

Santa Barbara County
ASSOCIATION OF
AG
GOVERNMENTS

COMPREHENSIVE BUDGET
Fiscal Year 2003-04



FINAL



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SANTA BARBARA COUNTY ASSOCIATION OF GOVERNMENTS
Comprehensive Budget - Fiscal Year 2003-04
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GENERAL OVERVIEW

The FY 2003-04 Comprehensive Budget continues longstanding SBCAG policies of prudent fiscal management and ensuring long-term financial stability. This year's budget document again reflects the changes in format and organization initiated in prior years, which were designed to provide clearer information to the Board and to make the budget a more effective internal management tool. These changes include the following:

- ❖ The budgets for individual programs (e.g. SAFE, Traffic Solutions), which previously were presented and adopted separately, are now consolidated in a single budget document. Revenues and expenditures for each program continue to be shown separately, within the larger context.
- ❖ The budget document provides summary information on revenues and expenditures to provide an overall perspective on the Association's finances.
- ❖ The budget document provides additional information on past year (FY 2001-02) revenues and expenditures and estimated revenues and expenditures for the current year (FY 2002-03), for purposes of year-to-year comparisons.

The proposed SBCAG budget for FY 2003-04 is \$19.7 million, an amount slightly less than the adopted budget for the current year. This consolidated budget amount, however, includes \$10.7 million in costs related to capital improvement projects for which SBCAG is responsible and \$4.6 million in bond debt service payments.

The SBCAG consolidated budget is a compilation of budgets adopted for five separate accounting funds comprised of the General Fund, Traffic Solutions, Service Authority for Freeway Emergencies (SAFE), Local Transportation Authority (Measure D) and Debt Service. The proposed General Fund budget which includes most of SBCAG's staff and operating costs is \$2,849,800, an increase of 3% from the current year. This increase in the General Fund is largely due to two factors: (1) an overall increase in the cost of salaries and benefits, which is explained in a subsequent section of this overview, and (2)

increased costs for consulting services, which account for 30% of General Fund expenses. The largest consultant contract costs by far are for the Highway 101 Implementation Plan, which is expected to result in \$479,800 in costs for FY 2003-04. Revenues anticipated from several different local, state and federal sources are expected to meet budgetary requirements.

In response to past suggestions from Board members, a section has been included in the budget document, which describes the agency's performance goals, objectives and accomplishments. A section for each of SBCAG's divisions identifies prior year (FY 2002-03) accomplishments, reports on progress in meeting performance measures established for the first time in the current year budget, and outlines work objectives and performance measures for the coming year. These will be monitored in future years and used to allocate SBCAG's resources to ensure maximum benefit to the region as a whole.

The Comprehensive Budget is closely tied to the FY 2003-04 Overall Work Program (OWP) adopted by the board in April 2003. The OWP describes the activities SBCAG proposes to undertake during the coming year. The OWP lays much of the groundwork for the budget in that it assigns staff resources to specific work tasks and products.

KEY PROGRAM ISSUES

Transportation Planning and Programming

Major initiatives planned for FY 2003-04 are described in detail in the Overall Work Program and reflected in the General Fund budget. Some of the key projects that will be undertaken next year include the following:

- ❖ Improvements in the area of public awareness and communication, including SBCAG's website and other public information materials

- ❖ Preparation of the 2004 Federal Transportation Improvement Program and 2004 Regional Transportation Improvement Program
- ❖ Initiating work on the 101 Implementation Plan which will provide a long-term, community supported strategy for relieving congestion on the South Coast 101 corridor
- ❖ Completion of upgrades to SBCAG's travel demand forecasting and GIS capabilities initiated in FY 2001-02
- ❖ Initiating an update of the Regional Transportation Plan
- ❖ Completion of the Regional Bikeway Plan
- ❖ Continuing work started this year on the Interregional Partnership for Jobs/Housing Balance

Service Authority for Freeway Emergencies (SAFE)

During FY 2003-04, the SAFE program will receive over \$1 million in federal TEA 21 funds for the implementation of a Capital Replacement Plan to upgrade the system and make the call boxes more accessible to persons with disabilities. Revenues from the SAFE fund balance of \$0.5 million will provide local matching funds for the call box replacement project. Although revenue growth is projected to be somewhat less than in past years, the SAFE program continues in a stable, operations and maintenance mode.

Traffic Solutions

One of the most significant activities planned for the coming year is the acquisition of seven new buses (three replacement and four expansion vehicles) for the Clean Air Express subscription commuter bus program. This vehicle acquisition was originally planned for FY 2002-03; however, a delay in the federal funding process delayed the acquisition until FY 2003-04. The purchase of the seven new buses accounts for \$3,063,000 (71%) of the total Traffic Solutions budget. Additionally, to accommodate the four-route expansion (a 50% increase over the current system), additional operating expenses are included in the budget.

Traffic Solutions will also be implementing the following new incentive based programs in FY 2003-04: (1) a countywide Vanpool Quick Start program, which provides start up subsidies and support for up to three new vanpools, and (2) a competitive employer mini-grant program, which will provide matching grants to employers to develop and implement employee transportation incentive programs. These two new programs are budgeted at \$87,500 and will be funded by CMAQ and STIP funds.

Local Transportation Authority (Measure D)

The Measure D program is funded from a ½ cent countywide sales tax. This program will continue to focus on completion of the remaining regional highway projects in the Measure D expenditure plan. Work on the environmental document for the Route 154 Group 2 operational improvements project will be completed in FY 03-04.

REVENUE

Federal planning funds provide much of the revenue budgeted in the General Fund for SBCAG's transportation planning and programming activities. In addition to its traditional consolidated planning grant funds, SBCAG will receive grants of Federal Transit Administration and Regional STP funds in the coming year for the Highway 101 Implementation Plan, as well as contributions from other local government agencies for the Plan's development. Sales tax revenues from the state Transportation Development Act and Measure D will increase approximately 3% over the current year (This increase excludes \$70,000 in TDA funds to be reserved for completion of required triennial performance audits). Furthermore, the General Fund budget continues to receive contributions from discretionary grants, STIP funds, and various local government contributions.

Revenue for the SAFE program, which is derived from license fees on vehicles registered within the county, remains stable from year to year. These funds, however, are not adjusted for inflation, so their buying power is steadily being eroded.

The Traffic Solutions program has traditionally been supported by STIP funds and federal CMAQ funds. Since SBCAG began operating the Clean Air Express commuter bus program, revenues have increased with the addition of subscription fares and an APCD grant to support the operation of the bus service. In FY 2003-04, Traffic Solutions expects to receive \$3.1 million in federal CMAQ funding to acquire new buses and expand the Clean Air Express service. The local match (\$375,000) required under the CMAQ guidelines for the bus purchase will be provided through a revenue exchange agreement with the County.

The Traffic Solutions budget is showing a \$170,000 revenue surplus. The revenue surplus is largely comprised of Clean Air Express farebox revenue that will be carried forward to FY 2004-05 to offset the anticipated loss of \$160,000 in APCD grant funds and ensure that Clean Air Express revenues will cover the projected expenditures through FY 2004-05.

Some of SBCAG's revenues are subject to more uncertainty than in past years. This is due, in part, to the potential impacts of the state's current budget crisis. STIP funding, which provides revenues for SBCAG's General Fund and Traffic Solutions, is very limited. In addition, TEA 21—the current federal transportation authorization legislation—is set to expire this year. While it is anticipated that most funding programs authorized under TEA 21, including those that provide metropolitan planning funds, will be continued in the next bill, little is known about the likely funding levels. Staff believes that it is reasonable to assume that STIP and federal planning funds will continue to be available and has included these funds in the budget. If future actions at the state or federal level result in substantially reduced funding, it will be necessary to modify the budget to achieve cost reductions or secure revenues from other sources.

STAFFING

No new staff positions are proposed for FY 2003-04, and SBCAG's staffing level remains at 18 FTE. The budget provides

sufficient funding to fill all 18 authorized positions for the entire year.

COMPENSATION AND FRINGE BENEFITS

Due to the persistently tight labor market and the extremely high cost of housing on the South Coast, SBCAG's ability to recruit and retain qualified staff continues to be of concern. In order to ensure that SBCAG's salary and benefit package is competitive, the Board recently authorized staff to work with a consultant on a comprehensive compensation and benefits study. Based on preliminary findings from the study, we have built into the draft budget sufficient funds to accommodate various salary adjustments and a benefit allowance to offset a larger portion of employee health insurance costs. The study's preliminary findings are based on surveys conducted of comparable agencies. Once the study is completed and reviewed with the board-appointed subcommittee, it will be presented in detail to the SBCAG Board.

The budget also includes an across-the-board cost-of-living adjustment (COLA) to all employee salary ranges of 3% effective June 23, 2003. This is consistent with the most recently available Consumer Price Index (CPI) data, which shows an annual increase of approximately 3%.

The overall increase in salaries and benefits in FY 2003-04 is more than 11%. Total salaries reflect an increase of approximately 7.7% based on the cost-of-living adjustment, normal merit increases, compensation survey recommendations and changes made by the board during the current year. Increases in benefit costs are the result of a 26% jump in health insurance premiums this year plus an additional anticipated mid-year increase, a 12.5% increase in retirement contribution rates, an increase of more than 50% in workers' compensation rates and survey recommendations for allowance increases.

The net effect of all salary and benefit cost adjustments is an increase of approximately \$176,400 in FY 2003-04. About 32% of

the overall increase involves rate changes (e. g. health insurance, retirement and workers' compensation) that are beyond the control of the agency. The recommended COLA is responsible for approximately 21% of the total increase and proposed salary adjustments and benefit allowance adjustments represent 21% and 26%, respectively.

PROFESSIONAL SERVICES

The FY 2003-04 budget includes several consultant contracts which are described in more detail in SBCAG's Overall Work Program (OWP). These costs will be paid out of the General Fund and include:

- ❖ Consultant assistance in connection with the Highway 101 Implementation Plan (\$479,800)
- ❖ Consultant assistance in connection with the Inter-Regional Partnership for Jobs/Housing Balance (\$136,100)
- ❖ Fees for the TDA triennial performance audits (\$60,000)
- ❖ Consultant assistance with the Regional Transportation Plan (\$52,500)
- ❖ Consultant assistance with the Transportation Improvement Program (\$30,200)
- ❖ Design services for the SBCAG website (\$17,000)

GENERAL FUND BALANCE

SBCAG maintains a prudent balance in the General Fund from year to year as a contingency reserve. This reserve is needed to ensure adequate cash flow as many of SBCAG's funding sources are on a reimbursement basis. In addition, a reserve is needed as a safety net because SBCAG's funding sources are vulnerable to state and federal legislation and budgetary actions, losses in state matching funds, delays in grant awards, etc.

The General Fund balance at the end of the current fiscal year is expected to be approximately \$257,000. It is anticipated that

revenues will be more than sufficient to cover all expenditures budgeted for FY 2003-04, thereby increasing fund balance by the end of next fiscal year by approximately \$57,000.

OTHER ISSUES

Legal Services

The budget includes a total of \$67,000 for legal services, a \$15,000 decrease from FY 2002-03. In spite of the decrease, the cost of legal services is still somewhat elevated due to anticipated additional costs for outside counsel in connection with pending litigation. We will continue to monitor expenditures in this area and report to the Board as necessary.

Casa Nueva

In accordance with an MOU previously executed with Santa Barbara County, SBCAG and APCD plan to relocate to the new Casa Nueva office building currently under construction. The relocation is expected to occur between the end of June and the beginning of July 2003. This move will substantially reduce SBCAG's long-term costs for office space since the lease will be fixed over its 30-year life at \$1.29 per square foot. It is expected that the fixed lease costs at the new building will be 8.7% less per year than those at SBCAG's current location.

SBCAG and APCD staff worked with a local vendor (Tri-County Office Furnishings) to design office furnishings for the new building. This will almost completely replace SBCAG's existing office furniture, most of which dates back to when SBCAG was still a county program and cannot be effectively utilized in the new building. We have been able to take advantage of substantial discounts available to Santa Barbara County for office furnishings. We estimate that SBCAG's share of the cost for new furnishings, including furnishings for conference rooms and other areas shared with APCD, will be approximately \$152,800. This amount will be paid out of the approved budget for the current year.

\$38,000 has been included in the FY 2003-04 budget for remaining furniture and equipment needs and to begin an update of existing computer equipment.

FY 2003-04 OBJECTIVES AND PERFORMANCE MEASURES

SBCAG staff is organized into four divisions, some of them encompassing more than one programmatic unit. SBCAG has developed objectives and performance measures for its various organizational units, as a starting point for determining funding requirements for each unit. This section describes the functions of each unit, summarizes FY 2002-03 accomplishments and performance, and details the FY 2003-04 objectives and recommended ongoing performance measures.

Administration Functions

The Administrative Division provides administrative support to all SBCAG staff, including personnel, training, facilities management, accounting and fiscal management, grants administration and clerical support.

Major FY 2002-03 Accomplishments

- ❖ Worked with APCD and the County of Santa Barbara on plans and construction oversight of the Casa Nueva office building including design, purchase and installation of office furnishings.
- ❖ Coordinated an orderly transition of SBCAG's offices to the new Casa Nueva building upon its completion.
- ❖ Prepared the FY 2003-04 Comprehensive Budget and Overall Work Program.
- ❖ Completed the FY 2001-02 Annual Financial Report.
- ❖ Achieved full staffing level through active recruitment process.
- ❖ Continued efforts to reduce printing and mailing costs by encouraging use of SBCAG website for review and downloading of agendas, reports and publications.
- ❖ Prepared annual report to State Controllers' Office.

- ❖ Prepared and submitted required grant applications, reports and invoices.
- ❖ Completed draft Compensation and Benefits Study.

FY 2002-03 Performance Measures

- ❖ All SBCAG Board meeting agenda packets sent out at least eight days prior to the meeting date.
 - ✓ All agenda packets were completed for mailing at least 8 days prior to the meeting date.
- ❖ All routine invoices/claims processed within three days after receipt.
 - ✓ It was determined that three days is an insufficient amount of time to properly review and process certain invoices and claims; however, all invoices were processed in a timely manner.
- ❖ All grant applications, invoices and reports processed in compliance with federal/state requirements and deadlines.
 - ✓ All grant applications, invoices and reports complied with federal/state requirements and deadlines.
- ❖ All employee performance evaluations completed on time.
 - ✓ 16 out of 17 or 94% of employee performance evaluations were completed on time. The goal each year will continue to be 100%.

FY 2003-04 Objectives

- ❖ Prepare FY 2004-05 Comprehensive Budget and Overall Work Program.
- ❖ Prepare the FY 2002-03 Annual Financial Report.
- ❖ Implement board-approved recommendations from Compensation and Benefits Study.
- ❖ Complete triennial federal certification review.
- ❖ Continue efforts to reduce printing and mailing costs by encouraging use of SBCAG website for review and downloading of meeting agendas, reports and publications.

FY 2003-04 Performance Measures

- ❖ All SBCAG Board meeting agenda packets sent out at least eight days prior to the meeting date.
- ❖ All SBCAG Board and committee meeting agenda packets posted on website at least 7 days prior to the meeting date.
- ❖ All grant applications, invoices and reports processed in compliance with federal/state requirements and deadlines.
- ❖ All employee performance evaluations completed on time.

Public Information Functions

Increasing awareness and involving the public in all aspects of SBCAG's activities are the key functions of the Public Information Coordinator. Working in conjunction with the staff, options are explored for appropriate outreach activities for SBCAG projects and programs. The Coordinator maintains and updates the SBCAG web site, produces a monthly electronic newsletter and a quarterly newsletter, distributes press releases, works with local media to ensure information is

disseminated to the public in a timely manner and responds to requests for information by the public.

Major FY 2002-03 Accomplishments

- ❖ Expanded media list to include Spanish-language media outlets.
- ❖ Expanded mailing list database to include social service agencies, community-based organizations and private sector groups.
- ❖ Orchestrated numerous newspaper and TV interviews.
- ❖ Produced a draft Citizen's Guide to Transportation Planning.
- ❖ Updated the SBCAG web site to include major publications.
- ❖ Created new logo and brand identity for SBCAG.

FY 2002-03 Performance Measures

- ❖ SBCAG Board agenda packets, minutes and major publications available on SBCAG web site.
 - ✓ SBCAG agenda packets, including minutes and staff reports were posted on the web site one week in advance of board meetings. All major publications were also posted on the web site.
- ❖ All quarterly newsletters produced and mailed by the first week of the following quarter.
 - ✓ SBCAG's quarterly newsletter was published in September, December, March and June. Distribution of newsletter was increased by 25% beginning in March.

FY 2003-04 Objectives

- ❖ Increase public awareness and media coverage of SBCAG meetings, programs, and projects.
- ❖ Produce an SBCAG Annual Report for 2002-03.
- ❖ Redesign SBCAG web site and continue to update on a timely basis.
- ❖ Create and distribute a monthly electronic newsletter.
- ❖ Prepare concise summaries of major reports and documents for public use.
- ❖ Continue production of quarterly newsletter.
- ❖ Continue to explore opportunities to disseminate SBCAG information to minority, low-income, traditionally underrepresented populations and the Santa Ynez Band of Chumash Indians.

FY 2003-04 Performance Measures

- ❖ Post all SBCAG Board agenda packets, minutes and major publications on the SBCAG web site one week in advance of meetings.
- ❖ Distribute quarterly newsletter by the first week of the following quarter.
- ❖ Prepare electronic newsletter and post on web site within two weeks following monthly Board meetings.
- ❖ Obtain earned media (free) valued at a total of \$20,000.

Planning Functions

This program is intended to foster a comprehensive regional planning process which responds to both current and long-range issues of local and regional concern, maintain an effective planning process consistent with federal and state statutes and regulations, and assist in the delivery of programs, projects and services in an effective manner. The

Planning Division also administers the state-mandated Congestion Management Program (CMP), Airport Land Use Commission, Census Data Center, Regional forecasts, regional travel model, air quality conformity assessments, among other responsibilities.

Major FY 2002-03 Accomplishments

- ❖ Adopted a Scope of Work for updating the 2001 Regional Transportation Plan.
- ❖ Completed the 2002 transit unmet needs process, and initiated the 2003 process.
- ❖ Conducted extensive surveying for unmet transit needs assessment.
- ❖ Initiated development of Intercommunity Transit Pilot Project.
- ❖ Completed the annual Congestion Management Program (CMP) Conformance Assessment.
- ❖ Adopted the Highway 101 CMP Deficiency Plan.
- ❖ Prepared and distributed an RFP for Highway 101 Deficiency Plan.
- ❖ Board approval of annual travel trends report.
- ❖ Reviewed Section 5310 grant applications.
- ❖ Distributed results from the 2000 census, prepared 2000 Census overview.
- ❖ Continued consultant - assisted process to upgrade SBCAG's travel forecasting model. Developed forecast data base.
- ❖ Assisted the APCD in the development of the County's Air Quality Maintenance plan.
- ❖ Adopted Regional Housing Needs Plan.

FY 2002-03 Performance Measures

- ❖ Provide ongoing staff support to all SBCAG advisory committees.

- ✓ Staffed TTAC, TPAC, Subregional Committee, NCTAC, SCTAC, and newly formed SBCTAC.

FY 2003-04 Objectives

- ❖ Improve coordination among local jurisdictions on issues of common concern.
- ❖ Provide leadership and staff support on special studies and efforts to resolve issues of a regional or subregional nature.
- ❖ Provide support to regional advisory committees.
- ❖ Assess and address unmet transit needs in cooperation with local agencies.
- ❖ Identify and mitigate airport land use conflicts in plan and project reviews. Prepare and approve airport influence area maps.
- ❖ Disseminate 2000 census data to local governments, libraries and interested parties.
- ❖ Disseminate the updated Regional Growth Forecast and respond to public requests for information about forecast.
- ❖ Complete upgrades to SBCAG’s travel model and GIS capabilities.
- ❖ Initiate update of Regional Transportation Plan.
- ❖ Prepare regional jobs-housing partnership study.
- ❖ Prepare Highway 101 Implementation Plan.
- ❖ Assist applicants for grants as needed and review grant requests as required.
- ❖ Assist in the review of applications for regional flexible funds, e.g., air quality analysis, overall evaluation and ranking.
- ❖ Prepare Regional Bikeway Plan.
- ❖ Prepare Travel Trends Report.
- ❖ Prepare air quality conformity analysis of 2004 FTIP.
- ❖ Continue implementation of ITS Strategic Deployment Plan.

FY 2003-04 Performance Measures

- ❖ Provide ongoing staff support to all SBCAG advisory committees.
- ❖ Review 5310 and other grants on time.
- ❖ Prepare annual CMP conformance assessment by April.
- ❖ Submit requests to State/Feds. for project reimbursement within 30 days of consultant invoices, or quarterly, as specified in grant reporting requirements.

Transportation Programming and Monitoring Functions

SBCAG’s Programs Division is responsible for programming of transportation funds pursuant to state and federal statutes, and for monitoring projects to ensure that projects are completed and funds expended in a timely manner. The division also administers the Measure D and SAFE programs, which are described under their own headings.

Major FY 2002-03 Accomplishments

- ❖ Completed AB 1012 Obligation Plans for CMAQ and TE funding and fully obligated balances of old CMAQ and TE apportionments.
- ❖ Prepared and presented quarterly status reports for STIP projects.
- ❖ Assisted agencies with allocating and amending STIP projects to avoid fund lapses. No STIP funds were lost to the region or any specific project.
- ❖ Assisted agencies in streamlining project delivery in such areas as allocation requests, timely-use-of-funds deadlines, and invoicing.

- ❖ Prepared and submitted seven FTIP amendments to incorporate project programming changes.

FY 2002-03 Performance Measures

- ❖ Obligation of 100% of old TE and CMAQ annual balances subject to potential reprogramming.
 - ✓ All balances of regional TE and CMAQ apportionments were obligated and no funding lapsed.
- ❖ 100% of STIP timely-use-of-funds deadlines for each year are met.
 - ✓ All STIP timely-use-of-funds deadlines for fund allocation, contract award or expenditure were met or the deadlines were revised through STIP amendments or deadline extensions with appropriate justification.

FY 2003-04 Objectives

- ❖ Expand quarterly status reports to cover 100% of projects programmed with Regional Flexible Funds.
- ❖ Monitor projects programmed in the FTIP to ensure that all timely-use-of-funds requirements are met by project sponsors.
- ❖ Prepare 2004 Regional Transportation Improvement Program (RTIP).
- ❖ Assist local agencies in obtaining discretionary state or federal transportation funding.
- ❖ Ensure that local agencies complete close-out work and request reimbursement for completed federal-aid projects.
- ❖ Program Regional Flexible Funding expected to be available for FY 2004-05 through FY 2006-07.

- ❖ Prepare 2004 Federal Transportation Improvement Program (FTIP).

FY 2003-04 Performance Measures

- ❖ Maintenance of a multi-modal Federal Transportation Improvement Program (FTIP) in full compliance with federal requirements.
- ❖ Obligation of 100% of old TE and CMAQ balances subject to potential reprogramming.
- ❖ 100% of STIP timely-use-of-funds deadlines are met for all projects each year.

Measure D Functions

As the Local Transportation Authority (LTA) for Santa Barbara County, SBCAG is responsible for administering the ½ percent county sales tax authorized by voter approval of Measure D in 1989. SBCAG is responsible for the annual allocation of funds to local agencies as well as the development and construction of fifteen regional projects identified in the Measure D Expenditure Plan.

Major FY 2002-03 Accomplishments

- ❖ Completed construction on 101/Donovan and 101/Stowell interchange projects.
- ❖ Began environmental work on the Route 154 Group 2 Operational Improvements.
- ❖ Allocated \$18.6 million in Measure D revenues to local government entities.

FY 2002-03 Performance Measures

- ❖ Complete all scheduled Regional Highway Program projects on time and within budget.

- ✓ Construction on the Stowell and Donovan interchange projects was completed ahead of schedule.
- ✓ Completion of the environmental document for the Route 154 Group II project was not achieved as the consultant contract was delayed in order to hold preliminary public workshops.
- ❖ Ensure that local Measure D allocations are made on schedule and expenditure reports are received from local agencies in a timely manner.
- ✓ SBCAG made allocations to the local government entities on schedule. Expenditure reports were received from local agencies.

FY 2003-04 Objectives

- ❖ Complete environmental document for Route 154 Group 2 Operational Improvements.
- ❖ Complete closeout reports for the Route 101/154 (North), Route 101/Donovan and Route 101/Stowell interchange projects.
- ❖ Begin work on determination of scope of short-range and long-range improvements for Route 101 through the 101 Implementation Plan.
- ❖ Begin arbitration process for Route 1 operational improvements project.
- ❖ Complete a refunding process of the Measure D bonds to reduce interest payments.
- ❖ Complete 2003 Measure D Highway Program Strategic Plan update.
- ❖ Allocate approximately \$19.0 million in Measure D revenues to local government entities.

FY 2003-04 Performance Measures

- ❖ Complete all milestones for the scheduled Regional Highway Program projects on time and within budget.
- ❖ Ensure that local Measure D allocations are made on schedule.

Service Authority for Freeway Emergencies (SAFE) Functions

The SAFE program is responsible for the installation, operation and administration of the system of approximately 339 roadside call boxes in Santa Barbara County. The system is financed by a \$1 per-year fee on all motor vehicles registered within the county.

Major FY 2002-03 Accomplishments

- ❖ Initiated project development work on Call Box Capital Replacement Program including approval of environmental document.
- ❖ Consolidated services and fees for the program.
- ❖ Public hearing held on Call Box Replacement Project.
- ❖ Approximately 4,900 calls placed through call box system.

FY 2002-03 Performance Measures

- ❖ Successfully recover 80% of damage repair costs for knockdowns for which a responsible party has been identified.
- ✓ Anticipated recovery is 100% for all knockdown repair costs with responsible party identified (76% of costs reimbursed as of May 1, 2003). For instances where no responsible party was identified

due to hit and run or lack of police report, the SAFE paid the repair costs.

- ❖ Ensure that 98% of call boxes are operational at all times.
 - ✓ No more than 5 call boxes were inoperative at any one time during the year (98.5% functional).
 - ✓ Due to cellular service coverage problems with AT&T analog service, several call boxes were down for repair throughout the last year. Typically, these repairs took no more than 1-2 days to correct, although the problems were recurring. SBCAG's maintenance contractor responded immediately to all problems and then worked with AT&T service engineers to try to find a solution.

FY 2003-04 Objectives

- ❖ Complete construction of system wide call box upgrade and replacement plan.
- ❖ Fully implement digital service conversion.
- ❖ Meet ADA guidelines at all sites.
- ❖ Effectively maintain built out call box system.
- ❖ Examine possibility of Freeway Service Patrol (FSP) program.

FY 2003-04 Performance Measures

- ❖ Recover 90% of knockdown repair costs for all incidents when responsible party can be identified.
- ❖ Ensure that at least 98% of call boxes are operational at all times except during the call box replacement project when it will be necessary to remove several call boxes at a time for short durations.

Traffic Solutions Functions

Traffic Solutions is a transportation demand management (TDM) program administered by SBCAG that promotes ridesharing, public transportation, biking, walking, telecommuting, and other transportation alternatives on a countywide basis. Traffic Solutions also works directly with employers to assist in developing employee transportation programs. The Division administers the Clean Air Express, a commuter subscription bus program.

Major FY 2002-03 Accomplishments

- ❖ Operated the Clean Air Express.
- ❖ Secured \$3.1 million in CMAQ funding and \$0.4 million in local match funds for the Clean Air Express.
- ❖ Entered into a bus procurement contract with Motor Coach Industries (MCI) for 7 new replacement and expansion buses for the Clean Air Express.
- ❖ Administered the 2002 Rideshare Week and the 2003 Bike Week events.
- ❖ Published the 2002 Commuter Profile for Santa Barbara County, Ventura County and San Luis Obispo County.
- ❖ Published the County Wide Transit Map.
- ❖ Participated in the development of the 2002 "Kids Care for Clean Air" calendar and the 2002 Green Awards.

FY 2002-03 Performance Measures

- ❖ Eliminate 100,000 vehicle trips on an annual basis.
 - ✓ Eliminated over 200,000 vehicle trips.
- ❖ Eliminate 2.8 million vehicle miles of travel on an annual basis.

- ✓ Eliminated over 10.0 million vehicle miles of travel.
- ❖ Maintain monthly contact with 600 employers.
- ✓ Maintained contact with over 600 employers.
- ❖ Maintain monthly subscriptions for Clean Air Express service at a level equal to 95% of the seats available, on a system-wide basis.
- ✓ Maintained a 90% subscription rate. Ridership on the 104 Route (Lompoc to UCSB) has under performed.

FY 2003-04 Objectives

- ❖ Provide centralized administration and implementation of voluntary TDM Program directed at employers and the general public.
- ❖ Provide training and furnish promotional materials, support and activities for employer transportation coordinators.
- ❖ Provide incentives for the development of employer implemented TDM programs.
- ❖ Publish and distribute a bimonthly newsletter, *Changing Gears*.
- ❖ Develop and provide information and promotional materials regarding carpooling, vanpooling, transit, rail, bicycling, compressed work hours, telecommuting, tax programs and other TDM/ridesharing activities.
- ❖ Administer an Emergency Ride Home program with participating employers.
- ❖ Distribute, process and follow-up applications for carpool match lists. Maintain an updated rideshare database.
- ❖ Administer the Clean Air Express subscription commuter bus service, including route and schedule

- planning, fare collection, marketing and customer service.
- ❖ Expand the Clean Air Express service by acquiring new vehicles and adding three more routes.
- ❖ Develop a Clean Air Express Transit Plan. Assist with the planning of expansion or modification of complementary commuter bus service.
- ❖ Assist in the organization and ongoing placement of vanpools. Provide incentives to stimulate vanpool formation.
- ❖ Promote TDM/Rideshare education and events.
- ❖ Assist in defining and implementing TDM mitigation measures associated with EIR's and Negative Declarations.
- ❖ Participate in regional land use / transportation planning process.
- ❖ Coordinate with multi agency consortium on Annual Green Awards.

FY 2003-04 Performance Measures

- ❖ Eliminate over 200,000 vehicle trips on an annual basis.
- ❖ Eliminate over 10.0 million vehicle miles of travel on an annual basis.
- ❖ Maintain monthly contact with 600 employers.
- ❖ Maintain monthly subscriptions for Clean Air Express service at a level equal to 90% of the seats available, on a system-wide basis.
- ❖ Maintain a 60% or greater farebox recovery ratio for Clean Air Express.
- ❖ Implement three new Clean Air Express Routes.

FUND DESCRIPTIONS

SBCAG utilizes a number of different funds in its accounting structure, and these funds are described in this section of the budget document. Fund budgets are adopted annually to ensure accountability and control over the resources. The Board is only required to adopt budgets for five of SBCAG's funds: General Fund, Service Authority for Freeway Emergencies, Traffic Solutions, Local Transportation Authority Capital Projects, and Debt Service. For the remaining funds that have no adopted budget, the Board takes separate action during the fiscal year regarding the receipt and disbursement of those moneys.

The following excerpt from SBCAG's Annual Financial Report explains the nature and purpose of funds:

"A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance related legal and contractual provisions."

General Fund (Fund 5300)

This is SBCAG's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund. The SBCAG Board adopts a budget for this fund annually.

The General Fund is used to account for the receipt and expenditure of resources that allow SBCAG to meet its responsibilities as the metropolitan planning organization, regional transportation planning agency, airport land use commission, congestion management agency, and Local Transportation Authority. The specific activities that SBCAG

will undertake in the coming year are described in the Overall Work Program which is also adopted by the Board annually. Most of the revenues that support the budget are derived from federal and regional transportation funds which are allocated by formula or result from current policy and, thus, are relatively stable.

A portion of the salaries and benefits included in the General Fund relates to staff support that SBCAG provides to the SAFE and Traffic Solutions programs. SBCAG is fully reimbursed from SAFE and Traffic Solutions for these costs.

Special Revenue Funds

Special revenue funds account for revenue sources that are legally restricted to expenditure for specific purposes. The SBCAG utilizes seven special revenue funds; however, budgets are only required to be adopted for three of them: SAFE, Traffic Solutions, and LTA Capital Projects.

Service Authority for Freeway Emergencies (SAFE – Fund 5276)

The SAFE fund is used to account for the costs associated with the administration, operation, and maintenance of the system of freeway call boxes installed on state highways in Santa Barbara County. This program is funded by a \$1.00 annual fee levied on all motor vehicles registered in the County. The SBCAG Board adopts a budget for this fund annually.

Traffic Solutions (Fund 5305)

In October 1991, SBCAG entered into an agreement with the County and the City of Santa Barbara to administer and implement an interagency Transportation Demand Management (TDM) program with the overall objective of reducing the reliance on single-occupant auto use for commuting during peak hours. Since then, Traffic Solutions has worked collaboratively with Santa Barbara County and several north county and south coast cities, as well as with Ventura County and San Luis Obispo County to create and administer a variety of transportation demand management programs that promote alternative transportation.

Traffic Solutions administers a carpool and vanpool match list, administers Bike to Work Day and Rideshare Week, manages the Clean Air Express commuter bus service operated between north county and the south coast, and assists Ventura County in the administration of the Coastal Express operated between Ventura and Goleta.

By utilizing a combination of federal, state, and local funding sources, Traffic Solutions is able to create and administer a variety of programs which promote alternative transportation methods.

Local Transportation Authority Capital Projects (Fund 5302)

The Local Transportation Authority's Ordinance No. 1 specifies that the proceeds from the half percent sales tax authorized by Measure D shall be divided with seventy percent allocated by formula to the cities and the County and the remaining thirty percent used to finance fifteen state and regional projects identified in the Expenditure Plan.

The monthly revenues from the thirty percent share are first used to cover the principal and interest payments on the outstanding Series 1993 bonds. The remainder is deposited into the LTA Capital Projects Fund and credited to the individual projects on a percentage basis.

Revenues from the thirty percent share of Measure D are used in combination with bond proceeds to finance the development and construction of the fifteen major projects. To date, thirteen of the fifteen projects have been completed. The Board adopts a budget for this fund annually.

Debt Service Fund (Fund 5304)

The purpose of the Debt Service Fund is to accumulate resources for the payment of principal and interest due on the sales tax revenue bonds issued by the Local Transportation Authority (LTA) in November 1993. The resources used to fund the principal and interest payments are generated from a portion of the LTA's thirty percent share of Measure D sales tax revenues. The accumulation of resources and the payment of principal and interest are performed by a trustee. The LTA does not physically receive or disburse any of the funds that flow through this budget, which is adopted by the Board annually.

The following special revenue funds are described below for informational purposes only. Since they do not require an adopted budget, no financial information for these funds is presented in this document.

Ordinance Number One (Fund 5301)

This fund is used to account for the revenues received from the Measure D half percent sales tax. Revenues are disbursed to designated recipients like the County, the cities, Easy Lift, and SBCAG for state and regional highway projects, public transit, local street and road projects, and administrative expenses. SBCAG's share of the tax revenue is transferred into the LTA Capital Projects Fund (Fund 5302) for use on the projects identified in the Expenditure Plan.

Surface Transportation Program (Fund 5303)

This fund is used by SBCAG to administer the receipt and disbursement of State Highway Account funds. Under ISTEA and TEA-21, SBCAG receives an annual apportionment of federal Surface Transportation Program funds that are to be used for transportation projects within Santa Barbara County. These federal funds are then exchanged with Caltrans for a like amount of State Highway Account funds. By exchanging federal funds for non-federal state funds, project sponsors can avoid the burden associated with the extensive administration requirements of federal funding.

**Transportation Development Act –
Local Transportation Fund (Fund 1230)**

This fund is used to account for Local Transportation Funds provided by the Transportation Development Act. SBCAG disburses these funds to the County, the cities, and other local agencies for pedestrian and bike facilities, transit services, and streets and roads in accordance with claims submitted by the local agencies.

**Transportation Development Act –
State Transit Assistance Fund (Fund 1617)**

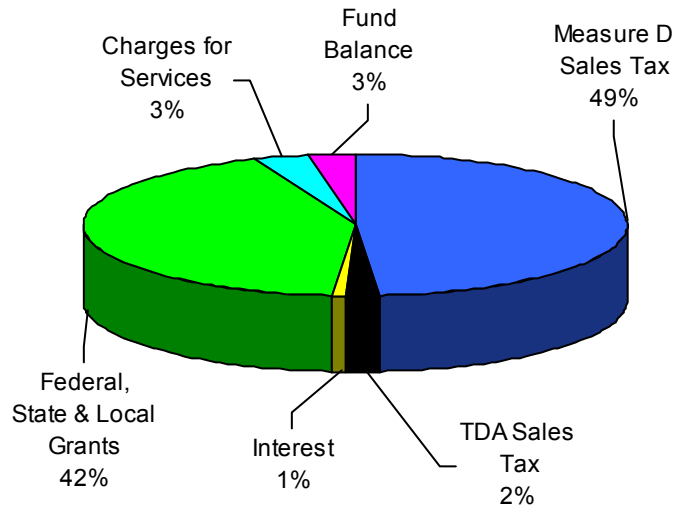
This fund is used to account for State Transit Assistance Funds provided by the Transportation Development Act. SBCAG disburses these funds to the County, some cities, and other local agencies for transit and transportation planning purposes in accordance with claims submitted by the local agencies.

SANTA BARBARA COUNTY ASSOCIATION OF GOVERNMENTS
Budget Summary
Fiscal Year 2003-04

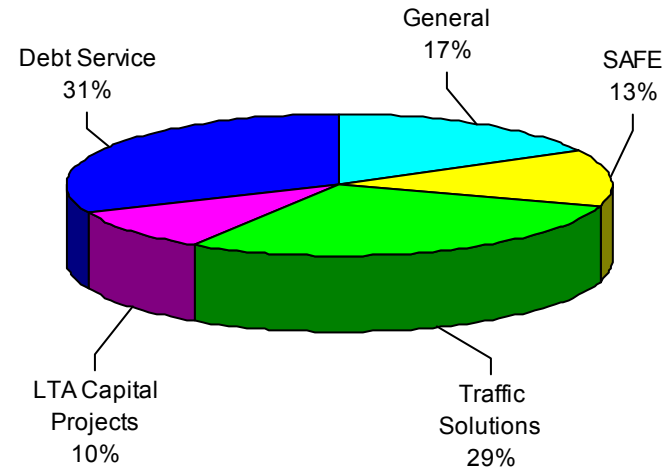
	<u>General</u>	<u>SAFE</u>	<u>Traffic Solutions</u>	<u>LTA Capital Projects</u>	<u>Debt Service</u>	<u>Total</u>
Revenues						
Sales Taxes	\$603,700	\$0	\$0	\$8,006,000	\$0	\$8,609,700
Interest	7,000	16,600	2,500	107,800	5,000	138,900
Intergovernmental Revenue - State	316,300	340,300	134,000	0	0	790,600
Intergovernmental Revenue - Federal	1,320,900	1,055,400	3,229,000	0	0	5,605,300
Intergovernmental Revenue - Local	237,000	0	535,000	0	0	772,000
Charges for Services	402,800	0	558,000	0	0	960,800
Miscellaneous Revenue	19,900	0	0	0	0	19,900
Other Financing Sources	0	0	0	0	4,610,000	4,610,000
Total Revenues	<u>2,907,600</u>	<u>1,412,300</u>	<u>4,458,500</u>	<u>8,113,800</u>	<u>4,615,000</u>	<u>21,507,200</u>
Use (Source) of Fund Balance	(57,800)	494,100	(170,000)	(2,096,200)	(5,000)	(1,834,900)
Total Funding Sources	<u>\$2,849,800</u>	<u>\$1,906,400</u>	<u>\$4,288,500</u>	<u>\$6,017,600</u>	<u>\$4,610,000</u>	<u>\$19,672,300</u>
Expenditures						
Salaries and Benefits	\$1,659,800	\$0	\$0	\$0	\$0	\$1,659,800
Services and Supplies	1,155,000	304,400	1,136,100	1,402,000	0	3,997,500
Other Charges	9,000	0	83,400	1,600	1,315,000	1,409,000
Fixed Assets	26,000	1,602,000	3,069,000	4,000	0	4,701,000
Other Financing Uses	0	0	0	4,610,000	3,295,000	7,905,000
Total Expenditures	<u>\$2,849,800</u>	<u>\$1,906,400</u>	<u>\$4,288,500</u>	<u>\$6,017,600</u>	<u>\$4,610,000</u>	<u>\$19,672,300</u>

SBCAG Consolidated Revenues and Expenditures

FY 2003-04 Funding Sources



FY 2003-04 Expenditures



SANTA BARBARA COUNTY ASSOCIATION OF GOVERNMENTS
General Fund - Comparative Expenditure Information

<u>Expenditure Description</u>	<u>Account Number</u>	<u>Cash Basis Actual 2001-02</u>	<u>Adopted Budget 2002-03</u>	<u>Estimated Actual 2002-03</u>	<u>Proposed Budget 2003-04</u>
Salaries and Benefits					
Regular Salaries	6100	1,052,044	1,189,600	1,157,004	1,301,900
Retirement Contribution	6400	125,382	163,200	127,911	174,200
FICA/Medicare	6550	14,848	17,800	16,296	19,100
Health Insurance	6600	55,025	66,300	64,905	124,900
Life and Disability Insurance	6610	9,494	10,500	8,957	10,800
Workers Compensation	6900	12,323	17,000	15,856	28,900
Subtotal		<u>1,269,116</u>	<u>1,464,400</u>	<u>1,390,929</u>	<u>1,659,800</u>
Services and Supplies					
Communications	7050	2,455	2,800	2,237	6,000
Household Expense	7070	5,292	5,800	6,081	0
Insurance	7090	499	6,700	4,958	6,000
Audit Fees	7324	29,510	32,700	32,700	33,600
Relocation Costs	7325	(50,969)	20,000	15,000	4,000
Janitorial & Building Maintenance	7362	0	0	0	8,800
Memberships	7430	10,991	12,500	10,000	12,500
Office Expense	7450	46,065	50,000	51,402	52,000
Postage	7451	9,782	9,000	8,020	8,000
Copier Costs	7453	4,173	5,100	6,027	6,000
Professional & Special Services	7460	150,629	813,400	315,000	868,200
ADP Payroll Fees	7507	5,707	5,900	6,115	6,400
Publications & Legal Notices	7530	0	0	0	10,000
Office Lease Costs	7580	61,426	91,300	84,633	73,500
Meeting Expenses	7650	6,321	6,000	5,201	6,000
Charges for County Services	7669	(960)	6,800	6,800	7,200
Special Projects	7671	0	22,500	12,500	10,000
Transportation and Travel	7730	34,396	35,000	24,524	30,000
Utilities	7760	0	0	0	6,800
Subtotal		<u>315,317</u>	<u>1,125,500</u>	<u>591,198</u>	<u>1,155,000</u>
Other Charges					
Reprographics Services	7891	12,954	10,000	2,389	3,000
Phone System Equipment	7897	5,490	6,300	5,332	6,000
Subtotal		<u>18,444</u>	<u>16,300</u>	<u>7,721</u>	<u>9,000</u>
Fixed Assets					
Office Furnishings & Equipment	8300	3,809	152,800	152,800	26,000
Total Expenditures		<u>1,606,686</u>	<u>2,759,000</u>	<u>2,142,648</u>	<u>2,849,800</u>

**SANTA BARBARA COUNTY ASSOCIATION OF GOVERNMENTS
SAFE - Comparative Revenue Information**

Revenue Description	Account Number	Cash Basis Actual 2001-02	Adopted Budget 2002-03	Estimated Actual 2002-03	Proposed Budget 2003-04
<i>Use of Money and Property</i>					
Interest	3380	20,716	18,200	19,016	16,600
<i>Intergovernmental Revenue - State</i>					
Motor Vehicle Fees	3541	345,023	346,800	342,727	340,300
<i>Intergovernmental Revenue - Federal</i>					
Federal TEA 21 Funds	4789	0	0	0	1,055,400
Total Revenues		365,739	365,000	361,743	1,412,300
Use (Source) of Available Fund Balance		(93,111)	(50,000)	(100,611)	494,100
Total Funding Sources		272,628	315,000	261,132	1,906,400

**SANTA BARBARA COUNTY ASSOCIATION OF GOVERNMENTS
SAFE - Comparative Expenditure Information**

Expenditure Description	Account Number	Cash Basis Actual 2001-02	Adopted Budget 2002-03	Estimated Actual 2002-03	Proposed Budget 2003-04
<i>Services and Supplies</i>					
Communications	7050	38,491	38,300	37,211	37,500
Insurance	7090	0	2,100	1,389	1,800
Maintenance	7120	76,109	80,100	80,059	82,200
Audit Fees	7324	1,024	1,300	1,300	1,600
Professional & Special Services	7460	81,972	145,000	76,141	120,900
Repair Costs	7650	43,454	48,000	64,840	60,000
Charges for County Services	7669	0	200	192	400
Subtotal		<u>241,050</u>	<u>315,000</u>	<u>261,132</u>	<u>304,400</u>
<i>Fixed Assets</i>					
Call Box Installations & Upgrades	8300	31,578	0	0	1,600,000
Office Furnishings & Equipment	8300	0	0	0	2,000
Subtotal		<u>31,578</u>	<u>0</u>	<u>0</u>	<u>1,602,000</u>
Total Expenditures		<u><u>272,628</u></u>	<u><u>315,000</u></u>	<u><u>261,132</u></u>	<u><u>1,906,400</u></u>

SANTA BARBARA COUNTY ASSOCIATION OF GOVERNMENTS
Traffic Solutions - Comparative Revenue Information

Revenue Description	Account Number	Cash Basis Actual 2001-02	Adopted Budget 2002-03	Estimated Actual 2002-03	Proposed Budget 2003-04
<i>Use of Money and Property</i>					
Interest	3380	2,388	0	2,783	2,500
<i>Intergovernmental Revenue - State</i>					
STIP Rideshare Funds	4339	125,000	133,600	134,000	134,000
State Transit Assistance	4339	0	372,300	95,000	0
<i>Intergovernmental Revenue - Federal</i>					
CMAQ	4789	0	3,160,900	62,976	3,229,000
<i>Intergovernmental Revenue - Local</i>					
APCD/UCSB CAE Contributions	4840	120,000	160,000	170,000	160,000
CAE County Contribution	4842	0	0	0	375,000
TDM County Contribution	4842	75,000	0	25,000	0
TDM City Contribution	4843	131,258	0	165,645	0
<i>Charges for Services</i>					
Clean Air Express Fare Revenue	5739	131,175	564,000	422,413	558,000
<i>Miscellaneous Revenue</i>					
Other Miscellaneous	5909	660	0	0	0
Total Revenues		585,481	4,390,800	1,077,817	4,458,500
Use (Source) of Available Fund Balance		1,847	0	(138,173)	(170,000)
Total Funding Sources		587,328	4,390,800	939,644	4,288,500

SANTA BARBARA COUNTY ASSOCIATION OF GOVERNMENTS
Traffic Solutions - Comparative Expenditure Information

<u>Expenditure Description</u>	<u>Account Number</u>	<u>Cash Basis Actual 2001-02</u>	<u>Adopted Budget 2002-03</u>	<u>Estimated Actual 2002-03</u>	<u>Proposed Budget 2003-04</u>
Services and Supplies					
Communications	7050	1,269	1,600	2,140	2,200
Household Expense	7070	1,369	1,600	1,413	0
Insurance	7090	11,992	40,100	3,358	15,600
Audit Fees	7324	2,048	2,500	2,500	6,300
Janitorial & Building Maintenance	7362	0	0	0	2,400
Memberships	7430	1,558	1,600	1,014	1,600
Office Expense	7450	14,933	41,200	15,162	34,800
Postage	7451	15,435	20,750	12,860	12,000
Copier Costs	7453	0	0	0	1,700
Professional Services (Project Costs)	7460	306,041	782,150	538,444	706,300
Office Lease Costs	7580	17,462	25,400	20,584	21,000
Special Dept. Expense (Staff Costs)	7650	193,943	287,500	296,455	322,600
Charges for County Services	7669	1,616	3,200	3,136	2,200
Transportation and Travel	7730	3,629	5,000	7,349	5,500
Utilities	7760	0	0	0	1,900
Subtotal		<u>571,295</u>	<u>1,212,600</u>	<u>904,415</u>	<u>1,136,100</u>
Other Charges					
Reprographics Services	7891	513	0	0	0
Fuel Charges (Diesel & CNG)	7893	13,705	26,000	33,332	81,000
Phone System Equipment	7897	1,815	2,200	1,897	2,400
Subtotal		<u>16,033</u>	<u>28,200</u>	<u>35,229</u>	<u>83,400</u>
Fixed Assets					
Clean Air Express Buses	8300	0	3,150,000	0	3,063,000
Office Furnishings & Equipment	8300	0	0	0	6,000
Subtotal		<u>0</u>	<u>3,150,000</u>	<u>0</u>	<u>3,069,000</u>
Total Expenditures		<u><u>587,328</u></u>	<u><u>4,390,800</u></u>	<u><u>939,644</u></u>	<u><u>4,288,500</u></u>

SANTA BARBARA COUNTY ASSOCIATION OF GOVERNMENTS
LTA Capital Projects - Comparative Revenue Information

<u>Revenue Description</u>	<u>Account Number</u>	<u>Cash Basis Actual 2001-02</u>	<u>Adopted Budget 2002-03</u>	<u>Estimated Actual 2002-03</u>	<u>Proposed Budget 2003-04</u>
<i>Taxes</i>					
Measure D Sales Tax	3094	7,629,789	7,849,000	7,951,909	8,006,000
<i>Use of Money and Property</i>					
Interest	3380	530,188	240,000	119,271	107,800
<i>Intergovernmental Revenue - State</i>					
State Project Funds	4339	600,000	0	150,000	0
<i>Miscellaneous Revenue</i>					
Other Miscellaneous	5909	3,071	0	0	0
Total Revenues		<u>8,763,048</u>	<u>8,089,000</u>	<u>8,221,180</u>	<u>8,113,800</u>
Use (Source) of Available Fund Balance		9,528,880	(441,300)	(587,156)	(2,096,200)
Total Funding Sources		<u><u>18,291,928</u></u>	<u><u>7,647,700</u></u>	<u><u>7,634,024</u></u>	<u><u>6,017,600</u></u>

SANTA BARBARA COUNTY ASSOCIATION OF GOVERNMENTS
LTA Capital Projects - Comparative Expenditure Information

<u>Expenditure Description</u>	<u>Account Number</u>	<u>Cash Basis Actual 2001-02</u>	<u>Adopted Budget 2002-03</u>	<u>Estimated Actual 2002-03</u>	<u>Proposed Budget 2003-04</u>
<i>Services and Supplies</i>					
Communications	7050	1,231	1,700	633	800
Household Expense	7070	1,027	1,200	1,060	0
Insurance	7090	182	10,200	6,866	8,600
Audit Fees	7324	11,418	12,800	12,800	15,000
Janitorial & Building Maintenance	7362	0	0	0	1,200
Office Expense	7450	2,728	3,000	988	2,000
Copier Costs	7453	0	0	0	800
Professional & Special Services	7460	13,444,154	2,968,200	2,968,200	1,340,600
Office Lease Costs	7580	12,484	19,000	15,719	10,800
Meeting Expenses	7650	7,786	16,900	13,700	16,900
Charges for County Services	7669	0	3,000	2,962	4,300
Utilities	7760	0	0	0	1,000
Subtotal		<u>13,481,010</u>	<u>3,036,000</u>	<u>3,022,928</u>	<u>1,402,000</u>
<i>Other Charges</i>					
Yield Restriction Liability	7830	199,350	0	0	0
Phone System Equipment	7897	1,312	1,700	1,321	1,600
Subtotal		<u>200,662</u>	<u>1,700</u>	<u>1,321</u>	<u>1,600</u>
<i>Other Financing Uses</i>					
Operating Transfers Out	7905	4,610,256	4,610,000	4,609,775	4,610,000
<i>Fixed Assets</i>					
Office Furnishings & Equipment	8300	0	0	0	4,000
Total Expenditures		<u><u>18,291,928</u></u>	<u><u>7,647,700</u></u>	<u><u>7,634,024</u></u>	<u><u>6,017,600</u></u>

**JOB CLASS TABLE
FISCAL YEAR 2002-03**

Classification Title	Adopted FY 2001-02	Additions/ Deletions	Adopted FY 2002-03	Range Number	Hourly Rate		Monthly Equiv		Step Limit	Unit
					Minimum	Maximum	Minimum	Maximum		
Executive Director	1.00		1.00	717	49.840	60.845	8,639	10,546	A-E	41
Deputy Director	2.00		2.00	652	36.040	43.998	6,247	7,626	A-E	43
Admin Services Officer II *	1.00		1.00	612	29.522	36.040	5,117	6,247	A-E	43
TDM Program Administrator	1.00		1.00	612	29.522	36.040	5,117	6,247	A-E	43
Transportation Planner II *	4.00		4.00	602	28.086	34.287	4,868	5,943	A-E	24
Transportation Program Coordinator (TP II)	1.00		1.00	602	28.086	34.287	4,868	5,943	A-E	24
Accounting Officer II *	1.00		1.00	591	26.586	32.456	4,608	5,626	A-E	24
Regional Analyst	1.00		1.00	588	26.191	31.974	4,540	5,542	A-E	24
Public Info/Government Affairs Coordinator	1.00		1.00	587	26.061	31.815	4,517	5,515	A-E	24
Admin Services Officer I *	0.00		0.00	584	25.674	31.343	4,450	5,433	A-E	43
Transportation Planner I *	0.00		0.00	572	24.183	29.522	4,192	5,117	A-E	24
TDM Marketing Coordinator	1.00		1.00	559	22.664	27.669	3,928	4,796	A-E	24
Transit Coordinator	1.00		1.00	559	22.664	27.669	3,928	4,796	A-E	24
Accounting Officer I *	0.00		0.00	552	21.887	26.719	3,794	4,631	A-E	24
Executive Secretary - R	1.00		1.00	514	18.108	22.106	3,139	3,832	A-E	32
TDM Representative	1.00		1.00	466	14.253	17.400	2,471	3,016	A-E	24
Clerk Typist III	1.00		1.00	462	13.971	17.056	2,422	2,956	A-E	23
Total Number of Positions	18.00	0.00	18.00							

**An employee can be hired at either a I or II level depending on experience.*

**JOB CLASS TABLE
FISCAL YEAR 2003-04**

Assumes Board approval of a 3% cost-of-living increase for all classifications effective 6/23/03.

Classification Title	Adopted FY 2002-03	Additions/ Deletions	Proposed FY 2003-04	Range Number	Hourly Rate		Monthly Equiv		Step Limit	Unit
					Minimum	Maximum	Minimum	Maximum		
Executive Director	1.00		1.00	723	51.354	62.693	8,901	10,867	A-E	41
Deputy Director	2.00		2.00	658	37.135	45.334	6,437	7,858	A-E	43
Admin Services Officer II *	1.00		1.00	618	30.419	37.135	5,273	6,437	A-E	43
TDM Program Administrator	1.00		1.00	618	30.419	37.135	5,273	6,437	A-E	43
Transportation Planner II *	4.00		4.00	608	28.939	35.328	5,016	6,124	A-E	24
Transportation Program Coordinator (TP II)	1.00		1.00	608	28.939	35.328	5,016	6,124	A-E	24
Accounting Officer II *	1.00		1.00	597	27.394	33.442	4,748	5,797	A-E	24
Regional Analyst	1.00		1.00	594	26.987	32.946	4,678	5,711	A-E	24
Public Info/Government Affairs Coordinator	1.00		1.00	593	26.853	32.782	4,655	5,682	A-E	24
Admin Services Officer I *	0.00		0.00	590	26.454	32.295	4,585	5,598	A-E	43
Transportation Planner I *	0.00		0.00	578	24.917	30.419	4,319	5,273	A-E	24
TDM Marketing Coordinator	1.00		1.00	565	23.353	28.509	4,048	4,942	A-E	24
Transit Coordinator	1.00		1.00	565	23.353	28.509	4,048	4,942	A-E	24
Accounting Officer I *	0.00		0.00	558	22.552	27.531	3,909	4,772	A-E	24
Executive Secretary - R	1.00		1.00	520	18.658	22.778	3,234	3,948	A-E	32
TDM Representative	1.00		1.00	472	14.686	17.928	2,546	3,108	A-E	24
Clerk Typist III	1.00		1.00	468	14.396	17.574	2,495	3,046	A-E	23
Total Number of Positions	18.00	0.00	18.00							

*An employee can be hired at either a I or II level depending on experience.

APPENDIX

Traffic Solutions Professional and Special Services	
Clean Air Express Operations	\$556,000
Employer Program	60,000
Vanpool Quick Start	18,900
Calendar Project	15,000
Bike Week	8,300
Radio Advertising	8,000
Computer Services	8,000
Vanpool Rebate	7,500
Other Events	7,000
Countywide Bus Map	4,000
Phone Book Advertising	3,000
Promotional Give-Aways	2,000
Survey	2,000
Emergency Ride Home Program	2,000
Green Awards	1,800
ETC/Employer Training Programs	1,000
Bicycle Coalition Newsletter Ads	800
Pollution Prevention Week	800
Earth Day Booth	200
Total	<u>\$706,300</u>

Service Authority for Freeway Emergencies Professional and Special Services	
SBCAG Staff Support	\$60,000
CHP Dispatch Costs	29,200
Project Management-Capital Replacement	14,000
Other Miscellaneous	10,000
Call Box Site Cleaning	3,200
Public Outreach	2,500
Computer Services	2,000
Total	<u>\$120,900</u>

LTA Capital Projects Professional and Special Services	
Route 1	\$500,000
Program Management - Fluor Daniel	275,000
Route 154 Group II	200,800
Route 101/Stowell	150,000
Route 154 North	85,000
Financial Advisor - MCM	46,500
Route 101/Donovan	32,300
Legal Services - County Counsel	27,000
Trustee Services - U.S. Bank	8,000
Other Miscellaneous	5,000
Computer Services	4,000
Arbitrage Services - BondLogistix	2,500
Project Information Hotline	2,500
Print and Copy Services	2,000
Total	<u>\$1,340,600</u>

General Fund Professional and Special Services	
Highway 101 IP Consultant	\$479,800
Jobs/Housing Study	136,100
TDA Performance Audits	60,000
EIR/RTP Consultants	52,500
Legal Services - County Counsel	40,000
Program Management - Fluor Daniel	30,200
Computer Services	26,000
Website Consultant	17,000
Casa Nueva Receptionist/Librarian	10,000
LOSSAN	5,000
Coast Rail Coordinating Council	5,000
Other Miscellaneous	4,600
Travel Demand Forecasting	2,000
Total	<u>\$868,200</u>