

AGENDA
INTERCITY TRANSIT AUTHORITY
WORK SESSION
October 15, 2014
5:30 P.M.

CALL TO ORDER

- | | | |
|------------|---|----------------|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | INTRODUCTIONS - None | 0 min. |
| 3) | PUBLIC COMMENT
<i>Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any issue. The person speaking is asked to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. Please include your first and last name, a mailing address or a phone number (in the event we need to contact you). When your name is called, step up to the podium and give your name for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat. Citizens testifying are asked to limit testimony to three minutes.</i>

<i>The Authority will not typically respond to your comments this same evening;</i> | 10 min. |
| 4) | CITIZEN ADVISORY COMMITTEE REPORT (<i>Mitch Chong</i>) | 3 min. |
| 5) | TRANSPORTATION PLAN FOR THURSTON COUNTY AND RURAL & TRIBAL TRANSPORTATION (<i>Karen Parkhurst</i>) | 15 min. |
| 6) | 2015 DRAFT BUDGET (<i>Leslie Williamson</i>) | 10 min. |
| 7) | DISCOUNTED BUS PASS PROGRAM (<i>Ann Freeman-Manzanares</i>) | 5 min. |
| 8) | 2015-2020 STRATEGIC PLAN (<i>Ann Freeman-Manzanares</i>) | 90 min. |
| 9) | GENERAL MANAGER'S REPORT | 10 min. |
| 10) | AUTHORITY ISSUES | 10 min. |

ADJOURNMENT

Intercity Transit is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin consistent with requirements of Title VI of the Civil Rights Act of 1964 and Federal Transit Administration guidance in FTA Circular 4702.

For questions regarding Intercity Transit's Title VI Program, you may contact the agency's Title VI Officer at (360) 705-5885 or bholman@intercitytransit.com.

If you need special accommodations to participate in this meeting, please call us at (360) 705-5860 three days prior to the meeting.

For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 705-5860.

Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. This facility is served by Routes 62A, 62B (on Martin Way), and 66 (on Pacific Avenue).

**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 5
MEETING DATE: October 15, 2014**

FOR: Intercity Transit Authority

FROM: Karen Parkhurst, Senior Planner, TRPC, 956-7575

SUBJECT: Updating the Regional Coordinated Public Transit and Human Services Transportation Plan for Thurston Region and Changes to Rural & Tribal Transportation Program (RT)

1) **The Issue:** To provide an update on the Regional Coordinated Public Transit and Human Services Plan and the Rural & Tribal Transportation Program (RT).

2) **Recommended Action:** For presentation and discussion only.

3) **Policy Analysis:** N/A.

4) **Background:** Regional Coordinated Public Transit and Human Services Plan - Federal transportation legislation requires TRPC to adopt plans for coordination of human service transportation. At the state level, the Washington State Department of Transportation Consolidated Grant program mandates that we update the plans by the end of 2014. As part of this effort, TRPC must also name and prioritize projects to make them eligible for funding under the grant program. The Consolidated Grant program funded Village Vans, Bus Buddies and the Rural & Tribal Transportation Program (RT). Applications are due in November.

Nearly fifteen years ago, with the assistance of Intercity Transit and other regional partners, the Thurston Regional Planning Council (TRPC) began to coordinate transportation efforts in the Thurston Region for people with special needs. Continuing activities include facilitating the Thurston County Human Services Transportation Forum, developing regional plans, and implementing services. This includes the Regional Coordinated Public Transit and Human Services Transportation Plan for the Thurston Region.

The Rural & Tribal Transportation Program (RT), led by TOGETHER! and TRPC began operating nearly 12 years ago. It provides service to the Nisqually Indian Tribe, the Confederated Tribes of the Chehalis Reservation, and the communities of Bucoda, Rainier, Tenino, Rochester, and Yelm. RT connects riders to Intercity

Transit in Thurston County and Twin Transit in Lewis County. Intercity Transit is an integral partner, providing technical and marketing assistance and in-kind match. The Rural & Tribal Transportation Program (RT) began as an on-demand service and has gradually moved to a route deviated system. Last month, RT kicked off a new schedule and routes.

5) **Alternatives:** N/A.

6) **Budget Notes:** N/A.

7) **Goal Reference:** **Goal #1:** *“Assess the transportation needs of our community.”*
Goal #4: *“Provide responsive transportation options.”*

8) **References:** None.

**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 6
MEETING DATE: October 15, 2014**

FOR: Intercity Transit Authority

FROM: Ben Foreman, 360-705-5813, bforeman@intercitytransit.com

SUBJECT: 2015 Draft Budget

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- 1) **The Issue:** To present all the Draft 2015 Budget including new projects/positions.
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- 2) **Recommended Action:** Give staff verbal direction as to what to bring forward in the draft budget for the November 5, 2014, Public Hearing. The Authority will be asked to adopt the 2015 Budget at the December 3, 2014, meeting and will have the opportunity to add or delete projects up until December 3. The 2015 Budget revisions after December 3, 2014, will require a separate resolution.
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- 3) **Policy Analysis:** The draft budget documents rest heavily on the proposed Strategic Plan that the Authority will have the opportunity to adopt at the December 3 meeting. The Strategic Plan states the Authority's wishes regarding service levels - the service levels are the prime driver of our proposed expenses for 2015.
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- 4) **Background:** The Budget Committee, which consists of the General Manager, and seventeen directors/managers and one representative from each of the union groups (total of twenty staff members) reviewed the proposed 2015 operating costs as contrasted against the 2014 adopted budget and reviewed each of the proposed 2015 new projects/positions. Based on that review, staff is recommending the draft 2015 budget as contained in the 2015 Draft Budget document be taken forward to the public hearing.
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- 5) **Alternatives:**
- A) Present the Draft Budget, as proposed, to the public at the November 5, 2014, Public Hearing.
 - B) Direct staff to revise the proposed projects for inclusion in the draft budget for presentation at the November 5, 2014, Public Hearing.
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- 6) **Budget Notes:** N/A.

7) **Goal Reference:** The annual budget impacts all agency goals.

8) **References:** 2015 Discussion Guide.

**Intercity
Transit**

**2015
Discussion
Guides**

October 2014

Reconciliation of Proposed 2015 Budget

Strategic Plan Operating Budget	36,531,056
Strategic Plan Capital Budget	2,918,532
Total Strategic Plan Budget for 2015	<u>39,449,588</u>
Capital and Major Projects Carryover from 2014	14,904,782
Total 2015 Proposed Budget	<u><u>54,354,370</u></u>

PROPOSED 2015 BUDGET:

New Projects		553,280
Capital Expenditures		2,717,495
Ongoing Projects, including Carryover Projects	10,028,582	
2014 Capital Projects Moved to Ongoing:		
FleetNet Replacement	500,000	
UST Replacement/Lube Room	4,000,000	
Staff Car Replacements	68,200	
	<u>4,568,200</u>	
Total Ongoing Projects		14,596,782
Operating Expenses		10,948,577
Salaries/Wages and Benefits		25,244,809
TOTAL PROPOSED 2015 BUDGET		<u><u>54,060,943</u></u>

Intercity Transit 2015 Discussion Guides

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<u>Description</u>	<u>Amount</u>	<u>Page #'s</u>
New Projects	553,280	4 - 11
Capital Projects	2,717,495	12 - 17
Ongoing Projects	14,904,782	18 - 40
Operating Expenses	10,640,577	41 - 132
<u>Salaries, Wages and Benefits</u>	<u>25,244,809</u>	133 - 152
Total Proposed 2013 Budget	<u><u>54,060,943</u></u>	

NEW POSITIONS/PROJECTS - Functions, activities and projects that the budget team determined might add to the service provided to our customers, or that would be considered "smart to do."

<u>Project #</u>	<u>Name</u>	<u>Amount</u>	<u>Page #</u>
FIN-010	General Wage Increase - Non reps	380,000	5
IS-018	DAL Online Maps	29,780	6
MC-017	Market Research	55,000	7
PL-012	On-board Customer Survey	55,000	8
FAC-064	Expansion Small Utility Trailer	3,500	9
DAL-006	DAL Customer Survey	25,000	10
VP-007	Vanpool Customer Survey	5,000	11
Total New Projects/Positions		<u>553,280</u>	

General Wage Increase

Year: 2015

Department: Finance/Administration

Division: Finance

Project Code: FIN-010

Priority: New project/position that improves service or saves money.

Project Description Proposed General Wage Increase for non-represented and ATU employees for 2015.

Project Benefits

Project Alternatives

Budget Amount	Account Description
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\$380,000.00	Staff Salary & Wages
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\$380,000.00	Total Budget Amount
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DAL Online Maps

Year: 2015

Department: Finance/Administration

Division: Information Systems

Project Code: IS-018

Priority: New project/position that improves service or saves money.

Project Description The DAL department wants an enhancement to their RouteMatch system that would provide turn by turn directions and maps that intergrate with the RouteMatch manifests. This has the potential of improving service, reducing miles driven, and increasing safety.

Project Benefits

Project Alternatives

Budget Amount	Account Description
\$24,780.00	COMMUNICATION EQUIP (CE)
\$5,000.00	MISCELLANEOUS EQUIPMENT
\$29,780.00	Total Budget Amount

Market Research

Year: 2015
Department: Executive
Division: Marketing
Project Code: MC-017
Priority: New project/position that improves service or saves money.

Project Description Market research will provide current data to help us create targeted marketing and communications plans for the next 3-5 years. Research will include a Market Segmentation Study (captures data about riders, non-riders, potential users, and community attitudes), and a Commuter Worksite Study.

Project Benefits

Project Alternatives

Budget Amount	Account Description
\$55,000.00	PROFESSIONAL SERVICES
\$55,000.00	Total Budget Amount

On-board Customer Survey

Year: 2015
Department: Executive
Division: Planning
Project Code: PL-012
Priority: New project/position that improves service or saves money.

Project Description This is an analytical based survey designed to ask current customers about their use of fixed route service, improvements they would suggest and how they rate (by 'satisfaction' variables) the quality of service that Intercity Transit provides to the public.

Project Benefits The on-board customer satisfaction study was created to bench mark conditions in 2004 and re-measured again in 2008. A study in 2015 will allow us to continue the process of asking customers about what works and what doesn't do well so we can address concerns and/or take possible actions in the future.

This type of survey is one of the few ways we can accurately develop a picture of our customer base and address a number of topic areas including: profiles of customers and service use, demographics of customers, communication/transit information resources used, motivations for using transit, and service ratings/satisfaction with service quality including equipment, operator interaction, safety of service and facilities.

Study results inform us as to what Intercity Transit might do in the future. Decisions on levels of service, improvements in facilities/amenities and demographic data for grant writing and meeting federal reporting requirements on Title VI - Environmental Justice and Limited English Proficiency populations - are some of the ways the results will be applied.

Project Alternatives

Budget Amount	Account Description
\$55,000.00	PROFESSIONAL SERVICES
\$55,000.00	Total Budget Amount

DAL Customer Survey

Year: 2015
Department: Operations
Division: Dial A Lift
Project Code: DAL-006
Priority: New project/position that improves service or saves money.

Project Description This budget item supports the completion of a user survey of Dial-A-Lift clients. This survey will audit how users utilize DAL service, what their satisfaction levels are and assist the agency with service considerations for the future.

Project Benefits

Project Alternatives

Budget Amount	Account Description
\$25,000.00	PROFESSIONAL SERVICES
\$25,000.00	Total Budget Amount

Expansion Small Utility Trailer

Year: 2015
Department: Operations
Division: Facilities
Project Code: FAC-064
Priority: New project/position that improves service or saves money.

Project Description This trailer would be a small 5 x 8 utility trailer for the purpose of transporting the paint sprayer, floor scrubber, welders, generators, and pressure washers when needed. It could also be utilized for transporting other items (furniture, pallets, lumber, tree branches, etc) for facilities on an as needed basis. A small utility trailer would be a very useful and productive tool to have available for the facilities shop.

Project Benefits The paint sprayer is currently transported in the truck bed with the lift gate. This requires someone to climb up into the truck bed each time they need to start it and make any adjustments. The larger trailer used for shelters is too large for this type of work, blocks driveways and makes it difficult to get into tight spaces. The paint striper could stay on the trailer as they drive around to the different bus stops to paint curbs, giving easy access to starting and adjusting the sprayer. This smaller trailer would also make it much easier to load and unload the floor scrubber and transport it to the OTC, LTC and spill locations.

Project Alternatives Continue to operate using to the truck beds and or the large shelter trailer.

Budget Amount	Account Description
\$3,500.00	EQUIP - STAFF VEHICLES (WIP)
\$3,500.00	Total Budget Amount

Vanpool Customer Survey

Year: 2015

Department: Operations

Division: Vanpool

Project Code: VP-007

Priority: New project/position that improves service or saves money.

Project Description Survey vanpool customers for satisfaction and areas of improvement. Develop Survey Monkey electronic survey and questions to provide data that will assist us in increasing our program market share and see if we have customer service needs not being met.

Project Benefits Survey vanpool customers will allow us to have data that will assist us in increasing our program market share and see if we have customer service needs not being met.

Project Alternatives We can survey in 2016.

Budget Amount	Account Description
\$5,000.00	PROFESSIONAL SERVICES
\$5,000.00	Total Budget Amount

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

<u>Project #</u>	<u>Name</u>	<u>Amount</u>	<u>Page #</u>
IS-005	Replace Aging Equipment	281,000	13
FAC-061	Facilities Trailer Replacement	15,000	14
FAC-062	HVAC Replacement OTC	50,000	15
VM-014	Purchase DAL Vans	1,019,495	16
VP-004	Vanpool Vehicles	1,352,000	17
Total Capital Expenditures		<u>2,717,495</u>	

Replace Aging Equipment

Year: 2015

Department: Finance/Administration

Division: Information Systems

Project Code: IS-005

Priority: Capital improvement project included in the Strategic Plan.

Project Description This is the annual budget to replace aging equipment including PCs, laptops, network equipment, and servers.

Budget Amount	Account Description
\$70,000.00	IS SOFTWARE
\$211,000.00	IS EQUIPMENT (IS)
\$281,000.00	Total Budget Amount

Facilities Trailer Replacement

Year: 2015
Department: Operations
Division: Facilities
Project Code: FAC-061
Priority: Capital improvement project included in the Strategic Plan.

Project Description The facilities trailer, #1277, was purchased in 1997. A safe, reliable, working trailer is vital to the transportation, installation, removal and replacement of shelters at Intercity Transit. Over 250 shelters have been transported using this trailer. The current trailer has exceeded its anticipated serviceable life cycle. We would like to replace this trailer with a new aluminum trailer, which would better resist the elements and provide a safe and reliable trailer for many years to come.

Budget Amount	Account Description
\$15,000.00	EQUIP - STAFF VEHICLES (WIP)
\$15,000.00	Total Budget Amount

HVAC Replacement OTC

Year: 2015
Department: Operations
Division: Facilities
Project Code: FAC-062
Priority: Capital improvement project included in the Strategic Plan.

Project Description Budgeted to replace both rooftop units #10 and #11 at Olympia Transit Center. Both units have had failures in the past year. Both units had rusted heat exchangers replaced and one unit currently needs its economizer replaced. These units were part of the original construction in 1994 and have reached their expected 20 year life cycle.

Budget Amount	Account Description
\$50,000.00	FACILITY OTC (SB)
\$50,000.00	Total Budget Amount

Purchase DAL Vans

Year: 2015
Department: Operations
Division: Vehicle Maintenance
Project Code: VM-014
Priority: Capital improvement project included in the Strategic Plan.

Project Description Purchase five replacement and two expansion DAL Vans.

Budget Amount	Account Description
\$1,019,045.00	EQUIP - VAN PURCHASES (WIP)
\$450.00	VEHICLE LIC/REG FEES
\$1,019,495.00	Total Budget Amount

Vanpool Vehicles

Year: 2015
Department: Operations
Division: Vanpool
Project Code: VP-004
Priority: Capital improvement project included in the Strategic Plan.

Project Description Purchase 49 vanpool vehicles in 2015; funds from state Vanpool Investment Program (VIP) grant will cover 95% or \$287,375.00 for 11 vehicles to expand the program. We have received federal formula funds for 80% or \$726,000 for 33 replacement vans. Local share of vanpool purchase in 2015 is 25% or \$342,080.20. Grants total \$1,017,124 or 75% of cost of 2015 vanpool purchase.

Budget Amount	Account Description
\$1,347,500.00	EQUIP - VANPOOL VEHICLES (WIP)
\$4,500.00	VEHICLE LIC/REG FEES
\$1,352,000.00	Total Budget Amount

ONGOING PROJECTS - Major purchases or contracted services that will not be completed in the previous year, but will be carried over to the current year.

Project #	Name	Amount	Page #
IS-017	FleetNet Replacement	500,000	19
MC-014	Web Site Enhancement	20,000	20
PL-009	Short/Long Range Service Plan	80,000	21
PL-010	Transit Signal Priority	900,000	22
PL-011	Analytical Service Software	70,000	23
PL-013	Bus Stop Enhancements	50,000	24
PRO-004	Olympia Transit Center Expansion	8,192,282	25
PRO-005	Hawks Prairie Park and Ride	2,500	26
FAC-015	Upgrades to Maintenance Boiler	150,000	27
FAC-027	Replace Air Compressor/Dryer	185,000	28
FAC-031	Pattison Parking Route/Seal	75,000	29
FAC-032	Catwalks at Heat Recovery Units	150,000	30
FAC-035	Pattison Admin HVAC Engineering	20,000	31
FAC-036	Repaint Interior Amtrak	10,000	32
FAC-041	Pattison Generator Engineering	20,000	33
FAC-046	Reverse Osmosis Replacement	25,000	34
FAC-051	Amtrak HVAC Replacement	30,000	35
FAC-058	Ops Dispatch Repairs/Upgrades	40,000	36
FAC-060	UST Replacement/Renovation	4,000,000.00	37
VM-010	Purchase Staff Electric Car	44,000.00	38
VM-013	Purchase Staff Station Wagon	26,000.00	39
OP-005	LTC - Security Cameras	7,000	40
		<u>14,596,782</u>	

Fleet-Net Replacement

Year: 2015

Department: Finance/Administration

Division: Information Systems

Project Code: IS-017

Priority: Project not completed in previous year, carried over to current year

Project Description This is the project for the eventual replacement for Fleet-Net. Fleet-Net is steadily losing market share. There is some question as to how much future they have.

In 2014, \$450,000 was budgeted for the purchase/construction of a new computer room. An alternative has been found for this project, and these funds plus an additional \$50,000, have been rolled over for software replacement.

Budget Amount	Account Description
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\$500,000.00	SOFTWARE (SW)
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\$500,000.00	Total Budget Amount
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Web Site Enhancement

Year: 2015

Department: Executive

Division: Marketing

Project Code: MC-014

Priority: Project not completed in previous year, carried over to current year

Project Description Rollover project from 2014 expected to be finished in early 2015.

Budget Amount	Account Description
\$20,000.00	PROFESSIONAL SERVICES
\$20,000.00	Total Budget Amount

Short/Long Range Service Plan

Year: 2015
Department: Executive
Division: Planning
Project Code: PL-009
Priority: Project not completed in previous year, carried over to current year

Project Description Utilize a transportation consulting team to conduct analysis of existing service and develop service options for future development of Intercity Transit fixed route services for the next 6 years. In addition, review and update the Long Range Service Plan that estimates service needs through 2030

With changing ridership patterns, changes in local road infrastructure and transit service conditions redefined by economic constraints, the need to consider future service enhancements is paramount to stay abreast with the area's growth.

An update of the last Short Range Service Plan (6 years) was completed during 2005-06 and provided direction for improvements and adjustments to service for 2006 through 2011.

While Intercity Transit's annual update of the Strategic Plan deals with more broad base needs, a more specific review of routing and scheduling considerations are now needed in order to project future service and capital requirements.

Budget Amount	Account Description
\$80,000.00	PROFESSIONAL SERVICES
\$80,000.00	Total Budget Amount

Transit Signal Priority

Year: 2015
Department: Executive
Division: Planning
Project Code: PL-010
Priority: Project not completed in previous year, carried over to current year

Project Description TRPC's Smart Corridors Project involves Intercity Transit, Thurston County, WSDOT and the cities of Olympia, Lacey and Tumwater. This is a demonstration project whose objectives are to update and improve signal timing, coordinate traffic signals between jurisdictions, and the optimization of specific traffic signals with transit signal priority (TSP) technology. CMAQ funding will be provided and Intercity Transit will provide 13.5% in local match.

Budget Amount	Account Description
\$900,000.00	PROFESSIONAL SERVICES
\$900,000.00	Total Budget Amount

Analytical Service Software

Year: 2015
Department: Executive
Division: Planning
Project Code: PL-011
Priority: Project not completed in previous year, carried over to current year

Project Description Analytical service software will be used in conjunction with scheduling and run cutting software, automatic vehicle location data, and automatic passenger counter data. The software will be used to interface with schedules, routes, trips, directions, stops, timepoints, patterns, blocks, and runs. It will also have the ability to generate statistically balanced samples from automatic passenger counter data and provide passenger miles statistics needed for our National Transit Database reports as required by the Federal Transit Administration.

Budget Amount	Account Description
\$70,000.00	IS SOFTWARE
\$70,000.00	Total Budget Amount

Bus Stop Enhancements

Year: 2015
Department: Executive
Division: Planning
Project Code: PL-013
Priority: Project not completed in previous year, carried over to current year

Project Description Bus Stop Enhancements Project for Safety and Accessibility (FTA Grant). Funding to be used to supplement agency work to make improvements to:
1) remaining bus stop locations not constructed in 2014 in order to improve accessibility and/or add shelter.

The purpose of this effort is to: a) increase pedestrian accessibility, including meeting federal ADA requirements, b) incorporate sidewalk design elements that will accommodate a bus stop shelter or bus stop pad, and c) add interior lighting to a shelter to increase safety.

Project elements include:
Professional Services – Engineering
Construction of Improvements – Contractor
Purchase of Amenities: shelter, bench, trash receptacle, info kiosk
Installation of Amenities – by IT staff or contractor

Budget Amount	Account Description
\$35,000.00	PROFESSIONAL SERVICES
\$15,000.00	MISCELLANEOUS EQUIPMENT
\$50,000.00	Total Budget Amount

Olympia Transit Center Expansion

Year: 2015

Department: Executive

Division: Procurement

Project Code: PRO-004

Priority: Project not completed in previous year, carried over to current year

Project Description Design, environmental review and construction for expansion of the Olympia Transit Center to accommodate intercity bus service (Greyhound), increase capacity for local transit services and build administrative space.

Budget Amount	Account Description
\$8,192,282.00	OTC EXPANSION (WIP)
\$8,192,282.00	Total Budget Amount

Hawks Prairie Park & Ride

Year: 2015

Department: Executive

Division: Procurement

Project Code: PRO-005

Priority: Project not completed in previous year, carried over to current year

Project Description Assistance as needed for any additional provision or review of closeout documentation for the Hawks Prairie Park and Ride construction projects.

Budget Amount	Account Description
\$2,500.00	HAWKS PRAIRIE PARK & RIDE (WIP)
\$2,500.00	Total Budget Amount

Upgrades to Maintenance Boiler

Year: 2015

Department: Operations

Division: Facilities

Project Code: FAC-015

Priority: Project not completed in previous year, carried over to current year

Project Description Budgeted to engineer and upgrade the boiler and heat control systems in the maintenance building. This project will upgrade the outdated heat control to electronic PLC controls. It may also add a small hot water heater that is more efficient for the personal use of hot water and allow for turning off the main boiler during warmer weather conditions.

Budget Amount	Account Description
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\$150,000.00	FACILITIES - BOILER UPGRADE (WIP)
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\$150,000.00	Total Budget Amount
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Replace Air Compressor/Dryer

Year: 2015
Department: Operations
Division: Facilities
Project Code: FAC-027
Priority: Project not completed in previous year, carried over to current year

Project Description Budgeted money to pay for the replacement purchase of air compressors and air dryer for the Maintenance Facility and fire systems. An additional \$25K was added to 2013 project budget to account for engineer estimates of the project and to cover engineering design & support costs for a total estimated project cost of \$75K. Adding an additional \$110K to account for relocating units, ventilation, power, based on actual engineering estimates.

Budget Amount	Account Description
\$185,000.00	FACILITIES - AIR COMPRESSOR/DRYER (WIP)
\$185,000.00	Total Budget Amount

Pattison Parking Route/Seal

Year: 2015
Department: Operations
Division: Facilities
Project Code: FAC-031
Priority: Project not completed in previous year, carried over to current year

Project Description Budgeted money to route and seal control joints and cracks in bus / maint parking lot area. An additional \$40K was added to 2013 project budget to account for some necessary concrete slab repairs that should be accomplished at the same time for a total estimated project cost of \$75K.

Budget Amount	Account Description
\$75,000.00	REPAIR/MAINT BY OTHERS
\$75,000.00	Total Budget Amount

Catwalks at Heat Recovery Units

Year: 2015

Department: Operations

Division: Facilities

Project Code: FAC-032

Priority: Project not completed in previous year, carried over to current year

Project Description Budgeted money to pay for the engineering and installation of safety catwalks around the Pattison Maintenance Facility heat recovery units. An additional \$25K was added to 2013 project budget to account for additional heat recovery units needing the same safety catwalks due to Pattison construction funding delays for a total estimate project cost of \$100K. An additional \$50K was added in 2015 to account for some of the complexities associated with this project to include, relocating lights, removable rails, and ceiling penetration in the existing enclosed catwalk hallway to access the safety catwalks for the HRU over the pit.

Budget Amount	Account Description
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\$150,000.00	FACILITIES - CATWALKS (WIP)
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\$150,000.00	Total Budget Amount
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Pattison Admin HVAC Engineering

Year: 2015

Department: Operations

Division: Facilities

Project Code: FAC-035

Priority: Project not completed in previous year, carried over to current year

Project Description Budgeted for preliminary engineering study to balance the heating/cooling system in the Pattison Admin Facility, Server Room, and to make necessary adjustments/improvements.

Budget Amount	Account Description
\$20,000.00	PROFESSIONAL SERVICES
\$20,000.00	Total Budget Amount

Repaint Interior Amtrak

Year: 2015

Department: Operations

Division: Facilities

Project Code: FAC-036

Priority: Project not completed in previous year, carried over to current year

Project Description Budgeted to repaint the interior of the Centennial Station (Amtrak).

Budget Amount	Account Description
\$10,000.00	REPAIR/MAINT BY OTHERS
\$10,000.00	Total Budget Amount

Pattison Generator Engineering

Year: 2015
Department: Operations
Division: Facilities
Project Code: FAC-041
Priority: Project not completed in previous year, carried over to current year

Project Description Engineer the expansion of the electrical coverage of the generator during power outages to cover all panels/circuits at Pattison

Budget Amount	Account Description
\$20,000.00	PROFESSIONAL SERVICES
\$20,000.00	Total Budget Amount

Reverse Osmosis Replacement

Year: 2015
Department: Operations
Division: Facilities
Project Code: FAC-046
Priority: Project not completed in previous year, carried over to current year

Project Description Budgeted for the replacement of the current commercial reverse osmosis system which was installed in 1996. The existing unit is currently inoperable and parts are no longer available for the system. An additional \$10K was added to 2013 project budget to account for higher than expected estimates for a total estimate project cost of \$25K.

Budget Amount	Account Description
\$25,000.00	EQUIP - BUS WASHERS (WIP)
\$25,000.00	Total Budget Amount

HVAC Replacement Amtrak

Year: 2015
Department: Operations
Division: Facilities
Project Code: FAC-051
Priority: Project not completed in previous year, carried over to current year

Project Description Budgeted money to pay for the replacement purchase and installation of heat pumps and air handlers at the Centennial Station. These units are approx 20 years old, well past their operational life expectancy and repairs are becoming increasingly more difficult and costly. An additional \$10K was added to this project from the 2013 budget to account for the possibility of some structural work needed to get the new units up to the attic space and remove the existing units. The units look to have been installed prior to the existing attic opening being constructed. This brings the total estimated project cost to \$30K.

Budget Amount	Account Description
\$30,000.00	FACILITY AMTRAK (SB)
\$30,000.00	Total Budget Amount

Ops Dispatch Repairs/Upgrades

Year: 2015
Department: Operations
Division: Facilities
Project Code: FAC-058
Priority: Project not completed in previous year, carried over to current year

Project Description Operations Dispatch area is in need of repairs/upgrades to meet current and future demands. Current carpet has been replaced numerous times under dispatch chairs due to fraying and damage caused by heavy usage. Consider a more durable flooring material to allow easier maneuverability for employees. Current cabinet configuration does not meet the needs of 10 Operations Supervisors performing multiple functions in the existing space. This is a critical upgrade that cannot wait for any future Pattison Street expansion/renovation.

Budget Amount	Account Description
\$40,000.00	FACILITY PATTISON ST. (SB)
\$40,000.00	Total Budget Amount

UST Replacement/Renovation

Year: 2015
Department: Operations
Division: Facilities
Project Code: FAC-060
Priority: Project not completed in previous year, carried over to current year

Project Description This project is for the replacement of all existing Underground Storage Tanks at the Intercity Transit Maintenance Facility. Currently there are 10 single walled fiberglass tanks that were originally installed back in 1984. These tanks include one 1,000 gal tank, one 2,000 gal tank, two 4,000 gal tanks, two 8,000 gal tanks, and four 20,000 gal tanks. These tanks have exceeded their life cycle and replacement is necessary to limit Intercity Transit's liability and to prevent an environmental catastrophe. Insurance has become increasingly more difficult to get on single walled tanks of this age. Currently only one insurance carrier will insure these tanks. The diesel and unleaded gasoline will remain in new Underground Storage Tanks while the engine oil, used oil, ATF and engine coolant (already moved into lube room) will be relocated into an expanded lube room prior to the Underground Storage Tanks being removed. Continuity of operations will be a major consideration and the phasing of this project is key to its success. This project will include new piping, pumps, turbines, air motors, monitoring systems, tanks, lube room expansion, demo of existing tanks and systems, any contamination clean-up and replacement of fill and concrete slabs. An initial estimate of \$4,000,000 was provided by engineers.

Budget Amount	Account Description
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\$4,000,000.00	UNDERGROUND STORAGE TANKS (WIP)
\$4,000,000.00	Total Budget Amount

LTC Security Cameras

Year: 2015
Department: Operations
Division: Operations
Project Code: OP-005
Priority: Project not completed in previous year, carried over to current year

Project Description This project is a rollover from 2014 and should be completed in the first quarter of 2015

Budget Amount	Account Description
\$7,000.00	IS EQUIPMENT (IS)
\$7,000.00	Total Budget Amount

Purchase Staff Electric Car

Year: 2015
Department: Operations
Division: Vehicle Maintenance
Project Code: VM-010
Priority: Project not completed in previous year, carried over to current year

Project Description Purchase new staff electric car. Expands staff fleet from one to two electric cars, Replaces the 2004 Prius.

Budget Amount	Account Description
\$44,000.00	EQUIP - STAFF VEHICLES (WIP)
\$44,000.00	Total Budget Amount

Purchase Staff Station Wagon

Year: 2015
Department: Operations
Division: Vehicle Maintenance
Project Code: VM-013
Priority: Project not completed in previous year, carried over to current year

Project Description Purchase a new station wagon, replacing the Ford Taurus wagon purchased in 2004.

Budget Amount	Account Description
\$26,000.00	EQUIP - STAFF VEHICLES (WIP)
\$26,000.00	Total Budget Amount

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

<u>Project #</u>	<u>Name</u>	<u>Amount</u>	<u>Page #</u>
<u>Finance</u>			
FIN-002	Day-to-Day Activities	152,000	44
FIN-003	Training and Development	19,875	45
FIN-004	Annual Audit	30,000	46
FIN-005	Subscriptions	1,000	47
FIN-006	Purchase Passes/Tickets	29,000	48
FIN-007	General Agency Insurance	1,150,500	49
FIN-008	Pension Committee	5,000	50
FIN-009	Cut Commute Committee	31,350	51
		<u>1,418,725</u>	
<u>Information Systems</u>			
IS-002	Maintenance & Upkeep of IS	536,000	52
IS-003	Training and Development	35,550	53
IS-004	Telephone System	137,600	54
		<u>709,150</u>	
<u>Executive</u>			
EX-002	Day-to-Day Activities	10,600	55
EX-003	Training and Development	31,933	56
EX-004	Service & Community	3,050	57
EX-005	Authority Planning Session	6,000	58
EX-006	WSTA/Legislative Events	3,000	59
EX-007	CAC/Authority Support	9,475	60
EX-009	Legal Notices	4,000	61
EX-010	Legal Services	38,000	62
EX-011	Dues	120,000	63
EX-012	Employee/Volunteer Recognition	21,950	64
EX-014	ITA/CAC Development	20,000	65
EX-015	Lobbyist Services	72,000	66
EX-016	Transit Appreciation Day	17,000	67
EX-017	Annual Recognition Banquet	11,600	68
		<u>368,608</u>	
<u>Marketing & Communications</u>			
MC-002	Produce Agency Information	132,000	69
MC-003	Training and Development	17,450	70
MC-004	Place Directory Advertising	16,000	71
MC-005	Support Agency Services	150,500	72
MC-006	Operate Web Site	20,000	73
MC-007	Implement Bicycle Programs	20,000	74
MC-008	Youth Education Program	24,000	75
MC-015	Olympia SRTS Grant Project	10,000	76
MC-016	Transportation Grant Project	7,000	77
		<u>396,950</u>	

<u>Project #</u>	<u>Name</u>	<u>Amount</u>	<u>Page #</u>
<u>Planning</u>			
PL-002	Monitor System Services	5,000	78
PL-003	Training and Development	11,660	79
PL-004	Land Use & Development	10,000	80
PL-005	Park and Pool	3,000	81
PL-006	Planning Projects	800	82
PL-014	Route 592 Extension	308,000	83
		<u>338,460</u>	
<u>Procurement</u>			
PRO-002	Operating Supplies	5,050	84
PRO-003	Training and Development	20,420	85
PRO-006	Office Rental	47,450	86
		<u>72,920</u>	
<u>Human Resources</u>			
HR-002	Maintain Human Resources	38,400	87
HR-003	Training & Development	17,830	88
HR-004	Safety/Accident Mitigation	3,000	89
HR-005	Legal Services	65,000	90
HR-006	Employment Medical Programs	14,400	91
HR-007	Drug & Alcohol Program	21,000	92
HR-008	Non-Represented Tuition	2,700	93
HR-012	Organizational Development	25,800	94
HR-013	Agency Wellness Activities	10,500	95
HR-014	Recruitment & Selection	39,500	96
		<u>238,130</u>	
<u>Customer Service</u>			
CS-002	Manage Division Activities	16,200	97
CS-003	Training and Development	3,454	98
CS-004	Reduced Fare Program	4,400	99
CS-005	CS Information Books	250	100
		<u>24,304</u>	
<u>Dial-A-Lift</u>			
DAL-002	Manage Division Activities	9,900	101
DAL-003	Training and Development	11,585	102
DAL-004	Travel Training Support	2,200	103
DAL-005	Third Party Evaluations	1,200	104
		<u>24,885</u>	
<u>Facilities</u>			
FAC-002	Service Contracts	197,000	105
FAC-003	Training and Development	4,000	106
FAC-004	Building/Grounds Maintenance	458,150	107
FAC-005	Amtrak Expenses	57,600	108
FAC-006	Utilities	339,000	109
FAC-040	ADA Bus Stop Enhancements	150,000	110
FAC-063	Solar Light Units	35,000	111
		<u>1,240,750</u>	

<u>Project #</u>	<u>Name</u>	<u>Amount</u>	<u>Page #</u>
<u>Operations</u>			
OP-002	Departmental Support	5,100	112
OP-003	Training and Development	4,125	113
OP-004	Communications	54,175	114
		<u>63,400</u>	
<u>Transportation</u>			
TM-002	Department Support	18,500	115
TM-003	Training and Development	16,230	116
TM-004	Administer Security Contract	186,000	117
		<u>220,730</u>	
<u>Vehicle Maintenance</u>			
VM-002	Vehicle Fleet Support	212,900	118
VM-003	Training and Development	34,450	119
VM-004	Village Vans	22,665	120
VM-005	Dial A Lift	669,000	121
VM-006	Coaches	3,744,000	122
VM-007	Staff Vehicles	71,000	123
VM-008	Vanpool Vehicles	1,004,000	124
VM-011	Internal Staff Development	10,000	125
VM-017	Sustainability Committee	6,500	126
		<u>5,774,515</u>	
<u>Vanpool</u>			
VP-002	Vanpool Program Administration	21,900	127
VP-003	Training and Development	14,600	128
VP-005	Administer Rideshare Program	3,850	129
VP-006	Vanpool Incentive Program	13,500	130
		<u>53,850</u>	
<u>Village Vans</u>			
VV-002	Day-to-Day Activities	2,700	131
VV-003	Training and Development	500	132
		<u>3,200</u>	
Total Operating Expenses		<u>10,948,577</u>	

Day to Day Activities

Year: 2015
Department: Finance/Administration
Division: Finance
Project Code: FIN-002
Priority: Expenses necessary to provide projected service levels.

Project Description Daily activities supported by this project include providing professional services for counting and processing farebox receipts; renting archive storage, photocopiers and a postage machine; repairing office equipment; buying letterhead, envelopes, business cards, forms, etc; buying office supplies and postage for the division and for the entire agency; and paying various state and local taxes.

Budget Amount	Account Description
\$2,000.00	PROPERTY TAXES
\$1,000.00	REPAIR/MAINT BY OTHERS
\$12,000.00	PRINTING
\$25,000.00	POSTAGE
\$2,000.00	OPERATING SUPPLIES
\$17,500.00	OFFICE SUPPLIES
\$1,500.00	OFFICE EQUIPMENT
\$38,000.00	RENTALS
\$12,000.00	PROFESSIONAL SERVICES
\$40,000.00	STATE EXCISE TAX
\$1,000.00	MISCELLANEOUS
\$152,000.00	Total Budget Amount

Training and Development

Year: 2015

Department: Finance/Administration

Division: Finance

Project Code: FIN-003

Priority: Expenses necessary to provide projected service levels.

Project Description Training and development for the Department Director, the Finance Manager, one Administrative Assistant, one Accounting Assistant and two Accounting Specialists.

Budget Amount	Account Description
\$9,300.00	TUITION/REGISTRATION
\$10,575.00	TRAVEL
\$19,875.00	Total Budget Amount

Annual Audit

Year: 2015

Department: Finance/Administration

Division: Finance

Project Code: FIN-004

Priority: Expenses necessary to provide projected service levels.

Project Description Annual cost to Intercity Transit for our Compliance, Single and Financial audits that are conducted by the State Auditor's Office.

Budget Amount	Account Description
\$30,000.00	ACCOUNTING/AUDIT
\$30,000.00	Total Budget Amount

Subscriptions

Year: 2015

Department: Finance/Administration

Division: Finance

Project Code: FIN-005

Priority: Expenses necessary to provide projected service levels.

Project Description Subscription costs for newspapers, periodicals, journals, etc. for the agency.

Budget Amount	Account Description
\$1,000.00	SUBSCRIPTIONS
\$1,000.00	Total Budget Amount

Purchase Passes/Tickets

Year: 2015

Department: Finance/Administration

Division: Finance

Project Code: FIN-006

Priority: Expenses necessary to provide projected service levels.

Project Description Design and purchase annual, monthly, daily passes and tickets for the various categories of passengers.

Budget Amount	Account Description
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\$28,000.00	PRINTING
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\$1,000.00	PROFESSIONAL SERVICES
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\$29,000.00	Total Budget Amount
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General Agency Insurance

Year: 2015

Department: Finance/Administration

Division: Finance

Project Code: FIN-007

Priority: Expenses necessary to provide projected service levels.

Project Description Annual premium to the Washington State Transit Insurance Pool (WSTIP) for general liability and property damage coverage. Also payment to insurance brokers for employee bonding which includes coverage for the deferred compensation plans. Payment for unemployment claims. Miscellaneous expenses are for the payment of small claims not submitted to WSTIP.

Budget Amount	Account Description
\$500.00	MISCELLANEOUS
\$1,100,000.00	INSURANCE
\$50,000.00	UNEMPLOYMENT INS EXP
\$1,150,500.00	Total Budget Amount

Pension Committee

Year: 2015

Department: Finance/Administration

Division: Finance

Project Code: FIN-008

Priority: Expenses necessary to provide projected service levels.

Project Description Payment for legal services to ensure that employees' assets are protected and Federal requirements are met.

Budget Amount	Account Description
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\$5,000.00	PROFESSIONAL SERVICES
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\$5,000.00	Total Budget Amount
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Cut Commute Committee

Year: 2015
Department: Finance/Administration
Division: Finance
Project Code: FIN-009
Priority: Expenses necessary to provide projected service levels.

Project Description The Cut Commute Committee develops and implements programs to promote the use of commute alternatives by employees. Activities for 2015 include promoting Wheel Options (Spring and Fall campaigns), the Bicycle Commuter Contest, and every other year a required CTR survey.

This project also includes funding for the commute alternative stipend by preparing and distributing the monthly Rideshare Calendar, tracking the ridership and stipend amount and submitting this information to accounting. In 2015, the CCC will focus on alternative work schedules and telecommuting to enhance our commute trip reduction efforts.

Budget Amount	Account Description
\$1,600.00	MISCELLANEOUS
\$250.00	GUARANTEED RIDE HOME
\$500.00	TRAVEL
\$29,000.00	COMMUTE TRIP REDUCTION
\$31,350.00	Total Budget Amount

Maintenance & Upkeep of IS

Year: 2015

Department: Finance/Administration

Division: Information Systems

Project Code: IS-002

Priority: Expenses necessary to provide projected service levels.

Project Description General IS software, supplies (toners, disks, keyboards, mice, inks, connectors, power supplies, etc), maintenance contracts (ACS, Fleetnet, RouteMatch, Schedule Master, Cisco, Symantec, ArcServe, Mimesweeper), and other small equipment to maintain current information systems. Includes outside repairs of equipment, monitors and printers.

Budget Amount	Account Description
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\$62,000.00	IS SOFTWARE
\$5,300.00	REPAIR/MAINT BY OTHERS
\$3,100.00	EXTRA HELP
\$408,000.00	MAINTENANCE CONTRACTS
\$1,100.00	OFFICE SUPPLIES
\$45,000.00	IS SUPPLIES
\$11,500.00	LEASES/RENTALS
\$536,000.00	Total Budget Amount

Training and Development

Year: 2015

Department: Finance/Administration

Division: Information Systems

Project Code: IS-003

Priority: Expenses necessary to provide projected service levels.

Project Description Training and development for the Information Systems staff.

Budget Amount	Account Description
\$31,650.00	TUITION/REGISTRATION
\$3,900.00	TRAVEL
\$35,550.00	Total Budget Amount

Telephone System

Year: 2015

Department: Finance/Administration

Division: Information Systems

Project Code: IS-004

Priority: Expenses necessary to provide projected service levels.

Project Description REDUCTION of \$7,800 FROM 2014! To pay the phone bills from normal telephone lines, trunking lines, 4 T-1 links between Pattison, OTC, and Internet access, cellular phones, pagers, SCAN long distance, Qwest long distance, and service on the 800 phone lines. The monthly service fee for On Hold Concepts music at both locations is also covered, as is the maintenance renewal for our telephone system.

Budget Amount	Account Description
\$3,500.00	COMMUNICATIONS
\$75,000.00	GENERAL PHONE
\$22,500.00	PROFESSIONAL SERVICES
\$36,600.00	CELL PHONES
\$137,600.00	Total Budget Amount

Day to Day Activities

Year: 2015
Department: Executive
Division: Executive
Project Code: EX-002
Priority: Expenses necessary to provide projected service levels.

Project Description Supplies, tools and required resources necessary to perform jobs efficiently and effectively. This also includes cost to rent off-site space for storage to free up space in our Pattison facility.

Budget Amount	Account Description
\$2,100.00	RENTALS
\$1,300.00	MISCELLANEOUS
\$200.00	TRAVEL
\$4,600.00	OFFICE EQUIPMENT
\$800.00	OFFICE SUPPLIES
\$1,200.00	OPERATING SUPPLIES
\$400.00	PRINTING
\$10,600.00	Total Budget Amount

Training and Development

Year: 2015
Department: Executive
Division: Executive
Project Code: EX-003
Priority: Expenses necessary to provide projected service levels.

Project Description Training and development for the Executive Division staff.

Budget Amount	Account Description
\$18,153.00	TRAVEL
\$13,780.00	TUITION/REGISTRATION
\$31,933.00	Total Budget Amount

Service & Community

Year: 2015
Department: Executive
Division: Executive
Project Code: EX-004
Priority: Expenses necessary to provide projected service levels.

Project Description The General Manager and designated staff attend local service organizations and locally supported activities to share information about services and benefits of Intercity Transit.

Budget Amount	Account Description
\$1,350.00	TUITION/REGISTRATION
\$100.00	OPERATING SUPPLIES
\$1,600.00	TRAVEL
\$3,050.00	Total Budget Amount

Authority Planning Session

Year: 2015
Department: Executive
Division: Executive
Project Code: EX-005
Priority: Expenses necessary to provide projected service levels.

Project Description A one day planning session of Authority members, management staff, and others as invited by the Authority. This is an opportunity to discuss goals, the mission, vision, strategic plan, and overall direction of the organization.

Costs include a facilitator, meal, materials and an initial meeting with Authority members as well as a follow-up meeting with the Chair and Vice Chair, GM.

Budget Amount	Account Description
\$5,000.00	PROFESSIONAL SERVICES
\$1,000.00	MISCELLANEOUS
\$6,000.00	Total Budget Amount

WSTA/Legislative Events

Year: 2015
Department: Executive
Division: Executive
Project Code: EX-006
Priority: Expenses necessary to provide projected service levels.

Project Description The General Manager or designee attends WSTA meetings, Executive meetings, legislative meetings during session and host or co-host an event with local legislators.

The budget also includes costs for an Authority representative(s) to attend the annual WSTA conference, two WSTA meetings for the Clerk of the Board and Public Records Officer.

Budget Amount	Account Description
\$100.00	OPERATING SUPPLIES
\$2,000.00	TRAVEL
\$800.00	TUITION/REGISTRATION
\$100.00	MISCELLANEOUS
\$3,000.00	Total Budget Amount

CAC/Authority Support

Year: 2015
Department: Executive
Division: Executive
Project Code: EX-007
Priority: Expenses necessary to provide projected service levels.

Project Description Recruitment costs, up to and including photos, are included for both the ITA and CAC.

This project includes costs for refreshments for meetings (both attendees and members of the public that may attend); a meal for a joint meeting, supplies for meetings; tools and materials necessary to carry out public meetings, updates of the RCW's, equipment and equipment repair for the boardroom and recording devices.

Budget Amount	Account Description
\$75.00	WORKERS COMP - VOLUNTEERS
\$100.00	RENTALS
\$3,200.00	MISCELLANEOUS
\$4,800.00	ADVERTISING/PROMOTION MEDIA
\$600.00	TRAVEL
\$300.00	OPERATING SUPPLIES
\$200.00	PRINTING
\$200.00	OFFICE EQUIPMENT
\$9,475.00	Total Budget Amount

Legal Notices

Year: 2015
Department: Executive
Division: Executive
Project Code: EX-009
Priority: Expenses necessary to provide projected service levels.

Project Description Fulfill legal requirements to notify the public of regular monthly meetings, public hearings, special meetings, and special advertisements such as Disadvantaged Business Enterprise goals, Transportation Improvement Program and Program of Projects.

Budget Amount	Account Description
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\$4,000.00	ADVERTISING/PROMOTION MEDIA
\$4,000.00	Total Budget Amount

Legal Services

Year: 2015
Department: Executive
Division: Executive
Project Code: EX-010
Priority: Expenses necessary to provide projected service levels.

Project Description Provide legal service related to legal opinions, litigation, procurements, contracts, development, bids, lawsuits, land acquisitions, public record requests. Legal counsel may also be asked to answer employee questions to allow project completion and customer response.

Budget Amount	Account Description
\$38,000.00	PROFESSIONAL SERVICES
\$38,000.00	Total Budget Amount

Dues

Year: 2015
Department: Executive
Division: Executive
Project Code: EX-011
Priority: Expenses necessary to provide projected service levels.

Project Description APTA, WSTA, TRPC, Transportation Choices Coalition are the major dues costs. We also belong to the Lacey, Olympia, Tumwater and Yelm chambers, ODA, Visitors Convention Center, and several professional organizations requiring membership for employees such as Vanpool, Procurement, CPAs and the Clerks. Dues for the Chambers went up; dues for APTA are based on the operational budget and go up accordingly. Our dues for TRPC will be about \$38,000 and WSTA will be approximately \$22,000 and APTA about \$35,000.

Budget Amount	Account Description
\$120,000.00	DUES
\$120,000.00	Total Budget Amount

Employee/Volunteer Recognition

Year: 2015
Department: Executive
Division: Executive
Project Code: EX-012
Priority: Expenses necessary to provide projected service levels.

Project Description This project provides for the recognition program, as approved by the Authority in 2000. It also includes the Excellence in Transit Awards, and support for our communication monitors. It includes travel for two individuals and two team members to the WSDOT conference as recipients of the Excellence in Transit honorees to the Wall of Fame conference.

Budget Amount	Account Description
\$18,000.00	MISCELLANEOUS
\$500.00	PROFESSIONAL SERVICES
\$400.00	PRINTING
\$250.00	OPERATING SUPPLIES
\$100.00	OFFICE EQUIPMENT
\$900.00	TUITION/REGISTRATION
\$200.00	RENTALS
\$1,600.00	TRAVEL
\$21,950.00	Total Budget Amount

ITA/CAC Training & Development

Year: 2015
Department: Executive
Division: Executive
Project Code: EX-014
Priority: Expenses necessary to provide projected service levels.

Project Description Training and development for Intercity Transit Authority and Citizen Advisory Committee members. This project includes costs for members to attend the Board Members conference and Annual Meeting in Chicago. Vice Chair is now serving as a co-chair of an APTA member, so he will attend at least 1-2 conferences each year.

Hopefully, the CAC statewide meeting may be reinstated, and if so, funds are allocated for CAC attendance.

Budget Amount	Account Description
\$13,700.00	TRAVEL
\$5,164.00	TUITION/REGISTRATION
\$1,136.00	MISCELLANEOUS
\$20,000.00	Total Budget Amount

Lobbyist Services

Year: 2015
Department: Executive
Division: Executive
Project Code: EX-015
Priority: Expenses necessary to provide projected service levels.

Project Description Federal Advocacy Services in Washington DC

Budget Amount	Account Description
\$2,500.00	TRAVEL
\$69,500.00	PROFESSIONAL SERVICES
\$72,000.00	Total Budget Amount

Transit Appreciation Day

Year: 2015
Department: Executive
Division: Executive
Project Code: EX-016
Priority: Expenses necessary to provide projected service levels.

Project Description Annually, in August, the agency provides a recognition day for employees and volunteers. Employees with long term service and safe driving records are honored, and our Employees of the Year are recognized. Any awards won throughout the year are announced and the General Manager and Board Chair take the opportunity to apprise the employees of the state of the organization and to say thank you for all they've done during the past year.

We increased the amount under miscellaneous to anticipate catering costs. In the past, the TAD committee staff has worked long hours to prepare food, which resulted in overtime. In 2015, we will look to outsource through a caterer a portion of the food items.

Budget Amount	Account Description
\$15,200.00	PROFESSIONAL SERVICES
\$900.00	OPERATING SUPPLIES
\$900.00	RENTALS
\$17,000.00	Total Budget Amount

Annual Recognition Banquet

Year: 2015
Department: Executive
Division: Executive
Project Code: EX-017
Priority: Expenses necessary to provide projected service levels.

Project Description Per a resolution by the Authority, we conduct an annual banquet each year to say thank you to our employees for everything they've done throughout the year. In 2015, we plan to again hold the banquet in the maintenance facility. We need to ensure the facility is aesthetically appealing and clean, so funds are included to make this happen.

Budget Amount	Account Description
\$8,400.00	PROFESSIONAL SERVICES
\$1,500.00	OPERATING SUPPLIES
\$800.00	MISCELLANEOUS
\$900.00	RENTALS
\$11,600.00	Total Budget Amount

Produce Agency Information

Year: 2015
Department: Executive
Division: Marketing
Project Code: MC-002
Priority: Expenses necessary to provide projected service levels.

Project Description This project provides basic service information for current and potential customers. It assumes little service change activity in 2015.

Includes: Transit Guides, service brochures, onstreet information, accessible formats, on-bus information, and other materials.

Budget Amount	Account Description
\$3,500.00	OPERATING SUPPLIES
\$96,000.00	PRINTING
\$17,500.00	PROFESSIONAL SERVICES
\$15,000.00	ADVERTISING SERVICES
\$132,000.00	Total Budget Amount

Training and Development

Year: 2015

Department: Executive

Division: Marketing

Project Code: MC-003

Priority: Expenses necessary to provide projected service levels.

Project Description Training and development for all full- and part-time Marketing & Communications staff.

Budget Amount	Account Description
\$8,550.00	TUITION/REGISTRATION
\$8,900.00	TRAVEL
\$17,450.00	Total Budget Amount

Place Directory Advertising

Year: 2015
Department: Executive
Division: Marketing
Project Code: MC-004
Priority: Expenses necessary to provide projected service levels.

Project Description This project supports placement of agency information in phone and Web directories and other publications in printed and electronic formats.

It also supports listings in community publications, e.g., Chambers of Commerce and other local organizations.

Budget Amount	Account Description
\$4,000.00	ADVERTISING SERVICES
\$12,000.00	ADVERTISING/PROMOTION MEDIA
\$16,000.00	Total Budget Amount

Support Agency Services

Year: 2015
Department: Executive
Division: Marketing
Project Code: MC-005
Priority: Expenses necessary to provide projected service levels.

Project Description This project supports marketing, advertising, branding, and corporate communications for our programs. It also supports sponsorships, partnerships, and community involvement.

Budget Amount	Account Description
\$40,000.00	ADVERTISING/PROMOTION MEDIA
\$10,000.00	PROMOTIONAL ITEMS
\$3,000.00	OPERATING SUPPLIES
\$35,000.00	PRINTING
\$500.00	RENTALS
\$2,000.00	MISCELLANEOUS
\$8,000.00	SPONSORSHIPS
\$27,000.00	ADVERTISING SERVICES
\$25,000.00	PROFESSIONAL SERVICES
\$150,500.00	Total Budget Amount

Operate Web Site

Year: 2015

Department: Executive

Division: Marketing

Project Code: MC-006

Priority: Expenses necessary to provide projected service levels.

Project Description This project supports Web upgrades that cannot be done by staff, Web site maintenance as needed on an on-call basis, and registration for social media and internet applications.

Budget Amount	Account Description
\$20,000.00	PROFESSIONAL SERVICES
\$20,000.00	Total Budget Amount

Implement Bicycle Programs

Year: 2015

Department: Executive

Division: Marketing

Project Code: MC-007

Priority: Expenses necessary to provide projected service levels.

Project Description This project supports the month-long Bicycle Commuter Contest, which includes pre- and post-event activities and outreach.

Budget Amount	Account Description
\$2,000.00	OPERATING SUPPLIES
\$1,000.00	PROFESSIONAL SERVICES
\$10,500.00	PRINTING
\$2,000.00	MISCELLANEOUS EQUIPMENT
\$1,500.00	ADVERTISING/PROMOTION MEDIA
\$1,000.00	MISCELLANEOUS
\$500.00	RENTALS
\$1,500.00	ADVERTISING SERVICES
\$20,000.00	Total Budget Amount

Youth Education Program

Year: 2015

Department: Executive

Division: Marketing

Project Code: MC-008

Priority: Expenses necessary to provide projected service levels.

Project Description This project supports the agency's Walk N Roll Program. This partnership with the Thurston Regional Planning Council builds the next generation of safe and healthy walkers, bicyclists and bus riders.

Budget Amount	Account Description
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\$5,000.00	RENTALS
\$5,000.00	MISCELLANEOUS
\$5,000.00	PROMOTIONAL ITEMS
\$3,000.00	SAFETY GEAR
\$1,000.00	BICYCLE TOOLS & PARTS
\$3,000.00	OPERATING SUPPLIES
\$1,000.00	PRINTING
\$1,000.00	PROFESSIONAL SERVICES
\$24,000.00	Total Budget Amount

Olympia SRTS Grant

Year: 2015
Department: Executive
Division: Marketing
Project Code: MC-015
Priority: Expenses necessary to provide projected service levels.

Project Description The Safe Routes to School grant project between IT, and the City of Olympia brings the Walk N Roll program to Washington and NOVA Middle Schools.

Budget Amount	Account Description
\$500.00	PRINTING
\$1,500.00	MISCELLANEOUS
\$1,000.00	SAFETY GEAR
\$4,000.00	BICYCLE TOOLS & PARTS
\$2,000.00	PROFESSIONAL SERVICES
\$1,000.00	OPERATING SUPPLIES
\$10,000.00	Total Budget Amount

Trans Alternatives Program Grant

Year: 2015
Department: Executive
Division: Marketing
Project Code: MC-016
Priority: Expenses necessary to provide projected service levels.

Project Description The Transportation Alternatives Program (TAP) awarded through the Thurston Regional Planning Council continues the Walk N Roll and the Earn-A-Bike programs.

Budget Amount	Account Description
\$1,500.00	SAFETY GEAR
\$500.00	OPERATING SUPPLIES
\$1,000.00	PROFESSIONAL SERVICES
\$4,000.00	BICYCLE TOOLS & PARTS
\$7,000.00	Total Budget Amount

Monitor System Services

Year: 2015
Department: Executive
Division: Planning
Project Code: PL-002
Priority: Expenses necessary to provide projected service levels.

Project Description Collect and maintain data about service routes and system performance in order to analyze and improve existing service and to better position the agency to maximize the benefits of transit service to the communities we serve.

Budget Amount	Account Description
\$5,000.00	EXTRA HELP
\$5,000.00	Total Budget Amount

Training and Development

Year: 2015

Department: Executive

Division: Planning

Project Code: PL-003

Priority: Expenses necessary to provide projected service levels.

Project Description Training and development for the Planning Manager, Service Planner, Scheduler and Systems Coordinator.

Budget Amount	Account Description
\$7,200.00	TRAVEL
\$4,460.00	TUITION/REGISTRATION
\$11,660.00	Total Budget Amount

Land Use and Development

Year: 2015
Department: Executive
Division: Planning
Project Code: PL-004
Priority: Expenses necessary to provide projected service levels.

Project Description Facilitate transit-friendly development and the provision of transit amenities as part of roadway construction projects, including but not limited to:

Review proposed site plans and attend local jurisdiction site-plan review meetings as needed.

Attend special local jurisdiction committees or task forces for comprehensive plans or zoning.

Coordinate implementation of transit facilities with local jurisdictions and developers.

Provide up to \$10,000 in advance funding authority for 2015 and beyond, for projects committed to in earlier years by Intercity Transit. This funding is to co-sponsor local jurisdictions' public works projects that directly benefit transit service and transit customer accessibility.

Budget Amount	Account Description
\$10,000.00	PUBLIC WORKS
\$10,000.00	Total Budget Amount

Park and Pool Project

Year: 2015
Department: Executive
Division: Planning
Project Code: PL-005
Priority: Expenses necessary to provide projected service levels.

Project Description Lease a minimum number of parking stalls at private parking lots (generally about 25 stalls) that will facilitate and encourage the use of these locations for weekday commuter ridesharing activities; i.e; vanpool groups and carpools. Current lease rates are between \$6 - \$10 per stall and generally require a year to year lease.

In the past, we established the use of a church and state agency parking lot for this purpose. The intent for 2015 is to add 1 to 2 more lots in strategic areas within our service district.

Budget Amount	Account Description
\$3,000.00	RENTALS
\$3,000.00	Total Budget Amount

Planning Projects

Year: 2015
Department: Executive
Division: Planning
Project Code: PL-006
Priority: Expenses necessary to provide projected service levels.

Project Description A series of annual planning activities that includes:

- 1) The 2015 - 2019 Transit Development Plan:
A five-year system plan required by state law, which provides current and future service and capital expenditure projections.
- 2) The 2016 - 2021 Strategic Plan:
Provides a description of Intercity Transit's emerging priorities and capabilities. The public process and function of developing the plan helps set Intercity Transit's future course.
- 3) Annual Transit Pass programs:
Monitor and administer pass program agreements with State of Washington, TESC, SPSCC, SMU, Thurston County, TRPC and City of Olympia.
- 4) Regional Transportation Plan:
Continue to participate with updating regional plans including service modeling for 2035.
- 5) Transit Transfer Siting Study:
Continue effort to identify future transit transfer station associated with Tumwater's Brewery District Master Plan.

Budget Amount	Account Description
\$300.00	RENTALS
\$300.00	PROFESSIONAL SERVICES
\$200.00	PRINTING
\$800.00	Total Budget Amount

Route 592 Extension

Year: 2015
Department: Executive
Division: Planning
Project Code: PL-014
Priority: Expenses necessary to provide projected service levels.

Project Description Payment to Sound Transit for the cost of extending its Route 592 to downtown Olympia. Part of the cost of this project will be reimbursed by the Regional Mobility Grant program.

Budget Amount	Account Description
\$308,000.00	PURCHASED TRANSPORTATION
\$308,000.00	Total Budget Amount

Operating Supplies

Year: 2015
Department: Executive
Division: Procurement
Project Code: PRO-002
Priority: Expenses necessary to provide projected service levels.

Project Description Shipping and receiving supplies, parts bins, bin labels, miscellaneous special supplies in support of Maintenance and Facilities Inventory and Agency storage requirements.

Budget Amount	Account Description
\$4,550.00	OPERATING SUPPLIES
\$500.00	MISCELLANEOUS
\$5,050.00	Total Budget Amount

Training and Development

Year: 2015

Department: Executive

Division: Procurement

Project Code: PRO-003

Priority: Expenses necessary to provide projected service levels.

Project Description Training and Development for the Procurement Manager, Procurement Coordinators, Inventory Supervisor, Inventory Specialist and Inventory Assistant.

Budget Amount	Account Description
\$10,870.00	TUITION/REGISTRATION
\$9,550.00	TRAVEL
\$20,420.00	Total Budget Amount

Office Rental

Year: 2015

Department: Executive

Division: Procurement

Project Code: PRO-006

Priority: Expenses necessary to provide projected service levels.

Project Description Pay for office rental space on Pacific Avenue for department staff.

Budget Amount	Account Description
\$4,700.00	CUSTODIAL SERVICES
\$42,750.00	RENTALS
\$47,450.00	Total Budget Amount

Maintain Human Resources

Year: 2015

Department: Human Resources

Division: Human Resources

Project Code: HR-002

Priority: Expenses necessary to provide projected service levels.

Project Description The highly skilled Human Resources staff supports departments by providing vital services including recruitment and selection; benefits administration; classification and compensation analysis; labor relations; personnel file system maintenance; consulting services to directors, managers and supervisors on a variety of complex HR topics; and assistance to employees.

Budget Amount	Account Description
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\$500.00	PRINTING
\$600.00	OFFICE SUPPLIES
\$1,200.00	OFFICE EQUIPMENT
\$1,100.00	MISCELLANEOUS
\$35,000.00	PROFESSIONAL SERVICES
\$38,400.00	Total Budget Amount

Training and Development

Year: 2015

Department: Human Resources

Division: Human Resources

Project Code: HR-003

Priority: Expenses necessary to provide projected service levels.

Project Description Allows skilled staff opportunities to stay abreast of major changes in laws and regulations, increase technical and interpersonal skills, increase productivity, and save time and money when new methods are learned and gained from training opportunities.

Budget Amount	Account Description
\$4,840.00	TUITION/REGISTRATION
\$12,990.00	TRAVEL
\$17,830.00	Total Budget Amount

Safety/Accident Mitigation

Year: 2015
Department: Human Resources
Division: Human Resources
Project Code: HR-004
Priority: Expenses necessary to provide projected service levels.

Project Description Promotes safe work practices and procedures, mitigates accidents and injuries, and manages Agency exposure. Supports a proactive approach based on data analysis, employee input, and quality contributions by the Safety Committee.

Budget Amount	Account Description
\$1,500.00	MISCELLANEOUS
\$500.00	OPERATING SUPPLIES
\$1,000.00	TRAVEL
\$3,000.00	Total Budget Amount

Legal Services

Year: 2015

Department: Human Resources

Division: Human Resources

Project Code: HR-005

Priority: Expenses necessary to provide projected service levels.

Project Description Preserves Agency interests in complex matters involving employment law, labor relations and dispute resolution.

Budget Amount	Account Description
\$65,000.00	PROFESSIONAL SERVICES
\$65,000.00	Total Budget Amount

Employment Medical Programs

Year: 2015

Department: Human Resources

Division: Human Resources

Project Code: HR-006

Priority: Expenses necessary to provide projected service levels.

Project Description Provides employment related medical programs to all employees including immunizations, return to work, fitness for duty, and CDL recertifications in compliance with federally mandated programs.

Budget Amount	Account Description
\$2,000.00	FIT FOR DUTY EXAMINATIONS
\$8,500.00	RECERTIFICATIONS
\$2,400.00	RECERTIFICATION REIMBURSEMENTS
\$1,500.00	IMMUNIZATIONS
\$14,400.00	Total Budget Amount

Drug & Alcohol Program

Year: 2015

Department: Human Resources

Division: Human Resources

Project Code: HR-007

Priority: Expenses necessary to provide projected service levels.

Project Description Provides for the administration of the federally mandated drug and alcohol program, as required by the FTA, DOT and the Intercity Transit Drug and Alcohol Policy. This includes drug and alcohol testing and recordkeeping for random, post-accident and, if necessary, reasonable suspicion testing. Such testing is completed by a properly licensed vendor of drug and alcohol testing.

Budget Amount	Account Description
\$20,500.00	PROFESSIONAL SERVICES
\$500.00	OPERATING SUPPLIES
\$21,000.00	Total Budget Amount

Non-Represented Tuition

Year: 2015

Department: Human Resources

Division: Human Resources

Project Code: HR-008

Priority: Expenses necessary to provide projected service levels.

Project Description Promotes continued employee development.

Budget Amount	Account Description
\$2,700.00	TUITION/REGISTRATION
\$2,700.00	Total Budget Amount

Organizational Development

Year: 2015

Department: Human Resources

Division: Human Resources

Project Code: HR-012

Priority: Expenses necessary to provide projected service levels.

Project Description In 2015 we will continue mandatory training for employees as required by law, and training as established in agreement with Operators. Class topics may include sustainability, bloodborne pathogens, de-escalation, ergonomics, and more. We also provide AED/First Aid and CPR as required. We will continue to seek grant assistance for training.

This budget also includes one registration for LEAD Thurston County, to be selected by the GM. We also budgeted for one candidate for Leadership APTA based on past years success.

Budget Amount	Account Description
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\$12,000.00	TUITION/REGISTRATION
\$500.00	MISCELLANEOUS
\$1,000.00	TRAVEL
\$800.00	OFFICE EQUIPMENT
\$4,000.00	OPERATING SUPPLIES
\$4,000.00	PROFESSIONAL SERVICES
\$3,500.00	RENTALS
\$25,800.00	Total Budget Amount

Agency Wellness Activities

Year: 2015
Department: Human Resources
Division: Human Resources
Project Code: HR-013
Priority: Expenses necessary to provide projected service levels.

Project Description Our Wellness program raises awareness, encourages and increases active health ownership, educates employees on ways to reduce health risks, and enhances employee morale and productivity.

This includes costs for an annual work plan with monthly events, production of a monthly newsletter, replacement of equipment as needed, and flu shots.

The Committee will again host a Wellness Fair, and provide continued education to our employees. This project also includes training for at least 2 Committee members each year to meet with, network and learn from others in the industry. We will again apply for the GOLD wellness award for our activities for employees.

Budget Amount	Account Description
\$1,500.00	TRAVEL
\$5,500.00	PROFESSIONAL SERVICES
\$500.00	OFFICE EQUIPMENT
\$500.00	MISCELLANEOUS EQUIPMENT
\$1,200.00	TUITION/REGISTRATION
\$1,300.00	MISCELLANEOUS
\$10,500.00	Total Budget Amount

Recruitment & Selection

Year: 2015
Department: Human Resources
Division: Human Resources
Project Code: HR-014
Priority: Expenses necessary to provide projected service levels.

Project Description This project includes all costs associated with the recruitment and the selection of new employees, including the cost of the applicant tracking system, testing sites, advertisements, background and license checks, pre-employment physicals, and pre-employment drug screens. This also includes a one-time implementation fee associated with the transition to a new applicant tracking system in 2015.

Budget Amount	Account Description
\$15,000.00	ADVERTISING/PROMOTION MEDIA
\$13,000.00	PROFESSIONAL SERVICES
\$3,000.00	PRE-EMPLOYMENT PHYSICALS
\$5,000.00	BACKGROUND/LICENSE CHECKS
\$1,500.00	RENTALS
\$2,000.00	PROFESSIONAL SERVICES
\$39,500.00	Total Budget Amount

Manage Division Activities

Year: 2015

Department: Operations

Division: Customer Services

Project Code: CS-002

Priority: Expenses necessary to provide projected service levels.

Project Description Will pay for routine expenses associated with administering the customer service department.

Budget Amount	Account Description
\$3,000.00	OFFICE SUPPLIES
\$7,500.00	PROMOTIONAL ITEMS
\$1,000.00	OFFICE EQUIPMENT
\$1,000.00	MISCELLANEOUS
\$2,700.00	RENTALS
\$1,000.00	OPERATING SUPPLIES
\$16,200.00	Total Budget Amount

Training and Development

Year: 2015

Department: Operations

Division: Customer Services

Project Code: CS-003

Priority: Expenses necessary to provide projected service levels.

Project Description Training and development for the Customer Service Supervisor, Lead Customer Service Representative and 6 Customer Service Service Representatives.

Budget Amount	Account Description
\$2,204.00	TUITION/REGISTRATION
\$1,250.00	TRAVEL
\$3,454.00	Total Budget Amount

Reduced Fare Program

Year: 2015
Department: Operations
Division: Customer Services
Project Code: CS-004
Priority: Expenses necessary to provide projected service levels.

Project Description Will pay for purchase of supplies for HID (permit card machine). And printing cost for Reduced Fare Permit (RFP) applications & brochures. The reduced fare program is a regional program offering a reduced fare to senior citizens and other qualifying customers. We provide reduced fare permits to over 11,000 RFP cardholders customers. The Customer Service division processes and maintains the RFP program with the knowledge that our senior and disabled citizens will receive more for their transportation dollar.

Budget Amount	Account Description
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\$500.00	IS SOFTWARE
\$1,500.00	PRINTING
\$1,400.00	OFFICE SUPPLIES
\$1,000.00	OFFICE EQUIPMENT
\$4,400.00	Total Budget Amount

CS Information Books

Year: 2015
Department: Operations
Division: Customer Services
Project Code: CS-005
Priority: Expenses necessary to provide projected service levels.

Project Description Customer information books are a Customer Services resource. The books contain information about all bus routes, bus stops, accessibility data, the agency, phone directories, pass outlets, schedule and brochure outlets, and other services often sought by our customers. Books are updated at service revisions and as needed.

Budget Amount	Account Description
\$250.00	MISCELLANEOUS
\$250.00	Total Budget Amount

Manage Division Activities

Year: 2015
Department: Operations
Division: Dial A Lift
Project Code: DAL-002
Priority: Expenses necessary to provide projected service levels.

Project Description Maintain client communications through client informational letter and handbook. Purchase office supplies and equipment, print eligibility cards and applications for service. Provide for incidental client refunds.

Budget Amount	Account Description
\$6,800.00	OFFICE EQUIPMENT
\$200.00	MISCELLANEOUS
\$1,900.00	PRINTING
\$800.00	OPERATING SUPPLIES
\$200.00	OFFICE SUPPLIES
\$9,900.00	Total Budget Amount

Training and Development

Year: 2015

Department: Operations

Division: Dial A Lift

Project Code: DAL-003

Priority: Expenses necessary to provide projected service levels.

Project Description Training and development for the Dial A Lift Manager, ADA Eligibility Coordinator, Travel Training Coordinators and Dial A Lift Dispatch Specialists.

Budget Amount	Account Description
\$9,600.00	TRAVEL
\$1,985.00	TUITION/REGISTRATION
\$11,585.00	Total Budget Amount

Travel Training Support

Year: 2015
Department: Operations
Division: Dial A Lift
Project Code: DAL-004
Priority: Expenses necessary to provide projected service levels.

Project Description Training and assistance provided to Dial-A-Lift clients and other interested customers wishing to use the fixed route system independently. Transitioning Dial-A-Lift clients from paratransit to fixed route through travel training provides greater independence for clients as well as cost savings to the agency.

Budget Amount	Account Description
\$50.00	OFFICE SUPPLIES
\$1,000.00	OPERATING SUPPLIES
\$800.00	OFFICE EQUIPMENT
\$100.00	MISCELLANEOUS EQUIPMENT
\$200.00	MISCELLANEOUS
\$50.00	RENTALS
\$2,200.00	Total Budget Amount

Third Party Evaluations

Year: 2015
Department: Operations
Division: Dial A Lift
Project Code: DAL-005
Priority: Expenses necessary to provide projected service levels.

Project Description Contracting with a third party evaluator (physical therapist) to provide input/assistance on our more difficult certification requests.

Budget Amount	Account Description
\$1,200.00	PROFESSIONAL SERVICES
\$1,200.00	Total Budget Amount

Service Contracts

Year: 2015

Department: Operations

Division: Facilities

Project Code: FAC-002

Priority: Expenses necessary to provide projected service levels.

Project Description Budgeted for contract maintenance of facilities, landscaping, interior plant care, elevator maintenance, roof maintenance and fire and security monitoring. These maintenance aspects are done by outside vendors. Keeping landscape contract budget at \$60K. Increased janitorial contract \$10K due to contract renewal pricing increase. Added \$1K for other maintenance contracts.

Budget Amount	Account Description
\$60,000.00	LANDSCAPING SERVICES
\$120,000.00	CUSTODIAL SERVICES
\$17,000.00	MAINTENANCE CONTRACTS
\$197,000.00	Total Budget Amount

Training and Development

Year: 2015

Department: Operations

Division: Facilities

Project Code: FAC-003

Priority: Expenses necessary to provide projected service levels.

Project Description Training and development for the Facilities Supervisor, Facilities Technicians, and Facilities Specialists. No change.

Budget Amount	Account Description
\$2,000.00	TUITION/REGISTRATION
\$2,000.00	TRAVEL
\$4,000.00	Total Budget Amount

Buildings/Grounds Maintenance

Year: 2015
Department: Operations
Division: Facilities
Project Code: FAC-004
Priority: Expenses necessary to provide projected service levels.

Project Description Budgeted for the day to day maintenance and repair of all facilities except the Amtrak Depot. Operating supplies, repair/maintenance supplies, rentals, fees/permits, replacement tools, non-capital equipment, uniforms/safety clothing, alarm testing & repairs by others. Adjustments made to align budget closer to actual spending in 2014. Increased Professional Services \$1K, increase maintenance and repair by others by \$15K, increased fees and permits by \$3K and increased repair/maintenance supplies by \$3K. Reduced Freight by \$2K and Miscellaneous Equipment by \$2K.

Budget Amount	Account Description
\$2,400.00	SALES TAX
\$45,000.00	OPERATING SUPPLIES
\$1,000.00	DIESEL
\$7,500.00	FEES AND PERMITS
\$85,000.00	REPAIR/MAINT BY OTHERS
\$10,000.00	PROFESSIONAL SERVICES
\$3,000.00	UNIFORMS
\$14,000.00	FREIGHT
\$28,000.00	REPAIR/MAINT SUPPLIES
\$15,500.00	RENTALS
\$16,000.00	MISCELLANEOUS EQUIPMENT
\$5,750.00	SMALL TOOLS
\$225,000.00	R/M SUPPLIES INVENTORY (FAC)
\$458,150.00	Total Budget Amount

Amtrak Expenses

Year: 2015
Department: Operations
Division: Facilities
Project Code: FAC-005
Priority: Expenses necessary to provide projected service levels.

Project Description Budgeted for the operation of the Amtrak Depot. Contracts, operating supplies, maintenance supplies, repair by others, utilities & rentals, including land lease payment to BNSF railroad. Adjustments made to align budget closer to actual spending in 2013.

Budget Amount	Account Description
\$15,000.00	CUSTODIAL SERVICES
\$2,000.00	MAINTENANCE CONTRACTS
\$100.00	PROFESSIONAL SERVICES
\$450.00	WORKERS COMP - VOLUNTEERS
\$4,500.00	REPAIR/MAINT BY OTHERS
\$250.00	OPERATING SUPPLIES
\$1,000.00	REPAIR/MAINT SUPPLIES
\$200.00	OFFICE SUPPLIES
\$100.00	MISCELLANEOUS EQUIPMENT
\$4,000.00	WATER
\$13,000.00	ELECTRIC
\$2,000.00	PHONE
\$5,500.00	RENTALS
\$9,500.00	LANDSCAPING SERVICES
\$57,600.00	Total Budget Amount

Utilities

Year: 2015

Department: Operations

Division: Facilities

Project Code: FAC-006

Priority: Expenses necessary to provide projected service levels.

Project Description Monies budgeted for utilities needed for the operation of all facilities except the Amtrak Depot. Electricity, water/sewer, garbage and natural gas. Keep budget the same as 2014. Increases in utility rates appear to be offset in utility usage.

Budget Amount	Account Description
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\$60,000.00	WATER
\$26,000.00	RECYCLING/GARBAGE
\$77,000.00	NATURAL GAS
\$176,000.00	ELECTRIC
\$339,000.00	Total Budget Amount

ADA Bus Stop Enhancements

Year: 2015

Department: Operations

Division: Facilities

Project Code: FAC-040

Priority: Expenses necessary to provide projected service levels.

Project Description Budgeted for ADA enhancements or other improvements at bus stops.

Budget Amount	Account Description
\$150,000.00	PROFESSIONAL SERVICES
\$150,000.00	Total Budget Amount

Solar Light Units

Year: 2015

Department: Operations

Division: Facilities

Project Code: FAC-063

Priority: Expenses necessary to provide projected service levels.

Project Description Budget for the 4th purchase of 15 additional solar lighting units to be installed by facilities personnel on bus stop shelters. This is a continuation of the pilot program to purchase and install 20 solar lights and the second and third purchase of 15 solar units on identified shelters with limited lighting or safety concerns. Feedback has been positive and we would like to continue with the installation of additional solar lighting units on shelters which have lighting or safety concerns. Current 5 year contract with Urban Solar (current solar lighting unit supplier) expires on 11/23/15. Anticipate this to be the last purchase on existing contract.

Budget Amount	Account Description
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\$35,000.00	SHELTERS & AMENITIES (SB)
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\$35,000.00	Total Budget Amount
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Departmental Support

Year: 2015
Department: Operations
Division: Operations
Project Code: OP-002
Priority: Expenses necessary to provide projected service levels.

Project Description Will enable Department to pay for routine expenses associated with administering the Department.

Budget Amount	Account Description
\$1,000.00	OPERATING SUPPLIES
\$500.00	MISCELLANEOUS EQUIPMENT
\$1,500.00	OFFICE EQUIPMENT
\$100.00	OFFICE SUPPLIES
\$2,000.00	PROFESSIONAL SERVICES
\$5,100.00	Total Budget Amount

Training and Development

Year: 2015

Department: Operations

Division: Operations

Project Code: OP-003

Priority: Expenses necessary to provide projected service levels.

Project Description Training and development for the Operations Director, 2 Operations Scheduling Coordinators, 1 Maintenance Assistant and 1 Operations Assistant.

Budget Amount	Account Description
\$2,025.00	TUITION/REGISTRATION
\$2,100.00	TRAVEL
\$4,125.00	Total Budget Amount

Communications

Year: 2015
Department: Operations
Division: Operations
Project Code: OP-004
Priority: Expenses necessary to provide projected service levels.

Project Description Maintaining radio communications involves paying site use for our two primary repeaters on Capitol Peak (Weyerhauser), and Crawford Mountain (CAPCOM), annual rental fees for Emergency Service Center dispatch site and T1 Telecommunications Circuit. This project also includes funds for communications services provided by Thurston County Communications. The cost increase is reflective of a 5% increase from Thurston Co. and a 4% from Weyerhauser annually per those contracts.

Budget Amount	Account Description
\$54,175.00	RENTALS
\$54,175.00	Total Budget Amount

Department Support

Year: 2015
Department: Operations
Division: Transportation
Project Code: TM-002
Priority: Expenses necessary to provide projected service levels.

Project Description Enables department to purchase print material for operator manuals, service changes, vehicle defect slips, operator time off requests, and other forms. Allows for the purchase of anti-microbial wipes, gloves, umbrellas and safe driving pins. New map books for incoming drivers are purchased with these funds.

Budget Amount	Account Description
\$8,300.00	PRINTING
\$8,000.00	OPERATING SUPPLIES
\$1,000.00	OFFICE EQUIPMENT
\$200.00	MISCELLANEOUS EQUIPMENT
\$1,000.00	MISCELLANEOUS
\$18,500.00	Total Budget Amount

Training and Development

Year: 2015

Department: Operations

Division: Transportation

Project Code: TM-003

Priority: Expenses necessary to provide projected service levels.

Project Description Training and Development for Fixed Route Manager and 10 Operations Supervisors

Budget Amount	Account Description
\$4,280.00	TUITION/REGISTRATION
\$11,950.00	TRAVEL
\$16,230.00	Total Budget Amount

Administer Security Contract

Year: 2015

Department: Operations

Division: Transportation

Project Code: TM-004

Priority: Expenses necessary to provide projected service levels.

Project Description Provide security services at both the Olympia Transit Center and the Lacey Transit Center. Security hours at Olympia Transit Center are 113 hours a week and 100 hours a week at Lacey Transit Center. This project is multi-year.

Budget Amount	Account Description
\$186,000.00	SECURITY
\$186,000.00	Total Budget Amount

Vehicle Fleet Support

Year: 2015
Department: Operations
Division: Vehicle Maintenance
Project Code: VM-002
Priority: Expenses necessary to provide projected service levels.

Project Description Operating supplies are calculated from the 2014 projected expenses.

Examples of supplies purchased are cleaning supplies, lubricants, rubber gloves, safety equipment, nuts, bolts, hoses, flashlight batteries, tape, fittings, terminals, BIO supplies, etc.

Small tools are calculated from history of replacing tools costing less than \$5,000. Increase in Small Tools Budget for 2015 by an additional \$10K. Several Shop tools are 20-years old and need replaced.

Sales tax on inventory, tires, and oil is calculated at 8.7% of total inventory costs for fleet.

Repair/maintenance by others is for shop towels, rugs, cleaning towels, portable radio repairs, and fire extinguisher repairs.

Budget Amount	Account Description
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\$900.00	PRINTING
\$21,000.00	FREIGHT/INVENTORY ITEMS
\$20,000.00	SMALL TOOLS
\$12,000.00	REPAIR/MAINT BY OTHERS
\$90,000.00	SALES TAX/INVENTORY ITEMS
\$69,000.00	OPERATING SUPPLIES
\$212,900.00	Total Budget Amount

Training and Development

Year: 2015

Department: Operations

Division: Vehicle Maintenance

Project Code: VM-003

Priority: Expenses necessary to provide projected service levels.

Project Description Based on an average for budgeting of 35 hours per FTE (41) at \$22.00 per hour.

Training and development for the Maintenance Manager, three Maintenance Supervisors, twenty two Technicians, three Support Specialists, five Service Workers, and six Vehicle Cleaners. Pays for tuition, books, lab fees and some travel for internal staff development plan.

Budget Amount	Account Description
----------------------	----------------------------

\$17,225.00	TRAVEL
\$17,225.00	TUITION/REGISTRATION
\$34,450.00	Total Budget Amount

Village Vans

Year: 2015

Department: Operations

Division: Vehicle Maintenance

Project Code: VM-004

Priority: Expenses necessary to provide projected service levels.

Project Description Repair and Maintenance by others includes the following: glass repair, welding, alignments, body work, machine shops, upholstery, etc.

Repair and maintenance supplies, tires, lubes and oils.

Fuel estimate at \$3.72 per gallon.

Budget Amount	Account Description
\$200.00	OILS/LUBES (VV)
\$1,000.00	TIRES/TUBES (VV)
\$18,065.00	GASOLINE (VV)
\$1,000.00	REPAIR/MAINT BY OTHERS (VV)
\$2,400.00	R/M SUPPLIES INVENTORY (VV)
\$22,665.00	Total Budget Amount

Dial A Lift Vans

Year: 2015
Department: Operations
Division: Vehicle Maintenance
Project Code: VM-005
Priority: Expenses necessary to provide projected service levels.

Project Description Repair and Maintenance by Others includes the following: glass repair, welding, alignments, body work, machine shops,, upholstery, radiators repairs, etc.

Repair and maintenance supplies, tires, lubes and oils.

Fuel estimate at \$3.72 per gallon

Budget Amount	Account Description
\$22,000.00	REPAIR/MAINT BY OTHERS (DAL)
\$403,000.00	DIESEL (DAL)
\$9,000.00	OILS/LUBES (DAL)
\$35,000.00	TIRES/TUBES (DAL)
\$200,000.00	R/M SUPPLIES INVENTORY (DAL)
\$669,000.00	Total Budget Amount

Coaches

Year: 2015
Department: Operations
Division: Vehicle Maintenance
Project Code: VM-006
Priority: Expenses necessary to provide projected service levels.

Project Description Repair and Maintenance by Others includes the following: glass repair, welding, alignments, body work, machine shops, etc.

Oil/ lubes: Oil went up in costs like fuel

Tires: reduced by 50K because of Michelin tire recall. It is likely to remain low for several years.

Fuel costs bedgeted at \$3.72 per gallon.

Budget Amount	Account Description
\$1,171,000.00	R/M SUPPLIES INVENTORY (COACH)
\$57,000.00	REPAIR/MAINT BY OTHERS (COACH)
\$44,000.00	OILS/LUBES (COACH)
\$2,432,000.00	DIESEL (COACH)
\$40,000.00	TIRES/TUBES (COACH)
\$3,744,000.00	Total Budget Amount

Staff Vehicles

Year: 2015

Department: Operations

Division: Vehicle Maintenance

Project Code: VM-007

Priority: Expenses necessary to provide projected service levels.

Project Description Repair and Maintenance by others includes the following: glass repair, welding, alignments, body work, machine shops, radio repair, upholstery, radiators etc.

Repair and maintenance supplies, tires, oil/ lubes, gasoline and diesel for all staff and support rigs.

Fuel costs budgeted at \$3.72 per gallon.

Budget Amount	Account Description
---------------	---------------------

\$25,000.00	DIESEL (STAFF)
\$25,000.00	GASOLINE (STAFF)
\$1,100.00	OILS/LUBES (STAFF)
\$2,500.00	TIRES/TUBES (STAFF)
\$14,400.00	R/M SUPPLIES INVENTORY (STAFF)
\$3,000.00	REPAIR/MAINT BY OTHERS (STAFF)
\$71,000.00	Total Budget Amount

Vanpool Vans

Year: 2015

Department: Operations

Division: Vehicle Maintenance

Project Code: VM-008

Priority: Expenses necessary to provide projected service levels.

Project Description Repair and Maintenance by others includes the following: glass repair, welding, alignments, body work, machine shops, radio repair, upholstery, radiators etc.

Repair and maintenance supplies, oils/lubes and tires.

Also supports an 11 vehicle expansion for 2014.

Budget Amount	Account Description
----------------------	----------------------------

\$63,000.00	REPAIR/MAINT BY OTHERS
\$90,000.00	R/M SUPPLIES INVENTORY (VP)
\$26,000.00	TIRES/TUBES (VP)
\$816,000.00	GASOLINE (VP)
\$9,000.00	OILS/LUBES (VP)
\$1,004,000.00	Total Budget Amount

Internal Staff Development

Year: 2015
Department: Operations
Division: Vehicle Maintenance
Project Code: VM-011
Priority: Expenses necessary to provide projected service levels.

Project Description Allows for several qualified staff to attend offsite heavy duty vehicle specific schooling and intergration into shop floor activities. The goal of this program is to develop coach techs inhouse.

Budget Amount	Account Description
\$10,000.00	TUITION/REGISTRATION
\$10,000.00	Total Budget Amount

Sustainability Committee

Year: 2015
Department: Operations
Division: Vehicle Maintenance
Project Code: VM-017
Priority: Expenses necessary to provide projected service levels.

Project Description Provides support for the ESMS/Sustainability Committee. The committee supports, increased awareness of, suggests improvements for, and educates staff on sustainability issues in all aspects of Intercity Transit's operations. This includes costs for staff to travel for training and/or conferences in support of our sustainability efforts, such as the APTA sustainability conference.

Budget Amount	Account Description
\$3,000.00	MISCELLANEOUS EQUIPMENT
\$500.00	PROFESSIONAL SERVICES
\$3,000.00	TRAVEL
\$6,500.00	Total Budget Amount

Vanpool Program Administration

Year: 2015
Department: Operations
Division: Vanpool
Project Code: VP-002
Priority: Expenses necessary to provide projected service levels.

Project Description Manage, administer and coordinate Intercity Transit's vanpool program, providing vanpool vehicles for approximately 233 groups of (5 to 15) commuters who have at least one end of their commute in Thurston County. Provide day-to-day support to vanpool volunteers. Recruit, approve and train volunteer coordinators, drivers and bookkeepers. Maintain WSTIP Vanpool Risk Management program, providing driver refresher training, safety, recruitment and Guaranteed Ride Home. Create new accident reporting kit, update vanpool manual and other miscellaneous improvements.

Budget Amount	Account Description
\$500.00	OPERATING SUPPLIES
\$2,400.00	OFFICE EQUIPMENT
\$11,000.00	MISCELLANEOUS
\$7,500.00	VANPOOL DRIVER RECORD CHECK
\$500.00	GUARANTEED RIDE HOME
\$21,900.00	Total Budget Amount

Training and Development

Year: 2015

Department: Operations

Division: Vanpool

Project Code: VP-003

Priority: Expenses necessary to provide projected service levels.

Project Description Training and development for the Vanpool Manager, four Vanpool Coordinators and one Commuter Services Assistant.

Budget Amount	Account Description
\$7,000.00	TRAVEL
\$7,600.00	TUITION/REGISTRATION
\$14,600.00	Total Budget Amount

Rideshare Online Administration

Year: 2015

Department: Operations

Division: Vanpool

Project Code: VP-005

Priority: Expenses necessary to provide projected service levels.

Project Description Administer, manage and coordinate the Statewide on-line Ridematching service (Rideshareonline.com), providing customers with potential partners with whom they can carpool, vanpool, walk, or bicycle. Maintain and expand the rideshare database, manage networks and client records, process applications, and provide follow-up support. Create and distribute rideshare and marketing materials and update website and provide training for Employee Transportation Coordinators.

Budget Amount	Account Description
\$100.00	OPERATING SUPPLIES
\$250.00	PRINTING
\$3,500.00	PROFESSIONAL SERVICES
\$3,850.00	Total Budget Amount

Incentive Program

Year: 2015
Department: Operations
Division: Vanpool
Project Code: VP-006
Priority: Expenses necessary to provide projected service levels.

Project Description Continue marketing and incentive campaign to increase ridership in vanpools. Utilize new vanpool brand, using social media, advertising and incentives to add new riders to current vanpools and to form new vanpools. Incentive program added 422 new riders in 2010.

Budget Amount	Account Description
\$12,000.00	VANPOOL INCENTIVE PROG
\$1,000.00	PRINTING
\$500.00	MISCELLANEOUS
\$13,500.00	Total Budget Amount

Day to Day Activities

Year: 2015
Department: Operations
Division: Village Vans
Project Code: VV-002
Priority: Expenses necessary to provide projected service levels.

Project Description Provide free transportation to low income families in support of work related activities.

Budget Amount	Account Description
\$100.00	MISCELLANEOUS
\$300.00	WORKERS COMP - VOLUNTEERS
\$100.00	OPERATING SUPPLIES
\$1,000.00	VILLAGE VAN DRIVER RECORD CHECK
\$1,200.00	PRINTING
\$2,700.00	Total Budget Amount

Training and Development

Year: 2015

Department: Operations

Division: Village Vans

Project Code: WV-003

Priority: Expenses necessary to provide projected service levels.

Project Description Obtain program related professional development training supporting service mission.

Budget Amount	Account Description
\$500.00	TUITION/REGISTRATION
\$500.00	Total Budget Amount

SALARIES/ WAGES & BENEFITS - Staffing levels based on the proposed service plan; compensation levels and contractual benefits as defined in the ATU and IAM contracts and the Classification and Compensation Study.

Finance & Administration

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Total Salaries, Wages & Benefits

25,244,809

Salaries/Wages & Benefits

Year: 2015

Department: Finance/Administration

Division: Finance

Project Code: FIN-001

Priority: Staffing level necessary to implement Strategic Plan levels of service.

Project Description Provides for a staff of 6 FTE's:

One Finance and Admin Director, one Finance Manager, one Administrative Assistant, one Accounting Assistant and two Accounting Specialists

Budget Amount	Account Description
\$432,467.00	Staff Salary & Wages
\$3,898.00	OVERTIME
\$131,922.00	Staff Fringe Benefits
\$568,287.00	Total Budget Amount

Salaries/Wages & Benefits

Year: 2015
Department: Finance/Administration
Division: Information Systems
Project Code: IS-001
Priority: Staffing level necessary to implement Strategic Plan levels of service.

Project Description Provide for a staff of five FTE's.

One Information Systems Manager, three Information Systems Analysts, and one Information Systems Technician.

Budget Amount	Account Description
\$7,989.00	OVERTIME
\$113,186.00	Staff Fringe Benefits
\$373,800.00	Staff Salary & Wages
\$494,975.00	Total Budget Amount

Salaries/Wages & Benefits

Year: 2015
Department: Executive
Division: Executive
Project Code: EX-001
Priority: Staffing level necessary to implement Strategic Plan levels of service.

Project Description Provides for a staff of five FTEs

One General Manager, two Executive Assistants, one Grants Program Administrator, and one Environmental Sustainability Coordinator

Budget Amount	Account Description
\$114,740.00	Staff Fringe Benefits
\$389,003.00	Staff Salary & Wages
\$2,000.00	OVERTIME
\$505,743.00	Total Budget Amount

Salaries/Wages & Benefits

Year: 2015
Department: Executive
Division: Marketing
Project Code: MC-001
Priority: Staffing level necessary to implement Strategic Plan levels of service.

Project Description Salaries, wages and benefits for the Marketing & Communications Manager, two Marketing & Communication Coordinators, a Youth Education Specialist, a half-time Bicycle Commuter Contest Specialist.

Budget Amount	Account Description
\$3,108.00	OVERTIME
\$432,396.00	Staff Salary & Wages
\$140,640.00	Staff Fringe Benefits
\$576,144.00	Total Budget Amount

Salaries/Wages & Benefits

Year: 2015
Department: Executive
Division: Planning
Project Code: PL-001
Priority: Staffing level necessary to implement Strategic Plan levels of service.

Project Description Provide for four FTE's: One Planning Manager, one Senior Planner, one Scheduler and one Planning Systems Coordinator

Budget Amount	Account Description
\$317,070.00	Staff Salary & Wages
\$92,608.00	Staff Fringe Benefits
\$409,678.00	Total Budget Amount

Salaries/Wages & Benefits

Year: 2015

Department: Executive

Division: Procurement

Project Code: PRO-001

Priority: Staffing level necessary to implement Strategic Plan levels of service.

Project Description Provides for a staff of seven FTE's: One Procurement/Capital Projects Manager, three Procurement Coordinators, one Inventory Supervisor, one Inventory Specialist, one Inventory Assistant

Budget Amount	Account Description
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\$488,154.00	Staff Salary & Wages
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\$156,498.00	Staff Fringe Benefits
--------------	-----------------------

\$644,652.00	Total Budget Amount
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Salaries/Wages & Benefits

Year: 2015
Department: Human Resources
Division: Human Resources
Project Code: HR-001
Priority: Staffing level necessary to implement Strategic Plan levels of service.

Project Description Provides for a staff of 6.0 FTEs:

1.0 Human Resources Director, 1.0 Senior Human Resources Analyst, 1.0 Human Resources Analyst, 1.0 Human Resources Specialist, 1.0 Human Resources Assistant, and 1.0 Training Coordinator.

Budget Amount	Account Description
\$475,280.00	Staff Salary & Wages
\$139,571.00	Staff Fringe Benefits
\$3,950.00	OVERTIME
\$618,801.00	Total Budget Amount

ATU Tuition

Year: 2015

Department: Human Resources

Division: Human Resources

Project Code: HR-009

Priority: Staffing level necessary to implement Strategic Plan levels of service.

Project Description Promotes continued employee development. Funding is required by the ATU contract.

Budget Amount	Account Description
\$5,000.00	TUITION/REGISTRATION
\$5,000.00	Total Budget Amount

IAM Tuition

Year: 2015

Department: Human Resources

Division: Human Resources

Project Code: HR-010

Priority: Staffing level necessary to implement Strategic Plan levels of service.

Project Description Promotes continued employee development. Funding is required by the IAM contract.

Budget Amount	Account Description
\$2,000.00	TUITION/REGISTRATION
\$2,000.00	Total Budget Amount

Salaries/Wages & Benefits

Year: 2015

Department: Operations

Division: Customer Services

Project Code: CS-001

Priority: Staffing level necessary to implement Strategic Plan levels of service.

Project Description Customer Service provides for a staff of eight FTE's: One Customer Service Supervisor, One Lead Customer Service Representative and Six Customer Service Representatives.

Budget Amount	Account Description
\$8,134.00	OVERTIME
\$144,946.00	Staff Fringe Benefits
\$400,153.00	Staff Salary & Wages
\$553,233.00	Total Budget Amount

Salaries/Wages & Benefits

Year: 2015
Department: Operations
Division: Dial A Lift
Project Code: DAL-001
Priority: Staffing level necessary to implement Strategic Plan levels of service.

Project Description Dial-A-Lift provides for a staff of eleven FTE's. One DAL Manager, two Travel Training Coordinators, one ADA Eligibility Coordinator and eight DAL Dispatch Specialists.

Budget Amount	Account Description
\$248,490.00	Staff Fringe Benefits
\$769,162.00	Staff Salary & Wages
\$17,359.00	OVERTIME
\$1,035,011.00	Total Budget Amount

Salaries/Wages & Benefits

Year: 2015

Department: Operations

Division: Facilities

Project Code: FAC-001

Priority: Staffing level necessary to implement Strategic Plan levels of service.

Project Description Provides for a staff of seven FTE's:

One Facilities Manager, two Facilities Technicians, and four Facilities Specialists.

Budget Amount	Account Description
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\$156,474.00	Staff Fringe Benefits
\$423,762.00	Staff Salary & Wages
\$14,384.00	OVERTIME
\$15,000.00	EXTRA HELP
\$609,620.00	Total Budget Amount

Salaries/Wages & Benefits

Year: 2015

Department: Operations

Division: Operations

Project Code: OP-001

Priority: Staffing level necessary to implement Strategic Plan levels of service.

Project Description Provides for one Operations Director, two Operations Scheduling Coordinators, one Maintenance Assistant and one Operations Assistant.

Budget Amount	Account Description
\$110,163.00	Staff Fringe Benefits
\$4,570.00	OVERTIME
\$348,168.00	Staff Salary & Wages
\$462,901.00	Total Budget Amount

Salaries/Wages & Benefits

Year: 2015
Department: Operations
Division: Transportation
Project Code: TM-001
Priority: Staffing level necessary to implement Strategic Plan levels of service.

Project Description Provides for a staff of 199 FTEs; one Fixed Route Manager, 10 Operations Supervisors, 35 Van Operators and 153 Coach Operators.

Budget Amount	Account Description
\$5,708,892.00	Coach Salary & Wages
\$678,869.00	Van Fringe Benefits
\$1,568,279.00	Van Salary & Wages
\$4,891.00	PREMIUM
\$45,239.00	OVERTIME
\$778,746.00	Extraboard Benefits
\$1,788,051.00	Extraboard Salary & Wages
\$5,983.00	PREMIUM
\$2,362,022.00	Coach Fringe Benefits
\$19,126.00	PREMIUM
\$197,615.00	OVERTIME
\$281,131.00	Staff Fringe Benefits
\$829,687.00	Staff Salary & Wages
\$53,311.00	OVERTIME
\$278,524.00	OVERTIME
\$14,600,366.00	Total Budget Amount

Uniforms Supervisor/Operator

Year: 2015

Department: Operations

Division: Transportation

Project Code: TM-005

Priority: Staffing level necessary to implement Strategic Plan levels of service.

Project Description Provide each new Supervisor, Operator and Dial A Lift Dispatch Specialist with an initial issue/replacement of uniforms.

Budget Amount	Account Description
\$60,000.00	UNIFORMS/CLOTHING
\$60,000.00	Total Budget Amount

Salaries/Wages & Benefits

Year: 2015
Department: Operations
Division: Vehicle Maintenance
Project Code: VM-001
Priority: Staffing level necessary to implement Strategic Plan levels of service.

Project Description Provides for a staff of forty-one:

One VM Manager three VM Supervisors, seven Automobile Mechanics, fifteen Coach Mechanics, three Support Specialists, five Service Workers and six Vehicle Cleaners. Also supports one college Coop student.

Budget Amount	Account Description
\$74,904.00	OVERTIME
\$2,399,661.00	Staff Salary & Wages
\$888,619.00	Staff Fringe Benefits
\$10,000.00	EXTRA HELP
\$3,373,184.00	Total Budget Amount

Contract Benefits

Year: 2015
Department: Operations
Division: Vehicle Maintenance
Project Code: VM-009
Priority: Staffing level necessary to implement Strategic Plan levels of service.

Project Description Provide resources in order to comply with the provisions of the IAM contract.

Budget Amount	Account Description
\$22,000.00	UNIFORMS/CLOTHING
\$18,000.00	TOOL ALLOWANCE
\$40,000.00	Total Budget Amount

Salaries/Wages & Benefits

Year: 2015
Department: Operations
Division: Vanpool
Project Code: VP-001
Priority: Staffing level necessary to implement Strategic Plan levels of service.

Project Description Provides for a staff of five FTE's: One Vanpool Manager, four Vanpool Coordinators and one Commuter Services Assistant.

Budget Amount	Account Description
\$122,109.00	Staff Fringe Benefits
\$373,050.00	Staff Salary & Wages
\$8,243.00	OVERTIME
\$503,402.00	Total Budget Amount

Salaries/Wages & Benefits

Year: 2015

Department: Operations

Division: Village Vans

Project Code: VV-001

Priority: Staffing level necessary to implement Strategic Plan levels of service.

Project Description Provides for a staff of two FTE's:

One Village Van Supervisor and one Village Van Assistant

Budget Amount	Account Description
\$315.00	OVERTIME
\$138,679.00	Staff Salary & Wages
\$42,818.00	Staff Fringe Benefits
\$181,812.00	Total Budget Amount

**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 7
MEETING DATE: October 15, 2014**

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Discounted Bus Pass Program for Agencies Serving Low-Income Persons

-
- 1) **The Issue:** To share a list of government agencies and non-profit organizations that have benefited from the Authority-approved Discounted Bus Pass Program with the amount received to date in 2014. Staff will also provide a timeline for the 2015 application process.
-
- 2) **Recommended Action:** This is an informational item.
-
- 3) **Policy Analysis:** Resolution 3-2012 directs the General Manager to implement a Discounted Bus Pass Program up to \$200,000 in bus passes for one year.
-
- 4) **Background:** The Authority adopted a resolution directing the General Manager to implement a discounted bus pass program providing up to \$200,000 to qualifying government agencies and non-profit organizations to serve the unmet public transportation needs of low income persons.

This is the fourth year of the program. A timeline for the program is as follows:

- | | |
|---------------------------------|-------------------------|
| ▪ Applications out to agencies | Week of October 20 |
| ▪ Applications due | November 21, 2014, 4 pm |
| ▪ Present grant awards to ITA | December 3, 2014 |
| ▪ Passes mailed out to agencies | December 20, 2014 |
| ▪ 2015 program begins | January 1, 2015 |

If funding remains beyond this initial award period, the program has a rolling application process which awards on a first come, first serve basis.

-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** The Authority could forego sales of up to \$200,000 in passes and up to \$100,000 in revenue if all passes were purchased.

7) **Goal Reference:** **Goal #1:** *“Assess the transportation needs of our community.”*
Goal #4: *“Provide responsive transportation options.”*

8) **References:** 2014 Discounted Bus Pass Program Recipients.

2014 Discounted Pass Program Recipients

Name Of Recipient	Contact Person & Phone Number	Passes at Discounted Rate	Passes at Full Rate	Pass Type Ordered
Bear-GRuB Olympia High School 1302 North Street SE Olympia WA 98501	Blue Peetz 360/870-6580	\$1,020.00	\$2,040.00	Youth
Bread & Roses 1320 8th Ave SE Olympia WA 98501	Meta Hogan 360/259-9619	\$1,296.00	\$2,592.00	Adult
Capital Recovery Center 1000 Cherry Street SE Olympia WA 98501	Joshua Black 360-357-2582 Office 360-628-7603 Cell	\$2,592.00	\$5,184.00	Adult
Community Youth Services 711 State Ave NE Olympia WA 98506	Gretchen Grady 360/943-0780 X 120	\$12,300.00	\$24,600.00	Adult Youth
Drexel House Catholic Community Services 604 Devoe Street SE Olympia WA 98501	Bary Hanson 360/ 753-3340 ext 1	\$7,560.00	\$15,120.00	Adult
Family Support Center of S Sound P O Box 784 Olympia WA 98507-0784	Schelli Slaughter 360/754-9297 ext 211	\$2,394.00	\$4,788.00	Adult Youth
Gravity High School- ESD 113 502 Pear Street Olympia WA 98501	Russ Surrige 360/464-6851	\$4,320.00	\$8,640.00	Adult Youth
GRuB 2016 Elliott Ave NW Olympia WA 98502	Wade Arnold 360/753-5522	\$1,515.00	\$3,030.00	Youth
New Market Skill Center 7299 New Market Street Tumwater WA 98501	Gina Downs 360/570-4501	\$7,395.00	\$14,790.00	Adult Youth
Office of Assigned Counsel 926 24th Way SW Olympia WA 98502	Daryl Rodrigues 360/754-4897	\$3,060.00	\$6,120.00	Adult Youth

Out of the Woods 2300 East End Street NW Olympia WA 98502	Brian Walsh 360/402-2008	\$918.00	\$1,836.00	Adult Youth
Pacific Mountain Workforce 1570 Irving Street SW Tumwater WA 98512	Pam Grindstaff 360/570-4249	\$2,358.00	\$4,716.00	Adult
The Salvation Army P O Box 173 Olympia WA 98507	William Lay III 360/352-8596 ext 105	\$4,320.00	\$5,184.00	Adult
Thurston County Superior Court Juvenile Drug Court 2801 32nd Ave SW Tumwater WA 98512	Haley Lowe 360/709-3205	\$1,080.00	\$2,160.00	Youth
Thurston Cty Public Health & Social Services Veteran's Assistance Fund 412 Lilly Road NE Olympia WA 98506-5132	Linda Loyle 360/867-2565	\$2,160.00	\$4,360.00	Adult
Union Gospel Mission of Olympia P O BOX 7668 Olympia WA 98507-7668	Jerry L Gatton Jr 360/709-9725 X103	\$2,952.00	\$5,904.00	Adult Youth
WA ST DSHS Olympia Community Service Office 6860 Capital Blvd Tumwater WA 98512	Carol MacCraken 360/725-6622 Milton Caron 360/725-6530	\$10,620.00	\$21,240.00	Adult Youth
Totals		\$67,860.00	\$132,304.00	

Beginning Balance of Grant Fund:	\$200,000.00
Total Amount of Grants Awarded:	(\$132,304.00)
Funds still Available to Award:	\$67,696.00

Path in Share drive: I: Departments, Finance, Bus Pass Grant Program

**INTERCITY TRANSIT AUTHORITY
WORK SESSION
AGENDA ITEM NO. 8
MEETING DATE: October 15, 2014**

FOR: Intercity Transit Authority

FROM: Ann Freeman Manzanares - 705-5838

SUBJECT: 2015-2020 Strategic Plan

-
- 1) **The Issue:** Review policy position issues.
-
- 2) **Recommended Action:** Discuss and provide staff direction.
-
- 3) **Policy Analysis:** The Strategic Plan is Intercity Transit's primary policy document and Authority direction determines the level of resources and priorities devoted to specific services and projects.
-
- 4) **Background:** Every year the Authority defines critical policy issues and establishes direction for staff and the future of Intercity Transit. This typically takes place over several meeting sessions. The Authority reviewed fourteen issues, and a fifteenth issue was introduced in the first two sessions. This is the third session for your review and consideration.

Below is a list of policy issues to consider. Included is a short note regarding Authority direction for 2014, as well as new information the Authority may wish to consider. Staff will walk through these issues in more detail at the October 15 Authority work session.

1. Should Intercity Transit maintain status quo service levels in 2015 or consider new or expanded local transit services needed to serve the growing population?

Authority Direction for 2014: While new or expanded local services are needed to serve our current population, our financial outlook necessitates a conservative approach. Implement two grant funded Express Routes - Tumwater to Lakewood and Olympia to Seattle September 30, 2013, through June 30, 2015.

2. What is Intercity Transit's role in providing regional mobility?

Authority Direction for 2014: Approach state and federal funding sources to provide assistance in meeting the public transportation demand in the 1-5 corridor. Continue support of the vanpool program and continue to work with our partners to consider alternatives for serving the corridor.

3. What role should Intercity Transit play in serving downtown Olympia, downtown Lacey and the Tumwater Town Center areas?

Authority Direction for 2014: Work with the state to identify adequate parking for the dash. Work with area stakeholders to market and cross promote transit in core areas of downtown Olympia, Lacey, and Tumwater.

4. Is there a role for local express service in the current service area?

Authority Direction for 2014: We currently do not offer local express service which operates in major corridors increasing service speeds by reducing the number of stops to reduce travel times. Continue to support transit signal prioritization. Monitor intra-county ridership related to the Tumwater to Lakewood and Olympia to Seattle service.

5. Should Intercity Transit's planning for the next six years be financially constrained?

Authority Direction for 2014: Consider an August 2014 or August 2015 sales tax election to levy the additional 0.1 percent with all revenues dedicated to capital.

6. Should Intercity Transit seek alternative funding sources involving stakeholders in an extended dialogue to determine if a mutually acceptable strategy can be derived?

This is a new question presented by member Don Melnick for the Authority to consider. The full statement for consideration was distributed at the October 1, 2014, Authority meeting and also included in this meeting packet.

5) **Alternatives:** N/A.

6) **Budget Notes:** The Strategic Plan provides the basis for the development of the annual budget.

7) **Goal Reference:** The annual budget impacts all goals.

8) **References:** Strategy question presented by Don Melnick.

Patricia Messmer

To: Don Melnick
Subject: RE: FY 2015-2020 Strategic Plan Discussions

From: Don Melnick
Sent: Sunday, September 28, 2014 4:48 PM
To: Ann Freeman Manzanares; Karen Messmer
Cc: Patricia Messmer
Subject: FY 2015-2020 Strategic Plan Discussions

IT 2015-2020 STRATEGIC PLAN COMMENT

By: Don Melnick

I believe there should be another Issue posed regarding IT's long term strategy and it relates to funding. For a number of years IT has, through it's prudent fiscal management efforts, very successfully funded its operations from federal and state grant sources plus local sales tax revenues. As a result our Strategic Planning effort has been rightfully focused largely on the creative and wise investment of available resources.

Now I believe there is a strong likelihood that federal and state funding will continue to be diminished significantly within the current planning threshold and that alternative sources will need to be found to fund both capitol and operational aspects of IT. If funding cannot be found then levels of service will need to be diminished commensurate with fund availability an exercise that will disrupt many lives and one which no one will find palatable. Therefore I believe seeking alternative funding sources should be an added component that is part of our strategy for the future.

Since any such effort will of necessity require considerable time to assess, I believe the issue of seeking alternative funding sources should be addressed in our 2015-2020 Strategic Plan in the form of an additional Issue Statement. Since public transit definitely provides significant benefit to all government institutions state and local residing in our region, as well as to schools and private business, by facilitating desired growth management patterns I believe an extended dialogue involving these stakeholders should be convened, somewhat similarly to the recently completed urban corridors process, to address this problem and determine if a mutually acceptable strategy can be derived. This way regardless of whether an acceptable strategy can be found the decision will have been made by the stakeholders most affected.