

Questions submitted by Director Walsh and Director McCalley (4/29)

2025 budget questions

5.3M Misc supplies and materials

- 852K - computers and related equipment
 - What is this for more specifically? Can this expense be deferred or reduced (has it already been reduced?)

	FY 24-25 Budget	FY 25-26 Proposed	% Change
<i>Computers and Related Equipment</i>	\$852k	\$474k	-44.4%

The District has hundreds of employees who use computers, printers, scanners, tablets, etc., to complete or assist with their work. The District also has an extensive network infrastructure that must be kept in a functional state. There is a consistent need for equipment replacements and upgrades each year. Up-to-date and functional computer and networking equipment is essential for staff to perform their duties effectively.

- 503K - miscellaneous supplies
 - Breakdown this category. What is this for? Can this be reduced?

	FY 24-25 Budget	FY 25-26 Proposed	% Change
<i>Miscellaneous Supplies</i>	\$584k	\$686k	17.5%

The Miscellaneous Supplies budget is increasing for FY 25-26 primarily due to increased Clipper Card supply costs (growth in EasyPass and other programs, new limited-use Clipper Cards to replace mag strip tickets). Inflation is also causing a general increase in supplies costs. A detail of what is in the category is as follows:

Miscellaneous supplies:

- *Clipper Cards for EasyPass and other programs*
- *Facility Maintenance Supplies*
- *Miscellaneous tools, decals, bus upholstery materials, and service island supplies*
- *OSHA-mandated equipment like water bottles, gloves, spill kits, and universal waste containers*
- *Compressed gas rentals, cylinders, and wastewater treatment chemicals*
- *Supplies for outreach events, community booths, and volunteer support*
- *Miscellaneous office items, storeroom organization, and HR supplies*
- *Drug & Alcohol testing supplies*

- 339K - office furniture

- What is this for? Can this be deferred or reduced? (The Board recently approved furniture and other upgrades to the 10th Floor conference room)

	FY 24-25 Budget	FY 25-26 Proposed	% Change
Office Furniture	\$339k	\$207k	-39.0%

The District has 6 major facilities with office, conference room, and other functional spaces. There is a general ongoing need to replace old desks, chairs, Gillie and break room furniture, filing cabinets, replace/add cubicles and dividers, etc., at all facilities. The District still has a significant amount of furniture that dates from the mid-1980s when the facilities were built or significantly renovated. The budget has been reduced and is primarily contingency to handle requests as needed and complete ongoing furniture upgrades. The GO 10th Floor conference room upgrade previously approved by the Board is a capital grant funded project, with grant funds limited in scope to facility improvements specifically at the GO.

- 182K - printing supplies

- What is this for? Is there another line item for printing supplies or does this cover the full amount? Does this include expenses for the marketing swag giveaway items? If not, where are those items?

	FY 24-25 Budget	FY 25-26 Proposed	% Change
Printing Supplies (50463)	\$183k	\$167k	-9.0%
Printing Services (50360)	\$89k	\$99k	11.0%

There are two accounts: Printing Supplies and Printing Services, both mostly budgeted in the departments for Print Shop and Marketing. Printing Supplies is primarily supplies for the print shop – special materials, paper, ink, toner, etc. Printing Services is used primarily for printing jobs that can't be done by the print shop and includes branding material. There is a slight increase in branding material for Realign for FY25-26. "Swag" is budgeted in the Printing Services account in the Marketing Department (which rolls up to the "Other Services" grouping shown below).

25M “other services”

- What is this for? Breakdown.

Other Services	FY 24-25 Budget	FY 25-26 Proposed	% Change
Software	\$8.3M	\$7.6M	-9%
Contract Maintenance Services	\$3.5M	3.8M	8%
Outside Repair Services	\$2.6M	2.5M	-4%
Clipper Expenses	\$1.9M	1.2M	-37%
Outside Attorney	\$1.9M	\$1.1M	-40%
Claims Administration (WC)	\$1.7M	\$1.7M	0%
Temporary Help – Additional*	\$1.6M	\$120k	-93%
Custodial Services	\$1.1M	\$1.1M	6%
Outside Training Services	\$797k	\$327k	-59%
Help Wanted Advertisement	\$390k	\$237k	-39%
Hazardous Waste	\$269k	\$260k	-3%
Management Service Fees	\$233k	\$210k	-10%
Laundry	\$225k	\$225k	0%
Other Services	\$222k	\$300k	35%
Audit Fees	\$175k	\$175k	0%
Towing	\$175k	\$175k	0%
Non-Lawyer Legal	\$152k	\$262k	72%
Printing Services	\$89k	\$99k	11%
Advertising Production Costs	\$45k	\$65k	44%
	\$25.3M	\$21.4M	-15%

Note: “Temporary Help – Additional” covers the need to hire professional help to perform services that are temporarily needed and outside the job descriptions of current employee positions. This is separate from temporary help that backfills for vacant positions.

617K dues and subscriptions

- Can this be further reduced? Can you provide a list of organizations and costs? (Can we negotiate with APTA, for example?)

Dues and subscriptions were reviewed as part of the budget process and reduced where possible. The table below summarizes the types of memberships and costs. We have tried in the past and APTA does not negotiate dues. We do not have enough staff resources to attempt

to negotiate with most organizations. A complete list of organizations is included in this attachment.

	FY 24-25 Budget	FY 25-26 Proposed
<i>Districtwide Organization Memberships</i>	\$318k	\$231k
<i>Department/Industry Specific Membership</i>	\$354k	\$206k
<i>ACTC, WCCTAC</i>	\$145k	\$149k
<i>Chambers of Commerce, Councils, Econ Dev Assocs</i>	\$47k	\$22k
Total	\$864k	\$608k

- Where are sponsorships located in the budget? (ie, tables at partner events)

Sponsorships are budgeted in the Legislative Affairs department under the Advertisement and Promotional Media Fees account. For the budget presentation this account is part of the “Non-Labor - Miscellaneous” grouping.

Non Labor - Other Materials & Supplies \$21.8M (page 15 of 4/23 Board presentation)

- How does this relate to the “Miscellaneous supplies” of 503K above?
- Breakdown this category

Other Materials & Supplies includes the following sub-groupings of accounts and the related budgets.

	FY 24-25 Budget	FY 25-26 Proposed
<i>Bus Parts</i>	\$13.5M	13.7M
<i>Other Maint. Supplies</i>	\$6.0M	\$5.8M
<i>Office Supplies</i>	\$1.7M	\$1.2M
<i>Timetables</i>	\$32.3k	\$40.0k
<i>Miscellaneous</i>	\$925k	\$968k
Other Materials & Supplies Total	\$22.3M	\$21.7M

These sub-grouping contain accounts for the following:

- *Other Maintenance Supplies: Tires and Tubes, Hardware, Shop Materials, Cleaning and Painting Supplies, Manufacturing Equipment and Tools, Building Supplies, Farebox Materials, Electronic Destination Sign Materials, Machining Materials, Radio Parts, Coveralls and Coats*
- *Office Supplies: Stationery Supplies, Office Furniture and Equipment, Postage, Printing Supplies, Computer Related Equipment*
- *Timetables (printed timetables)*

- *Miscellaneous: Inventory Price Variance Expense, Various Inventory Adjustments, Obsolete Inventory Expense, Safety and Medical Supplies, Miscellaneous Supplies, Freight-In, Transfers & Tickets, Warranties*

249K employee incentive

- What is this (operator hiring bonus or \$2/hour reliability incentive?) Why was it reduced?

Employee Incentives includes numerous items such as:

- *Recognition Programs: Employee of the Month, Maintenance Div. of Quarter, CMF Recognition, Transportation Division of Quarter, Driver Commendation Program, Safe Driving Awards, CHP Awards*
- *Celebrations & Events: Mechanic Apprentice Program (HDCMAP) celebration, NBO graduations, Driver Appreciation Day, OCC Recognition, Senior Staff Events, retirement events, Bus Roadeo, Family Day*
- *Wellness & Team Culture: Team Building, Wellness events, Gym Equipment Maintenance, District Diversity Events*

The operator hiring bonus and trunk line reliability incentive are not included in Employee Incentive. The hiring and referral bonuses are payroll related and are part of Fringe expenses. The trunk line reliability incentive is a component of operator pay and so included in Operator Wages.

Misc

- Where are events like Family Day and the various employee celebration events in the budget? What's the total budget for these activities? What was the cost last year?

Family Day and other employee events are budgeted in the HR department in the Employee Incentives account.

For the budget presentation the employee incentive account is part of the "Non-Labor - Miscellaneous" grouping. Slide 18 of the FY26 Draft Budget presentation showed the specific Employee Incentives budget for FY25 as \$642k, with \$237k spent to-date. The Proposed Budget for Employee Incentives is \$384k, a reduction of \$258k from the FY25 budget. The increase from the Draft to Proposed Budgets for FY25-26 of \$135k is due to the omission of Family Day (\$75k) and Division Holiday Celebrations (\$50k) from the Draft.

- What category did the Hursh settlement \$ come from? (HR/personnel?)

The costs of the settlement agreement for former GM Michael Hursh were paid out of the labor budget for the General Manager department.

Dues and Subscriptions	Amount
EAMC	228,630
Dept Specific Memberships	5,000
American Marketing Association	1,000
Printing Unites and IMPA	1,000
Marketing/creative	1,000
Newspaper subscriptions	2,000
City Group Memberships	22,280
Oakland Metropolitan Chamber of Commerce	5,600
Oakland African American Chamber of Commerce	3,750
San Leandro Chamber of Commerce	1,800
Hayward Chamber of Commerce	1,600
Castro Valley/Eden Area Chamber of Commerce	1,500
Oakland Vietnamese Chamber	1,500
Richmond Chamber of Commerce	1,100
Oakland Latino Chamber of Commerce	1,000
Council of Industries of WCCC	900
Berkeley Chamber of Commerce	650
El Cerrito Chamber of Commerce	650
Alameda Chamber of Commerce	600
Albany Chamber of Commerce	600
Fremont Chamber of Commerce	475
Newark Chamber of Commerce	255
Oakland Chinatown Chamber of Commerce	200
El Sobrante Chamber of Commerce	100
Districtwide	201,350
American Public Transportation Assoc (APTA)	95,000
California Transit Assoc (CTA)	60,000
CA Special Districts Association	9,900
Bay Area Council	7,000
SPUR	6,000
Conference of Minority Transportation Officials (COMTO)	5,200
Latinos in Transit	5,000
The Bus Coalition	5,000
WTS	4,000
East Bay Leadership Council	2,750
East Bay Economic Development Alliance (East Bay EDA)	1,500
Overhead	96,795
Districtwide	96,795
Alameda County Transportation Commission (ACTC)	91,170
CalStart Policy Action Groups (PAG)	5,625

Planning	87,239
Dept Specific Memberships	26,139
American Planning Association (APA), American Institute for Certified Planners (AICP)	9,000
The Climate Registry (TCR) Membership	5,000
Hydrogen Safety Council	5,000
Professional Licenses for Capital Projects	2,500
Construction Specification Institute (CSI)	2,000
Newspaper subscriptions	1,000
Engineer License Fee - Traffic	350
Institute of Transportation Engineers (ITE) Membership	300
Senior/Accessible Outreach - Memberships cost to various Seniors/Accessible events	300
California Stormwater Quality Association certification	240
Professional Engineering license renewal - Civil Engineering license renewal	200
LEED, Envision, Fitwel	149
Association of Environment	100
Districtwide	61,100
West Contra Costa County Transportation Advisory Committee (WCCTAC)	58,000
CALACT Public Operators Membership	1,800
California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA)	800
811 Membership	500
IT	63,000
Dept Specific Memberships	63,000
Infotech	52,000
International CIO Leadership Membership	10,500
Municipal Information Systems Association of California (MISAC)	260
ChatGPT Plus Monthly Subscription	240
General Counsel	56,300
Dept Specific Memberships	56,300
T. Reuters West Law	40,000
The Recorder Online Publication	6,500
Annual CA. State Bar Dues	3,500
IRMI Risk Management Online Resources	2,500
Dues and Subscriptions for Claims Handling Processes	3,800
Finance	24,086
Dept Specific Memberships	24,086
Government Financial Officers Association (GFOA)	5,715
OPIS Fuel Report	2,816
California Association of Public Procurement Officials (CAPPO) dues	2,610
AMERICAN PAYROLL ASSOC.	2,500
American Management Association (AMA) annual membership	2,000
Real Estate dues	2,000
CSMFO Membership	1,600
Dun and Bradstreet Credit Monitoring	1,500
SHRM (Society for HR Management)	1,200
P-Card Association IOCP	595
American Purchasing Society Membership	550
Moody's Rating	500
Annual CA. State Bar Dues	500

Operations	24,000
Dept Specific Memberships	3,500
Mitchel International, Solid Works, Snap on	3,500
Districtwide	20,500
California Hydrogen Business Council	7,500
California Transportation for the Environment (CTE)	5,000
CalStart ZEB Coalition	5,000
CalStart	3,000
HR	10,171
Dept Specific Memberships	10,171
Society for HR Management (SHRM)	6,795
WorldatWork Certification Renewal	975
HRCI Recertification	762
International Association for Human Resources Information Management	600
Disability Management Employer Coalition (DMEC)	590
HR JetPack	299
CalGovHR	150
GM	16,524
Dept Specific Memberships	16,524
Zero Emission Bus Resource Alliance (ZEBRA)	5,500
Video and Design software subscriptions Vendor Envato	5,000
Media Subscriptions - Production Services	3,000
DirectTV Service	1,250
CSP 5-year Membership	525
National Safety Council	499
AWI Membership	300
AAAED Membership	175
ACCA Annual Dues	150
Conference of Minority Transportation Officials (COMTO)	125
District Secretary	1,500
Dept Specific Memberships	1,500
International Insitute of Municipal Clerks (IIMC), CCA, WTS	1,500
Grand Total	608,245

Discontinued Memberships		45,875
Planning		22,000
	The International Association of Public Transportation (UITP)	26,449
	National Association of City Transportation Officials (NACTO)	22,000
EAMC		10,930
	Government Alliance on Race and Equity (GARE)	5,000
	East Bay Leadership Council	2,500
	League of Women Voters of the Bay Area	2,000
	San Pablo Economic Development Corporation	500
	Rotary Club of Oakland	390
	Pacific Bus Museum	350
	West Oakland Commerce Association (WOCA)	190
Finance		6,400
	Capital Investment Working Group	3,500
	CSMFO (CA Society of Municipal Financial Officers)	2,400
	TFLEX (Transit Finance Learning Exchange)	500
Operations		6,000
	American Institute of Chemical Engineers	5,000
	Frontier Engineer/Cal Fuel Cell Partnership	1,000
GM/Security		245
	Association of Threat Assessment Professionals (ATAP)	500
	American Society for Industrial Security (ASIS)	245
GM		300
	The Institute of Internal Auditors	300

District Positions Added by FY

Fiscal Year	New Position Title	Union	Added	Total Authorized Positions in Classification	Current Vacancy Count	Full Year Loaded Cost*
Operations						
FY20-21	Bus Stop Maintenance Worker	ATU	2	10		332,615
FY20-21	Janitors	ATU	6	26	2	599,740
FY20-21	Journey Facilities Maintenance Mechanic	ATU	1	12		174,650
FY20-21	Senior Electronic Technician	IBEW	1	23		206,768
FY21-22	BRT Platform Agent	ATU	4	6		628,098
FY21-22 MY	Operator Training Instructor	AFS	1	21	1	221,869
FY21-22 MY	ZEB Program Administrator (Maintenance)	UR	1	1		278,872
FY22-23 MY	Operations Control Center Manager	UR	1	1		300,204
FY23-24 MY	Road Supervisor (Transportation)	AFS	3	61	4	665,606
FY23-24 MY	Training Instructors	AFS	5	21	1	1,109,343
			25			4,517,764

District Secretary

FY21-22 MY	Administrative Specialist <i>Increased department workload</i>	UR	1	2		220,892
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Ext. Affairs, Marketing, Comms

FY21-22	Social Media Coordinator <i>Increased Social Media presence</i>	AFS	1	3		189,859
FY22-23	Market Research Manager <i>Manage survey information gathering</i>	AFS	1	1		301,451

Finance

FY20-21	Payroll Administrator <i>Payroll workload and administrative need</i>	UR	1	2		257,307
FY22-23	Principal Capital Planning Specialist (Grants) <i>Increasing grant portfolio, need for more strategic planning</i>	UR	1	8	1	300,204

General Manager

FY22-23	Assistant Graphic Designer <i>Increased Media Affairs workload</i>	AFS	1	2		205,087
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Human Resource

FY21-22 MY	Director of Human Resources <i>No Director positions in department, too much workload on Executive</i>	UR	1	1		407,336
FY21-22	Human Resources Analyst (Leave Management) <i>Increased Leave Management workload</i>	AFS	2	5		410,174
FY22-23	Executive Administrative Assistant <i>Shared Admin for Safety and HR</i>	UR	1	6		189,060
FY22-23	Human Resources Manager (Leave Management) <i>Increased Leave Management workload and management need</i>	UR	1	6		324,161

Innovation & Technology

FY21-22	Firewall Engineer (similar to Network Security Engineer) <i>Increased cybersecurity workload</i>	AFS	1	1		301,451
FY22-23	Senior PeopleSoft Engineer <i>Replace long-time PS specialist contractor with in-house resource</i>	AFS	1	6		324,161

Legal

FY22-23	Assistant Program Specialist, Incident Review Team <i>Incident Review Team support</i>	AFS	1	2	2	189,859
FY22-23 MY	Attorney, Workplace Investigations <i>Increased need for legal support in workplace investigations</i>	UR	1	2		377,290

District Positions Added by FY

Fiscal Year	New Position Title	Union	Added	Total Authorized Positions in Classification	Current Vacancy Count	Full Year Loaded Cost*
Planning & Engineering						
FY22-23	Project Manager 1 (Capital Projects) <i>Increased capital project workload due to ZEB infrastructure requirements</i>	AFS	1	6	1	258,377
FY22-23	Senior Project Manager (Capital Projects) <i>Bring permitting capability in-house with change to District law</i>	UR	1	7		324,161
FY22-23	Principal Planner <i>Two fully MTC grant-funded positions for regional coordination</i>	UR	2	3		**
Safety						
FY22-23 MY	Safety - Executive Director of Safety, Security & Training <i>Increased requirements from FTA (PTASP, Directives) and increased safety focus led to formation of standalone Safety Department</i>	UR	1	1		442,487
FY23-24 MY	Safety - Safety Representative <i>Increased requirements from FTA (PTASP, Directives) and increased safety focus led to formation of standalone Safety Department</i>	AFS	1	2		221,869
			21			5,245,188
Total All Departments			46			9,762,951
ACTERP Positions						
FY23-24 MY	Retirement Plan Assistant <i>Increased workload due to PEPRA, growing retiree count</i>	AFS	1	1	1	176,131
FY23-24 MY	Senior Retirement Plan Analyst <i>Increased workload due to PEPRA, growing retiree count</i>	AFS	1	1	0	239,313
			2			415,444

* For comparison purposes, all position costs are given using current FY 24-25 wages and overhead rates.

** Positions have no net budget impact, are reimbursed by MTC with Regional Coordinatoin funds

**Administrative (AFSCME & UNREP)
Non-Operations Departments**

	Vacant Count as of 5/2	Hiring Plans
EAMC		
Exec Dir ExtrnAffrs,Mktg,Commn	1 *	
External Affairs Rep	1 *	
Finance		
Contracts Specialist	2 *	
Payroll Specialist	1	
Principal Financial Analyst	2	
Project Manager II	1 *	
Senior Financial Analyst	1	
Sr Analyst-Reporting	1	
Treasury Administrator	1	
General Manager		
Dir of Civil Rights&Compliance	1	
Program Specialist	1	
Safety Administrator	1	
Human Resources		
Exec Dir of Human Resources	1 *	
Senior Human Resources Analyst	1	
Senior Program Specialist	1	
Innovation & Technology		
Data Engineer	1	
Innvtn & Techn Srvc Analyst I	1 *	
Legal		
Assistant Program Specialist	2 *	
Claims and Liability Assistant	1	
Senior Attorney	2 *	
Planning & Engineering		
Project Manager I	1 *	
Service Planning Manager	1	
Statistical Data& Info Analyst	1 *	
Transportation Planner	1	
Total Vacant	28	
Total Non-Operations Positions	274	
Vacancy Rate	10.2%	

* *Hiring Plans - the District is planning to or actively in the process of hiring for this position.*