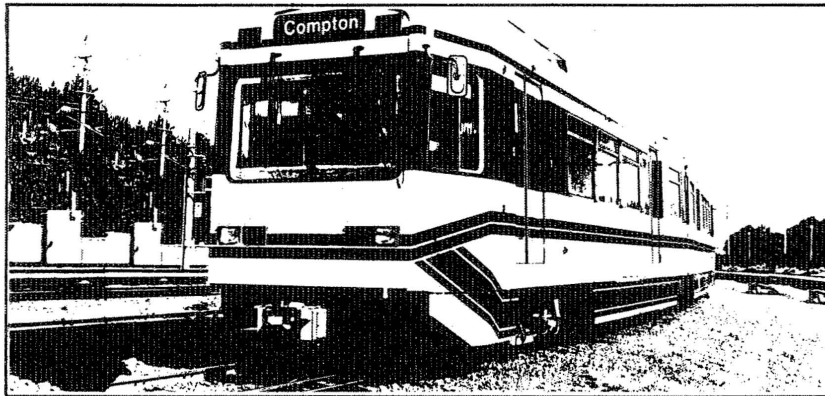
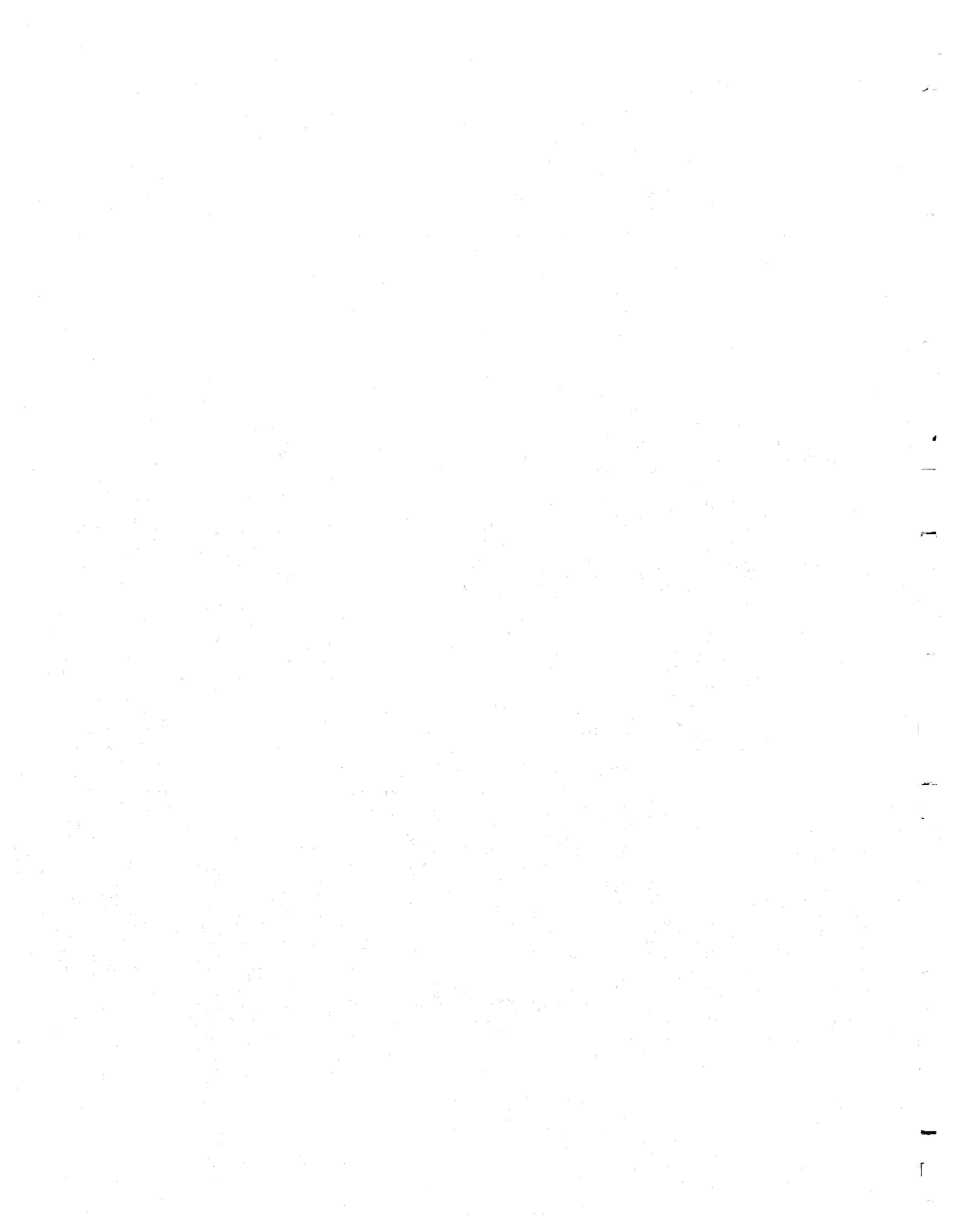

FISCAL YEAR 1989-90 BUDGET

Adopted June 28, 1989



LOS ANGELES COUNTY TRANSPORTATION COMMISSION



LOS ANGELES COUNTY TRANSPORTATION COMMISSION
COMMISSIONERS AND PRINCIPAL OFFICIALS

JUNE 30, 1989

COMMISSIONERS

MEMBERS

Christine E. Reed, Chair
Edmund D. Edelman, Vice Chair
Peter F. Schabarum
Kenneth Hahn
Deane Dana
Michael D. Antonovich
Tom Bradley
Nate Holden
Ray Grabinski
Jacki Bacharach
Carole Stevens
Jerry B. Baxter (Ex-Officio
representing State of California)

ALTERNATES

Robert White
Robert Geoghegan
Michael W. Lewis
Walter H. King
Barna Szabo
John T. La Follette
Ray Remy
Michael Woo
Clarence Smith
Harold Croyts
Eduardo Bermudez

PRINCIPAL OFFICIALS

TITLE

Executive Director
Director of Design and Construction
Director of Finance and Administration
Director of Government and Public
Affairs
Director of Rail Development
Director of Transportation Programs
and Analysis

NAME

Neil Peterson
Edward McSpedon
Richard P. Dominguez
Susan Brown
Richard Stanger
Jim Sims

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FEB 18 1997

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LOS ANGELES COUNTY TRANSPORTATION COMMISSION
FISCAL YEAR 1989-90 BUDGET

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EXECUTIVE SUMMARY

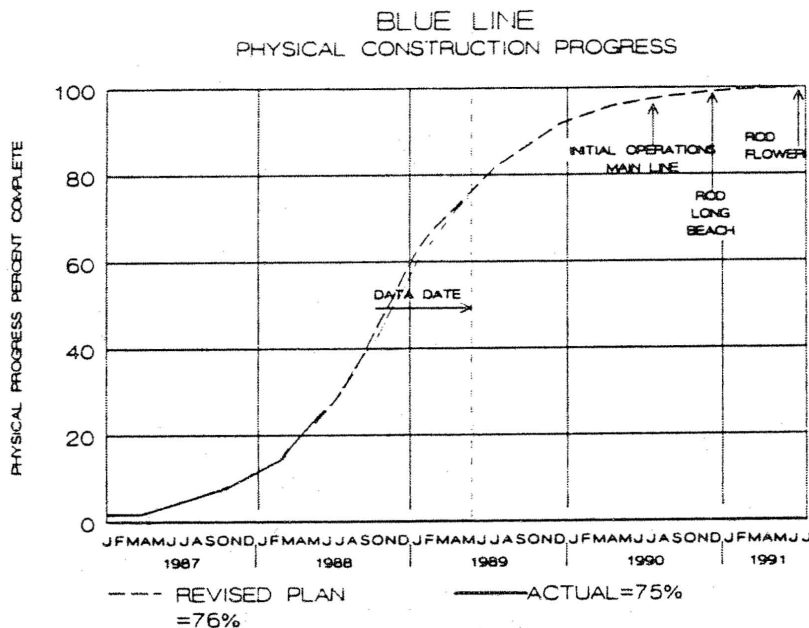
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EXECUTIVE SUMMARY

Introduction

The Los Angeles County Transportation Commission (Commission) budget is a planning and control document which legally appropriates funds for each fiscal year's operations. It also serves as an information document, available to the public, summarizing the Commission's objectives and programs and the resources allocated for them.

The 1989-90 fiscal year promises continued expansion of Commission activities and responsibilities. During the year, we will complete design on the Norwalk-El Segundo Green Line and enter the construction phase; during the same period we expect to achieve 95% completion of construction on the Long Beach-Los Angeles Blue Line, as shown below.



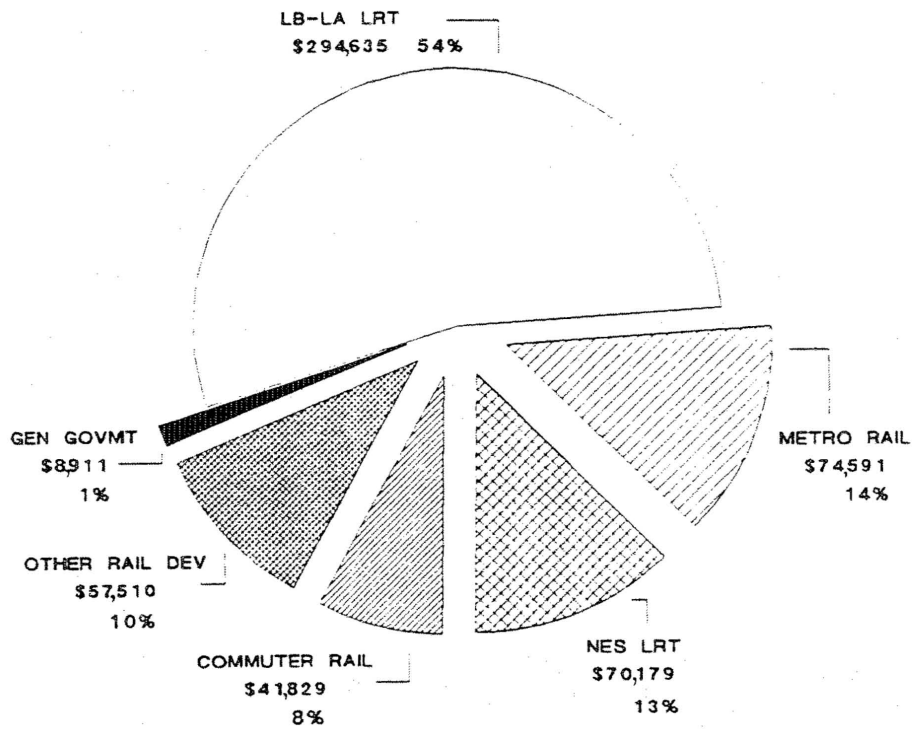
Environmental impact statements will be completed on the North Coast, Pasadena, and San Fernando Valley routes. We will also make substantial progress toward implementing a commuter rail system. During the year the Commission plans to move to new, more commodious and convenient quarters.

The Commission programs over \$1 billion to improve mobility in the region, including almost \$500 million for construction on the rail system mandated by Los Angeles County voters. Other projects enhance bus and highway systems, including the innovative Smart Streets demonstration project along the Santa Monica freeway corridor. An additional \$1.5 billion of funding will be programmed by other agencies with Commission review and approval.

The budget hereby submitted provides the resources for these and other programs. I am pleased to submit it for consideration and recommend its approval.

The Budget

The recommended budget for the General Fund, which accounts for non-rail transportation programs and general support activities, is \$8.9 million. The Capital Project Fund budget totals \$538.7 million. The pie chart below shows the program components of the combined general and capital projects expenditure budgets:



TOTAL BUDGETED EXPENDITURES = \$547,655

(\$ IN THOUSANDS)

Budgets are also included for three special revenue fund programs. The Service Authority for Freeway Emergencies (SAFE), at \$5.6 million, the PVEA/Smart Streets demonstration project, at \$6.5 million, and TDA administration at \$313 thousand.

Revenues

Anticipated revenues, proceeds from bond refunding, and accumulated fund balances provide the needed resources for budgeted expenditures during the year.

Sales tax revenues in the County are projected to increase 6% over current year receipts. The Proposition A portion (1/2 of 1 cent) is expected to grow to \$395 million. Of this, \$6.1 million is to be allocated to finance General Fund activities, providing 68% of the needed funding. The remainder is to be allocated as follows:

<u>\$ Millions</u>	<u>Percent</u>	<u>Use</u>
\$ 97.2	25%	Local return. Allocated to cities in Los Angeles County by formula, based on population, for use on approved transit projects.
155.6	40%	Discretionary. The Commission allocates this to the Southern California Rapid Transit District and municipal operators to reduce bus fares and for innovative transit projects.
136.1	35%	Rail. First used to pay \$50.9 million in debt service on outstanding revenue bonds, balance deposited in the rail account.

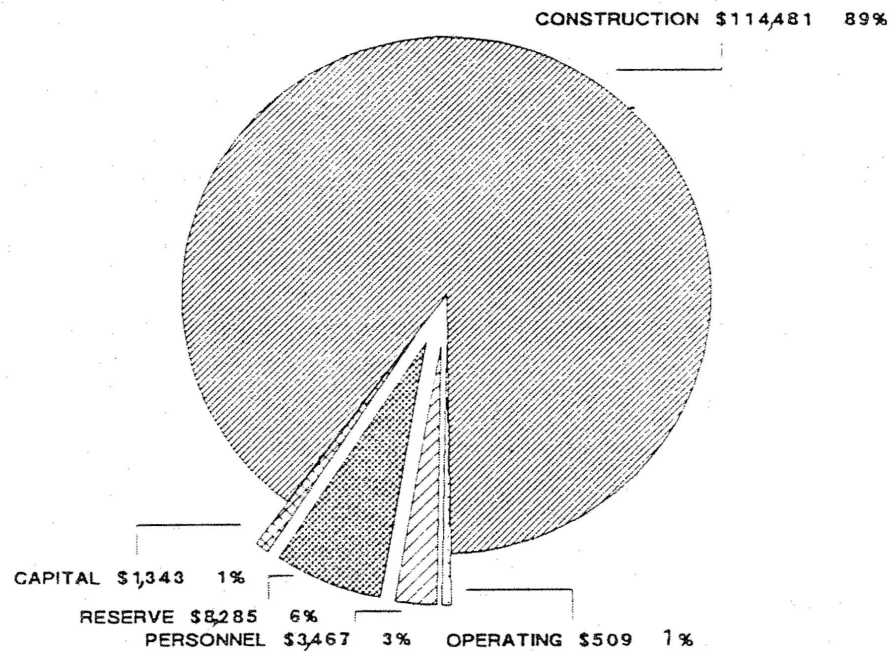
With 6% growth, the 1% planning portion of TDA revenues is projected at \$2.0 million. This, along with TDA carryover from previous years, finances the balance of General Fund activities.

Capital Projects Fund budgeted expenditures are expected to be financed first from bond proceeds of \$91.7 million and from the rail account of the Proposition A Special Revenue Fund. The anticipated draw down of \$373.2 million will leave a balance of \$80.9 million in the rail account at the end of the fiscal year.

The SAFE, PVEA and TDA Administration funds are entirely supported by specific non-Proposition A revenue sources.

Budget Comparison

The recommended combined General and Capital Projects funds budget of \$547.7 million is \$128.1 million higher than the 1988-89 budget of \$419.6 million. This 30.5% increase is primarily due to increases in construction and contingency reserves, as shown in the pie chart below, which depicts the components of the change:



(\$ IN THOUSANDS)

TOTAL INCREASE = \$128,085

Personnel expenditures, at \$10.9 million, are 2% of the combined budget. Thirty-five and a half new positions are recommended - a 25% increase in staffing. Over half of the positions are directly related to the development and implementation of rail projects, including the establishment of a Program Control section, a public art program, and increased engineering support for the Green Line project.

Operating expenditures, including contracts for non-rail activities, are \$6.5 million, or 1% of the total. The 8% increase is primarily due to software expenditures for the Program Control section and other new staff, and anticipated contracts for legal, audit and other services.

Capital expenditures are budgeted at just under \$2 million. The anticipated net cost of moving the Commission to new quarters is reflected here, as are computer hardware expenditures for new staff and for construction management for the Green Line project.

At 89% of the budget, construction expenditures are by far the largest component. The annual budgets for the two Commission managed rail projects under construction are based upon the multi-year Program Plans adopted by the Commission. Funding of \$645 thousand is included for the FY 89-90 construction-related costs of the newly adopted Art for Rail Transit (ART) program. This program will commission public art works to enhance the stations along the light rail lines.

A contingency reserve of 10% of construction expenditures, excluding certain land costs, is provided.

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THE LOS ANGELES COUNTY TRANSPORTATION COMMISSION

The Commission

The Los Angeles County Transportation Commission (Commission) was created by state law in 1976 to coordinate the operation of all public transportation services within Los Angeles County. Formed in 1977, it is responsible for setting policies, establishing priorities, and coordinating activities between the various transportation operators and agencies. Its mission is to improve mobility within the county.

The Commission programs and/or reviews the allocation of federal, state, and local funds for highway, transit, rail, and other transportation projects.

The Commission is governed by an 11-member board composed of:

The five Los Angeles County supervisors;

The mayor of Los Angeles;

Two members appointed by the Mayor - a member of the Los Angeles City Council, and, traditionally, a private citizen;

A member of the Long Beach City Council; and,

Two city council members appointed by the Los Angeles County City Selection Committee of the League of California Cities to represent the other 86 cities in the county.

The 7th District Director of Caltrans also sits on the board as a non-voting member.

Each year the Commissioners elect a vice-chair among themselves who becomes the chair in the following year. The board meets monthly in the Los Angeles civic center. Meetings are open to the public.

Four committees, composed of Commissioners appointed by the chair person, oversee the staff's efforts and present recommendations directly to the board:

Transit Committee (for bus and rail transit planning)

Streets and Highways Committee

Rail Construction Committee

Government Relations and Finance Committee

Internally, the Commission has five divisions:

Transportation Programs and Analysis - Administers funds for streets and highways, bus transit and bikeways originating at the federal, state and local level. Prepares the region's comprehensive Transportation Improvement Program (TIP) and monitors TIP projects.

Government and Public Affairs - Responsible for the Commission's government relations, community relations, marketing, media, and public information programs.

Finance and Administration - Provides accounting, budget, treasury, personnel, risk management, procurement, contract management, MIS and administrative services to the Commission.

Design and Construction - Responsible for design and construction of the 150-mile rail system mandated under Proposition A.

Rail Development - Performs planning functions for rail systems including developing capital plans, addressing system integration issues and real estate acquisition.

The directors of these divisions report to the Executive Director, who is appointed by the board. An organization chart is presented in Attachment A2 of this budget. Division budgets, mission statements, current goals and progress made, and goals for the upcoming fiscal year, are all included in Attachment A1.

Transportation Funding

In 1980, county voters approved Proposition A. This ballot measure authorized an additional one-half cent sales tax to fund improvements to public transit. The tax began to be collected in mid-1982 and will bring in about \$370 million during fiscal year 1988-89. Along with the tax increase, Proposition A mandated the construction of a 150-mile rail transit network.

The table on next page shows historical sales tax revenues generated by Proposition A and projections of future revenues.

PROPOSITION A REVENUES

<u>Fiscal Year</u>	<u>Sales Tax Revenues (1)</u> (\$ Millions)
1983	\$172.5 (2)
1984	257.5
1985	291.2
1986	306.0
1987	323.0
1988	348.2
1989 est.	372.2
1990 est.	395.0
1991 est.	414.1
1992 est.	440.2
1993 est.	468.7

- (1) less administrative fee paid to the California State Board of Equalization.
- (2) reflects only 10 months of receipts in the initial year of implementation.

The Commission is responsible for programming Proposition A revenues, and for designing and building the rail system.

The sales tax generates half of all funds needed for rail and bus transit in Los Angeles County at this time. Specifically, it provides 57% of all funds needed for rail projects now under construction, and 24% of all capital and operating funds for bus transit. Adding other local and state funds to the Proposition A dollars results in non-federal dollars equaling over 75% of current bus and rail expenditures within Los Angeles County.

This strong local commitment to transit compares very favorably with other areas of the country. Current and recent rail construction projects in five metropolitan areas across the nation used between 50% to 83% federal dollars, while Los Angeles County's current construction projects need only 29% federal dollars.

Under Proposition A, 35% of the funds are used to build and operate the 150-mile county-wide rail transit system (see attached map); 25% of the revenues are returned to cities and the county for local transit projects; and, 40% is allocated at the discretion of the Commission. To date this discretionary account has been used to help keep bus fares down and to fund innovative cost-saving mass transit projects.

Currently, Los Angeles has the largest bus-only transit system in the nation. Bus service is provided by the Southern California Rapid Transit District; 12 municipal operators; and private operators contracting through the San Gabriel Valley Transit Zone and Bus Service Continuation Project. In addition, over 80 cities and the county provide paratransit and other local transit services.

Funding for the Commission's transportation planning and programming activities, and its general support functions, comes from two sources. The Commission receives 1% of regional Transportation Development Act funding (\$2.0 million in FY 1989-90), for these functions, and finances the balance from Prop A revenues. The latter revenues come "off the top" before other allocations are established.

The Commission programs over \$1 billion to improve mobility in the region, including almost \$500 million for construction on the rail system mandated by Los Angeles County voters. Other projects enhance bus and highway systems, including the innovative Smart Streets demonstration project along the Santa Monica freeway corridor. An additional \$1.5 billion of funding will be programmed by other agencies with Commission review and approval.

The extent of the Commission's responsibility for transportation funds programming is shown below.

ESTIMATED LOS ANGELES TRANSPORTATION IMPROVEMENT PROGRAM						
FISCAL YEAR 1989-90						
(\$ MILLIONS)						
TRANSPORTATION MODE	PROGRAMMED AND APPROVED BY LACTC		PROGRAMMED BY OTHERS/ APPROVED BY LACTC		GRAND TOTAL	
	CAPITAL	OPERATIONS	CAPITAL	OPERATIONS	CAPITAL	OPERATIONS
Regional bus transit	\$43.8	\$360.3	\$14.4	\$264.8	\$58.2	\$625.1
Local bus transit	0.2	8.5	33.6 (a)	75.2	33.8	83.7
Light rail transit (b)	360.1	0.0	0.0	0.0	360.1	0.0
Rail development (c)	52.1	0.0	0.0	0.0	52.1	0.0
Metro rail	74.3	0.0	253.2	0.0	327.5	0.0
Commuter rail	41.7	0.0	3.5	0.0	45.2 (d)	0.0
Streets and highways (e)	152.5	5.4	653.1 (e)	241.5 (f)	805.6	246.9
Ridesharing	0.0	3.0	0.0	0.0	0.0	3.0
TOTALS	\$724.7	\$377.2	\$957.8	\$581.5	\$1,682.5	\$958.7
LACTC ADMINISTRATION	\$10.6	\$9.4	\$0.0	\$0.0	\$10.6	\$9.4

(a) Estimates are based on historical expenditures for capital (31%) versus operations (69%) plus farebox estimate.

(b) Los Angeles-Long Beach and Norwalk-El Segundo rail projects. Includes \$54.0 for vehicles.

(c) Includes rail development expenditures for route refinement studies (Pasadena and Marina lines), EIRs (San Fernando Valley lines), miscellaneous planning studies, and right of way protection.

(d) Estimates at least \$6.1 will come from sources other than Prop. A funds. Includes \$4.7 for right of way acquisition.

(e) Includes demonstration projects and local money of \$230 not approved or administered by LACTC.

(f) Local monies not approved or programmed by LACTC, except for \$6.5 million in PVEA funds.

Rail System

The Commission is responsible for designing and building the 150-mile county-wide rail transit system mandated by the voters under Proposition A. The Metro Rail subway portion is being constructed by the Southern California Rapid Transit District. The two projects currently under construction by the Commission are:

BLUE LINE (LONG BEACH-LOS ANGELES LIGHT RAIL TRANSIT PROJECT)

Projected Opening: 1990
Percent Completed: 72%
Total Miles: 21
Total Stations: 22
Ridership: 1990 - 35,000 daily; 2000 - 54,000 daily
Connects with Red Line in downtown Los Angeles
and Green Line.
Funding Source: 100% local Proposition A

GREEN LINE (NORWALK-EL SEGUNDO LIGHT RAIL TRANSIT PROJECT)

Projected Opening: 1993, contingent upon freeway completion
Percent Completed: 40% design completed; construction
to begin in FY 1989-90
Total Miles: 20
Total Stations: 14
Ridership: 1993 - 65,000 daily; 2000 - 104,000 daily
Features: Center of the Glenn Anderson (I-105), formerly
Century Freeway; connects with Blue Line.
Funding Source: 100% local Proposition A

Four other rail projects are now under environmental review in Los Angeles County. One is an extension of the Red Line subway from Wilshire/Alvarado to Wilshire/Western and Hollywood/Vine (Phase II); other projects are:

PASADENA-LOS ANGELES LINE

EIR to be completed, route selected and construction decision made in FY 89-90. To be 100% locally funded.

NORTH COAST LINE

EIR to be completed, route selected, and construction decision made during FY 89-90. To be 100% locally funded.

SAN FERNANDO VALLEY LINE

EIR to be completed and construction decision made in FY 89-90.

The current Rail Transit Plan map included in this section shows all routes in advanced planning or construction stages.

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Rail Financing and Debt Management

Rail projects are funded from the 35% rail portion of Proposition A revenues. In 1986 the Commission issued \$707.6 million of sales tax revenue bonds to provide additional financing to deliver rail services sooner. The debt service is paid from these Proposition A revenues.

In 1987 \$260 million of the 1986 bonds were refunded; in 1988 \$111.5 million were refunded. As a result of the refundings and subsequent redemptions, \$371 million of the 1986 bonds have been redeemed. In FY 1988-89 the Commission issued \$174.3 million in additional refunding bonds to take advantage of market conditions at the time and fix rates on a portion of its remaining variable rate 1986 debt. Funds have been deposited into an escrow account sufficient to redeem the last 1986 Series, resulting in the availability to the Commission of \$91.7 million in bonds proceeds in July of 1989 and \$72.2 million in July, 1990.

Annual debt service on all outstanding bonds increases to approximately \$62.4 million by FY 1991-92 and remains roughly level thereafter, with the maximum annual amount of \$62.7 million occurring in FY 2014-15. Adopted Commission policy precludes incurring debt service payments for rail in excess of 30% of Proposition A revenues, leaving 5% available for rail operations or other rail projects.

The current debt service coverage ratio is 2.8, leaving the Commission with substantial additional borrowing capacity.

The Budget Process

State law requires the Commission to establish a budget system and to adopt an annual operating budget. The Commission's budgetary process complies with State statutes and is based on the modified accrual basis of accounting.

The Commission's administrative code requires the Executive Director to submit a proposed budget by the last meeting in April, and a final budget by the last meeting in June. A public hearing must be held prior to adoption of the budget.

Annual budgets are adopted for the General Fund, the Capital Projects Fund, and special revenue funds directly expended (rather than allocated) by the Commission. These are: PVEA, SAFE, and TDA administration.

Budgets are not adopted for other special revenue funds, or the Debt Service Fund. These funds' activities for FY 1989-90 are shown in Exhibit 3 within Section III of the budget to give a more complete picture of the Commission's operations and financial position.

Comprehensive multi-year construction budgets, called Program Plans, are established for each rail project. When the board approves a project for design and construction, they also approve the budget and schedule for that project. Subsequent changes to the budget, if required, are approved individually by the board. Only the portion of costs expected to be incurred on each project during the fiscal year are included in the annual operating budget.

Budgets are developed by each section manager, working with the division director and assisted by the Finance section staff. The budget is prepared and controlled by line item within each organizational unit.

Personnel requests are submitted to the Personnel section for review and comment and to Administrative Services for determination of office space and supplies expense. Computer needs are submitted to the MIS section for inclusion in a centralized MIS budget. These steps help insure that personnel and computer requests are appropriate, and consistent with Commission policies, and that all related costs are included.

After review and consolidation by the Finance section, completed section budgets are redistributed to their originators. The managers and directors then meet individually with the Executive Director and budget staff to discuss their requests, in light of the goals and objectives for their section.

Concurrently, budget drafts are submitted to the Commission in April and May, and a public hearing is held.

A final budget is then prepared by staff, incorporating revisions arising from this process, and submitted to the Commission for adoption in June.

While the budget is adopted in a summarized form, day-by-day administration and control is done at the same detailed level at which it was developed.

A mid-year budget amendment, prepared through a similar process, is presented to the Commission for approval by the last meeting in February.



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

June 28, 1989

MEMO TO: LACTC MEMBERS AND ALTERNATES
FROM: NEIL PETERSON
SUBJECT: BUDGET FOR FY 1989-90 (REVISED)

Introduction

I am pleased to submit for your consideration a proposed operating budget for the fiscal year 1989-90 for the Los Angeles County Transportation Commission (Commission).

The budget includes the Commission's General Fund, the Capital Projects Fund, the Service Authority for Freeway Emergencies (SAFE), and the Transportation Development Act (TDA) Administration Fund. New this year is a budget for the Smart Corridor demonstration project to be funded by the State from the Petroleum Violation Escrow Account (PVEA).

This "budget message" highlights significant additions and changes in the proposed budget as compared to the adopted current year budget. For detailed numeric data by fund and for each division, please see Section III, The Budget, and Attachment 1, Division Budget Summaries.

Annual budgets are not required for certain programs which are controlled by statute or other means as follows:

The Proposition A fund is controlled by the Proposition A Ordinance adopted by County voters in 1980. It provides for specific uses of the one half cent sales tax revenues.

State Transportation Assistance Fund monies are allocated by formula.

The Ridesharing Fund is controlled under the Ridesharing Program agreements.

Debt Service Fund expenditures are controlled by bond indentures.

The new Federal Aid Urban (FAU) Trade Fund is used to account for funds received from cities, other than ridesharing funds, that are restricted by Commission policy.

A summary of all funds is provided for information in Section III, Exhibit 3.

Overall

The 1989-90 fiscal year promises an expansion of Commission activities and responsibilities. To accomplish these activities, a total budget of \$560 million is recommended.

Of this, the \$12.5 million of expenditures in the SAFE, TDA Administration, and PVEA funds are fully supported by those specific revenues. The Capital Projects and General funds are primarily funded by sales tax revenues, accumulated fund balances, and proceeds from sales tax revenue bonds.

Sales tax revenues in the County are projected to increase 6% over current year receipts. The Proposition A portion (1/2 of 1 cent) is expected to grow to \$395 million. Of this, \$6.1 million is to be allocated to finance General Fund activities, providing 68% of the needed funding. The remainder is to be allocated as follows:

<u>\$ Millions</u>	<u>Percent</u>	<u>Use</u>
\$ 97.2	25%	Local return. Allocated to cities in Los Angeles County by formula, based on population, for use on approved transit projects.
155.6	40%	Discretionary. The Commission allocates this to the Southern California Rapid Transit District and municipal operators to reduce bus fares and for innovative transit projects.
136.1	35%	Rail. First used to pay \$50.9 million in debt service on outstanding revenue bonds, balance deposited in the rail account.

The 1% planning portion of Transportation Development Act revenues (1/4 of one cent of the sales tax) is projected to grow to \$2 million. This provides the balance of revenues to the General Fund.

Capital Projects Fund expenditures are expected to be financed first from a draw on bond proceeds from the Debt Service Fund in the amount of \$91.7 million, with the balance to be drawn down from

the rail account of the Proposition A Fund. The anticipated draw of \$373.2 million will leave a remaining balance of \$80.9 million in the rail account.

The combined General and Capital Projects funds budget of \$547.6 million is \$128 million higher than the 1988-89 budget of \$419.6 million - a 30.5% increase. Eighty-nine percent of this increase is in construction expenditures, another 6% in construction contingency reserve.

The General Fund, which is used to account for non-rail transit programs, as well as support functions, including programming, approving and/or planning for well over one billion dollars of transportation related funding in the county, comprises slightly under 2% (\$8.9 million) of the combined budget.

Some programmatic highlights are:

Construction of the Blue Line should begin the year about 80% complete and end the year at about 95% complete. Fifty-four percent of the combined Capital Projects and General funds budget - almost \$300 million - is for this project.

The engineering of the Green Line is about 30% complete; by the end of the next fiscal year, design is expected to be completed and construction underway on all civil contracts, including the yard and shops area in Hawthorne. Over \$70 million, 13% of the combined budget, is included for this effort.

Substantial progress toward implementing a commuter rail system is planned. Budgeted funds include over \$71.4 million for negotiation and appraisal services and land acquisition. Discussions are currently underway with the railroads regarding right-of-way for commuter rail.

Fourteen percent of the combined budget provides the Commission's portion of funding for Metro Rail Phase I construction by SCRTD, and preliminary work on Phase II. The Commission will become the grantee for the first part of Phase II; this project will be budgeted by an amendment when the agreements are finalized.

Funding for the planned move of the Commission to new quarters is included. The amount is net of an estimated move-in allowance. The one-time costs (net) are approximately \$700 thousand.

Funding for production of an annual report meeting is included. This event will be highlighted by the first annual Los Angeles County Mobility Partnership awards and distribution of the 1989-90 annual report.

A total of \$818 thousand is provided for the first year of the Art for Rail Transit (ART) program, including \$645 thousand for art commissions and installation.

Total construction expenditures are expected to increase 75% over the current year estimate, with the potential for two rail lines to be under construction. During the year the North Coast, Pasadena and San Fernando Valley environmental impact statements will be completed and decisions on which line(s) to build next will be made in spring. To adequately respond to these responsibility levels, we are placing an increasing emphasis on planning and control. A major update of the rail financial plan is in progress.

Organizationally, this emphasis is reflected in the proposed establishment of a Program Control section and the staffing of the Capital Planning and Project Monitoring section (approved at mid-year). The budget incorporates a proposed 25% increase in authorized positions, over half of which are directly related to the development and implementation of capital projects.

Personnel

Actual personnel expenditures (including salaries, benefits, contract employees, temporary help and overtime) in FY 1987-88 were 2.7% of total Commission expenses. Personnel expenditures for the current fiscal year are estimated at 2.4% of the total. In this proposed budget for FY 1989-90, these expenditures fall to 2% of the total.

While overall personnel expenditures decline slightly in relation to total Commission expenditures, the line items composing these show increases.

Three factors have resulted in an increase in salaries in the proposed budget:

Thirty-five and a half new positions are proposed for FY 1989-90, and three upgrades or reclassifications of existing staff positions. These new positions, if approved, would bring total authorized positions from one hundred thirty-seven and a half (137.5) to one hundred seventy-three (173).

Inclusion of full-year salaries for the ten positions authorized by the Commission at mid-year. The current year revised budget assumes little salary cost for these positions as they are not yet filled.

A cost of living adjustment (COLA) of 4.8% effective July 1 for all employees other than the Executive Director. This is the actual increase in the Los Angeles-Anaheim-Riverside area Consumer Price Index for the 1988 calendar year reported by the U.S. Bureau of Labor Statistics.

The proposed positions are shown graphically in Attachment A2. Detailed justifications are provided in the Division Budget Summaries.

The positions which are conversions of existing contract positions are marked with an asterisk. The positions proposed are:

TRANSPORTATION PROGRAMS AND ANALYSIS DIVISION

Senior Transportation Analyst (one and a half positions)
Transportation Analyst II
Transportation Analyst I*

The Analyst II position was recommended by the Elderly and Disabled Transportation Advisory Council to address social service issues. The Analyst I position is fully funded by the SAFE and is accounted for in the SAFE Fund. The half position has no budget impact: it was a full-time position for which the authorization was inadvertently reduced when the employee requested to go part time. The employee will remain part time.

GOVERNMENT AND PUBLIC AFFAIRS DIVISION

Senior Public Affairs Officer* (1 new plus 1 upgrade)
Public Affairs Officer II
Public Affairs Officer I (two positions)
Secretary
Office Assistant II

One Senior, one Officer I, and the Secretary are contingent upon Commission approval of the Art for Rail Transit (ART) program. The second Officer I is for the TOP/School Safety program. In addition, funds are provided for a contract employee needed to respond to information requests on the Green Line Project as construction commences, but before the Blue Line is completed.

FINANCE AND ADMINISTRATION DIVISION

Administrative Services Coordinator
Records Management Assistant
Mail/Supply Assistant
Secretary
Office Assistant II
Information Systems Coordinator*
Information Systems Analyst
Personnel Analyst II
Senior Contract Administrator (upgrade of existing Contract Administrator position)

These positions will perform support and internal control functions in the Administrative Services, Finance, MIS and Personnel sections. Specific functions include asset and records management, purchasing, computer systems support and inventory control.

DESIGN AND CONSTRUCTION DIVISION

Manager of Program Control
Engineering Cost Administrator (two positions)
Senior Scheduling Administrator
Senior Cost Estimator
Engineering Cost Analyst
(Engineering Cost Administrator) - to be reclassified
into one of above positions
Secretary
Project Engineer, Rail Systems (3 positions **)
Project Engineer, Rail Facilities
Project Engineer, Construction
Project Manager
Secretary
Administrative Analyst II

Seven of these positions would form the new Program Control section recommended by the Rail Construction Committee. The other positions are to coordinate, control, and provide engineering support for the Green Line as it enters the construction phase and for other rail lines under development.

RAIL DEVELOPMENT DIVISION

Contract Compliance Analyst II (DBE)
Contract Compliance Analyst II* (Labor)
Administrative Assistant
Senior Rail Development Planner

The first three positions provide needed support in the Contract Compliance section as contracting increases, primarily for the Green Line. The Senior Planner is a reinstatement of a position apparently inadvertently deleted at FY 88-89 mid-year.

Fringe benefits increase along with salary expenditures, due to higher medical insurance premiums and increased staffing. A small portion of the increase is for changes and additions to the benefits package as follows:

Creation of an Employee Assistance Program - to help management and employees identify and resolve problems (including personal ones) which create stress and reduce productivity. The program emphasizes prevention. Expected cost is \$3.00 per month per employee;

Creation of Employee of the Year and Education Achievement award programs;

Doubling the amounts available for tuition reimbursement and professional memberships;

Adding short-term disability insurance to supplement SDI;
and,

Amendment of the current Public Employee's Retirement System contract to provide credit for unused sick leave, and revise the formula for determining retirement benefits.

Contracts related to these changes in benefits will be presented for the Commission's approval separately from the budget.

Operating Expenditures

Operating expenditures for the combined General and Capital Projects funds increase 8% over the current year budget. Individual line items with significant increases or decreases are described below:

Proposed computer software expenses are \$230,000 higher than budgeted this year, to reflect specialized software required for the new Program Control section and the costs of standardizing software used throughout the Commission. New line items have been established to separately capture the costs of related computer wiring, programming, supplies, and maintenance.

Training and conferences, tuition reimbursement, recruitment expense, and professional membership fees all show increases in proportion to higher staffing levels. In addition, membership expenses reflect anticipated APTA fees, and conference expense reflects increasing Commission participation.

The proposed contracts budget includes amounts for a flood control channel and electrification study, follow-up on the analysis of an increased sales tax, TDA audits, the second phase of a long-term computer requirements study, and a significant amount for legal counsel, in particular for the Transit Zone case. Contracts are detailed by division in the Budget Summaries section.

The SAFE Fund budget includes \$3.7 million in contracts for CHP dispatching and telephone charges and maintenance.

The PVEA Fund budget provides \$6.5 million for contracts to implement the Smart Streets demonstration project along the Santa Monica Freeway corridor.

Capital Outlay

Office furniture increases by over \$900,000 in anticipation of a move by the Commission during the fiscal year. The net increase attributable to the move (spread over both operating and capital line items) is projected at \$714,000.

Computer hardware purchases for the proposed Program Control section and for the firm selected to provide construction management for the Green Line result in an increase to that line item in the Capital Projects fund, while a decrease is shown in the General Fund. The increase for the combined funds is just under \$400,000.

One and a half million dollars is provided in the SAFE for call box installation along our freeway system.

Construction Expenditures

Construction expenditures reflect a new program and the step up of activity in two others.

Funding of \$645,000 is included for art commissions and installation for the Art for Rail (ART) program for the Blue and Green lines. The full multi-year program was approved by the Commission separately from this budget.

Commuter rail expenditures reflect property appraisal, negotiation and some acquisition costs for the extensive rail right-of-way which has recently become available.

Metro Rail Phase I funding to the SCRTD increases by just under \$20 million. Funding for the Commission's share of Phase II costs is not reflected in this budget, pending final negotiation of a full funding grant agreement with UMTA and a contract for construction of the second segment with SCRTD. These costs will be proposed in a budget amendment when the agreements are presented.

Construction expenditures include the remaining balance of \$54 million for the purchase of Blue Line rail cars, and over \$91 million for land acquisition for the Green Line, commuter rail, and the Marina Extension.

A contingency reserve of 10% of construction expenditures, excluding certain land costs, is provided.

Budget Adoption

The public hearing for the proposed budget was held at the Commission meeting of May 24. The Government Relations and Finance Committee reviewed the proposed budget at the June 21 meeting and

recommended it be adopted by the Commission with some modifications. The Commission's motion to adopt the budget on June 28, 1989 included the Committee recommendations and additional editorial changes to the Division goals and objectives. The changes are reflected in this final document.

PREPARED BY: ANNETTE COLFAX
Manager of Finance

OSWALDO YAP
Budget Manager



NEIL PETERSON
Executive Director

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LOS ANGELES COUNTY TRANSPORTATION COMMISSION
 FISCAL YEAR 1989-90 BUDGET

ESTIMATED REVENUES AND EXPENDITURES BY FUND

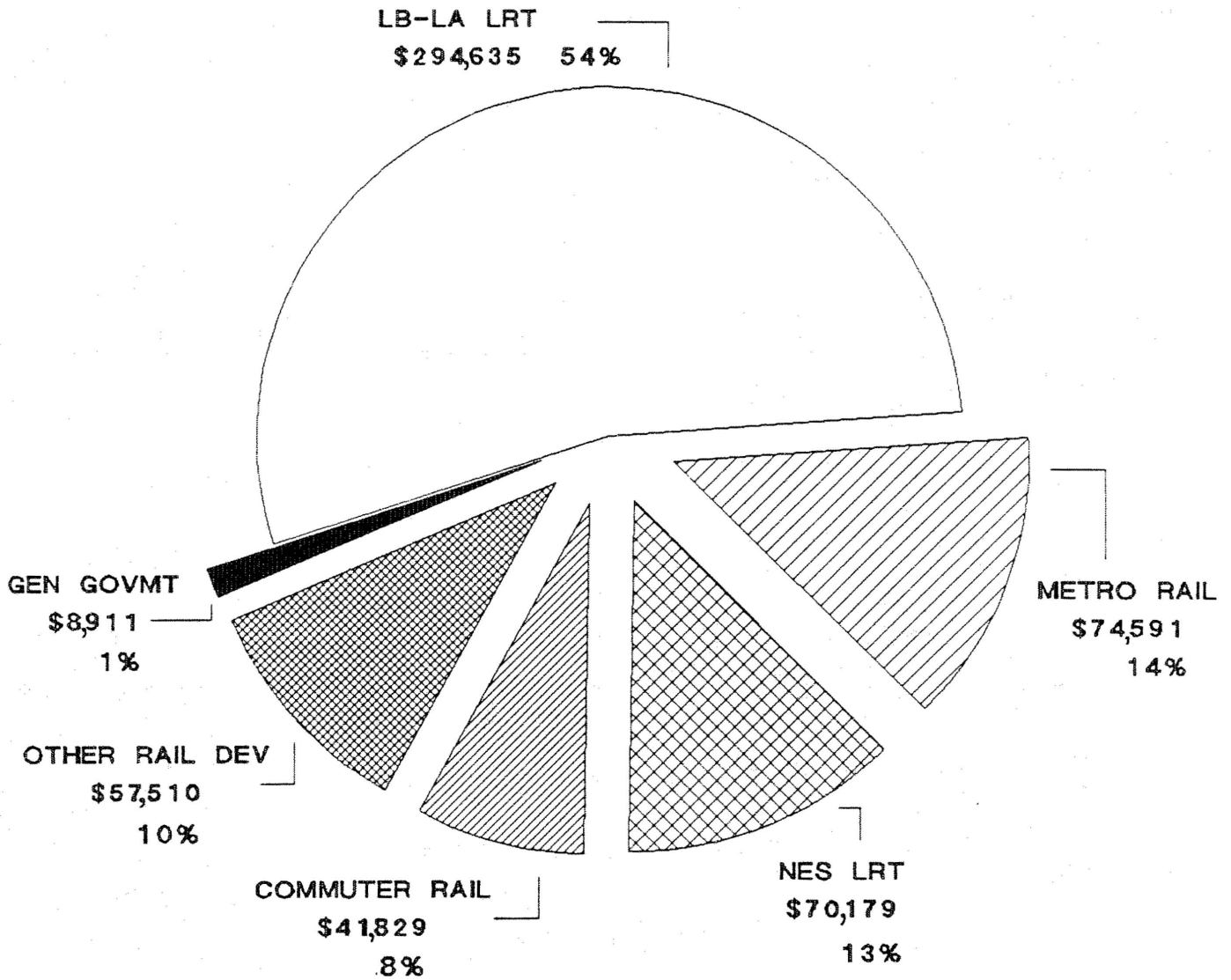
	<u>GENERAL</u>	<u>CAPITAL PROJECTS</u>	<u>+--- SPECIAL REVENUE FUNDS ---+</u>			<u>GRAND TOTAL</u>
			<u>SAFE</u>	<u>TDA ADM</u>	<u>PVEA</u>	
<u>ESTIMATED REVENUE/TRANSFERS IN:</u>						
TDA funds	\$1,975,000			\$300,000		\$2,275,000
Prop. A fund reimb.	6,094,850					6,094,850
SAFE funds			\$6,018,000			6,018,000
PVEA funds					\$6,537,000	6,537,000
UMTA grant	120,000					120,000
Transfer from Debt Service		\$91,655,000				91,655,000
Transfer from STAF		1,317,000				1,317,000
Transfer from Prop. A		373,222,120				373,222,120
Interest income	50,000	4,000,000				4,050,000
Other revenue	10,000	360,000	121,000			491,000
TOTAL	8,249,850	470,554,120	6,139,000	300,000	6,537,000	491,779,970
<u>BUDGETED EXPENDITURES:</u>						
Personnel	4,307,885	6,654,660	52,600	111,275	0	11,126,420
Operating	3,875,665	2,666,160	3,761,000	196,315	6,537,000	17,036,140
Capital	727,050	1,263,700	1,505,000	4,910	0	3,500,660
Construction	0	484,507,800	0	0	0	484,507,800
Project reserve	0	43,652,000	300,000	0	0	43,952,000
TOTAL	8,910,600	538,744,320	5,618,600	312,500	6,537,000	560,123,020
ESTIMATED EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	(660,750)	(68,190,200)	520,400	(12,500)	0	(68,343,050)
ESTIMATED BEGINNING BALANCE	1,600,800	68,190,200	3,329,450	12,500	0	73,132,950
ESTIMATED ENDING BALANCE	\$940,050	\$0	\$3,849,850	\$0	\$0	\$4,789,900

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LOS ANGELES COUNTY TRANSPORTATION COMMISSION
FISCAL YEAR 1989-90 BUDGET

COMBINED GENERAL & CAPITAL PROJECT EXPENDITURES

SOURCES: TABLE 1 AND TABLE 3.



TOTAL BUDGETED EXPENDITURES = \$547,655

(\$ IN THOUSANDS)

NOTES TO TABLE 2

This table presents the historical financial position of the Commission's two main operating funds (combined) for the last two years and projects their position at the end of FY 1989-90. The funds are shown separately in the following tables:

REVENUE SOURCES

GENERAL FUND

TDA Revenue: One percent of estimated Transportation Development Act funds for Los Angeles County is allocated to the Commission for transportation planning.

Proposition A Fund Reimbursement: This is the administrative costs reimbursement to the Commission from Proposition A revenue (a one half of one percent sales tax in the County). Proposition A revenue for FY 90 is projected at \$395,000,000; the reimbursement portion is estimated at 68.4% of budgeted General Fund expenditures.

UMTA Grant: Grant funds from the Urban Mass Transportation Administration of the U.S. Department of Transportation for transportation planning.

CAPITAL PROJECTS FUND

Transfer from Debt Service: Transfer of bond proceeds derived from Sales Tax Revenue Bonds. These are accounted for in the Debt Service Fund and transferred when they become available under the terms of the bond indenture.

Transfer from STAF: Transfer of funds designated for commuter rail from the State Transportation Assistance Fund (a special revenue fund type for which a budget is not adopted by the Commission). No additional funds will be available for this purpose in FY 90.

Transfer from Proposition A: Thirty-five percent of Proposition A revenues are designated for rail construction. These funds are accounted for in the Rail Account of the Proposition A Special Revenue Fund and may be transferred to the Capital Projects Fund as needed to meet cash requirements.

EXPENDITURES

The accompanying pie chart depicts the components of the change in budgeted expenditures from FY 1988-89 to FY 1989-90. Please see the Budget Message for a narrative explanation of these changes.

LOS ANGELES COUNTY TRANSPORTATION COMMISSION
 FISCAL YEAR 1989-90 BUDGET

TABLE 2

BUDGET COMPARISON BY EXPENDITURE CATEGORY
COMBINED GENERAL AND CAPITAL PROJECTS FUNDS

	FY 1987-88 <u>ACTUAL</u>	FY 1988-89 <u>BUDGET *</u>	FY 1988-89 <u>ESTIMATED</u>	FY 1989-90 <u>PROPOSED</u>
<u>REVENUE/TRANSFERS IN:</u>				
TDA fund	\$1,917,907	\$1,909,000	\$1,907,000	\$1,975,000
Prop. A fund reimb.	2,800,492	4,192,425	3,731,031	6,094,850
UMTA grant	0	150,000	112,464	120,000
Transfer from Debt Service	132,060,848	195,858,700	195,858,700	91,655,000
Transfer from STAF	14,851,072	1,925,000	1,925,000	1,317,000
Transfer from Prop. A	47,249,337	111,122,989	49,575,790	373,222,120
Interest income	9,182,764	10,560,000	10,560,000	4,050,000
Other revenue	363,725	396,000	396,000	370,000
T O T A L	208,426,145	326,114,114	264,065,985	478,803,970
<u>EXPENDITURES:</u>				
Personnel	5,860,503	7,495,272	6,841,680	10,962,545
Operating	3,490,090	6,032,365	4,840,301	6,541,825
Capital	381,000	648,100	591,900	1,990,750
Construction	207,026,394	370,026,805	276,768,000	484,507,800
Project reserve	0	35,367,070	0	43,652,000
T O T A L	216,757,987	419,569,612	289,041,881	547,654,920
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	(8,331,842)	(93,455,498)	(24,975,896)	(68,850,950)
BEGINNING BALANCE	103,098,734	94,766,884	94,766,884	69,791,000
ENDING BALANCE	\$94,766,892	\$1,311,386	\$69,790,988	\$940,050

* Estimated revenue shown for the capital projects fund represents estimates made at the time but not presented in the budget.

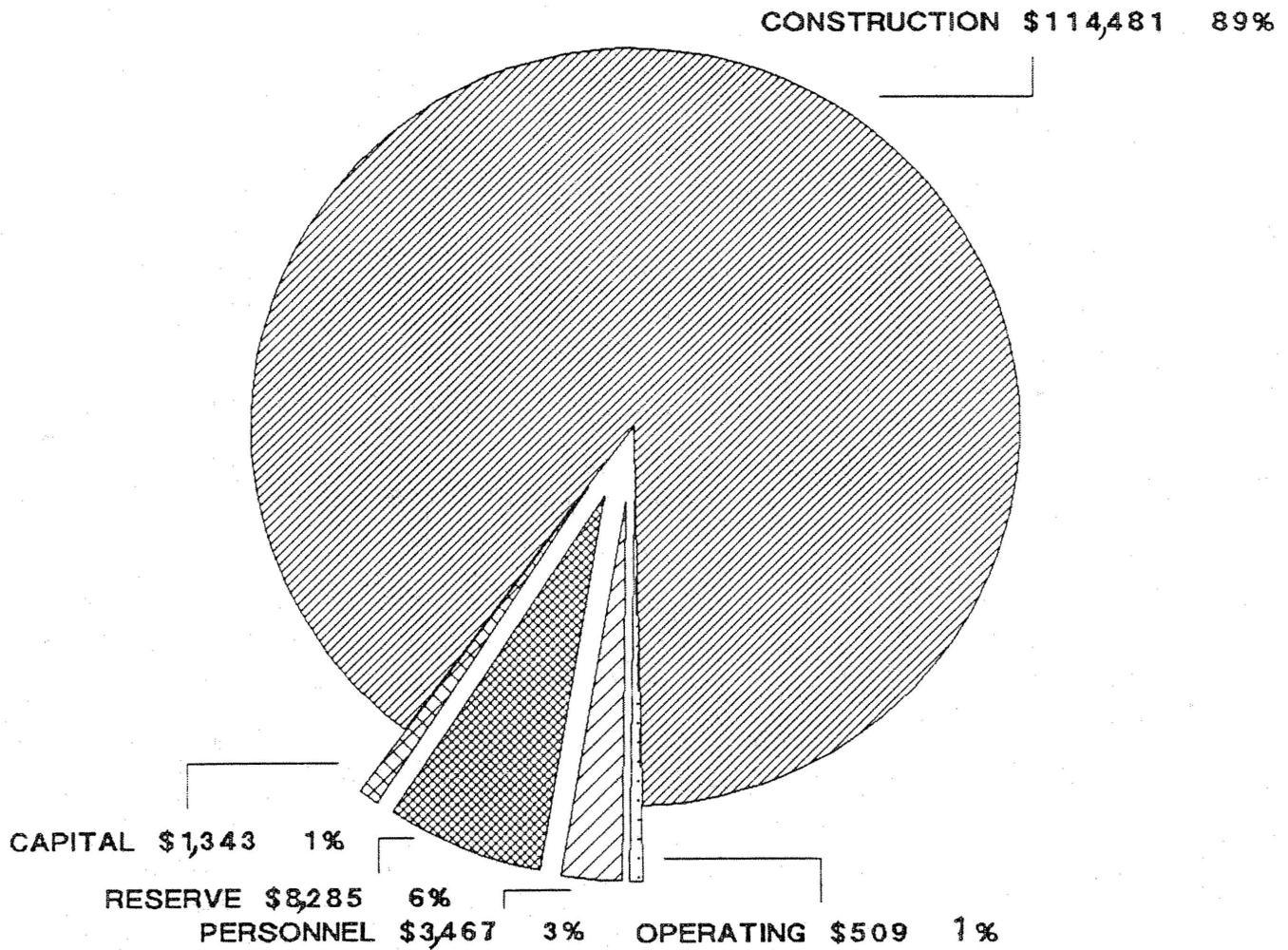
Please see accompanying notes to TABLE 2.

LOS ANGELES COUNTY TRANSPORTATION COMMISSION

FISCAL YEAR 1989-90 BUDGET

COMPONENTS OF INCREASE IN BUDGETED EXPENDITURES

SOURCE: TABLE 2



(\$ IN THOUSANDS)

TOTAL INCREASE = \$128,085

TABLE 3

CAPITAL PROJECTS BUDGET BY PROJECT

	<u>LB - LA</u>	<u>NORWALK- EL SEGUNDO</u>	(a) <u>COMMUTER RAIL</u>	(b) <u>METRO- RAIL</u>	(a) (c) <u>OTHERS</u>	<u>CAPITAL PROJECTS TOTAL</u>
<u>PERSONNEL</u>	\$2,372,070	\$1,726,570	\$168,600	\$282,800	\$2,104,620	\$6,654,660
<u>OPERATING</u>	479,575	108,975	0	0	2,077,610	2,666,160
<u>CAPITAL OUTLAY:</u>						
Leasehold improvements	0	0	0	0	26,400	26,400
Office equip/fixtures	0	0	0	0	660,300	660,300
Computer hardware	0	0	0	0	577,000	577,000
Total Capital Outlay	0	0	0	0	1,263,700	1,263,700
<u>CONSTRUCTION:</u>						
Insurance	6,400,000	1,000,000	0	0	0	7,400,000
Construction	160,776,000	19,836,000	11,200,000	60,000,000	0	251,812,000
Rail vehicles/equipment	54,000,000	0	0	0	0	54,000,000
Contract retainage	6,200,000	120,000	0	0	0	6,320,000
Land/rights of way	6,278,000	16,200,000	24,700,000	0	44,300,000	91,478,000
Art program	572,250	54,750	0	0	18,000	645,000
Professional services	21,031,200	19,920,000	2,400,000	7,553,000	6,948,600	57,852,800
Force account	10,000,000	5,000,000	0	0	0	15,000,000
Total Construction	265,257,450	62,130,750	38,300,000	67,553,000	51,266,600	484,507,800
<u>CONTINGENCY RESERVES (d)</u>	26,526,000	6,213,000	3,360,000	6,755,000	798,000	43,652,000
<u>TOTAL EXPENDITURES</u>	<u>\$294,635,095</u>	<u>\$70,179,295</u>	<u>\$41,828,600</u>	<u>\$74,590,800</u>	<u>\$57,510,530</u>	<u>\$538,744,320</u>

(a) Major additional expenditures are anticipated in these areas but are unidentified at this time.

(b) Combination of: MOS-1 for \$66,070,200; MOS-2 for \$7,648,900; METRO-RAIL EXTENSION for \$871,700.

(c) Includes Rail Development expenditures such as route refinement studies (Pasadena and Marina Lines), EIRs (San Fernando Valley lines), miscellaneous planning studies, and right of way protection.

(d) Contingency reserve not provided for \$48,000,000 in rail right-of-way protection costs.

NOTES TO TABLE 4

This table shows estimated revenues and proposed expenditures for three of the Commission's special revenue funds. Budgets are adopted for these three funds because expenditures are made directly by the Commission, while other funds of this fund type are allocated or programmed (disbursed) but not expended by the Commission.

Special revenue funds are used to account for specific revenues that are legally restricted to expenditure for particular purposes.

SERVICE AUTHORITY FOR FREEWAY EMERGENCIES (SAFE)

This fund is used to account for revenues received from the Department of Motor Vehicles Office generated by charging an additional \$1.00 to each car registration in Los Angeles County to improve freeway emergency call boxes operations.

TDA ADMINISTRATION

This fund is used to account for expenditures and revenues for administration of the Transportation Development Act (TDA) program. TDA planning funds allocated by the Commission are accounted for in a separate fund.

PETROLEUM VIOLATION ESCROW ACCOUNT (PVEA) FUND

New this year, this fund is used to account for revenues received from the State to be used for the SMART Corridor demonstration project.

TABLE 4

BUDGET SUMMARY FOR OTHER FUNDS

	FY 1988-89 <u>BUDGET</u>	FY 1988-89 <u>ESTIMATED</u>	FY 1989-90 <u>PROPOSED</u>
<u>SAFE FUND (a)</u>			
Revenue	\$4,718,250	\$4,718,250	\$6,138,400
Expenditures (b)	4,718,250	1,388,800	5,618,600
	-----	-----	-----
Excess (deficiency) of revenue over expenditures	0	3,329,450	519,800
Beginning balance	0	0	3,329,450
	-----	-----	-----
Ending Balance	\$0	\$3,329,450	\$3,849,250
	=====	=====	=====
<u>TDA ADMINISTRATION FUND (a)</u>			
Revenue	\$417,300	\$417,300	\$300,000
Expenditures (b)	417,300	404,800	312,500
	-----	-----	-----
Excess (deficiency) of revenue over expenditures	0	12,500	(12,500)
Beginning Balance	0	0	12,500
	-----	-----	-----
Ending Balance	\$0	\$12,500	\$0
	=====	=====	=====
<u>PVEA FUND (c)</u>			
Revenue			\$6,537,000
Expenditures (b)			6,537,000

Excess (deficiency) of revenue over expenditures			0
Beginning Balance			0

Ending Balance			\$0

(a) Started in FY 1988-89.

(b) See Division Budget Summary for expenditure detail.

(c) New grant for FY 1989-90.

Please see accompanying notes to TABLE 4.

EXHIBIT 1

GENERAL FUND LINE ITEM COMPARISON

LINE ITEM	ACCOUNT DESCRIPTION	FY 1987-88 ACTUAL	FY 1988-89 BUDGET	FY 1988-89 ESTIMATED	FY 1989-90 PROPOSED	INCREASE/ (DECREASE)	PERCENT
<u>PERSONNEL:</u>							
200	Salaries	\$1,899,444	\$2,345,000	\$2,267,000	\$3,167,000	\$822,000	35.1%
205	Overtime	3,471	9,080	4,600	10,160	1,080	11.9%
210	Temporary office support	90,946	107,450	89,550	110,625	3,175	3.0%
211	Contract employees	88,081	64,550	52,350	70,000	5,450	8.4%
220	Fringe benefits	432,873	609,000	602,000	950,100	341,100	56.0%
	Total Personnel	2,514,815	3,135,080	3,015,500	4,307,885	1,172,805	37.4%
<u>OPERATING:</u>							
215	Commission attendance	22,725	25,000	25,000	37,800	12,800	51.2%
230	Office space	248,393	360,000	359,000	334,000	(26,000)	-7.2%
237	Computer software	0	70,000	70,000	90,000	20,000	28.6%
238	Computer wiring	0	15,000	13,000	15,000	0	0.0%
239	Computer programming	0	10,000	5,000	30,000	20,000	200.0%
240	Equip rental/maintenance	45,881	50,000	53,900	50,000	0	0.0%
241	Computer rental/maint	0	25,000	0	25,000	0	0.0%
245	Facilities rental/maint	0	2,250	1,300	3,550	1,300	57.8%
250	Office supplies	89,523	84,100	67,000	60,000	(24,100)	-28.7%
251	Computer supplies	0	25,000	0	42,000	17,000	68.0%
260	Graphics	112,914	148,000	148,000	165,735	17,735	12.0%
261	Film services/supplies	0	5,000	5,000	3,000	(2,000)	-40.0%
265	Advertising/notices	23,853	43,060	38,000	68,000	24,940	57.9%
270	Books/publications	8,792	14,320	13,200	16,840	2,520	17.6%
275	Telephone/telegraph/modem	37,175	56,700	35,000	54,000	(2,700)	-4.8%
280	Postage/messenger	26,132	79,000	30,000	79,000	0	0.0%
285	Reproductions	101,567	139,810	105,800	139,500	(310)	-0.2%
290	Automobile expenses	19,041	41,110	41,175	50,820	9,710	23.6%
300	Travel	63,719	101,330	103,976	139,760	38,430	37.9%
305	Business meals	10,128	19,245	11,095	14,355	(4,890)	-25.4%
310	Training/conferences	45,468	66,450	58,056	99,435	32,985	49.6%
315	Tuition reimbursements	1,144	5,300	1,340	13,400	8,100	152.8%
320	Professional membership	5,962	4,350	4,880	25,250	20,900	480.5%
330	Contracts	474,551	1,435,375	1,093,890	2,218,220	782,845	54.5%
335	Miscellaneous expenses	5,735	8,000	8,000	8,000	0	0.0%
345	Insurance	0	20,000	0	20,000	0	0.0%
350	Recruitment expenses	30,526	88,000	90,000	53,000	(35,000)	-39.8%
355	Employee relocation	4,347	90,000	39,579	20,000	(70,000)	-77.8%
	Total Operating	1,377,576	3,031,400	2,421,191	3,875,665	844,265	27.9%
TOTAL PERSONNEL & OPERATING		3,892,391	6,166,480	5,436,691	8,183,550	2,017,070	32.7%

EXHIBIT 1

GENERAL FUND LINE ITEM COMPARISON

<u>LINE</u> <u>ITEM</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY 1987-88</u> <u>ACTUAL</u>	<u>FY 1988-89</u> <u>BUDGET</u>	<u>FY 1988-89</u> <u>ESTIMATED</u>	<u>FY 1989-90</u> <u>PROPOSED</u>	<u>INCREASE/</u> <u>(DECREASE)</u>	<u>PERCENT</u>
<u>CAPITAL OUTLAY:</u>							
231	Leasehold improvements	0	0	0	17,600	17,600	0.0%
235	Office equipment/fixtures	79,626	106,370	82,500	464,450	358,080	336.6%
236	Computer hardware	135,798	338,600	338,000	245,000	(93,600)	-27.6%
	Total capital outlay	215,424	444,970	420,500	727,050	282,080	63.4%
<u>TOTAL EXPENDITURES</u>		<u>\$4,107,815</u>	<u>\$6,611,450</u>	<u>\$5,857,191</u>	<u>\$8,910,600</u>	<u>\$2,299,150</u>	<u>34.8%</u>

EXHIBIT 2

CAPITAL PROJECTS LINE ITEM COMPARISON

LINE ITEM	ACCOUNT DESCRIPTION	FY 1987-88 ACTUAL	FY 1988-89 BUDGET	FY 1988-89 ESTIMATED	FY 1989-90 PROPOSED	INCREASE/ (DECREASE)	PERCENT
<u>PERSONNEL:</u>							
200	Salaries	\$2,431,986	\$3,291,960	\$2,894,750	\$4,983,600	\$1,691,640	51.4%
205	Overtime	936	3,350	3,600	18,900	15,550	464.2%
210	Temporary office support	125,870	67,000	55,100	60,800	(6,200)	-9.3%
211	Contract employees	255,906	219,900	195,400	160,800	(59,100)	-26.9%
220	Fringe benefits	530,990	777,982	677,330	1,430,560	652,578	83.9%
Total Personnel		3,345,688	4,360,192	3,826,180	6,654,660	2,294,468	52.6%
<u>OPERATING:</u>							
215	Commission attendance	6,875	15,000	4,000	15,000	0	0.0%
230	Office space	442,670	650,000	610,000	501,000	(149,000)	-22.9%
237	Computer software	0	12,200	12,000	191,000	178,800	1465.6%
238	Computer wiring	0	0	0	71,000	71,000	N/A
239	Computer programming	0	0	0	50,000	50,000	N/A
240	Equipment rental/maint	39,790	27,980	22,500	33,800	5,820	20.8%
241	Computer rental/maint	0	0	0	50,000	50,000	N/A
245	Facilities rental/maint	0	2,000	2,000	3,000	1,000	50.0%
250	Office supplies	104,169	147,170	76,800	133,600	(13,570)	-9.2%
251	Computer supplies	0	0	0	59,000	59,000	N/A
260	Graphics	245,065	387,800	267,200	388,500	700	0.2%
261	Film services/supplies	845	15,200	9,100	12,400	(2,800)	-18.4%
265	Advertising/notices	77,118	78,400	74,200	58,500	(19,900)	-25.4%
270	Books/publications	4,690	8,290	6,600	11,400	3,110	37.5%
275	Telephone/telegraph/modem	87,442	115,000	80,000	110,000	(5,000)	-4.3%
280	Postage/messenger	112,977	150,000	75,000	115,000	(35,000)	-23.3%
285	Reproductions	166,759	250,000	100,000	184,500	(65,500)	-26.2%
290	Automobile expenses	41,246	60,900	45,700	67,300	6,400	10.5%
300	Travel	77,565	157,500	143,350	151,400	(6,100)	-3.9%
305	Business meals	3,934	14,560	9,060	20,600	6,040	41.5%
310	Training/conferences	39,908	43,040	35,900	48,800	5,760	13.4%
315	Tuition reimbursements	653	8,120	2,400	33,400	25,280	311.3%
320	Professional membership	1,151	3,705	2,200	11,660	7,955	214.7%
335	Miscellaneous expenses	18,123	96,900	91,100	64,200	(32,700)	-33.7%
336	TOP expenses	0	107,200	100,000	158,600	51,400	47.9%
350	Recruitment expenses	20,306	0	0	82,500	82,500	0.0%
355	Employee relocation	34,591	0	0	25,000	25,000	0.0%
395	Financing costs	586,637	650,000	650,000	15,000	(635,000)	-97.7%
Total Operating		2,112,514	3,000,965	2,419,110	2,666,160	(334,805)	-11.2%
TOTAL PERSONNEL & OPERATING		5,458,202	7,361,157	6,245,290	9,320,820	1,959,663	26.6%

EXHIBIT 2

CAPITAL PROJECTS LINE ITEM COMPARISON

<u>LINE</u> <u>ITEM</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY 1987-88</u> <u>ACTUAL</u>	<u>FY 1988-89</u> <u>BUDGET</u>	<u>FY 1988-89</u> <u>ESTIMATED</u>	<u>FY 1989-90</u> <u>PROPOSED</u>	<u>INCREASE/</u> <u>(DECREASE)</u>	<u>PERCENT</u>
<u>CAPITAL OUTLAY:</u>							
231	Leasehold improvements	0	0	0	26,400	26,400	0.0%
235	Office equipment/fixtures	57,947	102,130	70,400	660,300	558,170	546.5%
236	Computer hardware	107,629	101,000	101,000	577,000	476,000	471.3%
		-----	-----	-----	-----	-----	----
	Total Capital Outlay	165,576	203,130	171,400	1,263,700	1,060,570	522.1%
		-----	-----	-----	-----	-----	----
<u>CONSTRUCTION:</u>							
345	Insurance	4,400,057	7,312,000	7,300,000	7,400,000	88,000	1.2%
360	Construction	127,503,405	244,603,000	180,900,000	251,812,000	7,209,000	2.9%
361	Rail vehicles/equipment	11,644,039	24,724,000	10,000,000	54,000,000	29,276,000	118.4%
365	Contract retainage	7,426,442	10,184,000	5,000,000	6,320,000	(3,864,000)	-37.9%
375	Land/rights of way	13,955,847	8,844,000	8,800,000	91,478,000	82,634,000	934.4%
380	Art program	0	0	0	645,000	645,000	0.0%
385	Professional services	31,690,835	60,174,805	50,268,000	57,852,800	(2,322,005)	-3.9%
390	Force account	10,405,769	14,185,000	14,500,000	15,000,000	815,000	5.7%
		-----	-----	-----	-----	-----	----
	Total Construction	207,026,394	370,026,805	276,768,000	484,507,800	114,480,995	30.9%
		-----	-----	-----	-----	-----	----
<u>CONTINGENCY RESERVES:</u>							
348	Contingency reserve	0	35,367,070	0	43,652,000	8,284,930	23.4%
		-----	-----	-----	-----	-----	----
	TOTAL EXPENDITURES	\$212,650,172	\$412,958,162	\$283,184,690	\$538,744,320	\$125,786,158	30.5%
		=====	=====	=====	=====	=====	=====

NOTES TO EXHIBIT 3

This table summarizes the projected activity in all of the funds which would be included in the Commission's annual financial statements, regardless of whether a budget is adopted. It does not include transportation funding for the region which the Commission may program or allocate, but for which another agency has fiduciary responsibility, such as FAU or the TDA local transportation fund.

EXHIBIT 3
FUNDS FLOW STATEMENT
 (\$ THOUSANDS)

From: >	----- SPECIAL REVENUE FUNDS -----							DEBT SERVICE FUND Exh 3-D	GRAND TOTAL
	GEN FUND Table 1	CAPITAL PROJ Table 1	PROP. A Exh 3-A	STAF Exh 3-B	RIDE- SHARING	FAU TRADE	OTHERS Exh 3-C		
ESTIMATED BALANCE, 7-01-89	\$1,601	\$68,190	\$468,533	\$11,264	\$14,905	\$0	\$3,002	\$426,356	\$993,851
ESTIMATED RECEIPTS:									
Proposition A									
Administration			6,095						6,095
Discretionary - 40%			155,562						155,562
Local return - 25%			97,226						97,226
Rail development - 35%			136,117						136,117
Total Proposition A			395,000						395,000
TDA funds	1,975						300		2,275
Transfer from Debt Service		91,655							91,655
Transfer from STAF		1,317							1,317
Transfer from Prop. A	6,095	373,222						50,900	430,217
Other revenue	130	4,000		585	3,600	24,538	12,555		45,408
Interest	50	360	14,500	137	985	2,200	121	16,310	34,663
TOTAL	8,250	470,554	409,500	722	4,585	26,738	12,976	67,210	1,000,535
ESTIMATED DISBURSEMENTS:									
Administration	8,911						474		9,385
Discretionary			167,427						167,427
Local return			97,200						97,200
Rail development		538,744							538,744
Transfers to other funds			430,217	1,317				91,655	523,189
Other program disbursements			200	183	3,015		11,995	46	15,439
Bond refunding								100,000	100,000
Debt service								50,900	50,900
TOTAL	8,911	538,744	695,044	1,500	3,015	0	12,469	242,601	1,502,284
ESTIMATED BALANCE, 6-30-90	940	0	182,989	10,486	16,475	26,738	3,509	250,965	492,102
Less: Committed/restricted			39,840	89		26,738	3,509	250,965	321,141
EST. UNRESERVED BALANCE	\$940	\$0	\$143,149	\$10,397	\$16,475	\$0	\$0	\$0	\$170,961

Please see accompanying notes to Exhibit 3.

LOS ANGELES COUNTY TRANSPORTATION COMMISSION
 FISCAL YEAR 1989-90 BUDGET
 SPECIAL REVENUE FUND

EXHIBIT 3-A

PROPOSITION A FUND

	<u>REVENUE</u>	<u>DISCRET- IONARY</u>	<u>LOCAL RETURN</u>	<u>RAIL SET-ASIDE</u>	<u>METRO- RAIL RES</u>	<u>SB 1995</u>	<u>FUND TOTAL</u>
ESTIMATED BALANCE, 7-01-89	\$4,286,000	\$65,344,000	\$150,000	\$360,502,000	\$21,932,000	\$16,319,000	\$468,533,000
<u>ESTIMATED RECEIPTS:</u>							
Sales tax - Prop. A	6,095,000	155,562,000	97,226,000	136,117,000	0	0	395,000,000
Interest	4,500,000	0	0	8,400,000	1,350,000	250,000	14,500,000
Revenue allocation	(4,286,000)	4,273,000	13,000	0	0	0	0
Total	6,309,000	159,835,000	97,239,000	144,517,000	1,350,000	250,000	409,500,000
<u>ESTIMATED DISBURSEMENTS:</u>							
Transfer to General Fund	6,095,000	0	0	0	0	0	6,095,000
Transfer to Capital Projects	0	0	0	373,222,120	0	0	373,222,120
Transfer to Debt Service	0	0	0	50,900,000	0	0	50,900,000
Program disbursements	0	167,427,000	97,200,000	0	0	200,000	264,827,000
Total	6,095,000	167,427,000	97,200,000	424,122,120	0	200,000	695,044,120
ESTIMATED BALANCE, 6-30-90	4,500,000	57,752,000	189,000	80,896,880	23,282,000	16,369,000	182,988,880
Less: Committed/restricted			189,000		23,282,000	16,369,000	39,840,000
EST. UNRESERVED BALANCE	\$4,500,000	\$57,752,000	\$0	\$80,896,880	\$0	\$0	\$143,148,880

LOS ANGELES COUNTY TRANSPORTATION COMMISSION
 FISCAL YEAR 1989-90 BUDGET
 SPECIAL REVENUE FUND

EXHIBIT 3-B

STATE TRANSIT ASSISTANCE FUND (STAF)

	<u>UNCOMMITTED</u>	<u>RAIL SET-ASIDE</u>	<u>COMMUTER RAIL</u>	<u>FUND TOTAL</u>
ESTIMATED BALANCE, 7-01-89	\$10,272,000	\$88,000	\$904,000	\$11,264,000
<u>ESTIMATED RECEIPTS:</u>				
Other revenue	585,000	0	0	585,000
Inter-account transfer	0	0	402,000	402,000
Interest	125,000	1,000	11,000	137,000
Total	710,000	1,000	413,000	1,124,000
<u>ESTIMATED DISBURSEMENTS:</u>				
Transfer to Capital Projects	0	0	1,317,000	1,317,000
Program disbursements	183,000	0	0	183,000
Inter-account transfer	402,000	0	0	402,000
Total	585,000	0	1,317,000	1,902,000
ESTIMATED BALANCE, 6-30-90	10,397,000	89,000	0	10,486,000
Less: Committed/restricted		89,000		89,000
ESTIMATED UNRESERVED BALANCE	\$10,397,000	\$0	\$0	\$10,397,000

LOS ANGELES COUNTY TRANSPORTATION COMMISSION
 FISCAL YEAR 1989-90 BUDGET
 SPECIAL REVENUE FUND

EXHIBIT 3-C

OTHER FUNDS

	<u>T D A</u> <u>ADMIN.</u>	<u>S A F E</u>	<u>P V E A</u>	<u>TOTAL</u> <u>OTHER</u> <u>FUNDS</u>
ESTIMATED BALANCE, 7-01-89	\$13,000	\$2,989,000	\$0	\$3,002,000
<hr/>				
ESTIMATED RECEIPTS:				
Other revenue	300,000	6,018,000	6,537,000	12,855,000
Interest	0	121,000	0	121,000
<hr/>				
Total	300,000	6,139,000	6,537,000	12,976,000
<hr/>				
ESTIMATED DISBURSEMENTS:				
Administration	313,000	161,000	0	474,000
Program disbursements	0	5,458,000	6,537,000	11,995,000
<hr/>				
Total	313,000	5,619,000	6,537,000	12,469,000
<hr/>				
ESTIMATED BALANCE, 6/30/90	0	3,509,000	0	3,509,000
Less: Committed/restricted		3,509,000		3,509,000
<hr/>				
ESTIMATED UNRESERVED BALANCE	\$0	\$0	\$0	\$0
<hr/>				

LOS ANGELES COUNTY TRANSPORTATION COMMISSION
 FISCAL YEAR 1989-90 BUDGET

EXHIBIT 3-D

DEBT SERVICE FUND

	<u>ESCROW</u>	<u>RESERVES</u>	<u>INTEREST</u>	<u>CONSTRUCT</u>	<u>FUND TOTAL</u>
ESTIMATED BALANCE, 7-01-89	\$335,032,000	\$68,807,000	\$22,481,000	\$36,000	\$426,356,000
<u>ESTIMATED RECEIPTS:</u>					
Transfer from Prop A	0	0	50,900,000	0	50,900,000
Inter-account transfers	0	8,345,000	0	91,655,000	100,000,000
Interest revenue	9,400,000	6,100,000	800,000	10,000	16,310,000
Total	9,400,000	14,445,000	51,700,000	91,665,000	167,210,000
<u>ESTIMATED DISBURSEMENTS:</u>					
Bond refunding	100,000,000	0	0	0	100,000,000
Interest payment	0	0	50,900,000	0	50,900,000
Issuance costs	0	0	0	46,000	46,000
Transfer to Capital Projects	0	0	0	91,655,000	91,655,000
Inter-account transfers	100,000,000	0	0	0	100,000,000
Total	200,000,000	0	50,900,000	91,701,000	342,601,000
ESTIMATED BALANCE, 6-30-90	144,432,000	83,252,000	23,281,000	0	250,965,000
Less: Committed/restricted	144,432,000	83,252,000	23,281,000		250,965,000
ESTIMATED UNRESERVED BALANCE	\$0	\$0	\$0	\$0	\$0

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LOS ANGELES COUNTY TRANSPORTATION COMMISSION
 FISCAL YEAR 1989-90 BUDGET

EXPENDITURES BUDGET SUMMARY BY DIVISION

	+-----+ F U N D S -----+		TOTAL COMBINED FUNDS	
	<u>GENERAL</u>	<u>CAPITAL PROJECTS</u>	<u>SPECIAL REVENUE *</u>	
Transportation programs and Analysis	\$2,909,597	\$0	\$12,468,100	\$15,377,697
Government and Public Affairs	1,756,664	2,042,960	0	3,799,624
Finance and Administration	4,244,339	795,200	0	5,039,539
Design and Construction	0	362,671,700	0	362,671,700
Rail Development	0	173,234,460	0	173,234,460
TOTAL EXPENDITURES	<u>\$8,910,600</u>	<u>\$538,744,320</u>	<u>\$12,468,100</u>	<u>\$560,123,020</u>

* Includes SAFE, PVEA and TDA administration.

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TRANSPORTATION PROGRAMS AND ANALYSIS

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DIVISION: TRANSPORTATION PROGRAMS
AND ANALYSIS

SECTIONS: 209 Administration 250 TDA Admin.
210 Transit 260 SAFE Admin.
220 Highways 270 PVEA
230 Local Assistance
240 Fiscal Analysis

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 Transportation Improvement Program (TIP) and the monitoring of progress of TIP projects; transit operator performance audits and the Transportation Performance Measurement (TPM) program; and the Proposition A local return program, involving the pass-through of Proposition A funds to all local jurisdictions with Los Angeles County. Division responsibilities and budgets for the TDA Administration, SAFE and PVEA funds are shown separately in this section.

DIVISION BUDGET

	<u>COMBINED FUNDS</u>			<u>PROPOSED FY 1989-90</u>		
	<u>FY 87-88</u> <u>ACTUAL</u>	<u>FY 88-89</u> <u>BUDGET</u>	<u>FY 88-89</u> <u>ESTIMATED</u>	<u>GENERAL</u> <u>FUND</u>	<u>CAPITAL</u> <u>PROJECTS</u>	<u>COMBINED</u> <u>FUNDS</u>
Authorized positions	22.0	23.5	23.5	26.0	0.0	26.0
EXPENDITURES:						
Personnel	\$ 939,923	\$1,210,000	\$1,193,676	\$1,523,067	\$ 0	\$1,523,067
Operating	318,040	814,405	604,691	1,375,030	0	1,375,030
Capital	1,526	6,500	0	11,500	0	11,500
Construction	0	0	0	0	0	0
TOTAL	<u>\$1,259,489</u>	<u>\$2,030,905</u>	<u>\$1,798,367</u>	<u>\$2,909,597</u>	<u>\$ 0</u>	<u>\$2,909,597</u>

CONTRACTS

<u>DESCRIPTION:</u>	<u>AMOUNT</u>
Capital plan follow-up	\$ 43,000
San Gabriel Valley zone monitoring	150,000
Strategy plan to expand Smart Streets	20,000
Flood control/electrification study	100,000
Sales tax analysis follow-up survey	60,000
Smart Streets communications	13,000
AB 120 including legal/dial #1 evaluation	275,000
Transit center implementation plan	50,000
AQMD Section 15	15,000
Bus service continuation project	80,000
Santa Clarita Valley	35,000
TDA financial management system	60,000
Miscellaneous contracts	35,000
Study of park-and-ride lots	15,000
Local return audits & UMTA Section 15 certification	300,000
Audits of SAFE, and other cities	<u>15,000</u>
 TOTAL CONTRACTS	 <u>\$1,266,000</u>

PROPOSED POSITIONS

AUTHORIZED FY 88-89: 23.5 (Professional = 18.5; Support = 5)

POSITIONS REQUESTED: 2.5 (Professional = 2.5; Support = 0)

POSITION: Senior Transportation Analyst (one and a half positions)

SALARY RANGE: I = \$39,084 - \$52,764

JUSTIFICATION: Presently, only 1/2 Senior Transportation Analyst is performing senior level work, including significant amounts of independent activities. Additional Senior level work will be required as the Service Authority for Freeway Emergencies (SAFE) begins to implement its program, and the Commission begins implementation of the carpool lane plan, smart street corridors, and work required by State, Federal and regional transportation and air quality mandates.

PROPOSED POSITIONS (CONT.)

In addition, we request reauthorization of the 1/2 Senior Transportation Analyst position to a full time position. It will continue to be staffed part-time for the present, but will provide needed flexibility for the future.

POSITION: Transportation Analyst II
SALARY RANGE: G = \$31,467 - \$42,480

JUSTIFICATION: The Elderly and Disabled (E & D) Transportation Advisory Council has recommended this position. A specialist in E & D/Social Service issues is justified by increasing city involvement (and conflict) with social service agencies, the need for the Commission to deal with the inability of E & D passengers to make cross-boundary trips, continued threats of litigation by activist groups and the need to respond to legislative proposals and mandates.

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DIVISION: TRANSPORTATION PROGRAMS AND ANALYSIS

SECTION: 250 TDA Admin.

DIVISION RESPONSIBILITIES

TDA ADMINISTRATION:

Responsible for the administration and allocation of Transportation Development Act funds throughout Los Angeles County.

DIVISION BUDGET

	<u>TDA ADMINISTRATION FUND (10)</u>			
	<u>FY 87-88</u>	<u>FY 88-89</u>	<u>FY 88-89</u>	<u>FY 89-90</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATED</u>	<u>PROPOSED</u>
Authorized positions	0.0	0.0	0.0	0.0
EXPENDITURES:				
Personnel	\$ 0	\$118,850	\$ 46,700	\$111,275
Operating	0	283,650	346,800	196,315
Capital	0	14,800	11,300	4,910
Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$ 0</u>	<u>\$417,300</u>	<u>\$404,800</u>	<u>\$312,500</u>

CONTRACTS

<u>DESCRIPTION:</u>	<u>AMOUNT</u>
TDA ADMINISTRATION:	
TDA audit FY 1989-90	\$ 150,000
Phase II performance audit	12,500
TDA financial management system	<u>30,000</u>
TOTAL CONTRACTS	<u>\$ 192,500</u>

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DIVISION: TRANSPORTATION PROGRAMS AND ANALYSIS

SECTION: 260 SAFE Admin.

DIVISION RESPONSIBILITIES

SAFE ADMINISTRATION:

Responsible for the administration of the Service Authority for Freeway Emergencies (SAFE) funds to improve freeway emergency call box operations. Funds are generated by an additional \$1 charge to each car registration in Los Angeles County.

DIVISION BUDGET

	<u>SAFE ADMINISTRATION FUND (09)</u>			
	<u>FY 87-88</u>	<u>FY 88-89</u>	<u>FY 88-89</u>	<u>FY 89-90</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATED</u>	<u>PROPOSED</u>
Authorized positions	0.0	0.0	0.0	1.0
EXPENDITURES:				
Personnel	\$ 0	\$ 16,000	\$ 9,600	\$ 52,600
Operating	0	1,635,250	1,379,200	3,761,000
Capital	0	3,067,000	0	1,505,000
Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>300,000</u>
TOTAL	<u>\$ 0</u>	<u>\$4,718,250</u>	<u>\$1,388,800</u>	<u>\$5,618,600</u>

CONTRACTS

<u>DESCRIPTION:</u>	<u>AMOUNT</u>
Callbox installation	\$1,500,000
CHP dispatching	1,780,000
Costs of bond issuance	100,000
LA County administration	170,000
LA County system maintenance	402,500
Legal	20,000
RFP specifications of callbox	200,000
Telephone charges	<u>985,000</u>
 TOTAL CONTRACTS	 <u>\$5,157,500</u>

PROPOSED POSITIONS

AUTHORIZED FY 88-89: 0 (Professional = 0; Support = 0)
POSITIONS REQUESTED: 1 (Professional = 1; Support = 0)

POSITION: Transportation Analyst I
SALARY RANGE: F = \$28,080 - \$38,616

JUSTIFICATION: This position is currently authorized as a contract position fully paid by the SAFE fund. We have had problems recruiting contract personnel with necessary job experience. The SAFE program will require full time skilled staff to move from the planning to implementation phase over the next five years.

DIVISION: TRANSPORTATION PROGRAMS AND ANALYSIS

SECTION: 270 PVEA

DIVISION RESPONSIBILITIES

PVEA/SMART:

This is a grant that is responsible for paying a portion of the Smart Street Demonstration Project.

DIVISION BUDGET

	<u>PVEA/SMART FUND (11)</u>			
	<u>FY 87-88</u> <u>ACTUAL</u>	<u>FY 88-89</u> <u>BUDGET</u>	<u>FY 88-89</u> <u>ESTIMATED</u>	<u>FY 89-90</u> <u>PROPOSED</u>
Authorized positions	0.0	0.0	0.0	0.0
EXPENDITURES:				
Personnel	\$ 0	\$ 0	\$ 0	\$ 0
Operating	0	0	0	6,537,000
Capital	0	0	0	0
Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$6,537,000</u>

CONTRACTS

DESCRIPTION:

PVEA/SMART FUND:

Caltrans and miscellaneous contracts \$6,537,000

TOTAL CONTRACTS

\$6,537,000

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TRANSPORTATION PROGRAMS AND 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 1989-90 OBJECTIVES

STRATEGIC GOAL #1

Maximize the use of funds by improving the effectiveness, efficiency and quality of transportation systems.

- o Expand SCRTD Computerized Information System so that riders may quickly obtain information needed to make a trip on one or a combination of public transit modes in Los Angeles County.
- o Study the feasibility of an insurance pool for cities' Proposition A transit systems.
- o Implement a transit mapping and information system that is understandable and useable to riders.
- o Implement the South Bay Commuter Transportation Implementation Plan (CTIP) and the L.A. City Suburb-to-Suburb demonstration projects.
- o Continue implementation of San Gabriel Valley Transportation Zone; monitor impacts of Zone operation.
- o Establish five additional intermodal transfer centers.
- o Complete the Social Services Coordination Plan (AB 120) study and implement results, including creation of subsidiary CTSA (Consolidated Transportation Service Agency) if recommended.

FY 1989-90 OBJECTIVES

- o Increase "one system" approach by publishing brief, practical guides on a variety of subjects, such as transfer facilities, transit marketing, review of developer plans for congestion mitigation, working with social service agencies to carry special user groups, and transit accessibility options.
- o Implement recommendations for FY 1991 SRTP from consultant study which reduces: bus replacement costs, equipment costs, and excess capacity.
- o Continue to implement and fund the Smart Corridor Demonstration Project, including:
 - obtaining the \$6 million needed to fully fund the Smart Corridor Demonstration Project;
 - the provision of emergency/incident response programs; and
 - identifying future Smart Street Corridors, including preparation of recommendations for the LACTC on a strategy to select corridors, and the management measures to be included.
- o Complete funding plan and implement the financing program for SAFE.

STRATEGIC GOAL #2

Provide additional transportation system capacity.

- o Approve two-year funding agreement with SCRTD for operation of LB/LA (Metro Blue) line.
- o Develop permanent funding source for rail operations.

FY 1989-90 OBJECTIVES

- o Adopt bus/rail interface plan for LB/LA line (Metro Blue) including transfers, service, etc.
- o Establish a rail capital reserve program.
- o Develop plan which identifies transit operator service expansion needs, alternatives for expanded service provision, and funding for such service.
- o Initiate funding plan for implementation of the proposed sales tax if the measure is approved by the voters in November, 1989.
- o Develop methodology for gaining additional UMTA Section 9 funds by reporting Section 15 data for Catalina ferry services.
- o Implement additional fixed-route and dial-a-ride service in the Santa Clarita and Antelope Valleys.
- o Increase the amount of city Local Return funds going into supplemental and additional fixed-route, dial-a-ride and rideshare projects.
- o Examine Commission policies on lapsing funds and make policy recommendations.
- o Develop policy recommendations to encourage timely use of transportation funds and reduce time between LACTC disbursement and claimant expenditure.
- o Develop investment strategies to maximize the generation of interest revenues on SAFE, TDA, STAF and Proposition A revenues (i.e., interest on TDA capital projects reserves).
- o Investigate opportunities to maximize the receipt of UMTA Section 9, TDA and Proposition A sales tax revenues to Los Angeles County and develop recommendations for any required administrative and/or legislative changes at state and federal levels.

FY 1989-90 OBJECTIVES

STRATEGIC GOAL #3

Develop, promote and fund transportation strategies and programs which contribute to improved air quality.

- o Develop program to implement AQMP Tier I targets for public transit operators.
- o Working with Commuter Computer, AQMD, and SCAG, develop guidance for cities and companies on the most effective Transportation Demand Management measures.
- o Implement the fast fueling demonstration facility for alternatively fueled buses.
- o Continue to participate in the SCAG/SCAQMD task force to develop recommendations for actions to reduce the impacts of truck traffic on peak hour travel.
- o Study the feasibility of the use of flood control channels for electric buses.
- o Develop a transit operations strategy to be implemented with the implementation/ construction of the carpool lanes.
- o Implement the SAFE (Service Authority for Freeway Emergencies) plan, including call box replacement and communications network upgrades.
- o Work to improve the effectiveness of the regional and local ridesharing and TSM programs through incentives and by providing technical assistance. Review the effectiveness of the FAU funds provided to Commuter Computer and alternative funding arrangements.
- o Adopt a program to implement the SCAG/SCAQMD Highway-related Transportation Control Measures (TCM's) adopted in the AQMP.
- o Complete funding and implementation plan for countywide commuter bike network.

FY 1989-90 OBJECTIVES

- o Increase city and transit operator role in reviewing development plans for transportation and congestion impact.
- o Incorporate in the TDA Computerized System, the capability to evaluate projects according to AQMP impacts.

STRATEGIC GOAL #4

Effectively perform administrative and programming responsibilities.

- o Adopt and administer the Transportation Improvement Program (TIP).
- o Complete Phase II of Triennial Performance Audits; work with operators to implement performance audit recommendations.
- o Administer the STA Prop. A, TDA and Section 9 funding programs.
- o Develop reporting requirements for rail operators.
- o Administer Proposition A Local Return program to ensure consistent application of guidelines, timely project approval and timely expenditure of funds.
- o Administer Article 8 Unmet Transit Needs process to ensure that needed transit service is developed and implemented in rural areas.
- o Work with Caltrans and CalACT to increase the number of worthwhile 16(b)(2) projects in Los Angeles County.
- o Prepare 1990-95 RTIP for CTC.
- o Monitor CTC and RTPA Working Group to insure that no programs are adopted which adversely affect Los Angeles County.

FY 1989-90 OBJECTIVES

- o Work with Caltrans and SCAG to update the countywide travel demand forecast.
- o Update the financial analysis for highway and road construction needs in the County.
- o Monitor Caltrans project delivery in the County to insure conformance with the adopted STIP.
- o Prepare analysis of the FAU project delivery process and timing (Streets and Highway Committee request).
- o Prepare Article 3 and 8 (Streets and Highways) TDA claims, inform eligible applicants about the program, and assist in the preparation of the claims.
- o Expand and enhance the computerization of LACTC's fund-tracking procedures; monitor uses of transportation funds by recipients through computerized fund-tracking system.
- o Set up computer network with SCRTD, SCAG and other local jurisdictions to access social, economic, demographic and transportation infrastructure data and models to assess federal and state revenue bills' impact on Los Angeles County.
- o Implement and document TDA computerized financial management system.
- o Update and revise TDA Guidelines to ensure usefulness to city administrators and conduct workshops as needed.
- o Review and update TDA Article 4 Audit Guide to ensure standardized, uniform reports and financial statements, and to enable LACTC to monitor operators' use of TDA funds.
- o Support legislation to eliminate the "duplication" of TDA administrative responsibilities between the Commission and SCAG.

FY 1988-89
OBJECTIVES

PROGRESS TOWARD
OBJECTIVES

STRATEGIC GOAL #1

Maximize the use of funds by improving the effectiveness, efficiency and quality of transportation systems.

- o Implement and improve Subregional Paratransit Systems:
 - Implement three additional subregional paratransit systems.
 - Increase the number of subregional systems that meet or exceed LACTC's adopted Performance Standards.
 - Increase the number of cities in existing subregional systems.
 - Execute service contracts between city-funded paratransit systems and social service agencies.
 - o Improve the efficiency of social service transportation:
 - Execute cooperative service agreements between social service agencies serving similar geographic areas.
- o Negotiations expected to result in four additional subregional systems.
 - o Significant improvement achieved this year in three systems that were performing poorly last fiscal year.
 - o Two systems are incorporating additional cities. This approach is being reevaluated.
 - o Six social service contracts executed.
 - o No progress to date. Negotiations between agencies failed.

FY 1988-89
OBJECTIVES

- Establish centralized driver training and risk management programs.
- Increase the dollar level of 16(b)(2) grant awards to Los Angeles County.
- Conduct performance audit of social service paratransit dispatch providers in the Santa Clarita Valley and implement efficiencies.
- Assist in the marketing and implementation of the Paratransit Insurance Corp. for social service transportation operators.
- Implement two computerized social services dispatch centers.
- Implement social service transportation measures in the Antelope Valley as recommended by the Article 8 Hearing Board.

PROGRESS TOWARD
OBJECTIVES

- o Indirect progress only. No centralized centers set up. Agencies agreed to implement separate programs.
- o Progress made: Los Angeles County is now receiving near its "fair share" of these funds. (29% of 16(b)(2) awards). LACTC working with CalACT to revise 16(b)(2) process.
- o Study underway; to be completed September, 1989.
- o LACTC committed \$30,000 for insurance corporation marketing. \$15,000 spent as of March, 1989 - resulting in increase of participation by social service providers.
- o None implemented. Two public agencies (Pasadena and PVTA) have expressed interest in developing center which they would make available to social service agencies.
- o Agencies have created a social service coordination group and are sharing client transportation. Have asked for assistance in furthering program.

FY 1988-89
OBJECTIVES

PROGRESS TOWARD
OBJECTIVES

o Make transit more "user friendly":

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

o Implement transit service improvements:

- Implement South Bay commuter service.
- Implement city/county replacement for SCRTD service where cost savings can be documented.

- o LACTOA has adopted interagency transfer agreement. Staff and consultant work underway. Expect Commission action in 2nd quarter, FY '90.
- o Expanded system being implemented in early 1989-90.
- o Guidelines adopted. Station plans provided to cities. Work progressing on development of city-sponsored feeder systems.
- o Reevaluated. Decided to determine what riders can best understand before publishing guides. Due out in FY 1989-90.
- o UMTA marketing grant approved, UMTA capital grant application filed, buses ordered, 13(c) under negotiation. RFP out in April. Services to start in January, 1990.
- o UMTA grant application filed for L.A. City Suburb-to-Suburb service (five routes). Four routes to be implemented in January, 1990.

FY 1988-89
OBJECTIVES

- Identify funding sources and performance measures for rail system operations.
- Develop a contingency plan for provision of alternative transit service in the event of a work stoppage. Implement plan, if necessary.
- o Implement Highway Plan actions:
 - Obtain full funding for the "Smart Corridor" demonstration project and assist in its implementation.
 - Implement transportation demand and system management measures including:
 - o Restricting peak-hour truck traffic;
 - o Improved arterial corridor management;

PROGRESS TOWARD
OBJECTIVES

- o In process of evaluating potential funding sources and establishing performance objectives; more work in this area during FY 89-90.
- o Plan completed; no implementation necessary.
- o Executed contract with state for PVEA funding. Construction implementation will begin this fiscal year. Will seek approximately \$10 million additional needed funds in FY '90.
- o Participating on the SCAG/ SCAQMD task force with the trucking industry and other government agencies. Jointly developing a program to reduce the impact of trucks on peak-hour traffic. Recommendations will be prepared for LACTC, SCAG, SCAQMD, and Caltrans. Retained consultant to do feasibility analysis of flood control channels for HOV/truck use.
- o Implementation of this program has begun. Cooperative agreements for the improved operations of traffic signals on the Ventura Blvd./Victory corridors in the City of Los Angeles. Also, as a condition of receiving FAU interest funds, LACTC is requiring all agencies to coordinate traffic signals and prepare TSM plans.

**FY 1988-89
OBJECTIVES**

**PROGRESS TOWARD
OBJECTIVES**

- o Improved arterial corridor management; (cont.)
 - o Improving emergency response and public education;
 - o Organizing specific technical task forces.
 - o Develop a commuter bikeway map for the general public. Identify potential high-use areas for commuter bikeways.
 - o Implement SAFE:
 - Execute agreements with County and CHP.
 - Let contract for installation of new call boxes on a route (or routes) not now served.
 - Begin upgrade of existing call box system.
- o Finding approved to improve arterial corridor management on Grand Ave., Garvey Ave., Valley Blvd., Beverly Blvd., Colorado Blvd., Telegraph Rd., Del Amo Blvd., Route 78 (Myrtle/Peck Rd.), and in the City of Gardena serving the Route 405 corridor.
 - o Included as work task in the Smart Corridor Demonstration Project.
 - o Organized the Ports Access task force, Smart Street task force, Sepulveda Tunnel task force, and Rosecrans-Aviation Intersection Demo. task force. Provide staff for meetings.
 - o Map in final stages of preparation for printing.
 - o County agreement executed and call boxes purchased. Draft has been developed for CHP agreement. The CHP agreement is expected to be completed by June.
 - o Collect and reviewed contracts and plans for call box installation from other SAFES; complete an agreement with Caltrans by June to allow installation of boxes.
 - o Delayed due to delay in execution of County agreement RFP and funding program will be developed in FY 89-90.

**FY 1988-89
OBJECTIVES**

- o Ensure timely implementation of Foothill Transit zone.

**PROGRESS TOWARD
OBJECTIVES**

- o Zone approved by LACTC trial to begin 5/9/89.

STRATEGIC GOAL #2

Provide additional transportation system capacity.

- o Decide on course of action to increase funding available for State highways and local streets.
- o Implement Transit Capital Plan actions:
 - Conduct study to reduce bus replacement costs.
 - Conduct study to identify excess capacity and surplus facilities.
 - Adopt policies and procedures to ensure timely completion of capital projects and/or reallocation of funds.
- o Encourage development, community approval and smooth operation of HOV lanes by:
 - Adopting an HOV lane network plan;
 - Overseeing its implementation.
- o Completed public opinion poll on funding option. Completed follow-up poll on 1/2 cent sales tax option.
- o Study to be completed by 6/30/89; follow-up work is necessary.
- o Adopted March, 1989.
- o Adopted.
- o Element of the plan are included in the 1990 RTIP.

FY 1988-89
OBJECTIVES

- Improving public information.

PROGRESS TOWARD
OBJECTIVES

- o The Carpool Lane Plan has been prepared and formatted to be a public information document - easily read text and clear graphics.

STRATEGIC GOAL #3

Develop, promote and fund transportation strategies and programs which contribute to improved air quality.

- o Improve the cost effectiveness of regional ridesharing efforts by clarifying the role of Commuter Computer and identifying private sector funding.
- o Prepare Section 15 report covering employee-sponsored bus and van pools and submit to UMTA.
- o Coordinate with AQMD and SCAG to develop appropriate transportation control measures (TCM's) for inclusion in the AQMD.
- o 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.
- o Reviewed the Commuter Computer budget and progress reports prior to developing recommendations for TIP funding; reviewed local TSM TDM plans for consistency with LACTC objectives.
- o As of March, 1989, still working with AQMD to obtain valid Section 15 data.
- o Participate in the development of TCM's for the recently approved AQMP.
- o Comments completed and forwarded in October, 1988. Continuing follow-up on implementation.
- o Work will be initiated on to this element during the last quarter of the fiscal year.

**FY 1988-89
OBJECTIVES**

**PROGRESS TOWARD
OBJECTIVES**

- o Promote projects to ensure cost-efficient implementation of cleaner engines:
 - Monitor the Methanol Bus Demonstration Project.
 - Work with SCRTD to secure funding and implement the Natural Fuel-Natural Gas Demonstration project.
 - Participate in the Transit Bus Research Consortium to reduce particulate emissions and oxide of nitrogen to meet 1991 standards.
 - o Program sufficient bus capital funds to replace all pre-1979 buses by 1993.
- o Bus delivery expected in June.
 - o UMTA Section 3 grant application filed in October, 1988. Entire UMTA program delayed. Working on contingency plan using local funds. Buses being delivered in September.
 - o Commission signed to participate in August.
 - o Will be programmed in Transit TIP to be adopted in June.

STRATEGIC GOAL #4

Effectively perform administrative and programming responsibilities.

- o Adopt and administer the Transportation Improvement Program (TIP) for Los Angeles County for both Highways and Transit.
 - o Assume responsibility for administering the Transportation Development (TDA) program for Los Angeles County. (New program.)
- o FY 1990-92 Transit TIP scheduled for adoption in June.
 - o Prepared the regional TIP, including both the State highway and local/FAU elements.
 - o Executed agreement with SCAG, recruited and hired staff, reviewed and reconciled accounts. Assume full responsibility July 1, 1989.

FY 1988-89
OBJECTIVES

- o Adopt list of long-term State highway projects for Caltrans to start project development work.
- o Contract for FY 1989 Triennial Performance Audits for transit operators.
- o Administer the STA and Proposition A Discretionary Grant programs for transit operators.
- o Implement policy changes approved by LACTC in FY 1988 and incorporate into the Proposition A Discretionary Guidelines.
- o Re-adopt the LACTC subsidy Formula Allocation process to better address LACTC goals.
- o Develop methodology for collecting/reporting UMTA Section 15 data on social services and commercial transportation providers.

PROGRESS TOWARD
OBJECTIVES

- o Prepared a list of projects for Caltrans and the CTC (AB 84 list) to use to begin project development.
- o Contract executed; Phase I work will be completed by 5/31/89. Phase II work to commence immediately thereafter.
- o All STA and Prop. A claims will be processed by 4/31/89.
- o Policy changes have been implemented and incorporated into the Guidelines.
- o Revised Formula Allocation Process adopted by LACTC in December 1988.
- o Final report completed November 30, 1988; reviewing to see if financial benefit (more Section 9 funds) is worth the effort.

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GOVERNMENT AND PUBLIC AFFAIRS

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DIVISION: GOVERNMENT AND PUBLIC AFFAIRS

SECTIONS: 409 Administration
 410 Government Relations
 420 Community Relations
 430 Communications
 3XA Community Relations
 (LB-LA LRT)
 3XH Art Program

DIVISION RESPONSIBILITIES

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

DIVISION BUDGET

	<u>COMBINED FUNDS</u>			<u>PROPOSED FY 1989-90</u>		
	<u>FY 87-88</u> <u>ACTUAL</u>	<u>FY 88-89</u> <u>BUDGET</u>	<u>FY 88-89</u> <u>ESTIMATED</u>	<u>GENERAL</u> <u>FUND</u>	<u>CAPITAL</u> <u>PROJECTS</u>	<u>COMBINED</u> <u>FUNDS</u>
Authorized positions	18.0	24.0	24.0	18.0	12.0	30.0
EXPENDITURES:						
Personnel	\$ 858,705	\$1,106,507	\$1,067,086	\$1,016,479	\$ 672,260	\$1,688,739
Operating	327,980	951,655	736,125	731,735	618,600	1,350,335
Capital	24,869	20,370	23,000	8,450	26,300	34,750
Construction:*						
LB-LA	0	0	0	0	624,450	624,450
Norwalk/ES	0	0	0	0	54,750	54,750
Others	0	0	0	0	46,600	46,600
TOTAL	<u>\$1,211,554</u>	<u>\$2,078,532</u>	<u>\$1,826,211</u>	<u>\$1,756,664</u>	<u>\$2,042,960</u>	<u>\$3,799,624</u>

* Includes art program (\$645,000) and community relations (\$80,800) expenditures. Construction costs for LB/LA and NES are shown in the Design and Construction Division Summary. Other projects are in the Rail Development Division.

CONTRACTS

<u>DESCRIPTION:</u>	<u>AMOUNT</u>
Federal capitol representation	\$230,000
State capitol representation	59,220
Capitol bill tracking	3,000
Freelance writers/graphic assistance	52,000
Marketing plan (phase II)	60,000
Annual report transportation awards event	<u>25,000</u>
 TOTAL CONTRACTS	 <u>\$429,220</u>

PROPOSED POSITIONS

AUTHORIZED FY 88-89: 24 (Professional = 19; Support = 5)

POSITIONS REQUESTED: 6 (Professional = 4; Support = 2)

POSITION: Senior Public Affairs Officer (2, but 1 reclass)

SALARY RANGE: I = \$39,084 - \$52,764

JUSTIFICATION: Public Art Program Administrator - Currently this is a one-year contract position filled by a consultant to administer the Public Art-at-the-Transit stations program for the Long Beach-Los Angeles (LB-LA) and Norwalk-El Segundo (NES) rail transit lines. This position will have major responsibility for designing, developing and implementing public arts program for 36 transit stations. This proposed position is contingent upon approval of the public art program by the Commission.

Marketing research and implementation - This position will support marketing plan for entire metro system, production requests for annual department brochures and promo pieces for agency which cannot be accomplished by existing staff. This is an upgrade of the currently vacant position of Public Affairs Officer II.

PROPOSED POSITIONS (CONT.)

POSITION: Public Affairs Officer II
SALARY RANGE: G = \$31,467 - \$42,480

JUSTIFICATION: This position is needed in the Government Relations section to allow more comprehensive coverage of legislative activities and preparation of complete and timely legislative analyses and presentations.

POSITION: Public Affairs Officer I
SALARY RANGE: F = \$28,080 - \$38,616

JUSTIFICATION: This position performs professional work in developing and implementing materials for the public art program, under supervision of the Public Arts Administrator. The position is contingent upon approval of the public art program by the Commission.

POSITION: Secretary
SALARY RANGE: C = \$23,251 - \$29,064

JUSTIFICATION: This position will provide varied secretarial and administrative assistance for the public art program under supervision of the Public Art Administrator. It is contingent on Commission approval of the public art program.

POSITION: Office Assistant II
SALARY RANGE: B - \$19,366 - \$24,207

JUSTIFICATION: This position is required to assist in mailouts and correspondence to elected officials, production of GRF agenda, information packets for meetings and briefings, filing and other related clerical duties.

POSITION: Public Affairs Officer I, Community Relations
SALARY RANGE: F = \$28,080 - \$38,616

JUSTIFICATION: Transportation Occupations Program (TOP)/School Safety - School safety presentations have increased from 55 schools in 1987-88 to approximately 79 in 1988- 89. More time is spent on program coordination, monitoring, curriculum development, advisory committee meetings and student contacts. Forty or more additional TOP students will be added in 1989-90. Currently, this additional work is shared by two full-time regular employees resulting in consistent overtime, delays in planning, recruitment and implementation.

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GOVERNMENT AND PUBLIC AFFAIRS

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

FY 1989-90 OBJECTIVES

STRATEGIC GOAL #1

Develop effective marketing/communications with the public at large and affected jurisdictions or groups to expand their use of the improved transportation system, and develop understanding and support for LACTC initiatives.

- o Develop marketing plan for initial operations of LB-LA line, and on-going marketing for rest of system. Conduct market research and develop plan for transit integration plan. Conduct market research and develop plan for Smart Corridor program. Conduct market research and develop marketing plan for increased sales tax.
 - o Begin public art program for Blue and Green Lines, getting community involved, selection groups formed, and artists selected.
 - o Respond to requests for public relations/public information materials.
 - o Provide accurate, timely information to news media and transportation periodicals through press releases, news conferences, interviews, tours and special events.
-

STRATEGIC GOAL #2

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

- o Continue current public outreach and public participation programs in support of Commission objectives. Emphasize Metro Rail, Phase 3, SFV, commuter rail and downtown 1995 rail development studies.

FY 1989-90 OBJECTIVES

- o Emphasize Smart Corridor, system integration and TSM/air quality efforts.
- o Support legislative/ballot measures to increase transportation funding.
- o Expand the TOP marketing effort; increase TOP student enrollment numbers; continue to expand school districts' involvement in TOP recruitment and financial support.
- o Develop and implement a "how-to-ride" program for school children utilizing Travis as mascot.
- o Continued current outreach levels for LB-LA through the final construction phase; modify community presentations to include information on how-to-ride and scheduled start-up; major events to include vehicle arrival, stations completion, testing, demo rides, contracts completion, and start-up.
- o Increase visibility and activities on Norwalk-El Segundo with focus on El Segundo.
- o Develop and implement community outreach demonstration projects for selected Rail Development and Highway/TSM projects, such as Right of Way Protection and River Channels Transportation.

STRATEGIC GOAL #3

Advocate LACTC interest with federal, state and local agencies and officials.

- o Assume leadership role in influencing transportation issues at the local, state and federal levels. Assist in assuring a stable source of state and federal transportation funding. Establish and maintain contacts with elected officials, policy boards and local, state and national transportation organizations. Work with elected officials on Commission's transit, rail and highway planning process.

FY 1988-89
OBJECTIVES

PROGRESS TOWARD
OBJECTIVES

STRATEGIC GOAL #1

Develop effective marketing/communications with the public at large and affected jurisdictions or groups to expand their use of the improved transportation system, and develop understanding and support for LACTC initiatives.

- o Continue meeting increased demand for media relations, public information materials, and graphics requests. Produce rail news update videotape on construction, "What is LACTC" brochure and LACTC Annual Report. Continue ongoing publications and activities.
- o Responding to increased number of media requests, gaining enhanced/increased coverage, completed Rail News Update III, new Green Line brochure, new rail car pop-out, poster, TOP brochure, numerous invitations/flyers/maps completed; "What is LACTC" brochure, bike map, new countywide map, Prop. A brochure, new Blue Line brochure, new rail transit plan are in production. Phase I of marketing plan for rail is complete. Public Art Program Administrator is hired, and plan is in production. Desktop publishing system in place and operating.

STRATEGIC GOAL #2

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

- o 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.
- o Implemented public participation programs for ten rail development studies and four fiscal analysis and planning projects.
- o Increased public outreach via: Expanded Speakers Bureau presentations, bikeways map, Smart Corridor Demonstration Project, HOV plan and LRT vehicle mock-up event.

**FY 1988-89
OBJECTIVES**

- o 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.

**PROGRESS TOWARD
OBJECTIVES**

- o Developed a TOP marketing program, which is in early implementation stage; enrolled 60 students in TOP; secured State Dept. of Education approval on curriculum, and produced standardized curriculum.
- o Conducted 70+ school safety presentations.
- o Continued extensive community outreach to residents and businesses affected by the LB-LA construction; conducted numerous community events to educate and inform the public; toured the vehicle mock-up throughout Los Angeles County.
- o Kept apprised of Norwalk-El Segundo project developments.

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STRATEGIC GOAL #3

Advocate LACTC interest with federal, state and local agencies and officials.

- o Sponsor, support and influence state and federal legislation beneficial to LACTC policies 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.
- o Sponsored SB 128, SB 129, legislation affecting LACTC programs; assumed leadership role on reorganization efforts; held briefings locally and in D.C. on LACTC legislative agenda, highway and rail corridor programs; assumed leadership role on transportation funding issues, on the local, state and federal levels; published legislative update.

FINANCE AND ADMINISTRATION

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DIVISION: FINANCE AND ADMINISTRATION

SECTIONS: 509 Administration 550 MIS
 510 Personnel 3X7 Contracts
 520 Finance 3CC Project
 530 Admin. Services Accounting
 540 Executive

DIVISION RESPONSIBILITIES

Responsible for the overall day-to-day administration of the Commission. Division responsibilities include accounting, payroll, budget, contracts, debt management, cash management, management information systems (MIS), personnel, records management, purchasing, fixed asset management, building management, mail/supplies and reproduction.

DIVISION BUDGET

	<u>COMBINED FUNDS</u>			<u>PROPOSED FY 1989-90</u>		
	<u>FY 87-88</u> <u>ACTUAL</u>	<u>FY 88-89</u> <u>BUDGET</u>	<u>FY 88-89</u> <u>ESTIMATED</u>	<u>GENERAL</u> <u>FUND</u>	<u>CAPITAL</u> <u>PROJECTS</u>	<u>COMBINED</u> <u>FUNDS</u>
Authorized positions	28.0	34.0	34.0	30.0	12.0	42.0
EXPENDITURES:						
Personnel	\$1,478,985	\$1,852,603	\$1,675,938	\$1,768,339	\$671,300	\$2,439,639
Operating	1,099,481	1,944,150	1,635,475	1,768,900	118,300	1,887,200
Capital	205,543	440,900	419,500	707,100	5,600	712,700
Construction	0	0	0	0	0	0
TOTAL	<u>\$2,784,009</u>	<u>\$4,237,653</u>	<u>\$3,730,913</u>	<u>\$4,244,339</u>	<u>\$795,200</u>	<u>\$5,039,539</u>

CONTRACTS

<u>DESCRIPTION:</u>	<u>AMOUNT</u>
Annual financial audit	\$ 20,000
Fixed asset consultant (40%)	20,000
Insurance study	30,000
Legal counsel (transit zone case/general)	252,000
Long term computer study (phase II)	100,000
Micrographics filming (30%)	3,000
Miscellaneous contracts	50,000
Revision of chart of accounts	35,000
Revision of personnel policies and procedures	5,000
Transit symposium at UCLA	<u>8,000</u>
 TOTAL CONTRACTS	 <u>\$523,000</u>

PROPOSED POSITIONS

AUTHORIZED FY 88-89: 34 (Professional = 21; Support = 13)

POSITIONS REQUESTED: 8 (Professional = 4; Support = 4)

POSITION: Administrative Services Coordinator

SALARY RANGE: G = \$31,467 - \$42,480

JUSTIFICATION: The workload of the current Administrative Services Coordinator and Manager has increased beyond the capabilities of two employees. This situation has caused work delays and excessive overtime. An additional Administrative Services Coordinator, specializing in purchasing and assets management is needed to cope with the current and anticipated workload and special projects.

PROPOSED POSITIONS (CONT.)

POSITION: Records Management Assistant

SALARY RANGE: C = \$23,251 - \$29,064

JUSTIFICATION: The volume of records to microfilm and index and to maintain in paper form has significantly increased. An additional assistant is needed to allow the Records Manager time to supervise the Records Management Center and to oversee the configuration management services contract.

POSITION: Mail/Supply Assistant

SALARY RANGE: B = \$19,366 - \$24,207

JUSTIFICATION: The workload of the current Mail/Supply Assistant has substantially increased and expanded due to staff additions, relocations and work requests. This has caused an increase in errors, delays and overtime work. An additional Mail/Supply Assistant is needed to perform facility support functions.

POSITION: Secretary, Finance

SALARY RANGE: C = \$23,251 - \$29,064

JUSTIFICATION: One Administrative Secretary currently supports not only the Director, but also the Finance, MIS, and Administrative Services sections. The Finance section (8 positions) requires a full-time secretary for itself. This will enable the Administrative Secretary to more effectively support the Director and other sections.

POSITION: Office Assistant II

SALARY RANGE: B = \$19,366 - \$24,207

JUSTIFICATION: Finance has been using temporary help on a regular basis to provide filing and other office support, primarily in accounts payable. A full time regular employee is needed to insure files are properly maintained, invoices are controlled and to more effectively use professional accounting staff.

PROPOSED POSITIONS (CONT.)

POSITION: Information Systems Coordinator

SALARY RANGE: H = \$33,831 - \$45,672

JUSTIFICATION: The expansion of networked computer systems necessitates standardized procedures and coordinated efforts to obtain maximum benefits. This position will coordinate system users, perform network administration tasks, render service call assistance and provide training support for new software in addition to inventory control of all software purchases. This is a conversion of the current authorized contract position to regular staff.

POSITION: Information Systems Analyst

SALARY RANGE: F = \$28,080 - \$38,616

JUSTIFICATION: The MIS section provides support and systems coordination for a computer equipment inventory that will exceed one thousand components in FY 1989-90. It will also receive and reissue equipment to consultants in support of the expanding construction effort. With centralization of support in MIS and the growth of networked systems, the workload exceeds the capabilities of the present staff.

POSITION: Personnel Analyst II

SALARY RANGE: G = \$31,467 - \$42,480

JUSTIFICATION: This position is needed to support the Manager of Personnel if at least 50% of the proposed positions for FY 1989-90 budget is approved.

FINANCE AND ADMINISTRATION

MISSION: Provide support services to all divisions, including accounting, budget, treasury, bond issuance, personnel, risk management, procurement, contracts, management information systems (MIS), records management, and administrative services.

FY 1989-90 OBJECTIVES

STRATEGIC GOAL #1

Provide responsive, efficient and comprehensive support services for all other divisions of the Commission.

Improve personnel function by:

- o Improve benefit package, including PERS, achievement awards, worker's compensation, and SDI benefits.
- o Implement Employee of the Year and Educational Achievement Awards program.
- o Implement 10-month supervisor's training program. Training program will also develop supervisor's handbook.
- o Implement Section 89 requirements. Section 89 of the Internal Revenue Service refers to the nondiscrimination treatment of health insurance benefits and term life insurance beginning on or after January 1, 1989.
- o Schedule four general training classes; and plan and develop in-service training for Commission staff on personnel requirements.
- o Design and develop employee handbook.

Improve administrative services function by:

- o Provide office space and work station environment to Commission approved new personnel.
- o Oversee the development of a configuration management operation.

FY 1989-90 OBJECTIVES

Improve management information services function by:

- o Expand the network operations to include fifty additional users.
- o Install a Wide Area Network should staff relocate to new quarters.
- o Automate the Local Return sections data input functions from all customer locations.
- o Upgrade present systems due to technology advances.
- o Integrate information needs into a single database in-so-far as practical.
- o Implement approved recommendations resulting from the analysis of MIS needs conducted by the DMR Group.

Improve finance function by:

- o Develop accounting information system for project environment: Define requirements for chart of accounts; review current system, including account structure, software, and hardware in light of requirements; review alternatives; implement system that meets current and future needs (work with D&C division).
- o Implement improved internal control policies and procedures: Define desired control policies, working with other divisions; implement budgeting, purchasing, and payment processing procedures.
- o Develop financial plan for rail construction: Work with task force to identify existing and potential revenue sources; identify opportunities to leverage these sources to finance capital needs.
- o Have accounting systems in place as needed for new functions: Identify requirements for accounting and control of fixed assets within the Commission, at consultants', and on the LB-LA line; implement accounting portion of property management system.
- o Improve Financial Statement and Budget Presentation: Participate in GFOA award program - get certificate of excellence in financial reporting for 88/89 financial statements, and for 89/90 budget document.

FY 1989-90 OBJECTIVES

Improve contracts function by:

- o Review existing Policy and Procedures - update where necessary. Develop new Policy and Procedures to fit UMTA requirements.
- o Set up proforma contract packages from purchase orders to major contracts for all Commission disciplines based on size.
- o Hold seminar on "How to Write and Administer a Contract" and "How to Survive a Competitive Negotiation."
- o Introduce report cards tied to Fee to Professional Service Contracts.
- o Establish Commission wide contract numbering system for better control on RFP/IFB documents and contracts.
- o Determine requirements for Grant Administration of UMTA funds with respect to SCRTD MOS-2.
- o Establish Fixed Asset Management Policy for Commission records, reporting, controls, accountability (land, buildings, machinery, equipment, computers, office equipment).
- o Establish Small Business Enterprise (SBE) Program.
- o Establish policy of DBE based upon decision of Croson vs. Richmond.

**FY 1988-89
OBJECTIVES**

**PROGRESS TOWARD
OBJECTIVES**

STRATEGIC GOAL #1

Provide responsive, efficient and comprehensive support services for all other divisions of the Commission.

Improve personnel function by:

- o updating personnel policies and procedures manual with related forms;
- o instituting an employee assistance program;
- o initiating written examinations for clerical and entry level positions; and
- o developing a supervisor's handbook.
- o Contracted with Personnel Associates to update personnel policies and procedures manual. Working draft is anticipated on June 30, 1989. Adoption of new policies and procedures should occur during FY 89-90.
- o The upcoming FY 89-90 budget provides funds to implement an Employee Assistance Program. Implementation is scheduled for 8/1/89.
- o Contracted with Cooperative Personnel Services to provide written examinations.
- o Goal not met for FY 88-89. Carried over to FY 89-90.

Improve administrative services function by:

- o instituting a physical inventory tracking system;
- o microfilm all vital in-active records;
- o Preliminary staff discussions are in progress to define the scope of work.
- o Completed.

FY 1988-89
OBJECTIVES

PROGRESS TOWARD
OBJECTIVES

- o preserve all rail project's technical documents and drawings, provide instant retrieval service of all vital records, documents and drawings;
- o train all Commission staff to utilize this valuable records management service.

Improve management information services function by:

- o completing installation of networking system;
- o perform needs analysis of the Commission's long-term MIS requirements;
- o 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;
- o TDA Prop. A program monitoring and administration.

Improve finance function by:

- o 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.

- o Transferred the GEC's configuration management service to LACTC to make possible a centralized retrieval of all rail and non-rail records.
- o Training is performed on an on-going basis.

- o Initial phase completed.
- o Phase I and II completed. Phase III in progress.
- o Ongoing process.
- o Testing and evaluating.

- o Significant improvements have been made to the format and contents of the FY 1989-90 budget which is prepared for adoption by the Commission in June of 1989. An RFP is being prepared for a new firm to audit and assist in the preparation of the 1988-89 financial statements.

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DESIGN AND CONSTRUCTION

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DIVISION: DESIGN AND CONSTRUCTION

SECTIONS: 3X0 Administration
 3X1 Rail Facilities Eng.
 3X2 Rail Systems
 3X3 Rail Construction
 3X4 Rail Facilities Coord.
 3XF Program Control
 3XG Secretarial Support

DIVISION RESPONSIBILITIES

Responsible for carrying out the mandate of the voters of Los Angeles County to design and construct a 150-mile regional rail system.

DIVISION BUDGET

-87-

	<u>COMBINED FUNDS</u>			<u>PROPOSED FY 1989-90</u>		
	<u>FY 87-88</u> <u>ACTUAL</u>	<u>FY 88-89</u> <u>BUDGET</u>	<u>FY 88-89</u> <u>ESTIMATED</u>	<u>GENERAL</u> <u>FUND</u>	<u>CAPITAL</u> <u>PROJECTS</u>	<u>COMBINED</u> <u>FUNDS</u>
Authorized positions	23.0	23.0	23.0	0	37.0	37.0
EXPENDITURES:						
Personnel	\$ 1,325,677	\$ 1,741,602	\$ 1,692,530	0	\$ 2,967,000	\$ 2,967,000
Operating	90,806	197,485	141,510	0	198,400	198,400
Capital	14,615	2,810	2,200	0	58,300	58,300
Construction:*						
LB-LA	161,157,264	274,811,400	237,800,000	0	264,633,000	264,633,000
Norwalk/ES	14,655,127	29,742,000	18,400,000	0	62,076,000	62,076,000
Contingency	<u>0</u>	<u>30,238,090</u>	<u>0</u>	<u>0</u>	<u>32,739,000</u>	<u>32,739,000</u>
TOTAL	<u>\$177,243,489</u>	<u>\$336,733,387</u>	<u>\$258,036,240</u>	<u>0</u>	<u>\$362,671,700</u>	<u>\$362,671,700</u>

* Includes all LB-LA and Norwalk/El Segundo construction expenditures except art program and community relations.

PROPOSED POSITIONS

AUTHORIZED FY 88-89: 23 (Professional = 19; Support = 4)

POSITIONS REQUESTED: 14 (Professional = 11; Support = 3)

POSITION: Manager of Program Control

SALARY RANGE: L = \$51,823 - \$75,144

JUSTIFICATION: Program control functions take on significantly added importance in a multi-project environment. This position will head up a new Program Control section, bringing this critical function in-house.

POSITION: Engineering Cost Administrator (2)

SALARY RANGE: J = \$46,000 - \$62,100

JUSTIFICATION: Partially done now by the Cost Control Coordinator resulting in unreasonable workloads and delays which adversely affect projects. This is in accordance with management's decision to establish a staff function of program control to meet the increasing needs in this area.

POSITION: Sr. Scheduling Administrator

SALARY RANGE: I = \$39,084 - \$52,764

JUSTIFICATION: This new position in the Program Control section will coordinate and evaluate all program and project schedules and schedule reporting activities for all rail transit projects.

POSITION: Senior Cost Estimator

SALARY RANGE: J = \$46,000 - \$62,100

JUSTIFICATION: Partially done now by the Cost Control Coordinator resulting in unreasonable workloads and delays which adversely affect projects. Position is in new Program Control section.

PROPOSED POSITIONS (CONT.)

POSITION: Engineering Cost Analyst
SALARY RANGE: H = \$33,831 - \$45,672

JUSTIFICATION: Partially done now by Cost Control Coordinator resulting in unreasonable workloads and delays which adversely affect projects. Position is in the new Program Control section.

POSITION: Engineering Cost Administrator (to be reclassified)
SALARY RANGE: J = \$46,000 - \$62,100

JUSTIFICATION: This existing position will be reclassified into one of the above positions.

POSITION: Secretary
SALARY RANGE: C = \$23,251 - \$29,064

JUSTIFICATION: New position required to support needs of newly established Program Control section.

POSITION: Project Engineer, Rail Systems (3)
SALARY RANGE: K = \$50,604 - \$68,316

JUSTIFICATION: Two positions are currently filled by contract employees through consultants. The need exists for a full time position for each major systems engineering phase of vehicle, electrification, operations/ maintenance and train control/communications to efficiently manage consultant efforts and coordinate with external agencies.

POSITION: Project Engineer, Rail Facilities Engineering
SALARY RANGE: K = \$50,604 - \$68,316

JUSTIFICATION: There is an increasing demand for the rail facilities engineering staff to render professional support to other rail transit lines which are in various stages of development and planning. This new position will provide more flexibility in utilizing resources to continue engineering support of the future rail lines, including commuter rail.

PROPOSED POSITIONS (CONT.)

POSITION: Project Engineer, Construction

SALARY RANGE: K = \$50,604 - \$68,316

JUSTIFICATION: No prior need for this position; systems contracts are picking up as projects enter the construction phase. The new position is needed to manage this critical field effort.

POSITION: Project Manager

SALARY RANGE: L = \$51,823 - \$75,144

JUSTIFICATION: The magnitude of work and responsibilities necessitates a designated project manager for each major rail project. This position reporting to the Director of Design and Construction will manage the Norwalk/El Segundo project.

POSITION: Secretary

SALARY RANGE: C = \$23,251 - \$29,064

JUSTIFICATION: Position will be necessary to support Design & Construction responsibilities when the current Senior Administrative Secretary is reassigned to support the Deputy Executive Director.

POSITION: Administrative Analyst II

SALARY RANGE: G = \$31,467 - \$42,480

JUSTIFICATION: This position is needed to support the Assistant Director of Design & Construction who is currently incurring excessive overtime hours on a regular basis.

DESIGN & CONSTRUCTION

MISSION: "have one-half of the Proposition A system in operation or under construction by the year 2000."

FY 1989-90 OBJECTIVES

STRATEGIC GOAL #1

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

- o Complete 100% of construction and procurement (except MC-5 and RTD managed work).
- o Complete Acceptance Program for all 54 LRVs.
- o Complete system integrated testing from Willow - Pico.
- o Complete training for entire operational and maintenance staff.
- o Obtain all C.P.U.C. orders necessary for revenue operations.
- o Complete all operating agreements needed for revenue service (railroads, jurisdictions).
- o Obtain C.P.U.C. approval of final operating Rules & Procedures (rule book)
- o Complete safety certification for entire system.
- o Implement liability program (Rail Ops.).
- o Finalize transition policies and procedures to ensure smooth handoff to operator (ownership, etc.).

FY 1989-90 OBJECTIVES

STRATEGIC GOAL #2

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

- o Award contract for manufacture of 39 automated vehicles.
- o Begin construction of Hawthorne yard and shops.
- o Complete 100% of engineering and design.
- o Complete 90% of utility relocations.
- o Complete 90% of property acquisition.
- o Award DF & I contracts for systems equipment.
- o Initiate Phase II CM effort.
- o Obtain C.P.U.C. concurrence for safety provisions of automated technology.
- o Conduct automated system peer review.

STRATEGIC GOAL #3

Maintain a properly staffed and organized section capable of effectively managing up to 3 design and construction assignments simultaneously.

- o Implement the Rail Construction Corporation subsidiary, if established by the Commission.
- o Complete recruitment of professional staff essential to management of current D & C program and capable of taking on another rail project.
- o Implement organizational changes essential to effective management of D & C program.

FY 1988-89
OBJECTIVES

PROGRESS TOWARD
OBJECTIVES

STRATEGIC GOAL #1

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

- | | |
|--|---|
| o Award 100% of construction and procurement contracts. | o All contracts awarded except MC-5 (90% of total). |
| o Complete 75% of construction and installation. | o Accomplished (75%). |
| o Have first railcar delivered, tested and accepted. | o Delivered and in testing. Acceptance by mid-July. |
| o 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. | o Done. |
| o Complete Draft Operating Rulebook and Procedures - submit to C.P.U.C. for review. | o Done. |

STRATEGIC GOAL #2

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

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

FY 1988-89
OBJECTIVES

- o Resolve automation issue.
- o Complete 85% of final design.

- o Engage CM firm.
- o Relocate 20% of utilities.

- o Consummate 90% of utility agreements.
- o Identify and begin acquisition of all remaining R.O.W.

PROGRESS TOWARD
OBJECTIVES

- o Done.
- o 55% Complete.

- o Done.
- o No relocations completed. Design, potholing, negotiations underway.

- o Done.
- o Identification complete. Acquisition begun.

RAIL DEVELOPMENT / MANAGEMENT

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DIVISION: RAIL DEVELOPMENT/
MANAGEMENT

SECTIONS: 3X5 Administration 3X9 Commuter Rail
3X6 Real Estate 3XE Capital Planning
3XB Contract Compliance and Project
3X8 Rail Planning Monitoring
3ED Management Overhead

DIVISION RESPONSIBILITIES

Responsible for planning rail systems financed by Proposition A funds. Current project corridors include Metro Rail east and west extensions, San Fernando Valley, Pasadena-Los Angeles, Coastal extensions, and Glendale. Also responsible for development of rail financing plans, capital monitoring of rail construction projects, and addressing systemwide integration issues including commuter rail. In relation to rail projects currently under design and construction, responsible for monitoring contract compliance and acquisition of real estate.

DIVISION BUDGET

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	COMBINED FUNDS			PROPOSED FY 1989-90		
	FY 87-88 <u>ACTUAL</u>	FY 88-89 <u>BUDGET</u>	FY 88-89 <u>ESTIMATED</u>	<u>GENERAL</u> <u>FUND</u>	<u>CAPITAL</u> <u>PROJECTS</u>	<u>COMBINED</u> <u>FUNDS</u>
Authorized positions	23.0	33.0	33.0	0	37.0	37.0
EXPENDITURES:						
Personnel	\$ 1,257,215	\$ 1,584,560	\$ 1,212,450	0	\$ 2,344,100	\$ 2,344,100
Operating	1,653,781	2,124,670	1,722,500	0	1,730,860	1,730,860
Capital	134,447	177,520	147,200	0	1,173,500	1,173,500
Construction:*						
Commuter Rail	0	1,900,000	1,900,000	0	38,300,000	38,300,000
Metro Rail	28,751,619	60,420,905	15,600,000	0	67,553,000	67,553,000
Others	2,462,384	3,152,500	3,068,000	0	51,220,000	51,220,000
Contingency	<u>0</u>	<u>5,128,980</u>	<u>0</u>	<u>0</u>	<u>10,913,000</u>	<u>10,913,000</u>
TOTAL	<u>\$34,259,446</u>	<u>\$74,489,135</u>	<u>\$23,650,150</u>	<u>0</u>	<u>\$173,234,460</u>	<u>\$173,234,460</u>

* Construction expenses for LB-LA and Norwalk/El Segundo are included in Design and Construction since that Division is accountable for adherence to the project budgets.

PROPOSED POSITIONS

AUTHORIZED FY 88-89: 33 (Professional = 27; Support = 6)

POSITIONS REQUESTED: 4 (Professional = 3; Support = 1)

POSITION: Senior Rail Development Planner

SALARY RANGE: K = \$50,604 - \$68,316

JUSTIFICATION: This position was inadvertently eliminated in FY 88-89 mid-year budget adjustment. This position is filled by an existing employee and remains necessary.

POSITION: Contract Compliance Analyst II (2)

SALARY RANGE: G = \$31,467 - \$42,480

JUSTIFICATION: Disadvantaged Business Enterprise (DBE) Compliance - the scope of work for the DBE compliance section expanded when the Commission was approved as grant recipient for federal funding. We are required to comply with the Urban Mass Transportation Administration (UMTA) procedures and reporting in addition to regular responsibilities. This position will assist in the processing of certification applications, quarterly reports and conducting routine field visits.

Labor Compliance - This position is currently performed by a contract employee. Labor compliance is an ongoing responsibility which requires a dedicated regular employee.

POSITION: Administrative Assistant

SALARY RANGE: E = \$26,736 - \$35,100

JUSTIFICATION: This is a new position in the Contract Compliance section to provide administrative support for the DBE and labor compliance units. Duties include maintaining computer data, gathering statistical information, setting up compliance files, handling information requests, and typing reports and correspondence.

RAIL DEVELOPMENT

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 1989-90 OBJECTIVES

STRATEGIC GOAL #1

Monitor and support Metro Rail Construction and Design.

- o In addition to monitoring MOS-1 schedule and budget also monitor Phase II as it develops.
-

STRATEGIC GOAL #5

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

- o Consider how Harbor Transitway may connect with rail projects. Continue to support Caltrans.
-

STRATEGIC GOAL #6

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.

- o Exercise FFGA and side agreements to fund Phase II (MOS-2 and MOS-3) and implement Advance Construction Authority for all of Phase II.

FY 1989-90 OBJECTIVES

- o Start required UMTA process for gaining federal funding of Phase III by completing corridor definition and transitional analysis work. Start AA/EIS work.
- o Take steps toward right-of-way acquisition and preliminary engineering of southern segment of Pasadena-Los Angeles route.
- o Complete EIR for San Fernando Valley alternatives.
- o Take steps toward right-of-way acquisition and preliminary engineering of northern branch of Coastal route.
- o Select next segment(s) of system and initiate final design in Spring 1990.
- o Complete Pasadena, Glendale and southern segment of Coastal corridor studies and perform follow-up work as needed.
- o Continue to work with various cities for compatible land use.
- o Develop long-range financial plan including long-term system cost estimates and potential funding sources.
- o Complete Central Los Angeles 1995 Transit Plan and begin to implement recommendations.
- o Initiate planning in remaining Prop. A corridors in order to develop interim mobility solutions.
- o Implement commuter and intercity rail projects in three corridors: San Gabriel Valley; LOSSAN 1; and LOSSAN 2.

FY 1989-90 OBJECTIVES

STRATEGIC GOAL #7

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

- o Initiate MOS-3 and new rail planning efforts on a regionwide basis.
 - o Implement LB/LA transit operations; rail fare policies; and LACBD transit circulation study recommendations.
-

STRATEGIC GOAL #8

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

- o Develop specific policies to be used by local service providers in their feeder bus planning with LB/LA line.
-

STRATEGIC GOAL #9

Initiate multi-modal corridor studies to develop comprehensive transit improvement plans which supplement the rail transit system.

- o Initiate multi-modal corridor studies in Proposition A corridors which are not high priority.
- o Initiate transit enrichment studies in high-priority Proposition A corridors which may not have an early rail project constructed.

FY 1988-89
OBJECTIVES

PROGRESS TOWARD
OBJECTIVES

STRATEGIC GOAL #1

Monitor and support Metro Rail Construction and Design.

- o Continue to monitor schedule and budget of MOS-1 taking steps to control cost overruns.
 - o MOS-1 audit is now being done by DKJV for LACTC. Also, agreements have been executed with SCRTD for progressing Phase II general engineering, final design and advance planning.
-

STRATEGIC GOAL #5

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

- o Continue to work with Caltrans to assure maximum convertibility to rail.
 - o Project proceeding for 1994 completion.
-

STRATEGIC GOAL #6

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.

- o Execute FFGA and initiate final design for MOS-2 segment of Metro Rail.
- o Initial final design being financed by LACTC to keep project moving. FFGA for MOS-2 submitted to UMTA and being negotiated.
- o Complete initial studies for eastward extension and develop follow-up work plan. Initiate westward extension studies.
- o Eastward extension work completed. Western extension work underway.

FY 1988-89
OBJECTIVES

PROGRESS TOWARD
OBJECTIVES

- o Complete EIR for southern segment of Pasadena-Los Angeles route.
- o If approved, initiate EIR for San Fernando Valley route.
- o Complete EIR for northern branch of Coastal route.
- o Select next segment(s) of system for construction in 1990-94 period and initiate final design.
- o Complete studies in Pasadena, Glendale, and southern segment of Coastal Corridors and support other such jointly funded studies as approved.
- o Work with Cities for compatible land use.
- o Update financial plans as necessary.
- o Develop a policy on commuter rail service in the County.
- o Draft EIR circulated; final EIR in preparation.
- o EIR process initiated.
- o Draft EIR circulated; final EIR in preparation.
- o Selection pending completion of all EIRs.
- o Jointly funded studies in progress for Pasadena, Glendale, and south segment of Coastal corridor.
- o Coordination with cities and agency review groups conducted as needed.
- o Financial plans are prepared on an on-going basis.
- o Completed commuter and intercity policy studies. Most work now to implement projects as directed by Commission.

FY 1988-89
OBJECTIVES

PROGRESS TOWARDS
OBJECTIVES

STRATEGIC GOAL #7

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

- o Support planning for new organizational responsibilities as necessary to consolidate at least rail planning activities systemwide.
- o Update systemwide rail operation and maintenance planning to assure systemwide perspective (including fare collection and downtown transit circulation).
- o Have worked with the RTD and now have agreements concluded regarding long-range rail planning on rail projects. Eight-point agreement covers rail planning.
- o On-going. Fare structure study nearing completion by SCRTD.

STRATEGIC GOAL #8

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

- o Develop guidelines to be used by local service providers in their feeder bus planning (with Programming and Fiscal Analysis Division).
- o Work continues to develop rail/feeder bus interface program.



PROPOSED ORGANIZATION CHART

F.Y. 89-90

COMMISSIONERS & ALTERNATES

LACTC COMMITTEES
& SUBCOMMITTEES

Neil Peterson
Executive Director

Kathy Torigoe
Executive Secretary
Geri Brodie
Receptionist
Vacant
Office Assistant II

Vacant
Deputy Executive Director
Barbara Norris
Senior Administrative Secretary

TRANSPORTATION
PROGRAMS & ANALYSIS
DIVISION

GOVERNMENT &
PUBLIC AFFAIRS
DIVISION

FINANCE &
ADMINISTRATION
DIVISION

DESIGN &
CONSTRUCTION
DIVISION

RAIL
DEVELOPMENT
DIVISION

Jim Sims
Director

Susan Brown
Director

Richard P. Dominguez
Director

Ed McSpedon
Director

Richard Stanger
Director

Elyse Kusunoki
Administrative Secretary

Margarita Ortiz
Administrative Secretary

Annette Mendoza
Administrative Secretary

Ilda Licon
Administrative Secretary

Martha Dunn
Administrative Secretary

See page 2

See page 3

See page 4

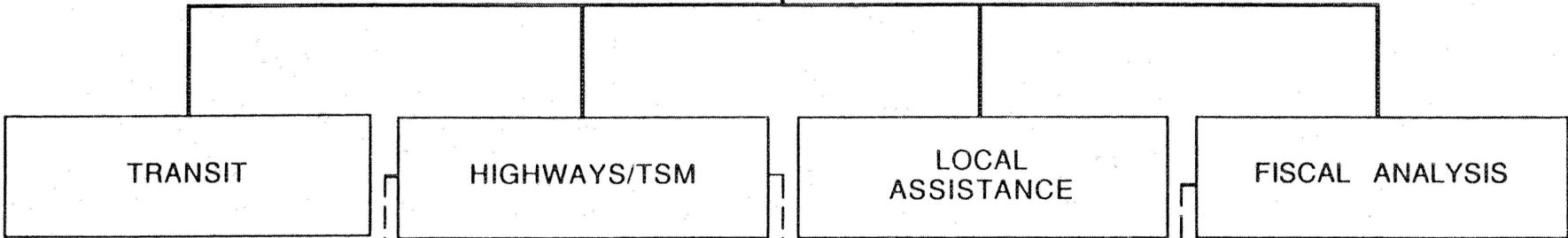
See page 5

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TRANSPORTATION PROGRAMS AND
ANALYSIS DIVISION

Jim Sims
Director

Elyse Kusunoki
Administrative Secretary



- Sharon Neely, *Manager*
- Jim Andrews, *Senior Transp. Analyst*
- Alan Patashnick, *Senior Transp. Analyst*
- Nalini Ahuja, *Transp. Analyst II*
- Mariko Yamagami, *Transp. Analyst I*
- Glenda Hill, *Secretary*

- Ginger Gherardi, *Manager*
- Diane Perrine, *Senior Transp. Analyst (filled 1/2 time)*
- **Proposed, Senior Transp. Analyst**
- Kay Cooley, *Transp. Analyst II*
- Victor Kamhi, *Transportation Analyst II*
- Fatima Mu, *Intern*
- Laura Hoover-McNamara, *Secretary*

PVEA

- SAFE

 - **Proposed, Transp. Analyst I** ✓
 - Nannette Ramirez, *Transp. Analyst **

- Patricia McLaughlin, *Manager*
- Richard DeRock, *Senior Transp. Analyst*
- Judith Norman, *Senior Transp. Analyst*
- Gray Crary, *Transp. Analyst II*
- Rita Vega-Acevedo, *Transp. Analyst II*
- **Proposed, Transp. Analyst II**
- Don Brown, *Secretary*

- Ray Maekawa, *Manager*
- Anne Adelman, *Senior Transp. Analyst*
- Ellen Blackman, *Transp. Analyst II*
- Carlos Hernandez, *Transp. Analyst II*
- Kate Beaudet, *Secretary*

TDA

* Contract Employee
 ✓ Conversion of contract employee to regular status

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GOVERNMENT AND
PUBLIC AFFAIRS DIVISION

Susan Brown
Director

Margarita Ortiz
Administrative Secretary
Proposed
Office Assistant II

MARKETING/
COMMUNICATIONS

COMMUNITY RELATIONS

GOVERNMENT
RELATIONS

- Erica Goebel, *Manager*
- Ann Reeves, *Public Affairs Officer II*
- Roberta Tinajero, *Public Affairs Officer II*
- Anne Roubideaux, *Senior Graphic Artist*
- Larry Gallagher, *Graphic Artist*
- **Proposed, Sr. Public Affairs Officer**

- Public Art Program
- Jessica Cusick, *Public Art Administrator **
 - **Proposed, Sr. Public Affairs Officer ✓**
 - **Proposed, Public Affairs Officer I**
 - **Proposed, Secretary**

- Steve Lantz, *Manager*
- Paula Willins, *Public Affairs Officer II*
- Lupe Valdez, *Public Affairs Officer II*
- Therese Hernandez, *Secretary*

- Robin McCarthy, *Manager*
- Naomi Nightingale, *Senior Public Affairs Officer*
- Art Gomez, *Public Affairs Officer II*
- John Higgins, *Public Affairs Officer II*
- Beatrice Lee, *Public Affairs Officer II*
- Tori Hill-Williams, *Public Affairs Officer II*
- **Proposed, Pub. Affairs Officer I**
- **Proposed, Pub. Affairs Officer I ***
- Deana Burton-LaCroix, *Secretary*
- Francene Joe, *Office Assistant I*

LB/LA
LRT
Project

- Claudette Moody, *Manager*
- Mary Lou Echternach, *Public Affairs Officer II*
- Brynn Kernaghan, *Public Affairs Officer II*
- **Proposed, Public Affairs Officer II**
- Christina Marquez, *Secretary*

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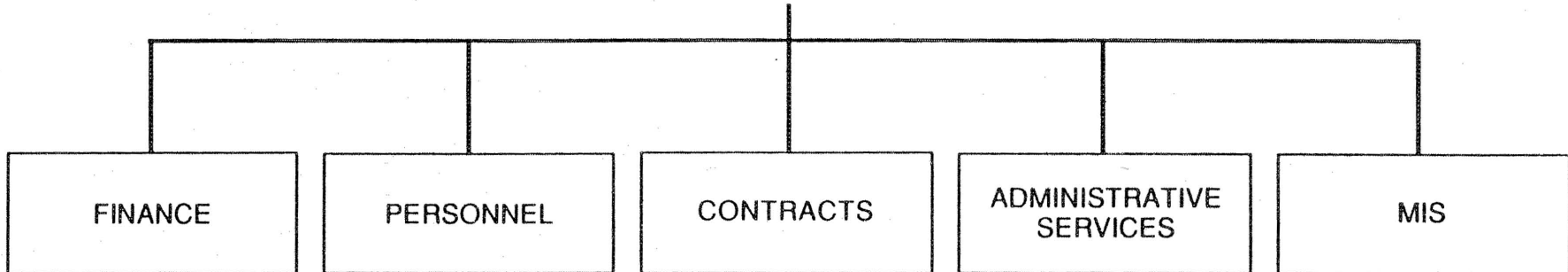
* Contract Employee
✓ Conversion of contract employee to regular status

* Contract Employee

FINANCE AND ADMINISTRATION
DIVISION

Richard P. Dominguez
Director

Annette Mendoza
Administrative Secretary



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- Annette Colfax, *Manager*
- Oswaldo Yap, *Budget Manager*
- Harvey Sautler, *Senior Accountant*
- Richard Bennett, *Senior Accountant*
- Anastacio Cabrales, *Accountant II*
- Arif Motiwala, *Accountant II*
- Rick Sheffer, *Accounting Technician*
- Carlos Monroy, *Accounting Technician*
- **Proposed, Secretary**
- **Proposed, Office Asst. II**

- Jose M. Mesa, *Manager*
- **Proposed, Personnel Analyst II**
- Maria Porrata, *Personnel Assistant*

- Al Scala, *Manager*
- George Livingstone, *Chief Contracts Engineer*
- **Proposed, Sr. Contract Administrator ****
- Linda Ford McCaffrey, *Contract Administrator*
- Barbara Gatewood, *Contract Administrator*
- Larry Kelsey, *Contract Administrator*
- Vacant, *Contract Administrator*
- Glenda Stamps, *Contract Analyst*
- Vickey Lechuga, *Administrative Assistant*
- Anita Crockett, *Secretary*
- Denise Keaton-Smith, *Office Assistant I*

**Upgrade for Contract Administrator position. Contract Administrator position to be eliminated once appointment is made.

- Cindy Kondo, *Manager*
- Phyllis Bursley, *Admin. Services Coordinator*
- **Proposed, Admin. Services Coordinator**
- Robert Sanders, *Records Manager*
- Pat Franks, *RMC Assistant*
- **Proposed, RMC Assistant**
- Marianna Drost, *Secretary*
- Rene Robles, *Mail/Supply Assistant*
- **Proposed, Mail/Supply Assistant**

REPRODUCTION/
MESSENGER SERVICES

CONFIGURATION
MANAGEMENT SERVICES

- Walt Stephenson, *Manager*
- Vacant, *Sr. Information Systems Coordinator*
- **Proposed, Information Systems Coordinator ✓**
- **Proposed, Information Systems Analyst**
- Harriette Marshall, *MIS Data Technician **

* Contract Employee
✓ Conversion of contract employee to regular status.

DESIGN AND
CONSTRUCTION DIVISION

Edward McSpedon
Director

Ilda Licon
Administrative Secretary

Proposed
Project Manager
Proposed
Secretary

Jerry Givens
Assistant Director
Proposed
Administrative Analyst II

PROGRAM
CONTROL

RAIL FACILITIES
COORDINATION

RAIL FACILITIES
ENGINEERING

RAIL SYSTEMS

RAIL
CONSTRUCTION

- Proposed, *Manager of Program Control*
- Don Stiner, *Engineering Cost Administrator*
- Proposed, *Engineering Cost Administrator*
- Proposed, *Engineering Cost Administrator*
- Proposed, *Sr. Scheduling Administrator*
- Proposed, *Senior Cost Estimator*
- Proposed, *Engineering Cost Analyst*
- Proposed, *Secretary*

- Edmund Richardson, *Manager*
- Robert Minahan, *Senior Rail Facilities Coordinator*
- Kathy Sweet, *Rail Facilities Coordinator II*
- Michael Loller, *Rail Facilities Coordinator I*
- Maria White, *Secretary 1/2*
- Proposed, *Administrative Assistant **

- Manit Churanakoses, *Manager*
- Ed Danesh, *Project Engineer*
- David Sievers, *Project Engineer*
- Proposed, *Project Engineer*
- Maria White, *Secretary 1/2*

- Norm Jester, *Manager*
- Mario Guzman, *Project Engineer*
- Bart Kane, *Proj. Engineer*
- Vacant, *Project Engineer*
- Proposed, *Project Engineer ✓*
- Proposed, *Project Engineer*
- Proposed, *Project Engineer*
- George Trnka, *Project Engineer **
- John Miller, *Proj. Engineer **
- Lou Hubaud, *Rail Systems Safety Coordinator*
- Cecilia Camacho-Shapiro, *Secretary*

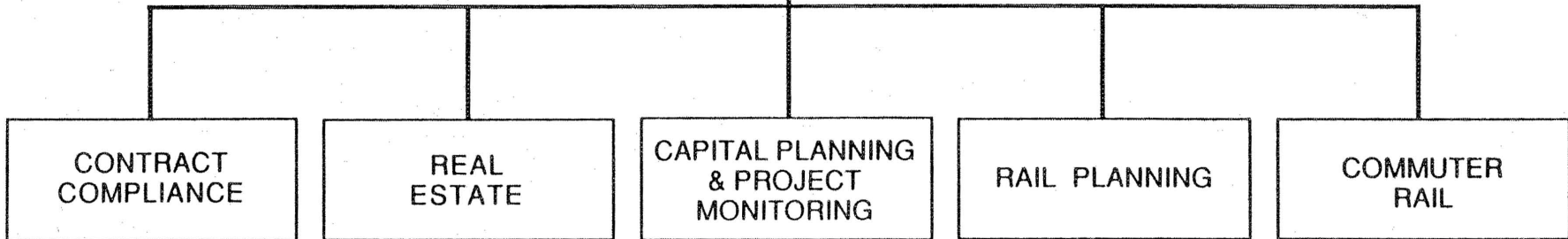
- John Adams, *Manager*
- Jim Cohen, *Project Engineer*
- Bertie Jackson, *Project Engineer*
- Laurence Weldon, *Project Engineer*
- Proposed, *Project Engineer*
- Kyrah Miller, *Secretary*

- * Contract Employee
- ✓ Conversion of contract employee to regular status.

RAIL DEVELOPMENT DIVISION

Richard Stanger
Director

Martha Dunn
Administrative Secretary



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- Vacant, *Manager*
- Robert Inouye, *Contract Compliance Admin.*
- Pam Simmons, *Contract Compliance Admin.*
- Jan Walls, *Contract Compliance Analyst II*
- Pat Gray, *Contract Compliance Analyst II*
- **Proposed, Contract Compliance Analyst II ✓**
- **Proposed, Contract Compliance Analyst II**
- **Proposed, Admin. Asst.**
- Maria Perez, *Contract Compliance Analyst **
- Tamiko Hirano Monkawa, *Secretary*

- Jim Wiley, *Manager*
- Robert Flynn, *Real Estate Officer*
- Lynn Bell, *Real Estate Officer*
- Herman Cheng, *Real Estate Analyst II*
- Vicenta Becerral, *Secretary*

- Vacant, *Manager*
- **Frank Flores, Senior Rail Development Planner****
- Vacant, *Senior Transportation Analyst*
- Vacant, *Transportation Analyst II*
- Vacant, *Transportation Analyst II*
- Vacant, *Transportation Analyst II*
- Vacant, *Secretary 1/2*

- Susan Rosales, *Manager*
- Vacant, *Senior Rail Development Planner*
- Jim Sowell, *Senior Rail Development Planner*
- Peter DeHaan, *Rail Development Planner*
- Steven Bbye, *Rail Development Planner*
- Vacant, *Rail Development Planner*
- Nelia Custodio, *Rail Development Planner*
- Carol Martin, *Secretary*

- Vacant, *Manager*
- Fred Silverman, *Senior Rail Development Planner*
- Vacant, *Rail Development Planner*
- Vacant, *Rail Development Planner*
- Vacant, *Secretary 1/2*

* Contract Employee
✓ Conversion of contract employee to regular status

**Position was to be eliminated once the Manager of Capital Planning was hired. The division director proposes that the position not be eliminated.

OTHER POSITIONS:

- Interns

COMMISSION COMMITTEES AND SUBCOMMITTEES

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

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PERSONNEL REQUEST SUMMARY

<u>DIVISION</u>	<u>AUTHORIZED FY 1988-89</u>	<u>REQUESTED FY 1989-90</u>	<u>PERCENT INCREASE</u>	<u>TOTAL FY 1989-90</u>
Transportation Programs & Analysis	23.5	3.5	15%	27.0
Government & Public Affairs	24.0	6.0	25%	30.0
Finance & Administration (Includes Executive)	34.0	8.0	24%	42.0
Design & Construction	23.0	14.0	61%	37.0
Rail Development	33.0	4.0	12%	37.0
	----	----	----	----
T O T A L	137.5 =====	35.5 =====	26% ==	173.0 =====
 <u>BY FUND</u>				
GENERAL (01)	61.5	12.5	20%	74.0
CAPITAL PROJECTS (03)	76.0	22.0	29%	98.0
SAFE (09)	0.0	1.0	N/A	1.0
	----	----	----	----
T O T A L	137.5 =====	35.5 =====	26% ==	173.0 =====

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PERSONNEL REQUEST SUMMARY BY DIVISION

<u>DIVISION</u>	<u>AUTHORIZED FY 1988-89</u>	<u>REQUESTED FY 1989-90</u>	<u>TOTAL FY 1989-90</u>
Transportation Programs & Analysis			
General Fund (01)	23.5	2.5	26.0
Capital Projects (03)	0.0	0.0	0.0
Safe Fund (09)	0.0	1.0 (a)	1.0
	-----	-----	-----
Total - TPA	23.5	3.5	27.0
	-----	-----	-----
Government & Public Affairs			
General Fund (01)	16.0	2.0 (b)	18.0
Capital Projects (03)	8.0	4.0	12.0
	-----	-----	-----
Total - GPA	24.0	6.0	30.0
	-----	-----	-----
Finance & Administration			
General Fund (01)	22.0	8.0 (c)	30.0
Capital Projects (03)	12.0	0.0	12.0
	-----	-----	-----
Total - FA	34.0	8.0	42.0
	-----	-----	-----
Design & Construction			
Capital Projects (03)	23.0	14.0 (d)	37.0
	-----	-----	-----
Rail Development			
Capital Projects (03)	33.0	4.0	37.0
	-----	-----	-----
GRAND TOTAL			
General Fund (01)	61.5	12.5	74.0
Capital Projects (03)	76.0	22.0	98.0
Safe Fund (09)	0.0	1.0	1.0
	-----	-----	-----
TOTAL	137.5	35.5	173.0
	=====	=====	=====

- (a) This position to be fully funded by SAFE.
- (b) Requested three new positions, but one is an upgrade.
- (c) Requested nine positions, but one is an upgrade.
- (d) Requested fifteen new positions, but one is a reclass.

THREE YEAR STAFFING PROJECTION

<u>DIVISION</u>	AUTHORIZED	REQUESTED	+--- PROJECTION FOR ---+	
	<u>FY 1988-89</u>	<u>FY 1989-90</u>	<u>FY 1990-91</u>	<u>FY 1991-92</u>
Transportation Programs & Analysis	23.5	27.0	28.0	29.0
Government & Public Affairs	24.0	30.0	34.0	37.0
Finance & Administration	34.0	42.0	56.0	64.0
Design & Construction	23.0	37.0	42.0	45.0
Rail Development	33.0	37.0	38.0	39.0
	-----	-----	-----	-----
T O T A L	137.5	173.0	198.0	214.0
	=====	=====	=====	=====

THREE YEAR STAFFING PROJECTION BY SECTION

<u>DIVISION</u>	AUTHORIZED	REQUESTED	+--- PROJECTION FOR ---+	
	<u>FY 1988-89</u>	<u>FY 1989-90</u>	<u>FY 1990-91</u>	<u>FY 1991-92</u>
Transportation Programs & Analysis				
Administration	2.0	2.0	3.0	3.0
Transit	6.0	6.0	6.0	6.0
Highways	4.5	7.0	7.0	8.0
Local Assistance	6.0	7.0	7.0	7.0
Fiscal Analysis	5.0	5.0	5.0	5.0
	-----	-----	-----	-----
Division Total	23.5	27.0	28.0	29.0
	-----	-----	-----	-----
Government & Public Affairs				
Administration	2.0	3.0	3.0	3.0
Government Relations	4.0	5.0	5.0	6.0
Community Relations-GF	4.0	4.0	4.0	4.0
Community Relations-CP	8.0	9.0	10.0	10.0
Communications	5.0	6.0	9.0	11.0
Art Program-CP	1.0	3.0	3.0	3.0
	-----	-----	-----	-----
Division Total	24.0	30.0	34.0	37.0
	-----	-----	-----	-----
Finance & Administration				
Administration	2.0	2.0	2.0	2.0
Personnel	2.0	3.0	3.0	3.0
Finance-GF	6.0	8.0	11.0	12.0
Finance-CP	2.0	2.0	3.0	4.0
Administrative Services	6.0	9.0	12.0	15.0
Executive	4.0	4.0	4.0	4.0
M I S	2.0	4.0	8.0	8.0
Contracts-CP	10.0	10.0	13.0	16.0
	-----	-----	-----	-----
Division Total	34.0	42.0	56.0	64.0
	-----	-----	-----	-----
Design & Construction				
Administration	4.0	6.0	7.0	8.0
R/F Engineering	4.0	5.0	5.0	6.0
Rail Systems	6.0	9.0	11.0	11.0
Rail Construction	5.0	6.0	7.0	8.0
R/F Coordination	4.0	4.0	5.0	5.0
Program Control	0.0	7.0	7.0	7.0
	-----	-----	-----	-----
Division Total	23.0	37.0	42.0	45.0
	-----	-----	-----	-----
Rail Development				
Administration/Dep Exec Dir	4.0	4.0	4.0	4.0
Rail Planning	8.0	8.0	8.0	9.0
Commuter Rail	5.0	5.0	6.0	6.0
Capital/P & Project/M	5.0	6.0	5.0	5.0
Real Estate	5.0	5.0	6.0	6.0
Contract Compliance	6.0	9.0	9.0	9.0
	-----	-----	-----	-----
Division Total	33.0	37.0	38.0	39.0
	-----	-----	-----	-----
GRAND TOTAL	137.5	173.0	198.0	214.0
	=====	=====	=====	=====

DESIGN AND CONSTRUCTION
CONSULTANT STAFFING
(Full Time Equivalent Staff)

	<u>FY 88-89</u>	<u>FY 89-90</u>	<u>FY 90-91</u>	<u>FY 91-92</u>
<u>LB-LA PROJECT</u>				
Transcal I	184	106	27	0
LTK I	10	9	5	0
TIA	5	5	5	4
DKJV	7	6	6	0
	---	---	---	---
T O T A L	206	126	43	4
	---	---	---	---
<u>NES PROJECT</u>				
Transcal II	91	77	40	40
LTK II	4	5	5	5
OKA	10	41	61	55
Risk Manager (to be named)	0	5	5	5
PMOC (to be named)	0	6	6	6
	---	---	---	---
T O T A L	105	134	117	111
	---	---	---	---
<u>3RD RAIL PROJECT</u>				
(If authorized)				
Design Consultant	0	20	80	60
Construction Management Consultant	0	0	20	60
Risk Manager	0	0	0	5
PMOC	0	0	0	5
	---	---	---	---
T O T A L	0	20	100	130
	---	---	---	---
TOTAL CONSULTANTS	311	280	260	245
	===	===	===	===

LOS ANGELES COUNTY TRANSPORTATION COMMISSION
 FISCAL YEAR 1989-90 BUDGET

CONTRACTING REQUIREMENTS
(CONSULTANTS)

<u>PROJECT</u>	<u>FY 1989-90</u>	<u>FY 1990-91</u>	<u>FY 1991-92</u>
LB-LA	NONE*	NONE*	NONE*
NES	o Risk Manager o Project Management Oversight	NONE*	NONE*
3RD RAIL PROJECT (If awarded)	o Engineering Consultant o Vehicle Design Consultant	o Construction Management Consultant	o Risk Manager o Project Management Oversight

* Expect a number of short duration small contracts for tasks/problems/issues which will arise during these periods. Most of these should be for less than \$50,000 (majority of which is in the \$10,000 or less range).

CONTRACTING REQUIREMENTS
(CONSTRUCTION EQUIPMENT)
 (\$ MILLIONS)

<u>PROJECT</u>	<u>FY 1988-89</u>	<u>FY 1989-90</u>	<u>FY 1990-91</u>	<u>FY 1991-92</u>
LB-LA	50	0	0	0
NES	0	35	100	125
3RD RAIL PROJECT	0	0	40	100

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LACTC AFFIRMATIVE ACTION PROGRAM STATUS REPORT

The Commission adopted an affirmative action policy and program in January, 1984. It is the goal of the Commission to have a work force that is racially, ethnically and sexually representative of the labor force in Los Angeles County. The Commission's Affirmative Action Goals' statement specifies that staff will report to the full Commission at least annually on its progress towards achieving its affirmative action goals, including providing updated statistics regarding the ethnic, racial and sexual makeup of the Commission staff. Through March 31, 1989, the results are:

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

Result: Of the 26 vacancies during the year, 57.7% or 15 positions have been filled by persons from underrepresented groups.

<u>Number of Vacant Positions Filled</u>	<u>Ethnic Group</u>	<u>Percentage</u>
11	White	42.31%
6	Black	23.1%
5	Hispanic	19.2%
2	Asians	7.7%
<u>2</u>	Amer. Ind.	<u>7.7%</u>
26		100%

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

Result: Of the 26 vacancies of which interviews were held, 65% of all interviewees were from underrepresented groups.

<u>Number of Interviewees</u>	<u>Ethnic Group</u>	<u>Percentage</u>
46	White	35%
30	Black	23.1%
19	Asians	14.7%
33	Hispanics	25.5%
<u>2</u>	Amer. Ind.	<u>1.6%</u>
130		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.

TOTAL COUNTYWIDE LABOR FORCE (1980)

	FEMALE	MALE	TOTAL
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, 1989

(Total: 122)

	FEMALE	MALE	TOTAL
White	18.0	28.6	46.6
Black	16.3	2.5	18.8
Hispanic	9.7	5.7	15.4
Asian	9.0	6.6	15.6
Other	2.0	1.6	3.6
TOTAL	55.0	45.0	100.0

GOAL #1

Executive, Administrative and
Managerial

Male: 63%
Female: 37%

White: 67%
Black: 9%
Hispanic: 17%
Asian: 6%
Other: 1%
100%

LACTC

Executive, Administrative and
Managerial (28)

Male: 82.1%
Female: 17.9%

White: 71.4%
Black: 7.1%
Hispanic: 7.1%
Asian: 10.7%
Other: 3.7%
100%

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: 47.6%
Female: 52.4%

White: 49.2%
Black: 17.5%
Hispanic: 12.7%
Asian: 15.8%
Other: 4.8%
100%

GOAL #3

Administrative, Support
Supervisory

Male:	51%
Female:	49%
White:	61%
Black:	12%
Hispanic:	20%
Asian:	6%
Other:	<u>1%</u>
	100%

LACTC

Administrative, Support
Supervisory (9)

Male:	18.2%
Female:	81.8%
White:	9.1%
Black:	9.1%
Hispanic:	54.5%
Asian:	27.3%
Other:	<u>0%</u>
	100%

GOAL #4

Administrative Support,
Clerical

Male:	40%
Female:	60%
White:	59%
Black:	13%
Hispanic:	21%
Asian:	6%
Other:	<u>1%</u>
	100%

LACTC

Administrative Support,
Clerical (15)

Male:	5.6%
Female:	94.4%
White:	22.2%
Black:	44.4%
Hispanic:	16.7%
Asian:	11.1%
Other:	<u>5.6%</u>
	100%

GLOSSARY

AA/DEIS	Alternatives Analysis/Draft Environmental Impact Statement.
AQMD	Air Quality Management District
BASIS OF ACCOUNTING	Refers to that point in time when revenues, expenditures or expenses (as appropriate), and related assets and liabilities are recognized in the accounts and reported in the financial statement.
BUDGET	A government's plan of financial operations for a given period including proposed expenditures and a proposed means of financing them.
CAPITAL PROJECTS FUNDS	Funds used to account for resources restricted for major capital outlays.
CM	Construction management
CTC	California Transportation Commission
CPUC	California Public Utilities Commission
DBE	Disadvantaged business enterprise. Includes businesses owned and operated by minorities and women, etc.
DEBT SERVICE FUNDS	Funds used to account for resources used to repay the principal and interest on general purpose long-term debt.
DF & I	Design, furnish, and install
EIR	Environmental impact report
ENCUMBRANCES	Commitments related to unperformed contracts for goods or services. A purchase order is the most common encumbrance.
EXPENDITURES	Decreases in net financial resources. Expenditures include current operating expenses which require the current use of net current assets.
FAU	Federal Aid Urban program is authorized by the enactment of the Federal Highways Act every five years. The current FAU apportionments were enacted in 1987 and run through Fiscal Year 1990-91. Cities and the county are eligible for FAU funds for projects, such as street reconstructions, widening and installation of lights and signals.

FFGA Full-funding grant agreement - the grant agreement with UMTA for Metro Rail phases.

FISCAL YEAR The period at the end of which a government determines its financial position or results of operations. The LACTC fiscal year begins July 1 and ends June 30.

FUND A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and changes in these assets and liabilities.

GENERAL FUND The fund used to account for all resources not required to be accounted for in another fund.

HOV LANES High occupancy vehicles lanes - "carpool" lanes.

JPA Joint powers authority

LACBD Los Angeles Central Business District

LACTC Los Angeles County Transportation Commission

LB/LA Long Beach - Los Angeles Rail Transit Project. A 21.5 mile electrically powered light rail line currently under construction by LACTC. The project broke ground in October, 1985 and is scheduled to open in 1990.

LOSSAN Los Angeles - San Diego intercity railway

LRT Light Rail Transit

LRV Light rail vehicle

MIS Management informations systems. The name of the computer services section at LACTC.

MODIFIED ACCRUAL BASIS The accrual basis of accounting adapted to the governmental fund type spending measurement focus. Under it, revenues are recognized when they become both "measurable" and "available to finance expenditures of the current period." Expenditures normally are recognized when the related fund liability is incurred.

MOS-1 Minimum operable segment. Refers to Phase I of the Metro Rail project under construction by SCRTD from Union Station to Wilshire/Alvarado.

MOS-2 Minimum operable segment. Refers to Phase II of the Metro Rail project under construction by SCRTD from Wilshire/Alvarado north to Hollywood/Vine and west to Wilshire/Western.

NES Norwalk-El Segundo Rail Transit Project. A 20 mile electric rail line to be constructed by LACTC on the median of the I-105 freeway. Operation is scheduled to commence in 1993.

PMOC Project Management Oversight Consultant

PROPOSITION A Proposition A sales tax initiative approved by Los Angeles County voters in 1980. It established a 1/2 of 1% sales tax to be used for public transit. Proposition A revenues are accounted for in a Special Revenue Fund. A portion of revenues are used to partially finance General Fund activities.

PVEA Petroleum violation escrow account. Resources are accounted for in a Special Revenue Fund and will be used for the "SMART Corridor" project which includes signal synchronization and use of alternative routes to improve traffic flow.

RIDESHARING This fund is used to account for ridesharing contributions from various local governments. Resources are currently used to fund Commuter Computer.

RMC Records management center. The group within the Administrative Services section of the Commission which maintains critical records in accordance with the Commission's records retention policy.

ROW Right of way. Land for a rail transit system.

SAFE Service Authority for Freeway Emergencies. Created by the Commission as permitted by state law to receive one dollar from each vehicle registration within the County. Funds will be used to provide expanded and improved emergency call box service along the freeways. The activities are accounted for in a Special Revenue Fund.

SCAG Southern California Association of Governments.

SCRTD Southern California Rapid Transit District.

SGV San Gabriel Valley

SPECIAL REVENUE FUNDS Funds used to account for resources which are legally or administratively restricted for specific purposes.

STAF State Transportation Assistance (STA) Fund. A Special Revenue Fund used to account for the revenue received by LACTC from the sales tax on gasoline.

STIP State Transportation Improvement Program

TCM Transportation control measures

TDA Transportation Development Act. Created by state law in 1972, the TDA authorizes the use of one-quarter of one percent of the state sales tax for transit. A Special Revenue Fund is used to account for the funds programmed by LACTC. One percent of these revenues are received by the General Fund for its transportation planning activities.

TDM Transportation demand management

TIP Transportation Improvement Program - the planning document which establishes allocation of funding for Los Angeles County highways and transit.

TOP The Transportation Occupations Program jointly sponsored by LACTC, local businesses and school districts through which the light rail lines pass. The program prepares young people for careers in transportation.

TPM Transportation Performance Measurement

TSM Transportation Systems Management

UMTA The Urban Mass Transit Administration of the United States Department of Transportation.

LOS ANGELES COUNTY TRANSPORTATION COMMISSION

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 - cost of leasing office space.
- 231 Leasehold improvements - office space improvements over \$500.
- 235 Office equip/fixtures - office furniture and equipment costing \$500 or more. Else, charge to supplies.
- 236 Computer hardware - computer equipment purchases.
- 237 Computer software - computer software purchases.
- 238 Computer wiring - cost of wiring computers for networking and printer sharing.
- 239 Computer programming - programming cost of special computer applications (e.g., set up database).
- 240 Equipment rental/maintenance - rental and maintenance of office furniture and equipment.
- 241 Computer rental/maintenance - rental/service of computers.

BUDGET LINE ITEM DEFINITIONS

- 245 Facilities rental/maint. - rental and maintenance of facilities.
- 250 Office supplies - cost of office supplies ordered including small equipment costing less than \$300.
- 251 Computer supplies - cost of supplies for computer use.
- 260 Graphics - any work done by outside printing companies for all LACTC publications, newsletters, annual report.
- 261 Film services/supplies - film development and supplies.
- 265 Advertising/notices - published notification of public hearings.
- 270 Books/publications - subscriptions and publication purchases.
- 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 reimbursements, automobile leases, gasoline and car services.
- 300 Travel - travel expense reimbursements that include all reimbursable travel expenses except seminar registration fees.
- 305 Business meals - meals purchased for committee or other business meetings.
- 310 Training - expenses for seminars, conferences or job related classes attended.
- 315 Tuition reimbursement - tuition for job related classes taken with \$800 limit per employee per fiscal year.
- 320 Professional membership - professional membership fee with \$150 limit per employee per fiscal year.

BUDGET LINE ITEM DEFINITIONS

- 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.
- 348 Contingency reserve - additional amount budgeted representing 10% of construction expenditures for contingencies (capital projects only).
- 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.
- 375 Land/rights of way - cost of land/rights of way for rail development.
- 380 Art program - professional services for art program.
- 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

LOS	DUE DATE	DUE DATE
Tra		

MTA LIBRARY