

**Intercity
Transit**

2019

Budget

November 2018

Intercity Transit

2019 Budget Summary

Introduction

Intercity Transit's 2019 budget is driven by the policy and action strategies outlined in its 2019-2024 Transit Development Plan (TDP) and 2019-2024 Strategic Plan. Updated each September, the TDP defines the basic public transportation services Intercity Transit will provide over the next six years using a financially constrained operating model. The Strategic Plan, adopted in December, includes specific detail on agency policy positions, service levels and corresponding resource expenditures, and the updated financial plan for the next six years. The Strategic Plan also defines Intercity Transit's capital program and the infrastructure investments necessary to implement the corresponding service levels and policies. The financial forecast for the first year of the Strategic Plan sets the limit on budget expenditures for the 2019 budget.

The 2019 budget includes thirteen new positions – 11 operators and 2 customer service positions. It also includes a significant capital program with the replacement of the radio communications systems, the upgrade or replacement of the Computer Aided Dispatch/ Automated Vehicle Locator system, pursuing construction of the expansion of the Olympia Transit Center, pursuing completion of the Pattison Street Facility final design and other Pattison Street Facility enhancements, mid-life rebuild of 6 hybrid buses, studying and replacing the fare collection system, replacement of 14 coaches, 35 vanpool vans, 2 staff vehicles, as well as numerous other projects. Capital projects from the 2019 Strategic plan total \$62.9 million. Total capital projects rolled over from 2018 is \$52.1 million.

The 2019 budget details the expenditures required to implement the service levels and policies outlined in the first year (2019) of the six-year Transit Development and Strategic Plans. The budget development process is an opportunity for the public and the Intercity Transit Authority to determine whether or not the benefits of implementing the policies, service levels and capital projects defined in these plans justify the costs.

CONCLUSION

The 2019 budget supports delivering quality transportation services and implementing capital projects, some of which are funded through existing grants. Intercity Transit enters 2019 in a stable financial position. However, the future of our service is at risk due to the significant reduction in federal transportation dollars. These conditions create a significant challenge for funding both future bus purchases and the renovation and expansion of the Pattison Street maintenance and operating facility.

This budget provides basically status quo service. We continue to be a public transportation agency that is more than a “bus company” – one that is committed to providing mobility services fulfilling a variety of needs to support a healthy, livable and prosperous community environmentally, economically and socially.

This budget will help us fulfill Intercity Transit’s Mission and Vision:

Our mission is to provide and promote transportation choices that support an accessible, sustainable, livable, healthy, prosperous community.

Our vision is to be a leading transit system in the country, recognized for our well trained, highly motivated, customer-focused, community-minded employees committed to enhancing the quality of life for all citizens of Thurston County.

We will strive to continue to provide service that meets the mobility needs of our community and improves the quality of life of our citizens to the fullest extent possible within our budgetary limitations. We look forward to learning more about the needs and desires of our community through the short and long range planning process and our community outreach process entitled ITRoadTrip.

***Intercity Transit 2019 Budget
Table of Contents***

Budget Summary.....1-2

Table of Contents.....3

Budget Resolution 03-2018.....4

Division Descriptions.....5-9

Division Detail.....10-18

Appendix A - Staffing Levels.....19-23

**INTERCITY TRANSIT
RESOLUTION NO. 03-2018
ADOPTION OF THE 2019 BUDGET**

A RESOLUTION adopting the budget for Intercity Transit for the year 2019 and authorizing appropriations thereunder.

WHEREAS, the Governing Authority of Intercity Transit did hold pursuant to law, a duly advertised public hearing on the preliminary budget; and

WHEREAS, the Governing Authority did hold a public meeting this day for the purpose of fixing the final budget for the calendar year 2019 and

WHEREAS, at said public meeting, the 2019 final budget was approved.

NOW THEREFORE, BE IT RESOLVED by the Intercity Transit Authority that the following budget for Intercity Transit for the year 2019 is hereby adopted:

ESTIMATED RESOURCES	
Beginning Estimated Cash Balance	\$ 61,934,290
Estimated Revenues	68,580,735
TOTAL ESTIMATED RESOURCES	\$ <u>130,515,025</u>
ESTIMATED UTILIZATION OF RESOURCES	
Total Operating and Capital Expenses	\$ 118,274,759
Estimated Ending Cash Balance	12,240,266
TOTAL ESTIMATED UTILIZATION OF RESOURCES	\$ <u>130,515,025</u>

ADOPTED: This 7th day of November, 2018

INTERCITY TRANSIT AUTHORITY



Debbie Sullivan, Chair

ATTEST:



Pat Messmer
Executive Assistant/
Clerk of the Board

APPROVED AS TO FORM:



Julie Carignan
Legal Counsel



**Division
Descriptions**

INTERCITY TRANSIT DEPARTMENTS & DIVISIONS

ADMINISTRATIVE SERVICES DEPARTMENT

FINANCE DIVISION

The Finance Division performs the function of recording and maintaining the Agency's financial transactions and files in conformance with state and federal accounting regulations and generally accepted accounting principles. Finance provides payroll; accounts payable; accounts receivable; pass and ticket sales; farebox; fixed assets; cash management, budget, and general ledger services for the Agency. Finance develops and maintains internal controls over these functions to safeguard Agency assets. Finance produces internal and external financial reports and coordinates all internal and external audits. They assist with financial forecasting and modeling coordination. They prepare the Agency's annual budget and monitor revenues and expenditures through the year.

Agency-wide services and expenses such as liability and property insurance, administration of the Agency's deferred compensation plans, and the Cut Commute committee are included in its budget.

INFORMATION SYSTEMS DIVISION

The Information Systems Division administers, manages, and supports the Agency's information technology needs. This includes the network, servers, telephones, security cameras, desktop and laptop PCs, websites, and applications across seven different physical locations. Beyond the information technology's industry standard products like VMware vSphere, Cisco networking equipment, Microsoft Windows (both client and server), Active Directory, Exchange, and SQL Server, they also support several transit specific applications such as Fleet-Net, RouteMatch, and CAD/AVL. For all these products, IS staff provides systems analysis, project management, and help desk level support.

HUMAN RESOURCES DIVISION

The Human Resources Division is tasked to maximize the effectiveness of Intercity Transit's primary resource, its employees. This is accomplished by hiring and retaining highly effective people who are committed to the services of public transit through professional recruitment procedures, prudent compensation analysis, respectful labor-management relations as well as pro-active labor contract administration. The Human Resources Division is also responsible for accident and claims administration, active threat mitigation, safety awareness and oversight and the implementation of a federally required comprehensive drug and alcohol program that includes post-accident and random testing of employees. The Human Resources Division coordinates with the Finance Division in managing payroll and employee benefit programs.

Agency-wide services and expenses such as the receptionist function, office supplies, and centralized office equipment are also administered by the Human Resources Division and are included in its budget.

EXECUTIVE DEPARTMENT

The Executive Department is responsible for the overall direction, supervision, and coordination of Agency activities to ensure consistency with policies prescribed by the Transit Authority. They are responsible for the coordination of knowledge, effort, and resources between all departments to achieve Agency goals and mission. The Department is responsible for development and administration of agency plans, services, programs, and policies and procedures. They promote linkage of transit and community development. And they ensure and develop communication processes between employees, departments, the Authority, the Community Advisory Committee and the community.

DEVELOPMENT DEPARTMENT

DEVELOPMENT DIVISION

The Development Department is responsible for fixed route service planning and scheduling; marketing, communications & outreach, including the youth education program; grants program administration and reporting; procurement and capital projects; vehicle and facilities inventory; and the management and oversight of major agency projects and programs.

Department staff coordinate, manage, and monitor compliance with state and federal funding requirements including contracting, reporting, and project oversight of required programs including the Disadvantaged Business Enterprise Program and Title VI compliance. Staff also support the agency's public communications, outreach and educational programs through the website, social media and direct communications with riders and the community. Planning staff support fixed route operations as well as coordinated community and regional planning and development and reporting on the agencies strategic and long range planning initiatives. The Development Department also coordinates operation and utilization of Intercity Transit facilities and services (including Amtrak Depot and fare service agreements) by establishing contracts with local jurisdictions and employers.

PROCUREMENT DIVISION

The Procurement Division develops and administers capital construction contracts and spearheads other major agency-wide projects. The team manages procurements of goods and services including contract development and oversight and supervision of vendors, consultants and contractors. Procurement maintains agency-wide tracking tool for project oversight, develops agency-wide procedures for the proper acquisition of goods and services, including development of procurement and contract documents. Procurement

also leads or assists others in contract administration and project oversight, procures and maintains facility and vehicle parts, fuel and operating supplies inventory. The Inventory team is responsible for entry and audits of the agency's inventory, vehicle component, and work order systems within the Fleet-Net database. Inventory staff is also responsible for the administration of the warranty claims systems.

PLANNING DIVISION

The Planning Division is responsible for developing, monitoring, and evaluating Intercity Transit fixed route services, preparing operator work assignments, and development and oversight of fare policies. Division staff also provides short and long range planning services, including preparing and coordinating the agency's annual Transit Development Plan and other annual reporting on services and facilities. The division coordinates closely with regional and local jurisdictions to review and update comprehensive land use and transportation plans, works with both public agencies and private sector developers to ensure that new developments accommodate and meet transit customer needs, including bus stop locates, and participates in regional transportation demand management efforts to help reduce single occupant vehicle trips. Staff also negotiates and administers an annual transit pass program for state, regional and county employees and for students attending three local colleges in the service district.

MARKETING, COMMUNICATIONS & OUTREACH DIVISION

The Marketing, Communications & Outreach Division produces agency public information materials and promotes awareness and use of Intercity Transit services. The division oversees the website, printed materials, public information pieces, and social media. Marketing Communication and Outreach staff coordinate marketing, advertising, communications, and outreach programs, supports media relations, and represents the agency to the news media and our community partners to promote services and also in response to agency needs. This Division also administers Intercity Transit's Youth Education Program including the Thurston County Bicycle Commuter Challenge and Earn a Bike program bike shop staffed by volunteers.

Operations Department

OPERATIONS DIVISION

The Operations Division is the service delivery arm of Intercity Transit. The Office of the Director provides guidance and administrative support for the Customer Service, Dial A Lift, Transportation, Vanpool, and Village Vans Divisions. Of the 248 employees in the Department, 218 are represented by Amalgamated Transit Union (ATU). Agency-wide, the Director coordinates service delivery with other Departments, and formulates and implements agency goals consistent with the mission of Intercity Transit. The Office of the Director plays a key role in the administration of the bargaining agreement between ATU

and Intercity Transit and in maintaining a positive working relationship with union leaders and represented employees.

TRANSPORTATION DIVISION

The Transportation Division consists of 202 Van and Coach Operators supported by 11 Operations Supervisors, 1 OTC Operations supervisor, and 1 Fixed Route Manager. The primary function of the Division is to effectively meet 100% of Intercity Transit service commitments 365 days a year. Services provided by the Division include the operation of all Van and Coach Fixed Route services; and providing operators for Dial-A-Lift and special event services. Transportation also provides support services to other Departments within the Agency in the form of staff training, staff assistance, and assistance with special projects.

DIAL-A-LIFT SERVICES DIVISION

The Dial-A-Lift Services Division includes 13 staff members who support the activities of the Dial-A-Lift program. The primary function of the Division is to deliver quality specialized transportation service to the riding public within the legal parameters established by the Americans with Disabilities Act (ADA). The Division also works closely with other agencies to develop and implement demonstration projects. The Dial-A-Lift Services Division provides guidance to the Agency on the potential ramifications of decisions as they relate to the ADA and acts as a liaison between the local special needs community and the agency through such mediums as public forums.

VANPOOL DIVISION

The Vanpool Services Division administers, manages and coordinates Intercity Transit's vanpool program, providing vanpool vehicles for approximately 180 groups of (8 to 15) commuters who have at least one end of their commute in Thurston County. The Division provides day-to-day support to vanpool volunteers; and recruits and trains volunteer coordinators, drivers and bookkeepers. A regional ride-matching service for commuters seeking carpools or vanpools is also administered by this Division, as well as the Community Van and Surplus Van Grant programs, providing transportation solutions for nonprofit organizations and community groups.

CUSTOMER SERVICE DIVISION

The Customer Service Division, located at the Olympia Transit Center, provides public information about transit services. Other functions include pass and ticket sales, schedule and brochure delivery, administration of the regional reduced fare program, maintenance of lost and found items, and field trip planning.

VILLAGE VANS DIVISION

The Village Van program provides transportation for low-income individuals encountering transportation barriers related to sustaining or gaining employment within our service area.

This volunteer based program provides job shadowing for volunteer drivers who are interested in transportation related fields. The volunteer opportunity also provides support from Village Vans staff in job application processes, cover letter and resume writing. Intercity Transit employs staff for ongoing development and operation of the program. Village Vans is funded by grants, in collaboration with local funding, uniting with social service agencies in an effort to assist those working towards economic independence.

Maintenance Department

FLEET DIVISION

The Fleet Division is responsible for providing a daily complement of coaches, vans, vanpool vans, and staff vehicles. Maintenance is involved in the procurement of replacement and expansion vehicles and parts, supplies, tools and equipment. The Division provides a safe work environment, and helps ensure an ecologically sound environment through recycling programs and vehicle improvements. Staff constantly monitors and evaluates products and methods to achieve a high level of productivity and efficiency. The Division constantly strives to enhance vehicles to provide a clean, safe, reliable and efficient environment for internal and external customers.

FACILITIES MAINTENANCE DIVISION

The Facilities Division is responsible for the Agency's buildings, equipment, systems, furnishings and grounds. Included in these responsibilities are installing and maintaining bus stops as well as the maintenance of the Pattison Street facility, the Amtrak Depot, the Olympia Transit Center and the Lacey Transit Center. Facilities is also responsible for hazardous materials management, storm water management, chemical management and recycling management. The responsibility of contract management for custodial services, landscaping services, elevator services and fire protection services also falls within the Facilities Division. The Facilities Division also supports other Departments in the management and implementation of their projects.

**Division
Detail**

Salaries/Wages & Benefits – Staffing levels based on the proposed service plan; compensation levels and contractual benefits as defined in the ATU and IAM contracts and the Classification and Compensation study.

Operating Expenses – Those functions or projects that must take place to provide or support mandated service levels or are required to meet federal or state regulations or contractual obligations. Examples would be: utilities, fuel and lubricants, insurance, office and operating supplies, outside services, etc.

Capital Projects – Purchase of long-lived assets with a cost of more than \$5,000 that have been approved through the Strategic Plan.

On-going Projects – Major purchases or contracted services that will not be completed in the previous year, but will be carried over to the current year.

New Positions/Projects – Functions, activities and projects to implement direction provided in the mission, vision and strategic plan.

CAPITAL

Staff Vehicles

Replace 2 staff cars, an Operations vehicle, and a Facilities truck.

Information Systems Equipment

Miscellaneous IS equipment will be purchased throughout the agency to improve regular data processing and improve access to computers for supervisors, operators, and employees working off site. Money is also budgeted for a computer network at the new OTC building, to replace the Computer Aided Dispatch/Automatic Vehicle Locating (CAD/AVL), and to purchase modules needed in the FleetNet system.

Facility Enhancements

Improvements include replacing the HVAC system, windows, carpet, glass blocks and roof at the Pattison facility. The Pattison rehabilitation and expansion is also budgeted. Painting the interior of all facilities, adding fall protection in maintenance bays, replacing the boiler/controls/HRUs and Ops Dispatch repairs/upgrades are also included.

Olympia Transit Center Expansion

Complete expansion of the Olympia Transit Center to accommodate intercity bus service (Greyhound) and increase local capacity. Construction is expected to be complete in the fall of 2019.

Revenue and Vanpool Vehicles

Purchase 35 vanpool vehicles and 14 coaches.

Budget Year	2019				updated 11/26/18
PriorityName	DeptName	DivName	ProjectCode	ProjectName	Budget \$
Capital -New	Administrative Services	Information Systems	IS-021	POS Replacement	20,000
			IS-022	Network for new OTC building	40,000
			IS-023	Fleet-Net Financial Data Warehouse	32,000
	Development	Development	DEV-018	High Performance Corridor demo	5,775,000
		Planning	PL-013	Bus Stop Facility Improvements	155,000
	Maintenance	Fleet	VM-029	Replace Facilities Truck #1294	80,000
			VM-030	Replace Ops Vehicle #1225	50,000
			VM-033	Replace Coach Tire Machine	25,000
			VM-034	Replacement Buses (6)	3,900,000
	Operations	Vanpool	VP-007	Vanpool Vehicles (20)	645,320
Capital -New Total					10,722,320
Capital -Rollover					
	Development	Development	DEV-004	Pat Final Design/Future Enhance	4,100,000
			DEV-005	Olympia Transit Center Expansion	10,061,539
			DEV-012	Fare Collection system upgrades	1,500,000
			DEV-013	OTC furrn, fixtures, equip	600,000
			DEV-014	Pattison Rehab & Expan (grant)	27,463,203
			DEV-015	Transit Signal Priority	705,000
	Maintenance	Facilities	FAC-035	Pattison Admin HVAC Engineering	25,750
			FAC-036	Repaint Interior Amtrak	10,000
			FAC-058	Ops Dispatch Repairs/Upgrades	40,000
			FAC-066	Admin Window Replacement	103,000
			FAC-067	Interior Facility Painting	290,000
			FAC-068	Pattison Carpet Replacement	78,000
			FAC-070	Maint Repl Boiler/Controls/HRUs	412,000
			FAC-078	Fall Protection In Maint Bays	115,000
			FAC-083	Pattison Roof Replacement	425,000
			FAC-084	Pattison Glass Block/Soffit Rep	412,000

Budget Year	2019					updated 11/26/18
PriorityName	DeptName	DivName	ProjectCode	ProjectName	Budget \$	
Capital -Rollover	Maintenance	Facilities	FAC-092	Install Propane Tank Fuel System	30,000	
		Fleet	VM-010	Replace Staff Car #1217	45,000	
			VM-013	Replace Staff Car #1215	30,000	
			VM-028	Replacement Coaches (8) (grant)	5,200,000	
	Operations	Vanpool	VP-004	Vanpool Vehicles (15) (grant)	484,500	
Capital -Rollover Total					52,129,992	
Operating	Administrative Services	Finance	FIN-002	Division Administration	58,000	
			FIN-003	Training and Development	15,000	
			FIN-004	Annual Audit	47,000	
			FIN-005	Subscriptions	1,000	
			FIN-006	Purchase Passes/Tickets	37,000	
			FIN-007	General Agency Insurance	1,310,500	
			FIN-008	Pension Committee	5,000	
			FIN-009	Cut Commute Committee	35,000	
			FIN-010	Loomis services	50,000	
			FIN-012	Credit Card Processing Fees	32,000	
			HR-002	Division Administration	135,300	
			HR-003	Training and Development	15,000	
			HR-004	Safety/Accident Mitigation	3,000	
			HR-005	Legal Services	65,000	
			HR-006	Employment Medical Programs	23,500	
			HR-007	Drug & Alcohol Program	27,900	
			HR-008	Non-Represented Tuition	2,700	
			HR-012	Organizational Development	25,800	
			HR-013	Agency Wellness Activities	10,500	
			HR-014	Recruitment & Selection	47,900	
			HR-016	Active Threat Mitigation	25,000	

Budget Year	2019					updated 11/26/18
PriorityName	DeptName	DivName	ProjectCode	ProjectName	Budget \$	
Operating	Administrative Services	Information Systems	IS-002	Maintenance & Upkeep of IS	588,000	
			IS-003	Training and Development	19,500	
			IS-004	Telephone and Comm Systems	98,580	
			IS-005	Replace Aging Equipment	437,000	
			IS-006	RF Tower Lease	62,417	
	Development	Development	DEV-002	Service and Community	500	
			DEV-003	Training and Development	19,880	
			DEV-007	Office Rental	47,450	
		Marketing	MC-002	Produce Agency Info	142,150	
			MC-003	Training and Development	22,439	
			MC-004	Support Agency Services	218,310	
			MC-007	Implement Bicycle Programs	25,000	
			MC-008	Youth Education Program	73,340	
			MC-014	Web Site Enhancement	50,000	
			MC-021	Vanpool grant promotion (grant)	250,000	
		Planning	PL-002	Monitor System Services	85,000	
			PL-003	Training and Development	22,935	
			PL-005	Park and Pool Project	3,000	
			PL-006	Planning Projects	800	
		Procurement	PRO-002	Operating Supplies	6,000	
			PRO-003	Training and Development	25,085	
	Executive	Executive	EX-002	Division Administration	10,600	
			EX-003	Training and Development	31,518	
			EX-004	Service & Community	3,350	
			EX-005	Authority Planning Session	9,000	
			EX-006	WSTA/Legislative Events	3,060	
			EX-007	CAC/Authority Support	11,875	

Budget Year	2019					updated 11/26/18
PriorityName	DeptName	DivName	ProjectCode	ProjectName	Budget \$	
Operating	Executive	Executive	EX-009	Legal Notices	4,000	
			EX-010	Legal Services	38,000	
			EX-011	Dues	130,000	
			EX-012	Employee/Volunteer Recognition	31,150	
			EX-014	ITA/CAC Training & Development	22,141	
			EX-015	Advocacy Services	118,000	
			EX-016	Transit Appreciation Day	17,500	
			EX-017	Annual Recognition Banquet	12,700	
			EX-024	ISO 14001 Certification	9,000	
			EX-025	Sustainability Committee	6,500	
			EX-026	Grants Consultant	40,000	
			EX-027	ESMS Auditor Training	10,000	
	Maintenance	Facilities	FAC-002	Service Contracts	366,000	
			FAC-003	Training and Development	4,000	
			FAC-004	Buildings/Grounds Maintenance	482,000	
			FAC-005	Amtrak Expenses	72,150	
			FAC-006	Utilities	500,000	
			FAC-099	Elevator Maintenance Contract	7,500	
		Fleet	VM-002	Vehicle Fleet Support	316,758	
			VM-003	Training and Development	60,000	
			VM-004	Village Vans	23,570	
			VM-005	Dial A Lift Vans	731,463	
			VM-006	Coaches	3,818,268	
			VM-007	Staff Vehicles	82,000	
			VM-008	Vanpool Vans	1,054,930	
			VM-011	Internal Staff Development	10,100	
			VM-031	Towing Services Contract	18,000	

Budget Year	2019					updated 11/26/18
PriorityName						
Operating	Maintenance	DeptName	DivName	ProjectCode	ProjectName	Budget \$
		Maintenance	Fleet	VM-032	Uniform Contract	25,000
			Maintenance Admin	MA-002	Division Administration	6,500
				MA-003	Training and Development	20,000
		Operations	Dial A Lift	MA-004	Other Benefits	2,250
				DAL-002	Division Administration	9,900
				DAL-003	Training and Development	18,125
				DAL-004	Travel Training Support	2,400
			Operations	OP-002	Division Administration	4,600
				OP-003	Training and Development	6,825
			Transportation	TM-002	Division Administration	27,700
				TM-003	Training and Development	23,500
				TM-004	Administer Security Contract	280,000
				TM-006	IT Roadeo	3,000
			Vanpool	VP-002	Division Administration	21,400
				VP-003	Training and Development	16,900
				VP-006	Vanpool Incentive Program	26,000
			Village Vans	VV-002	Division Administration	3,160
				VV-003	Training and Development	2,200
			Customer Service	CS-002	Division Administration	16,700
				CS-003	Training and Development	3,884
				CS-004	Reduced Fare Program	5,500
				CS-005	Pass By Mail	250
Operating Total						12,750,413
Operating -New Project						
		Administrative Services	Finance	FIN-018	NTD audit	20,000
			Information Systems	IS-025	New Workspace Equipment	12,000
				IS-026	Pattison Wireless/SecurityCamera	150,000
		Development	Development	DEV-016	OTC customer info navigation	300,000

Budget Year	2019					updated 11/26/18
PriorityName	DeptName	DivName	ProjectCode	ProjectName	Budget \$	
Operating -New Project	Development	Development	DEV-017	Satisfaction Surveys	180,000	
		Marketing	MC-022	Fixed Route Promotions	30,000	
			MC-023	Outreach Education Services	25,000	
		Planning	MC-024	Vanpool promotion RMG	550,000	
		Facilities	PL-015	Fixed Route Transfer Study	80,000	
	Maintenance		FAC-098	Catch Basin Cleaning Contract	35,000	
Operating -New Project Total					1,382,000	
Operating -Rollover Project	Administrative Services	Information Systems	IS-007	Web Professional Services	50,000	
			IS-008	Operator Payroll Optimization	35,000	
			IS-012	Replace ACS Orbital/Radio System	5,350,000	
			IS-020	Asset Management FN module	20,000	
	Development	Development	DEV-008	Traffic Engineering Services	50,000	
	Maintenance	Facilities	FAC-071	Engineer Concrete Slab Replace	352,000	
			FAC-073	Exterior Paint Consultant	50,000	
			FAC-074	Amtrak Tree Replacement	21,000	
			FAC-082	Engineer Pat Repl Fire/Alarm Sys	26,000	
			FAC-085	Pattison Exterior Painting	325,000	
			FAC-086	LTC and OTC Ext Painting	360,000	
			FAC-094	Safety Beacons at Bus Wash Exits	7,500	
			FAC-095	Relocate Fuel Island Heaters	10,000	
			FAC-100	Amtrak Exterior Painting	15,000	
		Fleet	VM-025	2010 Hybrid Mid-Life Rebuild (6)	1,800,000	
Operating -Rollover Project Total					8,471,500	
Salaries & Benefits	Administrative Services	Finance	FIN-001	Salaries/Wages & Benefits	458,066	
		Human Resources	HR-001	Salaries/Wages & Benefits	875,044	
		Information Systems	IS-001	Salaries/Wages & Benefits	599,702	
	Development	Development	DEV-001	Salaries/Wages & Benefits	358,667	

Budget Year	2019					updated 11/26/18
PriorityName	DeptName	DivName	ProjectCode	ProjectName		Budget \$
Salaries & Benefits	Development	Marketing	MC-001	Salaries/Wages & Benefits		564,037
		Planning	PL-001	Salaries/Wages & Benefits		485,422
	Executive	Procurement	PRO-001	Salaries/Wages & Benefits		838,892
	Maintenance	Executive	EX-001	Salaries/Wages & Benefits		557,078
		Facilities	FAC-001	Salaries/Wages & Benefits		708,443
		Fleet	VM-001	Salaries/Wages & Benefits		3,561,816
		Maintenance Admin	MA-001	Salaries Wages & Benefits		849,580
	Operations	Dial A Lift	DAL-001	Salaries/Wages & Benefits		1,374,968
		Operations	OP-001	Salaries/Wages & Benefits		252,794
		Transportation	TM-001	Salaries/Wages & Benefits		19,526,210
		Vanpool	VP-001	Salaries/Wages & Benefits		604,381
		Village Vans	VV-001	Salaries/Wages & Benefits		205,586
		Customer Service	CS-001	Salaries/Wages & Benefits		793,498
Salaries & Benefits Total						32,614,184
Salaries & Benefits related	Administrative Services	Human Resources	HR-009	ATU Tuition		5,000
			HR-010	IAM Tuition		2,000
	Maintenance	Facilities	FAC-000	Extra Help		15,000
		Fleet	VM-009	Contract Benefits		40,000
			VM-000	Extra Help		10,000
	Operations	Transportation	TM-005	Uniforms Supervisor/Operator		132,350
Salaries & Benefits related Total						204,350
Grand Total						118,274,759

Appendix A

Staffing Comparisons Between the 2018 Budget and 2019 Budget

	2018 Budgeted Staff - Full-Time Equivalents	Changes to Staffing During 2018	New Positions for 2019	2019 Budgeted Staff - Full-Time Equivalents	Difference
Administrative Services Department					
Finance Division					
Accounting Assistant	0			0	0
Accounting Specialists	2			2	0
Senior Accountant	1			1	0
Finance Manager	1			1	0
Finance & Administration Director	0			0	0
Subtotal - Finance Division	4	0	0	4	0
Information Services Division					
Information Systems Technician	1			1	0
Information Systems Analysts	3			3	0
Information Systems Manager	1			1	0
Subtotal - Information Services Division	5	0	0	5	0
Human Resources Department					
Human Resources Administrative Assistant	1			1	0
Human Resources Assistant	1			1	0
Human Resources Specialist	2			2	0
Human Resources Analyst	1			1	0
Training Coordinator	1			1	0
Human Resources Senior Analyst	0			0	0
Human Resources Manager/Lead	1			1	0
Human Resources Director	1			1	0
Subtotal - Human Resources Division	8	0	0	8	0
Total Administrative Services Department	17	0	0	17	0

Staffing Comparisons Between the 2018 Budget and 2019 Budget

	2018 Budgeted Staff - Full-Time Equivalents	Changes to Staffing During 2018	New Positions for 2019	2019 Budgeted Staff - Full-Time Equivalents	Difference
Development Department					
Development Division					
Development Director	1			1	0
Administrative Assistant	1			1	0
Grants Program Administrator	1			1	0
Subtotal - Development Division	3	0	0	3	0
Marketing Division					
Bicycle Commuter Contest Coordinator	0.5			0.5	0
Youth Education Assistant	1			1	0
Youth Education Specialist	1			1	0
Marketing and Communications Representative	1			1	0
Marketing & Communications Coordinator	1			1	0
Mktg & Comm & Outreach Manager	1			1	0
Subtotal - Marketing Division	5.5	0	0	5.5	0
Planning Division					
Service Planner	1			1	0
Planner 2	1			1	0
Scheduler	1			1	0
Planning Manager	1			1	0
Subtotal - Planning Division	4	0	0	4	0
Procurement Division					
Inventory Assistant	1			1	0
Inventory Specialist	1			1	0
Inventory Supervisor	1			1	0
Project Coordinator	3			3	0
Procurement Manager	1			1	0
Subtotal - Procurement Division	7	0	0	7	0
Total Development Department	19.5	0	0	19.5	0

Staffing Comparisons Between the 2018 Budget and 2019 Budget

	2018 Budgeted Staff - Full-Time Equivalents	Changes to Staffing During 2018	New Positions for 2019	2019 Budgeted Staff - Full-Time Equivalents	Difference
Executive Department					
Executive Division					
Executive Assistant 2	2			2	0
Environmental & Sustainability Coordinator	1			1	0
General Manager	1			1	0
Total Executive Department	4	0	0	4	0
Operations Department					
Customer Services Division					
Customer Service Representative	6	1		7	1
Lead Customer Service Representative	1			1	0
Customer Service Supervisor	1			1	0
Subtotal - Customer Services Division	8	1	0	9	1
Dial-A-Lift Division					
Dial-a-Lift Dispatch Specialist	9			9	0
Dial-A-Lift ADA Coordinator	1			1	0
Dial-A-Lift Travel Training Coordinator	2			2	0
Dial-A-Lift Manager	1			1	0
Subtotal - Dial-A-Lift Division	13	0	0	13	0
Operations Division					
Operations Assistant	1			1	0
Operations Director	1			1	0
Subtotal - Operations	2	0	0	2	0

Staffing Comparisons Between the 2018 Budget and 2019 Budget

	2018 Budgeted Staff - Full-Time Equivalents	Changes to Staffing During 2018	New Positions for 2019	2019 Budgeted Staff - Full-Time Equivalents	Difference
Transportation Division					
Van Operators	38		6	44	6
Coach Operators	153		5	158	5
Scheduling Coordinator	1			1	0
Transportation Supervisor	12			12	0
Transportation Manager	1			1	0
Subtotal - Transportation Division	205	0	11	216	11
Vanpool Division					
Commuter Services Assistant	1			1	0
Vanpool Coordinator	4			4	0
Vanpool Supervisor	1			1	0
Subtotal - Vanpool Division	6	0	0	6	0
Village Vans Division					
Village Vans Assistant	1			1	0
Village Vans Supervisor	1			1	0
Subtotal - Village Vans Division	2	0	0	2	0
Total Operations Department	236	1	11	248	12

Staffing Comparisons Between the 2018 Budget and 2019 Budget

	2018 Budgeted Staff - Full-Time Equivalents	Changes to Staffing During 2018	New Positions for 2019	2019 Budgeted Staff - Full-Time Equivalents	Difference
Maintenance Department					
Vehicle Maintenance Division					
Vehicle Cleaner	6			6	0
Service Worker	6			6	0
Support Specialist	3			3	0
Auto Technician	7			7	0
Diesel Technician	15			15	0
Maintenance Assistant	1			1	0
Maintenance Supervisor	4			4	0
Maintenance Manager	1			1	0
Subtotal - Vehicle Maintenance Division	43	0	0	43	0
Facilities Division					
Facilities Specialists	5			5	0
Facilities Technicians	2			2	0
Facilities Manager	1			1	0
Subtotal - Facilities Division	8	0	0	8	0
Total Maintenance Department					
	51	0	0	51	0
Agency Totals					
	327.5	1	11	339.5	12