



**SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY
MUNICIPAL RAILWAY DEPARTMENT**



FY2005 OPERATING BUDGET

**SAN FRANCISCO MUNICIPAL RAILWAY DEPARTMENT
APPROPRIATIONS**

MUNICIPAL TRANSPORTATION AGENCY, BOARD OF DIRECTORS

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Executive Director

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Virginia Harrington
Deputy General Manager, Finance and Administration

Alicia Fletcher
Budget Manager

Budget Document Producers

BJ Dix
Elias Girma
Stella Ong
Bose Onyemem

MUNI'S MISSION

Working together effectively, we serve our community. We provide safe, reliable, clean, accessible, and convenient transportation to any destination in the City. We are dedicated to creating the most satisfying experience possible for our employees and our riders.

By placing people first, Muni strives to offer the maximum opportunity for employees to contribute their best and achieve career growth. We are building a model urban transit organization, internationally recognized for excellence.

We treat each other with respect; develop trust; encourage mutual understanding; and value our diversity. We promote accountability and take pride in our work.

Above all, we are committed to living this Mission daily in our relationships with each and everyone in our community.

MUNICIPAL TRANSPORTATION AGENCY FY2005 GOALS

1. Advance Muni's and DPT's Missions at all levels and divisions within the organization by focused communication, involvement and recognition.
2. Cultivate security awareness and preparedness through drills, training and improved coordination with transit and government agencies.
3. Improve safety for employees, passengers, pedestrians and motorists by training; increased awareness; and improved equipment, facilities and traffic control.
4. Achieve service standards and performance measures, including:
 - On-time performance
 - Service availability
 - System reliability
 - System performance
 - Staffing performance
 - Customer service
5. Improve movement of people and goods throughout San Francisco by close communication and coordination between the Municipal Railway and the Department of Parking and Traffic.
6. Promote professional growth and development for all employees through available training opportunities.
7. Progress the Third Street Project in accordance with the FY05 baseline schedule and budget, including: ongoing construction of line segments and Metro East, continuing preliminary engineering work for Phase II, the Central Subway, and securing funding and community support for the project.
8. Maintain a balanced budget and build a foundation for long-term financial stability through aggressive pursuit of all revenue sources and improved management of resources.
9. Improve customer service by increasing access to timely and accurate information about all MTA services and by speedy resolution of complaints and issues.
10. Increase the use of all alternative modes of travel and reduce travel time without increasing congestion.
11. Finish implementation of the Transit Preferential Streets treatments for Inner Geary, and continue planning and design for transit improvements on Geary, Van Ness, and other corridors, in accordance with the Vision Plan.
12. Continue implementation of the TransLink universal fare card system.



SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY

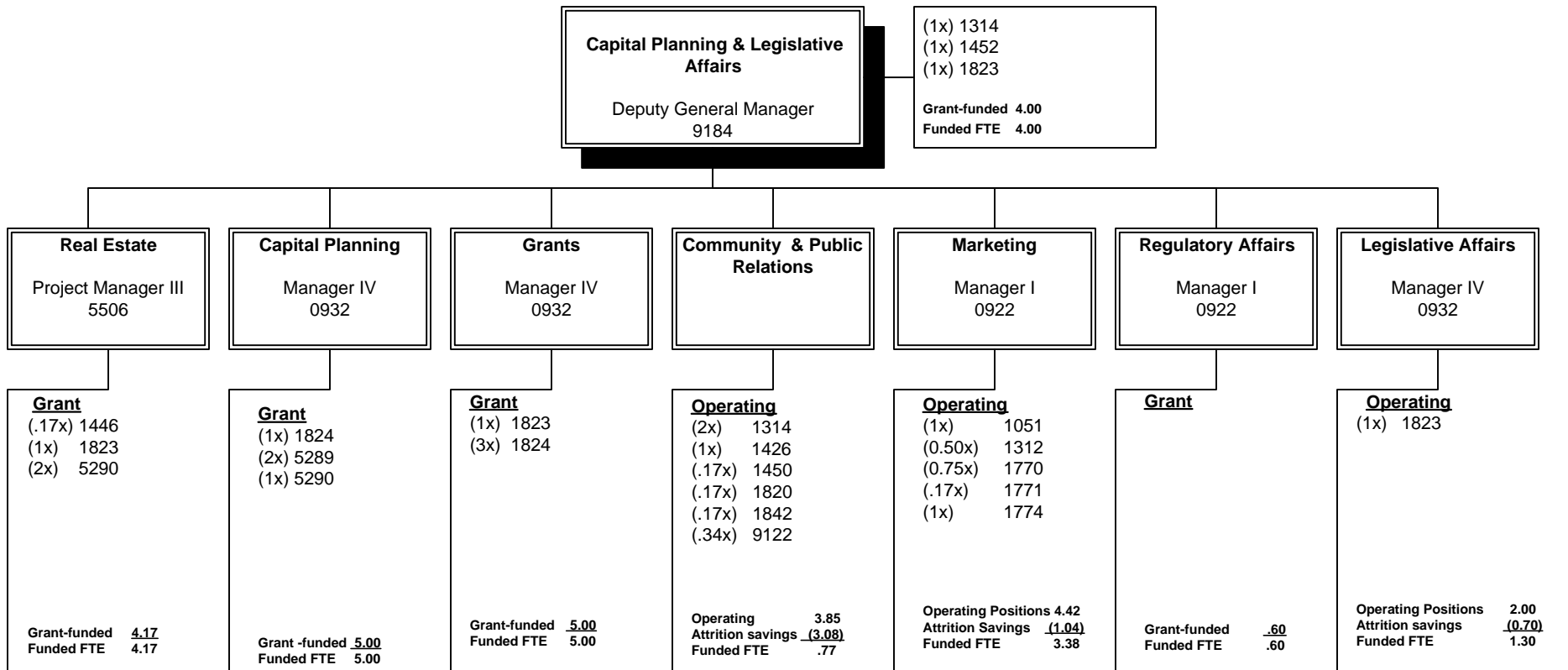
MUNICIPAL RAILWAY DEPARTMENT



FY2005 OPERATING BUDGET

CAPITAL PLANNING & EXTERNAL AFFAIRS DIVISION

Capital Planning & External Affairs Fiscal Year 2005 Organization Chart



Operating positions	10.27
Attrition savings	<u>(4.82)</u>
Funded FTE	5.45
Grant funded positions	<u>18.77</u>
Total FTE	<u>24.22</u>

BUDGET INFORMATION, PROCESS, GUIDELINES AND TIMELINE

The operating budget of the Municipal Transportation Agency – Municipal Railway Department (Muni), is proposed by the Executive Director and approved by the Municipal Transportation Agency (MTA) Board of Directors and the San Francisco Board of Supervisors. The Executive Director and the MTA Board certify that the budget is adequate in all respects to allow the department to make substantial progress toward meeting the goals, objectives, and performance standards established pursuant to Section 8A.103 of the San Francisco City Charter.

The FY2005 approved operating budget was created in the context of continued economic difficulties. FY2005 represents the fourth consecutive year of economic downturn. Beginning in FY2002, Muni's revenue sources began to decline, as they are sensitive to economic conditions and factors such as employment levels and tourism levels. At the same time, the fixed costs associated with Muni's core services have continued to rise, such as salary expenditures and fuel costs.

Over the past four years, Muni has made every effort to reduce its expenditures in order to balance its budget. In addition, in FY2004, with rider satisfaction levels increasing and continued progress towards meeting Muni's service standards, the agency looked to both revenue and expenditure solutions in order to balance its budget, adopting a fare increase as well as increases to parking fines, fees, and rates. In FY2005, after implementing expenditure and revenue measures over the previous years and facing a \$32 million deficit, Muni had few viable options remaining to balance its budget. As a result, the FY2005 budget includes difficult measures such as personnel reductions, service adjustments, and the use of capital funds.

While Muni has made progress in increasing its efficiency and maximizing its revenues in recent years, both of these strategies will need to be sustained in order for Muni to operate effectively going forward. In addition, it is important to recognize that a baseline level of resources is necessary in order to sustain service levels. Looking forward, it will be critical to align resources with service provision.

Process

The San Francisco Charter, as amended through Proposition E, approved by the voters in 1999, establishes the Municipal Transportation Agency (MTA) as an enterprise fund department of the City and County of San Francisco. Overseen by the MTA Board of Directors, Muni and the Department of Parking & Traffic make up the MTA and each also functions as an enterprise fund department. In establishing the MTA as an enterprise fund, a stated goal was to achieve a transportation system that is comparable to the best urban transit systems in the world's major cities. The structure is designed to provide the transportation system with the resources, independence, and focus necessary to achieve this goal. Specifically, the Charter amendment intended to strengthen Muni's authority to manage its employees, establish efficient and economical work rules and work practices that maximize Muni's responsiveness to public needs, and protect the right of Muni to

manage its employees. In addition, the amendment helps to provide for a predictable and stable level of funding.

Muni receives a yearly transfer or support from the General Fund, as specified by formula in Prop. E. The transfer amount is based upon the amount given in a base year, plus the percentage change in discretionary revenues for the General Fund.

Muni's budget process is also established in the Charter. After an internal review process, the Executive Director presents the proposed annual operating budget to the MTA Board and the Citizen's Advisory Council (CAC) for review and comment. A public hearing is also held. The MTA Board must approve the budget and forward it to the Mayor and the Board of Supervisors by March 1. As long as Muni stays within the revenue formulas outlined in the Charter, and does not ask for additional General Fund resources or support, the Mayor must forward the budget to the Board of Supervisors as submitted. The Controller's Office is charged with certifying the revenues as presented by Muni. Once received from the Mayor, the Board of Supervisors has three options with Muni's budget. It may approve or reject the budget, but not modify it. Rejecting the budget requires a two-thirds vote. Or, if the Board takes no action by August 1, the budget is deemed approved.

Operating Budget

The budget approved by the MTA Board and the Board of Supervisors is Muni's annual operating budget. With a few exceptions, it does not include capital projects. Capital projects are detailed in the Short Range Transit Plan, which is developed every other year. In addition, the operating budget also details positions funded through grant dollars.

USING THE DOCUMENT

The operating budget is a spending management plan for the use of Muni's resources. Through the use of these resources, Muni provides public transportation services within the City and County of San Francisco. In addition, the budget is the vehicle by which Muni recommends allocation of resources to meet Muni's goals and service standards. An accrual basis of accounting is used to develop Muni's budget.

Document Organization

Muni's budget is divided into 16 separate books, offered through electronic media. The first book is a department-level look at Muni's budget, including an overview of its revenues and appropriations (expenditures), and positions. In addition, there are 15 division-level books that give a more detailed picture of each division, by unit.

Independent of the operating budget is Muni's capital budget, which is contained in the Short Range Transit Plan (SRTP). The SRTP is published every two years and is subject to approval by the MTA Board of Directors, and to appropriation approval by the Board of Supervisors.

Budget Organization

Index Codes/Object/Subobject Codes

As required by the San Francisco Charter, Muni's budget is developed as a line item budget. As such it is organized into index codes, which indicate where in the department the funds are allocated, and object and subobject codes, which indicate what type of expenditure is included. This level of detail can be found in the reports that follow the budget narrative.

Positions

COLAs/Labor Agreements/Equity Adjustments

As codified in the San Francisco Charter, the approved budget must contain in it funding to pay for all anticipated or estimated salary adjustments provided in employee Memoranda of Understanding (MOUs), cost of living adjustments (COLAs), and any other pay equity adjustments. (For the rest of the City, that money is added to departmental budgets after approval of employee MOUs.)

Annualization of Existing Positions

Positions that were added in the previous year's budget (FY2004 operating budget), must be annualized to a full 1.0 full time equivalent (FTE) position from the previously budgeted 0.75 FTE position. The incremental costs associated with these positions must also be budgeted. Because no new positions were added in FY2004, there are no position annualization costs in the FY2005 budget.

New Positions

New positions are pro-rated to reflect the portion of the year the position will be on payroll. The default is to budget new positions at 0.75 of a full position, as the recruitment process takes an average of three months. No new positions were added to the FY2005 budget.

Attrition Savings

It is anticipated that normal departmental attrition results in savings. Attrition savings appear in the budget as a negative position count, which is netted against the total positions in the budget. Thus, the total position count for the department reflects the net funded positions for the department, adjusted for attrition savings.

Other Adjustments

Other salary adjustments included in budgeted position expenditures are those to compensate for a year that has 260, 261 or 262 workdays, for automatic step adjustments, and to adjust for positions not at the top salary step. In addition, salary annualization costs represent the cost of wage adjustments that took place during the prior year.

Fringe Benefits

Fringe benefits include health care for active and retired employees, social security and Medicare contributions, City retirement contribution, City-paid employee retirement contribution (City pick-up), and other benefits provided in employee MOUs.

Organization Charts

Organization charts are included in each budget book. These charts reflect the positions and organizational structure of the agency at the time the FY2005 budget was developed.

Terms

Platform

The term “platform” refers to the 9163 Transit Operator classification.

Miscellaneous

When used in reference to employees, the term “miscellaneous” applies to all non-Transit Operator classifications.

OVERVIEW

**Capital Planning & External Affairs Division
Summary of Major Changes**

Operating Fund	FY2004 Approved	FY2005 Approved	FY2005 Variance
Salaries	\$ 924,246	\$ 411,960	\$ (512,286)
Mandatory Fringe Benefits	188,587	93,244	(95,343)
Non Personal Services	901,872	791,224	(110,648)
Materials & Supplies	14,968	30,005	15,037
Allocated Charges	(236,203)	(264,723)	(28,520)
Services of Other Depts	75,532	79,906	4,374
Total Operating Fund	\$ 1,869,002	\$ 1,141,616	\$ (727,386)
Grants Fund			
Non Personal Services	\$ 261,079	\$ 263,175	\$ 2,096
Materials & Supplies	19,800	19,800	-
Services of Other Depts	232,357	232,357	-
Total Grants Fund	\$ 513,236	\$ 515,332	\$ 2,096
Total	\$ 2,382,238	\$ 1,656,948	\$ (725,290)

The FY2005 budget for Capital Planning & External Affairs (CPEA) shows a net decrease of (\$725,290) due to the deletion of positions, a corresponding reduction in funding for fringe benefits, and reduced funding for non personal services. Slightly offsetting these decreases is an increase in funding for materials and supplies and an increase in allocation for reproduction services.

The net decrease of \$512,286 in the FY2005 budget for salaries is due primarily to the deletion of 7.98 positions to achieve Muni's cost-reduction strategy, and the reallocation of a previously operating-funded position to grant funds to reflect the position's actual responsibilities.

The FY2005 decrease of \$95,343 in fringe benefits is due to reduced social security, health care and insurance costs resulting from a decrease in salary costs for FY2005. Additionally, the reassignment of a previously operating-funded position to the grant-funded budget resulted in a corresponding decrease to the fringe benefit cost.

Non Personal Services decreased by \$110,648 due to the following:

- reallocation of funding for a quality review audit contract to an interdepartmental work order
- reduced rent to reflect a lower rent rate for six months
- reduced allocation for Employee Awards to reflect actual costs
- reduced allocation for taxes, licenses and permits as funding is no longer required.

Materials and supplies increased by \$15,037 due to an appropriation from the Video Fund and the reallocation of funds from Taxes.

Allocated charges reflect an increase in the labor cost abatement associated with the Legislative Affairs staff and an increase in the expenditure abatement from the Video Fund. The budget for Services of Other Departments increased due to an increase in funding for reproduction services to reflect the amount required.

In FY2005, the non-salary budget for the grant-funded section of Capital Planning & External Affairs increased slightly to fund potential move costs associated with the renegotiation of the lease for 1145 Market street.

APPROPRIATIONS AND POSITIONS
DIVISION LEVEL

**MUNICIPAL RAILWAY DEPARTMENT
CAPITAL PLANNING AND EXTERNAL AFFAIRS DIVISION
FY2005 BUDGET APPROPRIATION NARRATIVE**

The Capital Planning and External Affairs Division (CP&EA) manages all aspects of long-range capital project planning; programs funds and applies for millions of dollars in grant funding; acquires, leases, and redevelops property; monitors and advocates for legislative initiatives; and implements the marketing plan for the Municipal Railway Department. CP&EA also participates in regional transportation policy development.

The mission of CP&EA is to plan capital projects; program funds; manage grants for capital projects and real estate needs; and implement various mandates pursuant to voter-approved Proposition E of 1999. These mandates have led to the creation of the Legislative Affairs and Marketing sections within the division.

The Division is organized into eight sections. The Office of Capital Planning and External Affairs comprises of the Deputy General Manager and staff. This office oversees the remaining sections: Real Estate, Capital Planning, Grants, Community and Public Relations, Marketing, Regulatory Affairs and Legislative Affairs.

➤ **Office of Capital Planning & External Affairs-359020**

The Deputy General Manager (DGM) of Capital Planning and External Affairs and staff coordinate and supervise division-wide projects. The Office of the DGM ensures compliance with the laws and policies of federal and state government agencies from which it receives funding.

➤ **Real Estate Management-359028**

The Real Estate Section finds and redevelops land and facilities in which to operate, maintain, and administer Muni's transit service. It also manages and negotiates rent agreements, estimates future real estate needs, manages development projects, and manages advertising contracts. The Real Estate section helps to increase Municipal Railway Department revenues through joint development projects and reduce certain ongoing fixed costs such as rents paid to private property owners. The section maximizes availability and flexibility of capital funding resources and keeps capital projects such as Mission Steuart on schedule.

➤ **Capital Planning-351701, 359021, 359022, 359026**

The Capital Planning Section prepares long-range planning documents and develops long-term programs and projects. The Section works with funding agencies to program funds for future projects. The Section also provides support services to the Division, including contract administration and project control.

➤ **Grants-359024, 359025**

The Grant Section identifies, secures, and manages Muni's grant funds. The focus of this Section is to improve reporting to Muni's funding agencies, improve communications with the implementing divisions within Muni, and maintain and enhance grant revenues for the Department. The Section performs all activities related to applying for, monitoring, and managing capital grants.

➤ **Community & Public Relations-351025, 351026**

The Community and Public Relations Section provides public information to community groups and coordinates media relations. The Section provides public information regarding service changes; responds to passenger correspondence; attends community meetings; organizes employee awards programs; and edits and distributes employee communications.

➤ **Marketing Section**

The Marketing Section develops the Marketing plan and identifies specific programs and projects that promote patronage, improve public and employee perceptions of Muni, and foster better communication with the public.

- Marketing-351732

Develops the marketing plan as required by 1999's Proposition E to identify specific programs and projects that will promote patronage and foster better communication with the public

- Photography-351029

Photographs Muni employee award recipients and documents all Muni special events, construction projects and other activities

- Multimedia Services-351030

Develops and maintains the Muni internet website and provides multimedia materials for use in employee training and public information programs and services

➤ **Regulatory Affairs-359109**

The Regulatory Affairs Section liaises among federal, state, and local regulatory agencies, industry associations and stakeholder groups. Among other responsibilities, the Section coordinates and manages MTA's compliance with Proposition E guidelines and audits; the MTA's relationship with the California Air Resources Board (CARB) and compliance with CARB's vehicle policies; and state and federal regulatory audits. The Section also reviews and negotiates interagency contracts and agreements for regulatory and other compliance issues.

➤ **Legislative Affairs-359038, 351733**

The Legislative Affairs Section develops state and federal legislative objectives and strategy in support of Muni's Capital Improvement Program (CIP) and Short Range Transit Plan (SRTP). The Section provides legislative analysis and recommendations for action by the

MTA Board as appropriate; participates in transit advocacy coalitions and associations at local, regional, state and federal levels; and coordinates the Department's legislative positions with other City departments and partner agencies.

OPERATING FUND

❖OBJECT 001/PERMANENT SALARIES, MISCELLANEOUS❖

FY2004	FY2005	FY2005 Increase
<u>Approved</u>	<u>Approved</u>	<u>(Decrease)</u>
<u>\$ 906,591</u>	<u>\$ 394,305</u>	<u>\$ (512,286)</u>

The FY2005 allocation for non grant-funded permanent salaries consists of 5.45 budgeted positions. The positions are allocated among the Sections as follows:

Index		FY2005	FY2005
Code	Section	Approved	FTE
351025	Office of Community & Public Relations	\$ 18,893	0.29
351026	Communications	29,505	0.48
351732	Marketing	225,485	3.38
351733	Legislative Affairs	120,422	1.30
	Total Approved FY2005	<u>\$ 394,305</u>	<u>5.45</u>

The decrease in permanent salaries for the Capital Planning and External Affairs Division is composed of the following:

<u>Description</u>	<u>Amount</u>
Deletions	\$ (426,854)
Reassignment	(71,645)
Other Adjustments	<u>(13,787)</u>
Total	<u>\$ (512,286)</u>

Position Deletions **(\$426,854)**

Deletion of 2 vacant positions-(\$93,083)

Two positions in the Capital Planning & External Affairs Division were deleted in the FY2005 budget. These positions were held vacant in FY2003 and FY2004 to meet Muni's department-wide budget demands. As part of the FY2005 budget process, the Mayor's office instructed departments to eliminate some vacant positions and reverse the corresponding attrition savings in order to reduce the departmental attrition savings rate. These position deletions support that request and are anticipated to have minimal impact on direct service provision.

<u>Class</u>	<u>Title</u>	<u>FTE</u>	<u>Salary</u>
1773	Media Training Specialist	(1.00)	\$ (70,470)
9910	Public Service Trainee	(1.00)	(22,613)
	Total Deletions	(2.00)	\$ (93,083)

Deletion of 5.98 positions-(\$333,771)

Additionally, 5.98 positions were deleted to achieve Muni's cost reduction strategy. Other deleted positions in Capital Planning & External Affairs are as follows:

<u>Index</u>	<u>Class</u>	<u>Title</u>	<u>FTE</u>	<u>Salary</u>
351026	1408	Principal Clerk	(1.00)	\$ (57,264)
351026	1450	Executive Secretary I	(0.83)	(47,529)
351732	1771	Media Production Specialist	(0.83)	(46,814)
351025	1820	Junior Admin Analyst	(0.83)	(42,676)
351025	1842	Management Assistant	(0.83)	(51,623)
351026	9122	Transit Information Clerk	(1.66)	(87,865)
		Total	(5.98)	\$ (333,771)

Position Reassignment **(\$71,645)**

<u>Communications Unit</u>				
<u>Index</u>	<u>Class</u>	<u>Title</u>	<u>FTE</u>	<u>Salary</u>
351026	1314	Public Relations Officer	(1.00)	\$ (71,645)
359020	1314	Public Relations Officer	-	-
5ME		Net Increase/(Decrease)	(1.00)	\$ (71,645)

One 1314, Public Relations Officer from the Communications unit was reassigned to the grant funded Office of Capital Planning and Legislative Affairs unit as the position will be performing grant-related responsibilities.

Other Adjustments **(\$13,787)**

Other salary adjustments include calculations in the Budget Preparation system by the Controller's office. Such adjustments include step adjustments that allow departments to reflect positions where actual salaries are less than the top step, and adjustments for salary annualization of pay increases.

✧OBJECT 005/TEMPORARY SALARIES, MISCELLANEOUS✧

FY2004	FY2005	FY2005 Increase
Approved	Approved	(Decrease)
\$ 4,000	\$ 4,000	\$ -

351701-Planning

This allocation funds a temporary part-time intern, for a maximum of 1040 hours annually to assist on short-term projects.

✧OBJECT 011/OVERTIME✧

FY2004	FY2005	FY2005 Increase
Approved	Approved	(Decrease)
\$ 13,655	\$ 13,655	\$ -

351026-Communications

Service Quality Teams of Muni employees work in the field and provide information to riders about service changes on Muni routes and other important issues. It's the goal of the Community and Public Relations unit to improve Muni's interaction and communications with customers and the general public. The program provides more effective and timely communication, but requires work outside of normal working hours, thus requiring funding for overtime. The FY2005 allocation provides for the same level of service as FY2004.

✧ OBJECT 013/MANDATORY FRINGE BENEFITS ✧

FY2004	FY2005	FY2005 Increase
Approved	Approved	(Decrease)
<u>\$ 188,587</u>	<u>\$ 93,244</u>	<u>\$ (95,343)</u>

This appropriation covers mandatory fringe benefit cost for active miscellaneous employees, including social security, health benefits, and City contributions to retirement. In FY2005, funding for dental coverage, health services and employer contributions for Social Security and Medicare decreased due to a reduction in the number of budgeted positions. City employees will continue to pick up the 7.5% employee retirement contribution in FY2005.

✧ OBJECT 022/TRAINING ✧

FY2004	FY2005	FY2005 Increase
Approved	Approved	(Decrease)
<u>\$ 4,000</u>	<u>\$ 4,000</u>	<u>\$ -</u>

Funding for training is allocated to enable employees to acquire, enhance, or improve their work-related knowledge and skills. The FY2005 allocation is as follows:

<u>351026-Communications</u>	<u>\$1,000</u>
The FY2005 allocation funds training in software applications.	
<u>351732-Marketing</u>	<u>\$3,000</u>
This item funds training in Multimedia applications.	
Total	<u>\$4,000</u>

✧ OBJECT 023/EMPLOYEE FIELD EXPENSE ✧

FY2004	FY2005	FY2005 Increase
Approved	Approved	(Decrease)
<u>\$ 398</u>	<u>\$ 398</u>	<u>\$ -</u>

351026-Communications

This item funds miscellaneous field expenses such as auto mileage and parking at off-site locations while representing Muni at meetings with other governmental agencies or the public.

◇OBJECT 027/PROFESSIONAL AND SPECIALIZED SERVICES◇

<u>FY2004</u>	<u>FY2005</u>	<u>FY2005 Increase</u>
<u>Approved</u>	<u>Approved</u>	<u>(Decrease)</u>
<u>\$ 127,000</u>	<u>\$ 107,000</u>	<u>\$ (20,000)</u>

This appropriation provides professional and other specialized services for ongoing programs and activities. The services provided to Muni are described below:

Index	Type of Service	FY2004	FY2005	FY2005
Code	Type of Service	Approved	Approved	Inc (Dec)
351701	Independent Quality Review	\$ 20,000	\$ -	\$ (20,000)
351732	Specific Marketing Campaign	37,000	37,000	-
351732	Internal & External Surveys	20,000	20,000	-
351733	Federal Advocacy	50,000	50,000	-
Total Professional Services		<u>\$ 127,000</u>	<u>\$ 107,000</u>	<u>\$ (20,000)</u>

351701-02703, CPG Planning, Independent Quality Review \$-0-

In FY2004, this item funded a bi-annual independent quality review as required under 1999's Proposition E. The decrease in FY2005 is due to a reallocation of funding for a quality review audit from this line item to a work order with the Controller's Office. As a result of Proposition C, approved by the voters in November 2003, the Controller's Office will establish a departmental audit function.

351732-02799, Marketing, Specific Marketing Campaigns \$37,000

This appropriation funds specific marketing programs and projects, as identified in the marketing plan required by 1999's Proposition E. These programs will promote patronage and foster better communication with the public.

351732-02799, Marketing, Internal and External Surveys \$20,000

This allocation funds employee and rider satisfaction surveys, as required by 1999's Proposition E.

351733-02799, Legislative Affairs \$50,000

This allocation provides for specific expertise in federal transportation and transit legislation to assist Muni in obtaining federal New Starts funding for the New Central Subway project and other projects.

Total Approved Professional and Specialized Services \$107,000

◇OBJECT 029/MAINTENANCE SERVICES-EQUIPMENT◇

FY2004	FY2005	FY2005 Increase
Approved	Approved	(Decrease)
<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ -</u>

351732-Marketing

This allocation funds the maintenance of specialized computer equipment used by Multimedia services.

◇OBJECT 030/RENTS AND LEASES-BUILDING AND STRUCTURES◇

FY2004	FY2005	FY2005 Increase
Approved	Approved	(Decrease)
<u>\$ 317,660</u>	<u>\$ 262,287</u>	<u>\$ (55,373)</u>

This allocation covers rent for office space at 1145 Market street, for the non-grant funded sections of Capital Planning and External Affairs. The FY2005 allocation was reduced to reflect an anticipated reduction in rent for the last six months of FY2005.

Index		FY2004	FY2005	FY2005
Code	Section	Approved	Approved	Inc (Dec)
351026	Communications	\$ 289,106	\$ 238,711	\$ (50,395)
351701	Planning	28,554	23,576	(4,978)
	Total Professional Services	<u>\$ 317,660</u>	<u>\$ 262,287</u>	<u>\$ (55,373)</u>

◇OBJECT 031/RENTS AND LEASES-EQUIPMENT◇

FY2004	FY2005	FY2005 Increase
Approved	Approved	(Decrease)
<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>\$ -</u>

351732-Marketing

This item funds the rental of special equipment needed for Marketing programs.

❖OBJECT 034/SUBSISTANCE❖

FY2004 Approved	FY2005 Approved	FY2005 Increase (Decrease)
\$ 1,590	\$ 1,590	\$ -

351026-Communications

This item funds the incidental costs associated with special events held by the Communications unit.

❖OBJECT 035/OTHER CURENT EXPENSES❖

FY2004 Approved	FY2005 Approved	FY2005 Increase (Decrease)
\$ 414,949	\$ 396,949	\$ (18,000)

Other Current Expenses includes funds for printing, copy machines, subscriptions and other miscellaneous expenses. The decrease in FY2005 is due to a reduction in funding for the Employee Awards Program to reflect actual costs. The FY2005 budget is composed of the following:

Index Code	Type of Service	FY2004 Approved	FY2005 Approved	FY2005 Inc (Dec)
351026	Employee Recognition Program	409,500	391,500	(18,000)
351026	Graphics and printing costs	2,584	2,584	-
351026	Copy Machine	1,800	1,800	-
351026	Subscriptions	1,065	1,065	-
	Total Professional Services	<u>\$ 414,949</u>	<u>\$396,949</u>	<u>\$ (18,000)</u>

❖OBJECT 052/TAXES, LICENSES & PERMITS❖

FY2004 Approved	FY2005 Approved	FY2005 Increase (Decrease)
\$ 2,675	\$ -	\$ (2,675)

In FY2004, this allocation funded fees, taxes, licenses and permits. This item was eliminated in FY2005, as funding is no longer required.

◇OBJECT 054/OTHER FIXED CHARGES◇

FY2004	FY2005	FY2005 Increase
Approved	Approved	(Decrease)
<u>\$ 20,600</u>	<u>\$ 6,000</u>	<u>\$ (14,600)</u>

351701/05400, CPG Planning Unit, SRTP 11.5% Local Match

Muni receives a federal planning grant used to offset costs associated with staff time and materials needed to produce the Department's Short Range Transit Plan. The required funding allocation covers an 11.5% Local Match required to receive the federal grant. The decrease in FY2005 is due to a decrease in the amount of Local Match required.

◇OBJECT 049/OTHER MATERIALS & SUPPLIES◇

FY2004	FY2005	FY2005 Increase
Approved	Approved	(Decrease)
<u>\$ 14,968</u>	<u>\$ 30,005</u>	<u>\$ 15,037</u>

This item funds office supplies and other equipment valued at \$5,000 or less per unit cost and with a useful life of less than three years. The increase in FY2005 allocation reflects appropriation from the Video Fund and reallocation of funds from Taxes.

Index		FY2004	FY2005	FY2005
Code	Section	Approved	Approved	Inc (Dec)
351026	Communications	\$ 2,968	\$ 3,643	\$ 675
351732	Marketing	12,000	26,362	14,362
	Total	<u>\$ 14,968</u>	<u>\$ 30,005</u>	<u>\$ 15,037</u>

351026/04921 Data Processing Supplies	\$1,590
351026/04951 Other Office Supplies	2,053
351732/04999 Other Materials & Supplies include photographic film, laminates, data cards, printed brochures and upgrades of various software applications for the Multimedia services	26,362
Total	<u>\$30,005</u>

✧OBJECT 079/ALLOCATED CHARGES-SPECIFIC SOURCES✧

FY2004 Approved	FY2005 Approved	FY2005 Increase (Decrease)
<u>\$ (236,203)</u>	<u>\$ (264,723)</u>	<u>\$ (28,520)</u>

Index Code	Section	FY2004 Approved	FY2005 Approved	FY2005 Inc (Dec)
351026	Communications	\$ (125,000)	\$ (125,000)	\$ -
351732	Marketing	-	(14,362)	(14,362)
351733	Legislative Affairs	(111,203)	(125,361)	(14,158)
Total Professional Services		<u>\$ (236,203)</u>	<u>\$ (264,723)</u>	<u>\$ (28,520)</u>

351026-07999, Communications (\$125,000)

This allocation includes funds provided to support Muni's Marketing program, as specified in the Department's agreement with Viacom. The item is included in Muni's budget as an abatement to expenditures.

351732-07999, Marketing (\$14,362)

This allocation includes an expenditure abatement from the Video Fund. Funds are appropriated from this source in FY2005 to purchase video equipment and are therefore recovered as an allocated share.

351733-07999, Legislative Affairs (\$125,361)

In 1989, Proposition B created the San Francisco County Transportation Authority (SFCTA) to administer funds generated by the county's one-half cent transportation sales tax. This tax was reauthorized through Proposition K in November 2003. Funding from the sales tax is essential for the planning, design and construction of major transportation projects within San Francisco, and is often used as local matching funds that qualify San Francisco to receive larger state and federal grants.

This allocation is a reimbursement, through Proposition K funds, of the labor associated with the Legislative Affairs staff. For accounting purposes, this item is included in the Muni budget as an allocated charge and is recorded as abatement to expenditures (negative expenditures) instead of as revenue.

✧OBJECT 081/SERVICES OF OTHER DEPARTMENTS (AAO FUNDS)✧

FY2004	FY2005	FY2005 Increase
<u>Approved</u>	<u>Approved</u>	<u>(Decrease)</u>
<u>\$ 75,532</u>	<u>\$ 79,906</u>	<u>\$ 4,374</u>

This appropriation funds services performed by other City departments on behalf of Muni. The services provided are as follows:

<u>Index</u>	<u>Service</u>	<u>FY2004</u>	<u>FY2005</u>	<u>FY2005</u>
<u>Code</u>	<u>Service</u>	<u>Approved</u>	<u>Approved</u>	<u>Inc (Dec)</u>
351025	Purchaser-Reproduction	\$ 15,532	\$ 19,906	\$ 4,374
351733	Mayor's Office Services	60,000	60,000	-
	Total Professional Services	<u>\$ 75,532</u>	<u>\$ 79,906</u>	<u>\$ 4,374</u>

351025-081PR, Office of Community & Public Relations \$19,906

This item funds reproduction services. The increase in FY2005 reflects the allocation necessary to meet the minimum level of reproduction service required.

351733-081MY, Legislative Affairs \$60,000

This item funds a contract through the Mayor's office that facilitates grant processing through the many state review levels and tracks State grants for Muni.

GRANT-FUNDED

❖OBJECT 001/PERMANENT SALARIES, MISCELLANEOUS❖

FY2004	FY2005	FY2005 Increase
Approved	Approved	(Decrease)
<u>\$ 1,878,338</u>	<u>\$ 1,743,809</u>	<u>\$ (134,529)</u>

The FY2005 allocation for grant-funded permanent salaries consists of 18.77 full time equivalents (FTE). The positions are allocated among the sections as follows:

Section	FY2005 Approved	FY2005 FTE
Office of Capital Planning & Leg Affairs	\$ 359,790	4.00
Planning, Prop B Funded	111,708	1.00
Grants Unit, Prop B Funded	90,567	1.00
Grants, Capital Grants	370,333	4.00
Planning, Capital Grants	349,739	4.00
Real Estate	407,848	4.17
Regulatory Affairs	53,824	0.60
Total	\$ 1,743,809	18.77

The net decrease in permanent salaries is composed of the following elements:

Description	Amount
Deletions	\$ (127,196)
Positions reassigned	(24,821)
Other Adjustments	17,488
Total	\$ (134,529)

Positions Deletions (\$127,196)

2.23 positions were deleted to achieve Muni's cost reduction strategy. The deleted positions are included as follows

Index	Class	Title	FTE	Salary
359109	0922	Manager I	(0.40)	\$ (35,882)
359022	1426	Senior Clerk Typist	(1.00)	(47,685)
359028	1446	Secretary II	(0.83)	(43,629)
		Net Increase/(Decrease)	(2.23)	\$ (127,196)

Positions Reassigned

(\$24,821)

Office of Community & Public Relations				
<u>Index</u>	<u>Class</u>	<u>Title</u>	<u>FTE</u>	<u>Salary</u>
351026	1314	Public Relations Officer	(1.00)	
359020	1314	Public Relations Officer	1.00	71,645
		Net Increase/(Decrease)	-	\$ 71,645

One 1314, Public Relations Officer was reassigned from the Communications Unit to the Office of Capital Planning & Legislative Affairs as the position will be performing grant-related responsibilities.

Capital Planning				
<u>Index</u>	<u>Class</u>	<u>Title</u>	<u>FTE</u>	<u>Salary</u>
359026	5290	Transit Planner IV	(1.00)	\$ (96,466)
352154	5290	Transit Planner IV		
		Net Increase/(Decrease)	(1.00)	\$ (96,466)

One 5290, Transit Planner IV was reassigned to the ITS Application unit of Finance as the position is no longer performing grant-related responsibilities.

Other Adjustments

\$17,488

Other salary adjustments include calculations made in the Budget Preparation system by the Controller’s Office. Such adjustments include step adjustments that allow departments to reflect positions where actual salaries are less than the top step, and adjustments for salary annualization of pay increases provided in the preceding fiscal year.

◇OBJECT 021/TRAVEL◇

FY2004	FY2005	FY2005 Increase
Approved	Approved	(Decrease)
\$ 8,500	\$ 8,500	\$ -

359020-CPG Administration Unit

This allocation funds travel to enable employees to attend meetings, conferences and seminars held by professional organizations for the purpose of interchanging ideas and collecting up-to-date information on changes in state and regional legislation.

◇OBJECT 022/TRAINING◇

FY2004 Approved	FY2005 Approved	FY2005 Increase (Decrease)
\$ 17,150	\$ 17,150	\$ -

359020-CPG Administration Unit

This item funds staff development and training to enable employees to prepare for Federal Transit Administration (FTA) audits, learn about pending legislation and budget issues and keep current on planning issues critical to the enhancement of Muni's capital program.

◇OBJECT 023/EMPLOYEE FIELD EXPENSES◇

FY2004 Approved	FY2005 Approved	FY2005 Increase (Decrease)
\$ 2,000	\$ 2,000	\$ -

359020-CPG Administration Unit

This item funds miscellaneous field expenses such as auto mileage and parking at off-site locations while representing Muni at meetings with other governmental agencies.

◇OBJECT 030/RENTS AND LEASES-BUILDING AND STRUCTURES◇

FY2004 Approved	FY2005 Approved	FY2005 Increase (Decrease)
\$ 228,429	\$ 230,525	\$ 2,096

359020-CPG Administration Unit

This allocation covers rent for office space at 1145 Market Street, for the grant-funded sections of Capital Planning & External Affairs. The FY2005 allocation increased slightly to fund potential move costs associated with the renegotiation of the lease for 1145 Market Street.

Sub-Object	FY2004 Approved	FY2005 Approved	FY2005 Inc (Dec)
03011	\$ 228,429	\$ 188,611	\$ (39,818)
03031	-	41,914	41,914
Total Approved	\$ 228,429	\$ 230,525	\$ 2,096

◇OBJECT 031/RENTS AND LEASES-EQUIPMENT◇

FY2004 Approved	FY2005 Approved	FY2005 Increase (Decrease)
\$ 5,000	\$ 5,000	\$ -

359020-03131, CPG Administration Unit

This item funds rental costs of copy machines and other office equipment.

◇OBJECT 049/OTHER MATERIALS AND SUPPLIES◇

FY2004 Approved	FY2005 Approved	FY2005 Increase (Decrease)
\$ 19,800	\$ 19,800	\$ -

359020-CPG Administration Unit

This item funds office supplies and equipment valued at \$5,000 or less per unit cost and with a useful life of less than three years. The FY2005 allocation includes the following:

359020-04925, Minor Data Processing Equipment \$12,800

This item funds printers and other minor data processing equipment.

359020-04951, Office Supplies \$7,000

This item funds minor office supplies such as pens, pencils and copy papers.

Approved Materials and Supplies \$19,800

◇OBJECT 081/SERVICES OF OTHER DEPARTMENTS (AAO FUNDS)◇

FY2004 Approved	FY2005 Approved	FY2005 Increase (Decrease)
\$ 232,357	\$ 232,357	\$ -

This appropriation funds services performed by other City departments on behalf of Muni. The services provided are as follows:

Items	FY2005 Approved
081C5-TIS-ISD DTIS	\$ 20,000
081CT-City Attorney Legal Svces	210,357
081ET-TIS Telephone	2,000
Total Approved	\$ 232,357

359020-081C5, CPG Admin, TIS-ISD DTIS \$20,000

This allocation funds annual fees for the Geographic Information System (GIS) base map maintained by the Department of Telecommunications and Information Services (DTIS). DTIS maintains a Citywide base map which includes digital aerial orthophotography, block and lot spatial data, street centerline and intersection network, and planimetric features such as curbs, pavement and bridges.

Muni uses the GIS base map for planning agency-wide. Such agency-wide planning includes incorporating base street data for the new Scheduling and Operator Dispatch System, using the data to determine the basis for the Automatic Vehicle Location System (AVL), incorporating incident locations to complement TransitSafe, and incorporating the census maps in the latest Short Range Transit Plan.

359020-081CT, CPG Admin, City Attorney Legal Services \$210,357

This item funds services provided to CPEA by the City Attorney's office. Services provided include oversight of FTA rules, reviews of Requests for Proposals and professional service contracts, litigation advice, and assistance with real estate transactions.

359020-081ET, CPG Administration, TIS Telephone \$2,000

This allocation funds services provided by DTIS, and includes telephone usage, cellular phone usage, voice mail monthly rental, data circuits, monthly pager costs and miscellaneous pass-through billing costs.

City and County of San Francisco
Municipal Transportation Agency
Major Expenditure Categories Change From Prior Year
Budget Year 2004-2005

Department : DPT MTA - MUNICIPAL RAILWAY
Division : 07 MRD-CAPITAL PLANNING&EXTERNAL AFFAIRS

Subobject	Subobject Title	2003-2004 Board Adopted	2004-2005 Board Adopted	FY 2005 Adopted Increase (Decrease) over FY2004 Adopted	
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MUNI-OPERATING-NON-PROJ-CONTROLLED FD**Character : 001 SALARIES**

00101	MISC-REGULAR	906,591	394,305	(512,286)	-56.5%
00501	TEMP-REGULAR-MISC	4,000	4,000	0	0.0%
01101	OVERTIME - MISC	13,655	13,655	0	0.0%
TOTAL SALARIES		924,246	411,960	(512,286)	-55.4%

Character : 013 MANDATORY FRINGE BENEFITS

01301	RETIRE CITY MISC	0	17,668	17,668	0.0%
01371	RETIREMENT PICK UP	0	(2,622)	(2,622)	0.0%
01401	SOCIAL SECURITY (OASDI)	56,306	24,311	(31,995)	-56.8%
01402	SOCIAL SECURITY - MEDICARE (HI ONLY)	13,402	5,974	(7,428)	-55.4%
01501	HEALTH SERVICE-CITY MATCH	55,686	21,319	(34,367)	-61.7%
01571	DEPENDENT COVERAGE-MISCELLANEO	38,956	13,176	(25,780)	-66.2%
01601	DENTAL COVERAGE	16,950	6,573	(10,377)	-61.2%
01701	UNEMPLOYMENT INSURANCE	0	904	904	0.0%
01901	FRINGE ADJUSTMENTS-BUDGET	0	0	0	0.0%
01911	FLEXIBLE BENEFIT PACKAGE	2,903	4,212	1,309	45.1%
01912	LONG TERM DISABILITY INSURANCE	4,384	1,729	(2,655)	-60.6%
TOTAL MANDATORY FRINGE BENEFITS		188,587	93,244	(95,343)	-50.6%

Character : 021 NON PERSONAL SERVICES

02201	TRAINING COSTS PAID TO EMPLOYEES	4,000	4,000	0	0.0%
02301	AUTO MILEAGE	27	27	0	0.0%
02302	LOCAL FIELD EXP	371	371	0	0.0%
02703	TRANSPORTATION SERVICES	20,000	0	(20,000)	-100.0%
02799	OTHER PROFESSIONAL SERVICES	107,000	107,000	0	0.0%
02999	OTHER EQUIP MAINT	10,000	10,000	0	0.0%
03011	PROPERTY RENT	317,660	262,287	(55,373)	-17.4%
03199	OTHER EQUIPMENT RENTALS	3,000	3,000	0	0.0%
03411	SUBSTANCE-PERSONS	1,590	1,590	0	0.0%
03500	OTHER CURRENT EXPENSES - BUDGET	409,500	391,500	(18,000)	-4.4%
03531	GRAPHICS	2,584	2,584	0	0.0%
03551	COPY MACHINE	1,800	1,800	0	0.0%
03571	SUBSCRIPTIONS	1,065	1,065	0	0.0%
05211	TAXES	2,675	0	(2,675)	-100.0%
05400	OTHER FIXED CHARGES-BUDGET	20,600	6,000	(14,600)	-70.9%
TOTAL NON PERSONAL SERVICES		901,872	791,224	(110,648)	-12.3%

Character : 040 MATERIALS & SUPPLIES

04921	DATA PROCESSING SUPPLIES	1,590	1,590	0	0.0%
04951	OTHER OFFICE SUPPLIES	1,378	2,053	675	49.0%
04999	OTHER MATERIALS & SUPPLIES	12,000	26,362	14,362	119.7%
TOTAL MATERIALS & SUPPLIES		14,968	30,005	15,037	100.5%

City and County of San Francisco
Municipal Transportation Agency
Major Expenditure Categories Change From Prior Year
Budget Year 2004-2005

Department : DPT MTA - MUNICIPAL RAILWAY
Division : 07 MRD-CAPITAL PLANNING&EXTERNAL AFFAIRS

Subobject	Subobject Title	2003-2004 Board Adopted	2004-2005 Board Adopted	FY 2005 Adopted Increase (Decrease) over FY2004 Adopted
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MUNI-OPERATING-NON-PROJ-CONTROLLED FD

Character	: 079	ALLOCATED CHARGES			
07999		ALLOCATED CHARGES-SPECIFIC SOUR	(236,203)	(264,723)	(28,520) 12.1%
TOTAL ALLOCATED CHARGES			(236,203)	(264,723)	(28,520) 12.1%
Character	: 081	SERVICES OF OTHER DEPTS (AAO FUNDS)			
081MY		GF-MAYOR'S OFFICE SERVICES (AAO)	60,000	60,000	0 0.0%
081PR		IS-PURCH-REPRODUCTION (AAO)	15,532	19,906	4,374 28.2%
TOTAL SERVICES OF OTHER DEPTS (AAO FUNDS)			75,532	79,906	4,374 5.8%
TOTAL MUNI-OPERATING-NON-PROJ-CONTROLLED FD			1,869,002	1,141,616	(727,386) -38.9%

City and County of San Francisco
Municipal Transportation Agency
Major Expenditure Categories Change From Prior Year
Budget Year 2004-2005

Department : DPT MTA - MUNICIPAL RAILWAY
Division : 07 MRD-CAPITAL PLANNING&EXTERNAL AFFAIRS

Subobject	Subobject Title	2003-2004 Board Adopted	2004-2005 Board Adopted	FY 2005 Adopted Increase (Decrease) over FY2004 Adopted	
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PTC-MUNI RAILWAY PERSONNEL FUND

Character	: 021	NON PERSONAL SERVICES			
02101	TRAVEL COSTS PAID TO EMPLOYEES	8,500	8,500	0	0.0%
02201	TRAINING COSTS PAID TO EMPLOYEES	17,150	17,150	0	0.0%
02300	EMPLOYEE FIELD EXPENSES-BUDGET	2,000	2,000	0	0.0%
03011	PROPERTY RENT	228,429	188,611	(39,818)	-17.4%
03031	MISCELLANEOUS FACILITIES RENTAL	0	41,914	41,914	0.0%
03131	OFFICE MACHINE RENTAL	5,000	5,000	0	0.0%
TOTAL NON PERSONAL SERVICES		261,079	263,175	2,096	0.8%
Character	: 040	MATERIALS & SUPPLIES			
04925	MINOR DATA PROCESSING EQUIPMENT	12,800	12,800	0	0.0%
04951	OTHER OFFICE SUPPLIES	7,000	7,000	0	0.0%
TOTAL MATERIALS & SUPPLIES		19,800	19,800	0	0.0%
Character	: 081	SERVICES OF OTHER DEPTS (AAO FUNDS)			
081C5	IS-TIS-ISD SERVICES (AAO)	20,000	20,000	0	0.0%
081CT	GF-CITY ATTORNEY-LEGAL SERVICES (210,357	210,357	0	0.0%
081ET	GF-TIS-TELEPHONE (AAO)	2,000	2,000	0	0.0%
TOTAL SERVICES OF OTHER DEPTS (AAO FUNDS)		232,357	232,357	0	0.0%
TOTAL PTC-MUNI RAILWAY PERSONNEL FUND		513,236	515,332	2,096	0.4%
TOTAL MRD-CAPITAL PLANNING&EXTERNAL AFFAIRS		2,382,238	1,656,948	(725,290)	-30.4%

TABLE OF ORGANIZATION

Job Class	Job Class Title	FY 2003	FY 2004	FY 2005	FY 2005 Changes
Capital Planning and External Affairs Division					
Operating Fund					
0922	Manager I	1.00	1.00	1.00	0.00
0932	Manager IV	1.00	1.00	1.00	0.00
1051	Business Analyst-Assistant	0.00	1.00	1.00	0.00
1312	Public Information Officer	0.00	0.50	0.50	0.00
1314	Public Relations Officer	0.00	3.00	2.00	(1.00)
1408	Principal Clerk	0.00	1.00	0.00	(1.00)
1426	Senior Clerk Typist	0.00	1.00	1.00	0.00
1450	Executive Secretary I	0.00	1.00	0.17	(0.83)
1770	Photographer	0.00	0.75	0.75	0.00
1771	Media Production Specialist	0.00	1.00	0.17	(0.83)
1773	Media Training Specialist	0.00	1.00	0.00	(1.00)
1774	Head Photographer	0.00	1.00	1.00	0.00
1820	Junior Administrative Analyst	0.00	1.00	0.17	(0.83)
1823	Senior Administrative Analyst	1.00	1.00	1.00	0.00
1842	Management Assistant	0.00	1.00	0.17	(0.83)
9122	Transit Information Clerk	0.00	2.00	0.34	(1.66)
9910	Public Service Trainee	0.00	1.00	0.00	(1.00)
9993M	Attrition Savings - Miscellaneous	(1.21)	(3.38)	(4.82)	(1.44)
Total Operating Fund		1.79	15.87	5.45	(10.42)
Grants Fund					
0922	Manager I	0.00	1.00	0.60	(0.40)
0932	Manager IV	1.00	2.00	2.00	0.00
1314	Public Relations Officer	0.00	0.00	1.00	1.00
1426	Senior Clerk Typist	1.00	1.00	0.00	(1.00)
1446	Secretary II	1.00	1.00	0.17	(0.83)
1452	Executive Secretary II	1.00	1.00	1.00	0.00
1823	Senior Administrative Analyst	3.00	3.00	3.00	0.00
1824	Principal Administrative Analyst	4.00	4.00	4.00	0.00
5289	Transit Planner III	2.00	2.00	2.00	0.00
5290	Transit Planner IV	5.00	4.00	3.00	(1.00)
5506	Project Manager III	1.00	1.00	1.00	0.00
9184	Deputy General Manager, Dpt	1.00	1.00	1.00	0.00
Total Grants Fund		20.00	21.00	18.77	(2.23)
Total Capital Planning & External Affairs Division		21.79	36.87	24.22	(12.65)

**APPROPRIATIONS AND POSITIONS
SECTION, UNIT AND SUB-UNIT LEVELS**

**City and County of San Francisco
Municipal Transportation Agency
Appropriation by Index Code, By Subobject
Budget Year 2004-2005**

Department : DPT MTA - MUNICIPAL RAILWAY
 Division : 07 MRD-CAPITAL PLANNING&EXTERNAL AFFAIRS
 Section : 01 CPLA OFF OF CAPITAL PLANNING&LEGISLATIVE
 Fund : 5MAAAPSF PTC-MUNI RAILWAY PERSONNEL FUND

Subobject	Subobject Title	2004-2005 Board Adopted
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Index Code 359020		CPLA OFF OF CAPITAL PLANNING&LEGISLATIVE
Character : 021	NON PERSONAL SERVICES	
02101	TRAVEL COSTS PAID TO EMPLOYEES	8,500
02201	TRAINING COSTS PAID TO EMPLOYEES	17,150
02300	EMPLOYEE FIELD EXPENSES-BUDGET	2,000
03011	PROPERTY RENT	188,611
03031	MISCELLANEOUS FACILITIES RENTAL	41,914
03131	OFFICE MACHINE RENTAL	5,000
TOTAL NON PERSONAL SERVICES		263,175
Character : 040	MATERIALS & SUPPLIES	
04925	MINOR DATA PROCESSING EQUIPMENT	12,800
04951	OTHER OFFICE SUPPLIES	7,000
TOTAL MATERIALS & SUPPLIES		19,800
Character : 081	SERVICES OF OTHER DEPTS (AAO FUNDS)	
081C5	IS-TIS-ISD SERVICES (AAO)	20,000
081CT	GF-CITY ATTORNEY-LEGAL SERVICES (AAO)	210,357
081ET	GF-TIS-TELEPHONE (AAO)	2,000
TOTAL SERVICES OF OTHER DEPTS (AAO FUNDS)		232,357
TOTAL INDEX CODE 359020		515,332
TOTAL PTC-MUNI RAILWAY PERSONNEL FUND		515,332
TOTAL CPLA OFF OF CAPITAL PLANNING&LEGISLATIVE		515,332

City and County of San Francisco
Municipal Transportation Agency
Position Detail - By Index Code, By Job Class
Budget Year 2004-2005

Department : DPT MTA - MUNICIPAL RAILWAY
 Division : 07 MRD-CAPITAL PLANNING&EXTERNAL AFFAIRS
 Section : 01 CPLA OFF OF CAPITAL PLANNING&LEGISLATIVE

Job Class	Ret Ind	Pos Ind	Class Title	Ref No.	Min Rate	Ty pe	Max Rate	2004-2005 Board Approved	
								Count	Amount

Sub-Fund : 5MAAAPSF PTC-MUNI RAILWAY PERSONNEL FUND
 Index Code : 359020 CPLA OFF OF CAPITAL PLANNING&LEGISLATIVE

001 PERMANENT SALARIES-MISC									
1314	Z	OR	PUBLIC RELATIONS OFFICER.....	5ME	2258	B	2745	1.00	71,645
1452	Z	O	EXECUTIVE SECRETARY II.....		1970	B	2395	1.00	62,510
1823	Z	O	SENIOR ADMINISTRATIVE ANALYST.....		2442	B	2969	1.00	77,491
9184	Z	O	DEPUTY GENERAL MANGER, DPT		4437	B	5676	1.00	148,144
9997M	Z	A	NON-OPERATING POSITION OFFSET.....		0	T	0	(3.00)	(288,145)
9997M	Z	A01	NON-OPERATING POSITION OFFSET.....		0	T	0	(1.00)	(71,645)
Object	001		Subtotals					0.00	0
TOTAL CPLA OFF OF CAPITAL PLANNING&LEGISLATIVE								0.00	0

City and County of San Francisco
Municipal Transportation Agency
Appropriation Summary - Section Level
Budget Year 2004-2005

Department : DPT MTA - MUNICIPAL RAILWAY
Division : 07 MRD-CAPITAL PLANNING&EXTERNAL AFFAIRS
Section : 02 CPLA CAPITAL PLANNING & GRANTS SECTION

Subobject	Subobject Title	2004-2005 Board Adopted
MUNI-OPERATING-NON-PROJ-CONTROLLED FD		
Character : 001	SALARIES	
00501	TEMP-REGULAR-MISC	4,000
TOTAL SALARIES		4,000
Character : 013	MANDATORY FRINGE BENEFITS	
01401	SOCIAL SECURITY (OASDI)	248
01402	SOCIAL SECURITY - MEDICARE (HI ONLY)	58
01701	UNEMPLOYMENT INSURANCE	9
TOTAL MANDATORY FRINGE BENEFITS		315
Character : 021	NON PERSONAL SERVICES	
03011	PROPERTY RENT	23,576
05400	OTHER FIXED CHARGES-BUDGET	6,000
TOTAL NON PERSONAL SERVICES		29,576
TOTAL MUNI-OPERATING-NON-PROJ-CONTROLLED FD		33,891
TOTAL CPLA CAPITAL PLANNING & GRANTS SECTION		33,891

**City and County of San Francisco
Municipal Transportation Agency
Position Detail - By Section Level
Budget Year 2004-2005**

Department : DPT MTA - MUNICIPAL RAILWAY
Division : 07 MRD-CAPITAL PLANNING&EXTERNAL AFFAIRS

Job Class	Class Title	Min Rate	Type	Max Rate	2004-2005 Board Adopted	
					Count	Amount

Section : 02 CPLA CAPITAL PLANNING & GRANTS SECTION

5MAAAPSF : PTC-MUNI RAILWAY PERSONNEL FUND

001 PERMANENT SALARIES-MISC

0932	MANAGER IV	3194	B	4280	2.00	223,416
1823	SENIOR ADMINISTRATIVE ANALYST.....	2442	B	2969	1.00	77,491
1824	PRINCIPAL ADMINISTRATIVE ANALYST.....	2855	B	3470	4.00	362,268
5289	TRANSIT PLANNER III.....	2564	B	3117	2.00	162,707
5290	TRANSIT PLANNER IV.....	3041	B	3696	1.00	96,465
9997M	NON-OPERATING POSITION OFFSET.....	0	T	0	(10.00)	(922,347)
Object	001 Subtotals				0.00	0
TOTAL PTC-MUNI RAILWAY PERSONNEL FUND					0.00	0
TOTAL CPLA CAPITAL PLANNING & GRANTS SECTION					0.00	0

**City and County of San Francisco
Municipal Transportation Agency
Position Detail - By Index Code, By Job Class
Budget Year 2004-2005**

Department : DPT MTA - MUNICIPAL RAILWAY
 Division : 07 MRD-CAPITAL PLANNING&EXTERNAL AFFAIRS
 Section : 02 CPLA CAPITAL PLANNING & GRANTS SECTION
 Unit : 01 CPLA CPG PLANNING UNIT
 Subunit : 01 CPLA CPG PLANNING PROPOSITION B FUND

Job Class	Ret Ind	Pos Ind	Class Title	Ref No.	Min Rate	Type	Max Rate	2004-2005 Board Adopted	
								Count	Amount

Sub-Fund : 5MAAAPSF PTC-MUNI RAILWAY PERSONNEL FUND
 Index Code : 359021 CPLA CPG PLANNING PROPOSITION B FUNDED

001	PERMANENT SALARIES-MISC								
0932	Z O		MANAGER IV		3194 B	4280		1.00	111,708
9997M	Z A		NON-OPERATING POSITION OFFSET.....		0 T	0		(1.00)	(111,708)
Object	001		Subtotals					0.00	0
TOTAL CPLA CPG PLANNING PROPOSITION B FUNDED								0.00	0

**City and County of San Francisco
Municipal Transportation Agency
Position Detail - By Index Code, By Job Class
Budget Year 2004-2005**

Department : DPT MTA - MUNICIPAL RAILWAY
 Division : 07 MRD-CAPITAL PLANNING&EXTERNAL AFFAIRS
 Section : 02 CPLA CAPITAL PLANNING & GRANTS SECTION
 Unit : 01 CPLA CPG PLANNING UNIT
 Subunit : 02 CPLA CPG PLANNING CAPITAL GRANTS FUND

Job Class	Ret Ind	Pos Ind	Class Title	Ref No.	Min Rate	Type	Max Rate	2004-2005 Board Adopted	
								Count	Amount

Sub-Fund : 5MAAAPSF PTC-MUNI RAILWAY PERSONNEL FUND
 Index Code : 359022 CPLA CPG PLANNING CAPITAL GRANTS FUNDED

001 PERMANENT SALARIES-MISC

1426	Z O		SENIOR CLERK TYPIST.....	1506 B	1827			1.00	47,685
1426	Z OD		SENIOR CLERK TYPIST.....	1506 B	1827			(1.00)	(47,685)
9997M	Z A		NON-OPERATING POSITION OFFSET.....	0 T	0			(1.00)	(47,685)
9997M	Z A01		NON-OPERATING POSITION OFFSET.....	0 T	0			1.00	47,685
Object	001		Subtotals					0.00	0
TOTAL CPLA CPG PLANNING CAPITAL GRANTS FUNDED								0.00	0

**City and County of San Francisco
Municipal Transportation Agency
Position Detail - By Index Code, By Job Class
Budget Year 2004-2005**

Department : DPT MTA - MUNICIPAL RAILWAY
 Division : 07 MRD-CAPITAL PLANNING&EXTERNAL AFFAIRS
 Section : 02 CPLA CAPITAL PLANNING & GRANTS SECTION
 Unit : 03 CPLA CPG GRANTS UNIT
 Subunit : 01 CPLA CPG GRANTS UNIT PROP. B FUNDED

Job Class	Ret Ind	Pos Ind	Class Title	Ref No.	Min Rate	Type	Max Rate	2004-2005 Board Adopted	
								Count	Amount

Sub-Fund : 5MAAAPSF PTC-MUNI RAILWAY PERSONNEL FUND
 Index Code : 359024 CPLA CPG GRANTS UNIT PROP. B FUNDED

001 PERMANENT SALARIES-MISC								
1824	Z O	PRINCIPAL ADMINISTRATIVE ANALYST.....	2855	B	3470	1.00	90,567	
9997M	Z A	NON-OPERATING POSITION OFFSET.....	0	T	0	(1.00)	(90,567)	
Object	001	Subtotals				0.00	0	
TOTAL CPLA CPG GRANTS UNIT PROP. B FUNDED							0.00	0

**City and County of San Francisco
Municipal Transportation Agency
Position Detail - By Index Code, By Job Class
Budget Year 2004-2005**

Department : DPT MTA - MUNICIPAL RAILWAY
 Division : 07 MRD-CAPITAL PLANNING&EXTERNAL AFFAIRS
 Section : 02 CPLA CAPITAL PLANNING & GRANTS SECTION
 Unit : 03 CPLA CPG GRANTS UNIT
 Subunit : 02 CPLA CPG GRANTS UNT CAPITAL GRANT FUNDED

Job Class	Ret Ind	Pos Ind	Class Title	Ref No.	Min Rate	Ty pe	Max Rate	2004-2005 Board Adopted	
								Count	Amount

Sub-Fund : 5MAAAPSF PTC-MUNI RAILWAY PERSONNEL FUND
 Index Code : 359025 CPLA CPG GRANTS UNT CAPITAL GRANT FUNDED

001 PERMANENT SALARIES-MISC									
0932	Z O		MANAGER IV		3194 B	4280		1.00	111,708
1823	Z O		SENIOR ADMINISTRATIVE ANALYST.....		2442 B	2969		1.00	77,491
1824	Z O		PRINCIPAL ADMINISTRATIVE ANALYST.....		2855 B	3470		3.00	271,701
1824	Z OR		PRINCIPAL ADMINISTRATIVE ANALYST.....	PT1	2855 B	3470		(1.00)	(90,567)
9997M	Z A		NON-OPERATING POSITION OFFSET.....		0 T	0		(5.00)	(460,900)
9997M	Z A01		NON-OPERATING POSITION OFFSET.....		0 T	0		1.00	90,567
Object	001		Subtotals					0.00	0
TOTAL CPLA CPG GRANTS UNT CAPITAL GRANT FUNDED								0.00	0

**City and County of San Francisco
Municipal Transportation Agency
Appropriation Summary - Unit Level
Budget Year 2004-2005**

Department : DPT MTA - MUNICIPAL RAILWAY
Division : 07 MRD-CAPITAL PLANNING&EXTERNAL AFFAIRS
Section : 02 CPLA CAPITAL PLANNING & GRANTS SECTION
Unit : 04 CPLA CPG PLANNING UNIT

Subobject	Subobject Title	2004-2005 Board Adopted
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MUNI-OPERATING-NON-PROJ-CONTROLLED FD

Character : 001	SALARIES	
00501	TEMP-REGULAR-MISC	4,000
TOTAL SALARIES		4,000
Character : 013	MANDATORY FRINGE BENEFITS	
01401	SOCIAL SECURITY (OASDI)	248
01402	SOCIAL SECURITY - MEDICARE (HI ONLY)	58
01701	UNEMPLOYMENT INSURANCE	9
TOTAL MANDATORY FRINGE BENEFITS		315
Character : 021	NON PERSONAL SERVICES	
03011	PROPERTY RENT	23,576
05400	OTHER FIXED CHARGES-BUDGET	6,000
TOTAL NON PERSONAL SERVICES		29,576
TOTAL MUNI-OPERATING-NON-PROJ-CONTROLLED FD		33,891
TOTAL CPLA CPG PLANNING UNIT		33,891

**City and County of San Francisco
Municipal Transportation Agency
Position Detail - By Unit Level
Budget Year 2004-2005**

Department : DPT MTA - MUNICIPAL RAILWAY
Division : 07 MRD-CAPITAL PLANNING&EXTERNAL AFFAIRS
Section : 02 CPLA CAPITAL PLANNING & GRANTS SECTION

Job Class	Class Title	Min Rate	Type	Max Rate	2004-2005 Board Adopted	
					Count	Amount

Unit : 04 CPLA CPG PLANNING UNIT

5MAAAPSF : PTC-MUNI RAILWAY PERSONNEL FUND

001 PERMANENT SALARIES-MISC

1824	PRINCIPAL ADMINISTRATIVE ANALYST.....	2855	B	3470	1.00	90,567
5289	TRANSIT PLANNER III.....	2564	B	3117	2.00	162,707
5290	TRANSIT PLANNER IV.....	3041	B	3696	1.00	96,465
9997M	NON-OPERATING POSITION OFFSET.....	0	T	0	(4.00)	(349,739)
Object	001 Subtotals				0.00	0
TOTAL PTC-MUNI RAILWAY PERSONNEL FUND					0.00	0
TOTAL CPLA CPG PLANNING UNIT					0.00	0

**City and County of San Francisco
Municipal Transportation Agency
Position Detail - By Index Code, By Job Class
Budget Year 2004-2005**

Department : DPT MTA - MUNICIPAL RAILWAY
Division : 07 MRD-CAPITAL PLANNING&EXTERNAL AFFAIRS
Section : 02 CPLA CAPITAL PLANNING & GRANTS SECTION
Unit : 04 CPLA CPG PLANNING UNIT
Subunit : 01 CPLA CPG PLANNING UNIT CAPITAL GRANT FDD

Job Class	Ret Ind	Pos Ind	Class Title	Ref No.	Min Rate	Type	Max Rate	2004-2005 Board Adopted	
								Count	Amount

Sub-Fund : 5MAAAPSF PTC-MUNI RAILWAY PERSONNEL FUND
Index Code : 359026 CPLA CPG PLANNING UNIT CAPITAL GRANT FDD

001 PERMANENT SALARIES-MISC									
1824	Z	OR	PRINCIPAL ADMINISTRATIVE ANALYST.....	PT1	2855	B	3470	1.00	90,567
5289	Z	O	TRANSIT PLANNER III.....		2564	B	3117	2.00	162,707
5290	Z	O	TRANSIT PLANNER IV.....		3041	B	3696	2.00	192,931
5290	Z	OR	TRANSIT PLANNER IV.....	PTJ	3041	B	3696	(1.00)	(96,466)
9997M	Z	A	NON-OPERATING POSITION OFFSET.....		0	T	0	(4.00)	(355,638)
9997M	Z	A01	NON-OPERATING POSITION OFFSET.....		0	T	0	(1.00)	(90,567)
9997M	Z	A02	NON-OPERATING POSITION OFFSET.....		0	T	0	1.00	96,466
Object	001		Subtotals					0.00	0
TOTAL CPLA CPG PLANNING UNIT CAPITAL GRANT FDD								0.00	0

**City and County of San Francisco
Municipal Transportation Agency
Appropriation by Index Code, by Subobject
Budget Year 2004-2005**

Department : DPT **MTA - MUNICIPAL RAILWAY**
Division : 07 **MRD-CAPITAL PLANNING&EXTERNAL AFFAIRS**
Section : 02 **CPLA CAPITAL PLANNING & GRANTS SECTION**
Unit : 04 **CPLA CPG PLANNING UNIT**
Subunit : 02 **CPLA CPG PLANNING UNIT NON GRANT FUNDED**
Fund : 5MAAAAAA **MUNI-OPERATING-NON-PROJ-CONTROLLED FD**

Subobject	Subobject Title	2004-2005 Board Adopted
Index Code	351701	CPLA CPG PLANNING UNIT NON GRANT FUNDED
Character : 001	SALARIES	
00501	TEMP-REGULAR-MISC	4,000
TOTAL SALARIES		4,000
Character : 013	MANDATORY FRINGE BENEFITS	
01401	SOCIAL SECURITY (OASDI)	248
01402	SOCIAL SECURITY - MEDICARE (HI ONLY)	58
01701	UNEMPLOYMENT INSURANCE	9
TOTAL MANDATORY FRINGE BENEFITS		315
Character : 021	NON PERSONAL SERVICES	
03011	PROPERTY RENT	23,576
05400	OTHER FIXED CHARGES-BUDGET	6,000
TOTAL NON PERSONAL SERVICES		29,576
TOTAL INDEX CODE 351701 CPLA CPG PLANNING UNIT NON GRANT FUNDED		33,891
TOTAL MUNI-OPERATING-NON-PROJ-CONTROLLED FD		33,891
TOTAL CPLA CPG PLANNING UNIT NON GRANT FUNDED		33,891

City and County of San Francisco
Municipal Transportation Agency
Position Detail - By Index Code, By Job Class
Budget Year 2004-2005

Department : DPT MTA - MUNICIPAL RAILWAY
 Division : 07 MRD-CAPITAL PLANNING&EXTERNAL AFFAIRS
 Section : 04 CPLA REAL ESTATE MGT SEC. CAPITAL GRANT

Job Class	Ret Ind	Pos Ind	Class Title	Ref No.	Min Rate	Type	Max Rate	2004-2005 Board Approved	
								Count	Amount

Sub-Fund : 5MAAAPSF PTC-MUNI RAILWAY PERSONNEL FUND
 Index Code : 359028 CPLA REAL ESTATE MGT SEC. CAPITAL GRANT

001		PERMANENT SALARIES-MISC						
1446	Z O		SECRETARY II.....	1658	B	2014	1.00	52,565
1446	Z OD		SECRETARY II.....	1658	B	2014	(0.83)	(43,629)
1823	Z O		SENIOR ADMINISTRATIVE ANALYST.....	2442	B	2969	1.00	77,491
5290	Z O		TRANSIT PLANNER IV.....	3041	B	3696	2.00	192,931
5506	Z O		PROJECT MANAGER III.....	4923	B	4923	1.00	128,490
9997M	Z A		NON-OPERATING POSITION OFFSET.....	0	T	0	(5.00)	(451,477)
9997M	Z A02		NON-OPERATING POSITION OFFSET.....	0	T	0	0.83	43,629
Object	001		Subtotals				0.00	0
TOTAL CPLA REAL ESTATE MGT SEC. CAPITAL GRANT							0.00	0

**City and County of San Francisco
Municipal Transportation Agency
Appropriation by Index Code, By Subobject
Budget Year 2004-2005**

Department : DPT MTA - MUNICIPAL RAILWAY
 Division : 07 MRD-CAPITAL PLANNING&EXTERNAL AFFAIRS
 Section : 09 CPLA LEGISLATIVE AFFAIRS SEC PROP B FD
 Fund : 5MAAAAAA MUNI-OPERATING-NON-PROJ-CONTROLLED FD

Subobject	Subobject Title	2004-2005 Board Adopted
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Index Code	351733	CPLA LEGISLATIVE AFFAIRS NONGRANT FUNDED	
Character	: 001	SALARIES	
00101	MISC-REGULAR		120,422
TOTAL SALARIES			120,422
Character	: 013	MANDATORY FRINGE BENEFITS	
01301	RETIRE CITY MISC		5,398
01401	SOCIAL SECURITY (OASDI)		6,450
01402	SOCIAL SECURITY - MEDICARE (HI ONLY)		1,745
01501	HEALTH SERVICE-CITY MATCH		5,103
01571	DEPENDENT COVERAGE-MISCELLANEOUS		3,058
01601	DENTAL COVERAGE		1,568
01701	UNEMPLOYMENT INSURANCE		264
01911	FLEXIBLE BENEFIT PACKAGE		1,689
01912	LONG TERM DISABILITY INSURANCE		429
TOTAL MANDATORY FRINGE BENEFITS			25,704
Character	: 021	NON PERSONAL SERVICES	
02799	OTHER PROFESSIONAL SERVICES		50,000
TOTAL NON PERSONAL SERVICES			50,000
Character	: 079	ALLOCATED CHARGES	
07999	ALLOCATED CHARGES-SPECIFIC SOURCES		(125,361)
TOTAL ALLOCATED CHARGES			(125,361)
Character	: 081	SERVICES OF OTHER DEPTS (AAO FUNDS)	
081MY	GF-MAYOR'S OFFICE SERVICES (AAO)		60,000
TOTAL SERVICES OF OTHER DEPTS (AAO FUNDS)			60,000
TOTAL INDEX CODE 351733			130,765
TOTAL MUNI-OPERATING-NON-PROJ-CONTROLLED FD			130,765
TOTAL CPLA LEGISLATIVE AFFAIRS SEC PROP B FD			130,765

**City and County of San Francisco
Municipal Transportation Agency
Position Detail - By Index Code, By Job Class
Budget Year 2004-2005**

Department : DPT MTA - MUNICIPAL RAILWAY
 Division : 07 MRD-CAPITAL PLANNING&EXTERNAL AFFAIRS
 Section : 09 CPLA LEGISLATIVE AFFAIRS SEC PROP B FD

Job Class	Ret Ind	Pos Ind	Class Title	Ref No.	Min Rate	Type	Max Rate	2004-2005 Board Approved	
								Count	Amount

Sub-Fund : 5MAAAAAA MUNI-OPERATING-NON-PROJ-CONTROLLED FD
 Index Code : 351733 CPLA LEGISLATIVE AFFAIRS NONGRANT FUNDED

001 PERMANENT SALARIES-MISC							
0932	C A	MANAGER IV		3194 B	4280	1.00	113,942
1823	C A	SENIOR ADMINISTRATIVE ANALYST.....		2442 B	2969	1.00	77,491
9993M	Z A	ATTRITION SAVINGS - MISCELLANEOUS.....		0 T	0	(0.70)	(63,769)
STEPM	Z A	STEP ADJUSTMENTS, MISCELLANEOUS.....		0 T	0	0.00	(10,126)
STEPM	Z A01	STEP ADJUSTMENTS, MISCELLANEOUS.....		0 T	0	0.00	2,884
Object	001	Subtotals				1.30	120,422
TOTAL CPLA LEGISLATIVE AFFAIRS NONGRANT FUNDED						1.30	120,422

**City and County of San Francisco
Municipal Transportation Agency
Appropriation by Index Code, By Subobject
Budget Year 2004-2005**

Department : DPT MTA - MUNICIPAL RAILWAY
 Division : 07 MRD-CAPITAL PLANNING&EXTERNAL AFFAIRS
 Section : 10 CPLA MARKETING SECTION
 Fund : 5MAAAAAA MUNI-OPERATING-NON-PROJ-CONTROLLED FD

Subobject	Subobject Title	2004-2005 Board Adopted
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Index Code 351732 CPLA MARKETING SECTION

Character : 001 SALARIES		
00101 MISC-REGULAR		225,485
TOTAL SALARIES		225,485
Character : 013 MANDATORY FRINGE BENEFITS		
01301 RETIRE CITY MISC		10,103
01371 RETIREMENT PICK UP		(2,622)
01401 SOCIAL SECURITY (OASDI)		13,768
01402 SOCIAL SECURITY - MEDICARE (HI ONLY)		3,271
01501 HEALTH SERVICE-CITY MATCH		13,220
01571 DEPENDENT COVERAGE-MISCELLANEOUS		8,099
01601 DENTAL COVERAGE		4,076
01701 UNEMPLOYMENT INSURANCE		496
01911 FLEXIBLE BENEFIT PACKAGE		2,523
01912 LONG TERM DISABILITY INSURANCE		956
TOTAL MANDATORY FRINGE BENEFITS		53,890
Character : 021 NON PERSONAL SERVICES		
02201 TRAINING COSTS PAID TO EMPLOYEES		3,000
02799 OTHER PROFESSIONAL SERVICES		57,000
02999 OTHER EQUIP MAINT		10,000
03199 OTHER EQUIPMENT RENTALS		3,000
TOTAL NON PERSONAL SERVICES		73,000
Character : 040 MATERIALS & SUPPLIES		
04999 OTHER MATERIALS & SUPPLIES		26,362
TOTAL MATERIALS & SUPPLIES		26,362
Character : 079 ALLOCATED CHARGES		
07999 ALLOCATED CHARGES-SPECIFIC SOURCES		(14,362)
TOTAL ALLOCATED CHARGES		(14,362)
TOTAL INDEX CODE 351732		364,375
TOTAL MUNI-OPERATING-NON-PROJ-CONTROLLED FD		364,375
TOTAL CPLA MARKETING SECTION		364,375

City and County of San Francisco
Municipal Transportation Agency
Position Detail - By Index Code, By Job Class
Budget Year 2004-2005

Department : DPT MTA - MUNICIPAL RAILWAY
 Division : 07 MRD-CAPITAL PLANNING&EXTERNAL AFFAIRS
 Section : 10 CPLA MARKETING SECTION

Job Class	Ret Ind	Pos Ind	Class Title	Ref No.	Min Rate	Type	Max Rate	2004-2005 Board Approved	
								Count	Amount

Sub-Fund : 5MAAAAAA MUNI-OPERATING-NON-PROJ-CONTROLLED FD
 Index Code : 351732 CPLA MARKETING SECTION

001		PERMANENT SALARIES-MISC							
0922	C A		MANAGER I	2564	B	3437	1.00		91,500
1051	C A		BUS ANALYST-ASSISTANT.....	1951	B	2454	1.00		64,049
1312	C A		PUBLIC INFORMATION OFFICER.....	1895	B	2303	0.50		30,054
1770	C A		PHOTOGRAPHER.....	1607	B	1951	0.75		38,191
1771	C A		MEDIA PRODUCTION SPECIALIST.....	1778	B	2161	1.00		56,402
1771	C AD3		MEDIA PRODUCTION SPECIALIST.....	1778	B	2161	(0.83)		(46,814)
1773	C A		MEDIA TRAINING SPECIALIST.....	2221	B	2700	1.00		70,470
1773	C AD		MEDIA TRAINING SPECIALIST.....	2221	B	2700	(1.00)		(70,470)
1774	C A		HEAD PHOTOGRAPHER.....	1923	B	2337	1.00		60,996
9993M	Z A		ATTRITION SAVINGS - MISCELLANEOUS.....		T	0	(2.12)		(139,695)
9993M	Z A01		ATTRITION SAVINGS - MISCELLANEOUS.....		T	0	1.08		71,013
STEPM	Z A		STEP ADJUSTMENTS, MISCELLANEOUS.....		T	0	0.00		(211)
Object	001		Subtotals				3.38		225,485
TOTAL CPLA MARKETING SECTION							3.38		225,485

City and County of San Francisco
Municipal Transportation Agency
Appropriation Summary - Section Level
Budget Year 2004-2005

Department : DPT MTA - MUNICIPAL RAILWAY
Division : 07 MRD-CAPITAL PLANNING&EXTERNAL AFFAIRS
Section : 11 COMMUNITY AND PUBLIC RELATIONS

Subobject	Subobject Title	2004-2005 Board Adopted
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MUNI-OPERATING-NON-PROJ-CONTROLLED FD

Character	: 001	SALARIES	
00101		MISC-REGULAR	48,398
01101		OVERTIME - MISC	13,655
TOTAL SALARIES			62,053
Character	: 013	MANDATORY FRINGE BENEFITS	
01301		RETIRE CITY MISC	2,167
01401		SOCIAL SECURITY (OASDI)	3,845
01402		SOCIAL SECURITY - MEDICARE (HI ONLY)	900
01501		HEALTH SERVICE-CITY MATCH	2,996
01571		DEPENDENT COVERAGE-MISCELLANEOUS	2,019
01601		DENTAL COVERAGE	929
01701		UNEMPLOYMENT INSURANCE	135
01912		LONG TERM DISABILITY INSURANCE	344
TOTAL MANDATORY FRINGE BENEFITS			13,335
Character	: 021	NON PERSONAL SERVICES	
02201		TRAINING COSTS PAID TO EMPLOYEES	1,000
02301		AUTO MILEAGE	27
02302		LOCAL FIELD EXP	371
03011		PROPERTY RENT	238,711
03411		SUBSISTANCE-PERSONS	1,590
03500		OTHER CURRENT EXPENSES - BUDGET	391,500
03531		GRAPHICS	2,584
03551		COPY MACHINE	1,800
03571		SUBSCRIPTIONS	1,065
TOTAL NON PERSONAL SERVICES			638,648
Character	: 040	MATERIALS & SUPPLIES	
04921		DATA PROCESSING SUPPLIES	1,590
04951		OTHER OFFICE SUPPLIES	2,053
TOTAL MATERIALS & SUPPLIES			3,643
Character	: 079	ALLOCATED CHARGES	
07999		ALLOCATED CHARGES-SPECIFIC SOURCES	(125,000)
TOTAL ALLOCATED CHARGES			(125,000)
Character	: 081	SERVICES OF OTHER DEPTS (AAO FUNDS)	
081PR		IS-PURCH-REPRODUCTION (AAO)	19,906
TOTAL SERVICES OF OTHER DEPTS (AAO FUNDS)			19,906
TOTAL MUNI-OPERATING-NON-PROJ-CONTROLLED FD			612,585
TOTAL COMMUNITY AND PUBLIC RELATIONS			612,585

**City and County of San Francisco
Municipal Transportation Agency
Appropriation by Index Code, by Subobject
Budget Year 2004-2005**

Department : DPT MTA - MUNICIPAL RAILWAY
 Division : 07 MRD-CAPITAL PLANNING&EXTERNAL AFFAIRS
 Section : 11 COMMUNITY AND PUBLIC RELATIONS
 Unit : 01 OFFICE OF COMMUNITY & PUBLIC RELATIONS
 Fund : 5MAAAAAA MUNI-OPERATING-NON-PROJ-CONTROLLED FD

Subobject	Subobject Title	2004-2005 Board Adopted
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Index Code	351025	OFFICE OF COMMUNITY & PUBLIC RELATIONS	
Character	: 001	SALARIES	
00101	MISC-REGULAR		18,893
TOTAL SALARIES			18,893
Character	: 013	MANDATORY FRINGE BENEFITS	
01301	RETIRE CITY MISC		845
01401	SOCIAL SECURITY (OASDI)		1,171
01402	SOCIAL SECURITY - MEDICARE (HI ONLY)		274
01501	HEALTH SERVICE-CITY MATCH		1,126
01571	DEPENDENT COVERAGE-MISCELLANEOUS		759
01601	DENTAL COVERAGE		350
01701	UNEMPLOYMENT INSURANCE		41
01912	LONG TERM DISABILITY INSURANCE		64
TOTAL MANDATORY FRINGE BENEFITS			4,630
Character	: 081	SERVICES OF OTHER DEPTS (AAO FUNDS)	
081PR	IS-PURCH-REPRODUCTION (AAO)		19,906
TOTAL SERVICES OF OTHER DEPTS (AAO FUNDS)			19,906
TOTAL INDEX CODE 351025			43,429
TOTAL MUNI-OPERATING-NON-PROJ-CONTROLLED FD			43,429
TOTAL OFFICE OF COMMUNITY & PUBLIC RELATIONS			43,429

**City and County of San Francisco
Municipal Transportation Agency
Position Detail - By Index Code, By Job Class
Budget Year 2004-2005**

Department : DPT MTA - MUNICIPAL RAILWAY
Division : 07 MRD-CAPITAL PLANNING&EXTERNAL AFFAIRS
Section : 11 COMMUNITY AND PUBLIC RELATIONS
Unit : 01 OFFICE OF COMMUNITY & PUBLIC RELATIONS

Job Class	Ret Ind	Pos Ind	Class Title	Ref No.	Min Rate	Ty pe	Max Rate	2004-2005 Board Adopted	
								Count	Amount

Sub-Fund : 5MAAAAAA MUNI-OPERATING-NON-PROJ-CONTROLLED FD
Index Code : 351025 OFFICE OF COMMUNITY & PUBLIC RELATIONS

001 PERMANENT SALARIES-MISC

1426	C A		SENIOR CLERK TYPIST.....		1506 B	1827		1.00	47,685
1820	C A		JUNIOR ADMINISTRATIVE ANALYST.....		1622 B	1970		1.00	51,417
1820	C	AD2	JUNIOR ADMINISTRATIVE ANALYST.....		1622 B	1970		(0.50)	(25,709)
1820	C	AD3	JUNIOR ADMINISTRATIVE ANALYST.....		1622 B	1970		0.50	25,709
1820	C	AD4	JUNIOR ADMINISTRATIVE ANALYST.....		1622 B	1970		(0.83)	(42,676)
1842	C A		MANAGEMENT ASSISTANT.....		1960 B	2383		1.00	62,196
1842	C	AD	MANAGEMENT ASSISTANT.....		1960 B	2383		(0.83)	(51,623)
9910	C A		PUBLIC SERVICE TRAINEE.....		0 T	0		1.00	22,613
9910	C	AD	PUBLIC SERVICE TRAINEE.....		0 T	0		(1.00)	(22,613)
9993M	Z A		ATTRITION SAVINGS - MISCELLANEOUS.....		0 T	0		(1.54)	(70,719)
9993M	Z	A01	ATTRITION SAVINGS - MISCELLANEOUS.....		0 T	0		0.49	22,613
Object	001		Subtotals					0.29	18,893
TOTAL OFFICE OF COMMUNITY & PUBLIC RELATIONS								0.29	18,893

**City and County of San Francisco
Municipal Transportation Agency
Appropriation by Index Code, by Subobject
Budget Year 2004-2005**

Department : DPT MTA - MUNICIPAL RAILWAY
 Division : 07 MRD-CAPITAL PLANNING&EXTERNAL AFFAIRS
 Section : 11 COMMUNITY AND PUBLIC RELATIONS
 Unit : 02 COMMUNICATIONS
 Fund : 5MAAAAAA MUNI-OPERATING-NON-PROJ-CONTROLLED FD

Subobject	Subobject Title	2004-2005 Board Adopted
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Index Code 351026 COMMUNICATIONS UNIT

Character : 001	SALARIES	
00101	MISC-REGULAR	29,505
01101	OVERTIME - MISC	13,655
TOTAL SALARIES		43,160
Character : 013	MANDATORY FRINGE BENEFITS	
01301	RETIRE CITY MISC	1,322
01401	SOCIAL SECURITY (OASDI)	2,674
01402	SOCIAL SECURITY - MEDICARE (HI ONLY)	626
01501	HEALTH SERVICE-CITY MATCH	1,870
01571	DEPENDENT COVERAGE-MISCELLANEOUS	1,260
01601	DENTAL COVERAGE	579
01701	UNEMPLOYMENT INSURANCE	94
01912	LONG TERM DISABILITY INSURANCE	280
TOTAL MANDATORY FRINGE BENEFITS		8,705
Character : 021	NON PERSONAL SERVICES	
02201	TRAINING COSTS PAID TO EMPLOYEES	1,000
02301	AUTO MILEAGE	27
02302	LOCAL FIELD EXP	371
03011	PROPERTY RENT	238,711
03411	SUBSISTANCE-PERSONS	1,590
03500	OTHER CURRENT EXPENSES - BUDGET	391,500
03531	GRAPHICS	2,584
03551	COPY MACHINE	1,800
03571	SUBSCRIPTIONS	1,065
TOTAL NON PERSONAL SERVICES		638,648
Character : 040	MATERIALS & SUPPLIES	
04921	DATA PROCESSING SUPPLIES	1,590
04951	OTHER OFFICE SUPPLIES	2,053
TOTAL MATERIALS & SUPPLIES		3,643
Character : 079	ALLOCATED CHARGES	
07999	ALLOCATED CHARGES-SPECIFIC SOURCES	(125,000)
TOTAL ALLOCATED CHARGES		(125,000)
TOTAL INDEX CODE 351026		569,156
TOTAL MUNI-OPERATING-NON-PROJ-CONTROLLED FD		569,156
TOTAL COMMUNICATIONS		569,156

City and County of San Francisco
Municipal Transportation Agency
Position Detail - By Index Code, By Job Class
Budget Year 2004-2005

Department : DPT MTA - MUNICIPAL RAILWAY
 Division : 07 MRD-CAPITAL PLANNING&EXTERNAL AFFAIRS
 Section : 12 REGULATORY AFFAIRS

Job Class	Ret Ind	Pos Ind	Class Title	Ref No.	Min Rate	Type	Max Rate	2004-2005 Board Approved	
								Count	Amount

Sub-Fund : 5MAAAPSF PTC-MUNI RAILWAY PERSONNEL FUND
 Index Code : 359109 CPLA REGULATORY AFFAIRS

001 PERMANENT SALARIES-MISC

0922	Z O	MANAGER I		2564 B	3437		1.00	89,706	
0922	Z OD	MANAGER I		2564 B	3437		(0.40)	(35,882)	
9997M	Z A	NON-OPERATING POSITION OFFSET.....		0 T	0		(1.00)	(89,706)	
9997M	Z A01	NON-OPERATING POSITION OFFSET.....		0 T	0		0.40	35,882	
Object	001	Subtotals					0.00	0	
TOTAL CPLA REGULATORY AFFAIRS								0.00	0

INDEX CODES

Capital Planning and External Affairs
List of Index Codes (Charge and Budget)

Municipal Transportation Agency (MTA)						Charge	Budget	
						Index	Index	
Div	Sec	Index Code Title				Code	Code	
07		MRD-CAPITAL PLANNING & LEGISLATIVE AFFAIRS DIVISION (CPLA)						
		<i>FUND: 5MAAAPSF - MRD PERSONNEL FUND</i>						
07	01	CPLA Office of Capital Planning and Legislative Affairs				359020	359020	
		<i>FUND: 5MAAAPSF - MRD PERSONNEL FUND</i>						
07	02	CPLA Capital Planning & Grants Section (CPG)						
07	02	CPLA CPG Admin. Proposition B Funded				359021	359021	
07	02	CPLA CPG Admin. Capital Grants Funded				359022	359022	
07	02	CPLA CPG Grants Unit Proposition B Funded				359024	359024	
07	02	CPLA CPG Grants Unit Capital Grant Funded				359025	359025	
07	02	CPLA CPG Planning Unit Capital Grant Funded				359026	359026	
		<i>FUND: 5MAAAAAA - MRD OPERATING FUND</i>						
07	02	CPLA CPG Planning Unit Non Grant Funded				351701	351701	
		<i>FUND: 5MAAAPSF - MRD PERSONNEL FUND</i>						
07	04	CPLA Real Estate Management Sec. Capital Grant Funded				359028	359028	
07	09	CPLA Legislative Affairs Section Prop B Funded				359038	359038	
		<i>FUND: 5MAAAAAA - MRD OPERATING FUND</i>						
07	09	CPLA Legislative Affairs Section				351733	351733	
07	10	CPLA Marketing Section				351732	351732	
07	11	Community and Public Relations (PR) Section						
07	11	Office of Community and PR Unit				351025	351025	
07	11	Communications Unit				351026	351026	
07	11	Communications PACBELL Events				351027	351026	
07	11	Communications 3COM Events				351031	351026	
07	11	Communications Other Special Events				351028	351026	
07	11	Translink - Communications				351033	351026	
07	11	Communications-Safety Banquet				351734	351026	
07	11	Communications-Cable Car Ringing				351735	351026	
07	11	Communications-Annual Awards Reception				351736	351026	
		<i>FUND: 5MAAAPSF - MRD PERSONNEL FUND</i>						
07	12	CPLA Regulatory Affairs				359109	359109	
07	12	Metro Access-ADA				359110	359109	