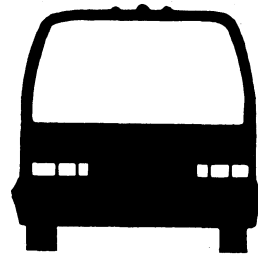
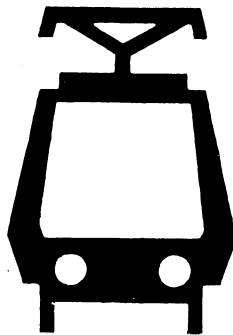
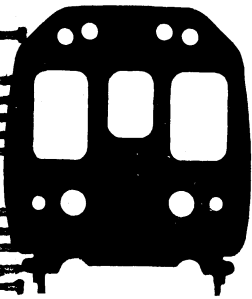


RTD

**ANNUAL BUDGET
FISCAL YEAR
1985**

SCRTD 10,200-1985

REFERENCE COPY



SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

**ANNUAL BUDGET
FY 1985**

**as adopted by the
Board of Directors**

JUNE 28, 1984



TABLE OF CONTENTS

	<u>PAGE</u>
1.0 GENERAL MANAGER'S MESSAGE	iv
2.0 BUDGET DEVELOPMENT	
2.1 BUDGET DEVELOPMENT PROCESS	1
2.2 BUDGET DOCUMENT	1
2.3 GOALS AND OBJECTIVES	3
3.0 DISTRICT-WIDE GOALS AND OBJECTIVES	5
4.0 BUDGET SUMMARY	
4.1 THREE YEAR COMPARISON OF OPERATING EXPENDITURES BY DEPARTMENT	10
4.2 THREE YEAR COMPARISON OF OPERATING EXPENDITURES BY EXPENSE CATEGORY	12
4.3 GRAPH OF OPERATING EXPENDITURES BY COST CATEGORY	13
4.4 THREE YEAR COMPARISON OF OPERATING REVENUE BY SOURCE	14
4.5 GRAPH OF OPERATING REVENUE BY SOURCE	15
4.6 SUMMARY OF PERSONNEL BY DEPARTMENT	16
4.7 EXPLANATION OF PERSONNEL CHANGES	18
4.8 METRO RAIL PROGRAM BUDGET	23
4.9 SPECIAL ACCESSIBLE SERVICE PROGRAM BUDGET	25
4.10 CONSOLIDATED CASH FLOW SUMMARY: EXPENDITURES BY CAPITAL GRANT	27
4.11 FINANCIAL SUMMARY	29
5.0 DEPARTMENTAL BUDGETS	
5.1 DISTRICT: NO. 0999 - 9810	30
5.2 NON-DEPARTMENTAL: NO. 0999	34
5.3 BOARD OF DIRECTORS: NO. 1000	37
5.4 GENERAL MANAGER: NO. 1100	40
5.5 DISTRICT SECRETARY: NO. 1200	43
5.6 LEGAL: NO. 2200	47
5.7 ASSISTANT GENERAL MANAGER FOR OPERATIONS: NO. 3099	51
5.8 TRANSPORTATION OPERATING DIVISIONS: NO. 3250	55
5.9 STOPS AND ZONES: NO. 3291	59
5.10 OPERATIONS CONTROL AND SERVICES: NO. 3296	63
5.11 TRANSPORTATION INSTRUCTION: NO. 3297	67
5.12 TRANSPORTATION GENERAL: NO. 3299	71
5.13 CENTRAL MAINTENANCE: NO. 3314	75
5.14 FACILITIES MAINTENANCE: NO. 3334	79
5.15 MAINTENANCE OPERATING DIVISIONS: NO. 3350	82

	<u>PAGE</u>
5.16 MAINTENANCE GENERAL: NO. 3399	85
5.17 EQUIPMENT ENGINEERING: NO. 3400	89
5.18 TELECOMMUNICATIONS: NO. 3500	93
5.19 TRANSIT POLICE: NO. 3800	97
5.20 SCHEDULING: NO. 3900	100
5.21 ASSISTANT GENERAL MANAGER FOR PLANNING AND COMMUNICATIONS: NO. 4099	104
5.22 PLANNING: NO. 4200	108
5.23 MARKETING AND COMMUNICATIONS: NO. 4400	112
5.24 CUSTOMER RELATIONS: NO. 4800	115
5.25 ASSISTANT GENERAL MANAGER FOR GOVERNMENT AND COMMUNITY AFFAIRS: NO. 5099	120
5.26 GOVERNMENT AFFAIRS: NO. 5100	124
5.27 COMMUNITY RELATIONS: NO. 5500	127
5.28 ASSISTANT GENERAL MANAGER FOR EQUAL OPPORTUNITY: NO. 6099	130
5.29 EQUAL EMPLOYMENT OPPORTUNITY: NO. 6100	134
5.30 CONTRACT COMPLIANCE: NO. 6200	137
5.31 EMPLOYEE EDUCATION, TRAINING AND DEVELOPMENT: NO. 6300	140
5.32 DBE/WBE: NO. 6400	144
5.33 CONTROLLER-TREASURER-AUDITOR: NO. 7099	147
5.34 ACCOUNTING AND FISCAL: NO. 7100	152
5.35 DATA PROCESSING: NO. 7200	156
5.36 ASSISTANT GENERAL MANAGER FOR TRANSIT SYSTEMS DEVELOPMENT: NO. 8099	160
5.37 TRANSIT SYSTEMS DEVELOPMENT: NO. 8100	164
5.38 BUS FACILITIES: NO. 8300	168
5.39 ASSISTANT GENERAL MANAGER FOR MANAGEMENT: NO. 9099	171
5.40 RISK MANAGEMENT: NO. 9100	175
5.41 CONTRACTS, PROCUREMENT AND MATERIEL: NO. 9400	179
5.42 PERSONNEL: NO. 9500	183
5.43 GENERAL SERVICES: NO. 9610	187
5.44 PRINTING: NO. 9640	190
5.45 MANAGEMENT AND BUDGET: NO. 9700	193
5.46 LABOR RELATIONS: NO. 9800	197
5.47 EMPLOYEE ACTIVITIES: NO. 9810	200
 6.0 GLOSSARY OF TERMS AND ABBREVIATIONS	 203

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

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 1985 Budget.



John A. Dyer
General Manager

June 1, 1984

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

Dear President Patsouras and Members:

I am pleased to submit herewith the proposed Southern California Rapid Transit District Annual Budget and Financial Plan for Fiscal Year 1985.

For Fiscal Year 1985, the proposed operating budget totals \$449,725,000, which is a 5.8% increase over the \$425,000,000 estimated expenditure level for Fiscal Year 1984. In terms of the original Fiscal Year 1984 Budget of \$419,879,000, the proposed Fiscal Year 1985 Budget represents an increase of 7.1%, which includes the service level increases approved in September 1983 and March 1984.

The \$425,000,000 estimate is 0.7% over the revised budget amount of \$422,087,000. This can be attributed to the unscheduled overtime required to rapidly implement service augmentation while bus operators were being recruited and trained, an increase in Workers' Compensation costs following the unanticipated increase in temporary disability benefits in January, 1984, and retroactive adjustment in the rent for the Administration Building. Funds are available to cover the entire difference since passenger fares will exceed budget estimates by \$9,700,000, while still allowing the District to use \$12,786,000 less than budgeted of Proposition A funds.

The 5.8% increase is best described as a 2.3% service level increase for Fiscal Year 1985 and approximately 3.5% in real growth for salary increases and inflationary increases for goods and services purchased by the District. This latter figure is below the 5% to 5.5% inflationary increase generally forecasted by economists for the next 12 months. We are able to hold the increase in the Budget to less than inflationary levels mainly through productivity increases, automation, projected scheduling improvements, and through the dedication and effort of our employees.

The increases in service approved in Fiscal Year 1984 and those proposed for Fiscal Year 1985 are necessary to accommodate the 13% increase in ridership experienced during Fiscal Year 1984.

A capital budget of \$404,878,000 is proposed for Fiscal Year 1985. This amount includes a Metro Rail Program Budget of \$285,100,000. The Metro Rail Program Budget compiles the cash flow estimate of all departmental expenditures related to the Metro Rail Project, including labor, right-of-way acquisition, and professional services contracts. In total, the operation of the SCRTD will be an \$854,603,000 enterprise in the coming year. Included in this Budget is \$4,995,000 to provide an improved level of Special Accessible Service for elderly and handicapped residents of the District's service area. A further explanation of the Special Accessible Service Budget is included in Part Four.

This is the second year that all expenditures anticipated during the fiscal year are identified in each department's budgetary allocation. This allows the overall size and complexity of District programs and operations to be controlled by those who have responsibility for each department and to allow the Board an opportunity to review and change, as appropriate, departmental budgets as part of its approval process.

There are four major elements of change addressed in the preparation of the District-wide objectives for this proposed budget:

- 1) the automation of a large number of District systems and procedures;
- 2) the end of the Proposition A fare reduction program;
- 3) scheduled labor negotiations; and
- 4) the initiation of Metro Rail construction.

Each of these elements presents a management challenge to plan carefully the operational, financial, personnel and facilities components of District operations. To assist in the achievement of the District-wide goals and objectives, staff will be conducting a number of studies during the year to address areas such as: the transition to the Post-Proposition A Fare Reduction Program service and staffing levels; conversion plans for TRANSMIS implementation; a review and analysis of present and future District facilities; and a review of District schedules and routes with the intent of minimizing the number of changes during the coming year.

A major step has been taken in this Budget toward improved personnel management. As-needed, i.e., temporary personnel, as well as Extras, i.e., those temporarily working in other than their usual position, are fully budgeted and uniformly counted for the first time. Thus, departmental budgets now provide a comprehensive picture of staffing, whether permanent or temporary, and of expenditures, whether operating or capital.

In order to facilitate your review, the budget document has been divided into six Parts. This budget message is Part One. Part Two is a narrative describing the process by which the budget was developed. Part Three presents the District-wide Goals and Objectives which generated departmental objectives and which will serve as the basis for evaluating the District's performance in the Quarterly Budget and Performance Reports presented to you throughout the year. Part Four is the Budget Summary containing charts and graphs comparing revenue, expenditures and staffing for a three year period. This Part also contains the Metro Rail Program Budget and the Special Accessible Service Program Budget. Part Five consists of an individual budget for each department including: (1) A Budget Summary containing an overview of expenditures and personnel, a description of the department, significant changes from Fiscal Year 1984, and key objectives; (2) A Functional Budget Summary; and (3) A Three-Year Comparison of Expenditures. This Part also includes organization charts for each of the District's major administrative units. The final Part is the Glossary of Terms and Abbreviations.

I believe this budget represents a sound and considered evaluation of the District's needs and will be an effective tool for evaluating the coming year's performance. I respectfully recommend its adoption.

Sincerely,

John A. Dyer

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET DEVELOPMENT

Part 2.0 of the Budget contains a description of the process used to develop the Annual Budget for Fiscal Year 1985. 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.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET DEVELOPMENT

2.1 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 ensure a uniform approach to policy matters, District management developed a Budget Manual which prescribed the budget development process. The Budget Manual was transmitted to the departments in January and the department budget requests were due to the Office of Management and Budget on February 24, 1984. 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 March 23, 1984.

During March and April, the Budget Review Committee met with each department. At these hearings, the department heads presented their budgets and explained any proposed changes for the coming fiscal year. In addition, they reviewed their departmental objectives for 1984 and their goals and objectives for 1985. At the conclusion of the hearings, the General Manager developed the proposed Fiscal Year 1985 Budget.

2.2 BUDGET DOCUMENT

Part One of this Budget document is the General Manager's Message. In this Budget Message, the General Manager outlines the recommended programs for Fiscal Year 1985 and discusses important policies, proposals, and issues which will be facing the District during the year.

Part Two of the Budget briefly describes the process leading to the formation and organization of the Budget document. It concludes with a brief discussion of the implementation of Management by Objectives.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET DEVELOPMENT (CONTINUED)

Part Three is a listing of District-wide goals and objectives which serve to provide a common set of goals for each department.

Part Four contains summaries of District operating and capital revenues and expenditures for Fiscal Year 1985. Figure 11 identifies total expenditures by department including operating, capital, and grants. Figure 6 is an explanation of personnel changes by department and total by department compared to the Fiscal Year 1984 Budget. Personnel changes are further explained in Figure 7. Part Four includes program budgets for Metro Rail and Accessible Service. These budgets afford a system-wide view of these interdepartmental programs.

Part Five 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. Also highlighted are significant changes which will result from the adoption of the Budget.

Part Six defines terms and abbreviations used throughout this Budget document. This listing should improve the understanding of the terms and abbreviations used in the Budget.

At the beginning of each department narrative is a table containing a summary of expenditures and personnel. This marks the second year that capital and grant items are tracked by department in this manner and, therefore, historical data is limited. Systems for tracking capital expenditures by department are not yet fully operational. Nevertheless, significant progress has been made in the information provided to the Board and future Budgets will include all available data. The operating expenditure figures reflect all salaries and other operating costs, which include supplies, small equipment items and services purchased by each department.

Some of the departments' operating budgets contain labor expenditures which will be capitalized. These salaries, which are chargeable to capital grants, 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

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET DEVELOPMENT (CONTINUED)

costs by major expense category for each department, it is possible to more clearly associate the services provided by the District with their costs.

2.3 GOALS AND OBJECTIVES

The use of goals and objectives is a key element of this Budget package. This marks the District's third 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.

Measurable 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.

District-wide goals and objectives are listed in Part 3. In addition, 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 only the key or major objectives are printed in this Budget, those unpublished 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:

- o Explicitly stating and agreeing upon goals and objectives for a department or division substantially improves the likelihood of their being accomplished.
- o Properly stated goals and objectives provide a standard of performance for management control throughout the District.
- o Properly stated goals and measurable objectives enable the quantitative evaluation of end results.
- o A shared definition of goals and objectives is essential in making all members of an organization aware of the common direction of their efforts.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET DEVELOPMENT (CONTINUED)

- o By monitoring progress toward meeting objectives during a fiscal year, existing or potential problems will become more apparent and the likelihood of resolving them will be enhanced.
- o 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 substitute 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 functional 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 departmental objectives is reported quarterly to the Office of Management and Budget. The status of District-wide objectives is reported quarterly to Executive Staff and the Board of Directors by means of the Quarterly Budget and Performance Report.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

DISTRICT-WIDE GOALS AND OBJECTIVES

Part 3.0 lists the performance goals and objectives which have been established for the Southern California Rapid Transit District for Fiscal Year 1985. 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.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

DISTRICT-WIDE GOALS

To operate a safe, clean, convenient and efficient mass transit system for the general public in the metropolitan area.

To develop and operate an integrated fixed-guideway transit system for the general public within the urbanized area while enhancing the quality of life and the development of the urbanized areas.

To improve the productivity of the transportation, maintenance, and management sectors of the District.

To use the SCRTD leadership position to serve as a catalyst for the physical, land use, and economic development of the metropolitan area in relation to transportation and access.

To support and reinforce the Centers Concept of land use development in the Los Angeles region.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

DISTRICT-WIDE OBJECTIVES

1.0 Bus Operations Objectives

- 1.1 To meet increasing service demands resulting from the Proposition A Fare Reduction Program by:
 - 1.1.1 Reallocating fleet deployment from low occupancy lines to increasing demand corridors;
 - 1.1.2 Increasing annualized revenue vehicle service hours by 2.3% to 7,326,000 annual hours authorized under the LACTC Memorandum of Understanding.
- 1.2 To minimize operating cost while maintaining service reliability by:
 - 1.2.1 Maintaining a weighted average of 1.30 Operator/assignment ratio, within a range of 1.27 to 1.33, while providing a minimum 99% on-time pull-out rate;
 - 1.2.2 Keeping the part-time Operator ratio at or near the maximum eligible rate of 15%.
- 1.3 To maximize revenue fleet availability by:
 - 1.3.1 Increasing the ratio of hub miles between maintenance road calls to 3,000 miles;
 - 1.3.2 Implementing a program to stabilize fleet size and mix.
- 1.4 To implement the Olympics Budget and Service Plan while maintaining the integrity of the regular bus service system.
- 1.5 To evaluate the Olympics service experience by November, 1984.
- 1.6 To improve schedule adherence for the riding public by:
 - 1.6.1 Identifying baseline standards for ideal schedule performance and the relative impacts of the variation;
 - 1.6.2 Determining current schedule adherence, as a basis for measuring improvement;
 - 1.6.3 Devising and implementing a program for improving on-time performance.
- 1.7 To maintain at least 95% Accessible Service reliability.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

DISTRICT-WIDE OBJECTIVES (CONTINUED)

2.0 Facilities Construction Objectives

- 2.1 To complete final design and begin construction of the Metro Rail Project.
- 2.2 To complete the adoption of a rail network phasing plan in conjunction with LACTC.
- 2.3 To begin construction of the Central Maintenance Facility.
- 2.4 To identify and evaluate alternative sites for Division 6 and determine the best long term alternative for service, facilities and residents in the area.

3.0 Cost Control Objectives

- 3.1 To increase budgetary control and review of expenditures by:
 - 3.1.1 Refining the financial control capability of TRANSMIS I;
 - 3.1.2 Improving the timeliness and accuracy of variance reporting;
 - 3.1.3 Fully integrating the capital and operating budget and accounting systems.
- 3.2 To maintain a maximum operating cost per boarding of \$0.95.
- 3.3 To reduce personal injury and liability losses by:
 - 3.3.1 Reducing traffic accident frequency to 4.5 per 100,000 miles;
 - 3.3.2 Reducing Transportation industrial accident frequency to 7.0 per 100,000 hours;
 - 3.3.3 Reducing Maintenance industrial accident frequency to 9.0 per 100,000 hours.
- 3.4 To improve the District's overall manpower and scheduling control and planning capability by completing and implementing Phase I of TRANSMIS II.
- 3.5 To implement manpower allocation capability at the Division Manager level.
- 3.6 To document productivity improvements and savings resulting from TRANSMIS applications.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

DISTRICT-WIDE OBJECTIVES (CONTINUED)

- 3.7 To minimize all service changes requiring Bus Operator assignment changes.
- 3.8 To develop a management plan for the transition from manual to automated systems.
- 3.9 To reduce unscheduled Operator overtime by:
 - 3.9.1 Maintaining a labor force consisting of 15% part-time Operators;
 - 3.9.2 Completing various studies related to Bus Operators' absenteeism and implementing appropriate recommendations.
- 4.0 Policy and Management Objectives
 - 4.1 To prepare plans to minimize the impact of the post-Proposition A funding reduction on ridership, service levels and the general public during Fiscal Year 1986 by:
 - 4.1.1 Developing long-term strategies for financing bus and rail systems under Proposition A requirements;
 - 4.1.2 Developing a plan for post-Proposition A staffing levels;
 - 4.1.3 Completing municipal service agreements covering the Cities' share of Proposition A funds.
 - 4.2 To achieve mutually beneficial modifications for labor and management to all labor agreements expiring during this fiscal year.
 - 4.3 To improve minority participation in District programs and activities by implementing UMTA approved EEO and MBE plans and the Affirmative Action Career Development Project.
 - 4.4 To establish a regular series of inter-local coordination meetings with other public agencies.
 - 4.5 To implement standardization of data elements for TRANSMIS applications.
 - 4.6 To implement standardization of data for and use of personal computer generated reports.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

DISTRICT-WIDE OBJECTIVES (CONTINUED)

- 4.7 To continue to monitor performance quarterly as outlined in the established departmental and District-wide objectives.
- 4.8 To obtain UMTA certification for the District's procurement system and procedures.
- 4.9 To develop and implement a joint development program and benefit assessment districts that are consistent with the Land Use element of the region's General Plan.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

Part 4.0 of the Budget contains summaries of District operating and capital revenues and expenditures for Fiscal Year 1985. Also included are a Metro Rail Program Budget, a Special Accessible Service Program Budget, and a listing of personnel changes by department. The salaries for the proposed positions have been calculated into departmental totals.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR COMPARISON OF OPERATING EXPENDITURES BY DEPARTMENT

FIGURE 1

DEPT. NO.	DEPARTMENT NAME	FY 1983 ACTUAL* (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
0999	NON-DEPARTMENTAL	125,235	132,629	140,153	148,989
1000	BOARD OF DIRECTORS	155	198	152	153
1100	GENERAL MANAGER	287	523	611	634
1200	DISTRICT SECRETARY	230	262	324	365
2200	LEGAL	706	776	583	734
3099	AGM FOR OPERATIONS	226	243	291	276
3250	TRANSPORTATION	123,835	133,843	128,826	138,492
	OPERATING DIVISIONS				
3291	STOPS AND ZONES	670	715	1,389	915
3296	OPERATIONS CONTROL AND SERVICES	5,343	5,903	6,037	6,590
3297	TRANSPORTATION INSTRUCTION	3,467	3,451	3,635	3,314
3299	TRANSPORTATION GENERAL	1,767	2,126	1,287	1,755
3314	CENTRAL MAINTENANCE	12,496	12,432	22,091	25,325
3334	FACILITIES MAINTENANCE	3,621	3,961	5,384	6,374
3350	MAINTENANCE OPERATING DIVISIONS	47,641	49,857	59,720	63,429
3399	MAINTENANCE GENERAL	25,072	29,252	2,669	3,169
3400	EQUIPMENT ENGINEERING	727	1,003	940	705
3500	TELECOMMUNICATIONS	2,723	3,091	3,120	3,361
3800	TRANSIT POLICE	3,996	3,996	4,891	5,155
3900	SCHEDULING	3,963	4,196	3,338	4,562
4099	AGM FOR PLANNING AND COMMUNICATIONS	0	113	92	97
4200	PLANNING	1,799	2,342	2,927	2,832
4400	MARKETING AND COMMUNICATIONS	2,920	2,942	3,431	3,220
4800	CUSTOMER RELATIONS	2,967	3,105	3,315	3,291
5099	AGM FOR GOVERNMENT AND COMMUNITY AFFAIRS	0	0	102	107
5100	GOVERNMENT AFFAIRS	393	357	362	391
5500	COMMUNITY RELATIONS	516	688	451	360
6099	AGM FOR EQUAL OPPORTUNITY	0	73	102	94
6100	EQUAL EMPLOYMENT OPPORTUNITY	309	355	275	147
6200	CONTRACT COMPLIANCE	NA	0	NA	75
6300	EMPLOYEE EDUCATION, TRAINING AND DEVELOPMENT	672	707	1,359	1,721

* 53 Weeks

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR COMPARISON OF OPERATING EXPENDITURES BY DEPARTMENT

FIGURE 1 (CONTINUED)

DEPT. NO.	DEPARTMENT NAME	FY 1983 ACTUAL* (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
6400	DBE/WBE	NA	0	NA	88
7099	CONTROLLER-TREASURER- AUDITOR	400	591	740	305
7100	ACCOUNTING AND FISCAL	2,629	2,836	3,278	3,032
7200	DATA PROCESSING	3,690	4,751	5,480	6,096
8099	AGM FOR TRANSIT SYSTEMS DEVELOPMENT	0	113	29	26
8100	TRANSIT SYSTEMS DEVELOPMENT	1,707	2,293	0	203
8300	BUS FACILITIES ENGINEERING	1,622	1,573	781	735
9099	AGM FOR MANAGEMENT	65	116	102	119
9100	RISK MANAGEMENT	3,319	2,955	733	845
9400	CONTRACTS, PROCUREMENT AND MATERIEL	2,084	4,205	4,149	4,544
9500	PERSONNEL	1,661	1,907	2,229	2,441
9610	GENERAL SERVICES	1,617	1,774	1,641	1,856
9640	PRINTING	1,741	1,700	1,656	1,633
9700	MANAGEMENT AND BUDGET	343	480	543	559
9800	LABOR RELATIONS	141	228	281	339
9810	EMPLOYEE ACTIVITIES	607	339	380	272

TOTALS	393,362	425,000	419,879	449,725
--------	---------	---------	---------	---------

* 53 Weeks

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR COMPARISON OF OPERATING EXPENDITURES BY EXPENSE CATEGORY

FIGURE 2

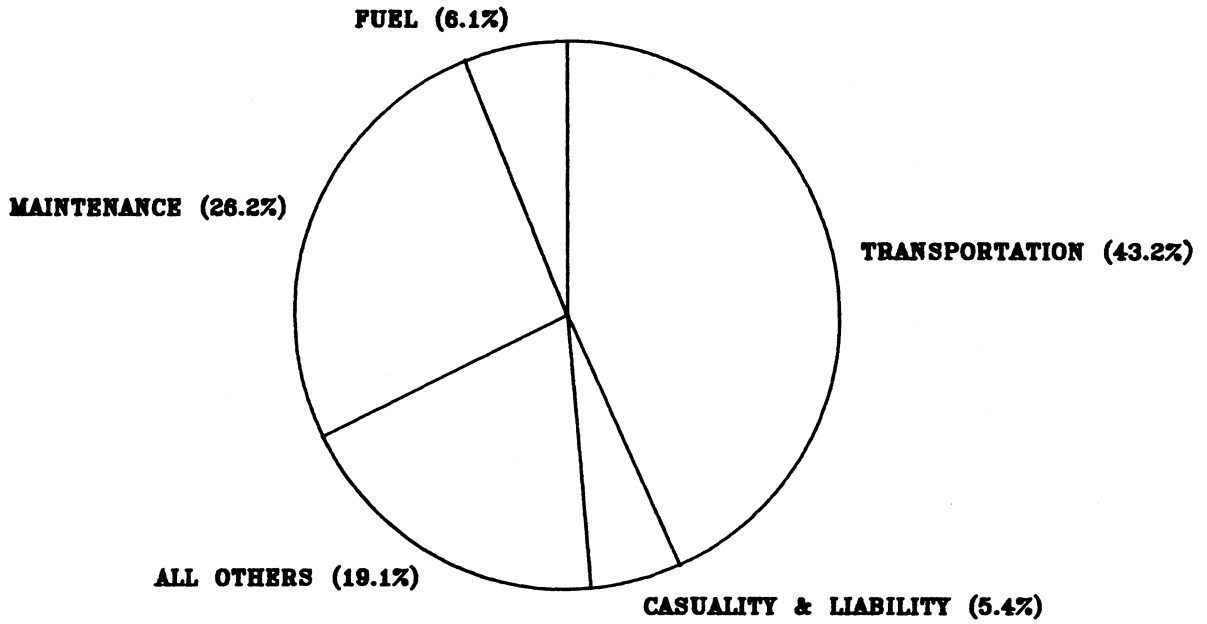
EXPENSE CATEGORY	FY 1983 ACTUAL* (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	39,127	41,657	46,272	51,558
CONTRACT WAGES	186,203	205,656	200,183	214,424
LABOR SUBTOTAL	225,330	247,313	246,455	265,982
UNIFORM AND TOOL ALLOWANCE	1,122	1,347	1,436	1,556
TRAINING	370	264	564	779
OTHER FRINGE BENEFITS	60,388	70,280	69,390	77,584
FRINGE BENEFIT SUBTOTAL	61,880	71,891	71,390	79,919
PROFESSIONAL AND TECHNICAL SERVICES	4,663	4,900	136,876	7,196
OTHER SERVICES	4,385	5,360	4,864	5,758
SERVICES SUBTOTAL	9,048	10,260	141,740	12,954
FUEL	27,196	26,866	24,921	27,491
OTHER MATERIALS AND SUPPLIES	31,927	35,259	34,657	33,796
MATERIALS AND SUPPLIES SUBTOTAL	59,123	62,125	59,578	61,287
UTILITIES SUBTOTAL	3,050	3,119	3,501	3,264
CASUALTY AND LIABILITY SUBTOTAL	27,190	23,643	29,552	24,176
TAXES SUBTOTAL	2,162	2,062	1,809	2,086
TRAVEL AND MEETINGS	418	480	974	459
OTHER MISCELLANEOUS EXPENSES	795	744	894	847
MISCELLANEOUS EXPENSES SUBTOTAL	1,213	1,224	1,868	1,306
EXPENSE TRANSFERS SUBTOTAL	-6,119	-11,397	-154,171	-15,255
INTEREST EXPENSE SUBTOTAL	5,329	7,204	7,620	5,905
LEASES AND RENTALS SUBTOTALS	5,156	7,556	10,537	8,101
TOTAL	393,362	425,000	419,879	449,725

* 53 Weeks

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FIGURE 3

OPERATING EXPENDITURES BY COST CATEGORY
FRINGE BENEFITS ALLOCATED



SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR COMPARISON OF OPERATING REVENUE BY SOURCE

FIGURE 4

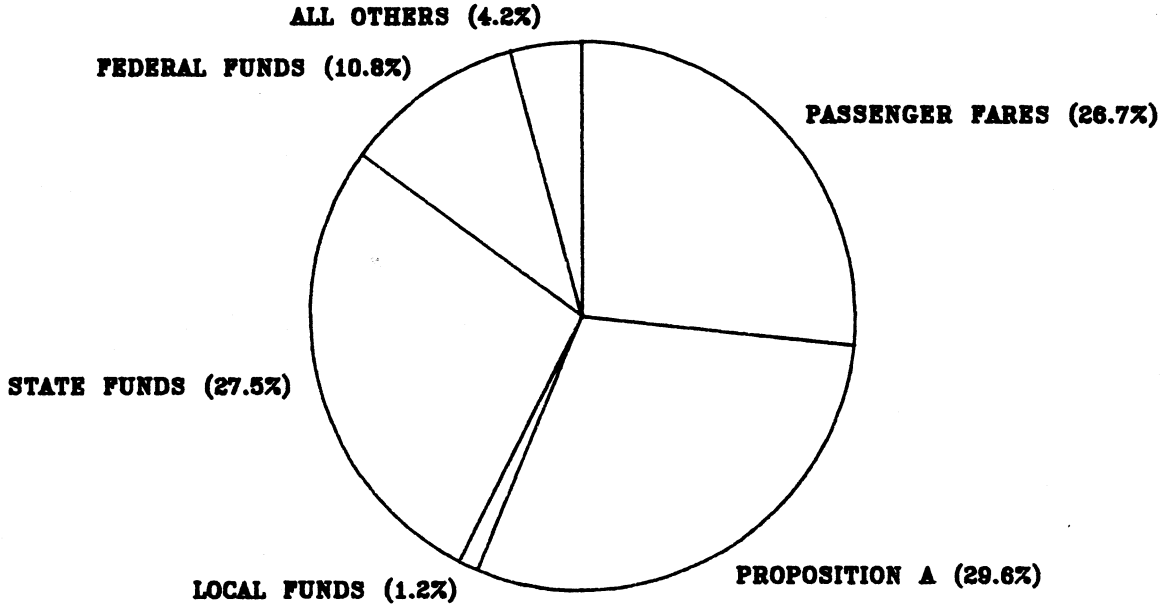
REVENUE SOURCE	FY 1983 ACTUAL* (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)	% OF FY 1985 PROPOSED BY SOURCE
FAREBOX	103,318	116,000	106,300	120,000	26.7%
ADVERTISING & OTHER	1,504	2,415	2,220	3,000	0.7%
INVESTMENT INCOME AND RENTALS	15,921	17,650	14,920	16,000	3.5%
MINIBUS PROGRAMS & COUNTIES CONTRACTS	4,240	5,266	5,025	5,500	1.2%
SALES TAX (1/4¢ & SB 620)	94,676	91,758	88,991	122,000	27.1%
SALES TAX (PROP A)	123,009	140,120	152,906	132,925	29.6%
STATE CONTRACTS	948	1,500	700	1,800	0.4%
UMTA GRANTS	49,746	50,291	48,817	48,500	10.8%
TOTAL	393,362	425,000	419,879	449,725	100.0%

* 53 WEEKS

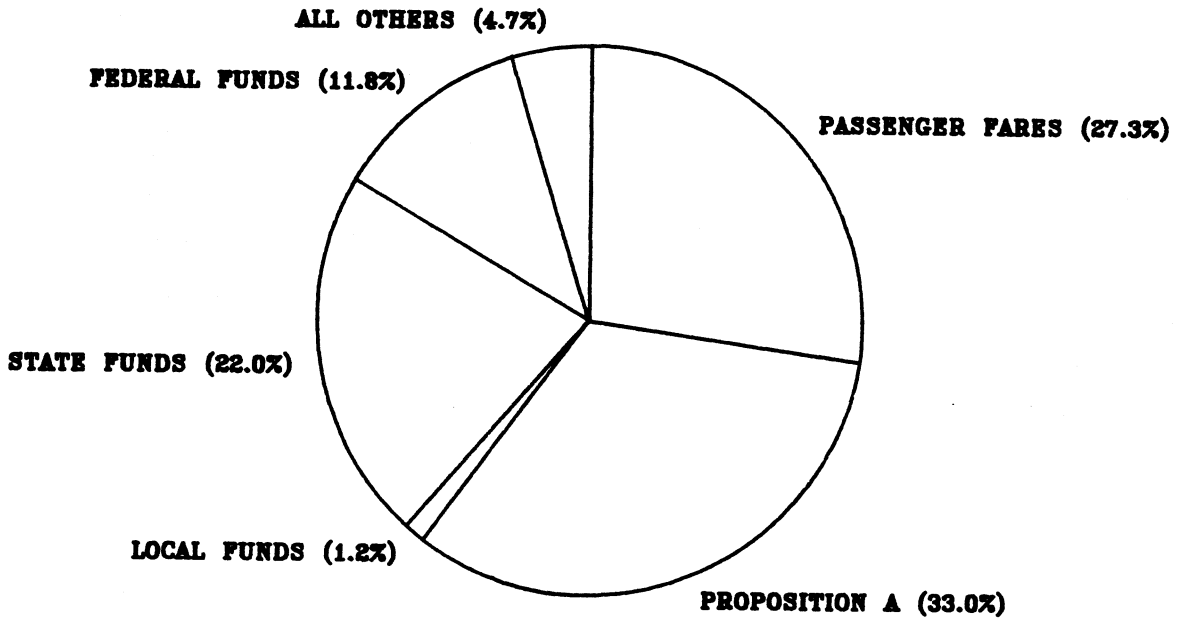
SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FIGURE 5

OPERATING REVENUE BY SOURCE
FY 1985 PROPOSED



FY 1984 ESTIMATED



SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

SUMMARY OF PERSONNEL BY DEPARTMENT

FIGURE 6

DEPT. NO.	DEPARTMENT NAME	FY 1984 BUDGETED	FY 1984 REVISED	FY 1985 PROPOSED	NET CHANGE
0999	NON-DEPARTMENTAL	0.0	5.0	8.0	3.0
1000	BOARD OF DIRECTORS	0.0	0.0	0.0	0.0
1100	GENERAL MANAGER	8.0	8.0	8.0	0.0
1200	DISTRICT SECRETARY	7.5	8.0	9.0	1.0
2200	LEGAL	10.5	10.5	10.5	0.0
3099	AGM FOR OPERATIONS	6.0	6.0	7.0	1.0
3250	TRANSPORTATION OPERATING DIVISIONS	4,698.0	4,850.0	4,922.0	72.0
3291	STOPS AND ZONES	18.0	18.0	24.0	6.0
3296	OPERATIONS CONTROL AND SERVICES	157.0	168.	176.0	8.0
3297	TRANSPORTATION INSTRUCTION	92.0	92.0	81.0	-11.0
3299	TRANSPORTATION GENERAL	22.0	34.0	35.0	1.0
3314	CENTRAL MAINTENANCE	404.0	391.0	391.0	0.0
3334	FACILITIES MAINTENANCE	102.0	108.0	119.0	11.0
3350	MAINTENANCE OPERATING DIVISIONS	1,366.0	1,431.0	1,470.0	39.0
3399	MAINTENANCE GENERAL	59.0	60.0	62.0	2.0
3400	EQUIPMENT ENGINEERING	22.0	21.0	20.0	-1.0
3500	TELECOMMUNICATIONS	72.0	72.0	78.0	6.0
3800	TRANSIT POLICE	144.5	144.0	144.0	0.0
3900	SCHEDULING	94.0	136.0	135.0	-1.0
4099	AGM FOR PLANNING AND COMMUNICATIONS	2.0	3.0	3.0	0.0
4200	PLANNING	77.5	67.5	72.5	5.0
4400	MARKETING AND COMMUNI- CATIONS	71.0	71.0	68.0	-3.0
4800	CUSTOMER RELATIONS	131.0	131.0	132.0	1.0
5099	AGM FOR GOVERNMENT AND COMMUNITY AFFAIRS	2.0	2.0	2.0	0.0
5100	GOVERNMENT AFFAIRS	6.0	6.0	7.0	1.0
5500	COMMUNITY RELATIONS	19.0	18.0	18.0	0.0
6099	AGM FOR EQUAL EMPLOYMENT OPPORTUNITY	2.0	3.0	3.0	0.0
6100	EQUAL EMPLOYMENT OPPORTUNITY	8.0	5.0	5.0	0.0
6200	CONTRACT COMPLIANCE	0.0	5.0	5.0	0.0
6300	EMPLOYEE EDUCATION, TRAINING AND DEVELOPMENT	39.0	40.0	42.0	2.0
6400	DBE/WBE	0.0	4.0	5.0	1.0
7099	CONTROLLER-TREASURER-AUDITOR	11.0	11.0	15.0	4.0
7100	ACCOUNTING AND FISCAL	114.0	102.0	103.0	1.0
7200	DATA PROCESSING	100.0	102.0	116.0	14.0

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

SUMMARY OF PERSONNEL BY DEPARTMENT

FIGURE 6 (CONTINUED)

DEPT. NO.	DEPARTMENT NAME	FY 1984 BUDGETED	FY 1984 REVISED	FY 1985 PROPOSED	NET CHANGE
8099	AGM FOR TRANSIT SYSTEMS DEVELOPMENT	2.0	2.0	2.0	0.0
8100	TRANSIT SYSTEMS DEVELOPMENT	110.5	113.5	158.5	45.0
8300	BUS FACILITIES ENGINEERING	35.0	35.0	35.0	0.0
9099	AGM FOR MANAGEMENT	2.0	2.0	2.0	0.0
9100	RISK MANAGEMENT	16.0	16.0	15.0	-1.0
9400	CONTRACTS, PROCUREMENT AND MATERIEL	157.0	160.0	190.0	30.0
9500	PERSONNEL	54.0	56.0	60.0	4.0
9610	GENERAL SERVICES	81.0	80.5	89.5	9.0
9640	PRINTING	29.0	29.0	29.0	0.0
9700	MANAGEMENT AND BUDGET	16.0	16.0	16.0	0.0
9800	LABOR RELATIONS	6.0	6.0	6.0	0.0
9810	EMPLOYEE ACTIVITIES	4.0	4.0	5.0	1.0

TOTALS		8,377.5	8,653.0	8,904.0	251.0
--------	--	---------	---------	---------	-------

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

EXPLANATION OF PERSONNEL CHANGES

FIGURE 7

DEPT. NO.	DEPARTMENT NAME	JOB CLASSIFICATION	NUMBER OF POSITIONS	LABOR GROUP	POSITION JUSTIFICATION
0999	Non-Departmental	Special Assistant	3.0	NC	TI
1200	District Secretary	Recording Secretary	1.0	NC	IW
3099	Operations General	Administrative Analyst	1.0	NC	AS
3250	Transportation Operating Divisions	Full-Time Operator	114.0	UTU	SA
		Part-Time Operator	-48.0	UTU	PD
		Extra Division Dispatcher	6.0	NC	EF
3291	Stops and Zones	Stops and Zones Repre- sentative	1.0	NC	IW
		Staff Aide	1.0	NC	AT
		Property Maintainer	2.0	ATU	IW
		As-Needed Surveyor	2.0	NC	IW
3296	Operations Control and Services	Supervisor of Vehicle Operations	3.0	NC	IW
		Extra Supervisor of Vehicle Operations	5.0	NC	IW
3297	Transportation Instruction	Instructor of Vehicle Operations	2.0	NC	EF
		Typist Clerk	2.0	BRAC	EF
		Extra Instructor of Vehicle Operations	-15.0	NC	PD
3299	Transportation General	Transportation Systems Coordinator	1.0	NC	AT
3334	Facilities Maintenance	Building and Grounds Supervisor	1.0	NC	IW
		Roving Janitor	3.0	ATU	IW
		Property Maintainer	4.0	ATU	EF
		Electrician's Helper	1.0	ATU	EF
		Plumber	1.0	ATU	EF
		Electrician	1.0	ATU	EF
3350	Maintenance Operating Divisions	Mechanic ¹	28.0	ATU	SA
		Equipment Records Specialist	9.0	BRAC	IW

1 - Seven Mechanics scheduled to start January 1, 1985.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

EXPLANATION OF PERSONNEL CHANGES

FIGURE 7 (CONTINUED)

DEPT. NO.	DEPARTMENT NAME	JOB CLASSIFICATION	NUMBER OF POSITIONS	LABOR GROUP	POSITION JUSTIFICATION
3350	Maintenance Operating Divisions (Continued)	Equipment Services Supervisor	2.0	NC	IW
3399	Maintenance General	Equipment Maintenance Instructor	2.0	NC	IW
3400	Equipment Engineering	Equipment Engineering Technician	1.0	NC	IW
		Mechanic	-2.0	ATU	PD
3500	Telecommunications	Electronic Maintenance Manager	2.0	NC	IW
		Electronic Communications Technician ²	3.0	ATU	AT
		Typist Clerk	1.0	BRAC	IW
		Electronic Maintenance Supervisor	1.0	NC	EF
		Word Processing Applications Coordinator	-1.0	NC	TO
3900	Scheduling	Statistical Analyst	1.0	NC	SA
		Mileage Calculator	-1.0	BRAC	PD
		Senior Mileage Calculator	-1.0	BRAC	PD
4200	Planning	Senior Planner	1.0	NC	AS
		Secretary	1.0	NC	AS
		Market Research Manager	1.0	NC	TI
		Market Analyst	1.0	NC	TI
		Secretary	1.0	NC	TI
4400	Marketing and Communications	Market Research Manager	-1.0	NC	TO
		Market Analyst	-1.0	NC	TO
		Secretary	-1.0	NC	TO
4800	Customer Relations	Customer Service Systems Coordinator	1.0	NC	IW
5100	Government Affairs	Secretary	1.0	NC	IW

2 - Three Electronic Communications Technicians scheduled to start October 1, 1984.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

EXPLANATION OF PERSONNEL CHANGES

FIGURE 7 (CONTINUED)

DEPT. NO.	DEPARTMENT NAME	JOB CLASSIFICATION	NUMBER OF POSITIONS	LABOR GROUP	POSITION JUSTIFICATION
6300	Employee Education, Training and Development	Training Coordinator ³	1.0	NC	AT
		Word Processing Appli- cations Coordinator	1.0	NC	TI
6400	DBE/WBE	Secretary	1.0	NC	IW
7099	Controller-Treasurer- Auditor	Staff Assistant	1.0	NC	IW
		Senior Auditor	2.0	NC	MR
		Word Processor Operator	1.0	BRAC	MR
7100	Accounting and Fiscal	Accountant	1.0	NC	MR
7200	Data Processing	Programmer	2.0	NC	AT
		Programmer Assistant	2.0	NC	AT
		Typist Clerk	1.0	BRAC	AT
		Data Base Analyst	2.0	NC	AT
		System Project Leader	2.0	NC	AT
		Senior Programmer Analyst	1.0	NC	MR
		Programmer Analyst	3.0	NC	AT
		Technical Support Manager	1.0	NC	AT
8100	Transit Systems Development	Senior Engineer	14.0	NC	MR
		Engineer	2.0	NC	MR
		Engineering Associate	1.0	NC	MR
		Systems Analysis Engineer	1.0	NC	MR
		Supervising Systems Operations Engineer	1.0	NC	MR
		Senior Systems Opera- tions Engineer	1.0	NC	MR
		Data Technician	2.0	NC	MR
		Staff Aide	2.0	NC	MR
		Utilities Engineer	1.0	NC	MR

3 - One Training Coordinator scheduled to start October 1, 1984.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

EXPLANATION OF PERSONNEL CHANGES

FIGURE 7 (CONTINUED)

DEPT. NO.	DEPARTMENT NAME	JOB CLASSIFICATION	NUMBER OF POSITIONS	LABOR GROUP	POSITION JUSTIFICATION
8100	Transit Systems Development (Continued)	Surveying Engineer	1.0	NC	MR
		Program Control Analyst	4.0	NC	MR
		Estimator	1.0	NC	MR
		Assistant Graphic Artist	1.0	NC	MR
		Supervising Engineer (Construction)	2.0	NC	MR
		Configuration Control Analyst	1.0	NC	MR
		Contract Administrator	1.0	NC	MR
		Real Estate Specialist	5.0	NC	MR
		Secretary	1.0	NC	MR
		Configuration Management Technician	3.0	NC	MR
		Director of Administra- tion	1.0	NC	MR
		Administrative Analyst	1.0	NC	MR
		Word Processor Operator	-2.0	BRAC	PD
9100	Risk Management	Director of Risk Manage- ment	1.0	NC	RO
		Special Assistant	-3.0	NC	TO
		Secretary	1.0	NC	RO
9400	Contracts, Procurement and Materiel	Assistant Contract Administrator	2.0	NC	MR
		Assistant MMS Coordinator	1.0	NC	AT
		Secretary	1.0	NC	MR
		Staff Aide	1.0	NC	IW
		Stock Clerk	5.0	BRAC	EF
		Storekeeper	1.0	BRAC	EF
		Relief Stock Clerk	5.0	BRAC	EF
		Truck Driver/Clerk	2.0	BRAC	IW
		Shipping Clerk	1.0	BRAC	IW
		Control Financial Special- ist (Price Analyst)	1.0	NC	MR
		ASRS Coordinator ⁴	7.0	NC	AT
Material Coordinator	3.0	BRAC	IW		
9500	Personnel	Personnel Analyst	1.0	NC	MR
		As-Needed Data Technician	3.0	NC	IW

4 - Two ASRS Coordinators scheduled to start October 1, 1984.
Five ASRS Coordinators scheduled to start April 1, 1985.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

EXPLANATION OF PERSONNEL CHANGES

FIGURE 7 (CONTINUED)

DEPT. NO.	DEPARTMENT NAME	JOB CLASSIFICATION	NUMBER OF POSITIONS	LABOR GROUP	POSITION JUSTIFICATION
9610 -	General Services	Janitor	1.0	BRAC	EF
		Mopper/Waxer	7.0	BRAC	EF
		Messenger Clerk	1.0	BRAC	EF
9810 -	Employee Activities	Travel Technician	1.0	NC	IW
		TOTAL	251.0		

SUMMARY OF PERSONNEL CHANGES

<u>POSITION JUSTIFICATION</u>	<u>NON-CONTRACT</u>	<u>CONTRACT</u>	<u>TOTAL</u>
SERVICE AUGMENTATION (SA)	1.0	142.0	143.0
METRO RAIL (MR)	56.0	1.0	57.0
INCREASED WORKLOAD (IW)	29.0	21.0	50.0
EXPANDED FACILITIES (EF)	9.0	29.0	38.0
ADVANCED TECHNOLOGY (AT)	23.0	4.0	27.0
ACCESSIBLE SERVICE (AS)	3.0	0.0	3.0
REORGANIZATION (RO)	2.0	0.0	2.0
TRANSFER IN (TI)	7.0	0.0	7.0
TRANSFER OUT (TO)	-7.0	0.0	-7.0
POSITIONS DELETED (PD)	<u>-15.0</u>	<u>-54.0</u>	<u>-69.0</u>
TOTAL	108.0	143.0	251.0

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

METRO RAIL PROGRAM BUDGET

During Fiscal Year 1985, work will be continuing on the final design phase of the Metro Rail Project with some of the design unit contracts being completed by the end of Fiscal Year 1984. It is anticipated that construction will begin during Fiscal Year 1985. The effort necessary to implement the Metro Rail Project is intense and spans many of the District's reporting units. To facilitate Metro Rail Project management, a program budget has been developed showing expenditures projected on a cash flow basis by department. The entire Metro Rail Project is supported by capital funds.

The budget includes funds for 225.75 full-time equivalent staff positions, right-of-way acquisition, professional service contracts, and miscellaneous expenditures. The Office of Management and Budget has incorporated the Metro Rail Program Budget into each appropriate department's proposed budget for Fiscal Year 1985.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

METRO RAIL PROGRAM BUDGET

FIGURE 8

DEPT. NO.	DEPARTMENT NAME	PERSONNEL (FTE'S)	LABOR (\$000)	PROFESSIONAL AND CONTRACT SERVICES (\$000)	R.O.W. ACQUISITION (\$000)	MISCELLANEOUS EXPENDITURE (\$000)	TOTAL (\$000)
0999	NON-DEPARTMENTAL		0	0	0	6,275	6,275
1200	DISTRICT SECRETARY		0	0	0	5	5
2200	LEGAL	3.75	141	1,285	0	25	1,451
3800	TRANSIT POLICE	.25	13	0	0	7	20
4200	PLANNING	11.25	459	1,350	0	96	1,905
4400	MARKETING AND COMMUNICATIONS	1.00	30	0	0	0	30
5500	COMMUNITY RELATIONS	11.00	361	102	0	284	747
6099	AGM FOR EQUAL EMPLOYMENT OPPORTUNITY	1.00	33	4	0	2	39
6100	EQUAL OPPORTUNITY	.50	16	0	0	0	16
6200	CONTRACT COMPLIANCE	3.00	85	0	0	5	90
6400	DBE/WBE	2.75	94	0	0	6	100
7099	CONTROLLER	8.25	253	0	0	18	271
7100	ACCOUNTING	1.00	26	0	0	0	26
7200	DATA PROCESSING	7.00	213	94	0	497	804
8099	AGM TRANSIT SYSTEMS DEVELOPMENT	1.50	79	60,000	0	4	60,083
8100	TRANSIT SYSTEMS DEVELOPMENT	155.25	5,963	149,798	56,188	539	212,488
9100	RISK MANAGEMENT	1.75	63	10	0	2	75
9400	CONTRACTS, PROCUREMENT AND MATERIEL	8.75	285	0	0	76	361
9500	PERSONNEL	1.00	31	0	0	0	31
9610	GENERAL SERVICES	3.25	70	0	0	46	116
9640	PRINTING	3.50	85	0	0	82	167
TOTAL		225.75	8,300	212,643	56,188	7,969	285,100

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

SPECIAL ACCESSIBLE SERVICE PROGRAM BUDGET

In 1974, the Southern California Rapid Transit District established a policy which provides that buses to be purchased by the District must be equipped with wheelchair lifts and other devices so as to make bus service accessible to persons in wheelchairs. Since this policy was established, the District has made a major commitment to serving the transportation needs of persons with mobility impairments, and has invested millions in facilities and operations to enable patrons in wheelchairs to use the District's services.

In October 1983, the District assessed the progress made toward development of a totally accessible bus fleet. This assessment led to the creation of the Board Ad Hoc Committee on Accessible Transportation and the development of an Accessible Service Program for improving the current level of accessible service. The program calls for the adoption of specific goals and objectives and the implementation of tasks by District staff to realize those objectives over a specific time frame and within a special budget.

The Special Accessible Service Program Budget totals \$4,995,000. The following attachment summarizes the budget expenditures needed to achieve the desired goals and objectives adopted by the Ad Hoc Committee on April 5, 1984.

The budget includes funds for three additional positions and for an accessible service slide presentation to be developed by the Community Relations Department. Funds were requested for consulting services, but are not recommended since the proposed accessible service study will be conducted by the Planning Department. The Office of Management and Budget has incorporated the Accessible Service Program Budget into each appropriate department's proposed budget for Fiscal Year 1985.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

SPECIAL ACCESSIBLE SERVICE PROGRAM BUDGET

FIGURE 9

DEPT. NO.	DEPARTMENT NAME	PERSONNEL (FTE'S)	LABOR (\$000)	PROFESSIONAL SERVICES (\$000)	MATERIALS AND SUPPLIES (\$000)	MISCELLANEOUS EXPENDITURES (\$000)	TOTAL (\$000)
0990	NON-DEPARTMENTAL	0.00	0	0	0	1,665	1,665
3099	AGM FOR OPERATIONS	1.00	28	0	0	0	28
3297	TRANSPORTATION INSTRUCTION	0.00	0	0	10	0	10
3350	MAINTENANCE OPERATING DIVISIONS	91.00	2,910	0	88	0	2,998
3399	MAINTENANCE GENERAL	0.25	10	0	0	0	10
3400	EQUIPMENT ENGINEERING	1.00	26	30	0	0	56
3900	SCHEDULING	*	4	0	2	0	6
4200	PLANNING	2.00	50	0	0	0	50
4400	MARKETING AND COMMUNICATIONS	*	2	0	0	0	2
4800	CUSTOMER RELATIONS	1.00	27	0	0	0	27
5500	COMMUNITY RELATIONS	0.00	0	0	24	0	24
6300	EMPLOYEE EDUCATION, TRAINING AND DEVELOPMENT	0.00	0	75	25	0	100
9100	RISK MANAGEMENT	*	1	15	0	3	19
TOTAL		96.25	3,058	120	149	1,668	4,995

*Less than 0.25 FTE

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

CONSOLIDATED CASH FLOW SUMMARY
EXPENDITURES BY CAPITAL GRANT

FIGURE 10

GRANT NUMBER	EXPENSED TO DATE (\$000)	FY 1985 ESTIMATED (\$000)	FUTURE YEARS (\$000)	TOTAL GRANT (\$000)
<u>METRO RAIL</u>				
CA-03-0130	<u>61,533</u>	<u>285,100</u>	<u>2,962,367</u>	<u>3,309,000</u>
Total Project Cost	61,533	285,100	2,962,367	3,309,000
Grantor Portion	(49,226)	(176,763)		
UMTA Section 9	(0)	(19,954)		
State Prop. 5	(9,230)	(34,214)		
LACTC Prop. A/STAF	(3,077)	(34,214)		
L.A. City Prop. A	(0)	(5,703)		
Local/Private Funds	(0)	(14,252)		
<u>Other UMTA Section 3 Capital</u>				
CA-03-0034	16,234	200	529	16,963
CA-03-0049	21,910	1,000	210	23,120
CA-03-0090	36,843	3,500	373	40,716
CA-03-0106	11,393	300	585	12,278
CA-03-0121	2,732	0	72	2,804
CA-03-0132	43,737	441	3,069	47,247
CA-03-0137	15,052	1,000	482	16,534
CA-03-0161	30,899	366	1,761	33,026
CA-03-0178	55,647	0	15,664	71,311
CA-03-0182	6,303	0	3,870	10,173
CA-03-0209	7,408	82	1,121	8,611
CA-03-0213	3,139	24,900	26,721	54,760
CA-03-0247	14,394	106	0	14,500
CA-03-0259	7,481	2,579	3,888	13,948
CA-03-0275	22,125	25,375	0	47,500
CA-03-(FY 85)	<u>0</u>	<u>13,666</u>	<u>0</u>	<u>13,666</u>
Total Cost	295,297	73,515	58,345	427,157
Grantor Portion		(58,812)		
TDA Match		(14,703)		

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

CONSOLIDATED CASH FLOW SUMMARY
EXPENDITURES BY CAPITAL GRANT

FIGURE 10 (Continued)

GRANT NUMBER	EXPENSED TO DATE (\$000)	FY 1985 ESTIMATED (\$000)	FUTURE YEARS (\$000)	TOTAL GRANT (\$000)
<u>UMTA Section 5 Capital</u>				
CA-05-0043	74,416	0	583	74,999
CA-05-0052	12,289	280	1,911	14,480
CA-05-0121	3,918	7,023	0	10,941
CA-05-0125	7,040	831	0	7,871
CA-05-0133	<u>0</u>	<u>850</u>	<u>14,077</u>	<u>14,927</u>
Total Cost	97,663	8,984	16,571	123,218
Grantor Portion		(7,187)		
TDA Match		(1,797)		
<u>UMTA Section 9 Capital</u>				
CA-90-0022	900	7,749	27,591	36,240
CA-90-X059	0	8,735	30,080	38,815
CA-90-(FY 85)	<u>0</u>	<u>11,683</u>	<u>55,117</u>	<u>66,800</u>
Total Cost	900	28,167	112,788	141,855
Grantor Portion		(22,534)		
TDA Match		(5,633)		
<u>Equipment Trust Certificates</u>				
415 Advanced Designed Buses			\$ 5,075	
Total			\$ 5,075	
<u>TDA</u>				
Local match on Section 3, 5 and 9 UMTA grants			\$ 22,133	
Trust Certificates for Bus Procurement			-5,075	
Debt Service Sinking Fund			3,400	
Non-Grant Funded Capital Items			<u>5,712</u>	
Total			\$ 26,170	

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FINANCIAL SUMMARY

FIGURE 11

DEPT NO	DEPARTMENT NAME	OPERATING TOTALS (\$000)	UMTA					CAPITAL		STATE PROP 5 (\$000)	LACTC PROP A (\$000)	LA CITY PROP A (\$000)	CAPITAL SUBTOTAL (\$000)	PROPOSED TOTALS (\$000)
			METRO RAIL (\$000)	OTHER SEC 3 (\$000)	UMTA SEC 5 (\$000)	UMTA SEC 9 (\$000)	LOCAL/PRIVATE FUNDS (\$000)	EQUIPT TRUST CERTS (\$000)	STATE TDA/STA (\$000)					
0999	NON-DEPARTMENTAL	148,989	3,891			439	314		2,000	753	753	126	8,276	157,265
1000	BOARD OF DIRECTORS	153											0	153
1100	GENERAL MANAGER	634											0	634
1200	DISTRICT SECRETARY	365	3						15	1	1	0	20	385
2200	LEGAL	734	900				72			174	174	29	1,451	2,185
3099	AGM FOR OPERATIONS	276		20,946				5,075	3,561				29,582	29,858
3250	TRANS OPERATING DIVS	138,492				56			20				76	138,568
3291	STOPS & ZONES	915							34				34	949
3296	OPER CONTROL & SERVICES	6,590											0	6,590
3297	TRANS INSTRUCTION	3,314				138			34				172	3,486
3299	TRANSPORTATION GENERAL	1,755				6			1				7	1,762
3314	CENTRAL MAINTENANCE	25,325				2,042			510				2,552	27,877
3334	FACILITIES MAINTENANCE	6,374				394			99				493	6,867
3350	MAINT OPERATING DIVS	63,429				478			225				703	64,132
3399	MAINTENANCE GENERAL	3,169							28				28	3,197
3400	EQUIPMENT ENGINEERING	705		105	19	17			35				176	881
3500	TELECOMMUNICATIONS	3,361				6,561			1,640				8,201	11,562
3800	TRANSIT POLICE	5,155	12			27	1		9	2	2		53	5,208
3900	SCHEDULING	4,562											0	4,562
4099	AGM FOR PLANNING & COMM	97											0	97
4200	PLANNING	2,832	1,181			197	95		16	229	229	38	1,985	4,817
4400	MARKETING & COMM	3,220	19			2	2		83	4	4	1	115	3,335
4800	CUSTOMER RELATIONS	3,291		1,524		747			636				2,907	6,198
5099	AGM FOR GOVT & COMM AFF	107											0	107
5100	GOVERNMENT AFFAIRS	391											0	391
5500	COMMUNITY RELATIONS	360	463			52	37			90	90	15	747	1,107
6099	AGM FOR EQUAL OPP	94	24			3	2		7	5	5	1	47	141
6100	EQUAL EMPLOYMENT OPP	147	10			1	1			2	2		16	163
6200	CONTRACT COMPLIANCE	75	56			6	4			11	11	2	90	165
6300	EMP ED, TRAINING & DEV	1,721				313			78				391	2,112
6400	DBE/WBE	88	62			7	5			12	12	2	100	188
7099	CONTROLLER-TREAS-AUDIT	305	168			19	14		23	33	33	5	295	600
7100	ACCOUNTING & FISCAL	3,032	16	63	40	18	1		38	3	3	1	183	3,215
7200	DATA PROCESSING	6,096	498	400	6,262	251	40		1,843	96	96	16	9,502	15,598
8099	AGM FOR TRANSIT SYS DEV	26	37,251			4,206	3,004			7,210	7,210	1,202	60,083	60,109
8100	TRANSIT SYSTEMS DEV	203	131,743			14,874	10,623			25,499	25,499	4,250	212,488	212,691
8300	BUS FACILITIES ENGINEER	735		35,552	702	9,660			14,502				60,416	61,151
9099	AGM FOR MANAGEMENT	119											0	119
9100	RISK MANAGEMENT	845	47			5	3			9	9	2	75	920
9400	CONTRACTS, PROC & MATL	4,544	224			292	18		194	43	43	7	821	5,365
9500	PERSONNEL	2,441	19			21	2		55	4	4	1	106	2,547
9610	GENERAL SERVICES	1,855	72			794	6		201	14	14	2	1,103	2,959
9640	PRINTING	1,633	104	222	164	760	8		283	20	20	3	1,584	3,217
9700	MANAGEMENT & BUDGET	559											0	559
9800	LABOR RELATIONS	339											0	339
9810	EMPLOYEE ACTIVITIES	272											0	272
TOTALS		449,725	176,763	59,812	7,187	42,488	14,252	5,075	25,170	34,214	34,214	5,703	404,878	854,603

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

DEPARTMENTAL BUDGETS

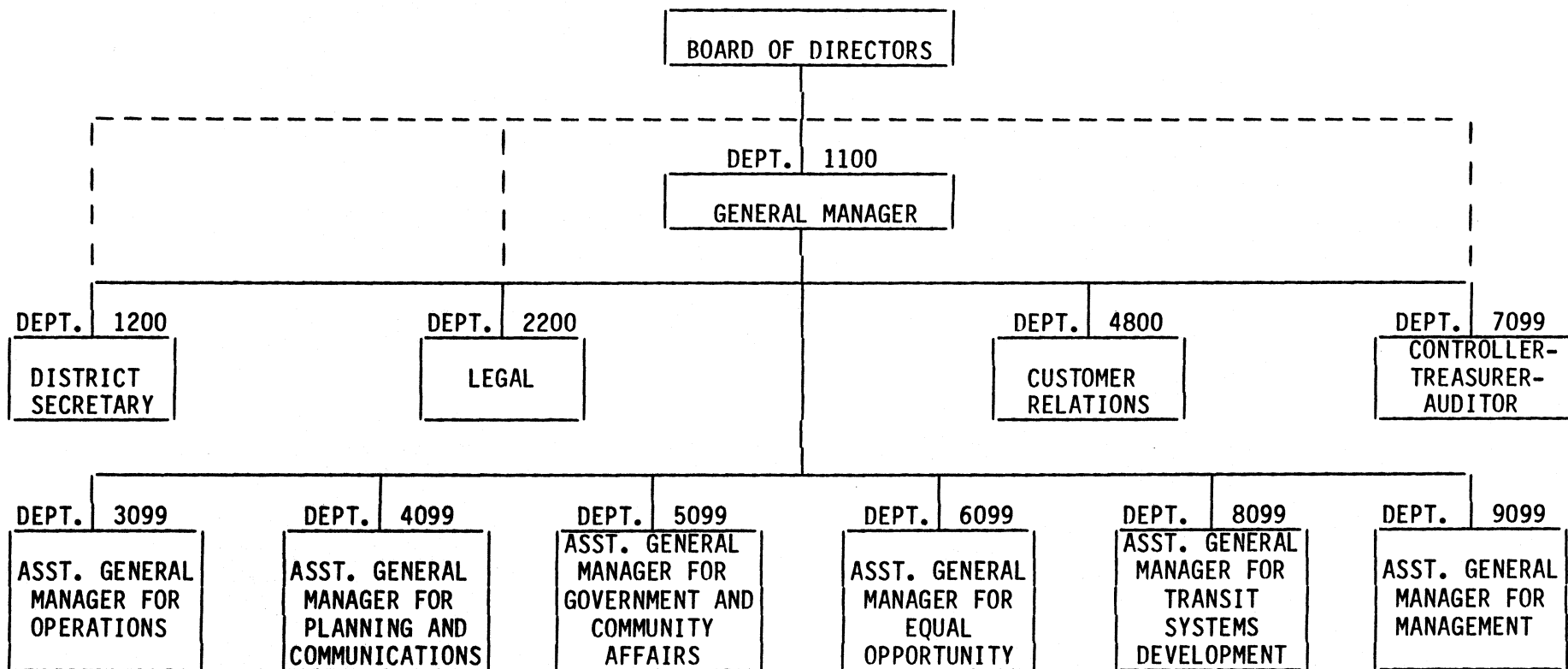
Part 5.0 of this Budget outlines the activities of the various departments. Each department is introduced in a summary page or two which describes the department, highlights changes which will result from the adoption of the Budget, and lists selected key objectives and their relationship to the District-wide objectives. At the top of each page is a table summarizing expenditures and personnel for Fiscal Year 1985 and the percent change they represent from the Fiscal Year 1984 Budget.

The next page subdivides each department by function to enhance the understanding of the department's organizational structure. 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.

The last page for each department provides a three year comparison of expenditures by major expense categories.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
 FISCAL YEAR 1985 BUDGET

DISTRICT ORGANIZATION CHART



SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

DISTRICT: NO. 0999 - 9810

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	393,362	425,000	419,879	449,725	7%
CAPITAL (\$000)	NA	NA	298,654	410,217	37%
TOTAL EXPEND. (\$000)	NA	NA	718,533	859,942	20%
PERSONNEL (FTE'S)	8,226.0	8,371.0	8,377.5	8,904.0	6%

The Southern California Rapid Transit District is a public agency created in 1964 by the California legislature with a mandate to: (1) operate and improve the existing bus system, and (2) design, construct and operate a rail transit system to meet the transportation needs of Los Angeles area residents. The District operates a fleet of nearly 3,000 buses over a service area of 2,280 square miles, carrying more than 1,500,000 passengers each weekday. Metro Rail development is underway and other rail projects are under consideration in conjunction with local government agencies.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1984

The proposed operating budget for Fiscal Year 1985 totals \$449,725,000 which is a 5.8% increase over Fiscal Year 1984 Estimated expenditures. A mid-year budget adjustment of \$2,200,000, due to a major service augmentation, offsets the majority of this difference.

In accordance with the Memorandum of Understanding with the LACTC, the District will provide 7,326,000 hours of bus service during Fiscal Year 1985, an increase of 4% over the Fiscal Year 1984 budgeted number of service hours (7,020,000). Two service hour increases, one of 98,000 hours and one of 39,400 hours occurred during Fiscal Year 1984.

These increases will help accommodate the 13% increase in ridership experienced during Fiscal Year 1984 and will require a 6% increase in the number of employees over the budgeted Fiscal Year 1984 level, and 3% over the mid-year adjusted number.

Capital funds have increased primarily due to the Metro Rail Project.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

DISTRICT: NO. 0999 - 9810

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
NON-DEPARTMENTAL	8.00	0.00	8.00	1,166	153,390	-5,567	148,989
POLICY	17.00	0.00	17.00	665	487	0	1,152
LEGAL	10.50	0.00	10.50	472	403	-141	734
OPERATIONS	695.00	6,969.00	7,664.00	228,753	34,968	-299	263,422
PLANNING AND COMMUNICATIONS	102.50	41.00	143.50	4,671	1,967	-489	6,149
CUSTOMER RELATIONS	27.00	105.00	132.00	3,192	99	0	3,291
GOVERNMENT AND COMMUNITY AFFAIRS	27.00	0.00	27.00	963	256	-361	858
EQUAL OPPORTUNITY	60.00	0.00	60.00	1,770	583	-228	2,125
CONTROLLER-TREASURER- AUDITOR	123.00	111.00	234.00	6,542	3,383	-492	9,433
TRANSIT SYSTEMS DEVELOPMENT	194.50	1.00	195.50	7,620	488	-7,144	964
MANAGEMENT	139.50	273.00	412.50	10,168	2,974	-534	12,608
TOTALS	1,404.00	7,500.00	8,904.00	265,982	198,998	-15,255	449,725

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

DISTRICT: NO. 0999 - 9810

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	39,127	41,657	46,272	51,558
CONTRACT WAGES	186,203	205,656	200,183	214,424
TRAINING & OTHER FRINGE BENEFITS	61,880	71,891	71,390	79,919
SERVICES	9,048	10,260	141,740	12,954
MATERIALS & SUPPLIES	59,123	62,125	59,578	61,287
TELEPHONE & OTHER UTILITIES	3,050	3,119	3,501	3,264
TRAVEL & OTHER MISCELLANEOUS	1,213	1,224	1,868	1,306
ALL OTHER EXPENSES	39,837	40,465	49,518	40,268
LABOR SUBTOTALS	225,330	247,313	246,455	265,982
NON-LABOR SUBTOTALS	174,151	189,084	327,595	198,998
LESS EXPENSE TRANSFERS	-6,119	-11,397	-154,171	-15,255
OPERATING TOTALS	393,362	425,000	419,879	449,725
CAPITAL TOTALS	NA	NA	298,654	410,217
DEPARTMENTAL TOTALS	NA	NA	718,533	859,942

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

NON-DEPARTMENTAL: NO. 0999

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	125,235	132,629	140,153	148,989	6%
CAPITAL (\$000)	NA	NA	5,962	8,276	39%
TOTAL EXPEND. (\$000)	NA	NA	146,115	157,265	8%
PERSONNEL (FTE'S)	0.0	0.0	0.0	8.0	NA

The Non-Departmental budget provides funding for various indirect costs and some expenses which are not clearly tied to any particular department. In this way, individual departmental budgets are not distorted. Fringe benefits, building leases and rentals, all utilities, fuel, and insurance premiums are among the items included in the Non-Departmental budget.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1984

Eight Special Assistant positions have been added to the Non-Departmental budget. Three of the positions are transferred from the Risk Management Department; the other five positions were not reflected in any departmental budget in Fiscal Year 1984. The Special Assistant classification was created in Fiscal Year 1981 to provide a re-entry opportunity for District employees who are temporarily and partially disabled. These positions are assigned to departments depending on work load.

Funds are included for District telephone charges, previously expensed in each department, all of which will be expensed in Non-Departmental during Fiscal Year 1985. Individual departmental budgets have been adjusted to reflect this change. Capital funds are included for indirect costs charged to capital projects, the Metro Rail Wrap-Up Insurance, and for Office Furniture, Office Automation, and Office Renovation/Relocation funds.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
 FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

NON-DEPARTMENTAL: NO. 0999

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
NON-DEPARTMENTAL	8.00	0.00	8.00	1,166	153,390	-5,567	148,989
TOTALS	8.00	0.00	8.00	1,166	153,390	-5,567	148,989

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

NON-DEPARTMENTAL: NO. 0999

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	61	134	179	234
CONTRACT WAGES	575	845	864	932
TRAINING & OTHER FRINGE BENEFITS	60,212	70,255	69,351	77,557
SERVICES	1,547	1,988	1,575	4,980
MATERIALS & SUPPLIES	27,098	26,927	24,830	27,541
TELEPHONE & OTHER UTILITIES	2,189	2,186	2,252	3,264
TRAVEL & OTHER MISCELLANEOUS	0	0	0	0
ALL OTHER EXPENSES	39,672	40,294	44,492	40,048
LABOR SUBTOTALS	636	979	1,043	1,166
NON-LABOR SUBTOTALS	130,718	141,650	142,500	153,390
LESS EXPENSE TRANSFERS	-6,119	-10,000	-3,390	-5,567
OPERATING TOTALS	125,235	132,629	140,153	148,989
CAPITAL TOTALS	NA	NA	5,962	8,276
DEPARTMENTAL TOTALS	NA	NA	146,115	157,265

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

BOARD OF DIRECTORS: NO. 1000

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	155	198	152	153	1%
CAPITAL (\$000)	NA	NA	0	0	0%
TOTAL EXPEND. (\$000)	NA	NA	152	153	1%
PERSONNEL (FTE'S)	0.0	0.0	0.0	0.0	0%

The Board of Directors is the policy-making body of the District and also serves an important function in its legislative contacts.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1984

There are no significant changes planned.

KEY DEPARTMENTAL OBJECTIVES

- o To assure that the transportation needs of the District service area are adequately and equitably met (1.1).
- o To see that the District is managed in a cost-effective manner (3.0).
- o To establish policies that will enable the District to meet increasing service demands resulting from the Proposition A Fare Reduction Program (1.1).
- o To establish policies that will minimize the impact of the post-Proposition A funding reduction on ridership and service levels during Fiscal Year 1986 (4.1).
- o To establish policies that will permit the development of long-term strategies for financing bus and rail systems under Proposition A requirements (4.1).
- o To achieve mutually beneficial modifications for labor and management to all labor agreements expiring in Fiscal Year 1985 (4.2).
- o To implement the Olympics Budget and Service Plan while maintaining the integrity of the regular bus service system (1.4).

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
 FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

BOARD OF DIRECTORS: NO. 1000

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
POLICY AND CONTRACTING AUTHORITY	0.00	0.00	0.00	0	153	0	153
TOTALS	0.00	0.00	0.00	0	153	0	153

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

BOARD OF DIRECTORS: NO. 1000

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	0	0	0	0
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	0	0	3	0
SERVICES	52	46	76	76
MATERIALS & SUPPLIES	2	18	3	5
TELEPHONE & OTHER UTILITIES	12	28	9	NA
TRAVEL & OTHER MISCELLANEOUS	89	106	61	72
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	0	0	0	0
NON-LABOR SUBTOTALS	155	198	152	153
LESS EXPENSE TRANSFERS	0	0	0	0
OPERATING TOTALS	155	198	152	153
CAPITAL TOTALS	NA	NA	0	0
DEPARTMENTAL TOTALS	NA	NA	152	153

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

GENERAL MANAGER: NO. 1100

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	287	523	611	634	4%
CAPITAL (\$000)	NA	NA	0	0	0%
TOTAL EXPEND. (\$000)	NA	NA	611	634	4%
PERSONNEL (FTE'S)	2.0	6.0	8.0	8.0	0%

The General Manager is responsible for ensuring that District policies, as established by the Board of Directors, are accomplished in an effective and efficient manner. The General Manager is 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 operation and capital development programs of the District.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1984

There are no significant changes planned.

KEY DEPARTMENTAL OBJECTIVES

- o To present for Board consideration alternative policy options on all major issues facing the District (4.0).
- o To implement existing and new Board policies in a cost-effective manner (3.0).
- o To ensure that District performance and operations standards are met or exceeded for on-street transit service in Fiscal Year 1985 (1.1, 1.2, 1.3, 1.4, 1.6, 1.7).
- o To achieve all capital development program objectives established for the District in Fiscal Year 1985 (2.1, 2.2, 2.3, 2.4).
- o To manage and measure the 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 1985 (1.0, 2.0, 3.0, 4.0).

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
 FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

GENERAL MANAGER: NO. 1100

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
ADMINISTRATION	8.00	0.00	8.00	406	228	0	634
TOTALS	8.00	0.00	8.00	406	228	0	634

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

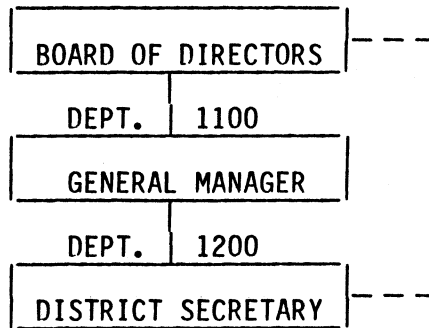
THREE YEAR EXPENSE CATEGORY COMPARISON

GENERAL MANAGER: NO. 1100

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	135	289	382	406
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	0	0	3	3
SERVICES	76	178	110	165
MATERIALS & SUPPLIES	6	3	10	5
TELEPHONE & OTHER UTILITIES	5	3	9	NA
TRAVEL & OTHER MISCELLANEOUS	65	50	97	55
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	135	289	382	406
NON-LABOR SUBTOTALS	152	234	229	228
LESS EXPENSE TRANSFERS	0	0	0	0
OPERATING TOTALS	287	523	611	634
CAPITAL TOTALS	NA	NA	0	0
DEPARTMENTAL TOTALS	NA	NA	611	634

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

OFFICE OF THE DISTRICT SECRETARY ORGANIZATION CHART



SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

DISTRICT SECRETARY: NO. 1200

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	230	262	324	365	13%
CAPITAL (\$000)	NA	NA	0	20	NA
TOTAL EXPEND. (\$000)	NA	NA	324	385	19%
PERSONNEL (FTE'S)	7.0	7.0	7.5	9.0	20%

The Office of the District Secretary issues notices and agendas for Board and Committee Meetings, prepares minutes, keeps all official records of these meetings, and provides support services to the members of the Board of Directors. 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 1984

The District Secretary will conduct a study to determine the feasibility of centralizing District microfilming. One additional position for clerical support has been added. Capital funds are included for office furniture and Metro Rail-related support.

KEY DEPARTMENTAL OBJECTIVES

- o To assure that notices of Board Meetings are issued at least 24 hours in advance and that all Board Meetings are held in accordance with applicable laws.
- o To assure that Public Hearings are held in accordance with State and Federal laws.
- o To complete the Micrographic Study by October, 1984.
- o To maintain the District's Rules and Regulations assuring that changes are made within two weeks of Board action.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

DISTRICT SECRETARY: NO. 1200

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
ADMINISTRATION AND BOARD	5.00	0.00	5.00	87	46	0	133
LEGAL SERVICES	2.00	0.00	2.00	86	1	0	87
MICROGRAPHICS	2.00	0.00	2.00	86	59	0	145
TOTALS	9.00	0.00	9.00	259	106	0	365

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

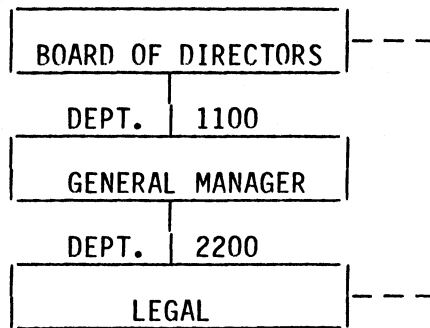
THREE YEAR EXPENSE CATEGORY COMPARISON

DISTRICT SECRETARY: NO. 1200

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	186	222	215	259
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	0	0	2	2
SERVICES	9	15	60	57
MATERIALS & SUPPLIES	6	6	9	9
TELEPHONE & OTHER UTILITIES	0	0	0	NA
TRAVEL & OTHER MISCELLANEOUS	29	19	38	38
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	186	222	215	259
NON-LABOR SUBTOTALS	44	40	109	106
LESS EXPENSE TRANSFERS	0	0	0	0
OPERATING TOTALS	230	262	324	365
CAPITAL TOTALS	NA	NA	0	20
DEPARTMENTAL TOTALS	NA	NA	324	385

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

LEGAL DEPARTMENT ORGANIZATION CHART



SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

LEGAL: NO. 2200

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	706	776	583	734	26%
CAPITAL (\$000)	NA	NA	411	1,451	253%
TOTAL EXPEND. (\$000)	NA	NA	994	2,185	120%
PERSONNEL (FTE'S)	8.5	8.5	10.5	10.5	0%

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 1984

Capital funds are included for Metro Rail-related support, primarily for condemnation proceedings.

KEY DEPARTMENTAL OBJECTIVES

- o To research decisions which impact the District within one month of enactment of laws or court decision.
- o To participate in the implementation of all real estate phases of the Metro Rail Project within deadlines set by Board of Directors or UMTA Grant requirements (2.1).
- o To draft, revise or report on provision of purchase agreements, leases, licenses, permits and easements within two weeks of request.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

LEGAL: NO. 2200

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
ADMINISTRATION	2.50	0.00	2.50	114	243	0	357
CONTRACT AND PROCUREMENT	2.75	0.00	2.75	121	11	0	132
METRO RAIL	3.75	0.00	3.75	141	0	-141	0
LABOR AND PERSONNEL	1.50	0.00	1.50	96	149	0	245
TOTALS	10.50	0.00	10.50	472	403	-141	734

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

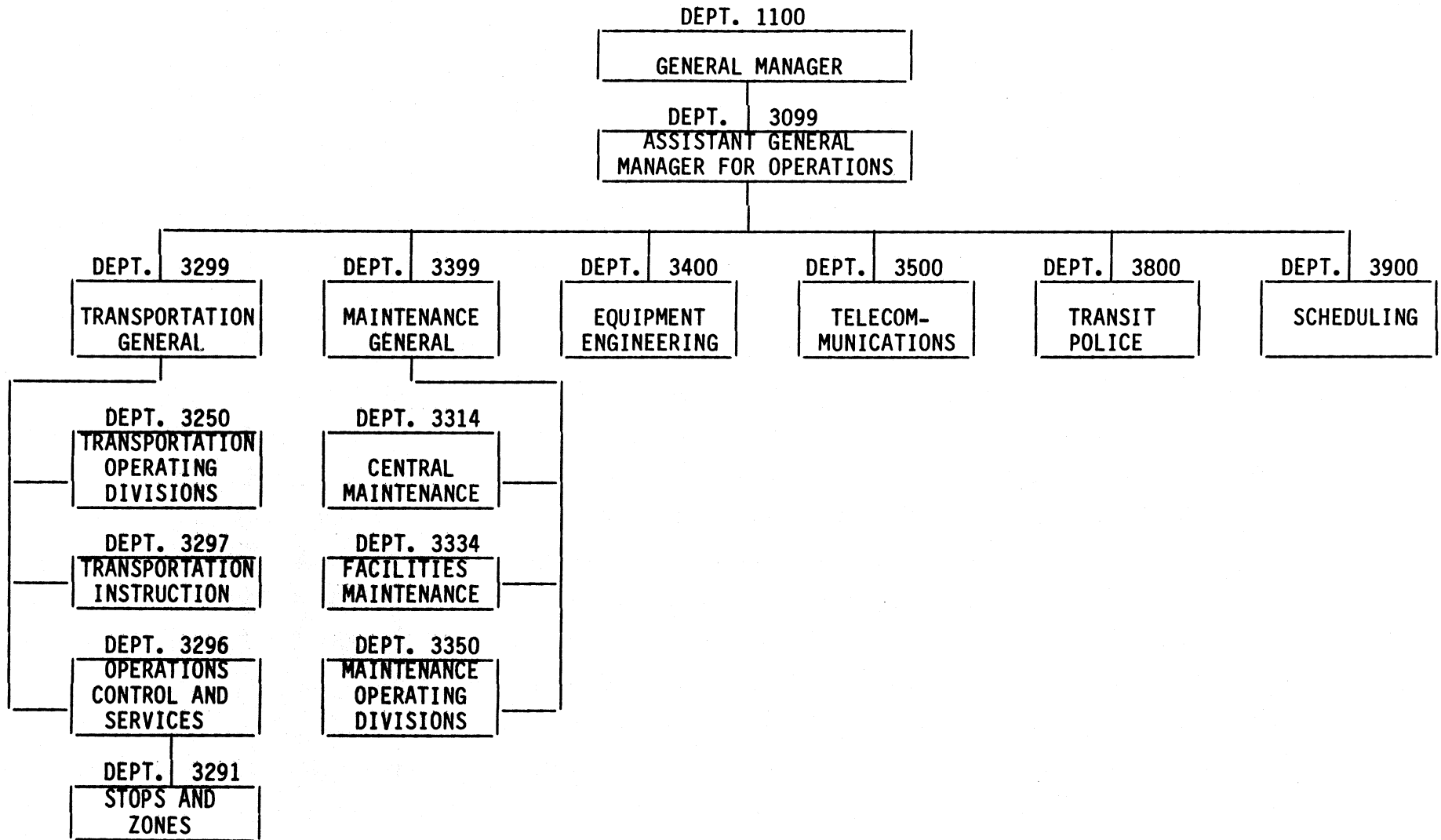
THREE YEAR EXPENSE CATEGORY COMPARISON

LEGAL: NO. 2200

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	343	416	440	472
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	2	1	2	4
SERVICES	338	340	508	379
MATERIALS & SUPPLIES	5	5	26	8
TELEPHONE & OTHER UTILITIES	7	5	8	NA
TRAVEL & OTHER MISCELLANEOUS	11	9	10	12
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	343	416	440	472
NON-LABOR SUBTOTALS	363	360	554	403
LESS EXPENSE TRANSFERS	0	0	-411	-141
OPERATING TOTALS	706	776	583	734
CAPITAL TOTALS	NA	NA	411	1,451
DEPARTMENTAL TOTALS	NA	NA	994	2,185

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

ASSISTANT GENERAL MANAGER FOR OPERATIONS ORGANIZATION CHART



SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

ASSISTANT GENERAL MANAGER FOR OPERATIONS: NO. 3099

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	226	243	291	276	-5%
CAPITAL (\$000)	NA	NA	80,818	29,582	-63%
TOTAL EXPEND. (\$000)	NA	NA	81,109	29,858	-63%
PERSONNEL (FTE'S)	5.0	5.0	6.0	7.0	17%

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, including Accessible Service. Finally, it researches the applicability of new transit-related developments for improving District operations.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1984

One position is added to provide administrative support for and coordination of the Operations Departments' Accessible Service program. Capital funds are included for 140 electronic fare-boxes and 145 standard buses.

KEY DEPARTMENTAL OBJECTIVES

- o To administer and manage District transit operations (1.1, 1.2, 1.3, 1.6, 1.7, 3.9).
- o To coordinate issues and projects which affect or involve several Operations departments or are inter-agency related (4.4).
- o To coordinate and monitor the implementation of the Accessible Service program by the Operations departments (1.7).
- o To investigate and/or implement at least two operating efficiencies during Fiscal Year 1985 which will result in cost savings to the District (3.2, 3.9).
- o To ensure that operational concerns and objectives are addressed/achieved in regard to the Ventura Boulevard Signal Preemption and Automatic Data Collection System.
- o To implement the Olympics Budget and Service Plan while maintaining the integrity of the regular bus service system (1.4).

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

ASSISTANT GENERAL MANAGER FOR OPERATIONS: NO. 3099

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
ADMINISTRATION	5.25	0.00	5.25	174	19	0	193
APPLIED RESEARCH	0.75	0.00	0.75	49	4	0	53
ACCESSIBLE SERVICE	1.00	0.00	1.00	30	0	0	30
TOTALS	7.00	0.00	7.00	253	23	0	276

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

ASSISTANT GENERAL MANAGER FOR OPERATIONS: NO. 3099

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	215	237	270	253
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	1	0	2	3
SERVICES	0	0	1	3
MATERIALS & SUPPLIES	4	4	5	6
TELEPHONE & OTHER UTILITIES	2	1	2	NA
TRAVEL & OTHER MISCELLANEOUS	4	3	17	11
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	215	237	270	253
NON-LABOR SUBTOTALS	11	8	27	23
LESS EXPENSE TRANSFERS	0	-2	-6	0
OPERATING TOTALS	226	243	291	276
CAPITAL TOTALS	NA	NA	80,818	29,582
DEPARTMENTAL TOTALS	NA	NA	81,109	29,858

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

TRANSPORTATION OPERATING DIVISIONS: NO. 3250

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	123,835	133,843	128,826	138,492	8%
CAPITAL (\$000)	NA	NA	133	76	-43%
TOTAL EXPEND. (\$000)	NA	NA	128,959	138,568	7%
PERSONNEL (FTE'S)	4,731.0	4,903.0	4,698.0	4,922.0	5%

The Transportation Operating Divisions operate the District's approximately 3,000 buses with over 5,000 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, passenger complaints, and operating costs.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1984

Early in Fiscal Year 1984, the District implemented a major service increase to improve service and relieve the overcrowding situations. At that time, 132 Operator FTE's were authorized. These increases were not reflected in the original Fiscal Year 1984 Budget and, therefore, estimated expenditures for this year exceed the budgeted amount. These costs were partially offset by a mid-year budget adjustment of \$2,718,000. Another 66 Operator FTE's have been added to provide a 2.3% service level increase which will be added in Fiscal Year 1985. The part-time Operator ratio will be maintained at 15%. The Fiscal Year 1984 Budget showed funds, but not personnel, for 40 Extra positions representing 20 FTE's. Another 12 Extra positions representing six FTE's are added in Fiscal Year 1985 to support new operating divisions. Capital funds are included for photocopying equipment and typewriters.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

TRANSPORTATION OPERATING DIVISIONS: NO. 3250

KEY DEPARTMENTAL OBJECTIVES

- o To reduce traffic accident frequency to 4.5 per 100,000 miles (3.3).
- o To maintain Operator absenteeism at no more than 7.2% at each division in each quarter (1.6, 3.2).
- o To provide accessible transportation in accordance with District policy (1.7).

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

TRANSPORTATION OPERATING DIVISIONS: NO. 3250

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
OPERATIONS	0.00	4,745.00	4,745.00	131,636	802	0	132,438
DISPATCHING	128.00	0.00	128.00	4,168	0	0	4,168
ADMINISTRATION	35.00	14.00	49.00	1,775	111	0	1,886
TOTALS	163.00	4,759.00	4,922.00	137,579	913	0	138,492

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

TRANSPORTATION OPERATING DIVISIONS: NO. 3250

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	4,390	4,815	4,946	5,646
CONTRACT WAGES	118,633	128,485	122,987	131,933
TRAINING & OTHER FRINGE BENEFITS	648	709	749	802
SERVICES	2	2	3	1
MATERIALS & SUPPLIES	101	98	92	92
TELEPHONE & OTHER UTILITIES	38	51	28	NA
TRAVEL & OTHER MISCELLANEOUS	13	19	10	18
ALL OTHER EXPENSES	10	7	11	0
LABOR SUBTOTALS	123,023	133,300	127,933	137,579
NON-LABOR SUBTOTALS	812	886	893	913
LESS EXPENSE TRANSFERS	0	-343	0	0
OPERATING TOTALS	123,835	133,843	128,826	138,492
CAPITAL TOTALS	NA	NA	133	76
DEPARTMENTAL TOTALS	NA	NA	128,959	138,568

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

STOPS AND ZONES: NO. 3291

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	670	715	1,389	915	-34%
CAPITAL (\$000)	NA	NA	0	34	NA
TOTAL EXPEND. (\$000)	NA	NA	1,389	949	-32%
PERSONNEL (FTE'S)	17.0	18.0	18.0	24.0	33%

Stops and Zones is responsible for the installation and maintenance of the more than 30,000 bus stops and zones within the District's service area. This responsibility encompasses preliminary work for new service, 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. The District's new signage program requires that each sign display each bus line that utilizes the stop.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1984

The reduction in the Stops and Zones budget from Fiscal Year 1984 reflects the completion of the District's new signage program. Four positions have been added: two to help maintain the new signs, one to support the inventory and automation of stops and zones data, and one to improve supervision. In addition, four temporary positions, equal to two full-time equivalents, have been added to assist with the initial inventory. The Stops and Zones Supervisor now reports to the Operations Control and Services Superintendent. Capital funds are included for an automobile for the Stops and Zones Representative, two-way radio equipment, and office furniture.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

STOPS AND ZONES: NO. 3291

KEY DEPARTMENTAL OBJECTIVES

- o To provide current and accurate information to District departments regarding bus stops and layover zones at least three days prior to implementation of stops or zones.
- o To coordinate with local jurisdictions to establish and relocate 100% of requested bus stops and bus zones by the effective date of service (4.4).
- o To inventory all stops and zones by a field survey and enter the information so obtained into the data base for the Computerized Customer Information System (CCIS).
- o To install all necessary materials for Phase II and maintain Phase I of the new Bus Stop Information Signage Program.
- o To maintain 100% of existing bus stops and bus zones in a safe and efficient operating condition by responding to routine repair requests within eight days and to emergency repairs requests within two hours.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
 FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

STOPS AND ZONES: NO. 3291

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
ADMINISTRATION	9.00	2.00	11.00	348	27	0	375
PROPERTY MAINTENANCE	0.00	13.00	13.00	400	140	0	540
TOTALS	9.00	15.00	24.00	748	167	0	915

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

STOPS AND ZONES: NO. 3291

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	220	216	205	298
CONTRACT WAGES	365	446	449	450
TRAINING & OTHER FRINGE BENEFITS	2	2	3	13
SERVICES	0	41	1	0
MATERIALS & SUPPLIES	83	12	731	153
TELEPHONE & OTHER UTILITIES	0	0	0	NA
TRAVEL & OTHER MISCELLANEOUS	0	1	0	1
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	585	662	654	748
NON-LABOR SUBTOTALS	85	56	735	167
LESS EXPENSE TRANSFERS	0	-3	0	0
OPERATING TOTALS	670	715	1,389	915
CAPITAL TOTALS	NA	NA	0	34
DEPARTMENTAL TOTALS	NA	NA	1,389	949

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

OPERATIONS CONTROL AND SERVICES: NO. 3296

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	5,343	5,903	6,037	6,590	9%
CAPITAL (\$000)	NA	NA	0	0	0%
TOTAL EXPEND. (\$000)	NA	NA	6,037	6,590	9%
PERSONNEL (FTE'S)	166.0	168.0	157.0	176.0	12%

Operations Control and Services consists of Supervisors of Vehicle Operations, Radio Dispatchers, and Passenger Services and Facilities, each working 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, ensuring 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 and service delays. Passenger Services and Facilities personnel assist 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 1984

The Department name has been changed from Transportation Services to Operations Control and Services. The Fiscal Year 1984 Budget included funds, but not personnel, for Extra Supervisors of Vehicle Operations, Extra Radio Dispatchers and Extra Service Directors, totaling 11 FTE's. Four positions have been added this year to increase and improve road supervision. Eight Extra positions, representing four FTE's, have been added, on an experimental basis, for a Central Business District foot patrol to monitor downtown operations and improve service.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

OPERATIONS CONTROL AND SERVICES: NO. 3296

KEY DEPARTMENTAL OBJECTIVES

- o To provide support and training in preparation for the implementation of the Computer Aided Dispatching System project.
- o To assist in meeting the District's goal to reduce personal injury and liability losses by achieving a traffic accident frequency reduction to 4.5 per 100,000 miles (3.3).
- o To deploy and evaluate a Supervisor of Vehicle Operations foot patrol in the Central Business District.
- o To reduce passenger complaints resulting from pass-ups to 5.6 per 1,000,000 boardings.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
 FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

OPERATIONS CONTROL AND SERVICES: NO. 3296

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
ADMINISTRATION	2.00	2.00	4.00	131	7	0	138
RADIO DISPATCH	48.00	0.00	48.00	1,699	17	0	1,716
SUPERVISION OF VEHICLE OPERATIONS	102.00	0.00	102.00	4,089	22	0	4,111
PASSENGER AND LEASE SERVICES	1.00	21.00	22.00	615	10	0	625
TOTALS	153.00	23.00	176.00	6,534	56	0	6,590

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

OPERATIONS CONTROL AND SERVICES: NO. 3296

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	5,218	5,193	5,302	5,923
CONTRACT WAGES	40	572	597	611
TRAINING & OTHER FRINGE BENEFITS	12	16	21	25
SERVICES	0	2	13	2
MATERIALS & SUPPLIES	17	48	24	25
TELEPHONE & OTHER UTILITIES	55	66	76	NA
TRAVEL & OTHER MISCELLANEOUS	1	12	4	4
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	5,258	5,765	5,899	6,534
NON-LABOR SUBTOTALS	85	144	138	56
LESS EXPENSE TRANSFERS	0	-6	0	0
OPERATING TOTALS	5,343	5,903	6,037	6,590
CAPITAL TOTALS	NA	NA	0	0
DEPARTMENTAL TOTALS	NA	NA	6,037	6,590

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

TRANSPORTATION INSTRUCTION: NO. 3297

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	3,467	3,451	3,635	3,314	-9%
CAPITAL (\$000)	NA	NA	0	172	NA
TOTAL EXPEND. (\$000)	NA	NA	3,635	3,486	-4%
PERSONNEL (FTE'S)	99.0	92.0	92.0	81.0	-12%

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, and defensive driving techniques, and retrains and qualifies operators on specific lines and equipment.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1984

The Transportation Instruction budget has been reduced by 15 positions. The number of new hires will be drastically reduced, since a reserve will exist consisting of Operators trained for Olympics service. These Operators will be furloughed after the Olympics and recalled as the need arises. Four positions are added to provide staff instruction at the new operating divisions. Capital funds are included for training vans to be used in lieu of buses for instruction at the Operating Divisions.

KEY DEPARTMENTAL OBJECTIVES

- 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 instruct Operators in safe vehicle operation in support of the District's objective of no more than 4.5 accidents per 100,000 miles (3.3).
- 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 division's total accidents (3.3).

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

TRANSPORTATION INSTRUCTION: NO. 3297

KEY DEPARTMENTAL OBJECTIVES (CONTINUED)

- o To perform follow-up rides on chargeable accidents within one week of accident occurrence (3.3).
- o To support the Accessible Service program by training and retraining Operators in equipment operation and passenger assistance as necessary (1.7).

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

TRANSPORTATION INSTRUCTION: NO. 3297

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
ADMINISTRATION	4.00	1.00	5.00	159	28	0	187
BASIC INSTRUCTION	16.00	0.00	16.00	1,018	12	0	1,030
DIVISION INSTRUCTION	49.00	11.00	60.00	2,082	15	0	2,097
TOTALS	69.00	12.00	81.00	3,259	55	0	3,314

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

TRANSPORTATION INSTRUCTION: NO. 3297

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	2,896	2,824	2,928	2,661
CONTRACT WAGES	526	784	661	598
TRAINING & OTHER FRINGE BENEFITS	12	8	15	15
SERVICES	0	0	1	1
MATERIALS & SUPPLIES	26	40	26	35
TELEPHONE & OTHER UTILITIES	1	1	1	NA
TRAVEL & OTHER MISCELLANEOUS	3	1	3	4
ALL OTHER EXPENSES	3	0	0	0
LABOR SUBTOTALS	3,422	3,608	3,589	3,259
NON-LABOR SUBTOTALS	45	50	46	55
LESS EXPENSE TRANSFERS	0	-207	0	0
OPERATING TOTALS	3,467	3,451	3,635	3,314
CAPITAL TOTALS	NA	NA	0	172
DEPARTMENTAL TOTALS	NA	NA	3,635	3,486

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

TRANSPORTATION GENERAL: NO. 3299

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	1,767	2,126	1,287	1,755	36%
CAPITAL (\$000)	NA	NA	0	7	NA
TOTAL EXPEND. (\$000)	NA	NA	1,287	1,762	37%
PERSONNEL (FTE'S)	22.0	34.0	22.0	35.0	59%

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, Operations Control and 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 1984

Twelve Payroll Clerks were transferred to this Department from Accounting during Fiscal Year 1984. The difference between the Fiscal Year 1984 Estimated and Fiscal Year 1984 Budgeted numbers results from the signage program, which was budgeted in Stops and Zones, being expensed in Transportation General. Funds are included to establish an Operator Incentive Award Program. One position has been added to coordinate the Department's participation in TRANSMIS. Funds are also included for the increased production cost of bus transfers. Capital funds are included for office furniture and office equipment.

KEY DEPARTMENTAL OBJECTIVES

- o To monitor division budgetary performance by timely review of expenditures.
- o To minimize operating costs by keeping the part-time Operator ratio at 15% (1.2, 3.9).

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

TRANSPORTATION GENERAL: NO. 3299

KEY DEPARTMENTAL OBJECTIVES (CONTINUED)

- o To allocate total manpower among the divisions to ensure maximum effective use of Bus Operators (3.5).
- o To maintain a weighted system-wide Operator/assignment ratio of 1.30, within a range of 1.27 to 1.33 (1.2).
- o To maintain effective first-line supervision of Payroll Clerks.
- o To coordinate the implementation of TRANSMIS in the Transportation Department.
- o To monitor division operating performance in an effective and expeditious manner.
- o To provide Accessible Service as determined by Board policy (1.7).

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

TRANSPORTATION GENERAL: NO. 3299

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
ADMINISTRATION	9.00	8.00	17.00	514	787	0	1,301
DIVISION MANAGEMENT	3.00	0.00	3.00	164	0	0	164
DIVISION DISPATCHER INSTRUCTION	1.00	12.00	13.00	213	3	0	216
TRANSMIS	1.00	0.00	1.00	36	3	0	39
MONITORING	1.00	0.00	1.00	34	1	0	35
TOTALS	15.00	20.00	35.00	961	794	0	1,755

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

TRANSPORTATION GENERAL: NO. 3299

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	947	774	545	613
CONTRACT WAGES	152	246	192	348
TRAINING & OTHER FRINGE BENEFITS	21	17	40	16
SERVICES	19	15	5	83
MATERIALS & SUPPLIES	517	937	328	515
TELEPHONE & OTHER UTILITIES	96	79	150	NA
TRAVEL & OTHER MISCELLANEOUS	15	54	27	180
ALL OTHER EXPENSES	0	9	0	0
LABOR SUBTOTALS	1,099	1,020	737	961
NON-LABOR SUBTOTALS	668	1,111	550	794
LESS EXPENSE TRANSFERS	0	-5	0	0
OPERATING TOTALS	1,767	2,126	1,287	1,755
CAPITAL TOTALS	NA	NA	0	7
DEPARTMENTAL TOTALS	NA	NA	1,287	1,762

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

CENTRAL MAINTENANCE: NO. 3314

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	12,496	12,432	22,091	25,325	15%
CAPITAL (\$000)	NA	NA	5,526	2,552	-54%
TOTAL EXPEND. (\$000)	NA	NA	27,617	27,877	1%
PERSONNEL (FTE'S)	405.0	391.0	404.0	391.0	-3%

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

SIGNIFICANT CHANGES FROM FISCAL YEAR 1984

Thirteen positions were transferred to other Maintenance reporting units from Central Maintenance during Fiscal Year 1984. The completion of the bus painting program and several other retrofit campaigns during Fiscal Year 1984 will allow a shift in activities, resulting in greater production in the areas of engine overhauls, bus refurbishment, and heavy wreck repair. The Fiscal Year 1984 Estimated level of expenditures includes several million dollars which should have been expense transferred, thereby reducing this amount. The funds have been expense transferred out of Non-Departmental. The difference between the Fiscal Year 1984 Estimated and Fiscal Year 1984 Budgeted numbers results from bus parts budgeted in this reporting unit, being expensed to Maintenance General. Capital funds are included for the bus refurbishment program and for the purchase of spare bus parts.

KEY DEPARTMENTAL OBJECTIVES

- o To rebuild engine packages at the rate of 42 per month until the engine overhaul backlog of approximately 320 engines is eliminated.
- o To "top overhaul" RTS engines at the rate of 32 per month throughout Fiscal Year 1985.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

CENTRAL MAINTENANCE: NO. 3314

KEY DEPARTMENTAL OBJECTIVES (CONTINUED)

- o To complete the refurbishment of the seven remaining 1968 GMC buses at the rate of one bus per month.
- o To reduce heavy wreck repair backlog by 20%.
- o To reduce the frequency of industrial injuries to 9.0 per 100,000 hours (3.3).

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

CENTRAL MAINTENANCE: NO. 3314

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
ADMINISTRATION	5.00	6.00	11.00	1,178	35	0	1,213
MECHANICAL SHOPS	6.00	168.00	174.00	4,571	7,574	0	12,145
BODY SHOP	4.00	104.00	108.00	3,908	2,530	0	6,438
SUPPORT SHOPS	5.00	86.00	91.00	2,745	2,574	0	5,319
SECOND SHIFT	3.00	0.00	3.00	84	0	0	84
PRODUCTION CONTROL	4.00	0.00	4.00	126	0	0	126
TOTALS	27.00	364.00	391.00	12,612	12,713	0	25,325

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

CENTRAL MAINTENANCE: NO. 3314

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	1,061	999	1,148	1,225
CONTRACT WAGES	10,425	10,621	12,944	11,387
TRAINING & OTHER FRINGE BENEFITS	90	78	113	150
SERVICES	463	481	338	429
MATERIALS & SUPPLIES	428	523	11,817	12,119
TELEPHONE & OTHER UTILITIES	3	2	3	NA
TRAVEL & OTHER MISCELLANEOUS	26	15	14	15
ALL OTHER EXPENSES	0	5	0	0
LABOR SUBTOTALS	11,486	11,620	14,092	12,612
NON-LABOR SUBTOTALS	1,010	1,104	12,285	12,713
LESS EXPENSE TRANSFERS	0	-292	-4,286	0
OPERATING TOTALS	12,496	12,432	22,091	25,325
CAPITAL TOTALS	NA	NA	5,526	2,552
DEPARTMENTAL TOTALS	NA	NA	27,617	27,877

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

FACILITIES MAINTENANCE: NO. 3334

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	3,621	3,961	5,384	6,374	18%
CAPITAL (\$000)	NA	NA	318	493	55%
TOTAL EXPEND. (\$000)	NA	NA	5,702	6,867	20%
PERSONNEL (FTE'S)	102.0	108.0	102.0	119.0	17%

The Facilities Maintenance Department is responsible for maintaining the District's operating buildings and facilities, 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 locations throughout the service area.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1984

The continued growth of responsibilities assigned to Facilities Maintenance resulted in a mid-year transfer of six positions to this reporting unit from other Maintenance reporting units. Eleven new positions have been included in this budget in an attempt to reduce large work backlogs in several Facilities Maintenance areas. Capital funds are included for the purchase of new service vehicles and equipment.

KEY DEPARTMENTAL OBJECTIVES

- o To reduce the frequency of industrial injuries to 9.0 per 100,000 hours (3.3).
- o To establish a formalized training program to improve job-related skills and knowledge of contract personnel, insuring that each contract employee receives an average of one hour job-related classroom training per week and to encourage employee participation in District sponsored and other education opportunities such as trade schools, colleges, universities, etc.
- o To maintain the District bus washers, bus fueling systems, and bus cleaning facilities, ensuring that they are available a minimum 95% of the time, excluding causes beyond the control of the Facilities Maintenance Department.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
 FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

FACILITIES MAINTENANCE: NO. 3334

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
ADMINISTRATION	8.00	2.00	10.00	636	188	0	824
PROPERTY MAINTENANCE	4.00	76.00	80.00	2,164	1,976	0	4,140
ELECTRICAL MAINTENANCE	2.00	27.00	29.00	800	610	0	1,410
TOTALS	14.00	105.00	119.00	3,600	2,774	0	6,374

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

FACILITIES MAINTENANCE: NO. 3334

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	252	459	538	554
CONTRACT WAGES	2,396	2,559	2,972	3,046
TRAINING & OTHER FRINGE BENEFITS	15	13	49	21
SERVICES	163	180	61	160
MATERIALS & SUPPLIES	782	742	1,747	2,558
TELEPHONE & OTHER UTILITIES	1	1	1	NA
TRAVEL & OTHER MISCELLANEOUS	8	11	6	10
ALL OTHER EXPENSES	4	0	10	25
LABOR SUBTOTALS	2,648	3,018	3,510	3,600
NON-LABOR SUBTOTALS	973	947	1,874	2,774
LESS EXPENSE TRANSFERS	0	-4	0	0
OPERATING TOTALS	3,621	3,961	5,384	6,374
CAPITAL TOTALS	NA	NA	318	493
DEPARTMENTAL TOTALS	NA	NA	5,702	6,867

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

MAINTENANCE OPERATING DIVISIONS: NO. 3350

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	47,641	49,857	59,720	63,429	6%
CAPITAL (\$000)	NA	NA	3,773	703	-81%
TOTAL EXPEND. (\$000)	NA	NA	63,493	64,132	1%
PERSONNEL (FTE'S)	1,418.0	1,401.0	1,366.0	1,470.0	8%

The Maintenance Operating Divisions consist of 13 active divisions, one reserve fleet division, and one new bus make-ready/special projects division. Their primary responsibility is to provide a clean, safe and mechanically reliable operating fleet to meet the District's service commitments.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1984

During Fiscal Year 1984, six positions were transferred from other Maintenance divisions and 28 new positions were added to support the service increases. The introduction of 477 new wheelchair lift-equipped buses also required an additional increase of 31 positions for lift maintenance during Fiscal Year 1984. Thirty-two new positions are added for service increases scheduled for Fiscal Year 1985. Seven new mechanics are added for the electronic farebox implementation program. The difference between the Fiscal Year 1984 Estimated and Fiscal Year 1984 Budgeted numbers results from bus parts budgeted in this reporting unit, being expensed to Maintenance General. Capital funds are included for the purchase of vehicles and equipment.

KEY DEPARTMENTAL OBJECTIVES

- o To pass all California Highway Patrol Inspections during Fiscal Year 1985.
- o To maintain the goal of 3,000 mean miles between road calls (1.3).
- o To achieve a 95% reliability of wheelchair lift-equipped coaches (1.7).
- o To reduce the frequency of industrial injuries to 9.0 per 100,000 hours (3.3).

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

MAINTENANCE OPERATING DIVISIONS: NO. 3350

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
INSPECTION	0.00	51.00	51.00	1,923	6,270	0	8,193
RUNNING REPAIR	0.00	625.00	625.00	23,442	5,585	0	29,027
ROAD FAILURE SERVICES	6.00	0.00	6.00	251	150	0	401
FAREBOX MAINTENANCE	0.00	15.00	15.00	0	520	0	520
REVENUE RECOVERY/BUS SERVICING	13.00	441.00	454.00	11,407	101	0	11,508
ADMINISTRATION	83.00	0.00	83.00	3,736	160	0	3,896
NON-REVENUE VEHICLES	0.00	35.00	35.00	1,117	275	0	1,392
CLERICAL	0.00	80.00	80.00	2,285	70	0	2,355
SPECIAL PROJECTS	0.00	30.00	30.00	1,110	1,170	0	2,280
WHEELCHAIR LIFT MAINTENANCE	0.00	91.00	91.00	2,887	970	0	3,857
TOTALS	102.00	1,368.00	1,470.00	48,158	15,271	0	63,429

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

MAINTENANCE OPERATING DIVISIONS: NO. 3350

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	3,207	3,534	3,790	3,987
CONTRACT WAGES	39,025	41,720	39,897	44,171
TRAINING & OTHER FRINGE BENEFITS	175	168	378	451
SERVICES	188	45	248	65
MATERIALS & SUPPLIES	4,954	4,412	16,082	14,725
TELEPHONE & OTHER UTILITIES	46	45	146	NA
TRAVEL & OTHER MISCELLANEOUS	46	39	40	30
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	42,232	45,254	43,687	48,158
NON-LABOR SUBTOTALS	5,409	4,709	16,894	15,271
LESS EXPENSE TRANSFERS	0	-106	-861	0
OPERATING TOTALS	47,641	49,857	59,720	63,429
CAPITAL TOTALS	NA	NA	3,773	703
DEPARTMENTAL TOTALS	NA	NA	63,493	64,132

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

MAINTENANCE GENERAL: NO. 3399

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	25,072	29,252	2,669	3,169	19%
CAPITAL (\$000)	NA	NA	74	28	-62%
TOTAL EXPEND. (\$000)	NA	NA	2,743	3,197	17%
PERSONNEL (FTE'S)	60.0	60.0	59.0	62.0	5%

Maintenance General consists of the administrative and other necessary support staff, Quality Assurance, TRANSMIS systems, and training functions of the entire Maintenance Department.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1984

One position was transferred to Maintenance General from Central Maintenance during Fiscal Year 1984 to assist in the activities of the Quality Assurance section. Two positions have been added to this budget to train Mechanics working with increasingly sophisticated bus systems. Costs for various Maintenance-related professional and technical services have been concentrated in this reporting unit. The difference between the Fiscal Year 1984 Estimated and Fiscal Year 1984 Budgeted numbers results from bus parts budgeted in Central Maintenance and Maintenance Operating Divisions, being expensed to this reporting unit. Capital funds are included for the purchase of office furniture and microcomputer equipment.

KEY DEPARTMENTAL OBJECTIVES

- o To reduce Maintenance industrial accident frequency to 9.0 per 100,000 hours (3.3).
- o To offer Maintenance Certification classes to 40% of all division Mechanics addressing new revenue equipment, electrical componentry and mechanical devices.
- o To offer technical training to 40% of division Mechanics on new revenue equipment, i.e., Neoplan, Carpenter and Articulated buses.
- o To retrain all 91 wheelchair lift Mechanics on the new equipment (1.7).
- o To implement the automated fueling pilot project at Division 3315 by October, 1984 and install automated fueling at six additional divisions.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

MAINTENANCE GENERAL: NO. 3399

KEY DEPARTMENTAL OBJECTIVES (CONTINUED)

- o To implement the Olympics Budget and Service Plan while maintaining the integrity of the regular bus service system and to evaluate the Olympics service experience during September, 1984 (1.4, 1.5).
- o To document productivity improvements and savings resulting from the TRANSMIS application (3.6).
- o To implement a program to stabilize fleet size and mix after the Olympics (1.3).

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

MAINTENANCE GENERAL: NO. 3399

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
ADMINISTRATION	17.00	11.00	28.00	1,514	618	0	2,132
INSTRUCTION	14.00	1.00	15.00	328	3	0	331
MANAGEMENT INFORMATION SYSTEMS	7.00	2.00	9.00	204	1	0	205
QUALITY ASSURANCE	5.00	5.00	10.00	382	119	0	501
TOTALS	43.00	19.00	62.00	2,428	741	0	3,169

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

MAINTENANCE GENERAL: NO. 3399

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	1,607	1,631	1,566	1,895
CONTRACT WAGES	743	1,373	525	533
TRAINING & OTHER FRINGE BENEFITS	135	284	36	35
SERVICES	398	581	315	565
MATERIALS & SUPPLIES	22,008	25,203	44	80
TELEPHONE & OTHER UTILITIES	118	118	130	NA
TRAVEL & OTHER MISCELLANEOUS	46	62	46	61
ALL OTHER EXPENSES	17	11	25	0
LABOR SUBTOTALS	2,350	3,004	2,091	2,428
NON-LABOR SUBTOTALS	22,722	26,259	596	741
LESS EXPENSE TRANSFERS	0	-11	-18	0
OPERATING TOTALS	25,072	29,252	2,669	3,169
CAPITAL TOTALS	NA	NA	74	28
DEPARTMENTAL TOTALS	NA	NA	2,743	3,197

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

EQUIPMENT ENGINEERING: NO. 3400

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	727	1,003	940	705	-25%
CAPITAL (\$000)	NA	NA	5,698	176	-97%
TOTAL EXPEND. (\$000)	NA	NA	6,638	881	-87%
PERSONNEL (FTE'S)	20.0	20.0	22.0	20.0	-9%

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 1984

The completion of several special projects during Fiscal Year 1984 resulted in two positions being deleted mid-year and two others being deleted from the Fiscal Year 1985 Budget. A position was transferred during Fiscal Year 1984 from Telecommunications to Equipment Engineering to act as program manager for the electronic farebox procurement. One position has been added to assist in the writing of specifications for non-revenue equipment. Capital funds are included for the inspection of transfer, farebox, and surveillance camera equipment.

KEY DEPARTMENTAL OBJECTIVES

- o To develop and issue complete revenue equipment specifications and procurement documents for the procurement of 130 articulated buses, 900 surveillance cameras, and 200 transfer issuing machines, and to install and inspect the electronic fare collection system prior to scheduled dates and deadlines.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

EQUIPMENT ENGINEERING: NO. 3400

KEY DEPARTMENTAL OBJECTIVES (CONTINUED)

- o To assure that non-revenue equipment projects are thoroughly managed so that projects move steadily forward through the procurement cycle, adhering to project budgets and schedules for completion.
- o To design an inspection program to test, inspect and accept revenue and non-revenue equipment and, where necessary, to support retrofit programs to ensure District receipt of equipment in conformance with specifications and industry regulation and quality standards.
- o To administer warranty sections of procurement contracts with suppliers of revenue and non-revenue equipment in order to gain maximum reimbursement for eligible labor or require the vendor to accomplish repair tasks in expeditious manner, and develop the required computer programs for the control and management of warranties.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

EQUIPMENT ENGINEERING: NO. 3400

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
REVENUE EQUIPMENT PROCURE- MENT	3.75	0.25	4.00	187	1	-128	60
NON-REVENUE EQUIPMENT PROCUREMENT	2.50	1.25	3.75	132	1	0	133
QUALITY ASSURANCE/ INSPECTION	1.50	1.00	2.50	100	1	0	101
WARRANTY ADMINISTRATION	1.00	3.00	4.00	122	1	0	123
ADMINISTRATION	1.50	0.00	1.50	33	34	0	67
TECHNICAL SUPPORT	2.75	1.50	4.25	190	31	0	221
TOTALS	13.00	7.00	20.00	764	69	-128	705

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

EQUIPMENT ENGINEERING: NO. 3400

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	369	454	442	562
CONTRACT WAGES	278	380	323	202
TRAINING & OTHER FRINGE BENEFITS	3	1	5	2
SERVICES	2	96	152	42
MATERIALS & SUPPLIES	43	16	41	20
TELEPHONE & OTHER UTILITIES	13	13	14	NA
TRAVEL & OTHER MISCELLANEOUS	19	43	343	5
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	647	834	765	764
NON-LABOR SUBTOTALS	80	169	555	69
LESS EXPENSE TRANSFERS	0	0	-380	-128
OPERATING TOTALS	727	1,003	940	705
CAPITAL TOTALS	NA	NA	5,698	176
DEPARTMENTAL TOTALS	NA	NA	6,638	881

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

TELECOMMUNICATIONS: NO. 3500

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	2,723	3,091	3,120	3,361	8%
CAPITAL (\$000)	NA	NA	1,711	8,201	379%
TOTAL EXPEND. (\$000)	NA	NA	4,831	11,562	139%
PERSONNEL (FTE'S)	65.0	71.0	72.0	78.0	8%

The Telecommunications Department provides technical 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. The Department's major mission is the maintenance of electronic components.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1984

Telecommunications transferred one position to Equipment Engineering during Fiscal Year 1984 for the electronics farebox procurement. A position was later added to compensate for the position transferred to Equipment Engineering. One position has been transferred from this Department to Employee Education, Training and Development beginning in Fiscal Year 1985. Seven positions have been added to this budget: one for clerical support, three to provide technical support on the electronic farebox procurement, and three to provide improved line supervision. Capital funds are included for the purchase of bus radios and radio system improvements, automated data collection systems, Central Maintenance Facility equipment and other miscellaneous equipment.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

TELECOMMUNICATIONS: NO. 3500

KEY DEPARTMENTAL OBJECTIVES

- o To minimize electronic system downtime by restoring operation within four hours of reported outage during business hours, six hours after business hours.
- o To complete telecommunication construction and telephone work orders within 30 days of date received.
- o To provide maximum bus electronic equipment reliability and achieve 98% bus availability for coach electronic equipment, on a daily basis. (Electronic fareboxes are not included.)
- o To complete mobile radio installations on 250 buses within 4 months of equipment arrival.
- o To complete mobile radio installations in 130 non-revenue vehicles within 3 months of equipment arrival.
- o To complete the overhaul, rebuild or repair of 2,000 electronic assemblies and sub-assemblies per quarter.
- o To correct 3,000 electronic malfunctions on buses per quarter.
- o To establish a new regional shop at Division 18 and relocate the existing Division 4 shop to Division 2 within three months of construction completion.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

TELECOMMUNICATIONS: NO. 3500

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
ADMINISTRATION	2.00	0.00	2.00	89	9	-6	92
MAINTENANCE - SYSTEMS	6.00	18.00	24.00	857	258	-46	1,069
MAINTENANCE - EQUIPMENT	7.00	34.00	41.00	1,396	377	-44	1,729
ENGINEERING	7.00	0.00	7.00	271	28	-55	244
COMMUNICATIONS SERVICES	3.00	1.00	4.00	149	85	-7	227
TOTALS	25.00	53.00	78.00	2,762	757	-158	3,361

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

TELECOMMUNICATIONS: NO. 3500

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	608	789	833	974
CONTRACT WAGES	1,421	1,662	1,761	1,788
TRAINING & OTHER FRINGE BENEFITS	18	14	16	53
SERVICES	51	72	88	86
MATERIALS & SUPPLIES	566	496	524	592
TELEPHONE & OTHER UTILITIES	42	52	24	NA
TRAVEL & OTHER MISCELLANEOUS	17	12	19	26
ALL OTHER EXPENSES	0	1	0	0
LABOR SUBTOTALS	2,029	2,451	2,594	2,762
NON-LABOR SUBTOTALS	694	647	671	757
LESS EXPENSE TRANSFERS	0	-7	-145	-158
OPERATING TOTALS	2,723	3,091	3,120	3,361
CAPITAL TOTALS	NA	NA	1,711	8,201
DEPARTMENTAL TOTALS	NA	NA	4,831	11,562

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

TRANSIT POLICE: NO. 3800

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	3,996	3,996	4,891	5,155	5%
CAPITAL (\$000)	NA	NA	30	53	77%
TOTAL EXPEND. (\$000)	NA	NA	4,921	5,208	6%
PERSONNEL (FTE'S)	131.0	144.0	144.5	144.0	0%

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

SIGNIFICANT CHANGES FROM FISCAL YEAR 1984

One part-time position has been eliminated. Capital funds are included for five mini-jeeps and Metro Rail-related support.

KEY DEPARTMENTAL OBJECTIVES

- o To assure the security of employees, patrons, and facilities of the District.
- o To ensure the investigation of crimes and the processing of background investigations.
- o To maintain active liaison with elements of criminal justice and transit security agencies.
- o To participate in Metro Rail security planning efforts (2.1).
- o To increase random Transit Police boardings by 2%.
- o To realize no increase over Fiscal Year 1984 in violent crimes on District buses.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
 FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

TRANSIT POLICE: NO. 3800

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
ADMINISTRATION	2.00	0.00	2.00	93	14	0	107
OPERATIONS	29.75	103.00	132.75	4,298	428	0	4,726
SUPPORT	7.00	2.00	9.00	298	24	0	322
METRO RAIL	0.25	0.00	0.25	13	0	-13	0
TOTALS	39.00	105.00	144.00	4,702	466	-13	5,155

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

TRANSIT POLICE: NO. 3800

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	2,557	1,133	1,219	1,295
CONTRACT WAGES	1,190	2,558	3,136	3,407
TRAINING & OTHER FRINGE BENEFITS	52	43	90	69
SERVICES	101	155	349	309
MATERIALS & SUPPLIES	41	60	59	52
TELEPHONE & OTHER UTILITIES	33	33	32	NA
TRAVEL & OTHER MISCELLANEOUS	22	14	36	33
ALL OTHER EXPENSES	0	0	0	3
LABOR SUBTOTALS	3,747	3,691	4,355	4,702
NON-LABOR SUBTOTALS	249	305	566	466
LESS EXPENSE TRANSFERS	0	0	-30	-13
OPERATING TOTALS	3,996	3,996	4,891	5,155
CAPITAL TOTALS	NA	NA	30	53
DEPARTMENTAL TOTALS	NA	NA	4,921	5,208

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

SCHEDULING: NO. 3900

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	3,963	4,196	3,338	4,562	37%
CAPITAL (\$000)	NA	NA	78	0	-100%
TOTAL EXPEND. (\$000)	NA	NA	3,416	4,562	34%
PERSONNEL (FTE'S)	132.0	132.0	94.0	135.0	44%

The Scheduling Department generates schedules for bus lines and work assignments for Bus Operators. This entails production of a great volume of coordinated materials, tailored to the functions of Operators, Supervisors, Dispatchers and others. The Department also monitors District operations by collecting data on passenger volumes, schedule adherence and fare payment.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1984

The Scheduling Department now reports to the Assistant General Manager for Operations. This organizational change will improve coordination between transportation and scheduling activities. In the Fiscal Year 1984 Budget, funds were included, but personnel were not counted, for ten Extra Schedule Checker FTE's and two As-Needed positions. During the year, another five Non-Contract positions were transferred from the Planning Department to Scheduling. A budget adjustment transferred \$147,000 to the Scheduling Department for this personnel. Two vacant positions are deleted for Fiscal Year 1985.

A line regulation program was established as one of the District's responses to the demand for additional bus service early in Fiscal Year 1984. The program utilizes 25 Bus Operators who are temporarily and partially disabled to regulate passenger loads at high volume stops by holding buses as needed. This program was not reflected in the original Fiscal Year 1984 Budget and, therefore, estimated expenditures for this year exceed the budgeted amount. These costs were principally offset by a mid-year budget adjustment of \$463,000. Positions and funds are included to continue this pilot program for Fiscal Year 1985. One position is added to provide analytical support to this program.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

RUDGET SUMMARY

SCHEDULING: NO. 3900

KEY DEPARTMENTAL OBJECTIVES

- o To maintain productivity above 66 boardings per vehicle service hour (3.2).
- o To produce an equivalent seat capacity of one extra peak bus for each line regulator.
- o To obtain data for evaluation of Olympics service (1.5).
- o To provide Scheduling Department support for TRANSMIS II Phase I installation (3.4).
- o To maintain line utilization data at an average age no greater than nine months (1.6).
- o To maintain average processing time between a line check and data entry under 30 days (1.6).
- o To minimize all service changes requiring Bus Operator assignment changes (3.7).

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
 FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

SCHEDULING: NO. 3900

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
CHECKING	10.50	33.00	43.50	1,337	19	0	1,356
SCHEDULING	5.00	71.00	76.00	2,519	79	0	2,598
ADMINISTRATION	10.50	5.00	15.50	537	71	0	608
TOTALS	26.00	109.00	135.00	4,393	169	0	4,562

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

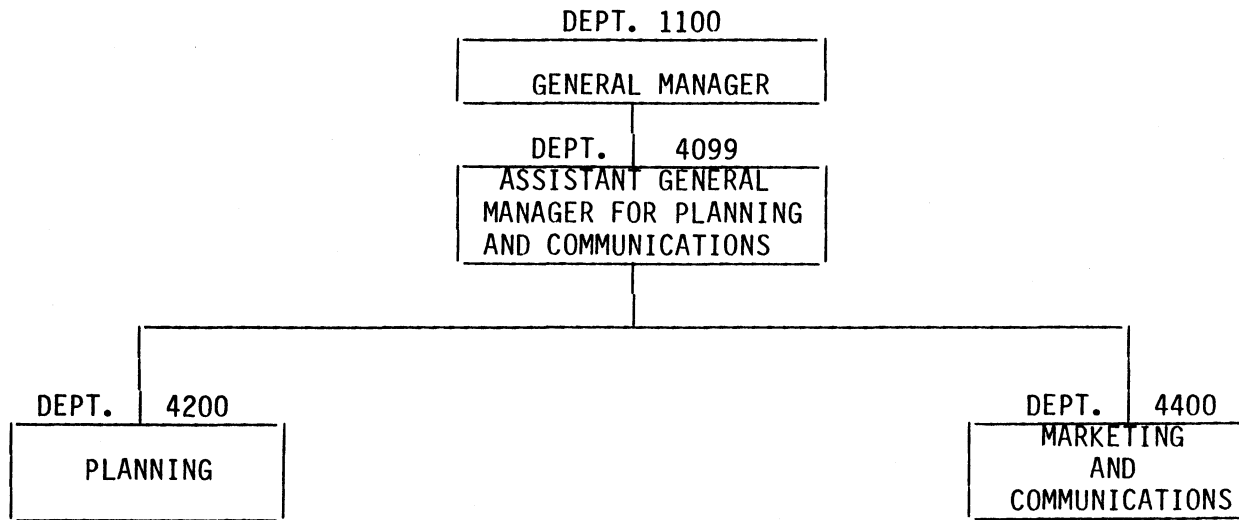
THREE YEAR EXPENSE CATEGORY COMPARISON

SCHEDULING: NO. 3900

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	1,772	1,437	1,515	956
CONTRACT WAGES	1,997	2,639	1,682	3,437
TRAINING & OTHER FRINGE BENEFITS	3	1	4	4
SERVICES	51	14	7	35
MATERIALS & SUPPLIES	42	34	33	43
TELEPHONE & OTHER UTILITIES	16	11	17	NA
TRAVEL & OTHER MISCELLANEOUS	72	66	73	77
ALL OTHER EXPENSES	10	0	7	10
LABOR SUBTOTALS	3,769	4,076	3,197	4,393
NON-LABOR SUBTOTALS	194	126	141	169
LESS EXPENSE TRANSFERS	0	-6	0	0
OPERATING TOTALS	3,963	4,196	3,338	4,562
CAPITAL TOTALS	NA	NA	78	0
DEPARTMENTAL TOTALS	NA	NA	3,416	4,562

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

ASSISTANT GENERAL MANAGER FOR PLANNING AND COMMUNICATIONS ORGANIZATION CHART



SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

ASSISTANT GENERAL MANAGER FOR PLANNING AND COMMUNICATIONS: NO. 4099

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	0	113	92	97	5%
CAPITAL (\$000)	NA	NA	0	0	0%
TOTAL EXPEND. (\$000)	NA	NA	92	97	5%
PERSONNEL (FTE'S)	2.0	2.0	2.0	3.0	50%

The Office of the Assistant General Manager for Planning and Communications is responsible for the activities of the Planning Department and the Marketing and Communications Department, and to assure their unified support of the bus operations and rail development efforts of the District.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1984

One position was transferred from the Planning Department during Fiscal Year 1984.

KEY DEPARTMENTAL OBJECTIVES

- o To manage and measure the performance of the Planning and Marketing Departments, in accordance with the goals and objectives contained in the Budget for Fiscal Year 1985.
- o To monitor expenditures to maintain compliance with the Budget adopted by the Board of Directors.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

ASSISTANT GENERAL MANAGER FOR PLANNING AND COMMUNICATIONS: NO. 4099

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
ADMINISTRATION	3.00	0.00	3.00	92	5	0	97
TOTALS	3.00	0.00	3.00	92	5	0	97

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

ASSISTANT GENERAL MANAGER FOR PLANNING AND COMMUNICATIONS: NO. 4099

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	0	112	86	92
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	0	0	1	1
SERVICES	0	0	1	1
MATERIALS & SUPPLIES	0	0	1	1
TELEPHONE & OTHER UTILITIES	0	1	1	NA
TRAVEL & OTHER MISCELLANEOUS	0	0	2	2
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	0	112	86	92
NON-LABOR SUBTOTALS	0	1	6	5
LESS EXPENSE TRANSFERS	0	0	0	0
OPERATING TOTALS	0	113	92	97
CAPITAL TOTALS	NA	NA	0	0
DEPARTMENTAL TOTALS	NA	NA	92	97

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

PLANNING: NO. 4200

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	1,799	2,342	2,927	2,832	-3%
CAPITAL (\$000)	NA	NA	2,140	1,985	-7%
TOTAL EXPEND. (\$000)	NA	NA	5,067	4,817	-5%
PERSONNEL (FTE'S)	49.5	61.5	77.5	72.5	-6%

The Planning Department is responsible for identifying and analyzing policy issues affecting the provision of transit services, and assists 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.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1984

Ten positions were transferred to other departments, three to Transit Systems Development, five to Scheduling, one to the Assistant General Manager for Planning and Communications, and one to Data Processing during Fiscal Year 1984. Two positions have been added to augment the Accessible Service Program. The Market Research function, comprised of three positions, has been transferred from Marketing to Planning. Capital funds are included for office equipment and Metro Rail-related support.

KEY DEPARTMENTAL OBJECTIVES

- o To continue ongoing bus planning for the day-to-day operations of the system.
- o To make service modifications in response to change in demand, traffic or road conditions, and to improve the efficiency and effectiveness of service (1.1).

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

PLANNING: NO. 4200

KEY DEPARTMENTAL OBJECTIVES (CONTINUED)

- o To negotiate, implement and monitor service contracts with Orange, Riverside, and San Bernardino Counties and special services contracts for the Westwood and CBD minibus, Amtrans Shuttle or other cities, counties and sponsoring agencies as necessary (4.4).
- o To design a Benefit Assessment Program that complies with State law by October, 1984.
- o To monitor and control Metro Rail-related elements of the General Planning Consultant contract to ensure all tasks are completed in an appropriate and timely manner and to prepare a bus operation plan to maintain downtown service during Metro Rail construction, and refine the Bus/Rail Interface Plan (2.1).
- o To identify alternative pricing strategies and/or service deployment strategies that could contribute to the control of costs by improving the efficiency and equity of the District's service.
- o To meet the increasing service demands resulting from the Proposition A Fare Reduction Program, while planning to minimize the impact on ridership and service of the Fiscal Year 1986 reduction in the fare subsidy (1.1, 4.1).
- o To coordinate District activities with other agencies responsible for the planning and provision of transportation service or which affects the District's provision of service and review the studies of other agencies which may affect the District's system, including the Stage Three Corridor Studies which are to be conducted by LACTC (4.4).
- o To prepare a short range (5-year) and long range (10-year) plan to guide the preparation of operational, budgetary, and strategic plans at the department level within the District by April, 1984.
- o To plan the implementation of Olympic bus services while maintaining the integrity of the existing bus system and to determine the impact of this service on District operations and costs within 60 days after the Games are concluded (1.4, 1.5).
- o To meet accessibility requirements of State and Federal law for the elderly and handicapped passengers and such additional requirements as the Board of Directors may direct (1.7).

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

PLANNING: NO. 4200

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
BUS PLANNING	23.50	0.00	23.50	930	94	0	1,024
METRO RAIL	11.25	0.00	11.25	459	0	-459	0
POLICY AND TRANSPORTATION SYSTEMS MANAGEMENT	9.25	0.00	9.25	281	21	0	302
ADMINISTRATION	18.25	0.00	18.25	489	421	0	910
MARKET RESEARCH	3.00	0.00	3.00	112	121	0	233
ENVIRONMENTAL ACTIVITIES	2.00	0.00	2.00	92	17	0	109
SPECIAL STUDIES	5.25	0.00	5.25	234	20	0	254
TOTALS	72.50	0.00	72.50	2,597	694	-459	2,832

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

PLANNING: NO. 4200

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	1,402	2,011	2,502	2,597
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	2	3	7	11
SERVICES	277	247	2,300	571
MATERIALS & SUPPLIES	31	52	106	75
TELEPHONE & OTHER UTILITIES	23	22	51	NA
TRAVEL & OTHER MISCELLANEOUS	63	28	93	37
ALL OTHER EXPENSES	1	7	8	0
LABOR SUBTOTALS	1,402	2,011	2,502	2,597
NON-LABOR SUBTOTALS	397	359	2,565	694
LESS EXPENSE TRANSFERS	0	-28	-2,140	-459
OPERATING TOTALS	1,799	2,342	2,927	2,832
CAPITAL TOTALS	NA	NA	2,140	1,985
DEPARTMENTAL TOTALS	NA	NA	5,067	4,817

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

MARKETING AND COMMUNICATIONS: NO. 4400

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	2,920	2,942	3,431	3,220	-6%
CAPITAL (\$000)	NA	NA	41	115	180%
TOTAL EXPEND. (\$000)	NA	NA	3,472	3,335	-4%
PERSONNEL (FTE'S)	64.0	70.0	71.0	68.0	-4%

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

SIGNIFICANT CHANGES FROM FISCAL YEAR 1984

The Market Research function, comprised of three positions, has been transferred to the Planning Department. Funds have been included to purchase material to prevent the use of counterfeit passes. Capital funds are included for remodeling the Hollywood and Administration Building's Customer Service Centers and for Metro Rail-related support.

KEY DEPARTMENTAL OBJECTIVES

- o To establish a satisfactory program for determining high school student discount fare eligibility and for issuing identification cards, designed to eliminate misrepresentation.
- o To implement one new sales program by March, 1985 that will provide a new source of promotional revenue to the District.
- o To increase revenue for the District which are derived from the development and administration of cooperative promotional programs by 5%.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

MARKETING AND COMMUNICATIONS: NO. 4400

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
ADMINISTRATION	2.00	0.00	2.00	102	4	0	106
PREPAID SALES	7.00	41.00	48.00	1,320	233	0	1,553
NEWS BUREAU	5.00	0.00	5.00	183	82	0	265
PASSENGER COMMUNICATION	6.00	0.00	6.00	152	55	0	207
BUSINESS AND PRODUCTION	5.00	0.00	5.00	149	720	0	869
ADVERTISING	1.00	0.00	1.00	46	174	0	220
METRO RAIL	1.00	0.00	1.00	30	0	-30	0
TOTALS	27.00	41.00	68.00	1,982	1,268	-30	3,220

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

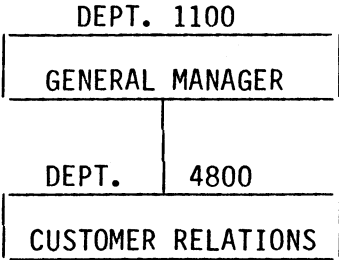
THREE YEAR EXPENSE CATEGORY COMPARISON

MARKETING AND COMMUNICATIONS: NO. 4400

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	846	1,000	997	912
CONTRACT WAGES	950	964	1,022	1,070
TRAINING & OTHER FRINGE BENEFITS	3	5	20	19
SERVICES	302	364	404	302
MATERIALS & SUPPLIES	626	539	800	787
TELEPHONE & OTHER UTILITIES	46	37	41	NA
TRAVEL & OTHER MISCELLANEOUS	147	50	162	160
ALL OTHER EXPENSES	0	6	4	0
LABOR SUBTOTALS	1,796	1,964	2,019	1,982
NON-LABOR SUBTOTALS	1,124	1,001	1,431	1,268
LESS EXPENSE TRANSFERS	0	-23	-19	-30
OPERATING TOTALS	2,920	2,942	3,431	3,220
CAPITAL TOTALS	NA	NA	41	115
DEPARTMENTAL TOTALS	NA	NA	3,472	3,335

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985

CUSTOMER RELATIONS ORGANIZATION CHART



SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

CUSTOMER RELATIONS: NO. 4800

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	2,967	3,105	3,315	3,291	-1%
CAPITAL (\$000)	NA	NA	1	2,907	500+%
TOTAL EXPEND. (\$000)	NA	NA	3,316	6,198	87%
PERSONNEL (FTE'S)	131.0	127.0	131.0	132.0	1%

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, commendation, complaint, or general 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 about bus routes, schedules, fares and tariff restrictions.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1984

One position has been added to develop, implement, and manage a passenger inquiry automation system. Capital funds are included for CCIS software development, telephone center office modules, a Voice Response System and an Automated Passenger Inquiry System.

KEY DEPARTMENTAL OBJECTIVES

- o To maintain current productivity levels while incorporating user verification procedures to assist the development of CCIS on the IBM System.
- o To achieve a ten day turnaround for all correspondence, while maintaining a 90% acceptance of all letters prepared in final for signature.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

CUSTOMER RELATIONS: NO. 4800

KEY DEPARTMENTAL OBJECTIVES (CONTINUED)

- o To route customers via less dense routes in the San Fernando Valley area utilizing CCIS Phase I system.
- o To develop an instructional program to meet the Department's needs for full system computerization.
- o To answer 3,000,000 telephone calls during Fiscal Year 1985.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
 FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

CUSTOMER RELATIONS: NO. 4800

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
TELEPHONE INFORMATION	11.50	92.00	103.50	2,349	62	0	2,411
PASSENGER INQUIRIES	3.00	13.00	16.00	413	22	0	435
ADMINISTRATION	8.50	1.00	9.50	317	12	0	329
INSTRUCTION	3.00	0.00	3.00	113	3	0	116
TOTALS	26.00	106.00	132.00	3,192	99	0	3,291

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

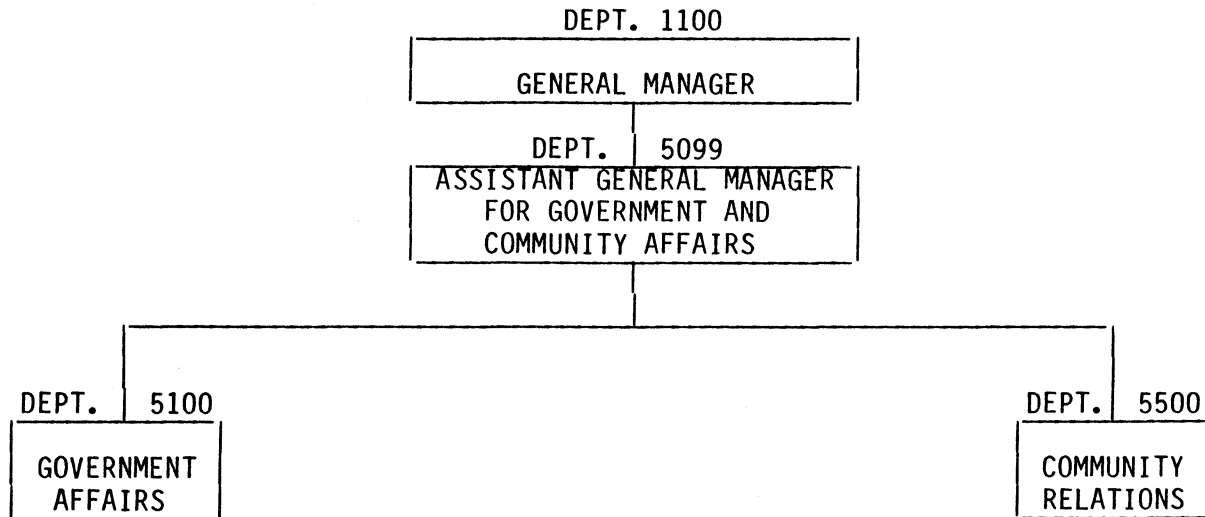
THREE YEAR EXPENSE CATEGORY COMPARISON

CUSTOMER RELATIONS: NO. 4800

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	753	822	807	892
CONTRACT WAGES	2,004	2,110	2,256	2,300
TRAINING & OTHER FRINGE BENEFITS	2	2	4	10
SERVICES	95	42	42	39
MATERIALS & SUPPLIES	18	20	20	28
TELEPHONE & OTHER UTILITIES	73	106	158	NA
TRAVEL & OTHER MISCELLANEOUS	4	1	9	13
ALL OTHER EXPENSES	18	2	20	9
LABOR SUBTOTALS	2,757	2,932	3,063	3,192
NON-LABOR SUBTOTALS	210	173	253	99
LESS EXPENSE TRANSFERS	0	0	-1	0
OPERATING TOTALS	2,967	3,105	3,315	3,291
CAPITAL TOTALS	NA	NA	1	2,907
DEPARTMENTAL TOTALS	NA	NA	3,316	6,198

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

ASSISTANT GENERAL MANAGER FOR GOVERNMENT AND COMMUNITY AFFAIRS ORGANIZATION CHART



SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

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

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	0	0	102	107	5%
CAPITAL (\$000)	NA	NA	0	0	0%
TOTAL EXPEND. (\$000)	NA	NA	102	107	5%
PERSONNEL (FTE'S)	0.0	0.0	2.0	2.0	0%

The Office of the Assistant General Manager for Government and Community Affairs has the responsibility of ensuring 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 1984

There are no significant changes planned.

KEY DEPARTMENTAL OBJECTIVES

- o To assure the District successfully obtains an equitable share of Federal and State funding.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

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

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
ADMINISTRATION	2.00	0.00	2.00	101	6	0	107
TOTALS	2.00	0.00	2.00	101	6	0	107

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
 FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

GOVERNMENT AFFAIRS: NO. 5100

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
GOVERNMENT LIAISON	2.50	0.00	2.50	111	79	0	190
METRO RAIL	1.25	0.00	1.25	56	40	0	96
POLICY ANALYSIS	1.00	0.00	1.00	39	10	0	49
ADMINISTRATION	2.25	0.00	2.25	56	0	0	56
TOTALS	7.00	0.00	7.00	262	129	0	391

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

GOVERNMENT AFFAIRS: NO. 5100

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	263	196	229	262
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	1	0	3	3
SERVICES	71	137	75	84
MATERIALS & SUPPLIES	4	2	2	2
TELEPHONE & OTHER UTILITIES	20	0	17	NA
TRAVEL & OTHER MISCELLANEOUS	34	22	36	40
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	263	196	229	262
NON-LABOR SUBTOTALS	130	161	133	129
LESS EXPENSE TRANSFERS	0	0	0	0
OPERATING TOTALS	393	357	362	391
CAPITAL TOTALS	NA	NA	0	0
DEPARTMENTAL TOTALS	NA	NA	362	391

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

COMMUNITY RELATIONS: NO. 5500

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	516	688	451	360	-20%
CAPITAL (\$000)	NA	NA	451	747	66%
TOTAL EXPEND. (\$000)	NA	NA	902	1,107	23%
PERSONNEL (FTE'S)	18.0	16.0	19.0	18.0	-5%

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 1984

One position was transferred to Personnel during Fiscal Year 1984. Capital funds are included for Metro Rail-related support.

KEY DEPARTMENTAL OBJECTIVES

- o To meet quarterly with community leaders and groups who have an interest in transit operations development.
- o To develop, implement, and coordinate Special Promotions as required.
- o To meet with representatives of the Los Angeles City Council and municipal operators monthly in order to generate support for District operations, projects and services.
- o To hold a minimum of one monthly meeting of the Citizens Panel on Transit Development in each sector, commencing September, 1984.
- o To publish a quarterly newsletter with updated information on schedule and equipment changes, new bus accessibility, ridership data and other items of interest to the community-at-large.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

COMMUNITY RELATIONS: NO. 5500

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
TRANSIT OPERATIONS AND DEVELOPMENT	13.25	0.00	13.25	425	52	-241	236
COORDINATION AND SPECIAL PROJECTS	2.25	0.00	2.25	89	48	-58	79
ADMINISTRATION	2.50	0.00	2.50	86	21	-62	45
TOTALS	18.00	0.00	18.00	600	121	-361	360

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

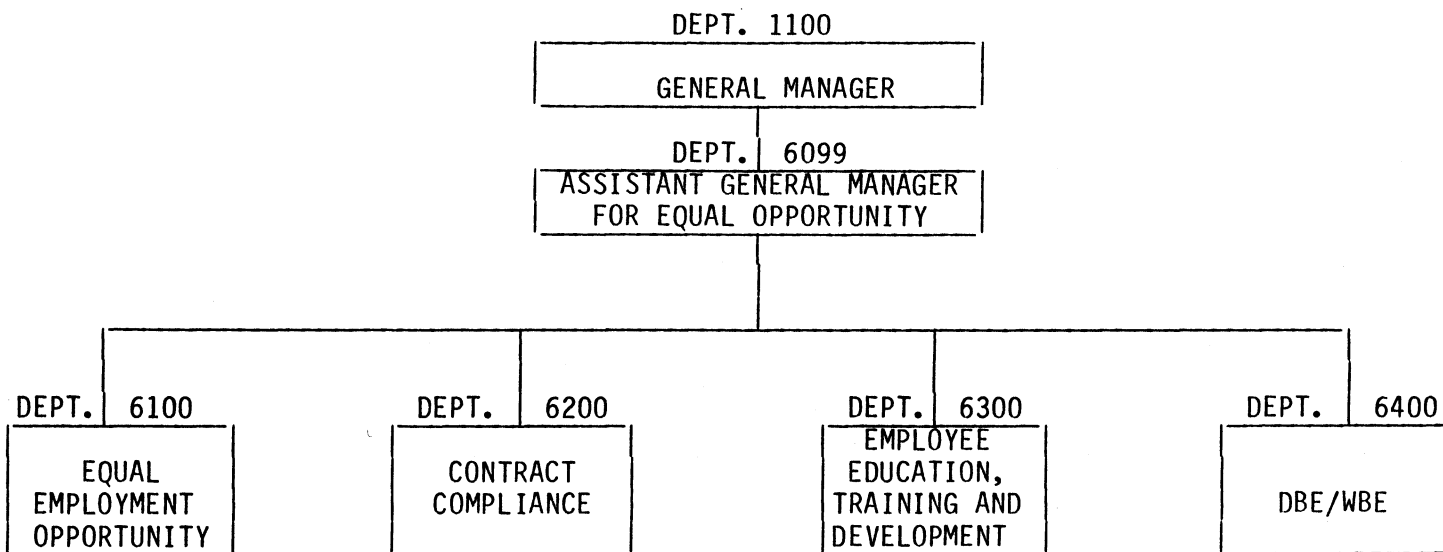
THREE YEAR EXPENSE CATEGORY COMPARISON

COMMUNITY RELATIONS: NO. 5500

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	428	511	574	600
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	1	1	4	11
SERVICES	4	40	66	19
MATERIALS & SUPPLIES	50	107	153	57
TELEPHONE & OTHER UTILITIES	6	13	7	NA
TRAVEL & OTHER MISCELLANEOUS	27	19	98	34
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	428	511	574	600
NON-LABOR SUBTOTALS	88	180	328	121
LESS EXPENSE TRANSFERS	0	-3	-451	-361
OPERATING TOTALS	516	688	451	360
CAPITAL TOTALS	NA	NA	451	747
DEPARTMENTAL TOTALS	NA	NA	902	1,107

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

ASSISTANT GENERAL MANAGER FOR EQUAL OPPORTUNITY



SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

ASSISTANT GENERAL MANAGER FOR EQUAL OPPORTUNITY: NO. 6099

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	0	73	102	94	-8%
CAPITAL (\$000)	NA	NA	0	47	NA
TOTAL EXPEND. (\$000)	NA	NA	102	141	38%
PERSONNEL (FTE'S)	2.0	3.0	2.0	3.0	50%

The Office of the Assistant General Manager for Equal Opportunity is responsible for ensuring 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 1984

One position was added during Fiscal Year 1984. A Metro Rail function has been added to the Department. Capital funds are included for a personal computer and for Metro Rail-related support.

KEY DEPARTMENTAL OBJECTIVES

- o To ensure that the Department's programs are in conformity with District policy, rules and regulations, and are within budget.
- o To ensure maximum utilization of DBE's/WBE's in Metro Rail contract activities (2.1, 4.3).

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
 FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

ASSISTANT GENERAL MANAGER FOR EQUAL OPPORTUNITY: NO. 6099

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
ADMINISTRATION	2.00	0.00	2.00	73	21	0	94
METRO RAIL	1.00	0.00	1.00	33	0	-33	0
TOTALS	3.00	0.00	3.00	106	21	-33	94

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

ASSISTANT GENERAL MANAGER FOR EQUAL OPPORTUNITY: NO. 6099

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	0	69	95	106
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	0	0	0	0
SERVICES	0	0	0	8
MATERIALS & SUPPLIES	0	0	1	1
TELEPHONE & OTHER UTILITIES	0	0	1	NA
TRAVEL & OTHER MISCELLANEOUS	0	4	5	12
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	0	69	95	106
NON-LABOR SUBTOTALS	0	4	7	21
LESS EXPENSE TRANSFERS	0	0	0	-33
OPERATING TOTALS	0	73	102	94
CAPITAL TOTALS	NA	NA	0	47
DEPARTMENTAL TOTALS	NA	NA	102	141

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

EQUAL EMPLOYMENT OPPORTUNITY: NO. 6100

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	309	355	275	147	-47%
CAPITAL (\$000)	NA	NA	0	16	NA
TOTAL EXPEND. (\$000)	NA	NA	275	163	-41%
PERSONNEL (FTE'S)	10.0	2.0	3.0	5.0	67%

The Office of Equal Employment Opportunity is primarily responsible for the development and implementation of the District's Equal Opportunity Program.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1984

The Office of Equal Employment Opportunity was created from the former Human Relations Department during Fiscal Year 1984. The Human Relations Department staff was divided among the Offices of Equal Employment Opportunity, Contract Compliance, and DBE/WBE. The staff is composed of three employees from the District's former Human Relations Department and two positions authorized by the Board during Fiscal Year 1984. Capital funds are included for Metro Rail-related support.

KEY DEPARTMENTAL OBJECTIVES

- o To monitor Equal Opportunity Program objectives quarterly (4.3).
- o To implement the Fiscal Year 1985 SCRTD Equal Opportunity Program to ensure that personnel policies and procedures are administered without regard to sex, race, religion, nationality or physical handicap (4.3).
- o To update the Equal Opportunity Program and the Affirmative Action Plan (4.3).
- o To assure Equal Employment Opportunity goals and standards are met in accordance with personnel policies and procedures (4.3).
- o To assure District's compliance with Title VI and assist in Title VI report development (4.3).
- o To increase number of minority and women applicants for available District positions (4.3).

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
 FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

EQUAL EMPLOYMENT OPPORTUNITY: NO. 6100

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
ADMINISTRATION	1.00	0.00	1.00	23	3	0	26
EEO POLICY	1.25	0.00	1.25	35	3	0	38
PERSONNEL POLICIES	0.75	0.00	0.75	24	1	0	25
TITLE VI PLANNING	0.75	0.00	0.75	25	3	0	28
OUTREACH	0.75	0.00	0.75	30	0	0	30
METRO RAIL	0.50	0.00	0.50	16	0	-16	0
TOTALS	5.00	0.00	5.00	153	10	-16	147

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

EQUAL OPPORTUNITY: NO. 6100

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	291	215	249	153
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	0	0	2	2
SERVICES	1	118	3	0
MATERIALS & SUPPLIES	2	5	4	4
TELEPHONE & OTHER UTILITIES	10	7	6	NA
TRAVEL & OTHER MISCELLANEOUS	5	10	11	4
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	291	215	249	153
NON-LABOR SUBTOTALS	18	140	26	10
LESS EXPENSE TRANSFERS	0	0	0	-16
OPERATING TOTALS	309	355	275	147
CAPITAL TOTALS	NA	NA	0	16
DEPARTMENTAL TOTALS	NA	NA	275	163

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 RUDGET

BUDGET SUMMARY

CONTRACT COMPLIANCE: NO. 6200

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	NA	0	NA	75	NA
CAPITAL (\$000)	NA	NA	NA	90	NA
TOTAL EXPEND. (\$000)	NA	NA	NA	165	NA
PERSONNEL (FTE'S)	NA	1.0	NA	5.0	NA

The Office of Contract Compliance is responsible for ensuring that District Contractors and Subcontractors adhere to applicable EEO and DBE/WBE contract provisions.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1984

The Office of Contract Compliance was created during Fiscal Year 1984. The staff is composed of one employee from the District's former Human Relations Department and four positions authorized by the Board of Directors during Fiscal Year 1984. Capital funds are included for Metro Rail-related support.

KEY DEPARTMENTAL OBJECTIVES

- o To ensure non-discrimination in the performance of District contracts and ensure attainment of DBE/WBE goals in District contracts (4.3).
- o To provide a monthly review of compliance activities as they relate to Metro Rail contractors and subcontractors (2.1, 4.3).
- o To process applications for DBE/WBE certification within one month of receipt (4.3).

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

CONTRACT COMPLIANCE: NO. 6200

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
ADMINISTRATION	1.00	0.00	1.00	34	6	0	40
EQUAL OPPORTUNITY/DBE AND WBE	1.00	0.00	1.00	33	2	0	35
METRO RAIL	3.00	0.00	3.00	85	0	-85	0
TOTALS	5.00	0.00	5.00	152	8	-85	75

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

CONTRACT COMPLIANCE: NO. 6200

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	NA	0	NA	152
CONTRACT WAGES	NA	0	NA	0
TRAINING & OTHER FRINGE BENEFITS	NA	0	NA	1
SERVICES	NA	0	NA	0
MATERIALS & SUPPLIES	NA	0	NA	2
TELEPHONE & OTHER UTILITIES	NA	0	NA	NA
TRAVEL & OTHER MISCELLANEOUS	NA	0	NA	5
ALL OTHER EXPENSES	NA	0	NA	0
LABOR SUBTOTALS	NA	0	NA	152
NON-LABOR SUBTOTALS	NA	0	NA	8
LESS EXPENSE TRANSFERS	NA	0	NA	-85
OPERATING TOTALS	NA	0	NA	75
CAPITAL TOTALS	NA	NA	NA	90
DEPARTMENTAL TOTALS	NA	NA	NA	165

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

EMPLOYEE EDUCATION, TRAINING AND DEVELOPMENT: NO. 6300

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	672	707	1,359	1,721	27%
CAPITAL (\$000)	NA	NA	0	391	NA
TOTAL EXPEND. (\$000)	NA	NA	1,359	2,112	55%
PERSONNEL (FTE'S)	15.0	15.0	39.0	42.0	8%

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 and improve the skills, knowledge and attitudes of all District employees.

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 1984

The Department will develop and staff a Learning Center which will provide the capability to offer technical training and retraining for individuals and small groups on a 24-hour basis, including video tape-equipped vans for training at the Divisions. One position has been added to support this project and one position has been transferred from Telecommunications to provide both Learning Center support and District staff personal computer training. In addition, one position was transferred from Human Relations during Fiscal Year 1984. Capital funds are included for the Learning Center equipment and the video tape-equipped vans.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

EMPLOYEE EDUCATION, TRAINING AND DEVELOPMENT: NO. 6300

KEY DEPARTMENTAL OBJECTIVES

- o To meet the training needs identified through training needs assessments completed in Fiscal Years 1983 and 1984, and conduct one new departmental needs assessment.
- o To identify computer training needs and provide programs to meet these needs.
- o To develop self-instructional programs needed for specialized training and career development, and develop and implement a Learning Center for utilization of these programs: District Procedures, Computer Software Package Training, Data-entry Training, Advanced Supervision, Managerial Innovations and Established Methods, Basic Management, and Inter-departmental Training.
- o To continue three training programs that prepare personnel for advancement within their departments.
- o To increase the placement of minorities and women in work where they are underrepresented by improving the managerial staff's knowledge of affirmative action and providing two training programs for the development and placement of individuals in jobs where there is underutilization (4.3).
- o To identify and develop plans for retraining programs resulting from Metro Rail project.
- o To provide retraining for Division Dispatchers regarding new duties.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

EMPLOYEE EDUCATION, TRAINING AND DEVELOPMENT: NO. 6300

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
ADMINISTRATION	2.25	0.00	2.25	94	73	0	167
SPECIALIZED TRAINING	4.75	0.00	4.75	115	224	0	339
CAREER DEVELOPMENT	8.25	0.00	8.25	202	148	0	350
MINORITY DEVELOPMENT	26.00	0.00	26.00	749	70	0	819
RETRAINING	0.75	0.00	0.75	23	23	0	46
TOTALS	42.00	0.00	42.00	1,183	538	0	1,721

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

EMPLOYEE EDUCATION, TRAINING AND DEVELOPMENT: NO. 6300

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	381	399	958	1,183
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	265	172	294	440
SERVICES	1	0	66	66
MATERIALS & SUPPLIES	7	6	6	6
TELEPHONE & OTHER UTILITIES	8	5	9	NA
TRAVEL & OTHER MISCELLANEOUS	10	125	26	26
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	381	399	958	1,183
NON-LABOR SUBTOTALS	291	308	401	538
LESS EXPENSE TRANSFERS	0	0	0	0
OPERATING TOTALS	672	707	1,359	1,721
CAPITAL TOTALS	NA	NA	0	391
DEPARTMENTAL TOTALS	NA	NA	1,359	2,112

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

DBE/WBE: NO. 6400

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	NA	0	NA	88	NA
CAPITAL (\$000)	NA	NA	NA	100	NA
TOTAL EXPEND. (\$000)	NA	NA	NA	188	NA
PERSONNEL (FTE'S)	NA	3.0	NA	5.0	NA

The Office of DBE/WBE is responsible for ensuring the maximum utilization of disadvantaged and woman-owned businesses in all District contract and procurement activity as outlined in the DBE/WBE Program.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1984

The Office of DBE/WBE was created during Fiscal Year 1984. The staff is composed of three employees from the District's former Human Relations Department and one position authorized by the Board of Directors during Fiscal Year 1984. In addition, one position has been added for staff support. Capital funds are included for Metro Rail-related support.

KEY DEPARTMENTAL OBJECTIVES

- o To develop program procedures and practices to comply with State and Federal regulations by October, 1984 (4.3).
- o To implement and update monthly DBE/WBE Program to ensure the maximum utilization of disadvantaged and woman-owned businesses in the District's contract and procurement activities (4.3).
- o To develop and update monthly an information and communications program to solicit interest in the DBE Program and, thereby, increase DBE/WBE participation in District contract activities (4.3).
- o To increase participation of DBE/WBE firms in Metro Rail planning, design and construction (2.1, 4.3).

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

DBE/WBE: NO. 6400

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
ADMINISTRATION	0.75	0.00	0.75	26	3	0	29
DBE/WBE PROGRAM	0.25	0.00	0.25	10	0	0	10
OUTREACH AND REFERRAL	1.00	0.00	1.00	36	2	0	38
METRO RAIL	2.75	0.00	2.75	94	0	-94	0
LACTC COORDINATION	0.25	0.00	0.25	10	1	0	11
TOTALS	5.00	0.00	5.00	176	6	-94	88

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

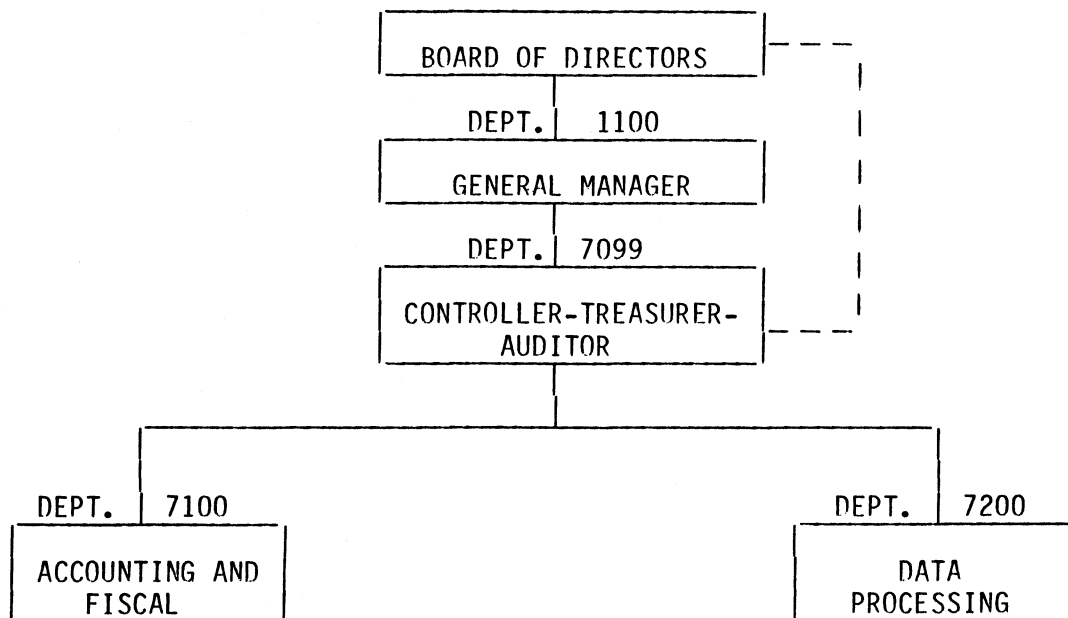
THREE YEAR EXPENSE CATEGORY COMPARISON

DBE/WBE: NO. 6400

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	NA	0	NA	176
CONTRACT WAGES	NA	0	NA	0
TRAINING & OTHER FRINGE BENEFITS	NA	0	NA	1
SERVICES	NA	0	NA	0
MATERIALS & SUPPLIES	NA	0	NA	1
TELEPHONE & OTHER UTILITIES	NA	0	NA	NA
TRAVEL & OTHER MISCELLANEOUS	NA	0	NA	4
ALL OTHER EXPENSES	NA	0	NA	0
LABOR SUBTOTALS	NA	0	NA	176
NON-LABOR SUBTOTALS	NA	0	NA	6
LESS EXPENSE TRANSFERS	NA	0	NA	-94
OPERATING TOTALS	NA	0	NA	88
CAPITAL TOTALS	NA	NA	NA	100
DEPARTMENTAL TOTALS	NA	NA	NA	188

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

CONTROLLER-TREASURER-AUDITOR ORGANIZATION CHART



SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

CONTROLLER-TREASURER-AUDITOR: NO. 7099

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	400	591	740	305	-59%
CAPITAL (\$000)	NA	NA	140	295	111%
TOTAL EXPEND. (\$000)	NA	NA	880	600	-32%
PERSONNEL (FTE'S)	9.0	9.5	11.0	15.0	36%

The Controller-Treasurer-Auditor provides executive staff level supervision of the Accounting and Fiscal and Data Processing reporting units. In addition, the Controller-Treasurer-Auditor provides support for the District's operating and capital plans and his staff act as the internal audit and investment management groups.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1984

Four new positions have been added, three positions to audit Metro Rail contracts and one for investment management duties. Funds are deleted from Professional and Technical Services since the cost of issuing financial notes will be deducted from revenue instead of being expensed. Expense transfers are increased to reflect the new Metro Rail-related staff. Capital funds are included for equipment and office furniture, and for Metro Rail-related support.

KEY DEPARTMENTAL OBJECTIVES

- o To provide adequate cash at all times to meet the District's financial obligations during the fiscal year.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

CONTROLLER-TREASURER-AUDITOR: NO. 7099

KEY DEPARTMENTAL OBJECTIVES (CONTINUED)

- o To perform at least three non-Metro Rail-related contract compliance audits of cost contracts and time and material contracts, with contract price totaling approximately \$2.5 million, within specified time frames.
- o To conduct at least four important internal audits during the fiscal year.
- o To carry out the District's cash investment program, holding uninvested funds to less than 2% of available cash resources.
- o To administer the employee deferred compensation program.
- o To perform at least nine Metro Rail-related contract compliance audits of cost contracts and time and material contracts, with contract prices totaling approximately \$7.5 million, within specified time frames (2.1).
- o To finalize long-term strategies for financing bus and rail systems under Proposition A requirements (4.1).

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
 FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

CONTROLLER-TREASURER-AUDITOR: NO. 7099

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
ADMINISTRATION	2.00	0.00	2.00	104	31	0	135
INTERNAL AUDIT	2.50	0.25	2.75	84	7	0	91
INVESTMENT MANAGEMENT	2.00	0.00	2.00	76	3	0	79
METRO RAIL	7.50	0.75	8.25	253	0	-253	0
TOTALS	14.00	1.00	15.00	517	41	-253	305

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

CONTROLLER-TREASURER-AUDITOR: NO. 7099

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	252	369	406	495
CONTRACT WAGES	0	0	0	22
TRAINING & OTHER FRINGE BENEFITS	1	1	3	2
SERVICES	124	170	414	20
MATERIALS & SUPPLIES	2	36	7	6
TELEPHONE & OTHER UTILITIES	8	6	14	NA
TRAVEL & OTHER MISCELLANEOUS	13	21	36	13
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	252	369	406	517
NON-LABOR SUBTOTALS	148	234	474	41
LESS EXPENSE TRANSFERS	0	-12	-140	-253
OPERATING TOTALS	400	591	740	305
CAPITAL TOTALS	NA	NA	140	295
DEPARTMENTAL TOTALS	NA	NA	880	600

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

ACCOUNTING AND FISCAL: NO. 7100

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	2,629	2,836	3,278	3,032	-8%
CAPITAL (\$000)	NA	NA	455	183	-60%
TOTAL EXPEND. (\$000)	NA	NA	3,733	3,215	-14%
PERSONNEL (FTE'S)	102.0	102.0	114.0	103.0	-10%

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 ensure 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 1984

With the implementation of the general ledger, accounts payable, purchase order and other subsystems of TRANSMIS I completed in Fiscal Year 1984, Accounting and Fiscal will begin implementing relevant portions of TRANSMIS II, including the payroll subsystem. The Transportation Operator timekeeping duties and 12 positions were transferred to Transportation General during Fiscal Year 1984. One new position has been added to handle Metro Rail-related grant accounting duties. Capital funds are included for office equipment, cash counting equipment, office furniture, and Metro Rail-related support.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

ACCOUNTING AND FISCAL: NO. 7100

KEY DEPARTMENTAL OBJECTIVES

- o To meet 100% of all paydays without delays in payment.
- o To make full use of control capabilities of the TRANSMIS I financial package (3.1).
- o To examine opportunities for reallocating accounts payable personnel based on productivity improvements during Fiscal Year 1985.
- o To maximize effective use of cash discounts offered by vendors for prompt payment.
- o To close the General Ledger within ten working days of the end of each accounting month (4.7).
- o To achieve the satisfactory completion and implementation of TRANSMIS I (3.1).
- o To work with TRANSMIS II consultants to achieve the interface of the payroll subsystem with the general ledger and accounts payable subsystems (3.4).
- o To deposit all District monies within two working days of receipt.
- o To improve the timeliness and accuracy of variance reporting (3.1).
- o To achieve full integration of the capital and operating budget with the accounting systems (3.1).

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

ACCOUNTING AND FISCAL: NO. 7100

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
PAYROLL	3.00	16.00	19.00	515	18	0	533
ACCOUNTS PAYABLE	2.00	16.00	18.00	438	17	0	455
CASH COUNTING	4.00	33.00	37.00	843	15	0	858
GENERAL ACCOUNTING	10.00	4.00	14.00	443	14	0	457
CASHIER	4.00	0.00	4.00	137	7	0	144
ADMINISTRATION	5.00	0.00	5.00	194	270	0	464
PREPAID REVENUE	0.00	5.00	5.00	115	6	0	121
METRO RAIL	1.00	0.00	1.00	26	0	-26	0
TOTALS	29.00	74.00	103.00	2,711	347	-26	3,032

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

ACCOUNTING AND FISCAL: NO. 7100

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	854	909	927	1,012
CONTRACT WAGES	1,579	1,760	1,968	1,699
TRAINING & OTHER FRINGE BENEFITS	5	8	15	21
SERVICES	107	51	275	274
MATERIALS & SUPPLIES	55	87	86	44
TELEPHONE & OTHER UTILITIES	18	17	21	NA
TRAVEL & OTHER MISCELLANEOUS	11	5	16	8
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	2,433	2,669	2,895	2,711
NON-LABOR SUBTOTALS	196	168	413	347
LESS EXPENSE TRANSFERS	0	-1	-30	-26
OPERATING TOTALS	2,629	2,836	3,278	3,032
CAPITAL TOTALS	NA	NA	455	183
DEPARTMENTAL TOTALS	NA	NA	3,733	3,215

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

DATA PROCESSING: NO. 7200

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	3,690	4,751	5,480	6,096	11%
CAPITAL (\$000)	NA	NA	10,241	9,502	-7%
TOTAL EXPEND. (\$000)	NA	NA	15,721	15,598	-1%
PERSONNEL (FTE'S)	89.5	98.0	100.0	116.0	16%

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 1984

Funding is provided for a total of 16 new positions. Four positions have been added to staff the new Management Information Center. Six positions have been added to facilitate TRANSMIS I and II conversion and implementation. Three positions have been added to address the increasing number of microcomputer applications throughout the District, and one position has been added to provide management for the Systems Programming Group. In addition, one position was transferred from Planning and one was added during Fiscal Year 1984.

KEY DEPARTMENTAL OBJECTIVES

- o To provide the District with computer services in a timely and efficient manner in the following areas: Computer Operations, System Programming/Technical Support, Production Control, Data Entry, and Computer Equipment Installation for all Computer Systems in use by the District.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

DATA PROCESSING: NO. 7200

KEY DEPARTMENTAL OBJECTIVES (CONTINUED)

- o To manage and administer data bases for the District's computerized applications.
- o To support and participate in the development and implementation of Transit Management Information Systems (TRANSMIS II) (3.4).
- o To ensure that production systems (Computer-Aided Radio Dispatching System, the minicomputer components of the Vehicle Maintenance System, Automatic Data Collection System, the minicomputer component of the Word Processing System, Supervisory Status System, Transit Automated Control System) are adequately supported.
- o To perform analyses of advanced systems, such as Millennium software and Fourth generation languages.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

DATA PROCESSING: NO. 7200

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
OPERATIONS AND TECHNICAL SUPPORT	22.50	32.50	55.00	1,497	2,314	-148	3,663
DATA BASE MANAGEMENT	3.00	0.00	3.00	164	122	0	286
ADMINISTRATION AND MANAGEMENT	4.00	3.00	7.00	194	171	0	365
TRANSMIS I APPLICATIONS SUPPORT	17.00	0.00	17.00	490	131	0	621
TRANSMIS II APPLICATIONS SUPPORT	16.00	0.00	16.00	475	103	0	578
SPECIAL PROJECTS AND MINI- COMPUTER APPLICATIONS SUPPORT	10.00	0.00	10.00	285	121	-65	341
MANAGEMENT INFORMATION GROUP	7.50	0.50	8.00	209	33	0	242
TOTALS	80.00	36.00	116.00	3,314	2,995	-213	6,096

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

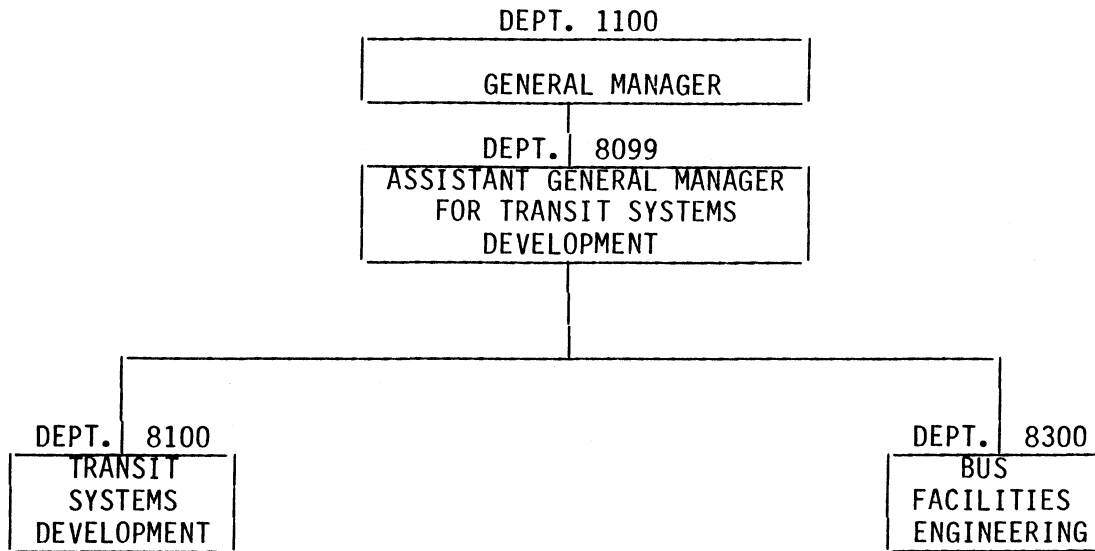
THREE YEAR EXPENSE CATEGORY COMPARISON

DATA PROCESSING: NO. 7200

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	1,455	1,882	2,411	2,507
CONTRACT WAGES	770	788	658	807
TRAINING & OTHER FRINGE BENEFITS	4	15	81	81
SERVICES	991	1,542	7,189	2,385
MATERIALS & SUPPLIES	279	273	316	311
TELEPHONE & OTHER UTILITIES	51	115	46	NA
TRAVEL & OTHER MISCELLANEOUS	35	28	80	45
ALL OTHER EXPENSES	105	113	4,940	173
LABOR SUBTOTALS	2,225	2,670	3,069	3,314
NON-LABOR SUBTOTALS	1,465	2,084	12,652	2,995
LESS EXPENSE TRANSFERS	0	-3	-10,241	-213
OPERATING TOTALS	3,690	4,751	5,480	6,096
CAPITAL TOTALS	NA	NA	10,241	9,502
DEPARTMENTAL TOTALS	NA	NA	15,721	15,598

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

ASSISTANT GENERAL MANAGER FOR TRANSIT SYSTEMS DEVELOPMENT ORGANIZATION CHART



SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

ASSISTANT GENERAL MANAGER FOR TRANSIT SYSTEMS DEVELOPMENT: NO. 8099

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	0	113	29	26	-10%
CAPITAL (\$000)	NA	NA	83	60,083	500+%
TOTAL EXPEND. (\$000)	NA	NA	112	60,109	500+%
PERSONNEL (FTE'S)	2.0	2.0	2.0	2.0	0%

The Office of the Assistant General Manager for Transit Systems Development 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 cost and schedule objectives developed for each activity.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1984

The Fiscal Year 1984 Estimated amount includes all labor charges which were budgeted to have been expense transferred. These labor charges have been expense transferred from the Non-Departmental budget rather than the Department's budget. Capital funds are included for Metro Rail-related support. This includes funding for the General Consultant Contract for the Metro Rail Project.

KEY DEPARTMENTAL OBJECTIVES

- o To ensure completion of final design and start of construction according to the Metro Rail Project Schedule (2.1).
- o To integrate similar design and construction activities within Bus Facilities and Metro Rail.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

ASSISTANT GENERAL MANAGER FOR TRANSIT SYSTEMS DEVELOPMENT: NO. 8099

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
METRO RAIL	1.50	0.00	1.50	79	0	-79	0
BUS FACILITIES	.50	0.00	.50	26	0	0	26
TOTALS	2.00	0.00	2.00	105	0	-79	26

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

ASSISTANT GENERAL MANAGER FOR TRANSIT SYSTEMS DEVELOPMENT: NO. 8099

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	0	115	105	105
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	0	0	0	0
SERVICES	0	0	0	0
MATERIALS & SUPPLIES	0	0	1	0
TELEPHONE & OTHER UTILITIES	0	0	1	NA
TRAVEL & OTHER MISCELLANEOUS	0	1	5	0
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	0	115	105	105
NON-LABOR SUBTOTALS	0	1	7	0
LESS EXPENSE TRANSFERS	0	-3	-83	-79
OPERATING TOTALS	0	113	29	26
CAPITAL TOTALS	NA	NA	83	60,083
DEPARTMENTAL TOTALS	NA	NA	112	60,109

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

TRANSIT SYSTEMS DEVELOPMENT: NO. 8100

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	1,707	2,293	0	203	NA
CAPITAL (\$000)	NA	NA	130,180	212,488	72%
TOTAL EXPEND. (\$000)	NA	NA	130,180	212,691	72%
PERSONNEL (FTE'S)	47.0	82.5	110.5	158.5	43%

The Transit Systems Development 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 1984

The Fiscal Year 1984 Estimated amount includes all labor charges which were budgeted to have been expense transferred. These labor charges have been expense transferred from the Non-Departmental budget rather than the Department's budget.

The Department's name has been changed from Metro Rail to more accurately reflect all of the activities and responsibilities of the Department. Forty-eight additional positions have been added to facilitate Metro Rail development. These additional positions include three positions transferred from the Planning Department during Fiscal Year 1984. Capital funds are included Metro Rail-related support, including labor dollars, Right of Way acquisition and relocation, and consulting work.

KEY DEPARTMENTAL OBJECTIVES

- o To provide systems engineering and analysis support for final design and construction of the Metro Rail Project (2.1).
- o To complete the Metro Rail System Operating Plan and provide operations planning support to the Metro Rail Project (2.1).

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

TRANSIT SYSTEMS DEVELOPMENT: NO. 8100

KEY DEPARTMENTAL OBJECTIVES (CONTINUED)

- o To complete final design for Phase I, from Yards and Shops to Wilshire/Vermont (2.1).
- o To execute all remaining Master Agreements required for project construction (2.1).
- o To integrate all facets of real property services in support of District-wide bus, rail, and administrative real estate requirements.
- o To support the District's efforts in both obtaining UMTA's funding commitment for final design and construction of the Project and in securing non-federal grant contracts with CTC, LACTC, and the City of Los Angeles (2.2).
- o To identify and evaluate alternative sites for Division 6 (2.4).

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

TRANSIT SYSTEMS DEVELOPMENT: NO. 8100

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
SYSTEMS DESIGN AND ANALYSIS	32.00	0.00	32.00	1,336	0	-1,336	0
TRANSIT FACILITIES	45.00	0.00	45.00	1,963	0	-1,963	0
PROGRAM CONTROL	27.00	0.00	27.00	865	0	-865	0
REAL ESTATE AND DEVELOPMENT	26.50	0.00	26.50	917	72	-786	203
CONSTRUCTION MANAGEMENT	14.00	0.00	14.00	605	0	-605	0
ADMINISTRATION	14.00	0.00	14.00	408	0	-408	0
TOTALS	158.50	0.00	158.50	6,094	72	-5,963	203

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

TRANSIT SYSTEMS DEVELOPMENT: NO. 8100

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	1,689	2,513	4,190	6,094
CONTRACT WAGES	16	35	37	0
TRAINING & OTHER FRINGE BENEFITS	0	0	4	0
SERVICES	0	2	125,497	69
MATERIALS & SUPPLIES	0	12	272	1
TELEPHONE & OTHER UTILITIES	0	0	105	NA
TRAVEL & OTHER MISCELLANEOUS	2	0	75	2
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	1,705	2,548	4,227	6,094
NON-LABOR SUBTOTALS	2	14	125,953	72
LESS EXPENSE TRANSFERS	0	-269	-130,180	-5,963
OPERATING TOTALS	1,707	2,293	0	203
CAPITAL TOTALS	NA	NA	130,180	212,488
DEPARTMENTAL TOTALS	NA	NA	130,180	212,691

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

BUS FACILITIES ENGINEERING: NO. 8300

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	1,622	1,573	781	735	-6%
CAPITAL (\$000)	NA	NA	48,232	60,416	25%
TOTAL EXPEND. (\$000)	NA	NA	49,013	61,151	25%
PERSONNEL (FTE'S)	31.5	30.0	35.0	35.0	0%

The Bus Facilities Engineering Department 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 1984

The Fiscal Year 1984 Estimated amount includes all labor charges which were budgeted to have been expense transferred. These labor charges have been expense transferred from the Non-Departmental budget rather than the Department's budget. Additional funds have been expense transferred to capital for labor related to construction projects. Capital funds are included for land acquisition.

KEY DEPARTMENTAL OBJECTIVES

- o To assure that adequate progress is made on the Central Maintenance Facility Project to allow completion of the project by November, 1985 (2.3).
- o To complete Division 1 Reconstruction and Division 2 Rehabilitation.
- o To complete the design of the following projects, including plans, specification and cost estimates, according to schedule: Division 2 Site Improvements; Division 1 Maintenance Building and Service Facilities.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
 FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

BUS FACILITIES ENGINEERING: NO. 8300

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
ADMINISTRATION	4.00	0.00	4.00	153	15	-118	50
CONSTRUCTION	9.00	0.00	9.00	345	127	-268	204
DESIGN	10.00	0.00	10.00	468	235	-362	341
PROJECT MANAGEMENT	7.00	0.00	7.00	286	16	-222	80
DRAFTING	4.00	1.00	5.00	169	23	-132	60
TOTALS	34.00	1.00	35.00	1,421	416	-1,102	735

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

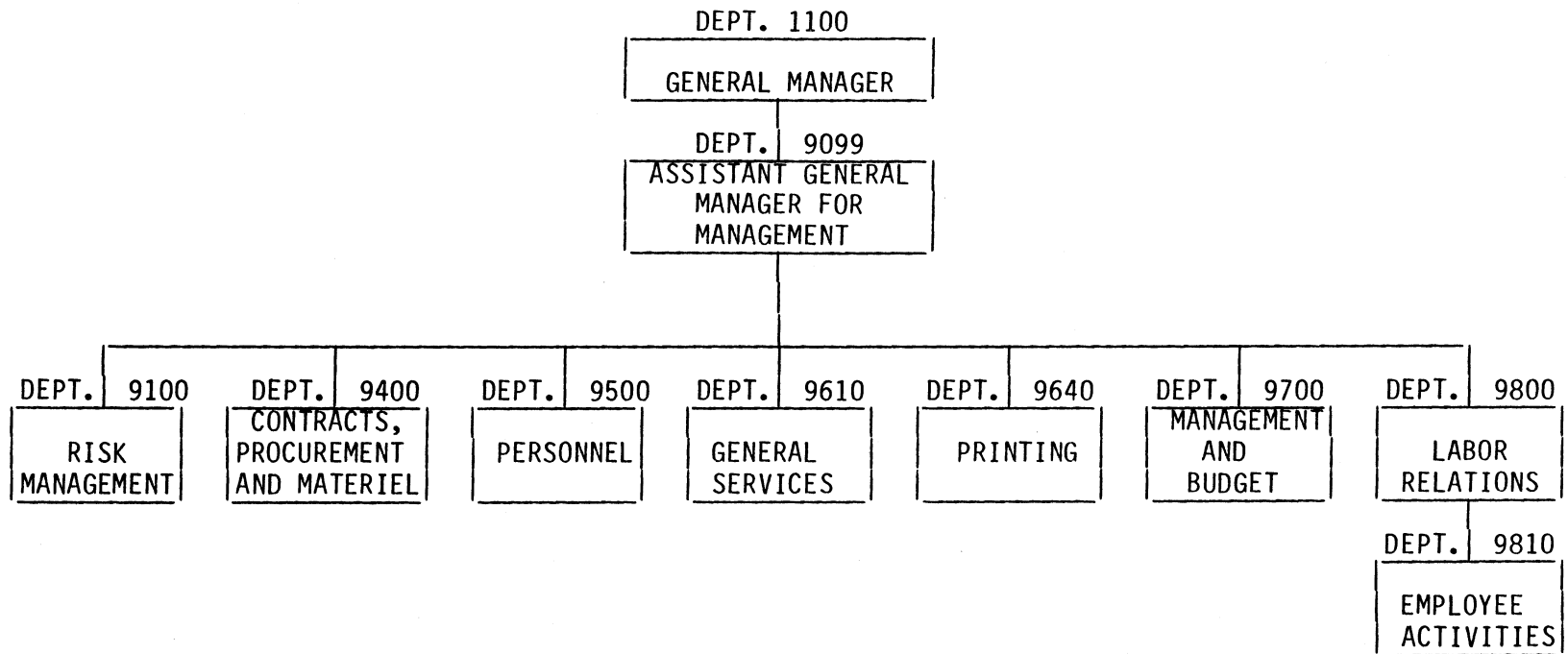
THREE YEAR EXPENSE CATEGORY COMPARISON

BUS FACILITIES ENGINEERING: NO. 8300

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	1,274	1,229	1,305	1,398
CONTRACT WAGES	20	21	23	23
TRAINING & OTHER FRINGE BENEFITS	8	3	7	9
SERVICES	203	262	241	310
MATERIALS & SUPPLIES	55	57	47	58
TELEPHONE & OTHER UTILITIES	24	17	20	NA
TRAVEL & OTHER MISCELLANEOUS	38	34	38	39
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	1,294	1,250	1,328	1,421
NON-LABOR SUBTOTALS	328	373	353	416
LESS EXPENSE TRANSFERS	0	-50	-900	-1,102
OPERATING TOTALS	1,622	1,573	781	735
CAPITAL TOTALS	NA	NA	48,232	60,416
DEPARTMENTAL TOTALS	NA	NA	49,013	61,151

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

ASSISTANT GENERAL MANAGER FOR MANAGEMENT ORGANIZATION CHART



SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

ASSISTANT GENERAL MANAGER FOR MANAGEMENT: NO. 9099

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	65	116	102	119	17%
CAPITAL (\$000)	NA	NA	0	0	0%
TOTAL EXPEND. (\$000)	NA	NA	102	119	17%
PERSONNEL (FTE'S)	2.0	2.0	2.0	2.0	0%

The Office of 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, the employee relations function, and the risk management function.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1984

The Assistant General Manager for Management's office has been expanded to include supervision of a Risk Management Department, incorporating the Office of Insurance and the Office of Safety.

KEY DEPARTMENTAL OBJECTIVES

- o To manage and measure the performance of the Contracts, Procurement and Materiel; Personnel; General Services; Risk Management; Printing; Management and Budget; Labor Relations; and Employee Activities Departments, in accordance with the goals and objectives contained in the Budget for Fiscal Year 1985.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
 FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

ASSISTANT GENERAL MANAGER FOR MANAGEMENT: NO. 9099

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
ADMINISTRATION	2.00	0.00	2.00	106	13	0	119
TOTALS	2.00	0.00	2.00	106	13	0	119

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

ASSISTANT GENERAL MANAGER FOR MANAGEMENT: NO. 9099

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	61	97	95	106
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	0	0	0	0
SERVICES	0	0	0	0
MATERIALS & SUPPLIES	2	4	1	7
TELEPHONE & OTHER UTILITIES	0	14	1	NA
TRAVEL & OTHER MISCELLANEOUS	2	1	5	6
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	61	97	95	106
NON-LABOR SUBTOTALS	4	19	7	13
LESS EXPENSE TRANSFERS	0	0	0	0
OPERATING TOTALS	65	116	102	119
CAPITAL TOTALS	NA	NA	0	0
DEPARTMENTAL TOTALS	NA	NA	102	119

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

RISK MANAGEMENT: NO. 9100

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	3,319	2,955	733	845	15%
CAPITAL (\$000)	NA	NA	70	75	7%
TOTAL EXPEND. (\$000)	NA	NA	803	920	15%
PERSONNEL (FTE'S)	16.0	16.0	16.0	15.0	-6%

The Risk Management Department administers policy and serves as the primary decision-making authority for the District in matters of risk containment, insurance administration, and safety policies and procedures. These duties include purchasing, managing, and administering insurance programs and claims; assessing operational errors and hazards; and developing and implementing accident prevention and loss control strategies for traffic accidents, passenger accidents, and industrial accidents.

SIGNIFICANT CHANGES FROM FISCAL YEAR 1984

The difference between the Fiscal Year 1984 Estimated and the Fiscal Year 1984 Budgeted numbers results from insurance contracts budgeted in Non-Departmental, being expensed in this reporting unit.

The Risk Management Department consolidates the Office of Insurance and the Office of Safety. This reorganization addresses the need for a Risk Manager in the District to coordinate current departmental efforts and to align the District's organizational structure with current industry standards. Three positions have been transferred to the Non-Departmental budget. Two positions have been added for supervision and clerical support. Capital funds are included for Metro Rail-related support.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

RISK MANAGEMENT: NO. 9100

KEY DEPARTMENTAL OBJECTIVES

- o To develop and implement the Metro Rail "Wrap-Up" Insurance Program.
- o To administer all Public Liability and Property Damage; Workers' Compensation; and subrogation claims for District.
- o To meet District-wide safety objectives, specifically: decrease traffic accident frequency to 4.5 per 100,000 miles; decrease industrial injuries in Transportation to 7.0 per 100,000 hours; decrease industrial injuries in Maintenance to 9.0 per 100,000 hours (3.3).

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
 FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

RISK MANAGEMENT: NO. 9100

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
ADMINISTRATION	2.00	0.00	2.00	92	5	-36	61
INSURANCE	6.00	1.00	7.00	242	90	0	332
SAFETY	6.00	0.00	6.00	197	282	-27	452
TOTALS	14.00	1.00	15.00	531	377	-63	845

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

RISK MANAGEMENT: NO. 9100

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	401	418	438	513
CONTRACT WAGES	13	18	19	18
TRAINING & OTHER FRINGE BENEFITS	5	2	4	7
SERVICES	2,761	2,374	213	250
MATERIALS & SUPPLIES	99	61	82	75
TELEPHONE & OTHER UTILITIES	7	8	8	NA
TRAVEL & OTHER MISCELLANEOUS	33	44	39	45
ALL OTHER EXPENSES	0	30	0	0
LABOR SUBTOTALS	414	436	457	531
NON-LABOR SUBTOTALS	2,905	2,519	346	377
LESS EXPENSE TRANSFERS	0	NA	-70	-63
OPERATING TOTALS	3,319	2,955	733	845
CAPITAL TOTALS	NA	NA	70	75
DEPARTMENTAL TOTALS	NA	NA	803	920

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

CONTRACTS, PROCUREMENT AND MATERIEL: NO. 9400

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	2,084	4,205	4,149	4,544	10%
CAPITAL (\$000)	NA	NA	389	821	111%
TOTAL EXPEND. (\$000)	NA	NA	4,538	5,365	18%
PERSONNEL (FTE'S)	82.0	158.0	157.0	190.0	21%

The Contracts, Procurement and Materiel 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 1984

A total of 30 new positions have been added to this budget; 12 positions for new Division 10 and the new Central Maintenance Facility, four positions for new shifts supporting various locations, and 14 positions to provide needed administrative, clerical and relief functions resulting from increased workloads. Three positions were added during Fiscal Year 1984 to reflect organizational and administrative changes. Capital funds are included for vehicles and equipment related to other reporting unit functions and Metro Rail-related support.

KEY DEPARTMENTAL OBJECTIVES

- o To obtain Certification of District Procurement functions by the Urban Mass Transportation Administration (4.8).
- o To improve procurement policies, procedures and planning.
- o To achieve District DBE/WBE goals (4.3).
- o To identify new sources of supply.
- o To provide improved material support for bus maintenance operations.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

CONTRACTS, PROCUREMENT AND MATERIEL: NO. 9400

KEY DEPARTMENTAL OBJECTIVES (CONTINUED)

- o To complete the successful implementation of the Materials Management and Purchasing functions of TRANSMIS I (3.1).
- o To provide training to all receiving, stores, purchasing, contracting and departmental personnel with interface functions.
- o To revise materials and purchasing procedures for compatibility with TRANSMIS programs.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

CONTRACTS, PROCUREMENT AND MATERIEL: NO. 9400

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
ADMINISTRATION	4.00	0.00	4.00	198	40	-22	216
CONTRACT MANAGEMENT	10.00	5.00	15.00	535	66	-31	570
METRO RAIL CONTRACT MANAGEMENT	10.00	3.00	13.00	508	0	-232	276
MATERIALS MANAGEMENT	12.00	137.00	149.00	3,185	118	0	3,303
TRANSMIS MANAGEMENT	9.00	0.00	9.00	117	62	0	179
TOTALS	45.00	145.00	190.00	4,543	286	-285	4,544

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

CONTRACTS, PROCUREMENT AND MATERIEL: NO. 9400

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	795	1,041	1,086	1,369
CONTRACT WAGES	1,124	2,801	2,937	3,174
TRAINING & OTHER FRINGE BENEFITS	5	4	39	40
SERVICES	16	11	40	47
MATERIALS & SUPPLIES	55	275	90	150
TELEPHONE & OTHER UTILITIES	35	22	40	NA
TRAVEL & OTHER MISCELLANEOUS	54	60	61	49
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	1,919	3,842	4,023	4,543
NON-LABOR SUBTOTALS	165	372	270	286
LESS EXPENSE TRANSFERS	0	-9	-144	-285
OPERATING TOTALS	2,084	4,205	4,149	4,544
CAPITAL TOTALS	NA	NA	389	821
DEPARTMENTAL TOTALS	NA	NA	4,538	5,365

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

PERSONNEL: NO. 9500

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	1,661	1,907	2,229	2,441	10%
CAPITAL (\$000)	NA	NA	37	106	186%
TOTAL EXPEND. (\$000)	NA	NA	2,266	2,547	12%
PERSONNEL (FTE'S)	54.0	56.5	54.0	60.0	11%

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 1984

The Department has added a Metro Rail function to support the hiring of additional Metro Rail-related staff. One additional position is included for this function. One position was transferred to the Department and one added during Fiscal Year 1984. In addition, six As-Needed positions, equal to three full-time equivalents, are included to assist with scheduled short range projects. Capital funds are included for Metro Rail-related support and for office equipment.

KEY DEPARTMENTAL OBJECTIVES

- o To maintain average vacancy filling time at 30 days or less.
- o To write or revise all job descriptions for ATU classifications (4.2).
- o To administer the Pay-for-Performance Program.
- o To maintain the requisition-to-certification time of 30 days.
- o To maintain the Unemployment Insurance claim win rate at 75%.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

PERSONNEL: NO. 9500

KEY DEPARTMENTAL OBJECTIVES (CONTINUED)

- o To reduce average number of days employees stay on Indefinite Leave by one day per employee.
- o To implement Human Resources Management Information system software as part of District-wide TRANSMIS II Project (3.4).

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

PERSONNEL: NO. 9500

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
ADMINISTRATION	2.00	0.00	2.00	95	27	0	122
CONTRACT EMPLOYMENT	9.00	13.00	22.00	493	84	0	577
NON-CONTRACT EMPLOYMENT	8.00	2.00	10.00	301	41	0	342
PENSION AND BENEFITS ADMINISTRATION	7.00	7.00	14.00	385	143	0	528
SPECIAL PROJECTS	10.00	1.00	11.00	361	511	0	872
METRO RAIL	1.00	0.00	1.00	31	0	-31	0
TOTALS	37.00	23.00	60.00	1,666	806	-31	2,441

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

PERSONNEL: NO. 9500

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	886	1,010	994	1,190
CONTRACT WAGES	402	442	452	476
TRAINING & OTHER FRINGE BENEFITS	28	53	7	8
SERVICES	224	255	588	648
MATERIALS & SUPPLIES	50	85	123	106
TELEPHONE & OTHER UTILITIES	26	19	27	NA
TRAVEL & OTHER MISCELLANEOUS	45	45	55	44
ALL OTHER EXPENSES	0	1	0	0
LABOR SUBTOTALS	1,288	1,452	1,446	1,666
NON-LABOR SUBTOTALS	373	458	800	806
LESS EXPENSE TRANSFERS	0	-3	-17	-31
OPERATING TOTALS	1,661	1,907	2,229	2,441
CAPITAL TOTALS	NA	NA	37	106
DEPARTMENTAL TOTALS	NA	NA	2,266	2,547

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

GENERAL SERVICES: NO. 9610

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	1,617	1,774	1,641	1,856	13%
CAPITAL (\$000)	NA	NA	760	1,103	45%
TOTAL EXPEND. (\$000)	NA	NA	2,401	2,959	23%
PERSONNEL (FTE'S)	71.0	75.5	81.0	89.5	10%

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 1984

Nine positions have been added for the maintenance of expanded facilities. Capital funds are included for the procurement of 100 automobiles, new carpeting at three operating divisions and Metro Rail-related support.

KEY DEPARTMENTAL OBJECTIVES

- o To develop a fleet management policy for the District's automobile fleet by December, 1984.
- o To reduce overtime by 95% through implementation of new schedules and work assignments by October, 1984.
- o To reduce first-level discipline hearings by 20%.
- o To inspect facilities quarterly and prepare a summary of inspections within two weeks after the end of a quarter.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

GENERAL SERVICES: NO. 9610

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
ADMINISTRATION	2.00	1.00	3.00	71	6	0	77
ADMINISTRATION BUILDING OPERATIONS AND RELATED SERVICES	3.50	20.00	23.50	423	91	0	514
DIVISION AND SATELLITE OFFICE MAINTENANCE	1.25	48.00	49.25	839	52	0	891
MAIL SERVICES	0.50	10.00	10.50	239	135	0	374
METRO RAIL	0.25	3.00	3.25	70	0	-70	0
TOTALS	7.50	82.00	89.50	1,642	284	-70	1,856

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

GENERAL SERVICES: NO. 9610

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	175	207	221	220
CONTRACT WAGES	1,204	1,267	1,243	1,422
TRAINING & OTHER FRINGE BENEFITS	2	5	3	7
SERVICES	28	38	46	37
MATERIALS & SUPPLIES	201	249	263	235
TELEPHONE & OTHER UTILITIES	4	2	3	NA
TRAVEL & OTHER MISCELLANEOUS	3	6	3	5
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	1,379	1,474	1,464	1,642
NON-LABOR SUBTOTALS	238	300	318	284
LESS EXPENSE TRANSFERS	0	0	-141	-70
OPERATING TOTALS	1,617	1,774	1,641	1,856
CAPITAL TOTALS	NA	NA	760	1,103
DEPARTMENTAL TOTALS	NA	NA	2,401	2,959

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

PRINTING: NO. 9640

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	1,741	1,700	1,656	1,633	-1%
CAPITAL (\$000)	NA	NA	876	1,584	81%
TOTAL EXPEND. (\$000)	NA	NA	2,532	3,217	27%
PERSONNEL (FTE'S)	29.0	30.0	29.0	29.0	0%

The Printing Department 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 1984

The Printing Department will explore a chargeback system for all printing costs accrued by each department. The chargeback system is to be implemented in Fiscal Year 1986. Capital funds are included for replacement presses and copiers and other printing equipment and for Metro Rail-related support.

KEY DEPARTMENTAL OBJECTIVES

- o To complete an average of 80% quick copy requests within 24-hour turnaround every quarter.
- o To complete an average of 80% of printing requests every quarter by request date.
- o To develop a copier chargeback system.
- o To implement complete guidelines and procedures for purchase, maintenance, use and replacement of convenience copiers throughout the District.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
 FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

PRINTING: NO. 9640

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
PRINTING	2.50	18.25	20.75	544	759	0	1,303
ADMINISTRATION	2.75	0.75	3.50	86	8	0	94
CONVENIENCE COPIER SERVICE	1.00	0.25	1.25	50	186	0	236
METRO RAIL	.75	2.75	3.50	85	0	-85	0
TOTALS	7.00	22.00	29.00	765	953	-85	1,633

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

PRINTING: NO. 9640

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	169	183	173	233
CONTRACT WAGES	599	561	577	532
TRAINING & OTHER FRINGE BENEFITS	5	1	5	7
SERVICES	140	294	253	229
MATERIALS & SUPPLIES	819	653	701	712
TELEPHONE & OTHER UTILITIES	2	4	4	NA
TRAVEL & OTHER MISCELLANEOUS	1	3	2	5
ALL OTHER EXPENSES	6	1	0	0
LABOR SUBTOTALS	768	744	750	765
NON-LABOR SUBTOTALS	973	956	965	953
LESS EXPENSE TRANSFERS	0	0	-59	-85
OPERATING TOTALS	1,741	1,700	1,656	1,633
CAPITAL TOTALS	NA	NA	876	1,584
DEPARTMENTAL TOTALS	NA	NA	2,532	3,217

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

MANAGEMENT AND BUDGET: NO. 9700

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	343	480	543	559	3%
CAPITAL (\$000)	NA	NA	20	0	-100%
TOTAL EXPEND. (\$000)	NA	NA	563	559	-1%
PERSONNEL (FTE'S)	14.0	16.0	16.0	16.0	0%

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 1984

There are no significant changes planned.

KEY DEPARTMENTAL OBJECTIVES

- o To prepare a consolidated Operating and Capital Budget (3.1).
- o To prepare monthly Section 6 and 8 reports and Quarterly Grant Progress Reports.
- o To assist in the preparation of financial requisitions and performance reports to Federal, State and local authorities to ensure the timely drawdown of grant funds within time frame imposed by other agencies.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

MANAGEMENT AND BUDGET: NO. 9700

KEY DEPARTMENTAL OBJECTIVES (CONTINUED)

- o To review the preparation of Performance Plans and Performance Reporting systems of all District departments and recommend changes or improvements by January, 1985.
- o To prepare annual Overall Work Program (OWP) or Unified Planning Work Program (UPWP), omnibus capital grant application and other new grant applications, and distribute copies for 13(c) labor protection clearances.
- o To prepare 5-year TIP within time frame provided.
- o To monitor District performance and report the findings quarterly by publishing the Quarterly Budget and Performance Report within six weeks of the close of the quarter (4.7).
- o To implement standardization of data for and use of personal computer generated reports (4.6).
- o To develop a management plan for the transition from manual to automated systems (3.8).
- o To document productivity improvement and savings resulting from TRANSMIS applications (3.6).

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

MANAGEMENT AND BUDGET: NO. 9700

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
BUDGET DEVELOPMENT AND MONITORING	3.75	0.00	3.75	123	4	0	127
GRANTS MANAGEMENT	4.25	0.00	4.25	135	4	0	139
PERFORMANCE MONITORING	2.75	0.00	2.75	90	2	0	92
GRANTS DEVELOPMENT	1.25	0.00	1.25	36	2	0	38
ADMINISTRATION	3.00	0.00	3.00	124	10	0	134
SPECIAL STUDIES	1.00	0.00	1.00	27	2	0	29
TOTALS	16.00	0.00	16.00	535	24	0	559

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

MANAGEMENT AND BUDGET: NO. 9700

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	327	466	522	535
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	2	2	4	6
SERVICES	0	0	2	4
MATERIALS & SUPPLIES	3	9	20	9
TELEPHONE & OTHER UTILITIES	4	0	8	NA
TRAVEL & OTHER MISCELLANEOUS	7	3	7	5
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	327	466	522	535
NON-LABOR SUBTOTALS	16	14	41	24
LESS EXPENSE TRANSFERS	0	0	-20	0
OPERATING TOTALS	343	480	543	559
CAPITAL TOTALS	NA	NA	20	0
DEPARTMENTAL TOTALS	NA	NA	563	559

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

LABOR RELATIONS: NO. 9800

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	141	228	281	339	21%
CAPITAL (\$000)	NA	NA	6	0	-100%
TOTAL EXPEND. (\$000)	NA	NA	287	339	18%
PERSONNEL (FTE'S)	6.0	6.0	6.0	6.0	0%

The Labor Relations 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, the Department 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 1984

Labor negotiation will be intensified during the fiscal year as the ATU, UTU, BRAC, Teamsters and TPOA contracts will be negotiated; therefore, additional contractual services funds are included.

KEY DEPARTMENTAL OBJECTIVES

- o To ensure that the provisions of 13(c) of the Urban Mass Transportation Act are followed as required by grant contracts.
- o To negotiate labor contracts that result in increased productivity (4.2).
- o To issue prompt, consistent labor contract and non-contract grievance procedure interpretations based on intent and precedent that protect the District's and employees' rights.
- o To assure the revised third level hearing procedure is fully implemented.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
 FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

LABOR RELATIONS: NO. 9800

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
ADMINISTRATION	1.50	0.00	1.50	60	21	0	81
CONTRACT NEGOTIATIONS	1.50	0.00	1.50	57	30	0	87
CONTRACT ADMINISTRATION	1.50	0.00	1.50	59	51	0	110
THIRD LEVEL APPEALS	1.50	0.00	1.50	56	5	0	61
TOTALS	6.00	0.00	6.00	232	107	0	339

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

LABOR RELATIONS: NO. 9800

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	126	201	224	232
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	0	1	2	5
SERVICES	11	18	45	78
MATERIALS & SUPPLIES	1	1	7	11
TELEPHONE & OTHER UTILITIES	0	0	2	NA
TRAVEL & OTHER MISCELLANEOUS	3	7	7	13
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	126	201	224	232
NON-LABOR SUBTOTALS	15	27	63	107
LESS EXPENSE TRANSFERS	0	0	-6	0
OPERATING TOTALS	141	228	281	339
CAPITAL TOTALS	NA	NA	6	0
DEPARTMENTAL TOTALS	NA	NA	287	339

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

BUDGET SUMMARY

EMPLOYEE ACTIVITIES: NO. 9810

	FY 1983 ACTUAL	FY 1984 ESTIMATED	FY 1984 BUDGETED	FY 1985 PROPOSED	% CHANGE
OPERATING (\$000)	607	339	380	272	-28%
CAPITAL (\$000)	NA	NA	0	0	0%
TOTAL EXPEND. (\$000)	NA	NA	380	272	-28%
PERSONNEL (FTE'S)	3.0	4.0	4.0	5.0	25%

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. The Department assists the Board and staff with all District-related travel arrangements. 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 1984

One position has been added to assist with District-related travel arrangements for the Board and District staff. Funds are no longer included for employee activities which generate revenue and support themselves.

KEY DEPARTMENTAL OBJECTIVES

- o To provide recreational opportunities for employees and their families.
- o To implement split commission program with travel agency to generate revenue from business travel.
- o To streamline departmental accounting system to better suit departmental needs.
- o To keep the loss on unsold tickets at 5% or less.
- o To conduct employee incentive award programs accurately 99% of the time.
- o To have the newspaper reach the employees' homes between the 20-25th of each month.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
 FISCAL YEAR 1985 BUDGET

FUNCTIONAL BUDGET ANALYSIS

EMPLOYEE ACTIVITIES: NO. 9810

FUNCTION(S)	PERSONNEL (FTE'S)			OPERATING EXPENDITURES (\$000)			
	NON- CONTRACT	CONTRACT	TOTAL(S)	LABOR	NON- LABOR	EXPENSE TRANSFER	TOTAL(S)
EMPLOYEE RECREATION	2.50	0.00	2.50	75	19	0	94
EMPLOYEE RELATIONS	1.50	0.00	1.50	42	27	0	69
HEADWAY	1.00	0.00	1.00	31	78	0	109
TOTALS	5.00	0.00	5.00	148	124	0	272

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

THREE YEAR EXPENSE CATEGORY COMPARISON

EMPLOYEE ACTIVITIES: NO. 9810

EXPENSE CATEGORY	FY 1983 ACTUAL (\$000)	FY 1984 ESTIMATED (\$000)	FY 1984 BUDGETED (\$000)	FY 1985 PROPOSED (\$000)
NON-CONTRACT SALARIES	241	119	115	148
CONTRACT WAGES	0	0	0	0
TRAINING & OTHER FRINGE BENEFITS	0	0	0	2
SERVICES	147	39	72	75
MATERIALS & SUPPLIES	29	4	33	14
TELEPHONE & OTHER UTILITIES	9	7	7	NA
TRAVEL & OTHER MISCELLANEOUS	181	169	153	33
ALL OTHER EXPENSES	0	0	0	0
LABOR SUBTOTALS	241	119	115	148
NON-LABOR SUBTOTALS	366	219	265	124
LESS EXPENSE TRANSFERS	0	0	0	0
OPERATING TOTALS	607	339	380	272
CAPITAL TOTALS	NA	NA	0	0
DEPARTMENTAL TOTALS	NA	NA	380	272

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

GLOSSARY OF TERMS AND ABBREVIATIONS

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

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

GLOSSARY OF TERMS AND ABBREVIATIONS

ATU - Amalgamated Transit Union: Represents the District's Mechanics and other Maintenance employees.

Article XIX - Approved by voters in 1974, this California State legislation provides a portion of gasoline excise taxes to be utilized for the purpose of transit guideway construction.

Articulated - A two part bus which bends in the middle.

As-needed - A temporary Non-Contract employee or position.

BRAC - Brotherhood of Railway, Airline, and Steamship Clerks: Represents the District's clerical and related support personnel.

CBD - Central Business District: The downtown Los Angeles area, between the Harbor, Santa Monica and Santa Ana Freeways.

CCIS - Computerized Customer Information Service: Gives computer-assisted answers to telephone inquiries about routes and schedules.

Centers Concept - The City of Los Angeles' adopted land-use design concept in which high intensity employment activities and housing are concentrated in areas known as centers.

Citizens Panel on Transit Development - A group of local citizens in a particular neighborhood who provide input into the development of District programs and proposals. There is at least one citizen panel in each of the ten sectors within the District's service area.

Coach - Bus

CTC - California Transportation Commission

DBE - Disadvantaged Business Enterprise: A business owned by a member of a protected minority class.

EEO - Equal Employment Opportunity

Estimated - Estimated expenditures for Fiscal Year 1984 throughout this Budget represent actual expenditures through April, 1984 annualized.

Expense Transfer - Mechanism by which expenditures are re-allocated from the operating budget to the capital budget. For Fiscal Year 1985 this is used only for salaries related to capital projects.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

GLOSSARY OF TERMS AND ABBREVIATIONS (CONTINUED)

Extra - An employee temporarily utilized in a position other than his/her usual classification.

FTE - Full Time Equivalent: Personnel equivalent to one full time employee, e.g., two part-time Operators represent one full-time equivalent.

H.R. 6211 - Known as the Surface Transportation Assistance Act of 1982, H.R. 6211 authorizes the expenditure of funds for national mass transportation programs for Federal Fiscal Years 1983 through 1986.

LACTC - Los Angeles County Transportation Commission

Millennium - Computer software for the production of management reports.

Non-Contract - An employee not represented by any labor union contract.

Non-Revenue Equipment - Vehicles other than passenger carrying buses.

OWP - Overall Work Program: The regionally approved program of projects for a fiscal year which UMTA has approved for partial funding.

Peak Bus - Bus required for service during AM or PM rush hours.

Proposition A - A ballot measure passed by Los Angeles County voters in 1980 establishing a half cent sales tax for certain public transportation outlays.

QBPR - Quarterly Budget and Performance Report: Tracks and reports District performance on a variety of significant performance indicators.

RTS - Rapid Transit Series: Bus model produced by General Motors.

Revenue Equipment - Passenger carrying buses

Revenue Vehicle Service Hour - Scheduled hours of bus operation excluding hours traveling to and from Divisions and between lines.

Section 13 (c) - A section of the Urban Mass Transportation Act of 1964 as amended protecting certain labor agreements.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FISCAL YEAR 1985 BUDGET

GLOSSARY OF TERMS AND ABBREVIATIONS (CONTINUED)

Section 504 - A section of the Rehabilitation Act of 1973 regulating public transportation accessibility for elderly and handicapped patrons.

Section 6 - A section of the Urban Mass Transportation Act of 1964 as amended providing funds for Research and Demonstration Projects.

Section 8 - A section of the Urban Mass Transportation Act of 1964 as amended providing funds for Technical Studies.

Section 9 - A section of the Surface Transportation Assistance Act, providing federal funds for both capital and operating purposes through a formula block grant program.

Stage Three Corridor Studies - Research concerning transit corridors which are targeted for future funding and development.

TIP - Transportation Improvement Program: A five-year programming plan produced annually in accordance with UMTA requirements.

TPOA - Transit Police Officers Association: Represents the District's sworn peace officers.

TRANSMIS - Transit Management Information System: A comprehensive hardware and software development project.

Title VI - A portion of the Civil Rights Act of 1964 guaranteeing non-discrimination in service delivery.

UMTA - Urban Mass Transportation Administration

UPWP - Unified Planning Work Program: UMTA term which refers to the document known locally as the Overall Work Program.

UTU - United Transportation Union: Represents Bus Operators and Schedule Makers and Checkers.

Voice Response System - System in conjunction with CCIS which allows Telephone Information Clerks to transfer callers to computerized "voice" which gives the appropriate response.

WBE - Women Business Enterprise: A business owned by a female.

Zone - A location along a public street used exclusively for passengers boarding and alighting from public buses.