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05-18-07 A09:48 IN

**\*\*JOINT MEETING AND FINANCE WORKSHOP\*\***

Joint Meeting of the Board of Directors for  
Metropolitan Transit System,  
San Diego Transit Corporation, and  
San Diego Trolley, Inc.

May 24, 2007

**» » 8:15 a.m. « «**

James R. Mills Building  
Board Meeting Room, 10th Floor  
1255 Imperial Avenue, San Diego

This information will be made available in alternative formats upon request. To request an agenda in an alternative format, please call the Clerk of the Board at least five working days prior to the meeting to ensure availability. Assistive Listening Devices (ADLs) are available from the Clerk of the Board/Assistant Clerk of the Board prior to the meeting and are to be returned at the end of the meeting.

**FINANCE WORKSHOP - 8:15 a.m.**

**ACTION  
RECOMMENDED**

1. Roll Call
2. MTS: FY 2008 Budget Development  
Action would receive a report and provide guidance on the fiscal year  
(FY) 2008 operating budget.

Possible Action

**BOARD MEETING - Meeting will begin when the Finance Workshop ends.**

3.
  - a. Roll Call
  - b. Approval of Minutes - April 26, 2007 (5/10/07 meeting cancelled)
  - c. Public Comments - Limited to five speakers with three minutes per speaker. Others will be heard after Board Discussion items.  
If you have a report to present, please furnish a copy to the Clerk of the Board.

Please silence cell phones and pagers  
during the meeting



Metropolitan Transit System (MTS) is a California public agency and is comprised of San Diego Transit Corporation and San Diego Trolley, Inc. nonprofit public benefit corporations, in cooperation with Chula Vista Transit and National City Transit. MTS is the taxicab administrator for eight cities and the owner of the San Diego and Arizona Eastern Railway Company. MTS member agencies include: City of Chula Vista, City of Coronado, City of El Cajon, City of Imperial Beach, City of La Mesa, City of Lemon Grove, City of National City, City of Poway, City of San Diego, City of Santee, and the County of San Diego.

## CONSENT ITEMS

6. MTS: Investment Report Receive  
Action would receive a report for information.

## CLOSED SESSION

24. a. MTS: Conference with Legal Counsel – Anticipated Litigation  
Significant Exposure to Litigation Pursuant To California Government  
Code section 54956.9(b) (One Potential Case)

### Oral Report of Final Actions Taken in Closed Session

## NOTICED PUBLIC HEARINGS

25. MTS: Proposed North Central Area Bus Changes to Routes 25, 120, and 926/927 Approve  
Action would: (1) conduct a public hearing on the proposed changes to Routes 25, 120, and 926/927 bus service; and (2) approve the proposed changes for implementation on September 2, 2007.

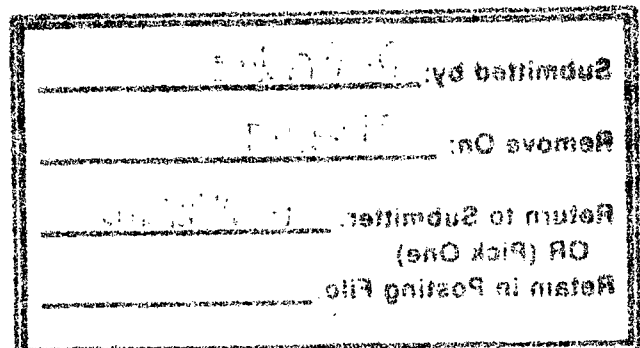
## DISCUSSION ITEMS

30. MTS: Audit Oversight Committee Approve  
Action would create an Audit Oversight Committee and adopt the proposed guidelines and responsibilities in Board Policy No. 22.
31. MTS: Budget Transfers and Construction Contract Award for the MTS 9th & 10th Floor Improvements Project Approve  
Action would: (1) approve transferring funds from available balances into existing grants (State Transit Assistance [STA], Transportation Development Act [TDA], and the Federal Transit Administration [FTA]) to fully fund the MTS 9th and 10th Floor Improvements Project (CIP 11153); (2) authorize transferring funds to the budget line items in project budget CIP 11153; (3) approve Schedules A, C, and D of the proposed construction contract for the MTS 9th and 10th Floor Improvements Project and eliminate Schedule B from the award of the proposed construction contract; (4) authorize the CEO to execute a construction contract with Randall Construction Inc., for the construction of the MTS 9th and 10th Floor Improvements Project, as described in the scope of work; (5) authorize the CEO to execute a construction change order for Schedule A Supplemental Work; and (6) approve an additional 10 percent construction change order contingency.

32. MTS: Airport Transit Plan Possible Action  
Action would receive a report and provide comments about the San Diego International Airport's (SDIA's) proposed Airport Transit Plan.

## REPORT ITEMS

45. MTS: Legislative Update Receive  
Action would receive an update on state and federal activities related to transit.
60. Chairman's Report Possible Action
61. Chief Executive Officer's Report Information
62. Board Member Communications
63. Additional Public Comments Not on the Agenda Possible Action  
If the limit of 5 speakers is exceeded under No. 3 (Public Comments) on this agenda, additional speakers will be taken at this time. If you have a report to present, please furnish a copy to the Clerk of the Board. Subjects of previous hearings or agenda items may not again be addressed under Public Comments.
64. Next Meeting Date: June 14, 2007
65. Adjournment



Submitted by: D. Bridge

Remove On: 5/24/07

Return to Submitter: G. Williams

OR (Pick One)

Retain in Posting File: \_\_\_\_\_



METROPOLITAN TRANSIT DEVELOPMENT BOARD  
FINANCE WORKSHOP

ROLL CALL

MEETING OF (DATE): 5/24/07

CALL TO ORDER (TIME): 8:23 a.m.

RECESS: \_\_\_\_\_

RECONVENE: \_\_\_\_\_

CLOSED SESSION: \_\_\_\_\_

RECONVENE: \_\_\_\_\_

ORDINANCES ADOPTED: \_\_\_\_\_

ADJOURN: 9:15 a.m.

BOARD MEMBER	(Alternate)	PRESENT (TIME ARRIVED)	ABSENT (TIME LEFT)
ATKINS	<input checked="" type="checkbox"/> (Hueso) <input type="checkbox"/>	8:35 a.m. during AI 2	
CLABBY	<input type="checkbox"/> (Selby) <input checked="" type="checkbox"/>		
EMERY	<input checked="" type="checkbox"/> (Cafagna) <input type="checkbox"/>	8:28 a.m. during AI 2	
EWIN	<input checked="" type="checkbox"/> (Allan) <input type="checkbox"/>		
FAULCONER	<input type="checkbox"/> (Hueso) <input type="checkbox"/>		<input checked="" type="checkbox"/>
HANSON-COX	<input type="checkbox"/> (Lewis) <input checked="" type="checkbox"/>		
MAIENSCHIN	<input checked="" type="checkbox"/> (Hueso) <input type="checkbox"/>	9:05 a.m. during AI 2	
MATHIS	<input checked="" type="checkbox"/> (Vacant) <input type="checkbox"/>		
MCLEAN	<input checked="" type="checkbox"/> (Janney) <input type="checkbox"/>		
MONROE	<input checked="" type="checkbox"/> (Downey) <input type="checkbox"/>		
RINDONE	<input checked="" type="checkbox"/> (McCann) <input type="checkbox"/>		
ROBERTS	<input checked="" type="checkbox"/> (Cox) <input type="checkbox"/>		
RYAN	<input type="checkbox"/> (B Jones) <input checked="" type="checkbox"/>	8:38 a.m. during AI 2	
YOUNG	<input checked="" type="checkbox"/> (Hueso) <input type="checkbox"/>		
ZARATE	<input type="checkbox"/> (Parra) <input type="checkbox"/>		<input checked="" type="checkbox"/>

SIGNED BY THE OFFICE OF THE CLERK OF THE BOARD

CONFIRMED BY OFFICE OF THE GENERAL COUNSEL

**NOT TURNED IN TO ACCOUNTING FOR THE PAYMENT OF FEES. ONLY THE ROLL CALL FOR THE FULL BOARD MEETING ON THIS DATE WAS TURNED IN FOR PAYMENT OF FEES.**

METROPOLITAN TRANSIT DEVELOPMENT BOARD  
ROLL CALL

MEETING OF (DATE): 5/24/07

CALL TO ORDER (TIME): 9:39 a.m.

RECESS: \_\_\_\_\_

RECONVENE: \_\_\_\_\_

CLOSED SESSION: 11:00 a.m.

RECONVENE: 11:54 a.m.

ORDINANCES ADOPTED: \_\_\_\_\_

ADJOURN: 12:09 p.m.

BOARD MEMBER (Alternate)				PRESENT (TIME ARRIVED)	ABSENT (TIME LEFT)
ATKINS	<input checked="" type="checkbox"/>	(Hueso)	<input type="checkbox"/>		11:56 a.m. during AI 30
CLABBY	<input type="checkbox"/>	(Selby)	<input checked="" type="checkbox"/>		
EMERY	<input checked="" type="checkbox"/>	(Cafagna)	<input type="checkbox"/>		
EWIN	<input checked="" type="checkbox"/>	(Allan)	<input type="checkbox"/>		
FAULCONER	<input type="checkbox"/>	(Hueso)	<input type="checkbox"/>		<input checked="" type="checkbox"/>
HANSON-COX	<input type="checkbox"/>	(Lewis)	<input checked="" type="checkbox"/>		11:30 a.m. during AI 24
MAIENSCHIN	<input checked="" type="checkbox"/>	(Hueso)	<input type="checkbox"/>		
MATHIS	<input checked="" type="checkbox"/>	(Vacant)	<input type="checkbox"/>		
MCLEAN	<input checked="" type="checkbox"/>	(Janney)	<input type="checkbox"/>		
MONROE	<input checked="" type="checkbox"/>	(Downey)	<input type="checkbox"/>		
RINDONE	<input checked="" type="checkbox"/>	(McCann)	<input type="checkbox"/>		
ROBERTS	<input checked="" type="checkbox"/>	(Cox)	<input type="checkbox"/>		10:48 a.m. during AI 25
RYAN	<input type="checkbox"/>	(B. Jones)	<input checked="" type="checkbox"/>		11:30 a.m. during AI 24
YOUNG	<input checked="" type="checkbox"/>	(Hueso)	<input type="checkbox"/>		
ZARATE	<input type="checkbox"/>	(Parra)	<input type="checkbox"/>		<input checked="" type="checkbox"/>

SIGNED BY THE OFFICE OF THE CLERK OF THE BOARD

*Gail Williams*

CONFIRMED BY OFFICE OF THE GENERAL COUNSEL

*[Signature]*

# DRAFT

JOINT MEETING OF THE BOARD OF DIRECTORS FOR THE  
METROPOLITAN TRANSIT SYSTEM (MTS),  
SAN DIEGO TRANSIT CORPORATION (SDTC), AND  
SAN DIEGO TROLLEY, INC. (SDTI)

April 26, 2007

MTS  
1255 Imperial Avenue, Suite 1000, San Diego

## MINUTES

1. Roll Call

Chairman Mathis called the meeting to order at 9:04 a.m. A roll call sheet listing Board member attendance is attached.

2. Approval of Minutes

Ms. Atkins moved to approve the minutes of the April 12, 2007, Board of Directors meeting. Mr. Emery seconded the motion, and the vote was 11 to 0 in favor.

3. Public Comment

Chairman Mathis deferred Public Comment to Agenda Item No. 63.

## CONSENT ITEMS

6. MTS: Taxicab Rates of Fare (TAXI 570.1, 590.10, PC 50761)

Recommend that the Board of Directors receive this report for information.

7. MTS: Limit on Taxicab Permits (TAXI 570, PC 50761)

Recommend that the Board of Directors amend Policy No. 34 (Attachment A of the agenda item) and place a 40 percent cap on ownership of individual City of San Diego taxicab permits.

8. MTS: Support for SANDAG's Urban Partnership Agreement Proposal (AG 230, PC 50101)

Recommend that the Board of Directors authorize the CEO to submit a letter of support for the San Diego Association of Governments' regional submittal to the United States Department of Transportation Urban Partnership Agreement solicitation.

9. MTS: Audit Report – San Diego Trolley, Inc. Safety Procedures (LEG 492, PC 50121)

Recommend that the Board of Directors receive this report for information.

10. MTS: Year-To-Date Operations Budget Status Report Through February 2007 (FIN 310, PC 50601)

Recommend that the Board of Directors receive the MTS Year-to-Date Operations Budget Status Report through February 2007.

11. MTS: Uniform Report of DBE Awards or Commitments and Payments (LEG 430, PC 50121)

Recommend that the Board of Directors receive the Uniform Report of Disadvantaged Business Enterprise Awards or Commitments and Payments (Attachment A of the agenda item).

Recommended Consent Items

Mr. Atkins referred to Consent Agenda Item No. 6, Taxicab Rates of Fare, and requested that future agenda items on this matter also include the current fares.

Ms. Atkins moved to approve Consent Agenda Item No. 6, 7, 8, 9, 10, and 11. Mr. Ewin seconded the motion, and the vote was 11 to 0 for Consent Agenda Item Nos. 6, 7, 8, 10, and 11, and 10-1 in favor for Consent Agenda Item No. 9, with Mr. Young casting the dissenting vote.

**NOTICED PUBLIC HEARINGS**

Ms. Tiffany Lorenzen made opening remarks for the Taxicab Administrative Hearing. She reviewed MTS's authority for entering into contracts for regulating transportation services and reported that MTS has such a contract with the City of San Diego. She reviewed details of MTS's relationship with the City in this area. She also reviewed portions of MTS's enabling legislation that pertain to requests for proposals and the protest process. She then reviewed the procedures, as outlined in MTS Policy 54, that would be used in the conduct of the hearing.

Chairman Mathis added that this process allows for cross examination of witnesses by opposing parties, and that all witnesses will testify under oath or affirmation. He also noted that a court reporter was present and would transcribe the proceedings. He added that he would be making rulings, and that the Board's role was to sit in judgment based on the evidence and testimony presented. Chairman Mathis advised everyone regarding the time that would be allowed for each phase of each hearing.

Chairman Mathis opened the hearing of Item 25a at 9:13 a.m.

25a. MTS: Administrative Hearing - AMM Livery, Inc. dba A-1 Taxi Company (ADM 110.1, PC 50761)

Kevin Bush, counsel for MTS, Kevin Bush, called John Scott, who provided testimony regarding the Request for Proposals (RFP) to Participate in the Issuance of 20 Additional Taxi Permits, which was issued on September 11, 2006. His testimony covered elements of the RFP, distribution of the RFP, the preproposal meeting and the minutes from that meeting, composition of the Evaluation Committee, conflict of interest statements signed by the members of that Committee, process for reviewing proposals and for advising proposers of the results of the evaluation, the protest process, composition of the protest committee, notification of the committee's ruling, and the protest reconsideration process. Mr. Scott testified that A-1 Taxi's proposal did not meet the minimum requirement regarding the submittal of the financial letter. He further testified that MTS CEO Paul Jablonski, in response to A-1's protest, requested that the Evaluation Committee evaluate A-1's proposal since they did submit something to fulfill this

requirement. Mr. Scott testified that A-1's score was 197 compared to the three winning scores of 245, 263, and 271 and ranked 16<sup>th</sup> among the proposals that were scored.

Exhibits were admitted as evidence and objected to. Mr. Timothy S. Noon, counsel for A-1, objected to the absence of certain individuals who submitted declarations.

Mr. Bush called Steve Celniker, City of San Diego Traffic Engineer, who provided testimony on the signing of conflict of interest statements, composition of the Evaluation Committee, the reason that A-1's proposal was considered to have not met the minimum criteria, scores of the top three proposals, and the reconsideration process. He testified that the same method was used to score A-1's proposal and reviewed the resulting score and how it compared to the top three scores.

Mr. Noon distributed to Board members Defense Exhibit 25a-53, which was made a part of the administrative record, and pointed out that this set of documents consists of excerpts from previously submitted exhibits. Mr. Noon cross-examined Mr. Celniker and made the point that the goal of City of San Diego Council Policy 500-02, Taxicab Permits, is to provide good quality local transportation service within the city. Mr. Celniker provided testimony regarding the background of the individuals who were on the Evaluation Committee. Mr. Celniker also provided testimony on the amount of time that was spent evaluating the proposals and the number of proposals that did not meet the minimum standard. Mr. Noon discussed scoring results for some of the elements of the top three proposals and compared that scoring to the scoring of those same elements in A-1's proposal. Mr. Celniker testified that the Evaluation Committee felt that A-1 seemed to be "piggybacking" on a company already in use by another cab company.

Mr. Noon stated that he felt the MTS's actions were in violation of City Policy 500-02 and the RFP. He stated that this is a flawed giveaway of valuable city resources. He objected to the fact that two Evaluation Committee members were from cities outside of San Diego and that the evaluators spent only 12 to 15 minutes evaluating each proposal. He also felt that the scoring process was flawed. He felt that the entire process should be thrown out or returned to the City of San Diego. He stated that these permits should be auctioned off and stated that most other cities handle taxi permitting in this fashion. He also stated that MTS Policy 54 was created for this particular hearing and stated that there should be a full evidentiary hearing with an Administrative Law Judge.

Mr. Noon called Akbar Majid, President of A-1 Taxi, who provided testimony confirming some of the facts already in testimony. Mr. Majid testified that he did not feel that the reconsideration process was fair. He testified that he reviewed 35 to 40 of the proposals and felt the scoring of the Evaluation Committee was arbitrary and flawed. He provided testimony on where he felt scoring for A-1 was unfair (facilities, vehicles, management, and handicapped access) and compared A-1's score with the scores for those categories for the top three proposals.

Mr. Noon called Anthony Palmeri, President of Yellow Radio Service, who provided testimony regarding his expertise and experience in the taxicab industry and regarding his opinion that the RFP was incorrect and did not conform to City Policy 500-02.

Mr. Bush cross-examined Mr. Palmeri regarding his company's relationship with Mr. Majid and A-1 Taxi. Mr. Palmeri testified that Yellow Radio is not financing Mr. Palmeri's startup and that

Yellow Radio Service is a cooperative. He also testified that he has about 280 vehicles in his facility, but that any other cabs can use any other cab facilities as well. Mr. Bush pointed out that any other cabs can also use his facility also. Mr. Palmeri testified that the top three proposers can also use his facility.

Mr. Bush cross-examined Mr. Majid, who testified that he works for Yellow Radio Service and that the staff members listed in his proposal also work for Yellow Radio Service. Mr. Majid testified that A-1 would provide two handicapped-accessible vehicles if they received ten permits and one if they receive five permits. Mr. Majid also testified that he met with Mr. Rindone's staff and talked to MTS General Counsel. Mr. Bush pointed out that the first page of the RFP states that proposers are not to contact MTS staff (other than Mr. Scott) or Board members in conjunction with the RFP, and that noncompliance with this requirement may result in the proposal being considered unresponsive.

During rebuttal, Mr. Bush recalled Mr. Celniker, who testified that the top three proposers really distinguished themselves from the other proposers by offering a commitment to the disabled community (Cool Cab) and service to certain communities that most cab companies don't want to serve (Somali Taxicab Association). Mr. Celniker also testified that the Nice Cab was strong in all rated categories. He also testified that the Evaluation Committee was concerned that A-1 was not an independent entity but rather an expansion of Yellow Cab.

During rebuttal by Mr. Noon, Mr. Celniker testified that he was not aware that there was any conflict of interest on the part of Evaluation Committee members or that any Committee member contacted with board members. He also testified that the Evaluation Committee could have visited Mr. Majid's facilities but elected not to because they felt they would then have to visit the facilities of all proposers in order to maintain fairness.

Chairman Mathis closed the hearing of Item 25a at 10:19 a.m.

Public Comment

*Abdulmalik H. Adan, Somalia Taxicab Association:* Mr. Adan stated that there is no difference between Yellow Cab Radio and A-1. He stated that Yellow Radio sold its cars to the drivers, who are now calling themselves businesses. He felt the RFP process was fair and balanced. He stated that A-1 advocates for auctions because they are the only ones with the money to buy the permits.

Chairman Mathis advised the Board that public comment is not part of the record on which the Board should base its decision.

Ms. Lorenzen read outside counsel's recommendation on this item into the record. She then clarified that a final written decision is to be issued within ten days of the hearing, but the Board may make its decision during this meeting.

In response to a question from Mr. Young regarding the relationship between A-1 and Yellow Radio, Mr. Noon stated that A-1 is separate from Yellow Radio, and that Yellow Cab is a dispatch service. He added that there is no direct relationship – that this is what he was told.

Mr. Monroe expressed his concern over A-1's contact of Board members, and it was discovered that there were contacts and some meetings with other Board members or Board member staff

as well (Ms. Atkins - contact, Mr. Faulconer - contact, Mr. Rindone – Mr. Majid met with staff, Mr. Young – met with Mr. Palmeri). He reminded the Board that such contact is expressly prohibited within the RFP and suggested adding a finding to legal counsel's recommendation that A-1 violated the Point of Contact section of the RFP. Mr. Noon pointed out that these contacts were made after the scoring process was completed.

In response to a question from Mr. Emery, Mr. Celniker reported that one of the Evaluation Committee members was from Beverly Hills and one from Orange County. He stated that these individuals were selected because they operate under similar regulatory structures, and Beverly Hills has a substantial tourist industry.

#### Action Taken

Mr. Monroe moved to deny the protest filed by AMM Livery, Inc. doing business as A-1 Taxi Company based on an MTS Evaluation Committee's Request for Proposals review and score process based on the following findings: (1) Notice of hearing for protest reconsideration was properly provided to A-1; (2) A-1 submitted a Request for Protest Reconsideration requesting that MTS reconsider its determination that A-1's proposal failed to meet MTS minimum requirements. In response, MTS directed the Evaluation Committee to evaluate and score A-1's proposal; (3) The Evaluation Committee met on March 16, 2007, and evaluated and scored A-1's proposal utilizing the same means, criteria, and evaluation methods as utilized by the same Evaluation Committee members for review of the other qualifying proposals performed on November 13 and 14, 2006; (4) The scores issued by the Evaluation Committee for A-1 totaled 197 points, which was insufficient to qualify for an award of permits; (5) No violation of law, regulation, or arbitrary, irrational, or capricious act occurred relating to the March 16, 2007, evaluation and scoring of A-1's proposal by the Evaluation Committee; and (6) A-1 violated the Point of Contact section of the RFP. Mr. Emery seconded the motion, and the vote was 12 to 0 in favor.

Chairman Mathis opened the hearing of item 25b at 10:33 a.m.

#### 25b. MTS: Administrative Hearing – Parsa Taxicab Service (ADM 110.11, PC 50761)

Mr. Al Van Slyke, counsel for Parsa Taxicab Service, requested a continuance and stated that adequate time was not provided. He also stated that MTS staff did not tell him there would be a time limit. Ms. Lorenzen stated that his was not true. Mr. Bush stated that proposers were notified in early March that proposals would be reviewed and scored and that there would be a hearing in late April. He added that on April 6, they were notified that there would be a hearing on April 26. He pointed out that only ten days are required for this notification. Ms. Lorenzen stated that they were given ample notice and all exhibits were produced in accordance with Policy 54. Chairman Mathis denied his request for a continuance.

Mr. Bush proposed that the foundation testimony provided by Mr. Scott and Mr. Celniker be applied to this hearing as well. Chairman Mathis stated that was acceptable.

Mr. Bush called Mr. Scott, who provided testimony verifying the protest-related process as it applied to Parsa. He reported that they were not rated because they did not meet the minimum requirement for 16 hours of training. He further testified that the CEO, in response to a protest from Parsa, requested that the Evaluation Committee rate their proposal. He testified that their

proposal received an evaluation of 200 points and ranked 15th among the other proposals that were scored. Mr. Scott provided testimony regarding the report from Schaller Consulting, the composition of the Evaluation Committee, the score sheets used, and conflict of interest statements completed by Committee members.

Mr. Bush called Mr. Celniker, who testified that Parsa did not meet the minimum requirement for 16 hours of training but were rated after being requested to do so by the CEO in response to Parsa's protest. He testified that the same committee members evaluated the proposal using the same evaluation system and provided a brief summary of the committee's evaluation of the Parsa proposal.

Mr. Van Slyke cross-examined Mr. Celniker. Mr. Van Slyke stated that the top three proposals did not meet the requirement for 16 hours of training in their proposals. Mr. Celniker testified that the top three proposers plus more than 20 of the other proposers did meet the minimum requirement for training.

Mr. Van Slyke cross-examined Mr. Scott, who testified that he was not at the Evaluation Committee meetings to score the proposals but to answer questions as needed.

Mr. Van Slyke called Sasha Atta, who testified that Parsa was disqualified for not having 16 hours of training. He testified that it was not fair to have the same panel reevaluate a proposal - that taking this approach simply reaffirms the original score. He also testified that the score sheets that were used for the top three proposals have notations written on them and Parsa's score sheet did not. He also testified that his company has strong experience and financial backing, minority experience, and that his operators collectively speak 45 different languages. He also testified that Parsa had the required financial letter. He testified that he disagreed with the scoring for experience, the provision of alternate-fuel vehicles, provision of handicapped-accessible service, experience of operators, and facilities. He also testified that he drove by the address provided by Somali Taxicab Association, and there is no such address. Mr. Atta testified that Parsa provides ongoing training exceeding six months for its operators along with sensitivity training.

Mr. Van Slyke requested that the Board appoint a new Evaluation Committee comprised of members not knowledgeable about the scoring that has already been completed, or void and redo the RFP process. He stated that Parsa is entitled to due process and a fair hearing.

Mr. Bush cross-examined Mr. Atta. During this testimony, there was discussion revolving around the wording of the requirement for training as opposed to *classroom* training.

During rebuttal, Mr. Bush recalled Mr. Celniker, who testified that each Evaluation Committee member evaluated a proposal and then the group collectively evaluated the proposal. He stated that there were times when one evaluator would miss something in a proposal and the other evaluators would point out that oversight. He also testified that this was a very competitive process for three blocks of permits. He testified that there were 57 proposals to review and all were strong.

During rebuttal, Mr. Van Slyke stated that Parsa was disqualified for not having 16 hours of classroom training, and the top three proposals also did not have 16 hours of classroom



training. He stated that Parsa operators have experience, and classroom training will be provided. He stated that this was not a fair hearing.

Chairman Mathis closed the hearing of Item 25b at 11:34 a.m.

Public Comment

*Shuayb Mumin, Somali Taxi Association:* Mr. Mumin stated that Parsa representatives are not being honest. He stated that Somali has 40 operators who are licensed and have been driving since 1996, and no operator has less than one year of experience. He stated that they have facilities and provided the address for those facilities. He stated that they are willing to serve areas other taxicab companies do not want to serve.

Chairman Mathis advised the Board that public comment is not part of the record on which the Board should base its decision.

Ms. Lorenzen read outside counsel's recommendation on this item into the record.

Mr. Atta reported, in response to a question from Mr. Monroe, that no one from Parsa contacted any Board member or Board member offices.

Action Taken

Mr. Young moved to deny the protest filed by Parsa Taxicab Service based on an MTS Evaluation Committee's Request for Proposals review and score process based on the following findings: (1) Notice of hearing for protest reconsideration was properly provided to Parsa; (2) Parsa submitted a Request for Protest Reconsideration requesting that the Evaluation Committee be directed to score Parsa's proposal and rank the score with other proposals previously scored; (3) MTS directed the Evaluation Committee to evaluate and score Parsa's proposal; (4) The Evaluation Committee met on March 16, 2007, and evaluated and scored Parsa's proposal utilizing the same means, criteria, and evaluation methods as utilized by the same Evaluation Committee members for review of the other qualifying proposals performed on November 13 and 14, 2006; (5) The scores issued by the Evaluation Committee for Parsa totaled 200 points, which was insufficient to qualify for an award of permits; (6) Parsa was notified of the scoring of its proposal and ranking; and (7) No violation of law, regulation, or arbitrary, irrational, or capricious act occurred relating to the evaluation and scoring of Parsa's proposal by the Evaluation Committee. Mr. Emery seconded the motion, and the vote was 12 to 0 in favor.

Chairman Mathis opened the hearing of item 25c at 11:42 a.m.

25c. MTS: Administrative Hearing – Express Courier Systems, Inc. dba Checker Cab  
(ADM 110.11, PC 50671)

Mr. John Barriage, counsel for Checker Cab, objected to the time limit for the proceedings. He stated that imposing this requirement deprives his client of due process and is fundamentally unfair. He stated that he was not made aware prior to the hearing that there would be time constraints. He stated that this matter should be submitted to an Administrative Law Judge for consideration. He also objected because his exhibits were not provided to Board members before the hearing. He also objected to the participation of MTS's legal counsel in the RFP process. He referred to the hearing as a quasi-legal process.

Mr. Bush proposed that the foundation testimony provided by Mr. Scott and Mr. Celniker be applied to this hearing as well. Chairman Mathis stated that was acceptable.

Mr. Bush called Mr. Scott, who testified that he developed the RFP with the help of a consultant. He testified that the letter from a financial institution confirming the taxicab company's ability to finance their proposed business plan was to be submitted as part of the proposal. He also testified that there were questions regarding this requirement at the preproposal meeting, and it was verified during the meeting that the financial letter was to be included as part of the proposal. He testified that the proposers were at this meeting and were able to ask questions. He also testified that Mr. Haji Moradi of Checker Cab was present at this meeting. Mr. Scott stated that minutes were prepared that included this discussion, and these minutes were mailed to all proposers certified, return-receipt requested whether or not the proposer attended the preproposal meeting. He testified that the return receipt for these minutes was signed by Checker Cab and returned to MTS. Mr. Scott testified that Checker Cab did not include its financial letter in its proposal and did not ask if the financial letter was required as part of its proposal. Mr. Scott testified regarding the protest process as it occurred with Checker Cab.

Mr. Barriage stated that language in other documents and other locations within the RFP caused proposers to conclude that financial letters were not needed until 90 days after contract award. He cited the specific locations of these references.

Mr. Barriage cross-examined Mr. Scott, who testified that the financial letter was to be submitted as part of the proposal. Mr. Barriage entered into exhibit a tape recording of the preproposal meeting. Mr. Scott testified that minutes, not a transcript, were prepared using the tape recording of the meeting. Mr. Barriage stated that the minutes do not match the tape recording. Mr. Scott testified that he did not tell the Administrative Assistant who prepared the minutes what to say in the minutes regarding this matter. Mr. Scott also testified that the portion of the minutes that deals with lobbying regulations is the only portion that does not represent something that was said during the meeting, but was added later. He also testified that 30 proposals were rejected because they did not include a financial letter.

Mr. Barriage called Mr. Haji Moradi, who testified that Checker Cab wanted to provide quality service to people in San Diego. He testified that he attended the preproposal meeting and that no one said at the meeting that the financial letter had to be submitted with the proposal. He testified that the question was raised but he did not hear the answer. Mr. Barriage played the portion of the recording during which this issue was addressed at the preproposal meeting.

Mr. Bush cross-examined Mr. Moradi, who testified that he did not read the minutes to find out the answer to the question nor did he call anyone to ascertain the answer.

During rebuttal, Mr. Barriage recalled Mr. Celniker, who testified that Checker Cab proposed using NexTel for its dispatch system, and Ms. Susan Hafner, Director of Multimodal Operations and Mr. Scott stated that this approach would not meet MTS requirements. Mr. Barriage referred to Plaintiff's Exhibit 25c-11 and pointed out the Checker proposed 24-hour dispatch and computer-aided dispatch with NexTel has a backup system.

Chairman Mathis closed the hearing of Item 25c at 12:37 p.m.

Mr. Moradi reported, in response to a question from Mr. Monroe, that no one from Checker contacted any Board member or Board member offices.

In response to a question from Ms. Atkins, Ms. Lorenzen reported that the document prepared by the Administrative Assistant based on the results of the tape recording for the preproposal meeting is referred to as minutes, which summarize the meeting, and is not a transcript of the meeting.

Ms. Lorenzen read outside counsel's recommendation on this item into the record.

Action Taken

Mr. Clabby moved to deny the protest filed by Express Courier Systems, Inc. doing business as Checker Cab based on the following findings: (1) Notice of hearing for protest reconsideration was properly provided to Checker Cab; (2) Checker Cab failed to attach a letter from an accredited financial institution to its proposal stating that Checker Cab had the financial resources to fund its proposed business plan within 90 days of the permit award; (3) The minimum requirements of the September 11, 2006, MTS RFP, under Section III (10), set out that a letter must be submitted from an accredited financial institution stating that the proposer has the resources to fund the business plan as proposed within 90 days of the permit award; (4) On September 26, 2006, at a preproposal conference meeting attended by Moradi Haji on behalf of Checker Cab, the attendees were advised by John Scott of MTS that the financial letter should be attached to the proposal; (5) A copy of the September 26, 2006, minutes, which included Mr. Scott's advisement, was mailed to Moradi Haji; and (6) No written inquiry or e-mail was sent to John Scott from Checker Cab inquiring whether a letter was required to be included with the proposal. Mr. Emery seconded the motion, and the vote was 9 to 0 in favor.

25d. MTS: Administrative Hearing – White Top Cab (ADM 110.11, PC 50761)

Chairman Mathis asked if anyone was present at the hearing to represent White Top Cab. When there was no response, Chairman Mathis reported that MTS Policy 54 states that any protestor who fails to make an appearance shall be deemed to have waived the right to appeal and shall forfeit all rights to a hearing. Ms. Lorenzen read the section of Policy 54 that covers this matter.

Action Taken

No action was taken

Each of the aforementioned witnesses was sworn in by the Clerk of the Board.

DISCUSSION ITEMS

30. MTS: Award of Taxicab Permits (ADM 110.1, PC 50761)

Ms. Susan Hafner, Director of Multimodal Operations, provided the Board with highlights of the proposals submitted by Nice Cab, Cool Cab and Somali Taxi Association, which were the three highest scored proposals. She pointed out that if one of these companies is not able to fulfill the implementation of its permits, the next highest ranking firm would receive the award.

Public Comment

*George Abraham:* Mr. Abraham spoke briefly about the requirement that the letter from a financial institution be included in each proposal and stated that the process has to be fair.

*Mohamud Magtayn:* Mr. Magtayn stated that smaller cab companies are at a disadvantage. He stated that only large companies can participate in this type of process.

Ms. Atkins extended her appreciation to staff who worked on this project. She stated that she would like a report on the language capabilities of the various taxicab companies. She also pointed out that taxicab issues are frequently controversial. She stated that, while the taxicab companies that appeared before the Board made some good points, the evaluation process seemed to be done in an appropriate manner. She also stated that staff should evaluate how the three awardees have done compared to their business plans in about 6 to 12 months. Ms. Hafner stated that each company must sign an agreement as part of the permit issuance process, and that agreement details a monitoring process. She stated that the results of the monitoring process will be reported to the Board.

Mr. Young stated that he was very pleased that the RFP specifically supported taxicab companies that are willing to service communities that are currently not being served. Mr. Monroe stated that he was pleased that the RFP process specifically supported companies with strong customer service programs, vehicles that are fueled with compressed natural gas, and vehicles that are handicapped accessible.

Action Taken

Ms. Atkins moved to approve the award of 20 taxicab permits as follows: (1) 10 permits to Amir Aghassi, doing business as Nice Cab; (2) 5 permits to Behzad Hafezi, doing business as Cool Cab; and (3) 5 permits to Somali Taxi Association. Mr. Monroe seconded the motion, and the vote was 9 to 0 in favor.

60. Chairman's Report

There was no report made by the Chairman.

61. Chief Executive Officer's Report

Mr. Peter Tereschuck, SDTI President-General Manager, provided the Board with an update to an earlier memo that was faxed to the Board regarding a recent La Mesa press release.

62. Board Member Communications

Ms. Atkins reported that San Diego City Council representatives on the MTS Board will be unable to attend the Board's May 10 meeting because of a conflict with a City meeting. Chairman Mathis stated that the May 10 Finance Workshop is being rescheduled to May 24.

63. Additional Public Comments on Items Not on the Agenda

There were no additional public comments.

64. Next Meeting Date

The next regularly scheduled Board meeting is Thursday, May 10, 2007, at 9:00 a.m. in the same location.

65. Adjournment

Chairman Mathis adjourned the meeting at 12:55 p.m.

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Chairperson  
San Diego Metropolitan Transit System  
Filed by:

Approved as to form:

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Office of the Clerk of the Board  
San Diego Metropolitan Transit System

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Office of the General Counsel  
San Diego Metropolitan Transit System

Attachment: A. Roll Call Sheet

[gail.williams/minutes](#)

**METROPOLITAN TRANSIT DEVELOPMENT BOARD  
ROLL CALL**

MEETING OF (DATE): 4/26/07

CALL TO ORDER (TIME): 9:04 a.m.

RECESS: \_\_\_\_\_

RECONVENE: \_\_\_\_\_

CLOSED SESSION: \_\_\_\_\_

RECONVENE: \_\_\_\_\_

ORDINANCES ADOPTED: \_\_\_\_\_

ADJOURN: 12:55 p.m.

BOARD MEMBER	(Alternate)	PRESENT (TIME ARRIVED)	ABSENT (TIME LEFT)
ATKINS	<input checked="" type="checkbox"/> (Hueso) <input type="checkbox"/>		
CLABBY	<input checked="" type="checkbox"/> (Selby) <input type="checkbox"/>		
EMERY	<input checked="" type="checkbox"/> (Cafagna) <input type="checkbox"/>		
EWIN	<input checked="" type="checkbox"/> (Allan) <input type="checkbox"/>		10:00 a.m. during AI 25
FAULCONER	<input checked="" type="checkbox"/> (Hueso) <input type="checkbox"/>		
HANSON-COX	<input type="checkbox"/> (Lewis) <input type="checkbox"/>		<input checked="" type="checkbox"/>
MAIENSCHIEIN	<input checked="" type="checkbox"/> (Hueso) <input type="checkbox"/>		
MATHIS	<input checked="" type="checkbox"/> (Vacant) <input type="checkbox"/>		
MCLEAN	<input checked="" type="checkbox"/> (Janney) <input type="checkbox"/>		
MONROE	<input checked="" type="checkbox"/> (Downey) <input type="checkbox"/>		
RINDONE	<input checked="" type="checkbox"/> (McCann) <input type="checkbox"/>	9:07 a.m. during AI 25	
ROBERTS	<input checked="" type="checkbox"/> (Cox) <input type="checkbox"/>		11:45 during AI 25c
RYAN	<input type="checkbox"/> (B. Jones) <input checked="" type="checkbox"/>		12:34 p.m. during AI 25C
YOUNG	<input checked="" type="checkbox"/> (Hueso) <input type="checkbox"/>		
ZARATE	<input type="checkbox"/> (Parra) <input type="checkbox"/>		<input checked="" type="checkbox"/>

SIGNED BY THE OFFICE OF THE CLERK OF THE BOARD

Gail Williams

CONFIRMED BY OFFICE OF THE GENERAL COUNSEL

[Signature]



San Diego, CA 92101-7490  
619.231.1466 FAX 619.234.3407

## Agenda

Item No. 2

### MTS OPERATORS FINANCE WORKSHOP

FIN 310.1 (PC 50601)

May 24, 2007

#### SUBJECT:

MTS: FY 2008 BUDGET DEVELOPMENT

#### RECOMMENDATION:

That the Board of Directors receive a report and provide guidance on the fiscal year (FY) 2008 operating budget.

##### Budget Impact

None at this time.

#### DISCUSSION:

##### FY 08 Budget Recap

MTS's first Budget Development Committee and Finance Workshop meetings took place in February. Within these two meetings, staff discussed and received approval of the FY 07 midyear budget adjustment, discussed preliminary revenues and assumptions for FY 08, and reviewed policy issues regarding State Transit Assistance (STA) and FasTrak.

- Within the discussions of the 2007 midyear adjustment, the MTS Board of Directors approved shifting any budget surpluses (midyear projection at \$2.2 million) into the MTS contingency reserve.
- In the policy issues discussion, staff presented concerns over the State of California draft budget where STA recurring revenues decreased compared to FY 07 levels by approximately \$2.6 million. Primarily due to this projected revenue shortfall, MTS provided a preliminary high-level projection of a \$4 million operating budget shortfall.

In late February and early March, staff detailed the passenger, recurring, and nonrecurring revenues and updated FY 08 assumptions.

In early April, staff presented a balanced budget to the MTS Board of Directors, reviewed position tables, discussed final policy issues, and reviewed guidance received from the Budget Development Committee.



Metropolitan Transit System (MTS) is comprised of the Metropolitan Transit Development Board (MTDB) a California public agency, San Diego Transit Corp., and San Diego Trolley, Inc., in cooperation with Chula Vista Transit and National City Transit. MTS is Taxicab Administrator for eight cities. MTDB is owner of the San Diego and Arizona Eastern Railway Company. MTDB Member Agencies include: City of Chula Vista, City of Coronado, City of El Cajon, City of Imperial Beach, City of La Mesa, City of Lemon Grove, City of National City, City of Poway, City of San Diego, City of Santee, and the County of San Diego.

- In early April, staff presented a balanced budget to the MTS Board of Directors, reviewed position tables, discussed final policy issues, and reviewed guidance received from the Budget Development Committee.
  - Revenue – The operating and nonoperating revenue assumptions were reviewed. Total recurring revenues increased by 2.1 percent from FY 07 levels.
  - Expenses – Total expenses were presented. Staff detailed the proposed position tables, energy assumptions (as recommended by the Budget Development Committee), internalizing of third-party administration of MTS liability claims, and consolidation of two departments into MTS administration.
  - ✓ Energy Rates – The Budget Development Committee increased staff's recommendation to \$1.36 per therm for CNG and \$2.45 per gallon for diesel. The MTS Board of Directors approved these assumptions.
  - Budget Closure – Staff detailed the internal work to achieve a balanced budget from a preliminary projection of a \$4 million shortfall. The MTS Board of Directors provided guidance to shift any additional STA funding that is received to the FY 09 Capital Improvement Program.
- At the April 25, 2007, Budget Development Committee meeting, staff presented and updated the Committee on the latest balanced budget. Attachments A – D include the details of the operating budget as was presented at the Budget Development Committee meeting. Staff also provided the Performance Incentive Program (PIP) goals and structure options. The Budget Development Committee reviewed the financial updates and provided guidance on the PIP fiscal year 2008 structure.

#### FY 08 Recent Updates on Subsidy Funding

MTS has just been informed by the San Diego Association of Governments (SANDAG) that sales tax receipts are lower than anticipated for FY 2007 and that the trend will continue through FY 2008. Lower available home equity, and declines in the construction, housing, and auto sectors of the economy have contributed to lower sales tax receipts. This decline impacts MTS's share of TransNet and Transportation Development Act (TDA) revenues that make up a considerable portion of MTS's operating revenue. (TransNet comprises approximately 11 percent, and TDA comprises 36 percent of MTS's overall operating revenue.)

SANDAG and the County Controller are working to provide a more accurate estimate of the revenue reductions for TDA. However, MTS staff is already analyzing options to absorb this potential reduced revenue in the agency's FY 2007 and 2008 budgets.



Preliminary estimates for FYs 2007 and 2008 are as follows:

**Subsidy Funding Updates  
Fiscal Year 2007/2008**

	Original Budget Projections	5/15/2007 Latest Proj.	Revenue Variance
FY 07 TransNet	17.3	16.3	(1.1)
FY 08 TDA	\$ 82.4	\$ 78.0	\$ (4.4)
FY 08 TransNet	20.0	18.5	(1.5)
FY 08 Subtotal	\$ 102.4	\$ 96.5	\$ (5.9)
<b>Grand Total</b>	<b>119.7</b>	<b>112.8</b>	<b>(7.0)</b>

As SANDAG staff is discussing this funding shortfall with the Transportation Committee on May 18, 2007, MTS staff updated the Executive Committee as to this funding issue. As this information has been received at such a late date in the budgetary cycle, management has come up with an interim plan for balancing the fiscal year 2008 budget and will follow up with the Budget Development Committee and Board of Directors to prepare a longer-term plan to balance the budget with recurring revenues.

Staff has prepared the following as part of a potential short-term interim solution:

**MTS Interim Solution  
Fiscal Year 2007/2008**

	Total Savings	To Use In FY 08 Budget
STA FY 08 latest projections:	1.0	1.0
<b>FY 07 Operating Budget Savings:</b>		
Midyear Projections	2.2	2.2
Additional Savings (through April 2007)	1.3	1.3
<b>Total FY 07 Operating Budget Savings:</b>	<b>3.5</b>	<b>3.5</b>
<b>CNG Fuel Credits</b>		
FY 07 Projected Rebate	2.3	2.3
FY 08 Projected Rebate	3.0	0.2
<b>Total CNG Fuel Credit</b>	<b>5.3</b>	<b>2.5</b>
<b>Grand Total</b>	<b>9.8</b>	<b>7.0</b>

The May revision of the Governor's draft budget included an increase in STA with MTS revenue increasing approximately \$1 million compared to the previous version. This projection may change before final budget approval in June.

MTS is in a positive operating budget position in fiscal year 2007. The Board approved a mid year budget in February 2007, which had a \$2.2 million surplus. There have been additional savings through April 2007 of approximately \$1.3 million. The short-term solution would be to utilize these operating budgetary savings to assist in balancing our fiscal year 2008 budget.

Federal legislation has passed that allows CNG providers to receive a rebate of 50 cents per therm of CNG as part of an incentive for providers to increase infrastructure of this cleaner fuel. This is a three-year rebate program administered through the Internal Revenue Service running through fiscal year 2009. MTS has received IRS approval of its registration and has filed claims for two quarters in fiscal year 2007. The total annual financial rebate for MTS is approximately \$3 million. While MTS has applied for this CNG rebate, MTS has not received any proceeds to date.

Staff will coordinate meetings with the Budget Development Committee and the MTS Board of Directors in the late summer to discuss a longer-term solution. This will include balancing future budgets with recurring revenues.

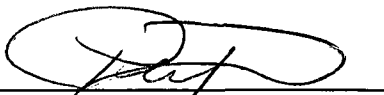
Additionally, MTS will work with SANDAG to become more involved with the TDA and TransNet sales tax inflows and outflows at the county level. The goal is to project potential sales tax fluctuations and catch any funding shortfalls earlier in the budgetary process.

#### Five-Year Operating Forecast

With the changes in the FY 08 operating budget based upon the Board's direction, the five-year forecast will be reviewed and presented in the late summer as staff will analyze the long-term impacts of the recent subsidy shortfall.

#### Performance Incentive Program

With the unanticipated funding reductions related to the FY 08 operating budget, staff will come back to the MTS Board of Directors in the early part of the fiscal year to discuss the Performance Incentive Program. This will be presented with MTS's long-term solution to the subsidy funding reduction.



Paul C. Jablonski  
Chief Executive Officer

Key Staff Contact: Larry Marinesi, 619.557.4542, [larry.marinesi@sdmts.com](mailto:larry.marinesi@sdmts.com)

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- Attachments:
- A. FY 08 Operating Budget – Revenue Summary
  - B. FY 08 Operating Budget – Revenue/Expense Format
  - C. FY 08 Operating Budget – Revenue/Expense Format (Excluding Debt Service)
  - D. FY 08 Operating Budget – Divisional/Departmental Analysis Format

**SAN DIEGO METROPOLITAN TRANSIT SYSTEM  
OPERATING BUDGET  
REVENUE SUMMARY  
FISCAL YEAR 2008**

	<b>BUDGET FY07</b>	<b>PROJECTED FY07</b>	<b>BUDGET FY08</b>	<b>DOLLAR CHANGE BUDGET/ PROJECTED</b>	<b>% CHANGE BUDGET/ PROJECTED</b>
<b>OPERATING REVENUE</b>					
PASSENGER REVENUE	70,865,316	71,970,598	73,361,866	1,391,268	1.9%
ADVERTISING REVENUE	850,000	900,000	925,000	25,000	2.8%
CONTRACT SERVICE REVENUE	30,000	30,000	30,000	-	-
OTHER INCOME	2,407,008	2,883,842	2,932,179	48,337	1.7%
<b>Total Operating Revenue</b>	<b>74,152,324</b>	<b>75,784,440</b>	<b>77,249,045</b>	<b>1,464,606</b>	<b>1.9%</b>
<b>SUBSIDY REVENUE</b>					
FEDERAL REVENUE	23,217,500	23,417,500	24,358,166	940,666	4.0%
TRANSPORTATION DEVELOPMENT ACT (TDA)	78,943,303	78,943,303	82,364,615	3,421,312	4.3%
STATE TRANSIT ASSISTANCE (STA)	11,026,100	11,026,100	8,389,706	(2,636,394)	-23.9%
STATE REVENUE - OTHER	617,892	2,178,039	2,192,858	14,819	0.7%
TRANSNET	17,349,649	17,349,649	20,030,544	2,680,895	15.5%
OTHER LOCAL SUBSIDIES	1,975,918	1,405,918	1,367,918	(38,000)	-2.7%
<b>Total Subsidy Revenue</b>	<b>133,130,362</b>	<b>134,320,509</b>	<b>138,703,808</b>	<b>4,383,299</b>	<b>3.3%</b>
<b>NON RECURRING REVENUES</b>					
FEDERAL CMAQ FOR MISSION VALLEY EAST	4,569,305	4,569,305	5,149,292	579,987	12.7%
OTHER RESERVES (TAXICAB/SD&AE)	104,641	136,778	236,717	99,939	73.1%
<b>Total Non Recurring Revenues</b>	<b>4,673,946</b>	<b>4,706,083</b>	<b>5,386,009</b>	<b>679,925</b>	<b>14.4%</b>
<b>SUBTOTAL RECURRING/NONRECURRING OPERATIONS</b>	<b>211,956,632</b>	<b>214,811,032</b>	<b>221,338,862</b>	<b>6,527,830</b>	<b>3.0%</b>
<b>DEBT SERVICE/LEASE LEASEBACK REVENUE</b>	<b>28,316,087</b>	<b>28,316,087</b>	<b>20,686,070</b>	<b>(7,630,017)</b>	<b>-26.9%</b>
<b>GRAND TOTAL REVENUES</b>	<b>240,272,719</b>	<b>243,127,119</b>	<b>242,024,932</b>	<b>(1,102,187)</b>	<b>-0.5%</b>

# SAN DIEGO METROPOLITAN TRANSIT SYSTEM

## TOTAL OPERATING BUDGET

### PROPOSED FY 2008 BUDGET

(in \$000's)

	FY 2007 APPROVED BUDGET	FY 2007 AMENDED BUDGET	FY 2008 PROPOSED BUDGET	\$ VARIANCE FY08 BUDGET TO FY07 AMENDED	% VARIANCE FY08 BUDGET TO FY07 AMENDED
Fare Revenue	\$ 70,865	\$ 71,971	\$ 73,362	\$ 1,391	1.9%
Other Revenue	3,287	3,814	3,887	73	1.9%
<b>Total Operating Revenue</b>	<b>\$ 74,152</b>	<b>\$ 75,784</b>	<b>\$ 77,249</b>	<b>\$ 1,465</b>	<b>1.9%</b>
Subsidy	166,120	167,343	164,776	(2,567)	-1.5%
<b>Total Revenue</b>	<b>\$ 240,273</b>	<b>\$ 243,127</b>	<b>\$ 242,025</b>	<b>\$ (1,102)</b>	<b>-0.5%</b>
Wages	\$ 60,845	\$ 60,695	\$ 63,488	\$ 2,793	4.6%
Fringes	33,545	36,692	38,211	1,519	4.1%
Services	16,274	16,343	16,617	274	1.7%
Purchased Transportation	51,879	52,909	56,550	3,641	6.9%
Materials	7,961	7,735	7,353	(382)	-4.9%
Energy	28,015	26,268	28,504	2,236	8.5%
Risk Management	5,733	5,695	4,634	(1,060)	-18.6%
General and Administrative	1,291	1,290	1,105	(185)	-14.4%
Vehicle/Facility Lease	332	363	446	84	23.1%
Debt Service	34,397	32,942	25,117	(7,826)	-23.8%
<b>Total Costs</b>	<b>\$ 240,273</b>	<b>\$ 240,933</b>	<b>\$ 242,025</b>	<b>\$ 1,092</b>	<b>0.5%</b>
Overhead Allocation	-	(0)	-	0	-100.0%
<b>Total Revenue Less Total Costs</b>	<b>\$ (0)</b>	<b>\$ 2,194</b>	<b>\$ (0)</b>	<b>\$ (2,194)</b>	<b>n/a</b>
Net Operating Subsidy	\$ (166,120)	\$ (165,148)	\$ (164,776)	\$ 373	-0.2%

**SAN DIEGO METROPOLITAN TRANSIT SYSTEM  
COMBINED MTS BUDGET  
FISCAL YEAR 2008**

	NET OPERATING MID YEAR BUDGET FY07	BUDGET FY08	RTMS AFC LRV	NET OPERATING BUDGET FY08	DOLLAR VARIANCE	PERCENT VARIANCE
TOTAL OPERATING REVENUES	75,784,441	77,249,045		77,249,045	1,464,605	1.9%
TOTAL NON OPERATING REVENUE	139,026,592	164,775,887	20,686,070	144,089,816	5,063,224	3.6%
<b>TOTAL COMBINED REVENUES</b>	<b>214,811,033</b>	<b>242,024,932</b>	<b>20,686,070</b>	<b>221,338,862</b>	<b>6,527,829</b>	<b>3.0%</b>
TOTAL PERSONNEL EXPENSES	97,387,526	101,699,315		101,699,315	4,311,789	4.4%
TOTAL PURCHASED TRANSPORTATION	52,909,203	56,549,791		56,549,791	3,640,587	6.9%
TOTAL OUTSIDE SERVICES	16,343,403	16,617,078		16,617,078	273,675	1.7%
TOTAL MATERIALS AND SUPPLIES	7,734,500	7,352,792		7,352,792	(381,708)	-4.9%
TOTAL ENERGY	26,268,066	28,503,677		28,503,677	2,235,611	8.5%
RISK MANAGEMENT	5,694,908	4,634,442		4,634,442	(1,060,466)	-18.6%
GENERAL AND ADMINISTRATIVE	1,290,294	1,104,842		1,104,842	(185,452)	-14.4%
DEBT SERVICE	4,626,306	25,116,648	20,686,070	4,430,578	(195,728)	-4.2%
VEHICLE / FACILITY LEASE	362,640	446,348		446,348	83,708	23.1%
<b>TOTAL OPERATING EXPENSES</b>	<b>212,616,846</b>	<b>242,024,932</b>	<b>20,686,070</b>	<b>221,338,862</b>	<b>8,722,016</b>	<b>4.1%</b>
<b>TOTAL REVENUES LESS TOTAL EXPENSES</b>	<b>2,194,187</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>(2,194,187)</b>	

**SAN DIEGO METROPOLITAN TRANSIT SYSTEM**  
**TOTAL OPERATING BUDGET**  
**PROPOSED FY 2008 BUDGET**  
**(in \$000's)**

	FY 2007 Mid Year Expense Budget	Allocation Differences	Adjusted FY07 Amended Expense Budget	FY 2008 Current Expense Budget	Difference	Percent Variance
<b>Operations</b>						
Transit Services	75,955	(10)	75,945	78,170	2,225	2.9%
Rail Operations	52,844	(98)	52,746	54,110	1,364	2.6%
Contract Services - Combined	58,268	1,779	60,047	62,241	2,194	3.7%
Chula Vista Transit	6,959	-	6,959	8,088	1,129	16.2%
National City Transit	2,093	(2,093)	-	-	-	0.0%
Coronado Ferry	139	-	139	143	4	3.0%
Administrative Pass Through	344	-	344	344	-	0.0%
<b>Combined Operations</b>	<b>196,602</b>	<b>(422)</b>	<b>196,181</b>	<b>203,096</b>	<b>6,915</b>	<b>3.5%</b>
<b>Other Operations</b>						
Taxicab Administration	683	-	683	776	93	13.6%
San Diego & Arizona Eastern	210	-	210	205	(5)	-2.2%
<b>Combined Other Operations</b>	<b>893</b>	<b>-</b>	<b>893</b>	<b>982</b>	<b>88</b>	<b>9.9%</b>
<b>Administrative</b>						
Board of Directors	115	-	115	120	5	4.7%
BOD Admin	246	-	246	237	(9)	-3.8%
Bus Bench / Bus Shelter	240	-	240	225	(15)	-6.3%
Executive	458	-	458	480	23	5.0%
Finance	1,317	-	1,317	1,381	64	4.9%
Fringes	2,782	-	2,782	3,791	1,009	36.3%
General	746	164	910	944	35	3.8%
Overhead Reimbursement	-	-	-	-	-	0.0%
Human Resources	1,490	-	1,490	1,531	40	2.7%
Internal Audit	-	-	-	-	-	0.0%
Information Technology	1,167	-	1,167	1,561	394	33.8%
Land Management	217	-	217	327	111	51.1%
Legal	257	-	257	281	24	9.2%
Marketing	1,421	-	1,421	1,502	81	5.7%
Multimodal Operations	389	(35)	354	361	8	2.2%
Operations Planning	882	140	1,022	1,031	8	0.8%
Procurement	590	-	590	744	154	26.2%
Risk	801	152	953	753	(200)	-21.0%

**SAN DIEGO METROPOLITAN TRANSIT SYSTEM**  
**TOTAL OPERATING BUDGET**  
**PROPOSED FY 2008 BUDGET**  
**(in \$000's)**

	FY 2007 Mid Year Expense Budget	Allocation Differences	Adjusted FY07 Amended Expense Budget	FY 2008 Current Expense Budget	Difference	Percent Variance
Telephone Information Services	600	-	600	707	108	18.0%
Transit Store	307	-	307	359	52	16.9%
<b>Combined Administrative</b>	<b>14,023</b>	<b>422</b>	<b>14,445</b>	<b>16,337</b>	<b>1,892</b>	<b>13.1%</b>
<b>Administrative - Debt Service</b>						
- LRV Leaseback (1990 and 1995)	-	-	-	11,415	11,415	0.0%
- Regional Transit Management System (2002)	-	-	-	3,827	3,827	0.0%
- Automated Fare Collection (2003)	-	-	-	5,444	5,444	0.0%
- Tower Note	-	-	-	848	848	0.0%
- Capital Leases	-	-	-	77	77	0.0%
<b>Combined Administrative - Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21,611</b>	<b>21,611</b>	<b>0.0%</b>
<b>Debt Service</b>						
LRV Leaseback (1990 and 1995)	16,946	-	16,946	-	(16,946)	-100.0%
Regional Transit Management System (2002)	3,828	-	3,828	-	(3,828)	-100.0%
Automated Fare Collection (2003)	7,542	-	7,542	-	(7,542)	-100.0%
Revenue Anticipation Notes (2005)	250	-	250	-	(250)	-100.0%
Pension Obligation Bonds (2005)	-	-	-	-	-	0.0%
Tower Note	848	-	848	-	(848)	-100.0%
<b>Combined Debt Service</b>	<b>29,414</b>	<b>-</b>	<b>29,414</b>	<b>-</b>	<b>(29,414)</b>	<b>-100.0%</b>
<b>Combined Grand Total</b>	<b>240,933</b>	<b>0</b>	<b>240,933</b>	<b>242,025</b>	<b>1,092</b>	<b>0.5%</b>

# Metropolitan Transit System FY 2008 Finance Workshop

MTS Board of Directors Meeting  
May 24, 2007



## Finance Workshop Agenda

- Fiscal Year 2008 Budget Recap
- Recent Updates on FY08 Subsidy Funding
- Five Year Forecast
- Performance Incentive Program





## **Fiscal Year 2008 Budget Recap**

- Reviewed and Approved FY07 Mid Year Budget
- Reviewed Operating and Non-Operating Revenues
- Discussed Policy Issues
  - State Transit Assistance (STA)
  - FasTrak Revenues (Inland Breeze)
- Reviewed Operating Expenditures
  - Personnel Expenses (Position Tables)
  - Non-Personnel Expenses
    - Energy, Internalizing TPA
- Had achieved a balance budget from a preliminary \$4.0M projected shortfall



## **Recent Updates on FY08 Subsidy Funding**

- SANDAG update on subsidy funding for FY07 & FY08
  - Lower available home equity
  - Declines in construction, housing, auto sectors
  - Lower sales tax receipts
- Impacts:
  - TDA Subsidy Revenues
  - Transnet Subsidy Revenues



## Recent Updates on FY08 Subsidy Funding

- Latest subsidy funding estimates

	Original Budget Projections	5/15/2007 Latest Proj.	Revenue Variance
FY07 Transnet	\$ 17.3	\$ 16.3	\$ (1.1)
FY08 TDA	\$ 82.4	\$ 75.7	\$ (6.6)
FY08 Transnet	20.0	18.5	(1.5)
FY08 Subtotal	\$ 102.4	\$ 94.3	\$ (8.1)
Grand Total	\$ 119.7	\$ 110.5	\$ (9.2)



## Recent Updates on FY08 Subsidy Funding

- Total funding \$9.2 million less than SANDAG's original projection
- Management Strategy:
  - Develop a short-term interim plan for FY07/FY08
  - Follow up with BDC and MTS Board
  - Long-term plan to balance with recurring revenues



### MTS Short-Term Interim Solution Fiscal Years 2007 / 2008

	Total Savings	Use in FY07 / FY08 Budget
STA FY08 latest projections:	1.0	1.0
FY07 Operating Budget Savings:		
Mid Year Projections	2.2	2.2
Additional Savings (Through April 2007)	1.3	1.3
Total FY07 Operating Budget Savings:	3.5	3.5
CNG Fuel Credits		
FY07 Projected Rebate	2.3	2.3
FY08 Projected Rebate	3.0	2.4
Total CNG Fuel Credit	5.3	4.7
<b>Grand Total</b>	<b>9.8</b>	<b>9.2</b>



### Long Term Solutions FY08 Subsidy Funding

- Discuss with BDC and MTS Board of Directors in late summer
  - Fare Increases
  - Possible Service Impacts
  - Union Contracts in Negotiation
  - Revenue Vehicle Advertising
  - Postponing of Performance Incentive Program (PIP)
  - Freeze hiring of additional positions in FY08 budget.



## Five Year Forecast / PIP

- Five Year Forecast
  - Materially changed
  - Will update at the June 14th Public Hearing
- Performance Incentive Program (PIP)
  - Program on hold for later discussion



## MTS Board of Director Recommendation

- Short-term options
  - Funding subsidy deficit with:
    - STA recurring revenue increases
    - FY07 operating budget savings
    - FY07/FY08 CNG savings
- Long-term options
  - Staff to return in late summer to discuss long-term budget strategy.



## Next Steps...

Public Hearing - June 14th

Provide Final Balanced Budget/Public Hearing

SANDAG Transportation Committee - June 15th

Provide Final Balanced Budget



## Metropolitan Transit System FY 2008 Finance Workshop

MTS Board of Directors Meeting  
May 24, 2007





The Web Site of The Sacramento Bee

This story is taken from [Sacbee](#) / [Politics](#) / [California Politics](#).

## Dan Walters: Transit's pockets get picked

By Dan Walters - Bee Columnist

Published 12:00 am PDT Sunday, May 20, 2007

*Sic transit gloria mundi* is a Latin adage that show business celebrities and politicians should heed because its rough meaning is that "fame is fleeting."

Arnold Schwarzenegger, a movie star and a politician, finds himself, however, in a political battle over allegations that he would create sick transit in California with a \$1.3 billion raid on the pot of money that provides operating funds to buses and other transportation services.

The way the governor and his aides tell it, the transit folks are the accidental beneficiaries of an unanticipated windfall from rapidly rising gasoline prices and should give up much of the money to help balance a deficit-plagued state budget.

Budget director Mike Genest has called the so-called "spillover" of sales taxes on gasoline into transit "ridiculously large" and argued that even after shifting much of it into other transportation-related spending, such as busing kids to school and transportation bond payments, transit systems would still receive historically high state operating subsidies. "We're saying ... you just got rich and we are not rich, and so we're going to ask you to pay for some stuff you didn't used to pay for, but it's in the law," Genest says.

The way the transit folks and their allies tell it, they've been starved for funds for years and are finally seeing some relief, only to have a self-described environmental champion send them back to the poorhouse. "You can't pose for the cover of Newsweek as the savior of global warming one day and then turn around and slash funding for public transit the next," says Assembly Speaker Fabian Núñez.

Ironically, too, the governor expanded the raid -- originally \$1.1 billion in his January budget -- just a couple of weeks after touting mass transit when two key freeway connector ramps in Oakland were closed by a truck explosion, an irony that the transit lobby has used to score debate points.

There are several ways to look at the transit shift, one of which is that it's not unprecedented. The state has a habit of dipping into pots of seemingly sacrosanct funds -- including local government treasuries -- to cover its deficits. And the Public Transportation Account has been tapped before; the California Transit Association says it's lost \$1.8 billion in such general funds shifts in recent years, although the Legislature refused to do it last year.

Another viewpoint is historic. The so-called "spillover" results from a complex formula enacted in 1971 when the state extended the sales tax to gasoline. "The spillover mechanism was created as part of an overall plan to rescue transit in California," former state Sen. James Mills, an architect of the scheme, has written, contending that with mass transit ridership and operational costs both rising, "this source of funding is needed more than ever."

It should be noted, however, that state funds never have been more than a tiny share of transit systems' operating funds, most of which come from fares and local sales taxes.

Still another viewpoint is legalistic. The Legislature's budget analyst, Elizabeth Hill, contends that the proposed shift is "unworkable" because "in essence, the administration seeks to count the transportation funds simultaneously toward two separate (and mutually exclusive) legal spending requirements," one for schools, the other for transit.

That observation illustrates anew just how convoluted the budget process has become, with innumerable tax and spending formulae engraved into law by politicians and voters that often are either irrelevant to current circumstances or conflict with one another, thus forcing budget-writers to make it up as they go along.

It's not a good way to run a railroad -- or a state, for that matter.

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Phone: (916) 321-1000

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AGENDA ITEM NO.

30

**REQUEST TO SPEAK FORM**

ORDER REQUEST RECEIVED

1

**\*\*PLEASE SUBMIT THIS COMPLETED FORM (AND YOUR WRITTEN STATEMENT) TO THE CLERK OF THE BOARD PRIOR TO DISCUSSION OF YOUR ITEM\*\***

**1. INSTRUCTIONS**

This Request to Speak form must be filled out and submitted in advance of the discussion of your item to the Clerk of the Board (please attach your written statement to this form). Communications on hearings and agenda items are generally limited to three (3) minutes per person unless the Board authorizes additional time. However, the Chairperson may limit comment to one or two minutes each if there are multiple requests to speak on a particular item. General public comments on items not on the agenda are limited to three (3) minutes. Please be brief and to the point. No yielding of time is allowed. Subjects of previous Hearings or agenda items may not again be addressed under General Public Comments.

Date 5/24/07  
Name (PLEASE PRINT) JOY SUNYATA  
Address 255 G St #262  
92101  
Telephone 858-576-3886  
Organization Represented (if any) NONE

Subject of your remarks: GENERAL TRANSIT TOPICS

Agenda Item Number on which you request to speak NON AGENDA PUBLIC COMMENTS

Your comments are presenting a position of: SUPPORT ☒ OPPOSITION ☐

**2. TESTIMONY AT NOTICED PUBLIC HEARINGS** of Transit

At Public Hearings of the Board, persons wishing to speak shall be permitted to address the Board on any issue relevant to the subject of the Hearing.

**3. DISCUSSION OF AGENDA ITEMS**

The Chairman may permit any member of the public to address the Board on any issue relevant to a particular agenda item.

**4. GENERAL PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA**

Public comment on matters not on the agenda will be limited to five (5) speakers with three (3) minutes each, under the Public Comment Agenda Item. Additional speakers will be heard at the end of the Board's Agenda.

**\*\*REMEMBER: Subjects of previous Hearings or agenda items may not again be addressed under General Public Comments.\*\***







8:14

AGENDA ITEM NO.

3C

**REQUEST TO SPEAK FORM**

ORDER REQUEST RECEIVED

2

**\*\*PLEASE SUBMIT THIS COMPLETED FORM (AND YOUR WRITTEN STATEMENT) TO THE CLERK OF THE BOARD PRIOR TO DISCUSSION OF YOUR ITEM\*\***

**1. INSTRUCTIONS**

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Date May 24, 2007  
Name (PLEASE PRINT) Chuck Langerhausen  
Address 5308 Monroe Avenue #124  
San Diego CA 92115  
Telephone 619-546-5610  
Organization Represented (if any) Self

Subject of your remarks: 2007 MS Walk and Greenline Trolley

Agenda Item Number on which you request to speak 3C

Your comments are presenting a position of: SUPPORT



OPPOSITION

**2. TESTIMONY AT NOTICED PUBLIC HEARINGS**

At Public Hearings of the Board, persons wishing to speak shall be permitted to address the Board on any issue relevant to the subject of the Hearing.

**3. DISCUSSION OF AGENDA ITEMS**

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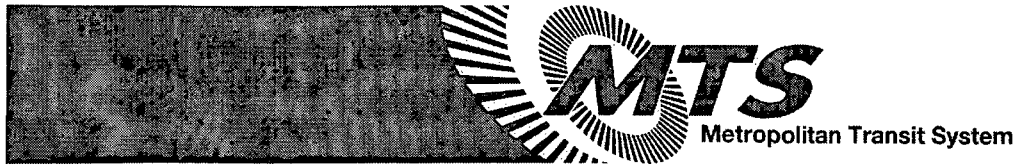
**1.  
May 24, 2007  
MTSB mtg.  
AGENDA ITEM #3c (Public Comment)**

**Chair Mathis, Board members, Staff, and other fellow citizens.  
Chuck Lungerhausen of 5308 Monroe Ave. #124 which is in the SDSU  
neighborhood of San Diego. 92115  
Phone 619-546-5610**

**After donating back my \$500 prize award for raising more than  
\$6,000 for the 2007 MS Walk my grand total raised should be \$7,120  
A big thank you to all for your donations that helped me reach such a  
lofty level!!**

**Now on the public transportation front a thought crossed my mind  
about the Green line Trolley use of the combination of S70 cars with  
the older SD100 cars if I were Siemens the manufacturer of both  
would not honor any warranties on the newer S70 cars just because  
of the technology and time difference of the two cars. Know this is  
being done for access reasons more than anything else, but the  
combination of new and old may present some unforeseen problems.  
Do not see the combination of U2 cars with SD100 cars in use.**

**Thank you for listening and the opportunity to speak**



1255 Imperial Avenue, Suite 1000  
San Diego, CA 92101-7490  
619.231.1466 FAX 619.234.3407

## Agenda

Item No. 6

Joint Meeting of the Board of Directors for  
Metropolitan Transit System,  
San Diego Transit Corporation, and  
San Diego Trolley, Inc.

FIN 300 (PC 50601)

May 24, 2007

### SUBJECT:

MTS: INVESTMENT REPORT

### RECOMMENDATION:

Action would receive a report for information.

#### Budget Impact

None.

### DISCUSSION:

The attached schedule (Attachment A) is a report of MTS's investments as of March 2007. It is broken into two columns—the first column relates to investments restricted either for capital support or for debt service, and the second column is the unrestricted portion. As the schedule shows, the overwhelming bulk of investments are restricted for debt service. These are primarily set to serve the payments on the 1989/1990 and 1995 lease and leaseback transactions. The second column (unrestricted assets) provides the working capital for MTS operations for employee payroll and vendors' goods and services.

A handwritten signature in black ink, appearing to read 'Paul C. Jablonski', is written over a horizontal line.

Paul C. Jablonski  
Chief Executive Officer

Key Staff Contact: Tom Lynch, 619.557.4538, [tom.lynch@sdmts.com](mailto:tom.lynch@sdmts.com)

MAY24-07.6.INVESTMT RPT.LMUSENGO

Attachment: A. Investment Report



Metropolitan Transit System (MTS) is a California public agency and is comprised of San Diego Transit Corporation and San Diego Trolley, Inc. nonprofit public benefit corporations, in cooperation with Chula Vista Transit and National City Transit. MTS is the taxicab administrator for eight cities and the owner of the San Diego and Arizona Eastern Railway Company. MTS member agencies include: City of Chula Vista, City of Coronado, City of El Cajon, City of Imperial Beach, City of La Mesa, City of Lemon Grove, City of National City, City of Poway, City of San Diego, City of Santee, and the County of San Diego.

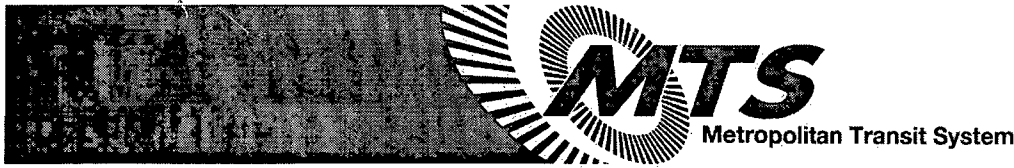
**San Diego Metropolitan Transit System  
Investment Report  
3/31/2007**

	<u>Restricted</u>	<u>Unrestricted</u>	<u>Avg. Rate of Return</u>
<u>Cash and Cash Equivalents</u>	\$ <u>-</u>	\$ <u>15,539,465</u>	N/A
<u>Investments - Working Capital</u>	<u></u>	<u>14,980,468</u>	4.99%
<u>Cash - Restricted for Capital Support</u>	<u>5,764,306</u>	<u></u>	N/A
<u>Investments - Restricted for Debt Service</u>	<u>149,038,851</u>	<u>-</u>	4.64%
<b>Total Cash and Investments</b>	<b>\$ <u><u>154,803,157</u></u></b>	<b>\$ <u><u>30,519,933</u></u></b>	

Effective 1/31/07, all bank accounts for MTS, SDTC, and SDTI were consolidated into a concentration sweep account, therefore this amount reflects the cash and cash equivalents for all three operations.

Controller: \_\_\_\_\_

Date: \_\_\_\_\_



1255 Imperial Avenue, Suite 1000  
San Diego, CA 92101-7490  
619.231.1466, FAX 619.234.3407

## Agenda

## Item No. 25

Joint Meeting of the Board of Directors for  
Metropolitan Transit System,  
San Diego Transit Corporation, and  
San Diego Trolley, Inc.

SRTP 820.9 (PC 50451)

May 24, 2007

### SUBJECT:

MTS: PUBLIC HEARING ON PROPOSED NORTH CENTRAL AREA BUS CHANGES  
TO ROUTES 25, 120, AND 926/927

### RECOMMENDATION:

That the Board of Directors: (1) conduct a public hearing on the proposed changes to Routes 25, 120, and 926/927 bus service; and (2) approve the proposed changes for implementation on September 2, 2007.

#### Budget Impact

This service change would not result in additional operating costs.

### DISCUSSION:

In September 2006, MTS bus services in the North Central area (communities of Linda Vista, Kearny Mesa, and Tierrasanta) were substantially changed as part of the Service Development Plan of the Comprehensive Operational Analysis (COA) approved by the MTS Board last year. Results of the past eight months of operating the revised services in addition to feedback from passengers and community groups leads the MTS Planning and Scheduling staff to recommend further adjustments to these services to improve passenger convenience and better allocate resources.

Local transit circulation in central Linda Vista is provided by Route 25, which prior to the COA changes was a regional long-distance route. With the COA, Route 25 was reduced to operate as a local shuttle in Linda Vista providing a loop connection with Fashion Valley. Regional service was moved to new Route 120, which now provides the



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north-south long-distance service between downtown, Hillcrest, Fashion Valley, and Kearny Mesa. However, Route 120 currently bypasses Linda Vista, because the costs of providing the local circulation on Route 25 left no additional resources to include Linda Vista on Route 120. Linda Vista residents objected to the loss of this regional service as well as the loss of the connection to the Sharp Hospital area. Since September, Route 25 has performed very well serving nearly 25 passengers per hour and exceeding the average for MTS minibuss routes.

Route 927 provided service in Tierrasanta connecting the area with the Kearny Mesa Transit Center for transfers to regional routes. In response to community requests for more direct service to Kearny Mesa destinations, the COA modified Route 927 to a loop route (Route 926/927) covering more territory. Unproductive night and weekend service was eliminated. Since September, ridership on Route 926/927 has not improved beyond the former Route 927 although more area is covered and more resources are used during the weekday. Further, for many years the Tierrasanta community has requested a direct connection to the trolley.

An opportunity to satisfy these unmet needs in both Linda Vista and Tierrasanta exists by the changes proposed here to Routes 25, 120, and 926/927. The proposal increases service to both areas by reallocating the underutilized resource currently dedicated to Route 926/927. MTS proposes the following four items, which would need to be approved as a package to maintain budget neutrality:

- Part 1 of 4: Reroute Route 120 to serve central Linda Vista (Ulric Street and Linda Vista Road only).
- Part 2 of 4: Maintain Route 25 to serve peripheral destinations in central Linda Vista (Comstock and Osler Streets) but reduce to hourly frequencies seven days per week.
- Part 3 of 4: Extend Route 25 through Stonecrest in Serra Mesa seven days per week and through Tierrasanta following the current routing of Route 926/927 Monday through Friday.
- Part 4 of 4: Discontinue Route 926/927, which would be mostly covered by an extended Route 25. (The western Kearny Mesa segment of Route 926/927 would not be covered by Route 25 but is otherwise well served by Routes 44 and 120.)

Negative impacts would be limited to Route 25 passengers at peripheral Linda Vista stops that would have hourly instead of half-hourly service though even these passengers would benefit from more direct connections to areas north. The recommended changes would positively benefit the great majority of Route 25 passengers that use it to access destinations on Ulric Street and Linda Vista Road with more frequent service and better regional connections. It would also benefit current Route 926/927 passengers due to the addition of trolley and bus connections at Fashion Valley.

A copy of the Public Hearing Notice distributed on the affected routes is attached to this agenda item (Attachment A). Any comments received by MTS prior to the Board meeting date will be provided to the Board as part of the Public Hearing. If approved, the changes would go into effect on September 2, 2007.



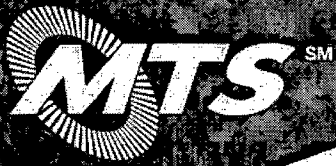
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Paul C. Jablonski  
Chief Executive Officer

Key Staff Contact: Denis Desmond, 619.515.0929, [Denis.Desmond@sdmts.com](mailto:Denis.Desmond@sdmts.com)

MAY24-07.25.PUB HRG ROUTES.DDESMOND

Attachment: A. Public Hearing Notice



# TAKE ONE – TOME UNO

## PUBLIC HEARING: NORTHERN AREA BUS SERVICES

MTS is proposing changes to Routes 25, 120, and 926/927 in the Linda Vista, Kearny Mesa, and Tierrasanta areas. If approved, the changes would take effect in **September 2007**.

- Route **120** would be re-routed to serve Ulric St. and Linda Vista Rd. between Fashion Valley and Health Center Dr., operating every 30 minutes on this segment seven days per week.
- Route **25** would be extended to operate between Fashion Valley and Kearny Mesa Transit Center, via Health Center Dr., Aero Dr., and Tierrasanta, replacing Route 926/927. Route 25 service would operate hourly seven days per week. Weekend and holiday service would operate only between Fashion Valley, Linda Vista, Health Center Dr., and Stonecrest (no Tierrasanta).
- Route **926/927** service would be discontinued and replaced by Route 25, except the segment on Convoy St., Balboa Ave., and Kearny Villa Rd. See map on other side.

There will be a public hearing regarding this proposal on Thursday, **May 24, 2007**, at 9:00 a.m. at 1255 Imperial Ave. (10th floor), San Diego, CA 92101. If you cannot attend the hearing, you may leave your comments at (619) 595-4912, or write to: "MTS Board: Northern Area Comments" at the above address or via e-mail at [coa@sdmts.com](mailto:coa@sdmts.com).

## AUDIENCIA PUBLICA: SERVICIO DE AUTOBUSES EN EL AREA NORTE

MTS está proponiendo cambios a las rutas 25, 120, y 926/927, en las áreas de Linda Vista, Kearny Mesa, y Tierrasanta. Si los cambios son aprobados, entrarán en vigencia en **septiembre de 2007**.

- La ruta **120** cambiaría para servir Ulric St. y Linda Vista Rd. entre Fashion Valley y Health Center Dr., operando en esta porción de la ruta cada 30 minutos toda la semana.
- La ruta **25** extendería para operar entre Fashion Valley y Kearny Mesa Transit Center, via Health Center Dr., Aero Dr., y Tierrasanta, reemplazando la ruta 926/927. La ruta 25 operaría con frecuencia de 60 minutos, siete días de la semana. Servicio durante los fines de semana y los días festivos operaría solo entre Fashion Valley, Linda Vista, Health Center Dr. y Stonecrest (sin Tierrasanta).
- La ruta 25 reemplazaría toda la ruta **926/927**, con excepción de la porción en Convoy St., Balboa Ave., y Kearny Villa Rd. Consulte el mapa en el reverso.

La junta directiva de MTS realizará la audiencia pública sobre la propuesta, a las 9:00am el jueves **24 de mayo del 2007**, en 1255 Imperial Ave. (piso 10), San Diego, CA, 92101. Aquellos que no puedan acudir a la Audiencia Pública pueden enviar sus comentarios llamando a MTS al (619) 595-4912, o escribiendo a: "MTS Board: Comentario sobre el Area Norte" en la dirección arriba, o por correo electrónico en [coa@sdmts.com](mailto:coa@sdmts.com).

**For more information: Para más información:**

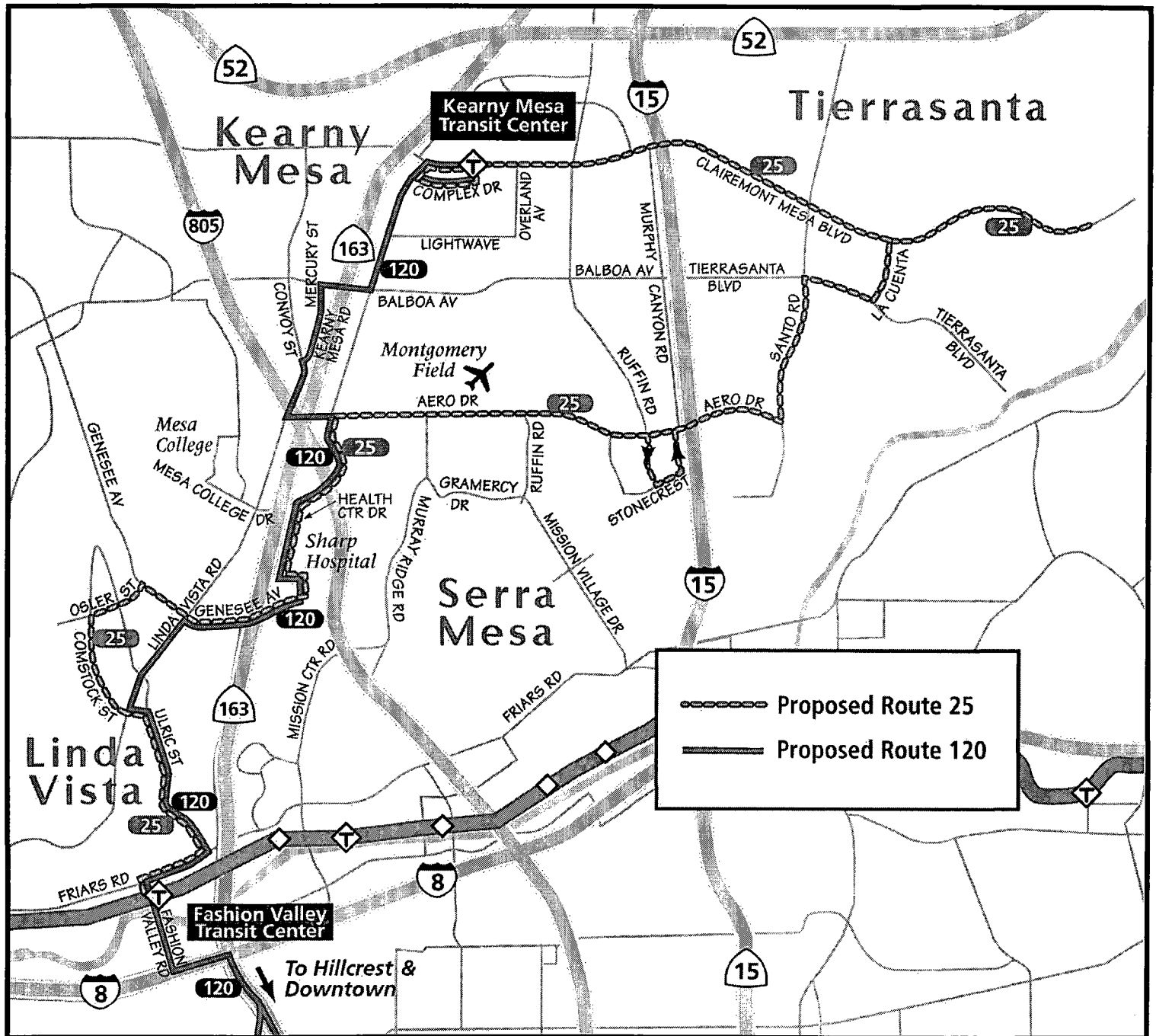
**[www.sdcommute.com](http://www.sdcommute.com)**

**619-233-3004**



**Proposed Routes 25 and 120 shown on map below.  
(Other MTS routes in the area are not shown on this map.)**

*Rutas 25 y 120 propuestas están en el mapa a continuación.  
(Otras rutas de MTS en este area no están en este mapa.)*

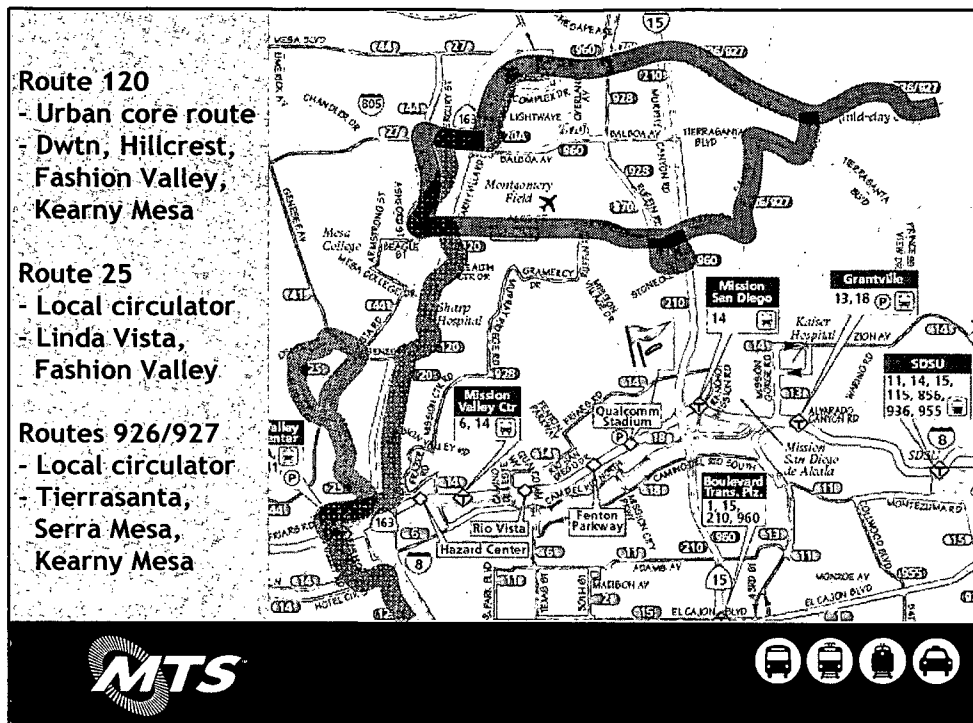




## COA Changes in North Central Area

- Provide quicker service between main activity centers and transfer points.
- Service maintained in areas with lower demand in Linda Vista, Serra Mesa, and Tierrasanta with individual local circulators (Routes 25, 926/927).





## POST COA...

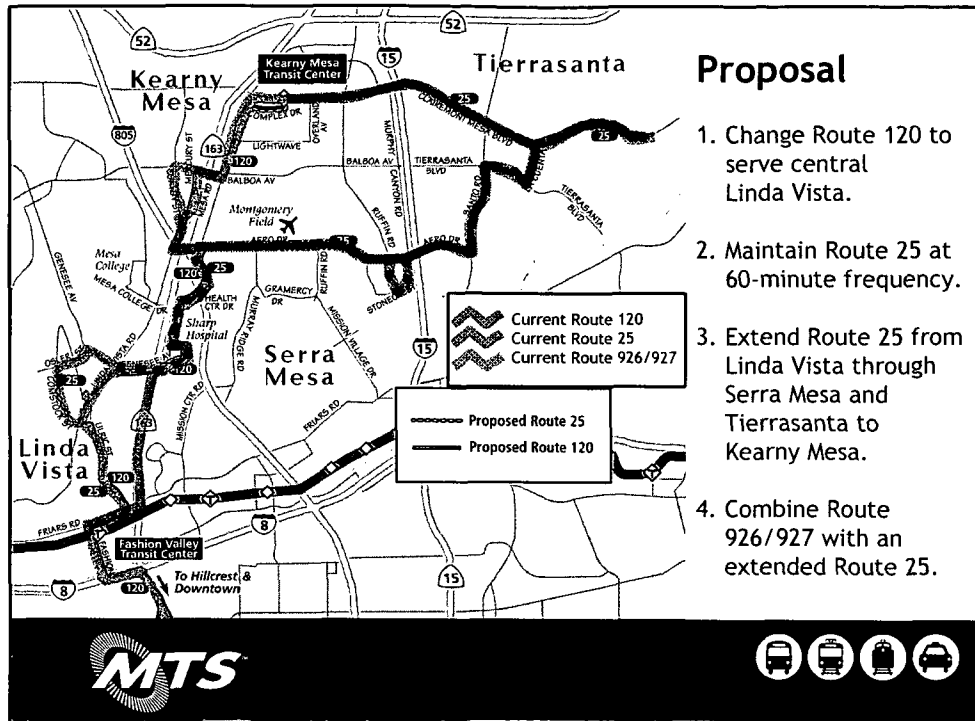
### Community comments:

- Linda Vista wishes to restore connection to Sharp Hospital and Kearny Mesa areas.
- Tierrasanta continues requests for direct Trolley connection.

### Route ridership:

- Route 25 ridership is strong, especially to central Linda Vista.
- Route 926/927 ridership is lower than expected.





## Benefits:

- Additional 4-6 minutes in travel time for current Route 120 passengers, but better connectivity for most passengers to/from Linda Vista and Tierrasanta
- \$145,000 annual cost of extending Routes 25 and 120 balanced out by frequency reduction in Route 25 and combination with Route 926/927.



## Public Hearing - Comments:

- Telephone:
  - 1 Supportive
  - 0 Opposed
- E-mail
  - 0 Supportive
  - 0 Opposed
- Today's Public Hearing





AGENDA ITEM NO.

9:12  
25**REQUEST TO SPEAK FORM**

ORDER REQUEST RECEIVED

1

**\*\*PLEASE SUBMIT THIS COMPLETED FORM (AND YOUR WRITTEN STATEMENT) TO THE CLERK OF THE BOARD PRIOR TO DISCUSSION OF YOUR ITEM\*\***

**1. INSTRUCTIONS**

This Request to Speak form must be filled out and submitted in advance of the discussion of your item to the Clerk of the Board (please attach your written statement to this form). Communications on hearings and agenda items are generally limited to three (3) minutes per person unless the Board authorizes additional time. However, the Chairperson may limit comment to one or two minutes each if there are multiple requests to speak on a particular item. General public comments on items not on the agenda are limited to three (3) minutes. Please be brief and to the point. No yielding of time is allowed. Subjects of previous Hearings or agenda items may not again be addressed under General Public Comments.

Date 2007-05-24  
Name (PLEASE PRINT) Clive Richard  
Address 5153 La Dorna St  
San Diego, CA 92115  
Telephone 619.582.4036  
Organization Represented (if any) \_\_\_\_\_

Subject of your remarks: \_\_\_\_\_

Agenda Item Number on which you request to speak \_\_\_\_\_

Your comments are presenting a position of: SUPPORT

☐

OPPOSITION

☐**2. TESTIMONY AT NOTICED PUBLIC HEARINGS**

At Public Hearings of the Board, persons wishing to speak shall be permitted to address the Board on any issue relevant to the subject of the Hearing.

**3. DISCUSSION OF AGENDA ITEMS**

The Chairman may permit any member of the public to address the Board on any issue relevant to a particular agenda item.

**4. GENERAL PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA**

Public comment on matters not on the agenda will be limited to five (5) speakers with three (3) minutes each, under the Public Comment Agenda Item. Additional speakers will be heard at the end of the Board's Agenda.

**\*\*REMEMBER: Subjects of previous Hearings or agenda items may not again be addressed under General Public Comments.\*\***





9:20

AGENDA ITEM NO.

25

**REQUEST TO SPEAK FORM**

ORDER REQUEST RECEIVED

2

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Date 5-24-07  
Name (PLEASE PRINT) Donna Erickson  
Address 1814 Coolidge St.  
San Diego CA 92111  
Telephone 858-247-2169  
Organization Represented (if any) Transportation Committee - Linda Vista Planning Group  
Subject of your remarks: a Thank You!

Agenda Item Number on which you request to speak 25

Your comments are presenting a position of: SUPPORT



OPPOSITION

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9.58



AGENDA ITEM NO. 25

**REQUEST TO SPEAK FORM**

ORDER REQUEST RECEIVED 3

**\*\*PLEASE SUBMIT THIS COMPLETED FORM (AND YOUR WRITTEN STATEMENT) TO THE CLERK OF THE BOARD PRIOR TO DISCUSSION OF YOUR ITEM\*\***

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Date Peter Warner

Name (PLEASE PRINT) \_\_\_\_\_

Address PO BOX 1189  
HUNFORD CA 93232

Telephone \_\_\_\_\_

Organization Represented (if any) Train Riders Assn of CA

Subject of your remarks: \_\_\_\_\_

Agenda Item Number on which you request to speak \_\_\_\_\_

Your comments are presenting a position of: SUPPORT ☐ OPPOSITION ☐

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# Nomination Form

## 2007 APTA Bus Safety Awards

Agency Name: Metropolitan Transit System (Bus Operations)

Agency Address: 100 16th Street  
San Diego, CA 92101

Agency Contact: Jim Byrne  
Contact Phone: 619 238-0100 x420  
Contact E-mail: Jim.Byrne@sdmts.com

- Category:
- ☐ Less than 1 million passenger trips
  - ☐ 1 million and less than 4 million passenger trips
  - ☒ 4 million and less than 30 million passenger trips
  - ☐ 30 million or more passenger trips
  - ☐ Private company providing contracted services

1. Please provide the following information as reported to the National Transit Database (data should reflect directly operated motorbus activity only).

	2004	2005	2006
Number of Major Incidents	2	1	0
Number of Non-major Incidents (safety element defined)	8	13	25

Please provide copies of completed Major Incident Report form (S&S-40) for any major incidents included above.

2. Please submit safety program element descriptions including any data that documents their effectiveness. Carefully review the bus Safety program evaluation criteria and provide information reflecting these criteria. You may attach additional pages as necessary.

CEO certification of nomination information (signature):

Claire E. Spielberg, Chief Operating Officer, Transit Services 3/27/07

Name and Title (printed) Claire Spielberg Date 3/27/07

Return nomination form and support documentation to Timothy Villarreal at APTA, no later than March 31. Please call Tim at 202-496-4888 if you have any questions.

By mail: 1666 K Street, NW, 11<sup>th</sup> Floor – Washington, DC 20006  
By fax: 202-496-4331



***Bus Operations***

100 16th Street  
P.O. Box 122511  
San Diego, CA 92112-2511  
(619)238-0100 • FAX (619)696-8159

APPLICATION COVER

To: APTA Bus Safety Awards Panel  
From: Jim Byrne, Director of Transportation  
Date: March 27, 2007  
Subject: Application for APTA Bus Safety Award Consideration

We are pleased that the progress made at MTS Bus allows us to submit this application for an APTA award for Bus Safety. We ask to be considered in the transit category serving 4 to 30 million trips annually.

We appreciate your review of the enclosed material and stand ready to respond to any inquiries or requests for additional information. The current management team has taken nothing for granted relative to all matters affecting the safety and/or the security of our customers and employees. We have made significant investments in the provision of additional training for our bus operators, our supervisors and managers. We have also completed a full fleet rehabilitation program ensuring that all defects were repaired and that all graffiti or vandalized seats were cleaned or replaced. Today's MTS Bus (formerly San Diego Transit) is a vastly improved organization and all measurable operational metrics are moving in the right direction.

Our focus on quality and safety is reflected in our participation in the International Bus Roadeo in Nashville. It will be a first for the agency and a first for our bus operator as we cheer Michael Everett to compete against the "top dogs" of transit. Like Big Mike, we might not make it to the final four but we have the desire to compete, improve and compete again.

We appreciate the panel's consideration and thank them for their review.

## SAFETY RECORD

In 2004, the Metropolitan Transit System installed a new management team at MTS Bus dedicated to the provision of quality transit! We have reintroduced the concept of accountability and hold supervisors and managers responsible for the business functions within their department. We have institutionalized the concepts of measuring and publishing operational data and increasing the knowledge base of all employees.

### Worker's Compensation

Our biggest success has been the "reining in" of our Worker's Compensation Program through the enforcement of good practices, an effective Return to Work Program and a willingness to prosecute those few employees seeking to defraud the agency. We are fortunate, indeed, to have an attorney as the manager for this department and she is supported by a small but dedicated staff. We work closely with our Third Party Administrator to minimize all claims and ensure that injured employees are treated and then returned to work. We are proud of our Return to Work program that was created by the company and the Amalgamated Transit Union (Attachment A).

We have provided a matrix of our results (Attachment B) and five individually charted graphs.

Workers Compensation Experience - Indemnity - From FY 02 to FY 06, we experienced a 97.5 % reduction from a total of \$2,468,602 paid in FY 02 to \$61,126 paid in FY 06. We have provided a graph to provide a visual depiction of this accomplishment. (Attachment C)

Workers Compensation Experience - Medical Paid - From FY 02 to FY 06, we experienced a 94.6 % reduction from a total of \$1,935,228 paid in FY 02 to \$103,476 paid in FY 06. We have provided a graph to provide a visual depiction of this accomplishment. (Attachment D)

Workers Compensation Experience - Per Case - From FY 02 to FY 06, we experienced an 81.2 % reduction from a total of \$26,165 per case paid in FY 02 to \$4,898 paid in FY 06. We have provided a graph to provide a visual depiction of this accomplishment. (Attachment E)

Workers Compensation Experience - Total Workers Compensation Costs - From FY 02 to FY 06, we experienced a 95.8 % reduction of our total Worker's Compensation costs. In FY 02, we expended \$4,543,456 and by FY 06 we were able to reduce our total Worker's Compensation expenses to \$188,192. We have provided a graph to provide a visual depiction of this accomplishment. (Attachment F)

### Risk Management - Loss Payments

From FY 02 to FY 06, we experienced an 84.6 % reduction in the claims we paid to other parties for property damage or bodily injury. In FY 02 we paid \$905,440 which declined to \$139,341 in FY 06. (Attachment G)

### Vehicle Operations

The two most recent years have been very challenging for MTS Bus since an increase in pension benefit during FY 06 provided a substantial financial benefit for our senior bus operators to seek retirement in January of 2006. We recognized that this wave of retirements would occur and have been hiring aggressively throughout FY 06 and FY 07 to compensate for this drain of experienced operators. It came as no surprise, therefore, that our accident rates climbed in FY 06 as the percentage of new operators (with less than three years experience) increased by 50% from 15% of our bus operator ranks to 22%. We ask that the evaluation panel take this mitigating factor into consideration when evaluating our vehicle safety measurements.

We have provided a matrix of our results (Attachment H) and three individually charted graphs.

Total Accidents - From FY 02 to FY 06, we experienced a 51 % reduction as measured by our trendline. The trendline decreases from 6.6 accidents in FY 02 to 3.2 in FY 06 as measured in accidents per 100,000 miles. We have provided a graph to provide a visual depiction of this accomplishment. (Attachment I)

Collisions - From FY 02 to FY 06, we experienced a 12 % reduction in collisions as measured by our trendline. The trendline decreases from 3.75 in FY 03 to 3.3 in FY 06 as measured in collisions per 100,000 miles. We have provided a graph to provide a visual depiction of this accomplishment. (Attachment J)

Preventable Accidents - From FY 02 to FY 06, we experienced a 7.3 % reduction as measured by our trendline. The trendline decreases from 1.76 in FY 02 to 1.63 in FY 06 as measured in preventable accidents per 100,000 miles. (Attachment K)

## AGENCY COMMITMENT AND INTERNAL SUPPORT

***The management of MTS Bus has a mandate to provide safe transportation options for our passengers and we must take immediate action to correct unsafe operators.***

This relatively simple statement has been utilized by our Chief Executive Officer, Paul Jablonski, the Chief Operating Officer, Claire Spielberg, and the Director of Transportation, Jim Byrne to justify the significant investment of management time and effort to re-invigorate an organization, like many others, that had become complacent in its approach to safety. This organization lacked basic accountability for safety and maintenance functions and was nearing crisis mode as our ridership declined and we experienced an increasing level of driver behavior related complaints.

The managers pledged that we would start the process of revamping our Training Program and quickly devised a “hands-on” remedial course of instruction for problematic bus operators. We reviewed every page of every training manual to ensure full compliance to current transit regulations. Our Training Department produced very attractive tri-fold pamphlets that our operators could carry and use as personal reference guides. A sample of these guides (Attachment L) would include:

1. Pre-Trip Bus Inspection Chart
2. The Smith System of Defensive Driving
3. Fixed Object Accident Avoidance
4. ADA and Service Animals
5. Farebox Controls
6. Radio Controls and Usage

The Training Department benefited from the infusion of a more “Operations Oriented” approach to measuring overall success and we made our overall safety a component of every manager’s formal review and goal statement. We reshuffled our Driver Trainers to ensure that we had motivated and successful job coaches with good operating and customer service records teaching our most impressionable new hires. We hosted Transportation Safety Institute (TSI) Bus Operator Instructor Classes in 2005, 2006 and 2007 and qualified nine (9) Bus Operator Instructors.

Our Operations team reviewed all retraining paperwork and regularly counseled Driver Trainers that their signatures vouchsafed for the proficiency and professionalism of their graduates. Our Bus Operator Instructors were required to remediate problematic drivers to the point that they were able to demonstrate proficiency.

We are committed to safe operations and contracted with a third party national transit management firm to provide professional ride checkers trained to monitor our bus operators for compliance to company policies and state and federal vehicle laws. We review approximately 150 Ride Checks per month. (Attachment M)

In rebuilding MTS Bus, the current management team arrived in mid to late 2004 and quickly discerned the need for immediate remedial driver training. We retrained 42 bus operators in 2004, 97 bus operators in 2005 and 212 bus operators in 2006. We have doubled our efforts in each year and have now retrained nearly 70% of our bus operator workforce. Remediation was offered in Customer Service, Conflict Resolution, the Americans with Disabilities Act and the Smith System of Defensive Driving. Each operator received an individualized course of instruction with classroom and/or on the road evaluations that ranged from four (4) hours to sixty four (64) hours. Our on the road remediation required our operators to engage in "narrative driving" so that our trainers could easily determine their weak areas and take corrective action. All operators were tested to ensure proficiency before being returned to revenue service.

To identify problematic drivers, we adopted a best practice of generating preventable accident histories which listed all preventable accidents, by bus operator, for the past three years. This report is generated in the first ten days of the month and presented to the Director of Transportation for his review. On a quarterly basis, we generate a similar roster of drivers with four (4) or more customer complaints in the previous twelve months. These reports allow us to "pinpoint" our retraining efforts as well as the assignment of our professional ride checkers.

Bus operators are selected for retraining based on their overall safety records, customer experiences, passenger complaints, motorist complaints or third party "mystery" riders. It was a no-nonsense top down approach to a mission critical situation. We communicated our change in cultural attitudes to the workforce in newsletters and transit bulletins. We reviewed all complaints to identify bus operators with patterns of non-compliance to major issues (seatbelts, ADA announcements, ADA wheelchair securements, red light violations, "running hot" and use of a cell phone while driving).

Our Verification of Transit Training (VTT) program ensures that we provide an additional eight (8) hours of annual training to all bus operators. We are allowed to select the topics and they usually include the Smith System of Defensive Driving and our ADA responsibilities as transit operators. We provide an additional 4,000 hours of training time per annum to satisfy the State of California requirement.

Our “turnaround”, as measured by our frequency of preventable accidents per 100K miles (Attachment N), occurred in November 2005. Our operators became aware that the management team was intent on the enforcement of performance standards. Our methods were a simple return to bus basics and included retraining, written warnings, suspensions and terminations. The process was not always easy but we have witnessed a 50% decrease in the level of driver behavior related customer complaints.

Our union’s position has gone from fighting any attempt to retrain operators to actually requesting retraining! We have achieved a significant decrease in driver behavior related complaints while experiencing an approximate 3% increase in ridership. (Attachment O).

## **SAFE PUBLIC ENVIRONMENT**

MTS Bus is committed to expanding our safety message beyond our organization and we can list a few examples of our external safety efforts.

1. Rider Education - The MTS Marketing and Communications department works with Transit System Security on the Transit Safety Program for riders. The program is based on Operation Lifesaver’s rail safety education program, and now includes a bus safety component.

Transit security officers visit schools and other youth groups to teach people how to be safe train and bus riders. The bus presentation is specific to the system, and includes visuals of actual MTS buses and bus stops. In the presentation, riders learn the proper ways to wait for a bus, board a bus, sit inside a bus, and how to safely get off a bus. Other bus safety messages teach riders to pay attention to their surroundings, to cross only at crosswalks or street corners, and to pay attention to traffic lights and signals.

The safety program is incorporated with the MTS Classroom Day Tripper Program. Teachers who choose to use public transit for field trips receive a free safety presentation for their classes. In FY 06, we provided instruction to 42,000 students.

2. MTS Flash Books - MTS recently created MTS Flash, a book of bus hailing cards in ADA compliant Braille and raised lettering. In February 2007, MTS donated over 300 books to various blind groups and social service agencies in San Diego. The goal of this MTS program is to make it easier and safer for riders with disabilities to utilize public transit. The MTS Flash Books allow passengers to display the bus route number so that the correct bus will stop for them. The books also contain pages with important addresses

and phone numbers. All MTS operators are aware that passengers will be using this communication tool in the field to identify their desired mode of public transit. The books also allow operators to identify riders who may have special needs. MTS Flash was extremely well received by the community. The Braille books are available to all public transit riders at the Transit Store, our downtown San Diego sales outlet. (Attachment P)

3. SAFEWATCH - Is a community oriented safety and security program developed as a proactive measure to prevent and reduce safety and security related issues aboard the MTS Bus and Trolley. The SAFEWATCH program aims at involving all MTS riders and communities throughout the region to inform MTS security officers of any occurring or potential security risks along transit centers and on-board buses and trolleys. This is done by contacting MTS security dispatchers directly through the SAFEWATCH phone number, 24 hours a day 7 days a week.

Through SAFEWATCH, MTS has taken its available security resources and extended them to include the general public. MTS Bus riders now become part of the MTS safety and security team informing MTS of any disturbance, future security issues and any form of vandalism taking place within the transit system. In essence, customers of MTS services become additional eyes and ears of the transit system.

To inform riders and local communities MTS created English and Spanish handouts as well as quick reference cards to be distributed at community fairs, transit centers, and by MTS employees. In addition, the MTS quarterly newsletter provided information on the SAFEWATCH program to all MTS customers and various media outlets were advised of the new program.

4. Accessibility Coordination - We work closely with all general contractors and developers to ensure that we have adequate notice of all construction or paving projects that may affect transit use and require the temporary closure or relocation of an existing bus stop. This coordination occurs between the County's Traffic and Engineering Department, the California Highway Patrol, Caltrans and SANDAG (our regional planning organization).

We also meet on a quarterly basis with the Accessible Services Advisory Committee (ASAC), which serves as the advisory board for our disabled riders. This forum addresses the issues specific to our ADA service and we are usually quick to take action on any request that can be readily accomplished. The development of the Flash Books is a direct result of a suggestion received at ASAC.



We are also attendees at the Transit Accessible Advisory Committee chaired by SANDAG, our regional planner. We have nearly 6,000 bus stops and this committee recently identified a stop with a wheel chair pad that was now an "island" due to some unrelated contractor repair. We sent a crew with 60 lbs. of black top to provide a temporary bridge for our passengers with mobility devices while we attempt to work with the various agencies to achieve the desired concrete pour.

5. ARC - We are very proud of our outreach to the ARC organization, in conjunction with the International Brotherhood of Electrical Workers (IBEW) Local 465 our maintenance union, where we provide meaningful employment to the developmentally disabled community. We contract with ARC to deep clean our buses at our facility and the presence of these employees in our workplace has led, we believe, to an increase in the level of empathy and customer service being offered to the developmentally disabled community by our bus operators. This outreach could not have been achieved without IBEW which grants these workers union membership so they can work side by side with other IBEW members on our property.

## CONCLUSION

The management team has successfully institutionalized the concept of Safety and Customer Service and every supervisor and manager is aware of his/her authority to intercede and take immediate action. We ask every manager to have a proprietor's interest in our business and to take action to improve our business.

We strive to retain all current employees while we recognize that everyone cannot succeed as a bus operator. Operators with unsafe driving patterns have received significant retraining and achieve re-certification if they can demonstrate their proficiency. Operators that cannot demonstrate safe driving or experience multiple preventable accidents are terminated from our employ.

The management team meets with every incoming class of bus operator trainees to impress upon them the trust that we place with them and the trust that our passengers have in the system when they board our buses or place their kids or parents on our buses.

We will always have challenges in this industry but by making it our responsibility to do things correctly; we are making significant progress towards our vision of being a trusted, reliable and safe choice for the residents of San Diego.

## List of Attachments

A	Return to Work Program
B	Matrix - Worker's Compensation Data
C	Chart - Worker's Compensation - Indemnity
D	Chart - Worker's Compensation - Medical Payments
E	Chart - Worker's Compensation - Cost per Claim
F	Chart - Worker's Compensation - Total Costs
G	Chart - Risk Management - Loss Payments
H	Matrix - Vehicle Operations Safety Data
I	Chart - Vehicle Operations Safety - Total Accidents
J	Chart - Vehicle Operations Safety - Total Collisions
K	Chart - Vehicle Operations Safety - Total Preventable Accidents
L	Assorted Training Pamphlets
M	Actual Ride Check Report
N	Chart - Vehicle Operations Safety - Monthly Preventable Accidents
O	Chart - Ridership versus Complaints
P	MTS Flash Book

## DESCRIPTION OF EMPLOYEE'S JOB DUTIES

**INSTRUCTIONS:** This form shall be developed jointly by the employer and the employee and is intended to describe the employee's job duties. The completed form will be reviewed by the treating doctor to determine whether the employee is able to return to his/her job. This is an important document and should accurately show the requirements of the employee's job. If the employee needs help completing this form, the employee may contact the Information and Assistance Officer at the Division of Workers' Compensation. The phone number can be found in the State and Government Section of the phone book.

EMPLOYEE NAME: (LAST)		(FIRST)		(M.I.)	CLAIM#:
EMPLOYER NAME:			JOB ADDRESS:		
San Diego Transit			100 16th Street San Diego, CA 92112		
JOB TITLE:		HRS. WORKED PER DAY:		HRS. WORKED PER WEEK:	
ON TIME PERFORMANCE CHECKER		8.5 (2 shifts per day:am/pm)		42.5 (7 days wk: Sun-Sat)	
<p><b>DESCRIPTION OF JOB RESPONSIBILITIES: (DESCRIBE ALL JOB DUTIES)</b>          Reports to Dispatcher at either Imperial Division or Kearny Mesa Division; receives clipboard, pencils with erasers, a time piece (which the employee synchronizes with the radio system clock) &amp; folder containing: time sheets, location of time point checks, time &amp; method to be used to travel to transit centers, suggested location at center for employee to position self &amp; how to best observe the buses' arrivals &amp; departures, times to take breaks and lunch, location of restrooms, employee departure time &amp; method to be used when returning to division at end of shift. Employee rides on bus to the designated transit center/load zone. Observes and times buses as they come/leave the transit center; documents information on time sheets. Assists and answers passenger questions, as necessary and appropriate. May travel by bus to another transit center, as directed. Uses cell phone or handheld radio to communicate with dispatcher. Chair/ bench is/will be provided at each of 9 designated transit centers. Employee chooses to sit or stand</p>					
1. Check the frequency of activity required of the employee to perform the job.					
ACTIVITY (Hours per day)	NEVER 0 hours	OCCASIONALLY up to 3 hours	FREQUENTLY 3-6 hours	CONSTANTLY 6-8+ hours	
Sitting Employee's choice		X	X	X	
Walking		X			
Standing Employee's choice		X	X	X	
Bending (neck)		X			
Bending (waist)	X				
Squatting	X				
Climbing Board bus		X			
Kneeling	X				
Crawling	X				
Twisting (neck)		X			
Twisting (waist)	X				
Hand Use: Dominant hand Right Left					
Is repetitive use of hand required?		X			
Simple Grasping (right hand)		X			
Simple Grasping (left hand)		X			
Power Grasping (right hand)	X				
Power Grasping (left hand)	X				
Fine Manipulation (right hand)		X			
Fine Manipulation (left hand)		X			
Pushing & Pulling (right hand)	X				
Pushing & Pulling (left hand)	X				
Reaching (above shoulder level)	X				
Reaching (below shoulder level)		X			

2. Please indicate daily Lifting and Carrying requirements of the job: Indicate the height the object is lifted from the floor, table or overhead location and the distance the object is carried.

	LIFTING				Height	CARRYING				Distance
	Never 0 hrs.	Occasionally up to 3 hrs.	Frequently 3-6 hrs.	Constantly 6-8+ hrs.		Never 0 hrs.	Occasionally up to 3 hrs.	Frequently 3-6 hrs.	Constantly 6-8+ hrs.	
0-10 lbs.			X		1' max			X		20'
11-25 lbs.	X					X				
26-50 lbs.	X					X				
51-75 lbs.	X					X				
76-100 lbs.	X					X				
100+ lbs.	X					X				

Describe the heaviest item required to carry and the distance to be carried: Supplies: clipboard, packet, pencils and radio or phone; total approximately 5 lbs, a distance up to 20 ft from bus to transit center. Usually carry ounces.

3. Please indicate if your job requires:	YES	NO	(IF YES, PLEASE BRIEFLY DESCRIBE)
a. Driving cars, trucks, forklifts and other equipment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Working around equipment and machinery?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Buses moving in/out of area
c. Walking on uneven ground?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
d. Exposure to excessive noise?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
e. Exposure to extremes in temperature, humidity, or wetness?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CA weather/transit centers have roofs
f. Exposure to dust, gas, fumes, or chemicals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Some fumes from running buses
g. Working at heights?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
h. Operation of foot controls or repetitive foot movement?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
i. Use of special visual or auditory protective equipment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
j. Working with bio-hazards such as blood born pathogens, sewage, hospital waste, etc.?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Employee Comments:

Employer Comments:

This is a high profile position where the employee will be in the public's eye for a large part of the day; appropriate dress will be the company uniform which must be maintained clean and neat in appearance.

This important information will be utilized to assure the buses are all operating to schedules.

EMPLOYER CONTACT NAME:

EMPLOYER CONTACT TITLE:

EMPLOYER REPRESENTATIVE SIGNATURE:

DATE:

EMPLOYEE'S SIGNATURE:

DATE:

QUALIFIED REHAB. REPRESENTATIVE SIGNATURE:  
(IF APPLICABLE)

DATE:

Return to Work Program  
RTW

YOU ARE EXPECTED TO BE A GOOD WILL AMBASSADOR FOR  
SAN DIEGO TRANSIT CORPORATION

1. You will receive clipboards, pencils, and folders containing pertinent information from the Dispatcher or the Program Manager at Imperial Avenue. You may travel by bus, trolley, and/or relief car to the assigned transit center. You are not allowed to use your privately owned vehicle for transportation. You will observe and record buses arriving and departing the transit center on time sheets provided. You will assist and answer questions by passengers as necessary and appropriate. You may be required to travel by bus to another transit center as directed. At the end of your shift you will be required to enter the information into the computer and return the clipboards, pencils, and folders to the dispatcher or the Program Manager.
2. This program is not available to any employee who is able to perform their normal job for SDTC.
3. RTW assignments will be reviewed every ninety days.
4. Assignments in the RTW Program will be at the discretion of Management. At this time, employees will not be permitted to work in the RTW program for longer than one (1) year (365 days). In fact, their time in the program maybe less, at the discretion of Management.
5. RTW assignments are a first come first serve basis.
6. Employees will not be paid less than 85% of their current pay rate in the wage progression while working RTW program.
7. Employees will receive benefits as specified in the collective bargaining agreement.
8. The parties acknowledge that employees who are offered and reject assignments in the RTW program will no longer be eligible for temporary disability indemnity payment from the workers compensation system.
9. Employees working in the RTW program will be subject to the same SDTC work rules and procedures and to the Collective Bargaining Agreement ("CBA") as active SDTC employees. Thus, employees in this program are subject to, for example, the attendance policy; miss out, uniform, and job abandonment provisions of the CBA. Employees in the RTW program will be subject to disciplinary action or discharge from employment according to the same rules and procedures in the CBA, as active SDTC employees.

NOTE: YOU ARE PROVIDING A VERY IMPORTANT FUNCTION THAT IS VITAL TO THE PROVISION OF EXCELLENT CUSTOMER SERVICE. ACCURATE DATA REPORTING IS IMPERATIVE. THE INFORMATION COLLECTED WILL NOT BE USED FOR PUNITIVE ACTIONS AGAINST OTHER EMPLOYEES.

*"My signature below indicates that I understand and agree with the foregoing."*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Supervisor Initials: \_\_\_\_\_

**SAN DIEGO TRANSIT CORPORATION  
JOB ANALYSIS**

---

**Position:** ON TIME PERFORMANCE CHECKER

**Application:** This is a RTW Program (Return to Work) that enables an employee, based on medical opinion to continue using his/her skills and abilities that are temporarily limited by injury to offer to them an alternative to deterioration of basic skills, loss of self-confidence and associated dependency that frequently results from prolonged absence from work and to respond to medical opinion that limited work activity is in most cases therapeutic and can effect a faster recovery for the injured employee.

The employee has been hired and employed by San Diego Transit having already gone through the application process as follows: submit application and is interviewed. Must be at least 18 years of age; have a high school diploma or a GED equivalent, speak, read and write the English language. Must not have any felonies or misdemeanors in the last 7 years. Must pass basic skills test, physical exam (including must be able to lift up to 50 lbs) and psychological profile test. Possess valid CA driver's license and give proof of a clean driving record. Prefer experience in diesel mechanics or related field which would qualify successful candidate for promotional opportunities with the department. Must be drug and alcohol free (company gives random testing). Must submit proof of being a citizen or a lawful permanent resident or an alien authorized to work in this country.

**Training:** On the job.

**Work hours:** Sunday through Saturday, 6:00 am-2:30 pm, 12:00 pm-8:30 pm

**Breaks:** Lunch is one half hour; there are 2 breaks per shift; 10 minutes each.

**Supervision:** Work under direction of Dispatcher.

---

**Job Description**

Receive clipboard, pencils, a time piece and folder containing pertinent information from Dispatcher either in Imperial or Kearny Mesa Division. Travel, by bus, to assigned transit center; observe and document buses' arrivals and departures; record information on time sheets. Assist and answer passengers' questions, as necessary and appropriate. May travel by bus to another transit center, as directed. Use cell phone or handheld radio to communicate with Dispatcher. Return information and supplies to dispatcher.

---

## Essential Functions

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Travel and report to the Dispatcher at either the Imperial or the Kearny Mesa Division. Receive clipboard, pencils with erasers, a time piece (which the employee synchronizes with the radio system clock) and a folder containing the following: time sheets, location of time point checks, time and method to be used to travel to transit centers, suggested location at center to position self and how to best observe buses' arrivals and departures, times to take breaks and lunch, location of restrooms, employee departure time and method to be used when returning to division at end of shift.

Travel by bus to designated transit center; observe arrivals and departures of buses; document all pertinent information on the time sheets. Maintain this information throughout the shift. Chairs/benches are/will be provided at each of the nine designated transit centers; the employee may choose to stand or sit during this period..

Travel by bus to another transit center, if indicated in the information in the folder. Continue to observe and document.

Assist and answer passengers' questions, as necessary and appropriate.

Return by bus to designated location at Imperial or Kearny Mesa Division. Submit all documentation and supplies to Dispatcher.

It is noted that this is a high profile position where the employee will be in the public's eye for a large part of the day. Appropriate dress will be the company uniform. The uniform must be clean and neat in appearance.

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## ENVIRONMENTAL FACTORS

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### Check box indicates condition is present

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Works alone                    | <input checked="" type="checkbox"/> Wet and or humid         | <input type="checkbox"/> Foot controls   |
| <input type="checkbox"/> Works with others              | <input checked="" type="checkbox"/> Fumes/Odors/Gases        | <input checked="" type="checkbox"/> Noise                                      |
| <input checked="" type="checkbox"/> Works around others | <input checked="" type="checkbox"/> Dirt/Dust                | <input type="checkbox"/> Vibration (hand tools)                                |
| <input checked="" type="checkbox"/> Shift work          | <input type="checkbox"/> Explosives                          | <input type="checkbox"/> Driving   |
| <input type="checkbox"/> Extended day                   | <input type="checkbox"/> Solvents/Oils/Chemicals             | <input type="checkbox"/> Working at heights                                    |
| <input checked="" type="checkbox"/> Inside              | <input type="checkbox"/> Work with radiant/electrical energy | <input checked="" type="checkbox"/> Uneven ground/<br>stairs/slippery surfaces |
| <input checked="" type="checkbox"/> Outside             | <input type="checkbox"/> Work around equipment/machinery     |  |
| <input type="checkbox"/> Confined areas                 | <input type="checkbox"/> Extreme heat/cold                   |  |

- ☐ Working with bio-hazards such as: Blood borne pathogens, sewage, hospital waste, etc.

### Tools and Equipment Used on Job:

Company provides: Uniforms, time piece, pencils with erasers, cell phone or handheld radio, folder containing: time sheets and other pertinent paperwork.

---

### Mental Factors:

- |   |  |   |  |  |  |
|---|--|---|--|--|--|
| Reading Skills  | <input type="checkbox"/> Complex<br><input checked="" type="checkbox"/> Simple | Writing Skills  | <input type="checkbox"/> Complex<br><input checked="" type="checkbox"/> Simple | Math Skills  | <input type="checkbox"/> Complex<br><input checked="" type="checkbox"/> Simple |
| <input type="checkbox"/> Analyzed/Interprets/Investigates |  | <input type="checkbox"/> Supervises Others            |  | <input checked="" type="checkbox"/> Follows Instructions |  |
| <input type="checkbox"/> Solves Problems                  |  | <input type="checkbox"/> Instructs/Teaches            |  | <input checked="" type="checkbox"/> Routine/Repetitive   |  |
| <input checked="" type="checkbox"/> Provides Information  |  | <input checked="" type="checkbox"/> Influences Others |  | <input type="checkbox"/> Precision Work<br>(machinery)   |  |
| <input type="checkbox"/> Make decisions                   |  |   |  |  |  |

Other: n/a



## PHYSICAL REQUIREMENTS

**FREQUENCY:**      **Never (Never required)**      **Occasionally (Up to 3 hrs/day)**  
                                  **Frequently(3-5 hrs/day)**      **Constantly (Over 5 hrs/day)**  
**More than one box checked indicates frequency of activity varies from day to day**

	NOFC		NOFC
Sitting	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> employee's choice	Repetitive Use of Hand	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Walking	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Pushing/Pulling (both hands)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Standing	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> employee's choice	Grasp-light (dominant)	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Bending (neck)	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Grasp-light (non-dominant)	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Bending (waist)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Grasp-firm (dominant)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Squatting/Crouching	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Grasp-firm (non-dominant)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Climbing	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> board bus	Fine Manipulation (dominant)	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Kneeling	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Fine Manipulation (non-dominant)	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Crawling	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Reaching (at or above shoulder level)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Twisting (neck)	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Reaching (below shoulder level)	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Twisting (waist)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
<b>Lifting</b>		<b>Carrying</b>	
0-10 lbs	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	0-10 lbs	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
11-25 lbs	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	11-25 lbs	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
26-50 lbs	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	26-50 lbs	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
51-75 lbs	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	51-75 lbs	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
76-100 lbs	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	76-100 lbs	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
100 + lbs	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	100 + lbs	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**Heaviest weights and distances to be carried:** Up to 5 lbs-time piece, pencils, cell phone or handheld radio and folder with paperwork. Most commonly lifted (clipboard and pen) weighs ounces.

1. Original Job Analysis was prepared June 2004
2. This Job Analysis is subject to periodic update.
3. If Job Analysis is to be used in Worker's Compensation issue then sign Page 5.

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**Employee Comments:**

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**Employer Comments:**

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<b>Employer Contact Name:</b>	<b>Employer Contact Title:</b>
<b>Employer Representative Signature:</b>	<b>Date:</b>
<b>Employee Signature:</b>	<b>Date:</b>
<b>Qualified Rehab. Representative Signature: (If applicable)</b>	<b>Date:</b>

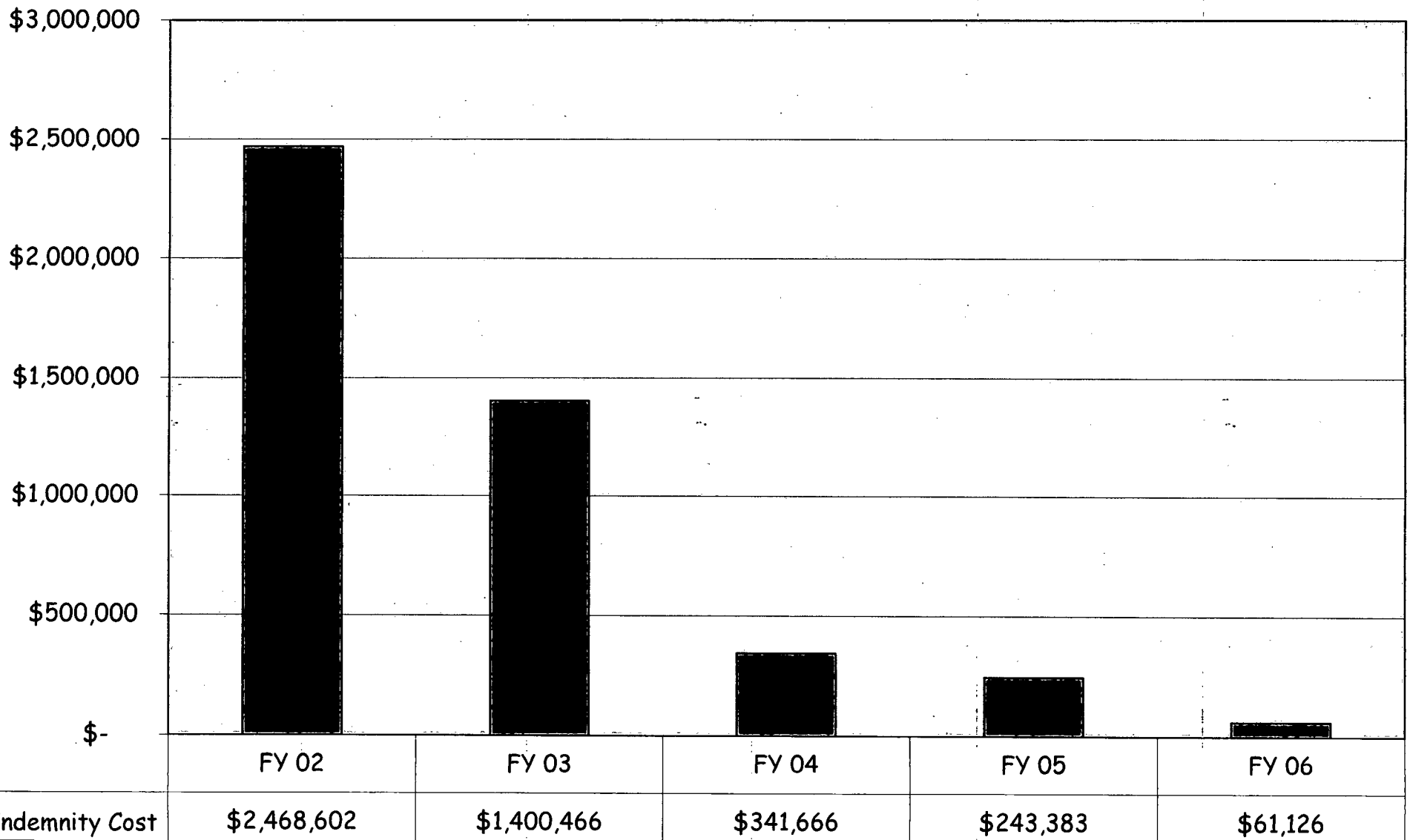
## MTS Bus Worker's Comp Experience

	\$ per Case		Indemnity		Medical Paid		Total WC Cost
FY 02	\$ 26,165	FY 02	\$ 2,468,602	FY 02	\$ 1,935,228	FY 02	\$ 4,543,456
FY 03	\$ 22,192	FY 03	\$ 1,400,466	FY 03	\$ 1,271,999	FY 03	\$ 2,794,814
FY 04	\$ 8,086	FY 04	\$ 341,666	FY 04	\$ 279,956	FY 04	\$ 665,722
FY 05	\$ 7,337	FY 05	\$ 243,383	FY 05	\$ 251,024	FY 05	\$ 520,824
FY 06	\$ 4,898	FY 06	\$ 61,126	FY 06	\$ 103,476	FY 06	\$ 188,192

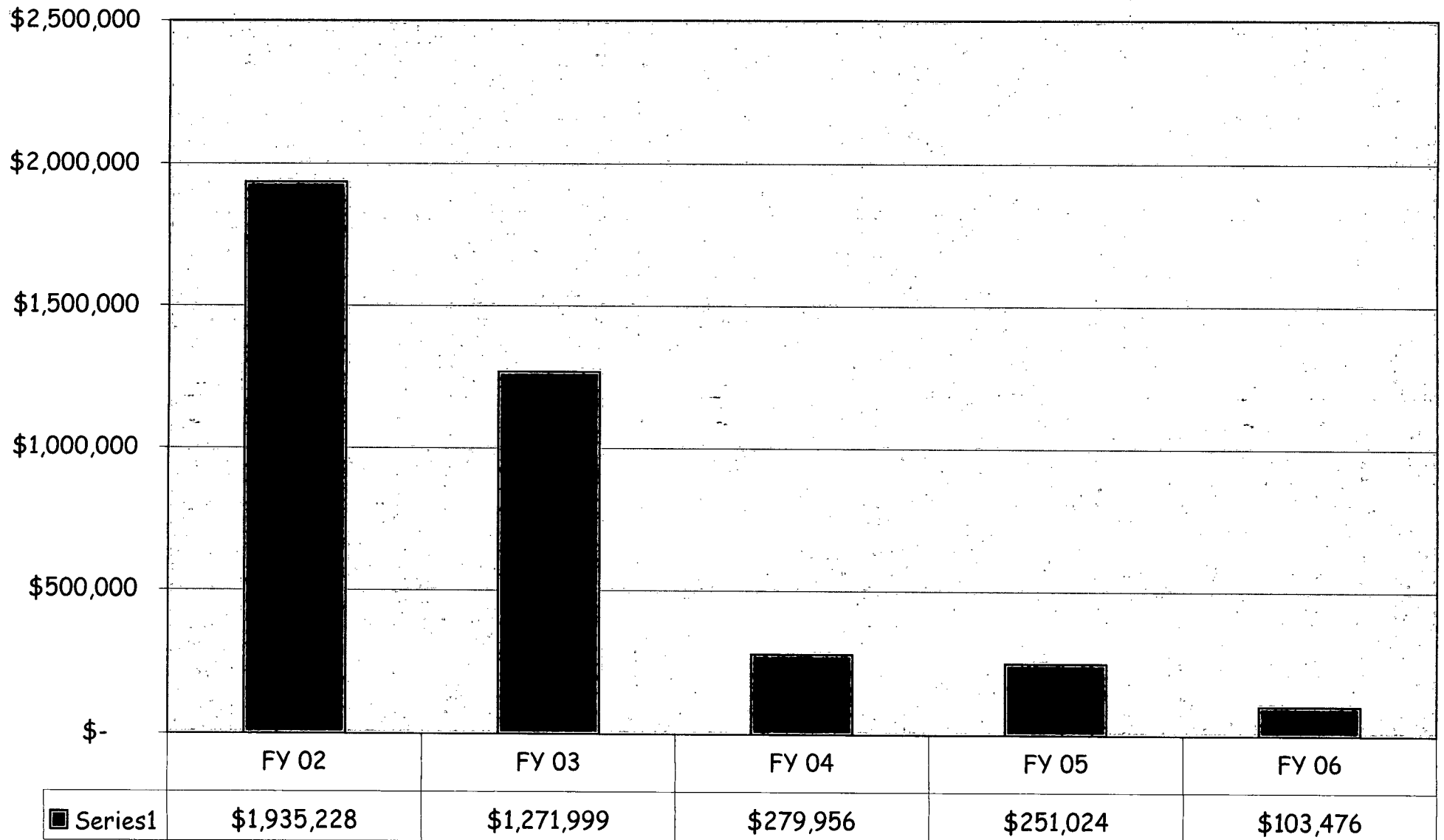
## MTS Bus Loss Payments for Property Damage and Bodily Injury

	Total Cost
FY 02	\$ 905,440
FY 03	\$ 237,227
FY 04	\$ 322,553
FY 05	\$ 218,414
FY 06	\$ 139,341

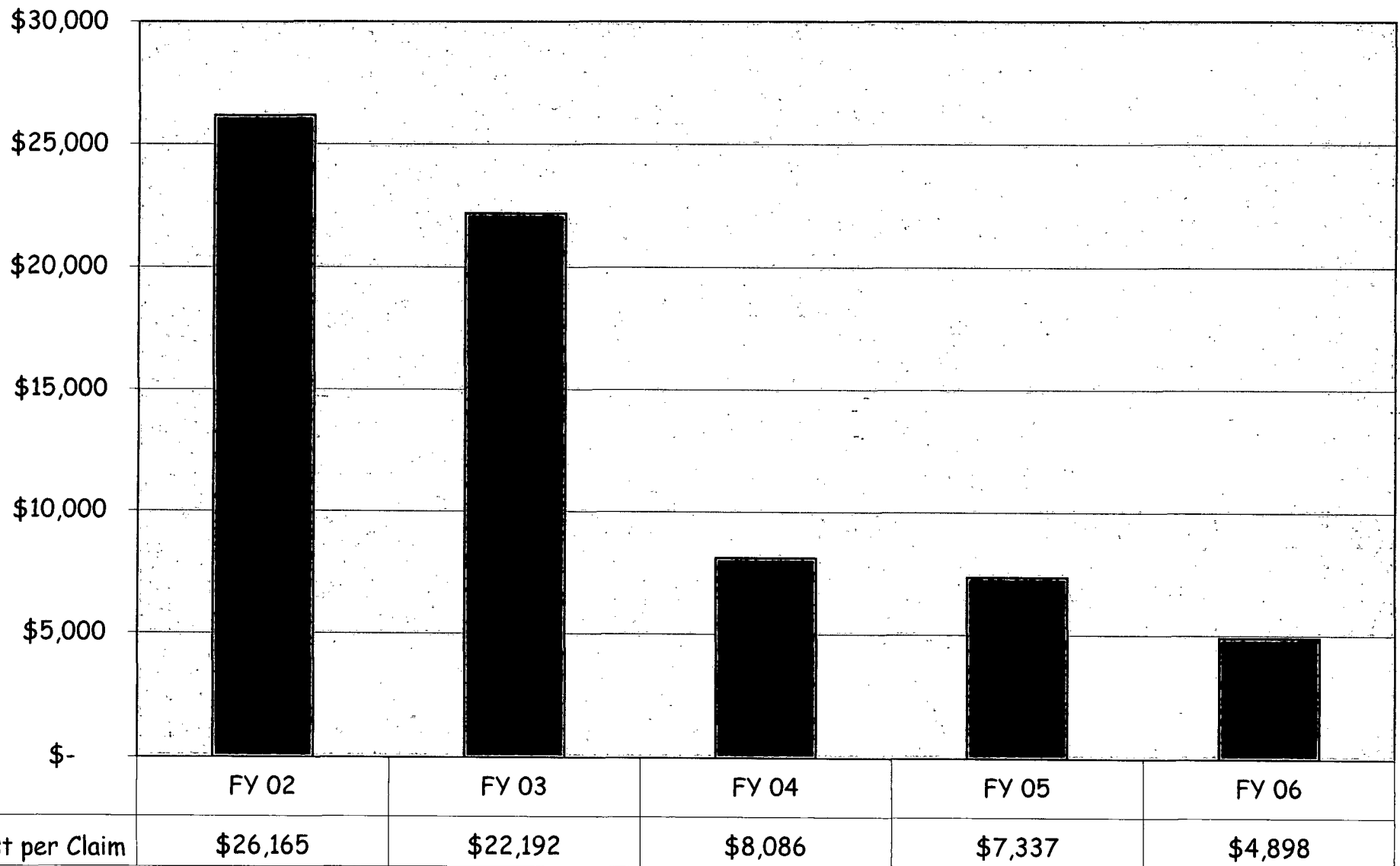
# Indemnity Cost



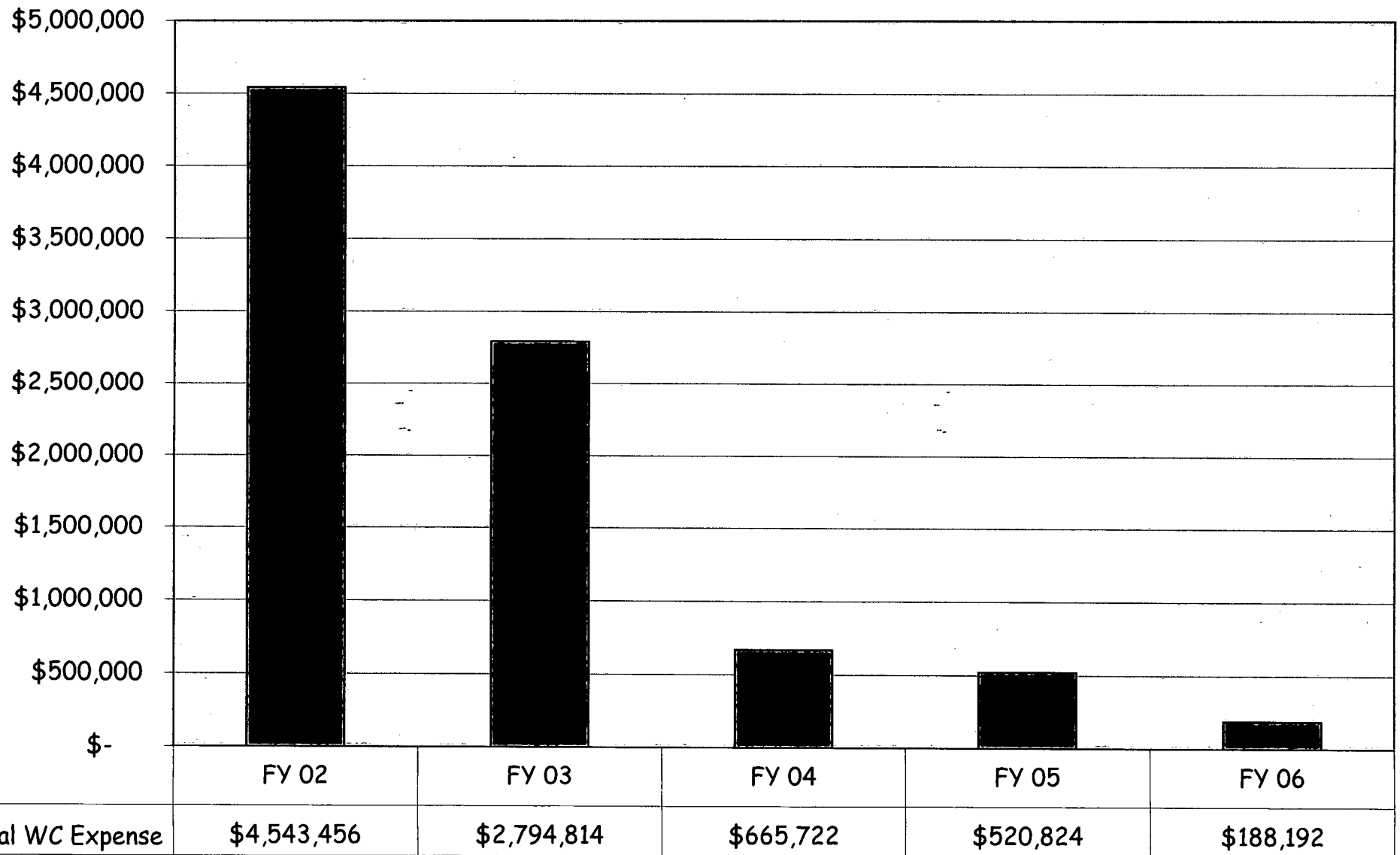
# Medical Expenses Paid



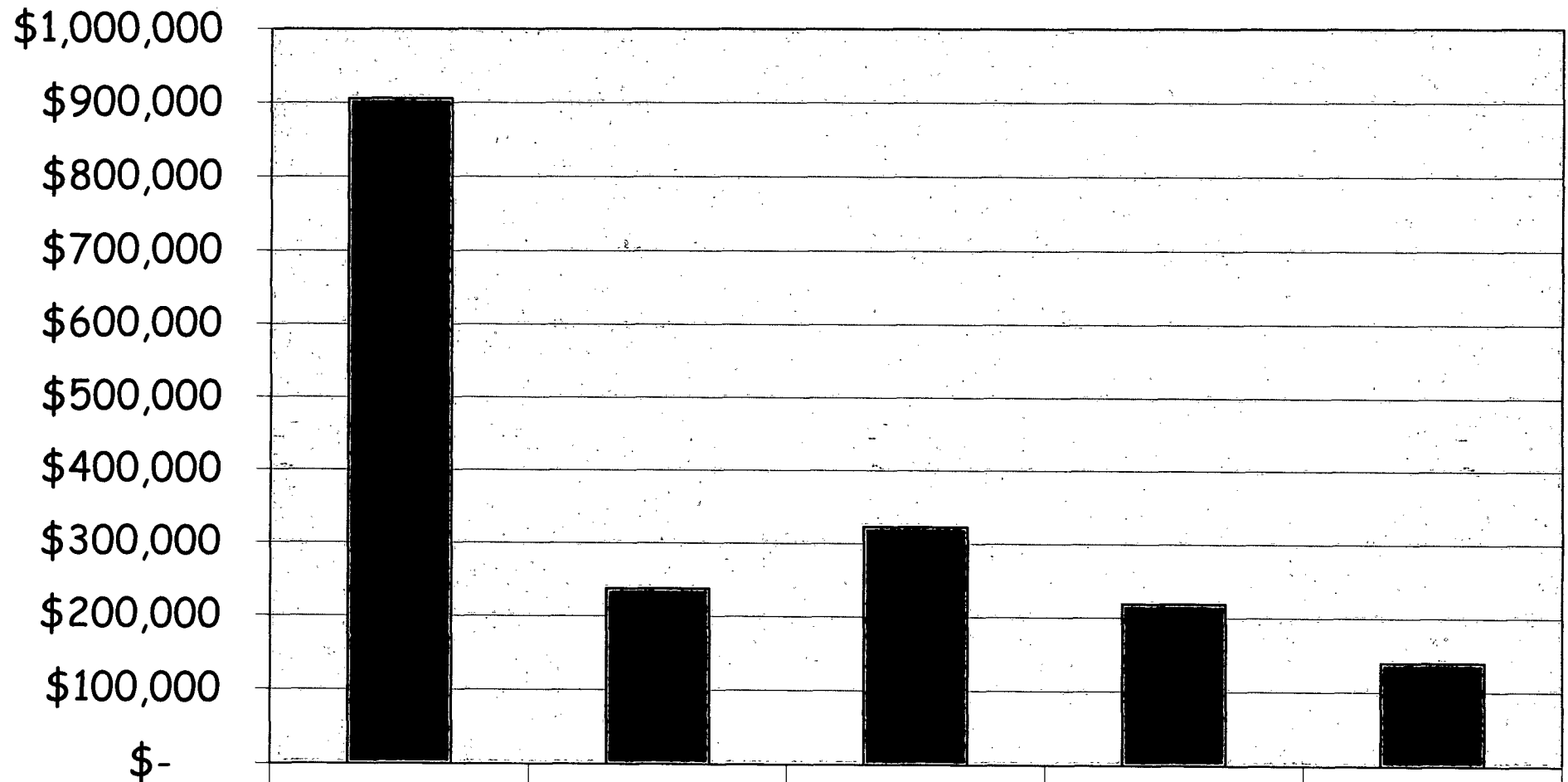
## Cost per Workers Comp Claim



# Total Workers Comp Expenses



## Loss Payments



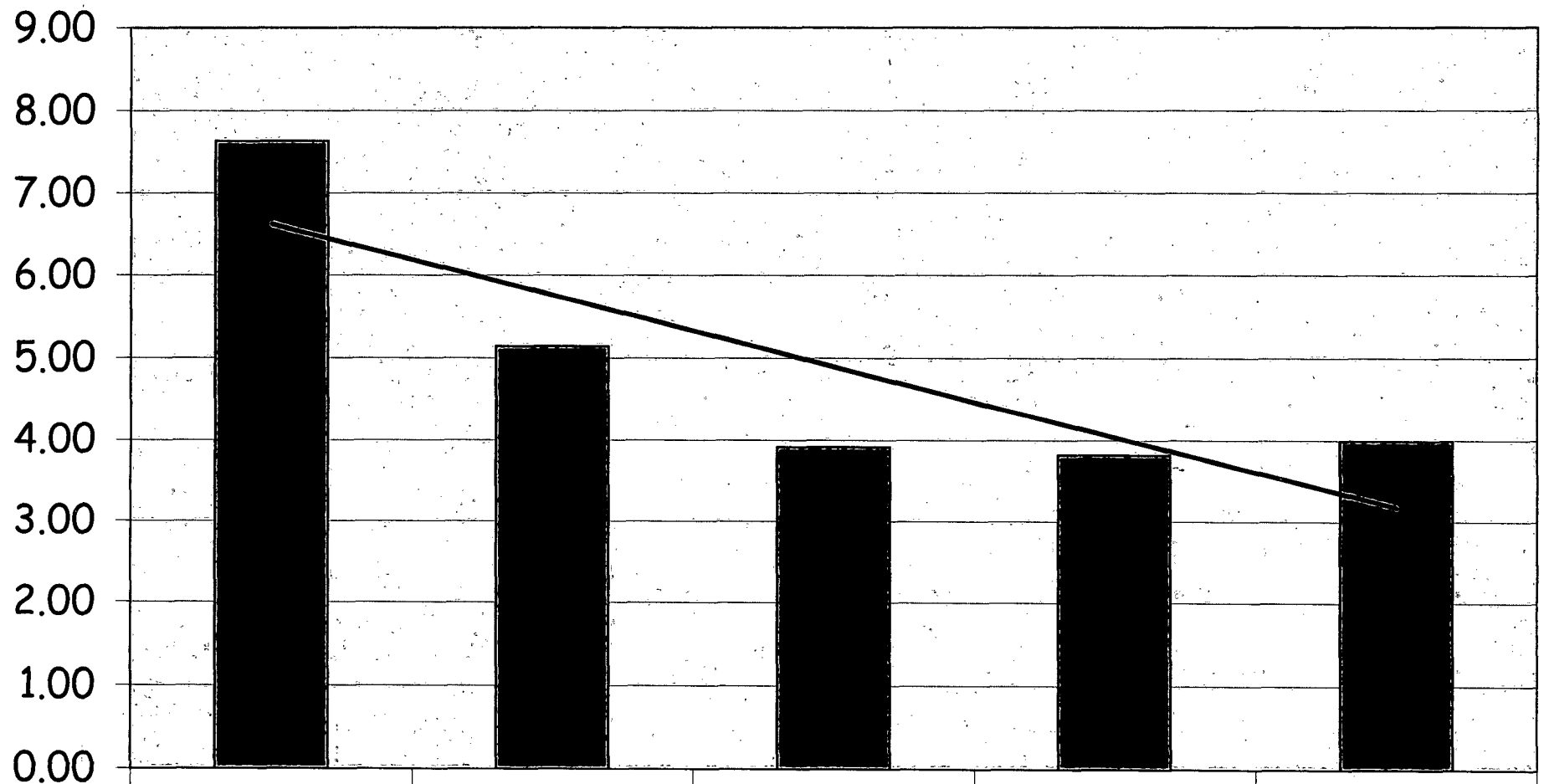
■ Loss Payments	\$905,440	\$237,227	\$322,553	\$218,414	\$139,341
-----------------	-----------	-----------	-----------	-----------	-----------



## San Diego Transit Vehicle Safety Experience

	Total Accidents	Total Accidents per 100K Miles	Total Collisions	Total Collisions per 100K Miles	Total Preventable Accidents	Total Preventables per 100K Miles	Mileage
FY 02	1067	7.63	592	4.23	254	1.82	13,986,771
FY 03	640	5.14	419	3.36	217	1.74	12,454,398
FY 04	466	3.91	396	3.32	192	1.61	11,922,709
FY 05	445	3.82	353	3.03	183	1.57	11,658,158
FY 06	459	3.99	426	3.70	200	1.74	11,503,356

## Total Accidents



■ Per 100K

FY 02

FY 03

FY 04

FY 05

FY 06

7.63

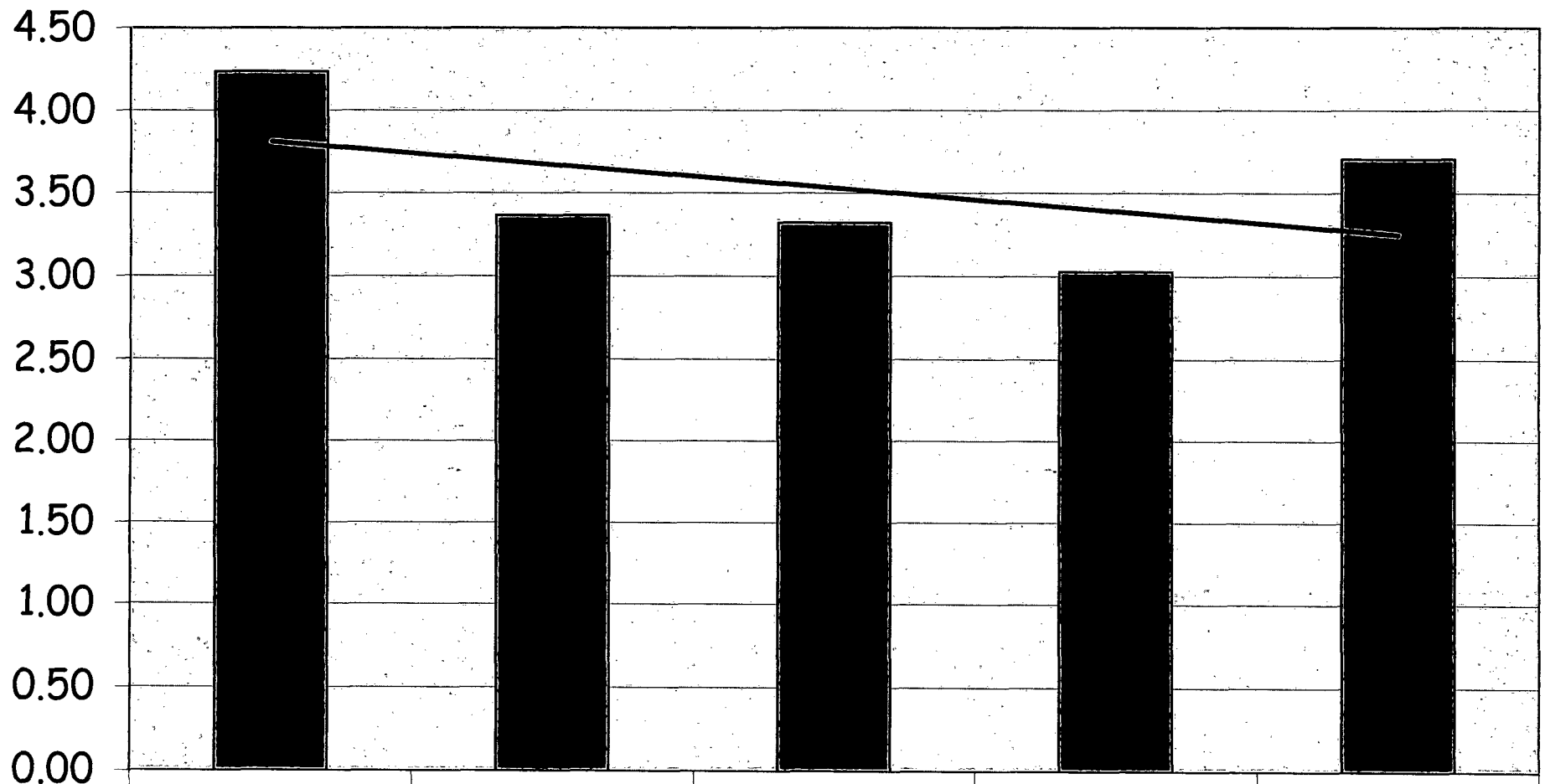
5.14

3.91

3.82

3.99

## Total Collisions



■ Per 100K

FY 02

FY 03

FY 04

FY 05

FY 06

4.23

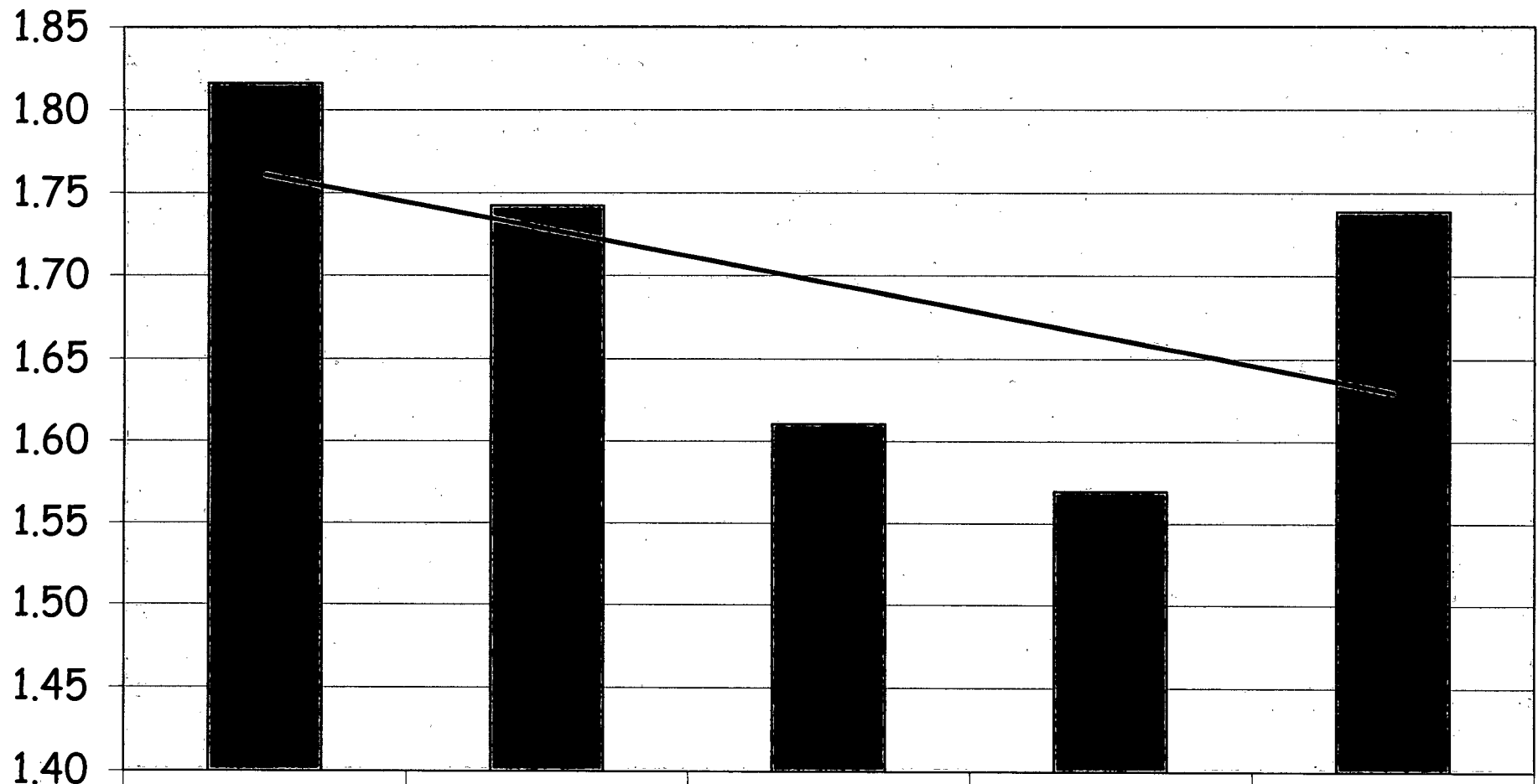
3.36

3.32

3.03

3.70

## Total Preventable Accidents



■ Per 100K

1.82

1.74

1.61

1.57

1.74

# Brake Tests

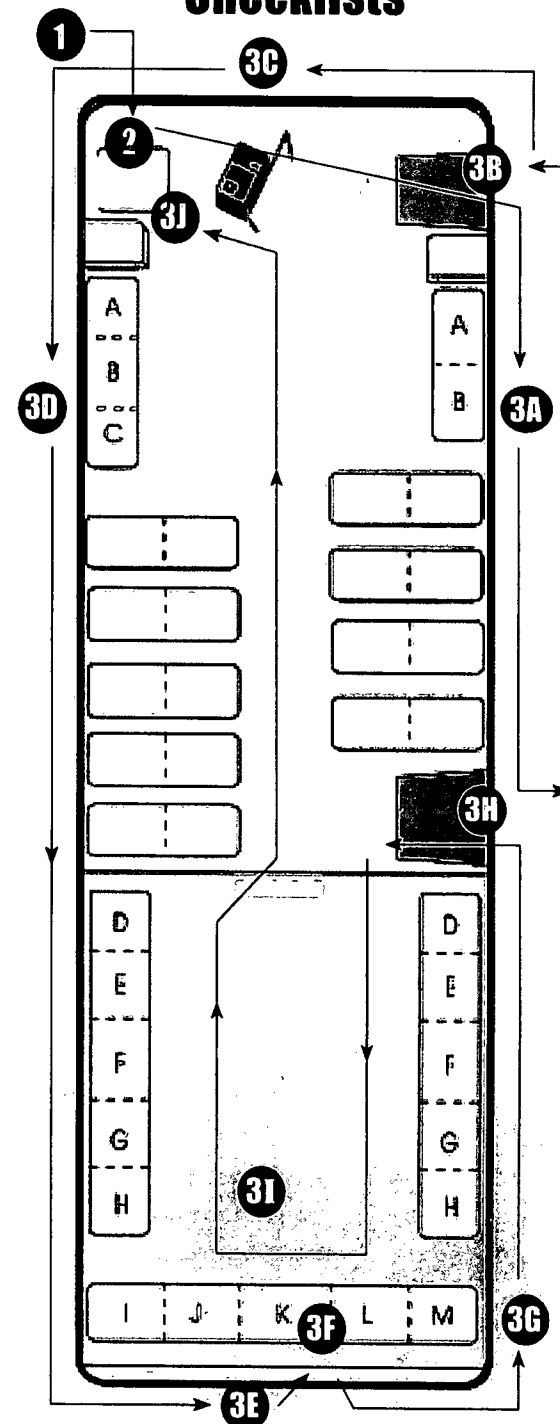


1. AIR COMPRESSOR GOVERNOR CUT-IN/CUT-OUT TEST (Engine on, Parking Brake on)
    - Pump brake, drop the air pressure no lower than 85 psi
    - Run engine, governor cut out should occur at 125 psi-130 psi maximum
  2. LOW AIR PRESSURE WARNING SIGNAL (Engine on, Parking Brake on)
    - Pump service brake until the warning light and buzzer activate
    - Warning light and buzzer should activate at approximately 60 psi
  3. PARKING BRAKE POP-UP TEST (Engine on, foot on Service Brake, Parking Brake off)
    - Pump service brake until pking. brake knob pops up
    - Pking. brake should pop up between 20 psi-40 psi
  4. AIR PRESSURE BUILDUP TEST (Engine on, Parking Brake on)
    - Depress accelerator pedal halfway
    - Air pressure should build from 85 psi - 100 psi within 45 seconds
- 400 Series, Tests 5 & 6: Turn Master Switch to Stop Engine, then turn to Night Run position before conducting the tests
5. NOT APPLIED AIR LEAKAGE TEST (Engine off, Parking Brake on)
    - Fully charged air system (100 psi-125 psi)
    - Keep foot off service brake
    - Air pressure gauge needle stops moving - loss of no more than 2 psi in 1 minute
  6. APPLIED AIR LEAKAGE TEST (Engine off, Parking Brake on)
    - Apply full, steady pressure to service brake once and hold
    - Release emergency parking brake
    - Air gauge needle stops moving - loss of no more than 3 psi in 1 minute

7. PARKING BRAKE TEST (Engine on, Parking Brake on)
    - Shift bus into Drive
    - Depress accelerator slightly, bus should not move
- 400 Series Only (Engine on, Bus in Neutral)
- Foot on service brake
  - Release parking brake
  - Shift bus to Drive
  - Engage parking brake
  - Depress accelerator slightly, bus should not move
8. SERVICE BRAKE TEST (Engine on, Parking Brake on, Bus in neutral)
    - Shift bus to Drive
    - Release the parking brake
    - Accelerate slowly - not more than 5 mph
    - Apply service brake
- 400 Series Only (Engine on, Parking Brake on, Bus in neutral)
- Foot on service brake
  - Release parking brake
  - Shift to drive
  - Accelerate slowly - not more than 5 mph
  - Apply service brake
9. INTERLOCK TEST (Engine on, Parking Brake on, Bus in neutral)
    - Foot on service brake
    - Shift bus to drive
    - Parking brake off
    - Open all doors, accelerate slightly
    - Bus should not move
- 400 Series Only (Engine on, Parking Brake on, Bus in neutral)
- Foot on service brake
  - Release parking brake
  - Shift bus to drive
  - Open all doors, accelerate slightly
  - Bus should not move

# Pre-Trip & Brake Tests

## Checklists



**The brake tests are an important part of verifying vehicle safety before starting your run.**

# Concentration

- Focus on the immediate driving situation.
- Always use your turn signals.
- Make proper right turns for safety's sake. Align the bus about 3 - 4 feet parallel to the curb.
- Check your mirrors frequently.
- Make your turn slowly - at no more than 5 MPH.
- Maintain a cushion of safety.
- Expect the unexpected.
- Keep your attention on the task you are performing.
- Don't let your mind wander. One second of inattention could be the difference between a safe trip and an accident.

## Look sharp!

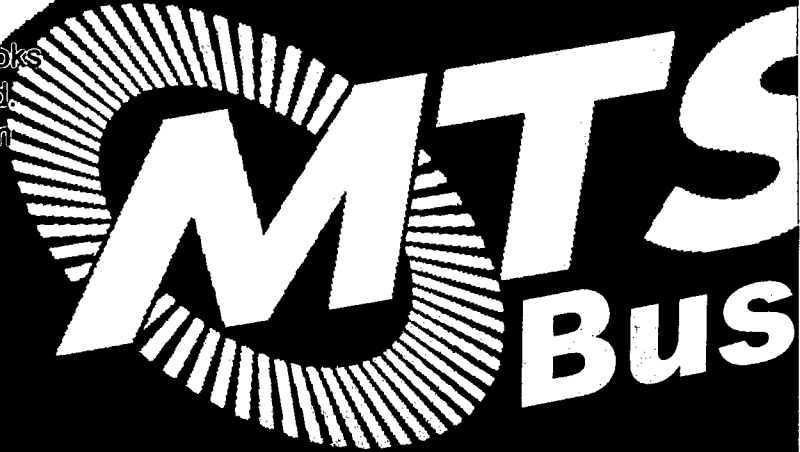
Being clean and neat, well-groomed and in a pressed uniform not only looks good but it helps make you feel good. When you feel good, you will perform your job more easily.

## Be sharp!

Alertness, good concentration, and confidence comes from being well-rested and ready to start your day.

Good training, adherence to the rules, maintaining a safety cushion, and being alert will help you avoid fixed object accidents.

**Avoiding fixed objects is no accident.**



## Fixed Object Accidents Cause and Prevention

## Transportation Bulletin 04-03

### SERVICE & COMPANION ANIMALS

Under the ADA, public entities may not require proof that an animal is a service or companion animal. It may be difficult for drivers to determine if an animal is a service or companion animal, since various breeds are used.

- A Disabled Person's right to travel with service or companion animals is protected under the ADA. It is better to err on the side of providing service to a questionable animal companion than to deny access to our service.
- If in doubt, you may ask the customer:  
"Is this a service or a companion animal?"  
  
If the answer is "Yes, a service animal" or "Yes, this is a companion animal", then welcome them aboard.
- Service or companion animals must be under the full control of their handler at all times. All service or companion animals should be clean and free of ticks, fleas, or other pests. Service or companion animals should sit under or at their handler's feet. Aisles must remain clear so that the animal does not trip other passengers.
- Small service or companion animals may ride on a passenger's lap. However, animals may never ride on bus seats.
- Service or companion animals may not growl, bark, or threaten other animals or passengers. If the animal poses a threat to other animals or people, you must deny it access and notify a Communications Supervisor immediately.
- Do not deny access because of the breed or type of animal. Denying access must be based on an immediate concern for public or personal safety relative to the immediate situation.
- When in doubt, or if you are uncertain how to handle a situation, call a Communications Supervisor.

## San Diego Transit Bus Operator's Manual

### Section VIII

#### B. Guide, Signal, and Service Animals

- (1) Service animal refers to any guide dog, signal dog, or other animal trained to work or perform tasks for an individual with a disability.
- (2) Service animals for the blind, deaf, and disabled, when accompanied by a trainer or a blind/deaf person, are transported free of charge.
- (3) Guide dogs for the blind are trained by members of the 4H and FFA clubs. While undergoing their training, the dogs are called *guide dog pups*, and they wear a green cape for easy identification. These dogs may ride free and the trainers shall pay the regular fare.
- (4) Customers may carry animals on the bus so long as the animals are completely enclosed in a carrying case, which can be accommodated in the lap of a passenger without endangering or annoying other customers.



## What You Need To Know About Service Animals



Press the **LEFT/RIGHT** key < / > to move  
between pages in a fareset.

**San Diego \$1.75 Adult Fare**

Fareset 2, Page 1	
Sr/Dis	Rgnl S/D
\$1.00	
Adult	RgnlAdlt
\$1.75*	
Xfer S/D	RgnlYth
\$0.00	
XferAdlt	RcvdXfer
\$0.00	
Fareset 2, Page 2	
Upgrade	Free
\$0.25	\$0.00
Upgrade	Group
\$0.50	\$0.00
	Daypass
	\$0.00
	Other
	\$0.00

**San Diego \$2.25 Adult Fare**

Fareset 3, Page 1	
Sr/Dis	Rgnl S/D
\$1.00	
Adult	RgnlAdlt
\$2.25*	
Xfer S/D	RgnlYth
\$0.00	
XferAdlt	RcvdXfer
\$0.00	
Fareset 3, Page 2	
Upgrade	Free
\$0.25	\$0.00
Upgrade	Group
\$0.50	\$0.00
College	Daypass
\$0.00	\$0.00
	Other
	\$0.00

\* Default Fare

Press the **LEFT/RIGHT** key < / > to move  
between pages in a fareset.

**San Diego \$2.50-Adult Fare**

Fareset 4, Page 1	
Sr/Dis	Rgnl S/D
\$1.00	
Adult	RgnlAdlt
\$2.50*	
Xfer S/D	RgnlYth
\$0.00	
XferAdlt	RcvdXfer
\$0.00	
Fareset 4, Page 2	
Upgrade	Free
\$0.25	\$0.00
Upgrade	Group
\$0.50	\$0.00
Upgrade	Daypass
\$0.75	\$0.00
College	Other
\$0.00	\$0.00

**San Diego Special Events**

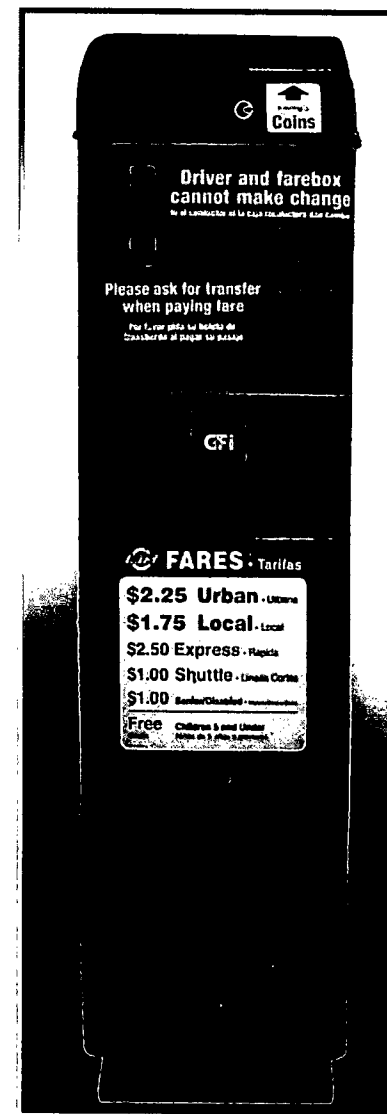
Fareset 13, Page 1	
Rnd Trip	RgnlPass
\$8.00*	
Single	Free
\$5.00	
Xfer S/D	
Other	

\* Default Fare

Provided by MTS Transit Services  
Training Department  
Revised January 2007

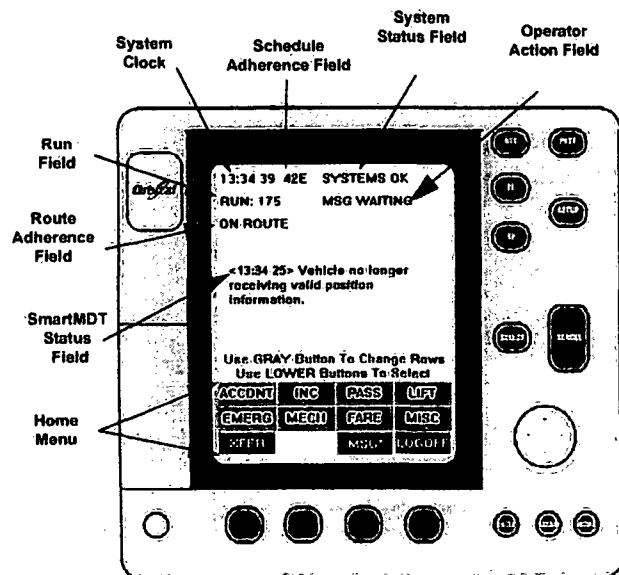
# MTS TRANSIT SERVICES

## Farebox Reference Card





## Home Screen Components

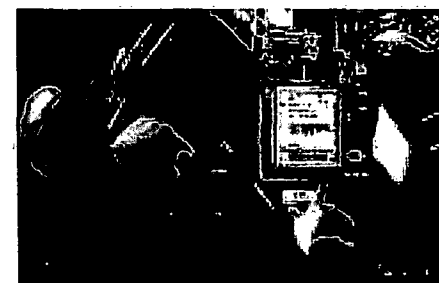


Component	Description
<b>System Clock</b>	Displays the current local time and indicates the covert microphone status.
<b>Run Field</b>	Displays the run on which the vehicle is currently operating.
<b>Route Adherence Field</b>	Displays the on route/off route information for route adherence.
<b>Schedule Adherence Field</b>	Displays early/late status for schedule adherence.
<b>SmartMDT Status Field</b>	Displays the SmartMDT status after the initial boot process.
<b>System Status Field</b>	Displays information about the status of the system.
<b>Operator Action Field</b>	Displays information about message and call status.
<b>Home Menu</b>	Displays the available menu options.

## Fixed Route Vehicle Messages

<b>ACCDNT</b> ACCIDENT	<b>EMERG</b> EMERGENCY
PASSENGER INJURIES MAJOR DAMAGE MINOR DAMAGE NO DAMAGE PEDESTRIAN	OP NEEDS MEDIC PARAMEDICS NEEDED POLICE NEEDED FIRE DEPT NEEDED FIGHT-WEAPONS WEAPONS DISPLAYED OPERATOR ASSAULTED BOMB THREAT SUSPICIOUS PACKAGE
<b>INC</b> INCIDENT	<b>MECH</b> MECHANICAL
BUS UNSANITARY VANDALISM BUS STOP-OBSTRUCTED SHELTER DAMAGE MOTORIST CONFLICT PEDESTRIAN CONFLICT OFF ROUTE DETOUR WITNESS TO ACCIDENT	NO START BRAKES - SOFT BRAKES - NOISE BRAKES - GRABBING TIRES - FLAT WILL NOT GO INTO GEAR LIGHTS - EXTERIOR OUT LIGHTS - INTERIOR OUT INTERLOCK WILL NOT RELEASE OUT OF FUEL FLUID LEAK STOP REQUEST FAILURE DRIVER SEAT
<b>PASS</b> PASSENGER	
FARE DISPUTE DISORDERLY BEHAVIOR EATING, DRINKING, OR SMOKING REFUSED SERVICE HAZARDOUS CARRY-ONS VERBAL THREATS ASLEEP, CANNOT WAKE DISORIENTED	
<b>LIFT</b> LIFT	<b>MISC</b> MISCELLANEOUS
PASS UP - FULL BUS PASS UP - SPACES FULL PASS UP - LIFT NOT WORKING REFUSED RESTRAINT RESTRAINTS INOPERABLE REQUEST OVERRIDE NO STOW - NEED ASSISTANCE	FOUND LOST ITEM BICYCLE LEFT ON RACK BUS FULL - PASSING RESTROOM EMERGENCY STOP OUT OF SERVICE IN SERVICE
<b>FARE</b> FARE	<b>XFER</b> TRANSFER
BILLS NOT ACCEPTED COINS NOT ACCEPTED FARE NOT COUNTING PRINT MEDIA LOW NO POWER MAGNETIC STRIPE ERRORS	<b>NOTE:</b> When you select the XFER option, the Transfer Data Entry screen appears. Select the desired options and send the request. When you have received a transfer request, XMSG or XMSG* is appears on the Home Menu. The processing of transfer requests is similar to the processing of regular messages.

## San Diego Bus Operator Quick Reference Guide for the SmartMDT



### How to logon:

- FUTURE ENHANCEMENT:**  
Swipe your card on the farebox to log on. **LOGGED ON** is displayed in the SmartMDT System Status field. The operator's badge & run numbers are automatically associated with the vehicle.
- or  
Once the SmartMDT powers up, select the **LOGON** menu option from the Home screen. The Logon to the System screen is displayed.
- Select **LOGON** again. The Logon Data Entry screen is displayed.
- At the highlighted numerical field, press the **GRAY** button up or down to view the desired number.
- Press the **GRAY** button right to move to the next or the **GRAY** button left to move to the previous field.
- Continue entering the badge ID numbers.
- Press **SCROLL DOWN** to move to the Run Number field.
- Press the **GRAY** button up to increase or **GRAY** button down to decrease the numbers.
- Press the **GRAY** button right to move to the next or the **GRAY** button left to move to the previous field.
- Continue entering all numbers of the run.
- Press **ENTER** to submit the number for logon.

### How to verify logon status:

- Check the badge, ID and run numbers to make sure the numbers are correct.
- Select the **YES** option to submit or the **NO** option to re-enter the numbers.
- Determine if **LOGGED ON** is displayed in the system status field of the Home screen. If not, the problem is shown in the System Status field.

**MAIN**

Date:	3/22/07	Route Name:	OTTC/Clairemont Square
Route Number:	44	Bus Number:	1848
Seat Number:	10W	Weather:	Sunny
Road Condition:	Dry	Light Conditions:	Day
Driver Name:	T. CATALDO	Badge Number:	131970
Ride Type:	Requested	Comments:	

**OPERATOR APPEARANCE**

Operator Appearance:	Good	Operator Gender:	Male
Operator Race:	Caucasian	Beard/Mustache Well Trimmed:	Yes
Glasses/Sunglasses:	Yes	Operator Appearance Comments:	

**DEPARTURE/ARRIVAL**

Departure Location:	Linda Vista/Korink
Scheduled Departure:	1:37 PM
Actual Departure:	1:37 PM
Arrival Location:	OTTC
Scheduled Arrival:	1:53 PM
Actual Arrival:	1:57 PM
Comments:	Detoured around major road construction and-delays on Linda Vista Rd.

**FARE COLLECTION**

B/O Recorded All Fares Properly:	Yes	B/O Helpful to Passengers with Farebox:	Yes
Comments:			

**SAFETY OBSERVATIONS**

Used Seatbelt:	Yes
Used Interior Mirrors:	Yes
Used Exterior Mirrors:	Yes
Drove With Both Hands:	Yes
Obedied Traffic Signs/Signals:	Yes
Stopped For School Buses:	N/A
Stopped For Emergency Vehicles:	N/A
Avoided Extended Conversation:	Yes
Focused Attention on Driving:	Yes
Stopped for Pedestrians in Walk:	Yes
Start/Stop Smoothly:	Yes
Pax Seated Prior to Acceleration:	No

Made Authorized Stops Only: **Yes**  
 B/O Eat/Drink On Bus: **No**  
 Cell Phone/Electronics Visible: **No**  
 B/O Use Cell Phone/Electronics: **No**  
 Comments: **2 departures prior to passengers being seated**

## ***SPEED & CLEARANCE***

Appropriate Speed Cornering:	<b>Yes</b>	Appropriate Speed In Residential Areas:	<b>Yes</b>
Appropriate Speed By Pedestrians:	<b>Yes</b>	Appropriate Speed Near Bicyclists:	<b>Yes</b>
Appropriate Speed For Road Conditions:	<b>Yes</b>	Appropriate Speed Entering Bus Stops:	<b>Yes</b>
Appropriate Speed in Construction Zone:	<b>Yes</b>	Maintained Safe Lane Clearance:	<b>Yes</b>
Used Safe Following Distance:	<b>Yes</b>	Comments:	

## ***ADA COMPLIANCE***

ADA Announcements Made By:	<b>Operator w/Microphone</b>	Total Announcements Made:	<b>All appropriate</b>
Ramp/Lift Needed:	<b>No</b>	Ramp/Lift Used:	<b>N/A</b>
Ramp/Lift Inoperable:	<b>N/A</b>	Inoperable Ramp/Lift Called In:	<b>N/A</b>
Kneeler Used:	<b>Yes</b>	Secured Wheelchair:	<b>N/A</b>
No. of Restraints Used:	<b>N/A</b>	Asked Customer Destination:	<b>N/A</b>
Comments:	<b>Detour announced</b>		

## ***RAILROAD CROSSINGS***

Stopped at RR Crossings:	<b>N/A</b>	Used Four-Ways at RR Crossings:	<b>N/A</b>
Opened Door at RR Crossing:	<b>N/A</b>	Area Cleared Before RR Crossings:	<b>N/A</b>
Comments:			

## ***BUS STOPS***

Signaled When Approaching Stops:	<b>Yes</b>	Stopped at All Requested Stops:	<b>Yes</b>
Stopped for Hailing Passengers:	<b>Yes</b>	Kept Door Closed While Moving:	<b>Yes</b>
Pulled Into Stop/Curb Properly:	<b>Yes</b>	Signaled When Exiting Stops:	<b>Yes</b>
Re-entered Traffic Courteously:	<b>Yes</b>	Late Passenger Denied Boarding At Curb:	<b>N/A</b>
Late Passenger Denied Boarding In Street:	<b>N/A</b>	If Boarded In Street, Was It Safe:	<b>N/A</b>
Comments:			

## ***TURNING/INTERSECTIONS***

Consistently Used Turn Signals:	<b>Yes</b>	Turned From Appropriate Lane:	<b>Yes</b>
Maintained Proper Curb Distance:	<b>Yes</b>	Both Hands on Wheel While Turning:	<b>Yes</b>
Made Legal Turns Only:	<b>Yes</b>	Looked Lft/Rt At Intersections:	<b>Yes</b>
B/O Engage Intersection Properly:	<b>Yes</b>	Comments:	

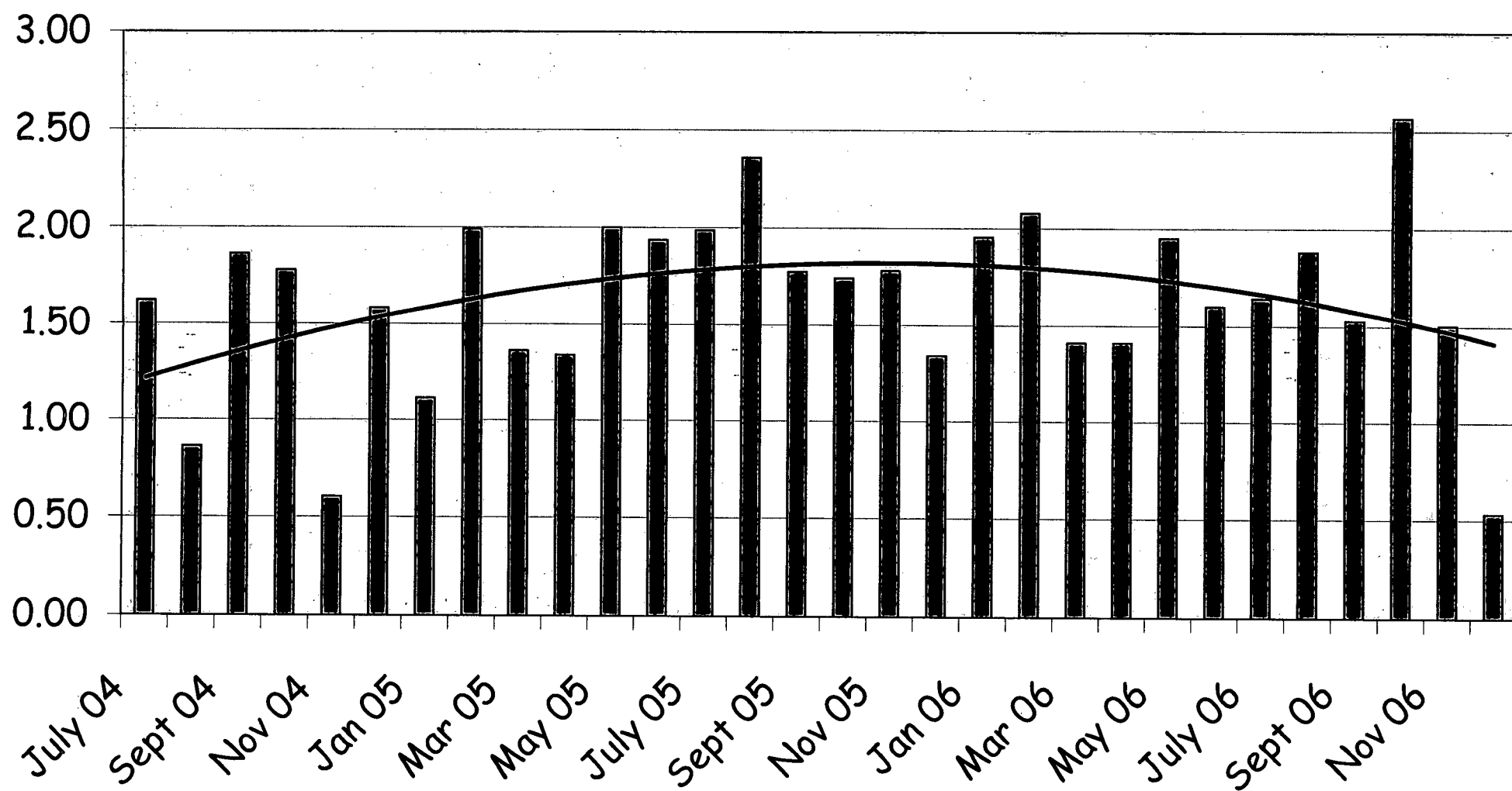
## ***CUSTOMER SERVICE***

Customer Service Skills:	<b>Satisfactory</b>	Greeted Passengers Upon Boarding:	<b>Yes</b>
Thanked Passengers Upon Exiting:	<b>No</b>	Schedules In Stock:	<b>Yes</b>
Answered Questions Clearly:	<b>N/A</b>	Acknowledged Customer When Spoken To:	<b>Yes</b>
Responded In Polite/Professional Manner:	<b>Yes</b>	Handled Difficult Situations Professionally:	<b>N/A</b>
Comments:			

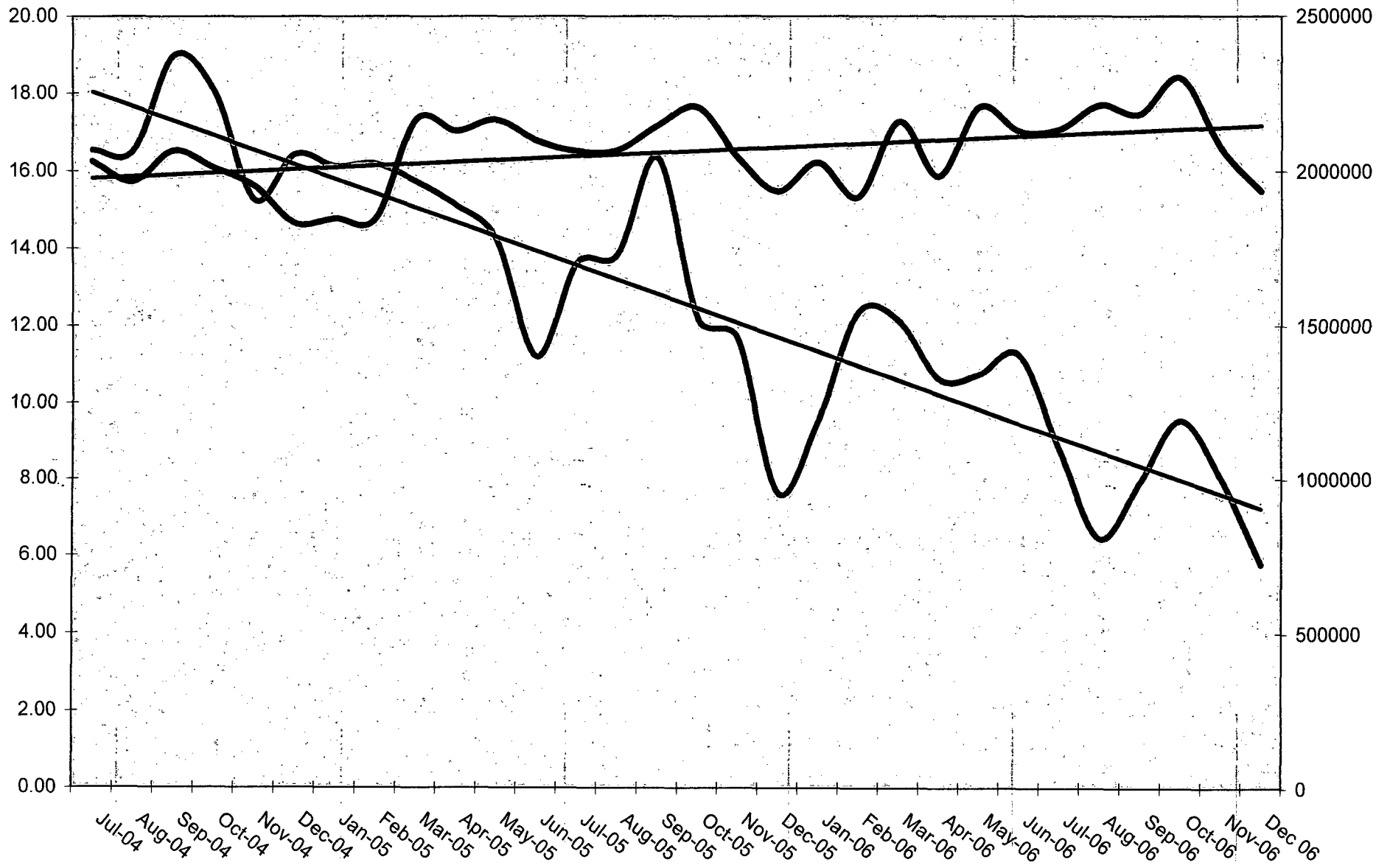
## ***BUS APPEARANCE***

Bus Exterior Clean:	<b>Yes</b>	Bus Seats Clean:	<b>Yes</b>
Seats Graffiti-Free:	<b>Yes</b>	Windows Clean:	<b>Yes</b>
Floors Clean:	<b>Yes</b>	Comments:	

# PREVENTABLE ACCIDENT EXPERIENCE PER 100K MILES



## Ridership vs. Complaints



# SDIA's Airport Transit Plan

Board of Directors

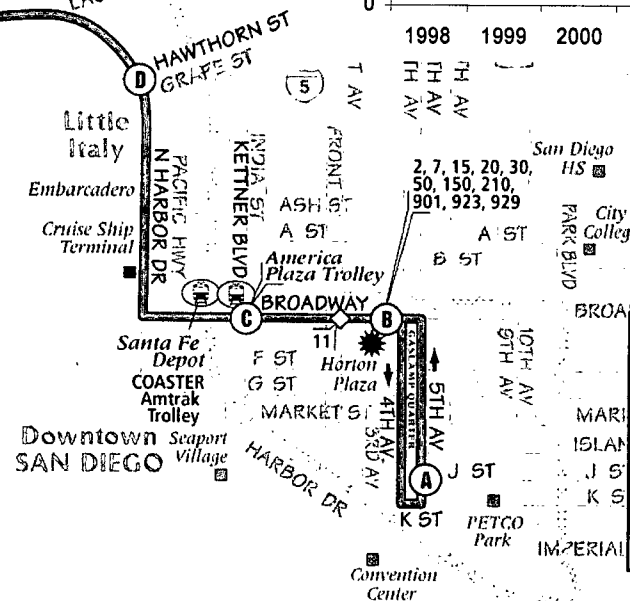
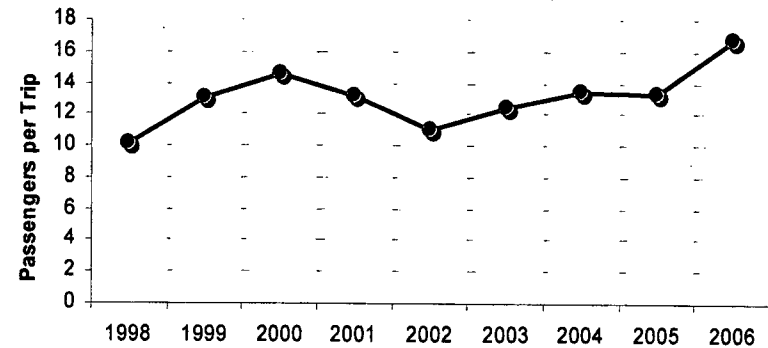
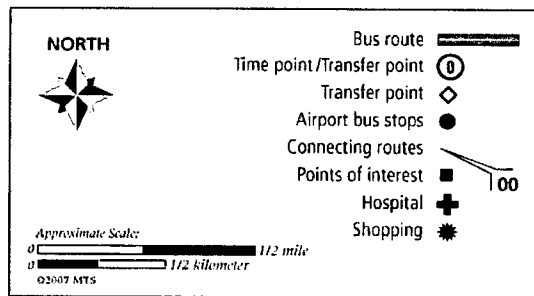
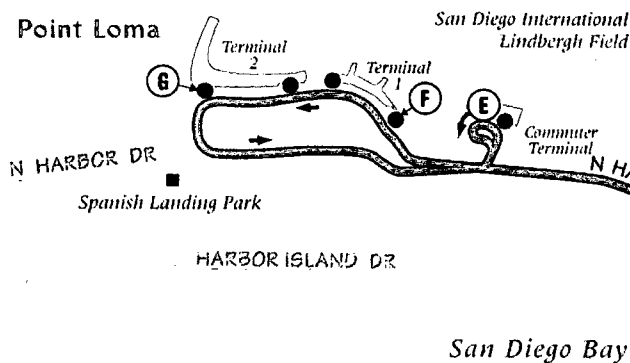
May 24, 2007



# Route 992

## “The Flyer”

	1998	1999	2000	2001	2002	2003	2004	2005	2006
Daily Passengers	1,090	1,429	1,595	1,442	1,203	1,311	1,429	1,394	1,654
Daily Trips	108	109	109	109	109	106	106	105	99
Passengers/Trip	10	13	15	13	11	12	13	13	17



**Service every  
12-15 minutes  
every day of  
the week**

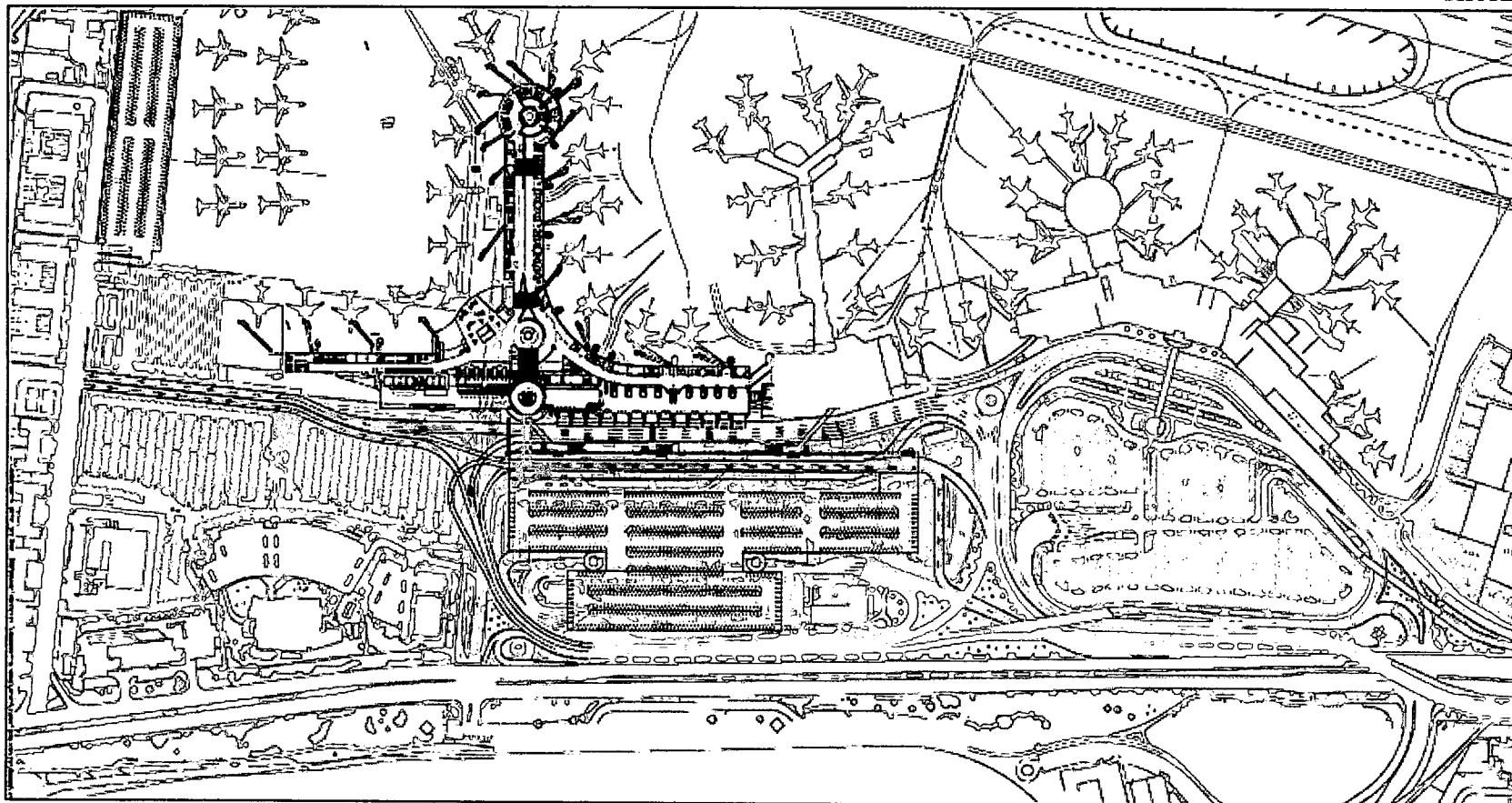




# Terminal 2 Expansion

SAN DIEGO INTERNATIONAL AIRPORT

HNTB



Arrival Curb Flow  
Departure Curb Flow  
Transit Center Traffic

Entrance from McCain Road  
Entrance from Harbor Drive

Exhibit 12

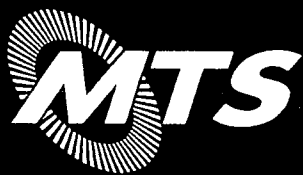
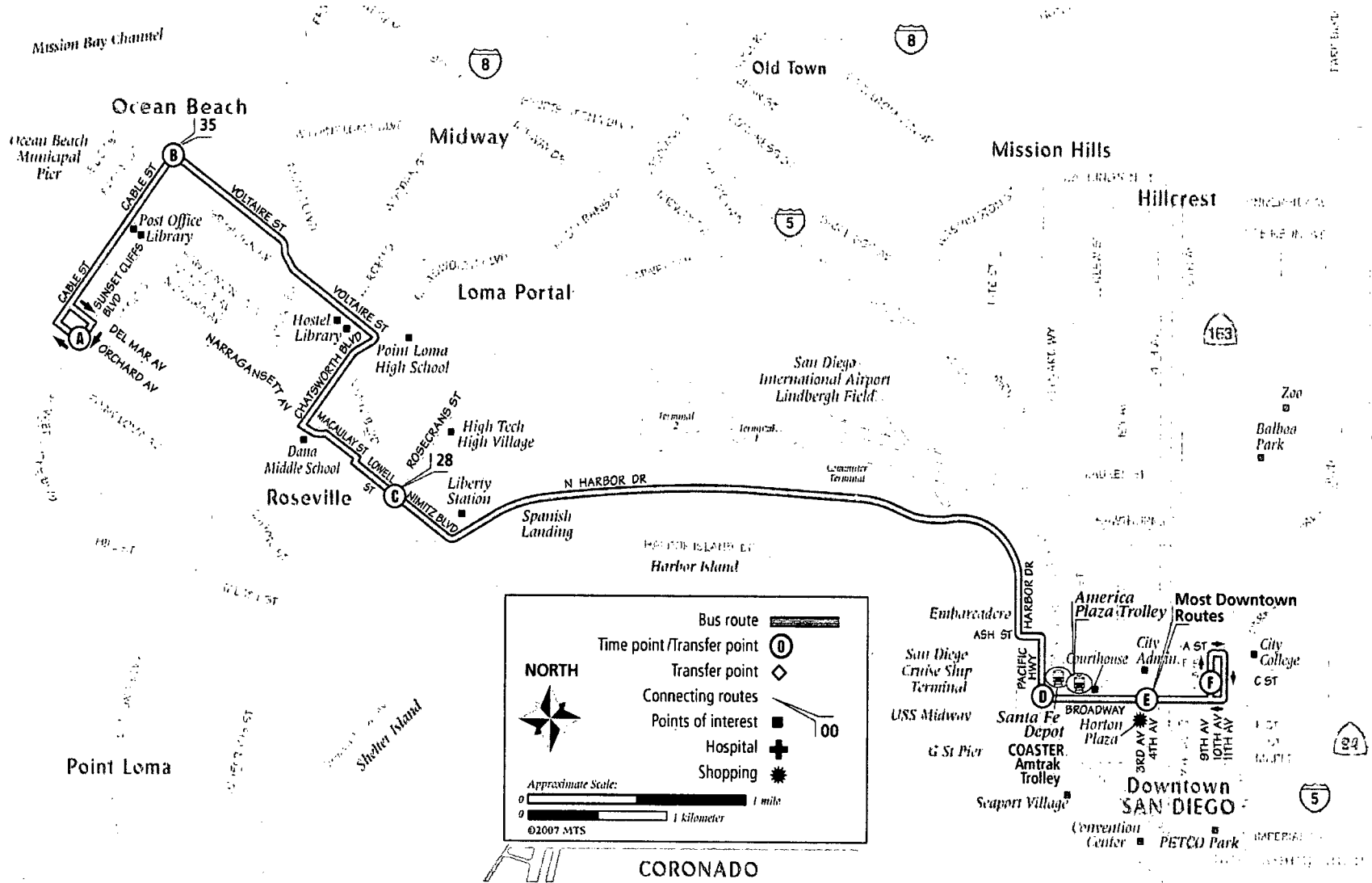
DEPARTURE LEVEL ROADWAY

Scale: 1"=300'  
AUGUST 2008

DRAFT



# Route 923



# Airport Transit Plan

- **SDIA developed draft plan for transit agency review**
  - Developed with multiple agency collaboration
- **Goal: improve transit access to increase transit market share from 1.2% of airline passengers to 4-6%**
- **Some proposed elements > MTS issues**
  - Old Town Transit Center shuttle > parking capacity
  - BRT > priority treatments needed on Laurel St & Harbor Dr
  - Express routes > limited opportunities: I-15(N) & I-805(S)



# Old Town Transit Center

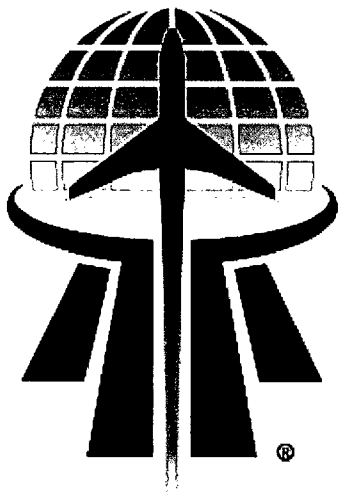


# SDIA's Airport Transit Plan

Board of Directors

May 24, 2007



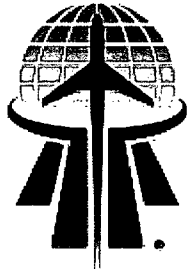


SAN DIEGO  
INTERNATIONAL  
AIRPORT



# Airport Transit Plan





## **Overview**

**The Airport Authority strives to keep San Diego International Airport ranked among the best airports in the world:**

- Superior operational efficiency, service and comfort
- Excellent customer/passenger service
- Cooperative agency/community relations
- Diligent environmental protection



# Airport Transit Plan

**Since 2005, the Airport Authority in collaboration with other transit/transportation agencies developed the draft Airport Transit Plan to:**

- Improve transit connections to SDIA's existing 41-gate terminal complex for
  - 17.5 million annual airport passengers
  - 4,000 to 5,000 airport employees (TSA, tenants, airlines, concessions, and Airport Authority)
- Develop further transit connections in coordination with future phases of improvement at SDIA including the Airport Master Plan 10-gate expansion



**Draft Airport Transit Plan  
Transit Improvements Recommended**

Transit Demand and Access Study  
San Diego International Airport

Improvement Alternative	Study Tier			Timeframe for Implementation			Potential Benefit			Responsible Agency (1)					
	1	2	3	Near-term (1-3 years)	Mid-term (3 to 5 years)	Long-term (over 5-years)	Increase Ridership	Traffic Reduction (fewer buses)	Passenger Service Improvement	SDCRAA (2)	SANDAG	MTS	NCTD	City	Caltrans (3)
<b>Existing Service Improvement</b>															
Low Floor Buses (2-steps)	X			X					X			X			
Passenger/Customer Service Training	X			X					X	X		X			
Install Transit Ticket Machines at Airport	X			X					X	X		X			
Free Ride for Arriving Airport Passengers	X			X			X		X	X		X			
Turn on NextBus Signs Installed in 2004 at Airport	X			X					X	X		X			
Airport Employee Transit Incentive Program		X		X			X			X					
BRT Technologies (bus lane, signal priority, queue jumper lanes)		X			X				X	X				X	X
<b>Marketing</b>															
Target Residents (existing transit users)	X			X			X			X	X				
Target Visitors (high density visitor areas - Downtown, Mission Valley)	X			X			X			X	X				
Target Residents (new transit users)	X			X			X			X	X				
<b>Existing Route Change</b>															
Extend Convention Center Flyer Route Hours	X			X			X					X			
Capture Additional Hotels/Residences			X	X			X								
Reduce Flyer Headways (less than 12-minutes)		X		X			X		X			X			
Add Coaster Service (nights and weekends)		X		X			X						X		
<b>New Route</b>															
Hotel Circle Route			X	X			X	X							
Harbor Island Route			X	X			X	X							
Combine Hotel Shuttles			X	X				X							
Express Bus to Cruise Ship Terminals			X	X					X						
Express Bus to Old Town Transit Center (4)		X		X			X			X	X	X			
Remote Parking/Terminals (Flyaway) along I-15 and I-805 corridors		X			X		X			X	X				
Express Bus/Flyaway to Escondido Transit Center		X			X		X			X	X		X		
Consolidated Bus to Consolidated Rental Car Facility			X			X		X							
APM to Transit Center			X			X	X	X	X						
APM to CONRAC Facility			X			X		X	X						
Trolley Connection to Airport Terminals			X			X	X	X	X						

BRT = bus rapid transit

APM = automated people mover

CONRAC = consolidated rental car facility

SDCRAA = San Diego County Regional Airport Authority

SANDAG = San Diego Association of Governments

MTS = Metropolitan Transit System

NCTD = North County Transit District

City = City of San Diego

Caltrans = California Department of Transportation

**Study Tiers**

**Tier 1 projects = Implement**

**Tier 2 projects = Implement after further study and cost estimating**

**Tier 3 projects = Requires link to transit ridership and airport development before implementation**

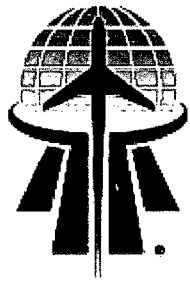
(1) Responsible agency indicated for improvement alternatives recommended for further review.

(2) SDCRAA: Although not the operator of the bus and rail systems, the Authority will provide on-airport facilities and will contribute to extent allowed by federal restrictions on airport revenue.

(3) Caltrans would be involved in BRT technologies if freeway ramps are included.

(4) Use of Old Town Transit Center would require involvement of Old Town San Diego State Historic Park.

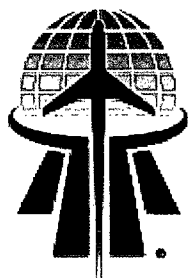
Source: Draft Transit Demand and Access Study, SDCRAA, September 2006.



# **Airport Master Plan**

**The Airport Authority developed a draft Airport Master Plan for SDIA that includes:**

- 10-gate build-out of Terminal 2 West
- Construction of airfield, terminal and ground transportation improvements (second-level roadway and structured parking)



## **Purpose + Goal**

### **Purpose**

**Improve public transit access to San Diego International Airport**

### **Proposed Goal**

**Increase transit ridership from 1.2% to 4-6% of airport passengers over the next 3 to 5 years**



## **Next Steps**

**Present draft Airport Transit Plan to transit agencies for input, feedback and additional ideas**

**Present draft Airport Transit Plan jointly to:**

NCTD Board: Thursday, February 15, 2007 – 2 pm

MTS Board: Thursday, April 12, 2007 - 9 am

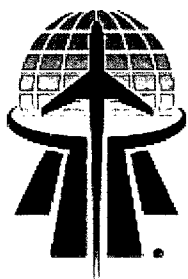
SANDAG Transportation Committee:

Friday, May 4, 2007 - 9 am

**Post Presentation on the Authority website and transit agencies for public/agency review**

**Revise the draft Airport Transit Plan and develop a schedule for implementation and present for adoption by the Authority Board and respective transit agencies**

# **Airport Transit Roadway Committee**



## Members

- San Diego County Regional Airport Authority
- FAA
- SANDAG
- Metropolitan Transit System
- North County Transit District
- Caltrans
- City of San Diego / Centre City Development Corporation
- Port of San Diego



**Port of San Diego**

**GONCTD.COM**



America's Finest City

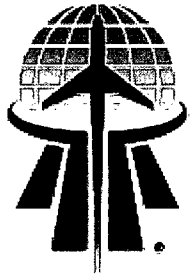
THE CITY OF SAN DIEGO



# Purpose

## Transportation/Roadway Committee Work Plan

- Coordinate and exchange transportation agency data
- Prepare airport transit demand and access study
- Identify transit improvements
- Present draft Airport Transit Plan for policy direction/input
- Present final “Airport Transit Plan” for adoption by transportation agencies



## **Work Completed To Date**

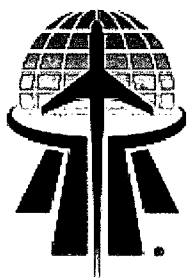
- **Committee meetings since 2005**
- **Shared ridership/service data**
- **Directed HNTB draft study and recommendations**
- **Developed draft Airport Transit Plan**





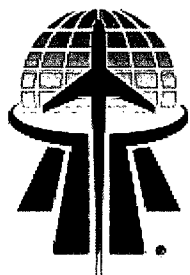
# Outline of Airport Transit Study

- **Existing and proposed transit service**
- **Transit market share expectations**
- **Transit improvements**
  - Near (1-3 years)
  - Mid (3-5 years)
  - Long (more than 5 years)
- **Preliminary design / Cost estimates**
- **Policy direction and adoption**
- **Implement transit improvements**



## Airport Transit Plan Timeline

2007	2008	2009	2010	2011	2012	2013	2014	2015
Near Term (1-3 years)			Mid Term (3-5 years)		Long Term (5+ years)			



# Airport Transit Service Committee Recommendations

Improvement Alternative	Study Tier			Timeframe for Implementation			Potential Benefit		
	1	2	3	Near-term (1-3 years)	Mid-term (3 to 5 years)	Long-term (over 5-years)	Increase Ridership	Traffic Reduction (fewer buses)	Passenger Service Improvement
<b>Existing Service Improvement</b>									
Low Floor Buses (2-steps)	X			X					X
Passenger/Customer Service Training	X			X					X
Install Transit Ticket Machines at Airport	X			X					X
Free Ride for Arriving Airport Passengers	X			X			X		X
Turn on NextBus Signs Installed in 2004 at Airport	X			X					X
Airport Employee Transit Incentive Program		X		X			X		
BRT Technologies (bus lane, signal priority, queue jumper lanes)		X			X				X
<b>Marketing</b>									
Target Residents (existing transit users)	X			X			X		
Target Visitors (high density visitor areas - Downtown, Mission Valley)	X			X			X		
Target Residents (new transit users)	X			X			X		
<b>Existing Route Change</b>									
Extend Convention Center Flyer Route Hours	X			X			X		
Capture Additional Hotels/Residences			X	X			X		
Reduce Flyer Headways (less than 12-minutes)		X		X			X		X
Add Coaster Service (nights and weekends)		X		X			X		
<b>New Route</b>									
Hotel Circle Route			X	X			X	X	
Harbor Island Route			X	X			X	X	
Combine Hotel Shuttles			X	X				X	
Express Bus to Cruise Ship Terminals			X	X					X
Express Bus to Old Town Transit Center (4)		X		X			X		
Remote Parking/Terminals (Flyaway) along I-15 and I-805 corridors		X			X		X		
Express Bus/Flyaway to Escondido Transit Center		X			X		X		
Consolidated Bus to Consolidated Rental Car Facility			X			X		X	
APM to Transit Center			X			X	X	X	X
APM to CONRAC Facility			X			X		X	X
Trolley Connection to Airport Terminals			X			X	X	X	X

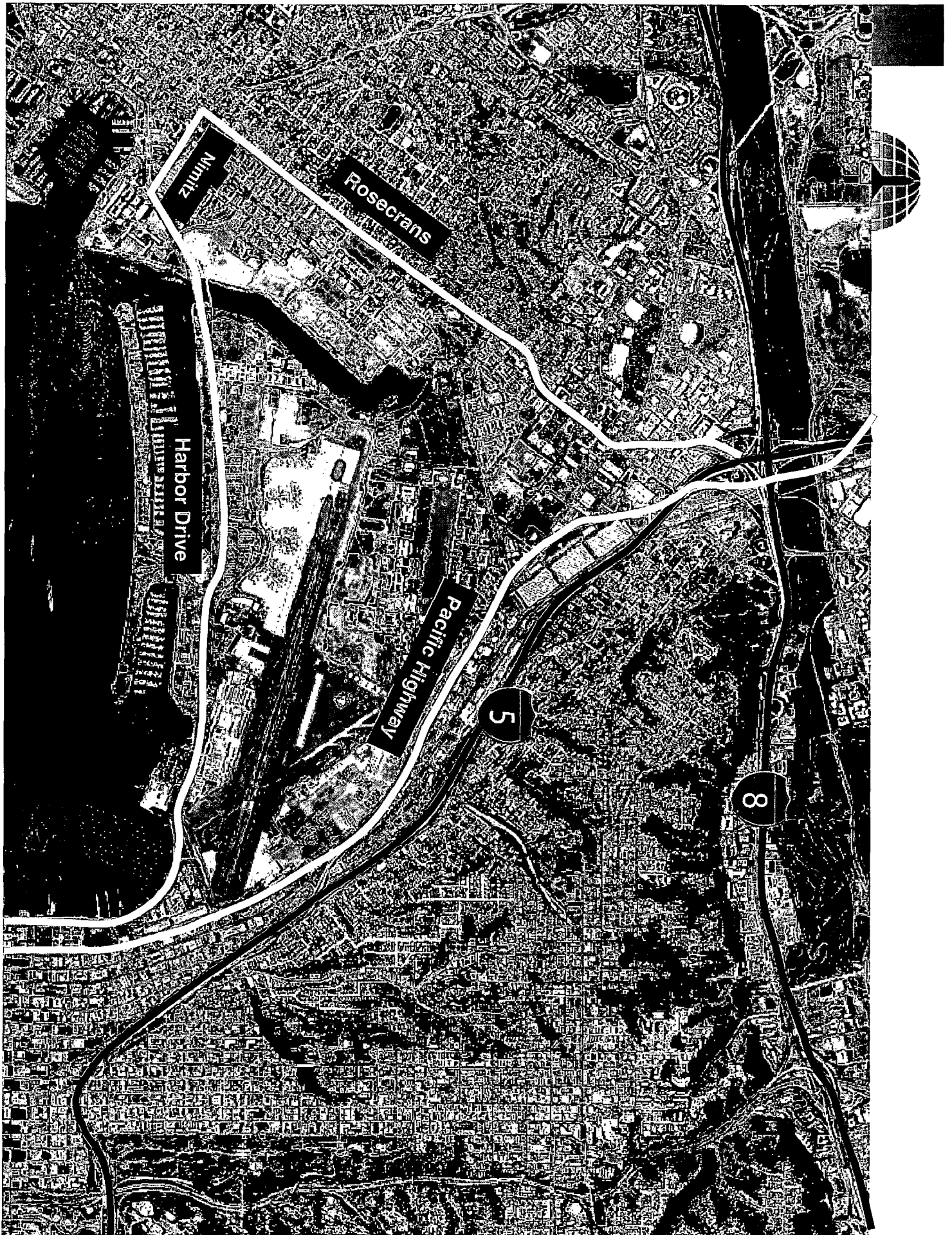
## Study Tiers

Tier 1 projects = Implement

Tier 2 projects = Implement after further study and cost estimating

Tier 3 projects = Requires link to transit ridership and airport development before implementation

# Existing Transit Service



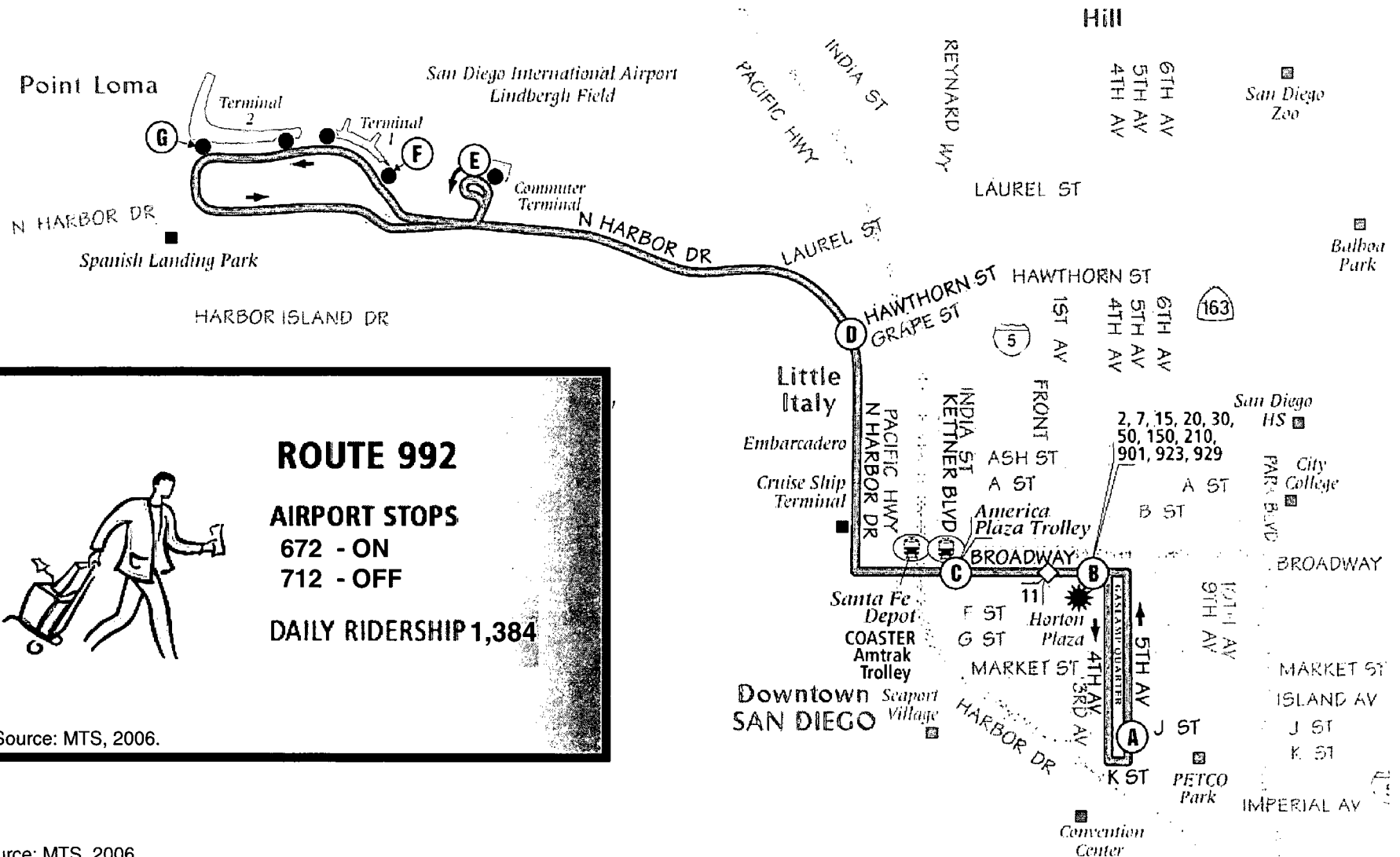
# Existing Airport Access

Outbound Routes



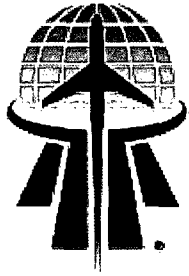


# The Airport FLYER (Route 992)





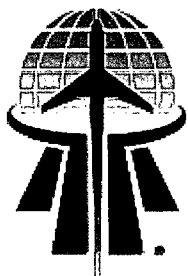




# Issues with Existing Transit Service to the Airport

- Regional transit system is focused on downtown commuters
- Frequency of Coaster service for airport passengers
  - Limited late night service
  - Limited Saturday (4 runs)
  - No service on Sunday
- Requires multiple mode changes
  - Bus to rail (Flyer to Trolley, Coaster or Amtrak)
  - Bus to rail to rail (Flyer to Blue Line Trolley to Green Line Trolley)





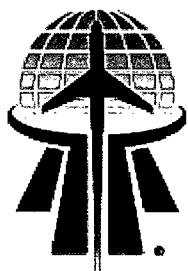
# Domestic Airport Transit Ridership



## Airports listed below have rail- bus transfer

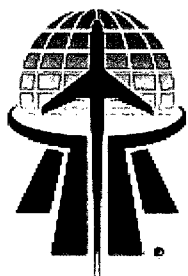
- Boston
- Los Angeles
- Miami
- San Diego
- Oakland
- San Jose
- Washington Dulles

# Alternative Transit Improvements



# Existing Service Improvements

Improvement Alternative	Study Tier			Timeframe for Implementation			Potential Benefit		
	1	2	3	Near-term (1-3 years)	Mid-term (3 to 5 years)	Long-term (over 5-years)	Increase Ridership	Traffic Reduction (fewer buses)	Passenger Service Improvement
Existing Service Improvement									
Low Floor Buses (2-steps)	X			X					X
Passenger/Customer Service Training	X			X					X
Install Transit Ticket Machines at Airport	X			X					X
Free Ride for Arriving Airport Passengers	X			X			X		X
Turn on NextBus Signs Installed in 2004 at Airport	X			X					X
Airport Employee Transit Incentive Program		X		X			X		
BRT Technologies (bus lane, signal priority, queue jumper lanes)		X			X				X



# Improvements to Existing Service



**Existing Flyer  
Bus**



**Low-floor buses**



## **Improvements to Existing Service**

- **Address Airport passenger needs (i.e. luggage, flight departure time)**
- **Passenger/customer service training to improve passenger experience**
- **Transit ticket machines or consider free ride for arriving airport passengers**



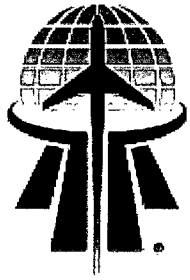
# Improvements to Existing Service



- Install transit ticket machines

Or

- Consider free ride for arriving passengers

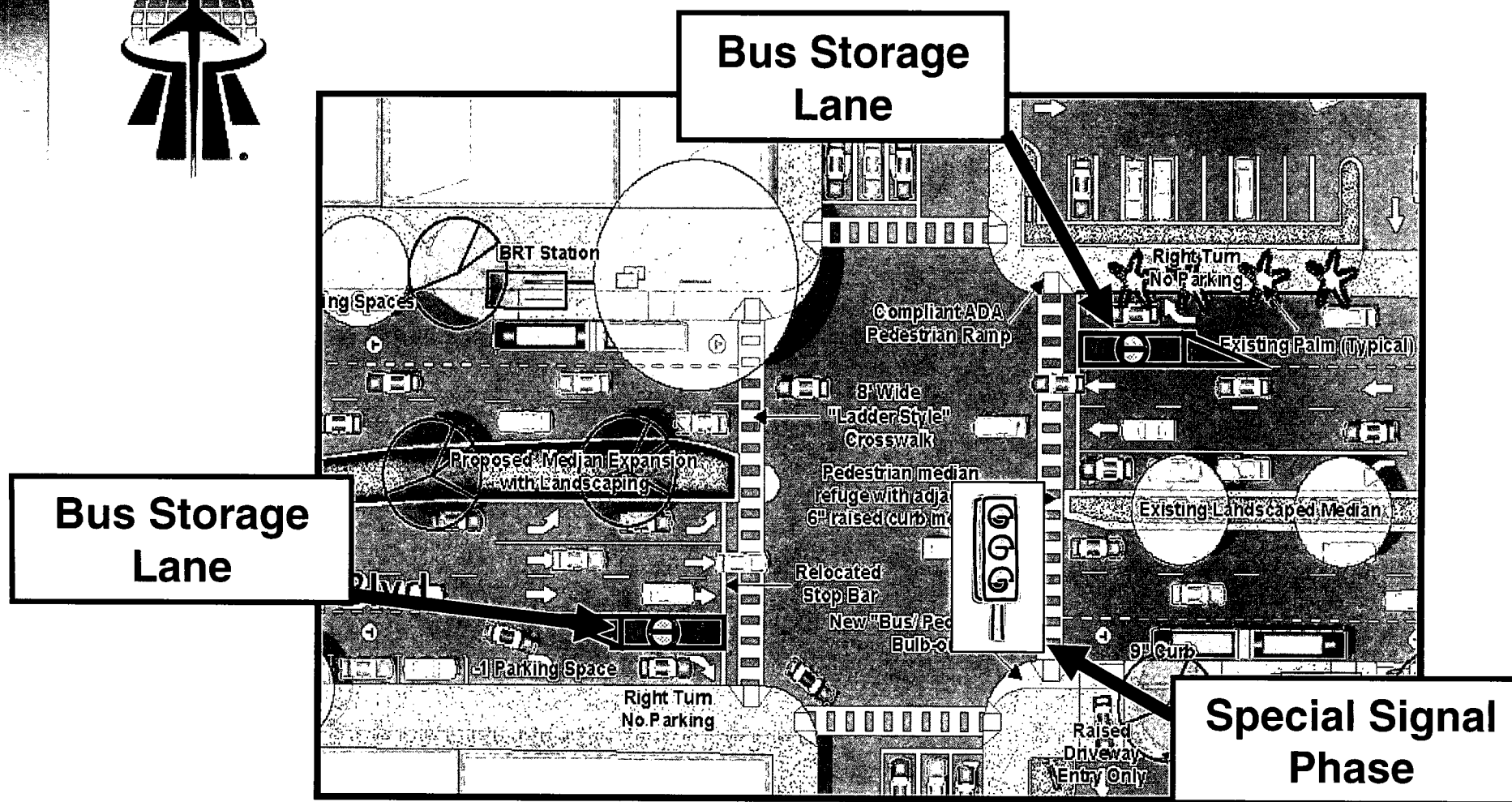
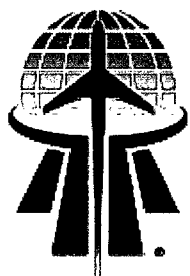


# Improvements to Existing Service

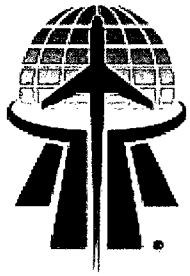
- Turn on next bus signs (installed in 2004)





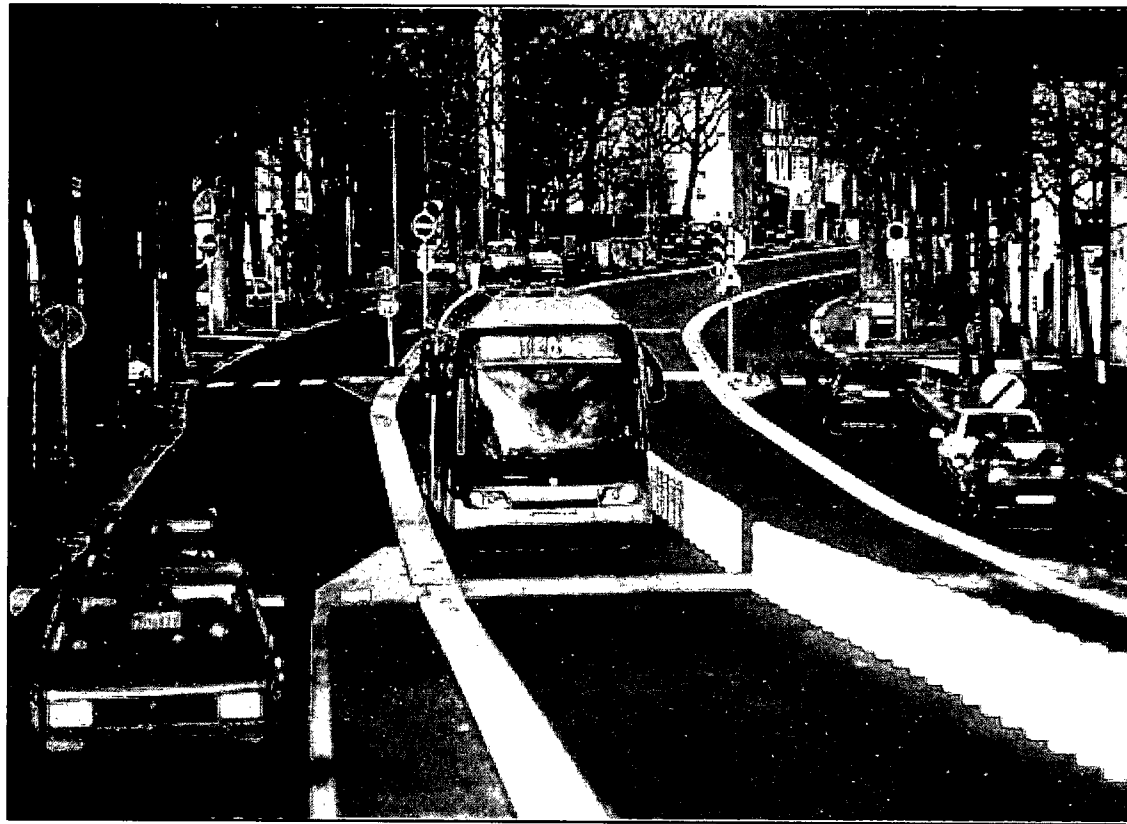


- Fast, Direct, and Frequent Service
- Transit Priority Measures



# Bus Rapid Transit Strategies for Improvements to Existing Service

- Dedicated transit lanes





## **Bus Rapid Transit Strategies for Improvements to Existing Service**

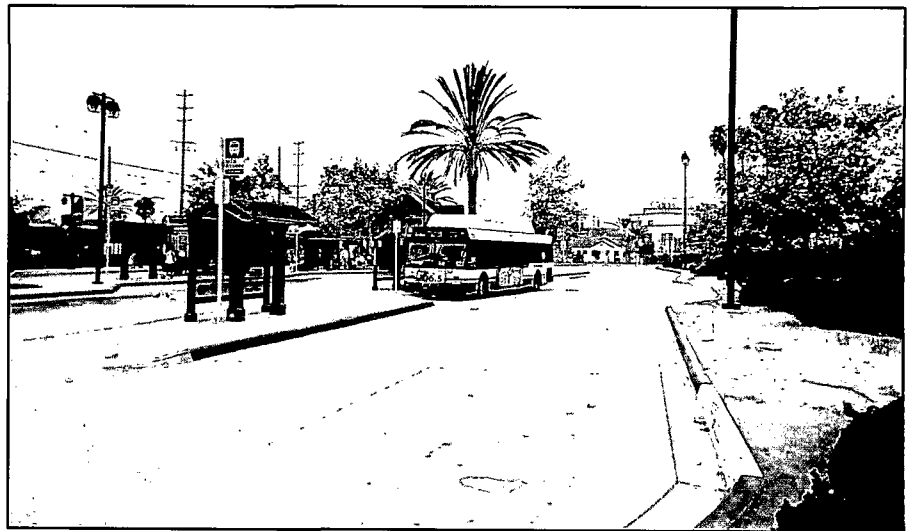
**Useful for all buses (not just Airport buses)**

- City buses (Route 923)
- Rental car shuttles along Pacific Highway
- Express shuttle from Old Town Transit Center or Santa Fe Depot



# Bus Rapid Transit Strategies for Improvements to Existing Service

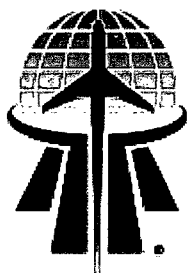
- Potential location at Old Town Transit Center





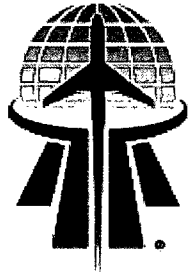
## **Bus Rapid Transit Strategies for Improvements to Existing Service**

- **Dedicated transit lanes**
- **Potential locations**
- **Improved bus service but limited transit ridership gains**
- **Traffic signal priority / queue jumper lanes at critical intersections/segments**
- **Improvements to existing service but limited ridership increases**



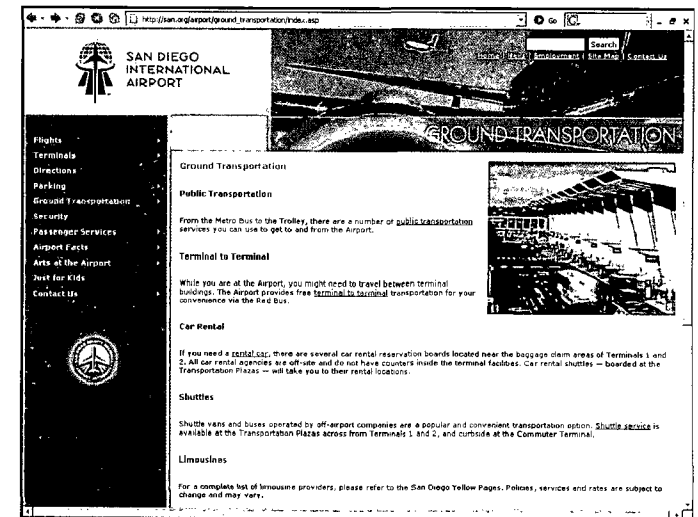
# Marketing

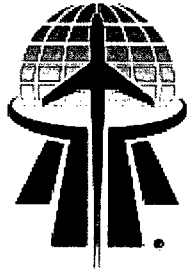
Improvement Alternative	Study Tier			Timeframe for Implementation			Potential Benefit		
	1	2	3	Near-term (1-3 years)	Mid-term (3 to 5 years)	Long-term (over 5-years)	Increase Ridership	Traffic Reduction (fewer buses)	Passenger Service Improvement
Existing Service Improvement									
Low Floor Buses (2-steps)	X			X					X
Passenger/Customer Service Training	X			X					X
Install Transit Ticket Machines at Airport	X			X					X
Free Ride for Arriving Airport Passengers	X			X			X		X
Turn on NextBus Signs Installed In 2004 at Airport	X			X					X
Airport Employee Transit Incentive Program		X		X			X		
BRT Technologies (bus lane, signal priority, queue jumper lanes)		X			X				X
Marketing									
Target Residents (existing transit users)	X			X			X		
Target Visitors (high density visitor areas - Downtown, Mission Valley)	X			X			X		
Target Residents (new transit users)	X			X			X		



# Target Marketing

- **Residents: existing transit users**
  - On-board advertisements – Trolley, Coaster, buses
- **Residents: new transit users**
  - Advertisements – radio, television and print
  - Target new downtown residents

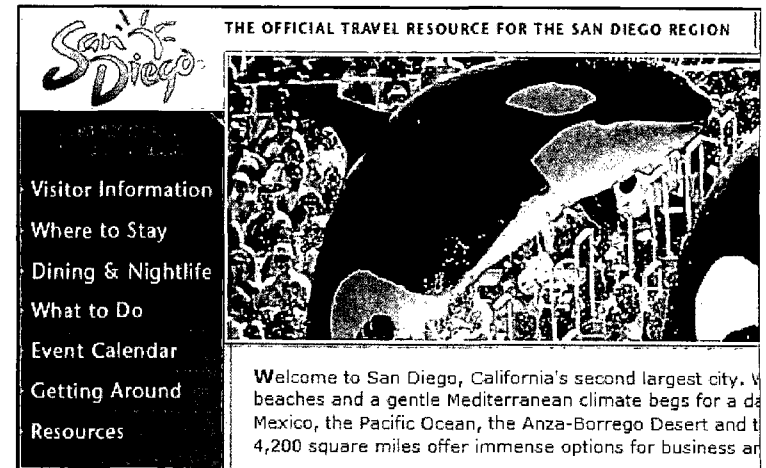




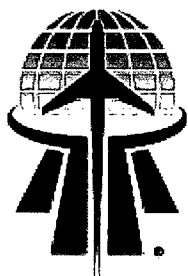
# Target Marketing

## San Diego visitors

- High density visitor location (e.g., downtown, Mission Valley):
  - **Airport Web site**
  - **Convention and Visitors Bureau**
  - **Hotels**
  - **Convention Center**
- High visibility in terminal and at curbside (branding)
- Voluntary Airport Ambassadors to personally promote/explain transit service







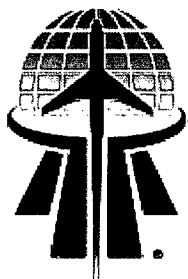
# Existing Route Changes

Improvement Alternative	Study Tier			Timeframe for Implementation			Potential Benefit		
	1	2	3	Near-term (1-3 years)	Mid-term (3 to 5 years)	Long-term (over 5-years)	Increase Ridership	Traffic Reduction (fewer buses)	Passenger Service Improvement
<b>Existing Service Improvement</b>									
Low Floor Buses (2-steps)	X			X					X
Passenger/Customer Service Training	X			X					X
Install Transit Ticket Machines at Airport	X			X					X
Free Ride for Arriving Airport Passengers	X			X			X		X
Turn on NextBus Signs Installed in 2004 at Airport	X			X					X
Airport Employee Transit Incentive Program		X		X			X		
BRT Technologies (bus lane, signal priority, queue jumper lanes)		X			X				X
<b>Marketing</b>									
Target Residents (existing transit users)	X			X			X		
Target Visitors (high density visitor areas - Downtown, Mission Valley)	X			X			X		
Target Residents (new transit users)	X			X			X		
<b>Existing Route Change</b>									
Extend Convention Center Flyer Route Hours	X			X			X		
Capture Additional Hotels/Residences			X	X			X		
Reduce Flyer Headways (less than 12-minutes)		X		X			X		X
Add Coaster Service (nights and weekends)		X		X			X		



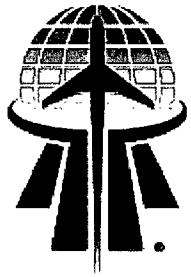
## **Existing Route Changes**

- **Extend Convention Center Flyer route hours**
- **Capture additional hotels/residences**
- **Increase Flyer frequency (less than 12 minutes)**
- **Add Coaster service (nights and weekends)**



# New Routes: Near Term

Improvement Alternative	Study Tier			Timeframe for Implementation			Potential Benefit		
	1	2	3	Near-term (1-3 years)	Mid-term (3 to 5 years)	Long-term (over 5-years)	Increase Ridership	Traffic Reduction (fewer buses)	Passenger Service Improvement
<b>Existing Service Improvement</b>									
Low Floor Buses (2-steps)	X			X					X
Passenger/Customer Service Training	X			X					X
Install Transit Ticket Machines at Airport	X			X					X
Free Ride for Arriving Airport Passengers	X			X			X		X
Turn on NextBus Signs Installed in 2004 at Airport	X			X					X
Airport Employee Transit Incentive Program		X		X			X		
BRT Technologies (bus lane, signal priority, queue jumper lanes)		X			X				X
<b>Marketing</b>									
Target Residents (existing transit users)	X			X			X		
Target Visitors (high density visitor areas - Downtown, Mission Valley)	X			X			X		
Target Residents (new transit users)	X			X			X		
<b>Existing Route Change</b>									
Extend Convention Center Flyer Route Hours	X			X			X		
Capture Additional Hotels/Residences			X	X			X		
Reduce Flyer Headways (less than 12-minutes)		X		X			X		X
Add Coaster Service (nights and weekends)		X		X			X		
<b>New Route</b>									
Hotel Circle Route			X	X			X	X	
Harbor Island Route			X	X			X	X	
Combine Hotel Shuttles			X	X				X	
Express Bus to Cruise Ship Terminals			X	X					X
Express Bus to Old Town Transit Center (4)		X		X			X		



## **New Bus Routes: Tier 2 (Near-term)**

### **Transit Center with express bus to terminal**

- Express Airport shuttle from transit station
- Attract Trolley and Coaster riders
- Close proximity to Airport to reduce bus travel time
- Combined with dedicated transit lanes
- Discourage parkers by limiting the maximum stay in adjacent parking facilities
- Replace with an automated people mover when ridership levels increase

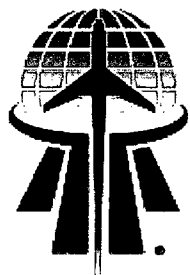


## **Example: Oakland – AirBART**

- **\$2.00 each way**
- **Operates 4:00 am to midnight**
- **10-minute headways**
- **Average daily ridership: 3,880 passengers**
- **Approximately 8% of Airport passengers use AirBART**



**Airport Station**



## New Routes: Tier 2 (Near-term)

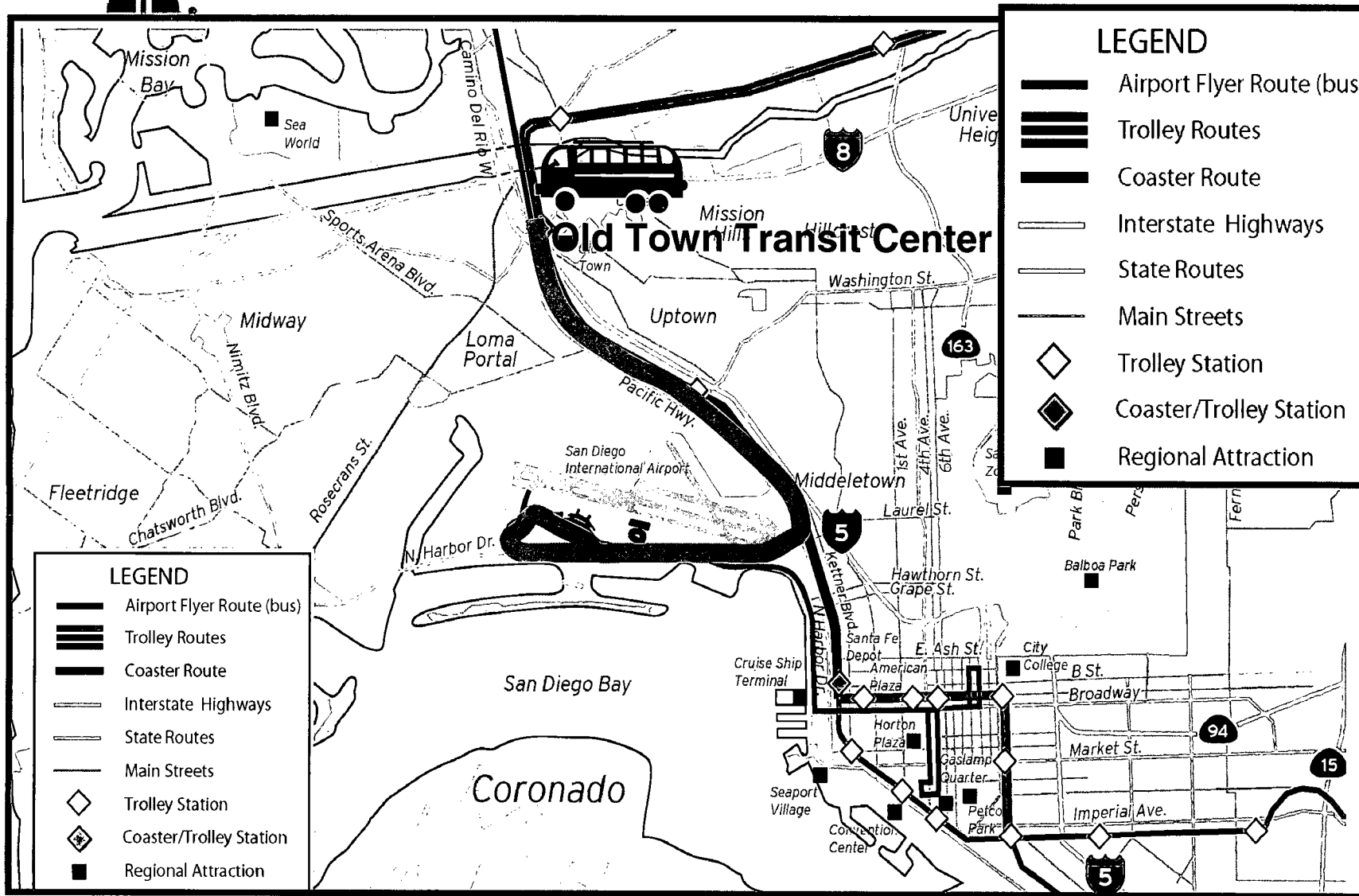
### Potential Transit Center locations

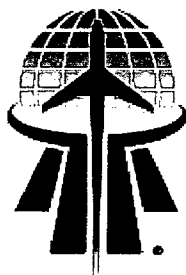
- Old Town Transit Center
- Santa Fe Depot
- Washington Street Trolley Station
- North Airport Area / Future Ground Transportation Center
  - Could be connected to Washington Street Station via walkway
  - Need shuttle service from transit station and shuttle service to terminals





# New Bus Routes: Tier 2 (Near-term) Rapid Transit from Old Town





# New Routes: Mid-term

Improvement Alternative	Study Tier			Timeframe for Implementation			Potential Benefit		
	1	2	3	Near-term (1-3 years)	Mid-term (3 to 5 years)	Long-term (over 5-years)	Increase Ridership	Traffic Reduction (fewer buses)	Passenger Service Improvement
<b>Existing Service Improvement</b>									
Low Floor Buses (2-steps)	X			X					X
Passenger/Customer Service Training	X			X					X
Install Transit Ticket Machines at Airport	X			X					X
Free Ride for Arriving Airport Passengers	X			X			X		X
Turn on NextBus Signs Installed In 2004 at Airport	X			X					X
Airport Employee Transit Incentive Program		X		X			X		
BRT Technologies (bus lane, signal priority, queue jumper lanes)		X			X				X
<b>Marketing</b>									
Target Residents (existing transit users)	X			X			X		
Target Visitors (high density visitor areas - Downtown, Mission Valley)	X			X			X		
Target Residents (new transit users)	X			X			X		
<b>Existing Route Change</b>									
Extend Convention Center Flyer Route Hours	X			X			X		
Capture Additional Hotels/Residences			X	X			X		
Reduce Flyer Headways (less than 12-minutes)		X		X			X		X
Add Coaster Service (nights and weekends)		X		X			X		
<b>New Route</b>									
Hotel Circle Route			X	X			X	X	
Harbor Island Route			X	X			X	X	
Combine Hotel Shuttles			X	X				X	
Express Bus to Cruise Ship Terminals			X	X					X
Express Bus to Old Town Transit Center (4)		X		X			X		
Remote Parking/Terminals (Flyaway) along I-15 and I-805 corridors		X			X		X		
Express Bus/Flyaway to Escondido Transit Center		X			X		X		

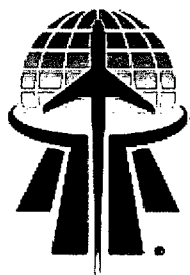




## **New Routes: Tier 2 (Mid-term)**

### **Remote Parking/Terminals (Flyaway)**

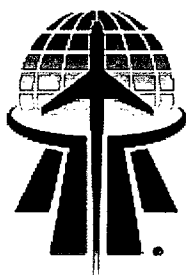
- Park and fly with express Airport shuttle
- Relatively inexpensive secure parking
- Buses Use HOV or BRT lanes
- Provide limited check-in and bag pre-check
- Locate near freeway entrance/exit with good visibility and at transition points between non-congested and congested routes
- Locate near dense population/employment areas
- Locate at least 10 miles or 30-minute travel time to Airport
- Could utilize new BRT park and ride facilities



## Example: Van Nuys to LAX Flyaway

- Parking \$4.00 per day
- Bus \$3.00 each way
- 24-hour service on HOV Lanes
- Reliable 45-minute ride to Airport
- 15-minute headways to Airport during AM peak
- Average daily ridership (2004) = 2,100 passengers or 1.4% of Airport O&D passengers





# New Routes: Long-term

Improvement Alternative	Study Tier			Timeframe for Implementation			Potential Benefit		
	1	2	3	Near-term (1-3 years)	Mid-term (3 to 5 years)	Long-term (over 5-years)	Increase Ridership	Traffic Reduction (fewer buses)	Passenger Service Improvement
<b>Existing Service Improvement</b>									
Low Floor Buses (2-steps)	X			X					X
Passenger/Customer Service Training	X			X					X
Install Transit Ticket Machines at Airport	X			X					X
Free Ride for Arriving Airport Passengers	X			X			X		X
Turn on NextBus Signs Installed in 2004 at Airport	X			X					X
Airport Employee Transit Incentive Program		X		X			X		
BRT Technologies (bus lane, signal priority, queue jumper lanes)		X			X				X
<b>Marketing</b>									
Target Residents (existing transit users)	X			X			X		
Target Visitors (high density visitor areas - Downtown, Mission Valley)	X			X			X		
Target Residents (new transit users)	X			X			X		
<b>Existing Route Change</b>									
Extend Convention Center Flyer Route Hours	X			X			X		
Capture Additional Hotels/Residences			X	X			X		
Reduce Flyer Headways (less than 12-minutes)		X		X			X		X
Add Coaster Service (nights and weekends)		X		X			X		
<b>New Route</b>									
Hotel Circle Route			X	X			X	X	
Harbor Island Route			X	X			X	X	
Combine Hotel Shuttles			X	X				X	
Express Bus to Cruise Ship Terminals			X	X					X
Express Bus to Old Town Transit Center (4)		X		X			X		
Remote Parking/Terminals (Flyaway) along I-15 and I-805 corridors		X			X		X		
Express Bus/Flyaway to Escondido Transit Center		X			X		X		
Consolidated Bus to Consolidated Rental Car Facility			X			X		X	
APM to Transit Center			X			X	X	X	X
APM to CONRAC Facility			X			X		X	X
Trolley Connection to Airport Terminals			X			X	X	X	X

## Study Tiers

Tier 1 projects = Implement

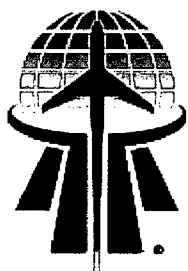
Tier 2 projects = Implement after further study and cost estimating

Tier 3 projects = Requires link to transit ridership and airport development before implementation



## **New Routes: Tier 3 (Long-term)**

- **Consolidated rental car bus (with consolidated rental car facility)**
- **Automated People Mover (APM) to Transit Center**
- **APM serving consolidated rental car facility**
- **Trolley connection to terminals - Complete feasibility, ridership and cost analysis (addressing constraints such as US Coast Guard crossing, height restrictions and limited right-of-way)**



# Alternative Transit Improvements Potential Benefits

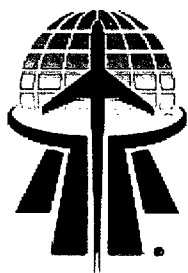
Improvement Alternative	Study Tier			Timeframe for Implementation			Potential Benefit		
	1	2	3	Near-term (1-3 years)	Mid-term (3 to 5 years)	Long-term (over 5-years)	Increase Ridership	Traffic Reduction (fewer buses)	Passenger Service Improvement
<b>Existing Service Improvement</b>									
Low Floor Buses (2-steps)	X			X					X
Passenger/Customer Service Training	X			X					X
Install Transit Ticket Machines at Airport	X			X					X
Free Ride for Arriving Airport Passengers	X			X			X		X
Turn on NextBus Signs Installed in 2004 at Airport	X			X					X
Airport Employee Transit Incentive Program		X		X			X		
BRT Technologies (bus lane, signal priority, queue jumper lanes)		X			X				X
<b>Marketing</b>									
Target Residents (existing transit users)	X			X			X		
Target Visitors (high density visitor areas - Downtown, Mission Valley)	X			X			X		
Target Residents (new transit users)	X			X			X		
<b>Existing Route Change</b>									
Extend Convention Center Flyer Route Hours	X			X			X		
Capture Additional Hotels/Residences			X	X			X		
Reduce Flyer Headways (less than 12-minutes)		X		X			X		X
Add Coaster Service (nights and weekends)		X		X			X		
<b>New Route</b>									
Hotel Circle Route			X	X			X	X	
Harbor Island Route			X	X			X	X	
Combine Hotel Shuttles			X	X				X	
Express Bus to Cruise Ship Terminals			X	X					X
Express Bus to Old Town Transit Center (4)		X		X			X		
Remote Parking/Terminals (Flyaway) along I-15 and I-805 corridors		X			X		X		
Express Bus/Flyaway to Escondido Transit Center		X			X		X		
Consolidated Bus to Consolidated Rental Car Facility			X			X		X	
APM to Transit Center			X			X	X	X	X
APM to CONRAC Facility			X			X		X	X
Trolley Connection to Airport Terminals			X			X	X	X	X

## Study Tiers

Tier 1 projects = Implement

Tier 2 projects = Implement after further study and cost estimating

Tier 3 projects = Requires link to transit ridership and airport development before Implementation



# Study Tier defines implementation

## *Input from transit agencies*

Improvement Alternative	Study Tier			Timeframe for Implementation			Potential Benefit		
	1	2	3	Near-term (1-3 years)	Mid-term (3 to 5 years)	Long-term (over 5-years)	Increase Ridership	Traffic Reduction (fewer buses)	Passenger Service Improvement
<b>Existing Service Improvement</b>									
Low Floor Buses (2-steps)	X			X					X
Passenger/Customer Service Training	X			X					X
Install Transit Ticket Machines at Airport	X			X					X
Free Ride for Arriving Airport Passengers	X			X			X		X
Turn on NextBus Signs Installed in 2004 at Airport	X			X					X
Airport Employee Transit Incentive Program		X		X			X		
BRT Technologies (bus lane, signal priority, queue jumper lanes)		X			X				X
<b>Marketing</b>									
Target Residents (existing transit users)	X			X			X		
Target Visitors (high density visitor areas - Downtown, Mission Valley)	X			X			X		
Target Residents (new transit users)	X			X			X		
<b>Existing Route Change</b>									
Extend Convention Center Flyer Route Hours	X			X			X		
Capture Additional Hotels/Residences			X	X			X		
Reduce Flyer Headways (less than 12-minutes)		X		X			X		X
Add Coaster Service (nights and weekends)		X		X			X		
<b>New Route</b>									
Hotel Circle Route			X	X			X	X	
Harbor Island Route			X	X			X	X	
Combine Hotel Shuttles			X	X				X	
Express Bus to Cruise Ship Terminals			X	X					X
Express Bus to Old Town Transit Center (4)		X		X			X		
Remote Parking/Terminals (Flyaway) along I-15 and I-805 corridors		X			X		X		
Express Bus/Flyaway to Escondido Transit Center		X			X		X		
Consolidated Bus to Consolidated Rental Car Facility			X			X		X	
APM to Transit Center			X			X	X	X	X
APM to CONRAC Facility			X			X		X	X
Trolley Connection to Airport Terminals			X			X	X	X	X

### Study Tiers

Tier 1 projects = Implement

Tier 2 projects = Implement after further study and cost estimating

Tier 3 projects = Requires link to transit ridership and airport development before implementation



## **Study Tier defines implementation**

- **Tier 1: Implement**
- **Tier 2: Implement after further study and cost estimating**
- **Tier 3: Requires link to transit ridership and airport development before implementation**



## **Further Develop Transit Plan**

- **Develop benchmarks to monitor ridership levels including: Quarterly transit passenger surveys to monitor ridership**
- **Link future projects with identified benchmarks**
- **Complete feasibility, ridership and cost analysis**
- **Develop implementation plan identifying funding sources**





## **Next Steps**

**Present draft Airport Transit Plan to transit agencies for input, feedback and additional ideas**

**Present draft Airport Transit Plan jointly to:**

NCTD Board: Thursday, February 15, 2007 – 2 pm

MTS Board: Thursday, April 12, 2007 - 9 am

SANDAG Transportation Committee:

Friday, May 4, 2007 - 9 am

**Post Presentation on the Authority website and transit agencies for public/agency review**

**Revise the draft Airport Transit Plan and develop a schedule for implementation and present for adoption by the Authority Board and respective transit agencies**

# Questions

1255 Imperial Avenue, Suite 1000  
San Diego, CA 92101-7490  
619.231.1466, FAX: 619.234.3407



## Agenda

Item No. 30

Joint Meeting of the Board of Directors for  
Metropolitan Transit System,  
San Diego Transit Corporation, and  
San Diego Trolley, Inc.

ADM 110.7 (PC 50101)

May 24, 2007

### SUBJECT:

MTS: AUDIT OVERSIGHT COMMITTEE

### RECOMMENDATION:

That the Board of Directors create an Audit Oversight Committee and adopt the proposed guidelines and responsibilities in Board Policy No. 22 (Attachment A).

#### Budget Impact

None.

#### Executive Committee Recommendation

At its meeting on May 17, 2007, the Executive Committee recommended forwarding this item to the Board for approval.

### DISCUSSION:

On April 12, 2007, the Board of Directors directed the Executive Committee to develop draft guidelines and responsibilities for an Audit Oversight Committee. Staff has prepared a draft set of guidelines and draft amendments to Board Policy No. 22 (Attachment A) for Executive Committee consideration and discussion. A representative from Caporicci & Larson will be on hand to answer questions.

A handwritten signature in black ink, appearing to read 'Paul C. Jablonski', is written over a horizontal line.

Paul C. Jablonski  
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, [sharon.cooney@sdmts.com](mailto:sharon.cooney@sdmts.com)

MAY24-07.30.AUDIT COMM.SCOONEY.doc

Attachments: A. Draft MTS Board Policy No. 22  
B. Draft Audit Oversight Committee Policies and Procedures



Metropolitan Transit System (MTS) is a California public agency and is comprised of San Diego Transit Corporation and San Diego Trolley, Inc. nonprofit public benefit corporations, in cooperation with Chula Vista Transit and National City Transit. MTS is the taxicab administrator for eight cities and the owner of the San Diego and Arizona Eastern Railway Company. MTS member agencies include: City of Chula Vista, City of Coronado, City of El Cajon, City of Imperial Beach, City of La Mesa, City of Lemon Grove, City of National City, City of Poway, City of San Diego, City of Santee, and the County of San Diego.



1255 Imperial Avenue, Suite 1000  
San Diego, CA 92101-7490  
619/231-1466  
FAX 619/234-3407

Att. A, AI 30, 5/24/07

## Policies and Procedures

No. 22

# DRAFT

Board Approval: 5/24/07  
3/23/06

### SUBJECT:

RULES OF PROCEDURE FOR THE METROPOLITAN TRANSIT SYSTEM (MTS)

### PURPOSE:

To define and clarify Board Rules of Procedure and incorporate them in Board Policy.

### BACKGROUND:

In 1977, the Board adopted Rules of Procedure by resolution and from time to time amendments have been adopted. The Rules shall be contained in Board Policy for ease of reference and periodic updating.

#### 22.1 Membership and Organization

- 22.1.1 Membership in this Board is established by Division 11, Chapter 1, Section 120050 through 120051.6 of the California Public Utilities Code.
- 22.1.2 The Board consists of 15 members selected as follows:
  - a. One member of the County of San Diego Board of Supervisors appointed by the Board of Supervisors.
  - b. Four members of the City Council of the City of San Diego, one of whom may be the mayor, appointed by the City Council.
  - c. One member of each city council appointed individually by the City Councils of the Cities of Chula Vista, Coronado, El Cajon, Imperial Beach, La Mesa, Lemon Grove, National City, Poway, and Santee.



Metropolitan Transit System (MTS) is a California public agency and is comprised of San Diego Transit Corporation and San Diego Trolley, Inc. nonprofit public benefit corporations, in cooperation with Chula Vista Transit and National City Transit. MTS is the taxicab administrator for eight cities and the owner of the San Diego and Arizona Eastern Railway Company. MTS member agencies include: City of Chula Vista, City of Coronado, City of El Cajon, City of Imperial Beach, City of La Mesa, City of Lemon Grove, City of National City, City of Poway, City of San Diego, City of Santee, and the County of San Diego.

- d. One person, a resident of San Diego County, elected by a two-thirds vote of the Board, a quorum being present, who shall serve as chairperson of the Board.
- 22.1.3 Any person who is a member of the Board may be appointed by his or her appointing authority to continue to serve as a member of the Board after the termination of his or her term of office for a period not to exceed four years after the date of termination of his or her term of elected office.
- 22.1.4 Alternate members of the Board shall be appointed as follows:
- a. The County of San Diego Board of Supervisors shall appoint any other county supervisor who qualifies for appointment to serve as an alternate member.
  - b. The City Council of the City of San Diego shall appoint a member of the City Council not already appointed to serve as an alternate member.
  - c. The City Councils of the Cities of Chula Vista, Coronado, El Cajon, Imperial Beach, La Mesa, Lemon Grove, National City, Poway, and Santee shall each individually appoint a member of their respective city councils not already appointed to serve as an alternate member.
- 22.1.53 This Board shall exercise all powers authorized by the laws of the State of California.
- 22.1.64 Only the duly selected official representative, or in his or her absence his or her duly selected alternate, shall be entitled to represent a member agency in the deliberations of the Board.
- 22.1.75 Names of the official representatives and alternates shall be communicated in writing to the Board by each participating member agency and shall thereafter be annually communicated or reaffirmed prior to the February meeting of the Board and at such other times as changes in representation are made by member agencies.
- 22.1.86 The Board shall have the authority to appoint committees or subcommittees and may provide for the appointment of alternates to these committees or subcommittees.
- 22.1.97 Standing committees shall be appointed by the Board as may be required to carry out general and continuing functions and shall be abolished only upon specific action by the Board.
- 22.1.108 Ad hoc specialized subcommittees may be appointed by the Board as the need arises to accomplish specific tasks. Upon

completion of its assignment, each ad hoc subcommittee shall disband.

- 22.1.119 Board members serving on such subcommittees shall be compensated as provided by Board ordinance. The Chief Executive Officer is authorized to enter into agreements to compensate individuals who were Board members at the time of their appointments to such subcommittees and who continue to serve on such subcommittees after their terms of office as Board members, subject to the same limitations as exist for compensation of Board members, and subject to replacement by the Board.

## 22.2 Meetings

- 22.2.1 On or before the first regular meeting of the Board in December of each year, the Board shall adopt a schedule of its meetings by date, time, and location for the coming year. The Board shall conduct at least one regular meeting in each of the subsequent twelve months. The schedule of the meetings shall be published in the local newspaper of general circulation prior to the next regular meeting.
- 22.2.2 The Board may, when necessary, change the time and place of regular meetings. Notice of such change shall be posted pursuant to the Ralph M. Brown Act.
- 22.2.3 The Clerk of the Board shall forward written notice of the annual schedule of regular meetings and any changes thereto stating the dates, times, and locations to each member's agency and to the respective members and alternates of the Board and the standing committees.
- 22.2.4 Special meetings may be called and noticed under the provisions of the Ralph M. Brown Act as applicable and, specifically, Section 54956 of the California Government Code. The call and notice shall be posted in an area accessible to the public at least 24 hours prior to the meeting.

Special meetings normally shall be called by a majority of the Board or Executive Committee only upon a finding that extraordinary circumstances require Board action prior to the next scheduled Board meeting, such as to discuss a work stoppage or significant litigation, or that a special meeting is necessary to hold a workshop, a joint meeting with another agency, or for other special purposes at a future date beyond the next Board meeting. The Chair may call such meetings only when such extraordinary circumstances arise after the last Board or Executive Committee meeting and Board action is required prior to the next regularly scheduled Board or Executive Committee meeting.

- 22.2.5 A majority of the members of the Board shall constitute a quorum for the transaction of business, and all official acts of the Board shall require the affirmative vote of a majority of the members of the Board.
- 22.2.6 Parliamentary procedure at all meetings shall be governed by Robert's Rules of Order Newly Revised except as otherwise modified herein.
- 22.2.7 Prior to each regular meeting, the Clerk of the Board shall forward a copy of the agenda to each member in accordance with the schedule adopted by the Board. The agendas shall also be mailed to each person or entity previously requesting such in writing. The Clerk shall post the agenda in an area accessible to the public at least 72 hours before the meeting in accordance with the Ralph M. Brown Act. Agenda materials shall be available as public record in accordance with the Ralph M. Brown Act and, specifically, Section 54957.5 of the California Government Code.
- 22.2.8 The Board may take action on items of business not appearing on the posted agenda in accordance with the Ralph M. Brown Act.
- 22.2.9 Requests for Board action may be initiated by any member of the Board or any staff officer.
- 22.2.10 Communication requests may be initiated by an individual and submitted to the Clerk by letter or on forms provided by the Clerk and must state the subject matter and the action which the writer wishes the Board to take. The Clerk shall review all communication requests so received and shall list them on the Board's docket under those items which the Clerk deems to be proper areas of discussion or action by the Board. When a Communications item is listed on the docket, it is not debatable and must be referred to an appropriate committee, other public agency, or to staff to prepare a report or response.
- 22.2.11 Any permanent rule of the Board as set forth herein and unless otherwise established by law may be suspended temporarily by a two-thirds vote of the members present.
- 22.3 Amendments
- 22.3.1 The Board shall be responsible for making all amendments to these rules.
- 22.3.2 Proposed amendments may be originated by the Board, or any member of such, or by the Chief Executive Officer.
- 22.3.3 Each proposed amendment shall be considered by the Board and a copy thereof forwarded by the Clerk of the Board to the official representative of each member agency.

## 22.4 Ordinances

- 22.4.1 Every ordinance shall be signed by the Chairman of the Board and attested by the Clerk of the Board.
- 22.4.2 On the passage of all ordinances, the votes of the several members of the Board shall be entered on the minutes.
- 22.4.3 Ordinances shall not be passed within five days of their introduction nor at other than a regular meeting or at an adjourned regular meeting. However, an urgency ordinance may be passed immediately upon introduction either at a regular or special meeting. Except when, after reading the title, further reading is waived by regular motion adopted by unanimous vote of the Board members present, all ordinances shall be read in full either at the time of introduction or passage. When ordinances, other than urgency ordinances, are altered after introduction, they shall be passed only at a regular or at an adjourned regular meeting held at least five days after alteration. Corrections of typographical or clerical errors are not alterations within the meaning of this section.
- 22.4.4 The Clerk of the Board shall cause a proposed ordinance or proposed amendment to an ordinance, and any ordinance adopted by the Board, to be published at least once, in a newspaper of general circulation published and circulated in the Board's area of jurisdiction.
- 22.4.5 The publication of an ordinance, as required by subdivision, may be satisfied by either of the following actions:
- a. The Board may publish a summary of a proposed ordinance or proposed amendment to an ordinance. The summary shall be prepared by the Clerk of the Board and General Counsel. The summary shall be published and a certified copy of the full text of the proposed ordinance or proposed amendment shall be posted in the office of the Clerk of the Board at least five (5) days prior to the Board meeting at which the proposed ordinance or amendment is to be adopted. Within 15 days after adoption of the ordinance or amendment, the Board shall publish a summary of the ordinance or amendment with the names of those Board members voting for and against the ordinance or amendment, and the Clerk of the Board shall post in the office of the clerk a certified copy of the full text of the adopted ordinance or amendment along with the names of those Board members voting for and against the ordinance or amendment.



- b. If the person designated by the Board determines that it is not feasible to prepare a fair and adequate summary of the proposed ordinance or amendment, and if the Board so orders, a display advertisement of at least one-quarter of a page in a newspaper of general circulation in the Board's area of jurisdiction shall be published at least five (5) days prior to the Board meeting at which the proposed ordinance or amendment is to be adopted. Within 15 days after adoption of the ordinance or amendment, a display advertisement of at least one-quarter of a page shall be published. The advertisement shall indicate the general nature of, and provide information regarding, the adopted ordinance or amendment, including information sufficient to enable the public to obtain copy of the complete text of the ordinance or amendment and the name of those Board members voting for and against the ordinance amendment.

22.4.6 Ordinances shall take effect thirty days after their final passage. An ordinance takes effect immediately, if it is an ordinance for the immediate preservation of the public peace, health, or safety, containing a declaration of the facts constituting the urgency and is passed by a four-fifths vote of the Board.

## 22.5 Public Comment

22.5.1 At a public hearing of the Board, persons wishing to provide comment and testimony shall be permitted to address the Board after submitting a written request to speak to the Clerk identifying the person and the subject agenda item. The Chairman may limit the time for each presentation and may permit additional time to speakers representing a group of individuals or organizations to avoid duplicative testimony. Ordinarily, each speaker will be allowed no more than three minutes.

22.5.2 Persons wishing to comment on agenda items other than a public hearing must submit a written request to speak in advance to the Clerk identifying the person and the subject agenda item. Comments must be limited to issues relevant to the particular agenda item. The Chairman may limit the time for each presentation and may permit additional time to speakers representing a group of individuals or organizations to avoid duplicative testimony. Ordinarily, each speaker will be allowed no more than three minutes.

22.5.3 Public comment on matters not on the agenda will be permitted on items of interest to the public that are within the subject matter jurisdiction of the Board. Persons wishing to comment must submit a written request in advance to the Clerk identifying the person and subject matter. The Chairman may limit the time for each speaker. Ordinarily, each speaker will be allowed no more than three minutes.

## 22.6 Chairperson

Prior to the expiration of a Chairperson's term, the Executive Committee shall make a recommendation to the Board on whether to reelect the current Chairperson. In the event that the Board does not reelect a chairperson, or in the event of a vacancy in the position of Chairperson, the Executive Committee shall create an ad hoc nominating committee that shall, by whatever means it deems appropriate, recommend to the Board a candidate or candidates for the position of Chairperson. The Board shall then vote to elect a Chairperson.

## 22.7 Election of Board Officers and Appointments to Committees

- 22.7.1 On or before the Board's first meeting in November, the Board shall appoint less than a quorum of members to an Ad Hoc Nominating Committee. The Ad Hoc Nominating Committee shall review the list of MTS committees and make recommendations to the Board with respect to the appointment of members of the Board to serve on each committee.
- 22.7.2 The Ad Hoc Nominating Committee shall also review the list of outside boards and/or committees and make recommendations to the Board with respect to the appointment of members of the Board to represent MTS on each outside board or committee, except for the Board representative appointed to the San Diego Association of Governments (SANDAG) Transportation Committee, which shall be appointed by the Executive Committee.
- 22.7.3 The Ad Hoc Nominating Committee shall also make a recommendation to the Board with respect to the appointment of the Vice Chairman and the Chair Pro Tem and any other board officers.
- 22.7.4 The Ad Hoc Nominating Committee shall forward its recommendations for appointments of officers and committee members on or before the first Board meeting in January.
- 22.7.5 At its first meeting in January, the Board shall elect a Vice Chairman and a Chair Pro Tem from amongst its members. The Vice Chairman shall preside in the absence of the Chairman. In the event of the absence or inability to act by the Chairman and Vice Chairman, the Chair Pro Tem shall preside.
- 22.7.6 The Board shall then vote on the recommendations made by the Ad Hoc Nominating Committee with respect to all other committee appointments.
- 22.7.7 In the event that a Board member vacates his or her position on the Board, at the next meeting, the Chairperson shall take nominations from the floor to fill any opening in any Committee positions vacated by that Board member.

## 22.8 Executive Committee

22.8.1 The Executive Committee of the Board shall consist of the Chairman, a member from the County of San Diego, a member from the City of San Diego, one member who represents the cities of Chula Vista, National City, Coronado, and Imperial Beach (the "South Bay representative"), and one member who represents the cities of Lemon Grove, La Mesa, El Cajon, Poway, and Santee (the "East County representative"). The South Bay representative and the East County representative shall serve as members of the Executive Committee for a term of two years each. The terms of these two members shall be staggered so as to avoid replacement of both members at the same time.

22.8.2 The East County and South Bay representatives shall serve in the following order:

East County: El Cajon, La Mesa, Lemon Grove, Santee, Poway—each serving a two year term.

South Bay: Chula Vista, Coronado, Imperial Beach, National City—each serving a two year term; however, the representative must have been the primary Board member for two years in order to serve as the Executive Committee representative. In the event that the South Bay representative has not been the primary Board member for two years, the rotation schedule shall be adjusted so that the next city in the rotation serves as the representative, and the city whose member has not yet served two years as the primary Board member would serve the term immediately thereafter; i.e., if Imperial Beach lacked two years of experience, National City would serve first, then Imperial Beach and then the rotation would continue on as set forth above. The requirement for two years of service as the primary Board member shall only apply to the South Bay representative.

After each member has served as either the East County or South Bay representative, the rotation schedule shall repeat.

22.8.3 The alternates to the Executive Committee members shall be the alternate appointed by the particular city or agency to serve as the alternate for the Board. The second alternate at large shall be the Vice Chairman. Alternates shall be appointed for a term of two years or such lesser term as necessary to coincide with the term of the member for whom the alternate is appointed.

22.8.4 The Vice Chairman shall attend each Executive Committee meeting as a nonvoting member. The Vice Chairman shall serve as the alternate to the Chairman and as a second alternate at large for any of the Executive Committee representatives and shall be a voting member when serving in this capacity. The Vice Chairman shall be entitled to compensation for attendance at all

Executive Committee meetings whether serving as a voting or nonvoting member.

- 22.8.5 On or before its first meeting in January, the Executive Committee shall appoint one of its members to serve as the representative and one of its members to serve as the alternate to the San Diego Association of Governments (SANDAG) Transportation Committee to serve for a term of one year. In the event that the Executive Committee feels a member of the Board who does not serve on the Executive Committee is their preferred representative or alternate for the SANDAG Transportation Committee, the Executive Committee shall have the ability to select the representative or alternate from the full Board. In that instance, the SANDAG Transportation Committee representative, or the alternate in his or her absence, shall attend the Executive Committee meetings as a nonvoting member. The SANDAG Transportation Committee representative, or the alternate in his or her absence, shall be entitled to compensation for attendance at all Executive Committee meetings.
- 22.8.6 The primary purposes of the Executive Committee shall be to review and recommend consent items for the agenda of the next MTS Board of Directors meeting; add or delete items as appropriate; and provide input and direction on emerging policies, plans, and issues, in advance, for Board consideration. The Executive Committee shall have the authority to create ad hoc subcommittees for purposes of carrying out its duties and responsibilities.
- 22.8.7 Three members shall constitute a quorum of the Executive Committee, and three affirmative majority votes of the members present shall be required to approve any item. In the absence of a quorum, the Chairman may review and recommend consent items for the agenda, establish the order of items, and add or delete items.
- 22.8.8 The Executive Committee shall adopt operating procedures as are necessary for the conduct of its business.

## 22.9 Audit Oversight Committee

- 22.9.1 The Audit Oversight Committee shall be comprised of the same members that make up the Executive Committee. The Chairman of the Audit Oversight Committee shall be appointed from amongst its members at the first meeting held during each calendar year. The Chairman of the Audit Oversight Committee shall be another member other than the member who serves as the Executive Committee Chairman. Additional members of the MTS Board may be appointed on an annual basis at the first MTS Board meeting in January at the discretion of the MTS Board. Non-voting advisory members may be appointed by the MTS

Board at the request of the Audit Oversight Committee. The Board may appoint individuals who are not members of the Board to serve as non-voting advisory members to the Audit Oversight Committee.

22.9.2 No additional compensation shall be paid to the members of the Audit Oversight Committee unless a meeting takes place on a day other than a regularly scheduled MTS Board meeting or MTS Executive Committee meeting. Compensation shall be paid to any additional members of the MTS Board who are appointed to serve or attends a on the Audit Oversight Committee meeting. No compensation shall be paid to any non-voting advisory member appointed by the MTS Board.

22.9.3 The primary duties and responsibilities of the Audit Oversight Committee shall be to ensure that management is maintaining a comprehensive framework of internal control, to ensure that management's financial reporting practices are assessed objectively, and to determine to its own satisfaction that the financial statements are properly audited and that any problems disclosed in the course of the audit are properly resolved.

22.9.4 The tasks to be performed by the Audit Oversight Committee shall be as follows:

- a. Review the appropriate scope of the annual independent audit and any other audit the committee feels is appropriate.
- b. Review the appropriate scope of nonaudit services to be performed by the independent auditor.
- c. Oversee the procurement of outside auditor services with final approval by the Board.
- d. Review and oversee the preparation of annual financial statements, the annual financial reporting process, internal controls, and independent auditors using an appropriate degree of professional skepticism.
- e. Assess the performance of any independent auditors.
- f. Provide a forum for MTS internal auditors to report findings.
- g. Provide at least an annual written and oral report to the Board on how the committee discharged its duties and responsibilities.

- h. Establish a procedure for receipt, retention, and treatment of complaints regarding accounting, internal controls, or auditing matters.

22.9.5 The annual scheduled functions to be performed by the Audit Oversight Committee shall be as follows:

- a. In June of each year or as soon as reasonably practicable, review the independent audit engagement letter.
- b. In March or April of each year or as soon as reasonably practicable, establish a plan for review of the audits with independent auditor.
- c. In September of each year or as soon as reasonably practicable, receive report on the status of any audit(s).
- d. In October of each year or as soon as reasonably practicable, receive a report on the preliminary audit findings.
- e. In December of each year or as soon as reasonably practicable, receive a report and provide feedback on financial and compliance statements to Board, and provide the annual report to the Board on the committee's activities.
- f. In March of each year or as soon as reasonably practicable, review the management letter and management's response to the letter.

22.9.6 On a periodic basis the Audit Oversight Committee shall perform the following functions:

- a. Establish procedure for handling complaints.
- b. Receive reports from MTS internal auditor.
- c. Report to Board in addition to annual report.
- d. Review the appropriate scope of any nonaudit services recommended for performance by the independent auditor.
- e. Review the procurement of independent auditor services and make a recommendation to the Board.
- f. Request procurement of outside independent advisor(s) with Board concurrence.

- g. Meet with the independent auditor without MTS management present.

22.9.7 At a minimum, the Audit Oversight Committee shall ask the following questions of MTS Staff, the Internal Auditor and/or the independent auditors:

- a. What is the name of the audit firm performing the audit, and how long has such firm been under contract to perform such audits?
- b. Was the audit performed in accordance with generally accepted auditing standards (AICPA GAAS standards) or generally accepted government-auditing standards (GAO GAGAS)? If not, why?
- c. Has the independent auditor(s) prepared an unqualified opinion regarding the financial statements? If not, what type of opinion was issued and why?
- d. Was the audit performed independently? The Audit Oversight Committee should ask how the audit firm maintained its independence during the course of the audit.
- e. The Audit Oversight Committee should have the independent auditor(s) describe, in general, the audit procedures performed.
- f. The Audit Oversight Committee should have the independent auditor(s) discuss whether any new accounting principles were adopted, whether any changes were made, or whether the independent auditor(s) recommends any changes in the accounting policies used or their application. In particular, the relevant issue is whether the audit applied best or merely permissible principles.
- g. The Audit Oversight Committee should have the independent auditor(s) describe any significant accounting adjustments affecting the financial statements (prior year as well as current year).
- h. Did the independent auditor(s) encounter any difficulties in dealing with management in performing the audit, including whether there were any disagreements with management regarding any accruals, estimates, reserves, or accounting principles? Did the independent auditor(s) have the full cooperation of MTS management and staff?

- i. The Audit Oversight Committee should ask the audit firm about the quality of the component unit's accounting, internal controls, and the competency of staff. Did the independent auditor(s) issue a management letter? What nonmaterial weaknesses or reportable conditions has the independent auditor(s) noted?
- j. Were there any accounting issues on which the audit firm sought the advice of other audit firms or regulatory bodies?
- k. The Audit Oversight Committee should ask the audit firm whether there are new pronouncements and/or areas of potential financial risk affecting future financial statements of which the Audit Oversight Committee should be aware.

22.9.8 Three members shall constitute a quorum of the Audit Oversight Committee, and a majority vote of the members present shall be required to approve any item. In the absence of a quorum, the Chairman may review and recommend consent items for the agenda, establish the order of items, and add or delete items.

22.9.9 The Audit Oversight Committee shall adopt operating procedures as are necessary for the conduct of its business.

#### 22.109 Board Member Standards of Conduct

- 22.910.1 The purpose of this policy is to emphasize that each Board member occupies a position of public trust that demands the highest moral and ethical standard of conduct.
- 22.910.2 This policy shall be supplemental and in addition to the Conflict of Interest Code of the Board and is not intended to supersede such Code or any provisions thereof.
- 22.910.3 Board members shall not engage in any business or transaction or have a financial or other personal interest, actual, potential, or apparent, which is incompatible with the proper discharge of his or her official duties or would tend to impair his or her independence of judgment or action in the performance of such duties. Such business, transaction, or interest shall constitute a conflict of interest.
- 22.910.4 No Board member shall engage in any enterprise or activity that shall result in any of the following:
  - a. Using the prestige or influence of the Board office for private gain or advantage of the member or another person.



- b. Using time, facilities, equipment, or supplies of the Board for the private gain or advantage of the member or another person.
- c. Using official information not available to the general public for private gain or advantage of the member or another person.
- d. Receiving or accepting money or other consideration from anyone other than the Board for the performance of acts done in the regular course of duty.
- e. Receiving or accepting, directly or indirectly, any gift or favor from any one doing business with the Board under circumstances from which it could reasonably be inferred that such was intended to influence such person in such person's duties or as a reward for official action.
- f. Soliciting any gift or favor in such person's official capacity, either directly or indirectly, when such solicitation might reasonably be inferred as to have a potential effect on such person's duties or decision, or when the individual's position as a Board member would in any way influence the decision of the person being solicited.
- g. Engaging in or accepting private employment or rendering services for private interest, direct or indirect, which may conflict with such person's responsibility or duty, or which, because of that person's position, may influence a decision to the benefit of the organization in which such person has an interest.

22.910.5 If a Board member has an actual, potential, or apparent conflict of interest in the subject of an agenda item, and the Board will make a decision regarding this agenda item during an open session meeting, the Board member must recuse himself or herself or, in the case of uncertainty, request a binding determination from the Board's General Counsel. If the Board member has a conflict, he or she may observe, but not participate, in the decision-making process.

22.910.6 If a Board member has an actual, potential, or apparent conflict of interest in the subject of an agenda item to be discussed during a closed session meeting, the Board member shall be disqualified and not present during such discussion so as not to make, participate in making, or in any way attempt to use his or her official position to influence the discussion or decision. In such case, the Board member must recuse himself or herself or, in the case of uncertainty, request a binding determination from the Board's General Counsel. In accordance with the Brown Act, the Board member would be entitled to any information that is publicly

reported. The Board member would not, however, be privy to any confidential or privileged information or communications pertaining to the closed session agenda item.

- 22.910.7 No Board member shall disclose to any person, other than members of the Board and other Board staff designated to handle such confidential matters, the content or substance of any information presented or discussed during a closed session meeting unless the Board authorizes such disclosure by the affirmative vote by a majority of the Board.
- 22.910.8 No Board member may disclose confidential or privileged information or communications to any person other than a Board member, General Counsel to the Board, or other Board staff designated to handle such matters, unless disclosure is mandated by law or the Board authorizes such disclosure by the affirmative vote of a majority of the Board.
- 22.109.9 A Board member shall not be privy to confidential or privileged information or communications concerning threatened, anticipated, or actual litigation affecting the Board where the Board member has an actual, potential, or apparent conflict of interest. In the case of uncertainty as to whether a conflict of interest exists, the Board's General Counsel shall issue a binding determination.
- 22.109.10 No Board member shall represent a position on an issue to be the Board's unless the Board has formally adopted such position at a public meeting.
- 22.910.11 Any violation of this policy shall constitute official misconduct if determined by an affirmative vote of the majority of the Board in an open and public meeting. The Board may elect to censure the Board member and the violation may be subject to criminal and/or civil penalties as provided for by applicable law.

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5/17/07

Original Policy approved on  
4/5/84.

Policy revised on 1/12/84.  
Policy revised on 7/11/85.  
Policy revised on 1/8/87.  
Policy revised on 1/11/90.  
Policy revised on 8/23/90.  
Policy revised on 1/10/91.  
Policy revised on 3/24/94.  
Policy revised on 1/14/99.  
Policy revised on 6/14/01.  
Policy revised on 1/10/02.  
Policy revised on 1/24/02.

Policy revised on 5/8/03.  
Policy revised 2/26/04.  
Policy revised 1/12/06.  
Policy revised 3/9/06.  
Policy revised 3/23/06.  
Policy revised 5/24/07.

# Audit Oversight Committee

## Policies and Procedures

For MTS Board of Directors Review

on

May 24, 2007

### I. Audit Oversight Committee

#### A. Membership

- i. Voting Membership: Board members appointed to the Executive Committee by the Board of Directors and any additional Board members appointed at the Board's discretion.
- ii. Chair: Appointed by the Board from the Audit Oversight Committee's membership.
- iii. Nonvoting Advisory Members: Non-Board members at the request of the Audit Committee with Board approval.

#### B. Compensation for Meeting Participation

- i. Executive Committee Members: No additional compensation unless meeting takes place on a date not regularly scheduled for the Executive Committee meeting.
- ii. Non-Executive Committee Members Appointed from the Board: Same as Executive Committee members.
- iii. Advisory Members: No compensation.

#### C. Differentiation from Executive Committee

- i. Different Chair.
- ii. Adjourn as Executive Committee, and reconvene as Audit Oversight Committee.
- iii. Separate agenda with appropriate public notification (open to the public) following rules of procedures for public meetings, including the Brown Act.
- iv. Closed Session: To include all members of the Audit Oversight Committee.

## II. General Duties of the Audit Oversight Committee

### A. A. Goals

- i. Ensure that management is maintaining a comprehensive framework of internal control.
- ii. Ensure that management's financial reporting practices are assessed objectively.
- iii. Determine to its own satisfaction that the financial statements are properly audited and that any problems disclosed in the course of the audit are properly resolved.

### B. Basic Tasks

- i. Review the appropriate scope of the independent audits.
- ii. Review the appropriate scope of nonaudit services to be performed by the independent auditor.
- iii. Oversight of procurement of auditor services with final approval by the Board.
- iv. Review and oversight of the financial statements, financial reporting processes, internal controls, and independent auditors, using an appropriate degree of professional skepticism.
- v. Assess the performance of the independent auditors.
- vi. Provide a forum for MTS internal auditors to report findings.
- vii. Provide at least an annual written and oral report to the Board on how it discharged its duties and responsibilities.
- viii. Establish a procedure for receipt, retention, and treatment of complaints regarding accounting, internal controls, or auditing matters.

## III. Process Outline and Schedule

### A. Annual Scheduled Functions

- i. Review Engagement Letter.
- ii. Plan for audits with independent auditor: March/April.
- iii. Receive report on audit(s) status: September.
- iv. Receive report on preliminary audit findings: October.
- v. Receive report and provide feedback on financial and compliance statements to Board: December.
- vi. Provide annual report to Board on Audit Oversight Committee activities: December.

vii. Review Management Letter and management's response to Letter.

B. Periodic Functions (as needed)

- i. Establish procedure for handling complaints.
- ii. Receive reports from MTS internal auditor.
- iii. Report to Board in addition to annual report.
- iv. Review the appropriate scope of any nonaudit services recommended for performance by the independent auditor.
- v. Review procurement of auditor services, with recommendation to the Board.
- vi. Request procurement of outside independent advisor(s) with Board concurrence.
- vii. Meet with independent auditor without MTS management present.

IV. Minimum Questions to Be Addressed by the Committee

- A. What is the name of the audit firm performing the audit, and how long has such firm been under contract to perform such audits?
- B. Was the audit performed in accordance with generally accepted auditing standards (AICPA GAAS standards) or generally accepted government-auditing standards (GAO GAGAS)? If not, why?
- C. Has the auditor prepared an unqualified opinion regarding the financial statements? If not, what type of opinion was issued and why?
- D. Was the audit performed independently? The Audit Oversight Committee should ask how the audit firm maintained its independence during the course of the audit.
- E. The Audit Oversight Committee should have the auditor describe, in general, the audit procedures performed.
- F. The Audit Oversight Committee should have the auditor discuss whether any new accounting principles were adopted, whether any changes were made, or whether the auditor recommends any changes in the accounting policies used or their application. In particular, the relevant issue is whether the audit applied best or merely permissible principles.
- G. The Audit Oversight Committee should have the auditor describe any significant accounting adjustments affecting the financial statements (prior year as well as current year).
- H. Did the auditor encounter any difficulties in dealing with management in performing the audit, including whether there were any disagreements with management regarding any accruals, estimates, reserves, or accounting principles? Did the auditor have the full cooperation of management and staff?

- I. The Audit Oversight Committee should ask the audit firm about the quality of the component unit's accounting, internal controls, and the competency of staff. Did the auditor issue a management letter? What nonmaterial weaknesses or reportable conditions has the auditor noted?
- J. Were there any accounting issues on which the audit firm sought the advice of other audit firms or regulatory bodies?
- K. The Audit Oversight Committee should ask the audit firm whether there are new pronouncements and/or areas of potential financial risk affecting future financial statements of which the Audit Oversight Committee should be aware.

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## Agenda

Item No. 31

Joint Meeting of the Board of Directors for  
Metropolitan Transit System,  
San Diego Transit Corporation, and  
San Diego Trolley, Inc.

CIP 11153

May 24, 2007

### SUBJECT:

MTS: BUDGET TRANSFERS AND CONSTRUCTION CONTRACT AWARD FOR THE  
MTS 9TH AND 10TH FLOOR IMPROVEMENTS PROJECT

### RECOMMENDATION:

That the Board of Directors:

1. approve transferring funds from available balances into existing grants (State Transit Assistance [STA], Transportation Development Act [TDA], and the Federal Transit Administration [FTA] as shown in Attachment A) to fully fund the MTS 9th and 10th Floor Improvements Project (CIP 11153) in the amount of \$1,161,003;
2. authorize transferring funds to the budget line items in project budget CIP 11153 (as shown in Attachment B);
3. approve Schedules A, C, and D of the proposed construction contract for the MTS 9th and 10th Floor Improvements Project and eliminate Schedule B from the award of the proposed construction contract;
4. authorize the Chief Executive Officer (CEO) to execute a construction contract with Randall Construction Inc., in substantially the same form as shown in Attachment C, for the construction of the MTS 9th and 10th Floor Improvements Project, as described in the scope of work (as shown in Attachment C), for an amount not to exceed \$724,783;
5. authorize the CEO to execute a construction change order in an amount not to exceed \$118,000 for Schedule A Supplemental Work (See Attachment C); and



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6. approve an additional 10 percent construction change order contingency totaling \$84,000.

#### Budget Impact

\$910,980 from various grants for miscellaneous operating capital would be added to the MTS 9th and 10th Floor Improvements Project budget CIP 11153 (as shown in Attachment A).

#### Executive Committee Recommendation

At its meeting on May 3, 2007, the Executive Committee recommended forwarding this item to the Board for approval.

### DISCUSSION:

#### Background

MTS has outgrown its offices in the Mills Building and is limited in managing operations. The MTS 9th and 10th Floor Improvements Project would solve this problem by improving operational efficiencies. MTS intends to move Procurement Department staff (currently nine employees) to the MTS building, which would allow them to work more effectively with Finance Department staff and, in turn, free up space at the Imperial Avenue Bus Division for consolidating bus operations.

Moreover, MTS lacks office space for anticipated staff growth. Currently there is no office space to expand the Planning Department or to bring liability claims in-house. There is insufficient room for the outside auditors during their annual audit and for temporary help for special projects. In addition, there is insufficient space to meet day-to-day storage needs, and a dedicated space is needed for central files.

Improvements to existing space in the Mills Building would address these and anticipated future needs. Replacing single-occupancy walled offices with cubicles would allow for higher occupancies per square foot of space. This configuration would also provide a more efficient use of power sources by centralizing cabling and equipment. Power, data, and communications wiring and connectivity would be upgraded in the areas affected by the project. In addition, these improvements would comply with local and state codes by upgrading the fire sprinkler system, adjusting the heating, ventilation, and air-conditioning system to comply with state Title 24 regulations, enhance the seismic restraints, and install a domestic water backflow preventer per the City of San Diego.

The bid opening for this project was held on February 21, 2007, and eight bids were received. The bid list included four schedules:

1. Schedule A - 9th and 10th floor improvements and supplemental work
2. Schedule B - 9th floor San Diego Trolley, Inc. (SDTI) office improvements
3. Schedule C - modular furniture
4. Schedule D - data/communications work



Randall Construction Inc. was the responsive and responsible low bidder for this project. Randall's bid amount for all four schedules is \$992,912.00; however, staff is recommending the elimination of Schedule B from the scope of work and reducing the supplemental work allowance amount from \$203,000 to \$118,000. Schedule B includes improvements to the 9th floor SDTI area, which are not critical at this time. Prior to bidding, the complete scope for the supplemental work was uncertain, and a conservative allowance was given. Now, a more definitive scope shows less work than originally defined, and it is recommended that the prior conservative allowance value be reduced. With the elimination of Schedule B and reduction of the allowance for supplemental work, the contract award amount would be \$842,783.00. The cost breakdown is as follows:

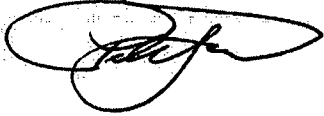
Schedule A	\$498,461
Schedule C	\$193,404
<u>Schedule D</u>	<u>\$32,918</u>
Subtotal	\$724,783
 Approved Supplemental Work (Schedule A)	 \$118,000
<u>Total Contract Amount</u>	<u>\$842,738</u>
 Construction Change Order Contingency	 \$84,000
 Total Approved for Construction	 \$926,783
 <u>Other Project Costs</u>	 <u>\$235,000</u>
<u>Total Project Cost</u>	<u>\$1,161,003</u>

#### Budget Transfers

\$250,000 has been set aside for this project. A total of \$ 1,161,003 is required for this project to be fully funded, of which \$842,783 will be needed for construction. It is recommended that an additional \$910,980 be transferred to the project to help cover construction costs. Funding would come from four different miscellaneous operating capital grants as follows: \$725,000 from STA (46200), \$60,000 from the FTA (CA-90-Y350), \$110,980 from FY 08 STA Miscellaneous Operating Capital, and \$15,000 from TDA (91040000) (see Attachment A).

If approved by the Board, the funding allocations for the project budget line items would be revised as shown in Attachment B. Professional services would be eliminated \$40,000 would be added to cover any project management, preconstruction processing costs, and construction management assistance that might be deemed necessary and would be handled by SANDAG or MTS staffs. Construction management would be increased to \$70,000. The Engineering and Design line item would be amended to add \$60,000 for supplemental engineering design tasks. This line item includes costs for consultants to provide drawings, specifications, and cost estimates. No more than

\$926,783 would be allocated to cover all construction performed by the contractor (Construction General), and \$25,000 would be allocated for project contingency to cover potential change orders.



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Paul C. Jablonski  
Chief Executive Officer

Key Staff Contacts: Jeff Stumbo, 619.557.4509, [jeff.stumbo@sdmts.com](mailto:jeff.stumbo@sdmts.com)  
Kent Tsubakihara, 619.238.0100, Ext. 496., [kent.tsubakihara@sdmts.com](mailto:kent.tsubakihara@sdmts.com)

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Attachments: A. Funding Summary  
B. Budget Transfer Summary  
C. Draft Standard Construction Agreement  
D. Bid Summary

# REVISED

## FUNDING SUMMARY

PROJECT	GRANTS	DESCRIPTION	AMOUNT	GRANT STATUS
11153	VARIOUS	CURRENT FUNDING	\$250,023	APPROVED
11200	STA	MISC. OPERATING CAPITAL	\$725,000	AVAILABLE BALANCE
11147	TDA MATCH	MISC. OPERATING CAPITAL	\$15,000	AVAILABLE BALANCE
11147	FTA - CA-90-Y350	MISC. OPERATING CAPITAL	\$60,000	AVAILABLE BALANCE
11199	FTA - CA-90-Y474	MISC. OPERATING CAPITAL	\$110,980	AVAILABLE BALANCE
<b>TOTAL</b>			<b>\$1,161,003</b>	

BUDGET TRANSFER SUMMARY				
LINE ITEM	DESCRIPTION	EXISTING	REVISED	CHANGE
0100	Administration	\$25,000	\$15,000	-\$10,000
0102SD	Miscellaneous Labor	\$0	\$ 40,000	\$ 40,000
0600	Engineering & Design	\$25,000	\$ 85,000	\$ 60,000
0700	Construction Management	\$10,000	\$ 70,000	\$ 60,000
0800	Professional Services	\$190,023	\$ 0	-\$ 190,023
1000	Construction General	\$0	\$ 926,783	\$ 926,783
3800	Contingency	\$0	\$ 25,000	\$ 25,000
<b>TOTAL</b>			<b>\$ 1,161,783</b>	



Metropolitan Transit System

1255 Imperial Avenue, Suite 1000  
San Diego, CA 92101-7490  
(619) 231-1466 • FAX (619) 234-3407

STANDARD CONSTRUCTION AGREEMENT

Att. C, AI 31, 5/24/07

DRAFT

CONTRACT NUMBER  
CIP 11153  
FILE NUMBER(S)

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2007, in the state of California by and between San Diego Metropolitan Transit System ("MTS"), a California public agency, and the following contractor, hereinafter referred to as "Contractor":

Name: Randall Construction Inc. Address: 3656 Ruffin Road, Suite D

Form of Business: Corporation San Diego, CA 92123  
(Corporation, partnership, sole proprietor, etc.)

Telephone: 858-560-5453

Authorized person to sign contracts: Gary Randall President  
Name Title

**The attached Standard Conditions are part of this agreement. The Contractor agrees to furnish to the MTS services and materials, as follows:**

In general, the project consists of tenant improvements for the 9<sup>th</sup> and 10<sup>th</sup> floors of the Mills Building in San Diego. The project includes demolition of interior walls, doors, drop ceilings and flooring; removal of wall treatments; building new interior walls; relocating lighting fixtures; installing floor treatments; painting; electrical work; HV and HVAC duct work (including vent and thermostat relocation); seismic restraints, repairs, and Title 24 compliance; fire sprinkler system upgrade; installing a domestic water backflow preventor, procuring all materials, and performing all other work necessary in accordance with the project's plan and Special Provisions.

SAN DIEGO METROPOLITAN TRANSIT SYSTEM	CONTRACTOR AUTHORIZATION
By: _____ Chief Executive Officer	Firm: _____
Approved as to form:	By: _____ Signature
By: _____ Office of General Counsel	Title: _____

AMOUNT ENCUMBERED	BUDGET ITEM	FISCAL YEAR
\$800,000	CIP 11153	07

By: \_\_\_\_\_ Chief Financial Officer \_\_\_\_\_ Date

( \_\_\_\_ total pages, each bearing contract number)

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1255 Imperial Avenue, Suite 1000  
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619.231.1466, FAX: 619.234.3407

## Agenda

## Item No. 32

Joint Meeting of the Board of Directors for  
Metropolitan Transit System,  
San Diego Transit Corporation, and  
San Diego Trolley, Inc.

S RTP 840.9.1 (PC 50451)

May 24, 2007

### SUBJECT:

MTS: AIRPORT TRANSIT PLAN

### RECOMMENDATION:

That the Board of Directors receive a report and provide comments about the San Diego International Airport's (SDIA's) proposed Airport Transit Plan.

#### Budget Impact

None at this time.

### DISCUSSION:

SDIA is developing plans for the expansion of terminal, parking, roadway, and airfield facilities to provide the additional capacity that will be needed through 2015 and beyond. The plans include an update to the Airport Master Plan, a related Environmental Impact Report, and an Airport Transit Plan. SDIA staff will present the draft Airport Transit Plan for review and comment at the Board meeting.

Currently, direct public transit access to SDIA is provided by MTS Route 992, which operates between downtown San Diego and the airport's three terminals (the route map appears in Attachment A). This service operates seven days per week, from 5:00 a.m. to 12:30 a.m., at a frequency of 12 to 15 minutes until 11:00 p.m. and 30 minutes thereafter. Route 992 connects with other regional and local transit services, including Coaster, Amtrak, trolley, and bus at America Plaza and at Third and Fourth Avenues on Broadway. The five bus stops located at Terminals 1 and 2 and the Commuter Terminal generate approximately 1,400 boardings and alightings per day.



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### Airport Expansion Plans

In order to accommodate the projected growth in the number of airline passengers, SDIA plans to expand Terminal 2 by 10 gates, which will increase the total number of gates at the airport to 51. In addition, SDIA plans to build a parking structure in front of Terminal 2 and provide a second-level roadway at the terminal and new western access from Harbor Drive. These developments are planned to become operational in 2010.

The resulting improvements in on-airport circulation may reduce out-of-direction travel time sufficiently to warrant providing direct transit service to Terminals 1 and 2 from the peninsula communities of Point Loma and Ocean Beach. These communities generate 2.5% of all airport trips, including those of passengers and airport-related employees. Service could be provided relatively inexpensively by diverting Route 923 onto the reconfigured airport roadway (the current routing is presented in Attachment B).

### Airport Transit Plan

As part of updating its master plan, SDIA prepared a draft Airport Transit Plan with the involvement of the San Diego Association of Governments (SANDAG), MTS, North County Transit District (NCTD), and other transportation agencies. The Airport Transit Plan proposes ways to improve transit access to SDIA to meet the goal of increasing the transit market share from 1.2% of the 48,000 daily airline passengers to 4% to 6%. An increase to 5%, for example, represents an increase from 576 to 2,400 per day in the number of SDIA airline passengers using transit for airport travel.

The elements proposed by SDIA to improve transit access include customer service training, frequency increases, bus rapid transit (BRT) strategies, enhanced marketing, new and restructured routes, and alternative transit improvements. One of the potential BRT strategies is establishing a shuttle service between the Old Town Transit Center and the airport terminals. This direct shuttle would reduce travel time to the airport for passengers originating north of SDIA by eliminating the out-of-direction travel to downtown San Diego that is required on Route 992. SDIA proposes that this shuttle be provided only for passengers connecting with other transit services at the Old Town Transit Center. In order to make this service feasible, it would be necessary to either develop strategies to prevent airport park-and-ride use that would displace existing transit passengers (parking at Old Town Transit Center is already at capacity) or expand parking, which would require building a parking structure with the approval of the California State Parks and Recreation Department.

### Status and Next Steps

SDIA staff presented the draft Airport Transit Plan to the MTS Executive Committee and to the NCTD Board of Directors in February and plans to present it to the SANDAG Transportation Committee on June 1. Following the presentations to the MTS Board of Directors and the SANDAG Transportation Committee, SDIA staff plans to revise the Airport Transit Plan and present it to the San Diego County Regional Airport Authority Board for adoption in late spring 2007.

SDIA plans to incorporate the Airport Transit Plan into the Airport Master Plan for adoption by the end of 2007. With timely Federal Aviation Administration approval of its plans, SDIA would begin the design and construction phase of the Terminal 2 expansion in 2008.



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Paul C. Jablonski  
Chief Executive Officer

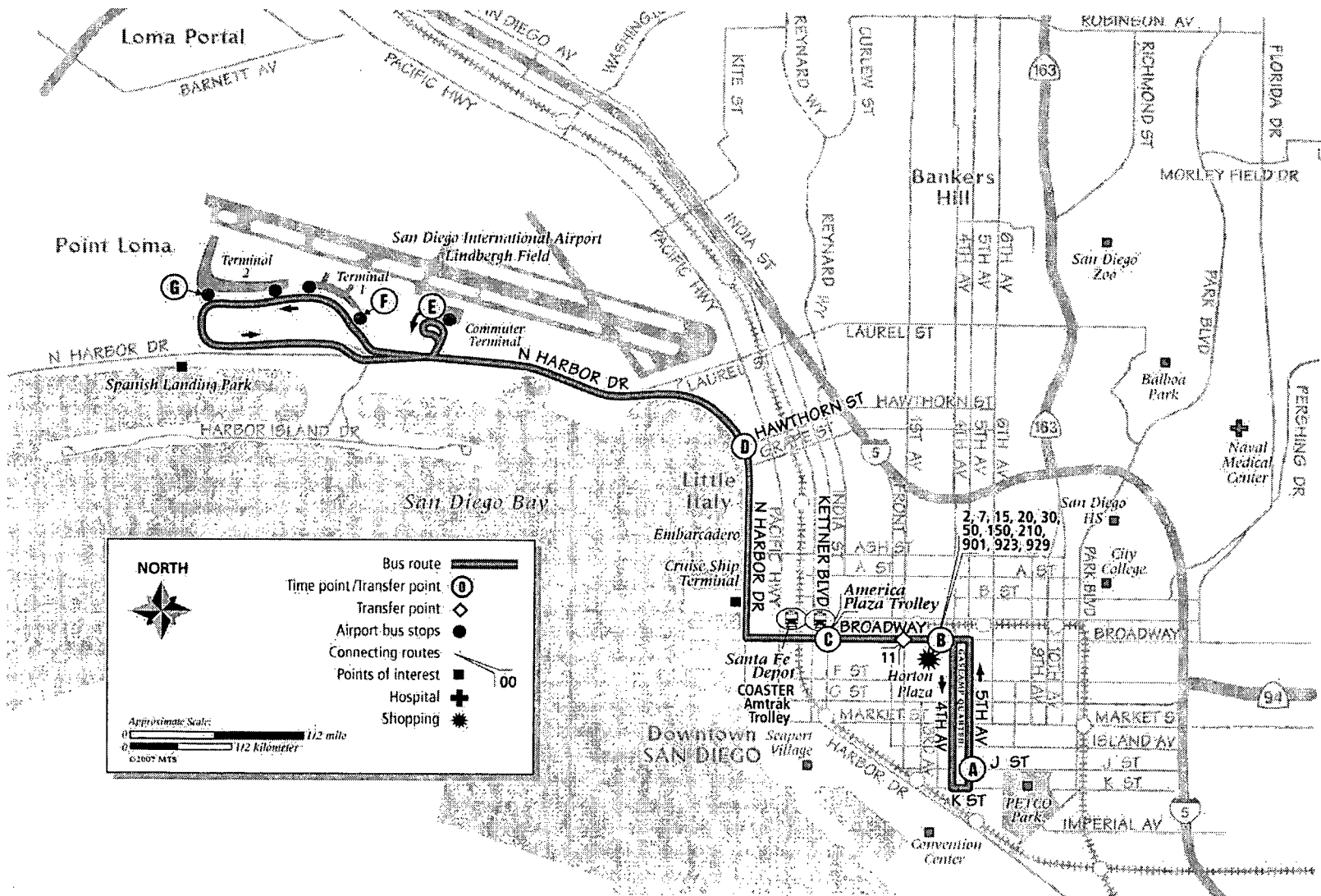
Key Staff Contact: Mark Thomsen, 619.595.4909, [Mark.Thomsen@sdmts.com](mailto:Mark.Thomsen@sdmts.com)

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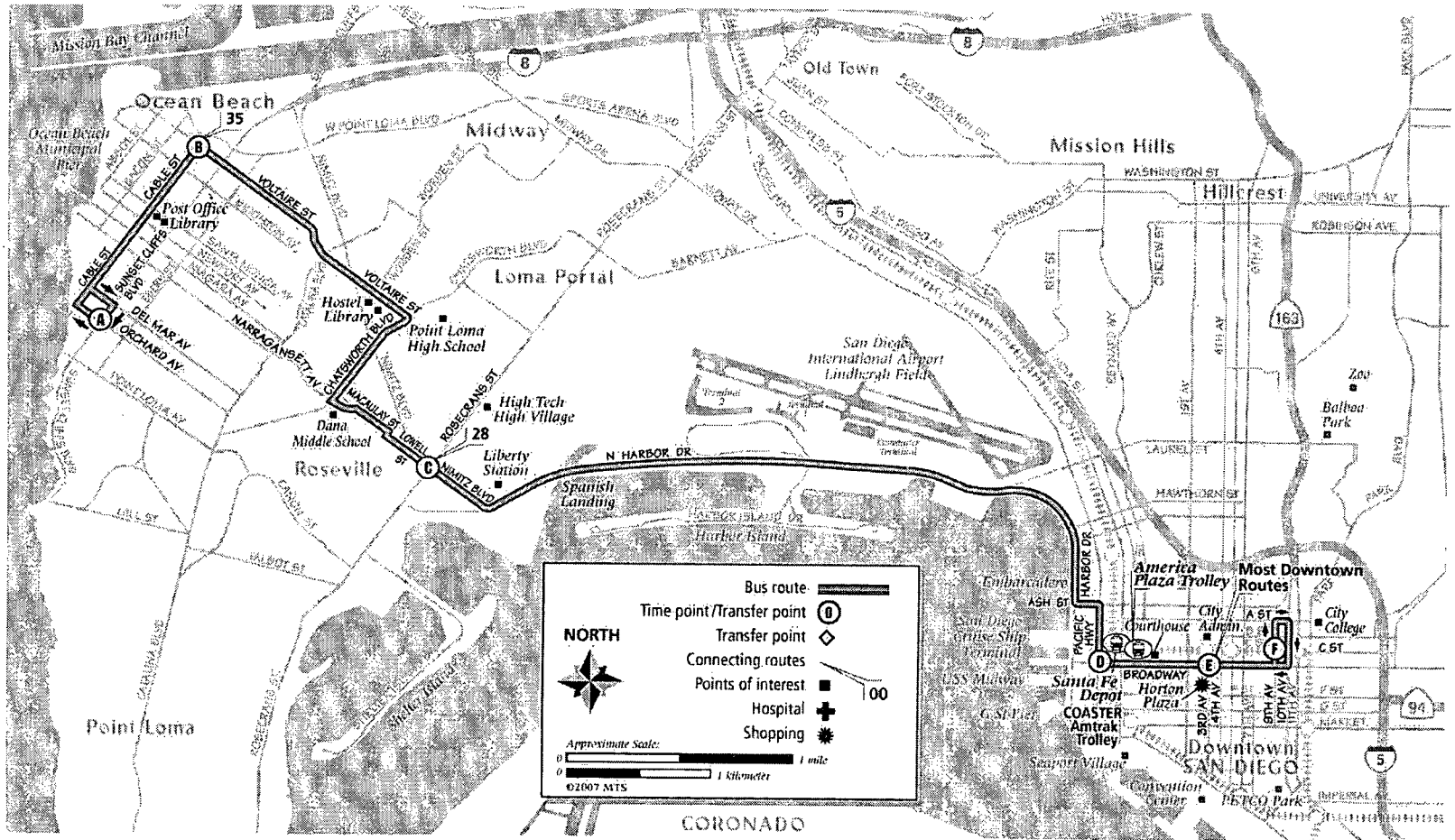
Attachments: A. Route 992 map  
B. Route 923 map



# ROUTE 992



# ROUTE 923





1255 Imperial Avenue, Suite 1000  
San Diego, CA 92101-7490  
619.231.1466, FAX 619.234.3407

## Agenda

Item No. 45

Joint Meeting of the Board of Directors for  
Metropolitan Transit System,  
San Diego Transit Corporation, and  
San Diego Trolley, Inc.

LEG 410 (PC 50121)

May 24, 2007

### SUBJECT:

MTS: LEGISLATIVE UPDATE

### RECOMMENDATION:

That the Board of Directors receive an update on state and federal activities related to transit.

#### Budget Impact

None.

### DISCUSSION:

#### FEDERAL ACTIVITY

##### Transit Security Grant Program

The Department of Homeland Security (DHS) released the national list of grantees for the FY 2007 Infrastructure Protection Program on May 10. This program includes the Port Security Grant Program, Transit Security Grant Program, Intercity Bus Security, Buffer Zone, and Trucking Security. As was the case in the FY 2006 program, San Diego was considered a Tier II city under the Transit Security Grant Program, which made it eligible for a much smaller pool of funding (\$14.2 million nationally). Originally, MTS staff planned to submit only one application for funding of closed-circuit television and monitoring equipment for buses and light rail vehicles. Late in the application period, DHS suggested that the transit agencies submit applications for training programs with some indication that additional funding would be made available. MTS



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complied with the request. In the final award, MTS only received funding for the training for a total award of \$55,071. DHS stated that requests for training programs were given priority during this round.

#### Urban Partnership Agreements and Section 5309 Applications for FY 2007

As part of the United States Department of Transportation (USDOT) strategy to reduce congestion, the Federal Highway Administration's Joint Program Office released a request for proposals to be submitted by April 30 from regions interested in entering into an Urban Partnership Agreement (UPA). As the region's designated recipient, the San Diego Association of Governments drafted a submittal in consultation with MTS and North County Transit District staffs, which outlines an immediate and comprehensive plan for reducing congestion in the near term. If accepted, the UPA will place the region in a more competitive position to receive grants from \$1.1 billion currently available under various USDOT grant programs. Funding will be given to projects that will be implemented and measurable by 2009. If accepted, MTS staff will participate on a regional team that will negotiate with USDOT to determine which projects in the regional submittal will receive funding this year. The decision is expected to take place in June.

In the recent past, Congress has allocated discretionary Section 5309 Bus and Bus Facilities grant funds through an earmarking process that MTS has participated in with some success. For FY 2007, Congress authorized USDOT to distribute funding from this program. The Federal Transit Administration first honored legislative commitments to projects such as those found in SAFETEA-LU (MTS received \$401,280 for the East County Bus Maintenance Facility under this mechanism) and then issued requests for project proposals for the remaining 5309 funds. In keeping with the Board-approved legislative program, staff will submit applications for bus replacements and improvements to the East County Bus Maintenance Facility (specifically a compressed natural gas fueling station).

#### SAFETEA-LU Rulemakings

The USDOT has distributed several Notices of Proposed Rulemakings to implement policy changes found in SAFETEA-LU. Most recently, MTS staff submitted comments on proposed changes to the charter bus service regulations and their potential impacts on MTS operations. The proposal initiates a new web-based reporting and posting requirement, permits some limited exemptions for provision of charter service by transit agencies, and sets up more stringent financial penalties for transit agencies found to have provided nonexempt charter service. MTS staff is working with its Washington representative and the local delegation to gain favorable amendments.

### STATE ACTIVITY

#### Governor's Budget

The Governor released his May Revision to the proposed 2007-08 State Budget on May 14. The Governor maintained all of the cuts and diversions from the Public Transportation Account (PTA) that he proposed in January and included the diversion of an additional \$200 million in new spillover revenue to reimburse existing General Fund

programs. The May Revision increases the total diversions from the PTA to the General Fund from \$1.1 billion to \$1.3 billion.

The following is a summary of the significant new proposals affecting public transit:


- The \$19.9 billion in bonds for infrastructure approved by the voters in November 2006 requires subsequent legislative action to allocate funds for specific programs in a given year. In January, the Governor started the process by recommending \$7.7 billion for allocation in the FY 2008 budget. The May revision increased the total allocation recommendation to \$11.5 billion. The Revision retained the appropriation of \$600 million for transit capital that was included in the January proposal, and added appropriations as follows: \$187 million for intercity rail, \$101.5 million for transit security infrastructure, and \$111 million to implement the Trade Corridor Emission Reduction Incentive Program.
- The Governor continued his diversion of "spillover" revenue to fund the state's other budgetary obligations. The spillover was created as part of the Transportation Development Act as a funding source for public transit. Spillover revenue occurs when the cost of fuels increases at a greater rate relative to all other sectors of the economy. In January, the Governor proposed to divert that revenue to other programs currently funded by the state. The May Revision projects that spillover revenue will be \$210 million higher than anticipated in January. The diversion of this source of transit funding was increased from the \$617 million included in the January budget proposal to \$827 million. According to existing law, the \$827 million should be put into the PTA for transit use. *MTS would be eligible for an additional \$19 million in State Transit Assistance (STA) in FY 2008 if the Governor's proposed spillover diversion is not approved.*
- \$10 million of the projected spillover is proposed for allocation to transit. The additional spillover and an unanticipated \$28 million increase of the revenue from sales tax on diesel is reflected in a projected increase in the STA from January's \$185 million to \$206 million. *This increase would result in an estimated \$1 million increase in MTS's share of the STA for FY 2008.*
- The May Revision would leave the PTA with a balance of about \$100 million at the end of 2007-08, which is a slight improvement over what was proposed in the January budget (\$69 million). However, if PTA revenues fall short of the administration's projections or expenditures on transit capital projects currently programmed in the State Transportation Improvement Program are higher than anticipated, this projected balance would be reduced. Moreover, the projected balance does not include funding for continued development of a high-speed rail system.

#### Proposition 1B Implementation

MTS is working closely with the legislative leadership and the Governor's office to define the portions of the infrastructure bond act approved under Proposition 1B that relate to transit.

Two bills, AB 901 (Nunez) and SB 716 (Perata), have been introduced to authorize a structure and process for allocation of the \$3.6 billion Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA). Each bill offers a clear path to timely and equitable allocation of the PTMISEA funds. The major difference is that SB 716 would require the California Transportation Commission and the Controller to administer allocation of the funds while AB 901 grants these responsibilities to the California Department of Transportation and the Controller. The bills contain minor differences in the set of criteria for project eligibility.

Two bills, AB 1350 (Nunez) and SB 45 (Perata), have been introduced to begin defining the program for allocation of the \$1 billion Transit System Safety, Security, & Disaster Response Account (TSSSDRA). SB 45 proposes that a portion of the funds be allocated immediately for security-related capital projects. The bill would require funds from this source to be allocated by the California Office of Homeland Security (OHS) for capital projects designed to improve the safety and security of public transit equipment, stations, and facilities. Seventy-five percent of the funds would be allocated for projects located in high-threat areas as determined by risk assessments of large transit systems conducted by the federal Office of Domestic Preparedness. The remaining 25 percent would be allocated to all other eligible transit operators, including rail, bus and water transit operators. AB 1350 proposes a study to be commissioned by the OHS to establish a planning structure for eligible projects. The authors of both bills are continuing to work with MTS and the other transit operators to create a satisfactory approach. The OHS has already begun to compile a list of projects for potential funding based on each transit operator's threat assessment.



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Paul C. Jablonski  
Chief Executive Officer

Key Staff Contact: Sharon Cooney, 619.557.4513, [sharon.cooney@sdmts.com](mailto:sharon.cooney@sdmts.com)

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## Legislative Update

Board of Directors  
May 24, 2007



### Federal Activity

- FY 2007 Transit Security Grant Program
  - May 10 awards
  - MTS received \$55,000 for training program
- Urban Partnership Agreements (UPA) and FY 2007 Section 5309 Bus and Bus Facilities Program
  - Regional submittal for the UPA
  - Standard applications for East County Bus Maintenance Facility CNG fueling station and replacement buses

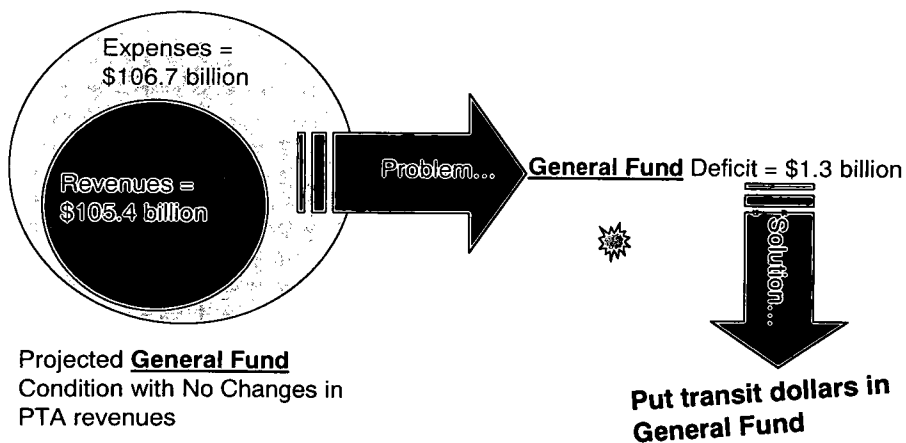


## State Activity

- Governor's Proposed Budget -- Revision released May 14
  - Intended to balance budget
  - Adjusted for new revenue projections
  - Will provide basis for the legislative Budget discussions
  - Includes increased projections for State Transit Assistance (STA)
    - January Total MTS: \$8.4 million
    - May Total for MTS: \$9.4 million



## Governor's Revised 2007-08 Budget





## **Details of Budget Deficit Reduction Plan:**

### **General Fund Obligations shifted to Public Transportation Account (PTA)**

- \$340 million in bond debt service on non-transit projects
- \$129 million for shuttles to regional centers
- \$827 million for home-to-school transportation
- Total: \$1.296 billion



### **Public Transit funding diversion to cover shift to PTA**

- \$509 million from STA
- \$787 million from Transit capital projects in State Transportation Improvement Program (STIP)
  - Reduces PTA reserves to less than \$69 million
  - Leaves \$538 million worth of currently-programmed projects unfunded in the STIP
- Governor's proposal includes permanent diversion of Spillover
- Also proposes authorizing \$600 million in Proposition 1B bonds to cover some of the loss to PTA



## Spillover Portion of the Public Transportation Account

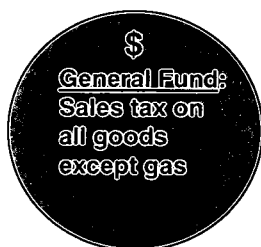
- TDA: Shifted 0.25% of State sales tax revenue to counties for transit purposes
  - Available for streets & roads in rural counties
- TDA: Also extended the State sales tax to gasoline; revenues go to General Fund
  - Paid for "hole" in General Fund
- General Fund not meant to "make money" on the deal
  - Thus, spillover & the Public Transportation Account were established to fund more transit
  - Half of spillover goes to STA, the other half to STIP



### Spillover and the Transportation Development Act

Before 1971

1971 on...



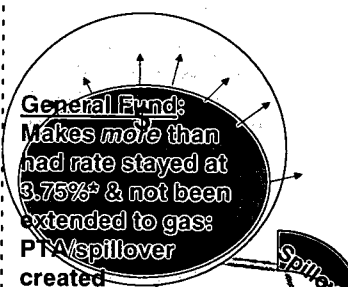
3.75% sales tax rate\*



3.50% sales tax rate\*

\* Spillover calculation now compares 4.75% on all goods vs. 5.00% on all except gas

TDA: Sales tax on all goods plus gas at 0.25%



## Legislative Response

- Senate Budget Subcommittees on Transportation and Education Finance took action May 22 to reject most of the diversions
- Assembly Budget Subcommittees took action May 23 to reject most of the diversions; some suggestion of altering Proposition 42 formula
- Governor's proposal to fund home-to-school transportation will not resurface
- Conference Committee negotiations will work out details



## Proposition 1B Implementation and Funding Allocation

- Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) -- \$3.6 billion
- Transit System Safety, Security, & Disaster Response Account (TSSSDRA) -- \$1 billion





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## Agenda

Item No. 61

Chief Executive Officer's Report

ADM 121.7 (PC 50101)

May 24, 2007

In accordance with Board Policy No. 52, Procurement of Goods and Services, attached are listings of contracts, purchase orders, and work orders that have been approved within the CEO's authority (up to and including \$100,000) for the period April 3, 2007, through May 14, 2007.

[gail.williams/agenda item 61](#)



Metropolitan Transit System (MTS) is comprised of the Metropolitan Transit Development Board (MTDB) a California public agency, San Diego Transit Corp., and San Diego Trolley, Inc., in cooperation with Chula Vista Transit and National City Transit. MTS is Taxicab Administrator for eight cities. MTDB is owner of the San Diego and Arizona Eastern Railway Company. MTDB Member Agencies include: City of Chula Vista, City of Coronado, City of El Cajon, City of Imperial Beach, City of La Mesa, City of Lemon Grove, City of National City, City of Poway,

Agenda Item 61  
Chief Executive Officer's Report

May 24, 2007

Contracts

Organization	Subject	Amount
ALLIED WEED CONTROL	VEGETATION CONTROL	\$35,009.40
NORTH COUNTY TRANSIT DISTRICT	PERMIT TO CONSTRUCT COASTER LAYOVER	\$0.00
LAW OFFICES OF R. MARTIN BOHL	GENERAL LAND-USE LEGAL SERVICES	\$50,000.00
AGILYSYS, INC	BACK-UP SOFTWARE	\$28,000.64
AGILYSYS, INC	E-MAIL EXTENDER	\$31,818.87
CARRIZO GORGE RAILWAY	MEDIATION AGREEMENT	\$0.00
ZURICH AMERICAN INS.	STATUTE OF LIMITATIONS	\$0.00
GE TRANSPORTATION	REPAIR SERVICES FOR TRACK	\$4,024.00
US CUSTOMS AND BORDER PROTECTION	AGREEMENT TO USE ROW FOR LAW ENFORCEMENT	\$0.00
NEXT G NETWORKS	LICENSE FOR AERIAL FIBEROPTIC LINES	\$2,100.00
NEXT G NETWORKS	LICENSE FOR AERIAL FIBEROPTIC LINES	\$2,100.00
APPLIED INDUSTRIAL TECH.	PROVIDE 22 FAG TAROL.90	\$41,782.23
CUMMINS CAL PACIFIC	REMOVE, OVERHAUL, AND REPLACE CUMMINS	\$74,860.00
TOSHIBA	LAPTOPS FOR BUS MAINTENANCE	\$8,737.42
TRANSIT INFORMATION PRODUCTS	PURCHASE OF 30 SCHEDULE HOLDERS	\$2,632.00
LIEBMAN,QUIGLEY, SHEPPARD	LEGAL SERVICES - GENERAL LIABILITY	\$35,000.00
VEOLIA TRANSPORTATION	FEDERAL REQUIREMENTS - ADD TO CONTRACT	\$0.00
GOOGLE INC	WORK WITH GOOGLE TO PROVIDE TRANSIT SCHEDULES	\$0.00
INTEGRATED OFFICE SYSTEMS	AMENDMENT 4, INCREASE ANNUAL COPIES	\$17,012.16
GRANT & SODEN	LEGAL SERVICES - GENERAL LIABILITY	\$40,000.00
LAKESIDE PAINT & BODYSHOP	PROVIDE REPAIRS FOR U-2 LRV-1001	\$6,944.10
EAGLE VALLEY INC	HIGH VOLTAGE AMP	\$26,069.66
HECT SOLBERG ROBINSON	LEGAL SERVICES - CONSTRUCTION SERVICES	\$100,000.00
HEGENSCHEIDT MDF CORP.	PROVIDE REPLACEMENT PARTS	\$32,531.96
CDW-G	BACK-UP SOFTWARE	\$4,876.78
KNORR BRAKE CORPORATION	PROVIDE BRAKE OVERHAUL	\$76,000.00
CITY OF SAN DIEGO	ENCROACHMENT MAINTENANCE	\$0.00

Agenda Item 61  
Chief Executive Officer's Report

May 24, 2007

Contracts

BANK OF AMERICA	MEMO OF UNDERSTANDING FOR MERCHANT SERVICES	\$0.00
SCHUNK GRAPHITE	PROVIDE 100 GROUND BRUSHES	\$6,365.66
LAW OFFICES OF HARRY E. TEAR	LEGAL SERVICES - WORKERS' COMPENSATION	\$35,000.00
AUTOMOBILE CLUB OF SOUTHERN CA	PARKING LEASE AMENDMENT	\$2,000.00
CITY OF SAN DIEGO	ENCROACHMENT MAINTENANCE	\$0.00
CITY OF SAN DIEGO	ENCROACHMENT MAINTENANCE	\$0.00
CITY OF SAN DIEGO	ACESSESSMENT FOR CITY TO MAINTAIN DRAINAGE	\$0.00
CITY OF SAN DIEGO	GRANT OF EASEMENT	\$0.00
ZF SACHS AUTOMOTIVE	PROVIDE 20 VERTICAL SHOCK ABSORBERS	\$23,457.18
EXPONET, INC	RIGHT OF ENTRY PERMIT: PERFORM SOUNDING	\$0.00
PAUL, PLEVIN, SULLIVAN	LEGAL SERVICES - EMPLOYMENT PRACTICES	\$100,000.00
HI-TEC ENTERPRISE	25 ROLLER SUPPORTS	\$18,304.03
HI-TEC ENTERPRISES	PROVIDE 12 GEAR BOXES	\$85,648.97
UNITED TRANSMISSION EXCHANGE	REBUILD THREE TRANSMISSIONS	\$24,428.77
SYSTEMS SUPPORT SOLUTIONS	FIBEROPTICS FOR KMD TO MTS	\$28,224.00
UNION SWITCH SIGNAL	PROVIDE SIX RELAYS	\$8,490.74
FAIRFIELD RESIDENTIAL LLC	RIGHT OF ENTRY PERMIT - GROSSMONT STATION	\$0.00
THE PINNACLE GROUP	SERVER REPLACEMENT, UPGRADES FOR GIRO	\$52,978.96
RYAN MERCALDO & WORTHINGTON	LEGAL SERVICES - LIABILITY	\$35,000.00
SDG&E	TIME EXTENSION OF EXISTING PERMIT	\$1,700.00
PARTNERSHIPS WITH INDUSTRY	FILMING A DOCUMENTARY OF CONSUMERS RIDING SDTC	\$0.00
RANCHO CHRYSLER-JEEP-DODGE	PURCHASE OF TWO DODGE CALIBERS	\$33,498.26
BOSA DEVELOPMENT CORP	EASEMENT FOR BUILDING ENCROACHMENT	\$3,000.00
MONARCH SCHOOL	NO-BUILD EASEMENT TO MONARCH SCHOOL	\$10,000.00
ZIGMAN SHIELDS	RIGHT OF ENTRY PERMIT	\$1,900.00
SDG&E	RIGHT OF ENTRY PERMIT	\$10,000.00
STEWART TITLE	ESCROW INSTRUCTIONS	\$0.00
LAW OFFICES OF MICHAEL RIPLEY	LEGAL SERVICES - LIABILITY	\$35,000.00
APEM COMPONENTS INC.	PROVIDE 100 ROHS COMPLIANT SWITCHES	\$3,826.00

Agenda Item No. 61  
Chief Executive Officer's Report

May 24, 2007

Purchase Orders

Organization	Subject	AMOUNT
101 THINGS TO DO SAN DIEGO	FULL PAGE AD	\$2,498.00
PRINT SYSTEMS	DAILY TRIP RECORD	\$631.68
HASLER INC.	WJ DYNAMIC WEIGHING PLATFORM FOR HASLER MACHINE	\$4,041.70
NEOPOST INC.	AUTO FEED MAIL MACHINE	\$7,767.29
VISIBLE INK	OLD TOWN DECALS	\$700.38
ORACLE	PER SERVICE CONTRACT 1545915	\$14,562.07
PRINT SYSTEMS INC	REGULAR BUSINESS ENVELOPES	\$1,242.41
THE ALCALA YEARBOOK	1/8 PAGE AD BLACK AND WHITE	\$595.00
THE GATES GROUP	FOUR-COLOR CLASSROOM DAY TRIPPER	\$1,583.93
HILLQUEST	1/2 PAGE AD	\$1,188.00
SHELBURNE SHERR	COURT REPORTING SERVICES	\$1,055.95
SANTIAGO CREATIVE SYSTEMS	BROCHURE COPY WRITING	\$2,499.00
HASLER INC.	WJ DYNAMIC WEIGHING PLATFORM UPGRADE	\$4,113.90
EMC CORPORATION	ANNUAL SUPPORT MAINTENANCE	\$4,673.84
U.S. POSTAL SERVICE	POSTAGE FOR METER	\$6,000.00
CDW GOVERNMENT INCORPORATED	ADOBE CONTRIBUTE	\$2,165.78
FRANKLIN COVEY	FRANKLIN COVEY LEADERSHIP	\$2,487.48
CALIFORNIA COMMERICAL SEC.	ADDITIONAL NETWORK CARD	\$650.00
REID AND CLARK SCREEN ARTS	USE PEDESTRIAN UNDERPASS SIGN	\$2,823.05
DIMENSIONAL SILKSCREEN	OLD TOWN SIGNS ON ALUMINUM	\$969.75
REID AND CLARK SCREEN ARTS	BUILDING SIGN FOR MTS ACCESS	\$1,535.44
MULTICARD SYSTEMS	COLOR RIBBON KIT, TRANSIT STORE	\$2,348.95
DOCUSURE	SCANNING 60 BOXES OF MTS AGENDA	\$20,000.00
WEAVER MULTIMEDIA GROUP	FULL PAGE ADS	\$13,911.25
KUSS 95.7	RADIO SCHEDULE FOR JUROR APPLICATION	\$2,949.00

Agenda Item No. 61  
Chief Executive Officer's Report

May 24, 2007

Work Orders

Organization	Subject	Amount
AGILYSIS	ADD SOFTWARE	\$0.00
AGILYSIS	INCLUSION OF EMC STORAGE	\$0.00
BERRYMAN & HENIGAR	AMENDMENT 2 TO ENGINEERING SERVICES	\$69,282.00
BERRYMAN & HENIGAR	PROJECT MANAGEMENT AND GEN. SERVICES FOR CLOSE-OUT	\$76,363.00
BERRYMAN & HENIGAR	WORK ORDER 07-09 FOR SPRING ST.	\$5,000.00
BERRYMAN & HENIGAR	GENERAL ENGINEERING MAGAZINE STORAGE PROJECT	\$5,500.00
BERRYMAN & HENIGAR	WORK ORDER FOR SD&AE PERMITS	\$20,000.00





AGENDA ITEM NO.

9:58  
P. 63**REQUEST TO SPEAK FORM**

ORDER REQUEST RECEIVED

1

**\*\*PLEASE SUBMIT THIS COMPLETED FORM (AND YOUR WRITTEN STATEMENT) TO THE CLERK OF THE BOARD PRIOR TO DISCUSSION OF YOUR ITEM\*\***

**1. INSTRUCTIONS**

This Request to Speak form must be filled out and submitted in advance of the discussion of your item to the Clerk of the Board (please attach your written statement to this form). Communications on hearings and agenda items are generally limited to three (3) minutes per person unless the Board authorizes additional time. However, the Chairperson may limit comment to one or two minutes each if there are multiple requests to speak on a particular item. General public comments on items not on the agenda are limited to three (3) minutes. Please be brief and to the point. No yielding of time is allowed. Subjects of previous Hearings or agenda items may not again be addressed under General Public Comments.

Date Peter WarnerName (PLEASE PRINT) P.O. Box 1189Address HUNFORD CATelephone 905-636-7009Organization Represented (if any) TRAIN RIDERS ASSN OF CA.Subject of your remarks: General

Agenda Item Number on which you request to speak \_\_\_\_\_

Your comments are presenting a position of: SUPPORT

☐

OPPOSITION

☐**2. TESTIMONY AT NOTICED PUBLIC HEARINGS**

At Public Hearings of the Board, persons wishing to speak shall be permitted to address the Board on any issue relevant to the subject of the Hearing.

**3. DISCUSSION OF AGENDA ITEMS**

The Chairman may permit any member of the public to address the Board on any issue relevant to a particular agenda item.

**4. GENERAL PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA**

Public comment on matters not on the agenda will be limited to five (5) speakers with three (3) minutes each, under the Public Comment Agenda Item. Additional speakers will be heard at the end of the Board's Agenda.

**\*\*REMEMBER: Subjects of previous Hearings or agenda items may not again be addressed under General Public Comments.\*\***






1255 Imperial Avenue, Suite 1000  
San Diego, CA 92101-7490  
619.231.1466 FAX 619.234.3407

**DATE:** May 1, 2007

ADM 110.1, OPS 970.2

**TO:** MTS Board of Directors

**FROM:** Peter D. Tereschuck, General Manager

**THRU:** Paul Jablonski, CEO 

**SUBJECT: SHOOTING INCIDENT – CONTRACT SECURITY OFFICERS - APRIL 2, 2007**

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During the April 26, 2007, Board of Directors meeting, a request was made by Councilmember Tony Young for information related to a recent shooting incident involving two contract security officers. Details related to this incident have been provided by police authorities and victim accounts.

#### **Incident Description**

On April 2, 2007, two off-duty security officers employed by our security contractor, Transit System Security, Inc. (TSS), were shot after being dropped off at their residence just south of 47<sup>th</sup> Street Station after getting off regular duty. The two officers sustained minor injuries and were treated and released from local hospitals. Since being treated they have recuperated and both have returned to regular duty.

#### **Details**

At approximately 12:15 a.m., three private security officers employed by TSS and assigned to the San Diego Trolley contract just ended their regular shifts when they agreed to accept a ride home from another contract officer because the Trolley was no longer operating at that time.

They arrived at the apartment complex where they reside at approximately 12:30 a.m., and, as they were walking toward their apartment entrance, they were approached by a group of five youths who began to accuse them of being members of a rival gang (Bloods). The officers explained that they had no gang affiliation and had just gotten off duty from Trolley security. The five youths continued to challenge the officers and when the off-duty officers neared their apartment entrance, one of the youths fired several shots at the officers. One officer sustained a gunshot wound to the abdomen, and the second officer was struck in the arm as they retreated to the safety of their apartment. The youths ran from the scene after the initial shooting, but not before another shot was fired through the living room window.

San Diego Police Department (SDPD) police officers subsequently arrived and arranged for the two TSS officers to be transported to local hospitals where they were treated for nonlife-threatening injuries. SDPD Police officers interviewed eye witnesses, including one female resident of the apartment where the two TSS officers resided, and SDPD officers also coordinated with members of the SDPD Gang Unit.



**Findings**

SDTI Security staff contacted SDPD gang detectives the next day and conducted a full investigation. It was determined that the incident represented an unprovoked attack by a local youth gang, and the TSS officers were cleared of any involvement or wrongdoing. Both TSS officers involved have since returned to duty.

**Special Note**

This incident was not reported to the Board of Directors as it occurred off MTS property and involved contract employees who were off duty at the time.

c: Sharon Cooney  
Tiffany Lorenzen  
Bill Burke

PDT/vr/gwilliams  
Favs/temp/memo to board – shooting – contract security officers