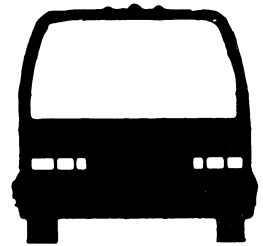
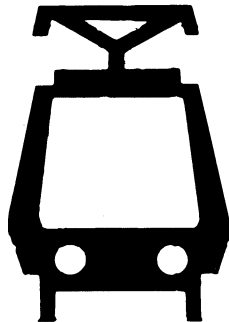
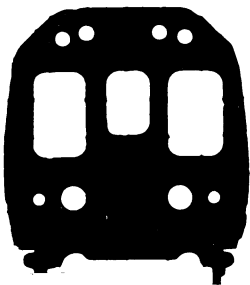


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ANNUAL BUDGET FISCAL YEAR 1984



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ANNUAL BUDGET FY 1984

**as adopted by the
Board of Directors**

June 30, 1983



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GENERAL MANAGER'S MESSAGE

Part 1.0 contains the General Manager's Budget Message. The message outlines the facts and assumptions which guided the preparation of the Fiscal Year 1984 Budget. It describes the major procedural changes since last year, i.e., the inclusion of capitalized and grant-funded items in this document along with the operating budget.



John A. Dyer
General Manager

May 31, 1983

Honorable President and Members
Board of Directors
Southern California Rapid Transit District

Dear President Lewis and Members :

I am pleased to submit herewith the proposed annual operating budget and financial plan for the Southern California Rapid Transit District for Fiscal Year 1984. The integration of the operating budget into a comprehensive financial plan for the District builds upon the management by objectives budget process initiated last year, and represents a major new approach to the presentation and administration of the District budget.

For the first time, all expenditures anticipated during the fiscal year are identified as part of each department's budgetary allocation. These expenditures include all grant projects for which the department managers are responsible, in addition to the capital and operating expenses which have traditionally been presented in departmental budgets. Through this mechanism, you, the Board of Directors, and the general public, can get a comprehensive picture of the financial operations of the District, and can appreciate the scale and complexity of a major bus operation overlaid with a capital investment program which will surpass the operating budget over the next several years.

In Fiscal Year 1984, the operating budget will total \$419,879,000, a 2.3% increase over the \$410,611,000 operating budget for Fiscal Year 1983. At the same time, however, \$298,654,000 in grant expenditures will be incurred including more than \$135,000,000 in cash-flow disbursements for the Metro Rail Project based on a forecasted \$210,000,000 in contract obligations during the Federal Fiscal Year from October 1, 1983 through September 30, 1984, for that project. On the current Metro Rail schedule, the capital budget is expected to exceed the operating budget in 1985, which makes the significance of an integrated financial plan for the District readily apparent.

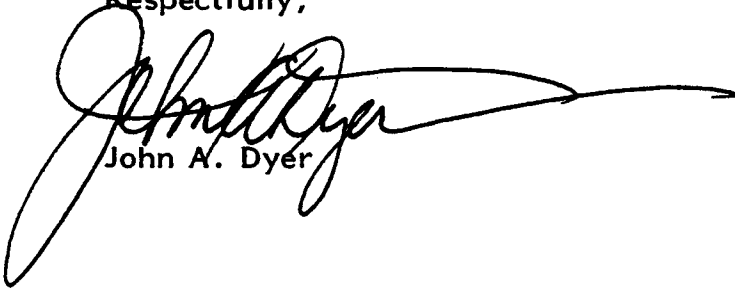
In order to facilitate your review of this financial plan, the budget document has been divided into six separate parts. This budget message comprises the first part. In the second, a series of District-wide objectives are presented, which will serve as the basis for evaluation of performance against departmental objectives, and for Board-level review

May 31, 1983

of District-wide performance during the budget year. The third part contains summary charts and tables displaying budget comparisons, and income and expenditure forecasts for the entire financial plan including the operating budget and all grant programs. Part four is a narrative description of the process by which the financial plan was developed, and the fifth part presents department-by-department budget details including departmental objectives, line-item expenditures, functional allocations, and interdepartmental expense transfers necessary to administer the accounting system in support of the financial plan. The final part contains a glossary of abbreviations utilized in the plan.

I believe this budget document, more than ever, will serve as a sound management tool for the day-to-day administration of the District, and respectfully recommend its adoption.

Respectfully,

A handwritten signature in black ink, appearing to read "John A. Dyer". The signature is stylized with a large initial "J" and a long horizontal flourish extending to the right.

John A. Dyer

DISTRICT-WIDE OBJECTIVES

Part 2.0 lists the performance objectives which have been established for the Southern California Rapid Transit District for Fiscal Year 1984. The objectives are grouped in the areas of Bus Operations, Facilities Construction, Cost Control, and Policy and Management Objectives. These objectives are reflected throughout this document as each individual department has established its own objectives designed to contribute to their accomplishment.

DISTRICT-WIDE OBJECTIVES

FISCAL YEAR 1984

1.0 BUS OPERATIONS OBJECTIVES

- 1.1 To meet increasing service demands resulting from the Prop. A Fare Reduction Program without increasing the number of operator assignments or revenue service hours by:
 - 1.1.1 Reallocating fleet deployment from low occupancy lines to increasing demand corridors; and
 - 1.1.2 Retaining revenue service hours within 1% of the 7,020,000 annual hours authorized under the LACTC Memorandum of Understanding.
- 1.2 To increase Operations efficiency by reducing the operator ratio from 1.32 to 1.30 while retaining a minimum 99% on-time pull-out rate.
- 1.3 To minimize Operations cost by keeping the part-time operator ratio at the maximum eligible rate in proportion to the total operator complement (13% based on the proposed budget), and reducing unscheduled overtime on a division-by-division basis.
- 1.4 To maximize revenue fleet availability by:
 - 1.4.1 Remediating the Grumman bus fleet engine defect problems;
 - 1.4.2 Increasing the mean miles between mechanical failure rate from 2800 miles to 3000 miles;
 - 1.4.3 Reducing the active fleet spare ratio from 21% to 18%;
 - 1.4.4 Completing the acceptance of 415 full-size buses and 32 small buses into the fleet by May, 1984.

2.0 FACILITIES CONSTRUCTION OBJECTIVES

- 2.1 To complete the Metro Rail Preliminary Engineering and Continuing Preliminary Engineering phases, obtain clearance of the Final Environmental Impact Statement, and to initiate final design and construction.
- 2.2 To acquire the Metro Rail Yards and Shops property, complete the relocation plan, and initiate real estate acquisition for Metro Rail construction.

2.3 To complete construction of Divisions 3, 5, 10, 18, and the LAX and West Los Angeles Transportation Centers.

2.4 To complete the adoption of a rail network phasing plan in conjunction with LACTC.

2.5 To complete design and begin construction of the Central Maintenance Facility.

3.0 COST CONTROL OBJECTIVES

3.1 To increase budgetary control and scrutiny of expenditures by:

3.1.1 Merging the Grants Department into the Office of Management and Budget; and

3.1.2 Establishing purchase requisition routing procedures through the OMB instead of through the Staff Purchasing Committee.

3.2 To increase inventory control by:

3.2.1 Transferring the Division Stores function from the Maintenance Department to the Purchasing Department;

3.2.2 Establishing improved materials management procedures to reduce materials and supplies inventory by \$3 million.

3.3 To reduce personal injury and liability losses by:

3.3.1 Reducing traffic accidents from 4.6 to 4.0 per 100,000 miles;

3.3.2 Reducing Transportation industrial accident incidents from 7.7 to 7.0 per 100,000 hours;

3.3.3 Reducing Maintenance industrial accident incidents from 13.3 to 12.0 per 100,000 hours.

3.4 To improve the District's overall financial, manpower, and scheduling control capability by completing the implementation of TRANSMIS I and initiating TRANSMIS II.

4.0 POLICY AND MANAGEMENT OBJECTIVES

4.1 To complete the District's organization restructuring in preparation for design and construction of Metro Rail.

4.2 To resolve post-Prop. A fare reduction strategy issues with the LACTC.

-
-
- 4.3 To initiate municipal service agreements covering the Cities' share of Prop. A funds.
 - 4.4 To finalize and implement an Olympics Budget and Service Plan.
 - 4.5 To finalize agreements for Metro Rail joint development and special assessment districts among all public agencies.
 - 4.6 To improve minority participation in District programs and activities by obtaining UMTA approval of revised EEO and MBE plans, and implementation of the Affirmative Action Career Development Project.

BUDGET SUMMARY

Part 3.0 of the Budget contains summaries of District operating and capital revenues and expenditures for Fiscal Year 1984. Also included is a listing of proposed new positions by department. The salaries for these proposed positions have been calculated into department totals.

THREE YEAR COMPARISON OF OPERATING EXPENDITURES BY DEPARTMENT

DEPT. NO.	DEPARTMENT NAME	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
0999	NON-DEPARTMENTAL	119,671	133,615	144,016	140,153
1000	BOARD OF DIRECTORS	128	133	152	152
1100	GENERAL MANAGER	173	207	417	611
1200	DISTRICT SECRETARY	210	213	224	324
2200	LEGAL	688	629	569	583
3099	AGM FOR OPERATIONS	223	226	220	291
3201 -	TRANSPORTATION	115,862	122,560	128,712	128,826
3218	OPERATING DIVISIONS				
3291	STOPS & ZONES	671	646	741	1,389
3296	TRANSPORTATION SERVICES	5,226	5,764	5,588	6,037
3297	TRANSPORTATION INSTRUCTION	2,940	3,540	3,038	3,635
3299	TRANSPORTATION GENERAL	1,713	1,836	1,117	1,287
3301 -	MAINTENANCE OPERATING	42,403	48,569	46,980	59,720
3318	DIVISIONS				
3314	CENTRAL MAINTENANCE	11,451	13,664	12,392	22,091
3334	FACILITIES MAINTENANCE	3,092	3,529	3,497	5,384
3399	MAINTENANCE GENERAL	23,355	24,173	22,894	2,669
3400	EQUIPMENT ENGINEERING	695	745	836	940
3500	TELECOMMUNICATIONS	2,317	2,471	2,788	3,120
3600	SAFETY	387	365	477	425
3800	TRANSIT POLICE	3,388	3,902	4,183	4,891
3900	SCHEDULING	3,402	3,893	3,492	3,338
4099	AGM FOR PLANNING & COMM	0	NA	0	92
4200	PLANNING	1,398	1,761	2,367	2,927
4400	MARKETING & COMMUNICATIONS	3,711	2,943	3,015	3,431
4800	CUSTOMER RELATIONS	2,832	3,032	3,084	3,315
5099	AGM FOR GOV'T & COMM AFFAIRS	0	0	0	102
5100	GOVERNMENT AFFAIRS	NA	370	392	362
5500	COMMUNITY RELATIONS	137	903	696	451
6099	AGM FOR EQUAL OPPORTUNITY	0	NA	0	102
6100	HUMAN RELATIONS	307	309	328	275
6300	EMP ED, TRAINING & DEV	842	655	1,288	1,359
7099	CONTROLLER-TREASURER-AUDITOR	402	410	409	740
7100	ACCOUNTING & FISCAL	2,973	2,619	2,801	3,278
7200	DATA PROCESSING	2,812	3,388	3,776	5,480
7400	INSURANCE	201	242	263	308
8099	AGM FOR TRANSIT SYSTEMS DEV	0	NA	0	29
8100	METRO RAIL	0	0	0	0
8300	BUS FACILITIES	1,155	1,625	1,603	781
9099	AGM FOR MANAGEMENT	0	58	0	102
9400	CONTRACTS & PURCHASING	1,787	2,067	2,009	4,149
9500	PERSONNEL	1,546	1,569	2,077	2,229
9610	GENERAL SERVICES	1,463	1,609	1,594	1,641
9640	PRINT SHOP	1,650	1,666	1,583	1,656
9700	MANAGEMENT & BUDGET	334	343	357	543
9800	LABOR RELATIONS	165	138	326	281
9810	EMPLOYEE ACTIVITIES	509	614	310	380
TOTALS		362,219	397,000	410,611	419,879

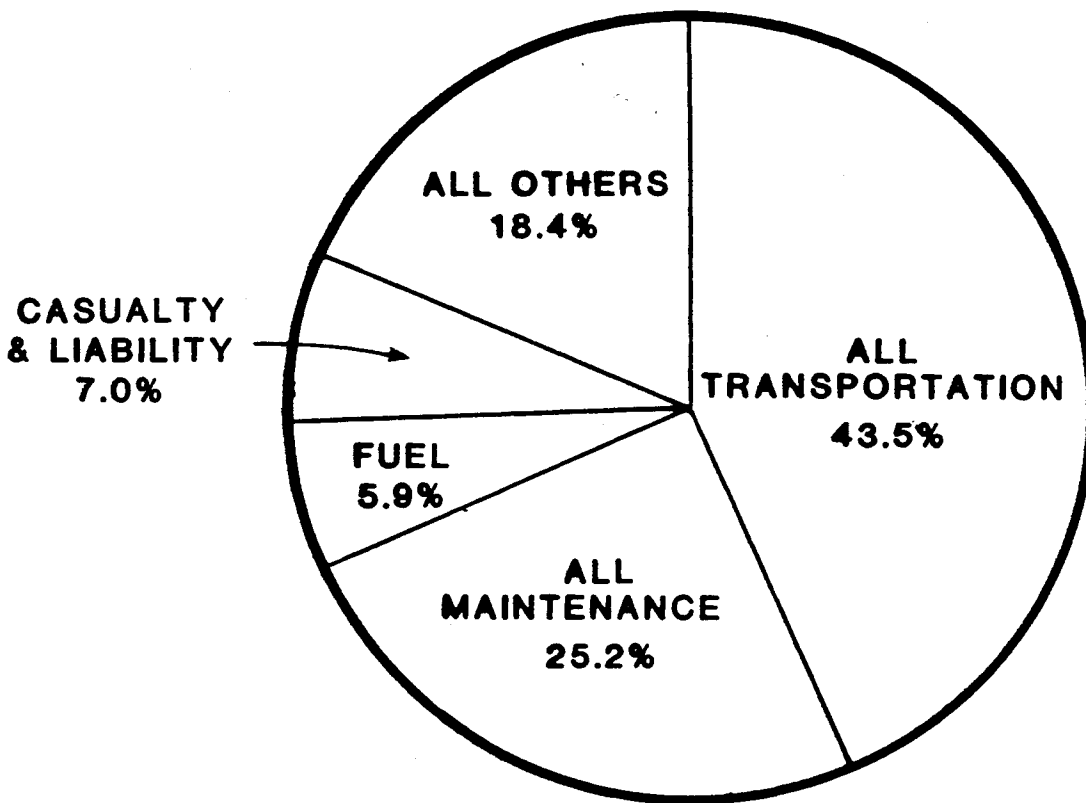
FIGURE 2

THREE YEAR COMPARISON OF OPERATING EXPENDITURES BY EXPENSE CATEGORY

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	34,689	40,600	39,853	46,272
CONTRACT WAGES	170,108	185,600	185,878	200,183
LABOR SUBTOTAL	204,797	226,200	225,731	246,455
UNIFORM/TOOL ALLOWANCE	854	1,031	891	1,436
TRAINING	400	353	361	564
OTHER	51,797	61,078	66,849	69,390
FRINGE BENEFITS SUBTOTAL	53,051	62,462	68,101	71,390
PROFESSIONAL/TECHNICAL SERVICES	4,466	22,614	17,077	136,876
OTHER	3,799	3,941	3,742	4,864
SERVICES SUBTOTAL	8,265	26,555	20,819	141,740
FUEL	28,635	27,723	32,021	24,921
OTHER	31,569	31,200	34,324	34,657
MATERIALS & SUPPLIES SUBTOTAL	60,204	58,923	66,345	59,578
UTILITIES SUBTOTAL	2,678	3,095	3,788	3,501
CASUALTY & LIABILITY SUBTOTAL	24,526	28,690	27,288	29,552
TAXES SUBTOTAL	2,103	2,188	2,415	1,809
TRAVEL & MEETINGS	369	351	598	974
OTHER	1,375	778	775	894
MISCELLANEOUS EXPENSES SUBTOTAL	1,744	1,129	1,373	1,868
EXPENSE TRANSFERS SUBTOTAL	(3,712)	(23,175)	(16,500)	(154,171)
INTEREST EXPENSE SUBTOTAL	2,656	5,722	7,755	7,620
LEASES & RENTALS SUBTOTAL	5,907	5,211	3,496	10,537
TOTAL	362,219	397,000	410,611	419,879

FIGURE 3

**FY 1984
OPERATING EXPENDITURES
BY MAJOR COST CATEGORY***



*FRINGE BENEFITS ALLOCATED

FIGURE 4
THREE YEAR COMPARISON OF OPERATING REVENUE BY SOURCE

REVENUE SOURCE	FY 1982 REVENUE (\$000)	FY 1983 ESTIMATED* REVENUE (\$000)	FY 1984 ESTIMATED REVENUE (\$000)	FY 1984 % OF REVENUE BY SOURCE
FAREBOX REVENUE	160,844	102,750	106,300	25.3%
ADVERTISING CONCESSIONS	1,244	1,595	2,220	0.5%
RENTALS	207	105	120	0.1%
INVESTMENT INCOME	18,092	15,800	14,800	3.5%
MINIBUS PROGRAMS	751	930	1,025	0.2%
COUNTIES' CONTRACTS	3,978	3,905	4,000	1.0%
SALES TAX (1/4¢)	87,757	80,016	74,201	17.7%
SALES TAX (PROP A)	0	129,176	152,906	36.4%
SALES TAX (SB 620)	25,315	12,653	14,790	3.5%
STATE CONTRACTS	194	215	700	0.2%
UMTA OPERATING SUBSIDY	63,765	48,805	47,497	11.3%
UMTA SECT. 6, 8 GRANTS	967	1,050	1,320	0.3%
TOTAL	363,114**	397,000	419,879	100.0%

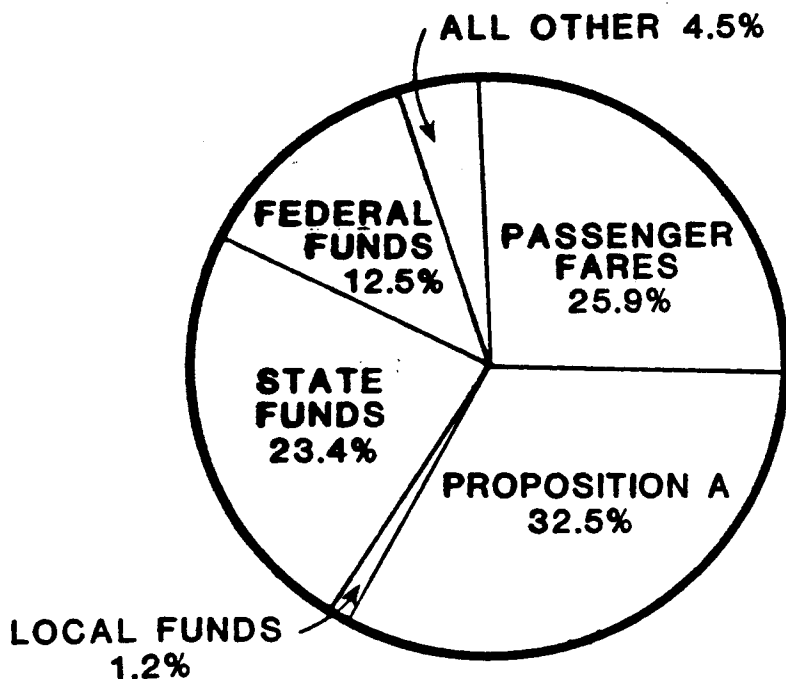
* 53 WEEKS

** \$895,000 OF FISCAL YEAR 1982 REVENUE CARRIED OVER TO FISCAL YEAR 1983

FIGURE 5

OPERATING REVENUE ESTIMATES BY SOURCE

FY 1983 ESTIMATED



FY 1984 ESTIMATED

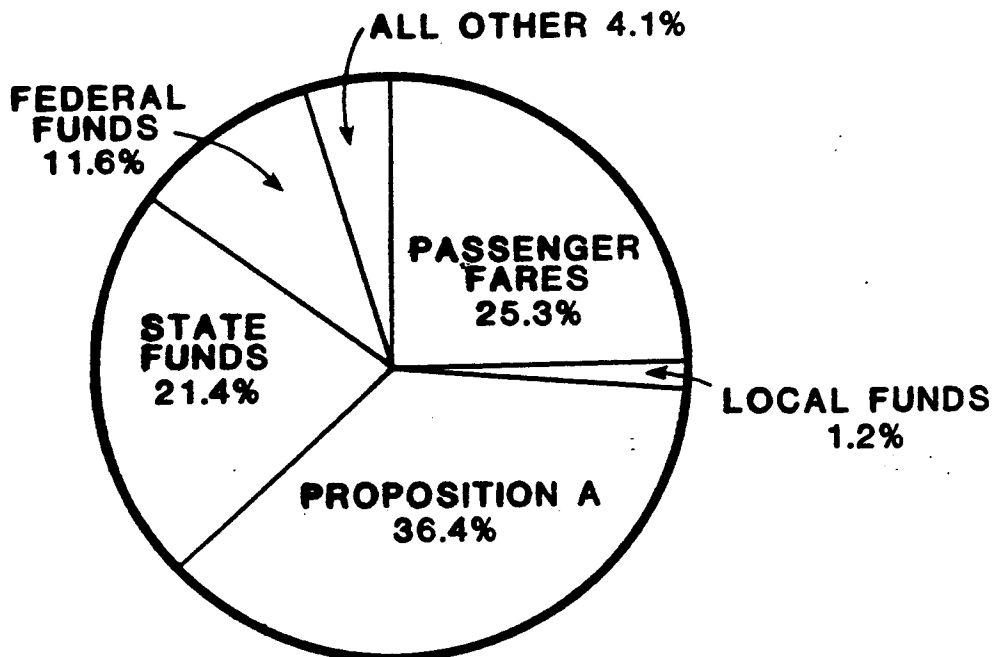


FIGURE 6
PROPOSED NEW POSITIONS

DEPT. NO.	DEPARTMENT NAME	JOB CLASSIFICATION	NUMBER OF POSITIONS
1100	- General Manager	Senior Secretary	1.0
1200	- District Secretary	Micrographics Coordinator	1.0
2200	- Legal	Assistant Counsel	1.0
3099	- Assistant General Manager for Operations	Secretary	1.0
3201	- Transportation	Bus Operator-Part Time	150.0
3218	(12 Operating Divisions)	Division Dispatcher	9.0
		Transportation Division Manager	1.0
		Assistant Transportation Division Manager	2.0
		Stenographer	1.0
3291	- Stops and Zones	Typist/Clerk	1.0
3296	- Transportation Services	Service Director	2.0
3297	Transportation Instruction	Senior Instructor of Vehicle Operations	1.0
3300	- Maintenance	Division Maintenance Manager	1.0
		Equipment Maintenance Supervisor II	1.0
		Equipment Maintenance Supervisor I	4.0
		Equipment Services Supervisor	1.0
		Equipment Records Specialist	18.0
		Clerk	1.0
		Vault Truck Driver	1.0
3400	- Equipment Engineering	General Clerk II	1.0
		Engineer	1.0
3500	- Telecommunications	Electronics Maintenance Supervisor	1.0
		Administrative Analyst	1.0
		Senior Telecommunications Engineer	1.0
		Digital Systems Technicians	3.0
		Secretary	1.0

FIGURE 6 (Continued)

DEPT. NO.	DEPARTMENT NAME	JOB CLASSIFICATION	NUMBER OF POSITIONS
4200 - Planning		Real Estate Specialist	1.0
		Sup. Planner/Comprehensive	1.0
		Planner/Development	1.0
		Economist	1.0
		Negotiator	1.0
		Negotiator/Developer	2.0
4400 - Marketing and Communications		Staff Aide	2.0
		Prepaid Sales Representative	1.0
		Ticket Clerk	4.0
4800 - Customer Relations		Assistant Telephone Systems Coordinator	1.0
5099 - Assistant General Manager for Government and Community Affairs		Senior Secretary	1.0
5500 - Community Relations		Secretary	1.0
6099 - Assistant General Manager for Equal Opportunity		Senior Secretary	1.0
6300 - Employee Education, Training and Development		Middle Manager Trainee	12.0
		Entry-Level Professional Trainee	12.0
7099 - Controller-Treasurer- Auditor		Auditor	2.0
7100 - Accounting and Fiscal		General Clerk	12.0
7200 - Data Processing		Operations Analyst	5.0
		Systems Programmer	3.0
		Lead Data Processor Operator	4.0
		Systems Project Leader	2.0
		Senior Programmer Analyst	2.0
		Programmer Analyst	1.0
		Data Documentation Technician	1.0
8100 - Metro Rail		Director of Real Estate and Development	1.0
		Senior Secretary	2.0
		Manager of Construction Management	1.0
		Senior Construction Engineer	1.0
		Supervising Construction Engineer	1.0
		Systems Design Manager	1.0
		Senior Engineer	1.0
		Engineer	2.0
		Secretary	7.0

FIGURE 6 (Continued)

DEPT. NO.	DEPARTMENT NAME	JOB CLASSIFICATION	NUMBER OF POSITIONS	
8100 - Metro Rail		Staff Aide	1.0	
		Senior Systems Analysis Engineer	1.0	
		Real Estate Appraisal Manager	1.0	
		Staff Assistant	2.0	
		Real Estate Specialist	7.0	
		Real Estate Appraisal Specialist	2.0	
		Project Engineering Manager	1.0	
		Engineering Design Manager	1.0	
		Engineering Services Manager	1.0	
		Project Engineer/Architect	6.0	
		Senior Utilities Engineer	1.0	
		Utilities Manager	1.0	
		Railroad Coordinator	1.0	
		R.O.W. Engineer	1.0	
		Senior Estimator	1.0	
		Specification Coordinator	1.0	
		Construction Engineering Specialist	1.0	
		Surveying Engineer	1.0	
		Supervising Program Control Analyst	2.0	
		Program Control Systems Supervisor	1.0	
		Senior Program Control Analyst	1.0	
		Program Control Analyst	5.0	
		Drafting Technician	1.0	
		Data Technician	1.0	
	8300 - Bus Facilities		Junior Engineer	1.0
			Senior Engineer	2.0
	9400 - Contracts and Purchasing		Contract Administrator	2.0
		Rotable Supervisor	1.0	
		Stores Supervisor	1.0	
		Assistant Stores Supervisor	2.0	
		Storekeeper	3.0	
		Stock Clerk	1.0	
		Junior Stock Clerk	3.0	
		Shipping Clerk	3.0	
		Truck Driver Clerk	1.0	
9500 - Personnel		Senior Personnel Analyst	1.0	
9610 - General Services		Janitor	1.0	
		Mopper/Waxer	5.0	
		Typist/Clerk	1.0	
9700 - Management and Budget		Senior Administrative Analyst	1.0	
		Senior Secretary	1.0	
9810 - Employee Activities		Secretary	1.0	

Total

Revised 8-22-83

371.0

FIGURE 7

SUMMARY OF AUTHORIZED POSITIONS BY DEPARTMENT

DEPT NO.	DEPARTMENT NAME	NUMBER OF POSITIONS FISCAL YEAR 1983 BUDGET	NUMBER OF POSITIONS FISCAL YEAR 1984 BUDGET	NET CHANGE
0999	NON-DEPARTMENTAL	0	0	0
1000	BOARD OF DIRECTORS	0	0	0
1100	GENERAL MANAGER	2	8	6
1200	DISTRICT SECRETARY	7	7.5	0.5
2200	LEGAL	9.5	10.5	1
3099	AGM FOR OPERATIONS	5	6	1
32XX	TRANSPORTATION OPERATING DIVISIONS	4,711	4,698	-13
3291	STOPS & ZONES	18	18	0
3296	TRANSPORTATION SERVICES	155	157	2
3297	TRANSPORTATION INSTRUCTION	91	92	1
3299	TRANSPORTATION GENERAL	22	22	0
33XX	MAINTENANCE OPERATING DIVISIONS	1,358	1,366	8
3314	CENTRAL MAINTENANCE	404	404	0
3334	FACILITIES MAINTENANCE	104	102	-2
3399	MAINTENANCE GENERAL	59	59	0
3400	EQUIPMENT ENGINEERING	20	22	2
3500	TELECOMMUNICATIONS	65	72	7
3600	SAFETY	9	9	0
3800	TRANSIT POLICE	153.5	144.5	-9
3900	SCHEDULING	112	94	-18
4099	AGM FOR PLANNING & COMMUNICATIONS	2	2	0
4200	PLANNING	52.5	77.5	25
4400	MARKETING & COMMUNICATIONS	64	71	7
4800	CUSTOMER RELATIONS	131	131	0
5099	AGM FOR GOVERNMENT & COMMUNITY AFFAIRS	0	2	2
5100	GOVERNMENT AFFAIRS	6	6	0
5500	COMMUNITY RELATIONS	14	19	5
6099	AGM FOR EQUAL OPPORTUNITY	0	2	2
6100	HUMAN RELATIONS	10	8	-2
6300	EMPLOYEE EDUCATION, TRAINING & DEVELOPMENT	15	39	24
7099	CONTROLLER-TREASURER-AUDITOR	7	11	4
7100	ACCOUNTING & FISCAL	102	114	12
7200	DATA PROCESSING	89.5	100	10.5
7400	INSURANCE	7	7	0
8099	AGM FOR TRANSIT SYSTEMS DEVELOPMENT	0	2	2
8100	METRO RAIL	50	110.5	60.5
8300	BUS FACILITIES	40.5	35	-5.5
9099	AGM FOR MANAGEMENT	0	2	2
9400	CONTRACTS & PURCHASING	84	157	73
9500	PERSONNEL	54	54	0
9610	GENERAL SERVICES	74	81	7
9640	PRINT SHOP	29	29	0
9700	MANAGEMENT & BUDGET	13	16	3
9800	LABOR RELATIONS	6	6	0
9810	EMPLOYEE ACTIVITIES	3	4	1
TOTALS		8,158.5	8,377.5	219

Revised 9/1/82

FIGURE 8
 CONSOLIDATED CASH FLOW SUMMARY
 EXPENDITURES BY CAPITAL GRANT

FISCAL YEAR 1984

GRANT NUMBER	EXPENSED TO DATE (\$000)	FY 1984 EXPENDITURE ESTIMATE (\$000)	FUTURE YEAR EXPENDITURES (\$000)	TOTAL GRANT (\$000)
<u>METRO RAIL</u>				
CA-03-0130	26,705	135,853	3,037,442	3,200,000
Total Project Cost	26,705	135,853	3,037,442	3,200,000
Grantor Portion	(21,364)	(68,522)		
UMTA Section 9	(0)	(8,810)		
State Prop. 5	(4,006)	(37,127)		
LACTC Prop. A/STAF	(1,335)	(17,619)		
L.A. City Prop. A	(0)	(3,775)		
<u>Other UMTA Section 3 Capital</u>				
CA-03-0034	16,268	380	315	16,963
CA-03-0040	10,313	150	0	10,463
CA-03-0049	21,450	130	1,540	23,120
CA-03-0090	36,695	875	3,146	40,716
CA-03-0106	10,973	330	975	12,278
CA-03-0121	2,732	62	10	2,804
CA-03-0132	43,537	3,566	144	47,247
CA-03-0137	14,977	0	1,557	16,534
CA-03-0154	15,387	600	1,174	17,161
CA-03-0161	31,076	1,950	0	33,026
CA-03-0178	55,672	13,678	1,961	71,311
CA-03-0182	2,608	7,565	0	10,173
CA-03-0209	753	1,153	6,705	8,611
CA-03-0213	1,707	15,000	38,053	54,760
CA-03-0247	7,893	6,607	0	14,500
CA-03-0259	3,131	4,370	6,447	13,948
CA-03-0275	0	47,244	256	47,500
CA-03-0291	0	9,150	751	9,901
CA-03-2013	6,701	0	49	6,750
Total Cost	281,873	112,810	63,083	457,766
Grantor Portion		(90,248)		
TDA Match		(22,562)		

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FIGURE 8 (Continued)

GRANT NUMBER	EXPENSED TO DATE (\$000)	FY 1984 EXPENDITURE ESTIMATE (\$000)	FUTURE YEAR EXPENDITURE (\$000)	TOTAL GRANT (\$000)
<u>UMTA Section 5 Capital</u>				
CA-05-0043	53,937	21,062	0	74,999
CA-05-0052	<u>11,985</u>	<u>718</u>	<u>1,777</u>	<u>14,480</u>
Total Cost	65,922	21,780	1,777	89,479
Grantor Portion		(17,424)		
TDA Match		(4,356)		
<u>UMTA Section 9 Capital</u>				
CA-09-(FY '83)	0	20,868	30,195	51,063
CA-09-(FY '84)	<u>0</u>	<u>0</u>	<u>59,375</u>	<u>59,375</u>
Total Cost	0	20,868	89,570	110,438
Grantor Portion		(16,694)		
TDA Match		(4,174)		
<u>FAU/Section 23</u>				
CA-23-0213	6,702	0	48	6,750
CA-23-2015	15,407	0	3,035	18,442
FAU Downey	0	2,600	2,649	5,249
FAU Mid Valley	0	0	2,530	2,530
FAU Universal City	<u>0</u>	<u>0</u>	<u>1,570</u>	<u>1,570</u>
Total Cost	22,109	2,600	9,832	34,541
Grantor Portion		(2,600)		
<u>Equipment Trust Certificates</u>				
415 Advanced Designed Buses			\$13,887	
32 Small Buses			<u>698</u>	
Total			\$14,585	

FIGURE 8 (Continued)

TDA

Local match on Section 3, 5 and 9 UMTA grants	\$31,092
Trust Certificates for Bus Procurement	-14,585
Debt Service Sinking Fund	3,140
Non-Grant Funded Capital Items	<u>1,371</u>
Total	\$21,018



BUDGET DEVELOPMENT PROCESS

Part 4.0 of the Budget contains a description of the process used to develop the Annual Budget for Fiscal Year 1984. It traces this effort from its beginning with the preparation and distribution of a Budget Manual, through the submission of Budget Requests and the subsequent review and hearings, to the production of this Annual Budget in its current form.

This part concludes with a discussion of the use of MBO as both a budgetary and management tool.

4.0 BUDGET DEVELOPMENT PROCESS

The Southern California Rapid Transit District Budget serves several purposes. Clearly, it is designed to serve as a policy making tool for the Board of Directors, an expression of measurable goals and objectives for management, and an overview for citizens who may not be familiar with the inner workings of the District. The goal of this Budget is to describe as clearly as possible the level of service provided by the District, the costs of the service, the proposed allocation of dollars, and the source of funds used to pay for the service.

To assist the departments in the preparation of their budgets and to insure a uniform approach to policy matters, District Management developed a Budget Manual which prescribed the budget development process. The Budget Manual was submitted to the departments in January and the department budget requests were due to the Office of Management and Budget on March 15, 1983. The Office of Management and Budget submitted its recommendations to the Budget Review Committee (the General Manager, the Controller, the Assistant General Manager for Management, and the Director of the Office of Management and Budget) on April 8, 1983.

During April the Budget Review Committee met with each department head. During these hearings, the department heads presented their budgets and explained any proposed changes for the coming fiscal year. In addition, they reviewed their departmental goals for 1983 and the goals and objectives for 1984. At the conclusion of the hearings, the General Manager developed the Fiscal Year 1984 budget recommendations.

4.1 BUDGET DOCUMENT

The first part of this budget document is the General Manager's Message. In this Budget Message, the General Manager outlines the recommended programs for Fiscal Year 1984 and discusses important policies, proposals, and issues which will be facing the District during the year.

The second part is a listing of District-wide objectives which serve to provide a common set of goals for each department.

The third part contains summaries of District operating and capital revenues and expenditures for Fiscal Year 1984. Figure 9 identifies total expenditures by department including operating, capital, and grants. Also summarized in this part is a listing of proposed new positions by department and total positions by department compared to the Fiscal Year 1983 Budget.

The fourth part of the budget briefly describes the process leading to the formation and organization of the budget. It concludes with a brief discussion of the implementation of Management by Objectives.

The fifth part outlines the activities of the various departments. Each department is introduced in a one or two page summary. Included are descriptions of the scope, goals and major service objectives for the coming year which relate to the District-Wide Objectives. Also included are significant changes which will result from the adoption of the budget.

The sixth part defines abbreviations of terms used throughout this budget document. This listing should facilitate Budget comprehension.

At the beginning of each department narrative is a box containing a summary showing staffing levels and expenditures for Fiscal Year 1984. This is the first time that capital and grant items are tracked by department in this manner and, therefore, historical data is unavailable. However, this is a significant improvement in the information provided to the Board and future budgets will include all available historical data. The operating expenditure figures reflect all salaries, and other operating costs, which include supplies, small equipment items and services purchased by the department.

Some of the departments' operating budgets contain expenditures which will be capitalized. These items are offset by "Expense Transfers". Expense Transfers report adjustments and reclassifications of expenses recorded in the operating budget which are then transferred to the department's capital budget.

Departmental expenditures are linked to levels of service by function. By viewing the functional costs, in addition to the costs by account for each department, it is possible to more clearly associate the services provided by the District with their costs.

4.2 GOALS AND OBJECTIVES

The use of goals and objectives is a key element of this budget package. This marks the District's second year of incorporating goals and objectives in the Budget. Management by Objectives has been used successfully by private industry, as well as local governments, and is helpful in improving the productivity, efficiency and effectiveness of individual managers.

Measureable objectives provide a standard for supervisors, department heads and the General Manager to use in rating departmental and individual performance. Objectives also provide a set of guidelines against which all members of the department may judge their own or subordinates' performance. Monitoring progress toward attainment of objectives points out problems before they become serious and expensive to correct.

Each department summary page lists a number of the key objectives for the department. Objectives were developed for each function within the departments, and although all objectives are not printed in this Budget, those unpublished objectives will still be used by management in the coming year to monitor performance.

There are a number of reasons for including goals and objectives in the budget process:

- 4.2.1 Explicitly stating and agreeing upon goals and objectives for a department or division substantially improves the likelihood of their being accomplished.
- 4.2.2 Properly stated goals and objectives provide a standard of performance for management control throughout the District.
- 4.2.3 Properly stated goals and measurable objectives enable the quantitative evaluation of end results.
- 4.2.4 A shared definition of goals and objectives is essential in making all members of an organization aware of the common direction of their efforts.
- 4.2.5 By monitoring progress towards meeting objectives during a program year existing or potential problems will become more apparent and the likelihood of resolving them will be enhanced.
- 4.2.6 Goals and objectives provide everyone a better understanding of the cost of services.

The use of goals and objectives in preparing the budget is, of course, no panacea for resolving operational problems nor is it a replacement for limited resources. It is, however, an effective technique for assuring that proper planning has been carried out at each level of responsibility.

The use of department and divisional goals and objectives provides the General Manager, department heads, and supervisors within the department a clear understanding of what is expected of them for the coming year. During the year, progress towards meeting the objectives will be measured and evaluated.

NON-DEPARTMENTAL: NO. 0999

BUDGET SUMMARY					% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 BUD
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO
					FY '84 PROP
*OPERATING (\$000)	119,671	133,615	144,016	140,153	-3%
*CAPITAL/GRANT (\$000)	NA	NA	NA	5,962	NA
*TOTAL EXPEND. (\$000)	NA	NA	NA	146,115	NA
*STAFFING	0.0	0.0	0.0	0.0	0.0

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

The Non-Departmental reporting unit is being created to more accurately account for District-wide expenses, without distorting individual department budgets. This reporting unit includes the labor charges for indefinite leave and out-of-service employees, salary-related fringe benefits, commissioned agents fees, fuel, purchase discounts, freight expenses, utilities other than telephones, casualty and liability costs, taxes, some expense transfers, interest expenses, leases and rentals (except for service vehicles and data processing facilities), and depreciation and amortization.

Capital/Grant funds have been included for the District's indirect costs (fringe benefits, insurance) for capital projects and also other non-grant funded facility renovations and improvements.

NON-DEPARTMENTAL: NO. 0999

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Non-Departmental	0.0	0.0	0.0	1,043	142,500	-3,390	140,153
TOTALS	0.0	0.0	0.0	1,043	142,500	-3,390	140,153

NON-DEPARTMENTAL: NO. 0999

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	71	73	83	179
CONTRACT WAGES	667	771	809	864
TRAINING & OTHER FRINGE BENEFITS	53,171	61,718	66,825	69,351
SERVICES	1,282	1,449	1,150	1,575
MATERIALS & SUPPLIES	28,574	28,026	33,670	24,830
TELEPHONE & OTHER UTILITIES	1,850	2,059	2,595	2,252
TRAVEL & OTHER MISCELLANEOUS	0	0	0	0
ALL OTHER EXPENSES	37,768	43,960	41,420	44,492
LABOR SUBTOTALS	738	844	892	1,043
NON-LABOR SUBTOTALS	122,645	137,212	145,660	142,500
LESS EXPENSE TRANSFERS	-3,712	-4,441	-2,536	-3,390
OPERATING TOTALS	119,671	133,615	144,016	140,153
CAPITAL/GRANT TOTALS	NA	NA	NA	5,962
DEPARTMENTAL TOTALS	NA	NA	NA	146,115

BOARD OF DIRECTORS: NO. 1000

BUDGET SUMMARY						
	FY '82	FY '83	FY '83	FY '84	% CHANGE	
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	FY '83 BUD	FY '84 PROP
					TO	
*OPERATING (\$000)	128	133	152	152	0%	
*CAPITAL/GRANT (\$000)	NA	NA	NA	0	NA	
*TOTAL EXPEND. (\$00)	NA	NA	NA	152	NA	
*STAFFING	0	0	0	0	0%	

This department is the policy making body of the District and also serves an important function in its legislative contacts.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

No significant changes have occurred as the Board continues to be comprised of 11 members and hold two regularly scheduled meetings each month.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To determine and set policy for the General Manager to administer and implement.
- o To assure that the transportation needs of the District service area are adequately and equitably met.
- o To see that the District is managed in a cost-effective manner.

BOARD OF DIRECTORS: NO. 1000

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Policy & Contracting Authority	0.0	0.0	0.0	0	152	0	152
TOTALS	0.0	0.0	0.0	0	152	0	152

BOARD OF DIRECTORS: NO. 1000

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	0	0	0	0
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	0	0	3	3
SERVICES	52	48	75	76
MATERIALS & SUPPLIES	0	2	1	3
TELEPHONE & OTHER UTILITIES	7	9	9	9
TRAVEL & OTHER MISCELLANEOUS	69	74	64	61
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	0	0	0	0
NON-LABOR SUBTOTALS	128	133	152	152
LESS EXPENSE TRANSFERS	0	0	0	0
OPERATING TOTALS	128	133	152	152
CAPITAL/GRANT TOTALS	NA	NA	NA	0
DEPARTMENTAL TOTALS	NA	NA	NA	152

GENERAL MANAGER: NO. 1100

BUDGET SUMMARY					% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 BUD TO FY '84 PROP
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	
*OPERATING (\$000)	173	207	417	611	47%
*CAPITAL/GRANT (\$000)	NA	NA	NA	0	NA
*TOTAL EXPEND. (\$000)	NA	NA	NA	611	NA
*STAFFING	2.0	2.0	2.0	8.0	300%

The function of the General Manager is to insure that District policies, as established by the Board, are carried out in an effective and efficient manner. The General Manager serves as the chief executive officer of the District. As such he serves as the contracting officer for all grants and contracts and is responsible for the operations and the capital development programs of the District.

The General Manager carries out these functions through preparation of Board reports which recommend policy actions to the Board, through meetings with the staff and employees, and through participation in processes external to the District which include both the public and private sectors locally, throughout the state, and nationally.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

The General Manager's office has been expanded to include an Assistant to the General Manager for Policy and Budget, an Assistant to the General Manager for Systems, a Special Assistant to the General Manager and secretarial support for these persons.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To present for Board consideration alternative policy options on all major issues facing the District.
- o To implement existing and new Board policies in a cost effective manner.
- o To insure that District performance and operations standards are met or exceeded for on-street transit service in Fiscal Year 1984.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES (Continued)

- o To achieve all capital development program objectives established for the District in Fiscal Year 1984.
- o To manage and measure performance of the District's business affairs, transit development programs, and transit operations in accordance with the goals and objectives contained in the Budget for Fiscal Year 1984.

GENERAL MANAGER: NO. 1100

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration	2.0	0.0	2.0	127	190	0	317
Policy Development	2.0	0.0	2.0	83	9	0	92
System Development	2.0	0.0	2.0	86	15	0	101
Special Projects	2.0	0.0	2.0	86	15	0	101
TOTALS	8.0	0.0	8.0	382	229	0	611

GENERAL MANAGER: NO. 1100

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	101	123	118	382
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	5	0	1	3
SERVICES	2	41	250	110
MATERIALS & SUPPLIES	3	1	4	10
TELEPHONE & OTHER UTILITIES	1	4	1	9
TRAVEL & OTHER MISCELLANEOUS	61	38	43	97
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	101	123	118	382
NON-LABOR SUBTOTALS	72	84	299	229
LESS EXPENSE TRANSFERS	0	0	0	0
OPERATING TOTALS	173	207	417	611
CAPITAL/GRANT TOTALS	NA	NA	NA	0
DEPARTMENTAL TOTALS	NA	NA	NA	611

OFFICE OF THE DISTRICT SECRETARY: NO. 1200

* * * * *						
* BUDGET SUMMARY *						
					% CHANGE	*
					FY '83 BUD	*
					TO	*
					FY '84 PROP	*
	FY '82	FY '83	FY '83	FY '84		
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED		
*OPERATING (\$000)	210	213	224	324	45%	*
*CAPITAL/GRANT (\$000)	NA	NA	NA	0	NA	*
*TOTAL EXPEND. (\$000)	NA	NA	NA	324	NA	*
*STAFFING	7.0	7.0	7.0	7.5	7%	*
* * * * *						*

The primary responsibility of the Office of the District Secretary is to issue notices and agendas for Board Meetings, prepare minutes, keep all official records of these Meetings, and provide support services to the members of the Board. In addition this Department accepts and processes legal documents on behalf of the District and its employees in accordance with State Laws.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

The Office of the District Secretary will conduct a study to determine the feasibility of centralizing District microfilming.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To assure that notices of Board Meetings are issued at least 24 hours in advance and held in accordance with applicable laws.
- o To assure that Public Hearings are held in accordance with State and Federal laws.
- o To provide liaison between the Board of Directors and District staff.
- o To maintain the District's rules and regulations assuring that changes are made within two weeks of Board action.

OFFICE OF THE DISTRICT SECRETARY: NO. 1200

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration/Board	4.0	0.0	4.0	132	50	0	182
Legal Services & Process	2.0	0.0	2.0	45	1	0	46
Records & Microfilming	1.5	0.0	1.5	38	58	0	96
TOTALS	7.5	0.0	7.5	215	109	0	324

OFFICE OF THE DISTRICT SECRETARY: NO. 1200

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	167	186	178	215
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	0	1	1	2
SERVICES	7	5	6	60
MATERIALS & SUPPLIES	5	5	9	9
TELEPHONE & OTHER UTILITIES	0	0	0	0
TRAVEL & OTHER MISCELLANEOUS	31	16	30	38
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	167	186	178	215
NON-LABOR SUBTOTALS	43	27	46	109
LESS EXPENSE TRANSFERS	0	0	0	0
OPERATING TOTALS	210	213	224	324
CAPITAL/GRANT TOTALS	NA	NA	NA	0
DEPARTMENTAL TOTALS	NA	NA	NA	324

LEGAL: NO. 2200

BUDGET SUMMARY						% CHANGE
	FY '82	FY '83	FY '83	FY '84		FY '83 BUD
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO	FY '84 PROP
*OPERATING (\$000)	688	629	569	583	3%	
*CAPITAL/GRANT (\$000)	NA	NA	NA	411	NA	
*TOTAL EXPEND. (\$000)	NA	NA	NA	994	NA	
*STAFFING	7.5	8.5	9.5	10.5	10%	

The Legal Department is responsible for legal affairs of the District and is concerned with the interpretation and application of District Law as it pertains to the role of the Board of Directors as policy maker, the responsibilities of the General Manager and staff activities. The Legal Department is essentially a service department and is consulted to assist other departments when legal considerations become a factor in their efforts.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

During Fiscal Year 1983 the Legal Department expanded to include a Metro Rail/Real Estate function. The workload associated with this activity in Fiscal Year 1984 necessitates one additional attorney and consulting money for outside counsel to augment the District's staff. Capital/Grant funds have been included for the Metro Rail/Real Estate function and for additional office equipment.

OBJECTIVES RELATED TO THE SYSTEM-WIDE TARGETS

- o To research within one month of enactment newly enacted laws and recent court decisions which impact the District.
- o To participate in the implementation of all real estate phases of the Metro Rail Project within deadlines set by Board of Directors of UMTA Grant requirements.
- o To draft, revise or report on provisions of purchase agreements, leases, licenses, permits and easements within two weeks of request.

LEGAL: NO. 2200

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration/ Legislation	2.5	0.0	2.5	107	99	-3	203
Contract Law/ Procurement	2.0	0.0	2.0	83	76	-3	156
Labor/Personnel	2.8	0.0	2.8	114	113	-3	224
Metro Rail	3.2	0.0	3.2	136	266	-402	0
TOTAL	10.5	0.0	10.5	440	554	-411	583

LEGAL: NO. 2200

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	291	333	369	440
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	1	2	5	2
SERVICES	381	272	173	508
MATERIALS & SUPPLIES	3	5	5	26
TELEPHONE & OTHER UTILITIES	5	6	7	8
TRAVEL & OTHER MISCELLANEOUS	7	11	10	10
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	291	333	369	440
NON-LABOR SUBTOTALS	397	296	200	554
LESS EXPENSE TRANSFERS	0	0	0	-411
OPERATING TOTALS	688	629	569	583
CAPITAL/GRANT TOTALS	NA	NA	NA	411
DEPARTMENTAL TOTALS	NA	NA	NA	994

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ASSISTANT GENERAL MANAGER FOR OPERATIONS: NO. 3099

BUDGET SUMMARY					% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 BUD TO FY '84 PROP
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	
*OPERATING (\$000)	223	226	220	291	32%
*CAPITAL/GRANT (\$000)	NA	NA	NA	80,818	NA
*TOTAL EXPEND. (\$000)	NA	NA	NA	81,109	NA
*STAFFING	5.0	5.0	5.0	6.0	20%

The Office of the Assistant General Manager for Operations has three functions. First, it provides administrative and analytical support to improve the efficiency of District operations. Secondly, it assists all Operations Departments in the development, implementation, coordination and management of interdepartmental programs, focusing on more efficient alternatives to current methods of providing District services. Finally, it researches the applicability of new transit-related developments for improving District operations.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

A clerical position has been added to the Department to meet the needs of the administrative staff. Capital/Grant funds are included for the procurement of 447 new buses.

DEPARATMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To develop and implement procedures for monitoring on-street performance and budget compliance of all Operations Departments by October 1, 1984.
- o To review progress toward meeting all District-wide objectives on a monthly basis.
- o To compare performance against LACTC transit performance standards on a quarterly basis.
- o To work with departments to develop procedures for eliminating deficiencies.

ASSISTANT GENERAL MANAGER FOR OPERATIONS: NO. 3099

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES (Continued)

- o To maintain liaison with state and local agencies as they relate to joint development projects and monitor the progress of these projects (e.g. El Monte Busway, contraflow lanes, Century Freeway planning).
- o To investigate and/or implement at least two new operating efficiencies which will result in cost savings for District operations.
- o To investigate the applicability of at least two different technological developments to improve District operations.
- o To administer and oversee the procurement of 447 new buses by May 1, 1984.

ASSISTANT GENERAL MANAGER FOR OPERATIONS: NO. 3099

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration	4.0	0.0	4.0	176	22	-6	192
Intradepartmental Program Development and Management	1.0	0.0	1.0	52	4	0	56
Applied Research	1.0	0.0	1.0	42	1	0	43
TOTAL	6.0	0.0	6.0	270	27	-6	291

ASSISTANT GENERAL MANAGER FOR OPERATIONS: NO. 3099

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	205	216	198	270
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	2	0	2	2
SERVICES	0	0	0	1
MATERIALS & SUPPLIES	4	4	6	5
TELEPHONE & OTHER UTILITIES	1	2	2	2
TRAVEL & OTHER MISCELLANEOUS	11	4	12	17
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	205	216	198	270
NON-LABOR SUBTOTALS	18	10	22	27
LESS EXPENSE TRANSFERS	0	0	0	-6
OPERATING TOTALS	223	226	220	291
CAPITAL/GRANT TOTALS	NA	NA	NA	80,818
DEPARTMENTAL TOTALS	NA	NA	NA	81,109

TRANSPORTATION OPERATING DIVISIONS: NOS. 3201 - 3218

BUDGET SUMMARY					% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 BUD
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO
					FY '84 PROP
*OPERATING (\$000)	115,862	122,560	128,712	128,826	0%
*CAPITAL/GRANT (\$000)	NA	NA	NA	133	NA
*TOTAL EXPEND. (\$000)	NA	NA	NA	128,959	NA
*STAFFING	4,508.0	4,711.0	4,711.0	4,698.0	0%

The Transportation Operating Divisions house and operate the District's approximately 2900 buses with 4550 Bus Operators. Each of these geographically dispersed Divisions is an administratively self-contained and functionally independent unit with its own managerial, clerical, and operational employees. The Divisions strive to maximize on-time pull outs and schedule adherence while minimizing accidents, industrial injuries, operator absenteeism and overtime, passenger complaints, and costs.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

Although total staff numbers for this Department are similar to prior years, the Fiscal Year 1984 Budget provides for 100 fewer full-time operators and 150 more part-time operators. This will bring the District into conformance with its objective of a 13% part-time work force, thus affording a considerable cost savings while maintaining the same level of service. A new Division 10 is scheduled to open during Fiscal Year 1984 and is designed to relieve crowded conditions at the three other downtown Los Angeles Divisions. Salaries for management staff for Division 10 are included in this budget for the fourth quarter of Fiscal Year 1984, when the Division is expected to become operational. Capital/Grant funds are included for equipment to automate the bi-weekly bidding process.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To reduce the operator ratio to 1.30 while maintaining a minimum on-time rollout performance of 99%.

TRANSPORTATION OPERATING DIVISIONS: NOS. 3201 - 3218

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES (Continued)

- o To plan and distribute manpower insuring adequate cost-effective coverage for all assignments.
- o To reduce operator absenteeism to not more than 7.2% during Fiscal Year 1984.
- o To insure that the total number of traffic accidents does not exceed four per 100,000 miles.
- o To reduce the operators' industrial injuries to not more than .239 per operator during Fiscal Year 1984.

TRANSPORTATION OPERATING DIVISIONS: NOS. 3201 - 3218

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Operations	0.0	4,547.0	4,547.0	122,669	0	0	122,669
Dispatch	102.0	0.0	102.0	3,599	0	0	3,599
Administration	35.0	14.0	49.0	1,665	893	0	2,558
TOTALS	137.0	4,561.0	4,698.0	127,933	893	0	128,826

TRANSPORTATION OPERATING DIVISIONS: NOS. 3201 - 3218

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	3,762	3,914	4,650	4,946
CONTRACT WAGES	111,456	117,912	123,397	122,987
TRAINING & OTHER FRINGE BENEFITS	542	613	514	749
SERVICES	2	2	5	3
MATERIALS & SUPPLIES	72	70	105	92
TELEPHONE & OTHER UTILITIES	16	34	24	28
TRAVEL & OTHER MISCELLANEOUS	12	15	15	10
ALL OTHER EXPENSES	0	0	2	11
LABOR SUBTOTALS	115,218	121,826	128,047	127,933
NON-LABOR SUBTOTALS	644	734	665	893
LESS EXPENSE TRANSFERS	0	0	0	0
OPERATING TOTALS	115,862	122,560	128,712	128,826
CAPITAL/GRANT TOTALS	NA	NA	NA	133
DEPARTMENTAL TOTALS	NA	NA	NA	128,959

STOPS AND ZONES: NO. 3291

	FY '82 ACTUAL	FY '83 ESTIMATED	FY '83 BUDGETED	FY '84 PROPOSED	% CHANGE FY '83 BUD TO FY '84 PROP
*OPERATING (\$000)	671	646	741	1,389	88%
*CAPITAL/GRANT (\$000)	NA	NA	NA	0	NA
*TOTAL EXPEND. (\$000)	NA	NA	NA	1,389	NA
*STAFFING	18.0	18.0	18.0	18.0	0%

The Stops and Zones Department is responsible for the installation and maintenance of the more than 30,000 bus stops and zones within the District's operational area. This responsibility encompasses preliminary work for new service including preparing schematics and work orders, coordination with appropriate city or county agencies, installation or repair of signs, arranging to provide for layover zones and restroom facilities, and reporting operating hazards to local municipalities.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

The Information Signage and Graphics Program will be completed during Fiscal Year 1984.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To complete the Information Signage Program by the end of Fiscal Year 1984.
- o To maintain 100% of existing bus stops and bus zones in safe and efficient operating condition by responding to routine repair requests within eight days and to emergency repair requests within one hour.
- o To coordinate with local jurisdictions to establish and relocate 100% of requested bus stops and bus zones by the effective date of service.
- o To provide current and accurate information to District departments regarding bus stops, bus zones, and layover zones at least three days prior to implementation of stops and zones.

STOPS AND ZONES: NO. 3291

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration/Liaison	5.0	2.0	7.0	255	4	0	259
Property Maintenance	0.0	11.0	11.0	399	731	0	1,130
TOTALS	5.0	13.0	18.0	654	735	0	1,389

STOPS AND ZONES: NO. 3291

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	309	224	290	205
CONTRACT WAGES	352	369	383	449
TRAINING & OTHER FRINGE BENEFITS	1	2	2	3
SERVICES	1	0	0	1
MATERIALS & SUPPLIES	8	51	65	731
TELEPHONE & OTHER UTILITIES	0	0	0	0
TRAVEL & OTHER MISCELLANEOUS	0	0	1	0
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	661	593	673	654
NON-LABOR SUBTOTALS	10	53	68	735
LESS EXPENSE TRANSFERS	0	0	0	0
OPERATING TOTALS	671	646	741	1,389
CAPITAL/GRANT TOTALS	NA	NA	NA	0
DEPARTMENTAL TOTALS	NA	NA	NA	1,389

TRANSPORTATION SERVICES: NO. 3296

BUDGET SUMMARY					% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 BUD TO FY '84 PROP
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	
*OPERATING (\$000)	5,226	5,764	5,588	6,037	8%
*CAPITAL/GRANT (\$000)	NA	NA	NA	0	NA
*TOTAL EXPEND. (\$000)	NA	NA	NA	6,037	NA
*STAFFING	158.0	155.0	155.0	157.0	1%

The three sections of Transportation Services -- Supervisors of Vehicle Operations, Radio Dispatchers and Passenger Services and Facilities -- work to provide the public with ongoing safe, courteous and efficient service and schedule adherence. Supervisors of Vehicle Operations provide direct observation of on-street operations and effect on-the-spot actions, including correcting minor maintenance problems, insuring rule adherence, and adjusting schedules. Radio Dispatchers provide immediate contact with all buses and assist operators in correcting situations which affect operator and passenger safety, schedule delays, and vehicle down time. Passenger Services and Facilities personnel expedite service by assisting in boarding patrons at key downtown areas, providing passenger service information at District operated locations, and dispatching service from mid-day storage facilities.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

Two positions have been added to improve schedule adherence and control the backing-up operations at two layover sites.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To insure safe bus service by monitoring on-street bus operations and recording rule violations.

TRANSPORTATION SERVICES: NO. 3296

OBJECTIVES RELATED TO THE DISTRICT-WIDE TARGETS (Continued)

- o To insure proper and safe operation and storage procedures at mid-day storage facilities.
- o To insure that there are no more than four traffic accidents per 100,000 miles.

TRANSPORTATION SERVICES: NO. 3296

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration	2.0	2.0	4.0	179	7	0	186
Radio Dispatchers	5.0	39.0	44.0	1,749	88	0	1,837
Supervisors of Vehicle Operations	89.0	0.0	89.0	3,417	27	0	3,444
Service Directors	1.0	6.0	7.0	218	14	0	232
Traffic Loaders	0.0	13.0	13.0	336	2	0	338
TOTALS	97.0	60.0	157.0	5,899	138	0	6,037

TRANSPORTATION SERVICES: NO. 3296

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	4,792	5,224	4,983	5,302
CONTRACT WAGES	375	438	472	597
TRAINING & OTHER FRINGE BENEFITS	8	12	18	21
SERVICES	0	1	0	13
MATERIALS & SUPPLIES	13	17	15	24
TELEPHONE & OTHER UTILITIES	74	71	97	76
TRAVEL & OTHER MISCELLANEOUS	4	1	3	4
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	5,167	5,662	5,455	5,899
NON-LABOR SUBTOTALS	99	102	133	138
LESS EXPENSE TRANSFERS	0	0	0	0
OPERATING TOTALS	5,266	5,764	5,588	6,037
CAPITAL/GRANT TOTALS	NA	NA	NA	0
DEPARTMENTAL TOTALS	NA	NA	NA	6,037

TRANSPORTATION INSTRUCTION: NO. 3297

BUDGET SUMMARY						% CHANGE
	FY '82	FY '83	FY '83	FY '84		FY '83 BUD
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED		TO
						FY '84 PROP
*OPERATING (\$000)	2,940	3,540	3,038	3,635	20%	
*CAPITAL/GRANT (\$000)	NA	NA	NA	0	NA	
*TOTAL EXPEND. (\$000)	NA	NA	NA	3,635	NA	
*STAFFING	82.0	96.0	91.0	92.0	1%	

The Transportation Instruction Department is charged with designing, implementing and conducting operational training for bus operators, mechanics and service attendants. The Department provides instruction in basic bus operation, passenger relations, defensive driving, and retraining and qualifies operators on specific lines and equipment.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

There are no significant changes planned.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To instruct operators in safe operation in support of the District's objective of no more than four accidents per 100,000 miles.
- o To provide retraining in defensive driving techniques to operators who have two chargeable type accidents in a 24 month period.
- o To provide retraining to Divisions within two months of need determination on accident prevention and safe bus operation where similar accident types constitute 5% or more of that Divisions total accidents.
- o To perform follow-up rides on chargeable accidents within one week of accident occurrence.
- o To develop new training programs or redesign existing programs to insure the Transportation and Maintenance Departments' instruction needs are met within two months of need determination.
- o To maintain and train a minimum Line Instructor force of 15% of the assigned operator strength at each Operating Division during Fiscal Year 1984.

TRANSPORTATION INSTRUCTION: NO. 3297

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration	3.0	1.0	4.0	144	32	0	176
Basic Instruction	17.0	0.0	17.0	1,086	4	0	1,090
Division Instruction	62.0	9.0	71.0	2,359	10	0	2,369
TOTALS	82.0	10.0	92.0	3,589	46	0	3,635

TRANSPORTATION INSTRUCTION: NO. 3297

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	2,818	2,906	2,407	2,928
CONTRACT WAGES	93	593	610	661
TRAINING & OTHER FRINGE BENEFITS	7	13	11	15
SERVICES	1	0	2	1
MATERIALS & SUPPLIES	19	24	6	26
TELEPHONE & OTHER UTILITIES	0	1	0	1
TRAVEL & OTHER MISCELLANEOUS	1	3	2	3
ALL OTHER EXPENSES	1	0	0	0
LABOR SUBTOTALS	2,911	3,499	3,017	3,589
NON-LABOR SUBTOTALS	29	41	21	46
LESS EXPENSE TRANSFERS	0	0	0	0
OPERATING TOTALS	2,940	3,540	3,038	3,635
CAPITAL/GRANT TOTALS	NA	NA	NA	0
DEPARTMENTAL TOTALS	NA	NA	NA	3,635

TRANSPORTATION GENERAL: NO. 3299

BUDGET SUMMARY					% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 BUD
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO
					FY '84 PROP
*OPERATING (\$000)	1,713	1,836	1,117	1,287	15%
*CAPITAL/GRANT (\$000)	NA	NA	NA	0	NA
*TOTAL EXPEND. (\$000)	NA	NA	NA	1,287	NA
*STAFFING	17.0	22.0	22.0	22.0	0%

Transportation General is the administrative arm of the Transportation Department and is responsible for the smooth and efficient operation of the Department, i.e., the Operating Divisions, Stops and Zones, Transportation Services, and Instruction. Responsibilities of Transportation General include monitoring bus operator manpower, scheduling non-contract personnel, training Division Dispatchers, conducting Second Level Hearings, administering special projects and budget preparation, and monitoring all of the functional units in the Transportation Department.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

There are no significant changes planned.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To achieve a 13% part-time operator ratio.
- o To insure that actual operator hours assigned to Extra Board Personnel during Fiscal Year 1984 do not exceed 102% of hours assigned by a newly established departmental standard.
- o To insure that Instruction maintains and trains a minimum Line Instructor force of 15% of the assigned operator strength at each Division during Fiscal Year 1984.

TRANSPORTATION GENERAL: NO. 3299

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES (Continued)

- o To coordinate TRANSMIS II preparation activities for the Transportation Department during Fiscal Year 1984.
- o To adapt Transportation Department procedures to fit EDP capabilities by the end of Fiscal Year 1984.

TRANSPORTATION GENERAL: NO. 3299

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Division Management	2.0	0.0	2.0	105	0	0	105
Monitoring	1.5	0.0	1.5	52	0	0	52
Administration	9.0	8.0	17.0	510	550	0	1,060
Labor	0.5	0.0	0.5	26	0	0	26
Dispatcher Instruction	0.5	0.0	0.5	18	0	0	18
MIS	0.5	0.0	0.5	26	0	0	26
TOTALS	14.0	8.0	22.0	737	550	0	1,287

TRANSPORTATION GENERAL: NO. 3299

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	859	1,101	464	545
CONTRACT WAGES	263	164	66	192
TRAINING & OTHER FRINGE BENEFITS	42	22	14	40
SERVICES	4	23	3	5
MATERIALS & SUPPLIES	424	403	351	328
TELEPHONE & OTHER UTILITIES	105	109	199	150
TRAVEL & OTHER MISCELLANEOUS	16	14	20	27
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	1,122	1,265	530	737
NON-LABOR SUBTOTALS	591	571	587	550
LESS EXPENSE TRANSFERS	0	0	0	0
OPERATING TOTALS	1,713	1,836	1,117	1,287
CAPITAL/GRANT TOTALS	NA	NA	NA	0
DEPARTMENTAL TOTALS	NA	NA	NA	1,287

MAINTENANCE OPERATING DIVISIONS: NOS. 3301 - 3318

BUDGET SUMMARY						% CHANGE
	FY '82	FY '83	FY '83	FY '84		FY '83 BUD
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO	FY '84 PROP
*OPERATING (\$000)	42,403	48,569	46,980	59,720	27%	
*CAPITAL/GRANT (\$000)	NA	NA	NA	3,773	NA	
*TOTAL EXPEND. (\$000)	NA	NA	NA	63,493	NA	
*STAFFING	1,329.0	1,407.0	1,358.0	1,366.0	1%	

The Maintenance Operating Divisions consist of 12 active divisions, one reserve fleet division, and one new bus make-ready/special projects division. One additional active division is under construction and will be operational in late Fiscal Year 1984. The primary responsibility of the Operating Divisions is to provide a clean, safe and mechanically reliable operating fleet to meet the District's service commitments.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

This reporting unit is one of four created from last year's Maintenance Department 3300. Fifty-nine (59) Storekeepers and Stock/Shop clerks have been transferred from Maintenance Operating Divisions to Contracts and Purchasing. Forty positions were added to the Maintenance Operating Divisions staff levels by the Board during Fiscal Year 1983, primarily to compensate for increased Proposition A workloads. Twenty-seven new positions are recommended for Fiscal Year 1984: 12 supervisory and staff personnel for new Division 10; 14 equipment Records Specialists to assume swing shift duties from Storekeepers and Stock/Shop Clerks transferred to Contracts and Purchasing; and one Vault Truck Driver to provide relief for the current Vault Truck Drivers. Capital/Grant funds are included for 15 maintenance vehicles of various types, office furniture, testing equipment, shop equipment and AM General air conditioning retrofit kits.

MAINTENANCE OPERATING DIVISIONS: NOS. 3301 - 3318

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To limit buses out-of-service to a maximum of 100 per month excluding fleet failures.
- o To maintain miles between maintenance road calls at 3000 miles.
- o To reduce the frequency of industrial injuries from 13.3 to 12.0 per 100,000 hours.

MAINTENANCE OPERATING DIVISIONS: NOS. 3301 - 3318

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Inspection	0.0	76.0	76.0	2,650	0	0	2,650
Running Repair	67.0	586.0	653.0	23,022	910	0	23,932
Road Failure Services	6.0	0.0	6.0	203	0	0	203
Farebox Maintenance	0.0	10.0	10.0	350	15	0	365
Bus Servicing/Cleaning	11.0	429.0	440.0	11,626	6	0	11,632
Administration	12.0	70.0	82.0	2,366	15,562	-80	17,848
Non-Revenue Vehicles	1.0	16.0	17.0	598	384	0	982
Special Projects	2.0	20.0	22.0	779	2	-781	0
Wheelchair Maintenance	0.0	60.0	60.0	2,093	15	0	2,108
TOTALS	99.0	1,267.0	1,366.0	43,687	16,894	-861	59,720

MAINTENANCE OPERATING DIVISIONS: NO. 3301 - 3318

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	2,731	3,474	3,360	3,790
CONTRACT WAGES	34,253	39,122	37,842	39,897
TRAINING & OTHER FRINGE BENEFITS	116	206	199	378
SERVICES	100	147	142	248
MATERIALS & SUPPLIES	5,150	5,531	5,350	16,082
TELEPHONE & OTHER UTILITIES	13	42	41	146
TRAVEL & OTHER MISCELLANEOUS	37	47	46	40
ALL OTHER EXPENSES	3	0	0	0
LABOR SUBTOTALS	36,984	42,596	41,202	43,687
NON-LABOR SUBTOTALS	5,419	5,973	5,778	16,894
LESS EXPENSE TRANSFERS	0	0	0	-861
OPERATING TOTALS	42,403	48,569	46,980	59,720
CAPITAL/GRANT TOTALS	NA	NA	NA	3,773
DEPARTMENTAL TOTALS	NA	NA	NA	63,493

CENTRAL MAINTENANCE: NO. 3314

BUDGET SUMMARY					% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 BUD TO FY '84 PROP
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	
*OPERATING (\$000)	11,451	13,664	12,392	22,091	78%
*CAPITAL/GRANT (\$000)	NA	NA	NA	5,526	NA
*TOTAL EXPEND. (\$000)	NA	NA	NA	27,617	NA
*STAFFING	387.0	404.0	404.0	404.0	0%

The Central Maintenance Facility performs most of the heavy maintenance necessary to keep the District's bus fleet operating including power train change-outs, major chassis electrical repairs, bus repainting, major accident repairs, bus remanufacturing and many other activities.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

This reporting unit is one of four created from last year's Maintenance Department 3300. Bus parts formerly charged to Maintenance General are now included in the Central Maintenance budget. Capital/Grant funds are included for bus spare parts, testing equipment, shop equipment, and the rehabilitation of 15 GMC buses.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To reduce the active fleet spare ratio from 21% to 18%.
- o To maintain miles between maintenance road calls at 3000 miles.
- o To reduce the frequency of industrial injuries 10% from Fiscal Year 1983.
- o To repair Grumman bus engine fleet defects prior to July 1984.

CENTRAL MAINTENANCE: NO. 3314

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration	4.0	5.0	9.0	294	221	0	515
Running Repair	1.2	24.0	25.2	887	892	0	1,779
Transmission	1.2	26.0	27.2	956	860	-92	1,724
Body Shop	3.3	50.0	53.3	1,882	1,537	-92	3,327
Engine Teardown	1.3	36.0	37.3	1,164	2,755	-1,442	2,477
Electrical	1.2	20.0	21.2	747	472	-92	1,127
Screen and Sign Shop	1.3	34.0	35.3	1,242	648	0	1,890
Mechanical	1.2	25.0	26.2	923	734	-92	1,565
Welding	1.2	23.0	24.2	856	472	-92	1,236
Engine Rebuild	1.2	30.0	31.2	1,097	2,268	-2,200	1,165
Machine Shop	1.2	14.0	15.2	542	479	0	1,021
Upholstery	1.3	35.0	36.3	1,272	627	-92	1,807
Paint Shop	2.4	54.0	56.4	1,981	318	-92	2,207
Production Control	6.0	0.0	6.0	249	2	0	251
TOTALS	28.0	376.0	404.0	14,092	12,285	-4,286	22,091

CENTRAL MAINTENANCE: NO. 3314

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	894	1,175	1,066	1,148
CONTRACT WAGES	9,170	10,684	9,689	12,944
TRAINING & OTHER FRINGE BENEFITS	51	99	90	113
SERVICES	416	404	366	338
MATERIALS & SUPPLIES	900	1,273	1,154	11,817
TELEPHONE & OTHER UTILITIES	2	3	3	3
TRAVEL & OTHER MISCELLANEOUS	18	26	24	14
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	10,064	11,859	10,755	14,092
NON-LABOR SUBTOTALS	1,387	1,805	1,637	12,285
LESS EXPENSE TRANSFERS	0	0	0	-4,286
OPERATING TOTALS	11,451	13,664	12,392	22,091
CAPITAL/GRANT TOTALS	NA	NA	NA	5,526
DEPARTMENTAL TOTALS	NA	NA	NA	27,617

FACILITIES MAINTENANCE: NO. 3334

BUDGET SUMMARY					% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 BUD
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO
					FY '84 PROP
*OPERATING (\$000)	3,092	3,529	3,497	5,384	54%
*CAPITAL/GRANT (\$000)	NA	NA	NA	318	NA
*TOTAL EXPEND. (\$000)	NA	NA	NA	5,702	NA
*STAFFING	92.0	104.0	104.0	102.0	-2%

The Facility Maintenance organization is responsible for maintaining the District's buildings and facilities (except 425 South Main) as well as the equipment required to service the buses. The operation is essentially mobile, as electricians, plumbers, carpenters, painters and shop equipment maintenance and repairmen carry out their duties at District run locations throughout the service area.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

This reporting unit is one of four created from last year's Maintenance Department 3300. One Storekeeper and one Stock/Shop Clerk have been transferred from Facilities Maintenance to Contracts and Purchasing. Capital/Grant funds are included for 11 maintenance vehicles of various types.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To reduce frequency of industrial injuries by 10% from Fiscal Year 1983.
- o To maintain facilities and equipment to assist in limiting buses out-of-service to a maximum of 100 per month excluding fleet failures.

FACILITIES MAINTENANCE: NO. 3334

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration	8.0	2.0	10.0	332	135	0	467
Electrical Maintenance	2.0	23.0	25.0	879	434	0	1,313
Property Maintenance	4.0	63.0	67.0	2,299	1,305	0	3,604
TOTALS	14.0	88.0	102.0	3,510	1,874	0	5,384

FACILITY MAINTENANCE: NO. 3334

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 RUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	185	209	207	538
CONTRACT WAGES	1,987	2,358	2,337	2,972
TRAINING & OTHER FRINGE BENEFITS	10	17	17	49
SERVICES	125	137	136	61
MATERIALS & SUPPLIES	773	793	785	1,747
TELEPHONE & OTHER UTILITIES	0	0	0	1
TRAVEL & OTHER MISCELLANEOUS	12	9	9	6
ALL OTHER EXPENSES	0	6	6	10
LABOR SUBTOTALS	2,172	2,567	2,544	3,510
NON-LABOR SUBTOTALS	920	962	953	1,874
LESS EXPENSE TRANSFERS	0	0	0	0
OPERATING TOTALS	3,092	3,529	3,497	5,384
CAPITAL/GRANT TOTALS	NA	NA	NA	318
DEPARTMENTAL TOTALS	NA	NA	NA	5,702

MAINTENANCE GENERAL: NO. 3399

BUDGET SUMMARY						% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 BUD	
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO	
					FY '84 PROP	
*OPERATING (\$000)	23,355	24,173	22,894	2,669		-88%
*CAPITAL/GRANT (\$000)	NA	NA	NA	74		NA
*TOTAL EXPEND. (\$000)	NA	NA	NA	2,743		NA
*STAFFING	47.0	59.0	59.0	59.0		0%

Maintenance General consists of the administrative capability, necessary support staff, quality control, systems, and training functions of the Maintenance Department.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

This reporting unit is one of four created from last year's Maintenance Department 3300. Bus parts formerly charged to this budget will now be charged to Central Maintenance. Capital/Grant funds are included for training equipment, testing equipment and project administration of various grants.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To reduce the cost of materials purchased by \$3 million.
- o To implement final applications of TRANSMIS I and initial applications of TRANSMIS II during Fiscal Year 1984.

MAINTENANCE GENERAL: NO. 3399

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration	17.0	10.0	27.0	897	262	-18	1,141
Instruction	10.0	3.0	13.0	496	9	0	505
Management Systems	7.0	1.0	8.0	303	10	0	313
Quality Assurance	6.0	5.0	11.0	395	315	0	710
TOTALS	40.0	19.0	59.0	2,091	596	-18	2,669

MAINTENANCE GENERAL: NO. 3399

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	1,334	1,613	1,528	1,566
CONTRACT WAGES	272	575	544	525
TRAINING & OTHER FRINGE BENEFITS	45	52	49	36
SERVICES	553	461	437	315
MATERIALS & SUPPLIES	20,993	21,271	20,145	44
TELEPHONE & OTHER UTILITIES	114	137	130	130
TRAVEL & OTHER MISCELLANEOUS	36	45	43	46
ALL OTHER EXPENSES	8	19	18	25
LABOR SUBTOTALS	1,606	2,188	2,072	2,091
NON-LABOR SUBTOTALS	21,749	21,985	20,822	596
LESS EXPENSE TRANSFERS	0	0	0	-18
OPERATING TOTALS	23,355	24,173	22,894	2,669
CAPITAL/GRANT TOTALS	NA	NA	NA	74
DEPARTMENTAL TOTALS	NA	NA	NA	2,743

EQUIPMENT ENGINEERING: NO. 3400

BUDGET SUMMARY					% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 BUD
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO
					FY '84 PROP
*OPERATING (\$000)	695	745	836	940	12%
*CAPITAL/GRANT (\$000)	NA	NA	NA	5,698	NA
*TOTAL EXPEND. (\$000)	NA	NA	NA	6,638	NA
*STAFFING	20.0	20.0	20.0	22.0	10%

The Equipment Engineering Department's primary function is to assure that the District purchases the best possible revenue and non-revenue equipment. The Department develops specifications, administers procurement contracts, monitors and inspects production activities, and determines product acceptability and compliance with specifications. Equipment Engineering also administers the District's Equipment Warranty Program and conducts research and analysis of existing equipment problems.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

Three major bus procurements, totaling 447 buses, are planned for Fiscal Year 1984. One position has been added for administration of the various procurements and one position to augment the warranty processing staff. Capital/Grant funds are included for fare collection equipment and surveillance cameras.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To specify, inspect and accept 447 transit buses, achieving high quality and maximum on-street performance in the most cost effective manner possible by May 1, 1984.
- o To analyze, design and develop equipment modifications as necessary to remedy operational and maintenance problems with the intention of increasing vehicle reliability.
- o To effectively administer the District's Equipment Warranty Program assuring the greatest possible recovery of eligible labor and materials costs, or requiring vendors to accomplish repair tasks in an expeditious manner.

EQUIPMENT ENGINEERING: NO. 3400

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES (Continued)

- o To efficiently manage and administer the procurement of a fare collection system to assure the maximum revenue recovery to the District. The contract will be awarded by November 1, 1983 with system installation completed by July 1985.
- o To prepare specifications and bid documents for necessary non-revenue equipment procurement projects, thoroughly managing each, evaluating bids, and inspecting equipment for compliance with specifications.
- o To expeditiously resolve the Grumman Flexible 870 gear train defects and return the coaches to revenue service by June 1984.

EQUIPMENT ENGINEERING: NO. 3400

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration	3.0	0.0	3.0	126	29	0	155
Revenue Equipment Procurement	1.0	1.0	2.0	61	152	0	213
Non-Revenue Equipment Procurement	2.0	0.0	2.0	75	2	0	77
Quality Assurance/Inspection	1.5	1.0	2.5	95	342	-340	97
Warranty Administration	1.0	3.0	4.0	119	2	-40	81
Technical Support	2.5	6.0	8.5	289	28	0	317
TOTALS	11.0	11.0	22.0	765	555	-380	940

EQUIPMENT ENGINEERING: NO. 3400

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	334	378	354	442
CONTRACT WAGES	247	282	304	323
TRAINING & OTHER FRINGE BENEFITS	2	3	5	5
SERVICES	8	2	21	152
MATERIALS & SUPPLIES	77	45	27	41
TELEPHONE & OTHER UTILITIES	9	13	10	14
TRAVEL & OTHER MISCELLANEOUS	18	22	115	343
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	581	660	658	765
NON-LABOR SUBTOTALS	114	85	178	555
LESS EXPENSE TRANSFERS	0	0	0	-380
OPERATING TOTALS	695	745	836	940
CAPITAL/GRANT TOTALS	NA	NA	NA	5,698
DEPARTMENTAL TOTALS	NA	NA	NA	6,638

TELECOMMUNICATIONS: NO. 3500

BUDGET SUMMARY					% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 BUD TO FY '84 PROP
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	
*OPERATING (\$000)	2,317	2,471	2,788	3,120	12%
*CAPITAL/GRANT (\$000)	NA	NA	NA	1,711	NA
*TOTAL EXPEND. (\$000)	NA	NA	NA	4,831	NA
*STAFFING	58.0	65.0	65.0	72.0	11%

The Telecommunications Department provides technical expertise and support for all District departments in the area of electronics and telecommunications. It supports the increasing use of electronics in all facets of District operations and aids in achieving improved productivity. The department is directly responsible for providing all District communication services which include telephone, data transmission, radio and office automation applications. Maintenance is the Department's major mission.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

Seven positions have been added to provide a Maintenance Control function which will dispatch maintenance personnel to high priority activities; a Capital Projects Engineering function to provide project management for large UMTA funded capital projects; and a Computer Equipment Maintenance function to provide first call support to the District's mini and microcomputer systems, such as TRANSMIS and CCIS equipment. Capital/Grant funds are included for bus radios, microwave equipment, emergency power installation and radio frequencies licensing fees.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To license ten 800 MHz radio frequencies, prepare an integrated bus/rail frequency utilization plan, and define future radio system configurations by the third quarter in support of the Metro Rail Project.
- o To complete the upgrade of microwave and data transmission networks to support CCIS/TRANSMIS II and to install all computer equipment associated with these data processing projects this fiscal year.

TELECOMMUNICATIONS: NO. 3500

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES (Continued)

- o To achieve 98% availability of electronic headsign, mobile radio and public address equipment to improve fleet utilization.
- o To support the facilities development program by completing engineering and design of communication services for CMF and Divisions 10 and 18 this fiscal year.
- o To increase the productivity of field service technicians by using TRANSMIS I property maintenance programs to coordinate, control and track unscheduled maintenance activities from a central maintenance control unit.
- o To initiate both formal and on-the-job training programs to develop the necessary skills to maintain light rail computerized control and signal systems for all technicians assigned to the Computer Maintenance Crew.

TELECOMMUNICATIONS: NO. 3500

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration	2.0	0.0	2.0	78	10	0	88
Maintenance-Electronic Systems	2.5	13.5	16.0	618	222	0	840
Maintenance-Electronic Equip.	3.5	23.5	27.0	1,026	220	70	1,176
Engineering Systems	3.5	0.0	3.5	144	11	0	155
Maintenance Control	1.5	2.5	4.0	105	5	0	110
Maintenance-Swing Shift	1.0	7.0	8.0	249	69	0	318
Administrative Services	3.5	0.5	4.0	113	65	0	178
Drafting Services	1.0	0.0	1.0	32	22	0	54
Engineering-Capital Projects	2.5	0.0	2.5	90	11	75	26
Maintenance-Computer Equipment	1.0	3.0	4.0	139	36	0	175
TOTALS	22.0	50.0	72.0	2,594	671	-145	3,120

TELECOMMUNICATIONS: NO. 3500

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	543	600	584	833
CONTRACT WAGES	1,223	1,407	1,457	1,761
TRAINING & OTHER FRINGE BENEFITS	9	21	12	16
SERVICES	27	36	44	88
MATERIALS & SUPPLIES	469	353	623	524
TELEPHONE & OTHER UTILITIES	32	36	46	24
TRAVEL & OTHER MISCELLANEOUS	14	18	22	19
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	1,766	2,007	2,041	2,594
NON-LABOR SUBTOTALS	551	464	747	671
LESS EXPENSE TRANSFERS	0	0	0	-145
OPERATING TOTALS	2,317	2,471	2,788	3,120
CAPITAL/GRANT TOTALS	NA	NA	NA	1,711
DEPARTMENTAL TOTALS	NA	NA	NA	4,831

SAFETY: NO. 3600

BUDGET SUMMARY							% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83	FY '84	
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO	PROP	
*OPERATING (\$000)	387	365	477	425			-11%
*CAPITAL/GRANT (\$000)	NA	NA	NA	0			NA
*TOTAL EXPEND. (\$000)	NA	NA	NA	425			NA
*STAFFING	8.0	7.5	9.0	9.0			0%

The activities of the Safety Department are to locate and define operational errors and perceivable hazards, develop accident prevention and loss control strategies, implement accident prevention measures, communicate safety information and measure the statistical and perceived effectiveness of safety and loss control measures.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

There are no significant changes planned.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To decrease traffic accidents from 4.6 to 4.0 per 100,000 miles.
- o To decrease industrial injuries in Transportation from 7.7 to 7.0 per 100,000 hours.
- o To decrease industrial injuries in Maintenance from 13.3 to 12.0 per 100,000 hours.
- o To conduct 50 Facility and Equipment Inspections per quarter.
- o To respond within one hour of notification and investigate 20 accidents per quarter.
- o To issue 30 Personnel Record Safety Rules memoranda per quarter.

SAFETY: NO. 3600

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration	2.5	0.0	2.5	66	90	0	156
Industrial Hygiene Survey	1.3	0.0	1.3	29	36	0	65
Accident Investigation	1.3	0.0	1.3	34	24	0	58
Safety Inspections & Tests	1.5	0.0	1.5	33	22	0	55
Emergency Preparedness	.8	0.0	.8	23	19	0	42
Data Management	1.6	0.0	1.6	41	8	0	49
TOTALS	9.0	0.0	9.0	226	199	0	425

SAFETY: NO. 3600

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	188	209	209	226
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	14	5	4	4
SERVICES	43	46	128	92
MATERIALS & SUPPLIES	93	68	92	67
TELEPHONE & OTHER UTILITIES	1	2	11	3
TRAVEL & OTHER MISCELLANEOUS	48	35	33	33
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	188	209	209	226
NON-LABOR SUBTOTALS	199	156	268	199
LESS EXPENSE TRANSFERS	0	0	0	0
OPERATING TOTALS	387	365	477	425
CAPITAL/GRANT TOTALS	NA	NA	NA	0
DEPARTMENTAL TOTALS	NA	NA	NA	425

TRANSIT POLICE: NO. 3800

BUDGET SUMMARY					% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 BUD TO FY '84 PROP
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	
*OPERATING (\$000)	3,388	3,902	4,183	4,891	17%
*CAPITAL/GRANT (\$000)	NA	NA	NA	30	NA
*TOTAL EXPEND. (\$000)	NA	NA	NA	4,921	NA
*STAFFING	139.5	147.5	153.5	144.5	-5%

The Transit Police Department is responsible for augmenting local law enforcement efforts to provide security and protection for transit patrons and operators. The Department also has the responsibility for internal security of District employees, revenues, equipment and property.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

Transit Police Officers and Security Guards unionized during Fiscal Year 1983. The Department plans to increase the utilization of contract security services. Capital/Grant funds have been included for ten hand held radios and microcomputer equipment.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To maintain a level of 2200 service inspections per month.
- o To realize no increase over Fiscal Year 1983 in violent crimes aboard transit vehicles.
- o To increase random transit police boardings by 2%.
- o To provide training mandated by POST.
- o To provide transit related training to other local police agencies.
- o To develop in-house training to address training needs and schedule or conduct the training.
- o To continue participation in Metro Rail security planning efforts.
- o To provide input regarding security requirements for all other facilities.

TRANSIT POLICE: NO. 3800

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration	2.0	0.0	2.0	102	2	0	104
Operations	31.0	102.0	133.0	3,918	524	-22	4,420
Support	7.5	2.0	9.5	335	40	-8	367
TOTALS	40.5	104.0	144.5	4,355	566	-30	4,891

TRANSIT POLICE: NO. 3800

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	3,258	3,001	3,901	1,219
CONTRACT WAGES	2	682	0	3,136
TRAINING & OTHER FRINGE BENEFITS	55	46	74	90
SERVICES	4	81	121	349
MATERIALS & SUPPLIES	21	41	30	59
TELEPHONE & OTHER UTILITIES	21	31	21	32
TRAVEL & OTHER MISCELLANEOUS	27	20	36	36
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	3,260	3,683	3,901	4,355
NON-LABOR SUBTOTALS	128	219	282	566
LESS EXPENSE TRANSFERS	0	0	0	-30
OPERATING TOTALS	3,388	3,902	4,183	4,891
CAPITAL/GRANT TOTALS	NA	NA	NA	30
DEPARTMENTAL TOTALS	NA	NA	NA	4,921

SCHEDULING: NO. 3900

BUDGET SUMMARY						% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83	FY '84
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	BUD	PROP
					TO	
					FY '84	
*OPERATING (\$000)	3,402	3,893	3,492	3,338	-4%	
*CAPITAL/GRANT (\$000)	NA	NA	NA	78	NA	
*TOTAL EXPEND. (\$000)	NA	NA	NA	3,416	NA	
*STAFFING	112.0	112.0	112.0	94.0	-16%	

The Scheduling Department generates the schedules for the buses and work assignments for the drivers. This entails production of a great volume of coordinated materials, tailored to the functions of drivers, supervisors, dispatchers and others. The Department also monitors the operation by collecting data on passenger volumes, schedule adherence and fare payment.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

The Service Analysis function, comprised of 18 positions, has been transferred to the Planning Department. Capital/Grant funds are included for data processing and office equipment.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To design and produce schedules and work assignments in sufficient quantity and quality to assure adequate and cost effective service for the District's patrons.
- o To maintain productivity above 55 unlinked trips per vehicle service hour.
- o To increase the overall system load factor from 37% to 40%.
- o To reduce deadhead hours from 6.7% to 6.6% of platform hours.
- o To reduce payhour-to-platform-time ratio from 1.185 to 1.180.
- o To reduce the overall system standee ratio from 3.7% to 3.5%.

SCHEDULING: NO. 3900

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration	5.0	7.0	12.0	354	53	0	407
Scheduling	34.0	9.0	43.0	1,351	14	0	1,365
Checking	3.0	36.0	39.0	1,492	74	0	1,566
TOTALS	42.0	52.0	94.0	3,197	141	0	3,338

SCHEDULING: NO. 3900

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	1,704	1,780	1,801	1,515
CONTRACT WAGES	1,534	1,932	1,562	1,682
TRAINING & OTHER FRINGE BENEFITS	1	1	4	4
SERVICES	25	50	19	7
MATERIALS & SUPPLIES	73	49	33	33
TELEPHONE & OTHER UTILITIES	13	16	15	17
TRAVEL & OTHER MISCELLANEOUS	48	56	51	73
ALL OTHER EXPENSES	4	9	7	7
LABOR SUBTOTALS	3,238	3,712	3,363	3,197
NON-LABOR SUBTOTALS	164	181	129	141
LESS EXPENSE TRANSFERS	0	0	0	0
OPERATING TOTALS	3,402	3,893	3,492	3,338
CAPITAL/GRANT TOTALS	NA	NA	NA	78
DEPARTMENTAL TOTALS	NA	NA	NA	3,416

ASSISTANT GENERAL MANAGER FOR PLANNING AND COMMUNICATIONS: NO. 4099

BUDGET SUMMARY							% CHANGE
	FY '82	FY '83	FY '83	FY '84	TO		FY '83 BUD
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	FY '84	PROP	
*OPERATING (\$000)	0	NA	0	92	NA		
*CAPITAL/GRANT (\$000)	NA	NA	NA	0	NA		
*TOTAL EXPEND. (\$000)	NA	NA	NA	92	NA		
*STAFFING	NA	2.0	2.0	2.0	NA		

The Department of Planning and Communications gives guidance to and coordinates the operations of the Offices of Planning, Marketing and Communications and Government Affairs. Its mission is to assure the unified support by these offices of District bus operations and Metro Rail development efforts and to garner public support for District programs and projects.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

There are no significant changes planned.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To assure that the Planning, Marketing and Government Affairs Offices meet their objectives in a timely manner and within authorized budget.
- o To heighten awareness among and two-way communication with legislative and regulatory bodies which provide funding and other support; transit users; jurisdictions within the District; and the public.

ASSISTANT GENERAL MANAGER FOR PLANNING AND COMMUNICATIONS: NO. 4099

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration	2.0	0.0	2.0	86	6	0	92
TOTAL	2.0	0.0	2.0	86	6	0	92

ASSISTANT GENERAL MANAGER FOR PLANNING AND COMMUNICATIONS: NO. 4099

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	0	0	0	86
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	0	0	0	1
SERVICES	0	0	0	1
MATERIALS & SUPPLIES	0	0	0	1
TELEPHONE & OTHER UTILITIES	0	0	0	1
TRAVEL & OTHER MISCELLANEOUS	0	0	0	2
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	0	0	0	86
NON-LABOR SUBTOTALS	0	0	0	6
LESS EXPENSE TRANSFERS	0	0	0	0
OPERATING TOTALS	0	0	0	92
CAPITAL/GRANT TOTALS	NA	NA	NA	0
DEPARTMENTAL TOTALS	NA	NA	NA	92

PLANNING: NO. 4200

BUDGET SUMMARY					% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 BUD TO FY '84 PROP
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	
*OPERATING (\$000)	1,398	1,761	2,367	2,927	24%
*CAPITAL/GRANT (\$000)	NA	NA	NA	2,140	NA
*TOTAL EXPEND. (\$000)	NA	NA	NA	5,067	NA
*STAFFING	43.0	48.5	52.5	77.5	48%

The Department assists the General Manager and District Board in identifying and analyzing policy issues affecting the provision of transit services, and assists them in defining and formulating District policies and objectives guiding development of the regional transit system. The Department coordinates, reviews, and conducts studies of transit alternatives in coordination with other transportation agencies, government entities and the public that will lead to a regional consensus on the development strategy and implementation of a balanced transportation system. The Department formulates specific short and long-range development plans which implement the overall policies and strategies of the General Manager and District Board. Lastly, the Department conducts continuing surveys and analysis of the present bus system in order to recommend improvements to the system's economy and efficiency, consistent with the District's overall policies and objectives.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

The addition of seven personnel for Joint Development activities and the transfer of the service analysis function and 18 positions from the Scheduling Department represent the significant changes from Fiscal Year 1983. Capital/Grant funds have been included for Metro Rail-related support and equipment and furniture.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To examine policy issues relating to transit development and advise management of the alternate solutions to these issues within the time frame requested.

PLANNING: NO. 4200

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES (Continued)

- o To establish a public/private co-venture policy and procedure framework for the joint development of Metro Rail Station areas by June 1, 1984.
- o To prepare master plans by December 31, 1983, for Metro Rail Station areas which allow joint development opportunities.
- o To perform systems planning and alternative evaluation studies requested by the General Manager or District Board within the time frame specified.
- o To coordinate District and other public agency activities relative to bus operation and future service issues of transit operations.
- o To develop a coordinated District plan for the necessary provision of transit services for the 1984 Olympics by November 1, 1983.
- o To prepare evaluation of requested changes to bus routes as requested by District management within the time frame requested.
- o To prepare recommendations for the New Service Review Board and Board of Directors to coordinate approved changes.
- o To provide reports on service effectiveness to governmental agencies on or before their respective due dates as assigned.
- o To provide travel simulation upon request by the General Manager in support of Metro Rail, light rail, or freeway transit studies within 30 days of receiving such requests.
- o To establish a complete transportation modeling capability in the District by June 1, 1984.
- o To initiate the development of an on-going training program for all staff members to upgrade their efficiency and productivity by September 30, 1983.

PLANNING: NO. 4200

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Policy & Systems Planning	22.0	0.0	22.0	784	832	-1,535	81
Surface Planning	14.0	0.0	14.0	502	547	0	1,049
Information Support	23.5	0.0	23.5	791	584	-605	770
Administration/Special Project	18.0	0.0	18.0	426	601	0	1,027
TOTALS	77.5	0.0	77.5	2,503	2,564	-2,140	2,927

PLANNING: NO. 4200

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	1,130	1,360	1,658	2,503
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	4	3	7	7
SERVICES	207	291	557	2,299
MATERIALS & SUPPLIES	18	25	56	106
TELEPHONE & OTHER UTILITIES	18	21	22	51
TRAVEL & OTHER MISCELLANEOUS	21	60	67	93
ALL OTHER EXPENSES	0	1	0	8
LABOR SUBTOTALS	1,130	1,360	1,658	2,503
NON-LABOR SUBTOTALS	268	401	709	2,564
LESS EXPENSE TRANSFERS	0	0	0	-2,140
OPERATING TOTALS	1,398	1,761	2,367	2,927
CAPITAL/GRANT TOTALS	NA	NA	NA	2,140
DEPARTMENTAL TOTALS	NA	NA	NA	5,067

MARKETING AND COMMUNICATIONS: NO. 4400

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration	2.0	0.0	2.0	80	51	-8	123
Prepaid Sales	7.0	40.0	47.0	1,242	294	-3	1,533
News Bureau	6.0	0.0	6.0	192	93	-7	278
Passenger Communication	6.0	0.0	6.0	204	54	0	258
Business and Production	6.0	0.0	6.0	153	748	0	901
Advertising	1.0	0.0	1.0	43	175	0	218
Market Research	3.0	0.0	3.0	105	16	-1	120
TOTALS	31.0	40.0	71.0	2,019	1,431	-19	3,431

MARKETING AND COMMUNICATIONS: NO. 4400

BUDGET SUMMARY						% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 BUD	
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO	
					FY '84 PROP	
*OPERATING (\$000)	3,711	2,943	3,015	3,431		14%
*CAPITAL/GRANT (\$000)	NA	NA	NA	41		NA
*TOTAL EXPEND. (\$000)	NA	NA	NA	3,472		NA
*STAFFING	89.0	64.0	64.0	71.0		11%

The Marketing and Communications Department manages the District's news media relations, public and passenger communications, promotional, advertising and market research programs. It conducts the District's prepaid sales program, lost and found function, timetable distribution program, and Reduced Fare Office.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

Seven positions have been added for Fiscal Year 1984 as a result of Board decisions to increase the number of District operated pass sale outlets, commission agency outlets and for the Discount Pass Control Program. Capital/Grant funds have been included for two vans and office equipment and furniture.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To increase Monthly Pass revenue by 5% over Fiscal Year 1983.
- o To disseminate news and public information on bus operations, Metro Rail, Board actions and major events.
- o To increase revenue derived through joint promotional programs with the private sector by 20%.
- o To increase the number of participants in advertising programs and in the Shop by Bus program by one-per-program for each quarter of the fiscal year.

MARKETING AND COMMUNICATIONS: NO. 4400

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	794	843	865	997
CONTRACT WAGES	851	973	880	1,022
TRAINING & OTHER FRINGE BENEFITS	8	3	11	20
SERVICES	293	305	323	404
MATERIALS & SUPPLIES	819	605	773	800
TELEPHONE & OTHER UTILITIES	43	42	45	41
TRAVEL & OTHER MISCELLANEOUS	903	172	118	162
ALL OTHER EXPENSES	0	0	0	4
LABOR SUBTOTALS	1,645	1,816	1,745	2,019
NON-LABOR SUBTOTALS	2,066	1,127	1,270	1,431
LESS EXPENSE TRANSFERS	0	0	0	-19
OPERATING TOTALS	3,711	2,943	3,015	3,431
CAPITAL/GRANT TOTALS	NA	NA	NA	41
DEPARTMENTAL TOTALS	NA	NA	NA	3,472

CUSTOMER RELATIONS: NO. 4800

BUDGET SUMMARY						% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 BUD	
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO	
					FY '84 PROP	
*OPERATING (\$000)	2,832	3,032	3,084	3,315		7%
*CAPITAL/GRANT (\$000)	NA	NA	NA	1		NA
*TOTAL EXPEND. (\$000)	NA	NA	NA	3,316		NA
*STAFFING	133.0	131.0	131.0	131.0		0%

The Customer Relations Department is assigned the basic responsibility of providing patrons, the general public and elected officials an easy access into the District. In the Passenger Services Section contact is made by telephone, correspondence and visits by the public to present a request, complaint, general input or an inquiry. The Section prepares correspondence concerning service related inquiries for the signature of the District's Board of Directors, the General Manager and District staff. The Telephone Information Center provides travel information to callers inquiring as to bus routes, schedules, fares and tariff restrictions.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

The Telephone Information Center and Passenger Services Section have been combined to form the Customer Relations Department. Capital/Grant funds have been included for office equipment.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To develop a program for instructional purposes to meet the Department's full-system computerization needs by the end of the third quarter.
- o To conduct a CCIS Training Program for Information Clerks on an on-going basis assuring that all clerks are qualified within four weeks of achieving permanent status.
- o To develop an Olympics instructional guide to facilitate training for the dissemination of Olympic travel information by the end of the third quarter.

CUSTOMER RELATIONS: NO. 4800

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration/PL & PD	1.0	1.0	2.0	55	3	0	58
Passenger Inquiries	3.0	12.0	15.0	366	16	0	382
Administration	6.0	1.0	7.0	195	19	-1	213
Telephone Information	10.0	94.0	104.0	2,352	210	0	2,562
Instruction	3.0	0.0	3.0	95	5	0	100
TOTALS	23.0	108.0	131.0	3,063	253	-1	3,315

CUSTOMER RELATIONS: NO. 4800

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	686	763	755	807
CONTRACT WAGES	1,863	2,020	1,951	2,256
TRAINING & OTHER FRINGE BENEFITS	1	2	4	4
SERVICES	91	109	87	42
MATERIALS & SUPPLIES	11	20	19	20
TELEPHONE & OTHER UTILITIES	163	94	228	158
TRAVEL & OTHER MISCELLANEOUS	2	6	15	9
ALL OTHER EXPENSES	15	18	25	20
LABOR SUBTOTALS	2,549	2,783	2,706	3,063
NON-LABOR SUBTOTALS	283	249	378	253
LESS EXPENSE TRANSFERS	0	0	0	-1
OPERATING TOTALS	2,832	3,032	3,084	3,315
CAPITAL/GRANT TOTALS	NA	NA	NA	1
DEPARTMENTAL TOTALS	NA	NA	NA	3,316

ASSISTANT GENERAL MANAGER FOR GOVERNMENT AND COMMUNITY AFFAIRS: NO. 5099

BUDGET SUMMARY						% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 BUD	
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO	
					FY '84 PROP	
*OPERATING (\$000)	0	0	0	102	NA	
*CAPITAL/GRANT (\$000)	NA	NA	NA	0	NA	
*TOTAL EXPEND. (\$000)	NA	NA	NA	102	NA	
*STAFFING	0.0	0.0	0.0	2.0	NA	

The Assistant General Manager for Government and Community Affairs has the responsibility of insuring a positive working relationship between the District and the Federal, State and local governments, public agencies, and private sector organizations as well as community groups. This responsibility extends across a broad range of policy issues and implementation measures which have a direct effect upon the current and future direction of the District.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

The creation of this Department is part of the General Manager's reorganization plan.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To assure that the District successfully obtains an equitable share of Federal and State funding.
- o To assure that the District obtains interest and commitment on the part of local governments and communities for improved public transportation.

ASSISTANT GENERAL MANAGER FOR GOVERNMENT AND COMMUNITY AFFAIRS: NO. 5099

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration	2.0	0.0	2.0	95	7	0	102
TOTALS	2.0	0.0	2.0	95	7	0	102

ASSISTANT GENERAL MANAGER FOR GOVERNMENT AND COMMUNITY AFFAIRS: NO. 5099

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	0	0	0	95
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	0	0	0	0
SERVICES	0	0	0	0
MATERIALS & SUPPLIES	0	0	0	1
TELEPHONE & OTHER UTILITIES	0	0	0	1
TRAVEL & OTHER MISCELLANEOUS	0	0	0	5
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	0	0	0	95
NON-LABOR SUBTOTALS	0	0	0	7
LESS EXPENSE TRANSFERS	0	0	0	0
OPERATING TOTALS	0	0	0	102
CAPITAL/GRANT TOTALS	NA	NA	NA	0
DEPARTMENTAL TOTALS	NA	NA	NA	102

GOVERNMENT AFFAIRS: NO. 5100

BUDGET SUMMARY						% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 RUD	
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO	FY '84 PROP
*OPERATING (\$000)	NA	370	392	362		-7%
*CAPITAL/GRANT (\$000)	NA	NA	NA	0		NA
*TOTAL EXPEND. (\$000)	NA	NA	NA	362		NA
*STAFFING	5.0	5.0	6.0	6.0		0%

The Government Affairs Unit is responsible for federal, state, and regional relations. The Department is also involved in policy development which includes the establishment of long and short term strategic planning as it affects the District.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

The Government Affairs Unit was a part of the Administration Department and is now a separate Department.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To assure that Federal appropriations levels for Fiscal Year 1984 match authorizations levels in the Surface Transportation Assistance Act of 1982.
- o To generate \$178 million in Section 3 monies for the Metro Rail Project.
- o To assure that the Transportation, Planning and Development Account funds are funded at Fiscal Year 1984 levels.
- o To generate an estimated \$38.5 million from State and local sources to match Federal funding for Metro Rail.
- o To maintain on-going government liaison between the District and governmental agencies assigned to the department.

GOVERNMENT AFFAIRS: NO. 5100

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration	2.0	0.0	2.0	73	15	0	88
Government Liaison	3.0	0.0	3.0	121	114	0	235
Policy Analysis	1.0	0.0	1.0	35	4	0	39
TOTALS	6.0	0.0	6.0	229	133	0	362

GOVERNMENT AFFAIRS: NO. 5100

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	0	253	269	229
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	0	2	3	3
SERVICES	0	69	64	75
MATERIALS & SUPPLIES	0	2	2	2
TELEPHONE & OTHER UTILITIES	0	18	15	17
TRAVEL & OTHER MISCELLANEOUS	0	26	39	36
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	0	253	269	229
NON-LABOR SUBTOTALS	0	117	123	133
LESS EXPENSE TRANSFERS	0	.0	0	0
OPERATING TOTALS	0	370	392	362
CAPITAL/GRANT TOTALS	NA	NA	NA	0
DEPARTMENTAL TOTALS	NA	NA	NA	362

COMMUNITY RELATIONS: NO. 5500

BUDGET SUMMARY						% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 RUD	
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO	FY '84 PROP
*OPERATING (\$000)	137	903	696	451	-35%	
*CAPITAL/GRANT (\$000)	NA	NA	NA	451	NA	
*TOTAL EXPEND. (\$000)	NA	NA	NA	902	NA	
*STAFFING	12.0	18.0	14.0	19.0	36%	

The Community Relations Department is responsible for developing local understanding and support for District programs, policies and service improvement proposals and to keep the community informed of important transit-related developments.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

Four positions were approved and filled subsequent to the Fiscal Year 1983 budget adoption. Additional clerical support is included in this budget. Capital/Grant funds have been included for Metro Rail-related support.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To meet with representatives of each member of the Los Angeles City Council, Board of Supervisors, SCAG, LACTC and municipal operators monthly.
- o To increase contact with community opinion leaders who have a potential interest in transit operations and development by 40% in Fiscal Year 1984.
- o To hold a minimum of one monthly meeting of the Citizen Panel on Transit Development in each sector commencing January 1984.
- o To expand the Operation Teamwork Program to the City of Inglewood by the end of the second quarter.
- o To implement an Ambassador Program by the end of the second quarter.

COMMUNITY RELATIONS: NO. 5500

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration	3.0	0.0	3.0	64	7	0	71
Transit Operation	7.0	0.0	7.0	186	46	0	232
Metro Rail Project	7.0	0.0	7.0	246	205	-451	0
Coordination/Special Projects	2.0	0.0	2.0	78	70	0	148
TOTALS	19.0	0.0	19.0	574	328	-451	451

COMMUNITY RELATIONS: NO. 5500

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	133	619	406	574
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	0	0	0	4
SERVICES	0	121	164	66
MATERIALS & SUPPLIES	2	102	90	153
TELEPHONE & OTHER UTILITIES	0	7	7	7
TRAVEL & OTHER MISCELLANEOUS	2	54	29	98
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	133	619	406	574
NON-LABOR SUBTOTALS	4	284	290	328
LESS EXPENSE TRANSFERS	0	0	0	-451
OPERATING TOTALS	137	903	696	451
CAPITAL/GRANT TOTALS	NA	NA	NA	451
DEPARTMENTAL TOTALS	NA	NA	NA	902

ASSISTANT GENERAL MANAGER FOR EQUAL OPPORTUNITY: NO. 6099

BUDGET SUMMARY							% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83	FY '84	BUD
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO	PROP	*
*OPERATING (\$000)	0	NA	0	102	NA		*
*CAPITAL/GRANT (\$000)	NA	NA	NA	0	NA		*
*TOTAL EXPEND. (\$000)	NA	NA	NA	102	NA		*
*STAFFING	0.0	1.0	0.0	2.0	NA		*

This Assistant General Manager is responsible for the management of both the Human Relations and Training Departments. It is the responsibility of this Department to insure that the District's goals and objectives are met in equal employment opportunity, minority business development, Title VI planning, Section 504 implementation, and the planning and implementation of training and retraining programs.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

Fiscal Year 1984 will be the first full year of operation for the Office of the Assistant General Manager for Equal Opportunity.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To develop and implement the District's EEO and MBE plans.
- o To insure the District's compliance with all State, Federal, and local regulations and SCRTD Board Policy with respect to EEO, MBE, and the elderly and handicapped.
- o To insure non-discrimination in all District contracting and employment activities.
- o To develop and implement a master plan for all District training activities.
- o To develop and implement a minority training program for middle-management.
- o To develop and implement in-house training programs to meet the needs of the departments in training and retraining.
- o To provide the opportunity for District employees to participate in training programs which prepare them for promotion and meet the District's future personnel needs.

ASSISTANT GENERAL MANAGER FOR EQUAL OPPORTUNITY: NO. 6099

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration	2.0	0.0	2.0	95	7	0	102
TOTALS	2.0	0.0	2.0	95	7	0	102

ASSISTANT GENERAL MANAGER FOR EQUAL OPPORTUNITY: NO. 6099

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	0	0	0	95
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	0	0	0	0
SERVICES	0	0	0	0
MATERIALS & SUPPLIES	0	0	0	1
TELEPHONE & OTHER UTILITIES	0	0	0	1
TRAVEL & OTHER MISCELLANEOUS	0	0	0	5
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	0	0	0	95
NON-LABOR SUBTOTALS	0	0	0	7
LESS EXPENSE TRANSFERS	0	0	0	0
OPERATING TOTALS	0	0	0	102
CAPITAL/GRANT TOTALS	NA	NA	NA	0
DEPARTMENTAL TOTALS	NA	NA	NA	102

HUMAN RELATIONS: NO. 6100

BUDGET SUMMARY						% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83	FY '84
	ACTUAL	ESTIMATED	RUDGETED	PROPOSED	TO	PROP
					FY '84	
*OPERATING (\$000)	307	309	328	275	-16%	
*CAPITAL/GRANT (\$000)	NA	NA	NA	0	NA	
*TOTAL EXPEND. (\$000)	NA	NA	NA	275	NA	
*STAFFING	10.0	10.0	10.0	8.0	-20%	

The Human Relations Department has the responsibility for the District's overall equal opportunity effort including the monitoring of personnel policies and practices, the development and implementation of an EEO complaint procedure and MBE development activities in all District contracting actions. This department also monitors Title VI planning and Section 504 mandates. These responsibilities are set forth in Federal and State laws and regulations and are supported by the policy of the District's Board.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

The Manager of Human Relations was appointed a Special Assistant to the General Manager. Funds for him and his secretary were transferred to the General Manager's budget.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To implement an annual MBE/WBE program which provides for the maximum practical participation of such firms in the District's procurement process.
- o To maintain an annual MBE/WBE program which equals 18% of the District's total dollars expended in Fiscal Year 1984.
- o To insure non-discrimination in all District contracts through contract compliance on all annual contracts and vendors with contracts in excess of \$50,000.
- o To monitor Section 504 compliance for the elderly and handicapped for Title VI planning.

HUMAN RELATIONS: NO. 6100

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Minority Business	2.5	0.0	2.5	81	9	0	90
Contract Compliance	2.5	0.0	2.5	81	9	0	90
Equal Employment	3.0	0.0	3.0	87	8	0	95
TOTALS	8.0	0.0	8.0	249	26	0	275

HUMAN RELATIONS: NO. 6100

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	280	291	298	249
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	0	0	1	2
SERVICES	6	1	4	3
MATERIALS & SUPPLIES	6	2	5	4
TELEPHONE & OTHER UTILITIES	7	10	8	6
TRAVEL & OTHER MISCELLANEOUS	8	5	12	11
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	280	291	298	249
NON-LABOR SUBTOTALS	27	18	30	26
LESS EXPENSE TRANSFERS	0	0	0	0
OPERATING TOTALS	307	309	328	275
CAPITAL/GRANT TOTALS	NA	NA	NA	0
DEPARTMENTAL TOTALS	NA	NA	NA	275

EMPLOYEE EDUCATION, TRAINING AND DEVELOPMENT: NO. 6300

BUDGET SUMMARY					% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 BUD
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO
					FY '84 PROP
*OPERATING (\$000)	842	655	1,288	1,359	6%
*CAPITAL/GRANT (\$000)	NA	NA	NA	0	NA
*TOTAL EXPEND. (\$000)	NA	NA	NA	1,359	NA
*STAFFING	15.0	15.0	15.0	39.0	160%

The Employee Education, Training and Development Department has the responsibility for meeting the training and staff development needs of the District. Through the activities of this department the District is able to develop the skills, knowledge and attitudes of its employees in an effort to develop its future productivity needs.

This Department is also responsible for providing education and training programs for District employees which will help them qualify for promotional opportunities to meet the District's increased skill needs and to fulfill our federal mandates for improved opportunities for minority and women employees.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

Twenty-four new trainee positions are included for the Affirmative Action Career Development project.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To develop and implement a training program which will facilitate the placement of minorities and women in 12 managerial and 12 professional positions.
- o To develop a training plan which will identify long-range needs of the District and which will identify the actions needed to meet these needs.
- o To develop and implement training programs that will specifically address the training and retraining requirements of the District's departments.
- o To develop training programs which will provide advancement opportunities for District employees in correlation with the District's personnel needs.

EMPLOYEE EDUCATION, TRAINING AND DEVELOPMENT: NO. 6300

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration	3.0	0.0	3.0	102	39	0	141
Specialized Training	3.0	0.0	3.0	111	136	0	247
Career Development	7.0	0.0	7.0	141	59	0	200
Minority Development	25.0	0.0	25.0	578	118	0	696
Retraining	1.0	0.0	1.0	26	49	0	75
TOTALS	39.0	0.0	39.0	958	401	0	1,359

EMPLOYEE EDUCATION, TRAINING AND DEVELOPMENT: NO. 6300

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	361	384	408	958
CONTRACT WAGES	1	0	0	0
TRAINING & OTHER FRINGE BENEFITS	292	247	204	294
SERVICES	150	1	651	66
MATERIALS & SUPPLIES	15	5	6	6
TELEPHONE & OTHER UTILITIES	8	9	6	9
TRAVEL & OTHER MISCELLANEOUS	15	9	13	26
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	362	384	408	958
NON-LABOR SUBTOTALS	480	271	880	401
LESS EXPENSE TRANSFERS	0	0	0	0
OPERATING TOTALS	842	655	1,288	1,359
CAPITAL/GRANT TOTALS	NA	NA	NA	0
DEPARTMENTAL TOTALS	NA	NA	NA	1,359

CONTROLLER-TREASURER-AUDITOR: NO. 7099

BUDGET SUMMARY						% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83	FY '84
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	BUD	PROP
					TO	
*OPERATING (\$000)	402	410	409	740	81%	
*CAPITAL/GRANT (\$000)	NA	NA	NA	140	NA	
*TOTAL EXPEND. (\$000)	NA	NA	NA	880	NA	
*STAFFING	7.0	9.5	7.0	11.0	57%	

The Department oversees the Accounting and Fiscal, Data Processing and Insurance organizations to insure ability to support the operating and capital plans for the District.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

Four positions have been added to support Metro Rail contract audit activities. Capital/Grant funds are included for Metro Rail-related support.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To pursue borrowing and lending programs to assure available funds to carry out bus and rail programs.
- o To carry out an aggressive audit program to support operating and capital programs with emphasis on audit of cost-type proposals and contracts.

CONTROLLER-TREASURER-AUDITOR: NO. 7099

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration	2.0	0.0	2.0	91	440	0	531
Internal Audit	3.6	0.0	3.6	114	15	0	129
Investment Management	1.0	0.0	1.0	75	5	0	80
Metro Rail Support	4.4	0.0	4.4	126	14	-140	0
TOTALS	11.0	0.0	11.0	406	474	-140	740

CONTROLLER-TREASURER-AUDITOR: NO. 7099

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	229	239	242	406
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	2	1	2	3
SERVICES	154	150	146	414
MATERIALS & SUPPLIES	2	2	2	7
TELEPHONE & OTHER UTILITIES	7	8	9	14
TRAVEL & OTHER MISCELLANEOUS	8	10	8	36
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	229	239	242	406
NON-LABOR SUBTOTALS	173	171	167	474
LESS EXPENSE TRANSFERS	0	0	0	-140
OPERATING TOTALS	402	410	409	740
CAPITAL/GRANT TOTALS	NA	NA	NA	140
DEPARTMENTAL TOTALS	NA	NA	NA	880

ACCOUNTING AND FISCAL: NO. 7100

BUDGET SUMMARY						% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 BUD	
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO	
					FY '84 PROP	
*OPERATING (\$000)	2,973	2,619	2,801	3,278		17%
*CAPITAL/GRANT (\$000)	NA	NA	NA	455		NA
*TOTAL EXPEND. (\$000)	NA	NA	NA	3,733		NA
*STAFFING	152.0	109.0	102.0	114.0		12%

The Accounting and Fiscal Department is responsible for maintaining accurate fiscal records and summarizing, reviewing, and analyzing present and past financial transactions. Specifically, it administers the payroll systems of the District to include appropriate reporting to State and Federal agencies; it is responsible for the proper and timely payment of all District obligations; it develops and implements accounting policies and practices to insure internal control over revenues and expenditures; and compiles statistical data for management and user departments provided in meaningful financial reports.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

Staff has been added to the Department to assume responsibility for centralized bus operator timekeeping, which was formerly performed by the Transportation Department. Capital/Grant funds are included for cash counting equipment and office furniture.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To implement the Accounts Payable and General Ledger systems of TRANSMIS I and initiate the Payroll system of TRANSMIS II.
- o To achieve a 10% reduction in frequency of industrial injuries in the Central Cash Counting Office.
- o To develop and implement training programs within the Department to meet the skill requirements of new and developing systems.
- o To develop and implement accounting procedures to support Olympics service programs and increased revenues from Proposition A cities service supplements.

ACCOUNTING AND FISCAL: NO. 7100

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Payroll	3.0	31.0	34.0	823	44	-30	837
Accounts Payable	2.0	16.0	18.0	448	28	0	476
Cash Counting	4.0	30.0	34.0	779	21	0	800
General Accounting	10.0	4.0	14.0	410	156	0	566
Cashier	4.0	0.0	4.0	130	9	0	139
Administration	5.0	0.0	5.0	184	147	0	331
Prepaid Revenue	0.0	5.0	5.0	121	8	0	129
TOTALS	28.0	86.0	114.0	2,895	413	-30	3,278

ACCOUNTING AND FISCAL: NO. 7100

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	780	863	879	927
CONTRACT WAGES	1,922	1,610	1,706	1,968
TRAINING & OTHER FRINGE BENEFITS	4	1	7	15
SERVICES	148	64	122	275
MATERIALS & SUPPLIES	104	49	65	86
TELEPHONE & OTHER UTILITIES	12	19	14	21
TRAVEL & OTHER MISCELLANEOUS	3	13	8	16
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	2,702	2,473	2,585	2,895
NON-LABOR SUBTOTALS	271	146	216	413
LESS EXPENSE TRANSFERS	0	0	0	-30
OPERATING TOTALS	2,973	2,619	2,801	3,278
CAPITAL/GRANT TOTALS	NA	NA	NA	455
DEPARTMENTAL TOTALS	NA	NA	NA	3,733

DATA PROCESSING: NO. 7200

BUDGET SUMMARY						% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83	FY '84
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	BUD	PROP
					TO	
*OPERATING (\$000)	2,812	3,388	3,776	5,480	45%	
*CAPITAL/GRANT (\$000)	NA	NA	NA	10,241	NA	
*TOTAL EXPEND. (\$000)	NA	NA	NA	15,721	NA	
*STAFFING	80.0	89.0	89.5	100.0	12%	

The Data Processing Department is responsible for the development, maintenance and technical support of the computer activities which serve all District departments.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

Staff has been added to support the expansion in hardware and software related to the TRANSMIS and CCIS projects. Capital/Grant funds are included for hardware/software related to the TRANSMIS and CCIS projects.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To continue the implementation of the TRANSMIS I project which includes VMS, Purchasing, Accounting, and Materials Management applications. Targeted completion date of this project is August 1984.
- o To complete the selection phase of the TRANSMIS II project by December 31, 1983 and begin implementation of related applications. This project is targeted for completion in early Fiscal Year 1986.
- o To commence the implementation of the CCIS project in July 1983.

DATA PROCESSING: NO. 7200

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Operations & Technical Support	13.4	18.7	32.1	638	1,944	0	2,582
Payroll-Personnel-Accounting	7.9	0.0	7.9	233	123	0	356
VMS/MMS	9.0	0.0	9.0	348	1,723	-1,397	674
Direction & Data Base Administration	1.1	0.0	1.1	52	546	-500	98
Scheduling, Planning, Transportation Support	6.2	0.0	6.2	303	869	-810	362
Special Projects/Minicomputer	4.6	0.0	4.6	166	77	0	243
TRANSMIS I	8.0	9.2	17.2	609	3,885	-3,863	631
TRANSMIS II	5.9	2.6	8.5	288	1,838	-1,818	308
CCIS	4.2	2.3	6.5	226	1,618	-1,618	226
Metro Rail	3.7	3.2	6.9	206	29	-235	0
TOTALS	64.0	36.0	100.0	3,069	12,652	-10,241	5,480

Revised 9/6/83

DATA PROCESSING: NO. 7200

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	1,108	1,426	1,711	2,411
CONTRACT WAGES	670	753	722	658
TRAINING & OTHER FRINGE BENEFITS	4	2	0	81
SERVICES	565	754	890	7,189
MATERIALS & SUPPLIES	279	238	192	316
TELEPHONE & OTHER UTILITIES	62	42	61	46
TRAVEL & OTHER MISCELLANEOUS	53	33	66	80
ALL OTHER EXPENSES	71	140	134	4,940
LABOR SUBTOTALS	1,778	2,179	2,433	3,069
NON-LABOR SUBTOTALS	1,034	1,209	1,343	12,652
LESS EXPENSE TRANSFERS	0	0	0	-10,241
OPERATING TOTALS	2,812	3,388	3,776	5,480
CAPITAL/GRANT TOTALS	NA	NA	NA	10,241
DEPARTMENTAL TOTALS	NA	NA	NA	15,721

INSURANCE: NO. 7400

BUDGET SUMMARY							% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83	FY '84	
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	BUD	PROP	
					TO		
*OPERATING (\$000)	201	242	263	308			17%
*CAPITAL/GRANT (\$000)	NA	NA	NA	70			NA
*TOTAL EXPEND. (\$000)	NA	NA	NA	378			NA
*STAFFING	7.0	7.0	7.0	7.0			0%

The Office of Insurance purchases, manages and administers all insurance programs, including all claims administration and audit contracts.

The Office collects monies from persons damaging District property, administers all contractor/vendor insurance requirements, maintains a liaison with all transit properties and public agencies, and recommends and reviews legislation which may impact the District's insurance program. Finally, the Office of Insurance generates various monthly and semi-annual financial reports, in order to define the District's claims experience in terms of incurred losses, sums paid, outstanding reserves, claims volume, claims frequency, average paid values, types of losses, etc.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

The Department plans to partially automate property damage subrogation collections. The cost of Workers' Compensation and insurance premiums which were shown in this Department's budget in prior years are now shown in the Non-Departmental. Capital/Grant funds are included for brokerage costs associated with the purchase of comprehensive insurance which must be in place by May 1, 1984 for the Metro Rail Project.

INSURANCE: NO. 7400

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To defend the District against Public Liability and Property Damage claims in accordance with established laws of negligence and the Fair Claims Practices Act, at a cost not to exceed legal requirements.
- o To provide all employees with necessary medical care and other Workers' Compensation entitlement benefits, including Vocational Rehabilitation, at a cost not to exceed legal requirements.
- o To request an independent claims audit every 18-24 months including one in Fiscal Year 1984.
- o To provide management staff with cost and statistical information related to Workers' Compensation losses to give them the information necessary to develop an accident-prevention program.
- o To develop a Metro Rail "Wrap-up" Insurance Program, and to have this program in place by May 1, 1984.
- o To perform monthly and quarterly trend analysis, in both Workers' Compensation and Public Liability and Property Damage, in order to anticipate funding needs for these programs.

INSURANCE: NO. 7400

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Public Liability & Property Damage	0.8	0.0	0.8	23	100	-70	53
Workers' Compensation	3.4	0.5	3.9	127	33	0	160
Property Damage Subrogation	1.1	0.5	1.6	58	3	0	61
Administration	0.7	0.0	0.7	23	11	0	34
TOTALS	6.0	1.0	7.0	231	147	-70	308

INSURANCE: NO. 7400

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	172	196	181	212
CONTRACT WAGES	6	12	18	19
TRAINING & OTHER FRINGE BENEFITS	2	1	2	0
SERVICES	4	18	51	121
MATERIALS & SUPPLIES	9	6	3	15
TELEPHONE & OTHER UTILITIES	3	4	2	5
TRAVEL & OTHER MISCELLANEOUS	5	5	6	6
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	178	208	199	231
NON-LABOR SUBTOTALS	23	34	64	147
LESS EXPENSE TRANSFERS	0	0	0	-70
OPERATING TOTALS	201	242	263	308
CAPITAL/GRANT TOTALS	NA	NA	NA	70
DEPARTMENTAL TOTALS	NA	NA	NA	378

ASSISTANT GENERAL MANAGER FOR TRANSIT SYSTEMS DEVELOPMENT: NO. 8099

BUDGET SUMMARY					% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 BUD TO FY '84 PROP
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	
*OPERATING (\$000)	0	NA	0	29	NA
*CAPITAL/GRANT (\$000)	NA	NA	NA	83	NA
*TOTAL EXPEND. (\$000)	NA	NA	NA	112	NA
*STAFFING	0.0	1.0	0.0	2.0	NA

The Assistant General Manager for Transit Systems Development Department is charged with overseeing capital facilities and program development for both bus and rail transit activities. This encompasses all activities related to physical plant improvements, development of new systems and the responsibility for meeting all costs and schedule objectives developed for each activity.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

Fiscal Year 1984 will be the first full year of operation for the Office of the Assistant General Manager for Transit Systems Development. Capital/Grant funds have been included for Metro Rail-related support.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To initiate and maintain support systems to assure planned bus and rail activities are accomplished on schedule.
- o To arrange for the necessary consultant services to meet project demands.
- o To assure that appropriate staffing levels are maintained.

ASSISTANT GENERAL MANAGER FOR TRANSIT SYSTEMS DEVELOPMENT: NO. 8099

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration	2.0	0.0	2.0	105	7	-83	29
TOTALS	2.0	0.0	2.0	105	7	-83	29

ASSISTANT GENERAL MANAGER FOR TRANSIT SYSTEMS DEVELOPMENT: NO. 8099

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	0	0	0	105
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	0	0	0	0
SERVICES	0	0	0	0
MATERIALS & SUPPLIES	0	0	0	1
TELEPHONE & OTHER UTILITIES	0	0	0	1
TRAVEL & OTHER MISCELLANEOUS	0	0	0	5
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	0	0	0	105
NON-LABOR SUBTOTALS	0	0	0	7
LESS EXPENSE TRANSFERS	0	0	0	-83
OPERATING TOTALS	0	0	0	29
CAPITAL/GRANT TOTALS	NA	NA	NA	83
DEPARTMENTAL TOTALS	NA	NA	NA	112

METRO RAIL: NO. 8100

BUDGET SUMMARY						% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 BUD	
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO	FY '84 PROP
*OPERATING (\$000)	0	0	0	0	0%	
*CAPITAL/GRANT (\$000)	1,355	19,779	13,964	130,180	832%	
*TOTAL EXPEND. (\$000)	1,355	19,779	13,964	130,180	832%	
*STAFFING	28.0	36.0	50.0	110.5	121%	

The Metro Rail Department is responsible for the design and construction of a rapid rail transit system for the Los Angeles Regional Core.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

Two additional Sections, Construction Management and Real Estate, will be added to the Department in Fiscal Year 1984. Sixty and one-half (60.5) additional positions have been added to facilitate Metro Rail development. These additions include the transfer of two and one-half positions from Bus Facilities. Capital/Grant funds support the entire Metro Rail Project.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To initiate and maintain on schedule all Continuing Preliminary Engineering activities.
- o To award the Construction Management Contract for assistance in design review and construction management by the end of the fiscal year.
- o To obtain approval of the Second Tier EIS/EIR from UMTA in October 1983.
- o To commence real estate acquisition and secure necessary parcels prior to the start of construction contracts.

METRO RAIL: NO. 8100

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
System Design and Analysis	21.0	0.0	21.0	690	2,354	-3,044	0
Fixed Facilities	42.0	0.0	42.0	1,912	1,119	-3,031	0
Office of Program Control	19.0	0.0	19.0	605	582	-1,187	0
Real Estate	16.5	0.0	16.5	619	42,257	-42,876	0
Construction	4.0	0.0	4.0	175	2654	-2,829	0
Administration	6.0	2.0	8.0	226	76,987	-77,213	0
TOTALS	108.5	2.0	110.5	4,227	125,953	-130,180	0

HUMAN RELATIONS: NO. 6100

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Minority Business	2.5	0.0	2.5	81	9	0	90
Contract Compliance	2.5	0.0	2.5	81	9	0	90
Equal Employment	3.0	0.0	3.0	87	8	0	95
TOTALS	8.0	0.0	8.0	249	26	0	275

HUMAN RELATIONS: NO. 6100

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	280	291	298	249
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	0	0	1	2
SERVICES	6	1	4	3
MATERIALS & SUPPLIES	6	2	5	4
TELEPHONE & OTHER UTILITIES	7	10	8	6
TRAVEL & OTHER MISCELLANEOUS	8	5	12	11
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	280	291	298	249
NON-LABOR SUBTOTALS	27	18	30	26
LESS EXPENSE TRANSFERS	0	0	0	0
OPERATING TOTALS	307	309	328	275
CAPITAL/GRANT TOTALS	NA	NA	NA	0
DEPARTMENTAL TOTALS	NA	NA	NA	275

EMPLOYEE EDUCATION, TRAINING AND DEVELOPMENT: NO. 6300

BUDGET SUMMARY					% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 BUD TO FY '84 PROP
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	
*OPERATING (\$000)	842	655	1,288	1,359	6%
*CAPITAL/GRANT (\$000)	NA	NA	NA	0	NA
*TOTAL EXPEND. (\$000)	NA	NA	NA	1,359	NA
*STAFFING	15.0	15.0	15.0	39.0	160%

The Employee Education, Training and Development Department has the responsibility for meeting the training and staff development needs of the District. Through the activities of this department the District is able to develop the skills, knowledge and attitudes of its employees in an effort to develop its future productivity needs.

This Department is also responsible for providing education and training programs for District employees which will help them qualify for promotional opportunities to meet the District's increased skill needs and to fulfill our federal mandates for improved opportunities for minority and women employees.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

Twenty-four new trainee positions are included for the Affirmative Action Career Development project.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To develop and implement a training program which will facilitate the placement of minorities and women in 12 managerial and 12 professional positions.
- o To develop a training plan which will identify long-range needs of the District and which will identify the actions needed to meet these needs.
- o To develop and implement training programs that will specifically address the training and retraining requirements of the District's departments.
- o To develop training programs which will provide advancement opportunities for District employees in correlation with the District's personnel needs.

EMPLOYEE EDUCATION, TRAINING AND DEVELOPMENT: NO. 6300

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration	3.0	0.0	3.0	102	39	0	141
Specialized Training	3.0	0.0	3.0	111	136	0	247
Career Development	7.0	0.0	7.0	141	59	0	200
Minority Development	25.0	0.0	25.0	578	118	0	696
Retraining	1.0	0.0	1.0	26	49	0	75
TOTALS	39.0	0.0	39.0	958	401	0	1,359

EMPLOYEE EDUCATION, TRAINING AND DEVELOPMENT: NO. 6300

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	361	384	408	958
CONTRACT WAGES	1	0	0	0
TRAINING & OTHER FRINGE BENEFITS	292	247	204	294
SERVICES	150	1	651	66
MATERIALS & SUPPLIES	15	5	6	6
TELEPHONE & OTHER UTILITIES	8	9	6	9
TRAVEL & OTHER MISCELLANEOUS	15	9	13	26
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	362	384	408	958
NON-LABOR SUBTOTALS	480	271	880	401
LESS EXPENSE TRANSFERS	0	0	0	0
OPERATING TOTALS	842	655	1,288	1,359
CAPITAL/GRANT TOTALS	NA	NA	NA	0
DEPARTMENTAL TOTALS	NA	NA	NA	1,359

CONTROLLER-TREASURER-AUDITOR: NO. 7099

BUDGET SUMMARY							% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 BUD		
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO		
					FY '84	PROP	
* OPERATING (\$000)	402	410	409	740	81%		
* CAPITAL/GRANT (\$000)	NA	NA	NA	140	NA		
* TOTAL EXPEND. (\$000)	NA	NA	NA	880	NA		
* STAFFING	7.0	9.5	7.0	11.0	57%		

The Department oversees the Accounting and Fiscal, Data Processing and Insurance organizations to insure ability to support the operating and capital plans for the District.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

Four positions have been added to support Metro Rail contract audit activities. Capital/Grant funds are included for Metro Rail-related support.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To pursue borrowing and lending programs to assure available funds to carry out bus and rail programs.
- o To carry out an aggressive audit program to support operating and capital programs with emphasis on audit of cost-type proposals and contracts.

CONTROLLER-TREASURER-AUDITOR: NO. 7099

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration	2.0	0.0	2.0	91	440	0	531
Internal Audit	3.6	0.0	3.6	114	15	0	129
Investment Management	1.0	0.0	1.0	75	5	0	80
Metro Rail Support	4.4	0.0	4.4	126	14	-140	0
TOTALS	11.0	0.0	11.0	406	474	-140	740

CONTROLLER-TREASURER-AUDITOR: NO. 7099

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	229	239	242	406
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	2	1	2	3
SERVICES	154	150	146	414
MATERIALS & SUPPLIES	2	2	2	7
TELEPHONE & OTHER UTILITIES	7	8	9	14
TRAVEL & OTHER MISCELLANEOUS	8	10	8	36
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	229	239	242	406
NON-LABOR SUBTOTALS	173	171	167	474
LESS EXPENSE TRANSFERS	0	0	0	-140
OPERATING TOTALS	402	410	409	740
CAPITAL/GRANT TOTALS	NA	NA	NA	140
DEPARTMENTAL TOTALS	NA	NA	NA	880

ACCOUNTING AND FISCAL: NO. 7100

BUDGET SUMMARY					% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 RUD
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO
					FY '84 PROP
*OPERATING (\$000)	2,973	2,619	2,801	3,278	17%
*CAPITAL/GRANT (\$000)	NA	NA	NA	455	NA
*TOTAL EXPEND. (\$000)	NA	NA	NA	3,733	NA
*STAFFING	152.0	109.0	102.0	114.0	12%

The Accounting and Fiscal Department is responsible for maintaining accurate fiscal records and summarizing, reviewing, and analyzing present and past financial transactions. Specifically, it administers the payroll systems of the District to include appropriate reporting to State and Federal agencies; it is responsible for the proper and timely payment of all District obligations; it develops and implements accounting policies and practices to insure internal control over revenues and expenditures; and compiles statistical data for management and user departments provided in meaningful financial reports.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

Staff has been added to the Department to assume responsibility for centralized bus operator timekeeping, which was formerly performed by the Transportation Department. Capital/Grant funds are included for cash counting equipment and office furniture.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To implement the Accounts Payable and General Ledger systems of TRANSMIS I and initiate the Payroll system of TRANSMIS II.
- o To achieve a 10% reduction in frequency of industrial injuries in the Central Cash Counting Office.
- o To develop and implement training programs within the Department to meet the skill requirements of new and developing systems.
- o To develop and implement accounting procedures to support Olympics service programs and increased revenues from Proposition A cities service supplements.

ACCOUNTING AND FISCAL: NO. 7100

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Payroll	3.0	31.0	34.0	823	44	-30	837
Accounts Payable	2.0	16.0	18.0	448	28	0	476
Cash Counting	4.0	30.0	34.0	779	21	0	800
General Accounting	10.0	4.0	14.0	410	156	0	566
Cashier	4.0	0.0	4.0	130	9	0	139
Administration	5.0	0.0	5.0	184	147	0	331
Prepaid Revenue	0.0	5.0	5.0	121	8	0	129
TOTALS	28.0	86.0	114.0	2,895	413	-30	3,278

ACCOUNTING AND FISCAL: NO. 7100

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	780	863	879	927
CONTRACT WAGES	1,922	1,610	1,706	1,968
TRAINING & OTHER FRINGE BENEFITS	4	1	7	15
SERVICES	148	64	122	275
MATERIALS & SUPPLIES	104	49	65	86
TELEPHONE & OTHER UTILITIES	12	19	14	21
TRAVEL & OTHER MISCELLANEOUS	3	13	8	16
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	2,702	2,473	2,585	2,895
NON-LABOR SUBTOTALS	271	146	216	413
LESS EXPENSE TRANSFERS	0	0	0	-30
OPERATING TOTALS	2,973	2,619	2,801	3,278
CAPITAL/GRANT TOTALS	NA	NA	NA	455
DEPARTMENTAL TOTALS	NA	NA	NA	3,733

DATA PROCESSING: NO. 7200

BUDGET SUMMARY					% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 BUD
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO
					FY '84 PROP
*OPERATING (\$000)	2,812	3,388	3,776	5,480	45%
*CAPITAL/GRANT (\$000)	NA	NA	NA	10,241	NA
*TOTAL EXPEND. (\$000)	NA	NA	NA	15,721	NA
*STAFFING	80.0	89.0	89.5	100.0	12%

The Data Processing Department is responsible for the development, maintenance and technical support of the computer activities which serve all District departments.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

Staff has been added to support the expansion in hardware and software related to the TRANSMIS and CCIS projects. Capital/Grant funds are included for hardware/software related to the TRANSMIS and CCIS projects.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To continue the implementation of the TRANSMIS I project which includes VMS, Purchasing, Accounting, and Materials Management applications. Targeted completion date of this project is August 1984.
- o To complete the selection phase of the TRANSMIS II project by December 31, 1983 and begin implementation of related applications. This project is targeted for completion in early Fiscal Year 1986.
- o To commence the implementation of the CCIS project in July 1983.

DATA PROCESSING: NO. 7200

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Operations & Technical Support	13.4	18.7	32.1	638	1,944	0	2,582
Payroll-Personnel-Accounting	7.9	0.0	7.9	233	123	0	356
VMS/MMS	9.0	0.0	9.0	348	1,723	-1,397	674
Direction & Data Base Administration	1.1	0.0	1.1	52	546	-500	98
Scheduling, Planning, Transportation Support	6.2	0.0	6.2	303	869	-810	362
Special Projects/Minicomputer	4.6	0.0	4.6	166	77	0	243
TRANSMIS I	8.0	9.2	17.2	609	3,885	-3,863	631
TRANSMIS II	5.9	2.6	8.5	288	1,838	-1,818	308
CCIS	4.2	2.3	6.5	226	1,618	-1,618	226
Metro Rail	3.7	3.2	6.9	206	29	-235	0
TOTALS	64.0	36.0	100.0	3,069	12,652	-10,241	5,480

Revised 9/6/83

DATA PROCESSING: NO. 7200

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	1,108	1,426	1,711	2,411
CONTRACT WAGES	670	753	722	658
TRAINING & OTHER FRINGE BENEFITS	4	2	0	81
SERVICES	565	754	890	7,189
MATERIALS & SUPPLIES	279	238	192	316
TELEPHONE & OTHER UTILITIES	62	42	61	46
TRAVEL & OTHER MISCELLANEOUS	53	33	66	80
ALL OTHER EXPENSES	71	140	134	4,940
LABOR SUBTOTALS	1,778	2,179	2,433	3,069
NON-LABOR SUBTOTALS	1,034	1,209	1,343	12,652
LESS EXPENSE TRANSFERS	0	0	0	-10,241
OPERATING TOTALS	2,812	3,388	3,776	5,480
CAPITAL/GRANT TOTALS	NA	NA	NA	10,241
DEPARTMENTAL TOTALS	NA	NA	NA	15,721

INSURANCE: NO. 7400

BUDGET SUMMARY					% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 BUD
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO
					FY '84 PROP
*OPERATING (\$000)	201	242	263	308	17%
*CAPITAL/GRANT (\$000)	NA	NA	NA	70	NA
*TOTAL EXPEND. (\$000)	NA	NA	NA	378	NA
*STAFFING	7.0	7.0	7.0	7.0	0%

The Office of Insurance purchases, manages and administers all insurance programs, including all claims administration and audit contracts.

The Office collects monies from persons damaging District property, administers all contractor/vendor insurance requirements, maintains a liaison with all transit properties and public agencies, and recommends and reviews legislation which may impact the District's insurance program. Finally, the Office of Insurance generates various monthly and semi-annual financial reports, in order to define the District's claims experience in terms of incurred losses, sums paid, outstanding reserves, claims volume, claims frequency, average paid values, types of losses, etc.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

The Department plans to partially automate property damage subrogation collections. The cost of Workers' Compensation and insurance premiums which were shown in this Department's budget in prior years are now shown in the Non-Departmental. Capital/Grant funds are included for brokerage costs associated with the purchase of comprehensive insurance which must be in place by May 1, 1984 for the Metro Rail Project.

INSURANCE: NO. 7400

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To defend the District against Public Liability and Property Damage claims in accordance with established laws of negligence and the Fair Claims Practices Act, at a cost not to exceed legal requirements.
- o To provide all employees with necessary medical care and other Workers' Compensation entitlement benefits, including Vocational Rehabilitation, at a cost not to exceed legal requirements.
- o To request an independent claims audit every 18-24 months including one in Fiscal Year 1984.
- o To provide management staff with cost and statistical information related to Workers' Compensation losses to give them the information necessary to develop an accident-prevention program.
- o To develop a Metro Rail "Wrap-up" Insurance Program, and to have this program in place by May 1, 1984.
- o To perform monthly and quarterly trend analysis, in both Workers' Compensation and Public Liability and Property Damage, in order to anticipate funding needs for these programs.

INSURANCE: NO. 7400

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Public Liability & Property Damage	0.8	0.0	0.8	23	100	-70	53
Workers' Compensation	3.4	0.5	3.9	127	33	0	160
Property Damage Subrogation	1.1	0.5	1.6	58	3	0	61
Administration	0.7	0.0	0.7	23	11	0	34
TOTALS	6.0	1.0	7.0	231	147	-70	308

INSURANCE: NO. 7400

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	172	196	181	212
CONTRACT WAGES	6	12	18	19
TRAINING & OTHER FRINGE BENEFITS	2	1	2	0
SERVICES	4	18	51	121
MATERIALS & SUPPLIES	9	6	3	15
TELEPHONE & OTHER UTILITIES	3	4	2	5
TRAVEL & OTHER MISCELLANEOUS	5	5	6	6
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	178	208	199	231
NON-LABOR SUBTOTALS	23	34	64	147
LESS EXPENSE TRANSFERS	0	0	0	-70
OPERATING TOTALS	201	242	263	308
CAPITAL/GRANT TOTALS	NA	NA	NA	70
DEPARTMENTAL TOTALS	NA	NA	NA	378

ASSISTANT GENERAL MANAGER FOR TRANSIT SYSTEMS DEVELOPMENT: NO. 8099

BUDGET SUMMARY							% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83	FY '84	
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO	PROP	
*OPERATING (\$000)	0	NA	0	29	NA		
*CAPITAL/GRANT (\$000)	NA	NA	NA	83	NA		
*TOTAL EXPEND. (\$000)	NA	NA	NA	112	NA		
*STAFFING	0.0	1.0	0.0	2.0	NA		

The Assistant General Manager for Transit Systems Development Department is charged with overseeing capital facilities and program development for both bus and rail transit activities. This encompasses all activities related to physical plant improvements, development of new systems and the responsibility for meeting all costs and schedule objectives developed for each activity.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

Fiscal Year 1984 will be the first full year of operation for the Office of the Assistant General Manager for Transit Systems Development. Capital/Grant funds have been included for Metro Rail-related support.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To initiate and maintain support systems to assure planned bus and rail activities are accomplished on schedule.
- o To arrange for the necessary consultant services to meet project demands.
- o To assure that appropriate staffing levels are maintained.

ASSISTANT GENERAL MANAGER FOR TRANSIT SYSTEMS DEVELOPMENT: NO. 8099

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration	2.0	0.0	2.0	105	7	-83	29
TOTALS	2.0	0.0	2.0	105	7	-83	29

ASSISTANT GENERAL MANAGER FOR TRANSIT SYSTEMS DEVELOPMENT: NO. 8099

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	0	0	0	105
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	0	0	0	0
SERVICES	0	0	0	0
MATERIALS & SUPPLIES	0	0	0	1
TELEPHONE & OTHER UTILITIES	0	0	0	1
TRAVEL & OTHER MISCELLANEOUS	0	0	0	5
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	0	0	0	105
NON-LABOR SUBTOTALS	0	0	0	7
LESS EXPENSE TRANSFERS	0	0	0	-83
OPERATING TOTALS	0	0	0	29
CAPITAL/GRANT TOTALS	NA	NA	NA	83
DEPARTMENTAL TOTALS	NA	NA	NA	112

METRO RAIL: NO. 8100

BUDGET SUMMARY						% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83	FY '84
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO	PROP
					FY '84	
* OPERATING (\$000)	0	0	0	0	0%	
* CAPITAL/GRANT (\$000)	1,355	19,779	13,964	130,180	832%	
* TOTAL EXPEND. (\$000)	1,355	19,779	13,964	130,180	832%	
* STAFFING	28.0	36.0	50.0	110.5	121%	

The Metro Rail Department is responsible for the design and construction of a rapid rail transit system for the Los Angeles Regional Core.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

Two additional Sections, Construction Management and Real Estate, will be added to the Department in Fiscal Year 1984. Sixty and one-half (60.5) additional positions have been added to facilitate Metro Rail development. These additions include the transfer of two and one-half positions from Bus Facilities. Capital/Grant funds support the entire Metro Rail Project.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To initiate and maintain on schedule all Continuing Preliminary Engineering activities.
- o To award the Construction Management Contract for assistance in design review and construction management by the end of the fiscal year.
- o To obtain approval of the Second Tier EIS/EIR from UMTA in October 1983.
- o To commence real estate acquisition and secure necessary parcels prior to the start of construction contracts.

METRO RAIL: NO. 8100

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
System Design and Analysis	21.0	0.0	21.0	690	2,354	-3,044	0
Fixed Facilities	42.0	0.0	42.0	1,912	1,119	-3,031	0
Office of Program Control	19.0	0.0	19.0	605	582	-1,187	0
Real Estate	16.5	0.0	16.5	619	42,257	-42,876	0
Construction	4.0	0.0	4.0	175	2654	-2,829	0
Administration	6.0	2.0	8.0	226	76,987	-77,213	0
TOTALS	108.5	2.0	110.5	4,227	125,953	-130,180	0

METRO RAIL: NO. 8100

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	1,306	1,575	1,675	4,190
CONTRACT WAGES	0	1	0	37
TRAINING & OTHER FRINGE BENEFITS	0	1	5	4
SERVICES	44	18,200	11,293	125,497
MATERIALS & SUPPLIES	-2	0	740	272
TELEPHONE & OTHER UTILITIES	0	0	100	105
TRAVEL & OTHER MISCELLANEOUS	2	2	151	75
ALL OTHER EXPENSES	5	0	0	0
LABOR SUBTOTALS	1,306	1,576	1,675	4,227
NON-LABOR SUBTOTALS	49	18,203	12,289	125,953
LESS EXPENSE TRANSFERS	-1,355	-19,779	-13,964	-130,180
OPERATING TOTALS	0	0	0	0
CAPITAL/GRANT TOTALS	1,355	19,779	13,964	130,180
DEPARTMENTAL TOTALS	1,355	19,779	13,964	130,180

Revised 9/6/83

BUS FACILITIES ENGINEERING: NO. 8300

BUDGET SUMMARY					% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 BUD
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO
					FY '84 PROP
*OPERATING (\$000)	1,155	1,625	1,603	781	-51%
*CAPITAL/GRANT (\$000)	NA	NA	NA	48,232	NA
*TOTAL EXPEND. (\$000)	NA	NA	NA	49,013	NA
*STAFFING	38.5	31.5	40.5	35.0	-14%

Bus Facilities Engineering is responsible for all planning, design, and construction of improvements to District facilities not related to the Metro Rail Project. This includes major new facilities as well as reconstruction and rehabilitation of existing facilities. In addition, this department provides engineering support to the Facilities Maintenance Department.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

All of the District's Real Estate activities will be performed by a Real Estate Function transferred to Metro Rail from Bus Facilities. Capital/Grant funds have been included for design and construction of the eight major projects noted in the departmental objectives.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To complete construction of a new Division 10 in East Los Angeles by the end of the fiscal year.
- o To complete construction of a new Division 18 in Carson by the end of the fiscal year.
- o To complete construction of a new maintenance building at Division 5 by the end of the fiscal year.
- o To complete construction of a new transportation building at Division 3 by the end of the fiscal year.

BUS FACILITIES ENGINEERING: NO. 8300

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES (Continued)

- o To complete design and construction of improvements at the Vernon Yard by the end of the fiscal year.
- o To complete reconstruction and rehabilitation of a maintenance building at Division 2 by the end of the fiscal year.
- o To complete design and begin construction of the Central Maintenance Facility by the end of the fiscal year.
- o To complete design of a new service facility and maintenance building at Division 2 by the end of the fiscal year.

RUS FACILITIES ENGINEERING: NO. 8300

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration	4.0	0.0	4.0	144	16	-90	70
Construction	10.0	0.0	10.0	377	102	-263	216
Design	13.0	0.0	13.0	554	188	-387	356
Project Management	3.0	0.0	3.0	115	7	-80	42
Drafting	4.0	1.0	5.0	138	40	-80	98
TOTALS	34.0	1.0	35.0	1,328	353	-900	781

BUS FACILITIES ENGINEERING: NO. 8300

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	984	1,275	1,329	1,305
CONTRACT WAGES	18	21	18	23
TRAINING & OTHER FRINGE BENEFITS	4	8	3	7
SERVICES	85	203	152	241
MATERIALS & SUPPLIES	29	55	64	47
TELEPHONE & OTHER UTILITIES	13	24	13	20
TRAVEL & OTHER MISCELLANEOUS	22	39	24	38
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	1,002	1,296	1,347	1,328
NON-LABOR SUBTOTALS	153	329	256	353
LESS EXPENSE TRANSFERS	0	0	0	-900
OPERATING TOTALS	1,155	1,625	1,603	781
CAPITAL/GRANT TOTALS	NA	NA	NA	48,232
DEPARTMENTAL TOTALS	NA	NA	NA	49,013

ASSISTANT GENERAL MANAGER FOR MANAGEMENT: NO. 9099

BUDGET SUMMARY					% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 BUD
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO
					FY '84 PROP
*OPERATING (\$000)	0	58	0	102	NA
*CAPITAL/GRANT (\$000)	NA	NA	NA	0	NA
*TOTAL EXPEND. (\$000)	NA	NA	NA	102	NA
*STAFFING	0.0	2.0	0.0	2.0	NA

The Assistant General Manager for Management is primarily responsible for carrying out the budget and administrative policies of the District as established by the General Manager. Specifically, the position is responsible for the management and budget function, the contracts and purchasing function, the general services function, the personnel function, and the employee relations function.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

Fiscal Year 1984 will be the first full year of operation for the Office of the Assistant General Manager for Management.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To integrate the capital, operating and grant budgets of the District to provide a comprehensive planning and financial document.
- o To put in place performance plans and monitoring mechanisms to facilitate the achievement of District performance objectives.
- o To monitor expenditures to maintain compliance with the Budget adopted by the Board of Directors.

ASSISTANT GENERAL MANAGER FOR MANAGEMENT: NO. 9099

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES (Continued)

- o To accomplish the procurement of goods and services in accordance with legal and regulatory requirements and to establish an inventory control system for the Division Stores operation.
- o To fulfill personnel needs of the District in accordance with its Personnel Policy.
- o To negotiate and administer labor agreements with District employees in accordance with legal, regulatory and contractual obligations.

ASSISTANT GENERAL MANAGER FOR MANAGEMENT: NO. 9099

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration	2.0	0.0	2.0	95	7	0	102
TOTALS	2.0	0.0	2.0	95	7	0	102

ASSISTANT GENERAL MANAGER FOR MANAGEMENT: NO. 9099

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	0	54	0	95
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	0	0	0	0
SERVICES	0	0	0	0
MATERIALS & SUPPLIES	0	1	0	1
TELEPHONE & OTHER UTILITIES	0	0	0	1
TRAVEL & OTHER MISCELLANEOUS	0	3	0	5
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	0	54	0	95
NON-LABOR SUBTOTALS	0	4	0	7
LESS EXPENSE TRANSFERS	0	0	0	0
OPERATING TOTALS	0	58	0	102
CAPITAL/GRANT TOTALS	NA	NA	NA	0
DEPARTMENTAL TOTALS	NA	NA	NA	102

CONTRACTS AND PURCHASING: NO. 9400

BUDGET SUMMARY						% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83	FY '84
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO	PROP
*OPERATING (\$000)	1,787	2,067	2,009	4,149	107%	
*CAPITAL/GRANT (\$000)	NA	NA	NA	389	NA	
*TOTAL EXPEND. (\$000)	NA	NA	NA	4,538	NA	
*STAFFING	77.0	80.0	84.0	157.0	87%	

The Contracts and Purchasing Department has primary responsibility for the procurement and management of material resources within the District. Responsibilities include inventory control, contract administration, shipping/receiving, warehousing/distribution, salvage and surplus disposition, and capital assets management.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

The Department will assume responsibility for all stores functions at the Operating Divisions. This move involves the transfer of 62 positions from the Maintenance Department and the authorization for additional staff to provide supervision and shift coverage. Capital/Grant funds are included for forklifts, trailers, and for Metro Rail-related support.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To control material procurement costs through expanded competitive sourcing by contacting 25 new sources per quarter.
- o To monitor contracts to assure that supplies meet the scope of work as set forth in the specifications; that deadlines are met; and that cost overruns are minimized.
- o To implement procurement procedures by the end of the first quarter to shorten the process cycle time to a requisition turn-around cycle of three days.
- o To implement, in conjunction with the Maintenance Department, improved materials management procedures in order to achieve a \$3 million reduction in materials purchases during the fiscal year.

CONTRACTS AND PURCHASING: NO. 9400

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES (Continued)

- o To insure the successful and timely implementation of the procurement and materials management elements of TRANSMIS I by completing training of employees in approved input procedures by July 31, 1983; by preliminary implementation at South Park Stores by July 31, 1983; by completing the Pilot Program at Divisions 9 and 16 by July 31, 1983; and by attaining on-line status at all locations by July 1, 1984.
- o To assure 80% availability of inventoried revenue vehicle parts.

CONTRACTS AND PURCHASING: NO. 9400

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration	3.5	0.0	3.5	130	27	0	157
Contract Management	12.0	5.9	17.9	528	70	0	598
Metro Rail Contract Management	2.4	0.9	3.3	101	31	-132	0
Materials Management	9.1	112.9	122.0	2,909	78	-12	2,975
TRANSMIS Management	4.0	6.3	10.3	355	64	0	419
TOTALS	31.0	126.0	157.0	4,023	270	-144	4,149

CONTRACTS AND PURCHASING: NO. 9400

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	635	780	742	1,086
CONTRACT WAGES	962	1,126	1,117	2,937
TRAINING & OTHER FRINGE BENEFITS	3	5	5	39
SERVICES	35	11	20	40
MATERIALS & SUPPLIES	81	58	47	90
TELEPHONE & OTHER UTILITIES	33	35	35	40
TRAVEL & OTHER MISCELLANEOUS	38	52	43	61
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	1,597	1,906	1,859	4,023
NON-LABOR SUBTOTALS	190	161	150	270
LESS EXPENSE TRANSFERS	0	0	0	-144
OPERATING TOTALS	1,787	2,067	2,009	4,149
CAPITAL/GRANT TOTALS	NA	NA	NA	389
DEPARTMENTAL TOTALS	NA	NA	NA	4,538

PERSONNEL: NO. 9500

BUDGET SUMMARY						% CHANGE
	FY '82	FY '83	FY '83	FY '84		FY '83 BUD
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO	FY '84 PROP
*OPERATING (\$000)	1,546	1,569	2,077	2,229	7%	
*CAPITAL/GRANT (\$000)	NA	NA	NA	37	NA	
*TOTAL EXPEND. (\$000)	NA	NA	NA	2,266	NA	
*STAFFING	53.0	54.0	54.0	54.0	0%	

The Personnel Department is responsible for administering the District's human resources programs in a cost-effective, efficient manner designed to attract, hire, motivate, retain, and care for high-quality employees. The major focus is to provide direct support to line managers to improve their performance, programs to improve employee productivity and morale, and programs to plan, develop, and implement state-of-the-art human resources management.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

The Fringe Benefit accounts have been removed from this budget and placed in the Non-Departmental budget. This change has been made for all years shown. Capital/Grant funds have been included for office equipment and furniture.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To implement and administer the Pay-for-Performance Program assuring all raises are paid by the end of the first quarter of the fiscal year.
- o To conduct quarterly workshops for District supervisors on a variety of Human Resources issues.
- o To increase and formalize the role of Personnel selection staff in counseling the hiring authorities on EEO issues in selection.
- o To update the District-wide Manpower Plan by February 1, 1984.

PERSONNEL: NO. 9500

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES (Continued)

- o To reduce the average number of days employees stay on indefinite leave by one day per employee.
- o To complete the integrated Request for Proposal for Human Resources Management Information System software by August 31, 1983 and commence work on a minimum of two modules by March 31, 1984.
- o To develop an attendance monitoring system by June 1984.
- o To codify all human resources policies by June 1984.
- o To maintain an average vacancy filling time of 30 days or less.

PERSONNEL: NO. 9500

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration	2.0	0.0	2.0	87	31	-17	101
Contract Employment	6.0	12.0	18.0	420	97	0	517
Non-Contract Employment	8.0	1.0	9.0	283	72	0	355
Pension and Benefits	8.0	8.0	16.0	358	459	0	817
Special Projects	8.0	1.0	9.0	298	141	0	439
TOTALS	32.0	22.0	54.0	1,446	800	-17	2,229

PERSONNEL: NO. 9500

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	731	875	864	994
CONTRACT WAGES	369	397	434	452
TRAINING & OTHER FRINGE BENEFITS	5	15	7	7
SERVICES	311	175	590	588
MATERIALS & SUPPLIES	72	45	109	123
TELEPHONE & OTHER UTILITIES	19	23	22	27
TRAVEL & OTHER MISCELLANEOUS	39	39	51	55
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	1,100	1,272	1,298	1,446
NON-LABOR SUBTOTALS	446	297	779	800
LESS EXPENSE TRANSFERS	0	0	0	-17
OPERATING TOTALS	1,546	1,569	2,077	2,229
CAPITAL/GRANT TOTALS	NA	NA	NA	37
DEPARTMENTAL TOTALS	NA	NA	NA	2,266

GENERAL SERVICES: NO. 9610

BUDGET SUMMARY						% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83	FY '84
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO	PROP
					FY '84	
*OPERATING (\$000)	1,463	1,609	1,594	1,641	3%	
*CAPITAL/GRANT (\$000)	NA	NA	NA	760	NA	
*TOTAL EXPEND. (\$000)	NA	NA	NA	2,401	NA	
*STAFFING	67.0	71.0	74.0	81.0	9%	

The General Services Department is responsible for the physical plant operation of the Administration Building and for the provision of related building services. The janitorial maintenance of all District facilities, intra-District and U.S. Mail services, automobile fleet management and maintenance of associated records, Administration Building parking, and cafeteria services are also under the jurisdiction of this department.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

Seven positions have been added for the maintenance of proposed new facilities. Capital/Grant funds are included for 60 automobiles and for Metro Rail-related support.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To estimate the scope of work and determine whether it should to be performed in-house or contracted, within two weeks of receipt of request.
- o To develop a work request procedure and implement it by February 1984.
- o To establish and implement productivity standards based on industry-wide standards by October 1983.
- o To perform monthly inspection of all facilities.
- o To review mailroom procedures in order to improve productivity and implement recommendations by September 1983.
- o To process all mailings, including those related to the Metro Rail project, within time frames specified in the most cost-effective manner.

GENERAL SERVICES: NO. 9610

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration	2.0	1.0	3.0	86	8	0	94
Building Operation	4.3	19.6	23.9	558	97	0	655
Division & Satellite Office Maintenance	1.0	41.0	42.0	604	33	0	637
Mail Services	0.5	9.2	9.7	148	107	0	255
Metro Rail	0.2	2.2	2.4	68	73	-141	0
TOTALS	8.0	73.0	81.0	1,464	318	-141	1,641

GENERAL SERVICES: NO. 9610

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 RUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	168	171	199	221
CONTRACT WAGES	1,025	1,211	1,127	1,243
TRAINING & OTHER FRINGE BENEFITS	1	3	1	3
SERVICES	81	28	27	46
MATERIALS & SUPPLIES	182	190	232	263
TELEPHONE & OTHER UTILITIES	3	3	3	3
TRAVEL & OTHER MISCELLANEOUS	3	3	5	3
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	1,193	1,382	1,326	1,464
NON-LABOR SUBTOTALS	270	227	268	318
LESS EXPENSE TRANSFERS	0	0	0	-141
OPERATING TOTALS	1,463	1,609	1,594	1,641
CAPITAL/GRANT TOTALS	NA	NA	NA	760
DEPARTMENTAL TOTALS	NA	NA	NA	2,401

PRINT SHOP: NO. 9640

BUDGET SUMMARY					% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 BUD TO FY '84 PROP
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	
*OPERATING (\$000)	1,650	1,666	1,583	1,656	5%
*CAPITAL/GRANT (\$000)	NA	NA	NA	876	NA
*TOTAL EXPEND. (\$000)	NA	NA	NA	2,532	NA
*STAFFING	27.0	29.0	29.0	29.0	0%

The Print Shop was established to provide a convenient, cost-effective printing service for routine and special printing needs. The Department is also responsible for maintaining all District convenience copiers.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

Capital/Grant funds are included for replacement presses, other printing equipment and Metro Rail-related support.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To increase the speed of timetable production by 50% through the installation of additional typesetting equipment.
- o To complete 80% of all routine and special printing requests by the deadline.

PRINT SHOP: NO. 9640

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Routine Printing	2.0	17.7	19.7	449	466	-59	856
Special Printing	0.7	5.2	5.9	204	96	0	300
Administration	2.2	1.0	3.2	93	21	0	114
Convenience Copiers	0.1	0.1	0.2	4	382	0	386
TOTALS	5.0	24.0	29.0	750	965	-59	1,656

PRINT SHOP: NO. 9640

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	134	177	154	173
CONTRACT WAGES	521	606	477	577
TRAINING & OTHER FRINGE BENEFITS	1	2	1	5
SERVICES	127	134	113	253
MATERIALS & SUPPLIES	866	745	800	701
TELEPHONE & OTHER UTILITIES	0	0	0	4
TRAVEL & OTHER MISCELLANEOUS	1	2	1	2
ALL OTHER EXPENSES	0	0	37	0
LABOR SUBTOTALS	655	783	631	750
NON-LABOR SUBTOTALS	995	883	952	965
LESS EXPENSE TRANSFERS	0	0	0	-59
OPERATING TOTALS	1,650	1,666	1,583	1,656
CAPITAL/GRANT TOTALS	NA	NA	NA	876
DEPARTMENTAL TOTALS	NA	NA	NA	2,532

MANAGEMENT AND BUDGET: NO. 9700

BUDGET SUMMARY						% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83	FY '84
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO	PROP
					FY '84	
*OPERATING (\$000)	334	343	357	543	52%	
*CAPITAL/GRANT (\$000)	NA	NA	NA	20	NA	
*TOTAL EXPEND. (\$000)	NA	NA	NA	563	NA	
*STAFFING	11.0	14.0	13.0	16.0	23%	

The Office of Management and Budget is responsible for the preparation of annual operating and capital budgets and grant applications. These duties include planning and directing budgetary administration and advising all departments of the availability, utilization and obtainment of State and Federal funding. In conjunction with the preparation of budgets and grant applications, the Department has the responsibility of performance monitoring and reporting. The Office of Management and Budget also conducts special studies to improve District operations.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

The Office of Management and Budget was created during Fiscal Year 1983. The nucleus of the staff was formed by the District's former Management Services Section. The Grants Section which reported directly to the Assistant General Manager for Management will merge with the existing staff. Funding has been included for three new positions, the Director (approved in the General Manager's Policy and Management Plan), one analytical and one clerical position. Capital/Grant funds have been included for office furniture and additional microcomputer equipment.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To improve the preparation of the annual operating and capital budgets by April 1, 1984.
- o To review the preparation of performance plans and performance reporting systems by all District departments and recommend changes or improvements by January 1, 1984.
- o To develop and implement a Management Performance Audit Program to improve District operations, efficiency and productivity by January 1, 1984.

MANAGEMENT AND BUDGET: NO. 9700

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES (Continued)

- o To prepare and submit grant applications and major amendments for all section grants during the first quarter.
- o To develop a responsive grant reporting system for both external and internal purposes by December 31, 1983.
- o To report the status of grants and recommend possible re-allocation of funds on a quarterly basis in order to expedite grant close-outs.

MANAGEMENT AND BUDGET: NO. 9700

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Budget Development and Monitoring	3.0	0.0	3.0	104	10	-5	109
Grants Administration	4.0	0.0	4.0	122	8	-4	126
Performance Monitoring	2.0	0.0	2.0	68	6	-3	71
Grants Development	1.0	0.0	1.0	29	1	0	30
Administration	5.0	0.0	5.0	164	13	-7	170
Special Studies	1.0	0.0	1.0	35	3	-1	37
TOTALS	16.0	0.0	16.0	522	41	-20	543

MANAGEMENT AND BUDGET: NO. 9700

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	315	327	337	522
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	3	2	1	4
SERVICES	1	0	1	2
MATERIALS & SUPPLIES	4	3	7	20
TELEPHONE & OTHER UTILITIES	5	4	5	8
TRAVEL & OTHER MISCELLANEOUS	6	7	6	7
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	315	327	357	522
NON-LABOR SUBTOTALS	19	16	20	41
LESS EXPENSE TRANSFERS	0	0	0	-20
OPERATING TOTALS	334	343	357	543
CAPITAL/GRANT TOTALS	0	0	0	20
DEPARTMENTAL TOTALS	334	343	357	563

LABOR RELATIONS: NO. 9800

BUDGET SUMMARY					% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 BUD
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO
					FY '84 PROP
*OPERATING (\$000)	165	138	326	281	-14%
*CAPITAL/GRANT (\$000)	NA	NA	NA	6	NA
*TOTAL EXPEND. (\$000)	NA	NA	NA	287	NA
*STAFFING	4.0	6.0	6.0	6.0	0%

This department is the primary labor negotiating arm of the District and as such maintains a close working relationship with the unions at all times. In addition, Labor Relations guides all departments in the handling of grievances and discipline matters for union represented employees as well as Non-Contract employees.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

Capital/Grant funds are included for the purchase of a word processor.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To administer the development of additional union agreements with Schedule Makers, Radio Dispatchers and others as required so that the District interests are fully protected and fair and equitable working conditions are provided.
- o To instruct and guide departments in the handling and investigation of grievance and discipline cases so that third level appeals may be reduced by 10%.
- o To develop and issue consistent labor contract interpretations within one week of submission that are based on intent and precedent and that protect the District's and employee's rights.
- o To review grant applications to insure that the provisions of 13C of the Urban Mass Transportation Act have been met.
- o To negotiate labor agreements with PORAC and the Teamsters that result in increased productivity.

LABOR RELATIONS: NO. 9800

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Administration	3.6	0.0	3.6	162	25	-6	181
Third Level Appeals	1.2	0.0	1.2	33	12	0	45
Contract Negotiations	0.7	0.0	0.7	17	22	0	39
Contract Administration	0.5	0.0	0.5	12	4	0	16
TOTALS	6.0	0.0	6.0	224	63	-6	281

LABOR RELATIONS: NO. 9800

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	146	119	225	224
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	1	0	9	2
SERVICES	16	16	81	45
MATERIALS & SUPPLIES	0	0	4	7
TELEPHONE & OTHER UTILITIES	0	0	1	2
TRAVEL & OTHER MISCELLANEOUS	2	3	6	7
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	146	119	225	224
NON-LABOR SUBTOTALS	19	19	101	63
LESS EXPENSE TRANSFERS	0	0	0	-6
OPERATING TOTALS	165	138	326	281
CAPITAL/GRANT TOTALS	NA	NA	NA	6
DEPARTMENTAL TOTALS	NA	NA	NA	287

EMPLOYEE ACTIVITIES: NO. 9810

BUDGET SUMMARY						% CHANGE
	FY '82	FY '83	FY '83	FY '84	FY '83 RUD	
	ACTUAL	ESTIMATED	BUDGETED	PROPOSED	TO	FY '84 PROP
*OPERATING (\$000)	509	614	310	380	23%	
*CAPITAL/GRANT (\$000)	NA	NA	NA	0	NA	
*TOTAL EXPEND. (\$000)	NA	NA	NA	380	NA	
*STAFFING	4.0	3.0	3.0	4.0	33%	

The Employee Activities Department provides leisure time activities for District employees, their families and retirees. The Employee Activities recreation programs are designed to assist the District in attaining and sustaining a high level of morale among its personnel. In addition, the Department produces the company newspaper, the "Headway", which has a 9,000 monthly distribution and informs District personnel of various District and leisure activities.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1983

A method of accounting for expenditures will be implemented that splits the functions of the department into District funded activities (Employee Relations, Headway, Christmas Party and Company Picnic) and concession funded activities (concerts, sports, travel and event tickets, and sports programs).

One position has been added to support the District's business travel arrangement responsibilities.

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES

- o To provide recreational opportunities for 90% of the District's employees and their families within the next two fiscal years.
- o To develop an efficient accounting system by the third quarter.
- o To keep the loss on unsold tickets at 5% or less of the total cost of all tickets.

EMPLOYEE ACTIVITIES: NO. 9810

DEPARTMENTAL OBJECTIVES RELATED TO THE DISTRICT-WIDE OBJECTIVES (Continued)

- o To develop an informational package on the Activities Program by the end of the second quarter and distribute it to all new employees.
- o To have the employee newspaper reach the employee's home between the 20-25th of each month.

EMPLOYEE ACTIVITIES: NO. 9810

FUNCTIONAL BUDGET ANALYSIS

FUNCTION(S)	STAFFING			EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL
Employee Relations	1.9	0.0	1.9	28	68	0	96
Headway	1.1	0.0	1.1	54	105	0	159
Employee Recreation	1.0	0.0	1.0	33	92	0	125
TOTALS	4.0	0.0	4.0	115	265	0	380

EMPLOYEE ACTIVITIES: NO. 9810

THREE YEAR EXPENSE CATEGORY COMPARISON

EXPENSE CATEGORY	FY 1982 ACTUAL (\$000)	FY 1983 ESTIMATED (\$000)	FY 1983 BUDGETED (\$000)	FY 1984 PROPOSED (\$000)
NON-CONTRACT SALARIES	192	223	94	115
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	1	0	1	0
SERVICES	168	179	75	72
MATERIALS & SUPPLIES	24	24	24	33
TELEPHONE & OTHER UTILITIES	9	9	6	7
TRAVEL & OTHER MISCELLANEOUS	115	179	110	153
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	192	223	94	115
NON-LABOR SUBTOTALS	317	391	216	265
LESS EXPENSE TRANSFERS	0	0	0	0
OPERATING TOTALS	509	614	310	380
CAPITAL/GRANT TOTALS	NA	NA	NA	0
DEPARTMENTAL TOTALS	NA	NA	NA	380

LIST OF ABBREVIATIONS

Part 6.0 contains a listing of abbreviations used throughout the Budget. This list should aid the reader in understanding the Budget document.

LIST OF ABBREVIATIONS

CCIS	COMPUTERIZED CUSTOMER INFORMATION SYSTEM
CMF	CENTRAL MAINTENANCE FACILITY
LACTC	LOS ANGELES COUNTY TRANSPORTATION COMMISSION
EDP	ELECTRONIC DATA PROCESSING
EEO	EQUAL EMPLOYMENT OPPORTUNITY
EIR/EIS	ENVIRONMENTAL IMPACT REPORT/ENVIRONMENTAL IMPACT STATEMENT
MBE	MINORITY BUSINESS ENTERPRISE
MMS	MATERIALS MANAGEMENT SYSTEM
PORAC	PEACE OFFICERS RESEARCH ASSOCIATION OF CALIFORNIA
POST	PEACE OFFICER STANDARDS & TRAINING
STAF	STATE TRANSIT ASSISTANCE FUND
TDA	TRANSIT DEVELOPMENT ACT (CALIFORNIA)
TRANSMIS	TRANSIT MANAGEMENT INFORMATION SYSTEM
UMTA	URBAN MASS TRANSPORTATION ACT OR ADMINISTRATION
WBE	WOMEN BUSINESS ENTERPRISE
VMS	VEHICLE MANAGEMENT SYSTEM