

Monterey-Salinas Transit

REVISED

Board of Directors Regular Meeting

Monday, April 14, 2008

MST Conference Room
One Ryan Ranch Road, Monterey

10:00 a.m.

TRANSPORTATION: Ride the Peninsula DART to MST Office

1. CALL TO ORDER

- 1-1. Roll call.
- 1-2. Pledge of Allegiance.

2. CONSENT AGENDA

- 2-1. Review highlights of Agenda. (Carl Sedoryk)

These items will be approved by a single motion. Anyone may request that an item be discussed and considered separately.

- 2-2. Adopt Resolution 2008-15 recognizing Samuel Fernandez, Master Mechanic, as Employee of the Month for April 2008. (p. 1)
- 2-3. Disposal of property left aboard buses. (Danny Avina) (p. 3)
- 2-4. Minutes of the regular meeting of March 17, 2008. (Sonia Bannister) (p. 5)
- 2-5. Financial report – March 2008. (Dave Sobotka) (p. 11)
- 2-6. Claim rejections. (Benjamin Newman) (p. 35)
- 2-7. Authorize retirement and sale of Flxible buses, parts, and vehicles. (Michael Hernandez) (p. 37)
- 2-8. Adopt a bus stop cleaning and shelter program. (Michael Hernandez) (p. 39)

2-9. Refer Draft FY 2009 budget to Finance Committee. (Dave Sobotka)
(p. 41)

2-10. Approve budget transfers for FY 2008. (Dave Sobotka) (p. 79)

End of Consent Agenda

3. SPECIAL PRESENTATIONS

3-1. April Employee of the Month – Samuel Fernandez, Master Mechanic.
(Michael Hernandez)

3-2. 25 years of service – Janet Madler, Fleet Manager. (Michael Hernandez)

4. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

Members of the public may address the Board on any matter related to the jurisdiction of MST but not on the agenda. There is a time limit of not more than three minutes for each speaker. The Board will not take action or respond immediately to any public comments presented, but may choose to follow-up at a later time, either individually, through staff, or on a subsequent agenda.

5. COMMITTEE REPORTS

No action required unless specifically noted.

5-1. Facilities Committee Minutes – March 17, 2008. (Carl Wulf) (p. 83)

5-2. Legislative Committee Minutes – March 17, 2008. (Hunter Harvath) (p. 87)

6. BIDS/PROPOSALS

6-1. Reject proposals for architectural and engineering services and authorize negotiations with Boyle Engineering for architectural and engineering services. (Michael Hernandez) (p. 89)

6-2. Award \$154,150 contract to Fred Oakes Company for construction of tenant Improvements at Monterey Mobility Management Center.
(Michael Hernandez) (p. 93)

7. PUBLIC HEARINGS

7-1. Conduct public hearing for FY 2008 Program of Projects; Adopt the FY 2008 Program of Projects; and Authorize the filing of grant applications with the Federal Transit Administration. (Hunter Harvath) (p. 97)

8. UNFINISHED BUSINESS

- 8-1. Retirement of debt on 15 buses. (Carl Sedoryk) (p. 101)
- 8-2. Report on Veterans Cemetery Master Development Plan funding request (Hunter Harvath) (p. 103)

9. NEW BUSINESS

10. REPORTS & INFORMATION ITEMS

The Board will receive and file these reports, which do not require any action by the Board.

- 10-1. General Manager/CEO Report. (p. 107)
- 10-2. TAMC Highlights – March 26, 2008. (p. 137)
- 10-3. Washington D. C. Lobbyist report – March 27, 2008. (p. 139)
- 10-4. Sacramento Lobbyist report – April 1, 2008. (p. 141)

11. COMMENTS BY BOARD MEMBERS

- 11-1. Reports on meetings attended by Board members at MST expense (AB1234).

12. ANNOUNCEMENTS

13. CLOSED SESSION

As permitted by Government Code §64956 et seq. of the State of California, The Board of Directors may adjourn to Closed Session to consider specific matters dealing with personnel and/or pending possible litigation and/or conferring with the Board's Meyers-Milias-Brown Act representative.

- 13-1. Conference with labor negotiators.
Agency designated representatives: D. Laredo, L. Owens
Employee organization: MST Employee Association (MSTEA)
(No Enclosure)
- 13-2. Conference with Legal Counsel – Existing litigation. Code §54956.9
Puente v. Monterey-Salinas Transit M89949
(No Enclosure)

13-3. Conference with Real Property Negotiators – Government Code §54956.8
Property: [insert address]
MST Negotiators: Carl Sedoryk, David C. Laredo
Negotiating Parties: [Name of Property Owner from Hunter Harvath]
Under negotiation: Price and Term

14. RETURN TO OPEN SESSION

14-1. Report on Closed Session and possible action.

15. ADJOURN

NEXT MEETING DATE: May 12, 2008 in MST Conference Room.

NEXT AGENDA DEADLINE: April 30, 2008

Upon request, MST will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least 5 days before the meeting. Requests should be sent to Sonia Bannister, MST, One Ryan Ranch Road, Monterey, CA 93940 or sbannister@mst.org

**SAMUEL FERNANDEZ
APRIL 2008
EMPLOYEE OF THE MONTH**

WHEREAS, each month Monterey-Salinas Transit recognizes an outstanding employee as Employee of the Month; and

WHEREAS, the Employee of the Month is recognized for their positive contribution to MST and to the entire community; and

WHEREAS, Samuel Fernandez began his career with Monterey-Salinas Transit in February 1980 as a Mechanic. In late 1988, he was promoted to Master Mechanic; and

WHEREAS, Samuel Fernandez has been recognized for his excellent safety and attendance records. He also has received numerous Outstanding Achievement Awards, Special Project Awards and the coveted MST Award for Excellence; and

WHEREAS, Samuel Fernandez is highly skilled in all aspects of transit vehicle maintenance and is also certified to service and repair bus AC systems; and

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes Samuel Fernandez as Employee of the Month for April 2008; and

BE IT FURTHER RESOLVED that Samuel Fernandez is to be congratulated for his excellent work at Monterey-Salinas Transit.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2008-15 this 14th day of April 2008.

Fernando Armenta
Chairman

Carl Sedoryk
Secretary

BOARD OF DIRECTORS
REGULAR MEETING
MONTEREY-SALINAS TRANSIT
March 17, 2008

1. CALL TO ORDER

Chair Armenta called the meeting to order at 10:00 a.m. in the Monterey-Salinas Transit Conference Room.

Present:	Karen Sharp	City of Carmel-By-The-Sea
	Kristin Clark	City of Del Rey Oaks
	James Ford	City of Marina
	Libby Downey	City of Monterey
	Vicki Stilwell	City of Pacific Grove
	Sergio Sanchez	City of Salinas
	Thomas Mancini	City of Seaside
	Fernando Armenta	County of Monterey
	Lisa Senkir	City of Gonzales (Ex-Officio)

Absent:: None

Staff:	Carl Sedoryk	General Manager/CEO
	Lyn Owens	Director of Human Resources
	Hunter Harvath	Director of Administration
	Michael Hernandez	Chief Operating Officer
	Robert Weber	Dir. Transportation Services
	Sonia Bannister	Office Administrator
	Dave Sobotka	Controller
	Angelina Ruiz	Human Resources Administrator
	William Morris	Contract/Transportation Manager
	Zoe Smallwood	Marketing Analyst
	Tom Hicks	Contract Transportation Services A Manager

Others:	Dave Laredo	DeLay & Laredo
	Dean Knox	Coach Operator
	Tiziano Minelli	Coach Operator
	Debbie Hale	TAMC

Apology is made for any misspelling of a name.

2-2. – 2-6. CONSENT AGENDA

The consent agenda items consisted of the following:

- 2-2. Adopt Resolution 2008-14 recognizing Dean Knox, Coach Operator, as Employee of the Month for March 2008.
- 2-3. Disposal of property left aboard buses.
- 2-4. Minutes of the regular meeting of February 11, 2008.
- 2-5. Financial Report – February 2008.
- 2-6. Schedule public hearing for federally funded Program of Projects.

Director Sanchez moved to approve the items on the consent agenda. Director Mancini seconded and the motion carried with Director Sanchez abstaining on the Minutes.

3. SPECIAL PRESENTATIONS

Robert Weber, Dir. Transportation Services, introduced Dean Knox, Coach Operator, as MST Employee of the Month for March 2008. On January 11, 2008, the interlock system on MST coach #2004 was inadvertently disengaged causing the coach to roll backwards approximately 45 feet from the Tyler Street gate at the Monterey Transit Plaza. Dean witnessed the coach rolling backwards and immediately reacted by running across the rear of, and into the path of the moving coach, approached the driver side window, reached into the driver's compartment, and activated the parking brake – bringing the vehicle to rest before it could roll any further. Dean's prompt and decisive reaction to this situation clearly resulted in the prevention of serious damage, injuries, or potential loss of life. Dean has earned MST's sincere appreciation for his actions that day as he prevented this incident from becoming a truly tragic event.

The MST Board presented Tiziano Minelli, Coach Operator with a 20-Year Service Award.

4. PUBLIC COMMENTS

None.

5-1. RIDES ADVICORY BOARD COMMITTEE MINUTES

The Board accepted and filed the MST RIDES Advisory Committee Minutes – January 23, 2008.

6-1. MONTEREY MOBILITY MANAGEMENT CENTER

This item was pulled for further evaluation.

7. PUBLIC HEARING

None.

8-1. RETIREMENT OF BUS DEBT

At the September 2006 Board meeting, the Board authorized staff to procure 15 new buses from Gillig Corporation. The Board further authorized staff to enter into an agreement with Municipal Services Group (MSG) to finance the purchase over the 12-year life of the vehicles at a cost of principal and interest not to exceed \$8.2M. In September 2007, the California Transportation Commission allocated \$7.5M of State Transportation Improvement Program (STIP) funds to reimburse MST for costs to complete the purchase of these buses. The Master Agreement between MST and the State of California allows for the reimbursement of costs related to the financing of transit equipment.

MST would fund an escrow account to defease, or retire, MST's \$6.2M loan using funds reimbursed to MST through the STIP allocation. The defeasance process includes calculating and certifying the exact amount of funds to deposit into an irrevocable escrow account and paying the related transaction costs.

Director Mancini authorized staff to establish an escrow account and execute all necessary documentation to retire outstanding debt for 15 buses acquired in FY 2008. Director Ford seconded and the motion carried unanimously.

9-1. LOCAL FUNDING INITIATIVES

Debbie Hale, TAMC Executive Director, gave a brief presentation on local funding initiatives targeted for transit.

She reported that programs that support alternatives to driving will receive 25% of the transportation sales tax funds, estimated at a total of \$245 million over 25 years. The transit program will receive 20% of the transportation sales tax funds. Seventy-five percent of the transit program funding shall be devoted to rapid bus corridor projects and the remaining 25% will be devoted to other transit programs and projects. Projects eligible for transit program funding include: commuter bus service between Monterey and Salinas; transit service for the elderly and persons with disabilities; 511 traveler information; new transit facilities; and rapid bus corridor.

This was for information only. No action was required.

9-2. CALTRAIN FUNDING MEMORANDUM OF UNDERSTANDING

Hunter Harvath, Director of Administration, reported that the Transportation Agency for Monterey County (TAMC) is in the process of planning an extension of Caltrain commuter rail from its current terminus in Gilroy to Monterey County, including stations in Pajaro, Castroville and downtown Salinas. The proposed extension of Caltrain to Salinas would provide an alternative means of commuter travel between Monterey County and southern Santa Cruz County to the San Francisco Bay Area.

In addition to lowering congestion on the roadways, the commuter rail extension has the potential to expand job opportunities, to provide more transportation alternatives for senior citizens and those with physical disabilities, to increase access by students to educational resources, and to spur economic development opportunities along the train route. As currently scheduled, Caltrain service to Salinas could start as soon as 2011.

As a part of this MOU, TAMC and MST would agree to fund Caltrain service operations through available STA and LTF as permitted by the state Transportation Development Act, "with little to no impact on bus transit funding."

Director Mancini moved to approve the execution of the Caltrain funding Memorandum Of Understanding with the Transportation Agency for Monterey County. Director Stilwell seconded and the motion carried unanimously.

9-3. VETERANS CEMETARY MASTER DEVELOPMENT PLAN

Mr. Harvath reported that preliminary planning is underway for a Veterans Cemetery on the former Fort Ord. At its November 9, 2007, meeting, the FORA Board of Directors authorized the Executive Officer to execute a reimbursement agreement with the County of Monterey for a loan up to \$191,000 for the preparation of a Veterans Cemetery Master Development Plan. The FORA Board also authorized FORA staff to coordinate with its member jurisdictions and other interested parties to obtain financial participation.

Director Sanchez commented that MST has benefited from FORA in the past, and if possible, this would be a good thing to support. Director Ford agreed and noted that a lot of veterans ride the bus as well.

It was noted that any monetary donation would have to come out of MST's operating budget.

Director Sanchez moved to direct staff to research the feasibility of making a contribution. Director Downey seconded and the motion carried unanimously.

10-1. – 10-6. REPORTS & INFORMATION ITEMS

The reports consisted of the General Manager/CEO Report; TAMC Highlights – February 27, 2008; Washington DC Lobbyist Report – March 3, 2008; Sacramento Lobbyist report – March 1, 2008; Quarterly performance results report – 2nd Quarter FY 2008; and Referral log.

11. COMMENTS BY BOARD MEMBERS

Chair Armenta and Director Clark gave a brief report on the APTA Legislative Conference.

12. ANNOUNCEMENTS

None.

13. ADJOURNMENT

There being no further business, Chair Armenta adjourned the meeting at 11:20 a.m.

Prepared by: _____
Sonia AR Bannister

To: Board of Directors
From: D. Sobotka, Controller
Subject: Financial Report – February 2007

RECOMMENDATION:

1. Accept report of February cash flow presented in Attachment #1
2. Approve February disbursements listed in Attachment #2
3. Accept report of February treasury transactions listed in Attachment #3

FISCAL IMPACT:

The cash flow for February is summarized below, and is detailed in Attachment #1.

Beginning balance January 26, 2008	\$ 7,773,037.63
Revenues	463,382.79
Disbursements	<u>< 2,572,090.20 ></u>
Ending balance February 22, 2008	<u>\$ 5,664,330.22</u>

POLICY IMPLICATIONS:

Disbursements are approved by your Board each month and are shown in Attachment #2. Treasury transactions are reported to your Board each month, and are shown in Attachment #3.

Prepared by: _____ Reviewed by: _____
Dave Sobotka Carl Sedoryk

TREASURY TRANSACTIONS
FOR FEBRUARY 2008

<u>Date</u>	<u>Account</u>	<u>Conf #</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 1/26/07						\$ 7,376,226
Jan 28	LAIF	1157735	FNB		100,000	7,276,226
Jan 31	LAIF	1158243	WF		286,000	6,990,226
Feb 6	LAIF	1158833	WF		75,000	6,915,226
Feb 7	LAIF	1158975	FNB		58,000	6,857,226
Feb 11	LAIF	1159285	FNB		708,000	6,149,226
Feb 14	LAIF	1159666	WF		310,000	\$ 5,839,226
Local Agency Investment Fund: (Earned 4.620% for January 2008)						\$ 5,839,226
Treasury Balance at 02/22/08:						\$ 5,839,226

To: Board of Directors
From: Ben Newman, Risk Manager
Subject: Liability Claim Rejections

RECOMMENDATION:

Reject claims by the claimants below.

FISCAL IMPACT:

Both claims in excess of \$435.

POLICY IMPLICATIONS:

None.

DISCUSSION:

Ms. Tina Straza alleges a MST bus kicked up a rock from the roadway and damaged the windshield of the vehicle she was traveling in. The incident allegedly occurred on February 3, 2008. Ms. Straza reported this incident to MST on March 13, 2008.

Ms. Filomena Lapena claims an injury to her back when an MST bus allegedly departed from a bus stop prior to her being seated. Ms. Lapena alleges the incident occurred on February 15, 2008. Ms. Lapena reported the incident to MST on February 29, 2008.

After conducting a preliminary investigations into these matters, it is determined that Monterey-Salinas Transit has no liability in these claims and recommends they be rejected in their entirety.

The above claims are under investigation. If any Board member desires further information on these claims, they may request discussion in closed session.

PREPARED BY: _____ APPROVED BY: _____
Ben Newman Carl Sedoryk

To: Board of Directors
From: M. Hernandez, Chief Operating Officer
Subject: Authorize the Sale of Retired Vehicles

RECOMMENDATION:

1. Approve the retirement and sale of eight (8) 1995 Fixible buses along with obsolete spare parts/tools.
2. Approve the retirement and sale of ten (10) minibuses and support vehicles.

FISCAL IMPACT:

Unknown. The vehicles will be sold to the highest bidder.

POLICY IMPLICATIONS:

Your Board approves the retirement and sale of vehicles.

DISCUSSION:

MST's has eight (8), compressed natural gas (CNG) fueled, model year 1995 Fixible buses. The FTA considers 35-foot transit buses to have a 12-year life and are then eligible for retirement. These Fixible buses have an average of 260,000 miles and as with our other CNG fleet; have had a high maintenance cost and poor reliability, averaging a road call rate almost four times higher than the diesel fleet. MST's entire 17 bus CNG fleet has been replaced with fifteen new 2007/2008 Gillig low-floor buses, which completed in-processing of the last five buses in March.

In addition to the eight Fixible buses, MST also has seven minibuses, two vans, and one support truck that have been removed from service or will be removed from service in the next several weeks. The buses, minibuses and truck listed on the next page are eligible for retirement and replacement vehicles were previously authorized by your Board. The two vans were removed from service after recent accident damage on one, and a major engine malfunction on the other.

In May of 2005, MST sold 42 buses (with miscellaneous obsolete spare parts), 18 minibuses and non-revenue vehicles through an auction firm. The sale of the 60 vehicles, including the spare parts, netted MST \$102,000, with vehicles selling from a low of \$30 to a high of \$5,800. An auction firm will again be used to sell vehicles/parts to the highest bidder.

From a historical perspective, the Fxible Company started in 1913 as a motorcycle sidecar, funeral car, ambulance, and eventually a transit bus manufacturing company. In 1953 Fxible began building transit coaches for Chicago Transit Authority and in 1996 Fxible produced the last eight coaches off their assembly line for MST.

Coach 808 is the last Fxible coach produced prior to Fxible Co. filing for bankruptcy in 1996. As coach 808 is a historic vehicle there has been some casual interest in this vehicle in the past year. In the event a transit museum or other non-profit group is interested in preserving this vehicle, one Fxible coach can be donated if the request is received prior to these eight coaches being released for auction later this summer.

Approval of this item will authorize the retirement and sale of eight, 1995 Fxible buses with parts and tools, ten minibuses and other support vehicles through an auctioning firm. One Fxible can be donated to a non profit group, if there is an interest and at no cost to MST. Additionally, approval of this item will result in a \$44,832 mid-year adjustment to MST's inventory to reflect the sale of the obsolete parts for the Fxible fleet.

PREPARED BY: _____ REVIEWED BY: _____
 Michael Hernandez Carl G. Sedoryk

	Unit #	Year	Model
1	801-808	1995	35ft Fxible CNG Buses
2	5101	1997	Ford Minibus
3	492 *	1997	Ford - Service Truck
4	442	1999	Dodge Van
5	5115	1999	Chevy Startrans Minibus
6	909	2002	Aerotech - Minibus
7	910	2002	Aerotech - Minibus
8	915	2002	Aerotech - Minibus
9	916	2002	Aerotech - Minibus
10	917	2002	Aerotech - Minibus
11	5303	2004	Chevy Venture Minivan

* Diesel truck engine to be disabled, as it does not meet CARB requirements.

To: Board of Directors
From: M. Hernandez, Chief Operating Officer
Subject: Volunteer "Adopt a Bus Stop" and Beautification Programs

RECOMMENDATION:

Approve the "Adopt a Bus Stop", sponsorship and bus stop beautification program.

FISCAL IMPACT:

Direct impact unknown, however, any bench/shelter sponsorships or bus stop beautification efforts will result in a cost savings to MST.

POLICY IMPLICATIONS:

Your Board requested a volunteer program for community bus stop beautification efforts.

DISCUSSION:

Attached is the MST "Adopt a Bus Stop" and bus stop sponsorship and beautification program. This program is intended to allow community groups or individuals to sponsor a bus stop bench or shelter through a purchase, and, or volunteer to "adopt" a bus stop for a periodic or single event cleaning and beautification efforts.

The Facilities Committee approved the details of this program at their March 17 meeting. Once approved by your Board, MST will contact various community groups and high schools by way of a press release and news flyer and also post information on the MST web site. This program is a formalized version of a community service/volunteer bus stop beautification program requested by Chair Armenta and Director Sanchez.

PREPARED BY: _____ REVIEWED BY: _____
Michael Hernandez Carl G. Sedoryk

SPONSORSHIP PROGRAMS

		Price	Installation	Total
Bench*	8 Foot Redwood Passenger Bench; seven year life/MST support	\$425	\$81	\$506
Shelter*	14 foot, passenger shelter with lighting, bench and trash can; ten year life/MST support (<u>no concrete sidewalk improvements required</u>)	\$11,180	\$810	\$11,990
Shelter*	14 foot, passenger shelter with lighting, bench and trash can; ten year life/MST support (<u>estimated cost including concrete sidewalk improvements; call for quote</u>)	\$11,182	\$4,810	\$15,992
Memorial Bench*	8 Foot Redwood Passenger Bench with Bronze Plaque, seven year life/MST support (<u>Estimated price; call for quote</u>)	\$1,000	\$161	\$1,161

* MST completes required city permit/approval process for new installations

“ADOPT A BUS STOP” PROGRAM: Regular Clean-Up and Beautification Schedule

- MST Provides: On-site "how to" training program; list of MST approved cleaning materials and safety vest/stripe. Plaque on shelter. MST conducts follow-up feedback with volunteer supervisor
- Volunteers Provide: Work crew & supervision, approved cleaning materials, work clothing and materials to pick-up and haul away trash & regular cleaning commitment
- Duration/timing: Prescheduled in advance with MST for regular intervals/dates

BEAUTIFICATION & RED CURB PAINTING PROGRAM: One-Time Event

- MST Provides: On-site "how to" training program; list of locations, list of MST approved cleaning materials, safety vest/clothing stripe and safety cones; MST designated paint.
- Volunteers Provide: Work crew & supervision, approved cleaning materials, work clothing and materials to pick-up and haul away trash; painting clothing, brushes and paint rollers
- Duration/timing: Prescheduled in advance with MST for a specific date

To: Board of Directors
 From: D. Sobotka, Controller
 Subject: Draft Budget for FY 2009

RECOMMENDATION:

Refer the Draft Budget to the Finance Committee for review and recommendation.

FISCAL IMPACT:

The FY 2009 budget is \$32,095,209, which is a 17.9 percent decrease from FY 2008. Two service centers comprise the budget, Fixed Route BUS and MST RIDES.

	<u>FY 2008</u>	<u>FY 2009</u>	<u>% Change</u>
<u>Fixed Route BUS</u>			
Operating	\$ 23,894,942	\$ 25,978,147	8.7%
Capital	<u>13,192,743</u>	<u>3,277,422</u>	<u>(75.2%)</u>
Total	\$ 37,087,685	\$ 29,255,569	(21.1%)
<u>MST RIDES</u>			
Operating	\$ 1,839,549	\$ 2,030,540	10.4%
Capital	<u>169,950</u>	<u>809,100</u>	<u>478.9%</u>
Total	\$ 2,009,499	\$ 2,839,640	41.3%
 Total	 \$ 39,097,184	 \$ 32,095,209	 (17.9%)

The entire draft budget, including each of these sub-budgets, is balanced. That is, revenues equal expenses. Staff, with input from the Finance Committee, will identify any necessary adjustments and/or program changes in order to submit a final balanced budget to your Board in May.

POLICY IMPLICATIONS:

This budget implements your Board’s intentions as indicated below:

Fixed Route BUS. Maintaining current levels of service including service to South Monterey County and San Jose.

MST RIDES. This budget allows MST to comply with ADA-mandated paratransit service levels.

DISCUSSION:

The first section of the attached budget summarizes Operating and Capital budgets for each service center, Fixed Route BUS and MST RIDES. Following that are detailed sections for each service center.

This draft budget is balanced. Total revenues have been adjusted to identify the unfunded shortfall. Current payments for pay-down of Bus Replacement Financing will be drawn from the STAF budget.

Annually the draft budget is forwarded to the Finance Committee for review. The Finance Committee reviews this budget in detail and make appropriate recommendations to your Board. The final budget will be submitted for Board approval at the May meeting.

Prepared by: _____ Reviewed by: _____
Dave Sobotka Carl Sedoryk

Monterey-Salinas Transit FY 2009 BUDGET

July 1, 2008 – June 30, 2009

Board of Directors

Fernando Armenta, Chair, County of Monterey
Tom Mancini, Vice-Chair, City of Seaside
Kristin Clark, City of Del Rey Oaks
Libby Downey, City of Monterey
James Ford, City of Marina
Sergio Sanchez, City of Salinas
Lisa Senkir, City of Gonzales (Ex-Officio)
Karen Sharp, City of Carmel-By-The-Sea
Vicki Stilwell, City of Pacific Grove

MST Staff

Carl G. Sedoryk, General Manager/CEO
Dave Sobotka, Controller

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FY 2009 BUDGET SUMMARY

Summary

General Overview

Keeping in mind the primary mission, key business drivers and objectives for FY 2009, management has approached this budget cycle with the intention of providing Your Board with a quality-driven, programmatic budget. As a reminder these criteria are listed below for your reference.

MISSION STATEMENT

Our mission is leading, advocating and delivering quality public transportation.

KEY BUSINESS DRIVERS

Key Business Driver #1 - Operate safely, efficiently and effectively

Key Business Driver #2 – Increase customer satisfaction

Key Business Driver #3 - Strengthen employee development and satisfaction

Key Business Driver #4 - Enhance support by MST members and other stakeholders

FY 2009 STRATEGIC GOALS, OBJECTIVES AND ACTION PLANS

The FY 2009 Strategic Goals, Objectives and Action Plans are listed at the end of this section on page 6.

General Budget Structure

The MST budget is divided into two service centers: Fixed Route BUS provides for operation of buses on fixed routes. MST RIDES provides for paratransit operation of small buses and vans, and complies with the Americans with Disabilities Act. Each service center budget is balanced, that is, revenues match expenses.

Each service center has an operating budget and a capital budget: The operating budget covers day-to-day expenses associated with operating transit services. It is funded with passenger fares, federal grants, local transportation funds (LTF) and advertising revenue.

The capital budget provides for purchase of accountable, non-consumable property. This primarily includes vehicle payments, facilities improvements, and equipment. It is funded with federal and state (STAF) funds.

MST is not permitted to have a “contingency fund” or to carryover unused funds. There is no local tax dedicated for transit.

FY 2009 Budget Characteristics

The FY 2009 budget is balanced. That is, revenues equal expenses.

The FY 2009 budget maintains service levels for Fixed Route BUS Service as revised in January 2008. The budget includes maintaining service to South Monterey County and San Jose on a continuing basis, for both Fixed Route BUS and MST RIDES.

The table below shows the two service centers with their operating and capital budgets for FY 2009 and FY 2008. The proposed FY 2009 budget is \$ 32,095,209, which is 17.9 percent less than the FY 2008 budget.

	<u>FY 2008</u>	<u>FY 2009</u>	<u>% Change</u>
<u>Fixed Route BUS</u>			
Operating	\$ 23,894,942	\$ 25,978,147	8.7%
Capital	<u>13,192,743</u>	<u>3,277,422</u>	<u>(75.2%)</u>
Total	\$ 37,087,685	\$ 29,255,569	(21.1%)
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Operating	\$ 1,839,549	\$ 2,030,540	10.4%
Capital	<u>168,950</u>	<u>809,100</u>	<u>478.9%</u>
Total	\$ 2,009,499	\$ 2,839,640	41.3%
Total	\$ 39,097,184	\$ 32,095,209	(17.9%)

On the following pages is the Operating Budget Recap of Revenue and Expense by Account with comparison to FY 2008 at page 8, Performance Measures for BUS at page 9 and RIDES at page 10.

FY 2009

DRAFT GOALS, OBJECTIVES, AND ACTION PLANS

The following are the six strategic goals that Monterey Salinas Transit will pursue over the next three - five years. Beneath each goal are specific objectives to be met during the FY 2009 to support these goals along with tactics to be used to achieve each objective.

1. Improve Service Design and Infrastructure:

Objective: Develop and implement changes to MST's existing services and infrastructure to accommodate future growth, while attracting new riders by utilizing effective marketing techniques and by applying greater focus in meeting individual community needs.

2. Develop Stable Long Term Funding Sources:

Objectives: Through education – encourage policy makers and the general public to enact legislation at local, state, and federal levels to provide sustained funding sources that will support the future growth of Monterey County's Public Transportation System.

Pursue public / private partnerships, fare-pricing strategies, and revenue generation from the use of MST assets as means to generate the funds required to construct needed capital facilities, purchase vehicles, sustain both current and future transit services, and reduce the overall subsidy per passenger.

3. Enhance Information Technology

Objective: Continue to explore and implement new technologies that enhance the overall customer experience, reduce costs, attract new customers, retain existing customers, and improve the image of MST in the community.

4. Improve Service Quality

Objective: Continue MST commitment to Service Quality through implementation of the MST Business Model and focus on Key Business Drivers including safety, efficiency, effectiveness, customer satisfaction, employee satisfaction, and stakeholder satisfaction

5. Leverage Alternative Fuels:

Objective: Implement an economically sound and environmentally friendly fuel strategy, with a renewable alternative fuel component, which meets or exceeds California Air Resources Board (CARB) emission standards and maximizes fuel efficiency.

6. Improve Board Structure and Process:

Objective: Redirect the MST Board's structure, processes, and oversight to provide greater emphasis to long-term strategic and policy focus in support of the MST Business Model.

Adopted May 2007

Transportation and Maintenance Strategic Action Plan

- a. Participate in national, state and regional transit conferences, meetings and groups (APTA, CTA, RTA, alternative fuel forums, user groups, etc.) that identify and outline changes to federal and California Air Resources Board (CARB) emission requirements.
- b. Maintain a dialogue with CARB staff regarding emission requirements and emission reduction strategies.
- c. Introduce biodiesel into the MST operated diesel fleet.
- d. Test existing fuel tanks for compliance with biodiesel or other products.
- e. Conduct an ongoing testing of tanks and monitor engine/filter components.
- f. Adopt Leadership in Energy and Environmental Design (LEED) principles as appropriate for final design of the Marina Central Village mixed use development and the FJL Monterey Bay Operations Center.
- g. Identify opportunities for energy, water, gas and other resource conservation programs.
- h. Begin development of housing, retail and professional components of the Marina Transit Exchange
- i. Monitor the effectiveness of the recent conversion to lower consumption lighting at MST's operating facility and implement conversions on the remaining MST properties
- j. Monitor operating, maintenance and financial performance statistics on a monthly basis and implement programs to support continuous improvement
- k. Complete implementation of the Hastus Daily Dispatch and Attendance software system, Maximus Fleet Focus Maintenance and Materials Management system.
- l. Implement new services and streamline South County services.
- m. Fine-tune Peninsula services in response to customer requests..
- n. Renegotiate the service agreement for all contracted services (Paratransit, Fixed Route, DART services) with MV Transportation Inc.

- o. Identify funding sources for the replacement of 15 Paratransit vehicles by end of Fiscal year. (65% of the fleet)
- p. Develop / finalize curriculum for the Operations Supervisor Training Academy.
- q. Complete safety security improvements to facilities (cameras, swipe cards and gates).
- r. Participate in regional maintenance training opportunities
- s. Complete design work for the FJL Monterey Bay Operations Center

Administration Strategic Action Plan

- a. Implement new services, including the Salinas Trolley and hospitality-targeted night-owl/early-bird/weekend services
- b. Plan for the implementation of the South County DART system in early FY 2010.
- c. Continue to fine-tune transit services in response to customer requests, on-time performance data and ridership statistics.
- d. Targeted marketing and promotional efforts designed towards major employers, schools, senior groups, hospitality industry, and non-traditional riders will also assist in growing ridership.
- e. Complete design of FJL Monterey Bay Operations Facility.
- f. Pending city of Monterey approvals, move the Monterey transfer location from Simoneau Plaza to a better location for customers and operations.
- g. Begin implementation of BRT plan and apply for funding for phase 1 of the Fremont/Lighthouse Avenue BRT service, per funding availability.
- h. Identify funding for additional shelters and on-street passenger amenities.
- i. Continue evaluation of proximity fare card systems in order to implement a revised fare structure and collection system that is easy to use and administer, attracts additional ridership, and increases fare revenues.
- j. Adopt and execute annual state and federal legislative programs.
- k. Participate in community outreach and provide public information regarding measures to provide dedicated funding for improved public transportation, including but not limited to the proposed 2008 Transportation Agency for Monterey County sales tax ballot initiative.
- l. Continue to explore and implement public/public partnerships for development of new services to job intensive sites, including HSBC, shopping areas, colleges and universities and other such locations.
- m. Secure public and private funding partners for development of the FJL Monterey Bay Operations Center.
- n. Identify means to develop MST properties in a manner that promotes increased transit use, provide stable long-term funding for MST, and is consistent with local jurisdiction land use guidelines.

- o. Conduct the CSUMB-Seaside-Marina-MST Strategic Transit Plan.
- p. Begin preparing FY 2010-2012 SRTP
- q. Participate in the MST bio-fuel program by identifying additional properties on which to grow mustard seed, pending successful results of the FY 2008 pilot program.

Finance Strategic Action Plan

- a. Monitor operating, maintenance and financial performance statistics on a monthly basis and implement programs to support continuous improvement.
- b. Prepare necessary financial statements and reports in a timely, accurate manner
- c. Monitor grants and related activities to ensure compliance with Federal, State and Local funding requirements.
- d. Provide financial information to executive leadership team to enhance the decision making process.
- e. Complete implementation of Microsoft Navision Grants Management module.
- f. Review internal process and procedures for Accounts Payable, Accounts Receivable, Payroll, and General Accounting and develop standard operating procedures where necessary

Information Technology Strategic Action Plan

- a. Support implementation of the Hastus Daily Dispatch and Attendance software system, and Microsoft Navision Human Resources Systems module.
- b. Continue to implement real-time passenger information signage at major MST transfer locations. Support and maintain signage at existing sites.
- c. Complete *MST Online* access to online information about MST, including automated trip planning and online pass sales.
- d. Complete a study of Smart card technology and plan for implementation of a regional Smart card system.
- e. Maintain and support WiFi technology on regional routes.
- f. Maintain and support Maximus Fleet Focus Maintenance and Materials Management system
- g. Prepare and plan for upgrade/replacement of Siemens Transit Master system.
- h. Maintain and support MST computer hardware and software infrastructure including additional locations.
- i. Implement and support MST Reporting suite utilizing existing and new technologies.

Human Resources Strategic Action Plan

- a. Continuation of programs that reward safe behavior.
- b. Provide additional training for coach operators to diffuse difficult situations.
- c. Install safety and security cameras at MST facilities and on board MST buses. Complete installation of cameras at TDA in FY 08.
- d. Improve communication with all employees and the ATU leadership.
- e. Complete negotiations of the MSTEА MOU.
- f. Recognize and celebrate individual and group achievements in support of MST's objectives, goals and mission.
- g. Conduct attitude and opinion surveys to gauge satisfaction of employees.
- h. Complete implementation of the Microsoft Navision Financial and Human Resources Systems.
- i. Monitor operating, maintenance and financial performance statistics on a monthly basis and implement programs to support continuous improvement.
- j. Ensure that a proper staff structure is in place to meet strategic goals and objectives.
- k. Investigate Alternative Dispute Resolution for settlement of Worker's Compensation Claims. Potential savings at claims closure. Potential duration into 2010 if implemented.
- l. Upgrade training room by providing equipment necessary to present in various formats.
- m. Add one additional staff member for training and future succession.
- n. Continue to minimize litigation costs.

Section 1. Operating Budget Recap

**MONTEREY-SALINAS TRANSIT
FISCAL YEARS 2008 AND 2009
OPERATING BUDGET RECAP**

Account Object	<u>BUS</u> <u>FY2008</u>	<u>BUS</u> <u>FY2009</u>	<u>%</u> <u>Inc(Dec)</u>	<u>RIDES</u> <u>FY2008</u>	<u>RIDES</u> <u>FY2009</u>	<u>%</u> <u>Inc(Dec)</u>
REVENUES						
401 Passenger Revenues	\$ 5,487,022	\$ 5,487,022	0.0%	\$ 177,894	\$ 199,241	12.0%
402 Special Transit Fares	311,921	311,921	0.0%	200	0	0.0%
405 Charter Service Revenues	0	0	0.0%	0	0	0.0%
406 Associated Transit Revenues	316,600	316,600	0.0%	0	0	0.0%
407 Non-Transportation Revenues	140,000	140,000	0.0%	800	800	0.0%
409 Local Cash Grants (LTF)	10,486,809	11,396,108	8.7%	6,888	0	0.0%
411 Other Local Revenues	305,000	240,000	-21.3%	1,378,767	1,815,297	31.7%
413 Federal Cash Grants I	6,847,590	8,086,496	18.1%	275,000	16,000	-94.2%
TOTAL REVENUES	\$ 23,894,942	\$ 25,978,147	8.7%	\$ 1,839,549	\$ 2,030,538	10.4%
EXPENSES						
501 Labor	\$ 9,039,168	\$ 9,601,116	6.2%	\$ 88,036	\$ 74,327	-15.6%
502 Fringe Benefits	6,749,328	7,296,663	8.1%	45,258	38,956	-13.9%
503 Services	1,508,335	1,622,050	7.5%	88,900	88,400	-0.1%
504 Materials & Supplies	3,411,336	4,065,864	19.2%	31,200	20,300	-34.9%
505 Utilities	220,750	253,762	15.0%	0	0	0.0%
506 Casualty & Liability	472,108	457,108	-3.2%	0	0	0.0%
507 Taxes	214,985	269,690	25.4%	0	0	0.0%
508 Purchased Transportation	2,027,585	2,084,407	2.8%	1,580,656	1,803,054	14.1%
509 Miscellaneous	234,947	269,327	14.6%	5,500	5,500	0.0%
512 Leases & Agreements	16,400	57,500	350.6%	0	0	0.0%
TOTAL EXPENSES	\$ 23,894,942	\$ 25,978,147	8.7%	\$ 1,839,549	\$ 2,030,538	10.4%
513 Depreciation (Memo)	3,513,143	3,821,671	8.8%	161,147	170,501	5.8%
	\$ 27,408,085	\$ 29,799,818	8.7%	\$ 2,000,696	\$ 2,201,039	10.0%

NM = Not Meaningful

Section 2. Fixed Route BUS Performance Measures

	<u>ACTUAL</u> <u>FY 2007</u>	<u>BUDGET</u> <u>FY 2008</u>	<u>PROPOSED</u> <u>FY 2009</u>
<u>BASIC MEASURES</u>			
INPUT			
Expenses	\$21,077,769	\$23,894,942	\$25,978,148
Employees (Full time Equivalents)	211	222	226
OUTPUT			
Vehicle Revenue Hours	209,0887	189,852	187,593
Vehicle Revenue Miles	3,249,965	3,185,768	3,147,861
END PRODUCT (Service to the public)			
Passengers	4,892,345	4,790,145	4,790,145
Passenger Revenue	\$ 6,183,679	\$5,487,022	\$5,487,022
IMPACT			
Provide mobility for social good			
Reduce traffic, air pollution, and energy consumption			
<u>PERFORMANCE INDICATORS</u>			
SERVICE EFFICIENCY (Input vs Output)			
Expenses/ Vehicle Revenue Hour	\$100.81	\$125.86	\$138.45
Expenses/Mile	\$6.49	\$7.50	\$8.15
Vehicle Revenue Hours/Employee	991	866	833
SERVICE EFFECTIVENESS (Output vs End Product)			
Passengers/Mile	1.51	1.50	1.52
Passengers/Vehicle Revenue Hour	23.4	26.9	25.5
Revenue/ Vehicle Revenue Hour	\$29.57	\$30.54	\$30.91
Revenue /Mile	\$1.90	\$1.93	\$1.84
COST EFFECTIVENESS (Input vs End Product)			
Expenses/Passenger	\$4.05	\$4.99	\$5.53
Passenger Rev/Expense (Farebox Recovery)	29.34%	24.27%	22.32%

Section 3. MST RIDES Performance Measures

	<u>ACTUAL</u> <u>FY 2007</u>	<u>BUDGET</u> <u>FY 2008</u>	<u>PROPOSED</u> <u>FY 2009</u>
<u>BASIC MEASURES</u>			
INPUT			
Expenses	\$1,494,938	\$1,839,549	\$2,030,538
Employees	28	24	24
OUTPUT			
Vehicle Service Hours	36,651	31,292	38,960
Vehicle Service Miles	643,049	644,304	767,162
END PRODUCT (Service to the public)			
Passengers	66,508	65,420	73,192
Passenger Revenue	\$154,474	\$178,094	\$199,241
IMPACT			
Provide mobility for social good			
Reduce traffic, air pollution, and energy consumption			
<u>PERFORMANCE INDICATORS</u>			
SERVICE EFFICIENCY (Input vs Output)			
Expenses/Vehicle Service Hour	\$44.79	\$58.79	\$52.12
Expenses/Vehicle Service Mile	\$2.32	\$2.86	\$2.65
Vehicle Service Hours/Employee	1,333	1,304	1,623
SERVICE EFFECTIVENESS (Output vs End Product)			
Passengers/Mile	0.10	0.10	0.10
Passengers/Vehicle Service Hour	1.81	2.09	1.88
Revenue/Vehicle Service Hour	\$4.21	\$5.69	\$5.11
Revenue /Mile	\$0.24	\$0.28	\$0.28
COST EFFECTIVENESS (Input vs End Product)			
Expenses/Passenger	\$22.48	\$28.12	\$27.74
Passenger Rev/Expense (Farebox Recovery)	10.34%	9.68%	9.81%

FY 2009 Budget
FIXED ROUTE BUS

FY 2009 BUDGET

Part A. Fixed Route BUS Operating Budget

REVENUES

<u>ACCT NO.</u>	<u>Actual FY 2007</u>	<u>Budget FY 2008</u>	<u>Proposed FY 2009</u>
401 Passenger Revenues	\$5,035,882	\$5,487,022	\$ 5,487,022

Farebox receipts, pass and ticket sales are included in this account. No increase in passenger revenue is expected in FY 2009.

402 Special Transit Fares	1,253,400	311,921	311,921
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This category includes all special transit services for The WAVE, the Edgewater Shopping Area, Laguna Seca and the County Fair. South Monterey County is funded by LTF in all years.

405 Charter Service Revenues	-0-	-0-	-0-
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No charter revenues are anticipated because of restrictive federal regulations.

406 Auxiliary Transit Revenues	155,268	316,600	316,600
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This account is used to gather miscellaneous sources of revenue, of which the primary source is from displaying advertising materials on buses, which is expected to reach \$240,000 in FY 2008 and FY 2009.

407 Non-Transportation Revenues	133,624	140,000	140,000
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Interest Income from funds invested is recorded in this account. Interest rates started to rebound in FY 2007 but dropped again in FY 2008.

409 Local Cash Grants	8,583,624	10,791,809	11,636,108
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Local Transportation Funds (LTF) are allocated to Monterey County based on population levels. These funds are then allocated to transportation activities, including transit. Also included are funds from the Monterey Bay Unified Air Pollution Control District (MBUAPCD) and Amtrak.

FY 2009 BUDGET
Part A. Fixed Route BUS Operating Budget (Continued)

REVENUES (Contd.)

ACCT NO.	Actual FY 2007	Budget FY 2008	Proposed FY 2009
411 State Cash Grants	0	0	0
<p>MST uses State Transit Assistance Funds (STAF) funding for Capital, and not for Fixed Route BUS Operating expenses.</p>			
413 Federal Cash Grants	6,108,839	6,847,590	8,086,496
<p>This account includes general operating assistance from the Federal Transit Administration (FTA Section 5307). Service planning assistance (FTA Section 5313(b)), Rural and Intercity funds (FTA Section 5311 and 5311(f)) and JARC Funds have been included since FY 2007.</p>			
TOTAL REVENUES	\$ 21,270,636	\$ 23,894,942	\$ 25,978,147

FY 2009 BUDGET

Part A. Fixed Route BUS Operating Budget (Continued)

VEHICLE OPERATIONS FUNCTION

This function includes operating buses, and scheduling the buses and drivers.

<u>ACCT NO.</u>	<u>Actual FY 2007</u>	<u>Budget FY 2008</u>	<u>Proposed FY 2009</u>
501 Salaries and Wages	\$5,711,417	\$5,841,814	\$6,295,716

Bus Operators and Operations Staff comprise this expense category, which includes 134 coach operators, and 22 dispatchers, schedulers, safety inspectors, and field supervisors/ instructors. This year's budget proposes an increase of one coach operator, one trainer and one field supervisor.

502 Fringe Benefits	4,103,626	4,805,109	5,193,130
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Life & Health Insurance, PERS Retirement Benefits, Personal Leave, and Workers Compensation Insurance are the major contributors to this expense category. The increase from FY 2007 to FY 2008 is largely due additional reserves for workers compensation insurance in FY 2008.

503 Services	71,401	204,500	209,000
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Security service at all locations represents the major cost accounting for this expense. New service is added for the Marina Transit Exchange in FY 2008.

504 Materials and Supplies	1,708,415	2,634,327	3,203,375
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Fuels, Lubricants and Tires are the major components of this expense category. Costs for CNG fuels stopped but diesel has increased during the last year. Prices are expected to continue to rise. Pricing is the main reason for the increase of 59.9 percent in FY 2008 and 22.4 percent in FY 2009.

507 Taxes	129,707	165,785	219,573
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The increase in taxes on fuel, tires and supplies in FY 2008 and FY 2009 is primarily due to the increased fuel costs.

FY 2009 BUDGET

Part A. Fixed Route BUS Operating Budget (Continued)

VEHICLE OPERATIONS FUNCTION (Contd.)

<u>ACCT</u> <u>NO.</u>	<u>Actual</u> <u>FY 2007</u>	<u>Budget</u> <u>FY 2008</u>	<u>Proposed</u> <u>FY 2009</u>
512 Leases and Rentals	600	7,500	1,800

MST's radio antenna site and coach operator restroom leases are included here. The amount in FY 2007 is due to reduced costs on the lease of high-speed data transmission lines for the AVL system and FY 2008 is overstated.

TOTAL OPERATIONS EXPENSE \$ 11,725,167 \$ 13,659,035 \$ 15,122,595

FY 2009 BUDGET

Part A. Fixed Route BUS Operating Budget (Continued)

VEHICLE MAINTENANCE FUNCTION

The Vehicle Maintenance function includes preventive and corrective maintenance on revenue and support vehicles, as well as updating vehicle records, and servicing and fueling vehicles.

<u>ACCT NO.</u>	<u>Actual FY 2007</u>	<u>Budget FY 2008</u>	<u>Proposed FY 2009</u>
501 Salaries and Wages	\$ 1,451,469	\$ 1,598,345	\$ 1,666,396

This category includes 20 mechanics and assistants, 8 utility service workers, 5 parts inventory staff, and 5 shift supervisors and support staff. One revenue mechanic was added to help maintain the aging farebox system.

502 Fringe Benefits	833,707	1,104,018	1,178,445
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Life & Health Insurance, PERS Retirement Benefits, Personal Leave, and Workers Compensation Insurance are the major contributors to this category. The 6.7 percent increase is due to the additional employee.

503 Services	112,137	204,141	261,863
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Fuel/Run-off Water Analysis, Temporary Help and Outside Labor for repairs, laundry, towing and hazardous waste disposal are included in this category. The 28.3 percent increase in FY 2009 was for increased hazardous waste removal costs related to Bus exhaust "brick" cleaning and replacement.

504 Materials and Supplies	539,347	465,459	479,367
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Vehicle Maintenance Parts makes up the largest component of this category. Fuels, lubricants and bus cleaning & painting supplies are the other major item. There is only a 2.9% increase from FY 2008 due largely to lower maintenance costs for new buses.

506 Casualty and Liability Costs	62,383	45,000	30,000
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Physical damage repair costs and recoveries are reported in this Department's account. No increase is expected from insurers, but recoveries have increased.

FY 2009 BUDGET

Part A. Fixed Route BUS Operating Budget (Continued)

VEHICLE MAINTENANCE FUNCTION (Contd.)

<u>ACCT NO.</u>	<u>Actual FY 2007</u>	<u>Budget FY 2008</u>	<u>Proposed FY 2009</u>
507 Taxes	6,793	40,200	41,118
<p>No significant increase between FY 2008 and FY 2009 is due to little increase in vehicle maintenance parts in the Materials and Supplies expense category.</p>			
512 Leases and Rentals	-0-	2,000	2,000
<p>This category of expense is for rental of shop and maintenance equipment.</p>			
TOTAL VEHICLE MAINTENANCE EXPENSE	\$ 3,008,627	\$ 3,459,163	\$ 3,659,189

FY 2009 BUDGET
Part A. Fixed Route BUS Operating Budget (Continued)
FACILITIES MAINTENANCE FUNCTION

This function includes maintenance of grounds, buildings, and bus stops.

ACCT NO.	Actual FY 2007	Budget FY 2008	Proposed FY 2009
501 Salaries and Wages	\$ 197,175	\$ 277,099	\$ 320,063

Four utility service workers, a custodian, a supervisor, and a Facilities/Capital Projects Manager comprise this function. An facilities technician was added in mid - FY 2008 representing the increase in FY 2009.

502 Fringe Benefits	116,797	138,820	167,874
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Life & Health Insurance, PERS Retirement Benefits, Personal Leave, and Workers Compensation Insurance remain the major contributors to this expense category, which increased due to additional staff.

503 Services	343,526	485,394	590,881
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Outside Labor is to meet the specialized plant and equipment requirements and keep our staff levels low. Services are provided for all building and equipment maintenance and repairs, including shelters, transit centers, grounds, fuel islands, hazardous waste disposal & cleanup, bus washers, and storage tanks. Office, telephone and computer equipment are also maintained from this account. Computer software maintenance contracts and new custodian costs at the MTX account for the 21.7 percent increase in FY 09.

504 Materials and Supplies	110,839	81,350	122,800
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Cleaning supplies for buildings, transit centers, shelter and bus stops are represented here. The 51 percent decrease is due to the CNG fueling station maintenance taken over by the City of Monterey in FY 08 and replaced with South County shelter and bus stop maintenance in FY 09.

512 Leases and Rentals	1,583	1,500	1,500
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This category of expense is for rental of maintenance equipment.

TOTAL FACILITIES MAINTENANCE EXPENSE	\$ 769,920	\$ 984,162	\$ 1,203,118
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FY 2009 BUDGET

Part A. Fixed Route BUS Operating Budget (Continued)

GENERAL ADMINISTRATION FUNCTION

The General Administration function includes, transit planning, customer services, marketing, finance and accounting, computer systems, personnel administration, and legal services.

<u>ACCT NO.</u>	<u>Actual FY 2007</u>	<u>Budget FY 2008</u>	<u>Proposed FY 2009</u>
501 Salaries and Wages	\$ 1,076,356	\$ 1,221,910	\$ 1,319,601

This account represents the costs for 22.5 employees that perform the Administrative Function. These functions include transit planning, customer services, marketing, finance and accounting, computer systems, and personnel administration. An IT intern has been proposed for FY 2009.

502 Fringe Benefits	591,732	701,383	757,215
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Life & Health Insurance, PERS Retirement Benefits, Personal Leave, and Workers Compensation Insurance are the major expenses to this category. The 7.9 percent increase is primarily due to second phase salary adjustments.

503 Services	549,120	614,300	560,306
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Professional services, contract negotiations, marketing services and advertising are the four major expenditure areas in this category. Additional Consulting expenses for a passenger survey, union contract negotiations and an ergonomic project represent the 29.1 percent increase in FY 2008. These projects were completed and did not impact spending in FY 2009.

504 Materials and Supplies	305,745	230,200	260,322
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Printed material such as passes, tickets, and Riders' Guides as well as office and public information and bus advertising costs are expended from this category. A 13.1% increase is expected in FY 2009 for Public Information and office supplies.

FY 2009 BUDGET

Part A. Fixed Route BUS Operating Budget (Continued)

GENERAL ADMINISTRATION FUNCTION (Contd.)

<u>ACCT NO.</u>	<u>Actual FY 2007</u>	<u>Budget FY 2008</u>	<u>Proposed FY 2009</u>
505 Utilities	244,569	220,750	253,762
<p>Telephone, power, gas and alarm services are included in these expense accounts. The 15.0 percent increase is expected from increases for energy costs due to the addition of the Marina Transit Exchange and rate increases.</p>			
506 Casualty and Liability Costs	816,836	427,108	427,108
<p>Property Damage and Liability Insurance costs are represented in this account category. No increase is reflected in FY 2009 to recognize continued stable costs from insurance carriers and recoveries initiated by staff.</p>			
507 Taxes	4,281	9,000	9,000
<p>Excise taxes are included as the primary expenditure in this category.</p>			
508 Purchased Transportation	1,684,627	2,027,585	2,084,407
<p>Purchased transportation contracts for DART shuttle service, lines 1, 2, 4, 7, 22, 24-Grapevine Express, 27, 56 and The WAVE continue under the MV contract. The Marina On-Call was added in FY 2008 and the Salinas Trolley in FY 2009.</p>			
509 Miscellaneous Expense	485,981	234,947	269,327
<p>Training & Travel, Ad Media, Bad Debts, Publications and Dues & Permits represent the expenditure types included in this category.</p> <p>The Board travel in this account covers the following: American Public Transit Association (APTA), California Transit Association (CTA) and travel to Washington, DC and Sacramento to meet with legislators and other officials. The budget provides one meeting for six board members; two meetings for two board members; and two meetings for three board members.</p>			

FY 2009 BUDGET
Part A. Fixed Route BUS Operating Budget (Continued)

GENERAL ADMINISTRATION FUNCTION (Contd.)

<u>ACCT NO.</u>	<u>Actual FY 2007</u>	<u>Budget FY 2008</u>	<u>Proposed FY 2009</u>
512 Leases and Rentals	3,717	5,400	5,400
The postage meter lease is paid from this category.			
TOTAL GENERAL ADMINISTRATIVE EXPENSE	\$ 5,762,962	\$ 5,792,583	\$ 5,993,248

FY 2009 BUDGET

Part A. Fixed Route BUS Capital Budget

<u>Priority</u> <u>NO.</u>	<u>Description</u>	<u>Federal</u> <u>Share</u>	<u>Local</u> <u>Share</u>	<u>Total</u> <u>Budget</u>
1	Bus Lease Payment Fund	\$ 226,000	\$1,264,750	\$ 1,490,750
	Funding to continue financing payments with Federal Earmark and STAF Funds.			
2	Brick Filter Cleaner and Spares		80,000	80,000
	Bus exhaust filtration cleaner and spare filters will be purchased with STA Funds.			
3	Rehab Bus Yards and Driveways		40,000	40,000
	Funding to repair and upgrade the bus yards and driveways at TDA, STC and CJW with State Transit Assistance Funds.			
4	Associated Capital Maintenance Items		65,000	65,000
	Capital repair parts for buses will be purchased with STA Funds.			
5	Transit Signage		30,000	30,000
	Flags, displays and schedule holders will be replaced with STA Funds.			
6	Fleet –Interior Lighting Upgrade		25,000	25,000
	Replace older fleets interior lighting fixtures with STA Funds.			
7	Overhead Cover CJW Steam Cleaner		75,000	75,000
	Install overhead cover for steam cleaner at CJW with STA Funds.			
8	Monterey Transit Plaza Improvements		100,000	100,000
	STA Funds used for Plaza improvements and upkeep.			
9	Computer/Radio Equipment		94,000	94,000
	Replace computer/radio equipment for Operations and Maintenance Departments at TDA division with STA Funds.			

FY 2009 BUDGET

Part A. Fixed Route BUS Capital Budget (Continued)

<u>Priority</u> <u>NO.</u> <u>Description</u>	<u>Federal</u> <u>Share</u>	<u>Local</u> <u>Share</u>	<u>Total</u> <u>Budget</u>
10 Miscellaneous Maintenance Equipment		36,000	36,000
Yard sweeper, fuel island vacuums and heavy-duty trailer at TDA division purchased with STA Funds.			
11 Miscellaneous Operations Equipment		28,000	28,000
Purchase Supervisor laptops and furniture at TDA division with STA Funds.			
12 Shelters		60,000	60,000
Add new shelters with STA Funds.			
13 Transit Master Real Time Displays		120,000	120,000
Acquire real time displays for major center and stops with STA Funds.			
14 Brake and Tire Lathes and Machines		115,000	115,000
Small tire changing machines, small drum and rotor lathe for TDA & CJW will be purchased and brake drum lathes and bus tire machines will be replaced with STA Funds.			
15 Forklift for CJW		38,000	38,000
Purchase new forklift for CJW division with STA Funds.			
16 Farebox and Smartcards		492,672	492,672
Begin initial funding of farebox replacements and addition of Smartcard demonstration program with California Proposition 1B Funds.			
17 Employee Restrooms at STC		225,000	225,000
Fund addition of employee restrooms at STC with STA Funds.			
18 Trailer-Mounted Z-Boom		52,000	52,000
Purchase boom to use for elevated work tasks with STA Funds.			

FY 2009 BUDGET

Part A. Fixed Route BUS Capital Budget (Continued)

<u>Priority</u> <u>NO.</u> <u>Description</u>	<u>Federal</u> <u>Share</u>	<u>Local</u> <u>Share</u>	<u>Total</u> <u>Budget</u>
19 Window Replacement at TDA		25,000	25,000
Replace windows at TDA walk corridor for safety reasons with STA Funds.			
20 Fuel Tank Retrofit at TDA and CJW		35,000	35,000
Compliance retrofit of fuel tanks with STA Funds.			
21 Steam Cleaner Water Recycling Upgrade		51,000	51,000
Upgrade steam cleaning water recycling system with STA Funds.			
TOTAL BUS CAPITAL	\$ 226,000	\$ 3,051,422	\$ 3,277,422

FY 2009 BUDGET
MST RIDES

**FY 2009 BUDGET
MST RIDES
Part B. Operating Budget
REVENUES**

ACCT NO.	Actual FY 2007	Budget FY 2008	Proposed FY 2009
401 Passenger Revenues	\$ 159,095	\$ 177,894	\$ 199,241
<p>Farebox receipts, ticket sales passenger payments to taxis are included in this account. Passenger count began increasing as the requalification process was completed. A 12 percent increase in passengers is anticipated for FY 2009.</p>			
402 Special Transit Fares	-0-	200	-0-
<p>Contracted service to South County will come from STAF funds paid by the cities utilizing the ADA services in the transit corridor.</p>			
407 Non-Transit Revenues	89	800	800
<p>Interest Income from capital escrow funds are recorded in this account.</p>			
409 Local Cash Grants (LTF)	-0-	-0-	-0-
<p>Local Transportation Funds for Monterey County are allocated to MST RIDES based on available funds. Funds were transferred to Fixed-Route BUS and were replaced by STAF funding.</p>			
411 State Grants	1,050,928	1,385,654	1,815,297
<p>RIDES qualified for STAF funding for Operating Expenses beginning in FY 2007. This level may change each year depending upon qualification. Capital spending is always the alternative.</p>			
413 Federal Cash Grants	281,287	275,000	16,000
<p>Federal operating funds are planned to drop in FY 2009 due to the need for operating funds in Fixed-Route BUS.</p>			
TOTAL REVENUES	\$ 1,491,999	\$ 1,839,549	\$ 2,030,538

**FY 2009 BUDGET
MST RIDES
Part B. Operating Budget (Continued)
EXPENSES**

<u>ACCT NO.</u>	<u>Actual FY 2007</u>	<u>Budget FY 2008</u>	<u>Proposed FY 2009</u>
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VEHICLE OPERATIONS FUNCTION

501 Salaries and Wages	\$ 72,004	\$ 68,614	\$ 74,327
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Operations Staff of one-half full-time equivalents will continue to manage the contract for purchased transportation plus one full-time equivalent clerical person.

502 Fringe Benefits	34,387	35,462	38,958
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Life & Health Insurance, PERS Retirement Benefits, Personal Leave, and Workers Compensation Insurance are the major contributors to this expense category. The 9.9 percent increase in FY 2009 is for a PERS rate increase.

504 Materials and Supplies	88	1,000	1,000
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Miscellaneous supplies for operations are included in this account. Spending is anticipated to be well below budget in FY 2009.

TOTAL OPERATIONS EXPENSE	\$ 106,479	\$ 105,076	\$ 114,285
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VEHICLE MAINTENANCE FUNCTION

503 Services	-0-	3,500	3,000
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Vehicle maintenance services are expenses included in this category.

504 Materials and Supplies	-0-	20,000	10,000
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Vehicle maintenance parts are included in this category.

TOTAL VEHICLE MAINTENANCE EXPENSE	\$ -0-	\$ 23,500	\$ 13,000
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**FY 2009 BUDGET
MST RIDES
Part B. Operating Budget (Continued)
EXPENSES**

<u>ACCT NO.</u>	<u>Actual FY 2007</u>	<u>Budget FY 2008</u>	<u>Proposed FY 2009</u>
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FACILITIES MAINTENANCE FUNCTION

503	Services	\$32,473	\$50,400	\$50,400
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MIS Support & Software and Radio Maintenance are in this account category. Maintenance costs for Trapeze Dispatching Software and Mobile Digital Terminal lease costs were added in FY 2007.

GENERAL ADMINISTRATION FUNCTION

501	Salaries and Wages	-0-	17,820	-0-
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Administrative Staff of one-half full-time equivalent is used to provide clerical and accounting support for the RIDES administrative function is phased out in FY09.

502	Fringe Benefits	-0-	7,177	-0-
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PERS, Health and Life Insurance, Medicare, Unemployment, and Workers Compensation Insurance are the major contributors to this expense category.

503	Services	14,258	35,000	35,000
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Services for counsel, biennial maintenance audits, and MV Transportation computer support are provided in this account.

504	Materials and Supplies	5,873	10,200	9,300
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Printing and administrative services are reflected in this account.

508	Purchased Transportation	1,329,742	1,580,656	1,803,054
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Purchase transportation for RIDES is managed by a single vendor contract. Decreased costs are expected to include more efficient service.

**FY 2009 BUDGET
MST RIDES
Part B. Operating Budget (Continued)**

GENERAL ADMINISTRATION FUNCTION (Contd.)

ACCT <u>NO.</u>	Actual <u>FY 2007</u>	Budget <u>FY 2008</u>	Proposed <u>FY 2009</u>
509 Miscellaneous Expense	2,862	5,500	5,500
Training is the primary expenditure in this category.			
TOTAL GENERAL ADMINISTRATIVE EXPENSE	\$ 1,491,999	\$ 1,839,548	\$ 2,030,538

FY 2009 BUDGET
Part B. RIDES Capital Budget

Priority NO. Description	Federal Share	Local Share	Total Budget
1 Replacement Buses	\$ 247,884	\$ 536,116	\$ 784,000
Funding for fourteen (14) Mini-buses with Federal Section 5310 and STAF Funds.			
2 Decals for Buses		9,100	9,100
Decals installed on fourteen (14) Mini-buses with STAF Funds.			
3 Major Vehicle Components & Lifts		16,000	16,000
STAF Funds used to purchase major overhaul components for existing fleet.			
TOTAL BUS CAPITAL	\$ 247,884	\$ 561,216	\$ 809,100

To: Board of Directors
 From: D. Sobotka, Controller
 Subject: FY2008 Budget Transfers

RECOMMENDATION:

Approve budget transfers as detailed in Attachments 1 and 2.

FISCAL IMPACT:

A budget transfer is necessary to recognize additional Federal Section 5307 funds. In addition, there is a need to transfer RIDES STA Operating funds to the Capital budget for Fixed-Route BUS. A Monterey Peninsula Foundation (MPF) Grant and SB88 Proposition 1B California Transit Assistance Funds were also made available for capital funding for this budget year.

The net impact is an increase in the total budget by \$ 907,073. The entire MST budget remains balanced and revenues match expenses.

FY 2008 Transfers are summarized below:

	<u>FY 08 Budget</u>	<u>Proposed Transfers</u>	<u>Proposed FY 08 Budget Revised</u>	<u>Attachment</u>
<u>Fixed-Route BUS</u>				
Operating Budget	\$23,894,942	\$ -0-	\$23,894,942	
Capital Budget	<u>13,192,743</u>	<u>907,073</u>	<u>14,099,816</u>	1
Total	\$37,087,685	\$ 907,073	\$37,994,758	
 <u>MST RIDES</u>				
Operating Budget	\$ 1,839,549	\$ -0-	\$ 1,839,549	2
Capital Budget	<u>169,950</u>	<u> </u>	<u>169,950</u>	
Total	\$ 2,009,499	\$ -0-	\$ 2,009,499	
 Total Budget	 \$39,097,184	 \$ 907,073	 \$40,004,257	

POLICY IMPLICATIONS:

Approval of these budget transfers would indicate the Board’s desire to continue to operate at the current service levels for the remainder of this fiscal year.

DISCUSSION:

These transfers are necessary to recognize additional Section 5307 Federal Formula funds, which were approved by Congress after a significant legislative delay. It is necessary to substitute these funds with RIDES STA funds due to California Transit Development Act restrictions limiting use of STA funds to Capital needs for Fixed-Route BUS. Additional local and state funds have become available since the budget transfer on February 11, and need to be reflected in the budget. These changes are summarized below, and listed in Attachments 1 and 2.

Capital Expenditures. Fixed-Route BUS: STA funds of \$484,711 are being transferred from MST RIDES, as well as MPF grant funds of \$20,000 and State Prop 1B funds of \$402,362 being made available to MST. These monies will be used to fund the cost of previously unfunded projects identified by Staff. (Attachment 1)

Revenues. MST RIDES: Federal Section 5307 funds of \$484,711 have been added to operating revenues and STA funds of \$484,711 have been transferred to Fixed-Route BUS capital. (Attachment 2)

Expenses. MST RIDES: There is no change in expenses for this fund transfer. (Attachment 2)

The Finance Committee has not met to review these transfers.

Prepared by: _____ Reviewed by: _____
Dave Sobotka Carl Sedoryk

- Attachments:**
1. FY 2008 Fixed-Route BUS Capital Budget Revision
 2. FY 2008 MST RIDES Operating Budget Revision

Facilities Committee

March 17, 2008
Minutes

Present: Director Mancini
Director Ford
Carl Sedoryk, General Manager/CEO
Michael Hernandez, Chief Operating Officer
Carl Wulf, Facilities/Capital Projects Manager
Hunter Harvath, Director of Administration
David Laredo, Legal Counsel
Tom Hicks, CTSA Manager
Janet Madler, Fleet Manager

1. Call to order

Director Mancini called the meeting to order at 9:05 a.m.

2. Public Comment: None

3. Receive an update on Facilities Improvements and upcoming projects:

Mr. Wulf presented information on projects completed by the facilities group.

At TDA:

- Painting and Landscaping improvements were completed.
- Fixed a roof leak in the conference room
- Repair of the movable partition wall.
- PG&E and the Air Board did a site visit to determine the removal and clean up of the remaining CNG equipment in our yard.

At STC:

- Installation of the proximity card readers
- Mounting and Connection of the On-Street Electronic Signs
- Mounting of CSR Display Monitor.

3MMC:

- Presented the results from MST's RFQ on the build-out of the 3MMC (Monterey Mobility Management Center), which would result in additional downtown office space for MST staff. Price quotes came back much higher than staff projected.
 - Staff removed this item from the March 14 Board agenda and is looking at options that will reduce the cost.
 - Dave Laredo stated that MST may be bound by prevailing wage requirements if the building owner completes tenant improvements for MST.

4. Review and approve MST's Adopt/Sponsor a Bus Stop Program.

Michael Hernandez presented options to provide individuals or groups with bus stop sponsorship and/or bus stop beautification opportunities. Options include the purchase of a bench or shelter under an adoption program or as a memorial to an individual. Additionally, bus stops could be adopted for regular or one time clean-up/beautification efforts. Director Mancini asked staff to identify a time frame for the life of a memorial bench and shelter and if a plaque indicating the sponsor could be added to a shelter.

5. Receive an update on the recent southern California facility site visit and FTA meeting regarding the design of the new Frank J. Lichtanski Monterey bay Operations Facility

Carl Sedoryk presented an overview about the status of the Frank J. Lichtanski Monterey Bay Operations Center. He elaborated on the process to date regarding the selection of firms to design the new facility. Mr. Sedoryk explained the Orange County Transportation Authority (OCTA) facility in Santa Ana is being considered by MST and San Joaquin Regional Transit District (RTD). The OCTA facility was considered the best design after staff had visited approximately 10 different facilities. This approach would essentially copy the OCTA design and if approved by FTA would result in significant design and engineering cost savings. This concept is referred to as the "Wal-Mart approach", much like companies using the same design for various building sites.

Michael Hernandez spoke on the recent site visit to the Santa Anna Maintenance Base by 5 MST staff members. While the OCTA Santa Ana facility does not have an Administration building on site, a second story could be added. There was a brief discussion about the need of a Boardroom and the possibility of moving Board meetings around the county. Mr. Laredo stated that having the Board meetings at various locations could result in the public being confused as to the location of the meeting each month.

Director Mancini felt that the Wal-Mart approach was a very good idea and a signal to the facility designers that transit properties are cost conscious. Carl Sedoryk stated that RTD is also interested in the same project and that through a joint effort MST and RDT could save about a million dollars for each.

6. Provide direction to staff regarding MST's current RFP.

Director Mancini and Director Ford agreed that we should move this item forward to the Board in April, pending FTA guidance, and that staff should notify the current two firms that we are considering alternative options. The current bidders would be informed as a courtesy that the final resolution of this item will be determined at the April 14th Board meeting.

7. Adjourn

Director Mancini adjourned the meeting at 9:41 a.m.

SUBMITTED BY: _____
Carl Wulf

Legislative Committee

March 17, 2008
Minutes

Present: Director Armenta
Director Clark
Director Sanchez
Carl Sedoryk, General Manager/CEO
Hunter Harvath, AICP, Director of Administration
John Arriaga, JEA & Associates
Suzanne Fox, JEA & Associates (Via Telephone)
Don Gilchrest, Walters & Associates (Via Telephone)

1. Call to order

Director Armenta called the meeting to order at 11:30 a.m.

2. Public Comment

There were no public comments on matters not on the agenda.

3. Federal legislative update

Mr. Gilchrest provided an update of federal legislation and funding matters. In addition, he reviewed the meetings attended in Washington, DC, by Chairman Armenta, Board Member Clark and staff members Carl Sedoryk and Hunter Harvath during the March 9-12 APTA Legislative Conference. Mr. Gilchrest reported that FTA approved MST's request to alter portions of two unused Marina Transit Exchange earmarks to other capital purposes.

4. State legislative update

Mr. Arriaga detailed legislative and funding activities at the state level. Ms. Fox reviewed the matrix of transit-related legislation that is pending before either the California Senate or Assembly. Approximately 20 bills were reviewed and each was assigned a position by the committee of either support, oppose or watch. Bills addressed various transit related issues, including the infrastructure bond, programming and funding, agricultural/bio-fuel programs, meal and rest breaks for transportation

workers, global warming/greenhouse gasses, and Amtrak feeder buses. Mr. Arriaga also profiled upcoming ballot measures, including those addressing eminent domain.

5. Adjourn

Chair Armenta adjourned the meeting at 12:20 p.m.

SUBMITTED BY:



Hunter Harvath

To: Board of Directors
From: M. Hernandez, Chief Operating Officer
Subject: Architectural and Engineering Service Procurement

RECOMMENDATION:

1. Reject proposals for Architectural and Engineering Services (RFP #0801) for the Frank J. Lichtanski, Monterey Bay Operations Center (FJL).
2. Authorize staff to negotiate with Boyle Engineering for architectural and engineering services for FJL.

FISCAL IMPACT:

Unknown. The value of the architectural and engineering services is estimated to be between \$2 million and \$3.8 million depending on final Board action.

POLICY IMPLICATIONS:

Your Board approves contracts and expenditures over \$25,000.

DISCUSSION:

MST owns several land parcels in the former Fort Ord, which have been identified for the development of MST's new operating facility. The new facility, the Frank J. Lichtanski Monterey Bay Operations Center, will combine operations from MST's two current facilities in Salinas and Monterey, which exceed their design capacity, into one larger operations, maintenance and administration center.

In August 2007, MST issued a Request for Proposal (RFP) #0801 for Architectural and Engineering Services to design the new facility. Three proposals were received in late September and staff determined that two firms, VBN Architects and RNL were responsive.

In November and December 2007, MST staff visited a number of transit properties to review various facility designs. In December, MST also issued a request for a best and final offer (BAFO) for RFP #0801, with the requirement that the pricing be valid until April 15, 2008.

Results of the BAFO are as follows:

VBN Architects, Oakland, CA: \$2,856,135

RNL, Santa Monica, CA:

\$3,778,569

The value for just the architectural, structural and other engineering portions of services in the BAFO on the previous page is \$1,762,279 for VBN and \$2,232,985 for RNL.

As part of the numerous facility site visits, MST along with San Joaquin Regional Transit District (RTD), who is also planning a new facility, determined that a facility in Santa Ana, California, designed for Orange County Transportation Authority (OCTA) by Boyle Engineering Corporation, is as good, or superior to many of the facility designs that both MST and RTD reviewed.

MST and RTD staff engaged OCTA and the Federal Transit Administration (FTA) to determine if there are any issues about using the Santa Ana design. This concept is similar to what many large retail developers practice, where essentially the same building design is used at different locations.

MST and RTD staff conducted another joint site visit last month and OCTA is pleased that their facility can serve as a model for other transit properties. Additionally, several discussions have been held with the FTA and they indicated support with the concept, given it has the potential to save both MST and RTD almost a million dollars each. However, the FTA cautioned that if Federal funds are used for any portion of a capital project then specific procurement requirements apply.

MST recently received \$3.5 million in State of California Proposition 1B funding for this project, which will fully cover the cost of design, engineering, site work design and other requirements necessary to bid out the construction portion of the project. Federal funding is therefore not required for this portion of the project; however, Federal funding is required for the construction portion of the project, which will be a competitive procurement.

In an effort to determine the potential cost savings in the use of the OCTA design, MST and RTD staff had preliminary discussions with Boyle Engineering. Boyle Engineering estimated the following savings using the already completed OCTA design plans:

- **Adopting the Boyle/OCTA Design:** 40% - 50% savings (The higher 50% savings applies if MST and RTD projects are in development at the same time.)
- **Construction Cost Savings/Accelerated Design:** Boyle indicates a potential of 15-20% reduction in construction costs through an accelerated design process, but acknowledges the exact savings amount is difficult to determine. What is known is that the use of the Boyle design will streamline the normal 12-14 month design phase and allow the project to be bid sooner. Staff conservatively estimates a 5% savings may be realized through an accelerated design process.

In determining potential cost savings using the existing OCTA design for the various engineering components alone, staff conservatively estimates approximately \$700,000 to \$890,000 in savings. These savings are based solely on the VBN and RNL quotes and do not include a 5% savings estimate for project acceleration/construction costs as noted above.

Once the full design of the building and site are factored in, along with the accelerated design and potential construction savings, MST could potentially realize a savings from \$700,000 to \$1million for the project. While staff is trying to use conservative savings estimates, even a saving of \$700,000 is a substantial sum and can justify negotiating with Boyle Engineering and rejecting the existing proposals.

While there are some short comings in the current design of the OCTA facility, the latest site visit convinced staff those issues can be adequately addressed. Given the substantial savings in using a pre-designed facility, it appears to be a fiscally responsible course of action to use the existing OCTA/Boyle design. However, the full cost of the Boyle plan, minus the 40% design portion savings as indicated, is unknown at this point.

Staff recommends that the proposals for RFP #0801 be rejected and MST start negotiating with Boyle Engineering for architectural and engineering services for the Frank J. Lichtanski, Monterey Bay Operations Center.

Should negotiations demonstrate that substantial savings can be achieved through the use of the Boyle design, as noted above; staff will request Board authorization to award to Boyle Engineering. Should the savings not materialize; a new RFP for this project will be issued.

PREPARED BY: _____ REVIEWED BY: _____
Michael Hernandez Carl G. Sedoryk

To: Board of Directors
From: C. Wulf, Facilities/Capital Projects Manager
Subject: Contract for Construction of Tenant Improvements at Monterey Mobility Management Center.

RECOMMENDATION:

1. Award a contract to Fred Oakes Company for up to \$154,150 for tenant improvements for the Monterey Mobility Management Center (3MC).
2. Authorize staff to enter into negotiations for the purchase of the 3MC building, contingent upon the results of a building appraisal.

FISCAL IMPACT:

Tenant improvements will range from an estimated \$90,000 up to \$154,150 depending upon the final scope of work. Funding is available in the capital budget for this project. The price of the building is currently unknown.

POLICY IMPLICATIONS:

Your Board approves all contracts of \$25,000 or more.

DISCUSSION:

In December 2007, your Board authorized the lease of office space in Monterey, at the corner of Del Monte and Tyler Street, for the Monterey Mobility Management Center and a satellite customer service center. In order to continue receiving special Federal Funding, MST was designated as the Consolidated Transportation Services Agency (CTSA) for Monterey County. One of the designated responsibilities of a CTSA is to provide mobility training for seniors and the disabled.

MST has outgrown the current Albert Division and is in dire need of additional office space to meet current needs and CTSA training requirements. The Monterey Mobility Management Center is designed to promote and conduct travel training for seniors and disabled passengers. The center will also provide much needed office space for the Consolidated Transportation Services Agency Manager, the Contract Transportation Manager, the Paratransit Eligibility Specialist and a Customer Service Representative. This location will also provide convenient downtown Monterey access for customer ticket and pass sales.

The leased space in its' current condition requires several construction improvements, such as interior construction of walls, to create interior offices, replacement of ceiling tiles, resurfacing of concrete floor, carpeting, electrical upgrades, and new restroom facilities, etc. In an effort to utilize this leased office space and make it habitable, MST issued specification # 08-09 Construct Tenant Improvements Monterey Mobility Management Center, to approximately fifteen (15) construction companies and 3 builders' exchanges for the construction of the improvements at 3MC.

Staff originally estimated improvements to be approximately \$80,000 - \$110,000, and subsequently pulled this item from last months Board agenda after the lowest bid came in at \$154,150. Since that time staff has considered several alternatives to include: leasing another office in the downtown area; scaling back the scope of the improvements; consider extending the contract period from up to five years to ten years; and consider an out right purchase of the building.

The landlord has been informed that given the cost of the improvements a five year lease is not in MST's best interest. Additionally, the Fred Oakes Company (FOC) was contacted to see if the project could be scaled back by 50% and completed at a later time. FOC provided rough estimate of \$90,000 - \$105,000 to scale back the project by 50%. FOC also verbally offered a \$10,000 reduction in the total project cost if the entire improvements are completed at one time, which would bring the project cost to about \$144,150.

Meanwhile, the building is being appraised and the owner may consider placing it on the market for sale. If approved by your Board, staff is considering entering into negotiations for the purchase of the property provided funds can be identified and an outright purchase is more favorable than the current lease option.

Approval of this item would authorize staff to award a contract for tenant improvements for the property at Del Monte Avenue to Fred Oakes Company. This action would also authorize staff to negotiate for either full improvements, estimated to be between \$144,150 and \$154,150, or to negotiate a reduction in the scope of the project for a cost ranging in the \$90,000 to \$105,000.

Additionally, should the property become available for sale, this action would authorize staff to begin initial negotiations for its purchase, which would then come back to your Board for approval.

PREPARED BY:


Carl Wulf

REVIEWED BY:


Carl G. Sedoryk

Attachments: 1. Final Bid Results

Fred Oakes Construction	Monterey, CA	\$154,150
Avila Construction	Monterey, CA	\$165,982
DMC Construction	Pacific Grove, CA	\$179,000
Valenti Construction	Gilroy, CA	\$199,700
Baptista Construction	Sand City, CA	No Response
Daniels & House	Monterey, CA	No Response
Dilbeck & Sons	Salinas, CA	No Response
Bethel Construction	Monterey, CA	No Response

**MST SPECIFICATION # 08-09
CONSTRUCT TENANT IMPROVEMENTS – MONTEREY
MOBILITY MANAGEMENT CENTER**

An Invitation For Bid (IFB) for the construction of improvements at MMMC was issued to numerous construction contractors. Notice was posted to the MST website and two local newspapers.

BIDDER	LOCATION	RESPONSE
Bill Knowlton Construction	Freedom	
Daniels and House	Monterey	
Avila Construction	Monterey	
Fred Oakes Company	Monterey	
DMC Construction, Inc.	Pacific Grove	
Avalon Structural, Inc.	Aptos	
Baptista Construction	Sand City	
Bethel Construction	Monterey	
BMR Construction	Carmel	
Dilbeck and Sons, Inc.	Salinas	
Central Coast Builders' Exchange	Marina	
LJW Construction	Salinas	
Lindco Construction	Monterey	
Salinas Valley Builders' Exchange	Salinas	
Santa Cruz Builder's Exchange	Santa Cruz	
Valenti Construction	Salinas	

To: Board of Directors
From: H. Harvath, Director of Administration
Subject: FY 2008 Program of Projects

RECOMMENDATION:

1. Conduct public hearing for FY 2008 Program of Projects;
2. Adopt the FY 2008 Program of Projects; and
3. Authorize the filing of the appropriate grant applications with the Federal Transit Administration.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

Your Board must conduct a public hearing for and approve MST's Program of Projects to comply with federal regulations.

DISCUSSION:

The Program of Projects (POP) allocates Section 5307 federal funds to specific projects each fiscal year. The POP becomes part of MST's application for federal grant funding that is submitted to the Federal Transit Administration via AMBAG. According to federal regulations, MST is required to develop, publish and afford an opportunity for a public hearing on and submit for approval a POP that are funded by Section 5307 funds. In addition, the projects listed in the POP will be submitted to AMBAG for inclusion in the Metropolitan Transportation Improvement Program (MTIP).

It is appropriate for your Board to conduct a public hearing to receive comments on the POP and then consider its adoption. A hearing notice (Attachment 1) will be published in the Herald, the Californian and El Sol in advance of the April 14th Board meeting.

PREPARED BY: 
Hunter Harvath

REVIEWED BY: 
Carl G. Sedoryk

Attachments: 1. Public Hearing Notice

PUBLIC HEARING NOTICE

Monterey-Salinas Transit (MST) will hold a public hearing on MST's proposed program of Section 5307 federally funded projects on April 14, 2008 at 10:00 a.m. at Monterey-Salinas Transit, One Ryan Ranch Road, Monterey.

The source of funding is Section 5307 of the Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). The proposed program of federally funded 5307 projects is shown below and depicts \$6,934,446 in federal 5307 funding planned for Fiscal Year 2008.

Interested businesses, persons, or private operators wishing to comment but who are unable to attend the public hearing may submit written comments to: Carl Sedoryk, General Manager / CEO, Monterey-Salinas Transit, One Ryan Ranch Road, Monterey, CA 93940. The Program of Projects may be examined at MST at Ryan Ranch Road, Monterey. The deadline to receive written comments is March 14, 2008.

If there are no comments on this proposed Program of Projects as a result of soliciting public comments, then this publication will serve as the final Program of Projects.

Monterey-Salinas Transit
Final Program of
Section 5307 Federally Funded Projects

Project	FY 2008
Fixed-Route Bus Planning & Operations	\$6,190,735
RIDES (Paratransit) Operations	\$743,711
TOTAL	\$6,934,446

To: Board of Directors
From: C. Sedoryk, General Manager/CEO
Subject: Retirement of debt on 15 buses

RECOMMENDATION:

Receive report on the establishment of an escrow account to retire outstanding debt for 15 buses acquired in FY 2008.

FISCAL IMPACT:

\$5,611,743.02 of available State Transportation Improvement Funds were utilized to fund this transaction. By using the defeasance structure, Monterey-Salinas Transit has saved \$496,608.16. To realize this savings, Monterey-Salinas Transit deposited \$5,611,743.02 into an escrow account with Colorado State Bank and Trust. From the initial deposit, \$5,571,743.02 will be invested and used to make the remaining payments on the lease for the 15 buses. \$40,000 paid for the transaction costs, including the fee for the tax opinion, the fee for accountants' verification report, the escrow fee and administrative fees.

POLICY IMPLICATIONS:

Your Board authorized the General Manager/CEO to execute this transaction at your meeting of March 17, 2008.

DISCUSSION:

At your September 2006 Board meeting, the Board authorized staff to procure 15 new buses from Gillig Corporation. The Board further authorized staff to enter into an agreement with Municipal Services Group (MSG) to finance the purchase over the 12-year life of the vehicles at a cost of principal and interest not to exceed \$8.2M. In September 2007, the California Transportation Commission allocated \$7.5M of State Transportation Improvement Program (STIP) funds to reimburse MST for costs to complete the purchase of these buses. At your March 17, 2008 meeting the MST Board authorized the GM/CEO to fund an escrow account to defease, or retire, MST's \$6.2M debt.

On March 31, 2008, MST completed the defeasance transaction. MST will not need to make any other payments towards the debt obligation for the 15 new buses and MSG has released its security interest and will provide MST with title to these vehicles.

MST staff will work together with the California Transportation Commission and TAMC to determine if the remaining \$1.8M dollars of STIP may be reprogrammed to fund additional MST fleet equipment needs.

PREPARED BY: _____
Carl G. Sedoryk

To: Board of Directors
From: H. Harvath, Director of Administration
Subject: Veterans Cemetery Master Development Plan funding request

RECOMMENDATION:

1. Receive report regarding request from the Fort Ord Reuse Authority (FORA) for monetary participation in the Veterans Cemetery Master Development Plan.
2. Provide direction to staff regarding a proposed employee contribution fund for the Veterans Cemetery Master Development Plan.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

At the March meeting, your Board asked staff to investigate the Veterans Cemetery matter further and report back with possible ways in which to participate in the funding of the Master Development Plan, which would constitute an extraordinary request of use of funds for non-transit purposes.

DISCUSSION:

Preliminary planning is underway for a Veterans Cemetery on the former Fort Ord. At its November 9, 2007, meeting, the FORA Board of Directors authorized the Executive Officer to execute a reimbursement agreement with the County of Monterey for a loan up to \$191,000 for the preparation of a Veterans Cemetery Master Development Plan. The Board also authorized FORA staff to coordinate with its member jurisdictions and other interested parties to obtain financial participation.

At the request of your Board, staff conducted additional research into the possibility of participating in the funding of the Veterans Cemetery Master Development Plan. This research revealed that MST is prohibited from using any of its funding, including the revenue received through its bus advertising program, for non-transit purposes. Federal Transit Administration (FTA) regulations state that because MST's

advertising is affixed to buses partially funded by the federal government and that because MST receives financial operating assistance from the federal government, virtually all of its revenues are restricted to funding transit-related purposes only. Consultation with FTA Financial Management Oversight consultants revealed that donating money to help pay for the Veterans Cemetery Master Development Plan would not be permitted under these regulations.

Without providing funding itself as an agency, MST can administer a fund comprised of donations by interested staff members and then submit those monies to FORA on behalf of those contributors with the direction that the funds be used for the purpose of developing the Veterans Cemetery Master Plan. Staff seeks direction from your Board regarding this proposed contribution initiative on the part of MST employees to assist financially with the planning effort for the Veterans Cemetery.

PREPARED BY: 
Hunter Harvath

REVIEWED BY: 
Carl G. Sedoryk

Attachment: February 7, 2008 letter of request from FORA



FORT ORD REUSE AUTHORITY

100 12TH STREET, BUILDING 2880, MARINA, CALIFORNIA 93933
PHONE: (831) 883-3672 - FAX: (831) 883-3675
WEBSITE: www.fora.org

February 7, 2008

Hunter Harvath, Planning Manager
Monterey Salinas Transit
1 Ryan Ranch Road
Monterey, CA 93940

RECEIVED
FEB 09 2008
MONTEREY-SALINAS TRANSIT

RE: Veterans Cemetery Master Development Plan funding participation

Dear Mr. Harvath:

In a letter dated December 10, 2007 (attached) the Fort Ord Reuse Authority ("FORA") requested Monterey Salinas Transit's ("MST's") participation in the \$191,000 funding of the veterans cemetery master development plan. We have received positive responses to our request from several of FORA's member jurisdictions. To date, the Cities of Del Rey Oaks, Marina, Monterey, and Sand City have already made financial contributions totaling \$53,000. Marina Coast Water District is considering support at its next meeting. The City of Seaside and the County of Monterey are both providing land for the future cemetery and the County is staffing the master planning effort. Although some jurisdictions are facing financial restrictions at this time, we are encouraged that they pledged their support in amounts befitting their circumstances.

I am hopeful that MST will consider making a contribution toward this coordinated endeavor. I look forward to hearing from you. If you have questions, please contact Steve Endsley at the FORA office (831-883-3672).

Sincerely,


Michael A. Houlemard, Jr.
Executive Officer

C: Carl Sedoryk, General Manager

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To: Board of Directors
From: C. Sedoryk, General Manager/CEO
Subject: Monthly Report

Attached are the most recent monthly statistics and the reports from the Administration and Operations/Maintenance Departments.

- Attachment #1 – Fixed Route Bus – Monthly Boardings
- Attachment #2 – Fixed Route Bus – Comparative Statistics
- Attachment #3 – MST RIDES Monthly Boardings
- Attachment #4 – MST RIDES Comparative Statistics
- Attachment #5 – Operations Department Report February 2008
- Attachment #6 – Facilities & Maintenance Department Report February 2008
- Attachment #7 – Administration Department Report February 2008

PREPARED BY: 
Carl G. Sedoryk

April 1, 2008

To: M. Hernandez, Chief Operating Officer

From: R. Weber, Director of Transportation Services

Subject: **Transportation Department Monthly Report – February 2007**

FIXED ROUTE BUS OPERATIONS:

System Wide Service: (Fixed Route & DART Services)

Preliminary boarding statistics indicate that ridership increased by 3.25% in February 2008, (337,900), as compared to February 2007, (326,903). Year to date, system wide passenger boardings are down by 6.66% from last year.

February productivity fell slightly from 20.5 passengers per hour last year, to 19.6 passengers per hour for February of 2007.

Seasonal Service:

None

Supplemental Service:

None

System Wide Statistics:

- Ridership: 337,900
- Vehicle Revenue Hours: 17,200
- Vehicle Revenue Miles: 271,316
- System Productivity: 19.6 Passengers Per Vehicle Revenue Hour
- Scheduled One-Way Trips: 24,180

On-Time Compliance: Of 89,071 total time-point crossings sampled for the month of February, the TransitMaster™ system recorded 12,078 delayed arrivals to MST's published time-points system-wide. This denotes that **86.44%** of all scheduled arrivals at published time-points were on time. (*See MST Fixed-Route Bus ~~ On Time Compliance Chart **FY 2008.***)

Service arriving later than **5** minutes beyond the published schedule are considered late. The on-time compliance chart (attached) reflects system wide "on-time performance" as a percentage to the total number of reported time-point crossings.

Trips With 10 or More Standees: There were 68 reported trips with 10 or more standees for the month of February. (See *Operations Summary report for further information*)

Cancelled Trips: There were a total of 23 cancelled trips for the month of February for both directly operated and contracted services representing less than one tenth of one percent of all scheduled trips for the month. Cancelled trips for February were attributed to the following:

Reason	MST	MV Transportation	% Of All Missed
Inclement Weather	0	10	43.48%
Mechanical	1	0	4.35%
Extended Boarding	4	0	17.39%
Traffic	7	0	30.43%
Operator Error	1	0	4.35%
Totals	13	10	

Documented Occurrences: MST Coach Operators are required to complete an occurrence report for any unusual incident that may occur during their work day. The information provided within these reports is used to identify trends, which often drive changes in policy or standard operating procedures. The following is a comparative summary of reported incidents for the month(s) of February 2007 and 2008:

Occurrence Type	February-07	February-08
Accident: Coach Involved	5	5
Medical Emergency	0	3
Object Thrown @ Coach	0	1
Passenger Conflict	4	6
Passenger Fall	2	3
Passenger Injury	1	3
Other	3	5
Unreported Damage	0	0
Total Occurrences	15	26

Field Supervision: While providing general oversight to the system, MST's Operations Supervisors logged 1,090 hours, and 9,620 service miles for the month of February.

Coach Operator Alvin Johnson remained in his role as an Interim Operations Supervisor throughout the month of February.

CONTRACTED SERVICES:

MST RIDES ADA Paratransit Program:

- Preliminary boarding statistics for the MST RIDES program reflect that for the month of February there were 7,184 passenger boardings. This represents a 31.77 % increase in passenger trips from February of 2007. Fiscal year to date, passenger boardings have increased by 25.45% for this program.
- For the month of February, 88.29 % of all scheduled trips for the MST RIDES Program arrived on time, Increasing from 84.10 % in February of 2007.
- Productivity Increased from 1.85 passengers per hour in 2007, to 1.86 passengers per hour for February of 2008.
- For the month of February, 98 applications were reviewed, resulting in 93 approvals and 5 denials. Of the approvals, 73 were new clients, and 20 were recertifications.
- 20 clients were inactivated in February.
- There are 2722 total active clients as of March 27, 2008.
- For the month of February, 313 MST RIDES passenger boardings were diverted to fixed-route service, at a savings of approximately \$ 5,634.00

Other:

- MV Transportation received a successful CHP inspection February 13th.
- One preventable minor accident occurred in MV's yard on February 16th resulting in minor damage to an MST owned vehicle. No injuries were reported.

COMMUNICATIONS CENTER:

In February, the Communications Department summoned public safety agencies on *seven* (7) separate occasions to MST's transit vehicles and facilities:

Agency Type	Incident Type	Number Of Responses
Police	Passenger Incident	6
Emergency Medical Services	Medical Emergency	1

Robert Weber

ATTACHMENTS: MST Fixed-Route Bus ~~ On Time Compliance FY 2008.

Monterey-Salinas Transit

Operations Summary Report

Fixed Route and DART Service

July 2007 - February 2008

Fixed Route & DART Monthly Operations Summary Report February 2008

Service Delivered		Service Quality	
Ridership	337,900	On-time Time Points	76,993
Passengers / Vehicle Revenue Hour	19.65	Delayed Time Points	12,078
One-way Trips Scheduled	24,180	Schedule Adherence	86.44%
Cancelled Trips	23	Overcrowded Trips	68

Systemwide Service:

Compared to last February, total ridership for February 2008 increased by 3.4% and revenue hours increased by 7.7%, resulting in a small decrease in productivity from 20.5 passengers per hour to 19.6 passengers per hour. However, after adjusting the data to account for February 2008 having an day of service, the data shows that ridership is essentially flat, decreasing by only 0.2%.

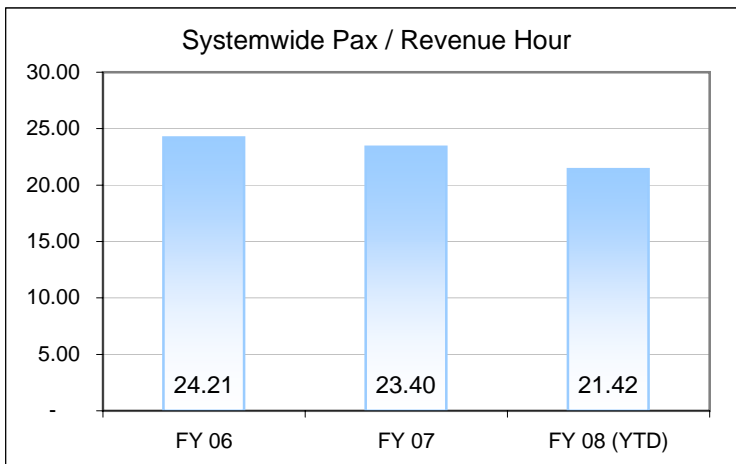
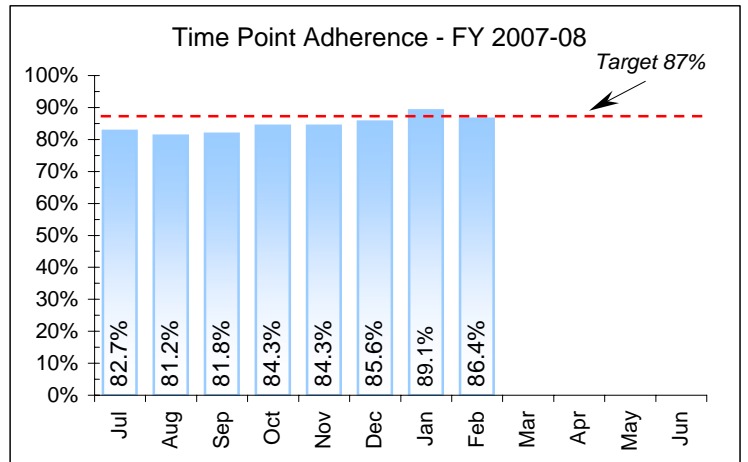
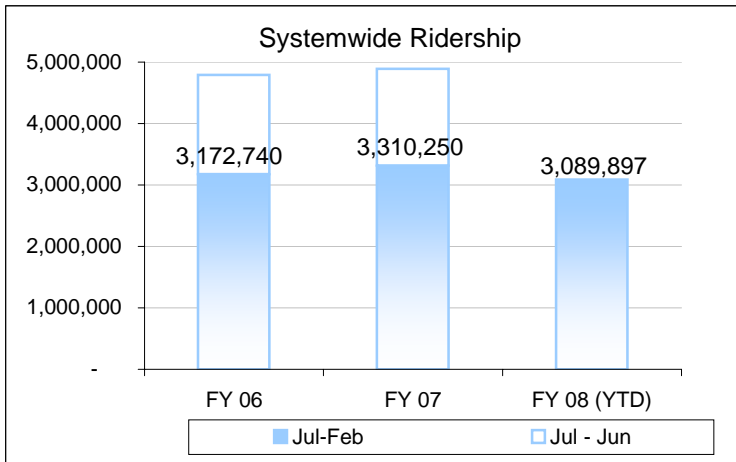
For the same timeframes, some routes displayed notable growth, particularly lines 16 (84% increase) and line 24 (88% increase). In general ridership on the primary routes dropped 7.5%, with local routes showing a 14.9% increase and regional routes showing a 13.5% increase.

Seasonal Service:

None.

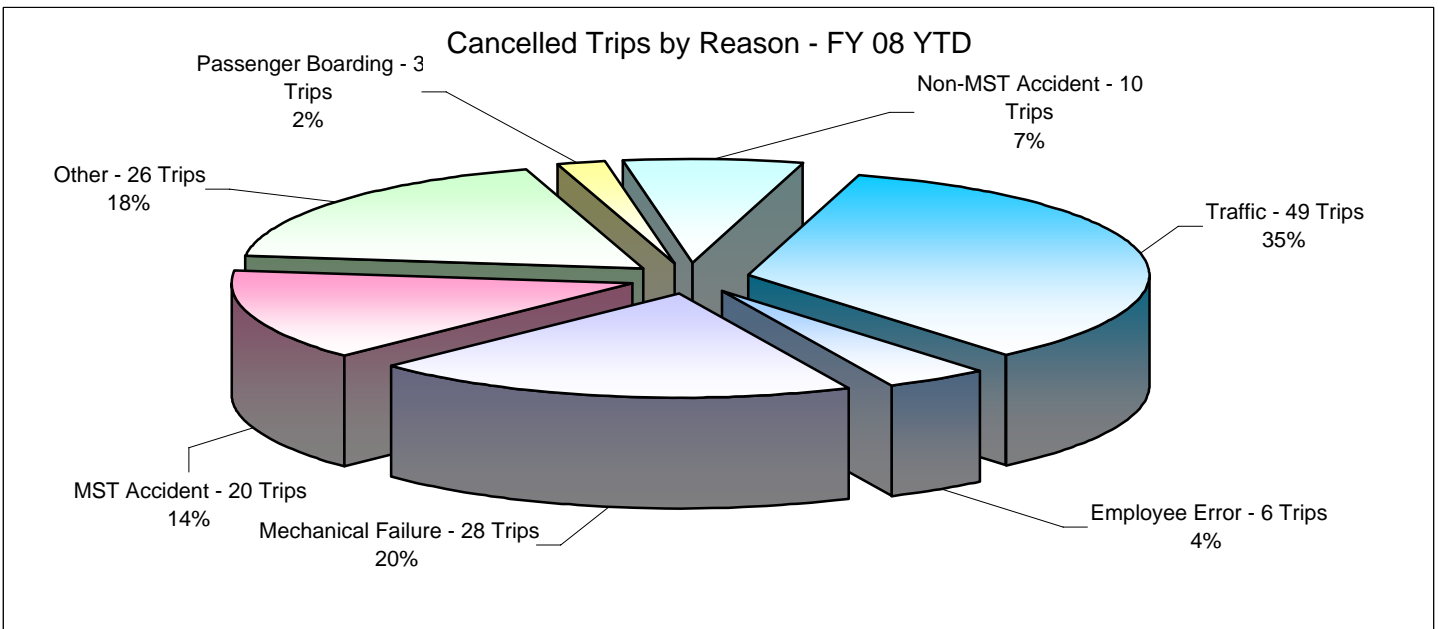
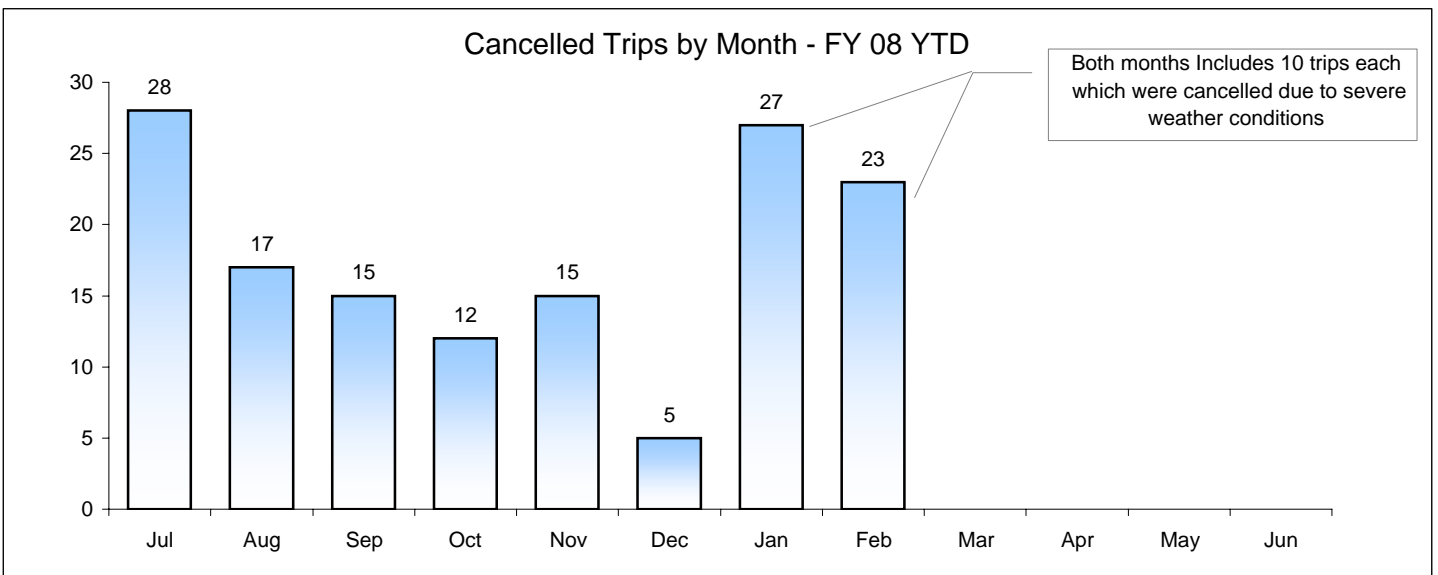
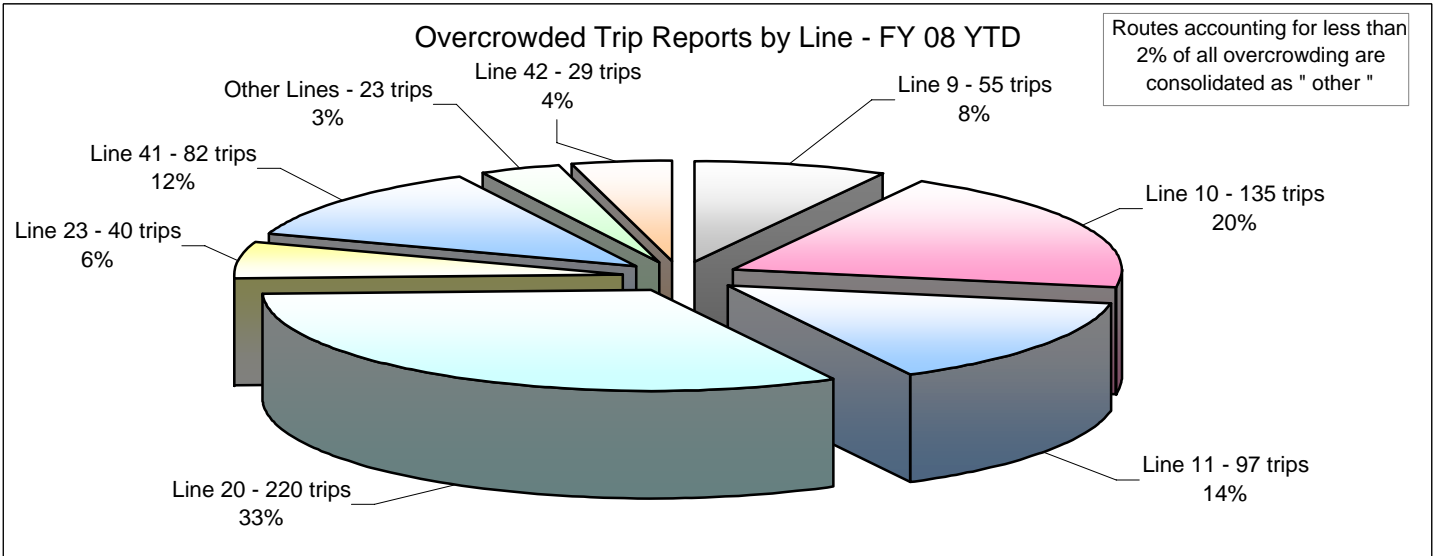
Supplemental Service:

None.

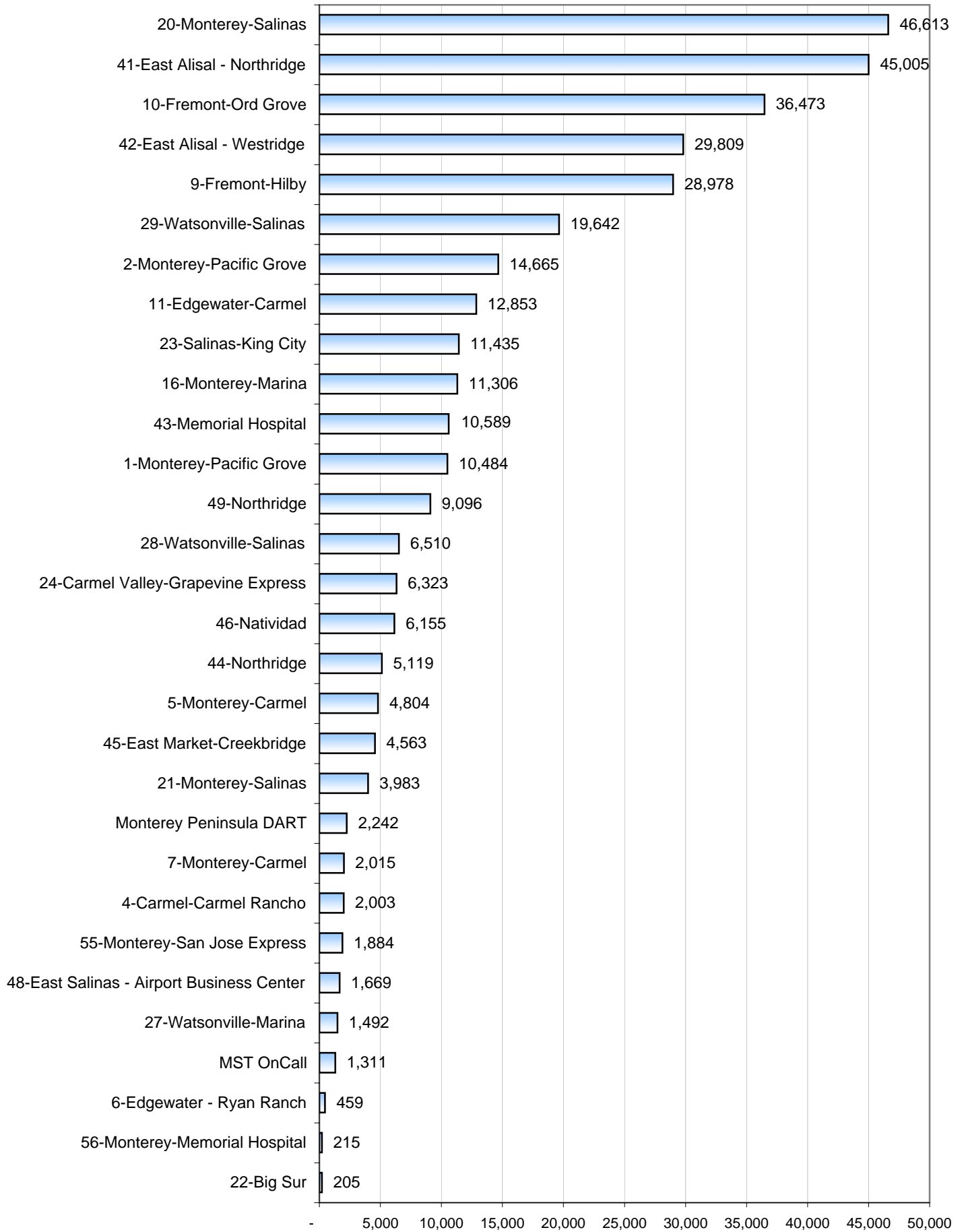


No supplemental service was operated this month.

Fixed Route & DART Monthly Operations Summary Report February 2008

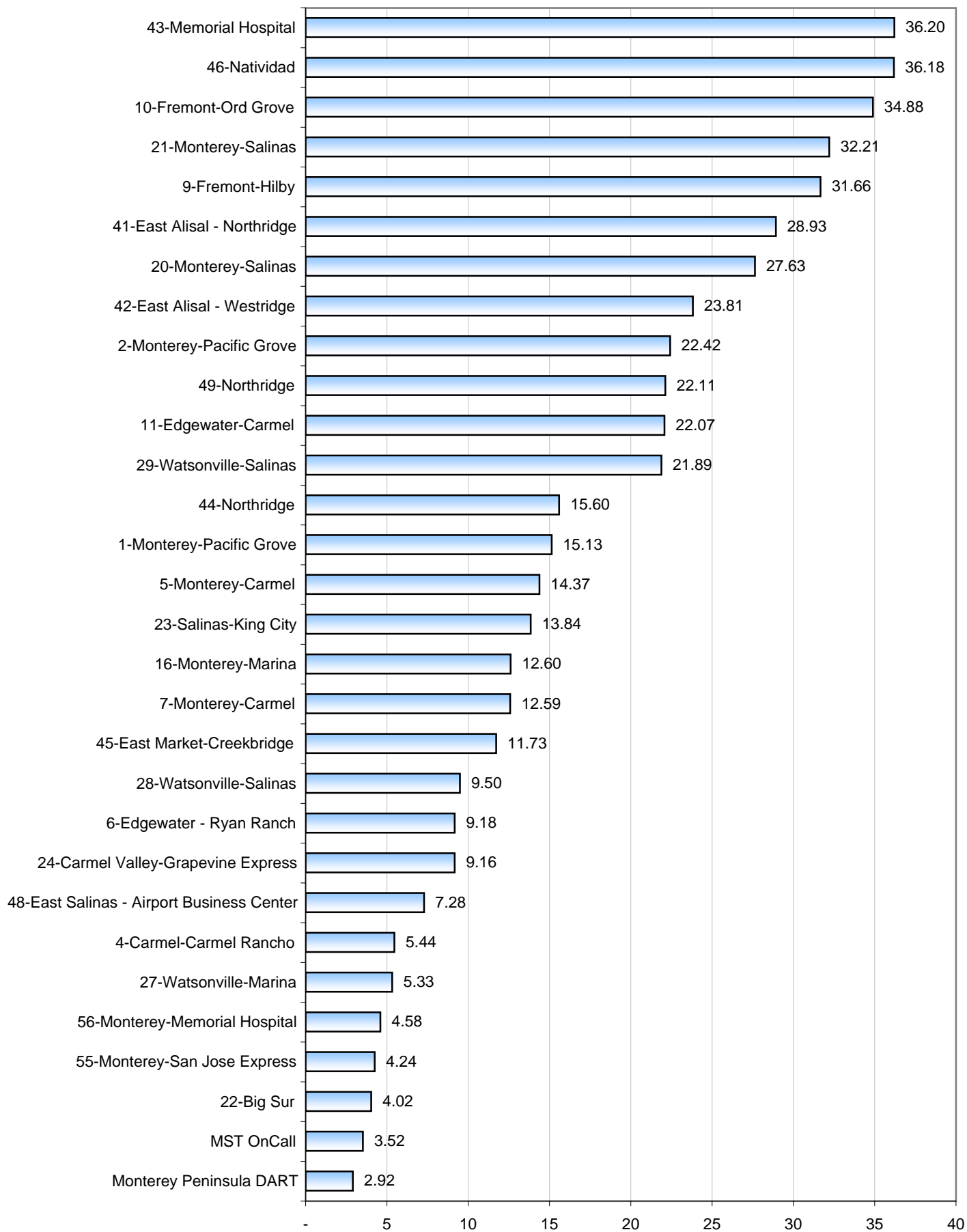


Ridership by Line - February 2008 Total Passengers



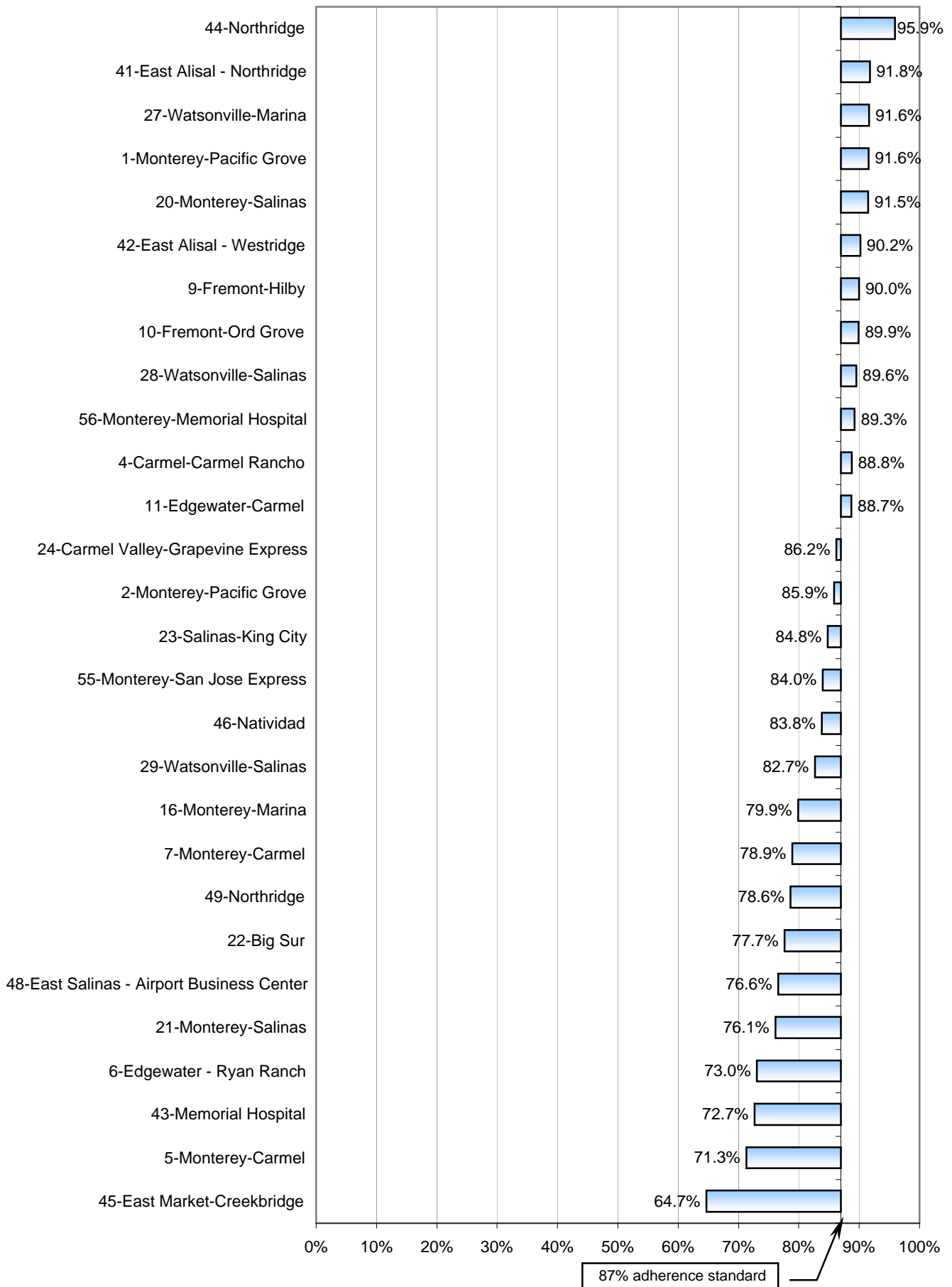
Productivity by Line - February 2008

Passengers Per Hour



Schedule Adherence by Line - February 2008

Percent On-time Timepoints



February 2008

Systemwide Ridership: 337,900
 Systemwide Revenue Hours: 17200:07
 Systemwide Revenue Miles: 271,316.8

Primary Routes

Line	Ridership	VRHrs	VRMi	Pax/Hr	% Riders	% Hrs
1-Monterey-Pacific Grove	10,484	692:57	6,947.9	15.13	3.1%	4.0%
9-Fremont-Hilby	28,978	915:16	9,254.7	31.66	8.6%	5.3%
10-Fremont-Ord Grove	36,473	1045:36	11,268.5	34.88	10.8%	6.1%
41-East Alisal - Northridge	45,005	1555:38	16,969.6	28.93	13.3%	9.0%
42-East Alisal - Westridge	29,809	1251:56	13,384.0	23.81	8.8%	7.3%
Total	150,749	5461:23	57,824.7	27.60	44.6%	31.8%

Local Routes

Line	Ridership	VRHrs	VRMi	Pax/Hr	% Riders	% Hrs
2-Monterey-Pacific Grove	14,665	654:00	7,368.4	22.42	4.3%	3.8%
Monterey Peninsula DART	2,242	769:00	9,075.0	2.92	0.7%	4.5%
4-Carmel-Carmel Rancho	2,003	367:54	3,749.2	5.44	0.6%	2.1%
5-Monterey-Carmel	4,804	334:18	3,990.3	14.37	1.4%	1.9%
6-Edgewater - Ryan Ranch	459	50:00	1,054.0	9.18	0.1%	0.3%
7-Monterey-Carmel	2,015	160:00	1,824.0	12.59	0.6%	0.9%
MST OnCall	1,311	372:30	4,173.0	3.52	0.4%	2.2%
11-Edgewater-Carmel	12,853	582:15	9,018.4	22.07	3.8%	3.4%
16-Monterey-Marina	11,306	897:19	16,328.3	12.60	3.3%	5.2%
43-Memorial Hospital	10,589	292:30	3,534.0	36.20	3.1%	1.7%
44-Northridge	5,119	328:06	3,885.2	15.60	1.5%	1.9%
45-East Market-Creekbridge	4,563	389:00	5,778.0	11.73	1.4%	2.3%
46-Natividad	6,155	170:06	1,785.0	36.18	1.8%	1.0%
48-East Salinas - Airport Business Center	1,669	229:20	4,352.0	7.28	0.5%	1.3%
49-Northridge	9,096	411:20	2,895.2	22.11	2.7%	2.4%
Total	88,849	6007:38	78,810	14.79	26.3%	34.9%

Regional Routes

Line	Ridership	VRHrs	VRMi	Pax/Hr	% Riders	% Hrs
20-Monterey-Salinas	46,613	1686:47	33,468.1	27.63	13.8%	9.8%
21-Monterey-Salinas	3,983	123:40	2,426.0	32.21	1.2%	0.7%
23-Salinas-King City	11,435	826:11	25,522.7	13.84	3.4%	4.8%
24-Carmel Valley-Grapevine Express	6,323	690:20	14,146.0	9.16	1.9%	4.0%
27-Watsonville-Marina	1,492	279:40	7,420.0	5.33	0.4%	1.6%
28-Watsonville-Salinas	6,510	685:07	19,153.6	9.50	1.9%	4.0%
29-Watsonville-Salinas	19,642	897:15	15,391.7	21.89	5.8%	5.2%
55-Monterey-San Jose Express	1,884	444:12	14,067.9	4.24	0.6%	2.6%
56-Monterey-Memorial Hospital	215	46:54	1,770.3	4.58	0.1%	0.3%
Total	98,097	5680:06	133,366.3	17.27	29.0%	33.0%

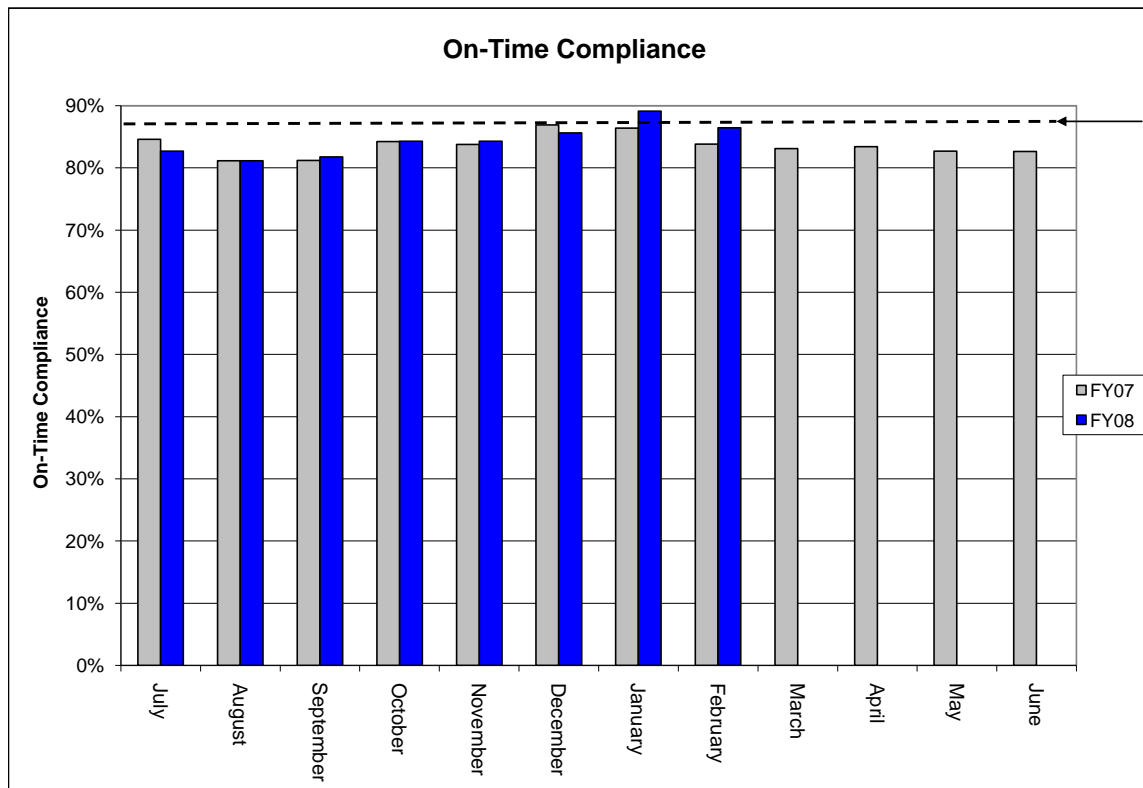
Seasonal / Supplemental Service

Line	Ridership	VRHrs	VRMi	Pax/Hr	% Riders	% Hrs
22-Big Sur	205	51:00	1,315.8	4.02	0.1%	0.3%
Total	205	51:00	1,315.8	4.02	0.1%	0.3%

**MST FIXED ROUTE
ON-TIME COMPLIANCE FY 2008**

February 2008
Data Sampled: 85.00%

MONTH	FY07 ON-TIME PERFORMANCE	FY08 TIME POINT COUNT	FY08 DELAYED ARRIVALS 5 + MINUTES	FY08 ON-TIME PERFORMANCE
July	84.56%	96,770	16,779	82.66%
August	81.12%	100,678	18,982	81.15%
September	81.20%	86,598	15,803	81.75%
October	84.22%	94,293	14,844	84.26%
November	83.76%	89,268	14,020	84.29%
December	86.91%	87,703	12,621	85.61%
January	86.40%	91,318	9,947	89.11%
February	83.81%	89,071	12,078	86.44%
March	83.10%			
April	83.40%			
May	82.67%			
June	82.63%			
Total	N/A	735,699	115,074	N/A
Monthly Average	84.00%	91,962	14,384	84.41%



Goal 87%

Transportation and Maintenance Strategic Action Plan

- a. Participate in national, state and regional transit conferences, meetings and groups (APTA, CTA, RTA, alternative fuel forums, user groups, etc.) that identify and outline changes to federal and California Air Resources Board (CARB) emission requirements.
- b. Maintain a dialogue with CARB staff regarding emission requirements and emission reduction strategies.
- c. Introduce biodiesel into the MST operated diesel fleet.
- d. Test existing fuel tanks for compliance with biodiesel or other products.
- e. Conduct an ongoing testing of tanks and monitor engine/filter components.
- f. Adopt Leadership in Energy and Environmental Design (LEED) principles as appropriate for final design of the Marina Central Village mixed use development and the FJL Monterey Bay Operations Center.
- g. Identify opportunities for energy, water, gas and other resource conservation programs.
- h. Begin development of housing, retail and professional components of the Marina Transit Exchange
- i. Monitor the effectiveness of the recent conversion to lower consumption lighting at MST's operating facility and implement conversions on the remaining MST properties
- j. Monitor operating, maintenance and financial performance statistics on a monthly basis and implement programs to support continuous improvement
- k. Complete implementation of the Hastus Daily Dispatch and Attendance software system, Maximus Fleet Focus Maintenance and Materials Management system.
- l. Implement new services and streamline South County services.
- m. Fine-tune Peninsula services in response to customer requests..
- n. Renegotiate the service agreement for all contracted services (Paratransit, Fixed Route, DART services) with MV Transportation Inc.
- o. Identify funding sources for the replacement of 15 Paratransit vehicles by end of Fiscal year. (65% of the fleet)

- p. Develop / finalize curriculum for the Operations Supervisor Training Academy.
- q. Complete safety security improvements to facilities (cameras, swipe cards and gates).
- r. Participate in regional maintenance training opportunities
- s. Complete design work for the FJL Monterey Bay Operations Center

Administration Strategic Action Plan

- a. Implement new services, including the Salinas Trolley and hospitality-targeted night-owl/early-bird/weekend services
- b. Plan for the implementation of the South County DART system in early FY 2010.
- c. Continue to fine-tune transit services in response to customer requests, on-time performance data and ridership statistics.
- d. Targeted marketing and promotional efforts designed towards major employers, schools, senior groups, hospitality industry, and non-traditional riders will also assist in growing ridership.
- e. Complete design of FJL Monterey Bay Operations Facility.
- f. Pending city of Monterey approvals, move the Monterey transfer location from Simoneau Plaza to a better location for customers and operations.
- g. Begin implementation of BRT plan and apply for funding for phase 1 of the Fremont/Lighthouse Avenue BRT service, per funding availability.
- h. Identify funding for additional shelters and on-street passenger amenities.
- i. Continue evaluation of proximity fare card systems in order to implement a revised fare structure and collection system that is easy to use and administer, attracts additional ridership, and increases fare revenues.
- j. Adopt and execute annual state and federal legislative programs.
- k. Participate in community outreach and provide public information regarding measures to provide dedicated funding for improved public transportation, including but not limited to the proposed 2008 Transportation Agency for Monterey County sales tax ballot initiative.
- l. Continue to explore and implement public/public partnerships for development of new services to job intensive sites, including HSBC, shopping areas, colleges and universities and other such locations.
- m. Secure public and private funding partners for development of the FJL Monterey Bay Operations Center.
- n. Identify means to develop MST properties in a manner that promotes increased transit use, provide stable long-term funding for MST, and is consistent with local jurisdiction land use guidelines.

- o. Conduct the CSUMB-Seaside-Marina-MST Strategic Transit Plan.
- p. Begin preparing FY 2010-2012 SRTTP
- q. Participate in the MST bio-fuel program by identifying additional properties on which to grow mustard seed, pending successful results of the FY 2008 pilot program.

Finance Strategic Action Plan

- a. Monitor operating, maintenance and financial performance statistics on a monthly basis and implement programs to support continuous improvement.
- b. Prepare necessary financial statements and reports in a timely, accurate manner
- c. Monitor grants and related activities to ensure compliance with Federal, State and Local funding requirements.
- d. Provide financial information to executive leadership team to enhance the decision making process.
- e. Complete implementation of Microsoft Navision Grants Management module.
- f. Review internal process and procedures for Accounts Payable, Accounts Receivable, Payroll, and General Accounting and develop standard operating procedures where necessary

Information Technology Strategic Action Plan

- a. Support implementation of the Hastus Daily Dispatch and Attendance software system, and Microsoft Navision Human Resources Systems module.
- b. Continue to implement real-time passenger information signage at major MST transfer locations. Support and maintain signage at existing sites.
- c. Complete *MST Online* access to online information about MST, including automated trip planning and online pass sales.
- d. Complete a study of Smart card technology and plan for implementation of a regional Smart card system.
- e. Maintain and support WiFi technology on regional routes.
- f. Maintain and support Maximus Fleet Focus Maintenance and Materials Management system
- g. Prepare and plan for upgrade/replacement of Siemens Transit Master system.
- h. Maintain and support MST computer hardware and software infrastructure including additional locations.
- i. Implement and support MST Reporting suite utilizing existing and new technologies.

Human Resources Strategic Action Plan

- a. Continuation of programs that reward safe behavior.
- b. Provide additional training for coach operators to diffuse difficult situations.
- c. Install safety and security cameras at MST facilities and on board MST buses. Complete installation of cameras at TDA in FY 08.
- d. Improve communication with all employees and the ATU leadership.
- e. Complete negotiations of the MSTE A MOU.
- f. Recognize and celebrate individual and group achievements in support of MST's objectives, goals and mission.
- g. Conduct attitude and opinion surveys to gauge satisfaction of employees.
- h. Complete implementation of the Microsoft Navision Financial and Human Resources Systems.
- i. Monitor operating, maintenance and financial performance statistics on a monthly basis and implement programs to support continuous improvement.
- j. Ensure that a proper staff structure is in place to meet strategic goals and objectives.
- k. Investigate Alternative Dispute Resolution for settlement of Worker's Compensation Claims. Potential savings at claims closure. Potential duration into 2010 if implemented.
- l. Upgrade training room by providing equipment necessary to present in various formats.
- m. Add one additional staff member for training and future succession.
- n. Continue to minimize litigation costs.

Date: February 29, 2008

To: C. Sedoryk, General Manager/CEO

From: Lyn Owens, Director Human Resources; Hunter Harvath, Director of Administration; Mark Eccles, Director Information Technology

Subject: **Administration Department** Monthly Report February 2008

The following significant events occurred in Administration work groups for the month of February 2008:

Human Resources

Employment activity for the month of February 2008 is summarized as follows:

Department	Title	Transaction	Hire Date	Term Date
Operations	Coach Operator	Retired		02/10/08

Total employment levels for February 2008 is summarized as follows:

Positions	Budget	Actual	Difference
Coach Operators / Trainees	123	121	-2
C/O on Long Term Leave	10	3	-7
Coach Operators Limited Duty	1	1	0
Operations Staff	22	22	0
Maintenance & Facilities	43	43	0
Administration (Interns 2 PT)	21.5	21.5	0
Total	220.5	211.5	-9

Workers Compensation statistics are as follows:

February 2008	
Total Expenses	\$91,215
Reserves	\$1,199,021
# Open cases	59
# Closed cases	13
Average Reserves per Open claim	\$20,322
# Open with no financial activity	23

Training

Description	Attendees
Accident Review Committee Training	6
Back Safe Injury Prevention Program	74
CARS	26

Risk Management Update

Description	February 2008 Preventable		February 2007 Preventable	
	Yes	No	Yes	No
Bus hits object	2		2	
Vehicles hits Bus		2		3
Passenger fall	1			2
TOTAL	3	2	2	5

Liability Claims Paid/Recovered – Property and Personal Injury

For the month of February, MST paid \$15,594.39. This amount includes \$11,150.95 for an injury claim settlement.

For the month of January, MST recovered \$411.60. For the month of February, MST recovered \$3,288.76.

Customer Services Update

Customer Service received 45 customer comments during the month as follows:

Service Report Type	Feb '08	%	Feb '07	%
Employee Compliment	5	11.11%	4	3.74%
Service Compliment	0	0.00%	9	8.41%
Request To Add Service	8	17.78%	31	28.97%
Passed By	8	17.78%	9	8.41%
Improper Employee Conduct	6	13.33%	10	9.35%
Improper Driving	5	11.11%	5	4.67%
No Show	3	6.67%	6	5.61%
Late Arrival	2	4.44%	3	2.80%
Inaccurate Public Information	2	4.44%	3	2.80%
Fare / Transfer Dispute	2	4.44%	2	1.87%
Routing	1	2.22%	7	6.54%
Discriminatory behavior by Employee	1	2.22%	0	0.00%
Unsafe Conditions	1	2.22%	0	0.00%
Late Departure	1	2.22%	0	0.00%

Bus Stop Amenities	0	0.00%	6	5.61%
Early Departure	0	0.00%	2	1.87%
Passenger Injury	0	0.00%	2	1.87%
Passenger Conduct	0	0.00%	2	1.87%
Request To Reduce Service	0	0.00%	1	0.93%
Service Schedule	0	0.00%	1	0.93%
ADA Compliance	0	0.00%	1	0.93%
Agency Policy	0	0.00%	1	0.93%
Off Route	0	0.00%	1	0.93%
Overcrowding	0	0.00%	1	0.93%
	45	100.00%	107	100.00%

Although “Request To Add Service” reports (8) have decreased from February 2007 (31), this category represents 18% of overall service reports for February 2008. A review of “Request To Add Service” reports did not identify a particular source for this recent trend. February 2007’s elevated numbers for this category are attributed to customer feedback following the January 2007 PASS service change. “Routing” and “Bus Stop Amenities” reports also showed noticeable decreases.

Marketing and Sales Update

MST signed a contract with the Monterey Rape Crisis Center worth \$1,131. Press releases sent include: “New Electronic Real-Time Gate Signs at Salinas Transit Center” (2/11/08); “MST Partners with San Bernabe Vineyards to Plant Mustard Seed for Locally Sustainable Biodiesel Fuel” (2/13/08); “Bus Service on Presidents Day” (2/14/08)

Published news stories included: “Road Tax Plan Heard by Public” (Monterey County Herald, 2/1/08); “MST Finishes Electronic Sign Installations at Transit Center” (Monterey County Herald, 2/14/08); “MST has Faith in Mustard Seeds” (Monterey County Herald, 2/14/08); “MST Eyes Mustard Seed for Fuel” (Monterey County Herald, 2/15/08); “Transit System to Produce own Biodiesel” (Biofuel Review, 2/15/08); “Special Report: Transportation Sales Tax” (Monterey County Business Council Friday Fax, 2/15/08); “Monterey Buses to Run on Mustard” (Central Valley Business Times, 2/18/08); “Homegrown Mustard Biodiesel in Monterey-Salinas Buses” (Fuel Alternative, 2/18/08); “California Project Explores Mustard for Biodiesel” (Biofuel Magazine, 2/20/08); “MST Partners with San Bernabe Vineyards to Plant Mustard Seed for Locally Sustainable Biodiesel Fuel” (Monterey County Business Council Friday Fax, 2/22/08); “This Biodiesel Plan’s a Spicy One!” (Edmunds.com, 2/21/08); “MST Driver Charged in Crosswalk Death” (Monterey County Herald, 2/26/08); “MST Reports Record Ridership” (Monterey County Herald, 2/27/08); “MST Driver Faced Manslaughter” (Monterey County Herald, 2/27/08); “Electronic Signs Debut at Transit Center” (Salinas Californian, 2/29/08)

Marketing activities: Submitted Marina Transit Exchange for 19th annual California Transportation Foundation's Tranny Awards; served on Carmel Chamber of Commerce Transportation Committee; completed mailing of annual reports to 500 local people and businesses; attended TAMC community meeting in Seaside to answer the public's questions about November's sales tax; presented Monterey Music Summit sponsorship/service proposal to Executive Leadership Team (ELT); coordinated press event for biofuel mustard seed planting in King City; prepared Financial Report Cover; attended Monterey Peninsula Chamber of Commerce 100th anniversary luncheon; met with graphic designer to plan TDA and MST Bus Stop Shop signage; met with representative from public radio.

Planning Update

On February 1, staff interviewed a prospective candidate for planning manager. He accepted MST offer of employment and will be starting work on Monday, April 7, 2008. MST has been recruiting for this position since the previous planner resigned in late August of 2007.

Staff continued working with MST's consultant on the Monterey Bay Bus Rapid Transit Plan in preparation for a March meeting with a representative of the Federal Transit Administration in Washington, DC. MST's sustainable biodiesel program was kicked off in February with planting of two varieties of mustard seed in South Monterey County on land owned by San Bernabe Vineyards. MST hopes to harvest the mustard seed, press the seeds into raw biofuel and then refine the mustard seed oil at the local biodiesel refinery in Gonzales for use in MST's buses.

Staff traveled to Sacramento for meetings with representatives of the local legislative delegation. Staff attended meetings of MCHA, TAMC, and the city of Monterey's New Monterey traffic mitigation program. Staff conducted a site visit for a Salinas Californian photographer at the Salinas Transit Center to demonstrate MST's new Onstreet real-time electronic passenger information signs. Staff appeared on the Your Town public access program as well as the Tomorrow Matters radio program to update listeners about MST's recent projects and to promote the environmental benefits of utilizing public transit. Staff attended the Monterey Peninsula Chamber of Commerce annual luncheon and the Monterey County Business Council Annual Dinner/Awards program. Staff attended management and customer service training presented by the Disney Institute.

Staff attended product demonstrations of "Smart Card" farebox technology as well as "TransTrack" operational data reporting software. Staff met with Supervisor Calcagno to discuss improved transit service in North County and conducted a field reconnaissance throughout the area.

Information Technology Update

Staff continued working on outstanding warranty claims with the Continental Transitmaster system as well as implementing additional functionality. Staff continued to configure software and hardware for the Maximus Maintenance system. Staff continued to configure software for the ongoing implementation of the FAMIS Payroll system. Staff continued to configure software for the ongoing implementation of the GIRO DDAM Timekeeping system. Staff updated software components of MST workstations. Staff continued developing functionality of the Payroll and Customer Service databases. Staff kept the MST web page updated and made the appropriate changes as required. Staff worked with the vendor configuring the WiFi hardware and software on the 1800 bus fleet. Staff continued to support MST staff as needed, proactively ensuring MST staff were supported fully with their IT needs.

TRANSPORTATION AGENCY FOR MONTEREY COUNTY

www.tamcmonterey.org

HIGHLIGHTS

March 26, 2008 Meeting

REGIONAL IMPACT FEE AND INVESTMENT PLAN

The Transportation Agency Board was unified this Wednesday in their agreement that development should pay its fair share towards regional transportation, regardless of the fate of the transportation sales tax slated for the November, 2008 ballot. The Agency Board members agreed that Monterey County's transportation system is in need of major improvements and the best way to make these improvements and keep Monterey County moving forward is to be unified on the importance of funding vitally needed transportation projects. The Board also emphasized the importance of transportation funding in stimulating the economy and bringing more jobs to the region. Modifications were made to the regional fee program in response to requests from the City of Salinas.

The Transportation Investment Plan will guide the expenditure of more than \$980 million dollars from a proposed transportation sales tax over the next 25 years. The transportation sales tax, when combined with the developer fees and state and federal funds, will fund a \$1.8 billion program of safety, maintenance, congestion relief and alternative transportation projects in Monterey County.

Approval of the Investment Plan and Impact Fee by the cities and County will be sought starting in April, to conform with the schedule for Board adoption of the Sales Tax Investment plan in May.

PHASE 1: HOLMAN HIGHWAY 68-CHOMP PROJECT COMPLETE

The Transportation Agency celebrated the successful completion of the Holman Highway 68—CHOMP Project at a ribbon cutting ceremony this Thursday. This 5-month construction project was completed within schedule and budget, and accomplished its goal of improving emergency vehicle access and helping relieve traffic congestion at the entrance to the hospital. It is the first in a series of two phases to ultimately widen Holman Highway to 4 lanes between Highway 1 and the hospital area.

The project includes an additional second left-turn lane out of the hospital, extension and realignment of the right-turn lane into the hospital, widening of approximately 700 feet of roadway to accommodate the turn lanes, and reconfiguration of the hospital entrance to improve access for emergency vehicles, and patient, visitor and commuter traffic on Holman Highway 68.

Funds for the project were provided by the Transportation Agency for Monterey County, the City of Monterey, Monterey County, and by CHOMP in conjunction with mitigation

requirements for approval of the hospital's recent building expansion. Total cost for the project was \$2.1 million.

2006-07 FREEWAY SERVICE PATROL ANNUAL REPORT

The 2006-07 Freeway Service Patrol Annual Report boasts a high level of service, generally exceeding the expectations of motorists. This state funded program, operated through the Transportation Agency provides roving tow trucks on the most congested state highways in Monterey County. They clear disabled vehicles and obstructions from the roadway in order to maintain traffic flow, assist motorists by changing a flat tire, jump starting vehicles, tape hoses and refill radiators, and will provide a gallon of fuel if necessary. In 06-07 the Agency recorded 5,299 total assists, which is a dramatic increase from 656 assists in calendar year 2005. Low motorist wait time, roughly 0-10 minutes, and low vehicle repair times, about 10-20 minutes, played a key role in assuring that the service proved valuable to motorists who experienced a vehicle breakdown during times of high traffic volumes. The public surveys submitted to the Agency also reflected a high level of satisfaction with the program.

KING CITY AWARDED REGIONAL TRANSPORTATION FUNDS

The Transportation Agency allocated \$114,150 in Regional Transportation funds to the City of King City for the construction of new curbs, gutters and sidewalks and ADA access ramps along the south side of Division Street.

Monterey-Salinas Transit
Washington, D.C. Office

FAX DATE: March 27, 2008

TO: Carl Sedoryk

FROM: Thomas P. Walters

The following report summarizes recent actions taken on behalf of Monterey-Salinas Transit:

- Scheduled and attended meetings in House of Representatives and Senate for MST Board Members and Staff advocacy in Washington, D.C.
- Participated in MST Legislative Committee meeting to review and plan Federal agenda. Provided updates on FY 2009 appropriations legislation and discussed 2008 legislative initiatives.
- Contacted Congressional Delegation regarding FY 2009 appropriations requests and provided requested follow-up information.
- Consulted with staff on FTA's Very Small Starts program and potential projects in Monterey County.
- Advised MST on future Federal funding opportunities through appropriations legislation and surface transportation legislation reauthorization and provided related project information to Congressional staff.

TPW:dwg

MEMO

DATE: April 1, 2008
TO: Carl Sedoryk, General Manager/CEO
Monterey-Salinas Transit
FROM: John E. Arriaga, President
SUBJ: March 2008 Activity Report

Week of March 3, 2008

- Monitored Legislative policy, fiscal and budget committee hearings on State Budget and transportation and related issues
- Continued to work with Assembly Member Caballero to monitor Legislative Counsel position report of whether or not legislation is necessary for the “no smoking” proposal.
- Reviewed recently introduced legislation
- Prepared Weekly Capitol Update Report on key events and activities in Sacramento/the Capitol
- Monitored gubernatorial appointments

Week of March 10, 2008

- Prepared updated Legislative Matrix for inclusion in Board packet
- Identified and prepared newly introduced legislative matrix for review and consideration
- Continued to work with Assembly Member Caballero to monitor Legislative Counsel position report of whether or not legislation is necessary for the “no smoking” proposal
- Monitored Legislative policy, fiscal and budget committee hearings on State Budget and transportation and related issues
- Attended/monitored actions/discussion at the CTC Meeting in Sacramento
- Prepared Weekly Capitol Update Report on key events and activities in Sacramento/the Capitol
- Monitored gubernatorial appointments.

Week of March 17, 2008

- Participated Legislative Committee meeting to review list of identified newly introduced legislation for possible position consideration by MST and also provided a status/update of the State Budget 2008-09 proposals by the Governor and the Legislative Analyst Office.
- Continued to work with Assembly Member Caballero to monitor Legislative Counsel position report of whether or not legislation is necessary for the “no smoking” proposal
- Monitored Legislative policy, fiscal and budget committee hearings on State Budget and transportation and related issues
- Prepared Weekly Capitol Update Report on key events and activities in Sacramento/the Capitol
- Monitored gubernatorial appointments.

Week of March 24, 2008

- Continued to work with Assembly Member Caballero to monitor Legislative Counsel position report of whether or not legislation is necessary for the “no smoking” proposal
- Monitored Legislative policy, fiscal and budget committee hearings on State Budget and transportation and related issues
- Prepared Weekly Capitol Update Report on key events and activities in Sacramento/the Capitol
- Monitored gubernatorial appointments

Please feel free to contact me at (916) 669-1340 with any questions or concerns you may have regarding information contained in this report.