 52.0         | 52.0         | 53.8         | 63.0         | 68.3         | 5.3 **      |
| Facilities   | 18.4         | 18.4         | 20.4         | 19.4         | 19.4         | 19.7         | 0.3 ***     |
| IT           | 10.0         | 10.0         | 10.8         | 11.0         | 13.0         | 13.8         | 0.8 ****    |
| CEO          | 9.8          | 9.0          | 9.0          | 10.0         | 12.0         | 13.0         | 1.0 *****   |
| Traveler     | 8.4          | 8.2          | 7.8          | 7.7          | 8.0          | 8.2          | 0.2         |
| Finance      | 8.0          | 8.0          | 8.0          | 8.0          | 8.5          | 9.6          | 1.1 *****   |
| HR           | 4.0          | 5.0          | 5.0          | 5.0          | 6.0          | 6.0          | 0.0         |
| Planning     | 4.0          | 4.0          | 4.0          | 4.0          | 4.0          | 4.0          | 0.0         |
| Trails       | 1.6          | 1.6          | 1.6          | 1.6          | 2.2          | 2.9          | 0.7 *****   |
| <b>Total</b> | <b>293.2</b> | <b>307.4</b> | <b>308.9</b> | <b>317.1</b> | <b>343.7</b> | <b>360.9</b> | <b>17.2</b> |

\* 7.9 FTEs of seasonal bus operators added in the Operations Department primarily due to the transition of relief supervisors to full-time supervising  
 \*\* Two Transit Service Techs added; Two Full-time Non-CDL Bus Cleaners Added; and 1.3S Seasonal Non-CDL Bus Cleaners added  
 \*\*\*Administrative Assistant and Facilities Manager positions added (partial year positions); reallocation of Trails Corridor Technician to Trails  
 \*\*\*\*ITS Farebox/AVL Tech position added  
 \*\*\*\*\*Special Projects Manager position added  
 \*\*\*\*\*Budget Manager/Financial Analyst position added  
 \*\*\*\*\*Trails Corridor Technician - reallocation from Facilities Department to 100% Trails

Other Planning processes

- Annual Board Retreat
  - During the first half of each year the Authority Board conducts a retreat to review strategic plans on an entity wide basis;
- Destination 2040 Plan (f/k/a Integrated Transportation System Plan (ITSP))
  - The Authority engaged consultants to develop an Integrated Transportation System Plan, which includes an organizational structure and efficiency review and determining future needs of the region while taking into consideration land use planning, Air Sage data/ridership demand estimation, public engagement, and information gathered from Technical Advisory Committee meetings.
  - A Financial Implementation Plan was developed for the range of operating and capital transit alternatives identified in order to identify potential revenue sources and financing strategies to address current gaps in services and enable the Authority to accommodate future demand.
  - At the August 2018 Board meeting, the Board unanimously approved calling an election in the fall to authorize the Authority to impose a uniform mill levy and issue bonds as a funding source to implement the RFTA Destination 2040 Plan ([www.rfta2040.com](http://www.rfta2040.com)). At the general election on November 6, 2018, voters approved ballot issue 7A and authorized the Authority to impose a 2.65 mill levy within its district and to start collecting property tax revenues in 2019 (for tax year 2018) and authorized up to \$74.675 million of bonding authority. The RFTA Destination 2040 Plan includes the implementation of regional service enhancements and multiple capital projects throughout the service area for the next 20 years.



## 2021 Budget

### *Other Planning processes continued:*

- In 2019, RFTA implemented increased BRT service and Local regional service during the spring and fall seasons, and increased Grand Hogback service starting in the winter season to continue year-round. RFTA also started the design and planning processes for nearly all of the capital projects included in the plan. RFTA issued bonds in 2019 to provide the necessary funds needed for the construction of three projects in 2020: Aspen Maintenance Facility Phase 9 (Fuel Farm Replacement), SH82 Mid-Valley Bus Stop Improvement Project, and Glenwood Maintenance Facility Expansion – Phase 2.
- In 2021, RFTA is planning a bond issuance to provide the necessary local funds in combination with capital grants needed for three projects: Glenwood Maintenance Facility Expansion – Phases 3, 4, 5 & 7, Grade Septate Pedestrian Crossings of Hwy 82 and 27<sup>th</sup> Street, and 27<sup>th</sup> Street BRT Station Parking Expansion (property acquisition).
- Capital Planning Committee
  - Starting in 2019, with the 2020 Budget planning process, a newly formed internal committee utilized a new tool in order to evaluate, prioritize and potentially fund new projects submitted by staff throughout the organization in accordance with the Outcomes identified in the Board-approved Strategic Plan.
- Facility and Office Planning
  - The Authority has engaged consultants to review all major facilities and determine the needed capital maintenance and provide a capital maintenance program to ensure that these facilities will continue to function in an efficient and effective capacity.
  - An outside firm has been engaged to provide real estate and programming consulting services to define the Authority’s existing office space and housing requirements and to define and forecast the organizations needs for the next 20 years of anticipated growth. The goal will be to obtain a comprehensive analysis of the organization’s current and future housing and office needs and develop a high-level strategic plan for meeting those needs.

### Budget process

The Authority is a Special District Governmental Entity for State Budget reporting purposes and is subject to Colorado Local Government Budget Law, Section 29-1-101. Agendas for each Board Meeting are published in local newspapers and on the Authority’s website in advance of each Meeting in order to provide proper notice and encourage public engagement. Final agendas with supporting documents are published and available to the public and each meeting allows for public participation and feedback. The budgetary level of control is on a fund basis. Starting in July of each year the appointed Budget Officer and CEO prepare the budget in the following steps:

- Month of July
  - Revenue projections based on information obtained from participating governments;
  - Total personnel costs based on position compensation, taxes and benefit costs and additional service levels;
  - Obtain operating and capital appropriation requests from each department on a line item basis;
  - Obtain capital purchase requirements to maintain required service levels - bus purchases, etc;



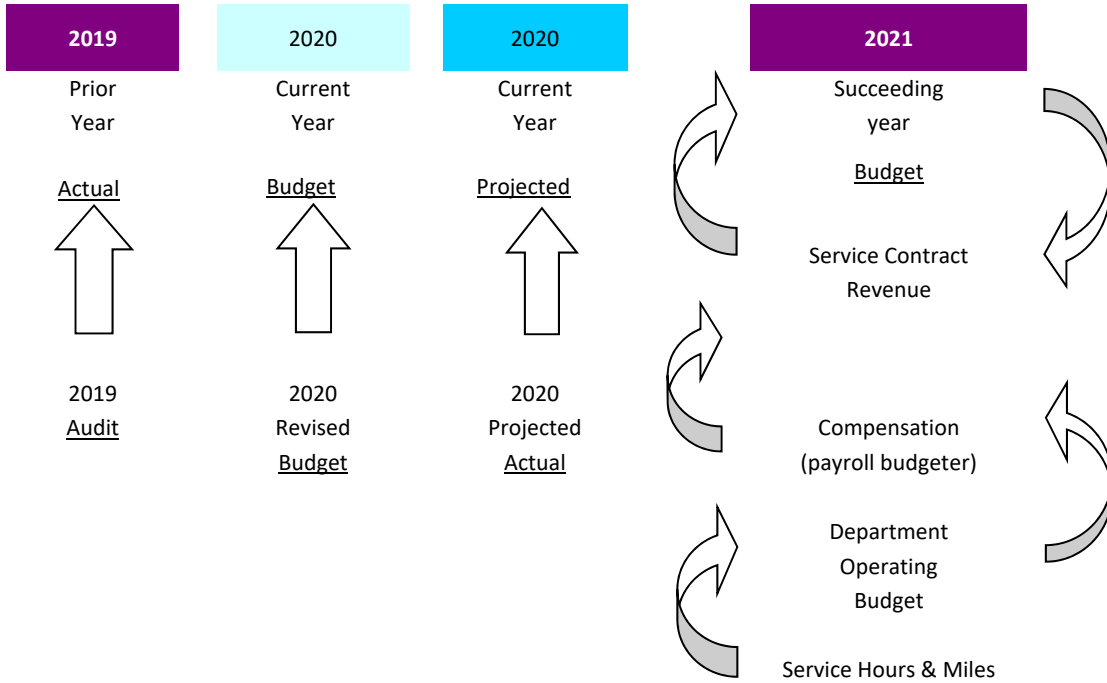


## 2021 Budget

### Budget process continued...

- Month of August
  - Review Preliminary Budget Planning Initiatives, Assumptions, and Issues with the Board of Directors at the regularly scheduled Board Meeting to incorporate appropriate items into subsequent year's budget;
  - Incorporate service contract revenue based on operating costs and capital costs obtained in July;
  - Incorporate estimated operating changes, such as increased transit services;
  - Review condition of budget;
  - Request prioritization of previously received departmental capital appropriation requests if budget adjustment is necessary;
- Month of September
  - Prepare 1<sup>st</sup> draft of subsequent year's budget for presentation to the RFTA Board of Directors at the regularly scheduled Board Meeting;
  - Review budget priorities with the Board;
  - Adjust budget based on Board approved priority revisions to prepare a balanced budget;
- Month of October
  - Present 2nd draft of subsequent year's budget to Board, at the regularly scheduled Board Meeting, for comments, revising budget as necessary;
  - Update estimates such as transit service levels, benefits, insurance, etc. adjusting budget as necessary;
- Month of November
  - Present 3rd draft of subsequent year's budget to Board, at the regularly scheduled Board Meeting, for comments, revising budget as necessary;
  - Update estimates such as transit service levels, benefits, insurance, etc. adjusting budget as necessary;
- Month of December
  - Presentation and Adoption of the Budget – the governing body must publish public notice of a public hearing on the budget indicating the date and time of the meeting, information about the availability for inspection of the proposed resolution, and a statement that the public and electors may file objections to the proposed budget at any time prior to the adoption of the budget. Once adopted, the final budget is submitted and filed with the State of Colorado and can be accessed on the RFTA website (<https://www.rfta.com/public-documents/>).
  - Certification of Mill Levy

Budget process continued...





## 2021 Budget

### Amending the budget

Local governments must follow statutory procedures to authorize any spending in excess of the “appropriation” or spending authority of the budget. The appropriation must be made by fund within the budget and may be made by spending agency (a department, unit, commission, etc.) and the amounts appropriated shall not exceed the expenditures specified in the budget. The appropriation determines whether the budget must be amended in the statutory manner.

**Transfer Appropriated Money:** If the appropriation is by fund, that is, for the total amount of all the listed expenditures as originally budgeted... moneys may be transferred from one line item to another.. to one spending agency to another... within the fund without having to do a statutory budgetary amendment. However, if moneys are to be transferred between appropriated funds or between appropriated spending agencies within a fund, the budget must be amended in the statutory manner.

**Supplemental Budget and Appropriation:** If the local government receives revenues unanticipated or not assured at the time of the adoption of the budget from any source other than its property tax mill levy, the expenditure of such revenues requires the adoption of a supplemental budget and appropriation to authorize spending the “new” money above the initially appropriated amount. Supplemental Budget Resolutions are subject to public comment at each Board meeting prior to any board action.

**Revised Appropriation:** If revenues are lower than anticipated in the adopted budget, the governing board may adopt a revised (downward) appropriation resolution and so reduce spending to less than what was originally budgeted.

**Steps to Amend the Budget:** The steps to amend the budget for a budgetary transfer or a supplemental budget and appropriation are: publish, or if permitted post, the notice of meeting to amend the budget; conduct the hearing; adopt the budget amendment by formal action; and file a copy of the adopted resolution amending the budget with the Division of Local Government. The notice of budget amendment must indicate the same information contained in the notice of budget for the adoption of the budget.

**Timing:** Spending in excess of the appropriation is not permitted. Therefore, the statutory amendment of the budget must occur before spending in excess of the original appropriation. Local governments may wish to consult with legal counsel and their auditor on this matter.

Summary of Colorado Local Government Budget Calendar

The following are excerpts from the calendar, prepared by the (Colorado) Department of Local Affairs and is a listing of the applicable deadlines for the budget process.

| DATE                          | EVENT/ACTIVITY  |
|-------------------------------|---|
| October 15                    | Budget officer must submit proposed budget to the governing body. (C.R.S. 29-1-105) Governing body must publish “Notice of Budget” upon receiving proposed budget. (C.R.S. 29-1-106(1))   |
| December 15                   | Deadline for certification of mill levy to County Commissioners (C.R.S. 39-5-128(1)). Local governments levying property tax must adopt their budgets before certifying the levy to the county. If the budget is not adopted by certification deadline, then <b>90 percent</b> of the amounts appropriated in the current year for operations and maintenance expenses shall be deemed re-appropriated for the purposes specified in such last appropriation. (C.R.S 29-1-108(2) and (3)) |
| January 31<br>(plus one year) | A certified copy of the adopted budget must be filed with the Division. (C.R.S 29-1-113(1)).  |

Relationship between functional units (departments) and Financial Structure

| Program Type   | Department                           | Fund             |
|----------------|--------------------------------------|------------------|
| Transit        | Service                              | General          |
|                | All Departments                      |                  |
| Transit        | Service contracts                    | Special Revenue  |
|                | All Departments                      |                  |
| Transit        | Bus stops & Park in Ride             | Special Revenue  |
|                | Facilities                           |                  |
| Transit        | Capital Projects                     | Capital Projects |
|                | Finance, Facilities                  | Debt Service     |
|                | Finance                              |                  |
| Trails         | Trails and Corridor Management       |                  |
|                | Trails                               | General          |
|                | Trails/ Mid Valley Trails Committee  | Special Revenue  |
| Administration | Attorney, CEO, Finance, Procurement, | General          |
|                | Human Resources/ Risk Management     | General          |
|                | Information Technology, Planning     | General          |
|                |                                      |                  |

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## Statistical and Supplemental Information

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### History

The Roaring Fork Transit Agency (RFTA) was formed by an intergovernmental agreement between the City of Aspen and Pitkin County in 1983. At that time, the City and Pitkin County services were merged to achieve economies of scale. The purpose of RFTA was to:

- Own, operate, and administer a public transportation system, both within and without the corporate limits of the City and County;
- Provide a level of service that was based on funding, ridership, convenience, and a mass transit incentive;
- Establish an organization framework through which public transportation could be provided to citizens and visitors as an alternative to the private automobile, and to assist in carrying out environmental and conservation policies.

Originally there was a 5-member board appointed by the City and County. Pitkin County was responsible for issuing the debt for RFTA and handled all the accounting functions. In addition, RFTA employees were considered employees of Pitkin County and both the City of Aspen and Pitkin County had to adopt RFTA's budget. Prior to the formation of RFTA, the City of Aspen operated city routes and skier shuttles and Pitkin County provided commuter services between Aspen and El Jebel.

In 2000, it became apparent the demand for transit services was growing much faster than could be met with the current organizational structure. At that time, approximately 50% of all trips that started down valley stayed down valley and down valley was the area of most rapid and consistent ridership growth.

In November of 2000, the voters of the Roaring Fork Valley approved the establishment of the Roaring Fork Transportation Authority (RFTA). At that time, the authority encompassed five towns and two counties that include the City of Glenwood Springs, Town of Carbondale, Town of Basalt, Town of Snowmass, City of Aspen, Pitkin County, and Eagle County. The purpose of the new RFTA was to maintain and improve the regional transit services; provide funding to build and maintain the regional trail; conduct regional transportation planning; leverage grant monies from federal, state, and local sources; provide funds to maintain the Corridor right of way; contract with local governments and private companies to provide transit services.

As part of the formation of RFTA, the existing Roaring Fork Transit Agency and the Roaring Fork Holding Authority were merged into one entity, the Roaring Fork Transportation Authority.

In November 2004, the Town of New Castle joined the Authority.





## 2021 Budget

### History continued...

In November 2008, Authority Electorate passed a 0.4% sales tax increase for the construction and implementation of a Bus Rapid Transit (BRT) system to enhance regional service. The BRT service known as VelociRFTA was implemented in September 2013 making it the nation's first rural bus rapid transit system. VelociRFTA introduced buses powered by compressed natural gas into RFTA's fleet of primarily diesel buses.

In November 2018, Authority Electorate passed a 2.65 mill levy to authorize RFTA to impose a property tax and approve up to \$74.675 million of bonding authority for the implementation of the RFTA Destination 2040 Plan which includes service enhancements and capital projects over the next 20 years.

On December 3, 2019, in collaboration with the City of Aspen and the Elected Officials Transportation Committee, RFTA placed its Battery Electric Bus Pilot Fleet of 8 buses into revenue service primarily in the upper valley. This marks a step forward in the electrification of a portion of RFTA's fleet as part of the RFTA Destination 2040 Plan.







**2021 Budget**

**Economic and Demographic Information**

The following information is provided to provide general information concerning selected economic and demographic conditions existing in the area within which RFTA serves. The statistics presented below have been obtained from the referenced sources.

**Population.** The following table sets forth permanent population statistics for the City of Glenwood Springs, the Towns of Basalt and Carbondale, and Eagle, Garfield and Pitkin Counties.

| Year | Population       |            |        |                 |              |               |
|------|------------------|------------|--------|-----------------|--------------|---------------|
|      | Glenwood Springs | Carbondale | Basalt | Garfield County | Eagle County | Pitkin County |
| 1970 | 4,106            | 726        | 416    | 14,821          | 7,498        | 6,185         |
| 1980 | 4,637            | 2,084      | 529    | 22,514          | 13,320       | 10,338        |
| 1990 | 6,375            | 3,004      | 1,128  | 29,974          | 21,928       | 12,661        |
| 2000 | 7,736            | 5,196      | 2,681  | 43,791          | 41,659       | 14,872        |
| 2010 | 9,614            | 6,427      | 3,857  | 56,389          | 52,197       | 17,148        |

Source: U.S. Department of Commerce, Bureau of the Census; State of Colorado, Division of Local Government, Demographic Section

**Major Employers.** The following table sets forth selected major employers in the area.

**2019 Major Employers in the Area**

|    | Employer                              | Type Of Business | Number of Employees |
|----|---------------------------------------|------------------|---------------------|
| 1  | Aspen Skiing Company                  | Ski Resort       | 4,292               |
| 2  | Valley View Hospital                  | Healthcare       | 1000-1250           |
| 3  | Roaring Fork School District RE-1     | Schools          | 1000-1250           |
| 4  | Garfield County School District RE-2  | Schools          | 500-999             |
| 5  | Colorado Mountain College             | Schools          | 500-999             |
| 6  | Grand River Hospital                  | Healthcare       | 500-999             |
| 7  | Garfield County                       | Government       | 500-999             |
| 8  | Aspen Valley Hospital                 | Healthcare       | 521                 |
| 9  | City Market                           | Retail           | 250-499             |
| 10 | Walmart                               | Retail           | 250-499             |
| 11 | Roaring Fork Transportation Authority | Government       | 368                 |
| 12 | Aspen School District                 | Schools          | 329                 |
| 13 | Pitkin County                         | Government       | 317                 |
| 14 | City of Aspen                         | Government       | 296                 |
| 15 | Hotel Jerome                          | Hotels           | 270                 |

Source: Pitkin County and Garfield County



**History of Retail Sales**

The following table sets forth taxable retail sales figures with respect to the Cities of Aspen and Glenwood Springs (historically, the two RFTA member jurisdictions with the highest taxable retail sales) for the last five calendar years for which such amounts are available, as reported by Aspen and Glenwood Springs in their most recent respective Comprehensive Annual Financial Reports. In 2015 and prior years, the Colorado Department of Revenue provided information on historical taxable retail sales for all of RFTA’s member jurisdictions, but such information is, after 2015, no longer available. The numbers presented by Aspen and Glenwood Springs reproduced below are computed on different bases from the information previously provided by the Department of Revenue and therefore, the following table is not directly comparable with the tables providing the Department of Revenue-sourced information contained in past RFTA Official Statements. Such data is provided below solely for the purpose of demonstrating retail sales trends in Aspen and Glenwood Springs

| <b>Historical Taxable Retail Sales</b> |              |                         |
|--|--------------|-------------------------|
| <b>Year</b>                            | <b>Aspen</b> | <b>Glenwood Springs</b> |
| 2014                                   | 528,017,258  | 553,061,909             |
| 2015                                   | 589,397,745  | 601,887,090             |
| 2016                                   | 657,834,235  | 474,487,618             |
| 2017                                   | 730,414,353  | 466,081,550             |
| 2018                                   | 759,597,077  | 493,661,099             |
| 2019                                   | 819,757,640  | 516,773,452             |

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Source: Comprehensive Annual Financial Reports of the Cities of Aspen and Glenwood Springs for the year ended December 31, 2019

**Tourism.** Year round tourism and skiing related businesses account for a significant portion of the employment and earned income of area residents. The area provides a variety of winter activities including skiing, ice fishing, camping, Nordic skiing, ice skating snowmobiling, and snowshoeing. Summer activities include golfing, bicycling, boating, fishing, rafting and kayaking, horseback riding, camping, hiking, and cultural activities. Major tourist attractions within the area include: the Hot Springs Lodge and Pool located in the City of Glenwood Springs, open year round, which is one of the largest naturally heated outdoor mineral pools in the world; the Colorado and Roaring Fork Rivers, which provide for white water rafting and fishing; and the two million acre White River National Forest which offers hiking, camping, hunting, snowmobiling, and downhill and cross country skiing.



## 2021 Budget

***The Ski Industry in the State.*** Colorado Ski Country USA (“CSCUSA”), is the not-for-profit trade association representing 24 of Colorado’s 34 ski and snowboard resorts. Among the areas not included in CSCUSA’s statistics are the Vail Resorts and its four ski areas of Vail, Beaver Creek, Keystone and Breckenridge. On June 11, 2018, CSCUSA reported that skier visits for the 2017/2018 ski season totaled approximately 7.1 million visitors at its 24 member ski resorts. Although skier visits were down approximately 2% from the 2016/2017 season, the total is just slightly ahead of the five-year average.

There are five major ski areas in RFTA’s service area including Aspen Mountain, Aspen Highlands, Buttermilk, Snowmass, and Sunlight. In addition, Vail, Beaver Creek and Powderhorn ski resorts are within approximately 90 minute drives from Glenwood Springs, presuming normal road and traffic conditions.

***Pitkin County Ski Industry.*** The ski industry in Pitkin County has expanded from a one mountain operation in 1946 to four mountains today. The ski area operator is the Aspen Skiing Company (“ASC”). Its operation includes Aspen Highlands, Aspen Mountain, Buttermilk and Snowmass. In addition to the four on-mountain ski and snowboard operations, ASC operates two hotels, Little Nell Hotel and the Limelight Lodge in Aspen, a private residences club, restaurants, and retail and rental shops.

***Development.*** As reported by ASC, located at the base of Snowmass Ski Area in the heart of Snowmass Village, Colo., Snowmass Base Village (“SBV”) is a \$600 million mountain-resort development, currently the largest under construction in North America. This approximately 10-year project will add lodging, residences and amenities to the world-class resort. Completion of the first phase of SBV construction was slated for November 2018, with the grand opening being held in mid-December 2018, and includes the Limelight Hotel, ski-in/ski-out residences, public events plaza with ice skating rink and community building.

***Garfield County Ski Industry.*** Garfield County is home to Sunlight Mountain Resort (“Sunlight”). Sunlight offers more than 680 acres of skiable terrain and a nice mix of beginner, intermediate, and expert terrain, skiers and snowboarders of all ability levels. Sunlight also offers approximately 29 kilometers of groomed cross country and snowshoe trails.

## **Communities served**

The Roaring Fork Transportation Authority connects the Roaring Fork Valley and U.S. Interstate 70 communities as well as Aspen, Snowmass, Aspen Highlands and Buttermilk ski areas and the Maroon Bells wilderness area by commuter transit services. Additionally, the Authority owns and maintains a multi-purpose trail along the Roaring Fork Valley.

### **Aspen and the Maroon Bells**

Downhill skiing, hiking, rafting, biking, outdoor concerts, water sports and cultural pursuits. Thanks to Aspen's modern founders, Walter and Elizabeth Paepcke, the Aspen Idea of nurturing mind, body and spirit is firmly established in the community. Local calendars are packed with music and dance performances, lectures and art exhibits, offered by some of the most celebrated names in the world as well as remarkable, homegrown talent. Every summer the Aspen Music Festival brings classical music to the concert halls and the streets of town.

### **Aspen, Snowmass, Aspen Highland and Buttermilk Ski areas**

Seasonally, the Authority provides commuter bus service to the four mountains operated by the Aspen Skiing Company. These four mountains combine to provide over 5,300 acres of terrain and boundless dining and nightlife for visitors and locals.

### **Snowmass Village**

Tucked high in the Brush Creek Valley, the Town of Snowmass Village is surrounded by a spectacularly scenic wilderness area and National Forest. This resort community offers plentiful on-mountain winter and summer activities, including the second largest ski mountain in Colorado, largest network of free Nordic trails in the county, lift-serve mountain bike trails and one of the best music scenes in Colorado.

### **Basalt**

Located at the gate of the Frying Pan Valley along the Gold Medal waters of the Roaring Fork and Frying Pan Rivers in the White River National Forest at an elevation of 6,610 feet. Outdoor enthusiasts enjoy camping, boating, fishing, hiking, golfing, biking, snow shoeing and cross-country and downhill skiing, all within a 15-mile radius and Ruedi Reservoir offers the most beautiful setting for windsurfing, sailing and skiing. Galleries highlight local and international artists, and shopping abounds with boutique shops offering great keepsakes and specialty items.

### **Carbondale**

At an altitude of 6,181 feet, and resting in the magnificent shadow of 12,953-foot Mount Sopris, the Carbondale area is characterized by an average of 295 days of sunshine, low humidity, cold but mild winters and comfortable summers. Carbondale is a great base camp for recreation enthusiasts. There is plenty to do including hiking, biking, golfing, kayaking, and world-class fly fishing. In winter, experience excellent cross-country skiing.

### **Glenwood Springs**

Home of the world's largest hot springs swimming pool, and our setting at the confluence of the Roaring Fork River and the Colorado River make us a natural fit for year-round fun. Our local ski area caters to all abilities—as do our raft guides.



## 2021 Budget

### Communities served (continued)...

#### New Castle

The only member community located on U.S. Interstate 70, New Castle is minutes away from hiking, biking, fishing and golfing and less than an hour from world-class skiing, snowmobiling, cross-country skiing, climbing and beautiful high-mountain scenery.

### Board of Directors

| Member Jurisdiction      | Board Member     | Alternate Board Member |
|--------------------------|------------------|------------------------|
| City of Aspen            | Ann Mullins      | Ward Hauenstein        |
| City of Glenwood Springs | Jonathan Godes   | Shelley Kaup           |
| Eagle County             | Jeanne McQueeney | Kathy Chandler-Henry   |
| Pitkin County            | George Poschman  | Francie Jacober        |
| Town of Basalt           | Bill Kane        | Gary Tennenbaum        |
| Town of Carbondale       | Dan Richardson   | Ben Bohmfalk           |
| Town of New Castle       | Art Riddile      | Scott Owens            |
| Town of Snowmass Village | Alyssa Shenk     | Bill Madsen            |

### Transit service area map:



## Transit Services

In order to meet the needs of the residents of the region, RFTA provides various types of service as described below. RFTA has transit service contracts with Aspen, Glenwood Springs and the Aspen Skiing Company.

*Valley Commuter Services.* RFTA operates a year-round commuter bus system along the State Highway 82 corridor serving Aspen, Snowmass Village, Basalt, El Jebel, Carbondale and Glenwood Springs. This service is available every half hour weekdays throughout the year. On weekends during the spring and fall, service is available every half hour during peak periods and hourly during non-peak periods. In addition to cash fares, RFTA offers passengers a variety of discounted multi-ride passes.

*VelociRFTA Bus Rapid Transit (BRT) Services.* The first rural bus rapid transit system in the country provides daily commuter BRT service with limited stops along State Highway 82 corridor with travel times between Glenwood Springs and Aspen in about an hour and with buses available every 12 minutes or less during peak commuting times.

*Grand Hogback Commuter Services.* RFTA operates the Grand Hogback service in the I-70 corridor from 5:20 a.m. until 8:15 p.m., seven days a week. There are nine eastbound and seven westbound trips each day. This service was implemented in April 2002. Beginning December 2019, service between Glenwood Springs and New Castle increased to every half hour over major portions of the day. Fares are collected from passengers according to a distance-based zone system. In addition to cash fares, RFTA offers passengers a variety of discounted multi-ride passes. Beginning in with the winter season of 2020/2021, the service was modified to reflect the effects of the COVID-19 pandemic, where one trip was reduced in the schedule.

### *Service Contracts.*

- *Aspen Skiing Company Skier Shuttles.* Public shuttle services connect all four ski mountains with transit vehicles running every 15 minutes, or more frequently, between the hours of 8:00 a.m. and 4:45 p.m. from Thanksgiving to mid-April. These services are paid for by the Aspen Skiing Company, are free to the public, and are integrated with Aspen and RFTA regional transit services. The Aspen Skiing Company pays RFTA the fully allocated cost of operating this service and a pro-rated share of capital expenses.
- *Ride Glenwood Springs.* RFTA operates two heavy-duty transit vehicles on a route extending from the Roaring Fork Market Place on the south side of Glenwood Springs, through the commercial core, to west Glenwood Springs, terminating at the Glenwood Springs Meadows. A \$1 fare is charged to the public for this service. Glenwood Springs pays to RFTA the fully allocated operating cost of this service and is responsible for replacing its own vehicles.

Transit Services (continued):

- *City of Aspen.* RFTA operates a variety of services pursuant to a contract with Aspen. Aspen pays RFTA the fully allocated operating cost of these services and is responsible for replacing its own vehicles.
  - *Fixed Routes.* There are three fixed routes within Aspen, which are: Cemetery Lane, Castle Maroon and Hunter Creek. These routes serve residential neighborhoods adjoining downtown Aspen. These services are paid for by Aspen and are free to the user. These services operate from 6:20 a.m. until 2:00 a.m. during winter and summer and from 7:00 a.m. until midnight during the spring and fall seasons.
  - *Dial-A-Ride Services.* The East End Dial-A-Ride provides service two times per hour year-round. This service is free to those users who catch the bus along the fixed route. Those who call to be picked up at their door pay \$1.00. This service operates from 6:30 a.m. until 1:45 a.m. during winter and summer and from 7:00 a.m. until 7:45 p.m. during the spring and fall seasons.
  - *Highlands Direct Service.* The Highlands Direct service provides direct service between Rubey Park in downtown Aspen and the Highlands Base Village. This service operates in winter and summer only and is paid for by Aspen and is free to users.
  - *Galena Street Shuttle.* The Galena Street Shuttle connects Aspen Mountain, on the south side of Aspen, to the Rio Grande parking garage, Post Office, Hunter Creek and the Art Museum on the north side of Aspen. Service typically begins at 8:15 a.m. and ends at 5:00 p.m. daily during winter and summer. This service is free to the public.
  - *Cross Town Shuttle.* The Cross Town Shuttle connects the West End and East End of Aspen, with half-hour service by a fixed route that travels from the Music Tent via 5<sup>th</sup> Street and Gillespie to 4<sup>th</sup> Street, 4<sup>th</sup> Street to Hallam Street, Hallam Street to Monarch Street, Monarch Street to Durant Avenue, Durant Avenue to Original Street, Original Street to Ute Avenue, and Ute Avenue to the Aspen Club. This service operates in the winter and summer seasons only. The general hours of operation are 8:00 a.m. until 9:00 p.m. during the winter and 7:54 a.m. to 11:00 p.m. during the summer. This service is free to the public.
  - *Aspen Music Festival Service.* During the summer, scheduled shuttle services are provided for patrons and students of the Aspen Music Festival. Shuttle services to and from the Music School campus, the Music Tent and Burlingame seasonal housing are provided. This service is free to the public



Transit Services (continued):

- *Burlingame/Westside Service.* The Burlingame/Westside service connects downtown Aspen with the Burlingame affordable housing development. The service operates year-round every 30 minutes and begins at 6:35 a.m. and ends at 12:20 a.m. This service is free to the public.
- *Traveler Senior Transportation Program.* Garfield County contracts with RFTA to provide the Traveler Senior Transportation Program (the “Traveler”), which serves the elderly and persons with disabilities who reside in Carbondale, Glenwood Springs, New Castle, Silt, Rifle, Parachute, and unincorporated portions of Garfield County. Garfield County defrays approximately 50% of the cost of the Traveler, RFTA defrays the allocated operating costs for its member jurisdictions, Carbondale, Glenwood Springs, and New Castle, and the balance of the service costs are paid for by the other participating jurisdictions, passenger donations, and grants. Capital costs for vehicles are derived from a capital reserve fund, contributions from Garfield County and RFTA, and State, federal and local grants.

*Miscellaneous Services.*

- *MAA/Burlingame Service.* This summer shuttle service is funded by the Music Associates of Aspen and provides transportation for music students between Burlingame affordable housing development, the Music School campus on Castle Creek Road, and the Music Tent in the west end of Aspen. No fare is charged for this service.
- *Maroon Bells Bus Tour.* From mid-June to the first weekend October each year, RFTA operates the Maroon Bells Bus Tour (the “Bells Tour”), which is staged from the Aspen Highlands Base Village. The Bells Tour is an award winning narrated tour of the Maroon Creek Valley, which delivers passengers to the Maroon Bells mountain formation and the Maroon Bells/Snowmass wilderness area. RFTA cooperates with the U.S. Forest Service to close the road to other motorized traffic throughout the summer. In the summer of 2020, a Maroon Bells Reservation System and Call Center was implemented to manage overcrowding and an increased fare of \$15.95 is charged for the bus tour.
- *The Pitkin County Senior Van.* The Pitkin County Senior Van (the “Senior Van”) is a vital link to the Senior Nutrition Program, Meals on Wheels program, Information and Referral services, outreach services, doctor appointments, shopping, and social outings. The Senior Van operates from 8:00 a.m. until 5:00 p.m., Mondays, Wednesdays and Fridays and from 8:30 a.m. until 3:30 p.m. on Thursdays. The service is free and primarily serves residents of Aspen, Snowmass Village and unincorporated areas of Pitkin County in the upper Roaring Fork Valley.

Transit Services (continued):

- *Americans with Disabilities Act (“ADA”) Service.* Federally mandated ADA service is provided to disabled passengers within Aspen, to the airport, and the Maroon Bells. To reserve service, people must call RFTA during normal business hours the day before the service is desired. RFTA will dispatch a lift-equipped vehicle to transport ADA passengers, at no charge, within Aspen and to the airport. The cost for ADA service to the Maroon Bells is twice the normal fare. ADA service is also provided in conjunction with Ride Glenwood bus service and the Traveler.
- *Community Charter Service.* RFTA operates a limited amount of charter service.

**Service Contract Formula Methodology**

Contract information can be obtained in electronic format by contacting RFTA’s Finance Department.

Service contracts are progress billed monthly based on budgeted costs, actual mileage and hours. The Authority’s financial statements are audited and an adjustment billing is prepared based on audited, actual costs; no further adjustments to what previously has been billed is required unless the audited costs vary by more than 3% from the year-end adjusted costs.

Step 1: Total operating costs budgeted are categorized into a transit or trail cost.

| Program Type           | Department                       | Contract Allocation |        |
|------------------------|----------------------------------|---------------------|--------|
|                        |                                  | Transit             | Trails |
| Transit                | Operations                       | 100%                |        |
|                        | Maintenance                      | 100%                |        |
|                        | Facilities                       | 98%                 | 2%     |
| Trails                 | Trails/ Mid Valley Trails        |                     | 100%   |
| Administrative Support | Attorney                         | 50%                 | 50%    |
|                        | Board                            | 92%                 | 8%     |
|                        | CEO                              | 92%                 | 8%     |
|                        | Finance                          | 98%                 | 2%     |
|                        | Human Resources/ Risk Management | 98%                 | 2%     |
|                        | Information Technology           | 92%                 | 8%     |

Step 2: Budgeted transit costs are categorized as a fixed cost, direct hourly or direct mileage cost.

Note: All costs are not treated the same for all contracts and not all costs are categorized.

Step 3: Total categorized costs are divided by RFTA’s projected annual mileage or hours to determine a fixed cost per hour, direct hour and direct mileage cost factor for each service contract.

Service Contract Formula Methodology (continued):

Example of a calculation of cost factors:

| COST CATEGORY              | Est. Cost  | Est. Hours | Est. Miles | Mile/Hr. |
|----------------------------|------------|------------|------------|----------|
| Total Fixed Costs          | 17,817,222 | 350,606    | N/A        | 50.82    |
| Total Direct Hours Costs   | 14,708,200 | 350,606    | N/A        | 41.95    |
| Total Direct Mileage Costs | 11,142,993 | N/A        | 5,689,154  | 1.96     |
| Total                      | 43,668,415 |            |            |          |

Each service contract is charged based on following formula; (1) actual route mileage and route hours times the direct cost factors (miles or hours) plus (2) route hours times the fixed cost factor plus (3) training costs based on percentage of route hours to total RFTA hours and (4) capital cost based on percentage of route mileage to total RFTA mileage.





## 2021 Budget

### Glossary of Financial, Budget and Transit Terms

**Automatic Vehicle Location (AVL)** – Is a means for automatically determining and transmitting geographic location of a vehicle using Global Positioning System (GPS) technology, cellular communications, street-level mapping, and an intuitive user interface, with the goal of improving fleet management and customer service.

**Budget** - A financial plan which estimates proposed expenditures for a given period and the proposed methods of financing them.

**Bus Rapid Transit (BRT)** - It's a significantly enhanced bus system that operates in bus lanes or mixed traffic. BRT combines the flexibility and cost savings of buses with the efficiency, speed, reliability, and amenities of rail. Because BRT vehicles use Compressed Natural Gas, the system will help reduce emissions as well as local dependence on foreign energy sources. Typical BRT elements include:

- exclusive travel lanes where possible, that help speed service during peak travel hours
- roadway enhancements to enable buses to circumvent congestion, such as signal priority and queue bypass lanes for buses at congested intersections.
- stations, park & rides, and improved bus stops
- easy-to-board, ADA-compliant vehicles
- AVL that tracks buses and provides real-time information to passengers waiting at bus stops

**Capital Assets** - Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

**Colorado Department of Transportation (CDOT)** – the agency of Colorado government that administers state government transportation responsibilities in the State of Colorado.

**Computer-Aided Dispatch (CAD)** – Is a method of dispatching mass transit vehicles assisted by computer where persons in a dispatch center are able to easily view and understand the status of all units being dispatched. .

**Expenditures** - Decrease in net financial resources other than through inter fund transfers.

**Expenses** - Outflows of assets or occurrences of liabilities from delivering or producing goods or rendering services.

**Farebox Recovery Ratio** – The percentage of total operating revenues that passengers pay through fares.

**Federal Transit Administration (FTA)** – is an agency within the U.S. Department of Transportation that provides financial and technical assistance to local public transit systems.



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**Function** – a group of related activities aimed at accomplishing a major service or regulatory responsibility

**Fund** - A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

**Fund Balance** - The difference between assets and liabilities reported in a governmental fund. Fund balance is divided into reserved and unreserved portions.

**Fund Classifications** - One of the three categories (governmental, proprietary, and fiduciary) used to classify fund types.

**Fund Type** - One of 11 classifications into which all individual funds can be categorized. Governmental fund types include the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds. Proprietary funds types include enterprise funds and internal service funds. Fiduciary fund types include pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds.

**Generally accepted accounting Principles (GAAP)** – Conventions, rules, and procedures that serve as the norm for the fair presentation of financial statements.

**GFOA** – Government Finance Officers Association. The purpose of the Government Finance Officers Association is to enhance and promote the professional management of governments for the public benefit by identifying and developing financial policies and practices and promoting them through education, training and leadership.

**Governmental Fund** – Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects, and permanent funds.

**Government-Wide Financial Statements** - Financial statements that incorporate all of a government's governmental and business-type activities, as well as its non-fiduciary component units. There are two basic government-wide financial statements: the statement of net assets and the statement of activities. Both basic government-wide financial statements are presented using the economic resources measurement focus and the accrual basis of accounting.

**Infrastructure** - Long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include roads, bridges, tunnels, drainage systems, water and sewer systems, dams, and lighting systems.





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**Long-Term Budget** - A budget prepared for a period longer than a fiscal year. Long-term budgets concerned with capital outlay and capital improvement programs are referred to as capital budgets.

**Long-Term Debt** - Debt with a maturity date of more than one year after the date of issuance.

**Major Fund** - A governmental fund or enterprise fund reported as a separate column in the basic fund financial statements. The general fund is always a major fund. Otherwise, major funds are funds whose revenues, expenditures/expenses, assets, or liabilities are at least 10 percent of corresponding totals for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise funds for the same item. Any other government or enterprise fund may be reported as a major fund if the government officials believe that fund is particularly important to financial statement users.

**Modified Accrual Basis** - A basis of accounting in which revenues should be recognized in the accounting period in which they become measurable and available. Expenditures should be recognized in the accounting period in which the fund liability is incurred, if measurable.

**NACSLB** – National Advisory Council on State and Local Budgeting. The NACSLB was formed in the spring of 1995. The Council was established with a three year mission to improve state and local government budgeting through identification and dissemination of good budget principles and practices. The Council subsequently prepared a document that outlined a framework for improved state and local government budgeting and recommended budget practices.

**Net Assets** - The difference between assets and liabilities accounts.

**Other Financing Source** - An increase in current financial resources that is reported separately from revenues to avoid distorting revenue trends.

**Other Financing Use** - A decrease in current financial resources that is reported separately from expenditures to avoid distorting expenditure trends.

**Park and Ride** – facilities where car parks with connections to public transportation that allow commuters and other people headed to city centers to leave their vehicles and transfer to a bus for the remainder of their journey.

**Program** – include a group of activities, operations or organizational units directed at attaining specific purposes or objectives

**Resolution** - A special or temporary order of a legislative body requiring less legal formality than an ordinance or statute; used by governing boards of counties and special districts as a means for taking formal action.

**Short-Term Debt** - Debt with a maturity of one year or less after the date of issuance.





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