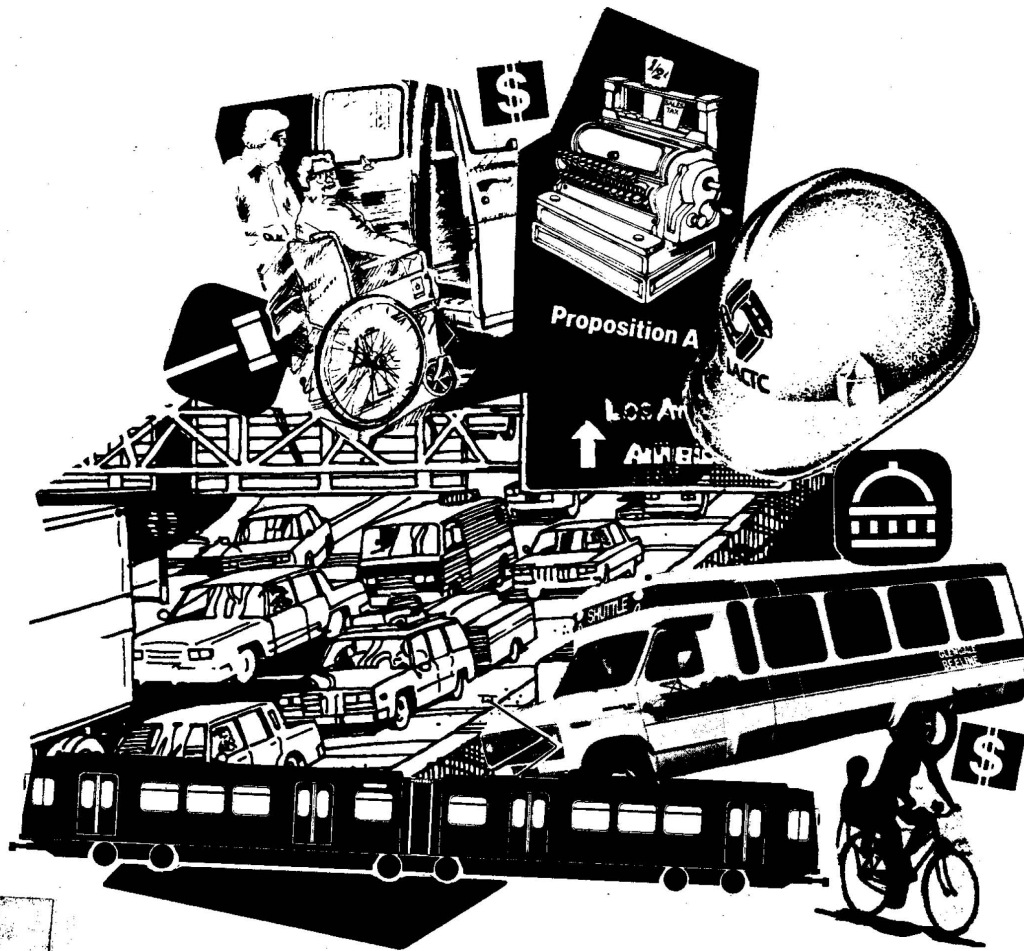


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# FISCAL YEAR 1988-89 BUDGET

Adopted June 22, 1988

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**LOS ANGELES COUNTY TRANSPORTATION COMMISSION**

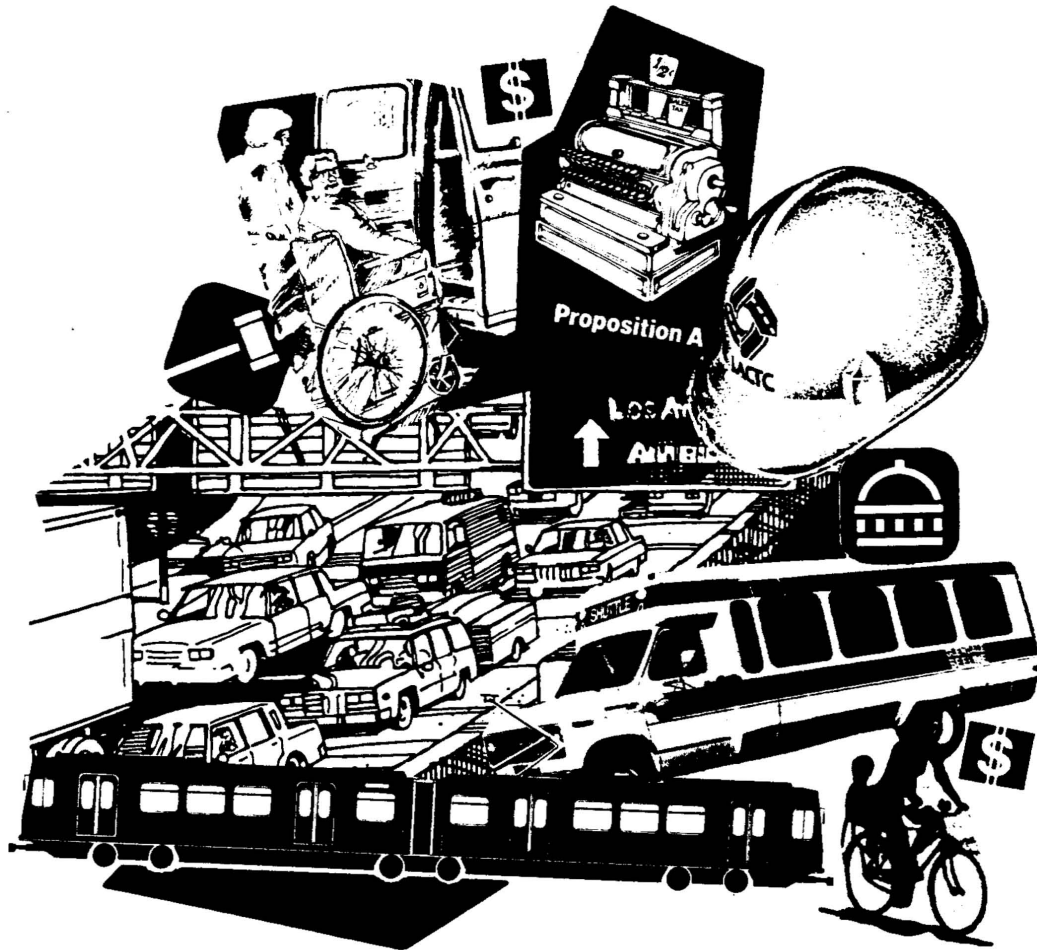
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# FISCAL YEAR 1988-89 BUDGET

Adopted June 22, 1988

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LOS ANGELES COUNTY TRANSPORTATION COMMISSION

LOS ANGELES COUNTY TRANSPORTATION COMMISSION

FISCAL YEAR 1988-89 BUDGET

COMMISSIONERS

AND

ALTERNATES

-----  
Peter F. Schabarum  
- Chairman  
Christine E. Reed  
- Vice-chairperson  
Kenneth Hahn  
Edmund D. Edelman  
Deane Dana  
Michael D. Antonovich  
Tom Bradley  
Michael Woo  
Edd Tuttle  
Jacki Bacharach  
Marcia Mednick  
Jerry B. Baxter

-----  
Mike Lewis  
  
Robert White  
  
Walter H. King  
Robert Geoghegan  
Barna Szabo  
John T. La Follette  
Ray Remy  
  
Ray Grabinski  
Harold Croyts  
Eduardo Bermudez

MANAGEMENT

-----  
Paul C. Taylor - Acting Executive Director

Susan Brown - Director, Government & Public Affairs

Richard P. Dominguez - Director, Finance & Administration

Edward McSpedon - Director, Design & Construction

Jim Sims - Director, Programming & Fiscal Analysis

Richard Stanger - Director, Program Development

BUDGET PRODUCTION

-----  
Oswaldo G. Yap - Finance Manager

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LOS ANGELES COUNTY TRANSPORTATION COMMISSION

The Commission (LACTC) was duly organized in 1977 pursuant to the California State Transportation Act as a county transportation commission to coordinate the operation of all public transportation services within the County. Its mission is to improve mobility in Los Angeles County. Our primary means is to improve the efficiency, quality and capacity of the County's public transit services and highways. Our primary allegiance is to providing the maximum value to the citizen for the tax dollar.

The Commission was authorized to adopt a sales tax, subject to approval by the electorate, with revenues to be used for public transit purposes. In 1980 Proposition A was approved establishing a one-half of 1% sales tax in Los Angeles County. Of these public transit revenues, 25% is returned to the 85 cities and County for local public transit uses, 35% is set-aside for development of a transit rail system, and the remaining 40% is for discretionary public transit purposes (currently in use chiefly by the 13 bus companies within the County).

The LACTC is also commissioned to build 150 miles of rail rapid transit system serving at least:

San Fernando Valley  
West Los Angeles  
South Central Los Angeles/Long Beach  
South Bay/Harbor  
Century Freeway Corridor  
Santa Ana Freeway Corridor  
San Gabriel Valley

Currently the 21.5 mile Long Beach-Los Angeles Rail Transit Project is under construction. The Commission anticipates that construction will be completed by the end of 1990, and revenue services on a portion of the light rail line will commence earlier in 1990.

The Commission has also been proceeding with the development of a rail project to be constructed in the median of the Glenn Anderson Freeway (the "Norwalk-El Segundo project"). This is to be a 19.5 mile line linking the El Segundo aerospace employment area near the Los Angeles International Airport on the west side of the County to the City of Norwalk on the east side of the County. The system is to be fully automated (no drivers), the third system of this kind in the world.

Route alignments are being studied to other parts of the County.

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LOS ANGELES COUNTY TRANSPORTATION COMMISSION

FISCAL YEAR 1988-89 BUDGET

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Los Angeles County  
Transportation  
Commission  
403 West Eighth Street  
Suite 500  
Los Angeles  
California 90014-3096  
(213) 626-0370

June 22, 1988

MEMO TO: LACTC MEMBERS AND ALTERNATES

FROM: PAUL C. TAYLOR

SUBJECT: BUDGET FOR FY 1988-89 (Revised)

### INTRODUCTION

I am pleased to submit for your consideration a proposed operating and capital budget for Fiscal Year (FY) 1988-89 for the Los Angeles County Transportation Commission.

The current Fiscal Year 1987-88 has set in motion a significant expansion of activities assigned to LACTC. Virtually all facets of our operation have been affected.

In the fiscal year through the third quarter, 19 contracts totaling \$162.2 million have been awarded and \$133 million in work on outstanding contracts has been performed on the L.A.-Long Beach and the Norwalk-El Segundo rail projects.

The Commission has created a Service Authority for Freeway Emergencies (SAFE) as permitted by State law. It will collect one dollar per vehicle registration within the County to provide expanded and improved emergency call box service along the freeways.

In addition, the administration of the State's Transportation Development Act (TDA) funds within the County (roughly \$6 million annually) is being transferred to the Commission from the Southern California Association of Governments (SCAG).

The proposed budget for FY 1988-89 includes separate budgets reflecting operating expenditures for both the new SAFE and TDA fund administration and the new corresponding revenue sources that will be received to provide those additional services.

### REVENUE SUMMARY

Collection of Proposition A Sales Tax receipts is running 2.1% higher than estimated at the beginning of the fiscal year. With one quarter remaining in the current fiscal year, Prop A receipts are now estimated at \$337.6 million. Prop A receipts for FY 1988-89 are projected at \$347.8 million or 3.0% higher than the adjusted current year estimate.

BUDGET HIGHLIGHTS

Personnel

To accomplish the expanded activities of LACTC, proposed expenditures include a 8.3% increase in Total Personnel Expenses. Salaries and Fringe Benefits increase while Overtime, Temporary Office Support, and Contract Employees decrease. A total of 13 new positions are proposed. Nine of them are conversions of existing contract employees to regular status.

The budget includes a cost-of-living adjustment, effective July 1, 1988, for all employees except the Executive Director. The 3.5% adjustment is based on the actual increase in the 1987 Consumer Price Index for the Los Angeles-Anaheim-Riverside Statistical Area for calendar year 1987 as reported by the U.S. Bureau of Labor Statistics.

As referenced above the administration and allocation functions for TDA funds are being transferred from SCAG to the Commission. Additional TDA operating funds will be provided. A Senior Analyst and an Analyst are proposed for this purpose. Their salaries and operating expenses are included in a separate \$367,300 TDA budget with full-funding from TDA.

I recommend 6 new positions within the General Fund operating budget, including the conversion of 4 existing contract employees to regular status as follows:

Government and Public Affairs Division

Senior Graphic Artist (former contract position  
graphics artist)

Finance and Administration Division

Information Systems Coordinator  
Administrative Assistant (former contract position)  
Assistant Project Accountant (former contract position)  
Personnel Assistant  
Records Management Center Assistant (former contract position)

I also recommend 7 new positions within the Capital Projects Fund budget, including the conversion of 5 existing contract employees to regular status as follows:

Transit Development Division

Contract Compliance Analyst (former contract position for DBE/WBE program)  
Contracts Officer (former contract position)  
Property Management Officer (former contract position)  
Rail Development Engineer  
Senior Community Relations Specialist (former contract position for Transportation Occupations Program)  
Community Relations Specialist (former contract position for School Safety Program)  
Clerical Assistant

The justification for all 13 proposed positions is contained in the DIVISION BUDGET SUMMARIES (Attachment I). The 9 contract employees were hired over the past two years to handle the workload as rail construction, highways, transit and supporting activities began expanding. Converting contract positions to regular positions is a line-item transfer which requires no new funds. When it was unclear whether the increased level of activity would be permanent, they were treated as special projects with fixed term duration. It is now clear to me that the level of staff support needed to effectively execute the Commission's current objectives will not decline. Hence, I am recommending that the referenced positions become budgeted staff positions.

Only four new positions will have a financial impact; i.e., the Clerical Assistant, Information Systems Coordinator, Personnel Assistant, and Rail Development Engineer.

Operating Expenses

Line-item 235 Office Equipment/Fixtures currently includes purchases of computer hardware and software. When the Management Information Systems (MIS) section was created in May, 1987, a section budget was not created for this new cost center. The proposed FY 1988-89 budget includes two new line items to more accurately reflect expenses. Proposed purchases of computer hardware and software within both the general fund and the capital projects fund totals \$435,800. Purchases are required to 1) replace project control functions now contracted, 2) replace worn out equipment purchased in 1982 and 3) to furnish 13 personal computers to professional staff.

When rail construction commenced, the project control function used software operating on service bureau hardware. As the number of contracts outstanding and volume of transactions increased, the cost of contracting the service escalated to \$20,000 per month (\$240,000 annually), which is no longer cost effective.



Also in recent years MIS innovations have made sophisticated project management possible on personal computers with proper peripheral equipment. Hence, the proposed budget includes purchase of the personal computers, peripheral equipment and software required to perform all project control in-house.

Office Space line-item increases to meet a 4.0% increase in rental rate, additional office space rented, partitions for new employees, and movement of staff between floors.

BUDGET ADOPTION

The public hearing for the proposed budget was held at the Commission meeting of May 25th. The Government Relations and Finance Committee reviewed the proposed budget at the June 10th meeting and recommended it be adopted by the Commission with some minor modifications. The budget for TOP supplies, travel and student wages was broken out of Miscellaneous expenses. Also, there was minor editing to the Attachment II SUMMARIES OF PROGRESS TOWARD LACTC FIVE YEAR STRATEGIC OBJECTIVES.

The proposed FY 1988-89 budget is hereby recommended for adoption by the Commission.

PREPARED BY: RICHARD P. DOMINGUEZ  
Director, Finance  
and Administration



PAUL C. TAYLOR  
Acting Executive Director

## EXECUTIVE SUMMARY

The Commission budget is a planning and control document which legally appropriates funds for each fiscal year. It also serves as an information document available to the public as a detailed summary of the Commission's objectives and specific expenditures planned for achieving those objectives.

The BUDGET MESSAGE formally presents the document to the legislative body for approval. It hits the highlights of significant budget components and changes from the previous fiscal year.

### BUDGET TABLES

TABLE I - FINANCIAL STATUS REPORT summarizes operating revenues and expenditures for FY 1988-89 and the previous 2 years. It tracks the operating revenue carryover balance from year to year. Expenditures for capital projects (both operating budget and construction costs) are not included in this summary.

TABLE II - COMBINED GENERAL & CAPITAL PROJECTS BUDGET presents all budgeted funds by line-item detail for the General Fund, the Capital Projects Fund and the total combined funds. Specific definitions of each line item are presented as a glossary in ATTACHMENT V - BUDGET LINE ITEM DEFINITIONS. On all table presentations of the budget, line-items are grouped into the following subheadings:

PERSONNEL EXPENSES  
OPERATING EXPENSES  
TOTAL PERSONNEL & OPER. EXPENSES  
CONTRACTS  
CONSTRUCTION EXPENSES  
CONTINGENCY/PROJECT RESERVES

In TABLE IIA - CAPITAL PROJECTS BUDGET BY PROJECT the Capital Projects budget shown on TABLE II is further divided into three projects by line item: 1) the Long Beach-Los Angeles rail project, 2) the Norwalk-El Segundo rail project, and 3) Other which includes Commission expenditures for all other rail projects including route refinement studies, EIRs, Metro Rail disbursements and monitoring, and miscellaneous planning studies. A pie-chart at the end of this budget message graphically illustrates the distribution.

To give the reader the perspective of budget changes over time, TABLE III - COMBINED OPERATING BUDGET COMPARISON compares the proposed FY 1988-89 combined budgets with the past two years. The increase or decrease of each proposed line-item over the current fiscal year is presented as a dollar and as a percentage change.

## EXECUTIVE SUMMARY

Page -2-

Tables IIIA and IIIB present similar comparisons for the General Fund and Capital Projects Fund respectively. The reader is thus able to see which budget is causing the greatest change in the combined budget. Attached to this budget message are stack-bar graphs which graphically illustrate the same comparative growth that is detailed in Tables IIIA and IIIB.

As Commission activities and expenditures increase, the chart of accounts is enlarged. Line-items are broken out to offer more accurate detail of Commission expenditures. For example, line-item 261 Photo Services/Supplies was broken out of line-item 260 Printing where such expenditures were previously charged. When such new line-items are created, zero balances are shown for the previous years when it did not exist.

TABLE IV - FUNDS FLOW SUMMARY goes beyond the Commission's own revenues and expenditures for FY 1988-89 to show beginning and ending balances in each of six funds managed by the Commission. For example, the Proposition A Discretionary and Local Return funds are not part of the Commission's budget. However, the Commission is charged with distributing those funds and monitoring their use.

### ATTACHMENTS

The Attachments to the budget present the qualitative descriptions of the Commission.

ATTACHMENT I - DIVISION BUDGET SUMMARIES includes a mission description for each of the 4 Divisions of the Commission. It also details the budget line-items distributed and controllable by each division along with an explanation of line-item increases over 10%. The personnel status for each division is also presented along with the justification for any additional personnel requested.

Apart from the Division Summaries, ATTACHMENT I includes budgets for two new responsibilities assumed by the Commission, TDA Administration and the Service Authority for Freeway Emergencies (SAFE). Each of these new responsibilities bring their own revenue source with them.

ATTACHMENT II is a detailed listing of all the eclectic objectives of the 4 Divisions. This Attachment gives an excellent perspective of the vast array of transportation planning, highways, funding, rail construction and monitoring activities with which the Commission is charged. Its format shows prior year objectives, progress to date, and proposed objectives for the coming fiscal year.

EXECUTIVE SUMMARY

Page -3-

ATTACHMENT III - LACTC ORGANIZATION CHART includes two charts. The first lists all positions within the Commission and their organizational relationship to each other. To help locate individuals within the organization, the second chart depicts the same organizational structure with employee names in the spaces where titles appear on the first chart.

ATTACHMENT IV - AFFIRMATIVE ACTION STATUS REPORT is a detailed statistical and narrative analysis of the Commission's affirmative action goals and progress to date.

ATTACHMENT V - BUDGET LINE ITEM DEFINITION is a glossary of line-items previously mentioned in the summary of BUDGET TABLES.

BUDGET REQUIREMENTS

State of California (the "State") statute, Section 130106 of the Public Utilities' code, requires that the Commission establish a budget system and adopt an annual budget for its general operations. The Commission's budgetary process, which complies with State statutes, is based on the modified accrual basis of accounting.

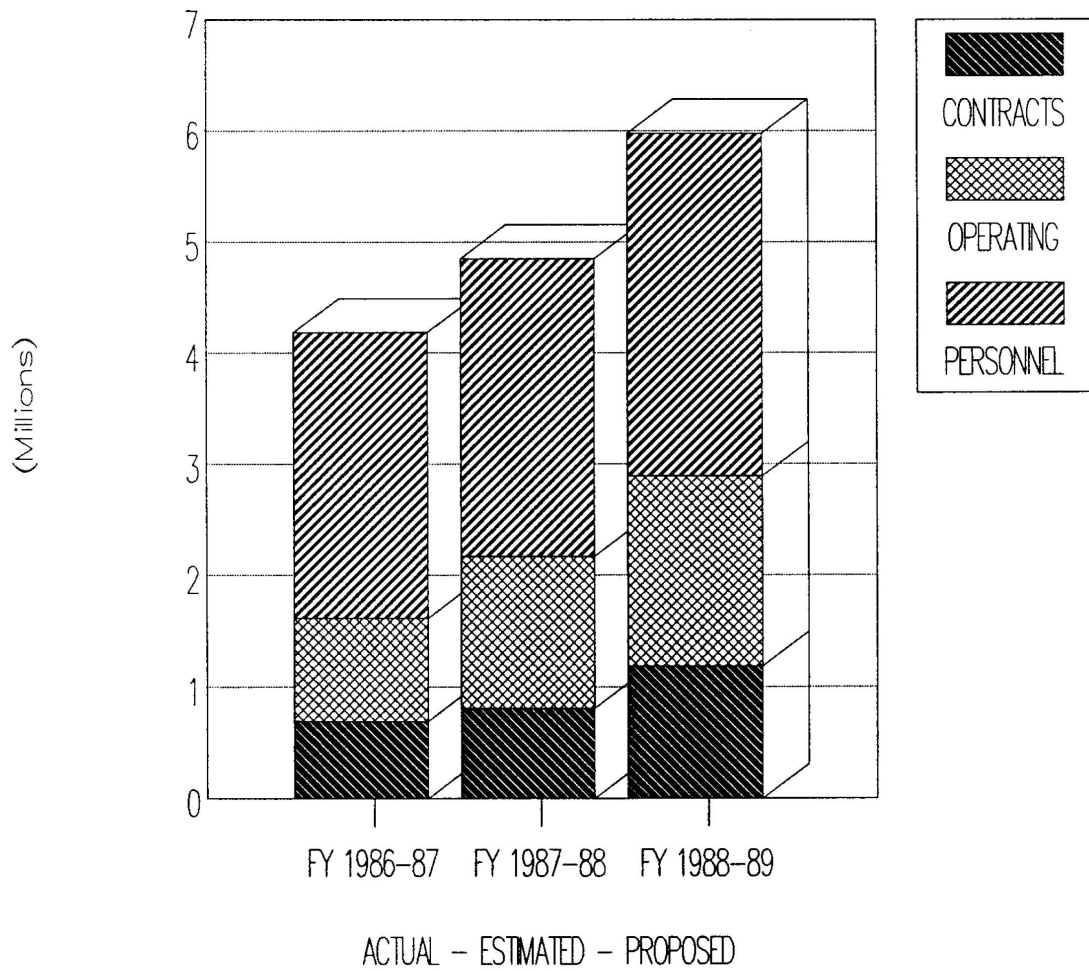
Annual budgets have not been adopted for the Special Revenue Fund type. Special Revenue Fund type expenditures are controlled by the Proposition A one-half percent sales tax ordinance which provides for specific uses of the proceeds, the State Transit Assistance Program of the Transportation Development Act which provides formulas to determine the uses of the proceeds from its sales tax allocation and the Ridesharing Program Agreements.

Article 7 of the Commission's Administrative Code requires the Executive Director to submit a proposed annual budget by the last meeting in April, and a final annual budget by the last meeting in June after holding a public hearing prior to adoption of the final budget.

Mid-year budget adjustment is presented to the Commission for approval by the last meeting in February. This is the final amendment to the budget.

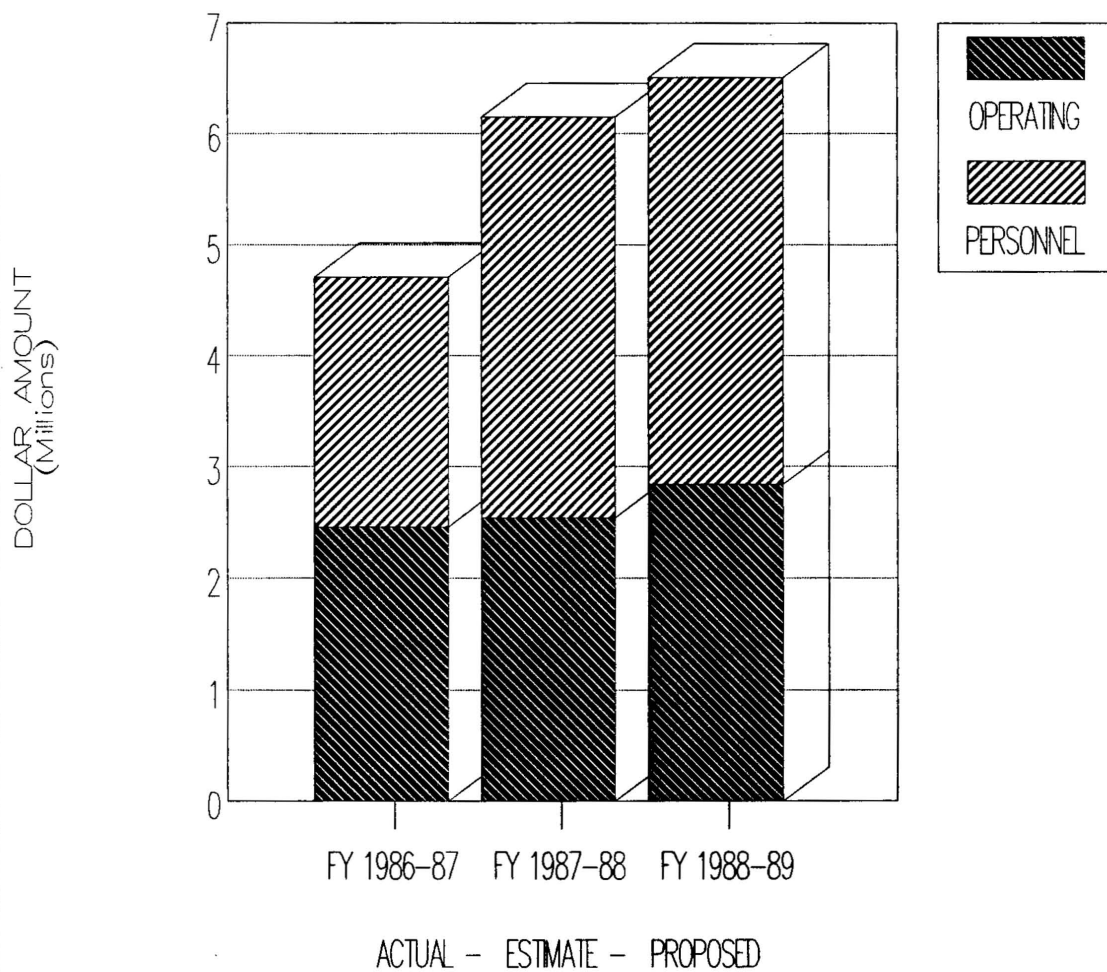
# LACTC FY 1988-89 BUDGET

## GENERAL FUND BUDGET

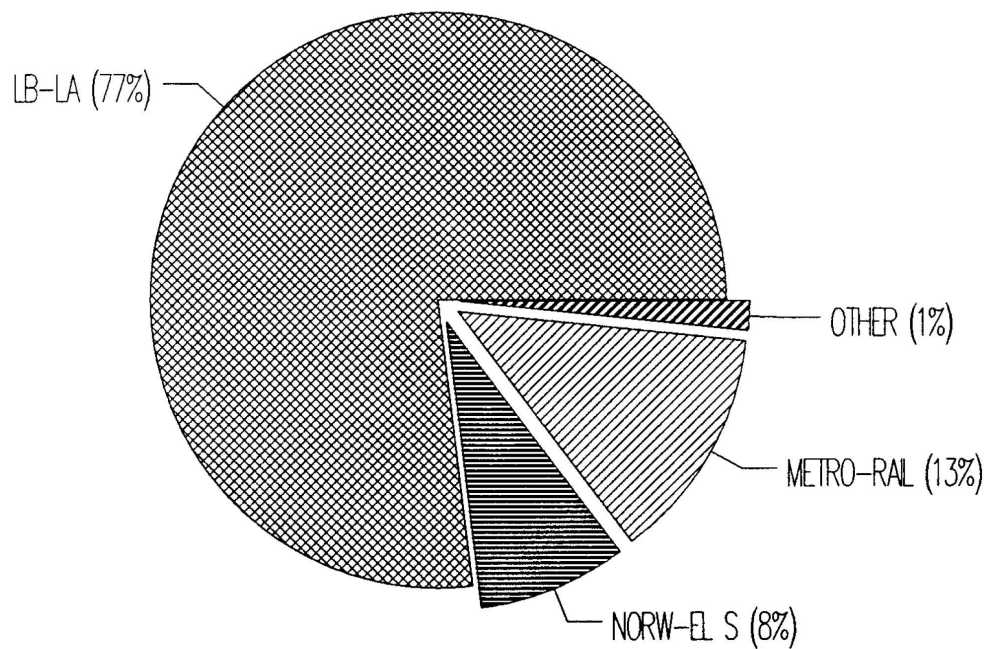


# LACTC FY 1988-89 BUDGET

## CAPITAL PROJECTS BUDGET



# LACTC FY 1988-89 BUDGET CAPITAL PROJECTS DISTRIBUTION



LOS ANGELES COUNTY TRANSPORTATION COMMISSION  
 FISCAL YEAR 1988-89 BUDGET

TABLE I - FINANCIAL STATUS REPORT (EXCLUDING CAPITAL PROJECTS)

	FY 1986-87 AUDITED	FY 1987-88 ESTIMATED	FY 1988-89 PROPOSED
<b>REVENUE:</b>			
TDA current year	\$1,786,044	\$1,907,000	\$1,909,000
TDA carryover	646,180	888,622	1,059,638
Prop. A admin. expenses	2,622,834	3,197,257	3,808,629
UMTA grant	0	0	150,000
Interest income	18,516	50,000	20,000
Other income	3,747	36,000	5,000
<b>TOTAL REVENUE</b>	<b>5,077,321</b>	<b>6,078,879</b>	<b>6,952,267</b>
<b>EXPENDITURES:</b>			
Personnel	2,579,935	2,683,740	3,088,290
Operating expenses	918,067	1,356,991	1,707,820
Contracts	690,697	978,510	1,182,900
<b>TOTAL EXPENDITURES</b>	<b>4,188,699</b>	<b>5,019,241</b>	<b>5,979,010</b>
<b>BALANCE - CARRYOVER</b>	<b>\$888,622</b>	<b>\$1,059,638</b>	<b>\$973,257</b>



LOS ANGELES COUNTY TRANSPORTATION COMMISSION  
 FISCAL YEAR 1988-89 BUDGET

TABLE II - COMBINED GENERAL & CAPITAL PROJECTS BUDGET

LINE ITEM	ACCOUNT DESCRIPTION	GENERAL FUND OPERATING	CAPITAL PROJECTS (a)	FY 1988-89 COMBINED
<b>PERSONNEL EXPENSES:</b>				
200	Salaries	\$2,345,000	\$2,940,250	\$5,285,250
205	Overtime	8,830	1,350	10,180
210	Temporary office support	68,960	70,380	139,340
211	Contract employees	65,500	58,000	123,500
220	Fringe benefits	600,000	664,500	1,264,500
	<b>Total Personnel Expenses</b>	<b>3,088,290</b>	<b>3,734,480</b>	<b>6,822,770</b>
<b>OPERATING EXPENSES:</b>				
215	Commission attendance	25,000	15,000	40,000
230	Office space	330,000	638,000	968,000
235	Office equipment/fixtures	64,800	28,810	93,610
236	Computer hardware purch	291,100	51,500	342,600
237	Computer software purch	70,000	12,200	82,200
240	Equipment rental/maint	90,000	27,480	117,480
245	Facilities rental/maint	3,500	2,000	5,500
250	Office supplies	100,600	153,770	254,370
260	Printing	148,000	271,780	419,780
261	Photo services/supplies	3,000	15,200	18,200
265	Advertising/notices	39,000	60,200	99,200
270	Books/publications	13,165	6,170	19,335
275	Telephone/telegraph/modem	52,000	100,000	152,000
280	Postage/messenger	40,000	150,000	190,000
285	Reproductions	127,100	250,000	377,100
290	Automobile expenses	33,260	64,400	97,660
300	Travel	81,965	104,000	185,965
305	Business meals	18,395	11,310	29,705
310	Training/conferences	60,610	42,800	103,410
315	Tuition reimbursements	4,500	7,720	12,220
320	Professional membership	3,825	3,410	7,235
335	Miscellaneous expenses	8,000	62,000	70,000
336	TOP misc. expenses	0	107,200	107,200
345	Insurance	20,000	0	20,000
350	Recruitment expenses	50,000	0	50,000
355	Employee relocation	30,000	0	30,000
395	Financing costs	0	650,000	650,000
	<b>Total Operating Expenses</b>	<b>1,707,820</b>	<b>2,834,950</b>	<b>4,542,770</b>
<b>CONTRACTS:</b>				
330	Contracts	1,182,900	0	1,182,900

LOS ANGELES COUNTY TRANSPORTATION COMMISSION  
 FISCAL YEAR 1988-89 BUDGET

TABLE II - COMBINED GENERAL & CAPITAL PROJECTS BUDGET

LINE ITEM	ACCOUNT DESCRIPTION	GENERAL FUND OPERATING	CAPITAL PROJECTS (a)	FY 1988-89 COMBINED
CONSTRUCTION EXPENSES:				
345	Insurance	0	7,312,000	7,312,000
360	Construction	0	244,603,000	244,603,000
361	Rail vehicles/equipment	0	27,000,000	27,000,000
365	Contract retainage	0	7,908,000	7,908,000
375	Land/rights of way	0	5,438,600	5,438,600
385	Professional services	0	43,496,900	43,496,900
390	Force account	0	13,685,000	13,685,000
	Total Construction expens	0	349,443,500	349,443,500
CONTINGENCY/PROJECT RESERVES:				
347	Special project reserve	1,059,638	35,333,130	36,392,768
G R A N D T O T A L		\$7,038,648	\$391,346,060	\$398,384,708

(a) See Table IIA.

LOS ANGELES COUNTY TRANSPORTATION COMMISSION  
FISCAL YEAR 1988-89 BUDGET

Page 1 of 2

TABLE IIA - CAPITAL PROJECTS BUDGET BY PROJECT

LINE ITEM	ACCOUNT DESCRIPTION	LB-LA PROJ	NORWALK- EL SEGUNDO	OTHERS *	CAPITAL PROJECTS T O T A L
PERSONNEL EXPENSES:					
200	Salaries	\$1,793,450	\$411,700	\$735,100	\$2,940,250
205	Overtime	1,350	0	0	1,350
210	Temp. office support	54,080	0	16,300	70,380
211	Contract employees	53,200	1,300	3,500	58,000
220	Fringe benefits	396,540	90,200	177,760	664,500
Total Personnel Expenses		2,298,620	503,200	932,660	3,734,480
OPERATING EXPENSES:					
215	Commission attendance	0	0	15,000	15,000
230	Office space	0	0	638,000	638,000
235	Office equip/fixtures	0	0	28,810	28,810
236	Computer hardware purch	0	0	51,500	51,500
237	Computer software purch	0	0	12,200	12,200
240	Equipment rental/maint	0	0	27,480	27,480
245	Facilities rental/maint	0	0	2,000	2,000
250	Office supplies	29,530	1,940	122,300	153,770
260	Printing	179,600	15,180	77,000	271,780
261	Photo services/supplies	8,580	2,720	3,900	15,200
265	Advertising/notices	60,200	0	0	60,200
270	Books/publications	0	0	6,170	6,170
275	Telephone/telegraph	0	0	100,000	100,000
280	Postage/messenger	0	0	150,000	150,000
285	Reproductions	0	0	250,000	250,000
290	Automobile expenses	42,160	4,240	18,000	64,400
300	Travel	73,500	10,500	20,000	104,000
305	Business meals	5,560	1,020	4,730	11,310
310	Training/conferences	0	0	42,800	42,800
315	Tuition reimbursements	0	0	7,720	7,720
320	Professional membership	0	0	3,410	3,410
335	Miscellaneous expenses	49,000	5,500	7,500	62,000
336	TOP misc. expenses	0	0	107,200	107,200
345	Insurance	0	0	0	0
350	Recruitment expenses	0	0	0	0
355	Employee relocation	0	0	0	0
395	Financing costs	0	0	650,000	650,000
Total Operating Expenses		448,130	41,100	2,345,720	2,834,950
CONTRACTS:					
330	Contracts	0	0	0	0

LOS ANGELES COUNTY TRANSPORTATION COMMISSION  
 FISCAL YEAR 1988-89 BUDGET

TABLE IIA - CAPITAL PROJECTS BUDGET BY PROJECT

LINE ITEM	ACCOUNT DESCRIPTION	LB-LA PROJ	NORWALK- EL SEGUNDO	OTHERS *	CAPITAL PROJECTS T O T A L
CONSTRUCTION EXPENSES:					
345	Insurance	7,312,000	0	0	7,312,000
360	Construction	183,723,000	16,780,000	44,100,000	244,603,000
361	Rail vehicles/equipment	27,000,000	0	0	27,000,000
365	Contract retainage	7,408,000	500,000	0	7,908,000
375	Land/rights of way	5,438,600	0	0	5,438,600
385	Professional services	27,139,400	11,662,000	4,695,500	43,496,900
390	Force account	13,185,000	500,000	0	13,685,000
Total Construction expenses		271,206,000	29,442,000	48,795,500	349,443,500
CONTINGENCY/PROJECT RESERVES:					
347	Special project reserve	27,265,460	2,972,630	5,095,040	35,333,130
G R A N D T O T A L		\$301,218,210	\$32,958,930	\$57,168,920	\$391,346,060

\* Includes Rail Development expenditures such as route refinement studies Pasadena and Marina Lines), EIRs (San Fernando Valley lines), Metro Rail disbursements and monitoring, and miscellaneous planning studies.

LOS ANGELES COUNTY TRANSPORTATION COMMISSION  
FISCAL YEAR 1988-89 BUDGET

TABLE III - COMBINED OPERATING BUDGET COMPARISON (a)

LINE ITEM	ACCOUNT DESCRIPTION	ACTUAL FY 1986-87	ESTIMATED FY 1987-88	PROPOSED FY 1988-89	INCREASE/ (DECREASE)	PERCENT
<b>PERSONNEL EXPENSES:</b>						
200	Salaries	\$3,782,806	\$4,483,380	\$5,285,250	\$801,870	17.9%
205	Overtime	8,707	12,580	10,180	(2,400)	-19.1%
210	Temporary office support	260,742	219,260	139,340	(79,920)	-36.4%
211	Contract employees	0	408,010	123,500	(284,510)	-69.7%
220	Fringe benefits	781,819	1,177,760	1,264,500	86,740	7.4%
<b>Total Personnel Expenses</b>		<b>4,834,074</b>	<b>6,300,990</b>	<b>6,822,770</b>	<b>521,780</b>	<b>8.3%</b>
<b>OPERATING EXPENSES:</b>						
215	Commission attendance	32,775	35,000	40,000	5,000	14.3%
230	Office space	647,484	750,740	968,000	217,260	28.9%
235	Office equipment/fixtures	181,941	342,300	93,610	(248,690)	-72.7%
236	Computer hardware purchase	0	0	342,600	342,600	N/A
237	Computer software purchase	0	0	82,200	82,200	N/A
240	Equipment rental/maint	60,109	145,500	117,480	(28,020)	-19.3%
245	Facilities rental/maint	0	0	5,500	5,500	N/A
250	Office supplies	169,992	225,600	254,370	28,770	12.8%
260	Printing	383,062	451,000	419,780	(31,220)	-6.9%
261	Photo services/supplies	0	0	18,200	18,200	N/A
265	Advertising/notices	105,639	138,460	99,200	(39,260)	-28.4%
270	Books/publications	13,145	17,620	19,335	1,715	9.7%
275	Telephone/telegraph/modem	123,808	179,300	152,000	(27,300)	-15.2%
280	Postage/messenger	165,739	236,400	190,000	(46,400)	-19.6%
285	Reproductions	316,483	233,840	377,100	143,260	61.3%
290	Automobile expenses	64,130	86,030	97,660	11,630	13.5%
300	Travel	118,946	147,896	185,965	38,069	25.7%
305	Business meals	30,757	24,745	29,705	4,960	20.0%
310	Training/conferences	57,788	84,950	103,410	18,460	21.7%
315	Tuition reimbursements	2,391	6,900	12,220	5,320	77.1%
320	Professional membership	4,698	7,500	7,235	(265)	-3.5%
335	Miscellaneous expenses	22,792	37,600	70,000	32,400	86.2%
336	TOP misc. expenses	0	0	107,200	107,200	N/A
345	Insurance	875	20,000	20,000	0	0.0%
350	Recruitment expenses	44,850	40,000	50,000	10,000	25.0%
355	Employee relocation	13,760	30,000	30,000	0	0.0%
395	Financing costs	813,996	650,000	650,000	0	0.0%
<b>Total Operating Expenses</b>		<b>3,375,160</b>	<b>3,891,381</b>	<b>4,542,770</b>	<b>651,389</b>	<b>16.7%</b>
<b>TOTAL PERSONNEL &amp; OPER. EXPENSES</b>		<b>8,209,234</b>	<b>10,192,371</b>	<b>11,365,540</b>	<b>1,173,169</b>	<b>11.5%</b>
<b>CONTRACTS:</b>						
330	Contracts	1,529,442	978,510	1,182,900	204,390	20.9%

LOS ANGELES COUNTY TRANSPORTATION COMMISSION  
 FISCAL YEAR 1988-89 BUDGET

TABLE III - COMBINED OPERATING BUDGET COMPARISON (a)

LINE ITEM	ACCOUNT DESCRIPTION	ACTUAL FY 1986-87	ESTIMATED FY 1987-88	PROPOSED FY 1988-89	INCREASE/ (DECREASE)	PERCENT
CONSTRUCTION EXPENSES:						
345	Insurance	4,598,005	9,060,000	7,312,000	(1,748,000)	-19.3%
360	Construction	11,526,657	168,017,480	244,603,000	76,585,520	45.6%
361	Rail vehicles/equipment	0	15,410,000	27,000,000	11,590,000	75.2%
365	Contract retainage	0	5,000,000	7,908,000	2,908,000	58.2%
375	Land/rights of way	5,092,797	16,273,100	5,438,600	(10,834,500)	-66.6%
385	Professional services	45,263,017	33,516,490	43,496,900	9,980,410	29.8%
390	Force account	1,469,641	23,195,900	13,685,000	(9,510,900)	-41.0%
	Total Construction expenses	67,950,117	270,472,970	349,443,500	78,970,530	29.2%
TOTAL EXPENSES						
		77,688,793	281,643,851	361,991,940	80,348,089	28.5%
CONTINGENCY/PROJECT RESERVES:						
347	Special project reserve	0	28,228,580	36,392,768	8,164,188	28.9%
GRAND TOTAL						
		\$77,688,793	\$309,872,431	\$398,384,708	\$88,512,277	28.6%

(a) See Table IIIA and IIIB

LOS ANGELES COUNTY TRANSPORTATION COMMISSION  
FISCAL YEAR 1988-89 BUDGET

TABLE IIIA - GENERAL FUND OPERATING BUDGET COMPARISON

LINE ITEM	ACCOUNT DESCRIPTION	ACTUAL FY 1986-87	ESTIMATED FY 1987-88	PROPOSED FY 1988-89	INCREASE/ (DECREASE)	PERCENT
<b>PERSONNEL EXPENSES:</b>						
200	Salaries	\$2,028,224	\$1,970,000	\$2,345,000	\$375,000	19.0%
205	Overtime	6,340	9,580	8,830	(750)	-7.8%
210	Temporary office support	111,078	73,560	68,960	(4,600)	-6.3%
211	Contract employees	0	89,600	65,500	(24,100)	-26.9%
220	Fringe benefits	434,293	541,000	600,000	59,000	10.9%
<b>Total Personnel Expenses</b>		<b>2,579,935</b>	<b>2,683,740</b>	<b>3,088,290</b>	<b>404,550</b>	<b>15.1%</b>
<b>OPERATING EXPENSES:</b>						
215	Commission attendance	25,350	25,000	25,000	0	0.0%
230	Office space	257,085	300,000	330,000	30,000	10.0%
235	Office equipment/fixtures	39,696	196,300	64,800	(131,500)	-67.0%
236	Computer hardware purchase	0	0	291,100	291,100	N/A
237	Computer software purchase	0	0	70,000	70,000	N/A
240	Equipment rental/maintenanc	42,166	90,000	90,000	0	0.0%
245	Facilities rental/maintenan	0	0	3,500	3,500	N/A
250	Office supplies	56,232	88,500	100,600	12,100	13.7%
260	Printing	77,606	151,000	148,000	(3,000)	-2.0%
261	Photo services/supplies	0	0	3,000	3,000	N/A
265	Advertising/notices	18,068	38,460	39,000	540	1.4%
270	Books/publications	9,198	10,630	13,165	2,535	23.8%
275	Telephone/telegraph/modem	38,694	79,300	52,000	(27,300)	-34.4%
280	Postage/messenger	33,574	36,400	40,000	3,600	9.9%
285	Reproductions	109,993	107,000	127,100	20,100	18.8%
290	Automobile expenses	33,299	27,090	33,260	6,170	22.8%
300	Travel	70,600	67,656	81,965	14,309	21.1%
305	Business meals	20,009	20,305	18,395	(1,910)	-9.4%
310	Training/conferences	35,277	44,950	60,610	15,660	34.8%
315	Tuition reimbursements	281	1,900	4,500	2,600	136.8%
320	Professional membership	3,351	4,500	3,825	(675)	-15.0%
335	Miscellaneous expenses	5,156	8,000	8,000	0	0.0%
345	Insurance	875	20,000	20,000	0	0.0%
350	Recruitment expenses	29,573	25,000	50,000	25,000	100.0%
355	Employee relocation	11,984	15,000	30,000	15,000	100.0%
<b>Total Operating Expenses</b>		<b>918,067</b>	<b>1,356,991</b>	<b>1,707,820</b>	<b>350,829</b>	<b>25.9%</b>
<b>TOTAL PERSONNEL &amp; OPER. EXPENSES</b>		<b>3,498,002</b>	<b>4,040,731</b>	<b>4,796,110</b>	<b>755,379</b>	<b>18.7%</b>
<b>CONTRACTS:</b>						
330	Contracts	690,697	978,510	1,182,900	204,390	20.9%
<b>TOTAL EXPENSES</b>		<b>4,188,699</b>	<b>5,019,241</b>	<b>5,979,010</b>	<b>959,769</b>	<b>19.1%</b>
<b>CONTINGENCY/PROJECT RESERVE:</b>						
347	Special project reserve	0	1,055,390	1,059,638	4,248	0.4%
<b>GRAND TOTAL</b>		<b>\$4,188,699</b>	<b>\$6,074,631</b>	<b>\$7,038,648</b>	<b>\$964,017</b>	<b>15.9%</b>

LOS ANGELES COUNTY TRANSPORTATION COMMISSION  
FISCAL YEAR 1988-89 BUDGET

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TABLE III B - CAPITAL PROJECTS OPERATING BUDGET COMPARISON

LINE ITEM	ACCOUNT DESCRIPTION	ACTUAL FY 1986-87	ESTIMATED FY 1987-88	PROPOSED FY 1988-89	INCREASE/ (DECREASE)	PERCENT
<b>PERSONNEL EXPENSES:</b>						
200	Salaries	\$1,754,582	\$2,513,380	\$2,940,250	\$426,870	17.0%
205	Overtime	2,367	3,000	1,350	(1,650)	-55.0%
210	Temporary office support	149,664	145,700	70,380	(75,320)	-51.7%
211	Contract employees	0	318,410	58,000	(260,410)	-81.8%
220	Fringe benefits	347,526	636,760	664,500	27,740	4.4%
Total Personnel Expenses		2,254,139	3,617,250	3,734,480	117,230	3.2%
<b>OPERATING EXPENSES:</b>						
215	Commission attendance	7,425	10,000	15,000	5,000	50.0%
230	Office space	390,399	450,740	638,000	187,260	41.5%
235	Office equipment/fixtures	142,245	146,000	28,810	(117,190)	-80.3%
236	Computer hardware purchase	0	0	51,500	51,500	N/A
237	Computer software purchase	0	0	12,200	12,200	N/A
240	Equipment rental/maint	17,943	55,500	27,480	(28,020)	-50.5%
245	Facilities rental/maint	0	0	2,000	2,000	N/A
250	Office supplies	113,760	137,100	153,770	16,670	12.2%
260	Printing	305,456	300,000	271,780	(28,220)	-9.4%
261	Photo services/supplies	0	0	15,200	15,200	N/A
265	Advertising/notices	87,571	100,000	60,200	(39,800)	-39.8%
270	Books/publications	3,947	6,990	6,170	(820)	-11.7%
275	Telephone/telegraph/modem	85,114	100,000	100,000	0	0.0%
280	Postage/messenger	132,165	200,000	150,000	(50,000)	-25.0%
285	Reproductions	206,490	126,840	250,000	123,160	97.1%
290	Automobile expenses	30,831	58,940	64,400	5,460	9.3%
300	Travel	48,346	80,240	104,000	23,760	29.6%
305	Business meals	10,748	4,440	11,310	6,870	154.7%
310	Training/conferences	22,511	40,000	42,800	2,800	7.0%
315	Tuition reimbursements	2,110	5,000	7,720	2,720	54.4%
320	Professional membership	1,347	3,000	3,410	410	13.7%
335	Miscellaneous expenses	17,636	29,600	62,000	32,400	109.5%
336	TOP misc. expenses	0	0	107,200	107,200	N/A
350	Recruitment expenses	15,277	15,000	0	(15,000)	-100.0%
355	Employee relocation	1,776	15,000	0	(15,000)	-100.0%
395	Financing costs	813,996	650,000	650,000	0	0.0%
Total Operating Expenses		2,457,093	2,534,390	2,834,950	300,560	11.9%
TOTAL PERSONNEL & OPER. EXPENSES		4,711,232	6,151,640	6,569,430	417,790	6.8%
<b>CONTRACTS:</b>						
330	Contracts	838,745	0	0	0	N/A



LOS ANGELES COUNTY TRANSPORTATION COMMISSION  
 FISCAL YEAR 1988-89 BUDGET

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TABLE III B - CAPITAL PROJECTS OPERATING BUDGET COMPARISON

LINE ITEM	ACCOUNT DESCRIPTION	ACTUAL FY 1986-87	ESTIMATED FY 1987-88	PROPOSED FY 1988-89	INCREASE/ (DECREASE)	PERCENT
CONSTRUCTION EXPENSES:						
345	Insurance	4,598,005	9,060,000	7,312,000	(1,748,000)	-19.3%
360	Construction	11,526,657	168,017,480	244,603,000	76,585,520	45.6%
361	Rail vehicles/equipment	0	15,410,000	27,000,000	11,590,000	75.2%
365	Contract retainage	0	5,000,000	7,908,000	2,908,000	58.2%
375	Land/rights of way	5,092,797	16,273,100	5,438,600	(10,834,500)	-66.6%
385	Professional services	45,263,017	33,516,490	43,496,900	9,980,410	29.8%
390	Force account	1,469,641	23,195,900	13,685,000	(9,510,900)	-41.0%
	Total Construction expenses	67,950,117	270,472,970	349,443,500	78,970,530	29.2%
TOTAL EXPENSES		73,500,094	276,624,610	356,012,930	79,388,320	28.7%
CONTINGENCY/PROJECT RESERVES:						
347	Special project reserve	0	27,173,190	35,333,130	8,159,940	30.0%
GRAND TOTAL		\$73,500,094	\$303,797,800	\$391,346,060	\$87,548,260	28.8%

LOS ANGELES COUNTY TRANSPORTATION COMMISSION  
FISCAL YEAR 1988-89 BUDGET

TABLE IV - FUNDS FLOW SUMMARY

	PROP. A	T D A	S T A F	RIDESHARING	S A F E	B O N D S	T O T A L
Estimated balance, 7/1/88	\$395,500,000	\$1,059,638	\$8,600,000	\$13,100,000	\$0	\$525,200,000	\$943,459,638
<b>REVENUE:</b>							
Proposition A							
Administration	3,808,629						3,808,629
Discretionary - 40%	137,580,548						137,580,548
Local return - 25%	85,987,843						85,987,843
Rail development - 35%	87,982,980					32,400,000	120,382,980
Total Propostion A	315,360,000					32,400,000	347,760,000
T D A		190,700,000					190,700,000
S T A F			633,000				633,000
Ridesharing				3,562,000			3,562,000
S A F E					4,718,450		4,718,450
Bond proceeds						100,000,000 **	100,000,000
Interest income	23,500,000		400,000	800,000		26,100,000	50,800,000
<b>TOTAL REVENUE</b>	<b>338,860,000</b>	<b>190,700,000</b>	<b>1,033,000</b>	<b>4,362,000</b>	<b>4,718,450</b>	<b>158,500,000</b>	<b>698,173,450</b>
<b>DISBURSEMENTS:</b>							
Administration	3,808,629	2,537,681					6,346,310
Discretionary	137,792,000						137,792,000
Local return	86,120,000						86,120,000
Rail development						391,346,060	391,346,060
Bond refunding						111,500,000	111,500,000
Debt service						39,392,000	39,392,000
T D A		187,900,000					187,900,000
S T A F			633,000				633,000
Ridesharing				3,562,000			3,562,000
S A F E					4,718,450		4,718,450
<b>TOTAL DISBURSEMENTS</b>	<b>227,720,629</b>	<b>190,437,681</b>	<b>633,000</b>	<b>3,562,000</b>	<b>4,718,450</b>	<b>542,238,060</b>	<b>969,309,820</b>
Estimated balance, 6/30/89	\$506,639,371 *	\$1,321,957	\$9,000,000	\$13,900,000	\$0	\$141,461,940	\$672,323,268 ***

\* The Prop. A fund balance increases by \$111.1 million during the fiscal year. This reflects accumulated balances in the rail set-aside fund with unrestricted earnings which maximizes our interest income. Rail construction is currently funded from bond proceeds with restricted earnings. When bond proceeds are depleted in FY 1990 or 1991, rail set-aside funds will be expended.

\*\* The \$100 million in bond proceeds will be used to refund escrowed bond funds maturing the following fiscal year, FY 1989-90. Hence, they do not increase net bonds proceeds available for rail construction.

\*\*\* The total of all fund balance declines by \$271.1 million as proceeds are expended for rail construction.

LOS ANGELES COUNTY TRANSPORTATION COMMISSION  
DIVISION BUDGET SUMMARY - FISCAL YEAR 1988-89

**DIVISION:** FINANCE & ADMINISTRATION      **SECTIONS:** 509 Administration  
510 Personnel  
520 Accounting  
530 Admin. Services  
540 Executive  
550 M I S

DIVISION RESPONSIBILITIES

Responsible for the overall day-to-day administration of the Commission. Division responsibilities include accounting, payroll, budget, debt management, cash management, management information systems, personnel, records management, purchasing, fixed asset management, building management, mail/supplies and reproduction. Effective with FY 1988-89, MIS budget will be transferred from the capital projects to the general fund.

A. BUDGET REQUEST

<u>LINE</u> <u>ITEM</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY 1987-88</u> <u>BUDGET</u>	<u>FY 1988-89</u> <u>BUDGET</u>	<u>INCREASE/</u> <u>(DECREASE)</u>
200	Overtime	\$ 4,000	\$ 6,300	\$ 2,300
210	Temp. office support	61,500	48,000	(13,500)
211	Contract employees	57,200	49,500	(7,700)
235	Office equip/fixtures	181,800	63,800	(118,000)
236	Computer hardware	0	228,200	228,200
237	Computer software	0	70,000	70,000
270	Books/publications	4,000	6,600	2,600
290	Automobile	13,300	17,250	3,950
300	Travel	24,450	34,700	10,250
305	Business meals	9,300	9,000	(300)
310	Training/conferences	22,580	32,150	9,570
315	Tuition reimbursement	500	2,400	1,900
320	Prof. membership	2,200	2,325	125
330	Contracts	177,000	275,000	98,000
		-----	-----	-----
	T O T A L	\$557,830	\$845,225	\$287,395
		=====	=====	=====

EXPLANATION: (For line accounts with more than 10% increase)

Contract employee: MIS Analyst	\$42,000
Administrative Assistant (3 months)	7,500
	-----
Total Contract Employees	\$49,500
	=====

- Overtime - Increase represents extra hours the receptionist is required to work everyday.
- Computer hardware - Increase reflects MIS budget and reclassification of office equip/fixtures.
- Computer software - Increase reflects MIS budget.
- Books/publications - Increase represents cost of test materials for entry level jobs.
- Automobile - Increase represents MIS budget from capital projects.
- Travel - Increase reflects MIS budget from capital projects.
- Training/conferences - Increase reflects MIS budget.
- Tuition reimbursement - Provision for anticipated additional use by employees.

Contracts:	Annual financial audit	\$ 25,000
	Cash management study	10,000
	County Counsel	50,000
	Executive Director recruitment	20,000
	Long-term computer needs analysis	100,000
	Miscellaneous contracts	20,000
	RMC indexing of inactive records	20,000
	TDA computer study	30,000
		-----
	Total Contracts	\$275,000
		=====

B. PERSONNEL STATUS

Current authorization: 18 (Professional = 12; Support = 6)

Personnel request: 5 (Professional = 2; Support = 3)

Position: Personnel Assistant (Support)

Justification: This position will provide assistance to the Personnel Officer whose functions have expanded beyond the capabilities of one employee. Currently, the Senior Secretary provides assistance to five professionals in addition to the Personnel Officer. This position will help with clerical tasks such as typing, office supplies, dealing with employee questions on fringe benefits and employment status and other related personnel functions.

Position: Administrative Assistant (Support)

Justification: This position is currently filled by a contract employee which was created three years ago to assist in the processing of accounts payable, payroll, cash receipts, checks and filing. The rapid expansion of the agency requires this position to be on a regular basis.

Position: Records Management Assistant (Support)

Justification: This position was filled initially by a contract employee to determine how many hours would be required. As expected, the work is continuous. The volume of documents processed daily has doubled and the number of requests for information has nearly tripled.

Position: Information Systems Coordinator (Professional)

Justification: This position will establish and operate an MIS/Accounting system (hardware and software) capable of meeting the transactions and reporting requirements of the much higher volume and increasingly complex reporting requirements of our rail projects.

Construction contracts awarded this year are approaching \$200 million and awards will continue to increase at an escalating rate. Timely and accurate project/financial reports are becoming increasingly difficult to produce. The coordination of our multi-year project control with our fiscal year accounting system has become crucial.

Position: Assistant Project Accountant (Professional)

Justification: This position is currently filled by a contract employee to assist the Project Accountant in processing contract invoices for capital projects, which is expanding rapidly. The continuing need for this assistant requires this position be converted to regular status.

LOS ANGELES COUNTY TRANSPORTATION COMMISSION  
 DIVISION BUDGET SUMMARY - FISCAL YEAR 1988-89

**DIVISION:** PROGRAM & FISCAL ANALYSIS    **SECTIONS:** 209 Administration  
 210 Transit  
 220 Highways  
 230 Local Assistance  
 240 Paratransit

DIVISION RESPONSIBILITIES

Responsible for administering local return, highway, bus transit and bikeway funds originating at the Federal, State and local level. This includes, preparation of the TIP and the monitoring of progress of TIP projects; transit operator performance audits and the TPM program; and the Proposition A local return program, involving the pass-through of Proposition A funds to all local jurisdictions within Los Angeles County. Also, responsible for analyzing proposed transit and highway projects and preparing recommendations for funding priorities. This division has major responsibilities in the area of coordination of projects between cities, transit operators and local and state/federal agencies by making recommendations in resolving disputes.

A. BUDGET REQUEST

<u>LINE</u> <u>ITEM</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY 1987-88</u> <u>BUDGET</u>	<u>FY 1988-89</u> <u>BUDGET</u>	<u>INCREASE/</u> <u>(DECREASE)</u>
205	Overtime	\$ 3,800	\$ 1,500	\$ (2,300)
210	Temp. office support	10,060	10,000	(60)
211	Contract employee	0	16,000	16,000
235	Office equip/fixtures	1,000	1,000	0
236	Computer hardware	0	53,000	53,000
270	Books/publications	1,500	1,115	(385)
290	Automobile	5,990	8,050	2,060
300	Travel	29,506	34,790	5,284
305	Business meals	4,495	3,545	(950)
310	Training/conferences	16,470	22,560	6,090
315	Tuition reimbursement	500	0	(500)
320	Prof. membership	1,500	700	(800)
330	Contracts	710,920	809,500	98,580
	<b>T O T A L</b>	<b>\$785,741</b>	<b>\$961,760</b>	<b>\$176,019</b>

EXPLANATION: (For line accounts with more than 10% increase)

Contract employee: Analyst, Highway/TSM (half-time)    \$16,000  
 =====

Computer hardware - Increase reflects personal computer needs to automate administration of discretionary and local return funds.

Automobile - Increase reflects cost to lease an additional automobile to be shared by 21 staff.

Travel - Increase reflects additional travel required and increase in cost of airfare.

Training/conferences - Increase reflects training of staff in the use of office automation equipment.

Contracts:	Bus capital replacement and facility capacity study	\$150,000
	Documentation of cost savings for replacement service - bus service continuation project (FY 88 carry-over)	120,000
	Documentation of cost savings for replacement service - SGV transit zone assessment	50,000
	Implementation of "Smart Streets" project - motorist communications study, phase II	30,000
	Legal counsel	25,000
	Local return audit of cities/county	277,500
	Miscellaneous contracts	25,000
	Public opinion poll (FY 88 carry-over)	2,000
	Santa Clarita Valley social service transportation providers performance audit	35,000
	Section 15 data collection (FY 88 carry-over)	15,000
	Selection of alternative to increase funding for streets and highways	50,000
	Technical assistance/marketing of Paratransit Insurance Corporation	30,000
		-----
	Total Contracts	\$809,500
		=====

B. PERSONNEL STATUS

Current authorization: 22 (Professional = 17; Support = 5)

Personnel Request: -.5 (Professional = -.5; Support = 0)

Position - Senior Analyst, Highway/TSM (Professional)

Justification: This position is currently occupied by a full time employee. She is requesting authorization to become a half time employee while she completes her masters degree. A half time contract employee has been budgeted to fill in her half time.

LOS ANGELES COUNTY TRANSPORTATION COMMISSION  
 DIVISION BUDGET SUMMARY - FISCAL YEAR 1988-89

**DIVISION:** GOVERNMENT & PUBLIC AFFAIRS      **SECTIONS:** 409 Administration  
 410 Govt. Relation  
 420 Community Rel.  
 430 Communication

DIVISION RESPONSIBILITIES

Responsible for the Commission's legislative, intergovernmental relations, community relations, and media and public information programs.

A. BUDGET REQUEST

<u>LINE</u> <u>ITEM</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY 1987-88</u> <u>BUDGET</u>	<u>FY 1988-89</u> <u>BUDGET</u>	<u>INCREASE/</u> <u>(DECREASE)</u>
205	Overtime	\$ 1,780	\$ 1,030	\$ (750)
210	Temp. office support	2,000	10,960	8,960
211	Contract employees	32,400	0	(32,400)
236	Office equip/fixtures	13,500	0	(13,500)
237	Computer hardware	0	9,900	9,900
245	Facilities rental/maint	0	3,500	3,500
260	Printing	151,000	148,000	(3,000)
261	Photo services/supplies	0	3,000	3,000
265	Advertising/notices	38,460	39,000	540
270	Books/publications	5,130	5,450	320
290	Automobile	7,800	7,960	160
300	Travel	13,700	12,475	(1,225)
305	Business meals	6,510	5,850	(660)
310	Training/conferences	5,900	5,900	0
315	Tuition reimbursement	900	2,100	1,200
320	Prof. membership	800	800	0
330	Contracts	90,590	98,400	7,810
	<b>T O T A L</b>	<b>\$370,470</b>	<b>\$354,325</b>	<b>\$(16,145)</b>

EXPLANATION: (For line accounts with more than 10% increase)

Temp. office support - Increase reflects cost of preparing meeting transcripts and extra help needed due to increase in workload.

Computer hardware - New line item, reclassification from office equip/fixtures.

Facilities rental/maint - Cost of renting facilities to hold community meetings.

Photo services/supplies - New line item, reclassification from printing.



Tuition reimbursement - Provision for anticipated additional use  
 by employees.

Contracts:	Federal capitol representation	\$30,500
	State capitol representation	52,500
	Capitol information management -	
	Bill tracking	3,400
	Freelance graphic artist	12,000
		-----
	Total Contracts	\$98,400
		=====

B. PERSONNEL STATUS

Current authorization: 18 (Professional = 14; Support = 4)

Personnel request: 4 (Professional = 3; Support = 1)

Position: Senior Graphic Artist (Professional)

Justification: This position will replace production artist position currently filled by a contract employee who reports to the Communications/Graphics Manager. 50% of time will be devoted to administrative duties and 50% to graphic artwork.

Position: Senior Community Relations Specialist (Professional)

Justification: This position will replace the TOP Program Coordinator position formerly filled by a contract employee. This position is needed to coordinate the TOP program which will be on a continuing basis.

Position: Community Relations Specialist (Professional)

Justification: This position is currently filled by a contract employee who is responsible for the School Safety Program for the LB-LA rail project. As construction activities intensify, this program will continue and eventually be extended to other rail construction projects.

Position: Clerical Assistant (Support)

Justification: This position will provide assistance to the two professional positions for TOP and School Safety Program and help with increased clerical tasks in the Community Relations section.

LOS ANGELES COUNTY TRANSPORTATION COMMISSION  
 DIVISION BUDGET SUMMARY - FISCAL YEAR 1988-89

**DIVISION:** TRANSIT DEVELOPMENT

	<u>DESIGN &amp; CONSTRUCTION</u>	<u>PROGRAM DEVELOPMENT</u>
<b>SECTIONS:</b>	320 Admin, Design & Const.	3ED Management Overhead
	321 R/F Engineering	3D5 Admin, Prog. Development
	322 Rail Systems	326 External Affairs
	323 Rail Constructions	327 Contracts
	324 R/F Coordination	3D8 R/T Planning
	32A Community Relations	3D9 Systems Integration
	3CC Project Accounting	

DIVISION RESPONSIBILITIES

Responsible for the development, design and construction of rail systems financed by the Proposition A funds. Current projects for design and construction phase are the LB-LA (R01), Norwalk-El Segundo (R23), Metro Rail MOS-1 (R80), and Metro Rail MOS-2 (R85). Projects under development are San Fernando Valley line (R04), LA-Pasadena south corridor (R05), Marina extension (R06), LA-Pasadena north corridor (R07), Glendale line (R08), South extension of coast line (R09), East LA extension of Metro Rail (R86), and West LA extension of Metro Rail (R87). Transit development is divided into two major departments: 1) Design & Construction and 2) Program Development.

**A. BUDGET REQUEST**

<u>LINE</u>		<u>FY 1987-88</u>	<u>FY 1988-89</u>	<u>INCREASE/</u>
<u>ITEM</u>	<u>ACCOUNT DESCRIPTION</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
205	Overtime	\$ 3,000	\$ 1,350	\$ (1,650)
210	Temp. office support	145,700	70,380	(75,320)
211	Contract employee	318,410	58,000	(260,410)
235	Office equip/fixtures	146,000	28,810	(117,190)
236	Computer hardware	0	51,500	51,500
237	Computer software	0	12,200	12,200
270	Books/publications	6,990	6,170	(820)
290	Automobile	58,940	64,400	5,460
300	Travel	80,240	104,000	23,760
305	Business meals	4,440	11,310	6,870
310	Training/conference	40,000	42,800	2,800
315	Tuition reimbursement	5,000	7,720	2,720
320	Prof. membership	3,000	3,410	410
		-----	-----	-----
	<b>T O T A L</b>	<b>\$811,720</b>	<b>\$462,050</b>	<b>\$(349,670)</b>
		=====	=====	=====

EXPLANATION: (For line accounts with more than 10% increase)

DIVISION BUDGET SUMMARY - FY 1988-89  
TRANSIT DEVELOPMENT DIVISIONS  
Page 2

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Contract employee:	Contracts Officer (3 months)	\$13,500
	Contract Compliance Analyst:	
	Full time (12 months)	31,200
	Transition (3 months)	9,800
	TOP instructor	3,500
		-----
	Total Contract Employees	\$58,000
		=====

Computer hardware - New line item, reclassification of office equipment/fixtures.

Computer software - New line item, reclassification of supplies.

Travel - Increase reflects additional travel required and increase in cost of airfare.

Business meals - Increase reflects additional workshops with meals.

Tuition reimbursement - Provision for anticipated additional use by employees.

B. PERSONNEL STATUS

Current authorization: 50 (Professional = 38; Support = 12)

Personnel request: 4 (Professional = 4; Support = 0)

Position: Property Management Officer (Professional)

Justification: This position is currently filled by a contract employee. Currently no one on staff is handling this function on a consistent basis. The Commission will own numerous facilities and equipment plus 17 miles of railroad rights-of-way for which we must provide care until operations start. Existing staff members are fully occupied with acquisitions for current design and construction.

Position: Contract Compliance Analyst - DBE/WBE (Professional)

Justification: This position is currently filled by a contract employee. It is clear that there will be a continuing need for this function since the volume of work has increased. It has also become necessary to spend more time visiting and monitoring contractors in the fields which requires additional staff coverage in the office.

Position: Contracts Officer (Professional)

Justification: This position is currently filled by a contract employee to handle eight active construction or procure-and-install contracts. For fiscal year 1988-89 seven more contracts will be added. Tasks assigned to this position cannot be completed by other current positions approved due to an already excessive workload.

Position: Rail Development Engineer (Professional)

Justification: This position will oversee continuing metro rail and light rail studies and work on the capital replacement program. In addition, this position is needed to oversee the UMTA funding process which includes systems analysis of metro rail extensions.

LOS ANGELES COUNTY TRANSPORTATION COMMISSION  
 DIVISION BUDGET SUMMARY - FISCAL YEAR 1988-89

**DIVISION:** PROGRAM & FISCAL ANALYSIS      **SECTION:** 250 TDA Admin.

DIVISION RESPONSIBILITIES

Responsible for the administration and allocation of TDA funds throughout Los Angeles County. This function currently performed by SCAG will be transferred to LACTC by January 1989.

**A. BUDGET REQUEST**

<u>LINE</u> <u>ITEM</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY 1987-88</u> <u>BUDGET</u>	<u>FY 1988-89</u> <u>BUDGET</u>	<u>INCREASE/</u> <u>(DECREASE)</u>
200	Salaries	\$ 0	\$ 75,000	\$ 75,000
205	Overtime	0	2,300	2,300
210	Temp. office support	0	6,300	6,300
211	Contract employee	0	15,000	15,000
220	Fringe benefits	0	20,250	20,250
235	Office equip/fixtures	0	6,000	6,000
236	Computer hardware	0	8,800	8,800
265	Advertising/notices	0	2,000	2,000
270	Books/publications	0	150	150
290	Automobile	0	50	50
300	Travel	0	500	500
305	Business meals	0	50	50
310	Training/conferences	0	750	750
320	Prof. membership	0	150	150
330	Contracts	0	230,000	230,000
	<b>T O T A L</b>	<b>\$ 0</b>	<b>\$367,300</b>	<b>\$367,300</b>

EXPLANATION: (For line accounts with more than 10% increase)

Contract employee:	Accounting Assistant	\$15,000
Contracts:	Legal counsel	\$ 30,000
	Triennial performance audits	200,000
	<b>Total Contracts</b>	<b>\$230,000</b>

B. PERSONNEL STATUS

Current authorization: NONE

Personnel request: 2 (Professional = 2; Support = 0)

Positions: Senior Analyst and Analyst (Professionals)

Justification: These positions will report to the Director of Programming and Fiscal Analysis. All expenses are 100% reimbursable under TDA regulations and a separate account should be established to track these expenses. TDA administration for Los Angeles County totals \$190.7 million of which 0.2% or \$367,300 is for administration.

ATTACHMENT IC

LOS ANGELES COUNTY TRANSPORTATION COMMISSION  
 DIVISION BUDGET SUMMARY - FISCAL YEAR 1988-89

**DIVISION:** PROGRAM & FISCAL ANALYSIS      **SECTION:** 260 SAFE Admin.

DIVISION RESPONSIBILITIES

Responsible for the administration of SAFE funds to improve freeway emergency call boxes operations. Funds will be generated by charging an additional \$1 to each car registration in Los Angeles County.

A. BUDGET REQUEST

<u>LINE</u> <u>ITEM</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY 1987-88</u> <u>BUDGET</u>	<u>FY 1988-89</u> <u>BUDGET</u>	<u>INCREASE/</u> <u>(DECREASE)</u>
211	Contract employee	0	\$ 16,000	16,000
250	Office supplies	0	200	200
260	Printing	0	500	500
270	Books/publications	0	50	50
280	Postage/messenger	0	200	200
285	Reproductions	0	200	200
290	Automobile	0	400	400
300	Travel	0	500	500
305	Business meals	0	200	200
330	Contracts	0	815,000	815,000
401	Telephone-call boxes	0	800,000	800,000
402	Callbox purch/impr	0	3,067,000	3,067,000
403	SAFE admin reimb.	0	18,000	18,000
<b>T O T A L</b>		<b>\$ 0</b>	<b>\$4,718,250</b>	<b>\$4,718,250</b>

EXPLANATION: (For line accounts with more than 10% increase)

Contract employee:	Analyst, SAFE (half-time)	\$16,000
Contracts:	CHP callbox service	\$500,000
	LACDPW return (9 months)	150,000
	Legal counsel	15,000
	SAFE consultant	150,000
	<b>Total Contracts</b>	<b>\$815,000</b>





Summaries of Progress Toward LACTC  
Five-Year Strategic Objectives, FY 1987-88  
Objectives and Proposed FY 1988-89 Objectives

The following charts summarize progress made toward the Commission's adopted five-year objectives, objectives identified in our current budget for FY 1987-88 and proposed objectives for the upcoming fiscal year. The information is organized around the four general areas of the Commission's objectives, specifically:

- o Programming and Fiscal Analysis
- o Rail Transit
- o Government and Public Affairs
- o Finance and Administration

Also included is a progress report on FY 1987-88 and proposed FY 1988-89 objectives for agency administration.

PROGRAMMING & FISCAL ANALYSIS

**MISSION:** MAINTAIN AND INCREASE THE PEOPLE-MOVING/VEHICLE CAPACITY, EFFECTIVENESS, AND QUALITY OF THE HIGHWAY, STREET, AND TRANSIT SYSTEMS IN KEEPING WITH POPULATION GROWTH, ECONOMIC CONSTRAINTS AND ENVIRONMENTAL CONCERNS.

**FY 1987-88 Objectives**

Implement three additional subregional paratransit systems.

Implement three agreements between social service agencies.

Establish computerized dispatch centers for social service transportation to an estimated annual cost savings of \$2.3 million.

Implement centralized tire procurement program for social service transportation and report project results.

**Progress Toward FY 1987-88 Objectives**

Negotiations ongoing with five areas:  
 1. East County Area  
 2. Southeast Central Area  
 3. East San Gabriel Valley  
 4. South Central County  
 5. South County Area

Negotiations ongoing with three agencies:  
 - Redondo Beach social service agencies  
 - Gardena-Hawthorne Adult Day  
 - City of LA Valtrans

Legislation to provide funding deleted from LACTC's FY 88 legislative program. Alternative funding sources being sought.

Completed

**Strategic Goal #1**

MAXIMIZE THE USE OF FUNDS BY IMPROVING THE EFFECTIVENESS, EFFICIENCY AND QUALITY OF TRANSPORTATION SYSTEMS.

**FY 1988-89 Objectives**

Implement and improve Subregional Paratransit Systems.

- o Implement three additional subregional paratransit systems
- o Increase the number of subregional systems that meet or exceed LACTC's adopted Performance Standards.
- o Increase the number of cities in existing subregional systems.
- o Execute service contracts between city-funded paratransit systems and social service agencies.

Improve the efficiency of social service transportation:

- o Execute cooperative service agreements between social service agencies serving similar geographic areas.
- o Establish centralized driver training and risk management programs.
- o Increase the dollar level of 16(b)(2) grant awards to Los Angeles County.

FY 1987-88  
Objectives

Sponsor study to determine an equitable method for inter-agency bus transit transfers.

Implement pilot joint telephone information project involving fixed-route service in three cities and the RTD.

Adopt planning guidelines for bus transit feeder service to rail lines which minimize RTD costs and maximize local contributions. Includes identification of opportunities for cities to participate.

Implement recommendations of South Bay Commuter Transportation Plan study.

Ensure timely implementation of SGV Transportation Zone.

Implement the Bus Service Continuation Project.

Adopt Transit Capital Plan.

Progress Toward  
FY 1987-88 Objectives

Study in progress. Recommendations expected in July.

Completed.

Task Force formed and project is progressing.

Implementing actions under way. Application for Incentive funds pending.

Zone approved by LACTC. JPA formation in progress. Service expected to begin July 1.

Project implemented. Consultant has been hired to evaluate cost savings.

In progress. Recommendations scheduled for review in May.

FY 1988-89 Objectives

- o Conduct performance audit of social service paratransit dispatch providers in the Santa Clarita Valley and implement efficiencies.
- o Assist in the marketing and implementation of the Paratransit Insurance Corp. for social service transportation operators.
- o Implement two computerized social services dispatch centers.
- o Implement social service transportation measures in the Antelope Valley as recommended by the Article 8 Hearing Board.

Make transit more "user friendly"

- o Adopt a comprehensive policy on interagency transfers
- o Implement joint telephone information project involving two additional cities.
- o Adopt and implement bus transit feeder service guidelines (with Transit Development Division)
- o Publish a directory and map of County transit services.

FY 1987-88  
Objectives

Adopt final Highway Plan.

Obtain legislative approval of "Smart Corridor" legislation. Begin implementation of project.

Take steps necessary to restrict peak hour truck traffic on I-5. Adopt Final Highway Plan.

Improve management of priority freeway/arterial corridors in L.A. County.

Initiate operational, emergency response, and public education recommendations contained in the highway plan, working with Caltrans, DMV, CHP, private sector and other interested groups.

Organize traffic management team for at least one area.

Ratification of the SAFE in LA County.

Develop and initiate plan for organizing, funding and operating the SAFE.

Progress Toward  
FY 1987-88 Objectives

Completed.

\$4.5 million of PVEA funding is included in AB 437 and the Governor's budget for FY 89. Consultant selection process is either underway or complete.

LACTC is participating with other agencies in State and region-wide committees regarding restrictions. Preliminary I-5 data gathering is complete.

LACTC is chairing Smart Corridor Demonstration Project Committee.

Included in other efforts listed above, such as "Smart Corridor".

LACTC is chairing Smart Corridor Demonstration Project Committee.

Completed in January, 1988.

Consultant being selected.

FY 1988-89 Objectives

Implement transit service improvements:

- o Implement South Bay commuter service.
- o Implement city/county replacement for SCRTD service where cost savings can be documented
- o Identify funding sources and performance measures for rail system operations.
- o Develop a contingency plan for provision of alternative transit service in the event of a work stoppage. Implement plan, if necessary.

Implement Highway Plan Actions:

- o Obtain full funding for the "Smart Corridor" demonstration project and assist in its implementation.
- o Implement transportation demand and system management measures including:
  - Restricting peak hour truck traffic;
  - Improved arterial corridor management (such as Victory Blvd.);
  - Improving emergency response and public education;
  - Organizing specific technical task forces.
  - Develop a commuter bikeway map for the general public. Identify potential high-use areas for commuter bikeways.

FY 1987-88  
Objectives

Explore feasibility of local funding options for state highways and local streets.

Integrate rail system operations into existing LACTC funding programs.

Develop funding program to assist operators who wish to expand service.

Implement improved bus service in Antelope Valley as identified in Article 8 Unmet Needs Hearing Board.

Develop and obtain adoption of HOV system map for LA County.

Reach decision on additional HOV lanes on Route 91, Route 405, and I-10 (El Monte Busway Extension).

Coordinate actions of LACTC SCAQMD and City of Los Angeles to implement collection of Section 15 data on private employees vanpools/buspools.

Progress Toward  
FY 1987-88 Objectives

Public opinion survey scheduled to be complete by June.

No progress.

Demand for increased service has not been justified by increased ridership demand.

Three out of four recommendations have been implemented.

HOV Plan outline approved in March. Plan is currently being written.

LACTC approved HOV designation for Route 405. Decision on Route 91 has been postponed until operating hours issue is resolved. Decision on Route 10 Busway extension has been postponed until funding becomes available.

Data collection has begun. First report will be submitted to UMTA in FY 88-89.

FY 1988-89 Objectives

Implement SAFE:  
o Execute agreements with County and CHP.  
o Let contract for installation of new call boxes on a route (or routes) not now served.  
o Begin upgrade of existing call box system.

Strategic Goal #2

PROVIDE ADDITIONAL TRANSPORTATION SYSTEM CAPACITY.

FY 1988-89 Objectives

Decide on course of action to increase funding available for State highways and local streets.

Implement Transit Capital Plan actions:

- o Conduct study to reduce bus replacement costs.
- o Conduct study to identify excess capacity and surplus facilities.
- o Adopt policies and procedures to ensure timely completion of capital projects and/or reallocation of funds.

Encourage development, community approval and smooth operation of HOV lanes by:

- o Adopting an HOV lane network plan;
- o Overseeing its implementation.
- o Improving public information.

FY 1987-88 Objectives

Continue funding for Commuter Computer and participation on its Board.

Develop and implement a city-sponsored commuter vanpool or buspool project.

Adopt and administer the Transportation Improvement Program (TIP) for Los Angeles County for both Highways and Transit.

Require operators to implement performance audit recommendations.

Administer the STA and Proposition A Discretionary Grant.

Administer the Proposition A Local Return Program.

Resolve problems with the UMTA 16(b)(2) programs:

- o Develop objective criteria to evaluate applications.
- o Develop model vehicle specifications and procurement procedures.
- o Reformat application handbook and forms.
- o Restructure administrative procedures and schedule.

Progress Toward FY 1987-88 Objectives

FY 1989-93 Highway TIP provided funding for Commuter Computer. Staff is participating on Board.

No progress. Insurance concerns of cities have impeded progress.

FY1989-92 Highway TIP was adopted on March 9.  
FY 1989-92 Transit TIP scheduled for adoption in May.

Report for FY1988 due to LACTC in April as part of SRTP review.

All STA and Prop A claims for FY 1988 have been processed.

Guideline revisions adopted.

Draft set of criteria reviewed by paratransit providers. Life-cycle analysis in progress.

Preliminary revisions reviewed by paratransit providers. Discussions in progress with Caltrans.

FY 1988-89 Objectives

Strategic Goal #3

DEVELOP, PROMOTE AND FUND TRANSPORTATION STRATEGIES AND PROGRAMS WHICH CONTRIBUTE TO IMPROVED AIR QUALITY.

Improve the cost effectiveness of regional ridesharing efforts by clarifying the role of Commuter Computer and identifying private sector funding.

Prepare Section 15 report covering employee-sponsored bus and van pools and submit to UMTA.

Coordinate with AQMD and SCAG to develop appropriate transportation control measures (TCM's) for inclusion in the AQMD.

Develop plan schedule and funding to complete county-wide commuter bikeway system. Work with local jurisdictions to improve access and signing of commuter bikeways in order to encourage public use.

Promote projects to ensure cost-efficient implementation of cleaner engines:

- o Monitor the Methanol Bus Demonstration Project.
- o Work with SCRTP to secure funding and implement the natural fuel-Natural Gas Demonstration project.
- o Participate in the Transit Bus Research Consortium to reduce particulate emissions and oxide of nitrogen to meet 1991 standards.

FY 1987-88  
Objectives

Progress Toward  
FY 1987-88 Objectives

FY 1988-89 Objectives

Program sufficient bus capital funds to replace all pre-1979 buses by 1993.

Strategic Goal #4

EFFECTIVELY PERFORM ADMINISTRATIVE AND PROGRAMMING RESPONSIBILITIES.

FY 1988-89 Objectives

Adopt and administer the Transportation Improvement Program (TIP) for Los Angeles County for both Highways and Transit.

Assume responsibility for administering the Transportation Development Act (TDA) program for Los Angeles County. (New program.)

Adopt list of long-term State highway projects for Caltrans to start project development work on

Contract for FY 1989 Triennial Performance Audits for transit operators.

Administer the STA and Proposition A Discretionary Grant programs.

Implement policy changes approved by LACTC in FY 1988 and incorporate into the Proposition A Discretionary Guidelines.



FY 1987-88  
Objectives

Progress Toward  
FY 1987-88 Objectives

FY 1988-89 Objectives

Re-adopt the LACTC subsidy Formula Allocation process to better address LACTC goals.

Develop methodology for collecting/reporting UMTA Section 15 data on social services and commercial transportation providers.

Prepare SAFE capital plan and financial plan; execute required agreements with County, CHP, etc.

RAIL TRANSIT

**MISSION:** "Have an adopted rapid transit development program consisting of lines under construction and a plan to have one-half of the Proposition A system in operation or under construction by 2000."

**FY 1987-88**  
**OBJECTIVES**

**PROGRESS TOWARD**  
**OBJECTIVES**

**FY 1988-89**  
**OBJECTIVES**

**STRATEGIC GOAL #1**

Monitor and support Metro Rail Construction and Design.

Monitor the budget and schedule of the Metro Rail project in order to assure no cost overruns.

Project is under budget and delayed eight months. Monitoring of Metro Rail efforts is continuing.

Continue to monitor schedule and budget of MOS-1 taking steps to control cost overruns.

**STRATEGIC GOAL #2**

Place into operation the Long Beach/Los Angeles rail transit project.

Complete 100% of final design; begin 80% of construction and procurement contracts and complete 25% of construction.

99%+ of final design complete. (Does not include MC-5 freight diversion which was added to the project mid-way in F.Y.). Over 80% of construction and procurement contracts begun. 25% of construction complete.

Award 100% of construction and procurement contracts. Complete 75% of construction and installation. Have first car delivered, tested and accepted.

Initiate preparation of an integrated test and start-up plan for operational staffing and budgeting.

Start-up and operations planning effort initiated. Test plan completed and conceptually approved by C.P.U.C.. Conceptual staffing plan developed to support test schedule.

Finalize test, start-up and operating staffing plans and budgets. Complete recruitment of first level operations managers and operators necessary to support vehicle acceptance testing. Complete Draft Operating Rulebook & Procedures - Submit to C.P.U.C. for review.

FY 1987-88  
OBJECTIVES

PROGRESS TOWARD  
OBJECTIVES

FY 1988-89  
OBJECTIVES

STRATEGIC GOAL #3

Design and construct the Norwalk/El Segundo rail transit project so it can begin operation when the I-105 freeway is completed (1993).

For I-105, resolve with Caltrans these issues: work plan, pay items, schedule, right-of-way.

Cooperative agreement finalized defining work plan and right-of-way assignments. Cost sharing agreement reached. Construction schedule coordination continues.

Continue construction schedule coordination for I-105. Obtain conveyance of all necessary LRT R.O.W. controlled by Caltrans.

For I-105 and El Segundo Extension, complete 50% of final design and process for design/furnish/install contracts.

Final design is 33% complete. (Delays in consultant selection/contract negotiations).

Resolve automation issue. Complete 85% of final design. Engage CM firm.

For El Segundo Extension, relocate 10% of utilities and acquire 30% of right-of-way.

Much ground work completed with utility companies (numerous agreements consummated and as-built information obtained).

Relocate 20% of utilities. Consummate 90% of utility Agreements.

30% of Right-of-Way acquired.

Identify and begin acquisition of all remaining R.O.W.

STRATEGIC GOAL #4

Support Caltrans' construction of the Harbor Transitway as expeditiously as STIP funding permits.

Maintain project in L.A. County TIP; work with Caltrans to assure maximum ease of convertibility to rail. Seek additional \$350-400 million needed to complete.

Project proceeding for 1993 completion; design allows convertibility.

Continue to work with Caltrans to assure maximum convertibility to rail.

**FY 1987-88**  
**OBJECTIVES**

**PROGRESS TOWARD**  
**OBJECTIVES**

**FY 1988-89**  
**OBJECTIVES**

**STRATEGIC GOAL #5**

Develop specific plans for implementing remainder of 75 miles of Proposition A rail projects, including means for local private and public agency involvement in compatible land-use planning and financing.

Identify alignments and funding for Metro Rail, Segment MOS-2.

Studies done to identify MOS-2 alignment.

Execute full funding contract and initiate final design for MOS-2 segment of Metro Rail.

Begin planning for extension of Metro Rail east of Union Station and west of Western/Wilshire.

Eastward extension study initiated.

Complete initial studies for eastward extension and develop follow-on work plan. Initiate westward extension studies.

Complete an expanded route refinement study in Pasadena-Los Angeles corridor (downtown L.A. to Route 710) and decide whether to prepare EIR.

Route refinement study completed and EIR initiated.

Complete EIR for southern segment of Pasadena-Los Angeles route.

Prepare EIR for San Fernando Valley Line.

EIR for San Fernando Valley placed on hold.

If approved, initiate EIR for San Fernando Valley route.

Update route refinement work in Coast corridor between LAX and Marina del Rey and decide whether to prepare EIR.

EIR initiated for north branch of Coastal route.

Complete EIR for northern branch of Coastal route.

Select next segment(s) of system for construction in 1990-94 period and initiate final design.

FY 1987-88  
OBJECTIVES

PROGRESS TOWARD  
OBJECTIVES

FY 1988-89  
OBJECTIVES

Support further alignment engineering in portions of the Interim Rail Transit System not in active study, including cities of Pasadena and Glendale, with City Financial Assistance.

Studies initiated in Pasadena, Glendale and the southern segment of the Coastal corridor.

Complete studies in Pasadena, Glendale, and southern segment of Coastal Corridors and support other such jointly funded studies as approved.

Work with Cities for compatible land use.

Develop a policy on commuter rail service in the County.

STRATEGIC GOAL #6

To achieve a "one system" perspective on the rapid transit development program, evaluate organizational responsibilities, including the status quo, some redefinition of present roles, and a single authority.

Recommend organizational responsibilities for rail transit system design, construction and operations.

Completed.

Support planning for new organizational responsibilities as necessary to consolidate at-least rail planning activities systemwide.

Update systemwide operating plan and coordinate rail transit project operations and maintenance planning from systemwide perspective (including fare collection and bus-rail interface).

Staff added and steps taken to advance work in this area.

Update systemwide rail operation and maintenance planning to assure systemwide perspective (including fare collection and downtown transit circulation).

Prepare updated financial plans for the evolving rail transit system.

Financial plans are prepared on an on-going basis.

Update financial plans as necessary.

STRATEGIC GOAL #7

Advance feeder bus planning in preparation for rail operations start-up.

None - new goal.

Develop guidelines to be used by local service providers in their feeder bus planning (with Programming and Fiscal Analysis Division).

GOVERNMENT & PUBLIC AFFAIRS

Mission: Implement legislative and public outreach programs that develop understanding and support for LACTC's programs and objectives.

Strategic Goal #1

Develop effective communications with the public at large and affected jurisdictions or groups to establish understanding of and support for LACTC initiatives.

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FY 1987-88  
Objectives

Provide accurate, timely information to the news media through press releases, interviews, construction tours, and special events. Develop new communications tools to support LACTC programs, including a film/videotapes on rail transit and brochures on the highway plan, and Smart Street Project.

Progress Toward  
FY 1987-88 Objectives

Increased construction tours, interviews, responses to media requests. Held media conference for laying of first track. Produced film "The Reach of Rail." Produced highway plan brochure, Smart Street brochure, new affirmative action newsletter, Railway Construction News (monthly), ProMotion (quarterly) Transit Tips (bi-monthly).

FY 1988-89  
Objectives

Continue meeting increased demand for media relations and graphics requests. Produce rail news update videotape on construction, "What is LACTC" brochure and LACTC Annual Report. Continue ongoing publications and activities.

Strategic Goal #2

Advocate LACTC interests with federal, state and local government agencies and officials.

FY 1987-88  
Objectives

Influence, support and sponsor state and federal legislation and regulations which will positively affect LACTC programs and play a leadership role in securing stable resources of state and federal funding for transit and highway programs. Establish and maintain effective contact with local elected officials, municipal associations, interest groups, and local policy boards on transportation issues.

Progress Toward  
FY 1987-88 Objectives

Sponsored AB 457, Smart corridor bill for Santa Monica Freeway; adopted leadership role to affect legislation seeking to reorganize transportation agencies in L.A. County; analyzed and reviewed over 30 state and federal transportation bills; held briefings in D.C. and throughout L.A. County on LACTC legislative agenda, the Commission highway plan and the rail corridors currently under study; developed policy statements on transportation funding and transportation-related air quality issues; published monthly legislative update.

FY 1988-89  
Objectives

Sponsor, support and influence state and federal legislation beneficial to LACTC policies and programs. Assume leadership role in securing a stable source of state and federal transportation funding. Maintain effective contact with federal, state and local elected officials and policy boards. Solicit elected officials input in the rail and highway planning process.

### Strategic Goal #3

Encourage public participation in transportation decision-making through community meetings, workshops and hearings.

#### FY 1987-88 Objectives

Keep communities informed about rail construction progress and implement special outreach efforts to target groups, i.e., schools, businesses and property owners. Develop and implement public participation programs for rail development studies. Develop and implement community relations programs for Smart Street project, SAFE and HOV System Plan.

#### Progress Toward FY 1987-88 Objectives

Developed and implemented public participation programs for "On the Road to the Year 2000," 405 Advisory Committee, Smart Corridor Demonstration Project, Article 8 hearings, SAFE, and rail planning in the following corridors: PAS-LA, Coast North/South branches, San Fernando Valley. Participated on Mayor Bradley's Mobility Action Committees.

For LB-LA project, conducted presentations and forums; distributed monthly newsletter and construction notices to 7000 corridor residents; managed three field offices, implemented a School Safety Program involving 55 schools and business outreach program (300 businesses contacted to date).

#### FY 1988-89 Objectives

Continue current programs and develop and implement public participation programs for HOV System Plan, new rail development studies, Transit Capital Plan, and peak hour truck restrictions. Expand the LACTC Speakers Bureau.

Continue current LB-LA community outreach efforts; implement the TOP (Transportation Occupations Program) for youth along construction routes; develop a "Name the Car" program and a Station Art Program. Brief community leaders as needed on Norwalk-El Segundo rail line progress.



Support services to all divisions including accounting, budget, revenue bonds, investments, personnel, risk management, procurement, management information system (MIS), records management, and administrative services.

STRATEGIC GOALS

Provide responsive, efficient and comprehensive support services for all other divisions of the Commission. This includes not only responding to today's support needs, but planning and implementing delivery systems that will continue effective support services over the long-term as the rate of rail construction escalates, SAFE and other highway improvements programs are implemented, and as the Commission's role and functions in Los Angeles County continue to evolve.

FY 87-88 OBJECTIVES

Meet established affirmative action goals in all position classifications through active recruitment and training.

Purchase and install an expanded office automation system including linkages from minicomputer to terminals in each division and provide agency-wide access to budget data and account balances.

Perform the payroll function in-house on the minicomputer to realize time and cost efficiencies over the current outside payroll service.

Complete a Classification and Compensation study, make changes in classifications and adjust pay scales where appropriate.

Implement formal cash management procedures that will optimize the return on the agency's large and growing cash portfolio.

PROGRESS TOWARDS OBJECTIVES

See attached status report.

Linkage needs analysis is complete. Purchase and installation is 50% complete.

Instead of bringing payroll function in-house, the Commission changed payroll service companies with satisfactory improvement in time and cost efficiencies.

Completed.

Completed.

FY 1988-89 OBJECTIVES

Improve personnel function by updating personnel policies and procedures manual with related forms, instituting an employee assistance program, initiating written examinations for clerical and entry level positions, and developing a supervisor's handbook.

Improve administrative services function by instituting a physical inventory tracking system, micro-film all vital in-active records, preserve all rail project's technical documents and drawings, provide instant retrieval service of all vital records, documents and drawings, train all Commission staff to utilize this valuable records management resource.

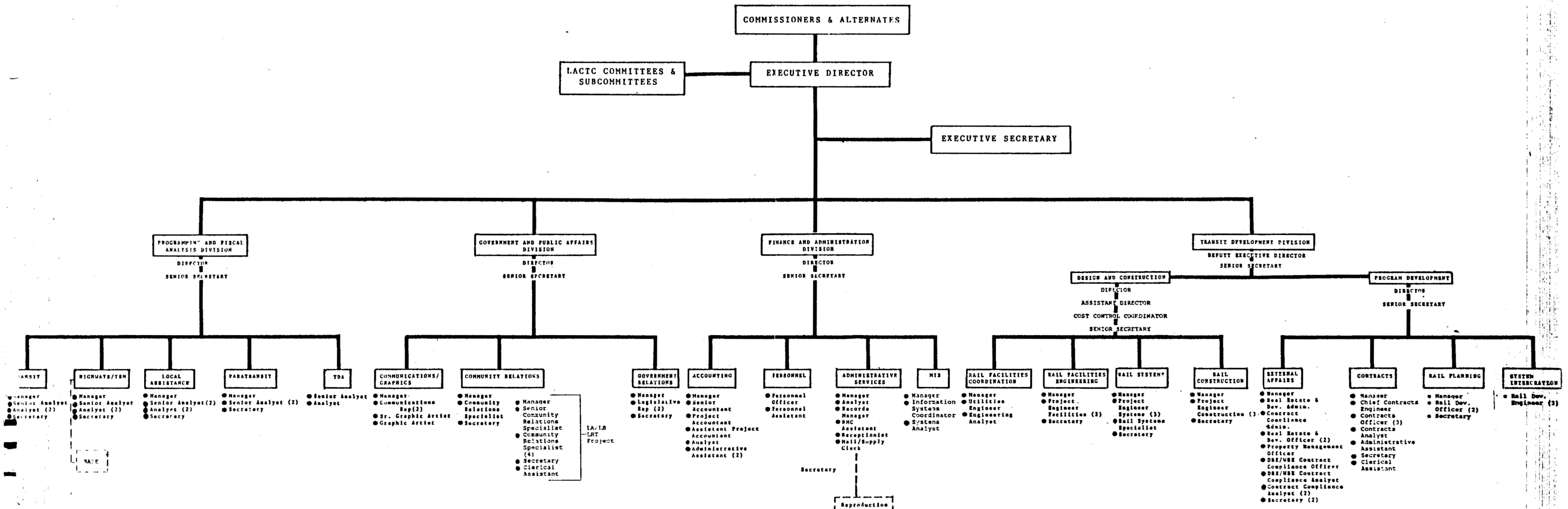
Improve management information services by completing installation of networking system, perform needs analysis of the Commission's long-term MIS requirements, continue to train and support staff to more effectively utilize MIS hardware and software for word processing, accounting, desktop publishing, graphics, project scheduling, rail project cost control, TDA Proposition A program monitoring and administration.

FY 1988-89 OBJECTIVES

Improve the efficiency and quality of financial services to the standards required to obtain the CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING and the AWARD FOR DISTINGUISHED BUDGET PRESENTATION both issued by the Government Finance Officers' Association.



**LACTC**  
 ORGANIZATION CHART  
 (by title)  
 F.Y. 88-89



OTHER POSITIONS:  
 Interns

COMMISSION COMMITTEES & SUBCOMMITTEES  
 Government Relations and Finance Committee  
 Rail Construction Committee  
 Streets and Highways Committee  
 Transit Committee  
 Bus Operations Subcommittee  
 Transit Productivity Committee  
 Highways and Freeways Subcommittee  
 Technical Advisory Committee  
 Elderly & Disabled Transportation Committee  
 Citizens Advisory Committee  
 Social Service Transportation Funding  
 Coordination Council  
 Paratransit Operations Subcommittee



LACTC

ORGANIZATION CHART  
(by name)

F.Y. 88-89

COMMISSIONERS & ALTERNATES

Paul C. Taylor

Kathy Torigoe

LACTC COMMITTEES & SUBCOMMITTEES

PROGRAMMING AND FISCAL ANALYSIS DIVISION

Jim Sims  
Elyne Kusunoki

GOVERNMENT AND PUBLIC AFFAIRS DIVISION

Susan Brown  
Margarita Ortiz

FINANCE AND ADMINISTRATION DIVISION

Richard P. Dominyquez  
Annette Mendoza

TRANSIT DEVELOPMENT DIVISION

Vacant  
Barbara Morris

DESIGN AND CONSTRUCTION

Edward McSpedon  
Jerry Givens  
Don Stiner  
Ilda Licón

PROGRAM DEVELOPMENT

Richard Stanger  
Martha Dunn

- NSIT
  - Don Neely
  - Sue O'Melia
  - Malini Ahuja
  - Mariko Yamaguchi
  - Don Brown
- HIGHWAYS/TSM
  - Ginger Gherardi
  - Diane Perrine
  - Peter DeMaan
  - Ray Cooley
  - Laura Hoover-Hamara
- LOCAL ASSISTANCE
  - Pat McLaughlin
  - Alan Ptasznick
  - Judith Norman
  - Gray Casey
  - Rita Jaga
  - Glenda Hill
- PARATRANSIT
  - Ray Masakava
  - Jim Andrew
  - Richard DeRock
  - Kate Beaudet
- TDA
  - Vacant
  - Vacant

- COMMUNICATIONS/GRAPHICS
  - Erica Goebel
  - Ann Reeves
  - Roberta Tinajero
  - Vacant
  - Larry Gallagher
- COMMUNITY RELATIONS
  - Steve Lantz
  - Rick Gomez
  - Theresa Hernandez
  - Robin McCarchy
  - Vacant
  - Maomi Nightingale
  - Art Gomez
  - John Higgins
  - Vacant
  - Deana Burton
  - Vacant

- GOVERNMENT RELATIONS
  - Claudette Moody
  - Nary Lou
  - Brynn Kernaghan
  - Vacant
- ACCOUNTING
  - Osvaldo Tap
  - Harvey Sculter
  - Richard Bennett
  - Vacant
  - Art Motivela
  - Fam Barker
  - Vacant
- PERSONNEL
  - Jose N. Ness
  - Vacant
- ADMINISTRATIVE SERVICES
  - Cindy Kondo
  - Phyllis Bursley
  - Robert Sanders
  - Vacant
  - Severly Broumand
  - Sylvia Bronson
- MIS
  - Walt Stephenson
  - Vacant
  - Dwayne Eubanks

- RAIL FACILITIES COORDINATION
  - Ervind Richardson
  - Robert Mirahan
  - Kathy Sweet
- RAIL FACILITIES ENGINEERING
  - Manit Churanakoses
  - Ed Danesh
  - David Slevers
  - Kyrak Miller
- RAIL SYSTEMS
  - Morn Jester
  - Marie Gutman
  - Bart Kane
  - Vacant
  - Lou Hubaud
  - Marie White

- RAIL CONSTRUCTION
  - John Adams
  - Jim Cohen
  - Bertie Jackson
  - Laurence Weldon
  - Cacilia Casacho
  - Shapiro

- EXTERNAL AFFAIRS
  - Sharon Robinson
  - Jim Wiley
  - Robert Inouye
  - Robert Flynn
  - Lynn Bell
  - Vacant
  - Pam Simmons
  - Mike Loller
  - Vacant
  - Vicenta Becerra
  - Marianna Drost

- CONTRACTS
  - Al Scals
  - George Livingstone
  - Linda Ford McCaffrey
  - Barbara Gatewood
  - Vacant
  - Glenda Stapp
  - Vickey Lechuga
  - Anita Crockett
  - Jon Miller
- RAIL PLANNING
  - Ben Darche
  - Susan Rosales
  - Vacant
  - Carol Martin

- SYSTEM INTEGRATION
  - Frank Flores
  - Fred Silverman
  - Vacant

Tamiko Hirano-Monkawa  
Reproduction

OTHER POSITIONS:  
Interns

- COMMISSION COMMITTEES & SUBCOMMITTEES
- Government Relations and Finance Committee
  - Rail Construction Committee
  - Streets and Highways Committee
  - Transit Committee
  - Bus Operations Subcommittee
  - Transit Productivity Committee
  - Highways and Freeways Subcommittee
  - Technical Advisory Committee
  - Elderly & Disabled Transportation Committee
  - Citizens Advisory Committee
  - Social Service Transportation Funding Coordination Council
  - Paratransit Operations Subcommittee

ATTACHMENT IV IS FOR INFORMATION ONLY  
AND IS NOT PART OF THE BUDGET

LACTC AFFIRMATIVE ACTION PROGRAM STATUS REPORT

The Commission adopted an affirmative action policy and program which calls for efforts to reach the goals listed below. Through March 31, 1988 our results are as follows:

Goal: At least one of every two vacancies shall be filled with a member of an underrepresented group.

Result: Of the 28 vacancies during the year, 64.3% or 18 positions have been filled by persons from underrepresented groups.

<u>Number of Vacant Positions Filled</u>	<u>Ethnic Group</u>	<u>Percentage</u>
10	White	35.7%
7	Black	25.0%
7	Hispanic	25.0%
4	Asians	14.3%
28		100%

Goal: At least one-half of all candidates interviewed for a given vacancy shall be from an underrepresented group.

Result: Of the 28 vacancies for which interviews were held, 61% of all interviewees were from underrepresented groups.

<u>Number of Interviewees</u>	<u>Ethnic Group</u>	<u>Percentage</u>
58	White	41.0%
32	Black	23.0%
18	Asians	12.0%
32	Hispanics	23.0%
1	Egyptian	1.0%
141		100%

Goal: Improved response by members of underrepresented groups to Commission job announcements.

Result: Staff will continue to improve its outreach effort by (1) identifying various minority and women's professional organizations, (2) widely disseminating information of job vacancies and (3) actively recruiting highly qualified minorities and women, particularly for managerial and engineering positions.

Attached is the most current information regarding the makeup of the Commission's staff as compared to the County's total labor force.

In January, 1984, the Commission adopted an Affirmative Action/ Equal Employment Opportunity Policy. It is the goal of the Commission to have a workforce that is racially, ethnically, and sexually representative of the labor force in Los Angeles County. The Commission's affirmative action goals are established by using the 1980 U.S. Department of Labor Census Data. The chart below will provide you with a summary on how the Commission progressed towards achieving its affirmative action goals compared to the previous fiscal year.

	<u>1987</u>	<u>1988</u>	<u>L.A. County</u>	<u>Overall Difference</u>
White	51.1%	50.6%	57.6%	(7%)
Black	18.7%	17.9%	10.9%	7%
Hispanic	12.8%	15.8%	24.9%	(9.1%)
Asian	15.1%	13.9%	6.0%	7.9%
Other	2.3%	1.9%	0.3%	1.6%

The Commission has achieved parity with the County in the hiring of Blacks, Asians and the category listed as "Other." However, the Commission is below parity in the hiring of Whites and Hispanics.

ADDENDUM TO ATTACHMENT IV

AFFIRMATIVE ACTION STATUS REPORT

The following table identifies the types of employment vacancies filled in FY 1987-88:

As of March 31, 1988, 28 vacancies were filled:

New Positions Filled	6
Replacements to Existing Positions	<u>22</u>
Positions Filled	28

As of June 30, 1988, 9 additional vacancies will be filled:

New Positions Filled	5
Replacements to Existing Positions	<u>4</u>
Positions Filled	9

GRAND TOTAL VACANCIES FILLED IN FISCAL YEAR 1987-88

NEW POSITIONS FILLED	11
REPLACEMENTS TO EXISTING POSITIONS	<u>26</u>
TOTAL VACANCIES FILLED IN FY 87-88	<u>37</u> =====

TOTAL COUNTYWIDE LABOR FORCE (1980)

	<u>FEMALE</u>	<u>MALE</u>	<u>TOTAL</u>
White	24.8	32.8	57.6
Black	5.0	5.9	10.9
Hispanic	9.7	14.9	24.6
Asian	3.0	3.0	6.0
American Indian	0.3	0.3	0.6
Other	0.1	0.2	0.3
TOTAL	42.9	57.1	100.0

TOTAL COMMISSION LABOR FORCE - March 31, 1988  
(Total: 101)

	<u>FEMALE</u>	<u>MALE</u>	<u>TOTAL</u>
White	18.8	31.7	50.5
Black	13.9	4.0	17.9
Hispanic	8.9	6.9	15.8
Asian	8.9	5.0	13.9
Other	0.0	1.9	1.9
TOTAL	50.5	49.5	100.0

GOAL #1

Executive, Administrative and Managerial

Male:	63%
Female:	37%
White:	67%
Black:	9%
Hispanic:	17%
Asian:	6%
Other:	1%
	<u>100%</u>

LACTC

Executive, Administrative and Managerial (33)

Male:	84.8%
Female:	15.2%
White:	69.6%
Black:	6.1%
Hispanic:	6.1%
Asian:	15.2%
Other:	3.0%
	<u>100%</u>



GOAL #2

Management-Related Professionals

Male: 56%  
Female: 44%

White: 64%  
Black: 10%  
Hispanic: 18%  
Asian: 7%  
Other: 1%  
100%

LACTC

Management-Related Professionals (43)

Male: 46.5%  
Female: 53.5%

White: 53.5%  
Black: 21.0%  
Hispanic: 14.0%  
Asian: 9.3%  
Other: 2.2%  
100%

GOAL #3

Administrative, Support Supervisory

Male: 51%  
Female: 49%

White: 61%  
Black: 12%  
Hispanic: 20%  
Asian: 6%  
Other: 1%  
100%

LACTC

Administrative, Support Supervisory (9)

Male: 0%  
Female: 100%

White: 11.1%  
Black: 11.1%  
Hispanic: 44.4%  
Asian: 33.4%  
Other: 0%  
100%

GOAL #4

Administrative Support, Clerical

Male: 40%  
Female: 60%

White: 59%  
Black: 13%  
Hispanic: 21%  
Asian: 6%  
Other: 1%  
100%

LACTC

Administrative Support, Clerical (15)

Male: 6.7%  
Female: 93.3%

White: 26.6%  
Black: 40.0%  
Hispanic: 20.0%  
Asian: 13.4%  
Other: 0.0%  
100%

**LOS ANGELES COUNTY TRANSPORTATION COMMISSION  
FISCAL YEAR 1988-89 BUDGET**

BUDGET LINE ITEM DEFINITIONS

- 200 Salaries - wages paid to all regular LACTC employees and interns.
- 205 Overtime - additional wages paid to non-professional employees (secretaries, receptionist, clerks) for hours worked in excess of 40 hours per week.
- 210 Temporary office support - temporary clerical assistance time paid to temporary employment agencies.
- 211 Contract employees - services rendered by contract employees.
- 215 Commission attendance - per diem paid to Commissioners or Committee members for meeting attendance.
- 220 Fringe benefits - employee benefits such as health, dental, vision, life, and long-term disability insurances, bus pass, workers compensation, retirement, state disability and medicare.
- 230 Office space - Building lease, improvements and moving offices.
- 235 Office equip/fixtures - Office furniture and equipment costing \$300 or more. Else, charge to supplies.
- 236 Computer hardware purchase - Computer equipment purchase.
- 237 Computer software purchase - Computer software purchases.
- 240 Equipment rental/maintenance - Rental and maintenance of office furniture and equipment.
- 245 Facilities rental/maint - Rental and maintenance of facilities.
- 250 Office supplies - all office supplies ordered for stockroom will be allocated to general fund and capital projects by 40% and 60% respectively. Any supplies ordered specifically for a Section will be charged to that Section.
- 260 Printing - any work done by outside printing company for all LACTC publications, newsletters, annual report.
- 261 Photo services/supplies - Film development and supplies.
- 265 Advertising/notices - Published notification of public hearing.
- 270 Books/publications - subscriptions and publication purchases.

BUDGET LINE ITEM DEFINITIONS - FY 1988-89

Page 2

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- 275 Telephone/telegraph - telephone calls, lease, installation and repair, modem and mailgrams.
  - 280 Postage/messenger - stamps, special mail courier, and special messenger.
  - 285 Reproduction - monthly charges by Pandick based on number of copies used by Division including those copies made from copy machines on every floor.
  - 290 Automobile - mileage and parking reimbursement, automobile lease, gasoline and car service.
  - 300 Travel - travel expense reimbursement that include all reimburseable travel expenses except seminar registration fees.
  - 305 Business meals - meals purchased for committee or other business meetings.
  - 310 Training - expenses for seminar, conference or job related classes attended.
  - 315 Tuition reimbursement - tuition for job related classes taken. \$400 limit per employee per year.
  - 320 Professional membership - Professional membership fee with \$75 limit per employee per year.
  - 330 Contracts - any other contracts that cannot be charged to any of the other line items (general fund only).
  - 335 Miscellaneous expenses - any other expenses other than contracts that cannot be charged to the other line items.
  - 345 Insurance - all insurance charges except employee benefits.
  - 350 Recruitment - all expenses relating to employee recruitment.
  - 355 Relocation - all expenses relating to employee relocation.
  - 360 Construction - expenses related to rail construction.
  - 361 Rail vehicles/equipment - Vehicles and equipment for rail use.
  - 365 Retainage - amount retained (withheld) from contract payment.

BUDGET LINE ITEM DEFINITIONS - FY 1988-89

Page 3

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375 Land/rights of way - cost of land/rights of way for rail development.

385 Professional services - fees for rail development consultants.

390 Force account - Work by other agencies on their facilities or property using their personnel.

395 Financing costs - expenses related to bond financing.

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Los Angeles County  
Transportation Commission.

DATE DUE

DATE DUE	

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