



Metropolitan
Transportation
Authority

One Gateway Plaza
Los Angeles, CA
90012-2932

(213) 922-2000

JUNE 19, 2000

TO: BOARD OF DIRECTORS
FROM: ALLAN LIPSKY *AL*
CHIEF OPERATING OFFICER
SUBJECT: INFORMATION REQUEST FROM SAN FERNANDO
VALLEY TRANSPORTATION ZONE APPLICANT

ISSUE

The consultant for the Interim San Fernando Valley Transportation Zone Joint Powers Agency, Transportation Management & Design, Inc. requested a list of information from the MTA to develop their anticipated zone operating and capital costs and to analyze MTA's estimated subsidy. MTA staff met with the consultant to clarify certain information requests and have supplied all of the available information as shown in the attachment, "Information requested by Russell Chisolm for the San Fernando Valley Transportation Zone."

BACKGROUND

On August 27, 1999, MTA completed Step 6 of the 20-step Local Transportation Zone Guidelines application process, which included the preliminary subsidy estimate of operating and capital subsidy transfers. The next step in the process, Step 7, is for the zone applicant to submit a three year Draft Operational and Financial Plan. To assist in developing the operating and capital cost estimates for the San Fernando Valley Transportation Zone, and to analyze MTA's estimated subsidy which was submitted last August, the consultant for the zone submitted a request for a list of detailed information including:

- Staff agreements, contracts, audits and special studies
- MTA division-level information
- Enterprise Fund administration and customer service
- MTA overhead functions
- Peer agency profiling
- Service delivery efficiency information
- Service analysis
- Other information

A meeting of the consultant, Transportation Management & Design, Inc., and MTA staff was held on June 5 to review the list of information requested and clarify whether certain data were available. For example, in the peer agency profiling area, MTA gave the consultant the recent Altmayer report comparing MTA to certain other agencies. However, MTA did not have detailed budget, salary, fringe, operational and organizational data on other agencies and therefore, could not provide it.

Three express shipments were made to the consultant over the course of that week, and any outstanding issues regarding information availability were resolved.




A detailed list of information requested and the status of the request is attached. Basically, all the information that is available has been provided to the consultant in an expedited manner, except for a single report listing years of service and accrued vacation/leave time for all staff currently assigned at Divisions 8 and 15. Because this report required the melding of two separate information systems and some new computer programming, it took a few days longer to complete.








NEXT STEPS

The consultant(s) to the San Fernando Valley Transportation Zone will proceed with their analyses of the information MTA has sent. As the need arises, it is expected that the MTA will meet with the consultants to answer any questions; the consultant reports that their findings and analyses are expected to be complete some time in August.

Attachment




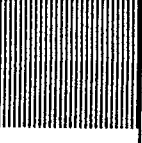







**Information Requested by Russell Chisholm
for the San Fernando Valley Transportation Zone
as of June 19, 2000**

Complete 
Partial 
Sent 

	REQUEST	Document	Date Provided	Comment
	1 Staff Agreements, Contracts, Audits, and Special Studies			
	Transportation Zones Divestiture Analysis		Already received	
	Local Transportation Zone Guidelines		Already received	
	MTA/UTU Labor Agreement and side letters	Agreement	Already received	
		Sideletters	6/6/00	
	MTA/ATU Labor Agreement and side letters	Agreement	Already received	
		Sideletters	6/6/00	
	a MTA/TCU Labor Agreement and side letters	Agreement/ sideletters	6/6/00	
	b MTA/Supervisory Labor Agreement (or agreement precursor) and side letters	MOU	Not signed -- not available	
	c Private Sector Service Provider Contracts for Valley Routes	Bd rpt	6/6/00	
	d Workout Team Reports	rpts	6/6/00	
	e Last two State of California Triennial Audit reports with detailed findings and follow-up actions	2 Triennial Audit rpts; last 2 qrtrly Bd rpts	6/6/00	
	2 MTA Division-level Information			
	a Division Staffing Organizational Chart and List of FY00 actual and FY01 Budget Positions	Budget/ BIAS rpt	6/6/00	
	b Detailed line item FY01 budget and prior year actual or current year-to-date actual ex-penses and staff hours by Division	Budget/ CAFR/ BIAS rpt	In 2a 6/6/00	
	c List of Budget versus Filled Positions by Division	Budget/ BIAS rpt	Non-contract -- 6/6/00 Contract -- 6/9/00	

Sent	REQUEST	Document	Date Provided	Comment
	d Salary Range for Positions (include union code)*	Non-contract web page list/ Contract Bulletins & Agreements	6/6/00	
	e Average salary of positions filled (by position) for Divisions 8, 9, and 15	HR upload	6/6/00	Division 8 & 15 only
	f Average salary of positions filled (by position) agency-wide*	Budget Bk	In 2a	
	g Job Descriptions (note if represented by labor agreement)*	Contract & non-contract job descriptions	Contract -- 6/6/00 Non Contract -- 6/9/00	
	h Fringe Benefit Rates by account code separate detail for each union*	BIAS table	6/6/00	
	i Listing of currently assigned staff at Divisions 8 and 15 with years of service, seniority, and accrued vacation/leave time by position		Emailed xcel file 6-19-00	
	j Operational information about divisions (revenue and total vehicle hours and miles) as of June 25, 2000 schedule (4-24, 4-10 reports)	4-24, 4-10 reports	6/6/00	4-10 was included in the 4-24 report sent June 6.
	k Vehicle operator, TOS, mechanic (by class), maintenance supervisors, service workers hours by Division broken down by straight-time and overtime	O.T. by union and division in 2b -line item report	In 2b sent 6/6/00	O.T. by union classification and division in 2b sent 6/6/00
	l Roster of vehicles (NTD form 408 and internal 4-10 report) for Divisions 8, 9, and 15	NTD 408 & 4-10 (2j)	6/6/00	4-10 was included in the 4-24 report sent June 6.
	m Capital plan and approved grants for replacement buses and facilities	CIP CIP Status Report	6/6/00	
	n Monthly performance reports by division for all divisions	Bd rpt	6/6/00	
	o RRC total costs, costs assigned back to divisions, and methodology	Budget Bk--ABC model	In 2a	
	p Internal and external warranty costs and methodology		6/9/00	
	q Training and Bus Operations Control costs assigned back to divisions, and methodology	Budget Bk	In 2a	

Sent	REQUEST	Document	Date Provided	Comment
[REDACTED]	r Detailed comprehensive facility information including building (functional breakout) and parking sizes, various numbers and types of bays, fueling systems, vehicle storage and utilization plan, equipment (permanent and assigned), all vehicles, function li	CIP, Current Asset Summary	In 2m, 6/6/00	
	3 Enterprise Fund Administration And Customer Service			
[REDACTED]	a Enterprise Fund Administrative and Customer Service Organizational Chart and List of FY00 actual and FY01 Budget Positions	Budget Bk/ CAFR	In 2a & 2b	
[REDACTED]	b Detailed line item FY01 budget and prior year actual or current year-to-date actual ex-penses for Enterprise Fund Administrative & Customer Service Units	CAFR; Cust. Serv. Org chart	In 2b; org chart sent 6/13	
[REDACTED]	c List of Budget versus Filled Positions for Enterprise Fund Administrative & Customer Service Units	Budgeted positions in Budget book	Sent budget 6/6/00	Budget vs. filled positions by Enterp. Fund is unavailable since it is a Project vs. cost center like a division
	4 MTA Overhead Functions			
[REDACTED]	a Documents Required same as item #3 but for Overhead/Indirect Allocation Functions	Budget Bk	In 2a	
[REDACTED]	b Cost Allocation Plan including total units agency-wide & those for bus operations and/or Di-vision 8, 9, and 15 cost centers	CAP by DMG	6/6/00	
	5 Peer Agency Profiling			
[REDACTED]	a JPA or Public Transit Authority Legal Entity Information or Department of Municipal Agency (may be available in FY99 or FY00 Annual Report & Financial Statement)	Altmayer report	6/6/00 Not Available	MTA does not have these data
[REDACTED]	b FY01 Budget, including detailed organizational chart and line item budget		Not Available	MTA does not have these data
[REDACTED]	c Salary Range for Positions		Not Available	MTA does not have these data
[REDACTED]	d Fringe Benefit Rates by account code and labor category if appropriate		Not Available	MTA does not have these data
[REDACTED]	e Operational Information about the agency (i.e., NTD forms 408 and 406)		Not Available	MTA does not have these data

Sent	REQUEST	Document	Date Provided	Comment
	Proposed Peer Agencies: LBT, Foothill Transit, SMMBL, LADOT, OCTA, and San Diego Tran-sit Corp			
	6 Service Delivery Efficiency Information			
	a MTA bus operator scheduling data from the Hastus system for the June 25, 2000 operating schedules, including routes, running times, deadheads, places, vehicle schedules, crew schedules, rules, parameters etc	Confidentiality letter	Sent 6/13/00	Reached agreement with Giro; confi letter signed by TMD to commence analysis
	b Staff absenteeism for the last two years quarterly by position for Divisions 8 and 15 and overall for MTA bus and rail operations, broken out by reason or cause, including detailed scheduled and unscheduled subcategories such as transitional work assi	Prod./Non-Prod. Schedule; Sick %	Sent 6/13/00	Sick % Absenteeism
	c Injury and workers compensation records for past two years (quarterly)	3 Risk Mgmt rpts	6/6/00	
	d Maintenance/service scheduling data for the current period including breakout of all position schedules and schedules by bay and function, direct versus indirect time by employee, breakout of part-time workers, special project labor, and comprehensive sta	Prod./Non-prod work time sched.	Sent 6/13/00	Data by bay, etc. not available
	e What is the shop labor rate? How is it calculated?	RRC data	Not Available	
	f Maintenance employee work hours vs. non-work hours	Bias report; Prod./Non-Prod. Schedule 6d	Sent 6/13/00	
	g Maintenance hours per 1,000 total vehicle miles	In 2a		
	h What repairs are done by outside contractors at what cost?	Outsource Bd Rpt	6/6/00	
	i What percent of mechanic staff time is for preventive maintenance inspection, percent re-sulting from repair work identified in preventive maintenance inspection, and percent result-ing from other?		Not Available	
	j Ratio of supervisors to maintenance staff	from 2c		
	k Ratio of bays to mechanics	from 2c & 2r		
	l Maintenance and service work scheduling policies and procedures	Maintenance Plan	6/9/00	

Sent	REQUEST	Document	Date Provided	Comment
	7 Service Analysis			
	a Detailed service plan for June 25, 2000 shake-up	Schedule changes	6/6/00	
	b Complete Profile 50 reports (CD)	last ridecheck	6/9/00	
	c Ridership by route and by day with average fare numbers for last three years	1 file	6/9/00	
	d Subsidy per route planning model	2 files	6/8/00	
	e Consent decree counts (loads on all checked lines and ridership on pilot lines)	2 Consent Decree Rpts	3 vol first qtrly rpt for period ending 8/31/99 -- 6/6/00 1vol second qtrly rpt for 3/31/00 -- 6/9/00	Load Factor Vol 1 & 2 second qtrly rpt - 6/19/00
	8 Other Information			
	a Background information on fringe benefits, including vacation/leave policy and pension plan	AFSCME MOU, TCU Union contract	In 1, 1a, 1b 6/6/00	
	b Maintenance Policy & Procedures Manual	Maintenance Plan	6/9/00	
	c Operations Safety Program	Safety Plan	6/6/00	
	d Training Programs for Vehicle Operations, Maintenance, and Service personnel	List of classes	Maintenance sent - 6/13/00 Transportation classes sent -- 6/19/00	