

**HILLSBOROUGH AREA REGIONAL TRANSIT
AUTHORITY
FISCAL YEAR 2000
OPERATING AND CAPITAL BUDGETS**

ADOPTED SEPTEMBER 22, 1999

**DIRECTORY OF OFFICIALS
HILLSBOROUGH AREA REGIONAL TRANSIT AUTHORITY**

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James Lovell, Vice Chairman
Manuel Alvarez, Jr., Secretary

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Robert Potts, General Manager of Planning, Development & Public Relations
Diana Carsey, Director of Planning
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INTRODUCTION

OVERVIEW

In October 1979, The Hillsborough Area Regional Transit Authority was created pursuant to Florida Statute 163.365 to plan, finance, acquire, construct, operate and maintain mass transit facilities and supply transportation assistance in Hillsborough County. The member jurisdictions are Hillsborough County and the Cities of Tampa and Temple Terrace. Jurisdictions contiguous to those of its current members are also eligible to become members of HART.

HART is governed by a Board of Directors comprised of eleven representatives appointed by the governing bodies of its members and the Governor of the State of Florida. Five are appointed by the Hillsborough County Board of County Commissioners, three by the City of Tampa, one by the City of Temple Terrace and two by the Governor.

The Board of Directors has adopted the following statement as the Authority's mission:

The mission of the Hillsborough Area Regional Transit Authority (HART) is to provide a safe, convenient and effective mass transit system that is a viable transportation alternative for Hillsborough County residents, including transit dependent and transportation disadvantaged people, to increase the capacity of the surface transportation system, and help reduce air pollution.

To carry out its mission, HART provides directly, or through arrangements with other organizations, the following services: local and express bus, door-to-door paratransit, vanpool, guaranteed ride home services, bikes-on-bus program and is in engineering with the City of Tampa for the Tampa/Ybor Streetcar line segment of the Historic Electric Streetcar. This multi-modal approach is designed to meet the transportation needs of a varied customer base, reduce congestion and improve air quality.

FINANCIAL SITUATION

HART is required to operate within a balanced budget. Declining revenues, including reduction in or loss of federal operation assistance, compounded by inflation and increased door-to-door service in compliance with the Americans with Disabilities Act, necessitate HART controlling operations costs and looking for alternative sources of revenue.

HART is maximizing capital funds for operating expenses under new federal guidelines and cost reductions have occurred where possible without reducing service.

Additional financing for fixed route service is needed for continued operation of the current bus service. This budget assumes no cuts in service but with financial assistance needed from the State of Florida, City of Tampa, and Hillsborough. There is an expectation that there will be some service reorganization that will enhance successful services and reduce less used segments of service.

FISCAL YEAR 2000 BUDGET ADOPTION TIME TABLE

June-August	Budget workshops held with full Board or Finance Committee.
May 3	Proposed Fiscal Year 2000 Operating and Capital Budget submitted to Board.
June 30	Tax roll is certified by Property Appraiser.
Late July	Within thirty-five (35) days of certification of tax roll, HART advises Property Appraiser of proposed millage rate, the rolled back millage rate and date, time and place of a public hearing to consider proposed millage rate and tentative budget.
August 2	HART Board approves taking the tentative budget to public hearings.
September 13	The first public hearing will be held on the proposed budget and millage. <u>At this hearing, the Board must adopt a tentative millage and budget, therefore, a quorum of the Board must be present.</u> Within fifteen (15) days after the first public hearing, HART must advertise its intent to finally adopt the millage rate and budget.
September 22	Final public hearing will be held. <u>At the completion of this public hearing, the Board must adopt a final budget and adopt a resolution setting the millage rate. A quorum of the Board must be present at this hearing.</u>
Mid-October	Within thirty (30) days following adoption of its millage and budget resolutions, HART must certify that it has complied with the provisions of Chapter 200, Florida Statutes, to the Division of Ad Valorem Tax, Department of Revenue.

FISCAL YEAR 1999 - 2000 BUDGET

REVENUE AND EXPENSE ASSUMPTIONS

REVENUES

1. Passenger Fares Revenue budgeted for fiscal year 1999-2000 assumes a moderate growth in ridership and a continued shift of passengers to discount passes.
2. Charter Revenues are generated only when HART becomes a subcontractor for a private charter company. Federal law prohibits transit authorities from directly competing with charter companies. However, should such a company need additional capacity or specialized equipment (i.e., wheelchair lift equipped accessible buses) to provide a charter, they are able to subcontract the work to the transit authority. Revenue in this type of service is, therefore, difficult to predict and has no budget amount for fiscal year 1999-2000.
3. Other System Generated Revenue includes funds generated for interior and exterior bus advertising as prescribed by contract, interest income on investments, parking revenue from the HART downtown lot, and other minor miscellaneous revenues.
4. Ad Valorem Tax revenue of \$15,903,000 is based on information from the Property Appraiser's Office. The certified tax roll was received from the Appraiser's Office on June 30, 1999. The budget assumes a millage rate of 0.50, which is the maximum available to HART.
5. FTA Revenue includes only Section 18 grant funds that are exclusively for rural service and are dedicated to South County service.
6. State Revenue includes Florida Department of Transportation (FDOT) Block Grant funds and other State funds for service development projects. Block grant funds are anticipated to be slightly less next year due to previous service reductions in fiscal year 1995. All service development grants are anticipated to be funded throughout the fiscal year.
7. The Anticipated State Operating Grant is again expected to be available for the fiscal year 1999-2000.
8. Intergovernmental Transfers includes funds from the City of Tampa and Hillsborough County for Sunday Service, Tampa/Ybor Trolley, circulator service mobility enhancement, operating assistance and ADA Funding.

EXPENSES

1. Salaries and Fringes include increases for all employees.
2. Fuel and Oil includes all diesel, gasoline and lubricants for HART vehicles. HART purchases futures contracts for diesel fuel. Diesel fuel is budgeted at approximately 65 cents per gallon
3. Operational Contract Services includes bus, facilities, and transitway security, outside vehicle maintenance, shop equipment repairs, building and grounds maintenance, armored car service, computer and office machine maintenance, and printing services.
4. ADA Contracted Paratransit Service includes costs for ADA certification and contract administration, as well as, contract expenses for trips provided. This budget also pays for ADA outreach to train people on how to use the service. Delivery of HART paratransit service is operated by Hillsborough County's SHARE-A-VAN under a contract. As of January 1998, HART was in full compliance with ADA regulations. Costs for paratransit are expected to remain fairly stable and increase as ridership increases. This budget also reflects a gearing up by HART to bring delivery of service in-house when contract ends with Hillsborough County in September 2000.
5. Administrative Contract Services include building and facilities security, auditing fees, consultant fees, pre-employment screening and drug testing fees, legal fees, employee assistance program services and lobbyist fees.
6. Parts and Supplies include equipment for vehicles, maintenance shop, and HART administrative offices. Repair parts for the buses and trucks, chemicals and cleaners used to clean the buses, and materials for route maintenance are also included. These costs are expected to continue to increase as the fleet ages and as more shelters, benches and trashcans are added to HART field facilities.
7. Insurance Premiums & Actuarial Expenses consists of premiums for insurance policies such as excess liability coverages, director and officer's liability, electronic data processing policy, etc. HART is self-insured although excess insurance coverage is purchased for property, vehicle and general liability, and worker's compensation. The remainder of self-insurance funds for liability and worker's compensation is budgeted separately. Actuarial studies should be contracted every three to four years. A study is scheduled in fiscal year 2000.
8. Tax Collector and Property Appraiser Fees are charged for assessment and collection of HART's ad valorem taxes and are based on a commission rate and/or the budgets of each office.

9. Utilities include the costs of electricity, telephone, water, sewer and garbage collection.
10. Public Information includes printing of bus routes and schedules, advertising in print and other media, and events to help people understand transportation options.
11. Other Operating Expenses include interest expense, the tax increment payment, legal and employment ads, training, dues and subscriptions, rentals and leases, the net diesel excise tax, licenses, permits and postage.
12. The 13(C) Back Pension Payment line is payments to the City of Tampa General Employees Pension Fund. These costs represent a reimbursement of pension benefits paid to former employees of HART's predecessor organization.
13. Capital Maintenance Overhaul and Special Services is a contra-expense account. HART is allowed to capitalize 20 percent of its maintenance costs and charge them to a federal capital grant. In addition, expenses associated with operating shuttle services for South County, Circulator Routes, and the Downtown Tampa Circulator services are collected and charged back to grants.

Capital vs. Operating Funds

HART receives funding from several sources and each of these sources has rules about how their funds can be spent. Some funds, such as those raised from the transit property taxes, and the State of Florida Transit Block Grants, can be used for either providing service (operating) or for capital projects. Funds from the State of Florida for transit demonstration projects or from the City of Tampa or Hillsborough County have funding agreements that define exactly how the funds can be used. HART maximizes the use of all these funds for providing service.

Most of the federal funds HART receives can only be used for purchases of buses, shelters and other capital items. And some federal funds that HART receives have very specific purposes. For instance, Congestion Mitigation and Air Quality (CMAQ) funds can only be used for projects, which will measurably decrease congestion or improve air quality in the surrounding area. These are funds for which the agency competes and they can go to roadway and other transportation projects.

**HILLSBOROUGH AREA REGIONAL TRANSIT AUTHORITY
SUMMARY OPERATING AND CAPITAL BUDGET**

	FY99 ADOPTED <u>BUDGET</u>	FY2000 PROPOSED <u>BUDGET</u>
OPERATING BUDGET		
<u>Anticipated Revenues:</u>		
Passenger Fares	\$6,120,000	\$6,212,000
Charter Revenues	0	0
Other System Revenue	<u>918,000</u>	<u>918,000</u>
Sub-Total System Revenue	<u>\$7,038,000</u>	<u>\$7,130,000</u>
Ad Valorem Tax Revenue	\$12,430,000	\$13,123,000
FTA Revenue	143,000	165,000
State Revenue	3,000,000	2,692,850
Anticipated Special State Operating Grant	214,000	369,900
Intergovernmental Transfers	<u>836,000</u>	<u>1,383,400</u>
Sub-Total System Subsidy	<u>\$16,623,000</u>	<u>\$17,734,150</u>
Total Operating Revenue	\$23,661,000	\$24,864,150
<u>Appropriations:</u>		
Salaries and Fringes	\$17,847,500	\$18,504,150
Fuel and Oil	1,210,000	1,225,000
Operational Contract Service	801,000	862,500
ADA Contracted Paratransit Service	750,000	750,000
Administrative Contract Service	545,000	585,000
Parts and Supplies	1,241,000	1,327,000
Insurance Premiums & Actuarial Study	130,000	130,000
Tax Collector & Property Appraiser Fees	402,000	410,000
Utilities	365,000	365,000
Public Relations & Promotion	320,000	643,000
Other Operating Expenses	959,500	1,082,500
13 (C) Back Pension Payment	165,000	165,000
Capitalized Maintenance Overhaul & Shuttle Expenses	(1,075,000)	(1,185,000)
Total Operating Appropriations	<u>\$23,661,000</u>	<u>\$24,864,150</u>

**HILLSBOROUGH AREA REGIONAL TRANSIT AUTHORITY
SUMMARY OPERATING AND CAPITAL BUDGET**

	FY99 ADOPTED BUDGET	FY2000 PROPOSED BUDGET
SELF INSURANCE FUNDS		
<u>Liability Fund Revenues:</u>		
State Environmental Clean-up Grant	\$0	\$0
Ad Valorem Taxes	1,100,000	1,080,000
Subrogated Claims Recovery	250,000	150,000
Current Use of Fund Balance	<u>0</u>	<u>0</u>
Total Liability Fund Revenues	\$1,350,000	\$1,230,000
<u>Liability Fund Appropriations:</u>		
Claims Servicing Fees	\$0	\$0
Claims Settlements	600,000	550,000
Legal Fees	250,000	200,000
Consultant Fees	10,000	10,000
Physical Damage	200,000	150,000
Fuel Cleanup	20,000	160,000
Minor Equipment for Risk Management	5,000	5,000
Salaries & Fringes	120,000	120,000
Estimated Outstanding Claims	100,000	0
Transfer to Liability Fund Reserve	<u>45,000</u>	<u>35,000</u>
Total Liability Fund Appropriations	\$1,350,000	\$1,230,000
<u>Workers' Compensation Fund Revenues:</u>		
Ad Valorem Taxes	\$1,200,000	\$1,200,000
Subrogated Claims Recovery	50,000	50,000
Current Use of Fund Balance	<u>0</u>	<u>0</u>
Total Workers' Compensation Fund Revenues	\$1,250,000	\$1,250,000
<u>Workers' Compensation Fund Appropriations:</u>		
Claims Servicing Fees	\$20,000	\$20,000
Claims Settlements	800,000	800,000
Legal Fees	70,000	70,000
Assessment Fees	85,000	85,000
Salaries & Fringes	120,000	120,000
Estimated Outstanding Reserve	55,000	55,000
Transfer to Liability Fund Reserve	<u>100,000</u>	<u>100,000</u>
Total Workers' Compensation Fund Appropriation.	<u>\$1,250,000</u>	<u>\$1,250,000</u>

**HILLSBOROUGH AREA REGIONAL TRANSIT AUTHORITY
SUMMARY OPERATING AND CAPITAL BUDGET**

	FY99 ADOPTED <u>BUDGET</u>	FY2000 PROPOSED <u>BUDGET</u>
CAPITAL AND SPECIAL GRANT PROJECTS		
<u>Revenues:</u>		
FTA	\$5,996,000	\$10,606,750
FDOT	10,796,000	10,604,250
HART – Ad Valorem Taxes	100,000	500,000
Hillsborough County	1,041,648	1,662,066
City of Tampa	2,840,300	642,566
Private Sector Funding	46,500	8,000
Congestion Mitigation & Air Quality	<u>2,000,000</u>	<u>0</u>
Total Capital Revenue	\$22,820,448	\$24,023,632
 <u>Appropriations:</u>		
Vehicles	\$7,762,300	\$2,886,300
Parts and Equipment	3,516,306	4,237,512
Project Design, Engineering & Construction	6,716,842	14,303,820
Shuttles & Circulators	880,000	763,000
Planning, Marketing, Studies, & Project Administration	<u>3,945,000</u>	<u>1,833,000</u>
Total Capital Appropriations	\$22,820,448	\$24,023,632
 TOTAL OPERATING, SELF INS & CAPITAL BUDGET	 \$48,566,498	 \$51,367,782

DETAIL OPERATING BUDGET EXPENSES

	FY99 ADOPTED <u>BUDGET</u>	FY2000 PROPOSED <u>BUDGET</u>
<u>Salaries and Fringes</u>		
Salaries	\$12,220,200	\$13,486,300
Overtime	552,500	638,500
Social Security	1,077,000	1,184,000
City Pension	900	900
State Pension	2,307,000	1,567,000
Disability Insurance	92,500	101,200
Medical Insurance	1,156,000	1,180,400
Life Insurance	34,000	34,800
Accidental Death and Dismemberment Ins.	6,100	6,150
Unemployment Compensation	15,500	22,500
Sick Leave	338,000	365,000
Holiday Pay	358,200	360,200
Annual Leave	500,500	511,000
Other Paid Absence	26,400	26,500
Deferred Compensation Match	62,050	70,550
Uniforms	122,150	125,650
Capitalized Labor	<u>(1,021,500)</u>	<u>(1,176,500)</u>
Total Salaries and Fringes	<u>\$17,847,500</u>	<u>\$18,504,150</u>
 <u>Fuel And Oil</u>		
Fuel for Buses	\$1,100,000	\$1,100,000
Oil and Lube for Buses	60,000	75,000
Diesel and Gasoline for Shop Use	0,000	10,000
Gasoline & Oil for Cars and Trucks	<u>40,000</u>	<u>40,000</u>
Total Fuel and Oil	<u>\$1,210,000</u>	<u>\$1,225,000</u>
 <u>Operational Contract Service</u>		
Security Service	\$285,000	\$310,000
Outside Bus Maintenance	50,000	70,000
Shop Equipment Maintenance	20,000	30,000
Outside Auto & Truck Repair	40,000	40,000
Contracted Building & Grounds Maintenance.	265,000	266,500
Subsidiary Bus Service	0	0
Computer Software Services	15,000	30,000
Printing	110,000	100,000
Computer Hardware Maintenance	6,000	6,000
Office Machine Maintenance	5,000	5,000

DETAIL OPERATING BUDGET EXPENSES

	FY99 ADOPTED BUDGET	FY2000 PROPOSED BUDGET
Armored Car Services	<u>5,000</u>	<u>5,000</u>
Total Operational Contract Service	<u>\$801,000</u>	<u>\$862,500</u>
 <u>ADA Contracted Paratransit Service</u>		
ADA Contracted Paratransit Service	<u>\$750,000</u>	<u>\$750,000</u>
Total ADA Contracted Paratransit Service	<u>\$750,000</u>	<u>\$750,000</u>
 <u>Administrative Contract Service</u>		
Auditing Fees	45,000	45,000
Consultant Fees (Insurance, Environmental, and Training)	20,000	100,000
Pre-Employment Screening Fees	25,000	35,000
Drug Testing Fees	38,000	38,000
Legal Fees	300,000	250,000
Counseling Services	12,000	12,000
Lobbyist Fees	<u>105,000</u>	<u>105,000</u>
Total Outside Services	<u>\$545,000</u>	<u>\$585,000</u>
 <u>Parts and Supplies</u>		
Equipment and Supplies	\$150,000	\$155,000
Tires	1,000	2,000
Repair Parts	830,000	910,000
Chemicals & Cleaners	40,000	40,000
Materials for Building/Route Maintenance	<u>180,000</u>	<u>220,000</u>
Total Parts and Supplies	<u>\$1,201,000</u>	<u>\$1,327,000</u>
 <u>Insurance Premiums & Transfers</u>		
Actuarial Study of Insurance Funds	\$0	\$0
Property Damage & Property Liability Ins.	<u>130,000</u>	<u>130,000</u>
Total Insurance Premiums	<u>\$130,000</u>	<u>\$130,000</u>
 <u>Tax Collector & Property Appraiser</u>		
Tax Collector's Commission	\$185,000	\$190,000
Property Appraiser's Commission	<u>217,000</u>	<u>220,000</u>
Total Tax Collector & Prop App	<u>\$402,000</u>	<u>\$410,000</u>
 <u>Utilities</u>		
Electricity	\$218,000	\$218,000
Telephone	<u>102,000</u>	<u>102,000</u>

DETAIL OPERATING BUDGET EXPENSES

	FY99 ADOPTED BUDGET	FY2000 PROPOSED BUDGET
Water, Sewer, Garbage	45,000	45,000
Total Utilities	<u>\$365,000</u>	<u>\$365,000</u>
<u>Planning Studies</u>		
Planning Studies	\$0	\$0
Total Planning Studies	<u>\$ 0</u>	<u>\$ 0</u>
<u>Public Relations & Promotion</u>		
Promotional/Demonstration Activities	\$3,000	\$3,000
Postage	12,000	15,000
Market Research Study	0	0
Printing-System Promotion	100,000	130,000
Art Supplies	5,000	5,000
Advertising and Promotion	<u>200,000</u>	<u>490,000</u>
Total Public Relations and Promotion	<u>\$320,000</u>	<u>\$643,000</u>
<u>Other Operating Expenses</u>		
Training	\$80,000	\$80,000
Diesel Excise Tax - Net	75,000	130,000
X-Town Tolls, Parking	15,000	15,000
Rentals and Leases	180,000	180,000
Minor Equipment and Office Supplies	100,000	108,000
Postage	25,000	25,000
Licenses & Permits	4,000	4,000
Dues & Subscriptions	36,000	36,000
Travel & Meetings	22,500	22,500
Legal and Employment Ads	50,000	50,000
Staff Development Fund	30,000	30,000
Interest Expense	200,000	250,000
Non-FTA Capital	10,000	20,000
Management Development Fund	12,000	12,000
Miscellaneous Expense	0	0
Tax Increment Payment	<u>120,000</u>	<u>120,000</u>
Total Other Operating Expenses	<u>\$959,500</u>	<u>\$1,082,500</u>
<u>13 (C) Back Pension Payment</u>		
13(C) Back Pension	<u>\$165,000</u>	<u>\$165,000</u>
Total 13 (C) Back Pension Payment	<u>\$165,000</u>	<u>\$165,000</u>

DETAIL OPERATING BUDGET EXPENSES

	FY99 ADOPTED <u>BUDGET</u>	FY2000 PROPOSED <u>BUDGET</u>
<u>Capitalized Maintenance & Shuttle Service</u>		
Salaries & Fringes	(\$500,000)	(\$600,000)
Services	(20,000)	(35,000)
Fuel & Lubricants	(20,000)	(20,000)
Tires & Tubes	(0)	(0)
Other Materials & Supplies	(200,000)	(210,000)
Utilities	(35,000)	(20,000)
Capitalized Shuttle Services	<u>(300,000)</u>	<u>(300,000)</u>
Total Capitalized Maintenance	<u>(\$1,075,000)</u>	<u>(\$1,185,000)</u>
 <u>Budget Reserves</u>		
Ad Valorem Value Adjustment	\$0	\$0
Reserve	<u>0</u>	<u>0</u>
Total Reserves	<u>\$ 0</u>	<u>\$ 0</u>
 TOTAL OPERATING APPROPRIATIONS	 \$23,661,000	 \$24,864,150

**HILLSBOROUGH AREA REGIONAL TRANSIT AUTHORITY
 FISCAL YEAR 2000 POSITION PROPOSAL
 ENTIRE AUTHORITY**

DIVISION	FY 1999 POSITION	FY 2000 PROPOSED POSITIONS
Executive Office	3.5	3.5
Administration and Finance	33.0	35.0
Planning and Development	15.5	17.5
Public Relations and Public Information	12.0	12.0
Transportation	303.0	310.0
Maintenance	108.5	109.5
Total	475.5	487.5

EXECUTIVE OFFICE

Functions and Responsibilities

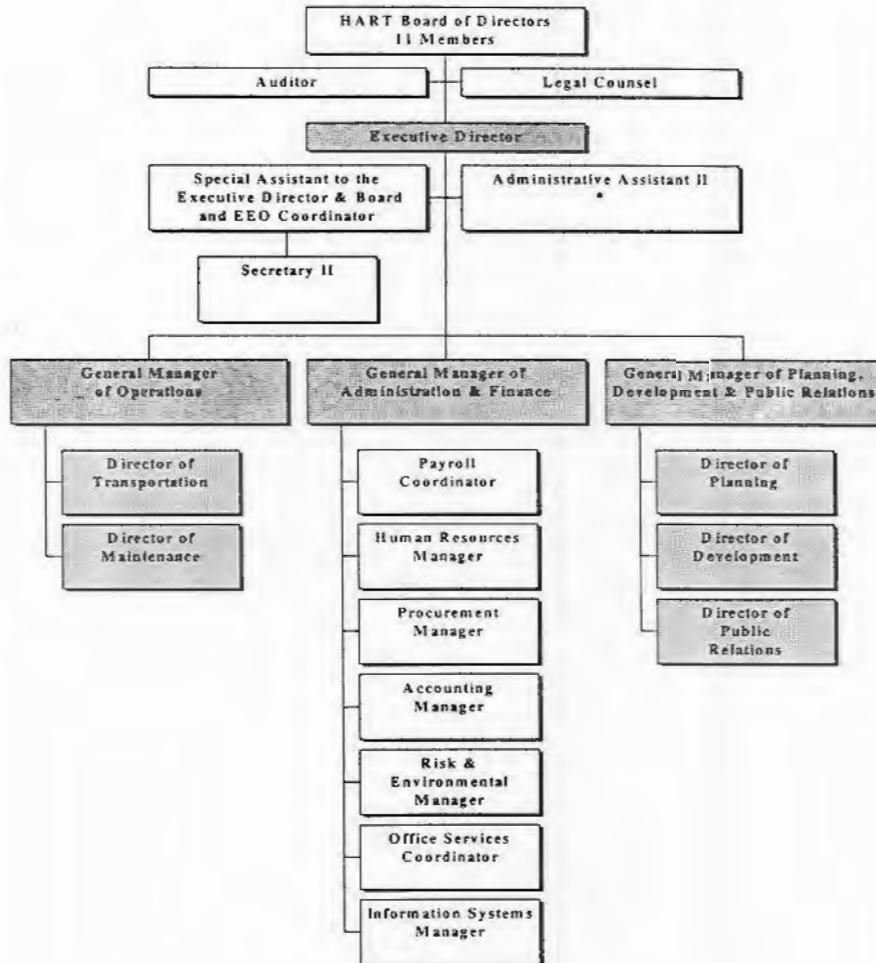
The Office of the Executive Director is responsible for the total bus and paratransit system performance, including the identification and implementation of programs to reduce operating costs, maintain service quality, and increase revenues and ridership. Other specific responsibilities include: the planning, identification and review of capital facility and equipment requirements, contract administration monitoring, the review of capital and operating budgets, the development and monitoring of both short and long range plans, establishing organizational arrangements, managing and directing the workforce, liaison with business community and political jurisdictions, press coordination, promoting the service, representing HART and its interests, managing current resources and planning for the future.

All Board of Directors functions are managed by the Executive Director's Office, including the preparation and distribution of all meeting minutes and meeting coordination. Equal Employment Opportunity Program coordination is housed in the Executive Office.

EXECUTIVE OFFICE		
POSITION TITLE	FY 1999 POSITIONS	FY 2000 PROPOSED POSITIONS
Executive Director	1	1
Administrative Assistant II (Shared with G.M)	.5	.5
Office Manager	1	1
Secretary/Receptionist	1	1
TOTAL	3.5	3.5

EXECUTIVE OFFICE SUMMARY OF EXPENSES	FY99 ADOPTED BUDGET	FY2000 PROPOSED BUDGET
Salaries & Fringes	\$253,400	\$220,500
Contractual Services	6,000	6,000
Material & Supplies	5,000	6,000
Other Expenses	28,500	30,000
TOTALS	\$292,900	\$262,500

HILLSBOROUGH AREA REGIONAL TRANSIT
 AUTHORITY
 ORGANIZATIONAL CHART
 SENIOR STAFF AND EXECUTIVE OFFICE



(Senior staff are highlighted)

* Shared with General Manager of Planning, Development & Public Relations

MAY 1999

ADMINISTRATION AND FINANCE DEPARTMENT

Functions and Responsibilities

The Administration and Finance Department serves as the primary source of management and financial information for the Authority. The seven divisions in the Administration and Finance Department are Accounting, Risk Management, Purchasing, Information Systems, Payroll, Human Resources and Office Services. Expenses, which pertain to the entire Authority rather than an individual division or department, i.e., legal costs, utilities, insurance, purchased transportation, etc., are charged to the General Function.

The **Accounting Division** develops and implements accounting systems and procedures, maintains historical financial data and records, collects, initiates and tracks disbursements and receipts of funds, and prepares monthly and annual financial reports. This division also monitors the expenditures against the adopted budget and prepares management organizational reports and long-range financial reports for budget planning. Accounting for federal, state and local grants, all Authority banking and budgeting are performed within this division.

The **Payroll Division** is responsible for developing and distributing payroll, adhering to all reporting and requirements and maintaining payroll records.

The **Risk Management Division** is responsible for protecting the Authority's assets through field evaluations and inspections of HART property to identify, appraise, and correct risk hazards and/or determines loss potential. This division coordinates and monitors the claims function with third party administrators under workers' compensation, general liability, vehicle liability, and property insurance programs. In addition, this division is responsible for developing accident prevention and loss control methods and procedures.

The **Procurement Division** is responsible for the development, maintenance, and implementation of procurement and contracting procedures, conducts competitive bidding, requests for proposals and other procurements. The division negotiates contracts, monitors and maintains them. Specific responsibilities include purchasing buses, parts, materials, and services required for current transit operations, as well as, office supplies, furniture, equipment, and miscellaneous services for all areas of the Authority. The division maintains all official contract files, bidders' lists, vendor files, directories, and contract lists. In addition, Procurement provides records related to all purchasing functions and transactions, which are retained and available for audit and periodic, review in accordance with federal, state, and local retention requirements.

The **Information Systems Division** develops and maintains computer applications systems within the Authority. This division works in partnership with all other departments and divisions to develop requirements, determine cost effective options in meeting the users needs such as implementing new application systems, and to provide on-going support to existing systems. This division assists in the development of the annual Program of Projects, standards and practices for information systems, and

technology appropriate to the Authority's plans, goals, and objectives. In addition, the division is responsible for coordinating and directing activities required to protect and recover information systems assets in the event of a disaster.

The **Offices Services Division** is responsible for collecting, recording, and reporting revenue and ridership information. The Office Services Division has the lead role in counting the revenue collected daily from the fareboxes, scheduling personnel, and maintaining the equipment used in this function.

The **Human Resources Division** provides services for managing and developing the Authority's human resources. These services include: planning for, recruiting, hiring, and training a qualified workforce to meet the Authority's staffing needs; ensuring a balanced, competitive and comprehensive system for compensating employees, planning for and designing competitive, cost effective, and comprehensive benefits programs; administering retirement programs; coordinating labor relations activities; providing effective employee assistance and wellness programs; managing substance abuse prevention and drug/alcohol testing requirement; and upholding the Authority's commitment to Affirmative Action and Equal Employment Opportunity practices.

Challenges and Opportunities in 2000

The Accounting Division will be key in monitoring the financial condition through the budget year. HART is a Host Agency with American Association of Retired People Senior Community Service Employment Program, providing a temporary work training site and work supervision for AARP enrollees.

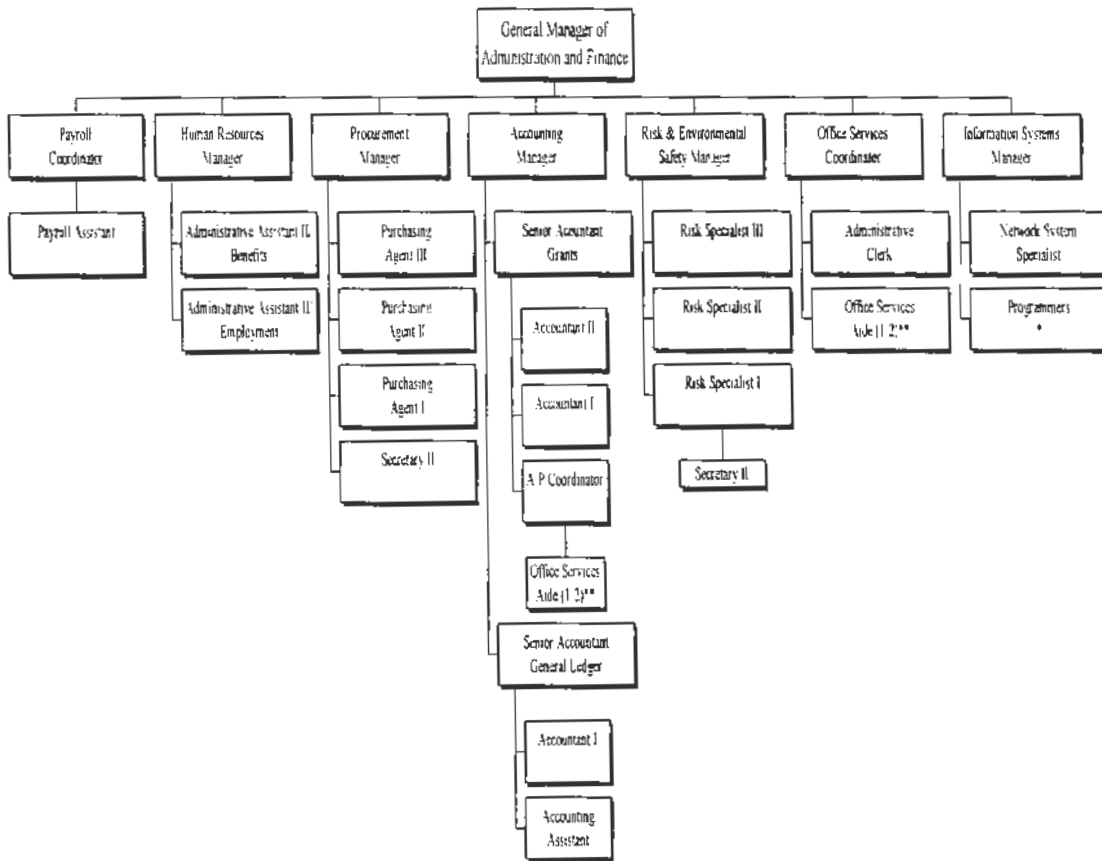
The Human Resources Division training initiatives for fiscal year 2000 include the annual drug-free workplace training update to all safety sensitive employees, and FTA third-party contracting courses for a wide variety of employees responsible for contract management, procurement and grant administration. Technical and management information software training will be stepped up as HART continues shifting all users to upgraded software. HART is providing a partnership training site for Learey Technical Center to offer a wide array of technical, management, and professional development courses to HART employees as well as to employees of other businesses and industries in Hillsborough County.

Individual employee needs evaluations are in progress to assess levels of existing skills and training needs. The Human Resources Division, Risk Management Division, and Operations Division will be jointly developing and delivering training to supervisors on accident investigations standard operating procedures. The new maintenance training has begun and will accelerate throughout fiscal year 2000. Several transit properties around the country have expressed a desire to send members of their maintenance staff through the HART training classes. This program has a potential of becoming a future profit center.

ADMINISTRATION AND FINANCE DEPARTMENT		
POSITION TITLE	FY 1999 POSITIONS	FY 2000 PROPOSED POSITIONS
General Manager of Administration & Finance	1.0	1.0
Office Services Coordinator	1.0	1.0
Finance Aide	.0	1.0
Administrative Clerk	1.0	1.0
MIS Manager	1.0	1.0
Network Systems Specialist	1.0	1.0
Programmers	2.0	3.0
Accounting Manager	1.0	1.0
Senior Accountants	2.0	2.0
Accountant II - GFI	1.0	1.0
Accountant I	2.0	2.0
Accounting Aide II	1.0	1.0
A/P Coordinator	1.0	1.0
A/P Aide	1.0	1.0
Payroll Coordinator	1.0	1.0
Payroll Assistant II	1.0	1.0
Procurement Manager	1.0	1.0
Secretary II	1.0	1.0
Purchasing Agent III	2.0	2.0
Purchasing Agent II	1.0	1.0
Purchasing Agent I	1.0	1.0
Human Resources Manager	1.0	1.0
HR Administrative Assistant II	2.0	2.0
Risk & Environmental Safety Manager	1.0	1.0
Risk Specialist III	1.0	1.0
Risk Specialist II	1.0	1.0
Risk Specialist I	1.0	1.0
Secretary II	1.0	1.0
Intern	1.0	1.0
TOTAL	33.0	35.0

ADMINISTRATION & FINANCE SUMMARY OF EXPENSES	FY99 ADOPTED BUDGET	FY2000 PROPOSED BUDGET
Salaries & Fringes	\$1,031,800	\$1,074,900
Contractual Services	179,000	227,000
Material & Supplies	46,000	57,000
Other Expenses	127,000	129,000
TOTALS	\$1,383,800	\$1,487,900

HILLSBOROUGH AREA REGIONAL TRANSIT AUTHORITY ADMINISTRATION AND FINANCE DEPARTMENT



Department Requests for FY2000 Year Budget

*Intranet Specialist

**One position split between Accounting and Money Room proposed to be made into 2 positions in 1999/2000 Budget Year

MAY 1999

PLANNING, DEVELOPMENT AND PUBLIC RELATIONS DEPARTMENT

Functions and Responsibilities

PLANNING DIVISION

The Planning Division is responsible for service planning, conducting research and analysis, fulfilling federal and state documentation requirements, and applying for and managing grants. It is the primary liaison to the cities, Hillsborough County, Metropolitan Planning Organization (MPO), Florida Department of Transportation (FDOT), and the Federal government. The Division monitors federal and state legislation and provides input as to HART's needs to these units of government.

Planning Division staff represent HART on a multitude of committees with ongoing functions and coordinate with: Metropolitan Planning Organization (MPO), Commuter Rail Authority, Citizens Advisory Committees of both HART and the MPO, the MPO Technical Advisory Committee, Bicycle Advisory Committee (MPO), Gandy Boulevard MIS (FDOT), Pinellas County MIS, FDOT Technical Advisory Group on Urban Corridors, Mayor's Alliance for Persons with Disabilities, the Citizens' Alliance, and the Lighthouse for the Blind.

The Planning Division is also responsible for monitoring and reporting of program specific information. It prepares the transit element of the MPO's Transportation Improvement Program and the Unified Planning Work Program, prepares the annual update of the Transit Development Plan, and triennial Title VI Report.

The Planning Division does short range and long range planning as well as monitoring and documentation of plans. Staff of this division evaluates trends in comparison to other transit properties, does the planning for ADA paratransit services. Data collection related to transit performance is in the Planning Department where staff conducts daily on-board surveys for national ridership reporting for all modes of public transportation, analyzes ridership and productivity of HART services, and makes recommendations for mobility enhancements and service improvements.

The Planning Division maintains the Planning Library for the use of staff and others interested in transit issues. This Division manages the general planning contractor and the contracts for governmental coordinators in Tallahassee and Washington, D.C.

ENGINEERING & DEVELOPMENT DIVISION

The Engineering and Development Division conducts land-use/transit planning reviews and is currently implementing ten physical projects: shelters, benches, sidewalk accessibility, private park-and-ride improvements, bus stop improvements, University Area Transfer Center, The Historic Electric Streetcar, University Area Transit Center, downtown intermodal terminal, and the Netpark (formerly East Lake) park-and-ride. Of these projects, five are multi-location with each requiring site visits and meetings with numerous landowners, and permitting through numerous agencies. The Division manages the general engineering consultant, design consultants, the interlocal agreement with the City on the Historic Electric Streetcar, including design and vehicle procurement, and the Mobility Project consultant. The Division Staff represent HART on the Livable Roadways Committee (MPO), Mobility Project, the Greater Tampa Utility Group and as needed at other agency governmental board meetings.

Two major planning/engineering efforts are underway. The first is the Tampa-Ybor Streetcar project. It is in design for phase I. HART and the City of Tampa are working jointly to staff and implement this project. The Division is starting follow-on phases of the streetcar and scoping is starting on a streetcar plaza. The streetcars are currently in production at the manufacturer with an anticipated completion date of October 2000. The second major effort is the Mobility Project. The Division is responsible for planning, preliminary engineering and the Environmental Impact Statement currently underway for this project.

Challenges and Opportunities in 2000

Every three years, a major survey of ridership will be done. In fiscal year 2000, a survey will be done during the second quarter, in March 2000. It will help staff profile riders and evaluate how the routes are functioning. The survey will include awareness components to guide development of public information materials and activities.

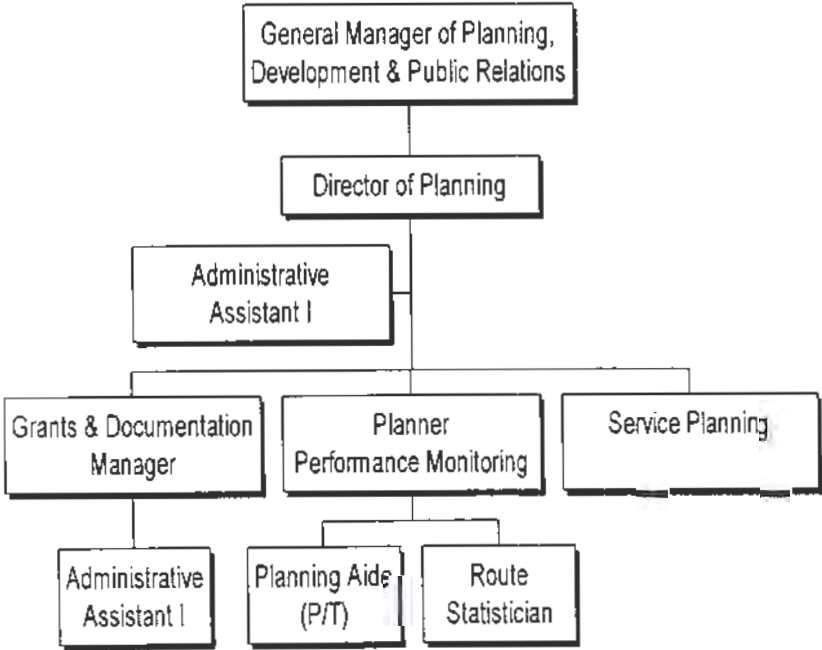
PLANNING, DEVELOPMENT & PUBLIC RELATIONS DEPARTMENT		
POSITION TITLE	FY 1999 POSITIONS	FY 2000 PROPOSED POSITIONS
General Manager of Planning, Development & Public Relations	1.0	1.0
Administrative Assistant II (Shared with Exec. Dir)	.5	.5
Planning Assistant	.0	1.0
Intern	1.0	1.0
TOTAL	2.5	3.5

PLANNING DIVISION		
POSITION TITLE	FY 1999 POSITIONS	FY 2000 PROPOSED POSITIONS
Director of Planning	1.0	1.0
Administrative Assistant I	2.0	2.0
Manager of Grants & Documentation	1.0	1.0
Planners	2.0	2.0
Route Statistician	1.0	1.0
Planning Aide - Part Time (2 reported in FTE's)	1.0	1.0
TOTAL	8.0	8.0

ENGINEERING & DEVELOPMENT DIVISION		
POSITION TITLE	FY 1999 POSITIONS	FY 2000 PROPOSED POSITIONS
Director of Engineering & Development	1.0	1.0
Secretary II	1.0	1.0
Development Services Manager	1.0	1.0
Construction Management Manager	.0	1.0
Planners	2.0	2.0
TOTAL	5.0	6.0

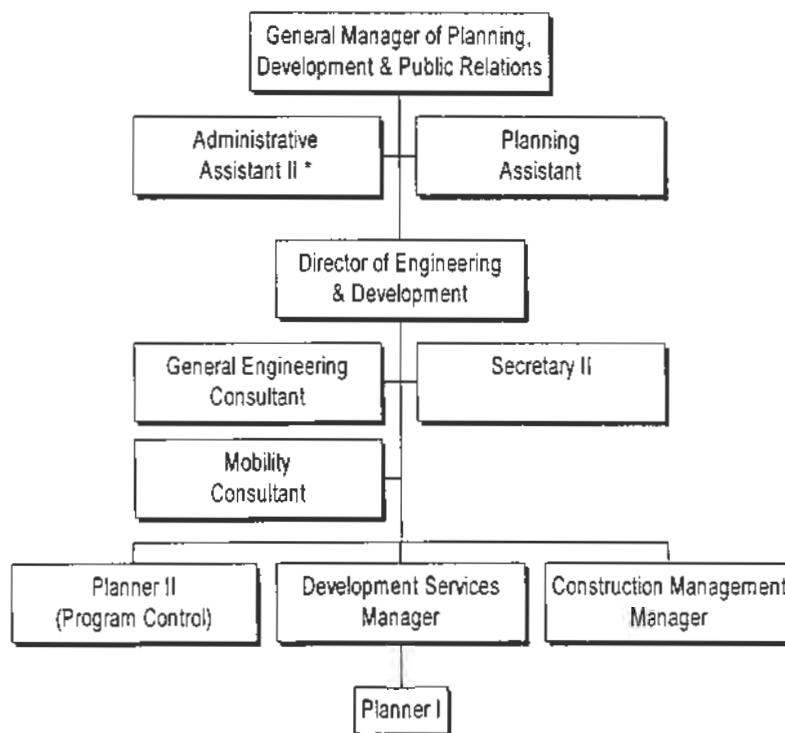
PLANNING & DEVELOPMENT SUMMARY OF EXPENSES	FY99 ADOPTED BUDGET	FY2000 PROPOSED BUDGET
Salaries & Fringes	\$362,200	\$440,900
Contractual Services	111,250	111,250
Material & Supplies	10,000	14,000
Other Expenses	91,500	88,500
TOTALS	\$574,950	\$654,650

HILLSBOROUGH AREA REGIONAL TRANSIT AUTHORITY
PLANNING, DEVELOPMENT & PUBLIC RELATIONS
DEPARTMENT
PLANNING DIVISION



MAY 1999

HILLSBOROUGH AREA REGIONAL TRANSIT AUTHORITY
PLANNING, DEVELOPMENT & PUBLIC RELATIONS
DEPARTMENT
DEVELOPMENT DIVISION



*Shared with Executive Director

MAY 1999

PUBLIC RELATIONS DIVISION

The Public Relations Division staff is composed of the following positions: Director of Public Relations; Promotions & Advertising Manager; Public Information Coordinator; Community Liaison Coordinator, Promotions and Advertising Specialist; Marketing & Customer Service Representatives and Administrative Assistant.

This team is charged with maximizing transit usage in the community. The process to gain this includes assessing potential markets, determining the services needed or modifying existing services, and marketing these services. The Public Relations Division's charge is to provide coordinated, theme-based outreach programs that sell mobility, result in educated consumers and provide for convenient access to fare cards, permits, and information. These outreach efforts include HART-sponsored public events as a means of leveraging media time and promoting transit use.

The Public Relations staff performs the following tasks to educate, inform and motivate the public to try transit and to retain existing riders: market research; activity/event planning; public information/press relations; coordination and implementation of project needs; project budgeting; community and business outreach programs; resident awareness programs; information outlets; dissemination of transit information including management of the HARTRide fare card program which includes managing 47 sales points and fare cards-by-mail program, Vanpool Program, Guaranteed Ride Home Program, Transit Promotions Program, Shuttle Promotions Program and the Exterior/Interior Bus Advertising Program; multi-media advertising campaigns; management of the Customer Service Centers and the overall responsibility of producing informational materials that will promote public awareness of the Authority.

Community and business outreach strategies are comprehensive in scope to develop broad-based support from constituent networks. HART continues its close ties with various alliances to sell the mobility concept. These alliances include Bay Area Commuter Services, Inc.; the City of Tampa Transportation Demand Management Project; the Downtown Tampa Transportation Management Organization; the Hillsborough County Transportation Demand Management Project; the University North Transportation Initiative; and the Westshore Alliance Transportation Management Organization.

The Corporate Transit Sponsor Program provides employers with an employee benefit that ultimately can increase ridership and reduce traffic congestion via transit subsidies. The Guaranteed Ride Home Program seeks to make transit more appealing by eliminating objections. The Vanpool Program provides an alternative travel mode that combines work trips. The Bikes-on-Bus Program is promoted to enhance people's ability to travel without an automobile. Annually, HART sponsors the Bike-the-Bay event with the Tampa Downtown Partnership. Every two years HART and the Partnership team up to sponsor the Transportation Town Hall Meeting, which brings together a wide range of people.

The Public Relations staff head up such consumer education programs as the Speakers Bureau, and Transit Education in the Schools Program. The Public Relations team coordinates the activities of the HART Consumer Advisory Committee. The Public Relations staff coordinates buses for various promotions and community events, as well as, HART volunteers for community projects.

To keep customers informed, the Public Relations staff produces a monthly HARTRider newsletter, produces messages that are transmitted via the public address system on board the buses and via the phone lines, interior bus displays, flyers, notices and materials for the commuter centers at Westshore Plaza and University Mall.

The Public Relation Division provides support to HART's Art in Public Places program and projects. The art for the University Park Transit Center is a project in 1999.

The Public Relation Division staffs the customer service centers at the Northern Transit Terminal and the Downtown Commuter Center. The Commuter Center is a joint project of the Downtown Partnership, City of Tampa, FDOT and YMCA. Additional centers will include the University Park Transit Center (which will also feature a concessionaire) and one in South County.

Challenges for Fiscal Year 2000

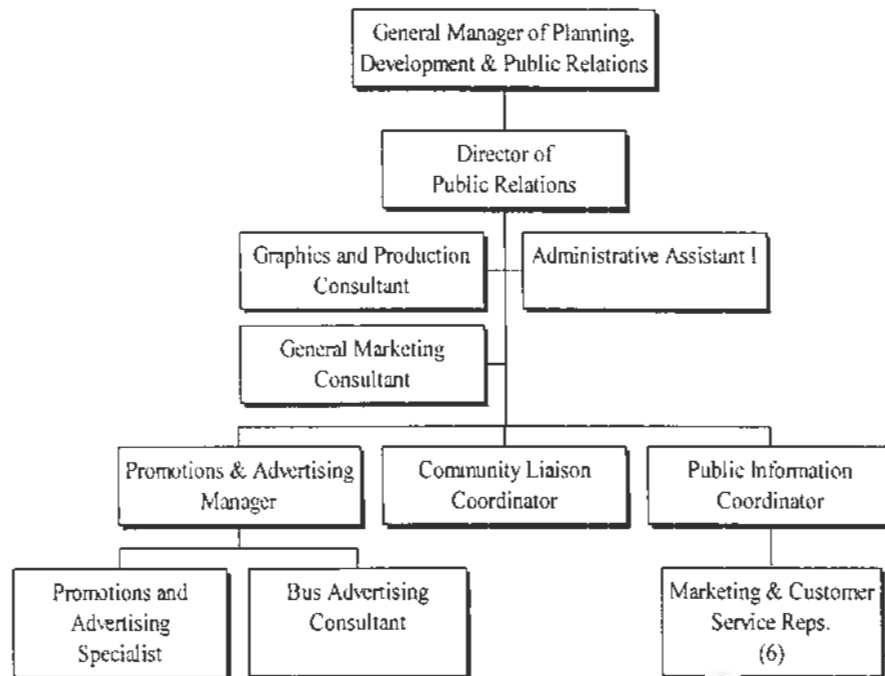
The Fiscal Year 2000 Marketing Plan will support HART's goals and objectives set forth by the HART Board of Directors. Key marketing programs will include enhancements to public information materials, the implementation of a comprehensive public education and image-building campaign and route-specific advertising.

Additional challenges will include: the introduction of service on the Tampa Streetcar System and opening of the Downtown Transportation Plaza; relocation of Northern Terminal and its Customer Service Center; relocation of the Downtown Commuter Center; and the opening of the South County Intermodal Facility.

PUBLIC RELATION DIVISION		
POSITION TITLE	FY 1999 POSITIONS	FY 2000 PROPOSED POSITIONS
Director of Public Relations	1.0	1.0
Administrative Assistant I	1.0	1.0
Promotions & Advertising Manager	1.0	1.0
Promotions & Advertising Specialist	1.0	1.0
Community Liaison	1.0	1.0
Public Information Coordinator	1.0	1.0
Marketing and Customer Service Aide	6.0	6.0
TOTAL	12.0	12.0

PUBLIC RELATIONS SUMMARY OF EXPENSES	FY99 ADOPTED BUDGET	FY2000 PROPOSED BUDGET
Salaries & Fringes	\$427,650	\$505,150
Contractual Services	6,250	61,250
Material & Supplies	132,000	167,000
Other Expenses	272,500	564,000
TOTALS	\$838,400	\$1,297,400

HILLSBOROUGH AREA REGIONAL TRANSIT AUTHORITY
PLANNING, DEVELOPMENT & PUBLIC RELATIONS
DEPARTMENT
PUBLIC RELATIONS DIVISION



MAY 1999

OPERATIONS DEPARTMENT

TRANSPORTATION DIVISION

Functions and Responsibilities

The Transportation Division is responsible for the operation of HART's 172 buses that provided 8.6 million passenger trips during fiscal year 1997 on 31 local fixed routes (including the Ybor Trolley and South County Circulator) and 12 express routes. Transportation Division staffing includes 260 bus operators and 19 transportation supervisors/dispatchers. The supervisors and dispatchers are responsible for fleet communications and service delivery from HART's Central Operations Center on 21st Avenue, scheduling the extraboard, all street operations, monitoring quality of service to our customers, and system performance. All safety and training functions for the bus operators are performed within the division including new hire training, refresher and defensive driving course (National Safety Council) training, ADA/sensitivity training for HART and contract carrier employees, accident investigation and accident grading.

The Scheduling Section is responsible for creating and administering the operator general run bids, which includes all run cutting and scheduling activities, vehicle blocking, data analysis, creating schedules and route maps for public timetables and terminal/on-street information displays and the administration of the actual bidding process. Other duties of the section are monitoring route/service performance, developing/analyzing on-time performance data and the administration of the operators' vacation and holiday bids. A new scheduling software package is being implemented that requires the development of a global positioning satellite system (GIS).

The customer service and telephone information center responds to customer requests for information about using the system and collect complaints and complements on HART's performance. This section is also responsible for coordination of HART's discount ID program and assists in the certification process for paratransit patrons.

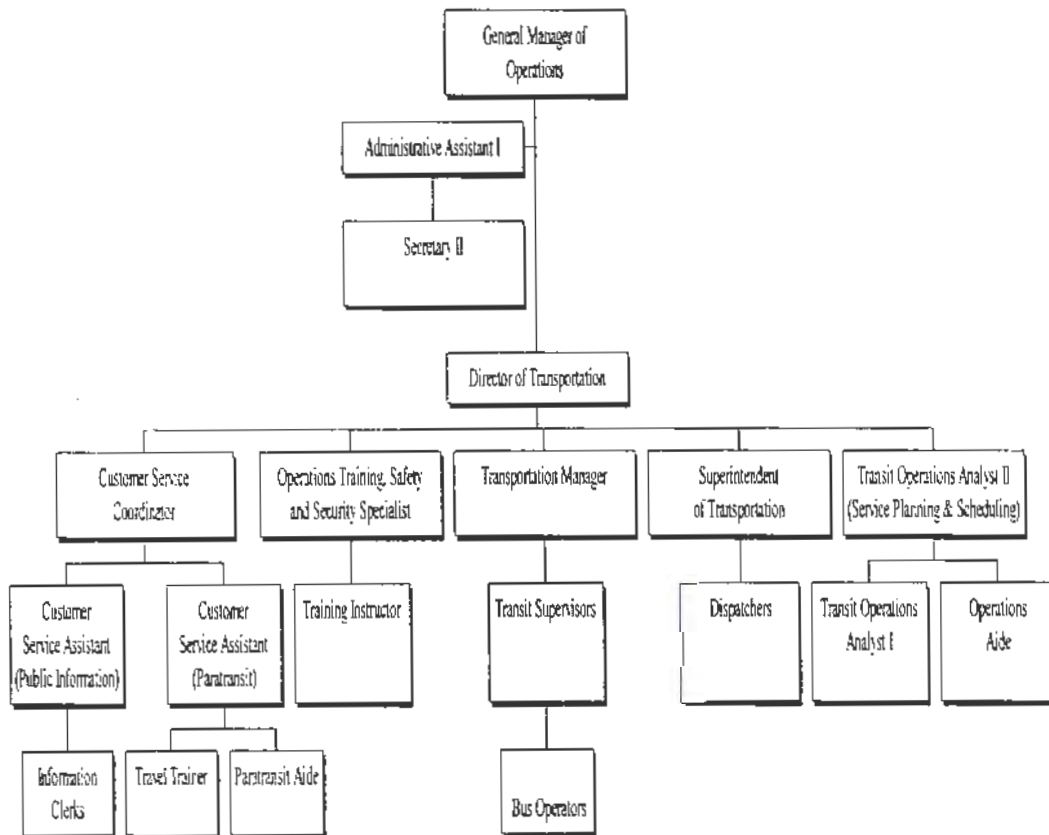
Planned training activities for Fiscal Year 2000 will impact the labor costs of the division. These include: continuation of weekly bus operator refresher training which consists of a two-day course reviewing standard operating procedures, drug and alcohol awareness and defensive driving practices; computer training for all non-bargaining and supervisory staff involving a series of courses offered off-site; and in-house workshops for supervisory staff focusing on the development of written communication skills and basic management practices.

OPERATIONS DEPARTMENT		
POSITION TITLE	FY 1999 POSITIONS	FY 2000 PROPOSED POSITIONS
General Manager of Operations	1.0	1.0
Administrative Assistant I	1.0	1.0
Secretary II	1.0	1.0
TOTAL	3.0	3.0

TRANSPORTATION DIVISION		
POSITION TITLE	FY 1999 POSITIONS	FY 2000 PROPOSED POSITIONS
Director of Transportation	1.0	1.0
Transportation Manager	1.0	1.0
Transportation Superintendent	1.0	1.0
Transit Supervisors	9.0	9.0
Operations Training, Safety & Security Specialist	1.0	1.0
Operations Training Instructor	1.0	1.0
Dispatchers	11.0	11.0
Transit Operations Analyst II	1.0	1.0
Transit Operations Analyst I	1.0	1.0
Operations Aide	.0	1.0
Customer Services Coordinator	1.0	1.0
Marketing and Customer Services Assistant	2.0	2.0
Travel Trainer	1.0	1.0
Paratransit Aide	1.0	1.0
Customer Service Representatives	6.0	6.0
Customer Service. Representatives ~ PT (2 positions measured in FTE's)	1.0	1.0
Intern	.0	1.0
Large Bus Operators - Full time	240.0	240.0
Small Bus Operators - Full time	15.0	20.0
Bus Operators - PT (12 Positions measured in FTEs)	6.0	6.0
TOTAL	300.0	307.0

TRANSPORTATION DIVISION SUMMARY OF EXPENSES	FY99 ADOPTED BUDGET	FY2000 PROPOSED BUDGET
Salaries & Fringes	\$11,609,700	\$11,982,850
Contractual Services	292,500	317,500
Material & Supplies	1,305,000	1,333,000
Other Expenses	304,500	359,500
TOTALS	\$13,511,700	\$13,992,850

HILLSBOROUGH AREA REGIONAL TRANSIT AUTHORITY
 OPERATIONS DEPARTMENT
 TRANSPORTATION DIVISION



MAY 1999

MAINTENANCE DIVISION

Functions and Responsibilities

The Maintenance Division of the Operations Department consists of five separate sections and is responsible for the maintenance HART's 171 bus fleet, facilities, support systems and maintenance vehicles utilized to provide service to our customers.

The division is responsible for the preparation of technical specifications for buses, equipment, and capital improvement projects and the management/oversight of bus purchases and equipment/facility improvements. Further, maintenance staff conduct in plant inspections for buses on the production line.

Over the next fiscal year, some new technology will be added to each vehicle. Vehicle tags will be installed for the automatic reader system planned on the Crosstown and Veterans' Expressway. A similar system in Orlando is called E-pass. The tags including installation are expected to cost approximately \$25 to \$50 per vehicle. HART will be adding this technology to the vehicles in order to speed up travel time on these toll roads.

Vehicle Maintenance includes all preventive maintenance, running repairs, plus component and heavy rebuild. The average age of HART's fleet is 8.75 years.

The unit costs to maintain and operate the buses powered by compressed natural gas (CNG) are higher and therefore, impact the budget. The ongoing pursuit of the clean air standards is another impact on the budget. An aggressive engine replacement program to upgrade the fleet with the latest in clean engine technology is underway.

An aggressive vehicle-cleaning program has been in place to enhance our image with the riding public. Vehicle cleanliness has become a high priority issue with the maintenance division. The focus is the interior of the vehicles since the outside cleanliness has been generally acceptable.

Ongoing projects in which the Maintenance Division is involved can have a significant cost impact on the budget. The following projects and concerns will each impact the budget in varying degrees. On-going equipment modifications (securements, wheelchair lifts) and repair to ensure compliance with the Americans with Disabilities Act (ADA) will have significant impact. Each bus must have the wheelchair securement system retrofitted for passenger comfort and ease of use. Driver compartment modifications are being made to upgrade the driver seating for ergonomics with the goal of reducing back strain. The maintenance facility is undergoing needed modifications to improve working conditions and the ability to perform equipment maintenance.

The **Facilities Maintenance Section** is responsible for maintaining the building and grounds of HART's Central Operations Facility at 21st Avenue, the Northern Terminal, Commuter Center, Kennedy Executive offices, the Marion Street Transit Parkway, the Westshore Plaza Center and

University Area Transit Center. Other responsibilities include the monitoring of all capital improvement projects and assisting in the creation of project specifications.

The new University Area and Westshore Plaza Transit Centers will impact the Facilities Maintenance Section's budget. Maintenance of the facility, landscaping, lawn service, and the addition of a general maintenance attendant will all be cost drivers.

The signage at our park-and-ride lots has become faded and is in need of repair and upgrading to meet the new ADA standards. With the addition of new benches and shelters, these maintenance costs will increase.

The **Route Maintenance Section** is responsible for the maintenance of bus stops, shelters and park-and-ride lots. There are approximately 4000 bus stops that must be cleaned and have the grass cut on a scheduled basis. There is a bus stop sign replacement and re-spacing program underway. A large number of new benches and shelters at bus stops are being added which is resulting in additional manpower demands for maintenance. The park-and-ride lots are cleaned, repaired and maintained on a monthly schedule.

The **Maintenance Training and Development Section** conducts new hire training, technical training, compliance training and equipment training for all maintenance personnel. Special emphasis is being placed on mechanic training. This program is partially funded by the Florida Department of Transportation (FDOT). Labor costs associated with this program are expected to increase because of overtime expended to cover mechanics as they are cycled through the program. On a positive note, a more proficient mechanic is more efficient and effective, and therefore, this training is expected to have a very positive impact on the labor force. Other responsibilities include material management, warranty processing/management and quality assurance program administration.

The **Electronics Section** is responsible for maintaining HART's communications and electronic equipment. Communications equipment consists of all radio equipment to include the dispatch consoles, bus radios, the radio tower and the automatic vehicle location system. The electronics staff also maintains bus destination signs, marketing information systems and bus computer electronics.

OPERATIONS DEPARTMENT		
MAINTENANCE DIVISION		
POSITION TITLE	FY 1999 POSITIONS	FY 2000 PROPOSED POSITIONS
Director of Maintenance	1.0	1.0
Manager of Maintenance	1.0	1.0
Maintenance Training & Development Coordinator	1.0	1.0
Maintenance Training Instructor	1.0	1.0
Maintenance Administrative Assistant	1.0	1.0
Intern	.0	1.0
Facilities Maintenance Coordinator	1.0	1.0
Transitway Attendants	5.0	5.0
Building/Grounds Equipment Technician III	3.0	3.0
Building/Grounds Equipment Technician II	2.0	2.0
Building/Grounds Equipment Technician I	1.0	1.0
Building/Grounds General Custodian	3.0	3.0
Building/Grounds General Custodian - Part Time	.5	.5
General Maintenance Attendant	1.0	1.0
Route Maintenance Supervisor	1.0	1.0
Route Maintenance Attendants	7.0	7.0
Inventory Control Supervisor	1.0	1.0
Asst. Inventory Control Supervisor	1.0	1.0
Shipping and Receiving Agent	1.0	1.0
Storekeeper	4.0	4.0
Parts Runner	1.0	1.0
Superintendent of Vehicle Maintenance	1.0	1.0
Maintenance Supervisor II	1.0	1.0
Maintenance Supervisor I	5.0	5.0
Mechanic Master, A, B, & C	32.0	32.0
Communication & Electronics Coordinator	1.0	1.0
Communication & Electronic Technician	5.0	5.0
Lead Paint & Body Specialist	1.0	1.0
Paint & Body Specialist	4.0	4.0
Fleet Service Supervisor	1.0	1.0
Service Attendants	13.0	13.0
Bus Custodians	5.0	5.0
Bus Custodians - Part Time (four positions measure in FTE=s)	2.0	2.0
TOTAL	108.5	109.5

MAINTENANCE DIVISION SUMMARY OF EXPENSES	FY99 ADOPTED BUDGET	FY2000 PROPOSED BUDGET
Salaries & Fringes	\$3,362,750	\$3,379,850
Contractual Services	361,000	377,500
Material & Supplies	1,058,000	1,109,000
Other Expenses	46,000	47,500
TOTALS	\$4,827,750	\$4,913,850

HILLSBOROUGH AREA REGIONAL TRANSIT AUTHORITY
 OPERATIONS DEPARTMENT
 MAINTENANCE DIVISION



MAY 1999

GENERAL FUNCTION

Functions and Responsibilities

The General Function is maintained under the control of the Director of Finance for the purpose of monitoring and controlling expenses, which are considered the cost of doing business. There are no employees assigned to this function. Expenses, which pertain to the entire Authority rather than an individual department, i.e., legal costs, utilities, purchased transportation, etc., are charged to the General Function.

GENERAL FUNCTION SUMMARY OF EXPENSES	FY99 ADOPTED BUDGET	FY2000 PROPOSED BUDGET
Contractual Services	\$702,000	\$660,000
Utilities	330,000	345,000
Insurance	130,000	130,000
Taxes & Licenses	120,000	120,000
Purchased Transportation	750,000	750,000
Other Expenses	200,000	250,000
TOTALS	\$2,232,000	\$2,255,000