TAC
MTA TECHNICAL ADVISORY COMMITTEE
Wednesday, November 5, 2003 at 9:30 a.m.

**Union Station Room - 3rd Floor**

AGENDA

1 Call to Order/Roll Call
   1 min
   Action
   (Renee Berlin, Randy Lamm)

2 Approval of Minutes
   Attachment 1: Minutes of October 1, 2003
   1 min
   Action
   (TAC)

3 Agenda Reports by Standing Committees
   • Bus Operations
   • Local Transit Systems
   • Streets and Freeways
   • TDM/Air Quality
   Attachment 2: Subcommittee Agendas
   10 min
   Information
   Bob Hildebrand
   Joyce Rooney
   Haripal Vir
   Mark Yamarone

4 Chairperson’s Report
   Attachment 3: FY03 Sales Tax Update
   Attachment 4: Mobility-21 Registration Form
   10 min
   Information
   (Renee Berlin)

5 MTA Work Stoppage
   10 min
   Update
   (Rudy Lipscomb)

6 Legislative Update
   Federal
   State
   20 min
   Information
   (Raffi Hamparian)
   (Michael Turner)

7 Amendment to BOS By-laws
   Attachment 5: BOS motion on changes to By-laws
   5 min
   Concurrence
   (Bob Hildebrand)

8 Addition of Three New EZ Pass Members
   Attachment 6: BOS motion on new EZ Pass Members
   5 min
   Concurrence
   (Bob Hildebrand)
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<td>CMP Conformity Analysis</td>
<td>Information/Possible Action</td>
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<td>(Doug Kim)</td>
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<td>2004 STIP Fund Estimate Update</td>
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<td>(David Yale)</td>
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<td>2003 Call For Projects</td>
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<td>(Heather Hills)</td>
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<td>New Business</td>
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<td>Adjournment</td>
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*TAC Minutes and Agendas can be accessed at:*
*http://www.mta.net/trans_planning/CPD/committees/TAC.htm*

Please call Randy Lamm at (213) 922-2470 or e-mail to "lammr@mta.net", if you have questions regarding the agenda or the meeting.
Attachment 1

Draft October 1, 2003 TAC Minutes
Sign-In Sheet
Handouts
## TECHNICAL ADVISORY COMMITTEE

**Sign in Sheet**  
**October 1st, 2003**

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<td>BUS OPERATIONS SUBCOMMITTEE (BOS)</td>
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|                                         | 2. Joyce Rooney/ Kara Bouton |
| METROPOLITAN TRANSPORTATION AUTHORITY (MTA) | 1. Renee Berlin/Randy Lamm  
|                                            | Countywide Planning & Development  
|                                            | 2. Carolyn Flowers/Andrea Burnside  
|                                            | MTA Operations  
|                                            | GARY SPOWTH |
| SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY (SCRRRA - Ex-Officio) | 1. Steve Lantz/Joanna Capelle |
| SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG - Ex-Officio) | 1. Elynnowne Sells/Kathryn Higgins  
| GOODS MOVEMENT REPRESENTATIVE (Ex-Officio) | 1. LaDonna DiCamillo/Ron Guss  
| TRANSPORTATION DEMAND MANAGEMENT/ AIR QUALITY SUBCOMMITTEE | 1. Mark Yamagone/ Sina Zarifi  
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1. Call to Order/Roll Call
Renee Berlin (Chair) called the meeting to order at 9:45 a.m. Randy Lamm (MTA) took roll and declared a quorum was present.

2. Approval of Minutes
The September 3rd TAC meeting minutes were approved without amendments on a motion by Mark Herwick (County of Los Angeles) and seconded by Jim Thorsen (Las Virgenes/Malibu COG).

3. Agenda Reports by Standing Committees

BOS (Robert Hildebrand)
- Met on September 16th;
- Discussed revisions and approved a motion to change the language of the BOS bylaws;
- Deferred to the October BOS, discussion of the Access Services Inc. and UFS funding update;
- Discussed the transfer of a portion of MTA Line 125 to Norwalk Transit by October 26th; public hearings are taking place on the transfer. Currently, Norwalk Transit is operating the service under contract. BOS discussed how long-term funding would be arranged for the line transfer, due to funding levels being set by formula funding constraints;
- Received the following reports:
  - "1-800-COMMUTE", telephone information line. Concerns were raised about the recent increase in wait-times for callers. The issue will be addressed by the BOS Working Group;
  - Propositions A and C Local Return Guidelines;
  - Update on State Legislation from Michael Turner (MTA);
• Announced the election of new BOS officers -- Chairperson: Bob Hildebrand, Gardena Municipal Bus Lines; Vice Chairperson: Andre Colaiace, Culver City Bus; and Secretary: David Reyno, Foothill Transit;
• Next meeting will be October 21st, and will take place in the Community Conference Room of MTA’s San Gabriel Valley Sector office, 3369 Santa Anita Ave., El Monte.

LTSS (Gary Hewitt)
• Met on September 25th;
• Appointed committee members to review Prop A Incentive Guidelines: Susan Chow, City of Whittier; George Sparks, Pomona Valley Transportation Authority; Ann Meiners, LA County Dept. of Public Works;
• Discussed ASI Board nomination for Local Transit representative for operators whose eligibility under the ASI by-laws is unclear;
• Received updates on:
  – The 2003 audit of the voluntary National Transit Database (NTD) reporting; disseminated a passenger mile sampling document;
  – “1-800-COMMUTE”, and discussed ideas on offering information on line or by telephone;
• Next meeting will be on October 30th.

Streets and Freeways (Steve Finnegan)
• Met on September 18th;
• Heard presentations on:
  – STPL lapsing - all projects with one year extensions used their funds;
  – The Alameda Corridor Project;
  – Reductions in Caltrans Local Assistance staffing
• Approved a motion to send a letter to Caltrans and/or California’s Secretary of Business, Transportation, and Housing expressing concerns over the reductions in Caltrans Local Assistance staffing;
• Next meeting will be on October 16th.

TDM/Air Quality (Mark Yamarone)
• Met on September 9th;
• Received updates on:
  - Implementation of MTA’s Parking Policy;
  - Bike stations planned for areas along the Gold Line and other locations, including a Calstart proposal to expand the scope to include electrical vehicles (cars, scooters and segues);
  - Long Beach Kiosk Project that was funded in the 1997 Call.
• Discussed the Subcommittee’s role in the implementation of the MTA Parking Policy including a proposal to invite city representatives and private stakeholders to a quarterly meeting to discuss policy issues associated with the parking policy implementation.
4. Chairperson’s Report (Renee Berlin) Handout
Ms. Berlin introduced three new members to TAC: Robert Hildebrand from Gardena Transit and David Reyno from Foothill Transit, who are now primary and alternate representatives for BOS; and Ron Guss, President of Intermodal West Inc., the alternate ex-officio Goods Movement representative.

Ms. Berlin announced the following:
- Gary Spivack would be representing MTA Operations at today’s meeting;
- The TAC agenda package is being distributed as an electronic PDF file, which can be downloaded from the MTA web site. She asked TAC members if they still wanted to receive hardcopies of the agenda.
- Rick Thorp has been hired by the MTA to be the Executive Officer of the Project Management group;
- Jim McElroy, formerly Transportation Manager of MTA’s Division 7, has been promoted to General Manager of the West Side/Central Sector;
- Norm Mineta, Secretary of Transportation, visited MTA Headquarters on September 15th. He presented MTA with a check for federal grants totaling $45 million;
- New camera boxes have been installed at 9 locations along the Blue Line in an effort to reduce the number of red-light violations;
- The Mobility-21 Transportation Summit will be held November 17th at the Westin Bonaventure, 404 South Figueroa Street, Los Angeles.

Board Recap
- Approved a motion to integrate Metrolink into the EZ Pass Program;

- Approved a motion by Directors Knabe and Proo to insure that the freight planning process involves consultation with the appropriate public and private stakeholders to develop recommendations that would address needs for accommodating projected freight growth and tax on the transportation network and to work with the Federal, State, and local agency partners to develop a plan, and to report back in 90 days;

- Approved a substitute motion by Supervisor Yaroslavsky to hold over approving the Grade Crossing Policy for one month, and to approve two grade separations on the Exposition Line at LaCienega and LaBrea since this line is currently undergoing preliminary engineering.

- Approved as amended by Hahn the MTA Transit Service Policy, which will supercede all other adopted service policies; The Hahn motion was to defer approval of service policies related to the Hub and Spoke service concept.

- Approved as amended by Molina, the two-part financing proposal for deferred Los Angeles County STIP Projects. The Garvee Bond portion was approved. However, the Molina amendment carried over to the October Board meeting, the AB 3090 portion of the financing proposal. The Board directed MTA staff to forward the proposal in its entirety to the California Transportation Commission (CTC) to be noticed at their October meeting for action at their December meeting.
5. Legislative Update (Raffi Hamparian and Michael Turner, MTA Government Relations)

Federal Update
Mr. Hamparian announced that TEA-21 expired as of midnight September 30th. Congress has passed a bill extending the re-authorization legislation for five months. Federal transportation program funding will be advanced on a prorata basis of 5/12 of the current year allocation. There is language in the bill that allows states greater flexibility in allocating the funds. An example of the implication for Los Angeles County is that the State could take a federal source like CMAQ funds, which normally would be allocated to the MTA, and divert the funds to other uses with the promise that when the full six year reauthorization is passed, the State would repay the MTA. The MTA opposes this provision, but it is a provision that existed when ISTEA expired and remained with TEA-21.

There has been little progress on passing a six-year funding bill as the Congress and the President cannot come to agreement on a common agenda and funding level. The current proposed Reauthorization funding levels are: House of Representatives -- $375 billion, President -- $247 billion, and the Senate is proposing $320 billion. The current 5-month extension will expire on February 29th. If transportation funding legislation is not passed, there may be another extension. The biggest sticking point is the gas tax and whether it will be increased and/or indexed.

With respect to the Appropriations process, the Senate is holding the passage of the legislation due to transportation being included in a larger Treasury Appropriations bill. The Treasury Appropriations bill is encountering delays due to language concerning funding for other agencies and the issue of U.S. citizens traveling to Cuba. The Transportation/Treasury Appropriations bill will eventually be incorporated into a larger Omnibus bill, which will be acted upon sometime in early October. A House/Senate Conference Committee will then consider the larger Omnibus bill.

Both the House and Senate have passed the Homeland Security Appropriations bill. The bill is now awaiting signature by the President. There is $1.7 billion set aside for grants to the states, with over $500 million earmarked for urban areas that are considered to be under ‘high threat’. Mr. Hamparian encouraged members to contact MTA Government Affairs staff or their U.S. Senator to find out how to apply for the grants. Steve Lantz (SCRRRA) asked if a sufficient effort had been made to coordinate regional priorities and funding efforts with respect to Homeland Security. Mr. Hamparian responded that Homeland Security initiatives are relatively new. Last year $65 million was made available to major transit properties. New York City received the most, followed by Chicago, and Los Angeles was third, with MTA receiving a $4 million grant. There has not been a coordinated effort with regard to these grants, but he welcomed any suggestions. Bob Hildebrand commented that the MTA had previously solicited input on needed security projects from local bus operators in anticipation of obtaining available federal funding. He asked whether the MTA would be given authority for distributing any Homeland Security funds. Mr. Hamparian replied that congressional representatives have stated previously that there would not be any specific funding earmarks for local agencies. Funding will be disseminated through the states and Los Angeles County will make its request to Sacramento.

State Update
Mr. Turner announced that the Governor signed AB 839 (Salinas), which exempts public transit agencies from a provision in State law requiring the storing of video surveillance recordings for one year. The Governor also signed SB 760 (Scott), which allows transit agencies to continue to use lease-
leaseback transactions. He indicated that these transactions generate a significant amount of discretionary revenue for the MTA and transit agencies throughout California. Extending the authorization of these transactions is an element of the MTA Legislative Program.

Action on other bills such as SB 314 (Murray) and AB 199 (Oropeza) are still pending. Mr. Turner expressed concern over AB 199 for the reason that it moves one of the MTA's employee groups under the Public Employee’s Relations Board (PERB). Legislators are considering transfer of all public transit employee groups to the authority of the PERB. This would greatly alter how labor relations within public transit are handled. Mr. Lantz inquired about the purpose of the PERB. Mr. Turner said the PERB is charged with oversight of labor relations with specific public employee groups in the State. He added that the Board's responsibilities have increased over the years. Currently, the Department of Industrial Relations oversees MTA's labor relations by providing an independent mediator during negotiations. Mr. Turner stated that PERB members are appointed by the Governor, so disputes would be handled under a much different process than if the dispute went to a mediator.

Mr. Turner mentioned that MTA is watching AB 712 (Liu) for next year, which would change the name of the Metro Gold Line Construction Authority to the Metro Foothills Gold Line Construction Authority. The Bill proposes to increase the number of agencies represented on the Board from six to fifteen by adding the Gold Line’s Phase II cities to the existing Construction Authority Board. Currently, the Board consists of representatives from the Cities of Pasadena, South Pasadena, Los Angeles, the San Gabriel Valley COG, and the MTA. The Bill would add members from the City Councils of the Cities of Arcadia, Monrovia, Duarte, Irwindale, Azusa, Glendora, San Dimas, La Verne, Pomona, and Claremont. It would also provide for the appointment of one member representing the San Bernardino Associated Governments instead of the San Gabriel Valley COG, and would eliminate the Board's authority to temporarily fill vacancies. Mr. Turner indicated that the MTA Board would take a position on the bill by January 2004.

MTA Government Affairs staff is crafting proposed language which would clarify repayment procedures for the STIP amendment submitted earlier in the year which deferred $300 million in funding for Los Angeles County projects when TCRP projects were moved to the STIP. This gap in funding is to be repaid by the State. Language was included in the trailer bill to the transportation budget that essentially states that TCRP projects are to be funded first, and all other projects are to be funded afterward. The proposed language would specify that when the TCRP projects are repaid that the deferred projects are still eligible and will be repaid. MTA is also considering language pertaining to the appeals timeframe that is currently allowed for Benefit Assessment Districts.

Mr. Turner said that one of the major issues facing the Legislature next year will be a ballot measure to lower the vote threshold for sales tax proposals from a two thirds majority to a simple majority. There were two measures to reduce the vote threshold that were circulating in the Legislature this year that did not pass. The Silicon Valley Manufacturing Group is moving forward with its own initiative. Their proposal has been filed with the Secretary of State's Office and should be available online. Petitions will begin circulating in November, 2003 to be placed on the November 2004 Ballot. Another major issue is the start of political maneuvering for the Speakership of the California Assembly, which will be of major concern to members of the Legislature. Members considered most likely to vie for the post include: Joe Nation, Dario Frommer, Fabian Nunez, and Jenny Oropeza.

Ms. Berlin asked if there was any indication that the Governor would sign SB 314 (Murray). Mr. Turner said that there has been little information given on whether the Governor would sign the bill. He added that the deadline for signing the bill is October 12th. Mr. Turner indicated that though the Governor
might be voted out of office, it could still take up to 28 days for the Registrar to certify the election.
David Feinberg (West Side Cities) asked if the MTA would be making a presentation at the Industrial Welfare Commission (IWC) Public Hearings (pertaining to a wage order on meal and rest periods). Mr. Turner said yes. Mr. Turner indicated that other transit agencies would most likely attend as well.

Ms. West (MTA Countywide Planning and Development) reported that the Local Return Guidelines Working Group at their first meeting on June 25th made minor changes to the Guideline language, and consolidated some of the project codes. At their meeting on August 14th, the Working Group agreed to allow advocacy to be an eligible use of Local Return funds, with the caveat that expenditures for advocacy be included as part of the 20% Administration cap. Other issues, such as the eligibility of Safe Routes to School, are still being reviewed.

The Working Group is considering making operation and maintenance of regional arterial ITS networks an eligible use of Local Return funding. Ms. West said that the Working Group is recommending that MTA utilize State Maintenance of Effort compliance information. She reported that the Working Group will be clarifying the National Transit Database (NTD) reporting paragraph. They are waiting for the NTD Project Manager to provide a list of eligible projects for those new cities and jurisdictions that might be unaware of what is eligible for NTD.

Ms. West reported that she and Chip Hazen (MTA ADA Coordinator) have been working to amend the Project Description form to indicate that any project being funded with Local Return dollars must be ADA compliant. Once the changes are made the new instructions will be placed into the Local Return Guidelines.

There will also be a meeting with the Modal Lead on the Transportation Enhancement Activities (TEA) Projects to explore the idea of including Transportation Enhancement Activities as an eligible use for Propositions A and C Local Return funds. Ms. West indicated that she is also reviewing both Propositions’ ordinances to determine the eligibility of Pedestrian projects, like those funded through the Call for Projects. The Guidelines will be updated in October and she will most likely be returning to TAC in November to present draft revisions. The final draft revisions will be presented to the MTA Board in the Spring of 2004.

7. Streets and Freeways Motion on Enhanced vs. Basic Caltrans Local Assistance Services (Haripal Vir)
Mr. Vir (Chair, Streets and Freeways Subcommittee) expressed concern over the possibility that reductions in Caltrans Local Assistance Programs staffing would seriously impact project delivery. Those concerns have prompted the Streets and Freeways Subcommittee to unanimously approve a motion to transmit a letter to Caltrans and/or the Secretary of Business, Transportation and Housing strongly opposing the reduction in Local Assistance staffing and the resulting affect on the type and level of service provided. Mr. Vir asked for TAC concurrence on the motion shown on page 34 of the TAC Agenda Package. Mr. Bezigian asked if this would be a position advocated by TAC or the MTA. Ms. Berlin replied that the letter would express the positions of both TAC and the MTA. A motion to concur was made by Mark Yamarone (TDM/AQ) and seconded by Mark Bezigian (North Los Angeles County). The motion passed unanimously.
Richard Burk (South Bay Cities COG) suggested that all of the COGs should endorse the letter. Ms. Berlin said that once the letter is finalized it would be distributed to the TAC League of Cities representatives. Ms. Berlin asked Kirk Cessna (Caltrans, Local Assistance) if he had any new information on the proposed staffing reductions and if there is a time frame when the reductions would occur. Mr. Cessna replied that Caltrans has been working to finalize their staffing plans to reflect a 25% reduction in Local Assistance staffing.

8. MTA Gateway Building Evacuation Recap (Phyllis Meng) Handout
Ms. Meng (MTA Building Services/Assistant Fire Safety Director for the MTA HQ Building) distributed copies of the MTA Headquarter’s Emergency Evacuation procedures and gave a recap of the evacuation drill conducted during the September TAC meeting. She also clarified that members and visitors attending TAC meetings should follow the procedures to evacuate using the stairwells. TAC members should reassemble with those MTA employees that work on the 22nd floor (assigned floor of Chair/Alternate) at the MTA bus parking lot, which is diagonally across the intersection of Cesar Chavez and Vignes. If for some reason the bus parking lot is not available, then the alternate meeting place is the southeast corner parking lot at Union Station. Members are requested not to leave the assembly area until being accounted for by the TAC Chairperson or designee. During drills, the MTA is not requiring persons with physical disabilities to descend the stairs. During evacuation drills, persons with disabilities are requested to remain in the TAC meeting room with an MTA staff person as the stairwells can become claustrophobic. Prior to TAC meetings, MTA staff will inform Building Security that person(s) with disabilities may be attending the meeting by informing security of the time of the meeting and the name of the conference room. Security will report to the Fire Control Room to let emergency personnel know that there are people with disabilities in the TAC meeting room. During an actual emergency, follow the instructions given over the Public Address system. MTA will assist everyone as best and as soon as possible. MTA may be able to provide assistance using special equipment to help people down the stairs during a real emergency. Ms. Meng informed TAC members that the Evacuation Procedures Manual continues to be upgraded including changing wording to use correct terminology. All members of TAC are encouraged to thoroughly review the handout.

9. Financing Proposal for Deferred Los Angeles County STIP Projects (David Yale)
Mr. Yale (Countywide Planning and Development) reported that the Financing proposal has changed twice since the last TAC meeting. The first change was that MTA staff and Caltrans decided to defer decisions about the projects in Attachment C during the process of developing the MTA Board Report. Those projects will be reconsidered for either GARVEE Bond or AB 3090 financing by the Board in January 2004 after the 2004 STIP Fund Estimate is known. Projects were placed on Attachment C based on the following criteria: 1) The project will not be ready to bid for construction until May 2004 or later; 2) The project did not have construction funding -- funding was for Right-of-Way, or design work; and 3) The project included funding for design (if the design is not done the project is not ready-to-go). The second change added Right-of-Way funding for two projects -- the I-5/Western Ave. and SR-134/Hollywood Way to the Attachment A list of projects eligible for Garvey Bond financing.

The next step is placing these projects on the California Transportation Commission’s (CTC) October 2003 agenda. There are some data requirements for the Caltrans projects listed on Attachment A that may not be met. As a result, some of the Caltrans projects on Attachment A may slip to the CTC’s December agenda for Notice. At this point, it is not known which of the Caltrans projects will slip, as Caltrans is still working on gathering the required information. The projects that are known to be
moving forward to the CTC for notice in October are: HOV lanes on the SR-14 from Pearblossom Hwy. to Ave. P-8; HOV lanes on I-5 from SR-118 to SR-14; Routes 405/101 Connector Gap closure; and the Route 405 Auxiliary lane from Route 10 to Waterford. The four projects sponsored by the SCRRRA (later moved to the AB 3090 approach), and the Cities of Glendale, Los Angeles, and Vernon will also be noticed in October for action in December. Mr. Yamarone asked why the MTA Board did not take action on the projects shown on Attachment B -- the AB 3090 list. Mr. Yale replied that the Board wanted those projects noticed on the CTC's October agenda. The Board also wanted more time to study the list and will reconsider those projects at their October meeting (this has since been completed and the MTA approved the list with the proviso that the MTA staff return with an update to the MTA Board's December 4, 2003 meeting). Mr. Yamarone asked if there was any chance that projects would be added or removed from the list. Mr. Yale said no more projects would be added to the list, but there was a chance that projects might be removed.

Mr. Lantz commented on Supervisor Yaroslavsky's request to shorten the list and his skepticism about whether the financing proposal would be approved at its present scale. Mr. Yale responded that MTA Board members Molina and Yaroslavsky both had concerns about the lists. Supervisor Molina expressed concerns about the AB 3090 list. Supervisor Yaroslavsky was concerned about the GARVEE Bond list and whether the CTC would approve it. Mr. Yale indicated that he has learned the CTC does want to reduce the number of Caltrans projects on the list due to expected Caltrans staff reductions and concerns about the amount of GARVEE Bond capacity. Mr. Yale said he would return to the Board with a shorter GARVEE Bond list which will be determined by Caltrans own budget and other constraints.

Ms. Berlin asked whether sponsors would still be required to complete the State's agreement process if the CTC approves the AB 3090 list in December. Mr. Yale replied that the issue is still to be resolved. The AB 3090 approval allows sponsors to begin spending money and to be reimbursed after the CTC approves the list on December 12th. However, the correct agreements with the MTA must be in place by that date in order to proceed. Mr. Yale suggested that a Memorandum of Understanding (MOU) be initiated with a paragraph stating that the paperwork necessary to complete the AB 3090 request also be completed by the grantee.

Mr. Burtt asked about the prospects for the deferred projects listed on Attachment C. Mr. Yale replied that the GARVEE Bond portion of the list is at risk because the CTC has discussed the possibility of capping the amount of bonds allotted to any one county. The CTC is also considering including the AB 3090 approvals completed in the cap. For example, MTA received an AB 3090 approval for the Eastside Gold Line which requires the state to repay about $45 million/year for four years, the current Garvee Bond proposal has a repayment requirement of $20 million/year for a total of $65 million/year, if added to the previous AB 3090 amount. The CTC has adopted a $50 million/year cap on AB 3090 funds, and may be thinking thinking that the same cap should apply to the combined AB 3090 and Garvee Bond repayment schedules. Los Angeles County is already near the AB 3090 cash cap. Until the CTC decides, it is uncertain whether the GARVEE Bond list will be approved. Mr. Yale was more optimistic that the AB 3090 portion of the list (approximating $45 million) would be approved. Any projects that drop off of Attachment C would then have to be re-scheduled against the 2004 STIP Fund Estimate to determine the amount of funding available. A draft 2004 STIP Fund Estimate is scheduled for release by Caltrans on October 30th, 2003.
10. Light Rail Grade Crossing Policy (David Mieger)
Mr. Mieger (Countywide Planning and Development) briefed TAC on the MTA Board directed request for staff to propose a policy that would allow grade separation decisions to be made earlier in the project development process. The purpose is to find a way to make more accurate cost estimates and set budgets earlier in the project planning phase in order to avoid unexpected and/or abrupt cost increases requests later in the Light Rail Transit (LRT) project design or construction stages. It is intended that this policy will be used to give an indication if grade separation decisions could be advanced to a much earlier point, even prior to the environmental review phase. Mr. Mieger explained that the Public Utilities Commission (PUC) does not generally grant grade separation permits until approximately a year prior to construction. This policy will help provide much needed lead time to determine the costs and secure funding for required grade separations ahead of the partly political and partly engineering based decisions made by the PUC.

The Planning and Programming Committee and the full Board received the Draft Policy at their September meetings. In preparing the policy, research was conducted on the best policies and practices throughout the country on 30-40 LRT projects currently in various phases of planning, design and construction. This information was shared with the MTA Board, local jurisdictions and relevant agencies to acquire agreement on the technical triggers that would define the need for grade separations. The Board indicated this would be an MTA policy used for MTA decision making prior to any PUC decisions or permitting processes at the city level. The Board agreed to receive and file the policy as an information item. The Board directed MTA to work with affected cities (City of Los Angeles and Culver City) along the Exposition LRT project and apply the draft policy to grade crossings on this Corridor, and to report back to the Board with recommendations for grade separations along the corridor. After the decisions are made on grade separations for the Exposition LRT project, the Board will decide whether or not to formally adopt the policy for use on subsequent MTA LRT projects.

The policy would not apply to heavy rail projects, which are grade separated by definition, nor would it apply to Bus Rapid Transit projects. Gary Spivack (MTA Operations) asked if either the MTA’s Fire/Life Safety Committee or the PUC had reviewed the proposed policy. Mr. Mieger replied that both entities have had an opportunity to review the proposed policy. He added that issues of grade separation generally only occur when the trains are planned to operate at speeds exceeding 35 mph, or if the trains are expected to run at higher than prevailing traffic speeds, and through gated intersections. The policy primarily considers traffic volumes and the number of trains per hour crossing intersections. In addition to recommendations on grade separations, the policy also looks at best practices for at grade crossings (gates, warning signs, etc.) Mr. Feinberg asked if Supervisor Burke had any comment about the proposed policy. Mr. Mieger replied that her comments were primarily concerned with the Exposition Corridor project, rather than the details of the proposed policy. She expressed an interest in seeing that the MTA continue to work with the City of Los Angeles with regard to the crossings on the Exposition Line. At this time, the Exposition Line is being planned to have two grade separations at La Cienega and La Brea. Using the policy, those two intersections would be recommended for grade separation, however, none of the other intersections would be recommended for grade separation. Mr. Mieger said that Supervisor Burke wanted another review of the Crenshaw Blvd. and Western Avenue intersections. Additionally, the City of Los Angeles has asked the MTA to review the grade crossing at Jefferson Blvd. Mr. Lantz asked if a statement explicitly stating that Commuter Rail is exempt from the policy would be included in the final report. Mr. Mieger indicated that explicit language exempting Commuter Rail could be incorporated into the policy. Mr. Vir thanked Mr. Mieger and other MTA staff and the consultants for their efforts in addressing the concerns that the City of Los Angeles has had regarding the proposed policy.
11. 2003 Call for Projects (Heather Hills)
Ms. Hills (Countywide Planning and Development) reported that project applications are still in the process of being evaluated. She reminded the TAC that previous Call projects approved by the MTA Board that are being deferred will have the first priority to receive funds from the 2004 STIP, before any new 2003 Call projects will be approved. The Call for Projects schedule is still very fluid. The current schedule calls for the release of the Rainbow Report in mid December. Appeals will likely take place the first week of January 2004, with a Board briefing probably in mid January, and final approval probably in February. This schedule is necessary to obtain CTC approval in June, 2004. Fund and Fact sheets will need to be submitted in March of 2004. This is a compressed schedule.

Mr. Lantz asked what year the projects would be funded should there be new funding in the 2004 STIP. Mr. Yale replied that any new funding for projects will be available in FY 08 and 09. The major issue to be determined is whether the maximum Proposition 42 funding amounts as specified in law will be fully included in the STIP fund estimate. The CTC agreed that the loans will be paid back in the fund estimate, however, it is not clear whether the funding which is supposed to be made available as a result of Proposition 42 (sales tax on gas) will be included. Mr. Yale suggested that it might be beneficial to recommend a two-tiered STIP that shows one element, which includes the Prop 42 funding, and another element without it.

Bob Hildebrand asked about the process for how the deferred previously funded Call for Projects would be funded. Ms. Berlin replied that projects were categorized into ranking priorities and that projects with priorities 4, 5 and 6 were deferred until funding becomes available. Mr. Hildebrand said that if a project was funded in FY 04/05, MTA staff told him that it was not necessary to start the MOU/LOA process until just before the first years funding. Ms. Berlin stated that until the Board recertifies the first years funding an agreement cannot be executed. She also stated that MTA is encouraging sponsors to execute Letters of No Prejudice (LNOP) for their local match funds to advance projects to implementation. However, should MTA programmed funds be delayed further, MTA will not be responsible for changes resulting from end of date design or environmental documents.

Ms. Hills said she may have more definite information on the Call schedule at the November 5th TAC meeting.

12. Mobility 21 Preview (Douglas Kim)
Mr. Kim (Countywide Planning and Development) reported that the second annual transportation summit for Los Angeles County aka Mobility 21 will be taking place at the Westin Bonaventure Hotel on Monday, November 17, 2003. Conference brochures and registration forms will be mailed to all TAC members by the second week of October. Event information and registration is available at www.mobility21.com. The registration fee is $125 and there will be a limited number of reduced fee hardship registrations available. The Summit will focus on the following seven “breakout sessions”:
1) Building Public Support for Major Infrastructure Projects; 2) Funding issues, including creative financing opportunities. The concept of Congestion pricing will also be discussed; 3) Getting Projects Delivered Faster. This program addresses the red tape associated with environmental and permitting issues; 4) Land use and infill opportunities; 5) Latest trends in transit planning, including Hub and Spoke and High Speed Rail initiatives; 6) Improving Ground Access to Airports; and 7) Freight Movement.
Mr. Yamarone asked if the session on alternative financing would include discussion of the MTA’s proposal to implement the Development Impact Fee. Mr. Kim said that it will be mentioned in context with other issues. Mr. Lantz asked how issues regarding Maglev, high-speed rail and other issues in land use planning promoted by SCAG in the Regional Transportation Plan (RTP) will be addressed at the Summit. Mr. Kim replied that SCAG assumes that much of the work will be done at the local jurisdiction level to promote smarter land use -- more infill types of projects. However, there are still many questions about how to implement many of the proposed land use measures. Mr. Kim said that SCAG has been informed that MTA currently has no plans to implement Maglev or other forms of High-Speed Rail. Mr. Lantz expressed concern that the regulatory agencies approving the RTP will want an implementation plan. SCAG is currently seeking creation of Joint Powers Authorities (JPA) and other implementing organizations. He reported that SCRA and the City of Los Angeles are being solicited to join the JPA. Mr. Kim commented that SCAG’s major policy ideas regarding Maglev and High-Speed Rail are very long term, providing stakeholders time for consideration, planning and implementation, if there is overall agreement that these are the kinds of projects that should move forward. Mr. Lantz and Mr. Finnegan stated that SCAG documents propose implementing some form of Maglev and/or High-Speed Rail by 2010. The question is how do you coordinate the process and proposals underway at SCAG with the work that will be taking place at Mobility-21. Mr. Kim replied that these proposals do not have enough momentum to be implemented by 2010 and that MTA has suggested to SCAG that the proposed implementation schedules be moved beyond 2010 to give enough time to determine if these ideas are really going to proceed towards implementation.

Mr. Feinberg asked if a lunch speaker has been confirmed. Mr. Kim said that one of two speakers has been confirmed, Jim Parker, the CEO of Southwest Airlines.

13. New Business
No new business

14. Adjournment
The October 1st TAC meeting was adjourned at 11:30 am. The next TAC meeting will be held Wednesday, November 5th in the Union Station Room, 3rd floor at 9:30 am.

Draft TAC Minutes, October 1, 2003 11
HAND OUTS
Second Annual Countywide Transportation Summit

What will Los Angeles County look like in the future?
Join transportation, business, government and community leaders to develop solutions to the transportation, mobility and access issues facing Los Angeles County.

Mobility 21:
LA County Moving Together

Monday, November 17, 2003 | 8 a.m. – 5 p.m.
Westin Bonaventure | 404 South Figueroa Street | Los Angeles

This all-day summit is presented by the Los Angeles Area Chamber of Commerce and the Los Angeles County Metropolitan Transportation Authority in partnership with the Automobile Club of Southern California. More information and registration materials coming soon. Visit www.mobility21.com for details.
September 26, 2003

TO: BOARD OF DIRECTORS

FROM: ROGER SNOBLE

SUBJECT: ROLLING 90-DAY AGENDA ITEMS FOR OCTOBER 2003–JANUARY 2004

Attached is the 90-Day Rolling Agenda look ahead of items that I will be focusing on in the coming months. The listing will be updated and distributed to you on a monthly basis. Since this is a forecasting tool, some items may be deferred to a later month for my further review and analysis.

The following items scheduled for the October 2003 Committee/Board cycle that may be of interest to you are:

- Oral update on 2004 Farc Restructuring.
- Approve annual update to MTA Debt policy.
- Approve Lease Leaseback transaction of MTA Qualified Technological Equipment (QTE).
- Oral update of Taft High School incident.
- Award nine (9) Freeway Service Patrol Beats.
- Award contract for Bus Inspection Services.
- Approve Fixed Guideway System plan and priorities.
- Approve Grade Crossing policy for Light Rail Transit.
- Approve Los Angeles regional ports goods movement study.
- Approve update on financing proposal for Deferred Los Angeles County State Transportation Improvement program projects (phase I).

Attachments:
A. 90-Day Listing by Month
B. 90-Day Listing by Committee
<table>
<thead>
<tr>
<th>Date</th>
<th>Committee</th>
<th>Item Description</th>
<th>Approval</th>
<th>OTT</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/03</td>
<td>BRD/PUB</td>
<td>Hold public hearing and adopt resolution of necessity to condemn parcels for Eastside Light Rail project</td>
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<tr>
<td>10/1/03</td>
<td>EMAC</td>
<td>Management Audit Services Department Quarterly report</td>
<td>R&amp;F</td>
<td>MATSUMOTO</td>
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<tr>
<td>10/1/03</td>
<td>EMAC</td>
<td>Update on 2004 Fare Restructuring</td>
<td>ORAL</td>
<td>RAYMOND</td>
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<tr>
<td>10/1/03</td>
<td>F&amp;B</td>
<td>Annual Update to MTA Debt Policy</td>
<td>Approval</td>
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<td>10/1/03</td>
<td>F&amp;B</td>
<td>FY03 Year End Financial Performance Report</td>
<td>R&amp;F</td>
<td>BRUMBAUGH</td>
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<td>10/1/03</td>
<td>F&amp;B</td>
<td>QUARTERLY SALES TAX UPDATE</td>
<td>R&amp;F</td>
<td>BRUMBAUGH</td>
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<tr>
<td>10/1/03</td>
<td>F&amp;B</td>
<td>Approve Lease Leaseback Transaction of MTA Qualified Technological Equipment (QTE)</td>
<td>Approval</td>
<td>MATSUMOTO</td>
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<td>10/1/03</td>
<td>F&amp;B</td>
<td>Refinancing of the CNG Fueling Facilities Lease Agreements</td>
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<td>10/1/03</td>
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<td>DCEO Monthly Performance Update</td>
<td>R&amp;F</td>
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<td>10/1/03</td>
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<td>Metro Operations Performance Report</td>
<td>R&amp;F</td>
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<td>10/1/03</td>
<td>OPS</td>
<td>Receive &amp; File Safety's First Status report</td>
<td>R&amp;F</td>
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<td>10/1/03</td>
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<td>Quarterly status report on Universal Fare System Implementation</td>
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<tr>
<td>10/1/03</td>
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<td>Update on Metro Clean Program</td>
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<td>CATOE</td>
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<td>10/1/03</td>
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<td>Update on Taft High School Incident</td>
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<td>10/1/03</td>
<td>OPS</td>
<td>Approve Betterment agreement between PBLCA &amp; LACMTA</td>
<td>Approval</td>
<td>CATOE</td>
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<tr>
<td>10/1/03</td>
<td>OPS</td>
<td>Approve Single Source Contract Award for Thyristors</td>
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<td>10/1/03</td>
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<td>Award 9 FSP Beats</td>
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<td>Award a 5yr contract for USG Headquarters Building</td>
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<td>10/1/03</td>
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<td>Award Contract for Bus Inspection Services</td>
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<td>Award Contract for the purchase of 12 Full Size Passenger Vans</td>
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<td>OPS</td>
<td>Reject bids for Non-Inventory paper supplies</td>
<td>Approval</td>
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<td>10/1/03</td>
<td>P&amp;P</td>
<td>Fixed Guideway System Plan and Priorities</td>
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<td>Grade Crossing Policy for Light Rail Transit(LRT)</td>
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<td>Route 10 High Occupancy Vehicle Lanes-Baldwin Ave. to Rte. 605 Seg. 1(Contract Amendment)</td>
<td>Approval</td>
<td>DE LA LOZA</td>
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<td>10/1/03</td>
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<td>Update on Financing Proposal for Deferred Los Angeles County State Transportation Improvement Program Projects (phase1)</td>
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<td>Date</td>
<td>Committee</td>
<td>Action</td>
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<td>11/1/03</td>
<td>CONS</td>
<td>MGL/ELRT, Approve a contract modification to C0800, C0801, C0802 &amp; C0803, for MGL/ELRT contracts within limits of adopted Full Funding Grant Agreement.</td>
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<tr>
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### 90-Day Rolling Agenda Forecast
October 2003 - December 2003

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EVACUATION PROCEDURES

General Information
The Gateway Fire Safety Director, MTA Security, Los Angeles Police personnel, and/or Fire Department personnel will be responsible for determining if an evacuation of the premises is necessary.

Gateway Fire Alarm System

Monitors all smoke detectors, pull stations, horns, strobes, and related devices. In the event of a fire alarm the system activates these devices and also alerts emergency personnel.

Fire Alarm: An alarm that is activated by a manual pull station or smoke detector.

Pull Station: Device activates the floors horns, strobe lights, and magnetic hold open devices and alert emergency personnel. Pull stations are located in:
- Freight Elevator lobbies
- Entrance to stairwells
- Elevator lobbies

Smoke Detector: Device used to sense the presence of smoke. When the device is activated it signals the fire alarm system which activates the horns, strobe lights and magnetic hold open devices and alerts emergency personnel. Smoke detectors are located throughout the building in corridors, elevator lobbies, supply and return air duct, mechanical rooms, in air conditioning plenums, and throughout the parking levels.

Strobe Light: Visual device used to alert building occupant that there is a fire alarm on their floor. These devices are activated by the fire alarm system and are located evenly throughout the building so that all building occupants can easily seen when there is a fire alarm.

Stairwells: The Gateway building has 2 stairwells in the tower and an additional 3 stairwells for floors P2, P1, plaza, 2nd and 3rd floors. The entire complex has a total of 19 stairwells. All stairwells are pressurized and stairwell doors have a 90 minute fire rating.

Public Address System: The public address system is capable of making announcements to selected levels or to the entire complex. The system is used to alert building occupants of an emergency situation and can be used during a fire alarm to provide instructions to building occupants.

Upon Notification of a Fire or Upon Activation of a Fire Alarm

Immediately evacuate the area by going down the stairway five floors and wait for instructions.
EXPRESS THE COUNTRY

UNION STATION GATEWAY HEADQUARTERS

EMERGENCY RESPONSE PLAN

Subject: EVACUATION PROCEDURES

Preparation:
Prepare yourself in advance; know where to go and how to get there. If your work station is in an office, count and know in advance exactly how many doors you will have to pass along your evacuation route before you reach your nearest exit door. This tip will be very helpful if you encounter heavy smoke. Remember, when heavy smoke is present, often the exit signs above the doors are camouflaged by the smoke. If you know in advance how many doors you will have to pass, you can then crawl or crouch low with your head 12-18" from the floor (watching the base of the wall) and count off the number of doors you pass, so you will know when you reach the exit door (even if you can’t see that it is the exit).

Follow the instructions of the Floor Warden, Security or fire department personnel and other officials handling the situation.

Determine in advance the nearest exit to your work location and the route you will follow to reach that exit in the event of an emergency. Also, establish an alternate route to be used in the event your first route is blocked or unsafe to use. Floor Warden on my floor is ________________________.

Walk... Do Not Run To Your Nearest Exit
- Lightly touch top and bottom of the door with the back of your hand.
  - If it is HOT, do not open.
  - If it is not hot, open the door slowly. Stand behind the door and to one side, and be prepared to close it quickly if fire is present.

If You Are Caught In Smoke
- Drop to your hands and knees, keeping your face as close to the floor as possible. Since smoke rises, the air will be cooler and cleaner near the floor.
- Hold your breath (as much as possible); otherwise, breath through your nose as shallowly as possible.

If You Are Forced To Advance Through Flames
- Hold your breath
- Move quickly
- Cover your head/hair with some type of material (i.e., jacket, shirt, etc.). Keep your head down, and your eyes closed (as much as possible).

If Your Clothing Catches Fire
  Stop... drop to the ground... and roll!

Relocation

When relocating to another floor, the following procedure is to be followed:
- Calmly advise all staff members of the situation. Do not cause undue alarm or confusion.
- Assign an employee to check any closed location (i.e. restrooms, storage areas, lunch rooms, conference rooms, etc.) To ensure that all employees have received the evacuation order.
- Everyone is to proceed down five floors, exit the stairwell, and wait for further instructions.
Evacuation
If an evacuation is determined to be necessary, it will be conducted as follows:

- All personnel should leave the building in an orderly fashion through normal exits after walking down the stairs to the exit floor.
- The safe refuge area is the layover zone at the corner of Vignes and Cesar Chavez and is at least 300 feet away from the building (to ensure safety from flying glass).

When and How
In the event an evacuation order is received, the evacuation should proceed as follows:

- Calmly advise all staff members of the situation. Do not cause undue alarm or confusion.
- Assign an employee to check any closed location (i.e. restrooms, storage areas, lunch rooms, conference rooms, etc.) To ensure that all employees have received the evacuation order.
- After securing the premises, employees should be directed to the pre-determined “safe refuge area” outside the building.
  - Gather employees together, keeping them quiet.
  - Wait for instructions from the Fire Safety Director, Fire Department or Security.

Stairwell Safety Instructions
- Move quickly but do not run
- Remove high heels to prevent injuries
- Use center hand rails
- Allow room for others to enter into an orderly flow of Traffic but do not hold up the traffic unnecessarily
- Allow no smoking
- Dispel any false information, rumors, etc.
- Gain assistance for those who are slower moving or Physically impaired
- Treat any injuries incurred in the stairwell, at the nearest floor landing when required and if practical.

Determining When To Return to Work
When the Police/Fire Department representative in charge at the scene has completed their investigation and the Fire Safety Director has determined that employees can return to work, the following will occur:

- Employees will be advised that they can return to work.
- Employees are to return to the building and go to their assigned floor in an orderly fashion.
EMERGENCY EVACUATION PROCEDURES
FOR THE PHYSICALLY CHALLENGED

Listed below are some things that you can do for yourself if you are alone during an emergency.

DO NOT PANIC!

Close as many doors as possible between you and the fire.

Call Fire Department: Dial 911 (use 384-3131 if problem occurs on 911)

Tell them you can not get out
Tell them you are physically challenged
Give the Following:
MTA Gateway Headquarters
One Gateway Plaza
Corner of Vignes and Cesar Chavez
Floor _______ Location _________
Nature of Emergency ____________
Callback Number ____________________

NOTE: Do not hang up until the 911 operator does first

Contact Building Security at 27600.
• Indicate that you have called 911
• Tell them you can not get out
• Tell them you are physically challenged
• Give them the floor and cubicle/office where you are at
• Give them the phone number that you are calling from

Stay where you are, do not hide.

If you must leave your office/cubicle/floor due to immediate fire danger:

• Do not use elevator
• Go to your nearest safe stairwell and wait on the stairwell landing or begin down if possible.
• Keep the stairwell door closed
• Make sure you tell everyone who goes down the stairs to tell the fire department what floor you are on.

REMEMBER: In an emergency, do not hesitate to inform others that you need assistance. Tell them what your condition is and be prepared to give them instructions on how you can best be helped.
TWO PERSON CARRY

1.

HELPER NUMBER ONE REACHES UNDER ARMS AND GRASPS THE INDIVIDUALS RIGHT WRIST WITH THEIR LEFT HAND AND LEFT WRIST WITH THEIR RIGHT HAND.

2a.

IF THE PHYSICALLY CHALLENGED PERSON IS ABLE TO SEPARATE THEIR LEGS, HELPER NUMBER TWO STANDS BETWEEN THE LEGS AND PLACES HANDS UNDER THE KNEES. THEN THEY LIFT SIMULTANEOUSLY.

2b.

IF THE PHYSICALLY CHALLENGED PERSON CANNOT SEPARATE THEIR LEGS, HELPER NUMBER TWO STANDS ALONG SIDE AND CARRIES FROM THAT POSITION.

(Use which ever method everyone feels the most secure with)

3.

HELPERS CONTROL THE DESCENT BY WALKING SLOWLY AND CAUTIOUSLY.

IMPORTANT: Never leave a wheelchair in the stairwell!
OFFICE CHAIR EVACUATION

1.
TRANSFER THE PHYSICALLY CHALLENGED INDIVIDUAL TO A STURDY OFFICE CHAIR.
NOTE: SEE LIFTING TECHNIQUE DESCRIBED IN "TWO PERSON CARRY."

2.
ONE HELPER GENTLY LEANS THE CHAIR BACKWARDS.

3.
THE OTHER HELPER FACES THE CHAIR AND HOLDS ONTO THE FRONT LEGS OF THE CHAIR. BOTH WILL LIFT THE CHAIR SIMULTANEOUSLY.

4.
THE HELPERS CONTROL THE DESCENT BY BENDING THEIR LEGS SLOWLY AND KEEPING THEIR BACK STRAIGHT.
IMPORTANT: Never leave a wheelchair in the stairwell!
CHAIR EVACUATION
PERSON IN NON-MOTORIZED WHEELCHAIR

1.
UNLOCK THE WHEELCHAIR BRAKE.

2.
THE CHAIR IS GENTLY LEANED BACKWARD AND MOVED TO THE EDGE OF THE FIRST STEP.

3.
ONE HELPER STEADIES THE CHAIR BY HOLDING THE RODS TO WHICH THE FOOT RESTS ARE ATTACHED. THE PERSON IN THE BOTTOM POSITION IS THERE TO STEADY THE CHAIR, NOT TO LIFT IT.
NOTE: Do not lift chair from bottom position.

4.
The helper in the top position controls the descent of the chair by bending their legs slowly and taking most of the weight.
METROPOLITAN TRANSPORTATION AUTHORITY
UNION STATION GATEWAY HEADQUARTERS

EMERGENCY RESPONSE PLAN

Subject: EARTHQUAKE PROCEDURES - Occupant Instructions

Page 1
Date Printed: August 2, 1999
Date Effective: July 23, 1999

BEFORE AN EARTHQUAKE

Assess your own work area:

Windows/glass  Is your work station adjacent to an windows and/or glass partitions? If so decide where will you take cover to avoid being injured by flying glass

Note: MTA’s Gateway headquarters building is equipped with safety glass. This type of glass is designed to "crumble" when broken rather than fragmenting into sharp-edged pieces. However, if you are located in a multi-story building, you may still be in danger of falling from a window opening. In addition, any airborne objects may cause eye or other injuries.

Heavy Objects  Is your work station located near a temporary wall or partition? Is your work station located near any free-standing objects (i.e., bookcases, file cabinets, heavy machines)? Could these objects be anchored down to prevent toppling during an earthquake?

Loose Objects:  Are materials stored on top of cabinets (i.e., books, files, etc.)? Anything being stored on top of a cabinet or similar object could fly off with the force of the quake. Move or secure it to prevent this from happening?

Take a look around your own work station and look for anything that could (or would) be thrown from its location with the force of a quake; arrange to have these items secured, thereby eliminating the hazard.

DURING AN EARTHQUAKE

Remain Calm  Do not panic, and do not attempt to go outside. Protect yourself.

Act Quickly  Do not run! Move away from windows and/or glass partitions and freestanding objects such as files, cabinets, shelves, hanging objects.

Duck  or drop down to the floor.

Cover  Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms.

Hold  If you take cover under a sturdy piece of furniture, hold onto it and be prepared to move with it.

Stay Put  Remain in your “take-cover” position for a few minutes, or until you are sure the shaking has stopped. Stay inside; do not attempt to exit the building during or after the shaking.

Note:  Doorways should not be used as safe refuge or overhead protection. Do not use the elevators and do not rush outside! The greatest danger you will find will be just outside of a building (close to outer walls), where falling debris will land.
If you are outside when a quake occurs –
Stay there! Move away from structures, walls, power poles, lamp posts, etc. Electrical power lines are a serious hazard, stay away from fallen lines. If possible, proceed cautiously to an open area.

If you are in a moving car –
Stop as quickly as possible in the safest area. Don’t stop under a bridge or overpass, or next to tall buildings. Stay in your car! Your car serves as a shock absorber and should be fairly safe for the duration of the earthquake.

If you are in an elevator –
You are probably better protected than most people. The elevator is designed to not fall down the shaft, and nothing heavy can fall on you. Many elevators are designed to go to the nearest floor in the direction of travel and open. However, some elevators stop in any moderate earthquake. Security and the building engineers will contact each elevator car as quickly as possible and advise you how rescue will occur. Upon being rescued, take directions from the Floor Warden of that floor. If you have a medical or other emergency, push the emergency button to inform security who will call 911 if immediate help is needed.

EARTHQUAKE EVACUATION
Determine in advance the nearest exit from your work location and the route you will follow to reach that exit in the event an evacuation is necessary. Also establish an alternate route to be used in the event your first route is blocked or unsafe to use.

- Do no evacuate unless told to do so or danger is imminent
- Follow instructions given by emergency personnel
- Walk, DO NOT RUN and keep noise to a minimum
- DO NOT USE ELEVATORS
- DO NOT push or crowd. Use handrails ins stairwells and move to the right if you encounter emergency personnel.
- Move to our designated evacuation area unless otherwise instructed. Check doors for head before opening.
- Assist non-ambulatory, visually impaired and hearing impaired persons if they are present. (refer to physically impaired list provided in this manual under “Emergency Telephone Numbers” tabbed divider)
- If you have relocated away from the building, DO NOT return until you are notified that it’s safe to return.

WHEN CAN YOU GO HOME?
It is in your best interest that in the event of an earthquake or community wide disaster during normal working hours, all employees should remain at work. It may be too dangerous to attempt to go home right away. Listen to radio reports for areas and roads that have sustained damage. Wait until you know that the roads you need to get home on are in fact undamaged and traffic is moving. While you are waiting, make yourself available to help fellow employees and Floor Wardens recover from the incident as quickly as possible.
Attachment 2

Subcommittee October 2003 Agendas

Bus Operations Subcommittee

Local Transit Systems Subcommittee

Streets and Freeways Subcommittee

TDM/Air Quality Subcommittee
BOS
BUS OPERATIONS SUBCOMMITTEE
Tuesday, October 21, at 9:30 a.m.

Montebello Bus Lines Office
400 S. Taylor Ave., Montebello, CA 90640-5057
For questions regarding location
contact Brittany Do (323)-887-4659
(See attached map)

AGENDA

1 Call to Order/Roll Call
   1 minute
   Action
   Bob Hildebrand

2 Approval of Minutes
   Attachment 1: Minutes of September 16th 2003 BOS meeting
   3 minutes
   Action
   BOS

3 Chair’s Report
   5 Minutes
   Information
   Bob Hildebrand

4 UFS Working Group Update
   5 Minutes
   Information
   Paula Faust

5 RTAA Lapsing Funds Update
   5 Minutes
   Information
   Steve Henley/ Rufus Cayetano

6 EZ Pass Working Group Update
   Information
   Patricia Chen
   MOU Amendment to incorporate Metrolink
   5 Minutes
   Additional new participants proposed
   5 Minutes
   Reimbursement methodology for Triennial Audit
   5 Minutes
   Rufus Cayetano

7 Legislative State and Federal Update
   5 Minutes
   Information
   Michael Turner/ Marisa Yeager

42
AVTA Planning and Operations Update
5 Minutes

BOS By-Laws amendments
5 Minutes

New Business

Adjournment

Information Items:
September Minutes
Revised By-Laws
90-day MTA Rolling Agenda
Metrolink EZ Pass MOU Amendments
EZ Transit Pass Sales
Summary of Invoices for FY 2003-2004
Subsidy Tracking Matrix Fiscal Year 2003-2004
Document Requirement Status 2002-2003
5307 85% Fund Balances
5307 15% Discretionary Fund Balances
TE 1% Fund Balances
CMAQ fund Balances
Montebello Bus Lines Office directions

SAVE THE DATE

Mobility 21: November 17th, all day event, Westin Bonaventure for more info contact Warren Whiteaker at whiteakerw@mta.net or log on to Mobility21.com after October 10th.

Please call Desirée Portillo-Rabinov at 213-922-3039 or Susan Chapman at 213-922-6908 if you have questions regarding the agenda or the meeting.
LTSS
MTA LOCAL TRANSIT SYSTEMS
SUBCOMMITTEE
Thursday, October 30th, 2003 at 1:30 p.m.

**Los Angeles Room—11th Floor**

AGENDA

1. Call to Order/Roll Call
   - Action
   - Joyce Rooney, Chair

2. Approval of Minutes – September 25, 2003
   - (Attachment #1)
   - Action
   - Joyce Rooney, Chair

3. Reschedule November 27, 2003 LTSS Meeting
   - Action
   - Joyce Rooney, Chair

4. Legislative Update
   - Information
   - Mike Turner, MTA

5. MTA Work Stoppage
   - Discussion
   - Mark Maloney, MTA Operations

6. ASI Board Nominations
   - Information
   - Joyce Rooney, Chair

7. NTD Reporting/Audits For '03
   - (Attachment #2)
   - Discussion
   - Jay Fuhrman, MTA

8. CALACT Conference Update
   - Information
   - Ellen Blackman, MTA
9 Committee Reports
- TAC
- BOS
- TDM/Air Quality

10 Calendar – November 2003
   (Attachment #3)

11 New Business
   Joyce Rooney, Chair

12 Adjournment
   The next LTSS meeting will be held on Thursday,
   November 27, 2003 (unless rescheduled)
   Joyce Rooney, Chair

Please call Jay Fuhrman at (213) 922-2810 or e-mail to “fuhrmanj@mta.net”, if you have
questions regarding the agenda or the meeting.
**Windsor Conference Room – 15th Floor**

Draft

AGENDA

1. Call to Order
   1 min
   Action
   (Haripal Vir)

2. Approval of Minutes
   1 min (Attachment 1)
   Action
   (Subcommittee)

3. Chairperson’s Report
   5 min
   Information
   (Haripal Vir)

4. MTA Report
   10 min
   Information
   (Jon Grace)

5. Open Discussion
   5 min
   Discussion
   (Subcommittee)

6. Legislative Update
   10 min
   Information
   (Marisa Yeager)

7. Garvey Bond/AB 3090 Fund Request Update
   5 minutes
   Information
   (David Yale/Toye Oyewole)

8. Federal Funding and State Budget Issues
   30 min
   Information
   (Norma Ortega)

9. Goods Movement Study
   10 min (Attachment2)
   Information
   (Michelle Smith)

10. CMP Conformity Report
    10 min
    Information
    (Steve Fox)

11. Adjournment
    Action
    (Haripal Vir)

The next Streets and Freeways Subcommittee meeting will be held Thursday, November 20, 2003 in the Windsor Conference Room, 15th Floor. Please call Jon Grace at (213) 922-4848 or email to gracej@mta.net should you have any questions or wish to add items to the agenda.
TDM/AQ -- No Meeting in October
Disposition of October Subcommittee Action Items

BOS:
- A motion to add additional EZ Pass participants was unanimously approved.
- A motion to amend the BOS Bylaws was unanimously approved.

LTSS:

Not available at time of printing.

Streets and Freeways:
- Voted unanimously to reiterate its recommendation that MTA staff send the letter to California’s Secretary of Business, Transportation, and Housing Agency - Maria Contreras-Sweet and to Caltrans Director Jeff Morales opposing the reduction in Caltrans Local Assistance staffing and the resulting affect on the type and level of service provided to local jurisdictions.

TDM/AQ:

Did not meet in October.
Attachment 3

FY03 Sales Tax Update
SUBJECT: FISCAL YEAR 2003 SALES TAX UPDATE

ACTION: RECEIVE AND FILE

RECOMMENDATION

Receive and file report on sales tax revenues for fiscal year 2003.

ISSUE

The largest single source of MTA funds comes from Proposition A, Proposition C and Transportation Development Act (TDA) sales tax. Sales tax revenue for fiscal year 2003 represents over 60% or $1.4 billion of our total budgeted revenues. This report discusses the actual versus budgeted status of sales tax revenue for fiscal year 2003.

DISCUSSION

This report shows combined fiscal year-to-date Proposition A, C and TDA sales tax revenues earned for the year ended June 30, 2003. State Board of Equalization final data are routinely available approximately three months in arrears.

For the fiscal year ended June 30, 2003, the actual earnings were $56.4 million or 4.3% higher than the same period last year. Revenues for the year were $24.1 million or 1.8% higher than budget.

The following tables detail the quarterly FY03 increases over FY02 and FY03 actual earnings versus the FY03 Budget.
## (dollars in millions)

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<th>FY02 Actual</th>
<th>FY03 Actual</th>
<th>Growth %</th>
<th>Growth</th>
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<tr>
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<td>$ 327.8</td>
<td>$ 338.4</td>
<td>3.2%</td>
<td>$ 10.5</td>
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<tr>
<td>Oct – Dec</td>
<td>342.8</td>
<td>352.4</td>
<td>2.8%</td>
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<td>328.9</td>
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<td>320.8</td>
<td>344.0</td>
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<td><strong>Total</strong></td>
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<td><strong>$ 56.4</strong></td>
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<th>Growth %</th>
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<td>$ 331.2</td>
<td>$ 338.4</td>
<td>2.2%</td>
<td>$ 7.1</td>
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<td>346.4</td>
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<td>344.0</td>
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<tr>
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<td><strong>1.8%</strong></td>
<td><strong>$ 24.1</strong></td>
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### NEXT STEPS

We will continue to report on sales taxes quarterly with the next report due in January 2004.

Prepared by: Office of Management and Budget
Richard Brumbaugh
Chief Financial Officer

Roger Snoble
Chief Executive Officer
Attachment 4

Mobility-21 Registration Form
For the second year, Mobility 21 brings together Los Angeles County's elected officials, transportation providers, businesses, local municipalities, labor and community leaders to develop solutions to the transportation issues facing Los Angeles County. This initiative, led by the Los Angeles Area Chamber of Commerce and the Los Angeles County Metropolitan Transportation Authority (MTA) in partnership with the Automobile Club of Southern California, was kicked off at the first Mobility 21 Transportation Summit in November 2002.

Mobility 21:

More than 500 people attended the 2003 summit and the group developed resolutions on land use, public transit, streets and highways, goods movement, safety, transportation financing and corridor building. A key recommendation included in the resolutions was to launch the Mobility 21 Coalition. Additional policy issues at the federal and state levels of government
Attachment 5

BOS motion on changes to BOS By-laws
The following changes to the Bus Operations Subcommittee By-Laws have been suggested by said Committee. Changes were made in conjunction with the MTA Staff between June and October, 2003. A full version of the By-Laws with changes highlighted is included for reference.

**Article I**

**Section 2:**
- The last section of the first sentence has been changed so the complete sentence now reads-
  
  Under the authority of the MTA, BOS may also engage in such related activities as appropriate to the dispatch of its responsibilities and from time to time, may bring matters of special concern to BOS operators to the attention of the MTA through the appropriate MTA policy committees with a notification to the TAC Chair to allow TAC, at their option, to send a representative.

- Added to the list of items the BOS will review-
  Annual Funding Marks and related issues for Included and Eligible Operators.

**Article II**

- Operators - Foothill Transit and Los Angeles Department of Transportation have been removed from the “Eligible Operators” category and added to the “Included Operators” category and asterisks have been added to explain that those operators are either receiving partial or full formula funding under the eligible operator criteria.

**Article IV**

**Section 1:**
- Change meetings from “last” Tuesday to “third” Tuesday.
- New Attendance Policy-
  After three consecutive absences at regular meetings by the member or alternate, the agency will automatically be suspended from voting privileges. Privileges will not be reinstated until a written notice is sent by the MTA within 15 days notifying the General Manager of the agency’s suspension. The appointing authority of the Agency must then send a new letter to MTA appointing the agency’s BOS member and alternate. To ensure members are credited with attending the meetings, the roster must be signed at the meeting. The attendance roster becomes part of the meeting minutes.

**Article V**

- The last sentence has been changed to read-
  50% of the votes cast (plus one) constitute a majority.
Article VI

- The word "all" has been added so the sentence reads:
  The bylaws of the Bus Operations Subcommittee may be amended following thirty (30) days notice of proposed changes by a two-thirds (2/3) vote of all the voting members (subject to ratification by the MTA).
MTA BUS OPERATIONS SUBCOMMITTEE

BY LAWS

(DRAFT)

ARTICLE I. PURPOSE AND SCOPE

Section 1

Under the authority of the Los Angeles County Metropolitan Transportation Authority hereinafter called the MTA, the Bus Operations Subcommittee, also referred to as BOS, shall be consulted on issues and will provide technical input/assistance to the MTA by reviewing and evaluating the various transportation policies, operating issues, and transportation financing programs in Los Angeles County. BOS shall review, comment upon and make recommendations on such matters as referred to it by the MTA.

In the dispatch of its responsibilities, the Bus Operations Subcommittee may conduct meetings, may appoint committees or working groups, and engage in such related activities, as it deems necessary.

Section 2

Under the authority of the MTA, BOS may also engage in such related activities as appropriate to the dispatch of its responsibilities and from time to time, may bring matters of special concern to BOS operators to the attention of the MTA through the appropriate MTA policy committees with a notification to the TAC Chair to allow TAC, at their option, to send a representative.

At a minimum, the following items will be reviewed by the BOS:

- Transportation planning and policy-making with impacts on transit, including long-range financial plans.
- Proposition A Discretionary Program Guidelines.
- Proposition A Local Return Policy and Administration Guidelines.
- Proposition C Policy and Administrative Guidelines.
- Legislative issues – federal, state, and local.
- Short Range Transit Plan (SRTP) issues.
- TDA and STA issues.
• Issues related to Proposition A Discretionary Grant MOU approvals.

• Unmet Transit needs findings.

• **Annual Funding Marks and related issues for Included and Eligible Operators**

**Section 3**

The staff of the MTA shall be available to aid BOS in its work.

**ARTICLE II. MEMBERSHIP**

The Bus Operations Subcommittee shall consist of seventeen (17) voting members and ex-officio members selected as follows:

a. *Included Operators of Los Angeles County [one (1) vote each]:*

   • Arcadia Transit
   • Claremont Dial-A-Ride
   • Commerce Municipal Bus Lines
   • Culver City Municipal Bus Lines
   • *Foothill Transit* *\(^*\)
   • Gardena Municipal Bus Lines
   • LACMTA Operations
   • La Mirada Transit
   • Long Beach Transit
   • *Los Angeles Department of Transportation* *\(^*\)
   • Montebello Bus Lines
   • Norwalk Transit System
   • Redondo Beach Wave
   • Santa Monica’s Big Blue Bus
   • Torrance Transit System

b. *Eligible Operators of Los Angeles County [one (1) vote each]:*

   • Antelope Valley Transit
   • —*Foothill Transit*
   • —*Los Angeles Department of Transportation*

* Asterisk represents that those operators are either receiving partial or full formula funding under the eligible operator criteria.
• Santa Clarita Transit

c. Non-Voting Members (Ex-Officio)

• MTA – Approved Transportation Zone(s)

ARTICLE III. OFFICERS

The Bus Operations Subcommittee shall elect a Chairperson, Vice Chairperson, and Secretary from the voting members thereof, each of whom shall serve for one (1) year, and thereafter until either re-elected or a successor is elected.

The individual member shall be considered as the elective officer and not the organization or agency.

Election of officers will be conducted at the September meeting of BOS (and will assume their duties immediately following the meeting).

Section 1 Duties of Officers

a. Chairperson – It shall be the duty of the Chairperson to preside at all meetings of BOS and to ensure that the proceedings of the meeting are conducted in keeping with adopted by laws. The Chair will also appoint the Alternates to the Technical Advisory Committee (TAC).

b. Vice Chairperson – In the absence or inability of the Chairperson to act, the Vice Chairperson shall perform all the duties of the Chairperson.

c. Secretary – The Secretary shall keep, or cause to be kept (by MTA staff) minutes of all BOS meetings. The Secretary shall give, or cause to be given (by MTA staff), notice of all meetings in keeping with adopted by laws.

If the Chairperson and Vice Chairperson are absent, the Secretary shall perform all the duties of the Chairperson.

Section 2

Subcommittees – The Chairperson may create special or ad hoc subcommittees, and shall appoint subcommittee members as needed, subject to the majority approval of BOS.

Section 3

Meetings Requiring BOS Representation – If any officer or subcommittee member is unable to attend a meeting to which they have been appointed, and which requires BOS representation, the Chairperson may appoint an alternate representative from the subcommittee membership.

1 MTA approved Transportation Zone(s) shall become included Operators and eligible to vote once provisions for eligibility have been achieved per established guidelines.
ARTICLE IV. MEETINGS

Section 1

Regular Meetings – Regular meetings of the Bus Operations Subcommittee shall be held on the last Thursday Tuesday of each month.

a. The Staff of MTA will supply BOS members with copies of meeting agendas (including supporting materials) and minutes of the prior BOS meeting no less than three (3) working days before the next scheduled meeting.

Attendance Policy:

b. After three consecutive absences at regular meetings by the member or alternate, the agency will automatically be suspended from voting privileges. Privileges will not be reinstated until a written notice is sent by the MTA within 15 days notifying the General Manager of the agency’s suspension. The appointing authority of the Agency must then send a new letter to MTA appointing the agency’s BOS member and alternate. To ensure members are credited with attending the meetings, the roster must be signed at the meeting. The attendance roster becomes part of the meeting minutes.

Section 2

Quorum – Nine (9) voting members of the Bus Operations Subcommittee shall constitute a Quorum for the transaction of business.

ARTICLE V. VOTING PROCEDURES

Each voting member shall have one (1) vote. Only designated representatives may vote. Only voting members may make and second motions. Nine (9) voting members 50% of the votes cast (plus one) constitute a majority.

ARTICLE VI. AMENDMENTS TO BY LAWS

The bylaws of the Bus Operations Subcommittee may be amended following thirty (30) days notice of proposed changes by a two-thirds (2/3) vote of all the voting members (subject to ratification by the MTA).

ARTICLE VII. AUTHORITY

The Bus Operations Subcommittee is created by the MTA and shall have no authority separate or apart from that of the MTA.
Attachment 6

BOS motion on new EZ Pass Members
October 21, 2003 Bus Operations Subcommittee Meeting

Agenda Item 6: "EZ Pass Working Group Update"

BOS approved a motion to include three agencies: Monterey Park, Burbank, and Santa Fe Springs into the EZ Transit Pass program.