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## Agenda

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 20, 2018

9:00 a.m.

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

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#### ACTION RECOMMENDED

1. Roll Call
2. Approval of Minutes - July 26, 2018 Approve
3. 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 give your copies to the Clerk of the Board.

Please SILENCE electronics  
during the meeting

1255 Imperial Avenue, Suite 1000, San Diego, CA 92101-7490 • (619) 231-1466 • [www.sdmts.com](http://www.sdmts.com)

Metropolitan Transit System (MTS) is a California public agency comprised of San Diego Transit Corp., San Diego Trolley, Inc. and San Diego and Arizona Eastern Railway Company (nonprofit public benefit corporations). MTS is the taxicab administrator for seven cities.

MTS member agencies include the cities of Chula Vista, Coronado, El Cajon, Imperial Beach, La Mesa, Lemon Grove, National City, Poway, San Diego, Santee, and the County of San Diego.



## CONSENT ITEMS

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| 6.  | <a href="#"><u>Adoption of Amended 2018 Conflict of Interest Code</u></a><br>Action would: (1) adopt Resolution No. 18-11 amending the MTS Conflict of Interest Code pursuant to the Political Reform Act of 1974; (2) adopt the amended 2018 MTS Conflict of Interest Code; and (3) forward the amended 2018 MTS Conflict of Interest Code to the County of San Diego (the designated code-reviewing body).  | Adopt/<br>Approve |
| 7.  | <a href="#"><u>Amendment of Fiscal Year (FY) 2017-2018 State Transit Assistance (STA) Claim and Approval of FY 2018-2019 STA Claim and Submission of Proposed Project List for California State of Good Repair (SGR) Program</u></a><br>Action would adopt Resolution No. 18-10 amending the FY 2017-2018 STA claim, approving the FY 2018-2019 STA claim and approving the submission of a proposed project list to Caltrans for the FY 2018-2019 SGR program.   | Adopt/<br>Approve |
| 8.  | <a href="#"><u>Title VI Monitoring Report for Service Policies</u></a><br>Action would review and approve the 2018 Title VI Monitoring Report for Service Policies.   | Approve           |
| 9.  | <a href="#"><u>Contract with the City of Chula Vista for Taxicab Administration</u></a><br>Action would: (1) authorize the Chief Executive Officer (CEO) to enter into an agreement for Taxicab Administration with the City of Chula Vista; (2) adopt the proposed amendments to MTS Ordinance No. 11, an Ordinance Providing for the Licensing and the Regulating of Transportation Services within the City by the adoption of a Uniform Paratransit Ordinance; and (3) direct publication of a summary of the amendments to MTS Ordinance No. 11; and (4) upon adoption of the proposed amendments, authorize the CEO the discretion to enforce MTS Ordinance No. 11 in its amended form. | Approve           |
| 10. | <a href="#"><u>Investment Report - June 2018</u></a>  | Informational     |
| 11. | <a href="#"><u>Investment Report - July 2018</u></a>  | Informational     |
| 12. | <a href="#"><u>San Diego Metropolitan Transit System (MTS) Task Order Contract Approval for Design Services for James R. Mills Building HVAC/Central Plant Engineering Study</u></a><br>Action would authorize the Chief Executive Officer (CEO) to execute Work Order WOA1949-AE-19 for MTS Doc. No. G1949.1-17 with Jacobs Engineering, Inc. in the amount of \$119,609.31 for design services for a James R. Mills Building Heating, Ventilation and Air Conditioning (HVAC)/Central Plant Engineering Study.  | Approve           |
| 13. | <a href="#"><u>Special Trackwork Materials - Contract Award</u></a><br>Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. L1463.0-19, with Progress Rail Services Corporation, for special trackwork materials.   | Approve           |
| 14. | <a href="#"><u>Trash Disposal, Green Waste and Recycling Services - Contract Award</u></a><br>Action would authorize the Chief Executive Officer (CEO) to: (1) Execute MTS Doc. No. G2151.0-18, with EDCO Disposal for the provision of trash and green waste disposal, and recycling services for a five (5) year base period with five (5) year option terms (for a total of ten years); and (2) Exercise the option years at the CEO's discretion.   | Approve           |

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| 15. | <a href="#"><u>Industrial General Permit &amp; Storm Water Management Services - Sole Source Contract Award</u></a><br>Action would authorize the Chief Executive Officer (CEO) to execute a contract for a two-year (2) and nine (9) month period in response to MTS Doc. No. PWG263.0-19, to Whitson Contracting & Management, Inc., for Industrial General Permit (IGP) and Storm Water Management Services in an amount not to exceed \$273,412.20.   | Approve            |
| 16. | <a href="#"><u>San Diego Trolley On-Call Tree Trimming and Removal Services - Amendment No. 4</u></a><br>Action would: (1) Ratify contract amendments one (1) and two (2) as MTS Doc. No. PWL199.1-16 and PWL199.2-16 for a total of \$42,180.00, which were previously issued to Singh Group, Inc. under the Chief Executive Officer's (CEO) authority, for On-Call Tree Trimming Services; (2) Ratify MTS Doc. No. PWL199.3-16 (Amendment three (3)) with Singh Group, Inc. for \$40,000.00, which was previously issued under the CEO authority, for services for On-Call Tree Trimming Services at Chollas Creek; and (3) Authorize the CEO to execute MTS Document No. PWL199.4-16 with Singh Group, Inc., for \$103,856.00. | Ratify/<br>Approve |
| 17. | <a href="#"><u>San Diego Metropolitan Transit System (MTS) Job Order Contract (JOC) Work Order for 8th Street Bridge Repair</u></a><br>Action would authorize the Chief Executive Officer (CEO) to execute Work Order No. MTSJOC7501-25 with Herzog Contracting Corporation to perform work under MTS Doc. No. PWL182.0-16 for the repair of the bridge at 8th Street on the Blue Line.   | Approve            |
| 18. | <a href="#"><u>MTS Job Order Contract (JOC) Work Order for Turnout S37 Replacement</u></a><br>Action would authorize the Chief Executive Officer (CEO) to execute Work Order No. MTSJOC7501-27 with Herzog Contracting Corporation to perform work under MTS Doc. No. PWL182.0-16 for the replacement of Turnout S37 on the Blue Line.  | Approve            |
| 19. | <a href="#"><u>AC Switchgear Replacement for Orange Line Substations - Engineering Design Services - Work Order</u></a><br>Action would authorize the Chief Executive Officer (CEO) to execute Work Order No. WOA1951-AE-20 to MTS Doc. No. G1951.0-17 with Mott MacDonald, LLC for the AC Switchgear Replacement on Orange Line TPSS - Engineering Design Services.  | Approve            |
| 20. | <a href="#"><u>Light Rail Vehicle Pantograph Parts - Purchase Order</u></a><br>Action would authorize the Chief Executive Officer (CEO) to execute an outline agreement in a form of a Purchase Order with Siemens Mobility Inc. for the purchase of Light Rail Vehicle (LRV) Pantograph parts.   | Approve            |
| 21. | <a href="#"><u>Douglas Fir Railroad Ties - Contract Award</u></a><br>Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. L1467.0-19, with B&B Diversified Materials (B&B), for Douglas Fir Railroad Ties.  | Approve            |
| 22. | <a href="#"><u>MTS Building C - Security Office Renovation - Change Orders</u></a><br>Action would: (1) ratify Construction Change Order (CCO) 1 to MTS Doc. No. PWL234.0-17; and (2) authorize the Chief Executive Officer (CEO) to execute CCO 2 to MTS Doc. No. PWL234.0-17, Work Order No. MTSJOC7503-07 with ABC for asbestos abatement and office furniture.  | Ratify/<br>Approve |

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| 23. | <a href="#">Transit Asset Management Policy</a><br>Action would: (1) Adopt MTS Board Policy No. 65, "Transit Asset Management Policy" to establish guidelines for the management of the agency's organizational assets; and (2) Receive and approve the fiscal year 2019 (FY 19) Transit Asset Management (TAM) plan. | Adopt/<br>Approve |
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#### CLOSED SESSION

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| 24. | a. CLOSED SESSION - CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to California Government Code Section 54956.9(d)(1) Graciela Leon v. San Diego Transit Corporation, Metropolitan Transit System; San Diego Superior Court Case No. 37-2017-00029850-CU-WT-CTL  | Possible<br>Action |
|     | b. CLOSED SESSION - CONFERENCE WITH LABOR NEGOTIATORS Pursuant to California Government Code Section 54957.6<br><u>Agency:</u> San Diego Trolley, Inc. (SDTI)<br><u>Employee Organization:</u> International Brotherhood of Electrical Workers, Local 465 (Representing SDTI Flagpersons)<br><u>Agency-Designated Representative:</u> Jeff Stumbo | Possible<br>Action |
|     | c. CLOSED SESSION - CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION Pursuant to California Government Code Section 54956.9(d)(4) (One Potential Case)  | Possible<br>Action |
|     | d. CLOSED SESSION - PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE Pursuant to California Government Code Section 54957.6   | Possible<br>Action |

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

#### NOTICED PUBLIC HEARINGS

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| 25. | None. |
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#### DISCUSSION ITEMS

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| 30. | <a href="#">Revisions to Board Policy 18 (Sharon Cooney)</a><br>Action would discuss proposed revisions to Board Policy 18, "Joint Use and Development of Property", and provide direction to staff.  | Possible<br>Action |
| 31. | <a href="#">Political Consulting Services - Contract Award (Sharon Cooney)</a><br>Action would authorize the Chief Executive Officer (CEO) to award MTS Doc. No. G2159.0-18 to Smith, Watts & Hartmann (SWH) for political consulting services effective October 1, 2018. | Approve            |

#### REPORT ITEMS

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| 45. | <a href="#">Fare Study Update (Sharon Cooney and Israel Maldonado)</a>     | Informational |
| 46. | <a href="#">Comic-Con 2018 Recap (Rob Schupp and Tom Doogan)</a>           | Informational |
| 47. | <a href="#">Downtown Layover (Sharon Cooney)</a>                           | Informational |
| 59. | <u>Ad Hoc Ballot Measure Committee Report (Board Member David Alvarez)</u> | Informational |



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| 60. | <u>Chair Report</u>   | Informational |
| 61. | <a href="#"><u>Chief Executive Officer's Report</u></a>   | Informational |
| 62. | <u>Board Member Communications</u>  |               |
| 63. | <u>Additional Public Comments Not on the Agenda</u><br>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. | <u>Next Meeting Date:</u> October 11, 2018  |               |
| 65. | <u>Adjournment</u>  |               |

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM  
BOARD OF DIRECTORS  
1255 Imperial Avenue, Suite 1000  
San Diego, CA 92101

DRAFT MINUTES

July 26, 2018

[Clerk's note: Except where noted, public, staff and board member comments are paraphrased].

1. Roll Call

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

2. Approval of Minutes

Ms. Cole moved to approve the minutes of the June 14, 2018, MTS Board of Directors meeting. Ms. Bragg seconded the motion, and the vote was 13 to 0 in favor with Mr. Cox and Ms. Zapf absent.

3. Public Comments

*Valerie Hightower* – Ms. Hightower commented that there is not enough service on Routes 4, 916 and 917. She stated that there needs to be public bathrooms available for transit riders. She requested for dogs to be muzzled on the buses. She stated that she has seen bus drivers smoking cigarettes and then board the bus. She stated that when that happens and the windows are all closed, it's hard to breathe. Ms. Hightower asked for more security presence, especially on the Green Line. She asked for the bus stops to be cleaned more frequently.

*Martha Welch* – Ms. Welch commented on the 2015 budget for El Cajon. She stated that she's upset there are no public bathrooms. She commented that there has been a housing shortage for a long time.

*Max Elldrin* – Mr. Elldrin commented on behalf of Mid-City CAN. He stated that one of their biggest campaigns is the youth opportunity transit passes. He stated that transportation is a big obstacle for many of the youth in their community. Mr. Elldrin asked that the political consultant include polling for no cost student transit passes for the ballot measure.

*Maria Cortez* – Ms. Cortez commented on behalf of Mid-City CAN. She requested for MTS to conduct polling for no cost student transit passes in related to the proposed ballot measure. She stated that they believe this will poll very high and will create increased ridership. She also stated that she has recently seen a lot of non-service dogs riding the bus and trolley and it has become a safety issue for other riders.

*Michelle Krug* – Ms. Krug commented on the new bus schedule for Route 963. She stated that there are major issues with the schedule and timing of this route. Ms. Krug stated that the route is now a loop and the earliest bus does not begin until 6:21 a.m. She stated that the previous route used to begin at 5:35 a.m. Ms. Krug requested for the schedule to be adjusted back to the earlier start time.

*Lorraine Leighton* – Ms. Leighton commented about a bus driver on Route 815 that has been discriminatory against disabled riders. She stated that she has submitted complaints about these issues. Ms. Leighton commented that she has had issues with a bus driver on Route 875 and stated that he does not deploy the ramp when requested. She stated that there is an excellent bus driver on Route 30. Ms. Leighton also commented that there is a trash can that needs to be moved away from the rocks at the Route 864 stop.

*Clive Richard* – Mr. Richard commented on transit oriented development. He stated that he was at the Grossmont Trolley Station and wondered how many of the people who live at the Grossmont apartments actually use transit. He asked if transit oriented development means that the development is close to a transit facility or if transit oriented development is a motivator for the use of transit. Mr. Richard asked if there has been any proof that transit oriented development actually brings more ridership to transit.

#### CONSENT ITEMS

6. Increased Authorization for Legal Service Contracts to Pay Projected Expenses in Fiscal Year (FY) 2019  
Action would authorize the Chief Executive Officer (CEO) to execute amendments with eight law firms, increasing the spending authority to cover anticipated FY19 expenses.
7. Number Not Used.
8. Semiannual Uniform Report of Disadvantaged Business Enterprise (DBE) Awards and Payments
9. Revisions to Board Policy No. 26, "Disadvantaged Business Enterprise Program"  
Action would approve revisions to Board Policy No. 26, "Disadvantaged Business Enterprise Program".
10. Number Not Used.
11. Fairfield Grossmont Trolley, LLC Lease: Consent to Assignment and Assumption of Ground Lease  
Action would authorize the Chief Executive Officer to execute the Assignment and Assumption of Ground Lease consenting to this transfer of the Fairfield Grossmont Trolley, LLC lease to Trolley 8727 Apartments California, LLC and any additional documents necessary to close the transaction.
12. Centralized Train Control (CTC) Technology Refresh Project  
Action would authorize the Chief Executive Officer (CEO) to execute Task Order 83 of Addendum 17 to the Memorandum of Understanding (MOU) between San Diego Associations of Governments (SANDAG) and MTS for the Centralized Train Control (CTC) Technology Refresh Project.
13. Investment Report - May 2018
14. Elevator and Escalator Maintenance and Repair Services - Contract Amendment  
Action would: (1) Ratify Amendments 1, 2 and 3 to MTS Doc. No. PWG153.0-14; and (2) Authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. PWG153.5-14 with

ThyssenKrupp Elevator (TKE) for additional funds for continued maintenance of elevators and escalators.

15. San Diego and Arizona Eastern (SD&AE) Railway Company Quarterly Reports and Ratification of Actions Taken By The SD&AE Board of Directors at its Meeting on July 10, 2018  
Action would receive the San Diego and Imperial Valley Railroad (SD&IV), Pacific Southwest Railway Museum Association (Museum), and Desert Line quarterly reports for information.

Action on Recommended Consent Items

Ms. Salas moved to approve Consent Agenda Item Nos. 6 – 15. Mr. Hall seconded the motion, and the vote was 15 to 0 in favor.

CLOSED SESSION

24. None.

NOTICED PUBLIC HEARINGS

25. None.

DISCUSSION ITEMS

30. Grantville Trolley Station Transit Oriented Development (Tim Allison and Sharon Cooney)

Sharon Cooney, Chief of Staff, introduced this item and clarified that the action being proposed today is to authorize the Chief Executive Officer to enter into exclusive negotiations with Affirmed Housing and Greystar. She stated that the action is not to approve any design or agreement at this time. Tim Allison, Manager of Real Estate Assets, continued the presentation and provided a background on the Grantville Trolley Station property details. He presented maps of the property and reviewed the direction from the Executive Committee. Mr. Allison presented pictures of the flood zone adjacent and bordering the property. He reviewed the results of the planning study completed by the City of San Diego to mitigate flooding. Mr. Allison discussed the revised proposal for a joint venture between Affirmed Housing and Greystar. He presented a concept design picture of the joint development project. Mr. Allison introduced Paul Marra with Keyser Marston Associates to present the results of their study analysis.

Mr. Marra discussed the results from the feasibility study for this property. He reviewed the site area and zoning capacity; potential development prototypes; supportable land values for market-rate multi-family developments; feasibility of mixed-income multi-family development; and the standalone tax credit apartment scenario.

Ms. Cooney stated that they have concluded that the Affirmed Housing and Greystar densities are consistent with the maximum densities the site will reasonably support and it will provide financial return to MTS consistent with the Keyser Marston Associates ranges for the site. She stated that staff would come back to the Board with a closed session item this fall to discuss further details as it relates to the cost and design of the property. Ms. Cooney stated that today's staff recommendation would be to continue discussions with Affirmed Housing and Greystar, and to authorize the Chief Executive Officer to enter into exclusive negotiations with Affirmed Housing and Greystar.

## PUBLIC COMMENTS

*Liz Saidkhanian* – Ms. Saidkhanian from Councilmember Sherman's office stated that the Councilmember is supportive of this project, but also wants to see the developers and MTS work with the City of San Diego to incorporate the Grantville Station/Alvarado Creek Revitalization Study and the Supplemental Design Regulations included in the Navajo Community Plan into this site. A full copy of Councilmember Sherman's letter to the MTS Board is attached in the final meeting packet.

*Daniel Smith* – Mr. Smith commented on behalf of the Navajo Community Planning Group regarding the Grantville Station/Alvarado Creek Revitalization Study. He asked that MTS require the developers to incorporate this study into their development site and make a formal presentation to the Navajo Community Planning Group for community support and insight. A full copy of this letter to the MTS Board is attached in the final meeting packet.

*Maya Rosas* – Ms. Rosas commented on behalf of Circulate San Diego. She stated that they are supportive of this development moving forward. She asked that the parking analysis be reviewed and look to lower the parking requirement for this property. Ms. Rosas commented that Circulate San Diego recently released a report called Real Opportunity and are asking for MTS Policy 18 to be updated to include affordability as a requirement for development projects and to also reduce the parking requirements for future projects.

## BOARD COMMENTS

Chair Gomez invited the developers to provide comments to the Board Members. Jim Silverwood, with Affirmed Housing, commented that they are excited about this proposal and to work with Greystar and MTS. Mr. Silverwood stated that the next step, if approved today, will be to speak with Councilmember Sherman regarding his requests. He noted that they own a property adjacent to this property and are planning improvements to the creek. Jerry Brand, with Greystar, commented that they are looking forward to developing this property.

Mr. Alvarez commented that he is confident the developers will work with Councilmember Sherman's office on the Alvarado Creek Revitalization Study. Mr. Alvarez asked for clarification if prototype number five builds out to the city approved density. Mr. Marra replied that is correct. Mr. Alvarez asked how many units could realistically be built based on this property and space. Mr. Marra replied that there would be approximately 550 units per net acre of land. Mr. Alvarez inquired about the parking requirement calculation used in the report. Mr. Marra stated that they used 1.25 parking spaces for a one bedroom and 1.75 spaces for a two bedroom unit. He said that they used a 1.55 weighted unit parking requirement for the first two prototype recommendations. For the remaining three prototype recommendations they reduced the parking requirements to 1.4, 1.3 and 1.25 spaces per unit. Mr. Alvarez inquired about the number of commuter parking spaces. Mr. Allison replied that the number of commuter parking spaces is calculated based on what is utilized today and includes room for organic growth. Mr. Alvarez inquired about the negative land value results for prototype number four and five. Mr. Marra replied that even before considering the cost for replacement parking, the developers would have an infeasible project. He stated that MTS would receive no land payment and the project would also require a subsidy and then there would be a further cost to replace the parking. Mr. Alvarez stated that he is going to keep pushing the city to reduce parking requirements especially near public transit. Mr. Alvarez asked if this development would be mixed-use or residential only. Ms. Cooney replied that the proposal is for residential only. Mr.

Alvarez inquired about the tax credits and whether both tax credit options need to occur for the project to be feasible. Mr. Marra replied yes.

Mr. Donovan inquired if the proposals were solicited or unsolicited. Ms. Cooney stated that the proposals were unsolicited. Karen Landers, General Counsel, noted that we are legally allowed to accept unsolicited proposals. She also noted that MTS had previously reached out to several developers to solicit interest and there were no developers that had interest in the property.

Mr. Hall asked if the revitalization to the Alvarado Creek would take the development site out of the flood zone. Mr. Allison replied that the development site is already out of the flood zone.

Ms. Zapf asked if the Alvarado Creek Revitalization plan will be accommodated by the developers. Mr. Allison stated that we will accommodate future work on the Alvarado Creek. Ms. Zapf inquired if the student housing component includes only San Diego State University (SDSU) students. Mr. Allison replied that there is no requirement that the student has to attend SDSU.

Mr. Jablonski clarified that this project can move forward without any work being done on the city side in relation to Alvarado Creek. He stated that the development site we are building on is currently out of the flood zone and it will also be out of the way for future improvements to the Alvarado Creek.

Mr. Mullin inquired about the differences between the high and medium land values. Mr. Marra replied that high land value would be in the upper end of the \$40 - \$80 per foot range, and the medium land value would be in the lower end of that range. Mr. Mullin asked if MTS would contribute funding towards affordable housing. Ms. Landers commented that those matters would be discussed in closed session.

Mr. Diaz inquired about researching the maximum density bonus for this development. Mr. Marra replied that they researched the maximum density bonus for this property and it causes the development to be unfeasible.

Chair Gomez stated that she is in support of this project and reducing the parking requirements for this project.

#### Action Taken

Mr. Diaz moved to receive a report on the Grantville Trolley Station Transit Oriented Development opportunities and authorize the Chief Executive Officer to enter into exclusive negotiations with Affirmed Housing and Greystar regarding a proposed joint development project and ground lease. Mr. McWhirter seconded the motion, and the vote was 15 to 0 in favor.

#### 31. Planning Consultant for Potential Ballot Measure - Contract Award (Denis Desmond)

Ms. Cooney introduced this item and stated that this contract award will help in the planning process for the potential ballot measure. Denis Desmond, Director of Planning, continued the presentation and noted that we are recommending a sole source award to TMD for planning consulting for the potential ballot measure. He stated that TMD has done extensive work with MTS and the San Diego region. Mr. Desmond reviewed the proposed tasks for this contract



including data collection and market review; development of the program of projects; conducting ridership estimates; assessment of capital assets and infrastructure; and estimating operating costs.

#### PUBLIC COMMENTS

*Maya Rosas* – Ms. Rosas commented on behalf of Circulate San Diego. She stated that they are supportive of this contract. Ms. Rosas stated that they are researching and doing their own analysis on the ballot measure. She commented that they are doing an analysis on polling that has been done on previous ballot measures across the state and whether or not those ballot measures were successful. She stated that items such as rail, pothole repair, and safe routes to school poll very well and would be very popular with the voters.

#### BOARD COMMENTS

Mr. Hall inquired that we will conduct polling to ensure that we do not move forward if polling suggests that it will not pass. Ms. Cooney stated that the political consultant services will include polling and focus groups.

Mr. Donovan inquired if there are any other funding sources for these proposed projects. Mr. Jablonski replied that there are other funding sources however those funding sources are limited. He noted that we will be bringing a financial plan forward that will demonstrate how much funding will be needed for these projects.

Mr. Cox commented that he would like to see the Purple Trolley Line as well as bicycle improvements in the proposed list of projects.

Mr. Alvarez commented on the contract and stated that he believes the presentation requirement listed for the consultant should be expanded to more than three presentations to the Board. Ms. Cooney replied that they can adjust the contract to include additional presentations to the Board, if necessary. She noted that TMD would only be providing presentations on planning principles. Civilian, Inc., the marketing outreach consultant, will be providing the bulk of the presentations, updates and outreach to the Board and the public during this process.

#### Action Taken

Mr. Hall moved to authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. G2161.0-18 with Transportation Management & Design, Inc. (TMD), for the provision of preliminary planning services for a potential ballot measure from July 2018 to June 30, 2019. Mr. Alvarez seconded the motion, and the vote was 15 to 0 in favor.

#### 32. Disadvantaged Business Enterprise (DBE) Overall Goal (Samantha Leslie)

Samantha Leslie, Staff Attorney, provided a presentation on the DBE overall goal. She discussed the DBE overall goal setting methodology. She reviewed the steps in the goal setting methodology and noted that the proposed overall DBE goal is 3% for federal fiscal year 2019 to 2021. Ms. Leslie also reviewed additional factors to consider that may reduce our chances to meet our goal.

Mr. Cox inquired if we are meeting our current 3.75% DBE goal. Ms. Leslie replied yes. Mr. Cox asked if there are penalties for not meeting our goal. Ms. Leslie replied that there are no penalties, but there are consequences. She stated that if we do not meet our goal in a fiscal year we have to develop a short fall analysis and corrective action plan that the FTA has to approve. Mr. Cox stated that he would like to see the goal stay at 3.75% instead of dropping it down to 3%, especially since we are currently meeting that goal.

Mr. Diaz inquired about a previous larger DBE goal achievement. Ms. Leslie replied that last fiscal year we did achieve a higher DBE percentage due to a large multi-year contract that was awarded. Mr. Diaz asked what we do for outreach for DBE contracts. Ms. Leslie replied that MTS is part of the Public Agency Consortium, which includes all public agencies in San Diego and they meet to discuss ways to increase DBE's and small business participation for their own agencies. MTS also participates in various events and trade shows, sends email blasts to all of our current DBE's and small businesses, and conducts multiple methods of advertising.

Ms. Cole commented that she is pleased to hear that we are doing extensive outreach to the community so that DBE's and small businesses have more opportunities to bid for contracts.

Mr. Jablonski clarified that this is a requirement for when we use federal dollars. He stated that we do not get credit towards our DBE goal if we use local or state dollars to pay for a DBE or small business contract.

#### Action Taken

Mr. McWhirter moved to adopt a 3% Overall DBE Goal for DBE-participation in federally funded contracts over the Federal Fiscal Year (FFY) 2019 to FFY 2021 triennial period. Ms. Cole seconded the motion, and the vote was 14 to 1 in favor with Mr. Diaz voting no.

#### REPORT ITEMS

45. San Diego Metropolitan Transit System (MTS) Marketing Update (Rob Schupp)

Rob Schupp, Director of Marketing and Communication, provided a Marketing update. He introduced the Marketing department staff. He reviewed details related to public relations outreach; media relations; internal communications; newsletters; advertising; partnerships; customer information; web/intranet metrics; collateral; compass cloud and compass cash; other projects; ridership campaigns; Choose Transit campaign; free ride day; and Civilian, Inc. task orders.

Ms. Salas commented that she really loves the Choose Transit campaign. She stated that the City of Chula Vista can assist in marketing that campaign.

Ms. Bragg stated that she is happy to see what MTS is doing to encourage transit use throughout the county. She commented on the travel training program and recommended including seniors and people with disabilities in the Choose Transit advertisements. Ms. Bragg inquired about the branded Beach Bus routes and asked if that could also be implemented in Imperial Beach. Mr. Schupp replied that he will look into that branding for Imperial Beach.

Ms. Rios commented that she appreciates the detailed emails provided by Mark Olson about service changes and various updates. She stated that being able to link those messages to her social media sites has been very beneficial to her community.

Mr. Hall asked if MTS can work on some small events in Santee to promote the new bus routes.

Mr. Diaz requested for media-friendly art work that elected officials can utilize. Mr. Schupp replied that they are putting together a toolkit for elected officials to utilize and promote transit.

Ms. Mendoza commented that she would like to see the Free Ride Day promoted in Lemon Grove as well as the various school districts and colleges. She also stated that she would like to see us market San Diego as a non-rental car city and to advertise to tourists to take transit as an alternative.

Action Taken

No action taken. Informational item only.

46. Operations Budget Status Report for May 2018 (Mike Thompson)

Mike Thompson, Director of Financial Planning and Analysis, provided a presentation on the operations budget for May 2018. He reviewed the total operating revenues, total operating expenses, and total operating variance. Lastly, he reviewed ongoing concerns including the sales tax subsidy revenue, State of California budget, passenger levels, and energy prices.

Action Taken

No action taken. Informational item only.

59. Ad Hoc Ballot Measure Committee Report (Board Member David Alvarez)

Chair Gomez stated that the next Ad Hoc Ballot Measure Committee meeting would take place on Friday, September 7, 2018 at 1:30pm.

60. Chair Report

There was no Chair report.

61. Chief Executive Officer's Report

Mr. Jablonski commented that we received a perfect score for our FTA Triennial Review Audit. He stated that this makes the fourth time in a row, which is twelve years in a row, that MTS has received a perfect score. He noted that achievement has never been done in this industry until now.

62. Board Member Communications

There were no Board Member communications.

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 September 20, 2018.

65. Adjournment

Chair Gomez adjourned the meeting at 11:41 a.m.

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Chairperson  
San Diego Metropolitan Transit System

Filed by:

Approved as to form:

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Clerk of the Board  
San Diego Metropolitan Transit System

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General Counsel  
San Diego Metropolitan Transit System

Attachment: Roll Call Sheet

SAN DIEGO METROPOLITAN TRANSIT SYSTEM  
BOARD OF DIRECTORS  
ROLL CALL

MEETING OF (DATE): July 26, 2018

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

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

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

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

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

PUBLIC HEARING: \_\_\_\_\_

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

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

ADJOURN: 11:41 a.m.

BOARD MEMBER	(Alternate)	PRESENT (TIME ARRIVED)	ABSENT (TIME LEFT)
ALVAREZ	<input checked="" type="checkbox"/> (Cate) <input type="checkbox"/>	9:00 a.m.	11:36 a.m.
ARAMBULA	<input type="checkbox"/> (Mendoza) <input checked="" type="checkbox"/>	9:00 a.m.	11:41 a.m.
BRAGG	<input checked="" type="checkbox"/> (Spriggs) <input type="checkbox"/>	9:00 a.m.	11:37 a.m.
COLE	<input checked="" type="checkbox"/> (Ward) <input type="checkbox"/>	9:00 a.m.	11:41 a.m.
DIAZ	<input checked="" type="checkbox"/> (Aguilar) <input type="checkbox"/>	9:00 a.m.	11:41 a.m.
FAULCONER	<input type="checkbox"/> (Zapf) <input checked="" type="checkbox"/>	9:09 a.m.	11:41 a.m.
GOMEZ	<input checked="" type="checkbox"/> (Bry) <input type="checkbox"/>	9:00 a.m.	11:41 a.m.
HALL	<input checked="" type="checkbox"/> (Jones) <input type="checkbox"/>	9:00 a.m.	11:41 a.m.
MCCLELLAN	<input checked="" type="checkbox"/> (Goble) <input type="checkbox"/>	9:00 a.m.	11:41 a.m.
MCWHIRTER	<input checked="" type="checkbox"/> (Arapostathis) <input type="checkbox"/>	9:00 a.m.	11:41 a.m.
MULLIN	<input checked="" type="checkbox"/> (TBD) <input type="checkbox"/>	9:00 a.m.	11:41 a.m.
RIOS	<input checked="" type="checkbox"/> (Sotelo-Solis) <input type="checkbox"/>	9:00 a.m.	11:41 a.m.
ROBERTS	<input type="checkbox"/> (Cox) <input checked="" type="checkbox"/>	9:07 a.m.	11:41 a.m.
SALAS	<input checked="" type="checkbox"/> (Aguilar) <input type="checkbox"/>	9:00 a.m.	11:41 a.m.
SANDKE	<input type="checkbox"/> (Donovan) <input checked="" type="checkbox"/>	9:00 a.m.	11:41 a.m.

SIGNED BY THE CLERK OF THE BOARD:

Julia Turner

CONFIRMED BY THE GENERAL COUNSEL:

for Mercede



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

## Agenda Item No. 6

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 20, 2018

#### SUBJECT:

ADOPTION OF AMENDED 2018 CONFLICT OF INTEREST CODE

#### RECOMMENDATION:

That the Board of Directors:

- 1) adopt Resolution No. 18-11 (Attachment A) amending the MTS Conflict of Interest Code pursuant to the Political Reform Act of 1974;
- 2) adopt the amended 2018 MTS Conflict of Interest Code (in substantially the same format as Attachment B); and
- 3) forward the amended 2018 MTS Conflict of Interest Code to the County of San Diego (the designated code-reviewing body).

#### Budget Impact

None.

#### DISCUSSION:

The Political Reform Act (the "Act") requires all public agencies to adopt and maintain a Conflict of Interest Code containing the rules for disclosure of personal assets. Except for positions listed in Gov. Code § 87200, the Conflict of Interest Code must specifically designate all agency positions that make or participate in the making of decisions and assign specific types of personal assets to be disclosed that may be affected by the exercise of powers and duties of that position.

The Act further requires that an agency amend its Conflict of Interest Code when change is necessitated by changed circumstances which include the need to designate positions.





It is proposed that MTS's Conflict of Interest Code be amended to include new positions that must be designated, revise disclosure categories, revise titles to existing positions, and delete positions that have abolished. Every other year, MTS is required by the PRA to revise and update its Conflict of Interest Code. Attachment B is the proposed amended 2018 Conflict of Interest Code incorporating the model provisions as drafted by the California Fair Political Practices Commission (FPPC).

The proposed 2018 Conflict of Interest Code contains the model terms and conditions as well as:

- 1) a list of designated officials who manage public investments (Attachment B, Part A)
- 2) a list of designated positions for employees (Attachment B, Part A); and
- 3) Disclosure Categories (Attachment B, Part B).

General Counsel is requesting that the Board of Directors: (1) adopt Resolution No. 18-11 amending the MTS Conflict of Interest Code pursuant to the Political Reform Act of 1974; (2) adopt the 2018 MTS Conflict of Interest Code in substantially the same format as attached; and (3) forward the 2018 MTS Conflict of Interest Code to the County of San Diego – the designated code-reviewing body.

/s/ Sharon Cooney for  
Paul C. Jablonski  
Chief Executive Officer

Key Staff Contact: Karen Landers, 619.557.4512, [Karen.Landers@sdmts.com](mailto:Karen.Landers@sdmts.com)

Attachments: A. Resolution No. 18-11  
B. Proposed Amended Appendix for 2018 Conflict of Interest Code  
C. Existing 2016 Conflict of Interest Code

SAN DIEGO METROPOLITAN TRANSIT SYSTEM

RESOLUTION NO. 18-11

A Resolution of the Board of Directors of the San Diego Metropolitan Transit System Adopting  
An Amended Conflict of Interest Code Pursuant to the Political Reform Act of 1974

WHEREAS, the State of California enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the "Act"), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the San Diego Metropolitan Transit System ("MTS") and requires all public agencies to adopt and promulgate a Conflict of Interest Code; and

WHEREAS, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in MTS being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

WHEREAS, the Board of Directors adopted a Conflict of Interest Code (the "Code") which was amended on September 15, 2016, in compliance with the Act; and

WHEREAS, subsequent changed circumstances within the District have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update MTS's Code; and

WHEREAS, notice of the time and place of a public meeting on, and of consideration by the Board of Directors of, the proposed amended Conflict of Interest Code was provided each designated employee and publicly posted for review at the offices of MTS; and

WHEREAS, a public meeting was held upon the proposed amended Conflict of Interest Code at a regular meeting of the Board of Directors on September 20, 2018, at which all present were given an opportunity to be heard on the proposed amended Conflict of Interest Code.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Board of Directors does hereby adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the General Counsel and available to the public for inspection and copying during regular business hours.

SECTION 2. The said amended Conflict of Interest Code shall be submitted to the Board of Supervisors of the County of San Diego for approval.

SECTION 3. The said amended Conflict of Interest Code shall become effective immediately after the Board of Supervisors approves the proposed amended Code as submitted.

PASSED, APPROVED AND ADOPTED, by the Board of Directors this 20th day of September, 2018 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAINING:

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Chairperson  
San Diego Metropolitan Transit System

Filed by:

Approved as to form:

---

Clerk of the Board  
San Diego Metropolitan Transit System

---

Office of the General Counsel  
San Diego Metropolitan Transit System

Attachment: Amended Conflict of Interest Code

**LEGISLATIVE VERSION**  
**(SHOWS CHANGES MADE)**

**CONFLICT OF INTEREST CODE**  
**OF THE**  
**SAN DIEGO METROPOLITAN**  
**TRANSIT SYSTEM**

# **CONFLICT OF INTEREST CODE**

## **OF THE**

### **SAN DIEGO METROPOLITAN TRANSIT SYSTEM**

(Amended ~~September 15, 2016~~ September 20, 2018)

The Political Reform Act, (Government Code Sections 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730) that contains the terms of a standard model conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730 and the attached Appendix designating positions and establishing disclosure categories shall constitute the conflict of interest code of the **San Diego Metropolitan Transit System (MTS)**.

All officials and designated positions shall file their statements of economic interests with MTS's **General Counsel** as MTS's Filing Officer. The **General Counsel** shall make and retain a copy of all statements filed by Members and Alternates of the Board of Directors, Chief Executive Officer and the Chief Financial Officer, and forward the originals of such statements to the Clerk of the Board of Supervisors of the County of San Diego. The **General Counsel** shall retain the originals of the statements filed by all other designated positions. The **General Counsel** will make all retained statements available for public inspection and reproduction during regular business hours (Gov. Code Section 81008).

**APPENDIX**

**CONFLICT OF INTEREST CODE**

**OF THE**

**SAN DIEGO METROPOLITAN TRANSIT SYSTEM**

**(Amended ~~September 15, 2016~~ September 20, 2018)**

**PART “A”**

**OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

MTS Officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18700.3, are NOT subject to MTS's Code, but must file disclosure statements under Government Code section 87200 et seq. [Regs. § 18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments<sup>1</sup>:

Board of Directors and Alternates

Chief Executive Officer

Chief Financial Officer

Investment Consultant

---

<sup>1</sup> Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.



**DESIGNATED POSITIONS****GOVERNED BY THE CONFLICT OF INTEREST CODE**

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Administrative Assistant (Copy Center)	4
<u>Manager of Advertising Specialist &amp; Contracts</u>	5
Applications Development & Support Manager	5
Assistant Manager of Maintenance	5
Assistant Manager of Stores	5
Business Systems Analyst (ALL)	5
Buyer	4
Capital Grants Supervisor	2, 4
<u>Chief Human Resources Officer</u>	<u>5</u> (from reorg)
Chief Information Officer	5
Chief of Staff	1
Chief Operating Officer – Rail	1
Chief Operating Officer – Transit Services	1
Communications Design Manager	5
Controller	1, 2
Datacenter Operations Manager	5
Deputy Director of Transit Enforcement	5
Director of Financial Planning & Analysis	1, 2
Director of Fleet and Facility Maintenance	5
Director of Human Resources <del>and Labor Relations</del>	5
Director of Marketing & Communications	5

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Director of <del>Procurement</del> <u>Supply Chain &amp; Stores Operations</u>	4
Director of Transit System Security	5
Director of Transportation	1
Enterprise Business Solutions Manager	5
Environmental Health & Safety Specialist	5
Facilities Manager	5
Fare Systems Administrator	5
Financial Analyst	4
General Counsel	1, 2
Graphic Designer III	5
<del>Human Resources Supervisor (ALL)</del> (Position reorganized creating other HR titles)	<del>5</del>
Internal Auditor	4
Liability Claims Supervisor	1, 2, 7
<u>Manager of Benefits &amp; Compensation</u>	<u>5</u> (from reorg)
Manager of Capital Projects	1, 2
<del>Manager of Fleet &amp; Facility Maintenance</del>	<del>5</del>
Manager of Human Resources	5
Manager of Maintenance	5
<del>Manager of Marketing</del>	<del>5</del>
Manager of Paratransit & Mini Bus	5
<del>Manager</del> <u>Director</u> of Planning	1, 2
Manager of Procurement	4

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Manager of Real Estate Assets	1, 2
Manager of Risk and Claims	1, 2, 7
Manager of Scheduling	5
Manager of <del>South Bay &amp; East County Contract</del> Operations <u>&amp; Passenger Facilities</u>	<u>8 2, 4</u>
<u>Manager of Service Quality – Rail Division</u>	<u>5</u>
Manager of Support Services	2, 3, 5
<del>Materials</del> Manager <u>of Inventory Operations</u>	4
Network Operations Manager	5
Operating Budget Supervisor	1, 2
<del>Principal</del> Contract Administrator	4
Procurement Specialist (ALL)	4
Project Engineer (Rail)	1, 2
Project Manager – Capital Projects	2, 3, 5
<del>Quality Assurance Supervisor</del>	<u>5</u>
Regulatory Enforcement Supervisor	6
Report Development Analyst	5
Revenue Maintenance Supervisor	5
Revenue Manager (ALL)	5
Revenue Supervisor	5
Right-of-Way Engineer	1, 2
SAP System Administrator	5
<u>Senior Human Resources Analyst</u>	<u>5</u> (from reorg)

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
<del>Senior Transit Planner/Rail Operations Analyst</del>	<del>5</del>
Senior Transportation Planner	1, 2
Staff Attorney – Regulatory Compliance	2, 5, 6, 7
Superintendent of LRV Maintenance	5
Superintendent of Transportation	5
Superintendent of Wayside Maintenance	5
Systems Engineer (Rail)	1, 2
<del>Talent Acquisition Manager</del>	<del>5</del> (from reorg)
Taxicab Administration Manager	5
<del>Transit Asset Administrator</del>	<del>4</del>
Transportation Operations Specialist (ALL)	2, 5
Worker's Compensation Analyst	7
<del>ZEB Performance Analyst</del>	<del>5</del>

Consultant and New Positions<sup>2</sup>

<sup>2</sup> Individuals serving as a Consultant defined in Regulation 18700.3, or in a new position created since this Code was last amended that makes or participates in making decisions shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The Chief Executive Officer may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.). The Chief Executive Officer's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

## **PART “B”**

### **DISCLOSURE CATEGORIES**

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.<sup>3</sup> “Investment” means financial interest in any business entity (including a consulting business, or other independent contracting business) and are reportable if they are either located in, doing business in, planning to do business in, or have done business during the previous two years in the jurisdiction of MTS.

**Category 1:** All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, do business in or own real property within the jurisdiction of MTS.

**Category 2:** All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of MTS.

**Category 3:** All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of MTS.

**Category 4:** All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by MTS.

**Category 5:** All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position’s department, unit or division.

**Category 6:** All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, subject to the regulatory, permit, or licensing authority of the designated position’s department, unit or division.

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<sup>3</sup> This Conflict of Interest Code does not require the reporting of gifts from outside this agency’s jurisdiction if the source does not have some connection with or bearing upon the functions of the position. (Reg. 18730.1)

Category 7: All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, if such entities or sources have filed claims against MTS in the past 2 years, or have a claim pending before MTS.

Category 8: Disclose investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, do business in, or own real property within the geographical area of, and within two miles of, the designated position's assigned project area.



LAW OFFICES OF  
BEST BEST & KRIEGER LLP

**CONFLICT OF INTEREST CODE**

**OF THE**

**SAN DIEGO METROPOLITAN  
TRANSIT SYSTEM**

LAW OFFICES OF  
BEST BEST & KRIEGER LLP

**CONFLICT OF INTEREST CODE**  
**OF THE**  
**SAN DIEGO METROPOLITAN TRANSIT SYSTEM**  
(Amended September 15, 2016)

The Political Reform Act, (Government Code Sections 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730) that contains the terms of a standard model conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730 and the attached Appendix designating positions and establishing disclosure categories shall constitute the conflict of interest code of the **San Diego Metropolitan Transit System (MTS)**.

All officials and designated positions shall file their statements of economic interests with MTS's **General Counsel** as MTS's Filing Officer. The **General Counsel** shall make and retain a copy of all statements filed by Members and Alternates of the Board of Directors, Chief Executive Officer and the Chief Financial Officer, and forward the originals of such statements to the Clerk of the Board of Supervisors of the County of San Diego. The **General Counsel** shall retain the originals of the statements filed by all other designated positions. The **General Counsel** will make all retained statements available for public inspection and reproduction during regular business hours (Gov. Code Section 81008).

# APPENDIX

## CONFLICT OF INTEREST CODE

### OF THE

## SAN DIEGO METROPOLITAN TRANSIT SYSTEM

(Amended September 15, 2016)

### PART “A”

#### OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

MTS Officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18700.3, are NOT subject to MTS’s Code, but must file disclosure statements under Government Code section 87200 et seq. [Regs. § 18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments<sup>1</sup>:

Board of Directors and Alternates

Chief Executive Officer

Chief Financial Officer

Investment Consultant

---

<sup>1</sup> Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

LAW OFFICES OF  
BEST BEST & KRIEGER LLP

## DESIGNATED POSITIONS

### GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Administrative Assistant (Copy Center)	4
Advertising Specialist	5
Applications Development & Support Manager	5
Assistant Manager of Maintenance	5
Assistant Manager of Stores	5
Business Systems Analyst (ALL)	5
Buyer	4
Capital Grants Supervisor	2, 4
Chief Information Officer	5
Chief of Staff	1
Chief Operating Officer – Rail	1
Chief Operating Officer – Transit Services	1
Communications Design Manager	5
Controller	1, 2
Datacenter Operations Manager	5
Deputy Director of Transit Enforcement	5
Director of Financial Planning & Analysis	1, 2
Director of Fleet and Facility Maintenance	5
Director of Human Resources and Labor Relations	5
Director of Marketing & Communications	5

*LAW OFFICES OF  
BEST BEST & KRIEGER LLP*

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Director of Procurement & Stores	4
Director of Transit System Security	5
Director of Transportation	1
Enterprise Business Solutions Manager	5
Environmental Health & Safety Specialist	5
Facilities Manager	5
Fare Systems Administrator	5
Financial Analyst	4
General Counsel	1, 2
Graphic Designer III	5
Human Resources Supervisor (ALL)	5
Internal Auditor	4
Liability Claims Supervisor	1, 2, 7
Manager of Capital Projects	1, 2
Manager of Fleet & Facility Maintenance	5
Manager of Human Resources	5
Manager of Maintenance	5
Manager of Marketing	5
Manager of Paratransit & Mini Bus	5
Manager of Planning	1, 2
Manager of Procurement	4

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<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Manager of Real Estate Assets	1, 2
Manager of Risk and Claims	1, 2, 7
Manager of Scheduling	5
Manager of South Bay & East County Operations	8
Manager of Support Services	2, 3, 5
Materials Manager	4
Network Operations Manager	5
Operating Budget Supervisor	1, 2
Principal Contract Administrator	4
Procurement Specialist (ALL)	4
Project Engineer (Rail)	1, 2
Project Manager – Capital Projects	2, 3, 5
Quality Assurance Supervisor	5
Regulatory Enforcement Supervisor	6
Report Development Analyst	5
Revenue Maintenance Supervisor	5
Revenue Manager (ALL)	5
Revenue Supervisor	5
Right-of-Way Engineer	1, 2
SAP System Administrator	5
Senior Transit Planner/Rail Operations Analyst	5

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<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Senior Transportation Planner	1, 2
Staff Attorney – Regulatory Compliance	2, 5, 6, 7
Superintendent of LRV Maintenance	5
Superintendent of Transportation	5
Superintendent of Wayside Maintenance	5
Systems Engineer (Rail)	1, 2
Taxicab Administration Manager	5
Transit Asset Administrator	4
Transportation Operations Specialist (ALL)	2, 5
Worker's Compensation Analyst	7
Consultant and New Positions <sup>2</sup>	

---

<sup>2</sup> Individuals serving as a Consultant defined in Regulation 18700.3, or in a new position created since this Code was last amended that makes or participates in making decisions shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The Chief Executive Officer may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.). The Chief Executive Officer's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

**PART “B”****DISCLOSURE CATEGORIES**

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.<sup>3</sup> “Investment” means financial interest in any business entity (including a consulting business, or other independent contracting business) and are reportable if they are either located in, doing business in, planning to do business in, or have done business during the previous two years in the jurisdiction of MTS.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, do business in or own real property within the jurisdiction of MTS.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of MTS.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of MTS.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by MTS.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position’s department, unit or division.

Category 6: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, subject to the regulatory, permit, or licensing authority of the designated position’s department, unit or division.

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<sup>3</sup> This Conflict of Interest Code does not require the reporting of gifts from outside this agency’s jurisdiction if the source does not have some connection with or bearing upon the functions of the position. (Reg. 18730.1)



LAW OFFICES OF  
BEST BEST & KRIEGER LLP

Category 7: All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, if such entities or sources have filed claims against MTS in the past 2 years, or have a claim pending before MTS.

Category 8: Disclose investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, do business in, or own real property within the geographical area of, and within two miles of, the designated position's assigned project area.



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San Diego, CA 92101-7490  
(619) 231-1466 • FAX (619) 234-3407

## Agenda Item No. 7

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 20, 2018

#### SUBJECT:

AMENDMENT OF FISCAL YEAR (FY) 2017-2018 STATE TRANSIT ASSISTANCE (STA) CLAIM AND APPROVAL OF FY 2018-2019 STA CLAIM AND SUBMISSION OF PROPOSED PROJECT LIST FOR CALIFORNIA STATE OF GOOD REPAIR (SGR) PROGRAM

#### RECOMMENDATION:

That the Board of Directors adopts Resolution No.18-10 (Attachment A) amending the FY 2017-2018 STA claim, approving the FY 2018-2019 STA claim and approving the submission of a proposed project list to Caltrans for the FY 2018-2019 SGR program.

#### Budget Impact

The amendment of the FY 2017-2018 STA claim would result in an additional \$1,355,679 in 2017-2018 STA funds for MTS to be utilized in the FY 2018 operating budget. The FY 2018-2019 STA claim would result in the approval of \$28,192,744 in 2018-2019 STA funds for MTS to be utilized in the FY 2019 operating and capital budgets and \$4,461,651 of 2018-2019 SGR funds to be used to fund the MTS Substation Replacement Project.

#### DISCUSSION:

STA funding comes from the Public Transportation Act (PTA), which derives its revenue from the state sales tax on diesel fuel. STA revenues are pooled at the state level for the purposes of sections 99313 and 99314 of the California Public Utilities Code (PUC). The revenues for sections 99313 and 99314 are then allocated to transportation entities on a quarterly basis. PUC section 99313 allocations are based on the latest available annual population estimates from the Department of Finance. PUC section 99314 allocations are based primarily on qualifying revenues from the Annual Report of



Financial Transactions of Transit Operators and Non-Transit Claimants under the Transportation Development Act.

Senate Bill 1 (SB1) increased the overall funding allocation for these formula funds and added additional funding for SGR. This funding is also allocated by the formulas described above and is expected to generate an additional \$17.5 million per year of funding collectively for MTS.

The California State Controller's Office (SCO) projects total sales tax revenues for the coming fiscal year and the resulting STA revenue pool, and then estimates the allocation to each transportation entity. The SCO is projecting that MTS will receive FY 2018-2019 STA funding of \$28,192,744 inclusive of SB1 funds (Attachment B).

The SCO also projects MTS will receive FY 2018-2019 SGR funding of \$4,461,651 (Attachment C). Each agency receiving this funding must submit a list of projects proposed to be funded under this program, and the California Department of Transportation will approve the list of projects. MTS proposes to use this funding for the MTS Substation Replacement Project.

State law and MTS Policy No. 20, "Allocation of State Transit Assistance Funds", requires that priority consideration be given to STA claims for the following purposes:

- to enhance existing public transportation services;
- to meet priority regional, county, or area-wide public transportation needs;
- to offset reductions in federal operating assistance and unanticipated increases in fuel costs.

STA revenues have been volatile in the past, and for that reason, the MTS Board has taken a conservative approach to using and programming these funds. Typically, the majority of these revenues are directed into the MTS CIP. However, the MTS Board authorized the usage of \$5.6 million of annual STA proceeds for the operating budget funding weekend service (\$3.6 million) as well as Transit Optimization Plan service enhancements (\$2.0 million).

Since these STA revenue allocations are based on sales tax revenue projections, in certain instances, it may be necessary to revise the original STA claim. MTS will claim up to the amount authorized by the attached Board resolution (Attachment A), and any revisions over the amount of this claim will come back to the MTS Board for approval. Additionally, the un-programmed amount will be discussed with the Budget Development Committee and the MTS Board of Directors.

/s/ Sharon Cooney for  
Paul C. Jablonski  
Chief Executive Officer

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

Attachments: A. MTS Resolution No. 18-10  
B. Letter from State Controller's Office for STA Allocation  
C. Letter from State Controller's Office for SGR Allocation

SAN DIEGO METROPOLITAN TRANSIT SYSTEM

RESOLUTION NO. 18-10

Resolution Approving the MTS Area Fiscal Year 2018-19 STA Claim and Approve the Submission of a Proposed Project List for 2018-19 California State of Good Repair Program

WHEREAS, California Public Utilities Code (PUC) Sections 99313.3 and 99313.6 established a State Transit Assistance (STA) fund and grants the San Diego Metropolitan Transit System (MTS) authority to allocate monies from this fund; and

WHEREAS, MTS, through its various operating entities and divisions, including San Diego Transit Corporation (SDTC), San Diego Trolley, Inc. (SDTI), MTS Contracted Services (collectively referred to as "MTS"), and other operators on the basis of revenue generated, qualifies for STA monies under the provision of PUC Section 99260 et seq.; and

WHEREAS, the State Controller's Office has informed MTS that its eligible for an additional STA allocation of \$1,355,679 for Fiscal Year (FY) 2017-18, its eligible STA allocation for FY 2018-19 is \$28,192,744 and its eligible State of Good Repair (SGR) allocation for FY 2018-19 is \$4,461,651; and

WHEREAS, in order to qualify for the SGR funding allocation, MTS is required to submit a proposed project list of California Department of Transportation (Caltrans) on an annual basis and for FY 2018-19, MTS propose to fund the MTS Substation Replacement project; and

WHEREAS, the claimants' proposed expenditures of STA monies are in conformance with the *Regional Transportation Plan* and *Transportation Improvement Program*; and

WHEREAS the level of passenger fares and charges is sufficient to enable MTS to meet the fare revenue requirements of the PUC sections 99268.2, 99268.3, 99268.5, and 99268.9 as they may be applicable to MTS; and

WHEREAS MTS is making full use of federal funds available under the Urban Mass Transportation Act of 1964, as amended; and

WHEREAS, the sum of MTS' allocations of STA and local transportations funds do not exceed the amounts they are eligible to receive during the fiscal year; and

WHEREAS, priority consideration has been given to claims to offset reductions in federal operating assistance and the unanticipated increase in the cost of fuel, to enhance existing public transportation services, and to meet high-priority, area-wide public transportation needs; and

WHEREAS, in the last thirteen months, MTS has received a certification from the California Highway patrol verifying that MTS is in compliance with section 1808.1 of the Vehicle Code, as required in PUC section 99251; and

WHEREAS, MTS has ensured operators are in compliance with the efficiency standards of PUC section 99314.6 prior to the allocation of funding for operating purposes;

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED that the MTS Board does hereby direct and empower MTS staff to prepare and transmit allocation instructions to the County Auditor to disburse to MTS the Fiscal Year 2018-19 STA and SGR amounts totaling \$32,654,395.

PASSED AND ADOPTED by the Board this 20th day of September 2018, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAINING:

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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



**BETTY T. YEE**  
**California State Controller**

August 1, 2018

County Auditors Responsible for State Transit Assistance funds  
Transportation Planning Agencies  
County Transportation Commissions  
San Diego Metropolitan Transit System

**SUBJECT: 2018-19 State Transit Assistance Allocation Revised Estimate**

Enclosed is a revised summary schedule of State Transit Assistance (STA) funds estimated to be allocated for fiscal year (FY) 2018-19 to each Transportation Planning Agency (TPA), county transportation commission, and the San Diego Metropolitan Transit System for the purposes of Public Utilities Code (PUC) sections 99313 and 99314. Also enclosed is a schedule detailing the amount of the PUC section 99314 allocation for each TPA by operator.

PUC section 99313 allocations are based on the latest available annual population estimates from the Department of Finance. PUC section 99314 allocations are based on the revenue amount for each STA-eligible operator, determined from annual reports submitted to the Controller pursuant to Section 99243. Pursuant to PUC section 99314.3, each TPA is required to allocate funds to the STA-eligible operators in the area of its jurisdiction.

The estimated amount of STA funds budgeted, according to the FY 2018-19 enacted California Budget, is \$663,485,000. We anticipate that the first quarter's allocation will be paid in November 2018. Please refer to the schedule for the amounts that relate to your agency.

Please contact Mike Silvera by telephone at (916) 323-0704 or email at [msilvera@sco.ca.gov](mailto:msilvera@sco.ca.gov) with any questions, or for additional information.

Sincerely,

A handwritten signature in dark ink, appearing to read "E. Calderon-Yee", is written over a horizontal line.

EVELYN CALDERON-YEE, Bureau Chief  
Bureau of Payments

Enclosures

Local Government Programs and Services Division  
MAILING ADDRESS P.O. Box 942850, Sacramento, CA 94250  
3301 C Street, Suite 700, Sacramento, CA 95816

**STATE CONTROLLER'S OFFICE**  
**2018-19 STATE TRANSIT ASSISTANCE FUND ALLOCATION ESTIMATE**  
**SUMMARY**  
**AUGUST 1, 2018**

<u>Regional Entity</u>	<u>PUC 99313 Fiscal Year 2018-19 Estimate</u>	<u>PUC 99314 Fiscal Year 2018-19 Estimate</u>	<u>Total Fiscal Year 2018-19 Estimate</u>
	<b>A</b>	<b>B</b>	<b>C= (A + B)</b>
Metropolitan Transportation Commission	\$ 64,770,585	\$ 179,153,920	\$ 243,924,505
Sacramento Area Council of Governments	16,022,561	5,973,438	21,995,999
San Diego Association of Governments	8,034,805	2,102,105	10,136,910
San Diego Metropolitan Transit System	19,776,914	8,415,830	28,192,744
Tahoe Regional Planning Agency	866,887	37,852	904,739
Alpine County Transportation Commission	9,618	397	10,015
Amador County Transportation Commission	317,445	59,697	377,142
Butte County Association of Governments	1,896,813	104,716	2,001,529
Calaveras County Local Transportation Commission	376,303	5,924	382,227
Colusa County Local Transportation Commission	184,147	8,321	192,468
Del Norte County Local Transportation Commission	226,838	13,082	239,920
El Dorado County Local Transportation Commission	1,396,646	100,157	1,496,803
Fresno County Council of Governments	8,393,450	1,612,290	10,005,740
Glenn County Local Transportation Commission	239,963	6,289	246,252
Humboldt County Association of Governments	1,133,333	243,904	1,377,237
Imperial County Transportation Commission	1,588,510	171,999	1,760,509
Inyo County Local Transportation Commission	154,806	0	154,806
Kern Council of Governments	7,548,229	476,235	8,024,464
Kings County Association of Governments	1,263,831	57,744	1,321,575
Lake County/City Council of Governments	542,334	33,638	575,972
Lassen County Local Transportation Commission	257,588	10,243	267,831
Los Angeles County Metropolitan Transportation Authority	85,696,465	109,415,372	195,111,837
Madera County Local Transportation Commission	1,324,097	10,619	1,334,716
Mariposa County Local Transportation Commission	151,073	4,879	155,952
Mendocino Council of Governments	744,147	68,464	812,611
Merced County Association of Governments	2,333,107	139,343	2,472,450
Modoc County Local Transportation Commission	80,099	7,530	87,629
Mono County Local Transportation Commission	115,182	167,349	282,531
Transportation Agency for Monterey County	3,693,953	1,216,432	4,910,385
Nevada County Local Transportation Commission	826,279	38,225	864,504
Orange County Transportation Authority	26,842,125	8,421,178	35,263,303
Placer County Transportation Planning Agency	2,552,487	481,518	3,034,005
Plumas County Local Transportation Commission	164,773	11,691	176,464
Riverside County Transportation Commission	20,132,658	3,273,867	23,406,525
Council of San Benito County Governments	475,726	9,853	485,579
San Bernardino County Transportation Authority	18,124,213	3,375,448	21,499,661
San Joaquin Council of Governments	6,322,772	1,521,884	7,844,656
San Luis Obispo Area Council of Governments	2,334,140	143,689	2,477,829
Santa Barbara County Association of Governments	3,778,752	969,675	4,748,427
Santa Cruz County Transportation Commission	2,307,166	1,930,263	4,237,429
Shasta Regional Transportation Agency	1,485,570	85,631	1,571,201
Sierra County Local Transportation Commission	26,726	1,943	28,669
Siskiyou County Local Transportation Commission	371,761	10,964	382,725
Stanislaus Council of Governments	4,630,131	246,050	4,876,181
Tehama County Transportation Commission	533,650	11,819	545,469
Trinity County Transportation Commission	113,623	5,203	118,826
Tulare County Association of Governments	3,965,224	421,308	4,386,532
Tuolumne County Transportation Council	456,160	16,138	472,298
Ventura County Transportation Commission	7,158,835	1,148,384	8,307,219
State Totals	\$ 331,742,500	\$ 331,742,500	\$ 663,485,000

**STATE CONTROLLER'S OFFICE**  
**2018-19 STATE TRANSIT ASSISTANCE ALLOCATION ESTIMATE PUC 99314 ALLOCATION**  
**DETAIL**  
**AUGUST 1, 2018**

Regional Entity and Operator(s)	Revenue Basis	PUC 99314 Fiscal Year 2018-19 Estimate
<b>Altamont Corridor Express*</b>		
Alameda County Congestion Management Agency	\$ NA	\$ 256,540
Santa Clara Valley Transportation Authority	NA	198,174
San Joaquin Regional Rail Commission	NA	902,642
Regional Entity Totals	0	1,357,356
	0	(1,357,356)
<b>Metropolitan Transportation Commission</b>		
Alameda-Contra Costa Transit District, San Francisco Bay Area Rapid Transit District, and the City of San Francisco**	1,922,701,386	118,969,654
Central Contra Costa Transit Authority	11,776,890	728,710
City of Dixon	107,734	6,666
Eastern Contra Costa Transit Authority	5,512,937	341,120
City of Fairfield	3,574,163	221,156
Golden Gate Bridge Highway and Transportation District	127,650,347	7,898,532
Livermore-Amador Valley Transit Authority	5,211,206	322,450
Marin County Transit District	21,602,639	1,336,691
Napa County Transportation and Planning Agency	1,674,384	103,605
Peninsula Corridor Joint Powers Board	127,623,810	7,896,890
City of Petaluma	632,515	39,138
City of Rio Vista	35,498	2,196
San Francisco Bay Area Water Emergency Transportation Authority	30,770,489	1,903,964
San Mateo County Transit District	125,228,491	7,748,676
Santa Clara Valley Transportation Authority	456,606,000	28,253,091
City of Santa Rosa	2,596,440	160,658
Solano County Transit	5,606,531	346,911
County of Sonoma	3,488,169	215,835
Sonoma-Marin Area Rail Transit District	26,186,190	1,620,305
City of Union City	1,686,347	104,345
City of Vacaville	406,623	25,160
Western Contra Costa Transit Authority	7,328,372	453,453
Regional Entity Subtotals	2,888,007,161	178,699,206
Alameda County Congestion Management Agency - Corresponding to ACE*	NA	256,540
Santa Clara Valley Transportation Authority - Corresponding to ACE*	NA	198,174
Regional Entity Totals	2,888,007,161	179,153,920
<b>Sacramento Area Council of Governments</b>		
City of Davis (Unitrans)	3,353,129	207,479
City of Elk Grove	1,680,981	104,013
City of Folsom	618,040	38,242
County of Sacramento	1,148,895	71,089
Sacramento Regional Transit System	83,685,695	5,178,161
Yolo County Transportation District	4,638,784	287,031
Yuba Sutter Transit Authority	1,412,866	87,423
Regional Entity Totals	96,538,390	5,973,438
<b>San Diego Association of Governments</b>		
North County Transit District	33,972,698	2,102,105
<b>San Diego Metropolitan Transit System</b>		
San Diego Metropolitan Transit System	35,421,645	2,191,760
San Diego Transit Corporation	55,911,739	3,459,612
San Diego Trolley, Inc.	44,677,168	2,764,458
Regional Entity Totals	136,010,552	8,415,830

\* The amounts allocated to the member agencies of Altamont Corridor Express are included with their corresponding transportation planning agency.

\*\* The amounts for Alameda-Contra Costa Transit District, San Francisco Bay Area Rapid Transit District, and the City of San Francisco are combined.



**STATE CONTROLLER'S OFFICE**  
**2018-19 STATE TRANSIT ASSISTANCE ALLOCATION ESTIMATE PUC 99314 ALLOCATION**  
**DETAIL**  
**AUGUST 1, 2018**

Regional Entity and Operator(s)	Revenue Basis	PUC 99314 Fiscal Year 2018-19 Estimate
Southern California Regional Rail Authority***		
Los Angeles County Metropolitan Transportation Authority	NA	7,173,772
Orange County Transportation Authority	NA	3,176,997
Riverside County Transportation Commission	NA	1,527,511
San Bernardino County Transportation Authority	NA	1,577,152
Ventura County Transportation Commission	NA	727,589
Regional Entity Totals	0	14,183,021
	0	(14,183,021)
Tahoe Regional Planning Agency		
Tahoe Transportation District	611,743	37,852
Alpine County Transportation Commission		
County of Alpine	6,405	397
Amador County Transportation Commission		
Amador Regional Transit System	964,773	59,697
Butte County Association of Governments		
Butte Regional Transit	1,672,658	103,498
City of Gridley - Specialized Service	19,669	1,218
Regional Entity Totals	1,692,327	104,716
Calaveras County Local Transportation Commission		
County of Calaveras	95,736	5,924
Colusa County Local Transportation Commission		
County of Colusa	134,485	8,321
Del Norte County Local Transportation Commission		
Redwood Coast Transit Authority	211,415	13,082
El Dorado County Local Transportation Commission		
El Dorado County Transit Authority	1,618,665	100,157
Fresno County Council of Governments		
City of Clovis	1,602,042	99,128
City of Fresno	22,984,844	1,422,217
Fresno County Rural Transit Agency	1,469,792	90,945
Regional Entity Totals	26,056,678	1,612,290
Glenn County Local Transportation Commission		
County of Glenn Transit Service	101,636	6,289
Humboldt County Association of Governments		
City of Arcata	245,498	15,191
City of Blue Lake	0	0
City of Eureka	668,155	41,343
City of Fortuna - Specialized Service	26,278	1,626
Humboldt Transit Authority	3,001,863	185,744
Regional Entity Totals	3,941,794	243,904

\*\*\* The amounts allocated to the member agencies of Southern California Regional Rail Authority are included with their corresponding transportation planning agency.

**STATE CONTROLLER'S OFFICE**  
**2018-19 STATE TRANSIT ASSISTANCE ALLOCATION ESTIMATE PUC 99314 ALLOCATION**  
**DETAIL**  
**AUGUST 1, 2018**

Regional Entity and Operator(s)	Revenue Basis	PUC 99314 Fiscal Year 2018-19 Estimate
Imperial County Transportation Commission		
Imperial County Transportation Commission	2,742,059	169,668
Quechan Indian Tribe	37,678	2,331
Regional Entity Totals	2,779,737	171,999
Inyo County Local Transportation Commission	None	None
Kern Council of Governments		
City of Arvin	54,160	3,351
City of California City	22,791	1,411
City of Delano	171,562	10,616
Golden Empire Transit District	5,216,607	322,784
County of Kern	1,265,929	78,331
City of McFarland	16,480	1,021
City of Ridgecrest	372,125	23,026
City of Shafter	57,040	3,529
City of Taft	354,385	21,928
City of Tehachapi	23,960	1,484
City of Wasco	141,482	8,754
Regional Entity Totals	7,696,521	476,235
Kings County Association of Governments		
City of Corcoran	90,008	5,569
Kings County Area Public Transit Agency	843,214	52,175
Regional Entity Totals	933,222	57,744
Lake County/City Council of Governments		
Lake Transit Authority	543,639	33,638
Lassen County Local Transportation Commission		
County of Lassen	165,544	10,243
Los Angeles County Metropolitan Transportation Authority		
Antelope Valley Transit Authority	17,661,942	1,092,856
City of Arcadia	1,503,070	93,004
City of Claremont	536,755	33,212
City of Commerce	2,257,290	139,673
City of Culver City	12,371,573	765,507
Foothill Transit Zone	58,142,008	3,597,613
City of Gardena	13,126,661	812,229
City of La Mirada	731,706	45,275
Long Beach Public Transportation Company	53,395,698	3,303,928
City of Los Angeles	86,605,504	5,358,828
County of Los Angeles	25,318,527	1,566,617
Los Angeles County Metropolitan Transportation Authority	1,284,967,738	79,509,053
City of Montebello	17,241,955	1,066,868
City of Norwalk	7,822,560	484,031
City of Redondo Beach	2,677,120	165,650
City of Santa Clarita	19,254,675	1,191,408
City of Santa Monica	45,735,978	2,829,973
Southern California Regional Rail Authority***	229,215,711	NA
City of Torrance	3,003,977	185,875
Regional Entity Subtotals	1,881,570,448	102,241,600
Los Angeles County Metropolitan Transportation Authority - Corresponding to SCRRA***	NA	7,173,772
Regional Entity Totals	1,881,570,448	109,415,372

\*\*\* The amounts allocated to the member agencies of Southern California Regional Rail Authority are included with their corresponding transportation planning agency.

**STATE CONTROLLER'S OFFICE**  
**2018-19 STATE TRANSIT ASSISTANCE ALLOCATION ESTIMATE PUC 99314 ALLOCATION**  
**DETAIL**  
**AUGUST 1, 2018**

Regional Entity and Operator(s)	Revenue Basis	PUC 99314 Fiscal Year 2018-19 Estimate
Madera County Local Transportation Commission		
City of Chowchilla	29,015	1,795
City of Madera	107,090	6,626
County of Madera	35,527	2,198
Regional Entity Totals	171,632	10,619
Mariposa County Local Transportation Commission		
County of Mariposa	78,847	4,879
Mendocino Council of Governments		
Mendocino Transit Authority	1,106,473	68,464
Merced County Association of Governments		
Transit Joint Powers Authority of Merced County	1,601,512	99,096
Yosemite Area Regional Transportation System (YARTS)	650,442	40,247
Regional Entity Totals	2,251,954	139,343
Modoc County Local Transportation Commission		
Modoc Transportation Agency - Specialized Service	121,702	7,530
Mono County Local Transportation Commission		
Eastern Sierra Transit Authority	2,704,577	167,349
Transportation Agency for Monterey County		
Monterey-Salinas Transit	19,659,094	1,216,432
Nevada County Local Transportation Commission		
County of Nevada	442,738	27,395
City of Truckee	175,020	10,830
Regional Entity Totals	617,758	38,225
Orange County Transportation Authority		
City of Laguna Beach	1,506,307	93,205
Orange County Transportation Authority	83,246,339	5,150,976
Regional Entity Subtotals	84,752,646	5,244,181
Orange County Transportation Authority - Corresponding to SCRRA***	NA	3,176,997
Regional Entity Totals	84,752,646	8,421,178
Placer County Transportation Planning Agency		
City of Auburn	67,408	4,171
County of Placer	6,410,020	396,628
City of Roseville	1,304,523	80,719
Regional Entity Totals	7,781,951	481,518
Plumas County Local Transportation Commission		
County of Plumas	106,864	6,612
County Service Area 12 - Specialized Service	82,081	5,079
Regional Entity Totals	188,945	11,691

\*\*\* The amounts allocated to the member agencies of Southern California Regional Rail Authority are included with their corresponding transportation planning agency.

**STATE CONTROLLER'S OFFICE**  
**2018-19 STATE TRANSIT ASSISTANCE ALLOCATION ESTIMATE PUC 99314 ALLOCATION**  
**DETAIL**  
**AUGUST 1, 2018**

Regional Entity and Operator(s)	Revenue Basis	PUC 99314 Fiscal Year 2018-19 Estimate
Riverside County Transportation Commission		
City of Banning	156,338	9,674
City of Beaumont	224,665	13,901
City of Corona	450,444	27,872
Palo Verde Valley Transit Agency	132,998	8,229
City of Riverside - Specialized Service	359,643	22,253
Riverside Transit Agency	15,107,301	934,784
Sunline Transit Agency	11,791,965	729,643
Regional Entity Subtotals	28,223,354	1,746,356
Riverside County Transportation Commission - Corresponding to SCRRRA***	NA	1,527,511
Regional Entity Totals	28,223,354	3,273,867
Council of San Benito County Governments		
San Benito County Local Transportation Authority	159,244	9,853
San Bernardino County Transportation Authority		
Morongo Basin Transit Authority	952,534	58,939
Mountain Area Regional Transit Authority	550,923	34,089
City of Needles	63,807	3,948
Omnitrans	21,459,134	1,327,812
Victor Valley Transit Authority	6,036,365	373,508
Regional Entity Subtotals	29,062,763	1,798,296
San Bernardino County Transportation Authority - Corresponding to SCRRRA***	NA	1,577,152
Regional Entity Totals	29,062,763	3,375,448
San Joaquin Council of Governments		
Altamont Corridor Express *	21,936,599	NA
City of Escalon	52,421	3,244
City of Lodi	388,883	24,063
City of Manteca	117,760	7,287
City of Ripon	33,226	2,056
San Joaquin Joint Powers Authority	4,429	275
San Joaquin Regional Transit District	9,249,774	572,342
City of Tracy	161,209	9,975
Regional Entity Subtotals	31,944,301	619,242
San Joaquin Regional Rail Commission - Corresponding to ACE*	NA	902,642
Regional Entity Totals	31,944,301	1,521,884
San Luis Obispo Area Council of Governments		
City of Arroyo Grande - Specialized Service	0	0
City of Atascadero	42,800	2,648
City of Morro Bay	48,809	3,020
City of Pismo Beach - Specialized Service	0	0
City of San Luis Obispo Transit	721,384	44,637
San Luis Obispo Regional Transit Authority	1,358,259	84,044
South County Area Transit	150,950	9,340
Regional Entity Totals	2,322,202	143,689
Santa Barbara County Association of Governments		
City of Guadalupe	76,566	4,738
City of Lompoc	1,982,484	122,669
County of Santa Barbara	3,108	193
Santa Barbara Metropolitan Transit District	12,667,672	783,829
City of Santa Maria	843,464	52,190
City of Solvang	97,875	6,056
Regional Entity Totals	15,671,169	969,675

\* The amounts allocated to the member agencies of Altamont Corridor Express are included with their corresponding transportation planning agency.

\*\*\* The amounts allocated to the member agencies of Southern California Regional Rail Authority are included with their corresponding transportation planning agency.

**STATE CONTROLLER'S OFFICE**  
**2018-19 STATE TRANSIT ASSISTANCE ALLOCATION ESTIMATE PUC 99314 ALLOCATION**  
**DETAIL**  
**AUGUST 1, 2018**

Regional Entity and Operator(s)	Revenue Basis	PUC 99314 Fiscal Year 2018-19 Estimate
Santa Cruz County Transportation Commission Santa Cruz Metropolitan Transit District	31,195,520	1,930,263
Shasta Regional Transportation Agency Redding Area Bus Authority	1,383,901	85,631
Sierra County Local Transportation Commission County of Sierra - Specialized Service	31,409	1,943
Siskiyou County Local Transportation Commission County of Siskiyou	177,193	10,964
Stanislaus Council of Governments City of Ceres	60,925	3,770
City of Modesto	3,305,086	204,507
County of Stanislaus	559,730	34,634
City of Turlock	50,729	3,139
Regional Entity Totals	3,976,470	246,050
Tehama County Transportation Commission County of Tehama	191,016	11,819
Trinity County Transportation Commission County of Trinity	84,086	5,203
Tulare County Association of Governments City of Dinuba	238,592	14,763
City of Exeter	7,279	451
City of Porterville	813,111	50,312
City of Tulare	605,494	37,466
County of Tulare	1,130,012	69,921
City of Visalia	3,997,529	247,352
City of Woodlake	16,841	1,043
Regional Entity Totals	6,808,858	421,308
Tuolumne County Transportation Council County of Tuolumne	260,809	16,138
Ventura County Transportation Commission City of Camarillo	906,471	56,089
Gold Coast Transit District	4,286,969	265,262
City of Moorpark	370,141	22,903
City of Simi Valley	541,598	33,512
City of Thousand Oaks	695,406	43,029
Regional Entity Subtotals	6,800,585	420,795
Ventura County Transportation Commission - Corresponding to SCRRA***	NA	727,589
Regional Entity Totals	6,800,585	1,148,384
STATE TOTALS	\$ 5,361,382,030	\$ 331,742,500

\*\*\* The amounts allocated to the member agencies of Southern California Regional Rail Authority are included with their corresponding transportation planning agency.



**BETTY T. YEE**  
**California State Controller**

August 1, 2018

County Auditors Responsible for State Transit Assistance funds  
Transportation Planning Agencies  
County Transportation Commissions  
San Diego Metropolitan Transit System

**SUBJECT: 2018-19 State of Good Repair Program Allocation Estimate**

Enclosed is the summary schedule for State of Good Repair (SGR) program funds available to be allocated for fiscal year (FY) 2018-19 to each Transportation Planning Agency (TPA), county transportation commission, and the San Diego Metropolitan Transit System for the purposes of Public Utilities Code (PUC) section 99312.1(c). Allocations for the SGR program are calculated pursuant to the distribution formulas in PUC sections 99313 and 99314. Also enclosed is a schedule detailing the estimated available amount calculated pursuant to PUC section 99314 for each TPA by operator.

PUC section 99313 allocations are based on the latest available annual population estimates from the Department of Finance. PUC section 99314 allocations are based on the revenue amount for each STA-eligible operator, determined from annual reports submitted to the Controller pursuant to PUC section 99243.

The estimated amount of SGR funds budgeted, according to the FY 2018-19 enacted California Budget, is \$105,000,000. Prior to receiving an apportionment of SGR program funds in a fiscal year, an agency must submit a list of projects proposed to be funded to the Department of Transportation (DOT). The DOT reports to the Controller the eligible agencies that will receive an allocation quarterly pursuant to Sections 99313 and 99314. We anticipate that the first allocation to eligible agencies will be paid by November 30, 2018. Please refer to the schedule for the amounts that relate to your agency.

Please contact Mike Silvera by telephone at (916) 323-0704 or email at [msilvera@sco.ca.gov](mailto:msilvera@sco.ca.gov) with any questions, or for additional information about this schedule. Information for the SGR program can be found at <http://www.dot.ca.gov/drrmt/spstasgr.html>.

Sincerely,

A handwritten signature in black ink, appearing to read "Evelyn Calderon-Yee", is written over the "Sincerely," text.

EVELYN CALDERON-YEE, Bureau Chief  
Bureau of Payments

Enclosures

Local Government Programs and Services Division  
MAILING ADDRESS P.O. Box 942850, Sacramento, CA 94250  
3301 C Street, Suite 700, Sacramento, CA 95816

**STATE CONTROLLER'S OFFICE**  
**2018-19 STATE OF GOOD REPAIR PROGRAM**  
**ESTIMATED AVAILABLE AMOUNT SUMMARY**  
**AUGUST 1, 2018**

Regional Entity	Estimated Available 2018-19 Amount Based on PUC 99313 Allocation	Estimated Available 2018-19 Amount Based on PUC 99314 Allocation	Total Estimated Available 2018-19 Amount Allocation
	A	B	C= (A + B)
Metropolitan Transportation Commission	\$ 10,250,287	\$ 28,352,052	\$ 38,602,339
Sacramento Area Council of Governments	2,535,655	945,328	3,480,983
San Diego Association of Governments	1,271,550	332,669	1,604,219
San Diego Metropolitan Transit System	3,129,801	1,331,850	4,461,651
Tahoe Regional Planning Agency	137,189	5,990	143,179
Alpine County Transportation Commission	1,523	64	1,587
Amador County Transportation Commission	50,237	9,447	59,684
Butte County Association of Governments	300,181	16,573	316,754
Calaveras County Local Transportation Commission	59,552	937	60,489
Colusa County Local Transportation Commission	29,142	1,317	30,459
Del Norte County Local Transportation Commission	35,898	2,070	37,968
El Dorado County Local Transportation Commission	221,027	15,850	236,877
Fresno County Council of Governments	1,328,308	255,154	1,583,462
Glenn County Local Transportation Commission	37,975	995	38,970
Humboldt County Association of Governments	179,356	38,599	217,955
Imperial County Transportation Commission	251,390	27,220	278,610
Inyo County Local Transportation Commission	24,499	0	24,499
Kern Council of Governments	1,194,547	75,366	1,269,913
Kings County Association of Governments	200,008	9,138	209,146
Lake County/City Council of Governments	85,827	5,323	91,150
Lassen County Local Transportation Commission	40,765	1,621	42,386
Los Angeles County Metropolitan Transportation Authority	13,561,918	17,315,559	30,877,477
Madera County Local Transportation Commission	209,545	1,681	211,226
Mariposa County Local Transportation Commission	23,908	772	24,680
Mendocino Council of Governments	117,765	10,835	128,600
Merced County Association of Governments	369,226	22,051	391,277
Modoc County Local Transportation Commission	12,676	1,192	13,868
Mono County Local Transportation Commission	18,228	26,484	44,712
Transportation Agency for Monterey County	584,588	192,507	777,095
Nevada County Local Transportation Commission	130,763	6,049	136,812
Orange County Transportation Authority	4,247,908	1,332,696	5,580,604
Placer County Transportation Planning Agency	403,945	76,203	480,148
Plumas County Local Transportation Commission	26,076	1,850	27,926
Riverside County Transportation Commission	3,186,099	518,107	3,704,206
Council of San Benito County Governments	75,286	1,559	76,845
San Bernardino County Transportation Authority	2,868,252	534,183	3,402,435
San Joaquin Council of Governments	1,000,612	240,846	1,241,458
San Luis Obispo Area Council of Governments	369,390	22,739	392,129
Santa Barbara County Association of Governments	598,007	153,456	751,463
Santa Cruz County Transportation Commission	365,121	305,474	670,595
Shasta Regional Transportation Agency	235,099	13,552	248,651
Sierra County Local Transportation Commission	4,230	308	4,538
Siskiyou County Local Transportation Commission	58,833	1,735	60,568
Stanislaus Council of Governments	732,743	38,939	771,682
Tehama County Transportation Commission	84,453	1,870	86,323
Trinity County Transportation Commission	17,981	823	18,804
Tulare County Association of Governments	627,518	66,675	694,193
Tuolumne County Transportation Council	72,190	2,554	74,744
Ventura County Transportation Commission	1,132,923	181,738	1,314,661
State Totals	\$ 52,500,000	\$ 52,500,000	\$ 105,000,000

**STATE CONTROLLER'S OFFICE**  
**2018-19 STATE OF GOOD REPAIR PROGRAM ESTIMATED AVAILABLE AMOUNT**  
**BASED ON PUC 99314 ALLOCATION DETAIL**  
**AUGUST 1, 2018**

Regional Entity and Operator(s)	Revenue Basis	Estimated Available 2018-19 Amount Based on PUC 99314 Allocation
<b>Altamont Corridor Express*</b>		
Alameda County Congestion Management Agency	\$ NA	\$ 40,599
Santa Clara Valley Transportation Authority	NA	31,362
San Joaquin Regional Rail Commission	NA	142,848
Regional Entity Totals	0	214,809
	0	(214,809)
<b>Metropolitan Transportation Commission</b>		
Alameda-Contra Costa Transit District, San Francisco Bay Area Rapid Transit District, and the City of San Francisco**	1,922,701,386	18,827,575
Central Contra Costa Transit Authority	11,776,890	115,322
City of Dixon	107,734	1,055
Eastern Contra Costa Transit Authority	5,512,937	53,984
City of Fairfield	3,574,163	34,999
Golden Gate Bridge Highway and Transportation District	127,650,347	1,249,984
Livermore-Amador Valley Transit Authority	5,211,206	51,029
Marin County Transit District	21,602,639	211,538
Napa County Transportation and Planning Agency	1,674,384	16,396
Peninsula Corridor Joint Powers Board	127,623,810	1,249,724
City of Petaluma	632,515	6,194
City of Rio Vista	35,498	348
San Francisco Bay Area Water Emergency Transportation Authority	30,770,489	301,312
San Mateo County Transit District	125,228,491	1,226,269
Santa Clara Valley Transportation Authority	456,606,000	4,471,201
City of Santa Rosa	2,596,440	25,425
Solano County Transit	5,606,531	54,901
County of Sonoma	3,488,169	34,157
Sonoma-Marín Area Rail Transit District	26,186,190	256,422
City of Union City	1,686,347	16,513
City of Vacaville	406,623	3,982
Western Contra Costa Transit Authority	7,328,372	71,761
Regional Entity Subtotals	2,888,007,161	28,280,091
Alameda County Congestion Management Agency - Corresponding to ACE*	NA	40,599
Santa Clara Valley Transportation Authority - Corresponding to ACE*	NA	31,362
Regional Entity Totals	2,888,007,161	28,352,052
<b>Sacramento Area Council of Governments</b>		
City of Davis (Unitrans)	3,353,129	32,835
City of Elk Grove	1,680,981	16,461
City of Folsom	618,040	6,052
County of Sacramento	1,148,895	11,250
Sacramento Regional Transit System	83,685,695	819,471
Yolo County Transportation District	4,638,784	45,424
Yuba Sutter Transit Authority	1,412,866	13,835
Regional Entity Totals	96,538,390	945,328
<b>San Diego Association of Governments</b>		
North County Transit District	33,972,698	332,669
<b>San Diego Metropolitan Transit System</b>		
San Diego Metropolitan Transit System	35,421,645	346,858
San Diego Transit Corporation	55,911,739	547,502
San Diego Trolley, Inc.	44,677,168	437,490
Regional Entity Totals	136,010,552	1,331,850

\* The amounts allocated to the member agencies of Altamont Corridor Express are included with their corresponding transportation planning agency.

\*\* The amounts for Alameda-Contra Costa Transit District, San Francisco Bay Area Rapid Transit District, and the City of San Francisco are combined.



**STATE CONTROLLER'S OFFICE**  
**2018-19 STATE OF GOOD REPAIR PROGRAM ESTIMATED AVAILABLE AMOUNT**  
**BASED ON PUC 99314 ALLOCATION DETAIL**  
**AUGUST 1, 2018**

Regional Entity and Operator(s)	Revenue Basis	Estimated Available 2018-19 Amount Based on PUC 99314 Allocation
Southern California Regional Rail Authority***		
Los Angeles County Metropolitan Transportation Authority	NA	1,135,286
Orange County Transportation Authority	NA	502,777
Riverside County Transportation Commission	NA	241,737
San Bernardino County Transportation Authority	NA	249,593
Ventura County Transportation Commission	NA	115,145
Regional Entity Totals	0	2,244,538
	0	(2,244,538)
Tahoe Regional Planning Agency		
Tahoe Transportation District	611,743	5,990
Alpine County Transportation Commission		
County of Alpine	6,405	64
Amador County Transportation Commission		
Amador Regional Transit System	964,773	9,447
Butte County Association of Governments		
Butte Regional Transit	1,672,658	16,379
City of Gridley - Specialized Service	19,669	194
Regional Entity Totals	1,692,327	16,573
Calaveras County Local Transportation Commission		
County of Calaveras	95,736	937
Colusa County Local Transportation Commission		
County of Colusa	134,485	1,317
Del Norte County Local Transportation Commission		
Redwood Coast Transit Authority	211,415	2,070
El Dorado County Local Transportation Commission		
El Dorado County Transit Authority	1,618,665	15,850
Fresno County Council of Governments		
City of Clovis	1,602,042	15,688
City of Fresno	22,984,844	225,073
Fresno County Rural Transit Agency	1,469,792	14,393
Regional Entity Totals	26,056,678	255,154
Glenn County Local Transportation Commission		
County of Glenn Transit Service	101,636	995
Humboldt County Association of Governments		
City of Arcata	245,498	2,404
City of Blue Lake	0	0
City of Eureka	668,155	6,543
City of Fortuna - Specialized Service	26,278	257
Humboldt Transit Authority	3,001,863	29,395
Regional Entity Totals	3,941,794	38,599

\*\*\* The amounts allocated to the member agencies of Southern California Regional Rail Authority are included with their corresponding transportation planning agency.

**STATE CONTROLLER'S OFFICE**  
**2018-19 STATE OF GOOD REPAIR PROGRAM ESTIMATED AVAILABLE AMOUNT**  
**BASED ON PUC 99314 ALLOCATION DETAIL**  
**AUGUST 1, 2018**

Regional Entity and Operator(s)	Revenue Basis	Estimated Available 2018-19 Amount Based on PUC 99314 Allocation
Imperial County Transportation Commission		
Imperial County Transportation Commission	2,742,059	26,851
Quechan Indian Tribe	37,678	369
Regional Entity Totals	2,779,737	27,220
Inyo County Local Transportation Commission	None	None
Kern Council of Governments		
City of Arvin	54,160	530
City of California City	22,791	223
City of Delano	171,562	1,680
Golden Empire Transit District	5,216,607	51,082
County of Kern	1,265,929	12,396
City of McFarland	16,480	162
City of Ridgecrest	372,125	3,644
City of Shafter	57,040	559
City of Taft	354,385	3,470
City of Tehachapi	23,960	235
City of Wasco	141,482	1,385
Regional Entity Totals	7,696,521	75,366
Kings County Association of Governments		
City of Corcoran	90,008	881
Kings County Area Public Transit Agency	843,214	8,257
Regional Entity Totals	933,222	9,138
Lake County/City Council of Governments		
Lake Transit Authority	543,639	5,323
Lassen County Local Transportation Commission		
County of Lassen	165,544	1,621
Los Angeles County Metropolitan Transportation Authority		
Antelope Valley Transit Authority	17,661,942	172,950
City of Arcadia	1,503,070	14,718
City of Claremont	536,755	5,256
City of Commerce	2,257,290	22,104
City of Culver City	12,371,573	121,146
Foothill Transit Zone	58,142,008	569,341
City of Gardena	13,126,661	128,540
City of La Mirada	731,706	7,165
Long Beach Public Transportation Company	53,395,698	522,864
City of Los Angeles	86,605,504	848,063
County of Los Angeles	25,318,527	247,925
Los Angeles County Metropolitan Transportation Authority	1,284,967,738	12,582,727
City of Montebello	17,241,955	168,838
City of Norwalk	7,822,560	76,600
City of Redondo Beach	2,677,120	26,215
City of Santa Clarita	19,254,675	188,547
City of Santa Monica	45,735,978	447,858
Southern California Regional Rail Authority***	229,215,711	NA
City of Torrance	3,003,977	29,416
Regional Entity Subtotals	1,881,570,448	16,180,273
Los Angeles County Metropolitan Transportation Authority - Corresponding to SCRRA***	NA	1,135,286
Regional Entity Totals	1,881,570,448	17,315,559

\*\*\* The amounts allocated to the member agencies of Southern California Regional Rail Authority are included with their corresponding transportation planning agency.

**STATE CONTROLLER'S OFFICE**  
**2018-19 STATE OF GOOD REPAIR PROGRAM ESTIMATED AVAILABLE AMOUNT**  
**BASED ON PUC 99314 ALLOCATION DETAIL**  
**AUGUST 1, 2018**

Regional Entity and Operator(s)	Revenue Basis	Estimated Available 2018-19 Amount Based on PUC 99314 Allocation
Madera County Local Transportation Commission		
City of Chowchilla	29,015	284
City of Madera	107,090	1,049
County of Madera	35,527	348
Regional Entity Totals	171,632	1,681
Mariposa County Local Transportation Commission		
County of Mariposa	78,847	772
Mendocino Council of Governments		
Mendocino Transit Authority	1,106,473	10,835
Merced County Association of Governments		
Transit Joint Powers Authority of Merced County	1,601,512	15,682
Yosemite Area Regional Transportation System (YARTS)	650,442	6,369
Regional Entity Totals	2,251,954	22,051
Modoc County Local Transportation Commission		
Modoc Transportation Agency - Specialized Service	121,702	1,192
Mono County Local Transportation Commission		
Eastern Sierra Transit Authority	2,704,577	26,484
Transportation Agency for Monterey County		
Monterey-Salinas Transit	19,659,094	192,507
Nevada County Local Transportation Commission		
County of Nevada	442,738	4,335
City of Truckee	175,020	1,714
Regional Entity Totals	617,758	6,049
Orange County Transportation Authority		
City of Laguna Beach	1,506,307	14,750
Orange County Transportation Authority	83,246,339	815,169
Regional Entity Subtotals	84,752,646	829,919
Orange County Transportation Authority - Corresponding to SCRRRA***	NA	502,777
Regional Entity Totals	84,752,646	1,332,696
Placer County Transportation Planning Agency		
City of Auburn	67,408	660
County of Placer	6,410,020	62,769
City of Roseville	1,304,523	12,774
Regional Entity Totals	7,781,951	76,203
Plumas County Local Transportation Commission		
County of Plumas	106,864	1,046
County Service Area 12 - Specialized Service	82,081	804
Regional Entity Totals	188,945	1,850

\*\*\* The amounts allocated to the member agencies of Southern California Regional Rail Authority are included with their corresponding transportation planning agency.

**STATE CONTROLLER'S OFFICE**  
**2018-19 STATE OF GOOD REPAIR PROGRAM ESTIMATED AVAILABLE AMOUNT**  
**BASED ON PUC 99314 ALLOCATION DETAIL**  
**AUGUST 1, 2018**

Regional Entity and Operator(s)	Revenue Basis	Estimated Available 2018-19 Amount Based on PUC 99314 Allocation
<b>Riverside County Transportation Commission</b>		
City of Banning	156,338	1,531
City of Beaumont	224,665	2,200
City of Corona	450,444	4,411
Palo Verde Valley Transit Agency	132,998	1,302
City of Riverside - Specialized Service	359,643	3,522
Riverside Transit Agency	15,107,301	147,934
Sunline Transit Agency	11,791,965	115,470
Regional Entity Subtotals	28,223,354	276,370
Riverside County Transportation Commission - Corresponding to SCRRA***	NA	241,737
Regional Entity Totals	28,223,354	518,107
<b>Council of San Benito County Governments</b>		
San Benito County Local Transportation Authority	159,244	1,559
<b>San Bernardino County Transportation Authority</b>		
Morongo Basin Transit Authority	952,534	9,327
Mountain Area Regional Transit Authority	550,923	5,395
City of Needles	63,807	625
Omnitrans	21,459,134	210,133
Victor Valley Transit Authority	6,036,365	59,110
Regional Entity Subtotals	29,062,763	284,590
San Bernardino County Transportation Authority - Corresponding to SCRRA***	NA	249,593
Regional Entity Totals	29,062,763	534,183
<b>San Joaquin Council of Governments</b>		
Altamont Corridor Express *	21,936,599	NA
City of Escalon	52,421	513
City of Lodi	388,883	3,808
City of Manteca	117,760	1,153
City of Ripon	33,226	325
San Joaquin Joint Powers Authority	4,429	44
San Joaquin Regional Transit District	9,249,774	90,576
City of Tracy	161,209	1,579
Regional Entity Subtotals	31,944,301	97,998
San Joaquin Regional Rail Commission - Corresponding to ACE*	NA	142,848
Regional Entity Totals	31,944,301	240,846
<b>San Luis Obispo Area Council of Governments</b>		
City of Arroyo Grande - Specialized Service	0	0
City of Atascadero	42,800	419
City of Morro Bay	48,809	478
City of Pismo Beach - Specialized Service	0	0
City of San Luis Obispo Transit	721,384	7,064
San Luis Obispo Regional Transit Authority	1,358,259	13,300
South County Area Transit	150,950	1,478
Regional Entity Totals	2,322,202	22,739
<b>Santa Barbara County Association of Governments</b>		
City of Guadalupe	76,566	750
City of Lompoc	1,982,484	19,413
County of Santa Barbara	3,108	31
Santa Barbara Metropolitan Transit District	12,667,672	124,045
City of Santa Maria	843,464	8,259
City of Solvang	97,875	958
Regional Entity Totals	15,671,169	153,456

\* The amounts allocated to the member agencies of Altamont Corridor Express are included with their corresponding transportation planning agency.

\*\*\* The amounts allocated to the member agencies of Southern California Regional Rail Authority are included with their corresponding transportation planning agency.

**STATE CONTROLLER'S OFFICE**  
**2018-19 STATE OF GOOD REPAIR PROGRAM ESTIMATED AVAILABLE AMOUNT**  
**BASED ON PUC 99314 ALLOCATION DETAIL**  
**AUGUST 1, 2018**

Regional Entity and Operator(s)	Revenue Basis	Estimated Available 2018-19 Amount Based on PUC 99314 Allocation
Santa Cruz County Transportation Commission Santa Cruz Metropolitan Transit District	31,195,520	305,474
Shasta Regional Transportation Agency Redding Area Bus Authority	1,383,901	13,552
Sierra County Local Transportation Commission County of Sierra - Specialized Service	31,409	308
Siskiyou County Local Transportation Commission County of Siskiyou	177,193	1,735
Stanislaus Council of Governments City of Ceres	60,925	597
City of Modesto	3,305,086	32,364
County of Stanislaus	559,730	5,481
City of Turlock	50,729	497
Regional Entity Totals	3,976,470	38,939
Tehama County Transportation Commission County of Tehama	191,016	1,870
Trinity County Transportation Commission County of Trinity	84,086	823
Tulare County Association of Governments City of Dinuba	238,592	2,336
City of Exeter	7,279	72
City of Porterville	813,111	7,962
City of Tulare	605,494	5,929
County of Tulare	1,130,012	11,065
City of Visalia	3,997,529	39,145
City of Woodlake	16,841	166
Regional Entity Totals	6,808,858	66,675
Tuolumne County Transportation Council County of Tuolumne	260,809	2,554
Ventura County Transportation Commission City of Camarillo	906,471	8,876
Gold Coast Transit District	4,286,969	41,979
City of Moorpark	370,141	3,625
City of Simi Valley	541,598	5,303
City of Thousand Oaks	695,406	6,810
Regional Entity Subtotals	6,800,585	66,593
Ventura County Transportation Commission - Corresponding to SCRRRA***	NA	115,145
Regional Entity Totals	6,800,585	181,738
STATE TOTALS	\$ 5,361,382,030	\$ 52,500,000

\*\*\* The amounts allocated to the member agencies of Southern California Regional Rail Authority are included with their corresponding transportation planning agency.



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## Agenda Item No. 8

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 20, 2018

#### SUBJECT:

TITLE VI MONITORING REPORT FOR SERVICE POLICIES

#### RECOMMENDATION:

That the Board of Directors review and approve the 2018 Title VI Monitoring Report for Service Policies (Attachment A).

#### Budget Impact

None for this action.

#### DISCUSSION:

The Federal Transit Administration (FTA) is responsible for ensuring that recipients of federal transit funds comply with Title VI, which states that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

To maintain compliance with Title VI, FTA requires transit providers such as MTS to monitor the service standards and policies established under 2012 FTA Circular 4702.1B. These standards and policies provide the framework for the monitoring and assessment of service: to compare services provided in areas with a percentage of minority population that exceeds the percentage in the overall MTS area, to services provided in areas with a percentage of minority population below the overall service area average. FTA Circular 4702.1B requires that the MTS Board of Directors review and approve the results of the monitoring program, which must take place no less frequently than every three years.



The standards that must be monitored are:

- Vehicle Load for each mode
- Vehicle Headway for each mode
- On-Time Performance for each mode
- Service Accessibility for each mode

The four service standards listed above are incorporated into MTS Board Policy 42 and presented to the Board of Directors each fall as part of the annual performance monitoring report. The metrics for each standard were approved as part of a Title VI update to Policy 42 on June 20, 2013.

The service policies that must be monitored are:

- Vehicle Assignment for each mode
- Distribution of Transit Amenities for each mode

The policies on Vehicle Assignment and Distribution of Transit Amenities are administrative policies that guide the procurement and assignment of revenue vehicles and passenger amenities. As this is the first staff monitoring report to the Board on these policies, both are attached to this agenda item (Attachments B and C). These policies were included in MTS's most recent Title VI Program update, which was approved for submittal to FTA by the Board in May 2018.

The 2018 Title VI Monitoring Report for Service Policies is presented here as Attachment A. The monitoring report and the results of this Board meeting will be included with MTS's next Title VI Program Update (due to the FTA in 2021) as evidence of the MTS Board's review and approval of the monitoring report.

The Title VI Monitoring Report for Service Policies assists MTS in complying with its policies with respect to vehicle assignment and distribution of amenities.

/s/ Sharon Cooney for  
Paul C. Jablonski  
Chief Executive Officer

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

Attachments: A. 2018 Title VI Monitoring Report for Service Policies  
B. MTS Vehicle Assignment Policy  
C. MTS Transit Amenities Policy



# **TITLE VI MONITORING REPORT FOR SERVICE POLICIES**

**Prepared by the Metropolitan Transit System**

**September 2018**



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## 1. INTRODUCTION

The San Diego Metropolitan Transit System (MTS) has conducted a Title VI analysis of its most recent Vehicle Assignment Policy and Transit Amenities Policy, as required by the Federal Transit Administration (FTA). Title VI is a Federal statute and provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The purpose of this analysis is to ensure that MTS is in compliance with Title VI requirements. MTS has followed FTA's guidelines, published in FTA Circular 4702.1B on October 1, 2012.

Per FTA Circular 4702.1B,

*"Title 49 CFR Section 21.5 states the general prohibition of discrimination on the grounds of race, color, or national origin. Section 21.5(b)(2) specifies that a recipient shall not 'utilize criteria or methods of administration which have the effect of subjecting persons to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program with respect to individuals of a particular race, color, or national origin.' Section 21.5(b)(7) requires recipients to 'take affirmative action to assure that no person is excluded from participation in or denied the benefits of the program or activity on the grounds of race, color, or national origin.' Finally, Appendix C to 49 CFR part 21 provides in Section (3)(iii) that '[n]o person or group of persons shall be discriminated against with regard to the routing, scheduling, or quality of service of transportation service furnished as a part of the project on the basis of race, color, or national origin. Frequency of service, age and quality of vehicles assigned to routes, quality of stations serving different routes, and location of routes may not be determined on the basis of race, color, or national origin.'"*

In order to ensure compliance with DOT's Title VI regulations, FTA requires transit providers to monitor the performance of their transit system relative to their system-wide service standards and service policies. Service standards are monitored annually and presented to the board in the annual performance monitoring report. This report is the monitoring of the qualitative administrative policies for placement of amenities and vehicle assignment.

## 2. BACKGROUND

### 2.1. DEFINITION OF LOW-INCOME AND MINORITY GROUPS

FTA Circular 4702.1B encourages recipients to use a locally developed threshold for low-income person that is “at least as inclusive as the HHS poverty guidelines.” In coordination with SANDAG, MTS defines a low-income person as an individual whose household income is at or below 200 percent of the poverty level as defined by the United States Census Bureau. The FTA defines minority persons as the following: American Indian and Alaska Native, Asian, African American, Hispanic or Latino, and Native Hawaiian or other Pacific Islander.

Table 1 shows the total MTS service area averages for minority and low-income populations, based on the data from the 2016 American Community Survey 5 year estimates:

**Table 1 – Service Area Averages**

<b>Population</b>	<b>Service Area Average</b>
Minority	56.8%
Low-Income	32.4%

## 3. TITLE VI METHODOLOGY

The FTA guidelines allow transit agencies to use either ridership or population as a basis to determine disparate impacts and disproportionate burdens. Whichever basis is selected should be used throughout the analysis. MTS has selected population as the basis, as ridership figures are unlinked and disproportionately favor Census block groups with transit centers.

FTA Circular 4702.1B, Appendix J, includes suggested formats in Table 5 and Figure 4 which have been used to guide the presentation of the results of this analysis as recommended by the FTA.

## 4. MONITORING OF SERVICE POLICIES

### 4.1. VEHICLE ASSIGNMENT POLICY

#### 4.1.1. BUS ASSIGNMENT POLICY

##### 4.1.1.1. BUS CATEGORIES

##### STANDARD BUS

**MTS is currently in compliance with its Vehicle Assignment Policy with respect to standard non-articulated transit buses.**

The default vehicle is the compressed natural gas (CNG) powered 40-foot transit vehicle, which is assigned out of the Imperial Avenue and Kearny Mesa Divisions as well as the South Bay and East County Maintenance Facilities for fixed-route service. Passenger amenities in this vehicle fleet are substantially similar across the entire standard bus fleet.

##### ARTICULATED BUS

**MTS is currently mostly in compliance with its Vehicle Assignment Policy with respect to articulated transit buses.**

The default articulated vehicle is a CNG-powered 60-foot bus, assigned out of the Imperial Avenue, Kearny Mesa, and South Bay Divisions for fixed-route services requiring additional passenger capacity to prevent overcrowding.

The Rapid articulated bus, featuring Rapid branding and standard passenger amenities, is used on the Rapid 215 service operating primarily along the El Cajon Boulevard corridor. MTS's Freeway Rapid articulated buses (Rapid-branded vehicles with upgraded seating) are in use on the Rapid 225 and 235 services along the Interstates 805 and 15 corridors, respectively.

Freeway Rapid articulated buses were purchased for Rapid 237 due to its long segment of freeway service. However, that route has since changed, and only a short segment of the route remains on the freeway. Additionally, the Rapid SuperLoop service had a need for higher capacity buses. Therefore, these Freeway Rapid articulated buses were largely reassigned to the Rapid SuperLoop, though it has no freeway segments. These are anticipated to be replaced with regular Rapid articulated buses when they are retired.

##### MINIBUS

**MTS is currently in compliance with its Vehicle Assignment Policy with respect to minibuses.**

MTS operates 25- to 34-foot cutaway minibuses on routes with lower passenger demand out of its Copley Place Maintenance Facility. These vehicles are currently assigned to lower-ridership services, with some serving a route all week and others serving a route on Saturday and/or Sunday, depending on historical passenger demand.

## OVER-THE-ROAD COACH

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**MTS is currently in compliance with its Vehicle Assignment Policy with respect to over-the-road coaches.**

MTS operates its fleet of 45-foot single-door highway coaches out of its East County Bus Maintenance Facility in service on Rapid Express routes only.

## ADA PARATRANSIT MINIBUS

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**MTS is currently in compliance with its Vehicle Assignment Policy with respect to ADA paratransit minibuses.**

MTS operates its Type II cutaway minibus fleet out of its Copley Place Maintenance Facility exclusively for Americans with Disabilities Act paratransit services.

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### 4.1.1.2. BUS DIVISIONS

**All MTS buses are assigned to the agency's respective operating divisions as stated in the Vehicle Assignment Policy.**

All MTS buses are operated out of the Imperial Avenue Division, the Kearny Mesa Division, the South Bay Maintenance Facility, the East County Bus Maintenance Facility, or the Copley Place Maintenance Facility.

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### 4.1.1.3. BUS VEHICLE AMENITIES

MTS's compliance with its bus amenities list currently varies:

- Alternative Fuel-Powered: Standard Bus, Articulated Bus, Minibus. ***Partially compliant.***
  - o The current MTS standard bus and articulated bus fleet is powered by CNG, while the MTS minibus and paratransit bus fleet are powered by propane. The MTS over-the-road coach fleet continues to be powered by diesel fuel. MTS intends to exclusively purchase alternative fuel, hybrid electric, or zero-emission buses to replace its diesel-powered buses as they reach the end of their useful service lives as stated in Section 2.7 of the Vehicle Assignment Policy.
- Air Conditioning: All buses. ***Fully compliant.***
  - o All MTS buses are equipped with air conditioning.
- Lift for Accessibility: Minibus, Over-the-Road Coach. ***Fully compliant.***
  - o All MTS minibuses and over-the-road coaches are equipped with wheelchair lifts per the Americans with Disabilities Act of 1990. Two remaining MTS standard buses with high-floor designs also feature wheelchair lifts; however, these vehicles are due for replacement in FY 2016.

- Ramp for Accessibility: Standard Bus, Articulated Bus. **Fully compliant.**
  - o All MTS standard and articulated buses are considered low-floor and are equipped with deployable ramps for wheelchair access per the Americans with Disabilities Act of 1990.
- Wheelchair Tie-Down Locations (minimum two positions): All buses. **Fully compliant.**
  - o All MTS buses are equipped with at least two wheelchair tie-down locations.
- Bicycle Rack (minimum two positions): Standard Buses, Articulated Buses, Minibuses. **Fully compliant.**
  - o All MTS standard buses, articulated buses, and minibuses operated in standard fixed-route service are equipped with a front-mounted two-position bicycle rack. MTS's ADA Paratransit Minibus fleet is not equipped with bicycle racks.
- Bicycle Underfloor Storage: Over-the-Road Coaches. **Fully compliant.**
  - o All MTS over-the-road coaches are equipped with underfloor bicycle storage provisions.
- Seating: Shell Seats with Fabric Inserts: Standard Bus, Articulated Bus. **Fully compliant.**
  - o All MTS standard buses and most MTS articulated buses are equipped with shell-style seats with fabric inserts. TransNet-funded Rapid Freeway articulated buses are equipped with upgraded padded seating.
- Seating: Standard Transit Padded Seating: Minibus. **Fully compliant.**
  - o All MTS minibuses are equipped with standard transit padded seating.
- Seating: Upgraded High-Back Seats: Articulated Bus, Over-the-Road Coaches. **Fully compliant.**
  - o All MTS over-the-road coaches are equipped with upgraded high-back padded seats, with a similar specification of seat installed on the TransNet-funded Rapid Freeway articulated bus fleet.

#### 4.1.1.4. BUS ASSIGNMENTS BY ROUTE

MTS is fully compliant with its Vehicle Assignment Policy with respect to bus assignment by route. TransNet-funded services are assigned a TransNet-funded bus as standard practice, with Rapid services assigned a Rapid-branded bus. Standard fixed-route services are allocated vehicles based on passenger load considerations given the assigned service frequency, with routes exhibiting the above-average passenger loads assigned articulated buses, routes exhibiting average passenger loads assigned standard buses, and routes exhibiting below-average passenger loads assigned minibuses.

MTS does not allocate buses to routes based on any other factor, with all routes receiving buses of any age with equal consideration based on availability.

#### 4.1.1.5. ROUTE ASSIGNMENTS BY DIVISION

MTS is fully compliant with its Vehicle Assignment Policy with respect to route assignments by division.

Routes are assigned to each division based on the number and types of buses available, proximity to the service, and opportunities to complement other nearby routes for efficiency, interlining, driver familiarity, supervision, and incident response.

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#### 4.1.1.6. BUS ASSIGNMENTS BY DIVISION

**MTS is fully compliant with its Vehicle Assignment Policy with respect to bus assignments by division.** Every division operating fixed-route service using standard and articulated buses receive new vehicles with equal preference.

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#### 4.1.1.7. FUTURE BUS PROCUREMENTS

**MTS is fully compliant with its Vehicle Assignment Policy with respect to future bus procurement.** All bus procurement contracts valid at present are for the future purchase of low-floor, CNG-powered standard and articulated buses. No other vehicle procurement contracts are open at this time, but MTS does regularly purchase ADA minibuses that comply with the Vehicle Assignment Policy.

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## 4.1.2. RAIL ASSIGNMENT POLICY

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### 4.1.2.1. TROLLEY CAR CATEGORIES

The active MTS rail vehicle fleet is fully consistent with the descriptions in the Vehicle Assignment Policy.

#### HIGH-FLOOR CARS

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Siemens SD100 cars with high floors, steps inside the car to access 0"-8" station platform, wheelchair and bike space at the ends of each car, and a wheelchair lift next to the driver compartment in the lead car. These cars have a flip seat that allows space for three wheelchairs. These 52 cars were manufactured in 1995. Passenger amenities are identical on the fleet.

#### LOW-FLOOR CARS

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Siemens S70 and S70US cars are designed with 70% low floors, inside steps only up to seating areas at far ends of the car, wheelchair and bike space in the middle of the car, and passenger-activated ramps at two of four doors of each car. Cars were manufactured between 2005 and 2014. Passenger amenities are nearly identical for both models and vintages.

#### VINTAGE CARS

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MTS deploys two vintage Presidents Conference Car (PCC) cars on the Silver Line in Downtown San Diego. These are high-floor vehicles with a wheelchair ramp and a high-density forward-facing seating arrangement.

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### 4.1.2.2. RAIL DIVISIONS

All MTS rail vehicles are assigned to the agency's single rail operating division at 1341 Commercial Street in San Diego.

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### 4.1.2.3. RAIL VEHICLE AMENITIES

MTS is in full compliance with each aspect of its rail vehicle amenities policy:

- Air Conditioning: Low-Floor, High-Floor. **Fully compliant.**
  - o All modern low-floor and high-floor MTS rail cars are equipped with air conditioning. The MTS vintage car fleet does not feature air conditioning.
- Lift for Accessibility: High-Floor, Vintage. **Fully compliant.**
  - o All MTS high-floor and vintage cars are equipped with wheelchair lifts for access per the Americans with Disabilities Act of 1990.
- Ramps for Accessibility: Low-Floor. **Fully compliant.**
  - o All MTS low-floor cars are equipped with deployable ramps for wheelchair access per the Americans with Disabilities Act of 1990.
- Wheelchair Spaces: All rail vehicles. **Fully compliant.**
  - o All MTS rail vehicles are equipped with designated space for wheelchairs. The vintage rail vehicle fleet has space for one wheelchair passenger, the high-floor rail vehicle fleet has space



for three, and the low-floor rail vehicle fleet does not have restrictions on the number of wheelchairs allowed on each car.

- Bicycle Spaces: Low-Floor, High-Floor. **Fully compliant.**
  - o MTS's modern low-floor and high-floor rail cars permit two bicycles each per agency policy. MTS does not permit bicycles on its vintage rail vehicle fleet.
- Seating: Shell Seats with Fabric Inserts: Low-Floor. **Fully compliant.**
  - o All MTS low-floor rail cars are equipped with shell-style seats with fabric inserts.
- Seating: Standard Transit Padded Seating: High-Floor, Vintage. **Fully compliant.**
  - o All MTS high-floor and vintage rail cars are equipped with standard transit padded seating.

#### 4.1.2.4. TROLLEY ASSIGNMENTS BY LINE

**MTS is fully compliant with its Vehicle Assignment Policy with respect to Trolley car assignment by line.** All Trolley stations have a minimum 8-inch platform height to permit the use of low-floor rail cars throughout the Trolley network. MTS does not always operate complete low-floor trolley consists due to limitations in the number of available rail cars at the present time, and instead typically operates mixed three-car consists featuring two low-floor rail cars and one high-floor rail car in standard service, with some tripper and special event service trips receiving all high-floor consists as necessary to provide sufficient capacity.

Vintage rail cars are only in use on the special supplemental Silver Line service in Downtown San Diego due to capacity and access constraints. All stations served by the Silver Line also receive regular service from either the Blue, Orange, or Green lines.

#### 4.1.2.5. FUTURE RAIL PROCUREMENTS

**MTS is fully compliant with its Vehicle Assignment Policy with respect to future rail vehicle procurement.** MTS has a current order for 45 additional Siemens S70US Trolley cars that will be fully compliant with all aspects of the Vehicle Assignment Policy, including accessibility, air conditioning, and seating. These cars will be used to supplement the current fleet for added frequency, and to operate the Mid-Coast extension opening in 2021.

## 4.2. TRANSIT AMENITIES POLICY

MTS's Transit Amenities Policy guides the provision of benches, shelters, passenger information displays, elevators and escalators, trash cans, restrooms, and ticket vending machines at both Trolley stations and bus stops. The Transit Amenities Policy prioritizes the provision of passenger amenities based on the number of rider boardings by stop, illustrated in maps in Section 4.2.1.8. These maps show the Top 500 bus stops based on passenger boardings in FY2018. Where discrepancies exist with respect to passenger boardings and amenities provided, the Transit Amenities Policy will guide MTS in prioritizing placement of new amenities in areas with high levels of passenger boardings. For example, MTS has improved stops as part of its Capital Improvement Plan for to enable the future installation of new passenger amenities.

### 4.2.1. BUS STOP AMENITIES

**MTS's current distribution of bus stop amenities is consistent with its Transit Amenities Policy.**

The installation of bus stop amenities is prioritized based on the number of passenger boardings at stops and stations along those routes. This prioritization can be adjusted by site constraints which may prevent installation of an amenity. MTS also works with local communities to ensure that installed amenities are an asset rather than nuisance, and may adjust siting and installations on a case-by-case basis accordingly.

MTS has entered into a number of Memoranda of Understanding (MOU) with its constituent cities on the provision of amenities at MTS bus stops. Cities that have entered into an MOU with MTS have provided MTS with the ability to install and maintain amenities such as benches and shelters at bus stops within their respective jurisdictions. As of August 2018, MTS only has an active MOU for shelters with the City of San Diego and active MOUs for benches with the Cities of National City and San Diego. In cities with active MOUs, MTS takes primary responsibility for installing and maintaining bus passenger amenities, although outside parties may provide amenities on a case-by-case basis. The Cities of Chula Vista, Coronado, El Cajon, Imperial Beach, La Mesa, Lemon Grove, National City, Poway, and Santee are currently responsible for their own improvements and amenities. While these are included in MTS's inventory for the purpose of monitoring the amenities, MTS does not have direct control over their placement or installation.

Stops within cities that have not entered into MOUs with MTS are shown in the amenities maps in Section 4.2.1.8 in a lighter shade than those stops under direct MTS control.

#### 4.2.1.1. SEATING

MTS provides four types of seating at bus stops:

**Stand-alone benches:** MTS maintains a contract with a vendor to install benches at bus stop locations, based on passenger volume or upon request. Space constraints on city sidewalks often limit the ability to install a bench. Some cities in MTS' service area install their own bus stop benches; While MTS works closely with the local jurisdictions, MTS does not have the ultimate authority over the placement, design, or location of these benches.

**Shelter benches:** MTS maintains a contract with a vendor to install shelters and benches at bus stop locations. Typically a bench is installed at each shelter location, but MTS occasionally omits or removes the bench when

working with local communities to resolve loitering issues, or to increase circulation and queuing space for passengers.

**Rapid/TransNet station benches:** MTS maintains benches at Rapid bus stops/stations with TransNet reimbursement for operating expenses.

**Transit Center benches:** off-street transit centers maintained by MTS and shared with Trolley service have benches located at or near the bus stops for use by bus passengers.

Outside entities such as nearby institutions, cities, business improvement districts, and adjacent property owners sometimes install their own furniture at or near bus stops. MTS maintains some control of the immediate bus stop area for safety and ADA compliance, but the local jurisdiction has the ultimate authority over furniture placed within its right-of-way.

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#### 4.2.1.2. SHELTERS

MTS provides three kinds of shelters at its bus stops:

**Stand-alone shelters:** MTS maintains a contract with a vendor to install shelters at bus stop locations, based primarily on passenger volume. Potential locations require sufficient space for the shelter and suitable electrical conditions (nearby power source and ability to ground the equipment). New MTS shelters have solar capabilities for appropriate sites. Space constraints on city sidewalks often limit the ability to install a shelter. MTS offers two lengths of the stand-alone shelter to accommodate smaller spaces where possible, or to provide more shelter area at busier stops, space permitting.

**Rapid/TransNet station shelters:** MTS maintains shelters at Rapid bus stops/stations with TransNet reimbursement for operating expenses.

**Transit Center shelters:** off-street transit centers maintained by MTS and shared with Trolley service have shelters located at or near the bus stops for use by bus passengers.

Some cities in MTS' service area install their own bus stop shelters; While MTS works closely with the local jurisdictions, MTS does not have the ultimate authority over the placement, design, or location of these shelters. Other outside entities, such as nearby institutions, business improvement districts, and adjacent property owners, sometimes install their own furniture at or near bus stops. MTS maintains some control of the immediate bus stop area for safety and ADA compliance, but the local jurisdiction has the ultimate authority over furniture placed within its right-of-way.

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#### 4.2.1.3. PASSENGER INFORMATION

**Static Displays:** Each bus stop blade includes the following information: MTS logo, bus icon, list of routes serving the stop, and the individual stop number, allowing passengers to access stop-specific information on the internet or via smartphone. Blades installed at transit centers, major transfer points, and significant destinations include larger route decals with each route's destination also provided.

Bus stop pole displays showing the schedule for the route(s) serving the stop are installed at transit centers, major transfer points, significant destinations, and locations with high numbers of boardings.

Information kiosks are installed at off-street transit centers, selected busy on-street transfer locations, and along Broadway in Downtown San Diego. The information provided is customized to the location, but may include routes and destinations, fare information, local area maps, route maps, and “How to Ride” information.

Most shelters provided and serviced by MTS’ vendor include an information panel for a schedule, route map, or other information, depending on the service and location.

**Electronic Displays:** “Next-arrival” displays are provided at most Rapid bus stops/stations with TransNet reimbursement for operating expenses. These are installed as part of the capital project, and maintained through the operating agreement with SANDAG.

Next-arrival signs were also installed in a few other transit center locations as part of a pilot to test the technology; the functionality of these signs is maintained, but there are no plans to expand the program at this time.

#### 4.2.1.4. ELEVATORS/ESCALATORS

**Elevators:** Provided only at locations where a fixed ramp could not meet Americans with Disabilities Act (ADA) requirements. Currently, the only bus stop locations with an MTS-owned elevator not also served by Trolley are: the parking structure at the Sabre Springs/Peñasquitos Transit Station (2 elevators), the Boulevard Transit Plaza (4 elevators total), and the City Heights Transit Plaza (4 elevators total).

**Escalators:** There are no escalators at any bus-only location.

#### 4.2.1.5. TRASH CANS

MTS provides for trash cans at the following bus stop locations:

- Transit centers served by both buses and Trolleys
- Rapid stations with TransNet reimbursement for operating expenses
- MTS-contracted bus shelter locations

At all other locations, trash cans (if provided) are installed, serviced, and controlled by an outside entity, typically a city, business improvement district, or adjacent property owner.

#### 4.2.1.6. RESTROOMS

Only three locations have MTS-owned restrooms available for passenger use:

- 12th & Imperial Transit Center
- Old Town Transit Center
- El Cajon Transit Center

All three locations have an outside vendor that maintains the restroom and controls access. Other bus stops have nearby restrooms that can be used by passengers, but MTS does not reimburse the owner nor have any control over access.

MTS provides secured restrooms for employees only at various bus route terminal locations. At some bus route terminals, MTS has an agreement with a nearby business to allow drivers (not passengers) to use their restroom.

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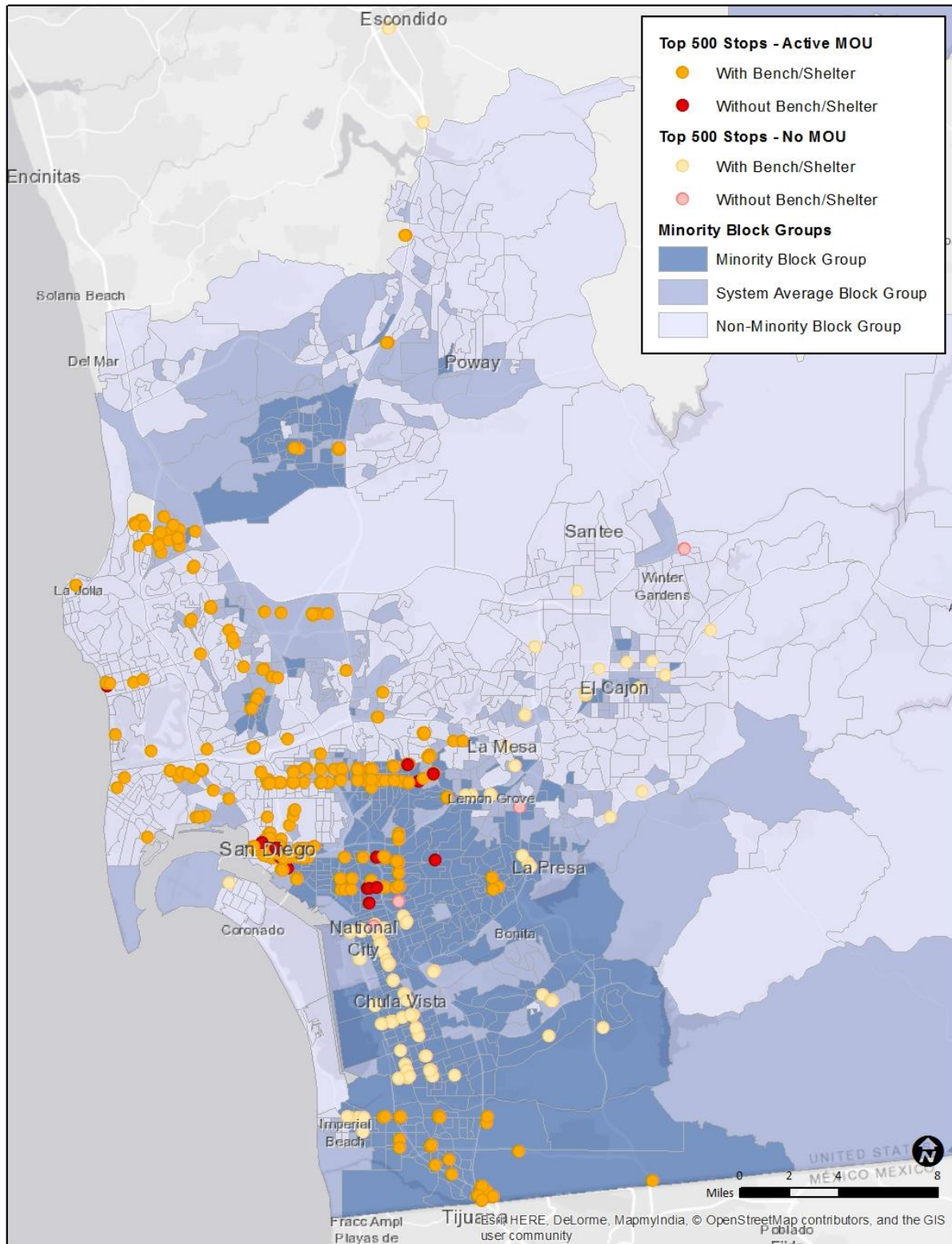
#### 4.2.1.7. TICKET VENDING MACHINES

Ticket vending machines (TVMs) are only provided at three locations served by buses apart from Trolley stations: San Diego International Airport (Terminals 1 & 2), Virginia Avenue Transit Center at the San Ysidro International Border, and (beginning in 2019) the Otay Mesa Transit Center (at the Otay Mesa International Border). These locations have TVMs due to the high volume of cash-paying passengers, to reduce dwell times for buses. MTS' future fare system procurement may allow for simpler TVMs that can be deployed at more bus stop locations.

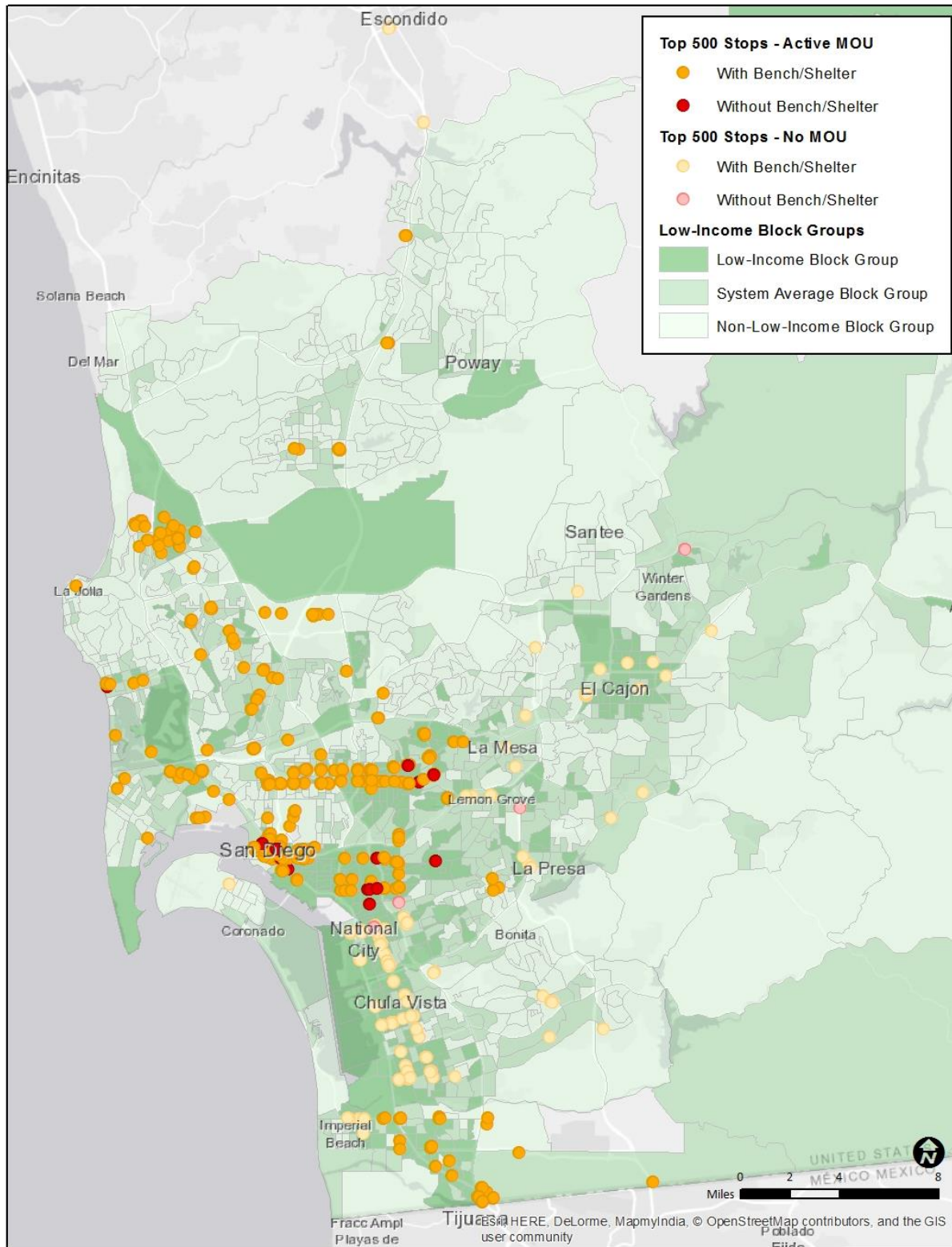
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#### 4.2.1.8. AMENITY DISTRIBUTION MAPS

The overlay maps below show the locations of amenities, namely benches and shelters, provided at the top 500 MTS bus stops by passenger boardings relative to the locations of minority and non-minority populations as well as low-income and non-low income populations. Such a map is one way to demonstrate how amenities are distributed across the transit system.









## 4.2.2. RAIL STATION AMENITIES

**MTS's current distribution of rail station amenities is consistent with its Transit Amenities Policy.**

Trolley station amenities, except where noted below, are generally standardized at all Trolley stations throughout the Trolley network. This standardization ensures equal distribution to all users, regardless of the location of the station. Quantities and siting of amenities are dependent on level of boardings and site-specific conditions.

### 4.2.2.1. SEATING

MTS provides seating at all Trolley stations. Quantity and placement of benches is dependent on location, number of boardings, and station design and layout.

### 4.2.2.2. SHELTERS

MTS provides two kinds of shelters at its Trolley stations:

**Large canopies:** Most Trolley stations have one large canopy, located on the platform with the most open area.

**Small canopies:** Most Trolley stations have one or more small canopies, located on the narrower platform.

### 4.2.2.3. PASSENGER INFORMATION

**Static Displays:** Each Trolley platform includes signage along its length indicating the station name, line of service, and terminal destination. Information kiosks are installed on the platforms of all Trolley stations. The information provided includes Trolley schedules, fare information, local area maps, and "How to Ride" information. Bus transfer information is also included at busy transfer centers with bus service.

**Electronic Displays:** "Next-arrival" displays are provided above all Trolley platforms, indicating the line of service and the estimated time of arrival for subsequent trains.

### 4.2.2.4. ELEVATORS/ESCALATORS

**Elevators:** Provided only at locations where a fixed ramp could not meet Americans with Disabilities Act (ADA) requirements. Currently, MTS provides and maintains elevators at the following Trolley stations: Fashion Valley Transit Center, Qualcomm Stadium, Grantville Trolley Station, SDSU Transit Center, and Grossmont Transit Center. Several stations on the future Mid-Coast light rail extension will include elevators due to the elevated guideway and stations.

**Escalators:** The only MTS stop/station with escalators is the SDSU Transit Station, where peak volumes would exceed the capacity of the elevators. No other escalators are planned for the system at this time.

### 4.2.2.5. TRASH CANS

MTS installs and services trash cans at all Trolley stations.



# VEHICLE ASSIGNMENT POLICY • 2018



SAN DIEGO METROPOLITAN TRANSIT SYSTEM

SAN DIEGO METROPOLITAN TRANSIT SYSTEM

Subject: VEHICLE ASSIGNMENT POLICY

Effective Date: July 1, 2018

Promulgated this 1st day of July 2018.

SAN DIEGO METROPOLITAN  
TRANSIT SYSTEM



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Paul Jablonski  
Chief Executive Officer



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Approved as to form:  
General Counsel

## 1.0 Introduction

The Metropolitan Transit System (MTS) is the provider of public fixed-route bus and light rail transit services in the southern and eastern portions of San Diego County. MTS' area of jurisdiction is approximately 570 square miles of the **urbanized** areas of San Diego County, plus the rural areas of East County. Our total service area is 3,240 square miles, serving a population of nearly 3 million.

MTS can trace its roots back to 1886, when private companies began providing various rail transit services in San Diego. The current organization was created by the passage of California Senate Bill 101 and came into existence in January 1976 as the Metropolitan Transit Development Board (MTDB). In 2002, Senate Bill 1703 merged MTDB's long-range planning, financial programming, project development and construction functions into the regional metropolitan planning organization, the San Diego Association of Governments (SANDAG). In 2005, MTDB changed its name to MTS.

MTS directly or through private contractors operates 95 fixed bus routes, 4 light rail lines, and an Americans with Disabilities Act complementary paratransit service. All services are coordinated by MTS, which determines the routes, stops, frequencies and hours of operation. Light rail infrastructure includes 54 stations and 102.6 miles of rail. Various modes of bus routes are operated, including local, urban, express, Rapid, Rapid Express, and rural services.

Federal Transit Administration Circular FTA C 4702.1B requires that operators receiving federal financial assistance have policies ensuring the equitable distribution of vehicles and amenities as part of their compliance with Title VI of the Civil Rights Act of 1964. This document provides the policy guidelines for the distribution and operation of MTS vehicles throughout the MTS service area. It has also been distributed to MTS' outside contractors that provide transit services.

## 2.0 Buses

MTS bus services board approximately 51 million passengers per year, 170,000 on an average weekday. The fleet consists of approximately 800 buses operating on 95 fixed-routes and paratransit service. Modes operated include motorbus, commuter bus, and demand response. Approximately half of the service is directly operated by MTS employees, the remaining half is operated by private contractors using buses provided by MTS and operating from divisions owned by MTS.

### 2.1 Bus Categories

- 2.1.A **Standard Bus:** Medium or Heavy-Duty urban transit buses manufactured by New Flyer, Gillig, etc. Passenger amenities are common throughout the fleet, with only minor year-to-year variations. All standard buses are powered by Compressed Natural Gas (CNG).

- 2.1.A.1 **Standard MTS:** The largest segment of MTS' fixed-route fleet. Buses are 32' or 40' long, with the shorter buses assigned to routes with lower ridership or operating in areas where a 40' bus is challenging.



Seating is a standard transit shell seat product with fabric inserts.

- 2.1.A.2 **Standard Rapid:** The Standard Rapid bus differs from the Standard MTS bus by exterior branding and installation of Transit Signal Priority (TSP) transmitters. All other features and amenities are the same.



- 2.1.B Articulated Bus: Articulated transit buses are 60' long and manufactured by New Flyer, NABI, etc. There are three distinct fleets, all CNG-powered:

- 2.1.B.1 **Urban:** MTS branded with passenger amenities similar to MTS standard buses. These are assigned to higher volume routes that require additional capacity when added frequency isn't practical, feasible, or cost-effective.



- 2.1.B.2 **Rapid:** Branded for Rapid service with passenger amenities similar to MTS standard buses. These are assigned to TransNet-funded Rapid routes that operate primarily on surface streets.



- 2.1.B.3 **Rapid Freeway:** Branded for Rapid service with an upgraded seating product. These are assigned to TransNet-funded Rapid routes that operate significant freeway segments, with the upgraded seating intended to improve the ride quality at higher speeds.

- 2.1.C Minibus: Single-door, high-floor, body-on-chassis cutaway buses, 29'-34' in length; generally fewer seats than standard buses; propane- or gasoline-powered; all are equipped with a wheelchair lift at the curbside rear. These are assigned to demand response service and fixed-routes with lower ridership. They are also used on other routes during lower-demand periods such as weekends.



- 2.1.D Over-the-Road Coach: Single-door, 45' long, high-floor highway coach; upgraded seating product and some additional passenger amenities such as parcel racks and reading lights; all are equipped with a curbside midship wheelchair lift. These are assigned to the higher-fare *Rapid Express* service on the Interstate 15 corridor.





- 2.1.E ADA Paratransit Minibus: All Americans with Disabilities Act (ADA) complementary paratransit buses are Type II cutaway minibuses. There is no variation in passenger amenities from year-to-year, and vehicles are dispatched equally throughout the region based on ride demands.



- 2.1.F Zero Emission Bus: MTS does not currently own or operate any zero-emission buses. However a pilot fleet of six standard electric buses will be acquired in mid-2019 for testing throughout the bus network. The deployment plan will be developed during FY2019 to determine where and how these buses will be operated to maximize our operational experience.



2.2 Divisions: MTS bus service is operated from five bus divisions:

- 2.2.A Imperial Avenue Division (IAD): Directly operated by MTS. Located at 100 Sixteenth Street, San Diego, CA 92101 (Downtown San Diego); operates standard and articulated buses. Fuels and maintains CNG-powered buses.
- 2.2.B Kearny Mesa Division (KMD): Directly operated by MTS. Located at 4630 Ruffner Street, San Diego, CA 92111 (Kearny Mesa); operates standard and articulated buses. Fuels and maintains CNG-powered buses.
- 2.2.C South Bay Division (SBD): Owned by MTS and operated by a contractor (currently Transdev). Located at 3650A Main Street, Chula Vista, CA 91911 (southern Chula Vista); operates standard and articulated buses. Fuels and maintains CNG-powered buses.
- 2.2.D East County Division (ECD). Owned by MTS and operated by a contractor (currently Transdev): 544 Vernon Way, El Cajon, CA 92020; operates standard buses, minibuses, and over-the-road coaches. Fuels and maintains CNG-, diesel-, and gasoline-powered buses.
- 2.2.E Copley Park Division (CPD): Owned by MTS and operated by a contractor (currently First Transit). Located at 7490 Copley Park Place, San Diego, CA 92111 (Kearny Mesa); operates minibuses. Fuels and maintains propane- and gasoline-powered buses.

2.3 Vehicle Amenities: Passenger amenities vary by bus type, as shown in the table below:

Vehicle Amenity	Standard Bus	Articulated Bus	Minibus	OTR Coach
Alternative Fuel-Powered	X	X	X	
Air conditioning	X	X	X	X
Lift for accessibility			X	X
Ramp for accessibility	X	X		
Wheelchair Tie-Down Locations	2	2	2	2
Bicycle Rack (2-positions)	X	X	X	
Bicycle Underfloor Storage				X
Seating: shell seats with fabric inserts	X	X		
Seating: standard transit padded seating			X	
Seating: upgraded high-back seats		X		X

2.4 Bus Assignments by Route: Bus types are assigned by route based on the following:

2.4.A Capacity needs: Articulated buses are assigned to higher volume routes that require additional capacity when added frequency isn't practical, feasible, or cost-effective. Shorter length standard buses are assigned to routes with lower ridership or operating in areas where a 40' standard bus is challenging. Minibuses are assigned to the lowest ridership fixed-routes – routes which generally could not be economically operated with a larger bus.

2.4.B Route type: Vehicles are assigned by route type in the specifications below. Temporary exceptions to these assignments may be made in an unanticipated, emergency, or standby situation when service would otherwise be lost.

2.4.B.1 *Rapid* Express routes between the Interstate 15 corridor and Downtown San Diego are assigned over-the-road coaches; these routes have a higher fare and pass price accordingly.

2.4.B.2 High-demand TransNet-funded Rapid/SuperLoop routes are assigned Rapid articulated buses. (These may be supplemented as needed with other MTS buses for capacity purposes.) Rapid routes or trips that operate significant freeway segments are assigned the Rapid "freeway" articulated buses, with upgraded seating intended to improve the ride quality at higher speeds.

2.4.B.3 Standard-demand TransNet-funded Rapid/SuperLoop routes are operated using Rapid articulated buses, Standard Rapid buses, or regular MTS-branded standard buses, depending on availability.

2.4.B.4 Urban Frequent routes are operated using MTS-branded articulated and standard buses.

2.4.B.5 Urban Standard, Circulator, and Rural routes are operated using MTS-branded standard buses and minibuses, depending on the capacity needs of the individual route.

- 2.5 Route Assignments by Division: Routes are assigned to each division based on the number and types of buses available, proximity to the service, and opportunities to complement other nearby routes for efficiency, interlining, driver familiarization, supervision, and incident response. State law limits MTS' ability to reassign directly-operated routes to divisions operated by MTS contractors.
- 2.6 Bus Assignments by Division: Bus types are assigned to each division based on division space capacity, and the capability of the division to fuel, operate, and maintain any specialized equipment (alternative fuels, articulated buses, etc.). Buses are currently assigned to the divisions according to the following table:

Bus Category	IAD	KMD	SBD	ECD	CPD
2.1.A.1 Standard MTS Bus	X	X	X	X	
2.1.A.2 Standard Rapid Bus		X			
2.1.B.1 Articulated Urban Bus	X	X	X		
2.1.B.2 Articulated Rapid Bus	X				
2.1.B.3 Articulated Rapid Freeway Bus		X	X		
2.1.C Minibus				X	X
2.1.D Over-the-Road Coach				X	
2.1.E ADA Paratransit Minibus					X
2.1.F Zero Emission Bus - <b>TBD</b>					

- 2.7 Future Procurements: All heavy-duty buses are alternative fuel, hybrid-electric, or zero-emission; **or** replaced by alternative fuel, hybrid-electric, or zero-emission buses upon retirement. Heavy-duty buses will be low-floor, except for buses used for Rapid Express, standby, or tripper services, or on special or low-ridership routes.

### 3.0 Rail Vehicles

- 3.1 Trolley Car Categories: Three different types of cars are operated:

- 3.1.A High-Floor Cars: Siemens SD100 cars with high floors, steps inside the car to access 0"-8" station platform, wheelchair and bike space at the ends of each car, and a wheelchair lift next to the driver compartment in the lead car. These cars have a flip seat that allows space for three wheelchairs. These 52 cars were manufactured in 1995. Passenger amenities are identical on the fleet.



- 3.1.B Low-Floor Cars: Siemens S70 and S70US cars are 70% low-floor. They include inside steps only up to seating areas at far ends of the car, wheelchair and bike space in the middle of the car, and passenger-activated ramps at two of four doors on each side of each car. Cars were manufactured between 2005 and 2014. MTS will be taking delivery of 45 additional Siemens S70US cars, currently in production, beginning in late 2018 into 2020.





Passenger amenities are nearly identical for all models and vintages.

- 3.1.C **Vintage Cars:** MTS deploys two vintage Presidents Conference Car (PCC) cars on the Silver Line in Downtown San Diego. These are high-floor vehicles with a wheelchair lift and a high-density forward-facing seating arrangement.



- 3.2 **Divisions:** MTS operates one rail division, from which all light rail ("Trolley") service is operated: 1341 Commercial Street, San Diego, CA 92113 (Downtown San Diego).

- 3.3 **Vehicle Amenities:** Passenger amenities vary by car type, as shown in the table below:

<b>Vehicle Amenity</b>	<b>High-Floor</b>	<b>Low-Floor</b>	<b>Vintage</b>
Air conditioning	<b>X</b>	<b>X</b>	
Lift for accessibility	<b>X</b>		<b>X</b>
Ramps for accessibility		<b>X</b>	
Wheelchair Spaces	<b>3</b>	<b>Not limited</b>	<b>1</b>
Bicycle Spaces (limited by policy for safety)	<b>2</b>	<b>2</b>	<b>0</b>
Seating: shell seats with fabric inserts		<b>X</b>	
Seating: standard transit padded seating	<b>X</b>		<b>X</b>

- 3.4 **Trolley Assignments by Line:** Trolley cars are assigned primarily based on four factors:

- 3.4.A **Station infrastructure limitations:** Low floor cars require a minimum 8" station platform height in order for the ramp to maintain an ADA-compliant slope. All stations on all four lines now have 8" platforms.

- 3.4.B **Fleet constraints:** MTS currently owns 76 low-floor cars, but requires 96 cars for a full peak schedule. Currently, the difference is made up by inserting a high-floor car in the middle of three-car consists, and some tripper and special event service.

- 3.4.C **Vintage Car constraints:** Due to their high floor and limited capacity, the vintage PCC cars are used only on the Silver Line loop in Downtown San Diego, where they supplement other existing services.

- 3.5 **Future Procurements:** Except for vintage cars, all Trolley cars will be a minimum of 70% low-floor; existing high-floor cars will be replaced by low-floor cars upon retirement. An additional 45 Siemens S70US low-floor cars, currently in production, will be delivered to MTS from late 2018 into 2020 to support the Mid-Coast extension.

3.6 Trolley System Map:



## 4.0 MTS Fleet List (as of 7/1/2018)

Motorbus - Directly Operated							
Division	Quantity in Fleet	NTD Fit ID #	Fleet Series	Year	Make	Model	Vehicle Assignment Policy Category
IAD	10	NEW	1400	2017	Gillig	Low-Floor	Standard MTS Bus
KMD	23	344586	200	2015	Gillig	Low-Floor	Standard MTS Bus
KMD	13	344585	1300	2015	New Flyer	XN60	Articulated Bus - Urban
KMD	12	338442	900	2014	Gillig	Low-Floor	Standard MTS Bus
IAD	18	544438	1200	2013	New Flyer	XN60	Articulated Bus - Rapid
KMD	29	544438	1100	2013	New Flyer	XN60	Articulated Bus - Rapid Freeway
IAD	26	338441	800	2013	Gillig	Low-Floor	Standard MTS Bus
IAD	31	49048	700	2012	New Flyer	C40LFR	Standard MTS Bus
IAD	26	49047	600	2011	New Flyer	C40LFR	Standard MTS Bus
KMD	12	33993	339-350	2008	New Flyer	C40LF	Standard Rapid Bus
KMD	22	33993	317-338	2008	New Flyer	C40LF	Standard MTS Bus
IAD	16	33993	301-316	2008	New Flyer	C40LF	Standard MTS Bus
IAD	26	33994	1000	2008	NABI	60BRT	Articulated Bus - Urban
KMD	6	15224	400	2005	New Flyer	C40LF	Standard MTS Bus
Motorbus - Purchased Transportation							
SBD	17	NEW	7500	2017	New Flyer	XN60	Articulated Bus - Rapid Freeway
SBD	10	NEW	7400	2017	New Flyer	XN60	Articulated Bus - Urban
SBD	36	NEW	2100	2017	Gillig	Low-Floor	Standard MTS Bus
ECD	38	344589	8300	2016	Gillig	Low-Floor	Standard MTS Bus
CPD	31	350599	3100	2016	El Dorado Nat'l	AeroElite 320	Minibus
ECD	13	344588	8200	2015	Gillig	Low-Floor	Standard MTS Bus
SBD	14	344588	2000	2015	Gillig	Low-Floor	Standard MTS Bus
SBD	38	338448	2400	2014	Gillig	Low-Floor	Standard MTS Bus
CPD	6	338444	3000	2014	El Dorado Nat'l	AeroElite 320	Minibus
SBD	24	338447	2300	2013	Gillig	Low-Floor	Standard MTS Bus
SBD	22	54442	2900	2012	New Flyer	C40LFR	Standard MTS Bus
SBD	75	33997	2800/7300	2009	New Flyer	C40LF	Standard MTS Bus
ECD	3	38586	3500	2009	El Dorado Nat'l	AeroElite 290	Minibus
SBD	7	31120	2770	2008	El Dorado Nat'l	EZ Rider II	Standard MTS Bus
SBD	5	338446	7200	2008	New Flyer	C40LF	Standard MTS Bus
ECD	6	26339	2700	2005	New Flyer	C40LF	Standard MTS Bus
Commuter Bus - Purchased Transportation							
ECD	24	43777	8500	2007	Blue Bird	Express 4500	Over-the-Road Coach
Demand Response - Purchased Transportation							
CPD	26	NEW	3200	2017	Starcraft	AllStar	ADA Paratransit Minibus
CPD	46	350597	3300	2016	Starcraft	AllStar	ADA Paratransit Minibus
CPD	5	344587	3970	2015	Starcraft	AllStar	ADA Paratransit Minibus
CPD	55	338443	3900	2014	Starcraft	AllStar	ADA Paratransit Minibus
CPD	37	54437	3800	2012	Starcraft	AllStar	ADA Paratransit Minibus
CPD	3	49037	3700	2012	Starcraft	AllStar	ADA Paratransit Minibus
CPD	3	43784	3600	2011	Starcraft	AllStar	ADA Paratransit Minibus
Light Rail - Directly Operated							
SDTI	45	NEW	5000	2020	SDU	S70US	Low-Floor Car
SDTI	65	49044	4000	2011	SDU	S70US	Low-Floor Car
SDTI	11	25813	3000	2005	SDU	S70	Low-Floor Car
SDTI	52	25812	2000	1995	SDU	SD100	High-Floor Car
SDTI	1	43778	529	1946	SLC	PCC	Vintage Car
SDTI	1	347023	530	1946	SLC	PCC	Vintage Car

Shaded blocks indicate the same NTD Fleet.



# TRANSIT AMENITIES POLICY • 2018



SAN DIEGO METROPOLITAN TRANSIT SYSTEM

SAN DIEGO METROPOLITAN TRANSIT SYSTEM

Subject: TRANSIT AMENITIES POLICY

Effective Date: July 1, 2018

Promulgated this 1st day of July 2018.

SAN DIEGO METROPOLITAN  
TRANSIT SYSTEM



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Paul Jablonski  
Chief Executive Officer



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Approved as to form:  
General Counsel

## 1.0 Introduction

The Metropolitan Transit System (MTS) is the provider of public fixed-route bus and light rail transit services in the southern and eastern portions of San Diego County. MTS' area of jurisdiction is approximately 570 square miles of the urbanized areas of San Diego County as well as the rural parts of East County, 3240 total square miles, serving nearly 3 million people in San Diego County.

MTS can trace its roots back to 1886, when private companies began providing various rail transit services in San Diego. The current organization was created by the passage of California Senate Bill 101 and came into existence in January 1976 as the Metropolitan Transit Development Board (MTDB). In 2002, Senate Bill 1703 merged MTDB's long-range planning, financial programming, project development and construction functions into the regional metropolitan planning organization, the San Diego Association of Governments (SANDAG). In 2005, MTDB changed its name to MTS.

MTS directly or through private contractors operates 95 fixed bus routes, 4 light rail lines, and an Americans with Disabilities Act complementary paratransit service. All services are coordinated by MTS, which determines the routes, stops, frequencies and hours of operation. Light rail infrastructure includes 54 stations and 102.6 miles of rail. Various modes of bus routes are operated, including local, urban, express, Rapid, Rapid Express, and rural services.

Federal Transit Administration Circular FTA C 4702.1B requires that operators receiving federal financial assistance have policies ensuring the equitable distribution of vehicles and amenities as part of their compliance with Title VI of the Civil Rights Act of 1964.

This policy is established to ensure the equitable distribution of amenities across the MTS transit network. Details on amenities provided by mode follow below. It has been provided to MTS' outside contractors that install and maintain amenities.

This policy applies to amenities funded by or constructed by or at the direction of MTS. This policy does not limit or restrict outside parties from funding and constructing infrastructure improvements at or near MTS transit stations/stops for the benefit of MTS passengers.

## 2.0 Bus Stops

***The installation of bus stop amenities is prioritized based on the number of passenger boardings at stops and stations along those routes.*** This prioritization can be adjusted by site constraints which may prevent installation of an amenity. MTS also works with local communities to ensure that installed amenities are an asset rather than nuisance, and may adjust siting and installations on a case-by-case basis accordingly.

### 2.1 Seating

MTS provides four types of seating at bus stops:

- 2.1.A Stand-alone benches: MTS maintains a contract with a vendor to install benches at bus stop locations, based on passenger volume or upon request. Space constraints on city sidewalks often limit the ability to install a bench. Some cities in MTS' service area install their own bus stop benches; While MTS works closely with the local jurisdictions, MTS does not have the ultimate authority over the placement, design, or location of these benches.
- 2.1.B Shelter benches: MTS maintains a contract with a vendor to install shelters and benches at bus stop locations. Typically a bench is installed at each shelter location, but MTS occasionally omits or removes the bench when working with local communities to resolve loitering issues, or to increase circulation and queuing space for passengers.
- 2.1.C Rapid/TransNet station benches: MTS maintains benches at Rapid and SuperLoop bus stops/stations with TransNet reimbursement for operating expenses.
- 2.1.D Transit Center benches: off-street transit centers maintained by MTS and shared with Trolley service have benches located at or near the bus stops for use by bus passengers.

Outside entities such as nearby institutions, cities, business improvement districts, and adjacent property owners sometimes install their own furniture at or near bus stops. MTS maintains some control of the immediate bus stop area for safety and ADA compliance, but the local jurisdiction has the ultimate authority over furniture placed within its right-of-way.

### 2.2 Shelters

MTS provides three kinds of shelters at its bus stops:

- 2.2.A Stand-alone shelters: MTS maintains a contract with a vendor to install shelters at bus stop locations, based primarily on passenger volume. MTS' current shelter design includes solar-powered lighting that does not require an external power source. MTS expects all older model shelters to be replaced by late 2018.

Potential locations require sufficient space for the shelter and suitable electrical conditions (sufficient lighting for solar generation, or a nearby power source and ability to ground the equipment). Space constraints on city sidewalks often limit

the ability to install a shelter. MTS offers two lengths of stand-alone shelters to accommodate smaller spaces where possible, or to provide more shelter area at busier stops, space permitting.

2.2.B Rapid/TransNet station shelters: MTS maintains shelters at Rapid and SuperLoop bus stops/stations with TransNet reimbursement for operating expenses.

2.2.C Transit Center shelters: off-street transit centers maintained by MTS and shared with Trolley service have shelters located at or near the bus stops for use by bus passengers.

Some cities in MTS' service area install their own bus stop shelters; While MTS works closely with the local jurisdictions, MTS does not have the ultimate authority over the placement, design, or location of these shelters.

Other outside entities, such as nearby institutions, business improvement districts, and adjacent property owners, sometimes install their own furniture at or near bus stops. MTS maintains some control of the immediate bus stop area for safety and ADA compliance, but the local jurisdiction has the ultimate authority over furniture placed within its right-of-way.

## 2.3 Passenger Information

### 2.3.A Static Displays

Each bus stop blade includes the following information: MTS logo, bus icon, list of routes serving the stop, and the individual stop number, allowing passengers to access stop-specific information on the internet or via smartphone. Blades installed at transit centers, major transfer points, and significant destinations include larger route decals with each route's destination also provided.

Bus stop pole displays showing the schedule for the route(s) serving the stop are installed at transit centers, major transfer points, significant destinations, and locations with high numbers of boardings.

Information kiosks are installed at off-street transit centers, selected busy on-street transfer locations, and along Broadway in Downtown San Diego. The information provided is customized to the location, but may include routes and destinations, fare information, local area maps, route maps, and "How to Ride" information.

Most shelters provided and serviced by MTS' vendor include an information panel for a schedule, route map, or other information, depending on the service and location.

### 2.3.B Electronic Displays

"Next-arrival" displays are provided at Rapid and SuperLoop bus stops/stations with TransNet reimbursement for operating expenses. These are installed as part



of the capital project, and maintained through the operating agreement with SANDAG.

Next-arrival signs were also installed in a few other transit center locations as part of a pilot to test the technology; the functionality of these signs is maintained to the extent possible, but the hardware is no longer supported and there are no plans to expand the program at this time.

## 2.4 Elevators/Escalators

2.4.A Elevators: Due to maintenance, security, and cleaning costs, elevators are only considered at locations where a fixed ramp could not meet Americans with Disabilities Act (ADA) requirements.

Currently, elevators are provided at only two bus stop locations (four platforms) apart from Trolley stations: the City Heights and Boulevard Transit Plazas in Mid-City San Diego. The elevators connect freeway level platforms with the surface street overpasses. Fixed ramps at these stations would not meet ADA requirements. Each of the two stations has two platforms, each with two elevators, for a total of eight elevators.

One other passenger facility with an MTS-owned elevator not also served by Trolley is the parking structure at the Sabre Springs/Peñasquitos Transit Station.

2.4.B Escalators: There are no escalators at any bus-only location.

## 2.5 Trash Receptacles

MTS provides or contracts for trash receptacles at the following bus stop locations:

2.5.A Transit centers served by both buses and Trolleys

2.5.B Rapid stations with TransNet reimbursement for operating expenses

2.5.C MTS-contracted bus shelter locations

At all other locations, trash receptacles (if provided) are installed, serviced, and controlled by an outside entity, typically a city, business improvement district, or adjacent property owner.

## 2.6 Restrooms

Passenger restrooms are available at a limited number of transit centers with rail service. These are covered in Section 3.6. MTS does not provide public or passenger restrooms at any bus-only facilities.

MTS provides secured restrooms for employees only at various bus route terminal locations. At some bus route terminals, MTS has an agreement with a nearby business to allow drivers (not passengers) to use their restroom.

## 2.7 Ticket Vending Machines

There are four bus stop locations with ticket vending machines (TVMs) apart from Trolley stations: the two terminals at San Diego International Airport, the Virginia Avenue Transit Center at the San Ysidro International Border, and (beginning in 2019) the new Otay Mesa Transit Center at the Otay Mesa International Border. These locations all have high volumes of cash riders and the TVMs are located on off-street sites in controlled right-of-way. A future MTS fare system, planned for 2021, could include the ability to place TVMs at more bus stops.

### 3.0 Rail Stations

***Trolley station amenities, except where noted below, are generally standardized at all Trolley stations throughout the Trolley network.*** This standardization ensures equal distribution to all users, regardless of the location of the station. Quantities and siting of amenities are dependent on level of boardings and site-specific conditions.

#### 3.1 Seating

MTS provides seating at all Trolley stations. Quantity and placement of benches is dependent on location, number of boardings, and station design and layout.

#### 3.2 Shelters

MTS provides two kinds of shelters at its Trolley stations:

3.2.A Large canopies: Most Trolley stations have one large canopy, located on the platform with the most open area.

3.2.B Small canopies: Most Trolley stations have one or more small canopies, located on the narrower platform.

#### 3.3 Passenger Information

3.3.A Static Displays: Each Trolley platform includes signage along its length indicating the station name, line of service, and terminal destination.

Information kiosks are installed on the platforms of all Trolley stations. The information provided includes Trolley schedules, fare information, local area maps, and “How to Ride” information. Bus transfer information is also included at busy transfer centers with bus service.

3.3.B Electronic Displays: “Next-arrival” displays are provided above all Trolley platforms. These indicate the line of service and the estimated time of arrival for subsequent trains.

#### 3.4 Elevators/Escalators

3.4.A Elevators: Provided only at locations where a fixed ramp could not meet Americans with Disabilities Act (ADA) requirements. Currently, MTS provides and maintains elevators at the following Trolley stations: Fashion Valley Transit Center, Stadium, Grantville Transit Center, SDSU Transit Center, and Grossmont Transit Center.

3.4.B Escalators: The only MTS stop/station with escalators is the SDSU Transit Center, where peak volumes would exceed the capacity of the elevators. No other escalators are planned for the system at this time.

#### 3.5 Trash Receptacles

MTS installs and services trash receptacles at all Trolley stations.

### 3.6 Restrooms

Four locations have MTS-owned restrooms available for passenger use: 12<sup>th</sup> & Imperial Transit Center, Old Town Transit Center, E Street Transit Center, and El Cajon Transit Center. All four locations have an outside vendor that maintains the restroom and controls access. Restroom hours correspond with the vendor's business hours. Other bus stops have nearby restrooms that can be used by passengers, but MTS does not reimburse the owner nor have any control over access.

### 3.7 Ticket Vending Machines

At least two ticket vending machines are provided at every Trolley station. Each machine accepts credit cards and dispenses tickets. At least one machine at each station also has the ability to dispense Compass Cards and load passes on Compass Cards.

### 3.8 Trolley System Map:





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

## Agenda Item No. 9

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 20, 2018

#### SUBJECT:

CONTRACT WITH THE CITY OF CHULA VISTA FOR TAXICAB ADMINISTRATION

#### RECOMMENDATION:

That the Board of Directors:

- 1) Authorize the Chief Executive Officer (CEO) to enter into an agreement for Taxicab Administration with the City of Chula Vista (in substantially the same format as in Attachment A);
- 2) Adopt the proposed amendments to MTS Ordinance No. 11, an Ordinance Providing for the Licensing and the Regulating of Transportation Services within the City by the adoption of a Uniform Paratransit Ordinance (Attachment A);
- 3) Direct publication of a summary of the amendments to MTS Ordinance No. 11; and
- 4) Upon adoption of the proposed amendments, authorize the CEO the discretion to enforce MTS Ordinance No. 11 in its amended form.

#### Budget Impact

None with this action. All costs to administer taxicabs and other for-hire vehicles for the City would be paid for by permit fees assessed on the permittees.

#### DISCUSSION:

MTS first contracted to administer and regulate taxicabs and for-hire vehicles with the City of San Diego in 1988, the cities of El Cajon, Imperial Beach, Lemon Grove, and Santee in 1990, the City of Poway in 1991, the City of La Mesa in 1999 and the City of National City in 2017. MTS is statutorily prohibited from using transit funds for taxicab regulatory



activities and therefore the cost to administer taxicab regulations is covered by fees assessed on the permit holders.

Effective January 1, 2019, AB 1069 requires that cities or a county enter into an agreement with a transit agency or create a Joint Powers Authority in order to regulate taxicab companies and taxicab drivers. In order to comply with AB 1069, the City of Chula Vista (the City) is enlisting MTS's services for administration and regulation of taxicabs and for-hire vehicles operating in the City. MTS is also currently in talks with City of Coronado and the County of San Diego to regulate its taxicab services.

The Chula Vista City Council on September 11, 2018 approved an agreement (Attachment A) for MTS to administer and regulate taxicab and other for-hire vehicle services. The agreement substantially conforms to the language that is included in the agreements with the Cities of El Cajon, Lemon Grove, Imperial Beach, Santee, Poway, La Mesa, and National City. Any future requests by the City to make material changes to the agreement would be presented to the Board of Directors for approval.

The addition of Chula Vista will also require revisions to MTS Ordinance No. 11, Section 1.1 (e) (Attachment B), adding the city's name to the list of jurisdictions covered by the ordinance.

/s/ Sharon Cooney for  
Paul C. Jablonski  
Chief Executive Officer

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

Attachments: A. Agreement for Administration of Taxicab and Other For-Hire Vehicle Regulations Between San Diego Metropolitan Transit System and the City of Chula Vista

B. Proposed Revisions to Ordinance No. 11 to reflect addition of City of Chula Vista

**AGREEMENT FOR  
ADMINISTRATION OF TAXICAB AND OTHER FOR-HIRE VEHICLE REGULATIONS  
BETWEEN  
SAN DIEGO METROPOLITAN TRANSIT SYSTEM  
AND  
CITY OF CHULA VISTA**

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THIS AGREEMENT is entered into by and between the City of Chula Vista, a municipal corporation, 276 4<sup>th</sup> Avenue, Chula Vista, CA (herein called "CITY"), and the San Diego Metropolitan Transit System, a public agency, 1255 Imperial Avenue, Suite 1000, San Diego, CA (herein called "MTS"), in view of the following recitals, which are a substantive part of this Agreement:

**RECITALS**

- A. MTS is authorized under Section 120266, Chapter 2, Division 11 of the California Public Utilities Code (PUC), to enter into contracts to regulate transportation services within a city in its area of jurisdiction;
- B. CITY is within MTS's jurisdiction created January 1, 1976, under Section 120050, et seq., Chapter 2, Division 11 of the PUC;
- C. CITY regulated taxicab and other for-hire vehicles in accordance with the Chula Vista City Municipal Code, Chapter 5.54.010; and
- D. CITY desires that MTS regulate taxicabs and other for-hire vehicles and services such as charter vehicles, sight-seeing vehicles, nonemergency medical vehicles, and jitney vehicles pursuant to PUC Section 120266 and in accordance with MTS Ordinance No. 11, "An Ordinance Providing for the Licensing and Regulating of Transportation Services Within the City"

NOW THEREFORE, in consideration of the mutual covenants and conditions contained in this Agreement, CITY and MTS agree as follows:

- 1. MTS will administer and enforce its taxicab and other for-hire vehicles Ordinance policies and regulations as in effect on November 1, 2018, and as thereafter from time to time amended by MTS, and thereby regulate such taxicab and other for-hire vehicles and transportation services rendered wholly within the CITY's corporate limits during the period of November 1, 2018 through June 30, 2019, pursuant to PUC Section 120266.
- 2. MTS will collect and administer all such regulatory fees, fines, and forfeitures as now or hereafter provided by the MTS Taxicab and Other For-Hire Vehicles Ordinance No. 11 policies, and regulations.
- 3. The CITY Manager and MTS Chief Executive Officer may supplement this agreement by executing a Memorandum of Understanding relative to administrative and operating procedures of taxicab and other for-hire vehicles regulation and to provide for reimbursable staff and legal support services.

4. This Agreement shall be effective upon execution by the City and MTS and shall continue until written notice of termination. This Agreement may be terminated at any time by either party upon 180 days' written notice to the other party.

IN WITNESS THEREOF, this agreement is executed by the CITY acting by and through its Mayor pursuant to Council Resolution No. \_\_\_\_\_, and by MTS acting through its Chief Executive Officer.

CITY OF CHULA VISTA

SAN DIEGO METROPOLITAN TRANSIT  
SYSTEM

\_\_\_\_\_  
Mary Casillas Salas  
Mayor

\_\_\_\_\_  
Paul C. Jablonski  
Chief Executive Officer

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

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

WE HEREBY APPROVE the form of the foregoing Agreement.

\_\_\_\_\_  
Glen R. Googins  
City Attorney

\_\_\_\_\_  
Office of the General Counsel

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

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

Attest: \_\_\_\_\_



SAN DIEGO METROPOLITAN TRANSIT SYSTEM

CODIFIED ORDINANCE NO. 11

(as amended through ~~December 14, 2017~~September 20, 2018)

An Ordinance Providing for the Licensing and the Regulating of  
Transportation Services Within the City by the Adoption of  
a Uniform Paratransit Ordinance

## MTS CODIFIED ORDINANCE NO. 11

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SAN DIEGO METROPOLITAN TRANSIT SYSTEM

CODIFIED ORDINANCE NO. 11

(as amended through ~~December 14, 2017~~ **September 20, 2018**)

An Ordinance Providing for the Licensing and the Regulating  
of Transportation Services Within the City By the Adoption of  
a Uniform Paratransit Ordinance

SECTION 1.0 - GENERAL REGULATIONS

Section 1.1 - Definitions

The following words and phrases, wherever used in this section, shall be construed as defined in this section, unless from the context a different meaning is intended, or unless a different meaning is specifically defined and more particularly directed to the use of such words or phrases.

(a) "Association" shall mean an incorporated or unincorporated group of persons united for some purpose related to the operation of for-hire vehicles.

(b) "Board" shall mean the Board of Directors of the San Diego Metropolitan Transit System.

(c) A "low-speed vehicle" is a motor vehicle, other than a motor truck, having four wheels on the ground and an unladen weight of 1,800 pounds or less, that is capable of propelling itself at a minimum speed of 20 miles per hour and a maximum speed of 25 miles per hour, on a paved level surface. For the purposes of this section, a "low-speed vehicle" is not a golf cart, except when operated pursuant to California Vehicle Code Section 21115 or 21115.1.

(d) "Charter vehicle" shall mean every vehicle which:

- (1) Transports passengers or parcels or both over the public streets of the City;
- (2) Is routed at the direction of the hiring passenger;
- (3) Is prearranged in writing for hire;
- (4) Is not made available through "cruising"; and

(5) Is hired by and at the service of a person for the benefit of himself or herself or a specified group.

(e) "City" and "Cities" shall mean the incorporated areas of the Cities of Chula Vista, El Cajon, Imperial Beach, La Mesa, Lemon Grove, National City, Poway, San Diego, Santee and any other City that has entered into a contractual agreement with MTS for the licensing and regulation of transportation services.

(f) "Compensation" shall mean any money, thing of value, payment, consideration, reward, tip, donation, gratuity or profit paid to, accepted, or received by the driver or owner of any vehicle in exchange for transportation of a person, or persons; whether paid upon solicitation, demand or contract, or voluntarily, or intended as a gratuity or donation.

(g) "Cruising" shall mean the movement over the public streets of a taxicab or low-speed vehicle (LSV) in search of prospective passengers; except the term does not include either the travel of a taxicab or LSV proceeding to answer a call for service received by telephone or radio from an intended passenger or the travel of such a vehicle, having discharged a passenger or passengers, returning to the owner's place of business or to its established point of departure.

(h) "Days" shall mean working days, exclusive of weekends and holidays for which MTS offices are closed.

(i) "Doing business" shall mean accepting, soliciting or transporting passengers for hire or compensation in a City.

(j) "Driver" shall mean every person operating any for-hire vehicle.

(k) "Driver's identification card" shall mean license, issued pursuant to this Ordinance, which permits a person to drive a for-hire vehicle within the City.

(l) "Employ" as used in this Ordinance includes any form of agreement or contract under which the driver may operate the permit holder's for-hire vehicle.

(m) "Exclusive ride" shall mean exclusive use of a for-hire vehicle by one or more related passengers at a time.

(n) "For-hire vehicle" shall mean every vehicle, other than public transit vehicles or vehicles involved in an organized carpool not available to the general public, which is operated for any fare for compensation and used for the transportation of passengers over city public streets, irrespective of whether such operations extend beyond the boundary limits of said City. Such for-hire vehicles shall include taxicabs, vehicles for charter, jitneys, nonemergency medical vehicles, sightseeing vehicles, and LSVs.

(o) "Chief Executive Officer" shall mean the Chief Executive Officer of MTS or his or her designated representative.

(p) "Group ride" shall mean shared use of a taxicab or LSV where a group of related passengers enter at the same point of origin and disembark at the same destination and pay a single fare for the trip.

(q) "Hearing officer" shall mean any person or entity that meets the requirements of this Ordinance and that has been retained to conduct administrative hearings.

(r) "Jitney" shall mean every vehicle which:

(1) Transports passengers or parcels or both over the public streets of the City;

(2) Follows a fixed route of travel between specified points with the fare based on a per capita charge established in its permit; and

(3) Is made available to boarding passengers at specified locations along its route on a variable schedule.

(s) "Medallion" shall mean the numbered plate, sticker, or decal issued by MTS to the permit holder which is displayed on a for-hire vehicle to indicate the authorized use or uses of that vehicle.

(t) "MTS" shall mean the San Diego Metropolitan Transit System, a public agency created pursuant to Public Utilities Code Section 120050 et seq.

(u) "MTS inspector" shall mean those individuals, regardless of job title, who are authorized by the Board, by ordinance, to enforce the provisions of this Ordinance.

(v) "Nonemergency medical vehicle" shall mean every vehicle which: transports persons, regardless of whether specialized transportation equipment or assistance is needed, for primarily medical purposes, over the public streets of the City. Medical purposes is defined as providing transportation services to or from the following places: hospitals, convalescent homes, retirement homes, homes receiving funding for the board and care of residents living in those homes, medical or rehabilitation clinics, senior citizen centers, and any other like social service category, over the public streets of the City. It shall be the responsibility of the transportation provider to determine if the service is primarily for medical purposes.

(w) "Operate" or "Operating" shall refer to the solicitation or acceptance of a fare within City limits for compensation or providing passenger transportation for compensation, regardless if such compensation is obtained from the passenger or a third party. It shall also include, as the context may require, the act of driving, managing or directing the utilization of one or more for-hire vehicles.

(x) "Owner" shall mean the person, partnership, association, firm or corporation that is the registered owner of any for-hire vehicle and that holds the right to use the vehicle for its advantage.

(y) "Passenger" shall mean every occupant other than the driver of the for-hire vehicle.

(z) "Permit" shall mean the authority under which a person, firm, partnership, association, or corporation may operate a for-hire vehicle as a business.

(aa) "Permit holder" shall mean any person or approved entity operating a business under a for-hire vehicle permit.

(bb) "Shared ride" shall mean nonexclusive use of a for-hire vehicle by two or more unrelated passengers traveling between different points of origins and/or destination, and traveling in the same general direction.

(cc) "Shifts" shall mean the minimum number of hours a permit holder or driver operates a for-hire vehicle.

(dd) "Sightseeing vehicle" shall mean every vehicle which:

(1) Transports passengers for sightseeing purposes of showing points of interest over the public streets of the City; and

(2) Charges a fee or compensation therefor; regardless of whether any fee or compensation is paid to the driver of such sightseeing vehicle, either by the passenger or by the owner or by the person who employs the driver or contracts with the driver or hires such sightseeing vehicle with a driver to transport or convey any passenger; and irrespective of whether or not such driver receives any fee or compensation for his or her services as driver.

(ee) "Stands" shall mean public areas designated for specific use of for-hire vehicles.

(ff) "Street" shall mean any place commonly used for the purpose of public travel.

(gg) "Taxicab" shall mean every vehicle other than a vehicle-for-charter, a jitney, a nonemergency medical vehicle, a sightseeing vehicle, or LSV which:

(1) Transports passengers or parcels or both over city public streets.

(2) Is made available for hire on call or demand through "cruising," at taxi stands or by telephone to destination(s) specified by the hiring passenger.

(hh) "Taximeter" shall mean any instrument, appliance, device, or machine by which the charge for hire of a passenger-carrying vehicle is calculated, either for distance traveled or time consumed, or a combination of both, and upon which such charge is indicated by figures.

(ii) "Vehicle" is a device by which any person or property may be propelled, moved, or drawn upon a street, excepting a device moved exclusively by human power or used exclusively upon stationary rails or tracks.

**(Section 1.1 amended 9/20/2018)**

**(Section 1.1 amended 12/14/2017)**

**(Section 1.1 amended 5/12/2016)**

**(Section 1.1 amended 8/7/2003)**

**(Section 1.1 amended 11/14/2002)**

**(Section 1.1 amended 6/24/1999)**

**(Sections 1.1(d), 1.1(R)(1) amended 6/22/1995)**

**(Section 1.1 amended 1/12/1995)**

**(Section 1.1 amended 6/27/1991; effective 7/27/1991)**

**(Section 1.1 amended 5/23/1991; effective 6/23/1991)**

## **Section 1.2 - Operating Permits**

(a) No person shall engage in the business of operating any for-hire vehicle or in the business of providing any vehicle for the operation of vehicle for-hire services within the cities without first having obtained an operating permit from the Chief Executive Officer or designated representative, which permit has not been revoked, suspended or otherwise canceled or terminated by operation of law or otherwise. A separate permit is required for each for-hire vehicle operated or provided for operation.

(b) An operating permit represents the granting of a privilege to operate a for-hire vehicle within the cities or zones specified by the permit for the purpose of the public convenience and necessity. This privilege may be rescinded at any time by operation of law or otherwise.

(c) A person who obtains an operating permit shall be responsible for the provision of vehicle-for-hire services in accordance with the provisions of this Ordinance and shall exercise due diligence to assure that drivers of the permitted vehicles adhere to all pertinent requirements of this ordinance.

**(Section 1.2 amended 12/14/2017)**

**(Section 1.2 amended 8/7/2003)**

**(Section 1.2 amended 11/14/2002)**

**(Section 1.2 amended 6/24/1999)**

Section 1.3 - Application for Permit

(a) All persons applying to the Chief Executive Officer for new permit(s) for the operation of one or more for-hire vehicles shall file with the Chief Executive Officer a proposal to meet San Diego City Council Policy 500-02 requirements, and a sworn application therefore on forms provided by the Chief Executive Officer, stating as follows:

(1) The applicant name, company name (doing business as, mailing and business address (a business address or mailing address is not a Post Office [PO] Box or dispatch service address), and telephone number of the permit applicant;

(2) The number of permitted vehicles actually owned and operated by such owner on the date of application, if any;

(3) The name and address of all legal and registered owner(s) of the vehicle(s);

(4) The name and address of each person with a financial interest in the business which operates the vehicle;

(5) Data sufficient to establish the applicant's financial responsibility;

(6) The number of vehicle(s) for which a permit(s) is desired;

(7) Proof that vehicle(s) meet California Air Resources Board criteria for zero emissions/low emissions, are ADA-compliant, are no older than 10 years of the model age and do not have a "salvage" title, and are equipped with a Global Positioning System (GPS).

(8) The rates of fare which the applicant proposes to charge for vehicle-for-hire services;

(9) A description of the proposed color scheme, insignia, trade style, or any other distinguishing characteristics of the proposed vehicle design;

(10) Where the application is for a limited permit or LSV, a detailed description of the geographic area in which said permit shall be in existence; and

(11) Such other information as the Chief Executive Officer may in his or her discretion require.

(12) Provide evidence of at least six-months' experience driving a taxicab, transportation network vehicle, charter party carrier services, or similar service oriented transportation or managing a demand responsive transportation service, or similar service oriented business.

(13) Provide a customer service and a customer complaint plan.

(14) Provide a plan for administrative functions, vehicle maintenance, and off-street storage for vehicle when not in use.

(15) Provide a dispatch service plan incorporating 24 hour staffing and computerized dispatch utilizing GPS technology.



(b) The applicant shall also submit, with the application, a nonrefundable application fee prior to the permit approval. Upon issuance of the permit, the applicant shall also pay an initial nonrefundable permit vehicle regulatory fee to be determined by the Chief Executive Officer in order to recover the cost of processing such applications.

***(Section 1.3 amended 12/14/2017)***

***(Section 1.3 amended 2/12/2015)***

***(Section 1.3 amended 11/15/2012)***

***(Section 1.3 amended 8/7/2003)***

***(Section 1.3 amended 11/14/2002)***

#### Section 1.4 - Issuance of Permit

(a) Based on San Diego City Council Policy 500-02 requirements, the Chief Executive Officer shall determine the number of permits to be granted any applicant(s) and approve permits for any applicant(s) subject to such conditions as the Board and San Diego City Council Policy 500-02 may deem advisable or necessary in the public interest. Before a permit may be approved, the applicant shall pay an initial regulatory fee in an amount to be determined by the Chief Executive Officer.

(b) The Chief Executive Officer shall deny the approval of a permit upon making a finding:

(1) That the applicant is under twenty-one (21) years of age; or

(2) That within the five (5) years immediately preceding the processing of the application, the applicant has been convicted of, or held by any final administrative determination to have been in violation of any statute, ordinance, or regulation reasonably and rationally pertaining to the same or similar business operation which would have resulted in suspension or revocation of the permit in accordance with Section 1.13 of this Ordinance. For purposes of this section, a plea or verdict of guilty, a finding of guilty by a court, a plea of nolo contendere or a forfeiture of bail shall be deemed a conviction; or

(3) That the applicant provided false information of a material fact in an application within the past five (5) years.

(c) All permits issued after April 1, 2015 shall be renewable annually upon evidence San Diego City Council Policy 500-02 requirements are being met, and payment of a regulatory fee in an amount and on a date to be determined by the Chief Executive Officer.

(d) No permit issued after April 1, 2015 shall be approved or renewed for any person who has not fully complied with all of the requirements of this Ordinance, San Diego City Council Policy 500-02, and all other applicable laws and/or regulations necessary to be complied with before commencement of the operation of the proposed service.

(e) Permits held prior to April 1, 2015 by corporations and LLCs shall meet all of the screening criteria included in San Diego City Council Policy 500-02 by February 12, 2020. However, upon issuance of any new permits to said corporation or LLC, or upon the transfer of a permit to said corporation or LLC, the corporation or LLC shall need to be in compliance with requirements of this Ordinance and San Diego City Council Policy 500-02 for the new permit(s).

(f) When the permit has been approved and upon determination by the Chief Executive Officer that the for-hire vehicle, after appropriate inspection, meets the requirements of this

Ordinance, the Chief Executive Officer will issue a numbered medallion(s) to be affixed to the for-hire vehicle.

**(Section 1.4 amended 12/14/2017)**

**(Section 1.4 amended 2/12/2015)**

**(Section 1.4 amended 11/15/2012)**

**(Section 1.4 amended 11/14/2002)**

Section 1.5 - Transfer and Administration of Permits

(a) Each permit issued pursuant to the provisions of this section is separate and distinct and shall be transferable from the permit holder to another person or entity only with the approval of the Chief Executive Officer, and upon meeting the requirements of this Ordinance and San Diego City Council Policy 500-02 including, but not limited to:

(1) Provide evidence of at least six-months' experience driving a taxicab, transportation network vehicle, charter party carrier services, or similar service oriented transportation or managing a demand responsive transportation service, or similar service oriented business.

(2) Vehicle(s) must meet California Air Resources Board criteria for zero emissions/low emissions, be ADA-compliant, be equipped with a Global Positioning System (GPS), be no older than 10 years of the model age and not have a "salvage" title.

(3) Provide a customer service plan that demonstrates, a requirement for drivers to accept credit cards, detailed record keeping of all calls for service, trips provided, and a customer service complaint resolution plan.

(4) Provide a plan for administrative functions, vehicle maintenance, and off-street storage for vehicle when not in use.

(5) Provide a Dispatch service plan incorporating 24 hour staffing and computerized dispatch utilizing GPS technology.

(b) Permits held prior to April 1, 2015 shall be in compliance with San Diego City Council Policy 500-02 Screening Criteria by February 12, 2020. Whenever a corporation or LLC is issued any new permits, then it shall be in compliance with requirements of this Ordinance and San Diego City Council Policy 500-02.

(c) The proposed transferee shall file with the Chief Executive Officer a sworn application for the transfer and shall comply with the requirements of Section 1.3. The permit holder shall certify in writing that the permit holder has notified the proposed transferee of the requirements of this section pertaining to the transfer of a permit. Whenever an application for a transfer of permit is filed, the Chief Executive Officer shall process the application for transfer in accordance with Section 1.4 of this Ordinance.

(d) The Chief Executive Officer shall charge regulatory fees to affect the full cost recovery of activities associated with the administration, regulation, issuance, or transfer of for-hire vehicle permits and associated records.

(1) Changes in fee schedules affecting permits shall be mailed to all permit holders. Changes shall be effective thirty (30) calendar days thereafter.

(2) Any person objecting to a particular fee or charge may file, within ten (10) days of the mailing of such changes, an appeal for review with the Chief Executive Officer who shall thereafter process it in accordance with Section 1.17; provided, however, that the sole issue to be determined on review is whether the fee or charge exceeds the reasonable costs for personnel salaries and administrative overhead associated with the particular administrative service or function.

***(Section 1.5 amended 12/14/2017)***

***(Section 1.5 amended 2/12/2015)***

***(Section 1.5 amended 8/7/2003)***

***(Section 1.5 amended 11/14/2002)***

#### Section 1.6 - Blank

The text of Section 1.6 is deleted in its entirety effective February 12, 2015.

***(Section 1.6 deleted 2/12/2015)***

***(Section 1.6 amended 11/14/2002)***

#### Section 1.7 - Blank

The text of Section 1.7 is deleted in its entirety effective October 24, 1998.

***(Section 1.7 was deleted 9/24/1998)***

#### Section 1.8 - Equipment and Operating Regulations

(a) No medallion shall be issued for a vehicle unless the vehicle conforms to all the applicable provisions of this Ordinance.

(b) The privilege of engaging in the business of operating a for-hire vehicle in a City granted in the permit is personal to the permit holder, who must be the owner of the for-hire vehicle. The rights, requirements, and responsibilities which attach to the permit remain with the holder at all times the for-hire vehicle is operated under the authority of the permit. These rights, requirements and responsibilities, which include, but are not limited to, the requirements of this Ordinance, will remain unaffected by any agreement or contractual arrangement between the permit holder and those persons who operate for-hire vehicles, irrespective of the form or characterization of the agreement under which the driver operates the for-hire vehicle.

(c) The permit holder shall maintain a business address, a mailing address where he or she can accept mail directed to his or her company, and a business telephone in working order which must be answered during normal business hours, Monday through Friday, and during all hours of operation. A post office box or dispatch service address shall not be used for the business address or mailing address. The permit holder shall, in the case of any change in his or her business address, mailing address, or business telephone, notify the Chief Executive Officer in writing of such change within forty-eight (48) hours of the effective date of this change.

(d) Before a for-hire vehicle is placed in service and at least annually thereafter, the for-hire vehicle shall be delivered to a place designated by the Chief Executive Officer for inspection. All new permit holders are required to observe at least one full vehicle inspection as part of the initial permit issuance. MTS inspectors shall inspect the for-hire vehicle and its equipment to ascertain whether the vehicle complies with the provisions of this Ordinance. Failure to produce the vehicle for inspection shall be cause for suspension or revocation of the permit for such vehicle.

(e) Any MTS inspector or peace officer, after displaying proper identification, may make reasonable and periodic inspections of any for-hire vehicle operating under an MTS permit for the purpose of determining whether the vehicle is in compliance with the provisions of this Ordinance.

(f) Any for-hire vehicle which fails to meet the requirements of the California Vehicle Code or this section after inspection shall be immediately ordered out-of-service by an MTS inspector or peace officer if it is unsafe for service. Ordering a vehicle out-of-service does not constitute a suspension or revocation of the permit. A vehicle is deemed unsafe for service when any of the following conditions exists:

- (1) Tires fail to meet the requirements of the California Vehicle Code;
- (2) Headlights, taillights or signal lights are inoperable during hours of darkness (sunset to sunrise);
- (3) Windshield wipers are inoperable during rain conditions;
- (4) Meter is not working, the meter displays signs of tampering, the seal is broken, the County of San Diego seal is more than thirteen (13) months old from the date of issuance, or a Service Agent's temporary seal is more than ninety (90) days old from the date of issuance;
- (5) Brakes, brake lights or brake system are inoperable or otherwise fail to meet the requirements of the California Vehicle Code;
- (6) Excessive play in steering wheel exceeding three (3) inches;
- (7) Windshield glass contains cracks or chips that interfere with driver's vision;
- (8) Any door latch is inoperable from either the interior or exterior of the vehicle;
- (9) Any seat is not securely fastened to the floor;
- (10) Seat belts, when required, fail to meet requirements of the California Vehicle Code;
- (11) Either side or rearview mirrors are missing or defective;
- (12) Any vehicle safety system light is activated; and
- (13) Any other condition which reasonably and rationally pertains to the operating safety of the vehicle or to passenger or pedestrian safety.

(g) If the vehicle is not unsafe but is unsuitable or otherwise in violation of this Ordinance or any vehicle condition/equipment section of the California Vehicle Code, the operator or permit holder, as appropriate, shall be subject to a seventy-two (72) hours correction notice.

- (1) Failure to correct such violation within the seventy-two (72) hours shall then be cause to order the vehicle out-of-service. When a vehicle is ordered out-of-service, the medallion shall be immediately removed.

(2) Before the vehicle may again be placed in service, the violation shall be corrected and the vehicle shall be inspected by an MTS inspector.

(3) The medallion shall be reaffixed when the MTS inspector finds that the vehicle meets prescribed standards.

(h) The interior and exterior of the for-hire vehicle shall be maintained in a safe and efficient operating condition, and meet California Vehicle Code requirements and the requirements of this Ordinance at all times when in operation. The following minimum vehicle standards must be maintained to comply with this section:

(1) Wheels. Hubcaps or wheel covers shall be on all wheels for which hubcaps or wheel covers are standard equipment.

(2) Body Condition. There shall be no tears or rust holes in the vehicle body and no loose pieces hanging from the vehicle body. Fenders, bumpers, and light trim shall be securely fixed to the vehicle. No extensive unrepaired body damage shall be allowed and exterior paint shall be free from excessive fading. The vehicle shall be equipped with front and rear bumpers. The exterior of the vehicle shall be maintained in a reasonably clean condition so as not to obscure approved vehicle markings.

(3) Lights. Headlights shall be operable on both high and low beam. Taillights, parking lights, signal lights, and interior lights shall all be operable.

(4) Wipers. Each vehicle shall be equipped with adequate windshield wipers maintained in good operating condition.

(5) Brakes. Both the parking and hydraulic or other brake system must be operable.

(6) Steering. Excessive play in the steering mechanism shall not exceed three (3) inches free play in turning the steering wheel from side to side.

(7) Engine. The engine compartment shall be reasonably clean and free of uncontained combustible materials.

(8) Mufflers. Mufflers shall be in good operating condition.

(9) Windows. The windshield shall be without cracks or chips that could interfere with the driver's vision. All other windows shall be intact and able to be opened and closed as intended by the manufacturer. The windows and windshield shall be maintained in a reasonably clean condition so as not to obstruct visibility.

(10) Door Latches. All door latches shall be operable from both the interior and exterior of the vehicle.

(11) Suspension. The vehicle's suspension system shall be maintained so that there are no sags because of weak or broken springs or excessive motion when the vehicle is in operation because of weak or defective shock absorbers.

(12) Seats. All seats shall be securely fastened. Seat belts, when required by the California Vehicle Code, shall be installed. The upholstery shall be free of grease, holes, rips, torn seams, and burns.

(13) Interior. The interior of each vehicle and the trunk or luggage area shall be maintained in a reasonably clean condition, free of foreign matter, offensive odors, and litter. The seats shall be kept reasonably clean and without large wear spots. The door handles and doors shall be intact and clean. The trunk or luggage area shall be kept empty except for spare tire and personal container for the driver not exceeding one (1) cubic foot in volume and emergency equipment, to allow maximum space for passenger luggage and belongings.

(i) Each for-hire vehicle, except taxicabs and Low Speed Vehicles, shall contain:

(1) A fire extinguisher of the dry chemical or carbon dioxide type with an aggregate rating of at least 5 B/C units and a current inspection card affixed to it.

(2) A minimum of three (3) red emergency reflectors.

(3) A first-aid kit containing medical items to adequately attend to minor medical problems.

(j) In the event that a for-hire vehicle for which a permit has been approved is taken out of service, by the permit holder for maintenance or any purpose, other than a violation of any provision of this Ordinance, a spare vehicle operating permit may be granted. The spare vehicle operating permit shall only be valid for the vehicle for which it was issued. The permit holder may only utilize a spare for-hire vehicle which has been duly inspected by an MTS inspector and approved prior to use. The permit holder must immediately inform an MTS inspector when a spare for-hire vehicle is in use and the location of the disabled vehicle. The spare vehicle will be issued a "spare vehicle" sticker which must be affixed to the left rear portion of the for-hire vehicle for which it is approved, in plain view from the rear of the for-hire vehicle. The permit holder may utilize one (1) spare for-hire vehicle for a period not to exceed thirty (30) calendar days from the date of issuance. This subsection shall not be construed, nor deemed to replace, those provisions in this Ordinance which apply to permanent replacement of a for-hire vehicle.

(k) The medallion issued to the permit holder must be affixed by an MTS inspector on the for-hire vehicle for which the permit is approved in plain view from the rear of the for-hire vehicle. The permit holder must immediately report the loss, destruction, or defacing of a medallion to the Chief Executive Officer. Except as provided in Subsection (j), it shall be unlawful to operate a for-hire vehicle without the medallion affixed and visible.

(l) There shall be displayed in the passenger compartment of each for-hire vehicle between the sun visors, in full view of the passengers in the front and rear seats, a card not less than ten (10) inches wide by six (6) inches high in size. Posted on this card, utilizing "Universe" font in black ink on white background, shall be:

1) The first line of the card, 3/4 inch in height, shall say one of the following according to permit type: TAXICAB, SIGHTSEEING, CHARTER, NONEMERGENCY, LOW-SPEED VEHICLE, OR JITNEY LOST AND FOUND.

2) Below this, the card shall include the vehicle medallion number in three-inch numerals.

3) Below the medallion number, the name, address, and phone number of the MTS Taxicab Administration and the permit holder and/or permit holder trade name shall be printed, 1/4-inch in height.

4) Without approval from MTS, no other signs, markings, lettering, decals, or any type of information shall be displayed within 18 inches around the card.

(m) Advertisements, whether displayed on the inside or outside of the vehicle, shall be posted in accordance with MTS Board Policy No. 21, Revenue-Generating Display Advertising, Concessions, and Merchandise, any guidelines developed by the Chief Executive Officer, and the provisions of this Ordinance. Advertisements shall not be displayed without prior approval from MTS.

(n) The driver of each for-hire vehicle may either carry: a map of the City, published within the past two (2) years; or an electronic device equipped with a GPS enabled map, which shall be displayed to any passenger upon request.

(o) The maximum rates of fare charged for for-hire vehicle services shall be clearly and conspicuously displayed in the passenger compartment.

(p) Each for-hire vehicle licensed to operate in the City shall have located on the passenger side dashboard area a driver identification card provided by the County of San Diego Sheriff or the Chief Executive Officer. The driver identification card shall have no alterations or information covered. The driver identification card shall be visible to passengers, peace officers and MTS inspectors so they can easily view the driver identification card from either inside or outside the vehicle. The driver identification card shall bear the following information:

- (1) The number of the license of the driver;
- (2) The name and business address of the driver;
- (3) The name of the owner of the vehicle; and
- (4) A small photograph of the driver.

(q) Each for-hire vehicle shall be equipped with a rearview mirror affixed to the right side of the vehicle, as an addition to those rearview mirrors otherwise required by the California Vehicle Code.

(r) The driver shall offer each passenger a printed receipt upon payment of the fare. The receipt shall accurately show the date, the amount of the fare, the driver's name and ID number, the taxicab number, the company (DBA) name, and the dispatch service name with phone number.

(s) All disputes to fare shall be determined by the peace officer or MTS inspector most readily available where the dispute is had. It shall be unlawful for any person to fail or refuse to comply with such determination by the peace officer or MTS inspector.

(t) It is unlawful for any person to refuse to pay the lawful fare of a for-hire vehicle after employing or hiring the same.

(u) The driver of any for-hire vehicle shall promptly obey all lawful orders or instructions of any peace officer, fire fighter, or MTS inspector.

(v) No driver of any for-hire vehicle shall transport any greater number of persons, including the driver, than the manufacturer's rated seating capacity for the vehicle.

(w) It shall be unlawful for any person to solicit business for a for-hire vehicle by making a contract or agreement with any owner of any hotel, apartment house, motel, inn, rental units, restaurant, or bar, or with the agent or employees of such owner, by which the owner, agent or employee receives any type of payment or commission for recommending or directing any passenger to a specific for-hire vehicle or company. It shall be unlawful for any permit holder, association, or driver to have or make a contract or agreement with any owner of any hotel, apartment house, motel, inn, rental units, restaurant, or bar, or with the agents or employees of such owner, by which the permit holder, association or driver receives any type of payment or commission for recommending or directing any passenger to an establishment operated by a specific owner.

(x) The driver of a for-hire vehicle shall wear, in a manner clearly visible on their person, an identification card approved by the Chief Executive Officer.

(y) The Board specifically finds that the dress, grooming, and conduct of for-hire vehicle drivers affect the public health and safety, particularly as it relates to visitors and the tourist industry. Therefore, while driving or operating a for-hire vehicle, drivers shall be hygienically clean, well-groomed and neat, and suitably dressed. Violations of this subsection are administrative in nature and shall not be the subject of criminal prosecution.

(1) The term "hygienically clean" shall refer to that state of personal hygiene, body cleanliness, and absence of offensive body odor normally associated with bathing or showering on a regular basis.

(2) The term "well-groomed" shall mean that male drivers shall be clean-shaven, except for those parts of the face where a beard or mustache is worn and their hair shall be neatly trimmed; beards or mustaches shall be groomed and neatly trimmed at all times in order not to present a ragged appearance. For all drivers, it shall mean that scalp or facial hair shall be combed or brushed and that all clothing is clean, free from soil, grease and dirt, and without unrepaired rips or tears.

(3) The term "neat and suitably dressed" shall be interpreted to require that a driver shall be fully covered by clothing at a minimum from a point not to exceed four (4) inches above the center of the kneecap to the base of the neck, excluding the arms. Drivers shall wear shoes. It shall not be permissible for any driver to wear as an outer garment any of the following: undershirt or underwear, tank tops, body shirts (see-through mesh), swim wear, jogging or warm-up suits or sweatshirts or similar attire, jogging or bathing shorts or trunks, or sandals. Trouser-type shorts that are no shorter than four inches above the center of the kneecap are permissible.

(z) For-hire vehicles shall comply with the California Vehicle Code, e.g., not impede traffic, and, where applicable, not operate on streets where posted speed limits are above 35 miles per hour. For-hire vehicle drivers, including taxicab, shall not load or unload passengers in traffic lanes.

***(Section 1.8 amended 12/14/2017)***

***(Section 1.8 amended 10/13/2016)***

***(Section 1.8 amended 5/12/2016)***

***(Section 1.8 amended 2/12/2015)***

***(Section 1.8 amended 8/7/2003)***

***(Section 1.8 amended 11/14/2002)***

***(Section 1.8 amended 9/24/1998)***

***(Section 1.8 amended 2/13/1997)***



**(Section 1.8 amended 6/24/1993)**

**Section 1.9 - Public Liability**

(a) It shall be unlawful to operate a for-hire vehicle unless the permit holder establishes and maintains in effect one of the forms of financial responsibility specified in this section.

(1) This requirement may be met by maintaining a valid policy of insurance executed and delivered by a company authorized to carry on an insurance business, the financial responsibility of which company has been approved by the Chief Executive Officer. The terms of the policy shall provide that the insurance company assumes financial responsibility for injuries to persons or property caused by the operation of the for-hire vehicle in an amount determined by the Chief Executive Officer.

(2) The permit holder may also meet this requirement by obtaining a certificate of self-insurance for a specified amount approved by the Board and pursuant to the applicable provisions of the California Vehicle Code.

(b) A valid proof of insurance issued by the company providing the insurance policy required under Subsection (a) (1) of this section shall be filed with and approved by the Chief Executive Officer. This certificate shall provide that MTS is a named certificate holder and shall be placed in each vehicle, per California Vehicle Code Section 16020. It shall also provide that the insurer will notify MTS of any cancellation and that the cancellation notice shall be in writing and shall be sent by registered mail at least thirty (30) days prior to cancellation of the policy. The certificate shall also state:

- (1) The full name of the insurer;
- (2) The name and address of the insured;
- (3) The insurance policy number;
- (4) The type and limits of coverage;
- (5) The specific vehicle(s) insured;
- (6) The effective dates of the certificate; and
- (7) The certificate issue date.

**(Section 1.9 amended 9/17/2015)**

**(Section 1.9 amended 11/14/2002)**

**Section 1.10 - Financial Ownership and Operating Records: Reporting Requirements**

(a) Every person engaged in the business of operating a for-hire vehicle within the City under a permit granted by the Chief Executive Officer shall maintain:

(1) Financial records, including but not limited to the current executed taxicab driver lease agreement that includes all aspects of the business relationship between the permit holder and the lessee, and written receipts of all payments from lessee in accordance with good accounting practices;

(2) Ownership records; and

(3) Operating records in a form, and at intervals, which shall be determined from time to time by the Chief Executive Officer.

(b) Ownership and operating records shall be made available to the Chief Executive Officer upon demand at any reasonable time. The permit holder shall retain operating records for a minimum of six (6) months from the date the records are created.

(c) For purposes of this section, ownership records shall include, but are not limited to, the following:

(1) Copies of the Articles of Incorporation as filed with the Secretary of State of California;

(2) Records identifying all corporate officers and members of the corporation's Board of Directors. A corporation shall report any change in corporate officers or members of its Board of Directors to MTS within ten (10) days of the effective date.

(3) A stock register recording the issuance or transfer of any shares of the corporate stock; and

(4) The registration cards issued by the State of California Department of Motor Vehicles to the vehicle owner for all for-hire vehicles operated under the authority of an MTS for-hire vehicle permit. Valid proof of registration shall be maintained in the vehicle at all times.

(d) For purposes of this section, operating records shall include, but are not limited to, the following:

(1) Typed or written dispatch records for taxicab or LSV companies which operate their own dispatch service;

(2) Any logs which a for-hire vehicle driver keeps describing the trips carried by a for-hire vehicle other than a taxicab;

(3) Copies of the daily trip log required by taxicab or LSV drivers under Section 2.4 (q); and

(4) Any other similar records.

(e) Between January 1 and December 31 of each calendar year, every permit holder shall file with the Chief Executive Officer a signed statement which shall report and attest to the accuracy of the following information:

(1) The individual name(s), business name, business address, and telephone number of the permit holder(s);

(2) The name and address of all legal and registered owner(s) of the for-hire vehicle(s);

(3) The name and address of each person with a financial interest in the business which operates the vehicle(s); and

(4) The year, manufacturer, model, vehicle identification number, license plate, and medallion number affixed to the permitted vehicle(s).

(f) If the permit holder is an individual, the permit holder must appear in person in the offices of MTS to file the statement; if the permit holder is a partnership, one of the partners must appear in person in the offices of MTS to file the statement; if the permit holder is a corporation or LLC, an officer of the corporation, or a member of the LLC, authorized to represent the company, must appear in person in the offices of MTS to file the statement and provide evidence San Diego City Council Policy 500-02 requirements are being met.

***(Section 1.10 amended 5/12/2016)***

***(Section 1.10 amended 2/12/2015)***

***(Section 1.10 amended 8/7/2003)***

***(Section 1.10 amended 11/14/2002)***

***(Section 1.10 amended 6/24/1993)***

#### Section 1.11 - Destruction, Permanent Replacement or Retirement of For-Hire Vehicles

(a) Whenever a for-hire vehicle is destroyed, rendered permanently inoperative, is sold, or the permit holder is no longer the owner of the for-hire vehicle, the permit holder shall notify the Chief Executive Officer in writing within forty-eight (48) hours.

(b) A replacement vehicle must be placed in service within ninety (90) days of the date the original vehicle is removed from service unless prior written permission has been obtained from the Chief Executive Officer. It is the intent of this section that the Chief Executive Officer, in granting such permission, gives due consideration to the operating situation of the permit holder on a case-by-case basis.

The following guidelines are to be used in granting permission for a permit holder to take longer than ninety (90) days in placing a replacement vehicle in service.

(1) The permit holder must submit a written request for an extension of time, stating the specific reason(s) additional time is required and identifying a plan and timetable for placing the replacement vehicle in service. Written documents sufficient to substantiate the factual information contained in the request should also be submitted.

(2) The plan and timetable submitted must reflect a reasonable approach for placing the vehicle in service within the shortest possible time frame.

(3) An additional period of time, not to exceed sixty (60) calendar days, may be granted to a permit holder in case of severe personal illness or other similar hardship.

(4) An additional period of time, not to exceed thirty (30) calendar days, may be granted to a permit holder in case of extensive vehicle repairs or other similar reasons.

(5) No extensions will be granted to any permit holder who is unable to meet the basic operational costs, including liability insurance, regulatory fees, and normal maintenance and repairs of operating a for-hire vehicle.

(6) No more than one (1) extension will be granted for each vehicle in a single twelve (12) month period.

(c) The Chief Executive Officer shall, as a matter of owner right, allow the replacement of a vehicle which is destroyed, rendered inoperative, sold or transferred, provided that the permit holder has complied with, and the for-hire vehicle is in conformance with, all applicable provisions of

this Ordinance. An owner must remove the markings from the vehicle that indicate it is a taxicab or LSV before the owner disposes of it.

(d) When a permit holder retires any for-hire vehicle or vehicles from service and does not replace them within ninety (90) days, the permit for each such retired for-hire vehicle shall be considered abandoned and will be void. The permit holder shall immediately surrender each related medallion to the Chief Executive Officer. Such abandoned permits may not be restored by any means other than through application for new permits in the manner provided in this Ordinance.

**(Section 1.11 amended 10/13/2016)**

**(Section 1.11 amended 8/7/2003)**

**(Section 1.11 amended 11/14/2002)**

**(Section 1.11 amended 2/13/1997)**

#### Section 1.12 - Driver's Identification Cards

(a) No person shall drive or operate any for-hire vehicle under the authority of a permit granted under this Ordinance unless such person has and displays a valid driver's identification card obtained annually through the Sheriff of the County of San Diego.

(b) No permit holder shall employ as a for-hire vehicle driver or operator any person who has not obtained a for-hire vehicle driver's identification card through the Sheriff of the County of San Diego.

(c) No permit holder shall employ as a driver or operator any person whose privilege to operate a for-hire vehicle within the City has expired, or has been revoked, denied or suspended or prohibited.

(d) A driver may drive for more than one permit holder. The driver must, however, have on file with and accepted by the Sheriff of the County of San Diego, a separate application on forms provided by the Sheriff, for each permit holder with whom he has a current driving agreement. A driver may have on file with the Sheriff a maximum of four (4) such applications at any one time. It shall be unlawful for a driver to accept or solicit passengers for hire in the City while operating the taxicab or LSV of any permit holder for whom the driver does not have such an application on file with the Sheriff.

(e) No person shall drive or operate any for-hire vehicle, , under the authority of a permit granted under this Ordinance unless such person has successfully completed an MTS-approved driver training course concerning driver safety, rules, and regulations. Map reading, crime prevention, courtesy and professionalism and a corresponding qualification examination.

(f) No person who has received a notice of prohibition pursuant to Section 1.14, or whose privilege to operate a for-hire vehicle within the City has expired, or has been suspended, revoked or denied by the Sheriff or the Chief Executive Officer shall drive or operate a for-hire vehicle within the City.

(g) No for-hire vehicle driver's identification card shall be issued or renewed to any of the following persons:

(1) Any person under the age of twenty-one (21) years.

(2) Any person who has been convicted of a felony involving a crime of force or violence against any person, or the theft of property, unless five (5) years have elapsed

since his or her discharge from a penal institution or satisfactory completion of probation for such conviction during which period of time his or her record is good.

(3) Any person who has been convicted of assault, battery, resisting arrest, solicitation of prostitution, any infraction, misdemeanor, or felony involving force and violence, or any crime reasonably and rationally related to the paratransit industry or any similar business operation which bears upon the integrity or ability of the driver to operate a for-hire vehicle business and transport passengers, unless five (5) years shall have elapsed from the date of discharge from a penal institution or the satisfactory completion of probation for such conviction.

(4) Any person who, within the five (5) years immediately preceding the processing of the application, has been convicted of or held by any final administrative determination to have been in violation of any statute, ordinance, or regulation reasonably and rationally related to the for-hire vehicle industry or any similar business operation which would have authorized the suspension or revocation of the driver's identification card in accordance with Section 1.14 of this Ordinance.

(5) Any person who is required to register as a sex offender pursuant to the California Penal Code.

(6) Any person who has provided false information of a material fact in their application within the past five (5) years.

(7) No person shall obtain or renew a driver's identification card unless such person has successfully completed a personal safety training course approved by the Chief Executive Officer.

(8) When a driver permanently no longer drives for an MTS Taxicab Administration permit holder, the permit holder shall report this to the Sheriff's Department within ten (10) calendar days.

(h) The Sheriff is authorized to issue temporary for-hire vehicle driver identification cards pending the approval or denial of an application for a regular for-hire vehicle driver identification card. No temporary for-hire vehicle driver identification card shall be issued without the satisfactory completion of a local law enforcement agency record check of the applicant. Any temporary identification card so issued shall be valid for a period not to exceed ninety (90) days or until the date of approval or denial of the application for a regular for-hire vehicle driver identification card, whichever shall occur first. The issuance of a temporary identification card hereunder shall not authorize the operation of a for-hire vehicle following the denial of the application while pending the resolution of any appeal otherwise provided for in Section 1.16 of this Ordinance. The Sheriff or the Chief Executive Officer shall establish nonrefundable filing fees to defray the costs of processing regular and temporary driver identification cards.

***(Section 1.12 amended 12/14/2017)***

***(Section 1.12 amended 5/12/2016)***

***(Section 1.12 amended 11/15/2012)***

***(Section 1.12 amended 8/7/2003)***

***(Section 1.12 amended 11/14/2002)***

***(Section 1.12 amended 9/24/1998)***

***(Section 1.12 amended 10/30/1997)***

***(Section 1.12 amended 11/9/1995)***

Section 1.13 - Suspension and Revocation of Permit

(a) Permits may be suspended or revoked by the Chief Executive Officer at any time in case:

(1) The Chief Executive Officer finds the permit holder's past record to be unsatisfactory with respect to satisfying the provisions of this Ordinance.

(2) The permit holder fails to comply with the applicable provisions of this Ordinance.

(3) The drivers of the for-hire vehicle or vehicles fail to act in accordance with those provisions of this Ordinance which govern driver actions. The permit holder shall have strict liability in this regard; however, this provision shall not restrict the Chief Executive Officer's ability to penalize a driver for violations of those provisions of this Ordinance which govern driver actions.

(4) The owner shall cease to operate any for-hire vehicle for a period of ninety (90) consecutive days without having obtained written permission for cessation of such operation from the Chief Executive Officer. It is the intent of this section that the Chief Executive Officer, in granting such permission, gives due consideration to the operating situation of the permit holder on a case-by-case basis.

The following guidelines are to be used in granting permission for a permit holder to cease operating a for-hire vehicle for a period longer than ninety (90) days.

(a) The permit holder must submit a written request for an extension of time, stating the specific reason(s) additional time is required and identifying a plan and timetable for placing the vehicle back in service. Written documents sufficient to substantiate the factual information contained in the request should also be submitted.

(b) The plan and timetable submitted must reflect a reasonable approach for placing the vehicle back in service within the shortest possible time frame.

(c) An additional period of time, not to exceed sixty (60) calendar days, may be granted to a permit holder in case of severe personal illness or other similar hardship.

(d) An additional period of time, not to exceed thirty (30) calendar days, may be granted to a permit holder in case of extensive vehicle repairs or other similar reasons.

(e) No extension will be granted to any permit holder who is unable to meet the basic operational costs including liability insurance, regulatory fees, and normal maintenance and repairs of operating a for-hire vehicle.

(f) No more than one (1) extension in time will be granted for each vehicle permit in a single twelve (12) month period.

(5) The for-hire vehicle or vehicles, if operated as other than a taxicab, are operated at a rate of fare other than those fares on file with the Chief Executive Officer.

(6) The for-hire vehicle or vehicles, if operated as a taxicab or LSV, are operated at a rate of fare greater than those fares on file with the Chief Executive Officer or posted on the taxicab or LSV pursuant to Section 2.2 (b) of this Ordinance.

(7) The for-hire vehicle or vehicles, if operated as a taxicab or LSV, are operated at a rate of fare greater than current maximum rate established by the Board pursuant to Section 2.2(a) of this Ordinance.

(8) The permit holder fails to begin operating the for-hire vehicle for which the permit is first approved within ninety (90) days after the approval date.

(9) The permit holder has been convicted of assault, battery, resisting arrest, solicitation of prostitution, any infraction, misdemeanor, or felony involving force and violence, or any crime reasonably and rationally related to the paratransit industry or any similar business operation which bears upon the integrity or ability of the applicant or permit holder to operate a for-hire vehicle business and transport passengers, unless five (5) years shall have elapsed from the date of discharge from a penal institution or the satisfactory completion of probation for such conviction.

(10) The permit holder has been convicted of a crime that would require a person to register as a sex offender under the California Penal Code. For purposes of this section, a plea or verdict of guilty, a finding of guilt by a court, a plea of nolo contendere or a forfeiture of bail shall be considered a conviction.

(b) A permit holder shall be notified in writing within 10 working days when a credible complaint has been filed with the Chief Executive Officer by a member of the public where such complaint involves the permit holder, the driver of the permitted for-hire vehicle, or the dispatch service to which the permit holder is subscribed. It shall be the responsibility of the permit holder to investigate the complaint and report in writing to the Chief Executive Officer within 30 days the result of the investigation and any corrective action taken or proposed. Where the complainant has agreed to the sharing of their identity, the results of the investigation, findings, and actions shall be communicated to the complainant.

(c) In the event the Chief Executive Officer finds a permit holder has failed to responsibly respond to notification of complaints or to initiate corrective action, the Chief Executive Officer shall issue a notice of proposed adverse action to the permit holder. If the circumstances of the complaint or subsequent investigation so warrant, the Chief Executive Officer may issue a notice of adverse action to a driver independently of or in conjunction with any adverse action proposed to the permit holder. The Chief Executive Officer shall refer to the Administrative Penalty Guidelines in determining a proposed adverse action.

(d) The permit holder or driver in receipt of a notice of proposed adverse action shall be given the opportunity to appear for an informal hearing before the Chief Executive Officer or designated representative. Failure to appear will constitute waiver of the hearing. Following the hearing or waiver thereof, the Chief Executive Officer shall issue the notice of adverse action if justified by the facts. If the Chief Executive Officer determines that the performance of the permit holder or driver involves criminal activity or constitutes a serious degradation of the public safety, convenience, or necessity, a notice of adverse action may be issued and the action effected without hearing.

(e) Upon a finding by the Chief Executive Officer that a permit holder falls within the provisions of this section, the permit holder or driver shall be notified that his or her permit has been subjected to an adverse action and that the matter is such that the action may be appealed. In lieu

of an action provided for in the Administrative Penalty Guidelines, the Chief Executive Officer may impose a fine or a fine and a period of suspension for any violation(s) of this Ordinance.

**(Section 1.13 amended 12/14/2017)**

**(Section 1.13 amended 10/13/2016)**

**(Section 1.13 amended 5/12/2016)**

**(Section 1.13 amended 8/7/2003)**

**(Section 1.13 amended 11/14/2002)**

**(Section 1.13 amended 6/24/1999)**

**Section 1.14 - Suspension and Revocation of Driver's Identification Cards**

(a) Driver's identification cards may be suspended or revoked by the Chief Executive Officer at any time in case:

(1) The Chief Executive Officer finds the driver's past record to be unsatisfactory with respect to satisfying the provisions of this Ordinance; or

(2) The driver fails to comply with the applicable provisions of this Ordinance; or

(3) Circumstances furnish grounds for the denial, suspension, revocation or refusal to renew the driver's identification card by the Sheriff under the terms of the applicable Ordinance of the County of San Diego; or

(4) His/her California Driver's License is revoked or suspended; or

(5) The driver is convicted of reckless driving or driving while under the influence of intoxicating liquors and/or narcotics; or

(6) The driver has been convicted of assault, battery, resisting arrest, solicitation of prostitution, any crime involving force and violence, or reasonably and rationally is related to the ability or integrity of the driver to operate a for-hire vehicle or transport passengers; or

(7) The driver has ever been convicted of a crime that requires registration under the California Penal Code as a sex offender.

(b) For purposes of Subsections (a) (1) through (a) (6) of this section, a plea of nolo contendere, or a forfeiture of bail shall be considered a conviction if it occurred within the five (5) years immediately preceding the date of application for a permit or identification card.

(c) Notwithstanding a driver's possession of a valid taxicab or LSV driver identification card, the Chief Executive Officer may deny, suspend, revoke, or refuse to renew the driver's privilege to operate a for-hire vehicle in the City if the driver falls within the provisions of this section. The Chief Executive Officer shall send a notice of prohibition the date postmarked to operate a taxicab or LSV to any holder of a Sheriff's driver identification card who is ineligible under Subsection (a) to operate a for-hire vehicle within the City limits. The notice of prohibition shall be appealable in accordance with Section 1.16.

**(Section 1.14 amended 5/12/2016)**

**(Section 1.14 amended 8/7/2003)**

**(Section 1.14 amended 11/14/2002)**

**(Section 1.14 amended 6/24/1999)**



Section 1.15 - Surrender of Medallion

(a) When a permit has been suspended or revoked, the operation of any for-hire vehicle authorized by such permit shall cease, and its medallion surrendered immediately to the Chief Executive Officer.

**(Section 1.15 amended 11/14/2002)**

Section 1.16 - Right of Administrative Appeal from Denial, Suspension or Revocation of Permit or Driver's Identification Card or Related Adverse Action

(a) The permit holder or driver shall be notified that he or she may file with the Chief Executive Officer a written administrative appeal ten (10) days after delivery of the notice of revocation or suspension, or the denial of a license, permit, or driver's identification card, the notice of prohibition to operate or the imposition of a fine. The permit holder or driver shall set forth in the appeal the reasons why such action is not proper.

(b) If no administrative appeal is filed within the proper time, the permit or driver's identification card shall be considered revoked, suspended or denied, and shall be surrendered, the fine be imposed, as applicable, or the notice of prohibition to operate take effect.

(c) Except as provided in Subsection (d), once an administrative appeal is filed, the revocation or suspension of the permit or driver's identification card, the effect of the notice of prohibition to operate, or the imposition of the fine shall be stayed pending the final determination of the administrative appeal.

(d) If, in the Chief Executive Officer's opinion, the continued operation of a for-hire vehicle or possession of a driver's identification card represents an unsafe condition for any passenger or pedestrian, the revocation or suspension of the related permit, driver's identification card, or the effect of any notice of prohibition to operate shall not be stayed. A revocation or suspension of a permit imposed for failure to comply with Section 1.8 (f) or Section 1.9 is rebuttably presumed to represent an unsafe condition pending the determination of the appeal or the correction of the violation, whichever shall occur first. Notwithstanding, no medallion shall be reaffixed to a vehicle until the violation under Sections 1.8 (f) or 1.9 has been corrected.

**(Section 1.16 amended 8/7/2003)**

**(Section 1.16 amended 11/14/2002)**

Section 1.17 - Procedure Upon Administrative Appeal

(a) When an appeal is filed, the Chief Executive Officer shall review the appeal, and based on additional information provided therein, may revise the findings and penalty; in accordance with the additional information provided; or cause the appeal to be assigned to a Hearing Officer, who shall expeditiously schedule the hearing before him/her.

(1) The Chief Executive Officer shall use California Department of General Services, Office of Administrative Hearings Administrative Law Judges as Hearing Officers. The assignment of Administrative Law Judges as Hearing Officers shall be determined by the California Department of General Services, Office of Administrative Hearings.

(2) The Hearing Officer shall be a member of the California State Bar and shall not be an MTS employee.

(b) The appellant and the Chief Executive Officer or designate shall each have the right to appear in person and be represented by legal counsel, to receive notice, to present evidence, to call and cross-examine witnesses under oath, and to present argument.

(c) An appellant may select an individual to interpret for them. MTS will not pay any costs or be held responsible for any aspect of the interpreter's ability to accurately interpret the hearing.

(1) The Hearing Officer shall have the power to compel attendance of witnesses and documents by subpoena, in accordance with state law.

(2) The formal rules of evidence need not apply, and any relevant evidence that is the sort of evidence upon which responsible persons are accustomed to rely in the conduct of serious affairs shall be admissible. Hearsay evidence may be considered by the Hearing Officer, but no findings may be based solely on hearsay evidence unless supported or corroborated by other relevant and competent evidence. The formal exceptions to the hearsay rule shall apply.

(d) The Chief Executive Officer shall promulgate supplementary rules and procedures for the conduct of the hearing, the forms of notice and proceedings, and the preparation and submission of the record.

(e) The decision of the Hearing Officer shall be the final administrative remedy and shall be binding upon the parties to the appeal.

(f) If the Hearing Officer decides to suspend or revoke a permit or driver's identification card, the appellant shall immediately surrender the medallion or driver's identification card to the Chief Executive Officer.

**(Section 1.17 amended 5/12/2016)**  
**(Section 1.17 amended 11/15/2012)**

Section 1.18 - Exceptions to Provisions

(a) The provisions of this Ordinance do not apply to:

(1) a vehicle properly licensed under the jurisdiction of the California Public Utilities Commission (CPUC) unless such vehicle also provides transportation services regulated by MTS under this Ordinance;

(2) or to public transit vehicles owned, operated, or contracted for by MTS; or

(3) to a vehicle properly licensed by the State or County as an ambulance.

(b) For compliance purposes, MTS inspectors may inspect all CPUC licensed vehicles, ensure they are not exceeding the authority granted by their license or operating as unlicensed private-hire transportation provider.

**(Section 1.18 amended 12/14/2017)**  
**(Section 1.18 amended 5/12/2016)**  
**(Section 1.18 amended 11/15/2012)**  
**(Section renumbered to 1.18 9/24/1998)**  
**(Section 1.17 amended 1/12/1995)**

***(Section 1.17 amended 6/24/1993)***

**Section 1.19 - Chief Executive Officer's Authority to Adopt Rules and Promulgate a Schedule of Fines**

(a) Except where Board action is specifically required in this Ordinance, the Chief Executive Officer may adopt any rules and regulations reasonable and necessary to implement the provisions of this Ordinance. The Chief Executive Officer shall promulgate a schedule of administrative fines and penalties for violations of this Ordinance in lieu of the revocation or suspension of a permit or identification card, a copy of which schedule shall be filed with the Clerk of the Board.

***(Section renumbered to 1.19 9/24/1998)***

**Section 1.20 - Americans with Disabilities Act**

(a) Permit holders, vehicles, and drivers are required to comply with the requirements of the federal Americans with Disabilities Act (ADA), and ADA regulations are hereby incorporated into MTS Ordinance No. 11 by reference. A violation of ADA requirements is a violation of this Ordinance and subject to a fine or suspension or revocation or a combination.

***(Section renumbered to 1.20 9/24/1998)***

***(Section 1.19(a) was added 4/10/1997)***

**SECTION 2.0 - TAXICABS AND/OR LSVs**

**Section 2.1 - Types of Service**

(a) A taxicab or LSV is authorized to provide exclusive ride and group ride service.

***(Section 2.0 and 2.1 amended 8/7/2003)***

**Section 2.2 - Rates of Fare**

(a) After a notice and open public hearing of the Taxicab Advisory Committee, MTS shall establish a maximum rate of fare for exclusive ride and group ride hire of taxicabs and/or LSVs except for trips from San Diego International Airport. A permit holder may petition the Board for any desired change in the maximum taxicab or LSV rates for exclusive ride and/or zone rates and group ride hire.

(b) Taxicab trips from San Diego International Airport shall be at a uniform rate of fare. Rates for trips originating at the airport may include an extra charge equal to the Airport Trip Fee assessed against the individual taxicab operator by the San Diego County Regional Airport Authority. The extra may not be charged on any trip that does not originate at the airport or on any trip where the taxicab operator does not pay the fee to the San Diego County Regional Airport Authority. The extra charge may only be charged to the customer by utilizing the extra button on the taxicab meter. A driver may not verbally request payment. All taxicabs utilizing the Airport Trip Fee extra button must have a decal, approved by the Chief Executive Officer and the County of San Diego Office of Weights and Measures. The decal shall identify and accurately describe the extra charge consistent with regulatory requirements.

(c) Each permit holder shall file with the Chief Executive Officer the rates of fare that he/she will charge, which shall not exceed the maximum rate set by the Board pursuant to Section 2.2(a).

(1) Each taxicab permit holder shall have the taximeter set by properly licensed personnel for the rate that he/she will charge and have the taximeter sealed and inspected.

(2) All taxicabs shall accept major credit cards including, but not limited to, VISA, MasterCard, American Express, and Discover. Fees shall not be passed onto passengers.

(d) If a taxicab permit holder desires to change his/her rates of fare, he/she shall file with the Chief Executive Officer the new rates, reset the taximeter, have the taximeter sealed and inspected, and post the revised rates on each side of the taxicab as provided in Subsection (c) of this section.

(e) It shall be unlawful for a permit holder or driver to operate any taxicab in the City, unless the vehicle is equipped with a taximeter that meets the requirements of the State of California.

(1) The taximeter shall calculate fares upon the basis of a combination of mileage traveled and time elapsed. When operative with respect to fare indication, the fare-indicating mechanism shall be actuated by the mileage mechanism whenever the vehicle is in motion at such a speed that the rate of mileage revenue equals or exceeds the time rate, and may be actuated by the time mechanism whenever the vehicle speed is less than this, and when the vehicle is not in motion.

(2) Waiting time shall include all time when a taxicab occupied or engaged by a passenger is not in motion or is traveling at a speed which is slow enough for the time rate to exceed the mileage rate. Waiting time will also include the time consumed while standing at the direction of the passenger or person who has engaged the taxicab.

(3) It shall be the duty of every permit holder operating a taxicab to keep the taximeter in proper condition so that the taximeter will, at all times, correctly and accurately indicate the charge for the distance traveled and waiting time. The taximeter shall be at all times subject to the charge for the distance traveled and waiting time.

(4) The taximeter shall be at all times subject to inspection by an MTS inspector or any peace officer. The MTS inspector or peace officer is hereby authorized at his or her instance or upon complaint of any person to investigate or cause to be investigated the taximeter, and upon discovery of any inaccuracy in the taximeter, or if the taximeter is unsealed, to remove or cause to be removed the vehicle equipped with this taximeter from the streets of the City until the taximeter has been correctly adjusted and sealed. Before being returned to service, the vehicle and taximeter must be inspected and approved by the Chief Executive Officer.

(5) Any device repairperson who places into service, repairs, or recalibrates a taximeter shall record the tire size and pressure of the drive wheels of that vehicle, as tested, on the repair person's sticker.

(6) It shall be the duty of the permit holder to ensure the proper device repair person's sticker is affixed to the taximeter and to ensure the tires are the proper size.

(f) It shall be unlawful for any driver of a taxicab, while carrying exclusive or group ride passengers, to display the flag or device attached to the taximeter in such a position as to denote that the vehicle is for hire, or is not employed, or to have the flag or other attached device in such a position as to prevent the taximeter from operating. It shall be unlawful for any driver to throw the flag into a position which causes the taximeter to record when the vehicle is not actually employed, or to fail to throw the flag or other device into non-recording position at the termination of each and every service.

(g) The taximeter shall be so placed in the taxicab that the reading dial showing the amount of fare to be charged shall be well-lighted and easily readable by the passenger riding in such taxicab.

(h) It shall be unlawful for any permit holder and/or driver of a taxicab or LSV to demand of a passenger a charge for hire which is greater than the current maximum rate approved by the Board pursuant to Section 2.2 (a) or (b) of this Ordinance.

(i) Except as provided in this section, it shall be unlawful for any permit holder and/or driver to demand of a passenger a charge for hire which is greater than the permit holder's meter rate filed with the Chief Executive Officer pursuant to Sections 2.1 (a), 2.2 (b), or 2.2 (c) of this Ordinance.

(j) Nothing in this Ordinance shall preclude a permit holder or driver from agreeing with prospective passenger(s) to a rate of fare which is less than the permit holder's filed and posted rates of fare if the agreement is entered into in advance of the passenger(s), hiring the taxicab for the trip.

***(Section 2.2 amended 12/14/2017)***

***(Section 2.2 amended 5/12/2016)***

***(Section 2.2(c)(2)amended 11/15/2012)***

***(Section 2.2(b) amended 4/19/2012)***

***(Section 2.2 amended 8/7/2003)***

***(Section 2.2 amended 5/8/2003)***

***(Section 2.2 amended 11/14/2002)***

***(Section 2.2 amended 6/24/1999)***

***(Section 2.2 amended 9/24/1998; Section 2.2c operative May 1, 1999)***

***(Section 2.2 amended 10/30/1997)***

***(Section 2.2 amended 4/10/1997)***

### **Section 2.3 - Equipment and Specifications**

(a) No taxicab shall be operated until the taximeter thereon has been inspected, tested, approved and sealed by an authorized representative of the State of California, and thereafter so maintained in a manner satisfactory to the Chief Executive Officer.

(b) Each taxicab may be equipped with a device which plainly indicates to a person outside the taxicab whether the taximeter is in operation or is not in operation.

(c) **Mandatory Exterior Markings:** The permit holder must display one of the following exterior markings schemes on each taxicab:

(1) **Exterior Marking Scheme 1:** The following must be displayed if in use of Exterior Marking Scheme 1:

(A) The permit holder's trade name shall be painted or permanently affixed in letters and numerals four (4) inches high all on one line on the upper third part of both rear doors or both rear quarter panels utilizing "Univers" or other Chief Executive Officer pre-approved font in black or white lettering to produce maximum contrast adequately spaced for maximum readability. In the event the trade name does not fit on one line utilizing four (4) inch lettering, the trade name lettering must be as large as possible, up to four (4) inches in height, to enable the trade name to fit on one line.

(B) The medallion number shall be painted or permanently affixed, on both rear doors or both rear quarter panels, one (1) inch below the permit holder's trade name, six (6) inches high, utilizing "Univers" or other Chief Executive Officer pre-approved font in black or white lettering to produce maximum contrast adequately spaced for maximum readability.

(2) Exterior Marking Scheme 2: The following must be displayed if in use of Exterior Marking Scheme 2:

(A) The permit holder's trade name shall be painted or permanently affixed in letters and numerals four (4) inches high all on one line on the upper third part of both front doors utilizing "Univers" or other Chief Executive Officer pre-approved font in black or white lettering to produce maximum contrast adequately spaced for maximum readability. In the event the trade name does not fit on one line utilizing four (4) inch lettering, the trade name lettering must be as large as possible, up to four (4) inches in height, to enable the trade name to fit on one line.

(B) The medallion number shall be painted or permanently affixed, on both front doors, one (1) inch below the permit holder's trade name, six (6) inches high, utilizing "Univers" or other Chief Executive Officer pre-approved font in black or white lettering to produce maximum contrast adequately spaced for maximum readability.

(C) The permit holder's trade name and medallion number shall be painted or permanently affixed on the rear of the taxicab, four (4) inches high, utilizing "Univers" or other Chief Executive Officer pre-approved font in black or white lettering to produce maximum contrast adequately spaced for maximum readability. In the event the rear of the vehicle does not have four inches of vertical space for the trade name and medallion number, the rear lettering may be less than four inches, provided that it is easily readable from a distance of 50 feet.

(d) Optional Exterior Vehicle Markings. The permit holder has the option of choosing to post any combination of the below-listed five options on his or her taxicab which must be posted only at the specific location and in the size noted.

(1) Trade Name Logo. If the permit holder chooses to display his or her trade name logo, the trade name logo shall be posted only on the rear portion of both side rear quarter panels.

(2) Dispatch Service Provider. If the permit holder chooses to display the dispatch service provider name or logo, the dispatch service provider name or logo cannot utilize the words "cab" or taxi." The dispatch service provider name or logo must be displayed only on the rear portion of both side rear quarter panels.

(3) Telephone Number. If permit holder chooses to display a telephone number, the telephone number must be no more than three (3) inches in height and posted only on the top front portion of both front side quarter panels.

(4) "Driver Carries Only \$ \_\_\_\_\_ Change". If the permit holder chooses to post "Driver Carries only \$ \_\_\_\_\_ Change", postings must be located only on rear quarter panels near the rear door but clear of the rates of fare.

(5) "Leased to Driver". If permit holder chooses to post "Leased to Driver," it must be posted only on both side rear quarter panels near the rear door but clear of the rate of fares in lettering no larger than 1 inch.

(6) Body Numbers. If the permit holder chooses to post an internally assigned body number, different from the medallion number, the body number shall be posted in one (1) inch numerals on the front and rear bumpers.

(e) All other exterior vehicle markings are prohibited unless they are directly related to the permit holder's business and pre-approved by the Chief Executive Officer.

(f) All taxicabs shall be equipped and operated so that they may be dispatched by two-way radio or two-way electronic communication, monitored by a dispatcher, in response to a telephone or other request for service by a prospective passenger.

(1) Means of dispatch device must be turned on, and audible to driver, at all times the taxicab is in service.

(2) dispatch equipment, such as a two-way radio, cellular phone or tablet, shall be securely mounted within the vehicle in such a way to be visible to peace officers and MTS inspectors and allow for hands-free operation while the vehicle is in motion.

(g) If radio dispatch capability is utilized, the dispatch service must abide by the following: the radio dispatch capability described in paragraph (d) of this section must be provided so as to conform to the regulations of the Federal Communications Commission (FCC) pertaining to Land Transportation Radio Services. Failure to conform to those regulations will additionally constitute a failure to meet the requirements of this section.

(1) The current valid FCC license shall be on file with MTS.

(2) Taxicab permit holder shall provide current proof the radio or electronic device has passed inspection by an MTS-approved inspector.

(3) Taxicab radios shall have the capability to receive or transmit only on frequencies specified in the FCC license of the radio service subscribed to by the permit holder.

(h) Each permit holder shall equip each permitted taxicab with a device capable of electronically processing credit card transactions. The device must be visible to all passengers and must allow the passenger to operate the payment device independently of the driver, without having to hand the credit card to the driver. The device must be fully operational at all times. The permit holder or dispatch service shall be the merchant of record associated with the device. Any means of electronic credit card acceptance is acceptable so long as it complies with the provisions set forth in Section 1.8 (r).

*(Section 2.3 amended 12/14/2017)*  
*(Section 2.3 amended 10/13/2016)*  
*(Section 2.3 amended 5/12/2016)*  
*(Section 2.3 amended 2/12/2015)*  
*(Section 2.3 amended 11/15/2012)*  
*(Section 2.3 amended 6/27/2002)*  
*(Section 2.3 amended 9/24/1998; Section 2.3c operative May 1, 1999)*  
*(Section 2.3 amended 6/27/1991; effective 7/27/1991)*  
*(Section 2.3 amended 4/10/1997)*

#### Section 2.4 - Operating Regulations

(a) Operating regulations shall be promulgated and adopted from time to time by resolution of the Board. These resolutions will have the force of law and will be published and processed as though set forth in this Ordinance.

(1) Smoking is not permitted at any time inside a MTS-permitted vehicle.

(b) Any driver employed to transport passengers to a definite point shall take the most direct route possible that will carry the passenger to the destination safely and expeditiously.

(c) It shall be unlawful for the driver or operator of any taxicab or LSV to refuse a prospective or actual fare or to take any action to actively discourage a prospective or actual fare on the basis of race, creed, color, age, sex, national origin, disability, or for any other reason, unless it shall be readily apparent that the prospective or actual fare is a hazard to the driver or operator. Rude or abusive language directed to a passenger(s) or any physical action that a reasonable person would construe as threatening or intimidating shall be specifically defined as a violation of this section.

(1) A driver, however, is not obligated to transport any person who is verbally or otherwise abusive to the driver. Such incidents shall also be noted on the trip log and notification shall be immediately sent to the dispatch service organization, which shall record the incident and keep the record for the minimum of 6 months.

(2) A failure of the driver of any taxicab or LSV to assist a passenger with the loading or unloading of a reasonable size, number, and kind of passenger luggage or other items, when requested to do so, shall be specifically defined as a violation of this section. A driver is not required to lift any single piece of passenger luggage or other item that exceeds 25 pounds in weight. The requirement for loading or unloading assistance shall be limited to retrieval from or deposit onto the nearest curbside adjacent to the legally parked taxicab or LSV. A sign in the form of a transparent decal may be affixed to the rear-door, side window stating that, "DRIVER IS NOT REQUIRED TO LOAD LUGGAGE IN EXCESS OF 25 POUNDS PER ITEM OR OF A SIZE OR KIND THAT WILL NOT SAFELY FIT IN THE DESIGNATED LUGGAGE AREA OF THIS VEHICLE."

(3) A driver with a lawful disability that prevents him/her from handling items as defined in subsection (2) above is, upon submission of proof of such disability, relieved of responsibility for the requirements of subsection (2). A driver so situated may affix a small sign either in the passenger section of the vehicle to be clearly visible to a rear seat passenger or on the inside of the trunk cover lid stating that, "DRIVER HAS DISABILITY THAT PREVENTS HANDLING OF LUGGAGE."



(d) It shall be unlawful for taxicab operators to refuse or discourage a prospective or actual fare based upon trip length within the cities, or method of payment. Driver shall not refuse payment by credit card.

(1) A vehicle designated as an LSV may refuse a prospective or actual fare if the trip distance is outside allowed areas of operations.

(2) A failure to promptly dispatch (within the standards required by Sections 2.6(a)(1), (2), and (3) of this Ordinance), or any action by a driver of any taxicab or LSV to refuse or discourage a prospective or actual passenger who must transport foodstuffs or who must meet a medical appointment, irrespective of trip length, shall be specifically defined as a violation of this section so long as that prospective passenger has notified the dispatch service of this circumstance at the time a request for taxi service was made.

(e) No driver of any taxicab or LSV shall stop, park, or otherwise leave standing a taxicab or LSV on the same side of the street in any block in which taxicabs or LSVs are already stopped, parked, or otherwise standing except the taxicab or LSV may actively unload in a passenger loading zone or be parked in a marked taxi/LSV stand.

(f) No driver shall stop, park or otherwise leave standing a taxicab or LSV within one-hundred (100) feet of any other taxicab or LSV except in a marked taxi/LSV stand or while actively loading or unloading passengers.

(g) No driver shall stop, park, or otherwise leave standing any MTS permitted vehicle within fifteen (15) feet of any fire plug except as modified in Section 2.5 of this Ordinance.

(h) No driver shall stop, park or otherwise leave standing any MTS permitted vehicle in a disabled parking zone except as authorized per California Vehicle Code section 22507.8.

(i) An out-of-service sign must be displayed when the taxicab or LSV is not available for hire and is being operated or is lawfully parked for purposes of maintenance, inspection, or personal use. The sign must be placed in a location in the vehicle that is clearly visible from the exterior of the vehicle. The sign must be of durable material and written in block letters in black ink and easily readable from a distance of not less than ten (10) feet.

(j) A taxicab driver may seek passengers by driving through any public street or place without stops, other than those due to obstruction of traffic, and at such speed as not to interfere with or impede traffic.

(k) It shall be unlawful, however, for the driver to seek passengers by stopping at or driving slowly in the vicinity of an entertainment center or transportation center or any other location of public gathering, in such a manner as to interfere with public access to or departure from that center or location, or so as to interfere with or impede traffic.

(l) It shall also be unlawful for a taxicab or LSV driver, having parked and left his or her taxicab or LSV, to solicit patronage among pedestrians on the sidewalk, or at any entertainment center, transportation center, or other location of public gathering.

(m) No person shall solicit passengers for a taxicab or LSV other than the driver thereof; however, the Chief Executive Officer may authorize a dispatcher to solicit passengers and assist in loading passengers at such times and places as, in his or her discretion, public service and traffic conditions require.

(n) It shall be unlawful for the driver or operator of any taxicab or LSV to remain standing in any established taxicab or LSV stand or passenger loading zone, unless the driver or operator remains within twelve (12) feet of his or her taxicab or LSV, except when the driver or operator is actually engaged in assisting passengers to load or unload.

(o) Only paying passengers and persons specifically authorized by the Chief Executive Officer may occupy a taxicab or LSV that is already occupied by a paying passenger. No driver, once a paying passenger has occupied the taxicab or LSV, shall permit any other nonpaying passenger to occupy or ride in the taxicab or LSV.

(p) It shall be unlawful to respond to a call for service dispatched to another operator except when an LSV refers service to another operator because the trip distance is outside of the approved area of jurisdiction.

(q) The taxicab or LSV driver shall maintain a daily trip log which shall be available for inspection upon request by any peace officer or MTS inspector. The trip log will accurately show the driver's name, taxicab or LSV number, date, time, beginning odometer reading, starting and ending locations, type of service provided, and fare paid for each trip provided.

(1) The daily trip log shall consist, at a minimum, of a five- by seven-inch paper form retained on a stiff-board writing surface with ruled lines and columns sufficient to contain the required information. All entries will be in black or dark blue ink, block letters, and be clearly legible. Colored paper that is lightly shaded is allowed provided there is sufficient contrast for entries to be easily read. Onboard electronically generated reports that meet the legibility requirements are acceptable.

(2) The driver shall deliver trip logs to the permit holder upon request or at a weekly interval, whichever is less.

(r) All operating regulations set forth in Section 1.8 apply.

(s) The permit holder for any taxicab or LSV with a permit issued after July 1, 1991, shall comply with the following:

(1) The color scheme of the vehicle may conform to that of the dispatch service.

(2) Establish a business office in a location available to the public, and have staff on duty during regular business hours.

(3) File with MTS, and charge a rate of fare common to the radio service organization providing service required by this Ordinance.

(4) Maintain a current executed taxicab driver lease agreement for each current driver that includes all aspects of the business relationship between the permit holder and the lessee, and written receipts of all payments from lessee.

(t) The taxicab company or the driver of the taxicab shall notify the passenger of the applicable rate prior to the passenger accepting the ride for walkup rides and street hails if different than the posted maximum rate.

**(Section 2.4 amended 12/14/2017)**

**(Section 2.4 amended 10/13/2016)**

**(Section 2.4 amended 5/12/2016)**

**(Section 2.4 amended 2/12/2015)**  
**(Section 2.4 amended 11/15/2012)**  
**(Section 2.4 amended 8/7/2003)**  
**(Section 2.4 amended 11/14/2002)**  
**(Section 2.4 amended 6/24/1999)**  
**(Section 2.4 amended 2/13/1997)**  
**(Section 2.4 amended 6/27/1991; effective 7/27/1991)**

#### Section 2.5 - Stands

(a) The Chief Executive Officer may establish, locate and designate shared use taxicab/LSV stands for one or more taxicabs/LSVs, which stands when so established shall be appropriately designated "Taxis/LSVs Only." The operating regulations of this Ordinance shall apply to such stands and to taxicab/LSV stands established by the San Diego Unified Port District in areas under its jurisdiction within the City.

(b) Each taxicab or LSV stand established hereunder may be in operation twenty-four (24) hours of every day, unless otherwise specified by the Chief Executive Officer.

(c) Any individual, partnership, association, or other organization may petition MTS requesting that a new taxicab/LSV stand be established, or that the location of an existing taxicab/LSV stand be changed to another location. A nonrefundable filing fee to be determined by the Chief Executive Officer must be paid at the time the petition is submitted.

(d) It shall be unlawful for a vehicle other than a taxicab or LSV with a proper MTS taxicab or LSV permit to occupy a taxi/LSV stand.

(e) LSVs may only occupy taxicab stands that are specially signed, designated their approved use.

**(Section 2.5 amended 11/15/2012)**  
**(Section 2.5 amended 8/7/2003)**

#### Section 2.6 - Dispatch Services

(a) In order to provide taxicab or LSV dispatch service required by Section 2.3(d, e), the dispatch service organization adding or changing subscribers after July 1, 1991 shall establish and conform to written policies and procedures concerning the following:

- (1) Standard time elapse for answering the telephone service-request line(s).
- (2) Standard time elapse for the taxicab's or LSV's arrival at requested pick-up location.
- (3) Passenger's request for a specific driver ("personals").
- (4) Additional two-way communication devices (mobile or cellular phones) in taxicabs or LSVs
- (5) Lost and found for passengers' items.
- (6) Assignment of vehicle body numbers.

- (7) Immediately notify the permit holder of all lost items and inquiries.

Current written policies and procedures shall be available to subscribers from the radio dispatch organization, and on file with MTS.

(b) Taxicab and/or LSV service organizations shall, 24 hours a day, have dispatch staff on duty at the business location, which must be a preapproved physical address, answer telephone-request line(s), properly dispatch those requests to all members, provide radio response to all licensed radio frequencies/channels, and respond to direct requests from drivers, permit holders, and MTS as well as law enforcement and local regulatory agencies.

(c) Taxicab and or LSV dispatch services shall keep written records of all requests for taxi and/or LSV service, calls dispatched, and the time(s) each taxicab and/or LSV goes in and out of service. These records shall be kept on file for a minimum of six (6) months, and made available to MTS, upon request.

(d) No person, partnership, corporation, association, other organization providing radio or other dispatch service shall dispatch a request for service to a driver, owner, or vehicle unless the driver, owner, and vehicle are properly licensed to provide the service requested.

(e) The Chief Executive Officer may, at any time, revoke or suspend the taxicab or LSV privileges of or fine any person, partnership, corporation, association, other organization providing radio or other dispatch service that violates a provision of this ordinance.

**(Section 2.6 amended 12/14/2017)**

**(Section 2.6 amended 10/13/2016)**

**(Section 2.6 amended 11/15/2012)**

**(Section 2.6 amended 8/7/2003)**

**(Section 2.6 amended 9/24/1998)**

**(Section 2.6 added 6/27/1991; effective 7/27/1991)**

#### Section 2.7 - Driver Safety Requirements

(a) No taxicab vehicle shall be operated unless such vehicle is equipped with an emergency signaling device approved by the Chief Executive Officer.

(b) No taxicab vehicle may be operated with window tinting, shades, or markings that could interfere with a clear view of the cab interior from the outside, unless equipped by the vehicle manufacturer and approved by an MTS inspector.

(c) Taxicab/ dispatch services required by Section 2.3 shall at all times have a dispatch staff person on duty who has successfully completed a driver safety training course approved by the Chief Executive Officer.

(d) The use of a cellular phone or other similar electronic device by drivers is prohibited at all times when the vehicle is in motion. Otherwise, California Vehicle Code rules apply.

**(Section 2.7 amended 12/14/2017)**

**(Section 2.7 amended 10/13/2016)**

**(Section 2.7 amended 5/12/2016)**

**(Section 2.7 amended 11/15/2012)**

**(Section 2.7 amended 8/7/2003)**

**(Section 2.7 added 9/24/1998)**

## SECTION 3.0 - CHARTER VEHICLES

### Section 3.1 - Rates of Fare

(a) Within thirty (30) calendar days following the issuance of a permit by the Chief Executive Officer, each permit holder shall file a document with the Chief Executive Officer reflecting the rates of fare being charged by said permit holder for charter services.

(b) If a permit holder desires to change the rates of fare being charged for charter services during any calendar year, he shall first file a document with the Chief Executive Officer indicating said changes, and no change shall be effective until fourteen (14) days following the filing of said change.

(c) No permit holder shall charge any rate of fare for charter services unless said rates are on file with the Chief Executive Officer as aforesaid, and duly displayed.

(d) The rates of fare shall be established by a prearranged written contract on a per-mile or per-hour basis.

***(Section 3.1 amended 4/10/1997)***

### Section 3.2 - Operating Regulations

(a) It shall be unlawful for any charter vehicle to remain standing on any public street in the City, except such reasonable time necessary when enabling passengers to load or unload.

(b) It shall be unlawful for any person, either as owner, driver, or agent, to approach and solicit patronage upon the streets, sidewalks, in any theater, hall, hotel, public resort, railway or airport, or light rail transit station.

(c) The charter for-hire vehicle driver shall maintain a daily trip log which shall be available for inspection upon request by any peace officer or MTS inspector. The trip log will accurately show the driver's name and the medallion number on the vehicle. In addition, the trip log shall identify the scheduling parties by name, date, and time of the prearranged hire. If the trip is medical in nature, the passenger's name may be omitted.

(d) All other operating regulations defined in Section 1.8 apply.

***(Section 3.2 amended 12/14/2017)***

***(Section 3.2 amended 11/14/2002)***

## SECTION 4.0 - SIGHTSEEING VEHICLES

### Section 4.1 - Rates of Fare

(a) Within thirty (30) calendar days following the issuance of a permit by the Chief Executive Officer, each permit holder shall file a document with the Chief Executive Officer reflecting the rates of fare being charged by said permit holder of sightseeing vehicle services.

(b) If a permit holder desires to change the rates of fare being charged for sightseeing services during any calendar year, he shall first file a document with the Chief Executive Officer

indicating said changes, and no change shall be effective until fourteen (14) days following the filing of said changes.

(c) No permit holder shall charge any rate of fare for sightseeing services unless said rates are on file with the Chief Executive Officer as aforesaid, and duly displayed.

(d) The rate of fare shall be established on a per capita or per event basis.

***(Section 4.1 amended 4/10/1997)***

**Section 4.2 - Operating Regulations**

(a) It shall be unlawful for any sightseeing vehicle to remain standing on any public street in the City, except such reasonable time necessary when enabling passengers to load or unload.

(b) It shall be unlawful for any person, either as owner, driver, or agent, to approach and solicit patronage upon the streets, sidewalks, in any theater, hall, hotel, public resort, railway or airport, or light rail transit station.

(c) All other operating regulations defined in Section 1.8 apply, except Section 1.8 (v).

**SECTION 5.0 - NONEMERGENCY MEDICAL VEHICLES**

**Section 5.1 - Rates of Fare**

(a) Within thirty (30) calendar days following the issuance of a permit by the Chief Executive Officer, each permit holder shall file a document with the Chief Executive Officer reflecting the rates of fare being charged by said permit holder for nonemergency medical vehicle services.

(b) If a permit holder desires to change the rates of fare being charged for nonemergency medical vehicle services during any calendar year, he shall first file a document with the Chief Executive Officer indicating said changes, and no change shall be effective until fourteen (14) days following the filing of said change.

(c) No permit holder shall charge any rate of fare for nonemergency medical vehicle services unless said rates are on file with the Chief Executive Officer as aforesaid..

(d) The rate of fare for exclusive ride service shall be established on a per capita plus per mile basis.

(e) The rates of fare for shared ride service shall be established on a per capita plus per mile basis, or on a per capita plus per zone basis.

***(Section 5.1 amended 12/14/2017)***

***(Section 5.1 amended 4/10/1997)***

**Section 5.2 - Operating and Equipment Regulations**

(a) It shall be unlawful for any nonemergency medical vehicle to remain standing on any public street in the City, except when enabling passengers to load or unload.

(b) All other operating regulations defined in Section 1.8 apply.

(c) Special equipment on a nonemergency medical vehicle shall, at all times the vehicle is in operation, be in proper working order. Such vehicles equipped with wheelchair ramps or lifts shall have proper device(s) to secure each wheelchair on board.

(d) The permit holder is responsible for ensuring that the driver of a nonemergency medical vehicle is properly trained:

(1) in the use of any of the vehicle's special equipment;

(2) concerning supervision of or assistance to the disabled passengers whom the driver is to transport.

**(Section 5.2 amended 6/22/1995)**

**(Section 5.2 amended 6/24/1993)**

#### Section 5.3 - Driver Identification Cards

In addition to the requirements set forth in Section 1.12, nonemergency medical vehicle drivers shall acquire and maintain valid proof of proper first-aid and CPR training.

**(Section 5.3 added 6/24/1993)**

### SECTION 6.0 - JITNEY VEHICLES

#### Section 6.1 - Rates of Fare

(a) Within thirty (30) calendar days following the issuance of a permit by the Chief Executive Officer, each permit holder shall file a document with the Chief Executive Officer reflecting the rates of fare being charged by said permit holder for jitney services.

(b) If a permit holder desires to change the rates of fare being charged for jitney services during any calendar year, he shall first file a document with the Chief Executive Officer indicating said changes, and no change shall be effective until fourteen (14) days following the filing of said change.

(c) No permit holder shall charge any rate of fare for jitney services unless said rates are on file with the General Manager as aforesaid, and duly displayed.

(d) The rates of fare shall be established on a per capita basis.

**(Section 6.1 amended 4/10/1997)**

#### Section 6.2 - Jitney Routes

(a) A permit holder who wishes to provide a fixed route service shall apply to the Chief Executive Officer for authorization to serve a defined route with a specific vehicle. No for-hire vehicle may be operated as a jitney until it has met all other requirements of this Ordinance and has been approved for service on a specific fixed route. A jitney may be authorized to serve more than one route; however, a jitney may provide fixed route service on only those routes which the Chief Executive Officer has approved in writing for that vehicle.

(b) The application for a fixed route shall be in writing and shall contain the following information:

- (1) A description of the vehicle(s) which will be utilizing the route;
- (2) A detailed written description of the route, to include starting location, ending location, and the street name and direction of travel for all streets to be used in the route;
- (3) A map in sufficient detail to clearly indicate the proposed route;
- (4) The fare to be charged; and
- (5) Such other information as the Chief Executive Officer may, in his or her discretion, require.

(c) Upon approval of a fixed route by the Chief Executive Officer, the permit holder shall display a representation of the route, the fare, and the permit holder's trade name on each side of the vehicle in letters large enough to be easily read by potential customers in accordance with the standards established by the Chief Executive Officer under Section 6.5 of this Ordinance. Only one (1) route may be displayed on a vehicle at any time.

(d) If a permit holder wishes to alter his or her approved fixed route(s), he or she must apply in writing to the Chief Executive Officer, submitting the information required in Section 6.2 (b).

(e) The Chief Executive Officer may, in his or her discretion, place conditions on the approval of fixed routes.

(f) The Chief Executive Officer may change a route that has been approved previously when the Chief Executive Officer finds it necessary to do so. A change of route may be necessary when a street has been closed temporarily or permanently because of construction, or the direction of a street has been changed, or a street has been vacated, or for similar reasons as determined by the Chief Executive Officer. The Chief Executive Officer shall notify in writing any permit holder whose route has been changed. The Chief Executive Officer's change of a route is subject to appeal under Section 1.16 of this Ordinance.

(g) Except as provided for within this subsection, an approved fixed route may not be transferred to another vehicle or permit holder. A permit holder may receive approval for a vehicle that is replacing a jitney already in service to use the approved fixed routes of the replaced vehicle.

***(Section 6.2 amended 11/14/2002)***

**Section 6.3 – Operating Regulations**

(a) It is unlawful for any jitney to remain standing on any public street in the City, except when enabling passengers to load or unload, or except when standing in a jitney holding zone for the time period established by MTS.

(b) It is unlawful for any person including, but not limited to, a jitney owner, driver, or agent thereof, to approach and solicit patronage upon the streets, sidewalks, in any theater, hall, hotel, public resort, railway, airport, or light rail transit station.



(c) A peace officer or MTS inspector may authorize a dispatcher to solicit passengers and assist with loading passengers at such times and places as, in his/her discretion, public service and traffic conditions require.

(d) Except when a driver or operator is actually engaged in assisting passengers to load or unload, a jitney driver or operator must remain within twelve (12) feet of his/her jitney while the jitney is in service.

(e) It is unlawful for a jitney vehicle to operate a fixed route service on other than that route designated by the Chief Executive Officer.

(f) It shall be unlawful for a jitney driver to load or unload passengers in any place other than an authorized jitney stop, bus stop, or passenger loading zone.

(g) All other operating regulations defined in Section 1.8 apply.

***(Section 6.3 amended 11/14/2002)***

**Section 6.4 - Jitney Holding Zones**

(a) The Chief Executive Officer may, by resolution, locate and designate holding zones for one (1) or more jitneys, which holding zones when so established, shall be designated by appropriate signs. The operating regulations of Section 6.3 shall apply to any holding zones so established, and to holding zones established by the San Diego Unified Port District in areas under its jurisdiction. The Chief Executive Officer may, by his or her discretion, establish the maximum number of jitneys permitted to remain standing at one time in a holding zone.

(b) Each holding zone established hereunder shall be in operation twenty-four (24) hours of every day, unless otherwise specified by the Chief Executive Officer. The Chief Executive Officer shall adopt written standards to determine whether to allow holding zones to be in operation fewer than twenty-four (24) hours every day. If a holding zone is to be in operation fewer than twenty-four (24) hours every day, the Chief Executive Officer shall cause signs to be posted at or near the holding zone indicating the hours and days of operation.

(c) The Chief Executive Officer may, on his or her own motion, establish holding zones.

(d) Any individual, partnership, corporation, association or other organization may petition MTS requesting that a new holding zone be established. The petition must be filed in writing with the Chief Executive Officer or his/her designee. The petition must state the reason for the request and the proposed location(s). The Board may approve, deny, or modify the request.

(e) Whether initiated by the Chief Executive Officer under Subsection (c) of this section or by persons described in Subsection (d) of this section, before any holding zone is established, the proposed location of any holding zone must be reviewed by the Traffic Engineer of the City. The Traffic Engineer shall report his/her recommendations to approve, deny, or modify the proposed location in writing to the Chief Executive Officer. The Traffic Engineer's report shall include a statement of reasons supporting the recommendation to the Chief Executive Officer.

(f) The Chief Executive Officer shall, by resolution, establish a maximum time limit for individual jitneys to remain standing in any holding zone. The time limit shall apply uniformly to all holding zones.

(g) It shall be unlawful for a vehicle other than a jitney with a proper MTS jitney permit to occupy a jitney holding zone.

**(Section 6.4 amended 11/15/2012)**

Section 6.5 - Equipment and Specifications

(a) Each jitney shall bear on the outside, signs clearly designating the route which it serves. The specifications of the sign are subject to the approval of the Chief Executive Officer. The Chief Executive Officer shall adopt written standards for approval or denial of the size of the signs, the location of the signs on the vehicle, the size of the lettering or graphics on the signs, and other specifications that the Chief Executive Officer finds necessary.

(b) All jitney vehicles must bear a trade name and shall be assigned a body number by the permit holder. The trade name and body number so assigned shall be placed on the vehicle in accordance with written standards adopted by the Chief Executive Officer.

Any violation of this Ordinance shall constitute an infraction unless otherwise specified.

**SECTION 7.0 – LOW-SPEED VEHICLES**

Section 7.1 – Low-Speed Vehicle (LSV) Definition

Low-Speed Vehicles (LSV) shall mean every vehicle that is designated per the requirements of Ordinance No. 11, Section 1.1(c). LSVs may operate by zones and/or a prearranged basis as set forth in Section 1.1 (d) (1)-(5).

**(Section 7.0 and 7.1 added 8/7/2003)**

Section 7.2 – Establishment of Zones

The Chief Executive Officer shall establish and authorize the use of zones of operation.

**(Section 7.2 added 8/7/2003)**

Section 7.3 – Zone Rates of Fare

(a) All vehicles permitted as LSV may use two methods of seeking compensation, either by zone rates or on a prearranged basis. Either method may be used when working inside of an approved zone. However, when operating on a prearranged charter basis, within an approved zone, no operator may exceed the maximum number of vehicles that are permitted.

(b) Within thirty (30) calendar days following the issuance of a permit by the Chief Executive Officer, each permit holder shall file a document with the Chief Executive Officer reflecting the rates of fare being charged by said permit holder for LSV services.

(c) When a permit holder desires to change the rates of fare being charged for LSV services during any calendar year, he shall first file a document with the Chief Executive Officer indicating said changes, and no change shall be effective until fourteen (14) days following the filing of said change.

(d) No permit holder shall charge any rate of fare for LSV services unless said rates are on file with the Chief Executive Officer as aforesaid, and duly displayed.

(e) The rates of fare shall be established by a zone and/or prearranged written contract on a per-mile or per-hour basis.

(f) The maximum rates of fare shall be established pursuant to Section 2.2.

**(Section 7.3 amended 10/13/2016)**

**(Section 7.3 added 8/7/2003)**

Section 7.4 – Spare Vehicle Policy

(a) The following sets out procedures for LSV permit holders to place a spare vehicle into service as either a temporary replacement for a permitted vehicle that is out of service for recharging or mechanical problems.

(1) Spare LSVs must be marked with the approved company markings.

(2) In place of the medallion number, the spare LSV must be marked "Spare LSV." Where more than one spare LSV is being requested, under the provisions of paragraph 9, the LSVs will be marked "Spare LSV 1," "Spare LSV 2," and so on. The "Spare LSV" marking should be sized to fit in approximately the same space as the medallion number would otherwise be placed with legibility and visibility being the primary criteria.

(3) Spare LSVs must be inspected upon initial issuance and annually thereafter.

(4) All spare LSVs must meet all MTS insurance requirements.

(5) To use a spare LSV that meets the requirements of 1 through 4 above, the permit holder must communicate in writing (facsimile is acceptable), a request to place a spare LSV into service.

The request must state:

(A) the medallion number of the LSV being taken out of service, the reason for being out of service, and the location of the out-of-service LSV; and

(B) the estimated time the spare LSV will be in use.

(6) When the out-of-service LSV is ready to re-enter service, the permit holder must immediately notify MTS in writing (facsimile is acceptable).

(7) The out-of-service LSV may not be required to be reinspected to be placed back into service.

(8) The spare LSV must be removed from service at the time the LSV it has been replacing is placed back into service.

(9) Under normal circumstances, a permit holder may utilize spare LSVs. Permit holders may utilize spare LSVs in a ratio of 3:1 permits held.

(10) Spare LSVs that are placed in service may only operate inside of the MTS-approved zone or zones. A permit holder shall not operate more spare vehicles than he/she has regular permitted vehicles.

(11) A permit holder found to have operated a spare LSV in deliberate violation of these procedures will be subject to immediate suspension/revocation of the permit and the loss of the spare LSV utilization privilege.

**(Section 7.4 amended 10/13/2016)**

**(Section 7.4 amended 10/16/2003)**

**(Section 7.4 added 8/7/2003)**

#### Section 7.5 – LSV Driver Identification Cards

(a) Refer to Section 1.12 of this Ordinance to reference driver and permit holder ID requirements.

**(Section 7.5 added 8/7/2003)**

#### Section 7.6 - Equipment and Specifications

(a) Each LSV shall display whether out of service in accordance with section 2.4 (i) of this Ordinance, which shall indicate to a person outside the LSV whether the LSV is in operation or is not.

(b) Exterior Markings

(1) Mandatory Exterior Vehicle Markings. The medallion number shall be painted or permanently affixed, on the front of the vehicle, one (1) inch below the permit holder's trade name, two (2) inches high, utilizing "Univers" or other Chief Executive Officer pre-approved font in black or white lettering to produce maximum contrast adequately spaced for maximum readability.

(2) Optional Exterior Vehicle Markings. The permit holder has the option of choosing to post any combination of the below-listed five options on his or her LSV which must be posted only at the specific location and in the size noted and are subject to the Chief Executive Officer's approval.

(A) Trade Name Logo. If the permit holder chooses to display his or her trade name logo, the trade name logo shall be posted only on the rear portion of both side rear quarter panels.

(B) Radio Service Provider. If the permit holder chooses to display the radio service provider name or logo, the radio service provider name or logo cannot utilize the words "cab" or taxi." The radio service provider name or logo must be displayed only on the rear portion of both side rear quarter panels.

(C) Telephone Number. If permit holder chooses to display a telephone number, the telephone number must be no more than two (2) inches in height and posted only on the top front portion of both front side quarter panels.

(D) "Driver Carries Only \$\_\_\_\_\_ Change". If the permit holder chooses to post "Driver Carries only \$\_\_\_\_\_ Change", postings must be located only on panels near the rear door but clear of the rates of fare.

(E) "Leased to Driver". If permit holder chooses to post "Leased to Driver," it must be posted only on both rear quarter panels near the rear door area but clear of the rate of fares in lettering no larger than 1 inch.

(3) All other exterior vehicle markings are prohibited unless they are directly related to the permit holder's business and pre-approved by the Chief Executive Officer.

(c) All LSVs shall be equipped and operated so that they have adequate means of electronic communication during business hours. The LSV company business address shall serve as the storefront for the purpose of handling lost and found items. All other operational requirements shall be met as set forth in section 1.8 (C).

**(Section 7.6 amended 12/14/2017)**

**(Section 7.6 amended 10/4/2016)**

**(Section 7.6 added 8/7/2003)**

## SECTION 8 - EFFECTIVE DATE OF ORDINANCE

This Ordinance shall be effective 30 days after adoption, and before the expiration of 15 days after its passage, this Ordinance shall be published once with the names of the members voting for and against the same in a newspaper of general circulation published in the County of San Diego.

**Amended: 9/20/2018**

Amended: 12/14/2017

Amended: 10/13/2016

Amended: 5/12/2016

Amended: 9/17/2015

Amended: 2/12/2015

Amended: 11/15/2012

Amended: 4/19/2012

Amended: 10/16/2003

Amended: 8/7/2003

Amended: 5/8/2003

Amended: 11/14/2002

Amended: 6/27/2002

Amended: 5/23/2002

Amended: 6/24/1999

Amended: 9/24/1998

Amended: 10/30/1997

Amended: 4/10/1997

Amended: 2/13/1997

Amended: 11/9/1995

Amended: 6/22/1995

Amended: 1/12/1995

Amended: 6/24/1993

Amended: 6/27/1991

Amended: 5/23/1991

Amended: 10/11/1990

Repealed & Readopted: 8/9/1990

Amended: 4/12/1990

Amended: 4/27/1989

Adopted: 8/11/1988



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## Agenda Item No. 10

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 20, 2018

#### SUBJECT:

INVESTMENT REPORT – JUNE 2018

#### INFORMATIONAL ONLY

##### Budget Impact

None.

#### DISCUSSION:

Attachment A comprises a report of the San Diego Metropolitan Transit System (MTS) investments as of June 30, 2018. The combined total of all investments has increased month to month from \$81.7 million to \$102.3 million. This \$20.6 million increase is attributable to \$9.5 million in State Transit Assistance (STA) revenues received, \$16.0 million in expense reimbursements from the San Diego Association of Governments (SANDAG) for capital projects, partially offset by \$6.2 million in capital expenditures, as well as normal timing differences in other payments and receipts.

The first column provides details about investments restricted for capital improvement projects.

The second column, unrestricted investments, reports the working capital for MTS operations allowing payments for employee payroll and vendors' goods and services.

/s/ Sharon Cooney for  
Paul C. Jablonski  
Chief Executive Officer

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

Attachment: A. Investment Report for June 2018



**San Diego Metropolitan Transit System  
Investment Report  
June 30, 2018**

	<b>Restricted</b>	<b>Unrestricted</b>	<b>Total</b>	<b>Average rate of return</b>
Cash and Cash Equivalents				
JP Morgan Chase - concentration account	-	37,883,071	37,883,071	0.00%
Total Cash and Cash Equivalents	-	37,883,071	37,883,071	
Cash - Restricted for Capital Support				
US Bank - retention trust account	2,478,035	-	2,478,035	N/A*
California Bank & Trust - retention trust account	321,884		321,884	N/A*
San Diego County Investment Pool				
Proposition 1B TSGP grant funds	9,738,373	-	9,738,373	1.906%
Total Cash - Restricted for Capital Support	12,538,293	-	12,538,293	
Investments - Working Capital				
Local Agency Investment Fund (LAIF)	5,623,981	12,231,218	17,855,199	1.854%
San Diego County Investment Pool	-	34,000,000	34,000,000	1.906%
Total Investments - Working Capital	5,623,981	46,231,218	51,855,199	
 Total cash and investments	 <b>\$ 18,162,274</b>	 <b>\$ 84,114,289</b>	 <b>\$ 102,276,563</b>	

N/A\* - Per trust agreements, interest earned on retention account is allocated to trust beneficiary (contractor)



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## Agenda Item No. 11

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 20, 2018

#### SUBJECT:

INVESTMENT REPORT – JULY 2018

#### INFORMATIONAL ONLY

##### Budget Impact

None.

#### DISCUSSION:

Attachment A comprises a report of the San Diego Metropolitan Transit System (MTS) investments as of July 31, 2018. The combined total of all investments has decreased month to month from \$102.3 million to \$99.2 million. This \$3.1 million decrease is attributable to \$3.3 million in capital expenditures, as well as normal timing differences in other payments and receipts.

The first column provides details about investments restricted for capital improvement projects.

The second column, unrestricted investments, reports the working capital for MTS operations allowing payments for employee payroll and vendors' goods and services.

/s/ Sharon Cooney for  
Paul C. Jablonski  
Chief Executive Officer

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

Attachment: A. Investment Report for July 2018





**San Diego Metropolitan Transit System  
Investment Report  
July 31, 2018**

	<b>Restricted</b>	<b>Unrestricted</b>	<b>Total</b>	<b>Average rate of return</b>
Cash and Cash Equivalents				
JP Morgan Chase - concentration account	-	40,782,191	40,782,191	0.00%
Total Cash and Cash Equivalents	-	40,782,191	40,782,191	
Cash - Restricted for Capital Support				
US Bank - retention trust account	2,521,643	-	2,521,643	N/A*
California Bank & Trust - retention trust account	321,884		321,884	N/A*
San Diego County Investment Pool				
Proposition 1B TSGP grant funds	13,485,398	-	13,485,398	1.942%
Total Cash - Restricted for Capital Support	16,328,925	-	16,328,925	
Investments - Working Capital				
Local Agency Investment Fund (LAIF)	5,165,754	12,896,572	18,062,326	1.944%
San Diego County Investment Pool	-	24,058,532	24,058,532	1.942%
Total Investments - Working Capital	5,165,754	36,955,104	42,120,858	
 Total cash and investments	 <b>\$ 21,494,679</b>	 <b>\$ 77,737,295</b>	 <b>\$ 99,231,974</b>	

N/A\* - Per trust agreements, interest earned on retention account is allocated to trust beneficiary (contractor)



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## Agenda Item No. 12

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 20, 2018

#### SUBJECT:

SAN DIEGO METROPOLITAN TRANSIT SYSTEM (MTS) TASK ORDER CONTRACT  
APPROVAL FOR DESIGN SERVICES FOR JAMES R. MILLS BUILDING  
HVAC/CENTRAL PLANT ENGINEERING STUDY

#### RECOMMENDATION:

That the MTS Board of Directors authorize the Chief Executive Officer (CEO) to execute Work Order WOA1949-AE-19 for MTS Doc. No. G1949.1-17 (in substantially the same format as Attachment A) with Jacobs Engineering, Inc. in the amount of \$119,609.31 for design services for a James R. Mills building Heating, Ventilation and Air Conditioning (HVAC)/Central Plant Engineering Study.

#### Budget Impact

The funding for Work Order WOA1949-AE-19 in the amount of \$119,609.31 is allocated under MTS account number 791010-571250. Direct costs for this agreement, will be reimbursed by the San Diego Regional Building Authority (SDRBA).

#### DISCUSSION:

On January 12, 2016, the San Diego Association of Governments (SANDAG) and MTS issued a joint Request for Statement of Qualifications (RFSQ) for On-Call Architectural and Engineering (A&E) Design Consulting services. The RFSQ resulted in the approval of 8 firms qualified to perform A&E services. Tasks are assigned to the firms through a work order process, and MTS selects the most qualified firm based on the scope of work to be performed.

Under work order WOA1949-AE-19, the consultant shall evaluate the Mills Building's mechanical systems and operational plant, evaluate proposed changes to the systems and make recommendations for improvements geared towards meeting today's Title 24 requirements.



These services are necessary to ensure the James R. Mills Building mechanical systems meet current 2016 Building Energy Efficiency Standards, Title 24, Part 6 and applicable California Building Code.

On March 9, 2018, MTS staff issued a Request for Proposals (RFP) to approved A&E firms. No firms responded to the solicitation. MTS staff then reviewed the approved A&E firms and utilizing a rotation process according to the established ranked order of firms, selected Jacobs Engineering to perform the requisite services. Jacobs Engineering and their sub-consultant, AECOM had the mechanical engineering experience to fulfill the requirements of this project.

Therefore, staff recommends that the MTS Board of Directors authorize the CEO to execute MTS Doc. No G1949.1-17 work order WOA1949-AE-19 (in substantially the same format as Attachment A) with Jacobs Engineering in the amount of \$119,609.31 for design services for a James R. Mills Building HVAC/Central Plant Engineering Study.

/s/ Sharon Cooney for \_\_\_\_\_  
Paul C. Jablonski  
Chief Executive Officer

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

Attachment: A. Draft Work Order WOA1949-AE-19, MTS Doc. No. G1949.1-17

September 20, 2018

MTS Doc. No. G1949.1-17  
Work Order No. WOA1949-AE-19

Jacobs Engineering Group, Inc.  
Lewis P. Cornell, Vice President  
725 West Town & Country Road, Suite 300  
Orange CA, 92868

Dear Mr. Cornell:

Subject: MTS DOC. NO. G1949.1-17, WORK ORDER WOA1949-AE-19, GENERAL ENGINEERING  
DESIGN SERVICES FOR JAMES R MILLS BUILDING HVAC/CENTRAL PLANT ENGINEERING  
STUDY

This letter shall serve as our agreement for Work Order WOA1949-AE-19 to MTS Doc. No. G1949.1-17, for professional services under the General Engineering Consultant Agreement, as further described below.

#### SCOPE OF SERVICES

This Work order provides for design services to evaluate the existing building mechanical systems and operational plant, evaluate proposed changes to the systems and make recommendations for improvements geared towards meeting today's Title 24 requirements. Work provided under this Work Order will be performed in accordance with the attached Scope of Services (Attachment A and B)

#### SCHEDULE

This Work Order will not change the original schedule. The Scope of Services, as described above, shall remain in effect for seventy-five (75) days from the date of the Notice to Proceed.

#### PAYMENT

Payment shall be based on actual costs in the amount not to exceed without prior authorization of \$119,609.31.

Please sign below, and return the document to the Contracts Specialist at MTS. All other terms and conditions shall remain the same and in effect.

Sincerely,

Accepted:

Paul C. Jablonski  
Chief Executive Officer

\_\_\_\_\_  
Lewis Cornell  
Jacobs Engineering Group, Inc.

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

Attachments: Attachment A, Scope of Services  
Attachment B, Negotiated Fee Proposal



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## Agenda Item No. 13

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 20, 2018

#### SUBJECT:

SPECIAL TRACKWORK MATERIALS – CONTRACT AWARD

#### RECOMMENDATION:

That the San Diego Metropolitan Transit System (MTS) Board of Directors authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. L1463.0-19, (in substantially the same format as Attachment A) with Progress Rail Services Corporation, for special trackwork materials.

#### Budget Impact

The total budget for this project shall not exceed \$272,424.33 and is funded by Capital Improvement Project CIP 2005005102.

#### DISCUSSION:

MTS is in need of a contractor to furnish special trackwork materials including new head hardened 115 RE rail elements for a No. 10 crossover, with rail bound manganese frogs. The installation of a new crossover on the Orange Line will be located on Commercial Street between National Avenue and 15<sup>th</sup> Street.

On July 10, 2018 MTS solicited for the special trackwork materials. On August 13, 2018 MTS received two bids from Progress Rail Services and Voestalpine Nortrak who were both deemed responsive.



The bids and MTS's Independent Cost Estimate (ICE) are summarized below:

	Progress Rail Services	Voestalpine Nortrak	MTS Independent Cost Estimate
Sub Total	\$252,830.00	\$289,996.00	\$400,000.00
CA Sales Tax	\$19,594.33	\$22,474.69	\$31,000.00
<b>Total</b>	<b>\$272,424.33</b>	<b>\$312,470.69</b>	<b>\$431,000.00</b>

MTS deems Progress Rail Services' bid fair and reasonable by a comparison to current market pricing of Voestalpine Nortrak's bid and MTS's ICE .

Therefore, staff recommends that the Board of Directors authorize the CEO to execute MTS Doc. No. L1463.0-19, (in substantially the same format as Attachment A) with Progress Rail Services Corporation, for special trackwork materials.

/s/ Sharon Cooney for  
Paul C. Jablonski  
Chief Executive Officer

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

Attachment: A. Draft Standard Services Agreement; Contract L1463.0-19

**DRAFT**

## STANDARD PROCUREMENT AGREEMENT

L1463.0-19  
CONTRACT NUMBER

THIS AGREEMENT is entered into this \_\_\_ day of \_\_\_\_\_ 2018, in the State of California by and between San Diego Metropolitan Transit System ("MTS"), a California public agency, and the following, hereinafter referred to as "Contractor":

Name: Progress Rail Services CorporationAddress: 1600 Progress DriveForm of Business: CorporationAlbertville, AL 35950

(Corporation, partnership, sole proprietor, etc.)

Telephone: (707) 481-8597Email Address: mloadman@progressrail.comAuthorized person to sign contracts: Kelly Roney  
NameVice President  
Title**The attached Standard Conditions are part of this Agreement. The Contractor agrees to furnish to MTS services and materials, as follows:**

Special trackwork materials as specified in the Scope of Work (attached as Exhibit A), Progress Rail Services Corporation bid (attached as Exhibit B), and in accordance with the Standard Procurement Agreement, including Standard Conditions Procurement (attached as Exhibit C) and Forms (attached as Exhibit D).

This is a one-time purchase. The total cost is \$252,830 + \$19,594.33 sales tax for a not exceed amount of \$272,424.33 without the express written consent of MTS.

**SAN DIEGO METROPOLITAN TRANSIT SYSTEM****CONTRACTOR AUTHORIZATION**By: \_\_\_\_\_  
Chief Executive Officer

Firm: \_\_\_\_\_

Approved as to form:

By: \_\_\_\_\_  
SignatureBy: \_\_\_\_\_  
Office of General Counsel

Title: \_\_\_\_\_

**AMOUNT ENCUMBERED****BUDGET ITEM****FISCAL YEAR**

\$272,424.33

2005005102

FY 19

By: \_\_\_\_\_

Chief Financial Officer

Date

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

SA-SERVICES REVISED (2/22/2017)  
DATE



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San Diego, CA 92101-7490  
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## Agenda Item No. 14

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 20, 2018

#### SUBJECT:

TRASH DISPOSAL, GREEN WASTE AND RECYCLING SERVICES – CONTRACT  
AWARD

#### RECOMMENDATION:

That the San Diego Metropolitan Transit System (MTS) Board of Directors authorize the Chief Executive Officer (CEO) to:

- 1) Execute MTS Doc. No. G2151.0-18, (in substantially the same format as Attachment A) with EDCO Disposal for the provision of trash and green waste disposal, and recycling services for a five (5) year base period with five (5) year option terms (for a total of ten years); and
- 2) Exercise the option years at the CEO's discretion.

#### Budget Impact

The ten year total shall not exceed \$1,903,393.33 and is funded as shown in Table 1 below.

#### DISCUSSION:

MTS is in need of a qualified, experienced and licensed firm to provide trash disposal, green waste and recycling services (e.g. paper, cardboard and plastic). The Contractor shall provide collection vehicles, personnel, dumpsters and all miscellaneous equipment necessary to collect, transport, dispose and/or recycle to authorized disposal or recycling facilities. Pickup locations are within San Diego Trolley Incorporated (SDTI), San Diego Transit Corporation (SDTC) and MTS Taxicab. The contractor shall also provide additional dumpsters as requested for special events such as Comic Con.





On May 31, 2018, MTS issued an Invitation for Bids (IFB) intending to award a contract to a contractor to provide trash and green waste disposal, and recycling services.

On July 31, 2018 two bids were received and publicly opened. EDCO Disposal was determined to be the lowest responsive, responsible bidder at \$1,903,393.33.

Table 1 below shows the bids received and MTS cost savings summary:

	EDCO	ALLIED	MTS ICE
Group A - SDTI service costs (Funding 380016-536600)	\$892,629.60	\$1,076,454.28	\$1,393,166.05
Group A - SDTI disposal fees (Funding 380016-536600)	\$475,318.45	\$516,733.03	\$578,458.17
Group A - SDTI supplemental services (Funding 380016-536600)	\$18,300.96	\$31,680.00	Included
Group B – SDTC (Funding 331014-571210)	\$476,742.72	\$545,058.44	\$467,421.66
Group C - MTS Taxi (Funding 761018-571210)	\$40,401.60	\$19,656.37	\$34,004.28
<b>TOTAL (10 years)</b>	<b>\$1,903,393.33</b>	<b>\$2,189,582.12</b>	<b>\$2,473,050.16</b>
<i>Cost comparison with lowest bidder (MTS savings)</i>		\$286,188.79	\$569,656.83

Therefore, staff recommends that the MTS Board of Directors authorize the CEO to: (1) Execute MTS Doc. No. G2151.0-18, (in substantially the same format as Attachment A) with EDCO Disposal for the provision of trash and green waste disposal, and recycling services for a five (5) year base period with five (5) year option terms (for a total of ten years); and (2) Exercise the option years at the CEO's discretion.

/s/ Sharon Cooney for \_\_\_\_\_  
Paul C. Jablonski  
Chief Executive Officer

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

Attachments: A. Draft Standard Services Agreement; MTS Doc. No. G2151.0-18  
B. Bid Summary

## STANDARD SERVICES AGREEMENT

G2151.0-18  
CONTRACT NUMBER

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2019, in the State of California by and between San Diego Metropolitan Transit System ("MTS"), a California public agency, and the following, hereinafter referred to as "Contractor":

Name: EDCO Disposal Corporation Address: 6670 Federal Blvd

Form of Business: Corporation Lemon Grove, CA 91945

(Corporation, partnership, sole proprietor, etc.)

Telephone: (619) 287-7555 Email Address: jvorgeas@edcodisposal.com

Authorized person to sign contracts: John D. Vorgeas Director of Market Development  
Name Title

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

Provide trash disposal, green waste and recycling services as set forth in the Scope of Work (attached as Exhibit A), EDCO Disposal's Bid (attached as Exhibit B) and in accordance with the Standard Services Agreement, including Standard Conditions Services (attached as Exhibit C), Federal Requirements (attached as Exhibit D) and Forms (attached as Exhibit E).

This contract term is for up to a five (5)-year base period and five (5) option year terms, exercisable at MTS's sole discretion, for a total of ten years. Base period shall be effective February 1, 2019 through January 31, 2023 and option years shall be effective February 1, 2023 through January 31, 2028, if exercised by MTS.

Payment terms shall be net 30 days from invoice date. The total cost of this contract shall not exceed \$901,324.44 for the base years and \$1,002,068.90 for the option years, for a total not to exceed \$1,903,393.33 without the express written consent of MTS.

## SAN DIEGO METROPOLITAN TRANSIT SYSTEM

## CONTRACTOR AUTHORIZATION

By: \_\_\_\_\_  
Chief Executive Officer

Approved as to form:

By: \_\_\_\_\_  
Office of General Counsel

Firm: \_\_\_\_\_

By: \_\_\_\_\_  
Signature

Title: \_\_\_\_\_

AMOUNT ENCUMBERED

BUDGET ITEM

FISCAL YEAR

\$1,903,393.33

Various

FY19-28

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

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

SA-SERVICES REVISED (2/22/2017)

Attachment B  
 Bid Summary  
 TRASH DISPOSAL, GREEN WASTE AND RECYCLING SERVICES  
 MTS DOC. NO. G2151.0-18

Year	SDTI Service costs	SDTI Disposal costs	SDTI Supplemental costs	SDTC	MTS Tax	Annual Total
1	\$ 83,229.36	\$ 40,149.78	\$ 1,560.00	\$ 44,451.84	\$ 3,767.16	\$ 173,158.14
2	\$ 83,229.36	\$ 41,790.24	\$ 1,614.64	\$ 44,451.84	\$ 3,767.16	\$ 174,853.24
3	\$ 86,142.48	\$ 43,430.70	\$ 1,671.12	\$ 46,007.64	\$ 3,898.92	\$ 181,150.86
4	\$ 86,142.48	\$ 45,071.16	\$ 1,729.60	\$ 46,007.64	\$ 3,898.92	\$ 182,849.80
5	\$ 89,157.36	\$ 46,711.62	\$ 1,790.16	\$ 47,617.92	\$ 4,035.36	\$ 189,312.42

Base years total      \$    901,324.44

6	\$ 89,157.36	\$ 48,352.08	\$ 1,852.80	\$ 47,617.92	\$ 4,035.36	\$ 191,015.52
7	\$ 92,277.96	\$ 49,992.54	\$ 1,917.60	\$ 49,284.48	\$ 4,176.60	\$ 197,649.18
8	\$ 92,277.96	\$ 51,633.00	\$ 1,984.72	\$ 49,284.48	\$ 4,176.60	\$ 199,356.76
9	\$ 95,507.64	\$ 53,273.46	\$ 2,054.24	\$ 51,009.48	\$ 4,322.76	\$ 206,167.58
10	\$ 95,507.64	\$ 54,913.92	\$ 2,126.08	\$ 51,009.48	\$ 4,322.76	\$ 207,879.88

Option years total      \$ 1,002,068.90

<b>Total</b>	<b>\$ 892,629.60</b>	<b>\$ 475,318.45</b>	<b>\$ 18,300.96</b>	<b>\$ 476,742.72</b>	<b>\$ 40,401.60</b>	<b>\$ 1,903,393.33</b>
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## Agenda Item No. 15

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 20, 2018

#### SUBJECT:

INDUSTRIAL GENERAL PERMIT & STORM WATER MANAGEMENT SERVICES –  
SOLE SOURCE CONTRACT AWARD

#### RECOMMENDATION:

That the Board of Directors authorize the Chief Executive Officer (CEO) to execute a contract for a two-year (2) and nine (9) month period in response to MTS Doc. No. PWG263.0-19 (in substantially the same format as Attachment A), to Whitson Contracting & Management, Inc., for Industrial General Permit (IGP) and Storm Water Management Services in an amount not to exceed \$273,412.20.

#### Budget Impact

The contract period of performance would be for a two-year (2) and nine (9) month period beginning on October 1, 2018, and ending on June 30, 2021. The total value of this agreement will not exceed \$273,412.20, and is locally funded through account 791010-571210.

#### DISCUSSION:

On July 1, 2015, MTS submitted Notice of Intent (NOI) to the Regional Water Quality Control Board (RWQCB) for the Imperial Avenue Division (IAD), Kearny Mesa Division (KMD), and Trolley Yard to comply with RWQCB requirements. MTS contracted with Whitson Contracting & Management, Inc. via a competitive Request for Proposals (RFP) process to implement an IGP compliance program. The current agreement with Whitson Contracting & Management expires on September 30, 2018.

Under the new proposed sole-source agreement, Whitson Contracting & Management will continue to provide an IGP compliance program for MTS Industrial Facilities (Trolley Yard, IAD, and KMD) that will address MTS's ongoing Investigative Order (IO) needs



and provide advanced storm water monitoring, sampling, analysis, reporting for each year, update and maintain the Storm Water Pollution Prevention Plan (SWPPP) as-needed and as site conditions change. They will also provide Exceedance Response Action (ERA) evaluation and reporting, and maintenance of MTS's storm drain filters.

The IGP Permit and IO are critical to all MTS Bus and Trolley operations. Non-compliance with the permits and/or IOs has the potential to put all maintenance facilities and current operating bus and trolley lines at a very high risk of shut-downs and/or large fines from the RWQCB. Whitson Contracting & Management has already completed and filed a number of IGP and IO reports on behalf of MTS.

Through these efforts, it has become apparent that Whitson Contracting & Management has a very unique knowledge and experience with MTS's Trolley Maintenance Facility, and the IGP. A new firm would require new reports, numerous site visits and meetings to fully catch up on the statuses of the IO and IGP. This duplication of efforts would result in additional costs and staff time to MTS, as well as expose MTS to possible non-compliance during that period of time.

Therefore, staff recommends that the MTS Board of Directors authorize the CEO to execute MTS Doc. No. PWG263.0-19 (in substantially the same format as Attachment A), a sole source agreement with Whitson Contracting and Management, Inc., for Industrial General Permit (IGP) and Storm Water Management Services in an amount not to exceed of \$273,412.20.

/s/ Sharon Cooney for  
Paul C. Jablonski  
Chief Executive Officer

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

Attachment: A. Draft MTS Doc. No. PWG263.0-19

## STANDARD SERVICES AGREEMENT

PWG263.0-19  
 CONTRACT NUMBER

DRAFT

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2018, 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: Whitson Contracting & Management, Inc. Address: 11021 Via Frontera, Suite E

Form of Business: Corporation San Diego, CA 92127  
 (Corporation, partnership, sole proprietor, etc.)

Telephone: 858.673.0966 Email: mitch@whitsoncm.com

Authorized person to sign contracts: Mitchel Whitson President  
 Name Title

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

Provide Industrial General Permit (IGP) and Storm Water Management Services as set forth in the MTS Minimum Technical Specifications/Scope of Work and Fee Schedule (attached as Exhibit A), in accordance with the Standard Services Agreement, including Standard Conditions Services (attached as Exhibit B), and signed MTS forms (attached as Exhibit C).

The contract term is for a two (2) year and nine (9) period effective October 1, 2018 through June 30, 2021. Payment terms shall be net 30 days from invoice date.

The total contract cost shall not exceed \$ 273,412.20 without prior written approval from MTS.

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
\$ <u>273,412.20</u>	<u>791010-571210</u>	<u>2019-2021</u>

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



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## Agenda Item No. 16

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 20, 2018

#### SUBJECT:

SAN DIEGO TROLLEY ON-CALL TREE TRIMMING AND REMOVAL SERVICES –  
AMENDMENT NO. 4

#### RECOMMENDATION:

That the San Diego Metropolitan Transit System (MTS) Board of Directors:

- 1) Ratify contract amendments one (1) and two (2) as MTS Doc. No. PWL199.1-16 and PWL199.2-16 for a total of \$42,180.00, which were previously issued to Singh Group, Inc. under the Chief Executive Officer's (CEO) authority, for On-Call Tree Trimming Services;
- 2) Ratify MTS Doc. No. PWL199.3-16 (Amendment three (3)) with Singh Group, Inc. for \$40,000.00, which was previously issued under the CEO authority, for services for On-Call Tree Trimming Services at Chollas Creek; and
- 3) Authorize the CEO to execute MTS Document No. PWL199.4-16 with Singh Group, Inc., for \$103,856.00.

#### Budget Impact

The value of this amendment will not exceed \$103,856.00, and will be funded through Capital Improvement Program account 2005007203. The new total contract value will be \$330,036.00.

#### DISCUSSION:

On December 8, 2016, the Board of Directors awarded a 5-year contract to the Singh Group for the trimming and removal of trees within the MTS service area. The initial contract was valued at \$144,000 based on staff's estimated tree trimming needs. MTS issued Amendments one and two in the amount of \$42,180 under the CEO's authority for various additional services required.



On May 27, 2018, there was a fire near Chollas Creek along the Orange Line in Lemon Grove, and MTS was issued a "Notice to Clean Property" by the Fire Marshall. The order included the need to trim and/or remove the remaining trees. In addition, MTS was tasked with clearing and grubbing the area as well. Amendment three was issued on July 20, 2018 for \$40,000 to begin the work required by the Fire Marshall under the CEO's authority.

Staff is seeking Board approval to issue amendment number four to complete this work. The additional work required by the Fire Marshall is estimated at \$103,856; the total amount required for this project is \$143,856.

Therefore, staff recommends that the MTS Board of Directors ratify contract Amendments 1-3 totaling \$82,180.00 which was previously issued under the CEO's authority, and authorize the CEO to execute MTS Doc. No. PWL199.4-16 (Amendment No. 4) with Singh Group, Inc. for the trimming and removal of trees along Chollas Creek totaling \$103,856.00.

/s/ Sharon Cooney for  
Paul C. Jablonski  
Chief Executive Officer

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

Attachment: A. MTS Doc. No.PWL199.4-16





September 27, 2018

MTS Doc. No. PWL199.4-16  
PO#4500010222

Mr. Adolph Singh  
Singh Group, Inc.  
1308 Descanso Avenue  
San Marcos, CA 92069

Subject: AMENDMENT NO. 4 TO MTS DOC. NO. PWL199.0-16; TREE TRIMMING AND REMOVAL SERVICES

Dear Mr. Singh:

This shall serve as Amendment No. 4 to our agreement for the tree trimming and removal services as described in MTS Doc. No. PWL199.0-16.

SCOPE

Added Tree Trimming/Removal Services for SDTI Management (Item #9). Palm trees located at Chollas Creek.

SCHEDULE

There shall be no change to the schedule of this contract.

CONTRACT VALUE

PO# 4500010222 will increase per below chart

On-Call Tree Trimming and Removal Services	Current Estimated Annual Amount for On-Call Services	Increased Amount per year	Total
FAC Base Year 1 (Line Item #1)	\$24,000	\$0.00	\$24,000
MOW Base Year 1 (Line Item #2) AM 01	\$24,000	\$6,000	\$30,000
FAC Base Year 2 (Line Item #3)	\$24,000	\$0.00	\$24,000
MOW Base Year 2 (Line Item #4) AM 01	\$24,000	\$24,000	\$48,000
FAC Base Year 3 (Line Item #5)	\$24,000	\$0.00	\$24,000
MOW Base Year 3 (Line Item #6) AM 01	\$24,000	\$7,680	\$31,680
Land Management Santee/EI Cajon Work (Line Item #7) AM 02		\$4,500	\$4,500.00
SDTI Management Chollas Creek (Line Item #8) AM 03		\$40,000	\$40,000
SDTI Management Chollas Creek (Line Item #9) AM 04		\$103,856	\$103,856
	\$144,000	\$186,036	\$330,036

Mr. Adolph Singh  
Singh Group, Inc.  
September 27, 2018  
Page Two

As a result of this Amendment, the contract value has increased by \$103,856.00 from \$226,180.00 to \$330,036.00

All other terms and conditions remain unchanged.

Please sign and return the copy marked "Original" to the Contracts Specialist at MTS. All other terms and conditions shall remain the same and in effect. Retain the other copy for your records.

Sincerely,

Agreed:

Paul C. Jablonski  
Chief Executive Officer

\_\_\_\_\_  
Adolph Singh  
Singh Group, Inc.

LMARQUIS-CL  
CL-PWL199.4-16.SINGH.JRIDER.092718

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

cc: R. Montes, G.McKee, S. Elmer, Procurement File



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## Agenda Item No. 17

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 20, 2018

#### SUBJECT:

SAN DIEGO METROPOLITAN TRANSIT SYSTEM (MTS) JOB ORDER CONTRACT  
(JOC) WORK ORDER FOR 8<sup>th</sup> STREET BRIDGE REPAIR

#### RECOMMENDATION:

That the MTS Board of Directors authorize the Chief Executive Officer (CEO) to execute Work Order No. MTSJOC7501-25 (in substantially the same format as Attachment A) with Herzog Contracting Corporation to perform work under MTS Doc. No. PWL182.0-16 for the repair of the bridge at 8<sup>th</sup> Street on the Blue Line.

#### Budget Impact

The total cost will not exceed \$263,238.77 inclusive of a direct cost of \$260,606.38 and the contractor share of administrative fees totaling \$2,632.39. Total administrative fees are \$7,765.54 (contractor share \$2,632.39 and MTS share \$5,133.16). Funding will be from the MTS Capital Improvement Project El Cajon & 8<sup>th</sup> Street Bridge (2005003802).

#### DISCUSSION:

During a scheduled bridge inspection on the 8<sup>th</sup> Street Bridge, the inspector discovered corrosion and deterioration on the bridge cap, which will eventually lead to an extensive bridge repair in the future. To strengthen the integrity of the bridge cap, and avoid major repairs, MTS requires a contractor to reinforce and secure the existing bridge cap. Staff deems this a priority repair that should be completed as soon as possible.

Staff has elected to utilize the JOC procurement process to secure a contractor to perform this work. Utilizing the JOC process will expedite delivery of work by up to 3 months over normal competitive bid solicitation process and reduce additional staff time and cost that would be incurred in the competitive bid process.

On February 19, 2015, the San Diego Association of Governments (SANDAG) and MTS issued a joint solicitation for the provision of on-call JOC railroad construction services.



JOC is a procurement method under which public agencies may accomplish frequently encountered repairs, maintenance, and construction projects through a single, competitively procured long-term agreement. Four responsive bids were received and the contract was awarded to Herzog Contracting Corporation.

Therefore, staff recommends that the MTS Board of Directors authorize the CEO to execute Work Order No. MTSJOC7501-25 (in substantially the same format as Attachment A) with Herzog Contracting Corporation, to perform work under MTS Doc. No. PWL182.0-16 for the repair of the bridge at 8<sup>th</sup> Street on the Blue Line at a cost not to exceed \$263,238.77.

/s/ Sharon Cooney for

Paul C. Jablonski  
Chief Executive Officer

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

Attachment: A. Draft Work Order MTSJOC7501-25, PWL182.0-16

JOB ORDER CONTRACT  
WORK ORDER

PWL182.0-16  
CONTRACT NUMBER

MTSJOC7501-25  
WORK ORDER NUMBER

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2018, in the state of California by and between San Diego Metropolitan Transit System ("MTS"), a California public agency, and the following, hereinafter referred to as "Contractor":

Name: Herzog Contracting Corporation Address: 3760 Kilroy Airport Way Suite 120  
Form of Business: Corporation Long Beach, CA 90806  
(Corporation, partnership, sole proprietor, etc.) Telephone: (562) 595-7414

Authorized person to sign contracts: Gene Chimits Project Manager  
Name Title

Pursuant to the existing Job Order Contract (MTS Doc. No. PWL182.0-16), MTS issues a Work Order to Contractor to complete the detailed Scope of Work (attached as Exhibit A.), the Cost Breakdown for the Scope of Work (attached as Exhibit B.), and the subcontractor listing form applicable to this Work Order (attached as Exhibit C.)

Pursuant to the SANDAG JOC Contract Section 7-1.04A(3), 1% of the work order value has been deducted. MTS will pay both the Contractor (1%) and the MTS/Owner share of the Gordian Group license fee.

The total cost for this work order will not exceed \$263,238.77 inclusive of a direct cost of \$260,606.38 and a 1% Gordian Group license fee of \$2,632.39.

TOTAL PAYMENTS TO CONTRACTOR SHALL NOT EXCEED \$260,606.38

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
<u>\$ 260,606.38</u>	<u>2005003802</u>	<u>2018</u>

By: \_\_\_\_\_  
Chief Financial Officer Date \_\_\_\_\_  
( \_\_\_\_ total pages, each bearing contract number and work order number)



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## Agenda Item No. 18

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 20, 2018

#### SUBJECT:

MTS JOB ORDER CONTRACT (JOC) WORK ORDER FOR TURNOUT S37  
REPLACEMENT

#### RECOMMENDATION:

That the Board of Directors authorize the Chief Executive Officer (CEO) to execute Work Order No. MTSJOC7501-27 with Herzog Contracting Corporation to perform work under MTS Doc. No. PWL182.0-16 (in substantially the same format as Attachment A) for the replacement of Turnout S37 on the Blue Line.

#### Budget Impact

The total cost will not exceed \$111,539.48 inclusive of a direct cost of \$110,424.09 and the contractor share of administrative fees totaling \$1,115.39. Total administrative fees are \$3,290.41 (contractor share \$1,115.39 and MTS share \$2,175.02). Funding will be from the MTS Capital Improvement Project, Special Track work Replacement (S34 & S37) CIP account (2005107101).

#### DISCUSSION:

MTS staff has determined that it is necessary to replace turnout S37, and approximately 110 feet of existing 90 lb. rail with new 115 lb. rail on the Blue Line, north of F Street in Chula Vista. The existing 90 lb. turnout and 90 lb. rail sits on wood shims that require periodic maintenance to ensure the track is level with the adjacent 115 lb. rail. By installing the new 115 lb. turnout and rail, the wood shims can be removed, thus eliminating maintenance of the shims and improving safety on this segment of the track.



On February 19, 2015, the San Diego Association of Governments (SANDAG) and MTS issued a joint solicitation for the provision of on-call JOC railroad construction services. JOC is a procurement method under which public agencies may accomplish frequently encountered repairs, maintenance, and construction projects through a single, competitively procured long-term agreement. Four responsive bids were received and the contract was awarded to Herzog Contracting Corporation; the low responsive and responsible bidder.

Therefore, staff recommends that the MTS Board of Directors authorize the CEO to execute Work Order MTSJOC7501-27, PWL182.0-16 (in substantially the same format as Attachment A) with Herzog Contracting Corporation for the replacement of Turnout S37 on the Blue Line at a cost not to exceed \$111,539.48.

/s/ Sharon Cooney for  
Paul C. Jablonski  
Chief Executive Officer

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

Attachment: A. Draft Work Order MTSJOC7501-27, PWL182.0-16

JOB ORDER CONTRACT  
WORK ORDER

PWL182.0-16  
CONTRACT NUMBER

MTSJOC7501-27  
WORK ORDER NUMBER

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2018, in the state of California by and between San Diego Metropolitan Transit System ("MTS"), a California public agency, and the following, hereinafter referred to as "Contractor":

Name: Herzog Contracting Corporation Address: 3760 Kilroy Airport Way Suite 120  
Form of Business: Corporation Long Beach, CA 90806  
(Corporation, partnership, sole proprietor, etc.) Telephone: (562) 595-7414

Authorized person to sign contracts: Gene Chimits Project Manager  
Name Title

Pursuant to the existing Job Order Contract (MTS Doc. No. PWL182.0-16), MTS issues a Work Order to Contractor to complete the detailed Scope of Work (attached as Exhibit A.), the Cost Breakdown for the Scope of Work (attached as Exhibit B.), and the subcontractor listing form applicable to this Work Order (attached as Exhibit C.)

Pursuant to the SANDAG JOC Contract Section 7-1.04A(3), 1% of the work order value has been deducted. MTS will pay both the Contractor (1%) and the MTS/Owner share of the Gordian Group license fee.

The total cost for this work order will not exceed \$111,539.48 inclusive of a direct cost of \$110,424.09 and a 1% Gordian Group license fee of \$1,115.39.

TOTAL PAYMENTS TO CONTRACTOR SHALL NOT EXCEED \$110,424.09

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
<u>\$110,424.09</u>	<u>2005107101</u>	<u>2018</u>

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

( \_\_\_\_ total pages, each bearing contract number and work order number)





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## Agenda Item No. 19

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 20, 2018

#### SUBJECT:

AC SWITCHGEAR REPLACEMENT FOR ORANGE LINE SUBSTATIONS –  
ENGINEERING DESIGN SERVICES – WORK ORDER

#### RECOMMENDATION:

That the San Diego Metropolitan Transit System (MTS) Board of Directors authorize the Chief Executive Officer (CEO) to execute Work Order No. WOA1951-AE-20 to MTS Doc. No. G1951.0-17 (in substantially the same format as Attachment A) with Mott MacDonald, LLC for the AC Switchgear Replacement on Orange Line TPSS - Engineering Design Services.

#### Budget Impact

The value of this Engineering Design Work Order will not exceed \$211,852.64 and is funded through the MTS Capital Improvement Project budget account 2005105601.

#### DISCUSSION:

On January 12, 2016, San Diego Association of Governments (SANDAG) and MTS issued a joint Request for Statement of Qualifications (RFSQ) for On-Call Architectural and Engineering (A&E) Design Consulting services. The RFSQ resulted in the approval of 8 firms qualified to perform A&E services. Tasks are assigned to the firms through a work order process, and MTS selects the most qualified firm based on the scope of work to be performed.

On the Orange Line, there are nine (9) original Traction Power Substations (TPSS) that were manufactured by Ohio Brass in 1990. Under this work order, the consultant will provide engineering design services, which includes the delivery of Plan, Specification and Estimate (PS&E) documents for the replacement of the of existing AC switchgear cubicles for the substations.



The work is necessary, as the switchgears are no longer supported by the manufacturer and subsequently, there are no spare parts available for MTS Maintenance department to repair and/or replace. The AC switchgears are major components inside the substations and when they fail, the substations will not be able to power the trolley vehicles in this section of the Orange Line, resulting in a major disruption of trolley services in this corridor.

On June 12, 2018, MTS staff issued a Request for Proposals (RFP) to approved A&E firms. On July 10, 2018, MTS received two proposals from Jacobs Engineering, Inc. and Mott MacDonald, LLC. MTS staff evaluated both proposals and determined that Mott MacDonald's proposal was the most advantageous to MTS. Below is a summary of evaluation committee's scoring:

<b>Firm</b>	<b>Total Score</b>
Jacobs Engineering, Inc.	76.67
Mott MacDonald, LLC.	99.33

In an effort to reduce the cost for the services, staff then negotiated with Mott MacDonald, LLC. The negotiations resulted in \$38,008 savings to MTS.

Therefore, staff recommends that the Board of Directors authorize the CEO to execute Work Order WOA1951-AE-20 to MTS Doc. No. G1951.0-17 (in substantially the same format as Attachment A) with Mott MacDonald, LLC. in the amount of \$211,852.64 for engineering design services for AC switchgear replacement for Orange Line substations.

/s/ Sharon Cooney for  
Paul C. Jablonski  
Chief Executive Officer

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

Attachment: A. Draft Work Order WOA1951-AE-20, MTS Doc. No. G1951.0-17

September 20, 2018

MTS Doc. No. G1951.0-17  
Work Order No. WOA1951-AE-20

Mr. Dan Tempelis  
Senior Vice President  
Mott MacDonald, LLC  
401 B Street, Suite 1520  
San Diego, CA 92101

Dear Mr. Tempelis:

Subject: MTS DOC. NO. G1951.0-17, WORK ORDER WOA1951-AE-20, ENGINEERING DESIGN SERVICES FOR AC SWITCHGEAR REPLACEMENT FOR ORANGE LINE SUBSTATIONS

This letter shall serve as our agreement for Work Order WOA1951-AE-20 to MTS Doc. No. G1951.0-17, for engineering design services for ac switchgear replacement for Orange Line substations.

#### SCOPE OF SERVICES

Provide engineering design services to prepare plans and specifications for the replacement of existing AC switchgear cubicles for the nine (9) Ohio Brass Traction Power Substations (TPSS) on the Orange Line. Work provided under this Work Order will be performed in accordance with the attached Scope of Services (Attachment A and B)

#### SCHEDULE

The Scope of Services, as described above, shall remain in effect through construction of the project.

#### PAYMENT

Payment shall be based on actual costs in the amount not to exceed without prior authorization of \$211,852.64.

Please sign below, and return the document to the Contracts Specialist at MTS. All other terms and conditions shall remain the same and in effect.

Sincerely,

Accepted:

Paul C. Jablonski  
Chief Executive Officer

\_\_\_\_\_  
Dan Tempelis, Senior Vice President  
Mott MacDonald, LLC

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

Attachments: Attachment A, Scope of Services  
Attachment B, Negotiated Fee Proposal



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## Agenda Item No. 20

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 20, 2018

#### SUBJECT:

LIGHT RAIL VEHICLE PANTOGRAPH PARTS – PURCHASE ORDER

#### RECOMMENDATION:

That the San Diego Metropolitan Transit System (MTS) Board of Directors authorize the Chief Executive Officer (CEO) to execute an outline agreement in a form of a Purchase Order with Siemens Mobility Inc. for the purchase of Light Rail Vehicle (LRV) Pantograph parts.

#### Budget Impact

The value of this agreement will not exceed \$195,059.55 and is funded under the San Diego Trolley, Inc. (SDTI) LRV Maintenance budget account 350016-545100.

#### DISCUSSION:

The MTS LRV fleet has Pantographs manufactured by Shunk installed as a means of electric current collection from the overhead wire. The LRV department has a need to perform repairs to these units due to wear and damages that occur while in service. A new Pantograph can cost \$15,000 - \$16,000 depending upon the model. This purchase increases MTS on hand stock of spare parts enabling repair of units that may otherwise require replacement at a substantially higher cost as well as providing needed spares for preventative maintenance activities.

On June 11, 2018, staff issued a Request for Quotes (RFQ). Two responsive and responsible bids were received by the due date of July 13, 2018.



Based on the bids received, and in comparison with the independent cost estimate (ICE), the Siemens Mobility, Inc. price was determined to be fair and reasonable.

PANTOGRAPH PARTS		
COMPANY NAME	BID AMOUNT	Meets Buy America Requirements
<b>** Siemens</b>	<b>\$195,059.55</b>	<b>Y</b>
<i>Schunk</i>	\$197,933.12	<b>Y</b>
<i>ICE</i>	\$301,357.40	

\*\*Tax not included in bid comparison.

Therefore, staff recommends that the MTS Board of Directors authorize the CEO to execute an outline agreement in a form of a Purchase Order with Siemens Mobility, Inc. for the purchase of Light Rail Vehicle (LRV) Pantograph parts.

/s/ Sharon Cooney for \_\_\_\_\_  
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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## Agenda Item No. 21

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 20, 2018

#### SUBJECT:

DOUGLAS FIR RAILROAD TIES – CONTRACT AWARD

#### RECOMMENDATION:

That the San Diego Metropolitan Transit System (MTS) Board of Directors authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. L1467.0-19, (in substantially the same format as Attachment A) with B&B Diversified Materials (B&B), for Douglas Fir Railroad Ties.

#### Budget Impact

The total budget for this project shall not exceed \$123,555.23 and is funded by the Maintenance of Wayside (MOW) budget account 370016-545500.

#### DISCUSSION:

Timber ties on various locations within the MTS right-of-way are at the end of their useful service life. These timbers ties will be used by MOW to keep the track in a state of good repair.

On July 10, 2018 MTS solicited for the wood ties, and on August 14, 2018 MTS received two bids from B&B and JMA Rail Products.

After performing a responsibility check, only B&B's bid was deemed responsive; JMA Rail Products was deemed non-responsive due to an incomplete bid package submission. B&B is also a disadvantaged business enterprise (DBE).



The bids are summarized below:

	B&B Diversified Materials	JMA Rail Products
Sub Total	\$113,614.00	\$133,482.00
Lumbar Tax	\$1,136.14	\$1,334.82
CA Tax	\$8,805.09	\$10,344.86
<b>Total</b>	<b>\$123,555.23</b>	<b>\$145,161.68</b>

MTS deems B&B's bid fair and reasonable by a comparison to current market pricing of JMA Rail Products bid which is \$21,606.45 higher.

Therefore, staff recommends that the Board of Directors authorize the CEO to execute MTS Doc. No. L1467.0-19, (in substantially the same format as Attachment A) with B&B Diversified Materials, a DBE, for Douglas Fir Railroad Ties totaling \$123,555.23.

/s/ Sharon Cooney for  
Paul C. Jablonski  
Chief Executive Officer

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

Attachment: A. Draft Standard Services Agreement; Contract L1467.0-19

**DRAFT**

## STANDARD PROCUREMENT AGREEMENT

L1467.0-19  
CONTRACT NUMBER

THIS AGREEMENT is entered into this \_\_\_ day of \_\_\_\_\_ 2018, in the State of California by and between San Diego Metropolitan Transit System ("MTS"), a California public agency, and the following, hereinafter referred to as "Contractor":

Name: B&B Diversified Materials Address: P.O. Box 1125

Form of Business: Corporation Green Valley, AZ 85622

(Corporation, partnership, sole proprietor, etc.)

Telephone: (520) 840-0484 Email Address: Beverly@bnbdiversified.com

Authorized person to sign contracts: Beverly Christensen Owner  
Name Title

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

Douglas fir railroad wood ties as specified in the Scope of Work (attached as Exhibit A), B&B Diversified Materials bid (attached as Exhibit B), and in accordance with the Standard Procurement Agreement, including Standard Conditions Procurement (attached as Exhibit C), federal requirements (attached as Exhibit D) and Forms (attached as Exhibit E).

This is a one-time purchase. The total cost is \$113,614.00 + \$8,805.09 CA sales tax + \$1,136.14 lumber tax for a not exceed amount of \$123,555.23 without the express written consent of MTS.

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
\$123,555.23	370016-545500	FY 19

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

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

SA-SERVICES REVISED (2/22/2017)  
DATE





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## Agenda Item No. 22

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 20, 2018

#### SUBJECT:

MTS BUILDING C – SECURITY OFFICE RENOVATION – CHANGE ORDERS

#### RECOMMENDATION:

That the San Diego Metropolitan Transit System (MTS) Board of Directors:

- (1) ratify Construction Change Order (CCO) 1 to MTS Doc. No. PWL234.0-17 (in substantially the same format as Attachment A); and
- (2) authorize the Chief Executive Officer (CEO) to execute CCO 2 to MTS Doc. No. PWL234.0-17, Work Order No. MTSJOC7503-07 (in substantially the same format as Attachment B) with ABC Construction, Inc. for asbestos abatement and office furniture.

#### Budget Impact

The total value of these Change Orders will not exceed \$108,711.60 inclusive of direct costs of \$105,565.95 and the contractor's share of administrative fees totaling \$1,066.32. Total administrative fees are \$3,145.65 (contractor's share is \$1,066.32 and MTS's share is \$2,079.33). Including all amendments, the construction cost is as follows:

Description	Quoted Work Order Amt.	PO AMOUNT / AMENDMENT	Contractor share JOC Fee (1%) *	MTS Share	Gordian Fee
CCO1	15,261.05	<b>15,108.44</b>	152.61	297.59	<b>450.20</b>
CCO2	91,371.22	<b>90,457.51</b>	913.71	1,781.74	<b>2,695.45</b>
Total	106,632.27	105,565.95	1,066.32	2,079.33	3,145.65

The funding for the changes is provided in the FY 19 CIP No. 1006106501 – Security Office Renovation project.



## DISCUSSION:

The Security office is located in Building C of the Trolley yard and was in need of a major renovation. As part of the Security office renovation, the existing drywall partitions, ceiling tiles, flooring, baseboards, doors and frames, modular panels, and break room countertop were scheduled to be demolished, removed, and replaced. In addition, the furniture was to be replaced along with new carpet and vinyl flooring.

In order to maintain operations while the construction was taking place, the project was split into two phases and the total project was scheduled to be completed in October 2018. The total budget for this project was \$350,000.

On July 9, 2018, MTS issued an MTS Job Order Contract (JOC) MTSJOC7503-07 (MTS Doc. No. PWL234.0-17) to ABC Construction, Inc. for the Building C – Security Office Renovation project in the amount of \$190,506.41.

Prior to the start of construction, a hazmat study report was performed on the building, which identified asbestos present on the wall and floor of the building. Cal/OSHA requires the abatement and treatment of the contaminated areas by a certified contractor. ABC Construction, Inc. is not a certified asbestos-removal contractor and therefore was required to add a subcontractor to the contract to perform this work. CCO1 in the amount of \$15,108.44 is required to compensate ABC Construction, Inc. and its subcontractor for the additional work.

In addition, the existing office furniture and cubicles were removed as part of the project, and it was anticipated that the furniture would be purchased under a separate contract. However, due the procurement time line, staff determined that the most expeditious way to ensure the timely delivery of furniture would be to issue a change order to ABC Construction, Inc. to supply the furniture. CCO2 in the amount of \$90,457.51 is required for the purchase and installation of the replacement furniture.

Therefore, staff recommends that the MTS Board of Directors authorize the CEO to execute Change Orders 1 and 2 to Work Order No. MTSJOC7503-07 (in substantially the same format as Attachments A and B, Construction Change Orders 1 & 2), under MTS Doc. No. PWL234.0-17 with ABC Construction, Inc., for the asbestos abatement and office furniture replacement.

/s/ Paul C. Jablonski  
Paul C. Jablonski  
Chief Executive Officer

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

Attachments: A. Construction Change Order MTSJOC7503-07 (CCO 1)  
B. Construction Change Order MTSJOC7503-07 (CCO 2)



Metropolitan Transit System

**CONSTRUCTION CHANGE ORDER**Project Name: **Bldg C - Security Office Renovation**Date: **7/25/18**To: **MTS**Contract Number: **MTSJOC7503-07**From (Contractor): **ABC Construction Inc.**CCO Number: **001****Description of Work**

After reviewing the hazmat report on the Building C - 2nd Floor Security Office areas, there are asbestos present in these areas that will require the abatement, monitoring, and clearance testing prior to the construction of this project.

**A. Contractor Cost of the Work**

Payroll Costs (See attached supporting documentation.)

Materials (See attached supporting documentation.)

Equipment (See attached supporting documentation.)

Consultant Costs (See attached supporting documentation.)

Supplemental Costs (See attached supporting documentation.)

Other - describe services

Other - describe services

\$	-
\$	-
\$	-
\$	-
\$	-
\$	15,108.44
\$	-

Subtotal A: \$ 15,108.44

**B. Subcontractor Cost of the Work**

Payroll Costs (See attached supporting documentation.)

Equipment (See attached supporting documentation.)

Materials (See attached supporting documentation.)

Consultant Costs (See attached supporting documentation.)

Supplemental Costs (See attached supporting documentation.)

\$	-
\$	-
\$	-
\$	-
\$	-

Subtotal B:

**C. Contractor Fee: (As per the Contract Documents)**

Overhead and Profit

Overhead and Profit on Subcontractors

Bonds and Insurance

\$	-
\$	-
\$	-

Subtotal C: \$ -

Total = (A + B + C)

Total: \$ 15,108.44

Original Contract value:

Adjustment by Change Order No. X through Change Order X (if applicable)

Adjustment by this Change Order

New Contract Amount

Total:

\$	188,891.38
\$	15,108.44
\$	203,709.79

The Contract Time due to this Change Order will be: ☒ Increased ☐ Decreased ☐ Unchanged by \_\_\_\_\_ days

Original Completion Date:

Adjustment by Change Order No. 1 through Change Order 2 (if applicable)

Adjustment by this Change Order

New Completion Date

10/10/2018
10/10/2018

Milestones Affected:

Add Descriptions of any milestones affected as a result of a change in services, term, and/or price

Contractor

Date: 7/26/18

MTS Chief Executive Officer

Date: 7/31/18

Follow all applicable procedures and provide all appropriate documentation as required by the Contract Documents.

## CONSTRUCTION CHANGE ORDER

Project Name: **MTSJOC7503-07.02**

Date: **8/17/18**

To: **MTS**

Contract Number: **PWL234.0-17**

From (Contractor): **ABC Construction, Inc.**

CCO Number: **02**

### Description of Work

This job order supplement is for the procurement and installation of furniture for Building C Security Office.

### A. Contractor Cost Proposal, MTSJOC7503-07.02

Building C Security Office Furniture Procurement and  
Installation - Supplemental

\$ 90,457.51 L.S.

L.S.

Subtotal A: \$ 90,457.51

### B. Subcontractors Costs

Included in above.

\$ -

Subtotal B: \$ -

### C. Contractor Credits

\$ -

Subtotal C: \$ -

Total = (A + B + C)

Total: \$ 90,457.51

Original Contract value:

\$ 188,601.35

Adjustment by Change Order No. 1 (if applicable)

\$ 15,108.44

Adjustment by this Change Order

\$ 90,457.51

New Contract Amount

Total:

\$ 294,167.30

The Contract Time due to this Change Order will be: ☐ Increased ☐ Decreased ☒ Unchanged

by 0 days

Original Completion Date:

9/7/18

Adjustment by Change Order No. 1 (if applicable)

0

Adjustment by this Change Order

0

New Completion Date

9/7/18

Milestones Affected:

Contractor

Date:

MTS Chief Executive Officer

Date:



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## Agenda Item No. 23

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 20, 2018

#### SUBJECT:

TRANSIT ASSET MANAGEMENT POLICY

#### RECOMMENDATION:

That the San Diego Metropolitan Transit System (MTS) Board of Directors:

1. Adopt MTS Board Policy No. 65, "Transit Asset Management Policy" to establish guidelines for the management of the agency's organizational assets (Attachment A); and
2. Receive and approve the fiscal year 2019 (FY19) Transit Asset Management (TAM) plan (Attachment B).

#### Budget Impact

None at this time.

#### DISCUSSION:

The purpose of MTS Board Policy No. 65, "Transit Asset Management Policy" (the "Policy") is to establish guidelines for the management of the agency's organizational assets.

On July 6, 2012, a new two year transportation reauthorization bill was signed into law, the Moving Ahead for Progress in the 21st Century Act (MAP-21). MAP-21 mandated new National Transit Database (NTD) reporting requirements for transit agency asset management. These TAM regulations were finalized in July 2016 with the revisions through the Federal Registry (The Final Rule) detailing the expected responsibilities for transit agencies. This TAM Policy complies with the requirements of MAP-21.





TAM is a strategic and systematic process through which an organization procures, operates, maintains, rehabilitates, and replaces transit assets to manage their performance, risks, and costs over their lifecycle to provide cost-effective, reliable, and safe service to current and future customers. The goal of TAM is to keep all organizational assets in a state of good repair (SGR), which is defined by the Federal Transit Administration (FTA) as the condition in which a transit or capital asset is able to safely operate at a full level of performance.

MTS has always been committed to effectively managing its transit assets and maintaining its system in a SGR to support safe, efficient, and reliable transit services across the organization. Therefore, adopting a formal TAM Policy will not result in any substantive changes to how MTS operates. MTS has always been required to comply with applicable maintenance regulations of the FTA, Federal Railroad Administration (FRA) and the California Public Utilities Commission (CPUC). This policy and attached TAM plan consolidate the many standard operating procedures that have been in place at MTS in each maintenance department into one formalized and unified framework. These documents will help MTS standardize maintenance practices across the agency, and also comply with the new regulations.

With this policy, MTS commits to:

- Maintain an asset inventory that includes vehicles, facilities, and facility equipment used in the delivery of transit service;
- Identify safety-critical assets within the asset inventory and prioritize efforts to maintain those safety-critical assets in a SGR;
- Clearly define ownership, control, accountability, and reporting requirements for assets, including leased and third-party assets;
- Set asset performance targets and measure, monitor, and report on progress towards meeting those targets;
- Base capital project prioritization and other asset management decisions on asset criticality, condition, performance, available funding, safety considerations, and on the evaluation of alternatives that consider full lifecycle benefits, costs, and risks;
- Maintain an agency-wide TAM Plan that complies with current Federal Transit Administration requirements, Board Policies, Fleet and Facilities Maintenance Plans, Standard Operating Procedures and Transit Asset Management best practices; and
- Provide tools to communicate forecasted performance metrics outlined in MTS Board Policy 42.

### TAM Plan

Per FTA's TAM Final Rule and as mentioned above, MTS must maintain an agency-wide TAM plan. This plan will include the following elements:

- Inventory of assets – A register of capital assets and information about those assets. The FTA defines these assets as all capital assets a provider owns, except equipment with an acquisition value under \$50,000 that is not a service vehicle.
- Condition assessment – A rating of the assets' physical state.
- Decision support tool – Analytic process/ tool to assist in capital asset investment prioritization needs.

- Prioritized list of investments – A prioritized list of projects or programs to manage or improve the SGR of capital assets.
- TAM and SGR policy – Executive-level direction regarding expectations for TAM.
- Implementation strategy – Operational actions to achieve agency TAM goals and policies.
- Key annual activities – Describe the key TAM annual activities.
- Identification of resources – List resources needed to carry out the TAM Plan.
- Evaluation plan – Monitor and update to support continuous TAM improvement.

It is anticipated that the TAM Plan strategy will evolve in response to internal and external changes or challenges faced by MTS. Therefore, the TAM Plan will be considered a “living document” that will be reviewed, and revised as necessary, on an annual basis. Any and all process changes within SOPs or FMPs will be reviewed and impacts to the overall TAM plan will be revised accordingly. The figures included in the five-year plan will also be updated each year at the completion of the CIP process. The updated TAM plan will be published to the MTS Board of Directors each year.

### Asset Reporting

The Final Rule set the minimum asset management practices for transit providers. Beginning in Report Year 2018, agencies that receive or benefit from Chapter 53 funds from the Federal Transit Administration are required to report asset inventory, condition and performance information to the NTD.

The NTD program's Asset Inventory Module (AIM) is designed to collect basic information on assets and infrastructure used by U.S. transit agencies to deliver service. The purpose of assembling a nationwide inventory is to improve the FTA's ability to project capital costs for the future replacement (and necessary capital renewal activities) of existing transit assets. This information supports the FTA biennial report to the U.S. Congress regarding cost estimates of transit capital. These estimates directly influence the FTA annual budget request submitted for the Federal fiscal year.

The Asset Inventory Module data elements are contained within the following forms:

- Transit Asset Management Performance Measure Targets (A-90), plus the year-end narrative of progress against those targets
- Transit Asset Management Facilities Inventory (A-15)
- Transit Way Mileage (A-20)
- Revenue Vehicle Inventory (A-30)
- Service Vehicle Inventory (A-35)

MTS will be submitting these forms for Report Year within the next couple of months.

In 2016, MTS implemented two new SAP systems, the Enterprise Resource Planning (ERP) system and the Enterprise Asset Management (EAM) system, to help facilitate TAM reporting. The SAP EAM system is utilized to manage each individual maintenance plan and entire lifecycle for all MTS assets. MTS uses its SAP EAM system to track all inspections, preventive maintenance, and unscheduled repairs for each individual asset. The SAP ERP system is utilized to track all financial transactions, and these costs can be traced back to the underlying assets within EAM. All of this information

enables the data-driven approach to maintenance that is essential to identify performance issues, deploy maintenance resources efficiently, and improve maintenance procedures with objective decision making.

/s/ Paul C. Jablonski

Paul C. Jablonski  
Chief Executive Officer

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

Attachments: A. Proposed Board Policy 65 – Transit Asset Management Policy  
B. FY19 Transit Asset Management Plan Draft





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## Policies and Procedures

No. 65

**Board Approval:** 9/20/2018

### SUBJECT:

Transit Asset Management Policy

### PURPOSE

The purpose of this policy (the Policy) is to establish guidelines for the management of the San Diego Metropolitan Transit System's (MTS) organizational assets.

### BACKGROUND:

Transit asset management (TAM) is a strategic and systematic process through which an organization procures, operates, maintains, rehabilitates, and replaces transit assets to manage their performance, risks, and costs over their lifecycle to provide cost-effective, reliable, and safe service to current and future customers.

The goal of TAM is to keep all organizational assets in a state of good repair (SGR), which is defined by the Federal Transit Administration (FTA) as the condition in which a transit or capital asset is able to safely operate at a full level of performance.

MTS is committed to effectively manage its transit assets and maintain its system in a SGR to support safe, efficient, and reliable transit services across the organization. MTS must also comply with applicable maintenance regulations of the FTA, Federal Railroad Administration (FRA) and the California Public Utilities Commission (CPUC).

With this policy, MTS commits to:

- Maintain an asset inventory that includes vehicles, facilities, and facility equipment used in the delivery of transit service;
- Identify safety-critical assets within the asset inventory and prioritize efforts to maintain those safety-critical assets in a SGR;
- Clearly define ownership, control, accountability, and reporting requirements for assets, including leased and third-party assets;
- Set asset performance targets and measure, monitor, and report on progress towards meeting those targets;



- Base capital project prioritization and other asset management decisions on asset criticality, condition, performance, available funding, safety considerations, and on the evaluation of alternatives that consider full lifecycle benefits, costs, and risks;
- Maintain an agency-wide TAM Plan that complies with current Federal Transit Administration requirements, Board Policies, Fleet and Facilities Maintenance Plans, Standard Operating Procedures and Transit Asset Management best practices; and
- Provide tools to communicate forecasted performance metrics outlined in MTS Board Policy 42.

This TAM Policy complies with the Federal Requirements of the Moving Ahead for Progress in the 21st Century Act (MAP-21), which mandated new NTD reporting requirements for asset management. These regulations were finalized in July 2016 with the revisions through the Federal Registry (The Final Rule) detailing the expected responsibilities for transit agencies.

## PROCEDURE:

### 65.1 MAINTENANCE PLANS

Maintenance is managed with a multi-year time horizon to improve the reliability of all of its assets. The maintenance procedures will be documented in the Fleet and Facilities Maintenance Plans (FMP) of the MTS Operators, which will provide an overview of each department's resources, structure, asset management, and maintenance programs. The purpose of these FMPs is to not only ensure that the assets are maintained in a state of good repair based on original equipment manufacturer (OEM) standards, but also help to enhance operations by providing safe, frequent and reliable service. These FMPs are used to monitor and manage assets to achieve these standards, improve safety and increase reliability and performance.

These FMPs are also supported by the Standard Operating Procedures (SOPs) used to guide day to day activities. Together, they will define the preventive maintenance (PM) requirements for all MTS assets and the procedures will ensure all PM activities are performed in a timely manner.

Annual reviews of the FMPs and SOPs will take place to ensure updates to the OEM standards are captured and reflected accordingly in these plans. On-going performance measures will also be used to evaluate the effectiveness of these maintenance plans and the overall maintenance program as a whole. The primary sections of the FMPs will be as follows:

#### 65.1.1 VEHICLE MAINTENANCE

Vehicle maintenance practices should be consistent with the standardized industry practices and should incorporate the vehicle manufacturer guidelines for preventive maintenance and replacement. For all operating revenue and non-revenue fleet assets, the FMP will address:

- Organization Structure
- Maintenance Program Schedules
- Quality Control
- Training
- Preventive Maintenance
- Inspections

- Records
- Service and Cleaning Activities
- Warranty Program
- Goals and statistics

PM inspections are to be completed on time and no required PM will be deferred.

#### 65.1.2 FACILITY MAINTENANCE

The FMPs for MTS facilities shall be prepared for each facility or inventoried asset that the MTS Operator has direct capital responsibility. A facility could be a bus maintenance facility, trolley maintenance facility, transit station, fixed guideway system, or other discreet asset. Each individual facility FMP shall include assessment of all major systems and equipment (i.e., inventoried assets) that included that facility, including inspection and preventative maintenance activities consistent with the manufacturer's minimum requirements for equipment under warranty. Each MTS Operator shall keep a record of the maintenance history of facilities and equipment. Each FMP will have precise procedures for both higher-frequency routine inspections and more-detailed structural inspections. For all operations and support facilities, the FMP shall address:

- Organization Structure
- Maintenance Program Schedules
- Quality Control
- Preventive Maintenance
- Inspections
- Service and Cleaning Activities
- Warranty Program
- Condition Assessment including a prediction of the asset's performance and a prioritization of any necessary investments

PM inspections are to be completed on time and no required PM will be deferred.

In order to determine an asset's condition, the FTA's Transit Economic Requirements Model (TERM) scale is to be used, listed in the table below, with condition rating ranges from (5) Excellent to (1) Poor.

Rating	Condition	Description
5	Excellent	No visible defects, new or near new condition, may still be under warranty if applicable
4	Good	Good condition, but no longer new, may be slightly defective or deteriorated, but is overall functional
3	Adequate	Moderately deteriorated or defective; but has not exceeded useful life
2	Marginal	Defective or deteriorated in need of replacement; exceeded useful life
1	Poor	Critically damaged or in need of immediate repair; well past useful life

Facility assets with a condition rating score of 3.0 and above are in a state of good repair. Assets with a condition score lower than 2.9 are not in a state of

good repair, and may require prioritization during capital programming to ensure safe, efficient, and reliable transit service.

## 65.2 ASSET MANAGEMENT SYSTEM

MTS staff shall maintain an asset management system that collects and aggregates data necessary to oversee and implement the FMPs. The asset management system shall, at a minimum:

- a) manage each individual FMP through the entire lifecycle for each inventoried asset;
- b) track all inspections, PM, and unscheduled repairs for each inventoried asset; and
- c) track completion timelines and overall PM compliance.

## 65.3 CAPITAL AND OPERATING BUDGETS

Data collected by the FMP and asset management system will be used to plan for operating and capital budgets and foster a fact-based decision making process. The asset inventory and condition assessment data will be reviewed to validate project requests based on the asset age or condition for rehabilitation or replacement of the assets that are indicated within the designated period. Asset management reports showing the scheduled and unscheduled maintenance costs by assets will also be used to validate project and funding requests for both the Capital Improvement Plan (CIP) and annual operating budgets.

## 65.4 MONITORING, REPORTING, AND DISCLOSURE

The Chief Executive Officer, or their designee, will be the Accountable Executive and have the overall responsibility for overseeing the development of the agency's TAM Plan to ensure that the necessary resources are available to carry out the plan. Per FTA's TAM Final Rule, this plan will include the following elements:

- Inventory of assets – A register of capital assets and information about those assets. The FTA defines these assets as all capital assets a provider owns, except equipment with an acquisition value under \$50,000 that is not a service vehicle.
- Condition assessment – A rating of the assets' physical state.
- Decision support tool – Analytic process/ tool to assist in capital asset investment prioritization needs.
- Prioritized list of investments – A prioritized list of projects or programs to manage or improve the SGR of capital assets.
- TAM and SGR policy – Executive-level direction regarding expectations for TAM.
- Implementation strategy – Operational actions to achieve agency TAM goals and policies.
- Key annual activities – Describe the key TAM annual activities.
- Identification of resources – List resources needed to carry out the TAM Plan.
- Evaluation plan – Monitor and update to support continuous TAM improvement.

It is anticipated that the TAM Plan strategy will evolve in response to internal and external changes or challenges faced by MTS. Therefore, the TAM Plan will be considered a "living document" that will be reviewed, and revised as necessary, on an annual basis. Any and all process changes within SOPs or FMPs will be reviewed and impacts to the overall TAM plan will be revised accordingly. The figures included in the

five-year plan will also be updated each year at the completion of the CIP process. The updated TAM plan will be published to the MTS Board of Directors each year.

In contrast, this TAM Policy will remain relatively constant over time. However, if major changes that would significantly affect the policy and the business operations of TAM do occur, such as regulatory changes at the FTA level, these changes to the policy would need to be approved by the MTS Board of Directors.

POLICY.65.TRANSIT ASSET MANAGEMENT POLICY

Original Policy Adopted on 9/20/2018.

# TRANSIT ASSET MANAGEMENT PLAN



**OCTOBER 2018**



## Document Control History:

Version	Date	Comments
1.0	5/15/2018	Preliminary Draft
1.1	8/3/2018	Draft presented to Operations
1.2	8/27/2018	Draft post Operational Review
1.5	9/22/2018	2018 Draft to MTS Board

# Transit Asset Management Plan

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## Executive Summary

On July 6, 2012, a new two year transportation reauthorization bill was signed into law, the Moving Ahead for Progress in the 21st Century Act (MAP-21). MAP-21 mandated new National Transit Database (NTD) reporting requirements for asset management. These Transit asset management (TAM) regulations were finalized in July 2016 with the revisions through the Federal Registry (The Final Rule) detailing the expected responsibilities for transit agencies.

TAM is a strategic and systematic process through which an organization procures, operates, maintains, rehabilitates, and replaces transit assets to manage their performance, risks, and costs over their lifecycle to provide cost-effective, reliable, and safe service to current and future customers. The goal of TAM is to keep all organizational assets in a state of good repair (SGR), which is defined by the Federal Transit Administration (FTA) as the condition in which a transit or capital asset is able to safely operate at a full level of performance.

MTS established Board Policy No. 65, “MTS Transit Asset Management” (the “Policy”) as guidelines for the management of the agency’s organizational assets. This TAM Policy complies with the requirements of MAP-21.

MTS has always been committed to effectively manage its transit assets and maintain its system in a SGR to support safe, efficient, and reliable transit services across the organization. No procedures are changing operationally as MTS has always been required to comply with applicable maintenance regulations of the FTA, Federal Railroad Administration (FRA) and the California Public Utilities Commission (CPUC). This policy and attached TAM plan consolidate the many standard operating procedures that have been in place at MTS in each maintenance department into one formalized and unified framework. These documents will help MTS standardize maintenance practices across the agency, and also comply with the new regulations.

With this policy, MTS commits to:

- Maintain an asset inventory that includes vehicles, facilities, and facility equipment used in the delivery of transit service; and
- Identify safety-critical assets within the asset inventory and prioritize efforts to maintain those safety-critical assets in a SGR; and
- Clearly define ownership, control, accountability, and reporting requirements for assets, including leased and third-party assets; and
- Set asset performance targets and measure, monitor, and report on progress towards meeting those targets; and
- Base capital project prioritization and other asset management decisions on asset criticality, condition, performance, available funding, safety considerations, and on the evaluation of alternatives that consider full lifecycle benefits, costs, and risks; and
- Maintain an agency-wide TAM Plan that complies with current Federal Transit Administration requirements, Board Policies, Fleet and Facilities Maintenance Plans, Standard Operating Procedures and Transit Asset Management best practices; and
- Provide tools to communicate forecasted performance metrics outlined in MTS Board Policy 42.

## TAM Plan

Per FTA's TAM Final Rule and as mentioned above, MTS must maintain an agency-wide TAM plan. This plan will include the following elements:

- Inventory of assets – A register of capital assets and information about those assets. The FTA defines these assets as all capital assets a provider owns, except equipment with an acquisition value under \$50,000 that is not a service vehicle.
- Condition assessment – A rating of the assets' physical state.
- Decision support tool – Analytic process/ tool to assist in capital asset investment prioritization needs.
- Prioritized list of investments – A prioritized list of projects or programs to manage or improve the SGR of capital assets.
- TAM and SGR policy – Executive-level direction regarding expectations for TAM.
- Implementation strategy – Operational actions to achieve agency TAM goals and policies.
- Key annual activities – Describe the key TAM annual activities.
- Identification of resources – List resources needed to carry out the TAM Plan.
- Evaluation plan – Monitor and update to support continuous TAM improvement.

It is anticipated that the TAM Plan strategy will evolve in response to internal and external changes or challenges faced by MTS. Therefore, the TAM Plan will be considered a “living document” that will be reviewed, and revised as necessary, on an annual basis. Any and all process changes within SOPs or FMPs will be reviewed and impacts to the overall TAM plan will be revised accordingly. The figures included in the five-year plan will also be updated each year at the completion of the CIP process. The updated TAM plan will be published to the MTS Board of Directors each year.

## Asset Reporting

The Final Rule set the minimum asset management practices for transit providers. Beginning in Report Year 2018, agencies that receive or benefit from Chapter 53 funds from the Federal Transit Administration are required to report asset inventory, condition and performance information to the NTD.

The NTD program's Asset Inventory Module (AIM) is designed to collect basic information on assets and infrastructure used by U.S. transit agencies to deliver service. The purpose of assembling a nationwide inventory is to improve the FTA's ability to project capital costs for the future replacement (and necessary capital renewal activities) of existing transit assets. This information supports the FTA biennial report to the U.S. Congress regarding cost estimates of transit capital. These estimates directly influence the FTA annual budget request submitted for the Federal fiscal year

The Asset Inventory Module data elements are contained within the following forms and will be submitted annually:

- Transit Asset Management Performance Measure Targets (A-90), plus the year-end narrative of progress against those targets
- Transit Asset Management Facilities Inventory (A-15)
- Transit Way Mileage (A-20)
- Revenue Vehicle Inventory (A-30)
- Service Vehicle Inventory (A-35)

In 2016 MTS implemented two new SAP systems, the Enterprise Resource Planning (ERP) system and the Enterprise Asset Management (EAM) system, to help facilitate TAM reporting. The SAP EAM system is utilized to manage each individual maintenance plan and entire lifecycle for all of MTS assets. MTS uses its SAP EAM system to track all inspections, preventive maintenance, and unscheduled repairs for each individual asset. The SAP ERP system is utilized to track all financial transactions, and these costs can be traced back to the underlying assets within EAM. All of this information enables the data-driven approach to maintenance that is essential to identify performance issues, deploy maintenance resources efficiently, and improve maintenance procedures with objective decision making.

## Introduction

### Overview of MTS

The San Diego Metropolitan Transit System was created to provide the policy setting and overall management coordination of the public transportation system in the San Diego metropolitan service area. This service area encompasses approximately 3 million people residing in a 570 square mile area of San Diego County, including the cities of Chula Vista, Coronado, El Cajon, Imperial Beach, La Mesa, Lemon Grove, National City, Poway, Santee, San Diego and the unincorporated area of the County of San Diego. A number of fixed-route operating entities provide the service and have banded together to form a federation of transit service providers called the Metropolitan Transit System (MTS). The purpose of MTS is to provide coordinated routes, fares and transfers among the different operating entities.

### Bus Operations

MTS Bus Operations are a consolidation of services operated by San Diego Transit Corporation (SDTC) and MTS Contracted Services. These entities operate and maintain a fleet of 814 buses, 95% of which are powered by environmentally friendly compressed natural gas. In fiscal year (FY) 2018, MTS bus services operated a total of 100 fixed routes, including traditional urban shuttle-type, express and bus rapid transit routes, plus paratransit services. These bus services will log over 2 million revenue hours while traveling over 25 million revenue miles across San Diego County.

Bus operations are supported by five bus maintenance facilities: Imperial Avenue, Kearny Mesa, South Bay, East County and Copley Park. Each facility includes a maintenance building, administrative building, cleaning and fueling facilities, storage yard, and maintenance equipment which is used to support overall operations.

### Rail Operations

MTS Rail Operations (SDTI) operate and maintain a fleet of 128 light rail vehicles (LRVs) to provide transit service over three separate operating line segments. The Blue Line operates from the US/Mexico border through downtown San Diego and terminates at the America Plaza Station. The Orange Line serves the East County communities from El Cajon through downtown San Diego and terminates at the new County Courthouse Station. The Green Line operates from Santee along Mission Valley and serves the campus of SDSU through a short tunnel section before continuing to the Imperial Avenue Station, via the Bayside Corridor. The entire system encompasses 54.3 total miles (107.6 total track miles) of light rail transit (LRT) to 53 transit centers. Regular LRT service is provided around the clock with a 22-hour service window and 509 daily scheduled train trips (many more during special events). The entire system (all three line segments) provides low-floor service where on-time performance and service efficiencies continue to enhance the ridership experience.

The general operating environment includes a combination of open stations at-grade with standard railroad crossing protection, downtown mixed street traffic operation, elevated guideways with aerial stations, open-cut sub-grade tracks, one 4,100-ft long tunnel and underground station at San Diego State University.

Rail Operations are supported by the maintenance facility in Downtown San Diego. This facility includes three buildings for maintenance activities, paint booth, vehicle wash and a large storage yard.

## Management

California law establishes the San Diego Association of Governments (SANDAG) as the planning agency for San Diego County. The responsibility and decision-making for all transportation-related planning, programming and development activities occurs within SANDAG's nine-member Transportation Committee. Approved transportation plans and programs are subsequently executed by SANDAG staff. Within this structure, MTS and the North County Transit District (NCTD) focus primarily on operating activities.

The MTS Board of Directors (Board) has the policy-setting responsibility for the operation and development of MTS's transit operations as well as for the planning and approval of capital expenditures. The Board is comprised of 15 members with four appointed from the San Diego City Council, one appointed from the San Diego County Board of Supervisors, two appointed from the city council of Chula Vista, one appointed from each Coronado, El Cajon, Imperial Beach, La Mesa, Lemon Grove, National City, Poway, and Santee. One of the appointed members is then elected by other Board members to serve as Chairman.

The day-to-day operating functions, labor matters and maintenance of facilities are managed by the individual transit operators. MTS has centralized and consolidated Security, Planning, Human Resources, Finance, Information Technology, Stores, and Purchasing for all MTS operations.

MTS's mission statement, adopted by the Board, is to enhance the personal mobility of San Diego metropolitan area residents and visitors by:

- Obtaining maximum benefit for every dollar spent.
- Being the community's major public transportation advocate.
- Increasing public transportation usage per capita.
- Taking a customer-oriented approach.
- Implementing capital projects on schedule and within budget.
- Offering high-quality public transportation services.
- Responding to the community's socioeconomic interests.

The long-term goal of MTS is to fund operations solely with recurring revenues. MTS recognizes that this requires a delicate balance between funding the operating budget and also funding the Capital Improvement Program (CIP). In many cases, adequately funding the CIP enables savings within the operating budget. This lifecycle management planning is intended to drive successful service delivery and financial performance by minimizing the cost to procure, operate, maintain, rehabilitate, dispose of, and replace an asset while meeting or exceeding established service and reliability commitments for both the asset and the transit system as a whole.

Over the last decade, MTS has made funding the CIP a priority to bring the system up to a State of Good Repair (SGR), with over \$800 million of funding spent on Capital. MTS and SANDAG completed the rehabilitation of the Blue Line, also replaced both the East County and South Bay bus facilities. The bus fleet replacement plan has been adjusted to keep the number of buses replaced to a manageable figure each year. The U2 LRV fleet has been replaced and \$48M has already been saved towards SD100 LRVs as they approach the end of their useful lives. MTS has committed \$82 million for CIP in FY19, funding 40 projects focused on fleet replacement and state of good repair, among them a number of rehabilitation projects along the Orange Line.

## Transit Asset Management Plan Purpose

Transit assets cost money to build, maintain, operate, and use. Transit asset management (TAM) is defined as a strategic and systematic process through which an organization procures, operates,

maintains, rehabilitates, and replaces its transit assets to manage their performance, risks, and costs over their lifecycle to provide safe, cost-effective, and reliable service to current and future customers. The core of this plan is to understand and minimize the total cost of ownership of an asset while maximizing its performance. TAM integrates activities across departments within a transit agency to optimize resource allocation by providing quality information and well-defined business objectives to support decision making within and between classes of assets.

Transit assets include both fixed long-life infrastructure assets (including, structures, tunnels, facilities, and maintenance of way) and equipment (bus, rail, and paratransit revenue vehicles or rolling stock). This guide provides a transit specific asset management framework for managing assets individually and as a portfolio of assets that comprise an integrated system. In this guide, transit assets include physical infrastructure elements, equipment, and systems. Our definition of assets does not include “human capital” (the skills, training, goodwill and institutional memory of employees), financial assets, data/information, or intangible assets (for example, reputation, culture, and intellectual property).

Asset management is most successful when it is integrated into an agency’s existing management processes for establishing policy, strategy, and business plans, as well as connected to an agency’s performance management and risk management processes. As SGR has long been a focus of this agency, this TAM plan is largely built upon existing procedures. These procedures are documented in the Fleet and Facilities Maintenance Plans (FMP) of the MTS Operators. The purpose of these FMPs is to not only ensure that our assets are maintained in a SGR based on original equipment manufacturer (OEM) standards, but also help to enhance our operations by providing safe, frequent and reliable service. These FMPs are used to monitor and manage assets to achieve these standards, improve safety and increase reliability and performance. On the Rail side, MTS must also comply with regulations of the Federal Railroad Administration (FRA) and the California Public Utilities Commission (CPUC).

Asset management supports and enables the following elements of transit agency management:

- Performance management focus: Asset management integrates management activities across the agency’s various functional areas to address customer level of service and performance outcomes.
- Optimization of resources: Asset management aligns investment decisions associated with operations and maintenance budgeting and capital programming to achieve levels of service that meet agency goals.
- Fact-based management: Asset management is data-driven and transparent.
- Performance culture: Asset management is outcome-based, establishes metric-driven management, and provides tools to adopt a “predict and prevent” or “reliability” culture as opposed to a “find and fix” culture.

The TAM Plan is a key management document for tying the agency’s strategic goals and outcomes, or performance measures to the maintenance and capital programs that it delivers. The management cycle is completed by having more detailed, lower level performance measures to both determine the effectiveness of the agency’s programs in achieving the outcomes (e.g., safety, asset condition, travel times, etc.) and its efficiency in completing the programs (e.g., output measures such as lane-miles resurfaced, projects completed on time and on budget, etc.).

Emphasis on managing assets through their life cycles, which vary by asset class and can stretch to decades, helps staff, management, and stakeholders to realize that the assets are being managed for the long term, and that the concept of ownership (“it is ours to do with what we like”) is able to be substituted with stewardship (“at the moment it is ours to care for and pass on to our grandchildren”).

MTS is committed to effectively managing its transit assets and maintaining its system in a SGR to support safe, efficient, and reliable transit across the organization. An Asset Management Policy (No. 65) will be approved by the Board apart from developing this TAM Plan.

This TAM Plan outlines the overall asset management approach in a manner consistent with that policy and current federal regulations, and sets the direction for establishing and maintaining transit asset management strategies and plans that are achievable with available funds.

This TAM Plan complies with the Federal Requirements of the Moving Ahead for Progress in the 21st Century Act (MAP-21), which mandated new National Transit Database (NTD) reporting requirements for asset management. These regulations were finalized in July 2016 with the revisions through the Federal Registry (The Final Rule) detailing the expected responsibilities for transit agencies. This included responsibilities mandate that transit agencies have TAM and SGR procedures in place. Accordingly, MTS commits to:

- Maintain an asset inventory that includes vehicles, facilities, and facility equipment used in the delivery of transit service; and
- Identify safety-critical assets within the asset inventory and prioritize efforts to maintain those safety-critical assets in a SGR; and
- Clearly define ownership, control, accountability, and reporting requirements for assets, including leased and third-party assets; and
- Set asset performance targets to measure, monitor, and report on progress towards meeting those targets; and
- Base capital project prioritization and other asset management decisions on asset criticality, condition, performance, available funding, safety considerations, and on the evaluation of alternatives that consider full lifecycle benefits, costs, and risks; and
- Maintain an agency-wide TAM Plan current with Federal Transit Administration (FTA) requirements, Board Policies, Fleet and Facilities Maintenance Plans, SOPs and Transit Asset Management best practices.

### Plan Contents

The FTA regulation defines MTS as a Tier I agency and, as such, MTS has implemented a TAM Plan that includes the following nine (9) TAM Elements listed and described in the Board approved Asset Management Policy No. 65.

- Inventory of assets – A register of capital assets and information about those assets.
- Condition assessment – A rating of the assets' physical state.
- Decision support tool – Analytic process/ tool to assist in capital asset investment prioritization needs.
- Prioritized list of investments – A prioritized list of projects or programs to manage or improve the SGR of capital assets.
- TAM and SGR policy – Executive-level direction regarding expectations for transit asset management.
- Implementation strategy – Operational actions to achieve agency TAM goals and policies.
- Key annual activities – Describe the key TAM annual activities.
- Identification of resources – List resources needed to carry out the TAM Plan.
- Evaluation plan – Monitor and update to support continuous TAM improvement.



## Implementation strategy

MTS's core business is to provide safe, reliable and sustainable transportation options to the communities it serves. To accomplish this, MTS must continually improve its management of fleet and facilities. When executed properly, TAM improves coordination of all departments across all phases of an asset's lifecycle to manage assets and required resources more efficiently.

This Plan sets forth MTS's approach to improving its TAM capabilities in compliance with federal requirements. This master document sets agency-wide objectives and strategies for delivering all commitments in its TAM Policy and its mission. This TAM Plan will:

- Specify the lifecycle management activities outlined in the FMPs for each department that is responsible for the operations and/or maintenance of a given asset class.
- Outline the personnel and technology resources that will be utilized to optimize the costs, risks, and performance of the transit system.
- Identify priority projects to improve TAM capabilities across the agency, as well as the funding for these projects.
- Provide structure for an ongoing planning effort.
- Create an ongoing performance monitoring and evaluation plan.
- Define the reporting framework to communicate with the FTA, the Board and the public about the results of these asset management activities, the benefits of investing in the transit system and the consequences of underinvestment.

## Federal Requirements

The TAM rule (49 CFR part 625) is a set of federal regulations that set out minimum asset management practices for transit providers. Beginning in Report Year (RY) 2018, agencies that receive or benefit from Chapter 53 funds from the FTA are required to report asset inventory, condition and performance information to the NTD. The FTA defines these assets as all capital assets a provider owns, except equipment with an acquisition value under \$50,000 that is not a service vehicle.

The NTD program's Asset Inventory Module (AIM) is designed to collect basic information on assets and infrastructure used by U.S. transit agencies to deliver service. The purpose of assembling a nationwide inventory is to improve the FTA's ability to project capital costs for the future replacement (and necessary capital renewal activities) of existing transit assets. This information supports the FTA biennial report to the U.S. Congress regarding cost estimates of transit capital. These estimates directly influence the FTA annual budget request submitted for the Federal fiscal year (FFY).

## Asset Inventory

The asset inventory is structured to include a hierarchy of asset categories that comprise a specific asset class. The asset inventory and the associated asset hierarchy can provide the common basis for integrating this information and using it for multiple purposes across the agency.

### Asset categories/hierarchy

A detailed asset inventory is maintained in the SAP Enterprise Asset Management (EAM) System. The table below summarizes the asset classes and asset categories used by MTS:

Classes:	Vehicles	Facilities & Stations	Fixed Guideway	Systems
Categories:	<b>Revenue Vehicles:</b> -Bus -Rail  <b>Non-Revenue Vehicles:</b> -Operations -Maintenance -Administrative	<b>Maintenance Facilities:</b> -Bus -Rail  <b>Stations:</b> -Transit Centers -Benches/shelters  <b>Administrative Buildings</b>	<b>Track:</b> -Rail/Ties -Grade Crossings -Special Trackwork  <b>Right of Way:</b> -Bridges -Elevated Track -Signaling  <b>Electrification</b>	<b>Software:</b> -Financial -Maintenance -Operational  <b>Hardware</b>

During asset procurement and receipt or acceptance, specific asset identification, useful life, warranty and maintenance interval information [data] is collected from the OEM. This practice ensures the asset data is properly recorded into the EAM for effective and efficient lifecycle management.

SAP EAM Asset Inventory:

**Display Equipment : General Data**

Class overview Measuring points/counters Map

Equipment 301 Category B REVENUE VEHICLE-BUS

Description 301-New Flyer C40LF Year: 2008

Status INST

Valid From 09/22/2008 Valid To 12/31/9999

General Location Organization Structure Documents Sales and Distribution Vehicle I...

**General data**

Class BUS\_300 Bus - 300 Series Class

Vehicle Type BUS\_BU BUS

AuthorizGroup BM Bus Maintenance

Weight 31,280.00 LB Size/dimension 8.5 X 11.1 X 40.8

Inventory no. 4808 Start-up date 09/18/2008

Shift Note Type NB

Report Type

**Reference data**

AcquistnValue 0.00 Acquisition date 08/14/2008

**Manufacturer data**

Manufacturer NEW FLYER ManufCountry

Model number C40LF Constr.yr/mth 2008 / 08

ManufPartNo.

ManufSerialNo. 5FYC4FB128C033862

## Vehicles

MTS vehicle inventory divides the vehicles into two categories: revenue vehicles and non-revenue vehicles. Revenue vehicles are the vehicles available to operate transit services provided by the agency. For MTS, this includes both buses and LRVs. Revenue vehicles tend to have maintenance priority among all transit assets, not only because of their critical role, but also because they must meet regulatory requirements and acceptable safety and reliability levels to provide passenger service.

MTS vehicle inventory:

Category	Sub-category	Count
<b>Bus Revenue Vehicles</b>	40-Foot Bus	465
	60-Foot Articulated Bus	113
	ADA Minibus	175
	Fixed Route Minibus	37
	Commuter Express Bus	24
<b>Rail Revenue Vehicles</b>	SD100 High Floor Vehicle	52
	SD7 Low Floor Vehicle	11
	SD8 Low Floor Vehicle	65
<b>Non-Revenue Vehicles</b>	Automobiles	9
	Trucks and other Rubber Tire Vehicles	15

As seen above, bus revenue vehicles come in a number of different sizes. MTS categorizes the buses by size and propulsion system, and then groups them in to series by the year they were put in service.

- **Heavy duty buses** – This asset category includes both the 40 foot buses and the 60 foot articulated buses, which comprise the majority of the bus fleet. MTS primarily purchases from New Flyer and Gillig: the 60 foot contract is with New Flyer through 2022, and the 40 foot contract is with Gillig through 2022. All of the heavy duty buses currently run on compressed natural gas (CNG).
- **Minibuses** – This asset category includes both minibuses used for ADA paratransit service as well as the less traveled fixed route services. These buses are currently being transitioned from gasoline to propane, that conversion is approximately 65% complete and is scheduled to be 100% within the next three years.
- **Commuter Express buses** – This asset category consists of the over-the-road coach style bus used for MTS's Interstate 15 premium express service. These are currently the last diesel buses in the fleet, and are expected to be replaced within the next couple of years.

On the rail side, the LRVs have been purchased from Siemens. For these vehicles, they are grouped by series based on the same build cycle. The 2000 series SD100 high floor vehicles have been in service since the mid-1990s, and are expected to be replaced with low floor vehicles within the next five years. The 3000 series SD7 LRVs went into service in 2005, and the 4000 series SD8 LRVs went into service between 2011 and 2013. MTS also has open order for 45 additional LRVs, which will be the SD9s. The first 9 will go into service in 2019 and 2020, with the remaining 36 LRVs to be delivered later in time for the opening of the Mid-Coast trolley extension.

Non-revenue vehicles are the vehicles utilized by support staff of the agency. 131 of these vehicles are leased through Enterprise, an arrangement MTS started almost 10 years ago which has proven to provide a lower cost of ownership versus owning these vehicles outright. (Per FTA instructions, these leased vehicles are not included in the table above nor are they reported to the NTD.) These vehicles include:

- Supervisory and pool vehicles
- Maintenance vehicles
- Security vehicles
- Other administrative vehicles

MTS also has specialized maintenance vehicles across the agency. These vehicles typically have a longer useful life, and due to their specialized nature, make direct purchase a lower cost of ownership. These vehicles include:

- Bus service trucks
- Flatbed trucks

### Facilities

Facilities refer to the structures that enclose or support maintenance, operations, administrative, and spaces for passengers. Facilities also house specialized equipment that supports the operations and maintenance of the vehicles (for example, fueling and wash facilities). Maintenance work spaces must accommodate vehicle movement within and around buildings, industrial workflow, and storage. Service facilities may include industrial workspaces similar to maintenance facilities, storage areas, and office spaces. Passenger facilities are usually focused around spaces for pedestrian movement or waiting areas. Stations provide shelter for employees and customers, and facilities provide shelter for employees, revenue vehicles, and power systems. Stations and passenger facilities are particularly important because they directly impact the customer experience.

MTS facility inventory:

Category	Sub-category	Count
<b>Maintenance Facilities</b>	General Purpose Maintenance Facility/Depot	2
	Maintenance Facility (Service and Inspection)	5
	Combined Administrative and Maintenance Facility	1
	Heavy Maintenance & Overhaul	1
	Other, Administrative & Maintenance	1
<b>Stations</b>	At-Grade Fixed Guideway Station	49
	Elevated Fixed Guideway Station	4
	Underground Fixed Guideway Station	1
	Bus Transfer Center	7
<b>Administrative Offices</b>		1



Each of these facilities is owned by MTS. These facility types are described in greater detail below:

- **General Purpose Maintenance Facility/Depot** – This asset category refers to the five bus maintenance facilities: Imperial Avenue, Kearny Mesa, South Bay, East County and Copley Park. These include the structures used to maintain bus revenue vehicles (for example, heavy duty buses, over-the-road coaches, and paratransit buses), plus operations offices, administrative facilities, operations central control, and central warehouses. Each of these facilities also includes a large yard to store the vehicles when not in service.
- **Maintenance Facility (Service and Inspection)** – This asset category refers to the maintenance facility in Downtown San Diego. It includes the structures used for maintaining LRVs, maintenance-of-way, buildings, grounds field crew, operations offices, administrative facilities, operations central control, and central warehouses. This facility also includes a large rail yard to store the LRVs when not in service.
- **Vehicle Fueling Facility** – This asset category refers to specialized fueling stations at the bus maintenance facilities for each fuel type utilized at MTS.
- **Stations** – This asset category refers to structures intended primarily for passengers' use, including bus transfer facilities, rail stations (both elevated and at grade), and customer service facilities. MTS also has one underground station at San Diego State University.
- **Administrative Offices** – This asset category refers to stand-alone administrative facilities. This includes the MTS corporate offices in the Mills Building, and the Taxicab Administration building.

Each facility type listed above also encompasses a wide variety of subsystems required for that facility to function appropriately. These subsystems or sub-categories include assets such as:

- Substructure
- Shell
- Interiors
- Conveyance (Elevators and Escalators)
- Plumbing
- HVAC
- Fire Protection
- Electrical
- Site
- Equipment (for Administrative and Maintenance Facilities)
- Fare Collection (for Passenger and Parking Facilities)

MTS tracks assets at this subsystem level to ensure the entire facility is kept in a state of good repair.

### Fixed Guideway

Fixed guideway elements refer to the structural elements that allow for the movement of MTS's LRVs. These assets are broadly categorized into track elements, guideway elements comprising the track right-of-way, grade crossings, and the electrical infrastructure. Failure to maintain minimum condition standards in any of these assets increases the risk of slow, unreliable, potentially unsafe, or inoperable service.

MTS fixed guideway inventory:

Category	Sub-category	Count/ Linear Feet
<b>Track</b>	Tangent – Revenue Service	53 miles
	Curve – Revenue Service	51 miles
	Non-Revenue Service	7 miles
<b>Special Trackwork</b>	Double Diamond Crossover	7
	Single Crossover	61
	Single Turnout	28
<b>Guideway</b>	At-Grade/Ballast (including expressway)	83 miles
	At-Grade/In-Street/Embedded	7 miles
	Elevated/Concrete	9 miles
	Below-Grade/Retained Cut	1 mile
	Below-Grade/Cut-and-Cover Tunnel	3 miles
	Below-Grade/Bored or Blasted Tunnel	1 mile
<b>Grade Crossings</b>		96
<b>Electrification</b>	Substation Building	62
	Overhead Catenary System	104 miles

The guideway asset categories are described in greater detail below:

- **Track** – This asset category refers to the guide structure directly under the wheels of the transit vehicle that distributes vehicle dynamic loads to its supporting infrastructure both above and below ground.
- **Special Trackwork** – This asset category consists of trackwork structures, trackwork components or apparatus that are normally fabricated in whole or in part from regular rail sections. This includes items such as crossovers and turnouts.
- **Guideway** – This asset category consists of the right-of-way elements upon which the track resides. The majority of MTS's system is run on at-grade ballast, but there are significant portions that are on elevated bridges.
- **Grade Crossings** – This asset category refers to specific points along the track line where the track is embedded in the street and shares right-of-way with general automobile or pedestrian traffic.

- **Electrification** – This asset category provides supply and distribution of propulsion power for MTS’s electric-powered LRVs and includes alternating current (AC) and direct current (DC) systems. Subsystems include overhead catenary system, distribution, and substations.

Like with facilities, there are a number of ancillary structures not detailed above that are required to physically support the safe and efficient operation of a transit system. These structures can include culverts, retaining walls, pedestrian walkways, utilities conduits, communications towers, light poles, safety fencing, signal cases, traffic gates, and vehicular signage.

MTS’s light rail service does not operate on an exclusive guideway, meaning the right-of-way is shared with other traffic or services. Portions of the trolley line share right-of-way with general automobile or pedestrian traffic, and other portions share right-of-way with overnight freight services. However, MTS is financially responsible for the entire rail line, even the portions that are shared.



## Systems

The systems asset class includes a diverse set of systems that support core operational functions. In today's technology dependent world, practically everything is dependent on its own specialized system. All of these systems are critical to transit operations, providing financial information, communications, network connectivity, revenue collection, security, customer service, and safety controls.

Major MTS systems inventory:

Technology	Description	Owner
<b>SAP ERP</b>	Enterprise Resource Planning System – management information system that integrates accounting, budgeting, purchasing, inventory and asset management.	Information Technology (IT)
<b>SAP EAM</b>	Integrated module of SAP ERP, to manage Enterprise Asset Management System for Fleet and Facilities management. Software solution that improves planning, scheduling, routing, preventative and corrective maintenance, and completing work orders based on miles, condition, priority, resources and assets.	IT
<b>SAP CRM</b>	SAP Customer Relationship Management System, to manage customers' Lost & Found, complaints and compliment cases, integrated with Hastus for incidents, and Risk Department.	IT
<b>ADP</b>	Human Resources Information Systems that manages all employees benefit data and payroll operations.	IT/ Human Resources
<b>ARINC</b>	Centralized Train Control (CTC) refers to the wayside and onboard equipment responsible for safe train operation and traffic control	IT/ Operations
<b>CAD/AVL</b>	The CAD/AVL system connects our vehicles seamlessly with our back office scheduling and dispatching software. It automatically collects vital data used by dispatchers such as bus GPS locations, schedule adherence status, breakdowns and emergencies	IT/ Operations
<b>Cubic</b>	Revenue Collection systems used to collect transit revenues, and to collect data, including ridership and service performance data	IT/ Operations
<b>Hastus</b>	Scheduling & Dispatch – provides improved planning, scheduling, operations, passenger information and analysis.	IT/ Planning
<b>S&amp;A Systems FleetWatch</b>	Fluid Management – provides real-time control and data acquisition for fluids and tank monitor systems to monitor fluid usage, schedule preventive maintenance, and reconcile fluids.	IT/ Operations
<b>Multiple Vendors</b>	Security provides protection for customers and employees from threats and vulnerabilities, both internal and external to the system. It comprises both monitoring and control systems	IT/ Security

This asset class also includes all of the hardware utilized by the systems listed above. This includes servers, computers, cameras, and other specialized devices.

## Useful life

The Useful life (UL) is the estimated lifespan of a fixed asset, during which it can be expected to contribute to agency operations. MTS has developed UL assumptions for all assets based on FTA guidelines and Generally Accepted Accounting Principles. Due to their specialized nature, many transit assets are not specifically listed in FTA guidelines or accounting rule. In these situations, staff will rely on manufacturer recommendations in order to determine the UL of these types of assets. MTS manages the asset lifecycles based on these ULs.

The Useful Life Benchmark (ULB) is the expected lifecycle of a capital asset for reporting to the NTD only. FTA has outlined default useful life benchmarks for vehicle types, using average age-based equivalent of a 2.5 rating on the FTA Transit Economic Requirements Model (TERM) scale. The FTA default ULB for each vehicle class is listed in the table below. As you can see, MTS's established UL is different from the FTA ULB. MTS will measure against these ULB for NTD reporting purposes.

Code	Vehicle Type	UL	ULB
AB	Articulated bus	12	14
AO	Automobile	7	8
BR	Over-the-road bus	12	14
BU	Bus	12	14
CU	Cutaway bus	7	10
LR	Light rail vehicle	25	31
MB	Minibus	7	10
MV	Minivan	7	8
SV	Sport utility vehicle	7	8
VN	Van	7	8

## Condition assessments

Condition assessment is the process of inspecting the asset to collect data that is used to measure condition and performance. The condition assessment process involves regular inspections that evaluate an asset's visual and physical condition (for example, structural issues, and faulty components). This process addresses risk, ensures the asset can meet its level-of-service requirements, and provides information from which assets can be managed across their lifecycle.

The TAM Rule requires inclusion of condition assessments in an agency's TAM Plan. Specific requirements include:

- A condition assessment of those inventoried assets for which a provider has direct capital responsibility.
- A condition assessment must generate information in a level of detail sufficient to monitor and predict the performance of the assets.
- A condition assessment must generate information in a level of detail sufficient to inform the investment prioritization.

Each asset class has different requirements for condition inspection and monitoring that depend on their performance characteristics, the risks, and impacts of failure. In some cases, these requirements are specified by state and federal regulations. Gathering condition and performance data can be costly as it is a strictly manual process. However, these condition and performance measures can be used to improve reliability and proactively plan for the investments required to maintain good performance on the most critical assets.

The following is a high level summary of MTS's procedures for data collection:

- Data collection frequency – This addresses how often the inspections should occur. Triggers for a condition inspection may be based on a time or mileage interval, criticality or risk assessment, or it may be based on a performance trigger (for example, a bus with a skyrocketing mean time between failure metric).
- Inspection approach – For many asset classes, condition inspections can require appropriately trained and credentialed staff. Additionally, there is increasing interest and ability to substitute a visual or manual inspection with technology-enabled monitoring. Examples include using sensors to monitor structural conditions and switch performance. Moreover, some inspection data may be collected through day-to-day operating and maintenance processes.
- Quality assurance process – These are the processes used to verify the data and ensure quality. Quality assurance processes may require random data checks or formal audits.
- Training – This is an important part of quality assurance for condition assessment and ensures that condition is being measured consistently and accurately.

In order to determine an asset's condition, the FTA's Transit Economic Requirements Model (TERM) scale is being used, listed in the table below, with condition rating ranges from (5) Excellent to (1) Poor.

Rating	Condition	Description
5	Excellent	No visible defects, new or near new condition, may still be under warranty if applicable
4	Good	Good condition, but no longer new, may be slightly defective or deteriorated, but is overall functional
3	Adequate	Moderately deteriorated or defective; but has not exceeded useful life
2	Marginal	Defective or deteriorated in need of replacement; exceeded useful life
1	Poor	Critically damaged or in need of immediate repair; well past useful life

Per the FTA TAM Final Rule, assets with a condition rating score of 3.0 and above are in a state of good repair. Assets with a condition score lower than 2.9 are not in a state of good repair, and may require prioritization during capital programing to ensure safe, efficient, and reliable transit service.

### **Facilities and Facility Equipment Condition Assessment:**

For Facilities assets, condition assessments are scheduled and completed using in-house staff along regular schedule intervals. To determine the overall condition of a facility, MTS will inspect and assess the assets at the individual asset level. The FTA defines these assets as all capital assets a provider owns, except equipment with an acquisition value under \$50,000, as a general rule the condition assessments will follow this guideline, but there may be instances where condition assessments are done on assets with an acquisition value under \$50,000. Those individual assets will then be grouped into the following subcategories for each facility:

- Substructure

- Shell
- Interiors
- Conveyance (Elevators and Escalators)
- Plumbing
- HVAC
- Fire Protection
- Electrical
- Site
- Equipment (for Administrative and Maintenance Facilities)
- Fare Collection (for Passenger and Parking Facilities)

Each of these subcategories will encompass a number of individual assets. These results on an asset level are compiled into the Condition Assessment Report for a master asset which will aggregate (roll-up) the individual asset condition assessments to the subcategory levels listed above. Those subcategory scores will then aggregate (roll-up) for the master asset condition rating, which will be included in the NTD reports.

#### **Fixed Guideway Condition Assessment:**

MTS fixed guideway assets are subject to regulation by the FRA and the CPUC. As such, there are clearly defined inspection schedules per state and federal regulations. The data generated by these inspections allows MTS to track performance and proactively plan the required investments to keep the assets in a state of good repair.

Unlike facility assets, condition ratings for this asset class do not utilize the TERM scale. NTD requires a metric of the percentage of track segments that have performance restrictions. Performance restrictions are reported by mode and type of service as an average length of directional route mileage (DRM) operating under performance restriction. The NTD definition of DRM is the mileage in each direction over which public transportation vehicles travel while in revenue service

A performance restriction is defined to exist on a segment of fixed guideway when the maximum permissible speed of transit vehicles is set to a value that is below the guideway's design speed. Generally the design speed for a section will be the same as the maximum allowable speed established for the section at the time of system opening. The performance restriction can be communicated through operating instructions, route signage, flaggers or an agency's dispatch system. Performance restrictions may result from a variety of causes, including defects, signaling issues, construction zones, maintenance work, or other causes.

To determine this measure, agencies are required to calculate the DRM (measured to the nearest hundredth of a mile) under performance restrictions as a result of all causes at the same time each month: 9:00 AM local time on the first Wednesday of each month. The total impacted DRM for that month is divided by the overall length of track, generating the performance restriction metric for that month. This process is repeated each month, and is then averaged to produce the required annual metric for the NTD.

#### **Vehicle Condition Assessment:**

Condition ratings for vehicles are expressed in terms of the percentage of assets that are at or beyond the Useful Life Benchmark (ULB). At the end of each year, the age of each asset in each vehicle type is compared to the ULB for that vehicle type. The number of assets that exceed the ULB is divided by the total number of assets in that vehicle type, generating the ULB percentage metric that is reported to the NTD.

## Asset Lifecycle Management

Asset management is most successful when it is integrated into an agency's existing management processes for establishing policy, strategy, and business plans, as well as connected to an agency's performance management and risk management processes. As SGR has long been a focus of this agency, this TAM plan is largely built upon existing procedures. Asset management supports and enables the following elements of transit agency management:

- **Performance management focus:** Asset management integrates management activities across the agency's various functional areas to address customer level of service and performance outcomes.
- **Optimization of resources:** Asset management aligns investment decisions associated with operations and maintenance budgeting and capital programming to achieve levels of service that meet agency goals.
- **Fact-based management:** Asset management is data-driven and transparent.
- **Performance culture:** Asset management is outcome-based, establishes metric-driven management, and provides tools to adopt a "predict and prevent" or "reliability" culture as opposed to a "find and fix" culture.

The TAM Plan is a key management document for tying the agency's strategic goals and outcomes, or performance measures, to the maintenance and capital programs that it delivers. The management cycle is completed by having more detailed, lower level performance measures to both determine the effectiveness of the agency's programs in achieving the outcomes (e.g., safety, asset condition, travel times, etc.) and its efficiency in completing the programs (e.g., output measures such as lane-miles resurfaced, projects completed on time and on budget, etc.).

Emphasis on managing assets through their life cycles, which vary by asset class and can stretch to decades, helps staff, management, and stakeholders to realize that the assets are being managed for the long term, and that the concept of ownership ("it is ours to do with what we like") is able to be substituted with stewardship ("at the moment it is ours to care for and pass on to our grandchildren").

## Asset Lifecycle

Lifecycle management enables agencies to make better investment decisions across the lifecycle using management processes and data specific to each asset as a basis for predicting remaining useful life (including age, condition, historic performance, and level of usage). Transit asset management involves processes for managing and maximizing the performance of an asset while minimizing its costs throughout the course of its lifecycle. Lifecycle activities include the following:

- **Design/Procure** – If creating, this includes planning, design, and construction of the asset. If acquiring, this includes the scoping of the development and procurement of the asset. The asset management perspective involves considering level of service requirements and total cost of ownership in this initial step.
- **Use/Operate** – This involves the use (or operation) of the asset. Asset management ensures that the asset is available in the specified condition to be used, or operates reliably to deliver the planned level of service.
- **Maintain/Monitor** – This involves all the predictive, preventive, corrective, and reactive activities required to maintain the asset in the condition required to deliver the planned level of service.

- **Rehabilitate** – Rehabilitation is the planned capital expenditures required to replace, refurbish, or reconstruct an asset partially, in-kind, or with an upgrade to optimize service and minimize lifecycle costs. Examples might include reconstruction work on a bridge structure that replaces critical elements and thereby extends the bridge’s life or a rail vehicle overhaul.
- **Dispose/Reconstruct/Replace** – When an asset can no longer perform at its intended level of service, the agency has the choice to dispose, reconstruct, or replace the asset. Typically at this stage, it is no longer cost effective to renew the asset or it is functionally obsolete, and the agency must determine whether the asset must be replaced, whether the function of the asset remains necessary, and whether its function can be met more economically or efficiently by being replaced outright.

While these activities follow an asset through its lifecycle, the majority of the TAM activities and investment covers the operation, maintenance and rehabilitation activities.

## Maintenance Plans

Maintenance is managed with a multi-year time horizon to improve the reliability of all of its assets. The maintenance procedures are documented in the Fleet and Facilities Maintenance Plans (FMP) of the MTS Operators. The purpose of these FMPs is to not only ensure that the assets are maintained in a state of good repair based on original equipment manufacturer (OEM) standards, but also help to enhance operations by providing safe, frequent and reliable service. These FMPs are used to monitor and manage assets to achieve these standards, improve safety and increase reliability and performance. On the Rail side, MTS must also comply with regulations of the Federal Railroad Administration (FRA) and the California Public Utilities Commission (CPUC).

The purpose of each FMP is to provide an overview of each department’s resources, structure, asset management, and maintenance programs. These FMPs are also supported by the Standard Operating Procedures (SOPs) used to guide day to day activities.

## Vehicle Maintenance Plans

Vehicle asset management focuses primarily on vehicle procurement, the structuring of the vehicle maintenance program, the identification of and response to specific maintenance issues, the planning of system and component replacements, and the management of the spare fleet and inventory. Manufacturers provide guidelines for preventive maintenance and replacement, and maintenance practices are broadly shared across the industry.

For all operating revenue and non-revenue fleet assets, the FMP addresses:

- Organization Structure
- Maintenance Program Schedules
- Quality Control
- Training
- Preventive Maintenance
- Inspections
- Records
- Service and Cleaning Activities
- Warranty Program
- Goals and statistics

The FMP is also supported by the departmental Standard Operating Procedures (SOPs) used to guide employee day to day functions.

MTS utilizes a number of Key Performance Indicators (KPI) to oversee its maintenance activities. These KPIs are utilized across the industry, generating reliable benchmarks to compare against. MTS will also set annual goals and track performance against those goals. Among these KPIs are:

- Mean distance between failure (MDBF)
- % of PMs performed on time
- California Highway Patrol (CHP) Inspection Defects
- Accidents
- Injuries
- Maintenance cost per mile

Additionally, MTS utilizes a Quality Assurance (QA) department to perform quality control measures ensure that vehicle maintenance staff is adhering to business processes and properly completing inspections, maintenance, and rehabilitation activities. MTS staff also performs quarterly inspections and more frequent informal on-site walk-throughs and inspections of the vehicles at the contractor facilities to check fleet maintenance data. Daily operations reports are also reviewed to examine the operational status of ADA equipment on vehicles in revenue service. Finally, monthly oversight reports are produced for both the in-house and contracted service operations that monitors performance in the same KPIs.

As part of the annual CIP process, MTS will update its Fleet Replacement Plan. This plan will forecast the replacement needs of the agency over 20 year horizon based on the useful lives of each vehicle type, attempting to normalize the year by year replacement needs as much as possible, and also estimating the funding requirements.

MTS has additional standardized procedures for accepting new buses delivered each year, as well as decommissioning and disposal of vehicles that have reached the end of their useful life.

### **Facilities Maintenance Plans**

Because of the unique functional requirements for most transit facilities, transit agencies tend to manage most of their facilities throughout the entire facility lifecycle rather than acquire and dispose of them as needed. Therefore, agencies are typically involved in the facility design, operation, maintenance, renewal, and replacement. All MTS transit facilities and stations are owned by the agency. However, the functions within two bus maintenance facilities have been outsourced, including the maintenance of the facility. For both directly operated and contracted services, the lifecycle management is documented within the facilities management plans maintained by each relevant department to monitor and manage all assets to achieve and maintain a state of good repair, improve safety and increase reliability and performance.

Inspections are often the most cost-effective method to assess the condition of and identify issues related to facility structures including defects, deterioration, and damage. Each FMP will have precise procedures for both higher-frequency routine inspections and more-detailed structural inspections. Third-party maintenance agreements are in place for many of MTS's specialized facility assets to allow for the greater expertise required for those inspections (for example, for the compressed natural gas fueling stations).

MTS Contract Services staff monitors the facilities and vehicles maintained by contractors via frequent informal on-site walk-throughs and inspections as well as reviews of monthly facility inspection reports and monthly fleet maintenance data. Staff also conducts formal quarterly inspections of the maintenance records of the contractors to ensure compliance with the maintenance requirements.

For all operations and support facilities, the FMP addresses:



- Organization Structure
- Maintenance Program Schedules
- Quality Control
- Preventive Maintenance,
- Inspections
- Service and Cleaning Activities
- Warranty Program

As part of the annual CIP process, MTS will review the near term and long term rehabilitation and replacement needs for each facility. This plan will forecast the needs of the agency over a 20 year horizon based on the useful lives of each asset type and also estimate the funding requirements.

### **Fixed Guideway Maintenance Plans**

Most fixed guideway elements are required by FRA and CPUC regulations to have regular condition inspections and assessments since they are safety-critical. For these assets, there are preventive maintenance activities that will be performed to minimize risk of failures and to ensure the asset reaches (or even exceeds) its design life.

The longevity of guideway structures means that there may be a relatively high level of financial uncertainty and risk over the course of the asset useful life. Guideway assets typically represent some of the largest capital assets of a transit agency, and without timely and effective maintenance, these assets may require additional or more costly rehabilitations to reach their full design life. Track elements require significant maintenance and investment over time to maintain performance and allow revenue vehicles to move at authorized speeds with minimal vehicle wear and maximum comfort.

The guideway asset owner should specify the requirements associated with the asset lifecycles—including design requirements, preventive maintenance activities, expected rehabilitation needs, and lifecycle costs—and incorporate this information into the lifecycle management plans for track, tunnels, and bridges. In addition, MTS is staffed for ongoing engineering support to modify the maintenance approach based on ongoing condition assessments and address unforeseen technical issues as they arise.

Track inspections are a critical quality control measure to assess both the quality and effectiveness of maintenance procedures, as well as to comply with FRA as well as CPUC regulations. At stated previously, MTS monitors the directional route mileage (DRM) operating under performance restriction by mode and type of service as another measure of the quality and effectiveness of maintenance procedures.

The assets will be evaluated relative to their remaining life to avoid the failure of the components in a timeframe that would not allow for repair or replacement. As part of the annual CIP process, MTS will review the near term and long term rehabilitation and replacement needs for these assets. This plan will forecast the needs of the agency over a 20 year horizon based on the useful lives of each asset type and also estimate the funding requirements.

## **Identification of Resources**

### **Personnel Resources**

Asset owners are responsible for the planning and implementation of lifecycle management. An asset owner is a transit agency manager who is usually in charge of an asset class's maintenance and, ideally, is also involved in asset design and procurement. The asset owner is responsible for lifecycle management planning, for developing and implementing the lifecycle management plan, and for



facilitating asset management activities. The asset owner also participates in the annual operating and capital budgeting cycles, where they act as advocate for the necessary funding resources to keep their assets in a state of good repair. The table below lists the asset owners and their specific areas of responsibility:

Asset Owner	Title	Area of Responsibility
Michael Wygant	Director of Fleet & Facility Maintenance	Bus Revenue Vehicles, Bus Facilities
Michael Daney	Manager of Contract Operations & Passenger Facilities	Bus Transit Centers, Contracted Bus Facilities
Jay Washburn	Manager of Paratransit & Mini Bus	ADA/Mini Bus Facility
Kristine Villa	Revenue & Compass Services Manager	Bus Fare Collection Equipment
Fred Byle	Superintendent Wayside Maintenance	Rail Fixed Guideway and Electrification
Andy Goddard	Superintendent of LRV Maintenance	Rail Revenue Vehicles
Scott Donnell	Revenue Manager	Rail Fare Collection Equipment
Rolando Montes	Facilities Manager	Rail Facilities and Transit Stations
Sandra Bobek	Chief Information Officer	Information Technology
Thang Nguyen	Systems Engineer (Rail)	Facility CCTV Equipment
Brian McKeever	Manager of Operations-Transit Enforcement	Security Equipment

The FMPs and SOPs described previously provide a foundation asset owners can use to increase the effectiveness of these lifecycle management activities and thereby drive improved lifecycle management and optimize asset performance. The FMPs also describe the resources available to each asset owner for their applicable asset class.

### Technology Resources

Information technology is a critical asset management enabler. Enterprise wide lifecycle management for individual asset classes is data driven and requires the application of innovative and creative information technologies. This data-driven approach to maintenance is essential to identify performance issues, deploy maintenance resources efficiently, and improve maintenance procedures. Also, appropriate levels of preventive maintenance for each asset category can decrease long-term costs and potentially avoid the need for additional costly rehabilitations.

### Enterprise Asset Management Software

MTS utilizes SAP for both its Enterprise Resource Planning (ERP) and Enterprise Asset Management (EAM) systems.

The SAP EAM system is utilized to manage each individual maintenance plan and entire lifecycle for all of MTS assets. MTS uses its SAP EAM system to track all inspections, preventive maintenance, and unscheduled repairs for each individual asset. The system also tracks completion timelines and overall PM compliance.

The process begins with the asset inventory. During asset procurement and receipt or acceptance, specific asset identification, useful life, warranty and maintenance interval information [data] is collected from the original equipment manufacturer (OEM). This practice ensures the asset data is properly recorded into the EAM for effective and efficient lifecycle management.

This asset database allows MTS to track things such as:

- Asset class and an overall hierarchy of assets
- Individual asset number
- Asset owner
- Type
- Location
- Manufacturer
- Serial numbers
- Metadata statistics (like mileage data, condition ratings, etc.)
- All maintenance done on that asset

SAP EAM Asset Inventory:

**Display Equipment : General Data**

Class overview Measuring points/counters Map

Equipment  Category  REVENUE VEHICLE-BUS

Description

Status

Valid From  Valid To

General Location Organization Structure Documents Sales and Distribution Vehicle I...

**General data**

Class	<input type="text" value="BUS_300"/>	Bus - 300 Series Class
Vehicle Type	<input type="text" value="BUS_BU"/>	BUS
AuthorizGroup	<input type="text" value="BM"/>	Bus Maintenance
Weight	<input type="text" value="31,280.00"/>	<input type="text" value="LB"/> Size/dimension <input type="text" value="8.5 X 11.1 X 40.8"/>
Inventory no.	<input type="text" value="4808"/>	Start-up date <input type="text" value="09/18/2008"/>
Shift Note Type	<input type="text" value="NB"/>	
Report Type	<input type="text"/>	

**Reference data**

AcquistnValue	<input type="text" value="0.00"/>	Acquistion date	<input type="text" value="08/14/2008"/>
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**Manufacturer data**

Manufacturer	<input type="text" value="NEW FLYER"/>	ManufCountry	<input type="text"/>
Model number	<input type="text" value="C40LF"/>	Constr.yr/mth	<input type="text" value="2008"/> / <input type="text" value="08"/>
ManufPartNo.	<input type="text"/>		
ManufSerialNo.	<input type="text" value="5FYC4FB128C033862"/>		

The OEM recommended preventive maintenance plan is also entered in the system, and these plans are assigned to each individual asset as appropriate. This allows the creation of an unlimited number of maintenance plans, differentiating things such as:

- Time or mileage interval
- Type of inspections
- Data to be recorded
- Maintenance required, if applicable

These individualized plans ensure the each asset is maintained according to OEM requirements and optimizes the lifecycle of each asset.

SAP EAM Maintenance Plan:

**Display Maintenance Plan: Strategy plan 000000000005**

Maintenance plan  Bus #202 Preventive Maintenance

Maint. plan header

Maintenance plan cycle 05/23/2018 Maintenance plan scheduling parameters Maintenance plan additional data Maintenance pla...

Counter  BUS #202 ODOMETER

Cycle	Unit	Maintenance cycle text	Offset
6000MI	6,000 Miles	0	
12000MI	12,000 Miles	0	
24000MI	24,000 Miles	0	

Item Object list item Item location Schedule call item Cycle item 05/23/2018

Maintenance Item  Bus #202 PM (6K Frequency)

Reference object

Functional loc.	BUS-RV-KMD	REVENUE VEHICLES - KEARNY MESA
Equipment	202	202-GILLIG 40LF Year: 2015
Assembly		

Planning Data

Planning plant	1000 Metropolitan Transit System	Maint. Planner Group	BM Bus Maintenance
Order Type	BM01 Bus Maintenance Preventive Maintena...	MaintActivityType	B15 Inspection/Maintenance
Main WorkCtr	BM_KMD / 1000 Bus Maintenance - KMD	Business Area	3000 San Diego Transit Corpora..
Priority	2-High	Settlement Rule	
Sales Document			

☐ Do Not Rel.Immediately

The EAM uses the asset and plan data to generate a specific work order for any inspection or maintenance event. The system also enables the assignment of the work order to a mechanic/technician, plus the tracking of who completed the work and when. If one or more materials are used and added to a work order, the system integrates with the stock and non-stock items, and includes that cost to the maintenance order.

SAP EAM Work Order:

**Display Bus Facility Corrective Maintenance 50000023: Simplified Order**

Order: BF02 50000023 CURBSIDE MIRROR ACCIDENT: BUS # 609 Notification: 10014296

System Status: TECO CNF NMAT PRC SETC User Status: TECO

PMActType: B30 Repair

Simplified Order-Bus Facility Maint. Map

**Reference Object**

Functional loc.: BUS-RV-IAD REVENUE VEHICLES - IMPERIAL AVENUE

Equipment: 609 609-New Flyer C40LF Year: 2011

Assembly:

**Malfnctn data** **Damage** **Notif. dates**

Malfnctn start: 02/21/2016 09:34:36 ☐ Out of Service

Malfnctn end: 00:00:00 Breakdown dur.: 0.00 H

**Responsibilities**

Planner group: BM / 1000 Bus Maintenance

Main WorkCtr: BM\_IAD / 1000 Bus Maintenance - IAD

Person respons.: 00518620 Guy M Ledesma

**Dates**

Bas. start date: 02/21/2016 Priority:

Basic fin. date: 02/21/2016 Revision:

OpAc	SOp	Work ctr	Plant	Co...	StTextKy	S...	Operation short text	LT	Work	U...	N...	Norm. d...	Un.	Calc. key	ActTyp	Recipien
0010		BM_IAD	1000	PM01			R/R CURBSIDE MIRROR DUE TO ACCIDENT	100		0.0HR	0	0.0HR		Calcula...	BSMECH	

Coupled with the financial data of the ERP, the system also calculates the overall cost of each work order. Over time, this information can be totaled and trended across individual assets, or summarized across a similar series of assets or asset categories.

All of this information enables the data-driven approach to maintenance that is essential to identify performance issues, deploy maintenance resources efficiently, and improve maintenance procedures with objective decision making. This data is used for performance analysis, trend identification, lifecycle costing, as well as budget development. It can also flag outlier assets which require more attention than similar assets, helping replacement planning decisions.

### List of Key Annual Activities

Key annual activities supporting the TAM Plan and asset lifecycle management are detailed within Board Policies, Fleet and Facilities Maintenance Plans, Standard Operating Procedures, and the Capital Improvement Program (CIP). These activities align with the agency's business goals and objectives and included both the tactical, day to day operational aspects, as well as longer term strategic planning activities.

A high level sample of these activities includes:

- Operational
  - Preventive Maintenance compliance
  - Goal setting and performance measurement against those goals
  - Costing/trending analysis
  - Annual NTD Asset Inventory Module reporting
- Planning
  - Annual CIP process to review SRG needs and plan the near term investments that need to take place
  - Vehicle fleet replacement plans
  - 20 year CIP to review longer term SGR needs
  - Incorporate all changes identified into the updated TAM Plan

## Capital Planning and Funding

The creation of the annual capital and operating budgets involve a multitude of decisions that impact transit asset management and the agency's ability to keep these assets in a state of good repair. This requires a delicate balance between funding capital and operations in order to effectively and efficiently provides transit services for the San Diego region.

The capital budget is used to fund the planning, design, acquisition, replacement, and capital maintenance of all MTS assets. The capital budget can also include major rehabilitations that extend the useful life of an existing asset.

The operating budget is used to fund service delivery as well as asset maintenance, including employee wages, spare parts, consumables, energy, and a variety of support services used throughout the organization. This also includes payments to third-party contractors responsible for a portion of the fixed route bus services, the ADA Paratransit services, as well as general consulting and maintenance activities.

Both budgets are required for the service on the street and to keep that service in a state of good repair. The following sections detail how MTS makes these important decisions.

## Capital and Operating Funding

### Funding Sources

One of the primary funding sources for MTS is the fares it receives from its passenger. Typically, around 40% of the operating budget is funding by these fares for using the transit services provided to the region.

MTS receives a variety of operating revenues that are not received directly from passenger fares. The sources of these revenues are advertising, interest, rental income, land management revenue, energy credits, and other miscellaneous revenues.

MTS also receives a variety of non-operating revenues that primarily consist of federal, state and local subsidy funds. The major subsidy sources of funding are described in more detail below.

#### Federal Transit Administration (FTA)

On December 4, 2015, President Obama signed the Fixing America's Surface Transportation (FAST) Act, reauthorizing surface transportation programs through Federal fiscal year 2020. FAST establishes the legal authority to commence and continue FTA programs. Each reauthorization amends the Federal Transit Laws codified in 49 USC Chapter 53 and provides for the following funding streams MTS commonly receives:

- 5307 Urban Area Formula Grants for capital improvements and preventive maintenance
- 5311 Formula Grants for Rural Areas for capital improvements and to supplement operating costs
- 5337 State of Good Repair Funding for capital improvements and preventive maintenance
- 5339 Bus and Bus Facilities Funding for capital improvements

#### Transportation Development Act (TDA)

TDA provides funding for public transit operators. This state fund is one-quarter of a percent of the 7.75 percent sales tax assessed in the region. SANDAG is responsible for apportionment of these funds within the San Diego region.

### State Transit Assistance (STA)

STA funding comes from the Public Transportation Act, which derives its revenue from the state sales tax on diesel fuel.

### TransNet

In November of 2004, area voters approved a 40-year extension of the one-half cent sales tax original ordinance that was set to expire in 2008 (TransNet II) and funded transportation needs throughout the San Diego region. This approval had two impacts; first, it assured and slightly improved the original TransNet funding beyond 2008; second, the Bus Rapid Transit (BRT) and Superloop Programs will receive most of its funding from TransNet II. SANDAG is responsible for apportionment of these funds within the region.

### **Funding Plan**

Each year, the Finance department generates a projected funding plan of revenues that will be available for both the operating and capital budgets. This funding plan incorporates regional revenue forecasts from SANDAG with short term revenue assumptions for other MTS subsidies, creating the five-year estimate of available subsidy funding. Assumptions are also created for all operating revenues over a five-year horizon.

### **Capital Budget Development Process**

The CIP process begins each October with a call for projects by the MTS Finance department. All asset owners review the state of their asset inventory and put together project requests for all rehabilitation, reconstruction, and replacement needs to cover the following five fiscal years. The project requests are submitted through the SAP Budgeting and Planning (SBP) online module and each request will include the following:

- Scope of Work (SOW)
- Independent Cost Estimate (ICE)
- Project Manager
- Department
- Completion time frame
- Regional project ranking criteria
- Department priority

Once submissions are received, Finance conducts a review meeting of all projects for each department. After the reviews are complete, the list of all projects is consolidated into the five-year, unconstrained need for the MTS operators.

The consolidated priority list of projects will be reviewed by the Capital Project Review Committee (CPRC) according to available funding and the investment prioritization process described below. This secondary prioritization becomes the five-year, constrained CIP.

The constrained five-year CIP is then forwarded to the MTS Board of Directors and Budget Development Committee (BDC) for approval. Once approved, the projects are then added to the Regional Transportation Improvement Program (RTIP), which first goes to SANDAG for approval before ultimately being approved as part of the FTA's comprehensive national Transportation Improvement Program (TIP).

The prioritized list of projects is also subject to an analysis based on social equity principles. This process assures that the benefits and burdens of transit investment are shared equitably throughout the MTS service area. A series of maps are used to detail the results of this analysis.

### **Operating Budget Development Process**

MTS uses a zero based budgeting process that begins in December each year. In MTS's process, every line item budget is approved each year. Department managers complete budget templates using the SBP online module, in which they propose amounts for each line item, submitted with the appropriate supporting details for each assumption. (In contrast, with a traditional historic budgeting process, managers only justify variances versus prior year budget; the assumption is that the baseline is automatically approved.)

Meetings are held with each department to validate their assumptions, review proposals versus existing spending trends, and review any new initiatives. Personnel headcount assumptions are also reviewed at this meeting. This collaborative process results in the consolidated MTS assumptions that are then presented to and reviewed by senior management.

Beginning in late February through April, staff will meet with the Board and BDC to review the budget development progress. Staff presents the major revenue and expense assumptions that are included in the budget, and ultimately will present a balanced budget where revenues match expenses. Staff will also present a five-year forecast of operating revenue and expenses in order to give the Board a strategic view of the financial condition of the agency to help the decision making process.

In May each year, a public hearing is held by the Board to approve the overall capital and operating budgets for the next fiscal year. That fiscal year begins on July 1 and ends on June 30.

### **Investment Prioritization**

MTS uses an existing capital project prioritization process which considers asset condition or age along with investment categorization. The basic unit of the prioritization process is the project request. As described previously, project requests are created by asset owners and have a set of required fields to assist in the prioritization process.

Asset owners are asked to pay special attention to their departmental prioritizations. Issues involving safety should always be given highest priority. Capital items needed to replace critical components on the system that have reached the end of their useful life should also be given a high priority so the agency can maintain our state of good repair. Additionally, capital investment projects that yield a solid return on investment, decrease operating costs or provide improved customer service will be strong contenders for funding.

Once submissions are received, Finance conducts a review meeting of all projects for each department. The asset inventory and condition assessment will be reviewed in this step to validate project requests based on the asset age or condition (as applicable to that asset class) for rehabilitation or replacement of the assets that are indicated within the CIP period. SAP reports showing the scheduled and unscheduled maintenance costs by assets will also be used to validate project requests and foster a fact based decision making process.

The five-year unconstrained project list will also be compared against the longer term 20-year CIP forecast. This 20-year forecast is an overarching strategic look at asset management, and helps staff encapsulate the immediate decisions within the long term plans to keep the system in a state of good repair.



The consolidated priority list of projects will be reviewed by the Capital Project Review Committee (CPRC). The CPRC is comprised of representatives from MTS Bus, MTS Rail, MTS Administration, and SANDAG. Each CPRC member was responsible for submitting the capital requests for its division, agency, or city. The CPRC reviews and approves the prioritization of the list of projects, subject to funding availability. Typically, revenue vehicle replacements are funded first, and the remaining submitted projects compete for the balance of available funding. Based on these funding constraints, the CPRC reviewed the projects in the context of their impact on operations and determined the most critical projects to fund by year. The remaining unfunded projects are deferred; however, it is recognized that the continued deferral of some projects could have negative impacts on system infrastructure in future years.

The constrained five-year CIP determined by the CPRC is then forwarded to BDC for review. The BDC is a five member subcommittee of the Board. The BDC will review the recommended prioritization from staff, and then forward its own recommendation of the constrained five-year CIP to the Board for ultimate approval.

### Five year investment plan

For fiscal year 2019, the CIP process has produced the following unconstrained and constrained funding plans for the next five years. MTS plans to invest \$466.0 million in its Capital Improvement Program to improve the overall state of good repair of MTS assets. Through this plan, MTS is able to fund 75% of the overall capital need. There still remains a five-year unfunded balance of \$155.4 million, and MTS does recognize that the continued deferral of some projects could have negative impacts on system infrastructure in future years.

### Unconstrained Capital Needs (\$000s)

Asset Class	Prior Funding	FY19	FY20	FY21	FY22	FY23	Total
Vehicle	\$79,982	\$48,529	\$64,925	\$66,867	\$50,467	\$56,633	\$367,403
Facilities & Stations	11,805	16,679	26,305	26,010	22,810	225	103,834
Fixed Guideway	4,470	23,295	24,228	9,433	11,180	13,135	85,741
Systems	14,300	10,270	8,893	29,004	1,447	480	64,394
<b>Total</b>	<b>\$110,557</b>	<b>\$98,773</b>	<b>\$124,351</b>	<b>\$131,314</b>	<b>\$85,904</b>	<b>\$70,473</b>	<b>\$621,372</b>

### Constrained Capital Plan (\$000s)

Asset Class	Prior Funding	FY19	FY20	FY21	FY22	FY23	Total
Vehicle	\$79,982	\$48,529	\$50,000	\$49,618	\$45,500	\$56,300	\$329,929
Facilities & Stations	11,805	11,724	18,447	18,829	19,829	225	80,859
Fixed Guideway	4,470	11,310	-	-	3,118	11,442	30,340
Systems	14,300	10,118	-	-	-	480	24,898
<b>Total</b>	<b>\$110,557</b>	<b>\$81,681</b>	<b>\$68,447</b>	<b>\$68,447</b>	<b>\$68,447</b>	<b>\$68,447</b>	<b>\$466,026</b>

## Evaluation and Reporting

Asset lifecycle management is an ever-changing environment with advances in technology, changes in regulation, funding availability and asset management best practices. Therefore, the TAM Plan will be considered a “living document” that will be reviewed, and revised as necessary, on an annual basis. Any and all process changes within SOPs or FMPs will reviewed and any impacts to the overall TAM plan will be revised accordingly. The figures included in the five-year plan will also be updated each year at the completion of the CIP process. In general, the revisions to the TAM plan will originate from the MTS Finance department with inputs from various internal and external stakeholders. The updated TAM plan will then be published to the MTS Board each year.

Continuous improvement is a core feature of asset management implementation, embodied in the self-assessment, monitoring, and measuring required to ensure there is a feedback loop. Ongoing evaluation of MTS asset maintenance activities will be detailed covering three distinct areas:

- Budget monitoring of both CIP projects and the operating budget to ensure the implementation of the projects deemed necessary to improve the state of good repair of the agency.
- Performance monitoring across the agency used to reinforce the feedback loop required in a continuous improvement culture.
- Tracking the agency’s actual results against FTA required performance measures.

## Budget Monitoring

Each year, the capital and operating budgets identify a number of projects that urgently require funding in order to keep MTS assets in a state of good repair. Once funding is achieved, the management teams at MTS are tasked with implementing these projects in a timely manner. The help ensure the implementation of these projects, MTS routinely monitors the actual financial performance against what was submitted during the budgeting process.

### Budget to Actual Monitoring

Budgets are entered into the SAP ERP system for each project (as well as each operating department) at a detailed line item level. The system records the actual expenses, pre-encumbrances and encumbrances at the same level of detail. But in order for a budget to be considered useful, it needs to be used as a comparison tool when the actual business results take place. The ERP provides useful reports for finance personnel and Project Managers to view the real-time actual performance against the budget, and also to quickly access the underlying source documents for those situations that require further analysis.

While a budget versus actual variance analysis might not provide all the answers, it gives finance personnel and the Project Managers an indication of where they can look for possible material issues and provide further investigation of each of those items as necessary. This practice will ensure both parties have a detailed understanding of the overall project and help achieve a successful outcome. In some instances, cost overruns can occur. Common reasons for cost overruns include higher than estimated costs versus the engineering plans and specifications, late additions to the overall scope of the project that were not included in the original budget, or even project delays. When projects incur cost overruns, recovery plan options are discussed between the finance and the Project Managers, before being approved by the CEO and Board if necessary.

### Capital Project Status Updates

Project schedules, budgets and performance objectives are monitored through monthly meetings between the Project Managers, Procurement staff and Finance, as well as through quarterly status reports provided by the Project Managers. During the quarterly project status meeting, the project milestones are discussed with the Project Manager to ensure the project is completed on time. Senior Management also has access to the Capital Project Monitoring report so they can also keep tabs on the projects to ensure continued progress.

### Operating Budget Status Updates

Consolidated reviews of the actual performance versus the operating budget are prepared and presented monthly to the CEO, Senior Management and the Board. The Finance department prepares these budgets versus actuals reviews at the department level, which are then summarized and consolidated for presentation purposes. Major assumptions are presented to the Board during the budget development process, covering items such as passenger levels, operating revenue, subsidy revenue, service levels, personnel assumptions, energy rates and other expense assumptions. These key assumptions are also reviewed with the Board throughout the year as part of the operating budget results presentations.

### Performance monitoring

Performance monitoring across the agency is used to reinforce the feedback loop required in a continuous improvement culture. Monitoring of outcomes covers both their agency's performance and that of the assets, and helps ensure the outcomes that are listed in strategies, programs, and plans are in fact being delivered. Goals are determined, typically at the beginning of the fiscal year, and progress is benchmarked against the goals on a recurring basis.

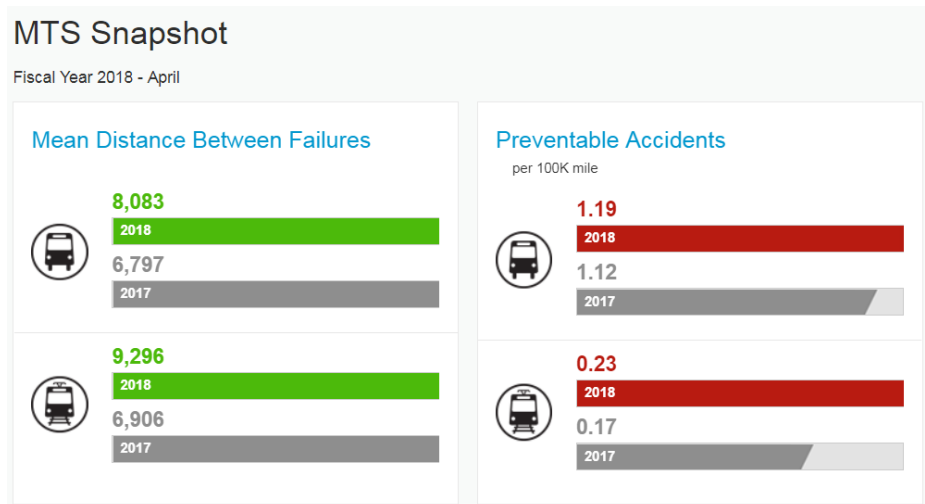
The agency also does a number of benchmarking efforts against other transit agencies as an effort to measure the performance of the agency. Whether using industry standard metrics or data of peer agencies as reported to the NTD, these benchmark comparisons are another point of feedback that can be used to measure the efficiency and effectiveness of the agency.

### Key Performance Indicators

Another useful tool is the creation of Key Performance Indicators (KPI), which are standardized metrics that are routinely tracked. Certain KPIs are reported to the Board twice a year as part of overall performance monitoring. MTS Board Policy No. 42, "Transit Service Evaluation and Adjustment", establishes a process for evaluating existing transit services to achieve the objective of developing a customer-focused, competitive, integrated, and sustainable system. Additionally, federal Title VI guidance requires that certain performance measures be evaluated and reported to the Board periodically. Staff presents a summary of system performance, including the metrics outlined in Policy 42 and Title VI-required standards, including service efficiency, utilization, as well as safety and maintenance performance. The semi-annual nature of these reports allows the decision makers to see the trends in overall performance and use this information for fact based decision making.

KPIs are a great tool to communicate performance of the agency to a broad base of employees and provide the feedback required for a continuous improvement culture. Previously, maintenance focused KPIs were discussed, and every department has their individual KPIs they track and measure against. Most of these KPIs are department specific, used by managers to measure the effectiveness of their specific processes. However, MTS also has a number of agency-wide KPIs that are published on the landing page of the agency's intranet, visible to each employee every time they open a web browser.

Sample of MTS Intranet KPI report:



Highlighted below are the definitions for seven Key Performance Indicators (KPI) describing how they are measured and why. This is essential to understanding what changes can be made in order to improve performance.

- **Monthly Ridership** - Ridership is one of the most common measurements for transportation performance. Monthly ridership is measured by the number of passengers who take a single trip on a bus or Trolley. Tracking ridership is important because it helps MTS understand trends in transportation so we can make the best system adjustments.
- **Passengers Per Revenue Hour** - Passengers per revenue hour measures the average number of passenger boardings on an MTS bus or Trolley for every hour of service that a vehicle is on the rail or road. The measurement allows MTS to gauge the productivity and effectiveness of our service by providing a good comparison across routes (or modes) of differing levels of service. It also helps us adjust the frequency of service to match demand.
- **Farebox Recovery** - Farebox Recovery is the percent of total operating costs recovered through fare revenue paid by passengers. It is calculated by dividing total cash fares and pass sales revenue by the total operating expenses. This measurement is popular with decision-makers because it highlights a transit system's ability to maximize ridership while being efficient in other areas like maintenance, procurement of goods and services, grant acquisitions and customer service. The higher the farebox recovery rate, the less an agency has to depend on other sources of funding to keep us in business. MTS has one of the highest farebox recovery rates in the nation.
- **On-Time Performance** - On-Time Performance (OTP) refers to the level of success of the bus and Trolley remaining on the published schedule. OTP is a reflection of the dependability of our system to meet the needs of our passengers. If MTS is not timely with our delivery of services, riders will look for other options to get where they need to go.

- **Complaints per 100K Passengers** - Complaints Per 100K Passengers count the number of customer complaints received about MTS Bus or Trolley service per 100,000 passenger trips. Tracking complaints allows us to understand how MTS employees and customers are interacting and how our services are performing. It is important to identify the reasons for complaints against MTS employees and MTS services so we can realize the circumstances and use each situation as a learning tool to improve.
- **Mean Distance Between Failures** - Mean Distance Between Failures is the average distance between mechanical failures of an MTS Bus or Trolley. Measuring the distance between failures is important because it helps us understand the health of our vehicle fleet. The goal of our maintenance departments is to increase the distance between failures so that our reliability of service is the highest possible. Any time our in-service vehicles have maintenance issues it has a ripple effect throughout the entire system, and impacts other KPIs such as Complaints per 100K Passengers and On-Time Performance.
- **Preventable Accidents per 100K Miles** - A preventable accident can be defined as one in which the operator failed to do everything that he/she reasonably could have done to avoid the accident. Additionally, a preventable accident is one in which the operator has some responsibility for failing to prevent, contributing to, or causing an accident. Safety is the number one priority at MTS and preventable accidents are taken very seriously. We measure the number of preventable accidents to better understand why accidents happen and how we can prevent them in the future. Learning from these accidents helps us improve operator training methods, alter bus routes, and also help us find the safest routes to take. MTS operators are professional drivers, therefore we are held to a higher standard than non-professional drivers. A professional driver is expected to take all reasonable actions to prevent accidents and overcome the mistakes of other drivers.

### Performance Improvement Plan

From a short term and operational perspective, MTS completes an annual Performance Improvement Plan (PIP). The plan is broken into two parts, performance measures with annual targets for improvement, and performance goals consisting of key projects that need to be completed over a one to two year horizon.

Every year, MTS leadership defines goals they hope to meet before the end of the next fiscal year (June 30) and breaks these goals down by department. These goals are "stretch goals," tasks that are in many cases above-and-beyond normal daily operations, designed to encourage MTS employees to push the envelope and accomplish things a little beyond their normal responsibilities. It's all in an effort to make MTS one of the most efficient, innovative and safest systems in the country.

The goals for the agency, listed by department, are posted on the agency's intranet. Results of each goal are tabulated and reported after the fiscal year end.

### Performance measures

To comply with the FTA requirements associated with SGR, performance measures for capital assets have been established for each asset class along with performance targets. The measure targets are set at the beginning of each fiscal year. The description of these measures by asset class is as follows:

- **Revenue vehicles** - Condition ratings for vehicles are expressed in terms of the percentage of assets that are at or beyond the Useful Life Benchmark (ULB), therefore the ideal situation is to be less than the target. At the end of each year, the age of each asset in each vehicle type is compared to the ULB for that vehicle type. The number of assets that exceed the ULB is divided

by the total number of assets in that vehicle type, generating the ULB percentage metric that is reported to the NTD.

- **Non-revenue vehicles** - Same as the above.
- **Fixed guideway** - To determine this measure, agencies are required to calculate the DRM (measured to the nearest hundredth of a mile) under performance restrictions as a result of all causes at the same time each month: 9:00 AM local time on the first Wednesday of each month. The total impacted DRM for that month is divided by the overall length of track, generating the performance restriction metric for that month. This process is repeated each month, and is then averaged to produce the required annual metric for the NTD.
- **Facilities** - Targets for facilities are expressed in terms of percentage of assets that are rated below the benchmark condition score, therefore the ideal situation is to be less than the target. Each of these subcategories will encompass a number of individual assets. These results on an asset level are compiled into the Condition Assessment Report for a master asset which will aggregate (roll-up) the individual asset condition assessments to the subcategory levels listed above. Those subcategory scores will then aggregate (roll-up) for the master asset condition rating, which will be included in the NTD reports.

There is no penalty for missing a target and there is no reward for attaining a target. At the end of each year, a narrative report will be compiled and submitted that describes conditions in the prior year that led to overall target attainment results. Transit Asset Management Plan Performance Metrics and Targets for FY19 are reflected below:

Line No.	Performance Measure	Annual Target	Annual Performance
<b>1</b>	<b>Percentage of revenue vehicles that have met or exceeded their useful life benchmark</b>		
	AB - Articulated bus	0.0%	
	BR - Over-the-road bus	0.0%	
	BU - Bus	3.0%	
	CU - Cutaway Bus	0.0%	
	LR - Light rail vehicle	0.0%	
	VT - Vintage trolley / streetcar	0.0%	
<b>2</b>	<b>Percentage of service vehicles that have either met or exceeded their useful life benchmark</b>		
	Automobiles	12.0%	
	Trucks and other Rubber Tire Vehicles	34.0%	
<b>3</b>	<b>Percentage of track segments, signals, and systems with performance restrictions (by mode)</b>		
	LR - Light Rail	2.0%	
<b>4</b>	<b>Percentage of Passenger and Maint. facilities rated below condition 3 on the condition scale</b>		
	Passenger Facilities	0.0%	
	Passenger Parking Facilities	0.0%	
	Maintenance Facilities	0.0%	
	Administrative Facilities	0.0%	

## Communication Strategy

Clear communication, to both internal and external stakeholders, will be needed to demonstrate the progress being made in implementing asset management and the benefits to be gained from continuing the effort. It will also help provide an accurate understanding of the vision for and value of asset management and the challenges the agency faces.

## NTD reporting

The Transit Asset Management (TAM) rule (49 CFR part 625) set the minimum asset management practices for transit providers. Beginning in Report Year (RY) 2018, agencies that receive or benefit from Chapter 53 funds from the Federal Transit Administration are required to report asset inventory, condition and performance information to the National Transit Database (NTD).

The NTD program's Asset Inventory Module (AIM) is designed to collect basic information on assets and infrastructure used by U.S. transit agencies to deliver service. The purpose of assembling a nationwide inventory is to improve the Federal Transit Administration's (FTA's) ability to project capital costs for the future replacement (and necessary capital renewal activities) of existing transit assets. This information supports the FTA biennial report to the U.S. Congress regarding cost estimates of transit capital. These estimates directly influence the FTA annual budget request submitted for the Federal fiscal year (FFY).

The Asset Inventory Module data elements are contained within the following forms:

- Transit Asset Management Performance Measure Targets (A-90), plus the year-end narrative of progress against those targets
- Transit Asset Management Facilities Inventory (A-15)
- Transit Way Mileage (A-20)
- Revenue Vehicle Inventory (A-30)
- Service Vehicle Inventory (A-35)

## Reporting to the MTS Board

In spirit of transparency and effective communication, staff routinely presents a number of monitoring reports to the MTS Board. Many of these reports have already been discussed, including:

- Budget development reporting
- Operating budget status reports
- MTS Board Policy No. 42, "Transit Service Evaluation and Adjustment", performance monitoring report
- Annual TAM plan update

Through these routine reports, staff will continue to identify the challenges faced by the agency as well the progress made. This habit of transparency, to both the elected officials of the Board and the greater public in general, serves to reinforce the benefits of a sustained investment in transit asset management and transit in general.



## Appendix

### Key Definitions

AIM: Asset Inventory Module for NTD reporting to the FTA

Asset Category: Refers to a grouping of asset classes. The categories used at MTS include: Vehicles, Facilities, Guideway Elements, and Systems

Asset Class: Refers to the sub-groups within an asset category. For example, “Vehicles” is the asset category for three asset classes: “Bus Revenue Vehicles,” “Rail Revenue Vehicles,” and “Non-Revenue Vehicles.”

Asset Hierarchy: Refers to segmenting assets into appropriate classifications, based upon asset function, asset type or a combination of the two.

BDC: Budget Development Committee; a five member subcommittee of the MTS Board of Directors.

CBM: Condition based maintenance

CIP: Capital improvement program

CNG: Compressed natural gas

CPRC: Capital Projects Review Committee

DRM: Directional route mileage

EAM: Enterprise asset management system

FMP: Fleet, facility, and equipment maintenance plans

FTA: Federal Transit Administration

ICE: Independent Cost Estimate

KPI: Key performance indicator

Level of Service: Level of service is the defined service quality that the agency and its assets are expected to deliver and be measured against. Levels of service usually relate to the quality, quantity, reliability, responsiveness, sustainability, cost, and cost efficiency of service. It applies at the enterprise level and for asset classes (for example, buses and elevators). Generally, level of service should be driven by what is important to the customer.

LRV: Light rail vehicle

MDBF: Mean distance between failure

NTD: National Transit Database

OEM: Original equipment manufacturer

PM: Preventive maintenance

QA: Quality assurance

RTIP: Regional Transportation Improvement Program

SAP: Systems, Applications and Products software

SBP: SAP Budgeting and Planning module

SOP: Standard operating procedure

SOW: Statement of Work

State Of Good Repair (SGR): Defined by 49 U.S.C. Chapter 53 as the “condition in which a [transit asset or] capital asset is able to [safely] operate at a full level of performance.” The State of Good Repair is further defined by an asset’s Useful Life Benchmark (for rolling stock and equipment) or physical condition (for facilities). Assets are considered in a State of Good Repair when they do not meet or exceed their ULB or physical condition threshold. Vehicle and equipment assets, for example, are considered in a State of Good Repair, when rated as a 2.5 or above on the FTA’s TERM Lite scale, where 2.5 is equivalent to the ULB set for an asset class. Additionally, facilities are considered in a State of Good Repair when rated as a 3 or above on FTA’s TERM scale. Also see definition for Useful Life Benchmark.

TERM Scale: The five category rating system used in the FTA’s Transit Economic Requirements Model (TERM) to describe the condition of an asset, where 5 is excellent condition and 1 is poor condition.

Tier I Transit Provider: An entity that receives Federal financial assistance under 49 U.S.C. Chapter 53, either directly from FTA or as a sub recipient, that owns, operates, or manages either (1) one hundred and one (101) or more vehicles in revenue service during peak regular service across all fixed route modes or in any one non-fixed route mode, or (2) rail transit.

TIP: Transportation Improvement Program

Transit Asset Management (TAM): Defined by 49 U.S.C. Chapter 53 as “the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation.”

Total Cost of Ownership: Reflects the total estimated capital and Operations and Maintenance costs associated with an asset throughout its lifecycle (including the cost to design/procure, use/operate, maintain/monitor, rehabilitate, and dispose/reconstruct/replace.

Transit Asset Management Plan (TAM Plan): This document, which describes: the capital asset inventory; condition of inventoried assets; TAM performance measures, targets, and prioritization of investments aligned with the agency’s TAM and SGR policy, strategic goals and objectives; as well as the strategies, activities, and resources required for delivering this Plan (including decision support tools and processes); and other agency-wide approaches to continually improve TAM practices.

Useful Life: Defined by 49 U.S.C. Chapter 53 as “either the expected life cycle of a capital asset or the acceptable period of use in service determined by FTA.” It generally defines the minimum eligibility for retirement, replacement, or disposal of an asset.

Useful Life Benchmark (ULB): Defined by 49 U.S.C. Chapter 53 as “the expected life cycle or the acceptable period of use in service for a capital asset, as determined by a transit provider, or the default benchmark provided by FTA.” The ULB is the realistic expectation for when an asset would be disposed or replaced based on operating environment and procurement timelines. It is not the same as “Useful Life” in FTA grant programs, is reported by age (in years), and usually only pertains to rolling stock or equipment. It is a single number shared for or within specified asset classes, although may vary across different asset classes and providers.

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## Asset Listing

The tables below summarize the AIM data submitted to the NTD for the current reporting year. [These tables will be updated with final NTD submissions once they are complete.]

### Transit Asset Management Facilities Inventory (A-15)

Name	City	Condition Assessment	Primary Mode	Facility Type	Year Built or Reconstructed as New	Square Feet	Transit Agency Capital Responsibility (%)
12th & Imperial Transit Center	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	2013	80,896	100.00
24th Street	National City		LR - Light Rail	At-Grade Fixed Guideway Station	2015	109,379	100.00
47th Street	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	2013	112,815	100.00
70th Street	La Mesa		LR - Light Rail	At-Grade Fixed Guideway Station	2005	103,754	100.00
8th Street	National City		LR - Light Rail	At-Grade Fixed Guideway Station	2015	141,461	100.00
Alvarado Trolley Station	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	2005	29,317	100.00
Amaya Drive	La Mesa		LR - Light Rail	At-Grade Fixed Guideway Station	1989	132,637	100.00
America Plaza	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	2012	19,872	100.00
Arnele Avenue	El Cajon		LR - Light Rail	At-Grade Fixed Guideway Station	1995	58,179	100.00
Bayfront/E Street	Chula Vista		LR - Light Rail	At-Grade Fixed Guideway Station	2015	235,583	100.00
Beyer Blvd	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	2015	105,141	100.00
El Cajon Transit Center	El Cajon		LR - Light Rail	At-Grade Fixed Guideway Station	1989	371,971	100.00
Encanto/ 62nd Street	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	2013	30,749	100.00
Euclid Avenue Station	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	2013	159,252	100.00
Gillespie Field	El Cajon		LR - Light Rail	At-Grade Fixed Guideway Station	1995	198,989	100.00
Grossmont Transit Center	La Mesa		LR - Light Rail	At-Grade Fixed Guideway Station	2013	32,887	100.00
H Street Transit Center	Chula Vista		LR - Light Rail	At-Grade Fixed Guideway Station	2015	182,982	100.00
Iris Avenue Station	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	2015	177,660	100.00
Lemon Grove Depot	Lemon Grove		LR - Light Rail	At-Grade Fixed Guideway Station	2013	27,405	100.00
Massachusetts Avenue	Lemon Grove		LR - Light Rail	At-Grade Fixed Guideway Station	2013	184,251	100.00
Morena/Linda Vista Center	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	1997	115,314	100.00
Old Town Transit Center	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	1996	436,506	100.00
Palm Avenue Station	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	2015	269,620	100.00
Palomar Street	Chula Vista		LR - Light Rail	At-Grade Fixed Guideway Station	2015	194,648	100.00
Santa Fe Depot	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	2012	25,433	
Santee Town Center	Santee		LR - Light Rail	At-Grade Fixed Guideway Station	1995	37,017	100.00
San Ysidro Station	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	1981	60,708	
Smart Corner/City College Station	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	2012	18,050	100.00
Spring Street	La Mesa		LR - Light Rail	At-Grade Fixed Guideway Station	2013	200,685	100.00
25th & Commercial	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	2013	9,858	100.00
32nd & Commercial	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	2013	36,363	100.00
Barrio Logan	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	2015	33,623	100.00
Civic Center	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	2012	15,038	100.00

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Name	City	Condition Assessment	Primary Mode	Facility Type	Year Built or Reconstructed as New	Square Feet	Transit Agency Capital Responsibility (%)
Convention Center	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	2012	16,135	100.00
County Center/Little Italy	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	2012	14,901	100.00
Courthouse	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	2017	9,249	100.00
Fenton Parkway	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	2000	21,883	100.00
Fifth Avenue	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	2012	13,463	100.00
Gaslamp Quarter	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	2012	22,218	100.00
Harborside	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	2015	31,714	100.00
Hazard Center	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	1997	22,281	100.00
La Mesa Boulevard	La Mesa		LR - Light Rail	At-Grade Fixed Guideway Station	2013	20,355	100.00
Middletown	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	2012	16,769	100.00
Mission Valley Center	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	1997	19,553	100.00
Pacific Fleet	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	2015	29,247	100.00
Park & Market	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	2012	18,693	100.00
Rio Vista	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	1997	19,133	100.00
Seaport Village	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	2012	31,026	100.00
Washington Street	San Diego		LR - Light Rail	At-Grade Fixed Guideway Station	2012	16,103	100.00
Fashion Valley Transit Center	San Diego		LR - Light Rail	Elevated Fixed Guideway Station	1997	115,844	100.00
Grantville Trolley Station	San Diego		LR - Light Rail	Elevated Fixed Guideway Station	2005	173,027	100.00
Mission San Diego	San Diego		LR - Light Rail	Elevated Fixed Guideway Station	1997	29,431	100.00
Qualcomm Stadium	San Diego		LR - Light Rail	Elevated Fixed Guideway Station	1997	55,271	100.00
SDSU Transit Center	San Diego		LR - Light Rail	Underground Fixed Guideway Station	2005	67,321	100.00
Del Lago Transit Station	Escondido		CB - Commuter Bus	Bus Transfer Center			100.00
Miramar College Transit Station	San Diego		CB - Commuter Bus	Bus Transfer Center			100.00
Rancho Bernardo Transit Station	San Diego		CB - Commuter Bus	Bus Transfer Center			100.00
Sabre Springs Transit Station	San Diego		CB - Commuter Bus	Bus Transfer Center			100.00
UTC Transit Center	San Diego		CB - Commuter Bus	Bus Transfer Center			
Virginia Ave Transit Center	San Diego		CB - Commuter Bus	Bus Transfer Center			
Gilman Transit Center	San Diego		CB - Commuter Bus	Bus Transfer Center			

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Facility ID	Name	City	Condition Assessment	Primary Mode	Facility Type	Year Built or Reconstructed as New	Square Feet	Transit Agency Capital Responsibility (%)
	Imperial Avenue Division (IAD)	San Diego		CB - Commuter Bus	Combined Administrative and Maintenance Facility (describe in Notes)			100.00
	Mills Building	San Diego		CB - Commuter Bus	Administrative Office / Sales Office			27.00
	MTS Rail - Yard Tower	San Diego		LR - Light Rail	Other, Administrative & Maintenance (describe in Notes)		676	100.00
	MTS Rail - Building A	San Diego		LR - Light Rail	General Purpose Maintenance Facility/Depot	1981	28,911	100.00
	MTS Rail - Building B	San Diego		LR - Light Rail	General Purpose Maintenance Facility/Depot	1989	34,170	100.00
	MTS Rail - Building C	San Diego		LR - Light Rail	Heavy Maintenance & Overhaul (Backshop)	1990	88,000	100.00
	MTS Rail - Paint Booth	San Diego		LR - Light Rail	Maintenance Facility (Service and Inspection)		6,386	100.00
	Kearny Mesa Division (KMD)	San Diego		CB - Commuter Bus	Maintenance Facility (Service and Inspection)			100.00
	East County Bus Maintenance Facility	El Cajon		CB - Commuter Bus	Maintenance Facility (Service and Inspection)			100.00
	South Bay Bus Maintenance Facility	Chula Vista		CB - Commuter Bus	Maintenance Facility (Service and Inspection)			100.00
	Copley Park Division	San Diego		DR - Demand Response	Maintenance Facility (Service and Inspection)			100.00

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## Transit Way Mileage (A-20)

Mode	Service	Guideway Elements	Count	Track Miles	Expected Service Years When New	Percent Agency Capital Responsibility (%)	Allocation Unit	1980-1989	1990-1999	2000-2009	2010-2019
LR	DO	1. At-Grade/Ballast (including expressway)		84	30	100	TM	30	32	10	12
LR	DO	2. At-Grade/In-Street/Embedded		7	30	100	TM	5	2		
LR	DO	4. Elevated/Concrete		5	75	100	TM		3	2	
LR	DO	6. Below-Grade/Retained Cut		1	75	100	TM		1		
LR	DO	7. Below-Grade/Cut-and-Cover Tunnel		3	75	100	TM			3	
LR	DO	8. Below-Grade/Bored or Blasted Tunnel		1	75	100	TM			1	
LR	DO	10. Substation Building	60		30	100	TM	16	16	15	13
LR	DO	11. Substation Equipment			25	100					
LR	DO	13. Overhead Contact System/Power Distribution			30	100					
LR	DO	14. Train Control & Signaling			30	100					
LR	DO	15. Tangent – Revenue Service		53	30	100					
LR	DO	16. Curve – Revenue Service		51	30	100					
LR	DO	17. Non-Revenue Service		7	30	100					
LR	DO	19. Double Diamond Crossover	7		30	100					
LR	DO	20. Single Crossover	61		30	100					
LR	DO	22. Single Turnout	28		30	100					
LR	DO	23. Grade Crossings	96		30	100					

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## Revenue Vehicle Inventory (A-30)

Vehicle Type	Active Vehicles	Manufacturer	Year Mftd.	Fuel Type	ADA Accessible Vehicles	Funding Type	Useful Life Benchmark	Miles This Year	Avg Lifetime Miles per Active Vehicle
Articulated Bus (AB)	26	NAB - North American Bus Industries Inc.	2008	Compressed Natural Gas	26	Urbanized Area Formula Program (UA)	14	931,605	356,450
Articulated Bus (AB)	29	NFA - New Flyer of America	2013	Compressed Natural Gas	29	Urbanized Area Formula Program (UA)	14	1,934,296	271,866
Articulated Bus (AB)	18	NFA - New Flyer of America	2013	Compressed Natural Gas	18	Other Federal Funds (OF)	14	705,567	149,057
Articulated Bus (AB)	13	NFA - New Flyer of America	2015	Compressed Natural Gas	13	Urbanized Area Formula Program (UA)	14	462,426	98,578
Articulated Bus (AB)	27	NFA - New Flyer of America	2017	Compressed Natural Gas	27	Urbanized Area Formula Program (UA)	14	241,080	8,929
Bus (BU)	6	NFA - New Flyer of America	2005	Compressed Natural Gas	6	Urbanized Area Formula Program (UA)	14	209,645	543,581
Bus (BU)	6	NFA - New Flyer of America	2005	Compressed Natural Gas	6	Non-Federal Public Funds (NFPA)	14	187,547	447,034
Bus (BU)	24	BBB - Blue Bird Corporation	2007	Diesel Fuel	24	Non-Federal Public Funds (NFPA)	14	870,316	373,629
Bus (BU)	7	EBC - Eldorado Bus (EBC Inc.)	2008	Compressed Natural Gas	7	Urbanized Area Formula Program (UA)	14	138,348	295,268
Bus (BU)	50	NFA - New Flyer of America	2008	Compressed Natural Gas	50	Non-Federal Public Funds (NFPA)	14	2,090,604	416,527
Bus (BU)	5	NFA - New Flyer of America	2008	Compressed Natural Gas	5	Urbanized Area Formula Program (UA)	14	208,225	344,289
Bus (BU)	36	NFA - New Flyer of America	2009	Compressed Natural Gas	36	Non-Federal Public Funds (NFPA)	14	1,483,050	374,833
Bus (BU)	39	NFA - New Flyer of America	2009	Compressed Natural Gas	39	Urbanized Area Formula Program (UA)	14	1,577,208	385,662
Bus (BU)	26	NFA - New Flyer of America	2011	Compressed Natural Gas	26	Non-Federal Public Funds (NFPA)	14	1,028,952	295,576
Bus (BU)	47	NFA - New Flyer of America	2012	Compressed Natural Gas	47	Urbanized Area Formula Program (UA)	14	1,741,573	248,422
Bus (BU)	6	NFA - New Flyer of America	2012	Compressed Natural Gas	6	Non-Federal Public Funds (NFPA)	14	194,569	234,360
Bus (BU)	12	GIL - Gillig Corporation	2013	Compressed Natural Gas	12	Urbanized Area Formula Program (UA)	14	460,822	183,138
Bus (BU)	38	GIL - Gillig Corporation	2013	Compressed Natural Gas	38	Non-Federal Public Funds (NFPA)	14	1,442,132	176,678
Bus (BU)	38	GIL - Gillig Corporation	2014	Compressed Natural Gas	38	Non-Federal Public Funds (NFPA)	14	1,576,576	144,799
Bus (BU)	12	GIL - Gillig Corporation	2014	Compressed Natural Gas	12	Urbanized Area Formula Program (UA)	14	536,417	161,018
Bus (BU)	23	GIL - Gillig Corporation	2015	Compressed Natural Gas	23	Urbanized Area Formula Program (UA)	14	978,972	104,859
Bus (BU)	27	GIL - Gillig Corporation	2015	Compressed Natural Gas	27	Non-Federal Public Funds (NFPA)	14	1,233,996	116,604
Bus (BU)	32	GIL - Gillig Corporation	2016	Compressed Natural Gas	32	Urbanized Area Formula Program (UA)	14	1,215,718	74,000
Bus (BU)	6	GIL - Gillig Corporation	2016	Compressed Natural Gas	6	Non-Federal Public Funds (NFPA)	14	233,186	70,275
Bus (BU)	46	GIL - Gillig Corporation	2017	Compressed Natural Gas	46	Urbanized Area Formula Program (UA)	14	1,131,441	24,597
Bus (BU)	3	EBC - Eldorado Bus (EBC Inc.)	2009	Gasoline	3	Urbanized Area Formula Program (UA)	10	39,365	140,770
Cutaway (CU)	3	FRD - Ford Motor Corporation	2011	Gasoline	3	Urbanized Area Formula Program (UA)	10	64,184	252,776
Cutaway (CU)	3	FRD - Ford Motor Corporation	2012	Gasoline	3	Urbanized Area Formula Program (UA)	10	88,483	230,454
Cutaway (CU)	37	FRD - Ford Motor Corporation	2013	Gasoline	37	Urbanized Area Formula Program (UA)	10	1,160,265	204,596
Cutaway (CU)	55	FRD - Ford Motor Corporation	2014	Gasoline	55	Non-Federal Public Funds (NFPA)	10	1,902,103	135,201
Cutaway (CU)	6	EBC - Eldorado Bus (EBC Inc.)	2014	Gasoline	6	Non-Federal Public Funds (NFPA)	10	118,283	80,534
Cutaway (CU)	5	FRD - Ford Motor Corporation	2015	Gasoline	5	Non-Federal Public Funds (NFPA)	10	175,226	109,897
Cutaway (CU)	31	EBC - Eldorado Bus (EBC Inc.)	2016	Gasoline	31	Non-Federal Public Funds (NFPA)	10	1,302,974	67,410
Cutaway (CU)	44	FRD - Ford Motor Corporation	2016	Gasoline	44	Other Federal Funds (OF)	10	1,895,011	63,303
Cutaway (CU)	2	FRD - Ford Motor Corporation	2016	Gasoline	2	Non-Federal Public Funds (NFPA)	10	88,938	55,934
Cutaway (CU)	26	FRD - Ford Motor Corporation	2017	Gasoline	26	Other Federal Funds (OF)	10	287,902	11,073

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Vehicle Type	Active Vehicles	Manufacturer	Year Mftd.	Fuel Type	ADA Accessible Vehicles	Funding Type	Useful Life Benchmark	Miles This Year	Avg Lifetime Miles per Active Vehicle
Light Rail Vehicle (LR)	48	SDU - Siemens Mass Transit Division	1995	Electric Propulsion Power	48	Urbanized Area Formula Program (UA)	31	2,625,502	1,298,360
Light Rail Vehicle (LR)	3	SDU - Siemens Mass Transit Division	1997	Electric Propulsion Power	3	Urbanized Area Formula Program (UA)	31	146,881	1,311,880
Light Rail Vehicle (LR)	11	SDU - Siemens Mass Transit Division	2005	Electric Propulsion Power	11	Urbanized Area Formula Program (UA)	31	768,921	864,717
Light Rail Vehicle (LR)	1	SDU - Siemens Mass Transit Division	2009	Electric Propulsion Power	1	Urbanized Area Formula Program (UA)	31	24,217	1,130,116
Light Rail Vehicle (LR)	10	SDU - Siemens Mass Transit Division	2011	Electric Propulsion Power	10	Non-Federal Public Funds (NFPA)	31	786,609	437,362
Light Rail Vehicle (LR)	18	SDU - Siemens Mass Transit Division	2012	Electric Propulsion Power	18	Non-Federal Public Funds (NFPA)	31	1,461,510	415,998
Light Rail Vehicle (LR)	33	SDU - Siemens Mass Transit Division	2013	Electric Propulsion Power	33	Non-Federal Public Funds (NFPA)	31	2,797,425	349,876
Light Rail Vehicle (LR)	4	SDU - Siemens Mass Transit Division	2014	Electric Propulsion Power	4	Non-Federal Public Funds (NFPA)	31	335,998	225,681



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## Service Vehicle Inventory (A-35)

Fleet Name	Vehicle Type	Primary Mode	Year Manufactured	Estimated Cost	Useful Life Benchmark (Years)	Total Vehicles
2006 Chevy Kodiak	Automobiles	LR - Light Rail	2006	\$ 47,857	8	1
2006 Chevrolet Colorado	Automobiles	LR - Light Rail	2006	\$ 13,712	8	1
2014 John Deer Gator TE	Automobiles	LR - Light Rail	2014	\$ 14,419	8	1
2002 Ford Windstar Silver	Automobiles	MB - Bus	2002	\$ 21,978	8	1
2004 Honda Civic	Automobiles	MB - Bus	2004	\$ 8,240	8	1
2007 Ford Ranger	Automobiles	MB - Bus	2007	\$ 15,008	8	1
2007 Chevrolet Malibu LS	Automobiles	MB - Bus	2007	\$ 17,262	8	1
2007 Chevrolet Malibu LS	Automobiles	MB - Bus	2007	\$ 17,262	8	1
2007 Dodge Caliber SXT	Automobiles	MB - Bus	2007	\$ 4,746	8	1
2007 Dodge Caliber SXT	Automobiles	MB - Bus	2007	\$ 8,000	8	1
1988 Ford Flat Bed Truck	Trucks and other Rubber Tire Vehicles	MB - Bus	1998	\$ 24,364	8	1
2000 Chevy Venture Van	Trucks and other Rubber Tire Vehicles	MB - Bus	2000	\$ 24,051	8	1
2004 Ford E150 Van	Trucks and other Rubber Tire Vehicles	MB - Bus	2004	\$ 17,425	8	1
2007 Ford F350	Trucks and other Rubber Tire Vehicles	MB - Bus	2007	\$ 30,904	8	1
2007 Ford F450	Trucks and other Rubber Tire Vehicles	MB - Bus	2007	\$ 67,799	8	1
2007 Ford F450	Trucks and other Rubber Tire Vehicles	MB - Bus	2007	\$ 67,799	8	1
2007 Ford F250 SuperDuty	Trucks and other Rubber Tire Vehicles	MB - Bus	2007	\$ 16,855	8	1
2007 Ford F450 SuperDuty	Trucks and other Rubber Tire Vehicles	MB - Bus	2007	\$ 67,799	8	1
2008 Ford F450	Trucks and other Rubber Tire Vehicles	MB - Bus	2008	\$ 67,799	8	1
2010 Ford F-450	Trucks and other Rubber Tire Vehicles	MB - Bus	2010	\$ 72,942	8	1
2010 Ford F-450	Trucks and other Rubber Tire Vehicles	MB - Bus	2010	\$ 72,942	8	1
2011 Ford F-450	Trucks and other Rubber Tire Vehicles	MB - Bus	2011	\$ 70,855	8	1
2017 Ford F450	Trucks and other Rubber Tire Vehicles	MB - Bus	2017	\$ 86,000	8	1
2017 Ford F450	Trucks and other Rubber Tire Vehicles	MB - Bus	2017	\$ 86,000	8	1
2017 Ford F450	Trucks and other Rubber Tire Vehicles	MB - Bus	2017	\$ 86,000	8	1
2012 Ford Explorer	Automobiles	OR - Other Vehicles Operated	2012	\$ 26,837	8	1



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## Agenda Item No. 30

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 20, 2018

#### SUBJECT:

REVISIONS TO BOARD POLICY 18 (SHARON COONEY)

#### RECOMMENDATION:

That the Board of Directors discuss proposed revisions to Board Policy 18, "Joint Use and Development of Property", and provide direction to staff.

#### Budget Impact

None at this time.

#### DISCUSSION:

In collaboration with the Board Chair, staff has been working on an update to Board Policy 18, "Joint Use and Development of Property", a policy that was last updated in 2007. This policy guides staff's efforts to develop and utilize property owned and acquired by the Board. Staff has researched policies at other transit agencies and has concluded that much of the current MTS Policy 18 language (Attachment A) would more reasonably be included in a procedural manual that could be used to implement the Board's policy directives. Staff is recommending that a procedural manual be prepared following the adoption of a new Board Policy 18. With this recommendation, Policy 18 can be streamlined substantially.

Attachment B is a draft document for purposes of fostering discussion by the Board of Directors. Some specific elements to consider:

- Should replacement parking requirements be limited to current year utilization, or projected future needs for parking?



- Should staff request from the developer other physical improvements (such as public restrooms) or amenities (such as free transit passes for occupants/employees of the development) when those requests result in a reduction in the return on the public's investment in the property?
- In the interest of increasing transit ridership, should there be an affordable housing requirement for residential development? If so, should MTS specify the appropriate income levels for that affordable housing? Should the requirement be placed on every MTS property, or should it be an overall goal for MTS's real estate portfolio?

Staff will summarize Executive Committee discussion on the above topics, and request similar feedback from the Board.

/s/ Paul C. Jablonski  
Paul C. Jablonski  
Chief Executive Officer

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

Attachments: A. Current Board Policy 18  
B. Proposed Revised Board Policy 18

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## Policies and Procedures

No. 18

**SUBJECT:**

**Board Approval:** 1/18/07

**JOINT USE AND DEVELOPMENT OF PROPERTY**

**PURPOSE:**

It is the intention of the MTS to extract the maximum benefits from and utilization of property owned and acquired by the Board consistent with transportation goals and community development objectives.

**BACKGROUND:**

Technical studies for the South Line and East Urban Corridor indicated that long-term demand was favorable for future joint development activity. The Board supported this conclusion by adopting design criteria that allows for joint development. Joint development of MTS property achieves four major goals:

1. Integration of transportation facilities into existing and proposed developments to meet community needs;
2. Promotion and enhancement of the use of public transportation;
3. Maximization of the recovery of public capital costs and increase of the return on public investment; and
4. Enhancement and protection of the transportation corridor and its environs.

**POLICY:**

Joint use and development on MTS rights-of-way will be carried out within the following criteria:

1. Projects shall be considered that do not negatively impact present or future public transportation facilities.
2. Projects shall be consistent with regional and local community policies and plans.



3. Projects must demonstrate a fiscal benefit to MTS.
4. Selection between projects will be based on those that can demonstrate:
  - a. The greatest economic development potential to MTS and the community.
  - b. Increased accessibility to public transportation.
  - c. Responsiveness to community needs for housing, employment, services, or recreational facilities.
5. Projects are encouraged that provide rest rooms that are available to transit patrons and the general public.

The intent of these criteria is to foster competition and maximize the return to MTS to the fullest extent possible.

#### GUIDELINES AND PROCEDURES:

##### A. Project Proposal Evaluation

Development of property initiated by MTS shall use the standard Request for Proposals (RFP) procedure as set forth in the MTS Policy No. 52 as a general guideline for determining the appropriate process for soliciting the development proposal. Specific procedures for solicitation of each development proposal shall be decided by the Chief Executive Officer based on the nature of the development proposal to be solicited. The Chief Executive Officer may also utilize the services of industry professionals to assist in the solicitation process utilizing the procedures set forth in MTS Policy No. 52 to procure those services.

MTS may also receive unsolicited offers for development from private parties or other agencies. Any entity wishing to propose a joint use or joint development project shall present the proposal to the Chief Executive Officer. The Chief Executive Officer and staff, in consultation with local jurisdictions, will analyze the proposal using the guidelines set forth below. Proposal evaluation procedures and guidelines are as follows:

1. Initial Evaluation of Unsolicited Joint Development Proposals
  - a. Proposals for joint development shall be submitted to the Chief Executive Officer along with sufficient information to allow MTS staff to adequately evaluate the proposal for further consideration. The proposal should demonstrate compatibility with the goals and development criteria set by the Board.

- b. In addition, the proposal shall include information on the entity proposing the development that demonstrates its mission and vision, financial strength, development capability, successful partnerships and projects, and specific experience with transit oriented development.
- c. The Chief Executive Officer will review the proposed project with local agencies having jurisdiction in the project area to determine jurisdictional and community acceptance and support.
- d. The Chief Executive Officer shall have a minimum of 60 days in which to perform the initial evaluation and make a recommendation to the MTS Board of Directors to either enter into negotiations for an Exclusive Negotiation Agreement (ENA) with the developer, to reject the proposal, or to propose that additional proposals be solicited for the property development. Additional time may be required to make the determination depending on the complexity of the development proposal. The proposing entity will be notified in writing if additional time is required. If the Chief Executive Officer recommends the MTS Board of Directors enter into negotiations for an ENA without soliciting additional proposals, justification shall be presented to the MTS Board demonstrating the reasons why competition is not in the best interest of MTS.

## 2. Initial Evaluation of MTS-Solicited Development Proposals

The initial evaluation of MTS-solicited development proposals shall be pursuant to Policy No. 52 or by the procedure utilized by the Chief Executive Officer deemed appropriate based on the nature of the development proposal to be solicited. The evaluation criteria for proposals solicited by MTS shall include those used to evaluate unsolicited proposals. The criteria will be incorporated in the RFP process or other selection method utilized by the Chief Executive Officer.

## 3. Exclusive Negotiation Agreement

Upon authorization of the MTS Board, the Chief Executive Officer shall execute an ENA with the developer for a period of 180 days or such other term that is mutually acceptable to the parties.

- a. Requirements of proposer/developer under the ENA:
  - (1) Developer shall provide the Chief Executive Officer with a non-refundable "good-faith deposit," the amount of which shall be determined by staff based on past experience with similar projects, the total estimated value of the project, the estimated costs of necessary consultants, and the estimated length of negotiations. The amount shall be sufficient to cover reasonable expenses incurred by the Chief Executive Officer in carrying out the analysis of the

proposal including staff costs, consultant experts, legal fees, and other direct and indirect expenses incurred by MTS. Alternatively, staff may recommend a monthly rental fee, in lieu of a nonrefundable, good-faith deposit to compensate MTS for the use of its property during the negotiation period.

- (2) Developer shall have 120 days or such other mutually agreed-upon duration to provide the Chief Executive Officer with the following information:
  - (a) A preliminary site plan showing building layout and dimensions, parking, landscaping, and access.
  - (b) Environmental analysis documents acceptable to MTS and to any other governmental entity that would require the environmental evaluation to approve the project pursuant to the California Environmental Quality Act (CEQA) and/or the National Environmental Policy Act (NEPA).
  - (c) Cost estimates and project data for the proposal in sufficient detail to permit adequate financial analysis by the Chief Executive Officer. MTS will seek a return on its investment consistent with the market value of the property as determined by a professional appraiser approved by MTS. The Chief Executive Officer shall also have the latitude to recommend a higher or lower rate of return depending on the input from industry experts and contingent on Board approval.
  - (d) Evidence of a firm financial plan, including:
    1. Evidence of construction financing capability.
    2. Evidence of long-term financing capability.
    3. Evidence of other financial sources necessary to carry out the project.
    4. Financial evidence of similar projects completed within the last five years.
  - (e) Developer shall provide a written offer to MTS for purchase of land, purchase of lease rights, or other development rights as appropriate to the proposal.
  - (f) Developer shall provide a written commitment to meet MTS's goals for Disadvantaged and Women's Business Enterprise (DBE and WBE) participation

in construction and operation of the project for a federally funded project consistent with current requirements of MTS and federal regulations.

b. Responsibilities of the MTS under the ENA

- (1) MTS shall entertain no other development proposals for the land in question during the period of the ENA. The ENA shall serve as proof of control of land for acquiring letters of financial commitment by the developer.
- (2) The Chief Executive Officer shall place the good-faith deposit in an interest-bearing account and shall have the right to draw down from the account payment for reasonable expenses incurred by MTS for such items as land and development rights appraisals, materials, data and other information costs, and other administrative costs expended in the evaluation of the proposal, including staff costs, consultant experts services, and legal fees.
- (3) MTS shall ensure that an appraisal for the fair market value of the fee interest or lease rights or other development rights appropriate to the project is performed by a professional appraiser approved by MTS at the sole cost to the developer.
- (4) After submittal of all pertinent information by the developer, as listed above, to the satisfaction of the Chief Executive Officer, the Chief Executive Officer shall have 60 days or such other agreed-upon term in which to make a recommendation to the MTS Board to terminate the ENA, to request more information, or to enter into negotiations for a Development Agreement with the developer.
- (5) If, at the conclusion of the ENA period, the proposal is terminated, the Chief Executive Officer shall return any remaining balance of the good-faith deposit, including any interest accrued thereon to the developer.
- (6) If, at the conclusion of the ENA, a Development Agreement is entered into, the remaining balance of the good-faith deposit, including interest accrued thereon, shall be credited to any additional deposits required as a condition of the Development Agreement, the cost of land, lease, or other development rights conveyed to the developer by the MTS.

c. Extension of ENA

Either the developer or the Chief Executive Officer may request from the MTS Board an extension of the exclusive negotiation



period. The MTS Board will determine whether sufficient progress has been made toward fulfillment of the above requirements in its consideration of extension.

4. Conclusion of Joint Development Evaluation Process

The preceding evaluation process culminates in execution of a Development Agreement to expedite project implementation or in termination and elimination of the proposal.

B. Environmental Documents

MTS will be the lead agency in environmental matters as required by local, state, and federal law. The local jurisdiction may be the lead agency upon approval from the MTS Board.

C. Development Agreements

Development agreements shall describe the rights and responsibilities of both parties and shall contain, but not be limited to, the following elements:

1. Identification of the parties to the agreement, including prohibition against change, transfer, or assignment of ownership, management, and/or control of developer.
2. Description of the site including a map. If the subject of the lease is an air space development, placement of supports shall be included on the map.
3. Requirement that the developer must secure all necessary permits and approvals from appropriate local agencies.
4. The terms and conditions of the lease including, but not limited to:
  - a. Lease price and payment schedule.
  - b. Conveyance and delivery for possession.
  - c. Payment of taxes and insurance requirement.
  - d. Condition of site at time of beginning and end of lease.
  - e. Financial statement of developer.
  - f. Hold harmless and indemnity clauses.
  - g. Limitations of use and terms of lease.
  - h. Schedule of the MTS approval of all plans and drawings.
5. If the development incorporates a sale of property, the conditions and terms of such sale including, but not limited to:

- a. Sale or purchase price and payment schedule.
  - b. Escrow instructions.
  - c. Conditions, covenants, restrictions, and other limitations of use as terms of sale.
  - d. Conveyance and delivery of possession.
  - e. Form of deed as approved by MTS counsel.
  - f. Condition of title and insurance of title.
  - g. Time and place for delivery of deed.
  - h. Taxes, assessments, and insurance requirements.
  - i. Condition of site at time of sales.
  - j. Financial statement of developer.
  - k. Prohibition of transfer without prior Board approval.
6. The scope of the development of the site including:
- a. Schedule for submission of concept, schematic, construction, grading and landscaping plans and drawings.
  - b. Schedule for local agency and the MTS review, and approval of plans and drawings. The staff review will include but not be limited to:
    - (1) Design of site and improvements.
    - (2) Relationship to the urban design of the community both form and scale.
    - (3) Architectural design and visual continuity.
    - (4) Effects on railway and transit operations.
    - (5) Type and quality of building materials.
    - (6) Energy considerations.
    - (7) Structure location, height, and lot coverage.
    - (8) Parking requirements and design.
    - (9) Streetscape and landscaping.

- (10) Vehicular entrance and exit.
- c. Schedule of performance.
- d. Insurance requirements.
- e. Adherence to antidiscrimination, environmental and all other applicable local, state, and federal laws.
- 7. Failure of either party to perform, including defaults, remedies, and termination by either party.
- 8. Ownership of improvements constructed on leased land upon the expiration or termination of lease term.
- 9. Requirements to restore leased property to original condition upon expiration or termination of lease term.
- 10. Possible performance bond requirements.
- 11. Any other general or special provisions deemed necessary by the Board.

D. Inventory of Property

MTS shall identify right-of-way property and facilities and keep such inventory current. All property so inventoried shall be analyzed for its availability for joint use or development by either sale or lease. This inventory shall be reviewed by the MTS Board annually. Included in this inventory will be a listing of all agreements and their current status.

Upon direction from the Board, the inventory shall be assessed and prioritized for potential development opportunities. The ranking should consider potential for investment return, strong developer interest, local agency interest, land use compatibility, and complexity of required land use modifications.

E. Use of Revenue

Revenue obtained from joint use and development of property, including concessions and advertising, will be returned to the MTS General Fund for inclusion in the budget for maintenance, operations, and capital improvement of MTS-owned facilities from which the revenue is generated. Revenue generated from development of property purchased with federal funds will be used by MTS based on approved processes from the federal funding source.

JGarde  
POLICY.18.JOINT USE & DEV OF PROPERTY  
1/18/07

Original Policy approved on 3/8/82.

Policy revised on 12/20/84.

Policy revised on 2/8/96.

Policy revised on 6/26/97.

Policy revised/renumbered on 2/12/04.

Policy revised on 1/18/07.

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DRAFT

## Policies and Procedures

No. 18

SUBJECT:

Board Approval: XX/XX/XX

JOINT DEVELOPMENT PROGRAM

PURPOSE:

MTS manages a portfolio of real property assets whose primary purpose is to fulfill the functional needs of transit operations. These real property assets can also be developed to enhance the financial stability of MTS operations, promote increased transit utilization, and achieve other community development objectives. MTS seeks to work in close partnership with its service area cities and the County of San Diego to identify and implement joint development opportunities. Promoting quality transit oriented development on or near the transit system can generate new opportunities to create direct and indirect revenue for MTS while contributing to environmentally sustainable livable communities that are focused on transit accessibility.

POLICIES:

- A. Joint use and development of MTS property shall always prioritize transit operational needs above all other considerations.
  1. MTS shall preserve the ability to safely operate and maintain transportation facilities on its properties.
  2. For any development project pursued at an MTS park-and-ride, an analysis shall be undertaken to determine the appropriate level at which existing parking should be replaced, with full consideration of the relative growth in future ridership that can result from dense joint development versus provision of future parking spaces.
  3. Development projects pursued under the Joint Development Program shall strive to include physical improvements and/or transit programs (such as free or subsidized transit passes) that encourage utilization of multi-modal transit services and increase long-term ridership.



- B. Joint development projects are expected to generate value to MTS, either through direct/indirect revenue generation or through the construction of new transit facilities on behalf of MTS.
  - 1. MTS shall not gift its assets.
  - 2. Projects should minimize financial risk to MTS.
  - 3. Due diligence in entering into a joint development with a third party should be performed to ensure the viability of the project now and in the future.
- C. MTS will seek projects that engage stakeholders and create vibrant, transit-oriented communities that offer a range of housing types, job opportunities, and services centered around public transit facilities.
  - 1. Residential development projects pursued under the Joint Development Program shall strive to provide the highest possible density.
  - 2. Development projects pursued under the Joint Development Program shall comply with all the review and approval policies and procedures of the local jurisdictions in which the respective projects are sited.
  - 3. Development projects pursued under the Joint Development Program shall strive to incorporate the urban design standards of the localities with jurisdiction over them, and the “best practices” identified by industry leaders in transit-oriented development.
  - 4. MTS shall encourage direct connections to transit stops and stations from surrounding development.
  - 5. The Joint Development Program is intended to be consistent with State of California Greenhouse Gas reduction goals.
  - 6. In recognition that residents in affordable housing units have a higher likelihood for transit utilization, residential joint development proposals shall include a minimum set aside of 20% of units for very low (<50% Average Median Income (AMI)) and low (51-80% AMI) income households.
- D. In order to promote the best possible projects for joint development, preference will be to engage in an open and competitive solicitation for choosing development partners. However, staff may consider bringing unsolicited proposals or proposals that seek to aggregate private or municipal parcels with MTS property to the Board of Directors for consideration.

#### IMPLEMENTATION PROCESS:

- A. The Chief Executive Officer shall develop written procedures necessary to fully implement this Policy within 3 months of its adoption. The written procedures shall be approved by the MTS Board of Directors.

- B. This Policy shall be updated at least every 5 years, or at the direction of the Chair of the Board.
- C. MTS shall identify right-of-way property and facilities and keep such inventory current. All property so inventoried shall be analyzed for its availability for joint use or development by either sale or lease. This inventory shall be reviewed by the MTS Board annually. Included in this inventory will be a listing of all agreements and their current status.

Original Policy approved on 3/8/82.

Policy revised on 12/20/84.

Policy revised on 2/8/96.

Policy revised on 6/26/97.

Policy revised/renumbered on 2/12/04.

Policy revised on 1/18/07.

Policy revised on XX/XX/XX.

# Revisions to Board Policy 18

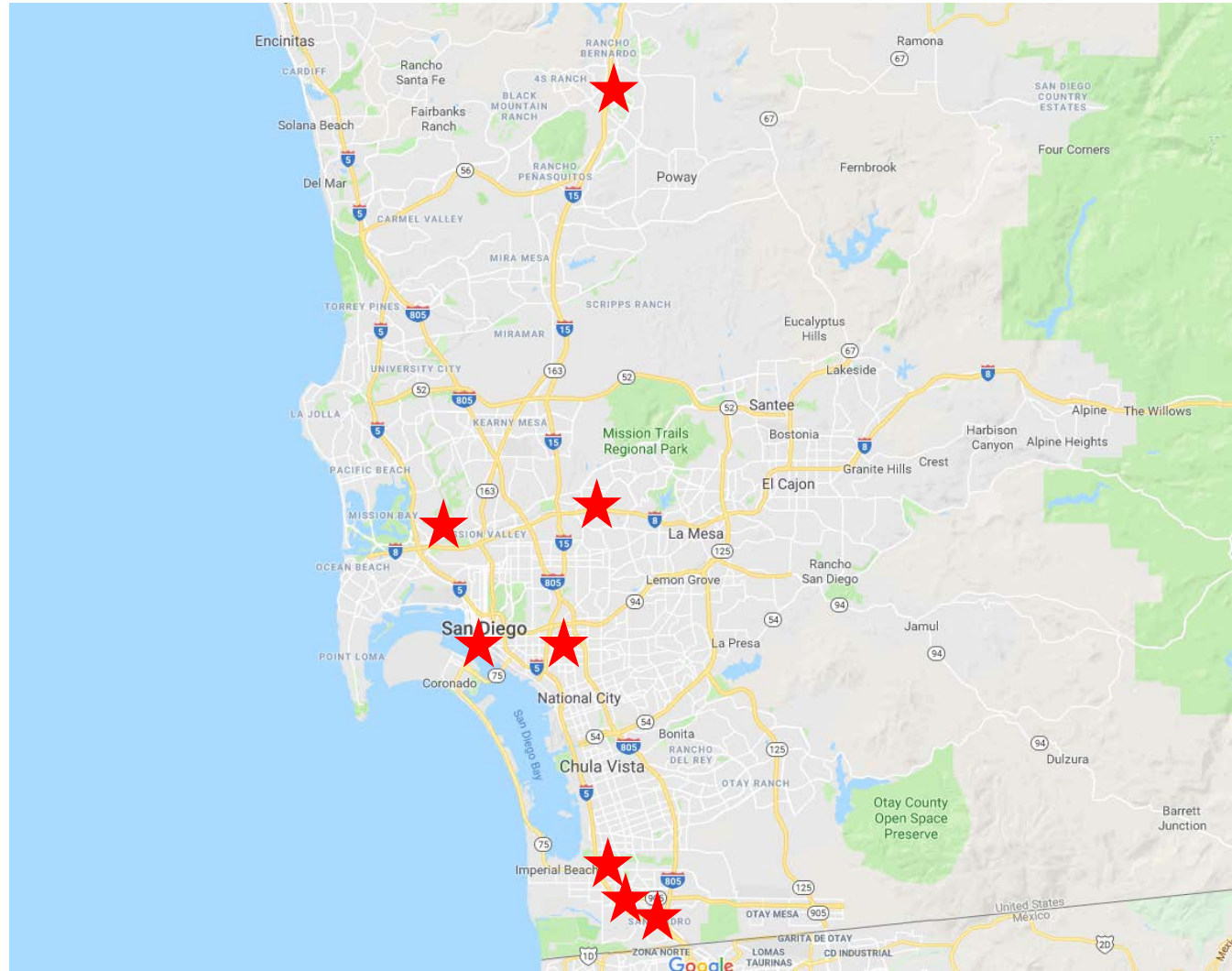
Board of Directors  
September 20, 2018





# City of San Diego

- Grantville (9.4 ac)
- Riverwalk (13.7 ac)
- Rancho Bernardo (3.7 ac)
- 12<sup>th</sup> and Imperial (0.9 ac)
- Euclid (2.5 ac)
- Palm (4.0 ac)
- Iris (2.8 ac)
- Beyer (1.6 ac)



# East County

## El Cajon ★

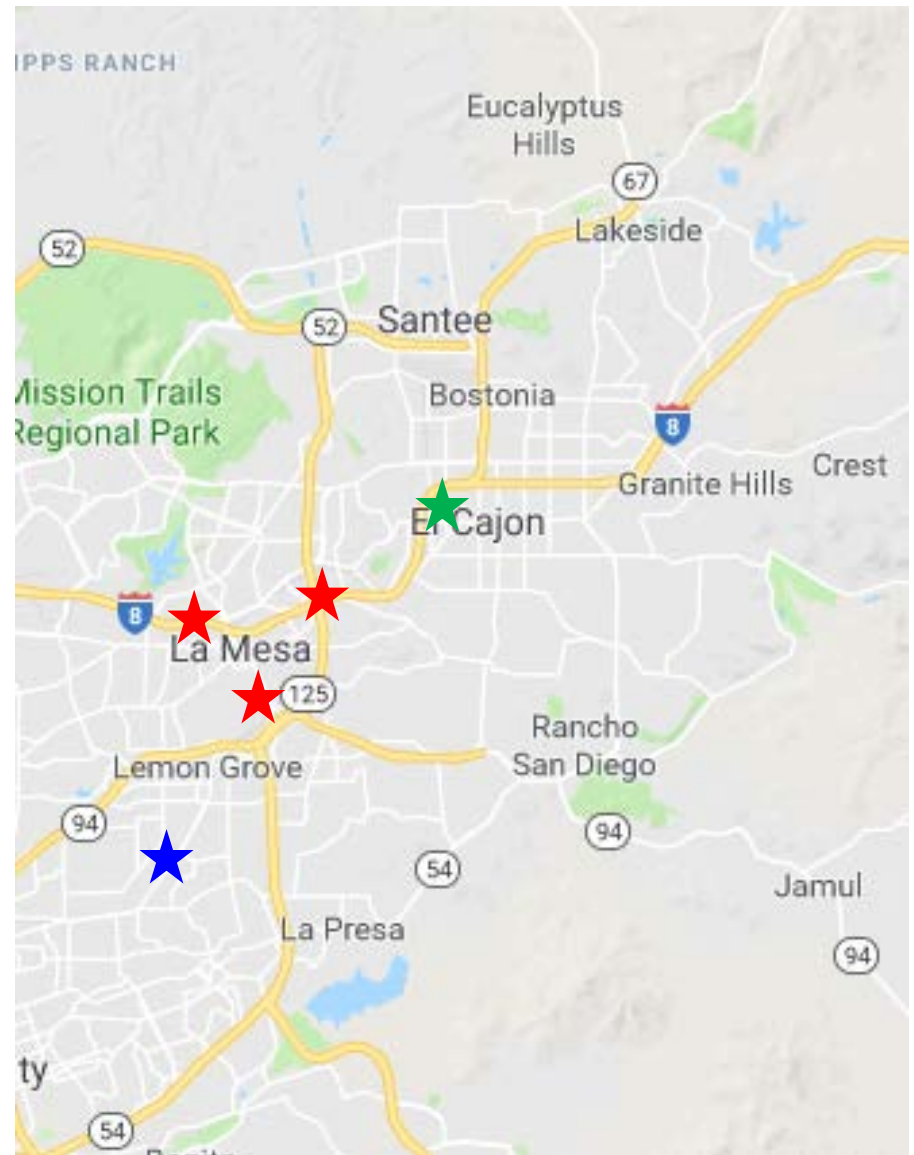
- *El Cajon Transit Center (7.2 ac)*

## La Mesa ★

- *70<sup>th</sup> Street (2.6 ac)*
- *Spring Street (3.9 ac)*
- *Amaya (2.2 ac)*

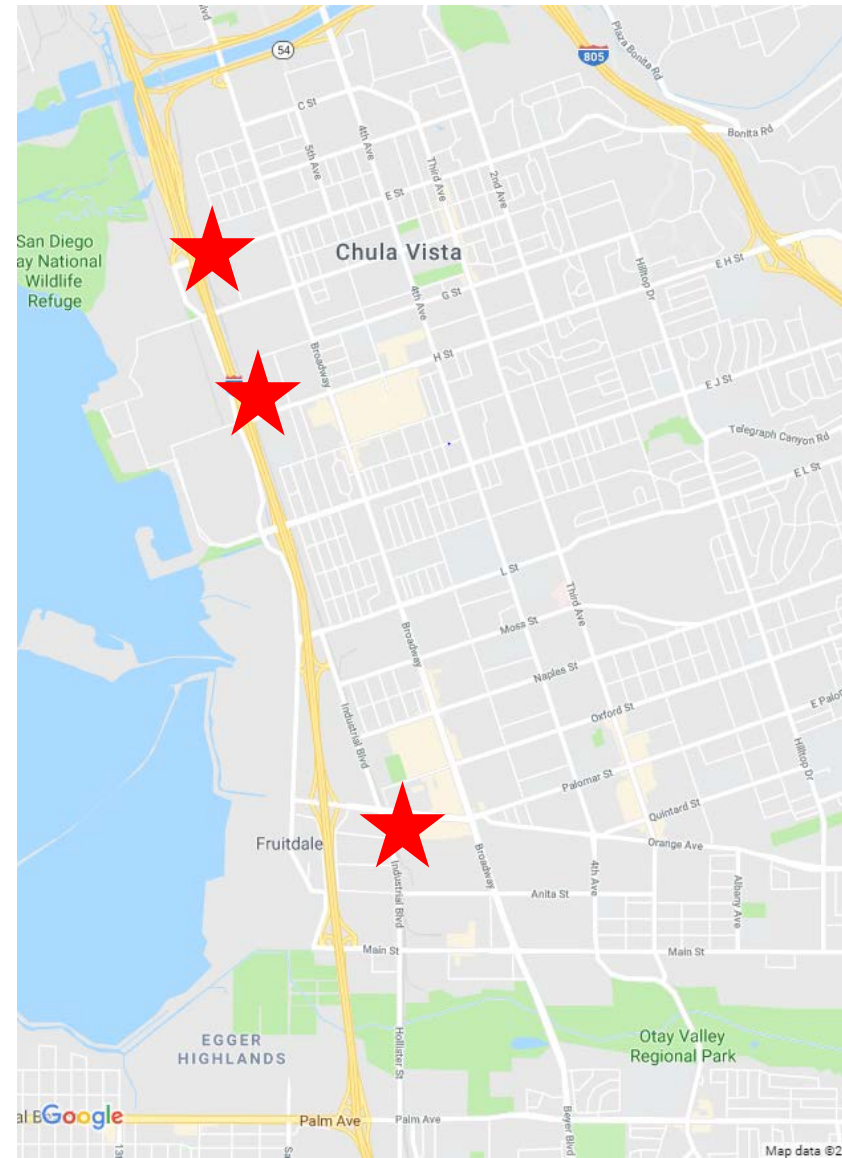
## Lemon Grove ★

- *Massachusetts (3.0 ac)*



# Chula Vista

- ***E Street (4.1 ac)***
- ***H Street (3.1 ac)***
- ***Palomar (5.0 ac)***



# Policy 18: Joint Use and Development of Property

- Last amended in January 2007
- Provides direction to staff on how to gain best use of MTS owned property
- Includes both policy and procedures for development (eg. ENA process, what to include in development agreements)
- Stated purpose: to foster competition and maximize the return to MTS to the fullest extent possible



# Current Policy

- Projects shall be considered that do not negatively impact present or future public transportation facilities.
- Projects shall be consistent with regional and local community policies and plans.
- Projects must demonstrate a fiscal benefit to MTS.
- Selection between projects will be based on those that can demonstrate:
  - The greatest economic development potential to MTS and the community.
  - Increased accessibility to public transportation.
  - Responsiveness to community needs for housing, employment, services, or recreational facilities.
- Projects are encouraged that provide rest rooms that are available to transit patrons and the general public.





# ***Review of BART Approach***

Goals: Sustainable Communities; Increase Ridership; Value Creation; Affordability

Strategies:

- 4 year work plan outlining direction of program and emphasis on areas with adopted transit supportive land uses
- Local agency coordination to foster transit supportive land use decisions
- Incorporate TOD design guidelines including parking replacement strategies
- Utilize sound financial parameters including mix of increased ridership, financial return, grant leverage, and financial partnerships
- Affordable equity investments for regional housing – District wide goal of 30% of all units with priority to low and very low income levels

Separate TOD Guidelines that include project processing

Action item out of six in their Strategic Plan



# ***Review of LA Metro Approach***

Goals: Transit prioritization and increased ridership; community integration and affordable housing; fiscal responsibility including maximizing revenue

## Policy Highlights:

- 35% goal for portfolio wide mix of affordable housing (<60% AMI)
- Incentive discounts up to 30% of land value proportionate to mix of units up to 30% affordable
- Separate procedural guidelines



# ***Other Agency Reviews***

## ***Dallas, Washington D.C., Atlanta***

- Most separate policy from guidelines
- No discussions of residential housing mix

## ***Denver***

- Robust program
- Policy covered in TOD Strategic Plan with separate process guidelines
- Based on Federal program – Partnership for Sustainable Communities (affordable housing, transportation options, lower transportation costs)
- Leaves housing mix to the local jurisdictions but encourages diverse housing options.





# Executive Committee Comments on Draft

- Need a public process when we get unsolicited proposals.
- Don't want to be overly prescriptive
- Encourage affordable units for veterans.
- Prefer a hybrid approach: active competitive solicitation, but accept unsolicited proposals in certain circumstances.
- Encourage free transit passes and bathrooms.



# Policy Discussions

- The amount of replacement parking?
- Other physical improvements or amenities to be required of the developer?
  - Restrooms
  - Free transit passes
- Affordable housing requirement?
  - Overall goal, or a requirement for each residential development?
- Continue to consider unsolicited development proposals? Or only use formal competitive bidding process?
- Proposing to have procedural manual to accompany the Policy document
  - Goal: instill competition to the greatest degree practicable



# Revisions to Board Policy 18

Board of Directors  
September 20, 2018





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## Agenda Item No. 31

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 20, 2018

#### SUBJECT:

POLITICAL CONSULTING SERVICES - CONTRACT AWARD (SHARON COONEY)

#### RECOMMENDATION:

That the San Diego Metropolitan Transit System (MTS) Board of Directors authorize the Chief Executive Officer (CEO) to award MTS Doc. No. G2159.0-18 (in substantially the same format as Attachment A) to Smith, Watts & Hartmann (SWH) for political consulting services effective October 1, 2018.

#### Budget Impact

The total estimated cost of this agreement would not exceed \$142,000.00.

#### DISCUSSION:

MTS seeks consultant services to provide comprehensive voter opinion research conducted on the subject of public transportation within its geographic boundaries. The results of the research will provide information to MTS decision makers including the CEO and the Board of Directors as they make policy decisions related to the creation of a potential funding ballot measure pursuant to MTS's Assembly Bill 805 (2017) taxing authority. The voter opinion research will be used to decide whether or not to pursue a ballot measure in November 2020, and what voters would prefer to include in the expenditure plan for such a measure.

The duration of the work is estimated to be from October 1, 2018 through July 31, 2019 and will include two focus groups, two public opinion surveys, and political consulting services. Additional public opinion surveys or focus groups may be procured in the event that the Board determines to proceed with creating an Ordinance for inclusion on the 2020 ballot.



A Request for Proposals (RFP) to provide Political Consulting Services was issued on July 2, 2018. On July 19, 2018, MTS received a total of two (2) proposals from the following:

1. The Mellman Group, Washington, DC 20007
2. Smith, Watts & Hartmann, Sacramento, CA 95814

A selection committee consisting of representatives from various MTS departments met and rated the proposals. The ratings were based on the following criteria:

- |  |            |
|--|------------|
| 1. Qualifications and Experience of Firm               | 30%        |
| 2. Proposed Staffing, Organization and Management Plan | 30%        |
| 3. Proposed Work Plan                                  | 20%        |
| 4. Cost/Price  | 20%        |
|  | Total 100% |

The following table represents the final scores and rankings for all proposers:

PROPOSER NAME	TOTAL AVG. TECH. SCORE	AVG. COST SCORE	TOTAL SCORE (Tech + Cost) Total Possible Points: 100	RANKING
Smith, Watts & Hartmann	68.67	19.61	88.28	1
The Mellman Group	42.00	20.00	62.00	2

After evaluating the proposals, the committee proposed that SWH be awarded the contract to provide the political consulting services as outlined in the RFP Scope of Work. SWH's proposal illustrated a broad and clear understanding of the scope of work and offered a highly knowledgeable and expert management team.

Based on the committee's evaluation of the technical proposal, discussions, and analysis of the price offered, it was determined that SWH's proposal is fair and reasonable and represents the best overall value for the scope of services.

Therefore, staff recommends that the Board of Directors authorize the CEO to execute MTS Doc. No. G2159.0-18, (in substantially the same format as Attachment A) with Smith, Watts & Hartmann for political consulting services effective October 1, 2018.

/s/ Paul C. Jablonski  
Paul C. Jablonski  
Chief Executive Officer

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

Attachments: A. Draft Standard Services Agreement; Contract G2159.0-18  
B. Cost Summary  
C. Scope of Work

## STANDARD SERVICES AGREEMENT

G2159.0-18  
CONTRACT NUMBER

DRAFT

FILE NUMBER(S)

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2018, 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: Smith, Watts & Hartmann Address: 925 L Street, Suite 220

Form of Business: Consulting Firm Sacramento, CA 95814, USA  
(Corporation, partnership, sole proprietor, etc.)

Telephone: 916-446-5508

Authorized person to sign contracts: DJ Smith Co-Principal  
Name Title

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

Provide Political Consulting Services as specified in the Scope of Work (attached as Exhibit A), in accordance with the Standard Services Agreement, including Standard Conditions Services (attached as Exhibit B, Smith, Watts & Hartman Proposal (attached as Exhibit C) and signed MTS forms – Smith, Watts & Hartmann's (attached as Exhibit D).

The contract term is for a 10 month period. Base period shall be effective October 1, 2018, through July 31, 2019. Payment terms shall be net 30 days from invoice date.

The total contract cost shall not exceed **\$142,000**.

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
<b>\$142,000</b>	906010-571140	19-20

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

## COST SUMMARY

### INVESTMENT CONSULTING SERVICES – SDTC PENSION PLAN RFP MTS DOC. NO. G2159.0-18

COMPANY NAME	TOTAL COST
The Mellman Group	\$ 139,200.00
<b>Smith, Watts &amp; Hartmann *</b>	<b>\$ 142,000.00</b>

\* Smith, Watts & Hartmann's offer was found to be the most advantageous and of the greatest value to MTS.

## **SCOPE OF WORK FOR SERVICES**

### **Consultant Services: Voter Opinion Research on Transportation**

#### **A. Project Overview and Goals**

The San Diego Metropolitan Transit System (MTS) seeks consultant services to provide comprehensive voter opinion research conducted on the subject of transportation within its geographic boundaries. The results of the research will provide information to MTS decision makers including the Chief Executive Officer and the Board of Directors as they make policy decisions related to the creation of a potential funding ballot measure pursuant to MTS's Assembly Bill 805 (2017) taxing authority. The voter opinion research will be used to decide whether or not to pursue a ballot measure in November 2020, and what the expenditure plan for such a measure should be to gain the required two thirds voter approval within the MTS jurisdictional boundaries.

#### **B. Scope of Services**

MTS seeks a consultant to engage in voter opinion research on its behalf. The applicant should propose a strategy for gaining enough information to recommend whether or not to pursue a ballot measure on the November 2020 ballot and what that ballot measure should include. At a minimum, the proposed strategy should include two (2) large sample polls ( $N \geq 600$ ) of actual voters in the MTS jurisdiction, and two (2) focus groups. Please provide a unit price per poll and per focus group, along with specific quantitative descriptions (eg. participant number, length of time for survey). A unit price should also be proposed for any optional polling or focus groups above those specified in Tasks 1 through 3. All other consultant services needed to support completion of the 3 tasks and the overall work plan recommended by the applicant should be included in the cost proposal with hourly rates and time estimates for proposed staffing. The specific tasks include:

##### **Task 1: Initial Poll**

This task involves creation of a draft of the initial poll for MTS' review in several iterations or drafts, MTS approval of the final questionnaire and polling plan, actual completion of polling, compilation of results, and creation of a report to MTS on results and recommendations to be considered in the next phases of research. In creating the poll questionnaire, the consultant will collaborate with MTS staff and other MTS consultants working on the plan of expenditure.

*Deliverable: Report to MTS on results and recommendations to be considered in the next phases of research.*

##### **Task 2: Focus Groups**

This task involves writing a draft of an initial focus group script, finalizing the script with MTS approval, conducting the focus groups with MTS staff observing, with two different focus groups, two to three weeks apart, writing results and recommendations on both focus groups.

*Deliverable: Report to MTS on results and recommendations on both focus groups.*

##### **Task 3: Final Poll/Recommendations/Conclusions**

This task involves the second and final poll in which all previous findings, results and suggestions are refined into a final proposed program to be tested with voters in the MTS jurisdiction through a questionnaire developed with and approved by MTS. This phase would include questionnaire development and approval, actual conduct of the poll, compilation and



summary of all results, and policy and program recommendations suggested by the research for MTS action going forward.

*Deliverable: Report to MTS to include a compilation and summary of poll results, and policy and program recommendations regarding whether to move forward with a ballot measure as proposed in the Expenditure Plan.*

#### **Task 4: Consulting Services**

In addition to the tasks outlined above, the contractor shall provide staff to perform consulting services as needed. This work will include, however is not limited to the following:

- Meet with board members to strategize next steps in the process
- Conduct workshops for the steering committee
- Provide examples of successful ballot measures and illustrate how success was achieved
- Provide recommended course of action to MTS staff and the Board based on polling and professional experience and knowledge.
- Work with staff on additional ballot measure related initiatives

#### **General Provisions**

Applicant may propose changes to the above tasks based on the total recommended strategy to achieve the goals of the project. Applicant should propose delivery of technical support as part of Task 4, based on MTS needs, on a time and materials basis, and in accordance with specific rates in the applicant's proposal. The consultant's contract shall include travel approved by the MTS project manager in compliance with MTS's Contractor Travel Expense Policy No. 44-C. Additionally, when and as required by MTS, the consultant may be required to assist in presentations as well as to assist in presenting findings and recommendations to MTS's Board of Directors.

#### **C. Period Of Performance**

It is anticipated that *Consultant Services: Voter Opinion Research on Transportation* shall commence in late September 2018 and shall be completed no later than December 31, 2019, unless otherwise amended by MTS in writing. It is expected that Tasks 1 through 3 will be completed by May 2019.

#### **D. Project Staffing**

The proposer shall provide staff with significant education, experience and skill to complete the tasks as outlined. Resumes of project team shall be supplied for verification of education and experience.

The Metropolitan Transit System (MTS) shall be the lead agency for this project. It is anticipated that MTS staff will work side-by-side with consultant staff throughout this effort.

#### **E. MTS Acceptance Of Services**

Firm shall not be compensated at any time for unauthorized work outside of this Contract. Firm shall provide notice to MTS's Project Manager upon 100% completion of each task as specified in the Scope of Work. Within five (5) days from receipt of notice of task completion, MTS's Project Manager shall review, for acceptance, the 100% completion notice. If Firm provides final service(s) or final work product(s) which are found to be unacceptable due to Firms and/or Firms subcontractors negligence and thus not 100% complete by MTS's Project Manager, Firm shall be required to make revisions to said service(s) and/or work product(s) within the Not to Exceed (NTE) Budget. MTS

reserves the right to withhold payment associated with this Work Order until the Project Manager provides written acceptance for the 100% final completion notice.

Moreover, 100% acceptance and final completion will be based on resolution of comments received to the draft documents and delivery of final documentation which shall incorporate all MTS revisions and comments, if any.

Firm shall only be compensated for actual performance of services and at no time shall be compensated for services for which MTS does not have an accepted deliverable or written proof and MTS acceptance of services performed.

#### F. Deliverable Requirements

Firm will be required to submit any and all documentation required by the Scope of Work. The deliverables furnished shall be of a quality acceptable to MTS. The criteria for acceptance shall be a product of neat appearance, well-organized, and procedurally, technically and grammatically correct. MTS reserves the right to request a change in the format if it doesn't satisfy MTS's needs. All work products will become the property of MTS. MTS reserves the right to disclose any reports or material provided by the Firm to any third party.

Firm shall provide with each task, a work plan showing the deliverables schedule as well as other relevant date needed for Firm's work control, when and as requested by MTS.

Firm's computer data processing and work processing capabilities and data storage should be compatible with Windows compatible PC's, text files readable in Microsoft Word, and standard and customary electronic storage. Firm shall maintain backup copies of all data conveyed to MTS.

Firm shall provide MTS with hard copy or electronic versions of reports and/or other material as requested by MTS.

# Political Consulting Services Contract Award

Board of Directors  
September 20, 2018



- Seeking consultant services to provide comprehensive voter opinion research on the subject of public transportation within MTS jurisdiction
- Research will be used to decide:
  - whether or not to pursue a ballot measure in 2020
  - what voters would prefer to include in the expenditure plan for such a measure.
- Two focus groups, two public opinion surveys, and political consulting services, from October 1, 2018 through May 2019
- Received 2 proposals in response to the RFP
- Recommending award to Smith, Watts & Hartmann, cost not to exceed \$142,000

PROPOSER NAME	TOTAL AVG. TECH. SCORE	AVG. COST SCORE	TOTAL SCORE (Tech + Cost) Total Possible Points: 100	RANKING
Smith, Watts & Hartmann	68.67	19.61	88.27	1
The Mellman Group	42.00	20.00	62.00	2



# Smith, Watts, Hartmann Qualifications

- DJ Smith would be the lead on the project
  - Advisor to most of the significant voter-approved revenue measures for transportation in the past 20 years
  - Successfully planned and advised on measures in 9 California Counties, including San Diego
  - Firm is currently providing representation for MTS in Sacramento
  - Broad transportation related experience and expertise
- Subcontractor: David Metz with Fairbank, Maslin, Maullin, Metz (FM3) would conduct polling and focus groups
  - Has conducted research on dozens of local transportation finance proposals in the US, including LA Metro's Measure M and BART's Measure RR
  - Helped successfully pass transportation sales tax referenda in 12 California Counties.



# Recommendation

- Action would authorize the Chief Executive Officer to award MTS Doc. No. G2159.0-18 to Smith, Watts & Hartmann for political consulting services effective October 1, 2018.



# Political Consulting Services Contract Award

Board of Directors  
September 20, 2018





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## Agenda Item No. 45

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 20, 2018

#### SUBJECT:

FARE STUDY UPDATE (SHARON COONEY AND ISRAEL MALDONADO)

#### INFORMATIONAL ONLY

##### Budget Impact

None.

#### DISCUSSION:

The San Diego Association of Governments (SANDAG) is responsible for establishing the Regional Comprehensive Fare Ordinance, and as part of this responsibility periodically performs a Regional Transit Fare Structure Study (Fare Study) in conjunction with the transit operators. The last Fare Study was completed in 2009. The transit operators and SANDAG determined that a new Fare Study should be completed. Several factors lead to this decision:

- **Audit recommendation.** The FY13-FY15 Triennial Performance Audit as required by the Transportation Development Act recommended a Fare Study be conducted for the San Diego region.
- **Next Generation Fare Collection System Project.** MTS has initiated the procurement of a new fare collection system. As part of this process, in 2016 MTS held peer agency fare system workshops. Multiple agencies advised that a simplified fare policy, for example limiting transfers and products, would lead to lessened capital costs by reducing the complexity of software configurations. The simplification of business rules will have a significant positive impact on the scope, schedule, and budget for the development of the new fare system. A new system could also be configured to allow the transit operators to implement new functionalities such as fare capping for their customers, and the fare study can provide estimates of the impacts that these functionalities would have on ridership





and revenue. These estimates assist in technical specification development for the new system.

- **Simplification and customer ease of use.** Staff determined the need for a fare structure that is easier for the customer to understand and use. Several recommendations for simplification in the 2009 Fare Study were not adopted, and new ideas for simplification have since been identified. The fare study's primary goal is to simplify what is currently a very complex fare structure.
- **Board direction.** Several times the Board has indicated the need to revisit passenger fares. When faced with funding crises during the recession, the agency asked SANDAG to consider changing the TransNet requirements related to the discounted Senior and Disabled pass, requests that were never implemented. More recently, the Budget Development Committee asked staff to study potential ways to increase passenger revenue to offset operating budget deficits.
- **North County Transit District (NCTD) Board direction.** The NCTD Board directed staff to seek an increase in Coaster fares, and has similar interest in fare simplification and increasing fare revenue to offset budget deficits.

SANDAG, NCTD and MTS staffs worked together to define the goals for the Fare Study. The primary goal of the study is simplification of the fare structure, with caveats that the revised fare structure must be designed to be revenue neutral or revenue positive, and must facilitate fare adjustments in the future. Several different ideas with respect to different fare types were identified for analysis by SANDAG's consultant. Once separate components were modeled, the project team narrowed the proposals to several alternative packages that were analyzed for their impact on ridership and revenue. These different packages were presented to the Board for feedback in March 2018. Since that time, the staffs have worked to consolidate the various packages into one catalog for the San Diego region. MTS staff will provide a synopsis of this draft catalog to the Board.

SANDAG will take a final package of proposed fare ordinance changes to the public and stakeholders for input and suggestions in October. (See Tentative Schedule in Table below) After consideration of public input and completion of Title VI and Environmental Justice analyses, a final recommendation for Comprehensive Fare Ordinance changes would receive two public hearings at the SANDAG Board prior to final adoption. Prior to implementation by MTS, the changes would need to be incorporated into Ordinance 4, An Ordinance Establishing a Metropolitan Transit System Fare Pricing Schedule, through formal adoption by the MTS Board.

#### **Tentative Fare Ordinance Amendment Schedule**

NCTD Board	Thursday, September 20, 2018
MTS Board -- Information	Thursday, September 20, 2018
Advertise Public Meetings (Take Ones, Rider Alerts, etc.)	Friday, October 05, 2018

Transportation Committee (TC) Discussion	Friday, October 19, 2018
MTS Area Public Meeting 1 - Central San Diego	Week of October 22nd or 29th
MTS Area Public Meeting 2 - Southern San Diego	Week of October 22nd or 29th
MTS Area Public Meeting 3 - Eastern San Diego	Week of October 22nd or 29th
NCTD Area Public Meeting 1 - North County	Week of October 22nd or 29th
NCTD Area Public Meeting 2 - North County	Week of October 22nd or 29th
MTS Board	Thursday, November 08, 2018
TC Recommend to SANDAG Board	Friday, November 09, 2018
NCTD Board	Thursday, November 15, 2018
SANDAG Board 1st Reading	Friday, November 16, 2018
Publication in office of Clerk of Board	Friday, November 30, 2018
TransNet ITOC	Wednesday, December 12, 2018
SANDAG Board 2nd reading and Approval	Friday, December 07, 2018
Advertise Fare Amendment Enactment (no later than)	Monday, December 17, 2018
Ordinance Amendment Enactment	After January 6th, 2019

/s/ Paul C. Jablonski  
 Paul C. Jablonski  
 Chief Executive Officer

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

# Regional Fare Study

Board of Directors  
September 20, 2018



# AGENDA

- Fare Study Goals
- Catalog of Fares
- Next Steps



# Direct Goals

- Simplify fare structure
- Revenue neutral or positive
- Minimize ridership loss

# Indirect Goals

- Reduce capital costs of Next Generation Fare System
- Future fare policies, e.g. Fare Capping, will require a subsequent fare study

# Methodology

- Tested multiple fare alternatives
- Tested varied scenarios and packages
- Gathered board feedback in March
- Consolidated packages into one catalog



# Current Fare Catalog

Fare Products Catalog	One-Way Cash		Day Passes						30-Day/Monthly		
Mode	Adult / Youth	SDM	1-Day	1-Day SDM	2-Day	3-Day	4-Day	14-Day	Adult	Youth	SDM
MTS Trolley	\$ 2.50	\$1.25	\$ 5.00		\$9.00	\$12.00	\$15.00	\$43.00	\$ 72.00	\$36.00	\$ 18.00
MTS Bus	\$ 2.25	\$1.10	\$ 5.00		\$9.00	\$12.00	\$15.00	\$43.00	\$ 72.00	\$36.00	\$ 18.00
MTS Rapid (215)	\$ 2.25	\$1.10	\$ 5.00		\$9.00	\$12.00	\$15.00	\$43.00	\$ 72.00	\$36.00	\$ 18.00
MTS Rapid (225,235,237)	\$ 2.50	\$1.25	\$ 5.00		\$9.00	\$12.00	\$15.00	\$43.00	\$ 72.00	\$36.00	\$ 18.00
MTS Express (20,50,60,110,150,870,950)	\$ 2.50	\$1.25	\$ 5.00		\$9.00	\$12.00	\$15.00	\$43.00	\$ 72.00	\$36.00	\$ 18.00
MTS Rapid Express/Premium (280/290)	\$ 5.00	\$2.50	\$12.00					\$60.00	\$100.00	\$50.00	\$ 25.00
MTS Rural (888, 891,892,894) Zone 1	\$5.00	\$2.50									
MTS Rural (888, 891,892,894) Zone 2	\$ 10.00	\$5.00									
MTS Access One-Way Paratransit	\$ 4.50										
NCTD Sprinter	\$ 2.00	\$1.00	\$ 5.00	\$ 2.25	\$ 9.00	\$ 12.00	\$15.00	\$43.00	\$ 59.00	\$36.00	\$ 18.00
NCTD Breeze	\$ 1.75	\$0.75	\$ 5.00	\$ 2.25	\$ 9.00	\$ 12.00	\$15.00	\$43.00	\$ 59.00	\$36.00	\$ 18.00
NCTD FLEX	\$ 5.00	\$2.50	\$12.00								
NCTD LIFT One Way Paratransit	\$ 3.50										

	One-Way Cash		Round Trip		Day Pass	30-Day/Monthly		
	Adult	SDM	Adult	SDM	Adult	Adult	Youth	SDM
NCTD COASTER 1 Zone	\$ 4.00	\$2.00	\$ 8.00	\$ 4.00		\$120.00		
NCTD COASTER 2 Zone	\$ 5.00	\$2.50	\$10.00	\$ 5.00	\$12.00	\$150.00	\$82.50	\$41.25
NCTD COASTER 3 Zone	\$ 5.50	\$2.75	\$11.00	\$ 5.50		\$165.00		



# Proposed Fare Catalog

Fare Products Catalog	One-Way Cash		Day Pass		30-Day/Monthly	
Mode	Adult / Youth	SDM	Adult	SDM / Youth	Adult	SDM / Youth
MTS Bus, Rapid, Express, Trolley, NCTD BREEZE and SPRINTER	\$ 2.50	\$ 1.25	\$ 5.00	\$3.00	\$ 72.00	\$ 26.00
MTS Rap Exp/Premium and NCTD FLEX	\$ 5.00	\$ 2.50	\$ 12.00	\$6.00	\$ 100.00	\$ 36.00
MTS Rural	\$8.00	\$4.00				

	One-Way Paratransit
MTS Access/NCTD LIFT	\$ 5.00



# Proposed Fare Catalog

	One-Way Cash		Round Trip		Day Pass		30-Day/Monthly	
	Adult	SDM / Youth	Adult	SDM / Youth	Adult	SDM / Youth	Adult	SDM / Youth
NCTD COASTER 1 Zone	\$ 5.00	\$ 2.50	\$ 10.00	\$ 5.00			\$ 140.00	
NCTD COASTER 2 Zone	\$ 5.75	\$ 2.75	\$ 11.50	\$ 5.50	\$ 15.00	\$ 7.50	\$ 161.00	\$ 65.00
NCTD COASTER 3 Zone	\$ 6.50	\$ 3.25	\$ 13.00	\$ 6.50			\$ 182.00	



# Simplification & Policy Changes

- Elimination of 2,3,4 and 14 Day Passes
- Elimination of Trolley transfers
  - Uniform policy with MTS Bus
- Uniform one-way cash fares for MTS Bus and Trolley



# Simplification & Policy Changes

- NCTD fares parallel MTS Bus and Trolley, except for Coaster, heavy rail
- Simplified Revenue Sharing agreement between both agencies
- Combined Senior-Disabled-Medicare/Youth discounted fares into one price point
- Senior age raised to 65
  - Current qualified seniors would be grandfathered in



# Impacts

- Estimated Annual Revenue Increase \$ 2.6M
  - Not enough to correct budgetary gap
  - May need to explore additional fare increase if SB1 is repealed
- Estimated Annual Ridership Decrease 1.3M riders

# Next Steps

## January Enactment

NCTD Board	Thursday, September 20, 2018
MTS Board	Thursday, September 20, 2018
Advertise Public Meetings (Take Ones, Rider Alerts, etc.)	Friday, October 05, 2018
TC Discussion	Friday, October 19, 2018
MTS Public Meeting 1 - Central San Diego	week of October 22nd or 29th
MTS Public Meeting 2 - Southern San Diego	week of October 22nd or 29th
MTS Public Meeting 3 - Eastern San Diego	week of October 22nd or 29th
NCTD Public Meeting 1 - North County	week of October 22nd or 29th
NCTD Public Meeting 2 - North County 6pm after Board?	week of October 22nd or 29th
MTS Board	Thursday, November 08, 2018
TC Recommend to SANDAG Board	Friday, November 09, 2018
NCTD Board	Thursday, November 15, 2018
SANDAG BOD 1st Reading	Friday, November 16, 2018
Publication in office of Clerk of Board (BP 004)	Friday, November 30, 2018
ITOC	Wednesday, December 12, 2018
SANDAG BOD 2nd reading and Approval	Friday, December 07, 2018
Advertise Fare Amendment Enactment (no later than)	Monday, December 17, 2018
<b>Ordinance Amendment Enactment</b>	<b>January 27th, 2019</b>





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## Agenda Item No. 46

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 20, 2018

#### SUBJECT:

COMIC-CON 2018 RECAP (ROB SCHUPP AND TOM DOOGAN)

#### INFORMATIONAL ONLY

##### Budget Impact

None.

#### DISCUSSION:

MTS provided extra service for the 2018 Comic-Con held at the San Diego Convention Center. MTS collaborated to print commemorative passes, provided Compass Cloud mobile ticketing to attendees, and generated advertising revenues. This report will provide an overview of all operational and marketing efforts as well as a report on ridership results.

/s/ Paul C. Jablonski  
Paul C. Jablonski  
Chief Executive Officer

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





# 2018 Comic Con Summary

## MTS Board of Directors Meeting

September 20, 2018





## 2018 Summary

Rides:	381,661
Wraps:	40 Trolleys
Fare Revenue:	\$581,500
Ad Revenue:	\$498,000





# Trolley Wraps





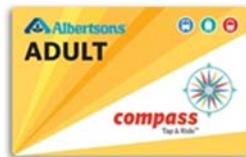
# Station Activations



# Ticketing

## EASY FARES

Now  
Available!



### Mobile Ticketing Sales


12,456 units purchased      +21%

Revenue = \$90,231      +19%





# Marketing



**Ride MTS to Comic-Con!**  
**Day Passes Available Here.**



Commemorative  
 Limited Edition  
**DAY PASSES**

**ON SALE NOW!**

2 DAY PASS • JULY 21-22 • \$10
3 DAY PASS • JULY 20-22 • \$13
4 DAY PASS • JULY 19-22 • \$16
5 DAY PASS • JULY 18-22 • \$20



**Bring your cape.  
 Leave your car.**

Enjoy Hazard Center's FREE Comic-Con Trolley Parking, superhero-worthy food and drinks and more.

Parking on Lower Level Only.  
 After 3 p.m. during the week.

**Take the Trolley to Comic-Con!**

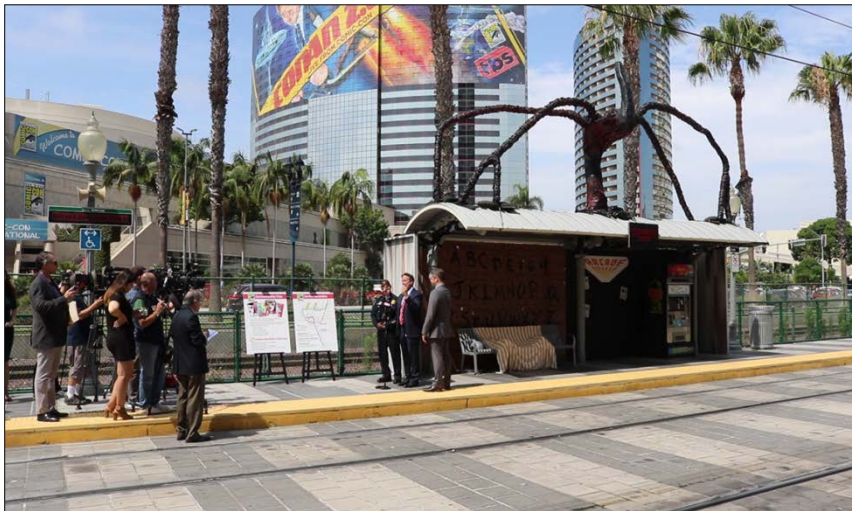
Visit [sdmts.com](http://sdmts.com) for route and schedule information.

CHANGING THE WAY SAN DIEGO MOVES

MY GO-TO.  
**HAZARD CENTER**  
 FRIARS AT FRAZEE

LOOK! It's PAWmicon at Hazard Center.

Calling all animal superheroes!  
 Enter our PAWmicon costume contest!  
 Enjoy music, prizes, goodie bags and more!  
 All proceeds support orphaned pets.  
 Dynamic duos welcome.  
 Sunday, July 15th from 10am-12pm  
 Go to [HazardCenter.com/superhero](http://HazardCenter.com/superhero) for more information.




**Mobile Tickets  
 ON SALE NOW!**

Comic-Con special event Transit Passes  
 are available on

 **COMPASS CLOUD**  
 Mobile Ticketing App

Download on the App Store | GET IT ON Google Play






# Earned Media



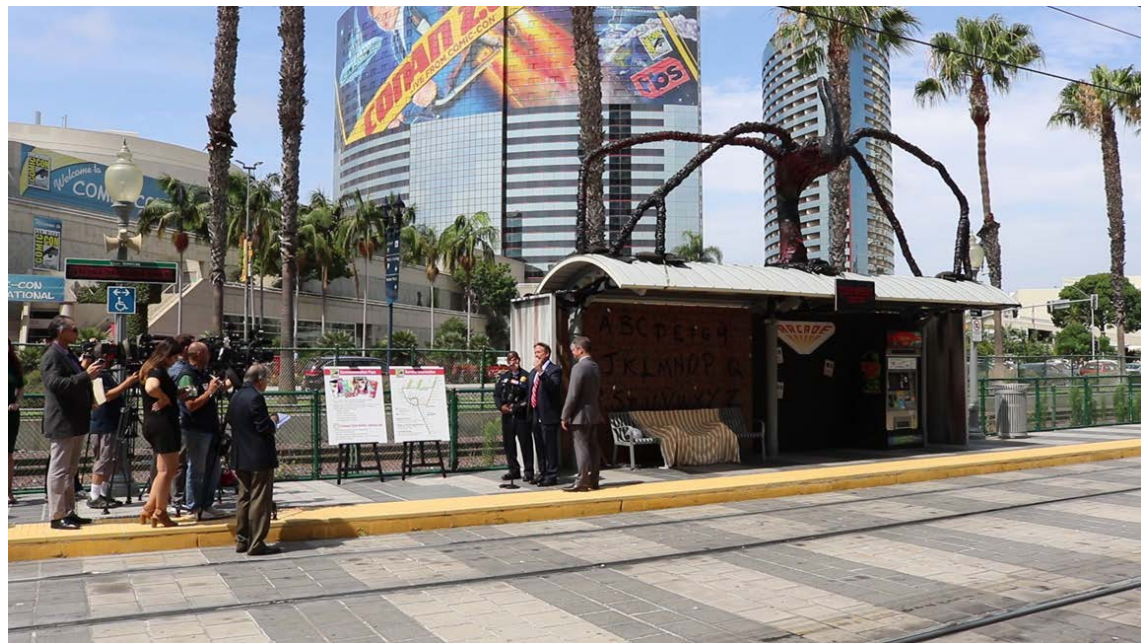
Following

Strange things have been happening at the Convention Center Trolley Stop! Taking transit is the easiest way to get around during Comic-Con. Thanks @davidngraham, @SanDiegoPD and @sdmts for reminding us to be safe, smart and sustainable this weekend. #TransitTuesday #SDCC2018



1:19 PM - 18 Jul 2018

13 Retweets 43 Likes



1. SDCC Unofficial Blog: 67,300 followers
2. Outside Comic-Con: 22,600 followers
3. Stranger Things Posts: 44,900 followers
4. Stranger Things Brasil: 110,000 followers
5. Hawkins Things: 8,890 followers
6. Parks and Cons: 16,500 followers
7. City of San Diego: 10,200 followers
8. KPBS News: 67,500 followers
9. 94.9 FM Radio Facebook: 43,734 like page
10. Convention Center Instagram: 3,048 followers





# Security & Safety Adjustments



- 5<sup>th</sup> Avenue Crossing secured by barriers and SDPD vehicles
- Harbor Drive closed to vehicle traffic. Only official shuttle buses allowed
- Result: Larger and safer areas for pedestrians while providing greater level of protection.



# Crowds: Stations, Crossings, & On Trains





# Challenges: Ridership Levels



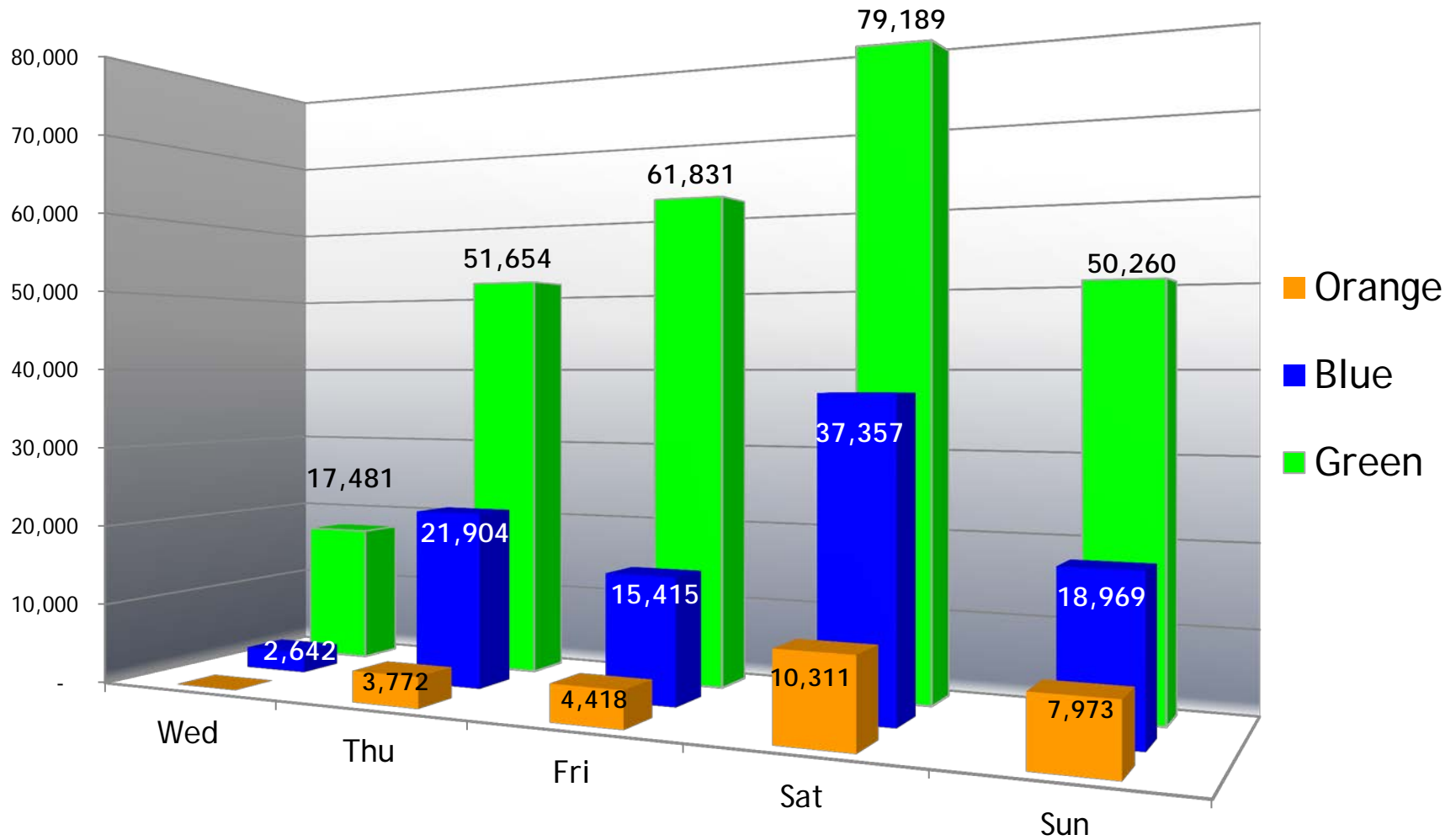
# Automated Passenger Counter Data

## 2018 Comic Con Ridership

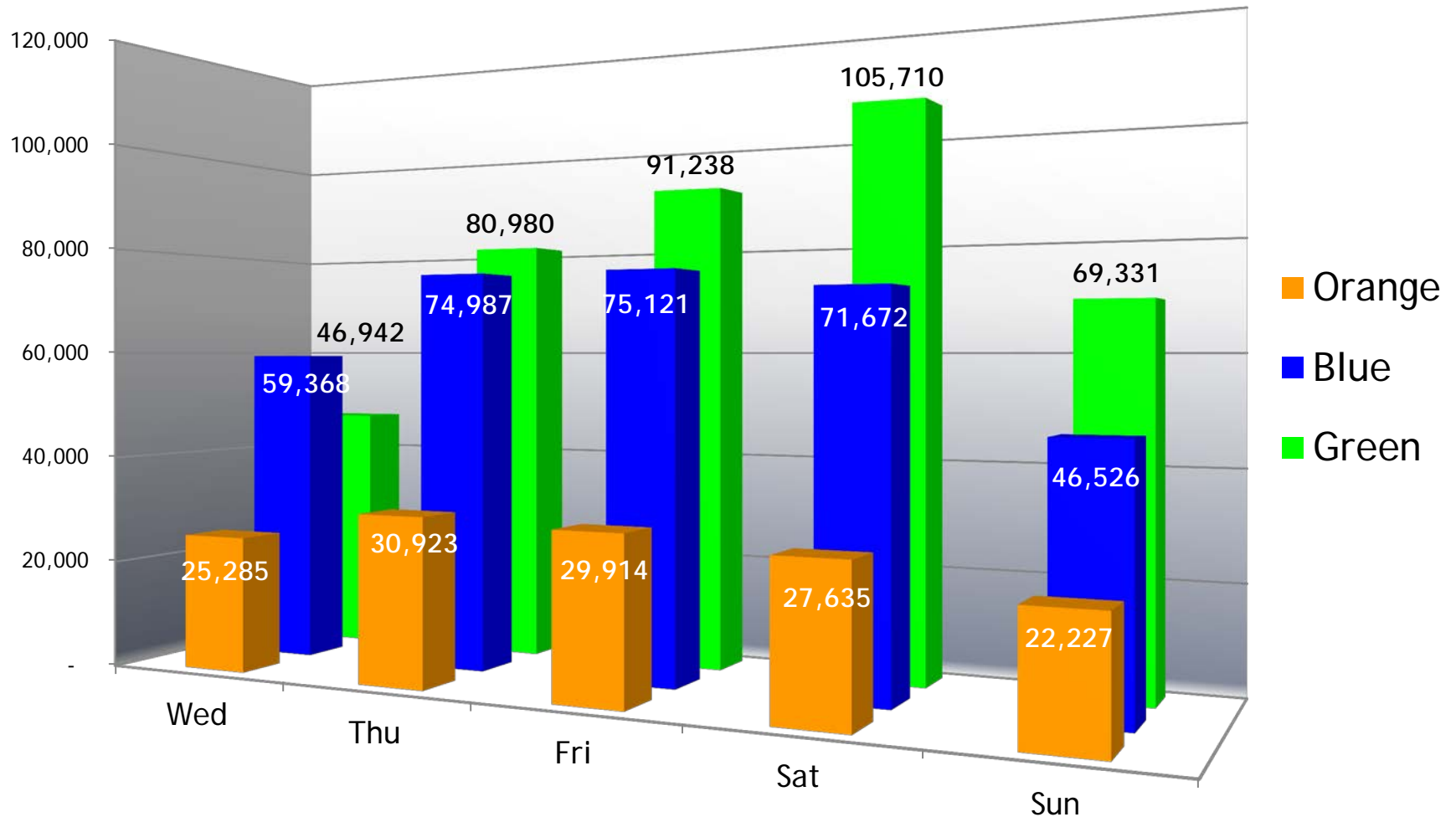
	BLUE	ORANGE	GREEN	2018 TOTAL	2017 TOTAL	% CHANGE
Wednesday	2,642	(1,515)	17,481	18,608	16,441	+13%
Thursday	21,904	3,772	51,654	77,330	70,592	+10%
Friday	15,415	4,418	61,831	81,664	84,906	-4%
Saturday	37,357	10,311	79,189	<b>126,857</b>	112,950	+12%
Sunday	18,969	7,973	50,260	77,202	79,126	-2%
<b>TOTAL</b>	<b>96,287</b>	<b>24,959</b>	<b>260,415</b>	<b>381,661</b>	<b>364,015</b>	<b>+5%</b>



# Comic Con Ridership by Line

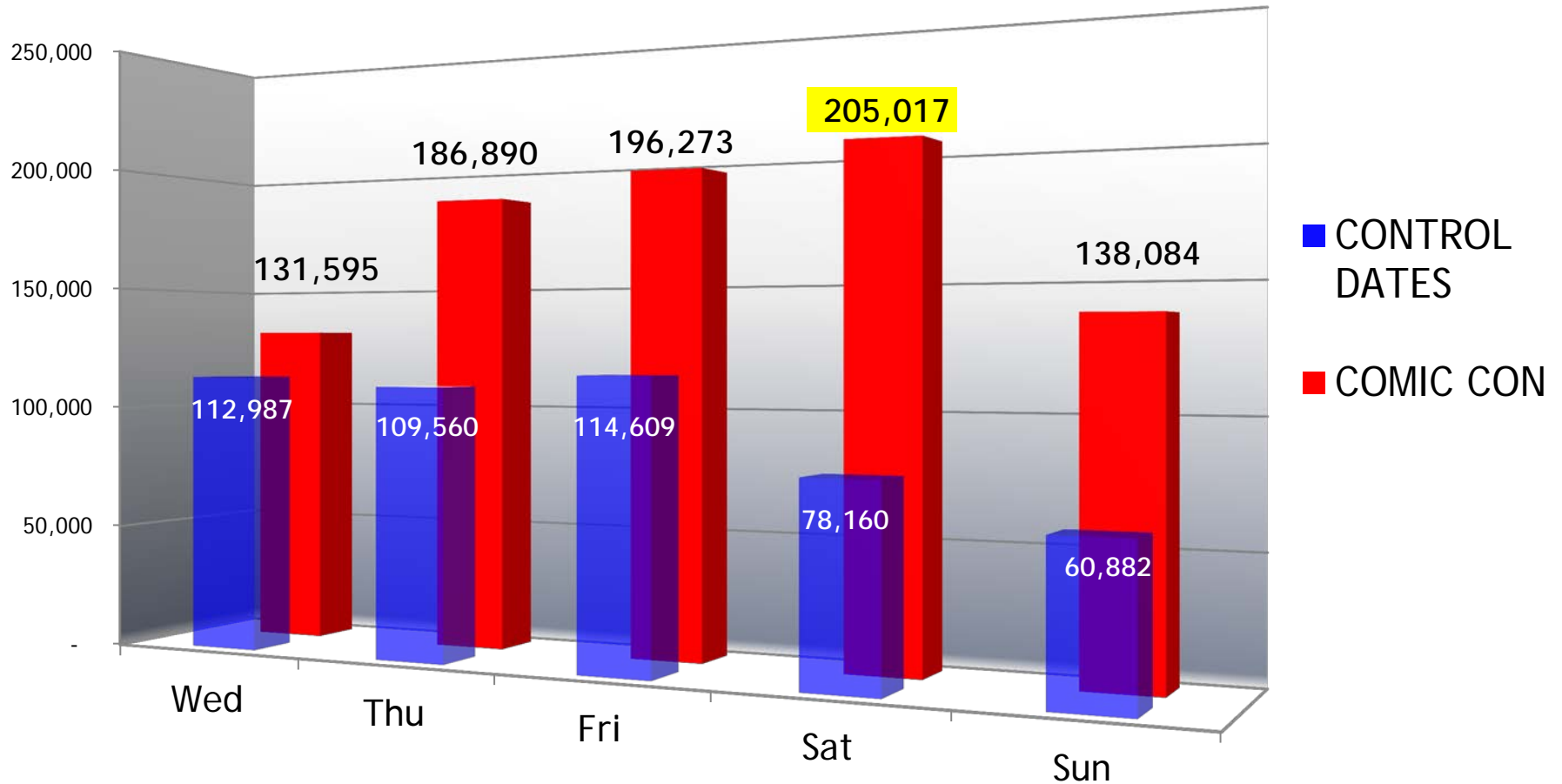


# Overall System Ridership by Line



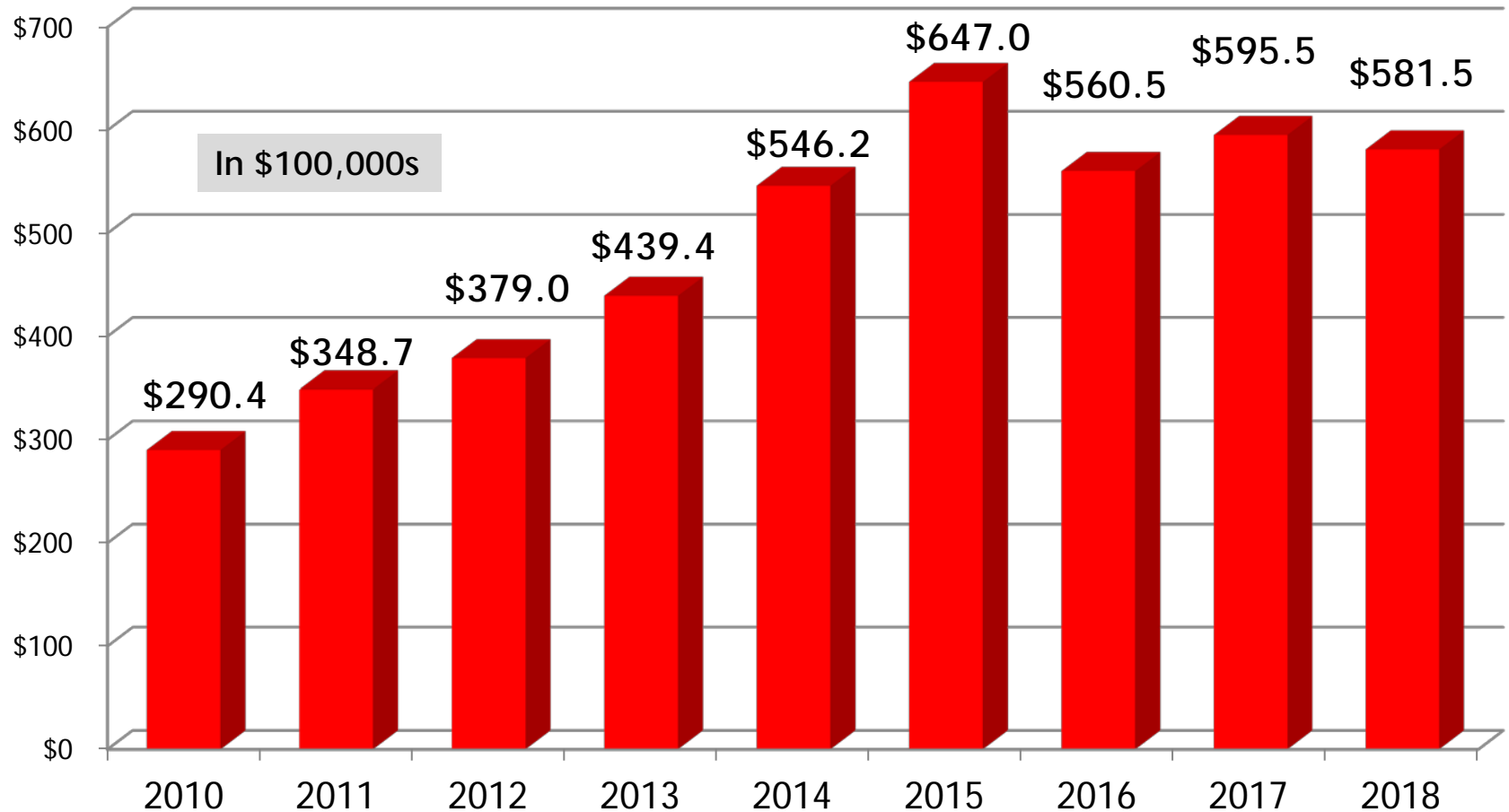
# Total System Ridership by Day

## Comic Con Event Dates



# Fare Revenue down 3.6% from 2017

## Up over 100% since 2010



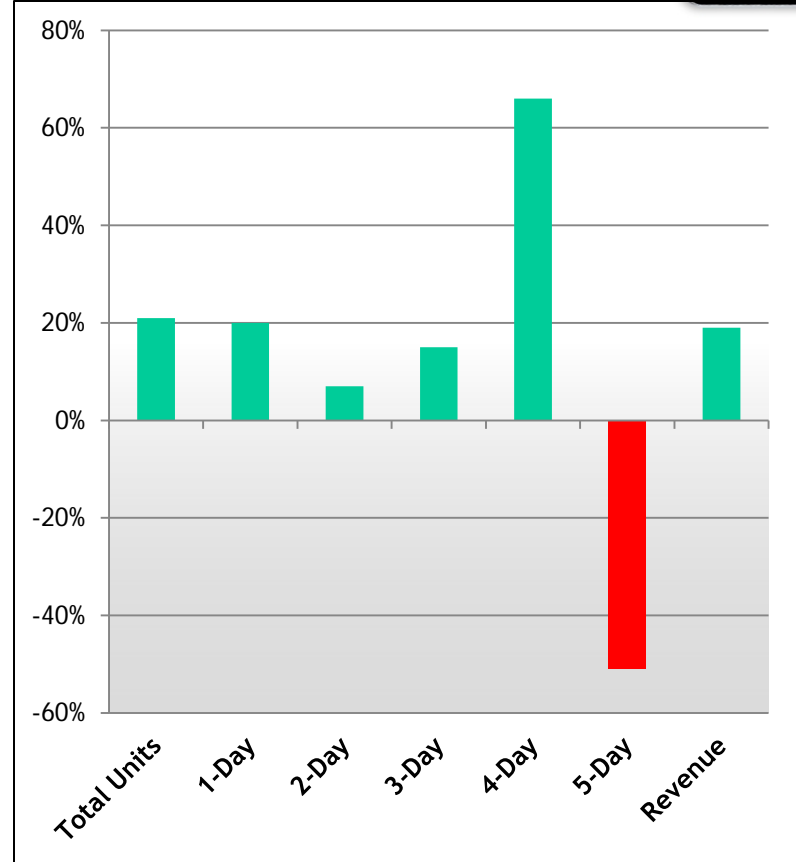
# MTS Compass Cloud

EASY FARES

Now  
Available!

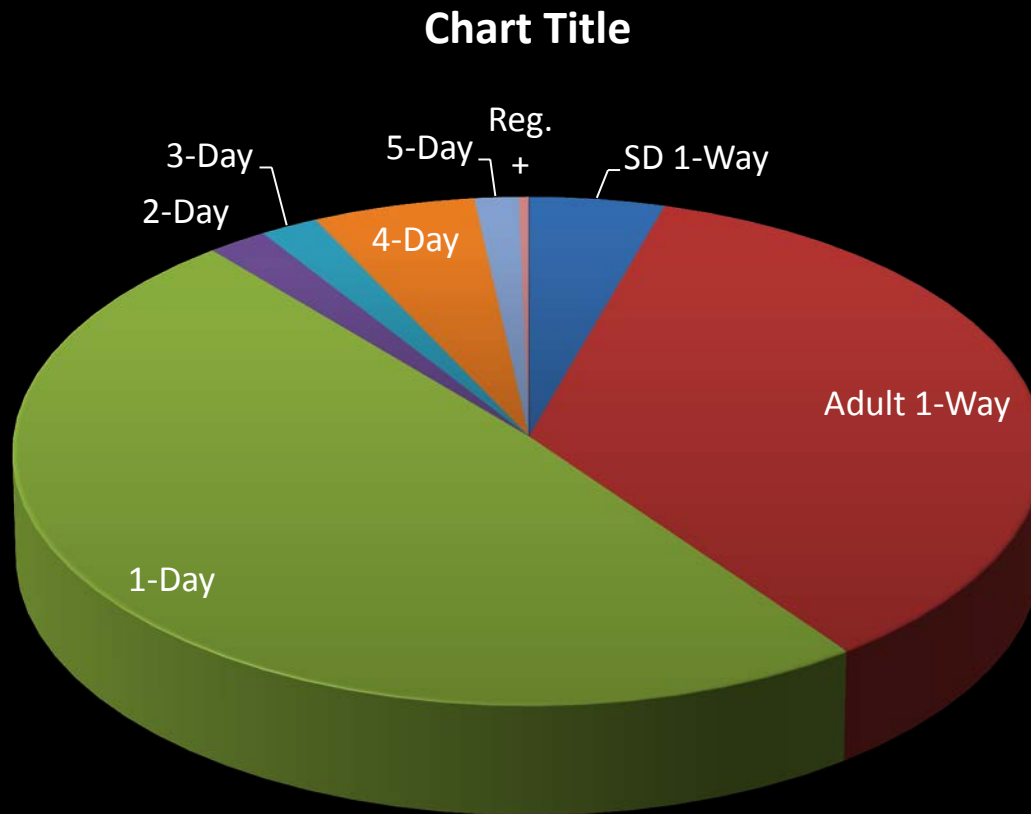


- 12,456 units purchased + 21%
  - 9,314 1-Day + 20%
  - 705 2-Day + 7%
  - 492 3-Day + 15%
  - 1,277 4-Day + 66%
  - 309 5-Day (51%)
  - 359 Region Plus +1022%
- **Revenue = \$90,231 +19%**





# Pass Sales by Denomination



SD 1-Way	4,818
----------	-------

Adult 1-Way	38,125
-------------	--------

1-Day	52,533
-------	--------

2-Day	2,135
-------	-------

3-Day	2,068
-------	-------

4-Day	5,787
-------	-------

5-Day	1,570
-------	-------

Reg. +	359
--------	-----







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## Agenda Item No. 47

### MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM BOARD OF DIRECTORS

September 20, 2018

#### SUBJECT:

DOWNTOWN LAYOVER (SHARON COONEY)

#### INFORMATIONAL ONLY

##### Budget Impact

None at this time.

#### DISCUSSION:

The San Diego Association of Governments (SANDAG) is planning the development of an off street bus layover facility in Downtown San Diego. This facility will replace most of the existing curbside layover locations MTS currently uses throughout the western side of the downtown area. Staff will provide the Executive Committee with an update on this project.

/s/ Paul C. Jablonski  
Paul C. Jablonski  
Chief Executive Officer

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



# DOWNTOWN LAYOVER

Board of Directors  
September 20, 2018



# Need for a Layover Facility

- More than 400 buses travel to western side of Downtown San Diego each day
  - More than 700 buses with Regional Plan implementation
- Currently use 14 layover locations in west end of Downtown (with the start of South Bay Rapid)
- Need layover to have a functioning bus system
  - Maintain schedule and improve bus system performance
  - Provide mandatory driver breaks
- Off street layover is preferred when there are numerous buses in one location



# Project History

- 2009: Began looking for locations for off street facility
- 2013: SANDAG Board directs staff to study a multiuse development including SANDAG office space.
- 2016: SANDAG Board selects location next to the new Courthouse; AECOM creates conceptual designs for use of entire block, with and without development above the bus layover facility.
- November 2017: SANDAG Board votes to delay action on Resolution of Necessity, to have staff continue to negotiate with property owners, further study
- June 2018: SANDAG Board authorizes staff to purchase 2 properties from willing sellers for \$14 million
- AECOM began designing an interim facility; SANDAG staff will continue to negotiate with the other property owners



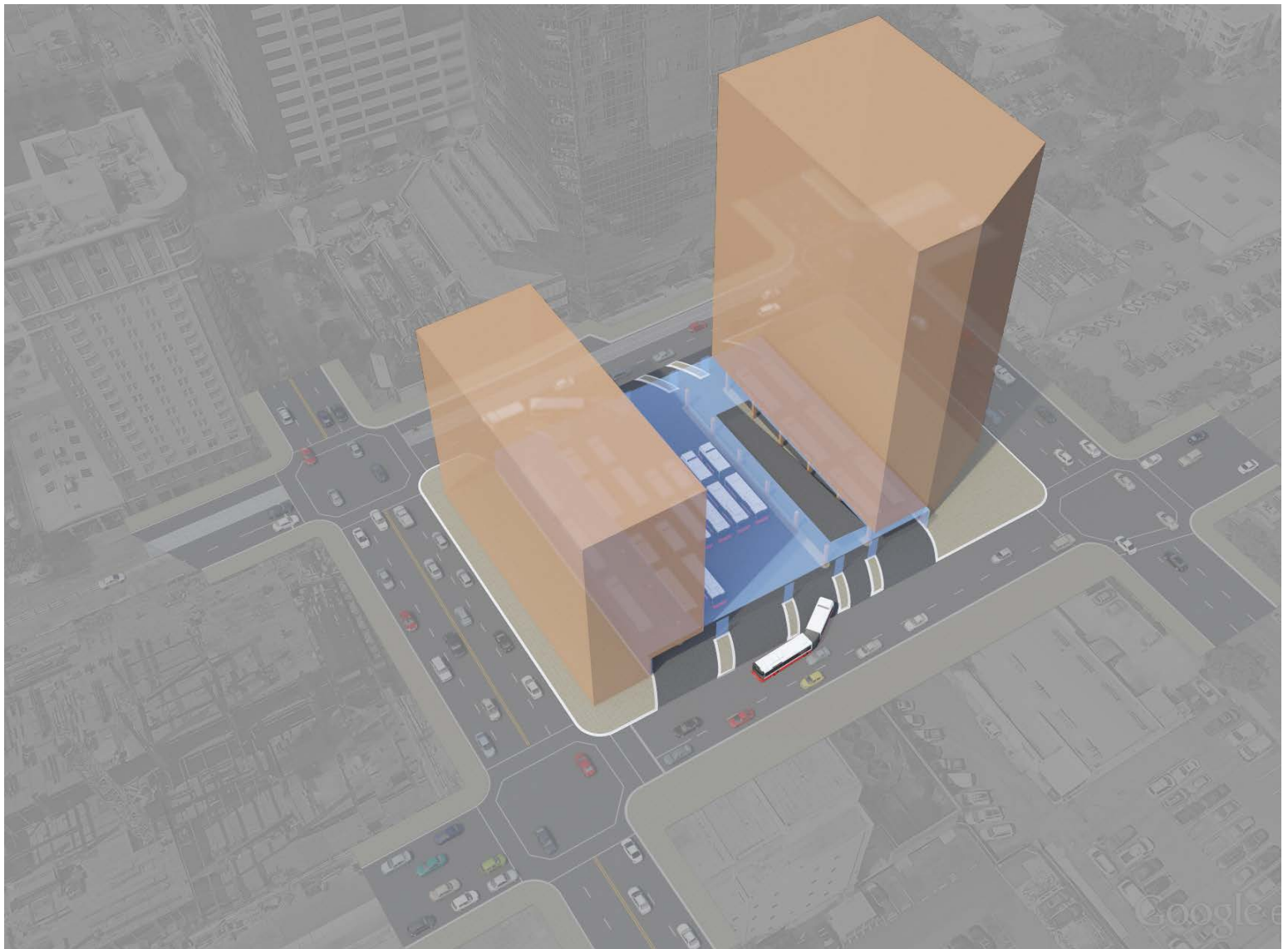




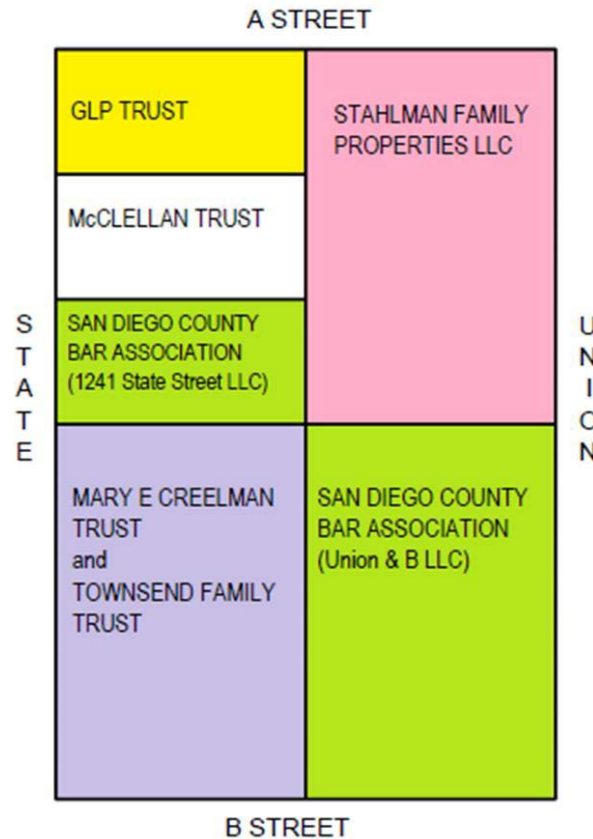




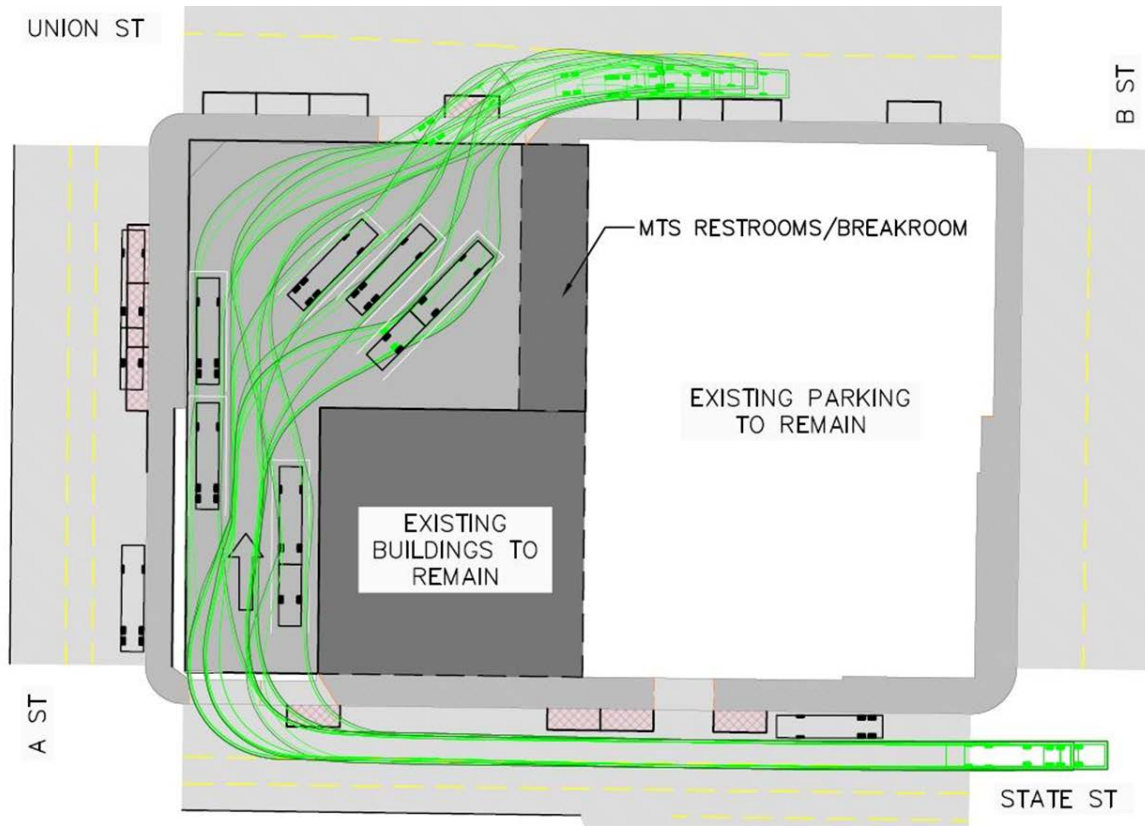




# Site Ownership



# Interim Layover Facility



# DOWNTOWN LAYOVER

Board of Directors  
September 20, 2018





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## Agenda Item No. 61

### Chief Executive Officer's Report

September 20, 2018

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 July 18, 2018 through September 10, 2018.

\*Please note additional reporting of purchase orders that is now possible with the new SAP Enterprise Resource Planning system.

#### CEO Travel Report (since last Board meeting)

July 27: CTA Executive Committee Meeting in Napa, CA  
August 21: Site Visit to Siemens Mobility Factory in Sacramento, CA

#### Board Member Travel Report (since last Board meeting)

N/A



EXPENSE CONTRACTS				
Doc #	Organization	Subject	Amount	Day
PWL199.3-16	SINGH GROUP	INCREASE FOR SDTI TREE TRIMMING	\$40,000.00	7/20/2018
G1534.1-13	AAA PRINTING COMPANY	EXERCISE OPTIONS YEARS 1 & 2	\$0.00	7/25/2018
G1808.1-15	FIDELITY INFORMATION SERVICES	BAMS MANDATED AUTHORIZATION	\$10,000.00	7/25/2018
G1951.0-17-AE-25	MOTT MACDONALDS, LLC	FIRE DAMAGES TRESS - CHOLLAS CREEK	\$14,538.07	7/26/2018
PWG238.0-17-01	SELECT ELECTRIC, INC.	SURVEY OF THE SHORT CIRCUITED LIGHTING IN THE PARKING LOT	\$1,595.50	7/27/2018
G1953.1-17-AE-08.01	PACIFIC RAIL ENTERPRISES	INTERLOCKING E22 TO E24 AC LOW VOLTAGE & E26 UPGRADE	\$0.00	7/27/2018
G2166.0-18	3D ART EXPO LLC	US SAND SCULPTING CHALLENGE 2018	\$5,400.00	7/27/2018
PWL234.0-17-01.01	ABC CONSTRUCTION	BLDG C AND SAN YSIDRO HVAC – CCO 1	\$4,369.63	7/31/2018
PWL234.0-17-07.01	ABC CONSTRUCTION	BUILDING C SECURITY OFFICE	\$15,108.44	7/31/2018
PWB239.1-18	AUTOLIFT SERVICES	ADDITIONAL MOBILIZATION	\$1,248.44	7/31/2018
G1866.4-16	STEER, DAVIES & GLEAVES	ADDING 18 HOURS	\$2,700.00	8/1/2018
G1205.5-10	FIRST TRANSIT, INC.	INDEMNIFICATION LANGUAGE	\$0.00	8/1/2018
PWG153.5-14	THYSSENKRUPP ELEVATOR (TKE)	ELEVATOR & ESCALATOR MAINTENANCE & REPAIR SVC	\$60,000.00	8/1/2018
G1430.11-12	PAUL, PLEVIN, SULLIVAN & CONNAUGHTON	INCREASE AMOUNT	\$75,000.00	8/1/2018
PWG258.0-18	INDUSTRIAL POWER & AUTOMATION	SUMP PUMP	\$43,600.00	8/2/2018
G2019.0-17-001.1	SIMON WONG ENGINEERING, INC.	ADDITIONAL TIME & CLAIMS SUPPORT	\$98,282.00	8/3/2018
G1947.1-17-AE-23	HDR ENGINEERING, INC.	ENG. SVC FOR ZERO EMISSION BUS CHARGING STATIONS	\$93,624.00	8/7/2018
G1255.0-18	J. DOERING COMMUNICATIONS	LICENSE AGREEMENT - CREST RADIO FOR TROLLEY	\$31,854.81	8/7/2018
G1949.1-17-15.01	JACOBS ENGINEERING GROUP, INC.	FASHION VALLEY STATION ELEVATOR REPLACEMENT	\$4,762.00	8/7/2018
L1365.3-17	ADVANCED TRANSIT SOLUTIONS	ADDITIONAL COMM CABINET CONNECTION WORK	\$7,485.25	8/10/2018
PWL203.0-16-12	HMS CONSTRUCTION INC.	EMERGENCY REPAIR 12KV CABLE	\$15,543.65	8/17/2018
G2117.0-18	SANDAG	JOINT DEFENSE & COMMON INTEREST (MTS, SANDAG & NCTD)	\$50,000.00	8/17/2018
G1949.1-17-AE-24	JACOBS ENGINEERING	A&E TO DEVELOP 1,078 SF TENANT SPACE INTO A SMALL DELI	\$53,732.16	8/20/2018
G1844.2-16	PRUDENTIAL OVERALL SUPPLY	SOW REVISION	\$0.00	8/27/2018
PWL250.1-18	CYBER PROFESSIONAL SOLUTIONS	KMD CREW ROOM - WORK DURATION CORRECTION - ZERO COST	\$0.00	8/27/2018



**EXPENSE CONTRACTS**

<b>Doc #</b>	<b>Organization</b>	<b>Subject</b>	<b>Amount</b>	<b>Day</b>
G1949.1-17-AE-15.02	JACOBS ENGINEERING	DESIGN SERVICES FOR FASHION VALLEY ELEVATOR PROJECT – AMENDMENT 2	\$27,349.00	8/28/2018
PWL182.0-16-26	HERZOG CONSTRUCTION	EMERGENCY REPAIR WORK FOR THE MP 4.50 DESTRESSING	\$28,113.68	8/29/2018
G1947.1-17-AE-05.01	HDR ENGINEERING, INC.	VARIOUS TRACK IMPROVEMENTS ALONG THE ORANGE LINE	\$0.00	8/29/2018
G2064.1-18	7-ELEVEN	TVM PASS SALES IN STORE	\$2,100.00	8/30/2018
PWL182.1-16	HERZOG CONTRACTING	NO COST TIME EXTENSION	\$0.00	9/7/2018
G1946.2-17	GLOBAL SIGNALS GROUP	ADD RAILPROS AS SUB CONSULTANT	\$0.00	9/7/2018
G1950.1-17	KIMLEY-HORN & ASSOCIATES	AMENDMENT 1 – ADD SUB CONSULTANT	\$0.00	9/7/2018
L6747.1-17	SANDAG	JOE PERMIT EXTENSION	\$0.00	9/7/2018

**REVENUE CONTRACTS & MOUs**

<b>Doc #</b>	<b>Organization</b>	<b>Subject</b>	<b>Amount</b>	<b>Day</b>
G2169.0-19	MEDIA 3 COMMUNICATIONS	FIBER EXCHANGE	\$0.00	7/20/2018
M6728.0-19	SAN DIEGO ARCHEOLOGICAL CENTER	HERON SITE MISSION VALLEY EAST PROJECT CLEANUP	\$3,000.00	7/20/2018
S200-19-685	JERUSALEM CONSTRUCTION	ROE - LA MESA NORTH SPRING STREET PEDESTRIAN & BICYCLE I	\$0.00	7/23/2018
L1450.0-18	IN MOTION EVENTS	JROE - 2018 AMERICA'S FINEST CITY HALF MARATHON	\$750.00	7/25/2018
G0930.21.2-04	NCTD	UCSD UNIVERSAL PASS REVENUE SPLIT & COMPASS CARD PROGRAM	\$0.00	7/27/2018
S200-18-684	WILSON & COMPANY	ROE - BORDER FENCING REPAIR	\$750.00	7/31/2018
G2173.0-19	MC FARLANE PROMOTIONS, INC.	HARBOR FEST 2018 PROMOTION	\$0.00	8/1/2018
L0580.3-02	AUTOMOBILE CLUB OF SOUTHERN CALIFORNIA	LEASE - 1 MONTH TEMPORARY PARKING	\$1,074.00	8/1/2018
G2158.0-18	DICK MILLER, INC.	ROE - PYRAMID BUILDING PARKING LOT	\$750.00	8/1/2018
G2119.1-18	SANDAG	TRADEMARK FOR COMPASS CARD	\$0.00	8/7/2018
L5774.1-15	BOSA DEVELOPMENT CALIFORNIA	JROE - PERMIT EXTENSION	\$750.00	8/7/2018
L5812.0-19	WEST COAST GENERAL	ROE - TAYLOR ST TO BEECH ST	\$3,300.00	8/13/2018
L0901.0-10.76	BRICEHOUSE STATION	EMG MEDIA - LUIGI'S ICES	\$3,000.00	8/15/2018
L0901.0-10.77	BRICEHOUSE STATION	COASTAL SOURCE	\$7,000.00	8/15/2018
G2147.0-18	ALTUS SCHOOLS	COMPASS CARD EMPLOYER PROGRAM	\$0.00	8/15/2018

REVENUE CONTRACTS & MOUs				
Doc #	Organization	Subject	Amount	Day
L0901.0-10.73	BRICEHOUSE STATION	INSPIRA MARKETING GROUP - CHAMELEON COLD BREW SAMPLES	\$3,000.00	8/15/2018
L1160.2-14	ETIC ENGINEERING	ROE - UPDATED PERMIT RE TO USE 8 SHALLOW SOIL VAPOR PROBES	\$750.00	8/17/2018
G2171.0-19	CALTRANS	MAINTENANCE AGREEMENT FOR BUS STOPS ON STATE HIGHWAYS & FREEWAY	\$0.00	8/20/2018
G2182.0-19	SANDAG	QUITCLAIM DEED - SORRENTO VALLEY ROAD	\$0.00	8/20/2018
G2183.0-19	SANDAG	ASSIGNMENT SLOPE DRAINAGE EASEMENT - SORRENTO VALLEY DOUBLE	\$0.00	8/20/2018
B0694.0-19	SANDAG	GRANT DEED SANDAG & MTS SOUTH BAY MAINTENANCE FACILITY	\$0.00	8/20/2018
L1470.0-19	RAILPROS HOLDING	PERMIT COURTHOUSE TROLLEY STATION TO CAPTURE VIDEO FOOTAGE	\$750.00	8/20/2018
L6764.1-17	US TELEPACIFIC	LEASE AGREEMENT TO UNITI LEASING X LLC	\$1,500.00	8/23/2018
L6730.1-16	AT&T	JROE - TIME EXTENSION	\$1,500.00	8/23/2018
L6533.1-96	MPOWER COMMUNICATIONS	LEASE AGREEMENT TO UNITI LEASING X LLC	\$1,525.00	8/23/2018
L1145.0-93	A-MART	LEASE AGREEMENT	\$3,591.56	8/23/2018
L6542.1-96	MPOWER COMMUNICATIONS	LEASE AGREEMENT TO UNITI LEASING X LLC	\$500.00	8/23/2018
L6534.1-96	MPOWER COMMUNICATIONS	LEASE AGREEMENT TO UNITI LEASING X LLC	\$500.00	8/23/2018
G2163.0-18	UCSD	OPERATION & MAINTENANCE FOR THE LRT EXTENSION	\$0.00	8/23/2018
L1145-1-93	A-MART	LEASE AMENDMENT	\$3,591.56	8/23/2018
L0901.0-10.73.1	BRICEHOUSE STATIONS	INSPIRA MARKETING GROUP	\$3,000.00	8/24/2018
M6715.2-16	HENKELS & MCCOY	ROE - INCLUDE AUTHORIZATION TO ABANDON 24 INCH CASING	\$750.00	8/27/2018
G0025.2-90	SPRINT COMMUNICATIONS	US SPRINT FIBER EASEMENT PERTAINING TO THE SAN YSIDRO SECTION	\$66,135.20	8/27/2018
G0132.2-92	SPRINT COMMUNICATIONS	MOU TO US SPRINT FIBER EASEMENT PERTAINING TO THE SAN YSIDRO	\$66,135.20	8/27/2018
L1273.2-15	SIEMENS INDUSTRY, INC.	ROE - UPDATE PERMIT EXPIRATION DATE	\$750.00	8/30/2018
G2188.0-19	MC FARLANE PROMOTIONS	PARTNERSHIP TO PROMOTE SD RESTAURANT WEEK 2018	\$0.00	9/7/2018
L4631.0-19	BURTECH PIPELINE, INC.	ROE TO PERFORM EXPLORATORY INVESTIGATIONS	\$750.00	9/7/2018
G1284.8-10	CHEVRON	TOLLING AGREEMENT - ENVIRONMENTAL CONTAMINATION	\$0.00	9/7/2018



REVENUE CONTRACTS & MOUs				
Doc #	Organization	Subject	Amount	Day
G2184.0-19	SAN DIEGO DANCE THEATER	PARTNERSHIP TO PROMOTE PARTICIPATION TROLLEY DANCE 2018	\$0.00	9/7/2018
L6777.0-18	JAMES W FOWLER	JROE TO PERFORM MECIR TUNNELING TO INSTALL 36" STEEL CASING	\$2,250.00	9/7/2018
L0901.0-10.79	BRICEHOUSE STATION	MUI TAY ZIK HO-FER - PHOTO SHOOT AUDI CAR	\$3,500.00	9/10/2018
G2176.0-19	SD COUNTY REGIONAL AIRPORT AUTHORITY	COMPASS CARD EMPLOYER PROGRAM (PPB)	\$0.00	9/10/2018
G2175.0-19	CALIFORNIA STATE UNIVERSITY SAN MARCOS	COMPASS CARD EMPLOYER PROGRAM (PPB)	\$0.00	9/10/2018
G2174.0-19	TRAVELERS AID SOCIETY OF SD	COMPASS CARD EMPLOYER PROGRAM (PPB)	\$0.00	9/10/2018
L0901.0-10.78	BRICEHOUSE STATION	HARD ROCK CAFÉ - NINTENDO PHOTO SHOOT	\$1,750.00	9/10/2018
G1683.5-14	US DISTRICT COURT SOUTHERN DISTRICT OF CA	COMPASS CARD EMPLOYER PROGRAM (PPB)	\$0.00	9/10/2018

Purchase Orders				
PO Number	PO Date	Name	Material Group	PO Value
4400000298	7/19/2018	W.W. Grainger Inc	T110-TRACK, RAIL	812.77
4400000299	7/24/2018	Office Depot	G200-OFFICE SUPPLIES	226.26
4400000300	7/30/2018	W.W. Grainger Inc	G190-SAFETY/MED SUPPLIES	119.43
4400000301	7/31/2018	W.W. Grainger Inc	G130-SHOP TOOLS	135.60
4400000302	8/1/2018	W.W. Grainger Inc	G190-SAFETY/MED SUPPLIES	337.63
4400000303	8/6/2018	W.W. Grainger Inc	M200-YARD FACILITIES	697.09
4400000304	8/6/2018	W.W. Grainger Inc	F140-SHELVING AND RACK	440.83
4400000305	8/9/2018	W.W. Grainger Inc	G130-SHOP TOOLS	1,465.94
4400000306	8/13/2018	W.W. Grainger Inc	M110-SUB STATION	482.92
4400000307	8/13/2018	W.W. Grainger Inc	M200-YARD FACILITIES	324.59
4400000308	8/16/2018	W.W. Grainger Inc	M180-STATION ELECTRICAL	1,323.38
4400000309	8/17/2018	Mcmaster-Carr Supply Co	B250-BUS REPAIR PARTS	109.75
4400000310	8/20/2018	W.W. Grainger Inc	M140-WAYSIDE SIGNALS	250.42
4400000311	8/22/2018	W.W. Grainger Inc	M140-WAYSIDE SIGNALS	992.85
4400000312	8/23/2018	W.W. Grainger Inc	M110-SUB STATION	2,138.10
4400000313	8/28/2018	W.W. Grainger Inc	M180-STATION ELECTRICAL	1,764.52
4400000314	8/29/2018	W.W. Grainger Inc	B250-BUS REPAIR PARTS	92.58
4400000315	9/4/2018	W.W. Grainger Inc	G190-SAFETY/MED SUPPLIES	120.40
4400000316	9/5/2018	W.W. Grainger Inc	G130-SHOP TOOLS	187.00
4400000317	9/7/2018	Mcmaster-Carr Supply Co	F230-METALS/FERROUS	178.92
4500019678	7/18/2018	Midwest Bus Corporation	B130-BUS BODY	1,038.30
4500019679	7/18/2018	General Auto Repair	A140-AUTO/TRUCK REPAIR	895.49
4500019680	7/18/2018	Ferguson Enterprises	F110-SHOP/BLDG MACHINERY	361.14
4500019681	7/18/2018	OneSource Distributors, LLC	M140-WAYSIDE SIGNALS	898.45
4500019682	7/18/2018	Mcmaster-Carr Supply Co	F110-SHOP/BLDG MACHINERY	299.71
4500019683	7/18/2018	Chromate Industrial Corporation	R140-RAIL/LRV DOORS/RAMP	76.03
4500019684	7/18/2018	MJP Enterprises	P210-NON-REV VEH REPAIRS	2,348.05
4500019685	7/18/2018	Calmat	T110-TRACK, RAIL	2,884.82
4500019686	7/18/2018	M Power Truck & Diesel Repair	P210-NON-REV VEH REPAIRS	285.00
4500019687	7/18/2018	CED, Inc.	F110-SHOP/BLDG MACHINERY	22.93
4500019688	7/18/2018	Allied Refrigeration Inc	G130-SHOP TOOLS	184.03
4500019689	7/18/2018	JKL Cleaning Systems	G160-PAINTS & CHEMICALS	771.79
4500019690	7/18/2018	Cummins Pacific LLC	P190-REV VEHICLE REPAIRS	220.00
4500019691	7/18/2018	Harbor Diesel & Equipment	B250-BUS REPAIR PARTS	465.05
4500019692	7/18/2018	Mouser Electronics Inc	B250-BUS REPAIR PARTS	206.02
4500019693	7/18/2018	Office Depot	G210-OFFICE FURNITURE	272.06
4500019694	7/18/2018	Kingsbury Uniforms Inc	G240-UNIFORM PROCUREMENT	766.00
4500019695	7/18/2018	Cummins Pacific LLC	B160-BUS ELECTRICAL	18,812.81
4500019696	7/18/2018	JKL Cleaning Systems	F110-SHOP/BLDG MACHINERY	2,181.92
4500019697	7/18/2018	Mohawk Mfg & Supply Co	B140-BUS CHASSIS	2,098.93
4500019698	7/18/2018	Railroad Component Rebuilds, Inc.	P130-EQUIP MAINT REPR SVC	5,982.52
4500019699	7/18/2018	Mohawk Mfg & Supply Co	B160-BUS ELECTRICAL	358.09
4500019700	7/18/2018	Jeyco Products Inc	G140-SHOP SUPPLIES	270.50
4500019701	7/18/2018	Transit Holdings Inc	B130-BUS BODY	2,834.93
4500019702	7/18/2018	F-1 Marketing Group	P310-ADVERTISING SERVICES	35,573.00
4500019704	7/18/2018	Drain Medic Inc	P120-BLDG/FACILITY REPRS	12,799.00
4500019705	7/19/2018	Citywide Auto Glass Inc	P210-NON-REV VEH REPAIRS	335.76
4500019706	7/19/2018	TK Services Inc	B110-BUS HVAC SYSTEMS	2,623.62
4500019707	7/19/2018	R.S. Hughes Co Inc	B130-BUS BODY	2,179.90
4500019708	7/19/2018	Cummins Pacific LLC	B200-BUS PWR TRAIN EQUIP	2,155.21
4500019709	7/19/2018	Sportworks Northwest Inc	B130-BUS BODY	411.61
4500019710	7/19/2018	Gillig LLC	B160-BUS ELECTRICAL	1,174.71
4500019711	7/19/2018	Reid and Clark Screen Arts Co	G200-OFFICE SUPPLIES	849.28
4500019712	7/19/2018	Cardiac Science Corporation	G200-OFFICE SUPPLIES	192.00
4500019713	7/19/2018	Cummins-Allison	P130-EQUIP MAINT REPR SVC	580.99
4500019714	7/19/2018	W.W. Grainger Inc	G140-SHOP SUPPLIES	6.51
4500019715	7/19/2018	JKL Cleaning Systems	G130-SHOP TOOLS	836.35
4500019716	7/19/2018	Freeby Signs	B250-BUS REPAIR PARTS	230.14
4500019717	7/19/2018	Harbor Diesel & Equipment	B250-BUS REPAIR PARTS	437.23
4500019718	7/19/2018	Genuine Parts Co	B250-BUS REPAIR PARTS	118.98

Purchase Orders				
PO Number	PO Date	Name	Material Group	PO Value
4500019719	7/19/2018	Staples Contract & Commercial Inc	G200-OFFICE SUPPLIES	85.99
4500019720	7/19/2018	Transit Holdings Inc	P190-REV VEHICLE REPAIRS	90.86
4500019721	7/19/2018	Mcmaster-Carr Supply Co	F110-SHOP/BLDG MACHINERY	54.36
4500019722	7/19/2018	Office Solutions	G200-OFFICE SUPPLIES	1,089.60
4500019723	7/19/2018	Drain Medic Inc	P120-BLDG/FACILITY REPRS	42,515.75
4500019724	7/19/2018	Transit Holdings Inc	B160-BUS ELECTRICAL	1,229.29
4500019725	7/19/2018	Muncie Transit Supply	B160-BUS ELECTRICAL	210.36
4500019726	7/19/2018	Kaman Industrial Technologies	B120-BUS MECHANICAL PARTS	1,562.70
4500019727	7/19/2018	Cubic Transportation Systems	B190-BUS FARE EQUIP	808.13
4500019728	7/19/2018	Susan Shepard	G230-PRINTED MATERIALS	11,825.57
4500019729	7/19/2018	Steven Timme	G110-BUS/TROLLEY SIGNAGE	175.16
4500019730	7/19/2018	Steven Timme	G230-PRINTED MATERIALS	3,295.00
4500019731	7/20/2018	Toyotalift, Inc.	F170-MATL HANDLING EQUIP	34,533.88
4500019732	7/20/2018	Culligan of San Diego	G140-SHOP SUPPLIES	1,700.00
4500019733	7/20/2018	Kaman Industrial Technologies	B120-BUS MECHANICAL PARTS	5,169.98
4500019734	7/20/2018	Industrial Maintenance Supply LLC	G150-FASTENERS	120.03
4500019735	7/20/2018	Staples Contract & Commercial Inc	G210-OFFICE FURNITURE	215.48
4500019736	7/20/2018	Soco Group Inc	A120-AUTO/TRUCK GASOLINE	2,057.75
4500019737	7/20/2018	West End Holdings Inc	P260-TESTING & ANALYSIS	1,152.03
4500019738	7/20/2018	Waxie's Enterprises Inc.	G180-JANITORIAL SUPPLIES	5,636.23
4500019739	7/20/2018	Tri-Signal Integration Inc	P280-GENERAL SVC AGRMNTS	31,936.00
4500019740	7/20/2018	Tri-Signal Integration Inc	F110-SHOP/BLDG MACHINERY	42,747.50
4500019741	7/23/2018	Kiel NA LLC	B250-BUS REPAIR PARTS	1,455.73
4500019742	7/23/2018	General Auto Repair	P210-NON-REV VEH REPAIRS	917.85
4500019743	7/23/2018	Kurt Morgan	G200-OFFICE SUPPLIES	708.42
4500019744	7/23/2018	Wesco Distribution Inc	G270-ELECTRICAL/LIGHTING	994.15
4500019745	7/23/2018	TK Services Inc	B250-BUS REPAIR PARTS	113.67
4500019746	7/23/2018	Airgas Inc	G140-SHOP SUPPLIES	280.22
4500019747	7/23/2018	Cummins Pacific LLC	B250-BUS REPAIR PARTS	1,136.75
4500019748	7/23/2018	Transit Holdings Inc	B250-BUS REPAIR PARTS	1,246.83
4500019749	7/23/2018	Transit Products and Services	B250-BUS REPAIR PARTS	2,963.13
4500019750	7/23/2018	Harbor Diesel & Equipment	B250-BUS REPAIR PARTS	38.53
4500019751	7/23/2018	Buswest LLC	B250-BUS REPAIR PARTS	1,368.90
4500019752	7/23/2018	Soco Group Inc	A120-AUTO/TRUCK GASOLINE	14,404.25
4500019753	7/23/2018	Kenneth Place	G130-SHOP TOOLS	936.89
4500019754	7/23/2018	Cummins Pacific LLC	B200-BUS PWR TRAIN EQUIP	607.09
4500019755	7/23/2018	HD Supply Construction Supply, LTD.	G130-SHOP TOOLS	2,405.76
4500019756	7/23/2018	M Power Truck & Diesel Repair	P210-NON-REV VEH REPAIRS	462.15
4500019757	7/23/2018	Merrimac Petroleum Inc	B180-BUS DIESEL	8,183.70
4500019758	7/23/2018	Supreme Oil Company	A120-AUTO/TRUCK GASOLINE	25,119.29
4500019759	7/23/2018	Vern Rose Inc	G160-PAINTS & CHEMICALS	456.29
4500019760	7/23/2018	Transit Holdings Inc	B140-BUS CHASSIS	1,609.44
4500019761	7/23/2018	W.W. Grainger Inc	G160-PAINTS & CHEMICALS	191.95
4500019762	7/23/2018	W.W. Grainger Inc	F110-SHOP/BLDG MACHINERY	110.57
4500019763	7/23/2018	Transit Holdings Inc	B250-BUS REPAIR PARTS	148.50
4500019764	7/23/2018	JKL Cleaning Systems	F110-SHOP/BLDG MACHINERY	144.38
4500019765	7/23/2018	Raphael's Party Rentals Inc	P160-EQUIPMENT RENTALS	638.75
4500019766	7/24/2018	Mark Carass	C130-CONSTRUCTION SVCS	852.10
4500019767	7/24/2018	Harbor Diesel & Equipment	B250-BUS REPAIR PARTS	547.63
4500019768	7/24/2018	Midwest Bus Corporation	B130-BUS BODY	172.19
4500019769	7/24/2018	Transit Holdings Inc	B250-BUS REPAIR PARTS	2,149.11
4500019770	7/24/2018	Gillig LLC	B160-BUS ELECTRICAL	4,948.71
4500019771	7/24/2018	Transit Holdings Inc	B140-BUS CHASSIS	3,033.34
4500019772	7/24/2018	Jeyco Products Inc	G130-SHOP TOOLS	628.22
4500019773	7/24/2018	Golden State Supply LLC	B120-BUS MECHANICAL PARTS	109.24
4500019774	7/24/2018	Muncie Transit Supply	B110-BUS HVAC SYSTEMS	396.08
4500019775	7/24/2018	Cummins Pacific LLC	B200-BUS PWR TRAIN EQUIP	1,701.89
4500019776	7/24/2018	W.W. Grainger Inc	G140-SHOP SUPPLIES	239.00
4500019777	7/24/2018	Transit Holdings Inc	B250-BUS REPAIR PARTS	1,857.40
4500019778	7/24/2018	Verdugo Testing Co Inc	F110-SHOP/BLDG MACHINERY	3,075.99

Purchase Orders				
PO Number	PO Date	Name	Material Group	PO Value
4500019779	7/24/2018	Airgas Inc	G190-SAFETY/MED SUPPLIES	713.33
4500019780	7/24/2018	Tri-Signal Integration Inc	P110-BLDG MAINTENANCE	40,202.18
4500019781	7/24/2018	Waxie's Enterprises Inc.	G180-JANITORIAL SUPPLIES	1,303.41
4500019782	7/24/2018	The Gordian Group, Inc.	C130-CONSTRUCTION SVCS	6,070.14
4500019783	7/24/2018	W.W. Grainger Inc	A140-AUTO/TRUCK REPAIR	141.29
4500019784	7/24/2018	The Gordian Group, Inc.	C130-CONSTRUCTION SVCS	1,629.76
4500019785	7/25/2018	Mark Carass	P120-BLDG/FACILITY REPRS	190.00
4500019786	7/25/2018	Cummins Pacific LLC	B250-BUS REPAIR PARTS	482.12
4500019787	7/25/2018	Mohawk Mfg & Supply Co	B140-BUS CHASSIS	31.10
4500019788	7/25/2018	Mission Janitorial Supplies	G180-JANITORIAL SUPPLIES	780.28
4500019789	7/25/2018	Gillig LLC	B160-BUS ELECTRICAL	990.61
4500019790	7/25/2018	Vallen Distribution Inc.	G120-SECURITY	961.83
4500019791	7/25/2018	Tribologik Corporation	G140-SHOP SUPPLIES	2,344.64
4500019792	7/25/2018	R.S. Hughes Co Inc	G140-SHOP SUPPLIES	458.43
4500019793	7/25/2018	Industrial Maintenance Supply LLC	G150-FASTENERS	83.66
4500019794	7/25/2018	San Diego Friction Products, Inc.	B140-BUS CHASSIS	2,965.52
4500019795	7/25/2018	Simmons Boardman Books Inc	P540-MAINTENANCE TRAINING	388.00
4500019796	7/25/2018	West End Holdings Inc	P260-TESTING & ANALYSIS	225.00
4500019797	7/25/2018	Beverly Christensen	G130-SHOP TOOLS	3,135.93
4500019798	7/25/2018	Mohawk Mfg & Supply Co	B130-BUS BODY	2,854.95
4500019799	7/25/2018	Office Solutions	G200-OFFICE SUPPLIES	134.33
4500019800	7/25/2018	R.B. Hornberger Co Inc	G140-SHOP SUPPLIES	660.51
4500019801	7/25/2018	Knorr Brake Company	R160-RAIL/LRV ELECTRICAL	729.78
4500019802	7/25/2018	Kaman Industrial Technologies	B140-BUS CHASSIS	1,691.29
4500019803	7/25/2018	Insultech LLC	B200-BUS PWR TRAIN EQUIP	898.10
4500019804	7/25/2018	Supreme Oil Company	A120-AUTO/TRUCK GASOLINE	1,978.97
4500019805	7/25/2018	Taymark	G250-NOVELTIES & AWARDS	872.34
4500019806	7/25/2018	Gillig LLC	B130-BUS BODY	1,640.03
4500019807	7/25/2018	Cummins Pacific LLC	B250-BUS REPAIR PARTS	2,330.64
4500019808	7/25/2018	Prochem Specialty Products Inc	G180-JANITORIAL SUPPLIES	1,898.77
4500019809	7/25/2018	Madden Construction Inc	P280-GENERAL SVC AGRMNTS	992.80
4500019810	7/25/2018	JKL Cleaning Systems	P130-EQUIP MAINT REPR SVC	314.27
4500019811	7/25/2018	Jacobs Engineering Group Inc	C120-SPECIALTY CONTRACTOR	1,134.00
4500019812	7/25/2018	Reid and Clark Screen Arts Co	P210-NON-REV VEH REPAIRS	60.88
4500019813	7/25/2018	Home Depot USA Inc	G130-SHOP TOOLS	630.20
4500019814	7/25/2018	A.M. Best Company Inc	C120-SPECIALTY CONTRACTOR	189.00
4500019815	7/25/2018	Charter Industrial Supply Inc	R220-RAIL/LRV TRUCKS	22,818.22
4500019816	7/25/2018	Dell Marketing L.P.	I110-INFORMATION TECH	28,172.54
4500019817	7/26/2018	CASEI	F180-BUILDING MATERIALS	595.86
4500019818	7/26/2018	JKL Cleaning Systems	P130-EQUIP MAINT REPR SVC	253.20
4500019819	7/26/2018	Airgas Inc	G190-SAFETY/MED SUPPLIES	182.84
4500019820	7/26/2018	San Diego Testing	P260-TESTING & ANALYSIS	360.00
4500019821	7/26/2018	Shilpark Paint Corp.	G160-PAINTS & CHEMICALS	1,336.12
4500019822	7/26/2018	Transit Holdings Inc	B130-BUS BODY	11,690.00
4500019823	7/26/2018	Cummins Pacific LLC	B200-BUS PWR TRAIN EQUIP	2,330.64
4500019824	7/26/2018	Pressnet Express Inc	G230-PRINTED MATERIALS	2,973.90
4500019825	7/26/2018	Steven Timme	G230-PRINTED MATERIALS	1,186.33
4500019826	7/26/2018	Transit Holdings Inc	B130-BUS BODY	1,007.97
4500019827	7/26/2018	Nth Generation Computing Inc	I110-INFORMATION TECH	2,260.00
4500019828	7/26/2018	Transit Holdings Inc	B160-BUS ELECTRICAL	4,131.01
4500019829	7/26/2018	Steven Timme	G230-PRINTED MATERIALS	126.68
4500019830	7/26/2018	Transit Holdings Inc	B140-BUS CHASSIS	2,498.20
4500019831	7/26/2018	R.S. Hughes Co Inc	G140-SHOP SUPPLIES	228.65
4500019832	7/26/2018	Western-Cullen-Hayes Inc	M130-CROSSING MECHANISM	1,711.08
4500019833	7/26/2018	Dartco Transmission	B200-BUS PWR TRAIN EQUIP	1,231.74
4500019834	7/26/2018	Jeyco Products Inc	G140-SHOP SUPPLIES	248.30
4500019835	7/26/2018	Home Depot USA Inc	G140-SHOP SUPPLIES	1,009.08
4500019836	7/26/2018	San Diego Seal Inc	R140-RAIL/LRV DOORS/RAMP	1,309.36
4500019837	7/26/2018	R.B. Hornberger Co Inc	G140-SHOP SUPPLIES	388.44
4500019838	7/26/2018	Professional Contractors Supplies	G140-SHOP SUPPLIES	1,535.07

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PO Number	PO Date	Name	Material Group	PO Value
4500019839	7/26/2018	ASPEN Refrigerants Inc	G140-SHOP SUPPLIES	820.25
4500019840	7/26/2018	R.S. Hughes Co Inc	G140-SHOP SUPPLIES	947.34
4500019841	7/26/2018	Muncie Transit Supply	B130-BUS BODY	1,457.30
4500019842	7/26/2018	Allied Refrigeration Inc	R170-RAIL/LRV HVAC	292.22
4500019843	7/26/2018	Staples Contract & Commercial Inc	G200-OFFICE SUPPLIES	79.47
4500019844	7/26/2018	Transit Products and Services	B250-BUS REPAIR PARTS	2,963.13
4500019845	7/26/2018	Buswest LLC	B250-BUS REPAIR PARTS	2,085.57
4500019846	7/26/2018	Freeby Signs	B250-BUS REPAIR PARTS	39.76
4500019847	7/26/2018	Valley Power Systems Inc	B250-BUS REPAIR PARTS	1,131.38
4500019849	7/26/2018	Standard Bent Glass Corp	R120-RAIL/LRV CAR BODY	19,240.11
4500019850	7/26/2018	Siemens Mobility, Inc.	R160-RAIL/LRV ELECTRICAL	91.05
4500019851	7/26/2018	Whitson Contracting &	P280-GENERAL SVC AGRMNTS	25,313.70
4500019852	7/26/2018	Cummins Pacific LLC	B250-BUS REPAIR PARTS	1,170.73
4500019853	7/26/2018	Mohawk Mfg & Supply Co	B200-BUS PWR TRAIN EQUIP	210.78
4500019855	7/26/2018	Team One Repair Inc	G290-FARE REVENUE EQUIP	106.68
4500019856	7/26/2018	Staples Contract & Commercial Inc	G200-OFFICE SUPPLIES	284.42
4500019857	7/26/2018	Citywide Auto Glass Inc	P210-NON-REV VEH REPAIRS	335.76
4500019858	7/27/2018	Southern Counties Oil Co, LP	G170-LUBRICANTS	5,740.92
4500019859	7/27/2018	Mcmaster-Carr Supply Co	P220-REV VEHICLE CLEANING	232.76
4500019860	7/27/2018	Tacos & Gorditas para sus Fiestas	P440-CATERING SERVICES	6,160.00
4500019862	7/27/2018	Westinghouse Air Brake	R140-RAIL/LRV DOORS/RAMP	2,317.31
4500019863	7/27/2018	Mohawk Mfg & Supply Co	B140-BUS CHASSIS	448.50
4500019864	7/27/2018	W.W. Grainger Inc	F110-SHOP/BLDG MACHINERY	553.07
4500019865	7/27/2018	Barry Sandler Enterprises	G180-JANITORIAL SUPPLIES	963.29
4500019866	7/27/2018	Corodata Records Management Inc	P400-FINANCIAL & AUDIT	23,800.00
4500019867	7/27/2018	Elkhart Brass Manufacturing Co.	B130-BUS BODY	458.05
4500019868	7/27/2018	Merrimac Petroleum Inc	B180-BUS DIESEL	8,346.08
4500019869	7/27/2018	Gillig LLC	B130-BUS BODY	1,863.17
4500019870	7/27/2018	Gillig LLC	B250-BUS REPAIR PARTS	6,065.38
4500019871	7/27/2018	Industrial Maintenance Supply LLC	G150-FASTENERS	19.66
4500019872	7/27/2018	West-Lite Supply Co Inc	M110-SUB STATION	1,011.49
4500019873	7/27/2018	Siemens Mobility, Inc.	R120-RAIL/LRV CAR BODY	1,682.52
4500019874	7/27/2018	Harbor Diesel & Equipment	B250-BUS REPAIR PARTS	5,358.67
4500019875	7/27/2018	Glass & Screens Etc	F180-BUILDING MATERIALS	1,264.50
4500019876	7/27/2018	Ace Uniforms & Accessories	G240-UNIFORM PROCUREMENT	621.60
4500019877	7/27/2018	Romaine Electric Corporation	M130-CROSSING MECHANISM	1,654.60
4500019878	7/27/2018	California Stamp Company	P280-GENERAL SVC AGRMNTS	259.40
4500019879	7/27/2018	W.W. Grainger Inc	M110-SUB STATION	281.84
4500019880	7/27/2018	Waxie's Enterprises Inc.	G180-JANITORIAL SUPPLIES	137.33
4500019881	7/30/2018	Transit Holdings Inc	B250-BUS REPAIR PARTS	414.73
4500019882	7/30/2018	TK Services Inc	B250-BUS REPAIR PARTS	1,646.83
4500019883	7/30/2018	Genuine Parts Co	B250-BUS REPAIR PARTS	48.58
4500019884	7/30/2018	S&A Systems Inc	P110-BLDG MAINTENANCE	658.36
4500019885	7/30/2018	NASG Holding Inc	R120-RAIL/LRV CAR BODY	2,524.59
4500019886	7/30/2018	Transit Holdings Inc	B160-BUS ELECTRICAL	2,790.83
4500019887	7/30/2018	Curbell Plastics Inc	B130-BUS BODY	591.36
4500019888	7/30/2018	Tribologik Corporation	G140-SHOP SUPPLIES	1,831.75
4500019889	7/30/2018	Harbor Diesel & Equipment	G170-LUBRICANTS	2,668.59
4500019890	7/30/2018	Battery Power Inc.	B160-BUS ELECTRICAL	8,078.93
4500019891	7/30/2018	Waxie's Enterprises Inc.	G180-JANITORIAL SUPPLIES	3,087.60
4500019892	7/30/2018	Cummins Pacific LLC	B250-BUS REPAIR PARTS	220.00
4500019893	7/30/2018	Citywide Auto Glass Inc	R120-RAIL/LRV CAR BODY	1,910.41
4500019894	7/30/2018	Steven Timme	G110-BUS/TROLLEY SIGNAGE	200.85
4500019895	7/30/2018	Harbor Diesel & Equipment	B250-BUS REPAIR PARTS	2,195.92
4500019896	7/30/2018	Professional Contractors Supplies	G160-PAINTS & CHEMICALS	581.24
4500019897	7/30/2018	Super Welding of Southern CA	R220-RAIL/LRV TRUCKS	1,842.53
4500019898	7/30/2018	Pressnet Express Inc	G230-PRINTED MATERIALS	258.60
4500019899	7/30/2018	Sherwin Williams Company	B250-BUS REPAIR PARTS	1,887.61
4500019900	7/30/2018	J. Perez Associates Inc.	B250-BUS REPAIR PARTS	484.88
4500019901	7/30/2018	Cummins Pacific LLC	B250-BUS REPAIR PARTS	220.00

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PO Number	PO Date	Name	Material Group	PO Value
4500019902	7/30/2018	Cummins Pacific LLC	B120-BUS MECHANICAL PARTS	2,376.87
4500019903	7/30/2018	Industrial Maintenance Supply LLC	G150-FASTENERS	186.00
4500019904	7/30/2018	Muncie Transit Supply	B140-BUS CHASSIS	2,340.92
4500019905	7/30/2018	Soco Group Inc	A120-AUTO/TRUCK GASOLINE	12,346.50
4500019906	7/30/2018	Supreme Oil Company	A120-AUTO/TRUCK GASOLINE	25,387.47
4500019907	7/30/2018	America Fujikura LTD	M120-OVRHEAD CATENARY SYS	3,323.76
4500019908	7/30/2018	Asbury Environmental Services	B200-BUS PWR TRAIN EQUIP	1,074.81
4500019910	7/30/2018	Airgas Inc	G140-SHOP SUPPLIES	4,774.55
4500019911	7/30/2018	Reid and Clark Screen Arts Co	P210-NON-REV VEH REPAIRS	245.03
4500019912	7/31/2018	Steven Timme	G230-PRINTED MATERIALS	302.84
4500019913	7/31/2018	UC Regents	P310-ADVERTISING SERVICES	70,990.40
4500019914	7/31/2018	Transit Holdings Inc	B120-BUS MECHANICAL PARTS	2,607.24
4500019915	7/31/2018	Mark Carass	C110-GENERAL CONTRACTORS	984.00
4500019916	7/31/2018	University of San Diego	P310-ADVERTISING SERVICES	31,316.16
4500019917	7/31/2018	Waxie's Enterprises Inc.	G140-SHOP SUPPLIES	1,577.57
4500019918	7/31/2018	Associated Students of SDSU	P310-ADVERTISING SERVICES	64,958.32
4500019919	7/31/2018	San Diego Community	P310-ADVERTISING SERVICES	26,862.40
4500019920	7/31/2018	Transit Holdings Inc	B140-BUS CHASSIS	1,470.67
4500019921	7/31/2018	Rush Truck Centers of California	B110-BUS HVAC SYSTEMS	2,868.30
4500019922	7/31/2018	Harbor Diesel & Equipment	G170-LUBRICANTS	2,668.59
4500019923	7/31/2018	W.W. Grainger Inc	B130-BUS BODY	343.73
4500019924	7/31/2018	Kaman Industrial Technologies	B120-BUS MECHANICAL PARTS	2,547.90
4500019926	7/31/2018	The Truck Lighthouse	G140-SHOP SUPPLIES	397.93
4500019927	7/31/2018	Charter Industrial Supply Inc	B160-BUS ELECTRICAL	2,144.03
4500019928	7/31/2018	Freeby Signs	B250-BUS REPAIR PARTS	450.30
4500019929	7/31/2018	Western Pump Inc	F110-SHOP/BLDG MACHINERY	885.00
4500019930	7/31/2018	Cubic Transportation Systems	B190-BUS FARE EQUIP	808.13
4500019931	7/31/2018	Prochem Specialty Products Inc	G180-JANITORIAL SUPPLIES	1,582.31
4500019932	7/31/2018	Culligan of San Diego	G140-SHOP SUPPLIES	2,006.00
4500019933	7/31/2018	Team One Repair Inc	G290-FARE REVENUE EQUIP	411.61
4500019934	7/31/2018	Jeyco Products Inc	G130-SHOP TOOLS	40.73
4500019935	7/31/2018	Industrial Maintenance Supply LLC	G150-FASTENERS	129.78
4500019936	7/31/2018	B & S Graphics Inc	B130-BUS BODY	809.36
4500019937	7/31/2018	Transit Holdings Inc	B250-BUS REPAIR PARTS	246.98
4500019938	7/31/2018	NS Corporation	F110-SHOP/BLDG MACHINERY	3,286.38
4500019939	7/31/2018	Frank Gigliotti	P110-BLDG MAINTENANCE	750.00
4500019940	8/1/2018	GCCCD	P310-ADVERTISING SERVICES	9,670.59
4500019941	8/1/2018	Sherwin Williams Company	B250-BUS REPAIR PARTS	1,597.87
4500019942	8/1/2018	CED, Inc.	F110-SHOP/BLDG MACHINERY	892.17
4500019943	8/1/2018	Mouser Electronics Inc	B250-BUS REPAIR PARTS	48.49
4500019944	8/1/2018	W.W. Grainger Inc	G170-LUBRICANTS	673.57
4500019945	8/1/2018	Apollo Video Technology	P280-GENERAL SVC AGRMNTS	11,488.82
4500019946	8/1/2018	Aslan Capital Inc	G180-JANITORIAL SUPPLIES	841.74
4500019947	8/1/2018	3D Art Expo LLC	P310-ADVERTISING SERVICES	5,400.00
4500019948	8/1/2018	APD Incorporated	G140-SHOP SUPPLIES	250.03
4500019949	8/1/2018	Kaman Industrial Technologies	B120-BUS MECHANICAL PARTS	1,727.73
4500019950	8/1/2018	Prudential Overall Supply	C120-SPECIALTY CONTRACTOR	1,040.00
4500019951	8/1/2018	Chromate Industrial Corporation	G130-SHOP TOOLS	984.00
4500019952	8/1/2018	Transit Holdings Inc	B130-BUS BODY	10,317.40
4500019953	8/1/2018	Gillig LLC	B160-BUS ELECTRICAL	5,625.68
4500019954	8/1/2018	Cummins Pacific LLC	B200-BUS PWR TRAIN EQUIP	7,359.04
4500019955	8/1/2018	Sherwin Williams Company	F120-BUS/LRV PAINT BOOTHS	496.78
4500019956	8/1/2018	Staples Contract & Commercial Inc	G200-OFFICE SUPPLIES	2,195.46
4500019957	8/1/2018	E&E Industries	F110-SHOP/BLDG MACHINERY	1,564.97
4500019958	8/1/2018	Transit Holdings Inc	G130-SHOP TOOLS	627.52
4500019959	8/1/2018	Wesco Distribution Inc	F110-SHOP/BLDG MACHINERY	297.39
4500019960	8/1/2018	Cummins Pacific LLC	P190-REV VEHICLE REPAIRS	220.00
4500019961	8/1/2018	Waxie's Enterprises Inc.	G140-SHOP SUPPLIES	413.33
4500019962	8/1/2018	Transit Holdings Inc	B160-BUS ELECTRICAL	2,217.95
4500019963	8/1/2018	Sportworks Northwest Inc	B130-BUS BODY	517.20

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PO Number	PO Date	Name	Material Group	PO Value
4500019964	8/1/2018	Cummins Pacific LLC	B200-BUS PWR TRAIN EQUIP	2,330.64
4500019966	8/2/2018	Shilpark Paint Corp.	G160-PAINTS & CHEMICALS	948.21
4500019967	8/2/2018	Transit Holdings Inc	B140-BUS CHASSIS	2,163.30
4500019968	8/2/2018	U.S. Healthworks Medical Group PC	P480-EE MAINTENANCE	44,979.00
4500019969	8/2/2018	Transit Holdings Inc	B200-BUS PWR TRAIN EQUIP	494.25
4500019970	8/2/2018	Costco	P440-CATERING SERVICES	578.95
4500019971	8/2/2018	Transit Holdings Inc	B160-BUS ELECTRICAL	876.68
4500019972	8/2/2018	United Refrigeration Inc	G170-LUBRICANTS	213.61
4500019973	8/2/2018	Gillig LLC	B160-BUS ELECTRICAL	1,951.32
4500019974	8/2/2018	Soco Group Inc	B180-BUS DIESEL	8,317.02
4500019975	8/2/2018	Soco Group Inc	A120-AUTO/TRUCK GASOLINE	24,851.12
4500019976	8/2/2018	Waxie's Enterprises Inc.	G180-JANITORIAL SUPPLIES	1,958.33
4500019977	8/2/2018	Reid and Clark Screen Arts Co	R120-RAIL/LRV CAR BODY	1,462.30
4500019978	8/2/2018	Total Filtration Services Inc	R230-RAIL/LRV MECHANICAL	2,208.61
4500019979	8/2/2018	P & R Paper Supply Company Inc	G140-SHOP SUPPLIES	196.05
4500019980	8/2/2018	Knorr Brake Company	R220-RAIL/LRV TRUCKS	2,809.58
4500019981	8/2/2018	Jankovich Company	G170-LUBRICANTS	3,120.18
4500019982	8/2/2018	National Electric Gate Co., Inc.	M130-CROSSING MECHANISM	9,891.45
4500019983	8/2/2018	Tennant Sales & Serv Co	P130-EQUIP MAINT REPR SVC	1,918.78
4500019984	8/2/2018	Praxair Distribution Inc.	G130-SHOP TOOLS	240.11
4500019985	8/2/2018	Kenneth Place	F190-LANDSCAPING MAT'LS	86.16
4500019986	8/2/2018	Myers & Sons Hi-Way Safety Inc	T150-TRACK, BRIDGES	179.51
4500019987	8/2/2018	Anderson & Brabant, Inc.	P550-REAL ESTATE	4,750.00
4500019988	8/3/2018	Transit Holdings Inc	B250-BUS REPAIR PARTS	1,543.76
4500019989	8/3/2018	Home Depot USA Inc	G180-JANITORIAL SUPPLIES	228.03
4500019990	8/3/2018	Gillig LLC	B130-BUS BODY	6,836.20
4500019991	8/3/2018	Professional Contractors Supplies	G140-SHOP SUPPLIES	428.08
4500019992	8/3/2018	Carlos Guzman Inc	R120-RAIL/LRV CAR BODY	1,185.25
4500019993	8/3/2018	Transit Holdings Inc	B250-BUS REPAIR PARTS	528.89
4500019994	8/3/2018	California Sheet Metal Works	R160-RAIL/LRV ELECTRICAL	992.39
4500019995	8/3/2018	Willy's Electronic Supply Co	M180-STATION ELECTRICAL	54.94
4500019996	8/3/2018	Western-Cullen-Hayes Inc	M130-CROSSING MECHANISM	276.70
4500019997	8/3/2018	Staples Contract & Commercial Inc	P540-MAINTENANCE TRAINING	304.29
4500019998	8/3/2018	Mcmaster-Carr Supply Co	F110-SHOP/BLDG MACHINERY	77.33
4500019999	8/3/2018	DESIGN ENGINEERING INC	R160-RAIL/LRV ELECTRICAL	526.64
4500020000	8/3/2018	Transit Holdings Inc	B250-BUS REPAIR PARTS	1,133.65
4500020001	8/3/2018	Staples Contract & Commercial Inc	G200-OFFICE SUPPLIES	605.63
4500020002	8/3/2018	Cummins Pacific LLC	P190-REV VEHICLE REPAIRS	1,165.32
4500020003	8/3/2018	Willy's Electronic Supply Co	B160-BUS ELECTRICAL	1,133.70
4500020004	8/3/2018	Staples Contract & Commercial Inc	G200-OFFICE SUPPLIES	3,482.48
4500020005	8/3/2018	Mohawk Mfg & Supply Co	B140-BUS CHASSIS	135.55
4500020006	8/3/2018	SiteOne Landscape Supply Holding	F190-LANDSCAPING MAT'LS	1,100.10
4500020007	8/3/2018	Anthony J. Basile	G180-JANITORIAL SUPPLIES	1,069.25
4500020008	8/3/2018	Airgas Inc	G190-SAFETY/MED SUPPLIES	3,126.30
4500020009	8/3/2018	E W Truck & Equipment Co Inc	B120-BUS MECHANICAL PARTS	1,064.78
4500020010	8/3/2018	R.B. Hornberger Co Inc	G140-SHOP SUPPLIES	678.83
4500020011	8/3/2018	Romaine Electric Corporation	B160-BUS ELECTRICAL	1,585.47
4500020012	8/3/2018	Beverly Christensen	T110-TRACK, RAIL	11,173.72
4500020013	8/3/2018	24 Hour Fitness USA Inc	P280-GENERAL SVC AGRMNTS	1,500.00
4500020014	8/3/2018	Industrial Maintenance Supply LLC	G150-FASTENERS	79.33
4500020015	8/3/2018	Luminator Mass Transit, LLC	R120-RAIL/LRV CAR BODY	1,018.82
4500020016	8/3/2018	Siemens Mobility, Inc.	R190-RAIL/LRV PANTOGRAPH	15,002.80
4500020017	8/3/2018	W.W. Grainger Inc	M110-SUB STATION	650.64
4500020018	8/3/2018	OneSource Distributors, LLC	G190-SAFETY/MED SUPPLIES	1,128.25
4500020019	8/6/2018	Willy's Electronic Supply Co	M110-SUB STATION	1,958.33
4500020020	8/6/2018	Mohawk Mfg & Supply Co	B160-BUS ELECTRICAL	550.83
4500020021	8/6/2018	Gillig LLC	B200-BUS PWR TRAIN EQUIP	1,142.45
4500020022	8/6/2018	Cummins Pacific LLC	B200-BUS PWR TRAIN EQUIP	459.06
4500020023	8/6/2018	Siemens Mobility, Inc.	M130-CROSSING MECHANISM	203.15
4500020024	8/6/2018	Southern Counties Lubricants LLC	G170-LUBRICANTS	755.46

Purchase Orders				
PO Number	PO Date	Name	Material Group	PO Value
4500020025	8/6/2018	Mcmaster-Carr Supply Co	G140-SHOP SUPPLIES	92.85
4500020026	8/6/2018	Romaine Electric Corporation	M140-WAYSIDE SIGNALS	782.27
4500020027	8/6/2018	Siemens Mobility, Inc.	M130-CROSSING MECHANISM	973.39
4500020028	8/6/2018	General Auto Repair	B250-BUS REPAIR PARTS	81.91
4500020029	8/6/2018	Luminator Mass Transit, LLC	B250-BUS REPAIR PARTS	508.58
4500020030	8/6/2018	Cummins Pacific LLC	B160-BUS ELECTRICAL	6,531.41
4500020031	8/6/2018	Merrimac Petroleum Inc	B180-BUS DIESEL	8,248.65
4500020032	8/6/2018	Delphin Computer Supply	G200-OFFICE SUPPLIES	301.70
4500020033	8/6/2018	Culligan of San Diego	G140-SHOP SUPPLIES	2,080.80
4500020034	8/6/2018	Waxie's Enterprises Inc.	G140-SHOP SUPPLIES	395.62
4500020035	8/6/2018	Acuity Specialty Products Inc	G180-JANITORIAL SUPPLIES	660.07
4500020036	8/6/2018	Rush Truck Centers of California	B250-BUS REPAIR PARTS	1,176.42
4500020037	8/6/2018	Transit Holdings Inc	B130-BUS BODY	852.77
4500020038	8/6/2018	James W. Doering	P180-LEASES, OTHER	6,000.00
4500020039	8/6/2018	Sportworks Northwest Inc	B130-BUS BODY	86.20
4500020040	8/6/2018	W.W. Grainger Inc	G140-SHOP SUPPLIES	44.09
4500020041	8/6/2018	Waxie's Enterprises Inc.	G180-JANITORIAL SUPPLIES	593.92
4500020042	8/6/2018	Muncie Transit Supply	B140-BUS CHASSIS	1,982.35
4500020043	8/6/2018	Transit Holdings Inc	B130-BUS BODY	2,064.52
4500020044	8/6/2018	Kurt Morgan	G200-OFFICE SUPPLIES	402.91
4500020045	8/6/2018	Staples Contract & Commercial Inc	G200-OFFICE SUPPLIES	933.44
4500020046	8/6/2018	Delphin Computer Supply	G200-OFFICE SUPPLIES	127.15
4500020047	8/6/2018	Airgas Inc	G140-SHOP SUPPLIES	63.10
4500020048	8/6/2018	Casco Equipment Corp	P280-GENERAL SVC AGRMNTS	990.00
4500020049	8/6/2018	Mott MacDonald Group Inc	P520-A & E/DESIGN	14,538.07
4500020050	8/7/2018	Cubic Transportation Systems	G290-FARE REVENUE EQUIP	3,449.66
4500020051	8/7/2018	FinishMaster Inc	R240-RAIL/LRV REPR PARTS	2,762.79
4500020052	8/7/2018	Annex Automotive and	F120-BUS/LRV PAINT BOOTHS	3,815.96
4500020053	8/7/2018	Soco Group Inc	A120-AUTO/TRUCK GASOLINE	11,976.60
4500020054	8/7/2018	Transit Holdings Inc	B160-BUS ELECTRICAL	1,343.96
4500020055	8/7/2018	Transit Holdings Inc	B200-BUS PWR TRAIN EQUIP	5,690.52
4500020056	8/7/2018	Siemens Mobility, Inc.	R160-RAIL/LRV ELECTRICAL	13,511.85
4500020057	8/7/2018	Muncie Transit Supply	B200-BUS PWR TRAIN EQUIP	219.59
4500020058	8/7/2018	Vinyard Doors	P120-BLDG/FACILITY REPRS	737.00
4500020059	8/7/2018	Transit Holdings Inc	B250-BUS REPAIR PARTS	2,829.43
4500020060	8/7/2018	Gillig LLC	B130-BUS BODY	244.01
4500020061	8/7/2018	San Diego Seal Inc	R230-RAIL/LRV MECHANICAL	665.64
4500020062	8/7/2018	Shilpark Paint Corp.	G160-PAINTS & CHEMICALS	1,185.25
4500020063	8/7/2018	California Stamp Company	P280-GENERAL SVC AGRMNTS	3,213.00
4500020064	8/7/2018	Allied Refrigeration Inc	R170-RAIL/LRV HVAC	1,472.29
4500020065	8/7/2018	Supreme Oil Company	A120-AUTO/TRUCK GASOLINE	1,941.98
4500020066	8/7/2018	R.S. Hughes Co Inc	G160-PAINTS & CHEMICALS	687.61
4500020067	8/7/2018	Gillig LLC	B250-BUS REPAIR PARTS	110.85
4500020068	8/7/2018	National Railway Supply LLC	M130-CROSSING MECHANISM	6,671.55
4500020069	8/7/2018	Airgas Inc	G140-SHOP SUPPLIES	369.17
4500020070	8/7/2018	Home Depot USA Inc	G180-JANITORIAL SUPPLIES	302.07
4500020071	8/7/2018	Nth Generation Computing Inc	I140-IT CAPITAL SOFTWARE	14,294.00
4500020072	8/7/2018	Transit Holdings Inc	B200-BUS PWR TRAIN EQUIP	984.56
4500020073	8/7/2018	Gillig LLC	B250-BUS REPAIR PARTS	36.44
4500020074	8/7/2018	R.B. Hornberger Co Inc	M150-PWR SWITCHES/LOCKS	712.77
4500020075	8/7/2018	Chromate Industrial Corporation	G150-FASTENERS	948.80
4500020076	8/7/2018	Steven Timme	G230-PRINTED MATERIALS	1,260.45
4500020077	8/7/2018	Matthias Moos	M120-OVRHEAD CATENARY SYS	2,009.56
4500020078	8/7/2018	SouthComm Business Media, LLC	P310-ADVERTISING SERVICES	3,250.00
4500020079	8/7/2018	Charter Industrial Supply Inc	R220-RAIL/LRV TRUCKS	30,424.29
4500020080	8/7/2018	F-1 Marketing Group	G230-PRINTED MATERIALS	528.22
4500020081	8/7/2018	Mission Janitorial Supplies	G180-JANITORIAL SUPPLIES	242.87
4500020082	8/7/2018	Steven Timme	G110-BUS/TROLLEY SIGNAGE	127.76
4500020083	8/7/2018	CDW LLC	I110-INFORMATION TECH	171.51
4500020084	8/8/2018	Transit Holdings Inc	B250-BUS REPAIR PARTS	940.88



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PO Number	PO Date	Name	Material Group	PO Value
4500020085	8/8/2018	Cubic Transportation Systems	B190-BUS FARE EQUIP	183.09
4500020086	8/8/2018	Communications Usa Inc	P130-EQUIP MAINT REPR SVC	15,291.22
4500020087	8/8/2018	Jones & Bartlett Learning, LLC	P540-MAINTENANCE TRAINING	2,231.78
4500020088	8/8/2018	Transit Holdings Inc	B250-BUS REPAIR PARTS	1,336.19
4500020089	8/8/2018	W.W. Grainger Inc	P280-GENERAL SVC AGRMNTS	90.94
4500020090	8/8/2018	Downstream Services, Inc.	P280-GENERAL SVC AGRMNTS	2,720.00
4500020091	8/9/2018	Knorr Brake Company	R220-RAIL/LRV TRUCKS	1,471.80
4500020092	8/9/2018	IPD Packaging Inc.	G140-SHOP SUPPLIES	235.52
4500020093	8/9/2018	Sutrak Corporation	R170-RAIL/LRV HVAC	510.30
4500020094	8/9/2018	Siemens Mobility, Inc.	R220-RAIL/LRV TRUCKS	62,137.27
4500020095	8/9/2018	Daniels Tire Service	P210-NON-REV VEH REPAIRS	128.37
4500020096	8/9/2018	West End Holdings Inc	P260-TESTING & ANALYSIS	75.00
4500020097	8/9/2018	Smart Car Care Products Inc	R240-RAIL/LRV REPR PARTS	467.47
4500020098	8/9/2018	Transit Holdings Inc	B250-BUS REPAIR PARTS	450.26
4500020099	8/9/2018	Jacobs Engineering Group Inc	C110-GENERAL CONTRACTORS	504.00
4500020100	8/9/2018	Victor Stanley Inc	M200-YARD FACILITIES	5,948.86
4500020101	8/9/2018	Gillig LLC	B250-BUS REPAIR PARTS	3,363.73
4500020102	8/9/2018	Matthias Moos	M120-OVRHEAD CATENARY SYS	4,562.68
4500020103	8/9/2018	Siemens Mobility, Inc.	R160-RAIL/LRV ELECTRICAL	6,488.71
4500020104	8/9/2018	Gillig LLC	B250-BUS REPAIR PARTS	92.68
4500020105	8/9/2018	R.S. Hughes Co Inc	G140-SHOP SUPPLIES	371.96
4500020106	8/9/2018	Freeby Signs	B250-BUS REPAIR PARTS	422.17
4500020107	8/9/2018	Ansaldo Sts Usa Inc	M130-CROSSING MECHANISM	612.21
4500020108	8/9/2018	Chromate Industrial Corporation	R190-RAIL/LRV PANTOGRAPH	100.23
4500020109	8/9/2018	Learnsoft Consulting Inc	P490-MANAGEMENT TRAINING	15,000.00
4500020110	8/9/2018	Tacos & Gorditas para sus Fiestas	P440-CATERING SERVICES	2,310.00
4500020111	8/10/2018	Chromate Industrial Corporation	R240-RAIL/LRV REPR PARTS	1,474.02
4500020112	8/10/2018	Industrial Maintenance Supply LLC	G150-FASTENERS	126.76
4500020113	8/10/2018	Recaro North America Inc	R200-RAIL/LRV SEATING	885.76
4500020114	8/10/2018	Nubs Plastics Inc	G290-FARE REVENUE EQUIP	376.59
4500020115	8/10/2018	Mohawk Mfg & Supply Co	B140-BUS CHASSIS	54.50
4500020116	8/10/2018	W.W. Grainger Inc	R230-RAIL/LRV MECHANICAL	123.82
4500020117	8/10/2018	W.W. Grainger Inc	G130-SHOP TOOLS	160.36
4500020118	8/10/2018	Office Solutions	G280-FARE MATERIALS	61.58
4500020119	8/10/2018	Transit Holdings Inc	B120-BUS MECHANICAL PARTS	469.36
4500020120	8/10/2018	Sunroad Automotive Collision Center	P210-NON-REV VEH REPAIRS	9,087.03
4500020121	8/10/2018	E W Truck & Equipment Co Inc	B140-BUS CHASSIS	15.90
4500020122	8/10/2018	Dunn-Edwards Corporation	F110-SHOP/BLDG MACHINERY	54.46
4500020123	8/10/2018	Home Depot USA Inc	G130-SHOP TOOLS	278.00
4500020124	8/10/2018	Buswest LLC	B250-BUS REPAIR PARTS	1,368.90
4500020125	8/10/2018	Staples Contract & Commercial Inc	G210-OFFICE FURNITURE	432.92
4500020126	8/10/2018	W.W. Grainger Inc	P280-GENERAL SVC AGRMNTS	801.66
4500020127	8/10/2018	Golden State Supply LLC	G140-SHOP SUPPLIES	113.02
4500020128	8/10/2018	Mohawk Mfg & Supply Co	B140-BUS CHASSIS	255.95
4500020129	8/10/2018	Supreme Oil Company	A120-AUTO/TRUCK GASOLINE	24,046.58
4500020130	8/10/2018	Annex Automotive and	F120-BUS/LRV PAINT BOOTHS	6,083.88
4500020131	8/10/2018	HI-TEC Enterprises	R160-RAIL/LRV ELECTRICAL	1,244.52
4500020132	8/10/2018	Soco Group Inc	B180-BUS DIESEL	8,307.53
4500020133	8/10/2018	Transit Holdings Inc	B130-BUS BODY	10,279.83
4500020134	8/10/2018	Cummins Pacific LLC	B140-BUS CHASSIS	12,609.40
4500020135	8/10/2018	Gillig LLC	B160-BUS ELECTRICAL	278.02
4500020136	8/10/2018	Home Depot USA Inc	P120-BLDG/FACILITY REPRS	292.53
4500020137	8/10/2018	CDW LLC	I110-INFORMATION TECH	289.42
4500020138	8/10/2018	F-1 Marketing Group	P310-ADVERTISING SERVICES	1,200.99
4500020139	8/13/2018	Siemens Mobility, Inc.	M150-PWR SWITCHES/LOCKS	926.65
4500020140	8/13/2018	HI-TEC Enterprises	R220-RAIL/LRV TRUCKS	5,118.13
4500020141	8/13/2018	Sid Tool Co	G180-JANITORIAL SUPPLIES	282.20
4500020142	8/13/2018	Citywide Auto Glass Inc	B130-BUS BODY	485.45
4500020143	8/13/2018	R.B. Hornberger Co Inc	G130-SHOP TOOLS	17,277.72
4500020144	8/13/2018	Praxair Distribution Inc.	G130-SHOP TOOLS	420.63

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PO Number	PO Date	Name	Material Group	PO Value
4500020145	8/13/2018	Steven Timme	G230-PRINTED MATERIALS	521.05
4500020146	8/13/2018	Harbor Diesel & Equipment	G170-LUBRICANTS	2,668.59
4500020147	8/13/2018	Romaine Electric Corporation	B160-BUS ELECTRICAL	1,579.06
4500020148	8/13/2018	Dunn-Edwards Corporation	G140-SHOP SUPPLIES	11.30
4500020149	8/13/2018	Kurt Morgan	G200-OFFICE SUPPLIES	665.70
4500020150	8/13/2018	Asbury Environmental Services	B200-BUS PWR TRAIN EQUIP	2,456.70
4500020151	8/13/2018	M Power Truck & Diesel Repair	R230-RAIL/LRV MECHANICAL	465.00
4500020152	8/13/2018	Soco Group Inc	A120-AUTO/TRUCK GASOLINE	11,754.66
4500020153	8/13/2018	Waxie's Enterprises Inc.	G140-SHOP SUPPLIES	1,599.31
4500020154	8/13/2018	Charter Industrial Supply Inc	G130-SHOP TOOLS	235.06
4500020155	8/13/2018	SPX Corporation	G290-FARE REVENUE EQUIP	396.09
4500020156	8/13/2018	W.W. Grainger Inc	P280-GENERAL SVC AGRMNTS	237.37
4500020157	8/13/2018	Trentman Corporation	P280-GENERAL SVC AGRMNTS	96.92
4500020158	8/13/2018	Airgas Inc	G140-SHOP SUPPLIES	197.50
4500020159	8/13/2018	Willy's Electronic Supply Co	G130-SHOP TOOLS	343.73
4500020160	8/13/2018	Charter Industrial Supply Inc	R220-RAIL/LRV TRUCKS	793.94
4500020161	8/13/2018	West-Lite Supply Co Inc	R160-RAIL/LRV ELECTRICAL	104.09
4500020162	8/13/2018	California Sheet Metal Works	R160-RAIL/LRV ELECTRICAL	1,339.34
4500020163	8/13/2018	Cummins Pacific LLC	B200-BUS PWR TRAIN EQUIP	10,640.56
4500020164	8/13/2018	Home Depot USA Inc	G180-JANITORIAL SUPPLIES	305.27
4500020165	8/13/2018	Virginia Electronic & Lighting LLC	M140-WAYSIDE SIGNALS	2,181.95
4500020166	8/13/2018	GSG Printing Inc	G230-PRINTED MATERIALS	23,625.00
4500020167	8/13/2018	W.W. Grainger Inc	G180-JANITORIAL SUPPLIES	238.66
4500020168	8/13/2018	R.S. Hughes Co Inc	R120-RAIL/LRV CAR BODY	3,397.49
4500020169	8/13/2018	Rockwest Technology Group Inc	I110-INFORMATION TECH	658.00
4500020170	8/13/2018	Steven Timme	G110-BUS/TROLLEY SIGNAGE	68.49
4500020171	8/13/2018	Select Electric, Inc.	C120-SPECIALTY CONTRACTOR	1,595.50
4500020172	8/13/2018	The Gordian Group, Inc.	C120-SPECIALTY CONTRACTOR	47.54
4500020173	8/13/2018	Coast United Advertising	P310-ADVERTISING SERVICES	2,100.00
4500020174	8/14/2018	Gillig LLC	B160-BUS ELECTRICAL	3,100.86
4500020175	8/14/2018	W.W. Grainger Inc	B250-BUS REPAIR PARTS	243.09
4500020176	8/14/2018	W.W. Grainger Inc	G140-SHOP SUPPLIES	1,549.13
4500020177	8/14/2018	Mcmaster-Carr Supply Co	G140-SHOP SUPPLIES	101.33
4500020178	8/14/2018	National City Chamber of Commerce	P310-ADVERTISING SERVICES	510.00
4500020179	8/14/2018	Affinity Resources Company Inc	R160-RAIL/LRV ELECTRICAL	269.66
4500020180	8/14/2018	W.W. Grainger Inc	R230-RAIL/LRV MECHANICAL	1,095.31
4500020181	8/14/2018	Professional Contractors Supplies	G140-SHOP SUPPLIES	729.55
4500020182	8/14/2018	San Diego Friction Products, Inc.	B140-BUS CHASSIS	334.11
4500020183	8/14/2018	Transit Holdings Inc	B160-BUS ELECTRICAL	1,869.09
4500020184	8/14/2018	Romaine Electric Corporation	B160-BUS ELECTRICAL	610.60
4500020185	8/14/2018	Talx Corporation	P450-PERSONNEL SVCS	4,589.46
4500020186	8/14/2018	Transit Products and Services	B130-BUS BODY	5,926.25
4500020187	8/14/2018	Chromate Industrial Corporation	G140-SHOP SUPPLIES	205.81
4500020188	8/14/2018	Staples Contract & Commercial Inc	G200-OFFICE SUPPLIES	1,123.02
4500020189	8/14/2018	Transit Holdings Inc	B250-BUS REPAIR PARTS	2,208.46
4500020190	8/14/2018	Gillig LLC	B250-BUS REPAIR PARTS	494.70
4500020191	8/14/2018	America Fujikura LTD	M120-OVRHEAD CATENARY SYS	4,159.15
4500020192	8/14/2018	Vanderpol & Associates, Inc.	P340-LEGAL	19,623.00
4500020193	8/14/2018	W.W. Grainger Inc	B250-BUS REPAIR PARTS	14.23
4500020194	8/14/2018	SiteOne Landscape Supply Holding	F190-LANDSCAPING MAT'LS	986.43
4500020195	8/15/2018	Charter Industrial Supply Inc	R220-RAIL/LRV TRUCKS	2,094.02
4500020196	8/15/2018	Siemens Mobility, Inc.	R120-RAIL/LRV CAR BODY	1,017.17
4500020197	8/15/2018	Thompson Building Materials	R230-RAIL/LRV MECHANICAL	5,727.78
4500020198	8/15/2018	Staples Contract & Commercial Inc	G140-SHOP SUPPLIES	1,020.53
4500020199	8/15/2018	Mcmaster-Carr Supply Co	G130-SHOP TOOLS	720.89
4500020200	8/15/2018	TK Services Inc	B250-BUS REPAIR PARTS	326.09
4500020201	8/15/2018	APTA	P280-GENERAL SVC AGRMNTS	64,750.00
4500020202	8/15/2018	W.W. Grainger Inc	G130-SHOP TOOLS	188.70
4500020203	8/15/2018	Wesco Distribution Inc	G270-ELECTRICAL/LIGHTING	285.88
4500020204	8/15/2018	Kaman Industrial Technologies	B140-BUS CHASSIS	2,899.08

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PO Number	PO Date	Name	Material Group	PO Value
4500020205	8/15/2018	Prochem Specialty Products Inc	G180-JANITORIAL SUPPLIES	1,582.31
4500020206	8/15/2018	Jeyco Products Inc	G150-FASTENERS	155.55
4500020207	8/15/2018	United Refrigeration Inc	B110-BUS HVAC SYSTEMS	889.60
4500020208	8/15/2018	ASPEN Refrigerants Inc	G140-SHOP SUPPLIES	820.25
4500020209	8/15/2018	Prochem Specialty Products Inc	G170-LUBRICANTS	2,096.92
4500020210	8/15/2018	AxleTech International LLC	B140-BUS CHASSIS	455.92
4500020211	8/15/2018	Northwest Pump & Equipment Co	G130-SHOP TOOLS	583.32
4500020212	8/15/2018	Battery Systems Inc	B160-BUS ELECTRICAL	4,420.20
4500020213	8/15/2018	Mission Janitorial Supplies	G180-JANITORIAL SUPPLIES	66.86
4500020214	8/15/2018	Sid Tool Co	G130-SHOP TOOLS	84.32
4500020215	8/15/2018	Grah Safe & Lock Inc	R120-RAIL/LRV CAR BODY	151.94
4500020216	8/15/2018	R.S. Hughes Co Inc	G190-SAFETY/MED SUPPLIES	592.91
4500020217	8/15/2018	Gillig LLC	B160-BUS ELECTRICAL	2,739.01
4500020218	8/15/2018	Airgas Inc	G140-SHOP SUPPLIES	438.46
4500020219	8/15/2018	Staples Contract & Commercial Inc	G200-OFFICE SUPPLIES	561.28
4500020220	8/15/2018	Muncie Transit Supply	B110-BUS HVAC SYSTEMS	296.01
4500020221	8/15/2018	Romaine Electric Corporation	B160-BUS ELECTRICAL	7,217.11
4500020222	8/15/2018	Midwest Bus Corporation	B130-BUS BODY	301.32
4500020223	8/15/2018	HDR Engineering Inc	C130-CONSTRUCTION SVCS	93,624.30
4500020224	8/15/2018	Chromate Industrial Corporation	R160-RAIL/LRV ELECTRICAL	74.13
4500020225	8/15/2018	Brand Makers LLC	G250-NOVELTIES & AWARDS	691.20
4500020226	8/16/2018	CDW LLC	G200-OFFICE SUPPLIES	318.00
4500020227	8/16/2018	Office Depot	G200-OFFICE SUPPLIES	223.02
4500020228	8/16/2018	Staples Contract & Commercial Inc	G200-OFFICE SUPPLIES	172.38
4500020229	8/16/2018	Knorr Brake Company	R220-RAIL/LRV TRUCKS	1,260.62
4500020230	8/16/2018	Siemens Mobility, Inc.	M140-WAYSIDE SIGNALS	56,862.04
4500020231	8/16/2018	Siemens Mobility, Inc.	R160-RAIL/LRV ELECTRICAL	48,684.70
4500020232	8/16/2018	TK Services Inc	B250-BUS REPAIR PARTS	76.55
4500020234	8/16/2018	Robcar Corporation	G190-SAFETY/MED SUPPLIES	517.20
4500020235	8/16/2018	Cummins-Allison	P130-EQUIP MAINT REPR SVC	240.41
4500020236	8/16/2018	SPX Corporation	G290-FARE REVENUE EQUIP	4,811.15
4500020237	8/16/2018	Airgas Inc	G190-SAFETY/MED SUPPLIES	153.50
4500020238	8/16/2018	Waxie's Enterprises Inc.	G180-JANITORIAL SUPPLIES	210.05
4500020239	8/16/2018	Home Depot USA Inc	F180-BUILDING MATERIALS	684.77
4500020240	8/16/2018	Schunk Carbon Technology LLC	R190-RAIL/LRV PANTOGRAPH	728.07
4500020241	8/16/2018	Supreme Oil Company	A120-AUTO/TRUCK GASOLINE	32,110.68
4500020242	8/16/2018	CDW LLC	I110-INFORMATION TECH	1,845.71
4500020243	8/17/2018	Hani Toma	P130-EQUIP MAINT REPR SVC	140.00
4500020244	8/17/2018	Office Solutions	G200-OFFICE SUPPLIES	569.36
4500020245	8/17/2018	Knorr Brake Company	R220-RAIL/LRV TRUCKS	380.00
4500020246	8/17/2018	Siemens Mobility, Inc.	M140-WAYSIDE SIGNALS	2,747.63
4500020247	8/17/2018	Reliable Pipe Supply Co Inc	F110-SHOP/BLDG MACHINERY	266.95
4500020248	8/17/2018	Ferguson Enterprises	F110-SHOP/BLDG MACHINERY	164.86
4500020249	8/17/2018	Supreme Oil Company	A120-AUTO/TRUCK GASOLINE	1,911.15
4500020250	8/17/2018	W.W. Grainger Inc	B250-BUS REPAIR PARTS	396.61
4500020251	8/17/2018	Steven Timme	G230-PRINTED MATERIALS	717.20
4500020252	8/17/2018	San Diego Convention & Tourist	P310-ADVERTISING SERVICES	1,000.00
4500020253	8/17/2018	RR Donnelley and Sons Co	P310-ADVERTISING SERVICES	1,741.71
4500020254	8/17/2018	Steven Timme	G230-PRINTED MATERIALS	175.16
4500020255	8/17/2018	CDW LLC	G130-SHOP TOOLS	188.55
4500020256	8/17/2018	Industrial Maintenance Supply LLC	G150-FASTENERS	94.82
4500020257	8/17/2018	JKL Cleaning Systems	F110-SHOP/BLDG MACHINERY	176.71
4500020258	8/17/2018	Western-Cullen-Hayes Inc	M130-CROSSING MECHANISM	636.92
4500020259	8/17/2018	California Sheet Metal Works	R160-RAIL/LRV ELECTRICAL	3,228.19
4500020260	8/17/2018	Padre Janitorial Supplies Inc	P120-BLDG/FACILITY REPRS	197.83
4500020261	8/20/2018	California Sheet Metal Works	R160-RAIL/LRV ELECTRICAL	818.90
4500020262	8/20/2018	Qualitrol Company LLC	M110-SUB STATION	2,490.15
4500020263	8/20/2018	Southern Counties Lubricants LLC	G170-LUBRICANTS	3,297.15
4500020264	8/20/2018	York Graphic Services	P310-ADVERTISING SERVICES	2,280.00
4500020265	8/20/2018	Gillig LLC	B250-BUS REPAIR PARTS	1,764.15

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PO Number	PO Date	Name	Material Group	PO Value
4500020266	8/20/2018	Transit Holdings Inc	B250-BUS REPAIR PARTS	286.13
4500020267	8/20/2018	Kidde Technologies Inc	B250-BUS REPAIR PARTS	0.10
4500020268	8/20/2018	Downtown San Diego Partnership	P450-PERSONNEL SVCS	1,200.00
4500020269	8/20/2018	R.S. Hughes Co Inc	G140-SHOP SUPPLIES	255.91
4500020270	8/20/2018	TK Services Inc	B250-BUS REPAIR PARTS	240.37
4500020271	8/20/2018	Buswest LLC	B250-BUS REPAIR PARTS	1,368.90
4500020272	8/20/2018	Transit Holdings Inc	B250-BUS REPAIR PARTS	1,129.49
4500020273	8/20/2018	CDW LLC	I110-INFORMATION TECH	77.26
4500020274	8/20/2018	Paradigm Mechanical Corp	P110-BLDG MAINTENANCE	235.00
4500020275	8/20/2018	General Auto Repair	P210-NON-REV VEH REPAIRS	150.43
4500020276	8/20/2018	Waxie's Enterprises Inc.	G140-SHOP SUPPLIES	1,599.31
4500020277	8/20/2018	CDW LLC	I110-INFORMATION TECH	1,465.22
4500020278	8/20/2018	Transit Holdings Inc	B130-BUS BODY	1,434.74
4500020279	8/20/2018	Airgas Inc	G190-SAFETY/MED SUPPLIES	1,187.92
4500020280	8/20/2018	CED, Inc.	F110-SHOP/BLDG MACHINERY	1,670.13
4500020281	8/20/2018	Home Depot USA Inc	F180-BUILDING MATERIALS	413.63
4500020282	8/20/2018	Soco Group Inc	A120-AUTO/TRUCK GASOLINE	12,124.56
4500020283	8/20/2018	HI-TEC Enterprises	R120-RAIL/LRV CAR BODY	808.13
4500020284	8/20/2018	West-Lite Supply Co Inc	M200-YARD FACILITIES	171.72
4500020285	8/20/2018	BJ's Rentals	P160-EQUIPMENT RENTALS	5,704.69
4500020286	8/20/2018	Carlos Guzman Inc	R120-RAIL/LRV CAR BODY	2,250.00
4500020287	8/20/2018	Charter Industrial Supply Inc	R220-RAIL/LRV TRUCKS	1,930.88
4500020288	8/20/2018	Office Depot	G200-OFFICE SUPPLIES	70.70
4500020289	8/20/2018	Kenneth Place	P130-EQUIP MAINT REPR SVC	478.49
4500020290	8/20/2018	Chromate Industrial Corporation	G150-FASTENERS	486.75
4500020291	8/21/2018	Dartco Transmission	B200-BUS PWR TRAIN EQUIP	1,127.13
4500020292	8/21/2018	Siemens Mobility, Inc.	G150-FASTENERS	102.37
4500020293	8/21/2018	Cummins Pacific LLC	B200-BUS PWR TRAIN EQUIP	251.11
4500020294	8/21/2018	Gillig LLC	B250-BUS REPAIR PARTS	349.93
4500020295	8/21/2018	David Bueltel	G230-PRINTED MATERIALS	60.34
4500020296	8/21/2018	Siemens Mobility, Inc.	R190-RAIL/LRV PANTOGRAPH	25,541.75
4500020297	8/21/2018	Staples Contract & Commercial Inc	F110-SHOP/BLDG MACHINERY	38.73
4500020298	8/21/2018	Brown & Bigelow Inc	G250-NOVELTIES & AWARDS	962.82
4500020299	8/21/2018	Supreme Oil Company	B180-BUS DIESEL	8,475.98
4500020300	8/22/2018	OneSource Distributors, LLC	G130-SHOP TOOLS	726.03
4500020301	8/22/2018	Culligan of San Diego	M140-WAYSIDE SIGNALS	19.88
4500020302	8/22/2018	Tennant Sales & Serv Co	G140-SHOP SUPPLIES	62.19
4500020303	8/22/2018	Simmons Boardman Books Inc	P540-MAINTENANCE TRAINING	152.05
4500020304	8/22/2018	Golden State Supply LLC	B120-BUS MECHANICAL PARTS	94.71
4500020305	8/22/2018	Reid and Clark Screen Arts Co	G120-SECURITY	112.82
4500020306	8/22/2018	Transit Holdings Inc	B130-BUS BODY	2,744.56
4500020307	8/22/2018	Southern Counties Oil Co, LP	G170-LUBRICANTS	15,860.80
4500020308	8/22/2018	Robcar Corporation	G190-SAFETY/MED SUPPLIES	320.93
4500020309	8/22/2018	Flyers Energy LLC	G170-LUBRICANTS	3,133.26
4500020310	8/22/2018	RR Donnelley and Sons Co	G110-BUS/TROLLEY SIGNAGE	2,418.51
4500020311	8/22/2018	RR Donnelley and Sons Co	G110-BUS/TROLLEY SIGNAGE	1,580.97
4500020312	8/22/2018	R.B. Hornberger Co Inc	T110-TRACK, RAIL	842.12
4500020313	8/22/2018	Industrial Maintenance Supply LLC	G150-FASTENERS	134.71
4500020314	8/22/2018	US Mobile Wireless	G120-SECURITY	450.00
4500020315	8/22/2018	Waxie's Enterprises Inc.	G180-JANITORIAL SUPPLIES	367.93
4500020316	8/22/2018	Chromate Industrial Corporation	G150-FASTENERS	780.26
4500020317	8/22/2018	Casco Equipment Corp	P280-GENERAL SVC AGRMNTS	995.00
4500020318	8/22/2018	NMS Management Inc	P110-BLDG MAINTENANCE	518.58
4500020319	8/22/2018	Transit Holdings Inc	B140-BUS CHASSIS	23,481.09
4500020320	8/22/2018	Willy's Electronic Supply Co	G150-FASTENERS	88.90
4500020321	8/22/2018	Gillig LLC	B160-BUS ELECTRICAL	6,306.41
4500020322	8/22/2018	Professional Contractors Supplies	G130-SHOP TOOLS	176.01
4500020323	8/22/2018	Mcmaster-Carr Supply Co	B250-BUS REPAIR PARTS	81.65
4500020324	8/22/2018	W.W. Grainger Inc	B250-BUS REPAIR PARTS	147.79
4500020325	8/22/2018	Kaman Industrial Technologies	B250-BUS REPAIR PARTS	295.79

Purchase Orders				
PO Number	PO Date	Name	Material Group	PO Value
4500020326	8/22/2018	BJ's Rentals	P160-EQUIPMENT RENTALS	681.83
4500020327	8/22/2018	Southern Counties Lubricants LLC	G170-LUBRICANTS	3,297.15
4500020328	8/23/2018	Knorr Brake Company	R220-RAIL/LRV TRUCKS	147.80
4500020329	8/23/2018	Reid and Clark Screen Arts Co	R120-RAIL/LRV CAR BODY	548.13
4500020330	8/23/2018	Cummins Pacific LLC	B200-BUS PWR TRAIN EQUIP	3,964.00
4500020331	8/23/2018	Kiel NA LLC	B250-BUS REPAIR PARTS	452.55
4500020332	8/23/2018	Cummins Pacific LLC	B250-BUS REPAIR PARTS	378.72
4500020333	8/23/2018	Gillig LLC	B250-BUS REPAIR PARTS	427.39
4500020334	8/23/2018	Freeby Signs	B250-BUS REPAIR PARTS	586.16
4500020335	8/23/2018	Prudential Overall Supply	G180-JANITORIAL SUPPLIES	5,115.11
4500020336	8/23/2018	Transit Holdings Inc	B250-BUS REPAIR PARTS	156.24
4500020337	8/23/2018	Ray Allen Manufacturing LLC	G120-SECURITY	439.47
4500020338	8/23/2018	Transit Holdings Inc	B250-BUS REPAIR PARTS	540.17
4500020339	8/23/2018	Cummins Pacific LLC	B250-BUS REPAIR PARTS	3,050.84
4500020340	8/23/2018	FinishMaster Inc	F120-BUS/LRV PAINT BOOTHS	726.30
4500020341	8/23/2018	Annex Automotive and	F120-BUS/LRV PAINT BOOTHS	6,684.71
4500020342	8/23/2018	HI-TEC Enterprises	G150-FASTENERS	86.20
4500020343	8/23/2018	Supreme Oil Company	A120-AUTO/TRUCK GASOLINE	25,029.90
4500020344	8/23/2018	HMS Construction Inc	C130-CONSTRUCTION SVCS	15,543.65
4500020345	8/23/2018	Airgas Inc	G140-SHOP SUPPLIES	141.22
4500020346	8/23/2018	Soco Group Inc	G170-LUBRICANTS	3,106.97
4500020347	8/23/2018	R.S. Hughes Co Inc	G140-SHOP SUPPLIES	2,717.38
4500020348	8/23/2018	Industrial Maintenance Supply LLC	G150-FASTENERS	26.94
4500020349	8/23/2018	Zemarc Corporation	T120-TRACK, LUBRICATORS	721.93
4500020350	8/23/2018	Verdugo Testing Co Inc	P130-EQUIP MAINT REPR SVC	175.39
4500020351	8/24/2018	Professional Contractors Supplies	G180-JANITORIAL SUPPLIES	129.22
4500020352	8/24/2018	Standard Bent Glass Corp	R120-RAIL/LRV CAR BODY	18,518.18
4500020353	8/24/2018	CDW LLC	I110-INFORMATION TECH	1,902.01
4500020354	8/24/2018	Steven Timme	G110-BUS/TROLLEY SIGNAGE	257.05
4500020355	8/24/2018	Jeyco Products Inc	G140-SHOP SUPPLIES	499.30
4500020356	8/24/2018	Siemens Mobility, Inc.	R160-RAIL/LRV ELECTRICAL	594.78
4500020357	8/24/2018	HI-TEC Enterprises	R230-RAIL/LRV MECHANICAL	980.53
4500020358	8/24/2018	Transit Holdings Inc	B160-BUS ELECTRICAL	2,042.23
4500020359	8/24/2018	Airgas Inc	G140-SHOP SUPPLIES	256.94
4500020360	8/24/2018	Vern Rose Inc	G140-SHOP SUPPLIES	877.94
4500020361	8/24/2018	Home Depot USA Inc	G180-JANITORIAL SUPPLIES	139.52
4500020362	8/24/2018	South Bay Fence Inc	F190-LANDSCAPING MAT'LS	765.03
4500020363	8/24/2018	Mcmaster-Carr Supply Co	B250-BUS REPAIR PARTS	181.10
4500020364	8/24/2018	Shilpark Paint Corp.	G160-PAINTS & CHEMICALS	51.07
4500020365	8/24/2018	Transit Holdings Inc	B250-BUS REPAIR PARTS	286.98
4500020366	8/24/2018	Mohawk Mfg & Supply Co	B140-BUS CHASSIS	2,334.02
4500020367	8/24/2018	W.W. Grainger Inc	B250-BUS REPAIR PARTS	51.63
4500020368	8/24/2018	Citywide Auto Glass Inc	R120-RAIL/LRV CAR BODY	3,221.73
4500020369	8/24/2018	Muncie Transit Supply	B160-BUS ELECTRICAL	204.97
4500020370	8/24/2018	Voith Turbo Inc	R230-RAIL/LRV MECHANICAL	21,869.88
4500020371	8/24/2018	Cummins Pacific LLC	B200-BUS PWR TRAIN EQUIP	1,583.28
4500020372	8/24/2018	Citywide Auto Glass Inc	P190-REV VEHICLE REPAIRS	112.72
4500020373	8/24/2018	Transit Holdings Inc	B250-BUS REPAIR PARTS	13,711.99
4500020374	8/27/2018	TK Services Inc	P190-REV VEHICLE REPAIRS	442.10
4500020375	8/27/2018	Charter Industrial Supply Inc	B120-BUS MECHANICAL PARTS	795.19
4500020376	8/27/2018	Soco Group Inc	A120-AUTO/TRUCK GASOLINE	14,576.87
4500020377	8/27/2018	Transit Holdings Inc	B130-BUS BODY	2,678.93
4500020378	8/27/2018	Mohawk Mfg & Supply Co	B160-BUS ELECTRICAL	374.41
4500020379	8/27/2018	The Gordian Group, Inc.	C130-CONSTRUCTION SVCS	463.17
4500020380	8/27/2018	Gillig LLC	B250-BUS REPAIR PARTS	2,557.83
4500020381	8/27/2018	Rush Truck Centers of California	B250-BUS REPAIR PARTS	2,980.41
4500020382	8/27/2018	Supreme Oil Company	B180-BUS DIESEL	8,963.10
4500020384	8/27/2018	W.W. Grainger Inc	G180-JANITORIAL SUPPLIES	294.51
4500020385	8/27/2018	Super Welding of Southern CA	R120-RAIL/LRV CAR BODY	409.45
4500020386	8/27/2018	Western-Cullen-Hayes Inc	M130-CROSSING MECHANISM	619.57

Purchase Orders				
PO Number	PO Date	Name	Material Group	PO Value
4500020387	8/27/2018	SiteOne Landscape Supply Holding	F190-LANDSCAPING MAT'LS	109.39
4500020388	8/27/2018	JKL Cleaning Systems	P130-EQUIP MAINT REPR SVC	716.17
4500020389	8/28/2018	Dartco Transmission	B250-BUS REPAIR PARTS	225.63
4500020390	8/28/2018	W.W. Grainger Inc	G170-LUBRICANTS	371.46
4500020391	8/28/2018	West End Holdings Inc	P120-BLDG/FACILITY REPRS	301.92
4500020392	8/28/2018	Madden Construction Inc	P280-GENERAL SVC AGRMNTS	456.73
4500020393	8/28/2018	IATR	P490-MANAGEMENT TRAINING	790.00
4500020394	8/28/2018	TK Services Inc	B110-BUS HVAC SYSTEMS	2,005.53
4500020395	8/28/2018	Chromate Industrial Corporation	G140-SHOP SUPPLIES	296.25
4500020396	8/28/2018	Hanning & Kahl LP	M140-WAYSIDE SIGNALS	10,748.39
4500020397	8/28/2018	Dimensional Silk Screen Inc	P280-GENERAL SVC AGRMNTS	775.80
4500020398	8/28/2018	SD Regional Bldg Authority	P120-BLDG/FACILITY REPRS	11,098.00
4500020399	8/28/2018	TK Services Inc	INSURANCE-Insurance Stock	7,637.96
4500020400	8/28/2018	Merrimac Petroleum Inc	A120-AUTO/TRUCK GASOLINE	27,162.36
4500020401	8/28/2018	S & C Distribution Company	G130-SHOP TOOLS	2,133.45
4500020402	8/28/2018	City Treasurer	G120-SECURITY	600.00
4500020403	8/28/2018	California Stamp Company	G250-NOVELTIES & AWARDS	452.55
4500020404	8/29/2018	JKL Cleaning Systems	P130-EQUIP MAINT REPR SVC	325.41
4500020405	8/29/2018	J. J. Keller & Associates Inc	P540-MAINTENANCE TRAINING	174.77
4500020406	8/29/2018	Industrial Maintenance Supply LLC	G150-FASTENERS	32.70
4500020407	8/29/2018	Transit Holdings Inc	B250-BUS REPAIR PARTS	1,620.68
4500020408	8/29/2018	San Diego Compressed Air Power LLC	F180-BUILDING MATERIALS	50.11
4500020409	8/29/2018	Home Depot USA Inc	G140-SHOP SUPPLIES	80.32
4500020410	8/29/2018	Valley Power Systems Inc	B200-BUS PWR TRAIN EQUIP	314.09
4500020411	8/29/2018	R.S. Hughes Co Inc	G140-SHOP SUPPLIES	492.47
4500020412	8/29/2018	Siemens Mobility, Inc.	R170-RAIL/LRV HVAC	267.33
4500020413	8/29/2018	American Battery Corporation	G290-FARE REVENUE EQUIP	188.26
4500020414	8/29/2018	TK Services Inc	B110-BUS HVAC SYSTEMS	960.02
4500020415	8/29/2018	Verdugo Testing Co Inc	F200-TANK EQUIPMENT	127.50
4500020416	8/29/2018	San Diego Community	P540-MAINTENANCE TRAINING	775.80
4500020417	8/29/2018	Supreme Oil Company	A120-AUTO/TRUCK GASOLINE	25,655.65
4500020418	8/29/2018	Shilpark Paint Corp.	G160-PAINTS & CHEMICALS	438.01
4500020419	8/29/2018	Reid and Clark Screen Arts Co	R120-RAIL/LRV CAR BODY	1,413.77
4500020420	8/29/2018	Transit Holdings Inc	B200-BUS PWR TRAIN EQUIP	14,889.61
4500020421	8/29/2018	Gillig LLC	B200-BUS PWR TRAIN EQUIP	8,578.93
4500020422	8/29/2018	Rush Truck Centers of California	B200-BUS PWR TRAIN EQUIP	1,260.68
4500020423	8/29/2018	Battery Systems Inc	B250-BUS REPAIR PARTS	85.76
4500020424	8/29/2018	Vinyard Doors	P120-BLDG/FACILITY REPRS	950.00
4500020425	8/29/2018	W.W. Grainger Inc	F110-SHOP/BLDG MACHINERY	79.51
4500020426	8/29/2018	Robcar Corporation	G110-BUS/TROLLEY SIGNAGE	118.53
4500020427	8/30/2018	Transit Holdings Inc	B110-BUS HVAC SYSTEMS	2,533.43
4500020428	8/30/2018	Transit Holdings Inc	B250-BUS REPAIR PARTS	737.35
4500020429	8/30/2018	Gillig LLC	B250-BUS REPAIR PARTS	255.84
4500020430	8/30/2018	W.W. Grainger Inc	P280-GENERAL SVC AGRMNTS	119.13
4500020431	8/30/2018	Siemens Mobility, Inc.	R230-RAIL/LRV MECHANICAL	12,412.80
4500020432	8/30/2018	Kaman Industrial Technologies	G160-PAINTS & CHEMICALS	153.95
4500020433	8/30/2018	Hanning & Kahl LP	M150-PWR SWITCHES/LOCKS	396.95
4500020434	8/30/2018	Professional Contractors Supplies	G140-SHOP SUPPLIES	285.55
4500020435	8/30/2018	Supreme Oil Company	A120-AUTO/TRUCK GASOLINE	2,003.63
4500020436	8/30/2018	Annex Automotive and	F120-BUS/LRV PAINT BOOTHS	955.69
4500020437	8/30/2018	San Diego Plastics Inc	G290-FARE REVENUE EQUIP	1,206.80
4500020438	8/30/2018	Transit Holdings Inc	B160-BUS ELECTRICAL	788.65
4500020439	8/30/2018	W.W. Grainger Inc	G170-LUBRICANTS	1,008.03
4500020440	8/30/2018	Rick Busch	G180-JANITORIAL SUPPLIES	106.68
4500020441	8/30/2018	Waxie's Enterprises Inc.	G180-JANITORIAL SUPPLIES	1,083.86
4500020442	8/30/2018	Home Depot USA Inc	G140-SHOP SUPPLIES	875.84
4500020443	8/30/2018	Aztec Fire & Safety	G140-SHOP SUPPLIES	1,696.11
4500020444	8/30/2018	Cummins Pacific LLC	B200-BUS PWR TRAIN EQUIP	2,673.06
4500020445	8/31/2018	NS Corporation	F110-SHOP/BLDG MACHINERY	642.78
4500020446	8/31/2018	Reefco LLC	B110-BUS HVAC SYSTEMS	5.60

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PO Number	PO Date	Name	Material Group	PO Value
4500020447	8/31/2018	Gillig LLC	B250-BUS REPAIR PARTS	2,588.45
4500020448	8/31/2018	Cubic Transportation Systems	B190-BUS FARE EQUIP	2,424.38
4500020449	8/31/2018	Reid and Clark Screen Arts Co	G110-BUS/TROLLEY SIGNAGE	1,017.16
4500020450	8/31/2018	Robcar Corporation	P130-EQUIP MAINT REPR SVC	3,247.50
4500020451	8/31/2018	Harbor Diesel & Equipment	G170-LUBRICANTS	2,668.59
4500020452	8/31/2018	Mohawk Mfg & Supply Co	B140-BUS CHASSIS	884.37
4500020453	8/31/2018	DLT Solutions LLC	I110-INFORMATION TECH	15,562.20
4500020454	8/31/2018	Southern Counties Oil Co, LP	G170-LUBRICANTS	1,019.74
4500020455	8/31/2018	United Refrigeration Inc	G170-LUBRICANTS	695.23
4500020456	8/31/2018	Cubic Transportation Systems	B190-BUS FARE EQUIP	183.09
4500020457	8/31/2018	Kaman Industrial Technologies	B120-BUS MECHANICAL PARTS	2,866.40
4500020458	8/31/2018	Waxie's Enterprises Inc.	G140-SHOP SUPPLIES	684.94
4500020459	8/31/2018	Staples Contract & Commercial Inc	G200-OFFICE SUPPLIES	70.39
4500020460	8/31/2018	Freeby Signs	B250-BUS REPAIR PARTS	220.89
4500020461	8/31/2018	Nomar Enterprises LLC	G300-GENERAL CAPITAL EQP	783.48
4500020462	8/31/2018	Merrimac Petroleum Inc	B180-BUS DIESEL	8,995.58
4500020463	8/31/2018	Verdugo Testing Co Inc	F200-TANK EQUIPMENT	109.08
4500020464	8/31/2018	M Power Truck & Diesel Repair	P210-NON-REV VEH REPAIRS	809.88
4500020465	8/31/2018	Transit Holdings Inc	B200-BUS PWR TRAIN EQUIP	2,689.72
4500020466	8/31/2018	Mohawk Mfg & Supply Co	B140-BUS CHASSIS	151.33
4500020467	8/31/2018	Neleco Products Inc	G170-LUBRICANTS	25,649.89
4500020468	8/31/2018	Airgas Inc	G180-JANITORIAL SUPPLIES	589.88
4500020469	9/4/2018	Total Filtration Services Inc	F120-BUS/LRV PAINT BOOTHS	926.40
4500020470	9/4/2018	Schunk Carbon Technology LLC	R190-RAIL/LRV PANTOGRAPH	789.32
4500020472	9/4/2018	Siemens Mobility, Inc.	R160-RAIL/LRV ELECTRICAL	1,112.95
4500020473	9/4/2018	Transit Holdings Inc	B250-BUS REPAIR PARTS	157.32
4500020474	9/4/2018	Mohawk Mfg & Supply Co	P540-MAINTENANCE TRAINING	52.36
4500020475	9/4/2018	Herzog Contracting Co	T110-TRACK, RAIL	28,113.68
4500020476	9/4/2018	Citywide Auto Glass Inc	B250-BUS REPAIR PARTS	784.42
4500020477	9/4/2018	W.W. Grainger Inc	R220-RAIL/LRV TRUCKS	3,129.38
4500020478	9/4/2018	Bonsall Petroleum Construction Inc	F110-SHOP/BLDG MACHINERY	1,850.00
4500020479	9/4/2018	The Gordian Group, Inc.	T110-TRACK, RAIL	837.73
4500020480	9/4/2018	Chromate Industrial Corporation	G150-FASTENERS	442.13
4500020481	9/4/2018	Kaman Industrial Technologies	B120-BUS MECHANICAL PARTS	2,547.90
4500020482	9/4/2018	Soco Group Inc	G170-LUBRICANTS	1,242.79
4500020483	9/4/2018	Cummins Pacific LLC	B200-BUS PWR TRAIN EQUIP	4,982.90
4500020484	9/4/2018	Soco Group Inc	A120-AUTO/TRUCK GASOLINE	10,412.05
4500020485	9/4/2018	Jeyco Products Inc	G200-OFFICE SUPPLIES	133.97
4500020486	9/4/2018	Transit Holdings Inc	B130-BUS BODY	1,849.37
4500020487	9/4/2018	Muncie Transit Supply	B140-BUS CHASSIS	1,818.36
4500020488	9/4/2018	Tribologik Corporation	G140-SHOP SUPPLIES	2,372.12
4500020489	9/4/2018	Cummins Pacific LLC	B200-BUS PWR TRAIN EQUIP	11,078.53
4500020490	9/4/2018	Transit Holdings Inc	B110-BUS HVAC SYSTEMS	12,627.38
4500020491	9/5/2018	Cummins-Allison	P130-EQUIP MAINT REPR SVC	542.90
4500020492	9/5/2018	Office Depot	G210-OFFICE FURNITURE	351.25
4500020493	9/5/2018	BJ's Rentals	P160-EQUIPMENT RENTALS	226.28
4500020494	9/5/2018	M Power Truck & Diesel Repair	P130-EQUIP MAINT REPR SVC	280.25
4500020495	9/5/2018	Siemens Mobility, Inc.	R210-RAIL/LRV TIRES	34,548.96
4500020496	9/5/2018	Discovery Health Services LLC	P480-EE MAINTENANCE	8,800.00
4500020497	9/5/2018	Skyriders Window Cleaning, Inc	P280-GENERAL SVC AGRMNTS	2,095.00
4500020498	9/5/2018	Transit Holdings Inc	B250-BUS REPAIR PARTS	227.22
4500020499	9/5/2018	Calmat	P290-LANDSCAPING SERVICES	946.94
4500020500	9/5/2018	Shilpark Paint Corp.	G160-PAINTS & CHEMICALS	398.57
4500020501	9/5/2018	Kurt Morgan	G200-OFFICE SUPPLIES	2,928.01
4500020502	9/5/2018	W.W. Grainger Inc	F110-SHOP/BLDG MACHINERY	165.37
4500020503	9/5/2018	Transit Holdings Inc	B250-BUS REPAIR PARTS	547.76
4500020504	9/5/2018	Industrial Maintenance Supply LLC	G150-FASTENERS	205.97
4500020505	9/5/2018	APD Incorporated	G140-SHOP SUPPLIES	426.16
4500020506	9/5/2018	TK Services Inc	B110-BUS HVAC SYSTEMS	2,404.43
4500020507	9/5/2018	West Coast Lanyards Inc	G230-PRINTED MATERIALS	2,758.40



Purchase Orders				
PO Number	PO Date	Name	Material Group	PO Value
4500020508	9/5/2018	Louis Sardo Upholstery Inc	B130-BUS BODY	2,750.87
4500020509	9/5/2018	Transit Holdings Inc	B250-BUS REPAIR PARTS	486.12
4500020510	9/5/2018	Pressnet Express Inc	G230-PRINTED MATERIALS	840.45
4500020511	9/5/2018	Home Depot USA Inc	G180-JANITORIAL SUPPLIES	290.38
4500020512	9/5/2018	Air Quality Compliance Solutions	F110-SHOP/BLDG MACHINERY	720.00
4500020513	9/5/2018	Telerik Inc	I120-INFO TECH, SVCS	474.05
4500020514	9/5/2018	Team One Repair Inc	G290-FARE REVENUE EQUIP	80.59
4500020515	9/5/2018	W.W. Grainger Inc	F210-SHELTERS, BUS	60.51
4500020516	9/5/2018	Transit Holdings Inc	B130-BUS BODY	2,286.06
4500020517	9/5/2018	W.W. Grainger Inc	B150-BUS COMM EQUIP.	182.96
4500020518	9/5/2018	Citywide Auto Glass Inc	P190-REV VEHICLE REPAIRS	400.00
4500020519	9/5/2018	Janek Corporation	B250-BUS REPAIR PARTS	2,327.40
4500020520	9/5/2018	Transit Holdings Inc	B250-BUS REPAIR PARTS	154.52
4500020521	9/5/2018	Gillig LLC	B120-BUS MECHANICAL PARTS	1,724.00
4500020522	9/5/2018	W.W. Grainger Inc	G140-SHOP SUPPLIES	329.37
4500020523	9/5/2018	Sportworks Northwest Inc	B130-BUS BODY	86.20
4500020524	9/6/2018	F-1 Marketing Group	P310-ADVERTISING SERVICES	1,901.39
4500020525	9/6/2018	Transit Holdings Inc	B130-BUS BODY	1,191.93
4500020526	9/6/2018	Mcmaster-Carr Supply Co	F110-SHOP/BLDG MACHINERY	97.86
4500020527	9/6/2018	Staples Contract & Commercial Inc	P280-GENERAL SVC AGRMNTS	240.76
4500020528	9/6/2018	Gillig LLC	B250-BUS REPAIR PARTS	2,418.10
4500020529	9/6/2018	Soco Group Inc	A120-AUTO/TRUCK GASOLINE	254.77
4500020530	9/6/2018	Reid and Clark Screen Arts Co	G230-PRINTED MATERIALS	2,417.92
4500020531	9/6/2018	Cummins Pacific LLC	B200-BUS PWR TRAIN EQUIP	1,486.84
4500020533	9/7/2018	Citywide Auto Glass Inc	P210-NON-REV VEH REPAIRS	390.72
4500020534	9/7/2018	Office Solutions	G200-OFFICE SUPPLIES	432.48
4500020535	9/7/2018	S & C Distribution Company	G130-SHOP TOOLS	2,079.58
4500020536	9/7/2018	W.W. Grainger Inc	G130-SHOP TOOLS	575.54
4500020537	9/7/2018	Eran Hason	P120-BLDG/FACILITY REPRS	150.00
4500020538	9/7/2018	HD Supply Construction Supply, LTD.	G140-SHOP SUPPLIES	434.02
4500020539	9/7/2018	Shilpark Paint Corp.	P120-BLDG/FACILITY REPRS	505.46
4500020540	9/7/2018	R.S. Hughes Co Inc	G140-SHOP SUPPLIES	1,959.09
4500020541	9/7/2018	P & R Paper Supply Company Inc	G140-SHOP SUPPLIES	211.78
4500020542	9/7/2018	Airgas Inc	G190-SAFETY/MED SUPPLIES	1,712.42
4500020543	9/7/2018	Professional Contractors Supplies	G130-SHOP TOOLS	853.22
4500020544	9/7/2018	General Signals Inc	M130-CROSSING MECHANISM	2,805.81
4500020545	9/7/2018	Applied Industrial Technologies-CA	G170-LUBRICANTS	2,402.67
4500020546	9/7/2018	General Information Systems Ltd	G120-SECURITY	594.00
4500020547	9/7/2018	Sid Tool Co	G160-PAINTS & CHEMICALS	138.78
4500020548	9/7/2018	San Diego Seal Inc	R230-RAIL/LRV MECHANICAL	882.12
4500020549	9/7/2018	Siemens Mobility, Inc.	R120-RAIL/LRV CAR BODY	1,066.73
4500020550	9/7/2018	Prochem Specialty Products Inc	G180-JANITORIAL SUPPLIES	2,848.15
4500020551	9/7/2018	Knorr Brake Company	R120-RAIL/LRV CAR BODY	9,165.11
4500020552	9/7/2018	M Power Truck & Diesel Repair	P210-NON-REV VEH REPAIRS	2,934.23
4500020553	9/7/2018	Soco Group Inc	B180-BUS DIESEL	8,768.25
4500020554	9/7/2018	Transit Holdings Inc	B250-BUS REPAIR PARTS	149.44
4500020555	9/7/2018	Kiel NA LLC	B250-BUS REPAIR PARTS	377.14
4500020556	9/7/2018	W.W. Grainger Inc	F110-SHOP/BLDG MACHINERY	258.95
4500020557	9/7/2018	Willy's Electronic Supply Co	B250-BUS REPAIR PARTS	32.76
4500020558	9/7/2018	Shilpark Paint Corp.	G160-PAINTS & CHEMICALS	438.01
4500020559	9/7/2018	Robcar Corporation	G160-PAINTS & CHEMICALS	216.52
4500020560	9/7/2018	Kaman Industrial Technologies	B250-BUS REPAIR PARTS	1,733.44
4500020561	9/7/2018	Harbor Diesel & Equipment	P190-REV VEHICLE REPAIRS	10,569.89
4500020562	9/7/2018	Waxie's Enterprises Inc.	G140-SHOP SUPPLIES	494.95
4500020563	9/7/2018	Jeyco Products Inc	B140-BUS CHASSIS	121.65
4500020564	9/7/2018	CASEI	F180-BUILDING MATERIALS	827.53
4500020565	9/7/2018	CA Dept. of Fish and Wildlife	C130-CONSTRUCTION SVCS	3,185.25
4500020566	9/7/2018	State Water Resources Control Board	C130-CONSTRUCTION SVCS	1,097.00
4500020567	9/10/2018	Cummins Pacific LLC	B250-BUS REPAIR PARTS	1,170.73
4500020568	9/10/2018	Chromate Industrial Corporation	R120-RAIL/LRV CAR BODY	344.54



Purchase Orders				
PO Number	PO Date	Name	Material Group	PO Value
4500020569	9/10/2018	Knorr Brake Company	R220-RAIL/LRV TRUCKS	237.50
4500020570	9/10/2018	Harbor Diesel & Equipment	B250-BUS REPAIR PARTS	348.79
4500020571	9/10/2018	OneSource Distributors, LLC	G180-JANITORIAL SUPPLIES	1,487.97
4500020572	9/10/2018	Citywide Auto Glass Inc	R120-RAIL/LRV CAR BODY	872.78
4500020573	9/10/2018	Professional Contractors Supplies	G160-PAINTS & CHEMICALS	449.24
4500020574	9/10/2018	Gillig LLC	B250-BUS REPAIR PARTS	1,886.42
4500020575	9/10/2018	HI-TEC Enterprises	R160-RAIL/LRV ELECTRICAL	2,132.18
4500020576	9/10/2018	TK Services Inc	B250-BUS REPAIR PARTS	1,708.40
4500020577	9/10/2018	Transit Holdings Inc	B250-BUS REPAIR PARTS	228.99
4500020578	9/10/2018	Airgas Inc	G140-SHOP SUPPLIES	55.17
4500020579	9/10/2018	Culligan of San Diego	G140-SHOP SUPPLIES	1,958.40
4500020580	9/10/2018	Standard Bent Glass Corp	R120-RAIL/LRV CAR BODY	19,182.99
4500020581	9/10/2018	Smart Car Care Products Inc	R240-RAIL/LRV REPR PARTS	338.23
4500020582	9/10/2018	Annex Automotive and	F120-BUS/LRV PAINT BOOTHS	3,558.90
4500020583	9/10/2018	American Power Systems, LLC	M110-SUB STATION	7,367.32
4500020584	9/10/2018	JKL Cleaning Systems	P130-EQUIP MAINT REPR SVC	871.34
4500020585	9/10/2018	Supreme Oil Company	A120-AUTO/TRUCK GASOLINE	11,158.65
4500020586	9/10/2018	Home Depot USA Inc	G140-SHOP SUPPLIES	94.81
4500020587	9/10/2018	Industrial Maintenance Supply LLC	G150-FASTENERS	316.81
4500020588	9/10/2018	Southcoast Heating & Air	F110-SHOP/BLDG MACHINERY	196.00
4500020589	9/10/2018	Transit Holdings Inc	B140-BUS CHASSIS	2,577.00
4500020590	9/10/2018	Transit Finance Learning Exchange	P400-FINANCIAL & AUDIT	1,000.00
4500020591	9/10/2018	Urban Corps of San Diego County	P290-LANDSCAPING SERVICES	1,080.00
4500020592	9/10/2018	Charter Industrial Supply Inc	B120-BUS MECHANICAL PARTS	1,010.77
4500020593	9/10/2018	Kaman Industrial Technologies	G140-SHOP SUPPLIES	81.08
4500020594	9/10/2018	Cummins Pacific LLC	B200-BUS PWR TRAIN EQUIP	2,296.78
4500020595	9/10/2018	P & R Paper Supply Company Inc	G180-JANITORIAL SUPPLIES	491.92
4500020596	9/10/2018	W.W. Grainger Inc	F110-SHOP/BLDG MACHINERY	154.93
4500020597	9/10/2018	Mission Janitorial Supplies	G180-JANITORIAL SUPPLIES	242.87
4500020598	9/10/2018	Matthias Moos	M120-OVRHEAD CATENARY SYS	106.68
4500020599	9/10/2018	Waxie's Enterprises Inc.	G140-SHOP SUPPLIES	594.95
4500020600	9/10/2018	Harbor Diesel & Equipment	B200-BUS PWR TRAIN EQUIP	1,380.17