

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

Minutes of Regular Meeting of
the Board of Directors of the District

February 19, 1975

Upon notice duly given, the Directors of the Southern California Rapid Transit District met at a regular meeting in the District Board Room, 1060 South Broadway, Los Angeles, California, at 1:00 p. m. on February 19, 1975, at which time President Thomas G. Neusom called the meeting to order.

Directors George W. Brewster, Victor M. Carter, Byron E. Cook, A. J. Eyraud, Jr., Donald H. Gibbs, Adelina Gregory, Thomas G. Neusom, Jay B. Price, Pete Schabarum, and George Takei responded to Roll Call. Director Baxter Ward entered the meeting at 1:32 p.m.

Also present were General Manager Jack R. Gilstrap; Manager of Operations George W. Heinle; Assistant General Manager for Administration Jack Stubbs; Manager of Planning & Marketing George L. McDonald; Chief Engineer Richard Gallagher; Controller-Treasurer-Auditor Joe B. Scatchard; General Counsel Richard T. Powers; Secretary Richard K. Kissick, and the public.

Introduction of Director Donald H. Gibbs and Presentation of
Commendatory Resolution to Former Director Hugh C. Carter

President Neusom introduced Mr. Donald H. Gibbs, who joins the Board as Director representing the Fourth Supervisorial District for the term expiring September 30, 1976. Director Gibbs assumes the directorship vacated by the resignation of Director Hugh C. Carter. A copy of Director Gibbs' Oath of Office is attached to these Minutes as Exhibit 1.

At this time, President Neusom presented a commendatory resolution to former Director Hugh C. Carter in recognition of his service to the District. Mr. Carter spoke briefly

thanking the Board for the resolution and recommending Director Gibbs to his fellow directors.

Certificates of Merit

Director Byron E. Cook presented the District's Certificates of Merit to Callier Marks, Information Operator-of-the-Month for January, 1975, and to Raymond W. Beckman, Operator-of-the-Month for January, 1975 for outstanding service in the performance of their duties.

President Neusom requested the staff to investigate the possibility of developing a Mechanic-of-the-Month program, and Director Gregory further requested that the staff consider a means of allowing the Board to recognize retiring employees. General Manager Gilstrap responded that the staff is currently working on a plan whereby there would be an annual recognition for retirees as well as employees with 20 or more years of service. After discussion, President Neusom requested the staff to prepare criteria regarding a monthly mechanic award and to present it to the Board for review.

Approval of Item Nos. 3 through 11 on the Consent Calendar

On motion of Director Brewster, Chairman of the Advance Planning & Marketing Committee, seconded and unanimously carried, the following resolutions were adopted and/or actions taken:

The Minutes of the Regular Meeting held February 5, 1975 were approved.

RESOLUTION NO. R-75-49

RESOLVED, that the temporary route diversions caused by construction work affecting Line Nos. 25, 33, 75, 91, 94, 196, 501, 502 and 503, as described in report dated February 10, 1975 filed with the Secretary, be and the same are hereby ratified and approved.

RESOLUTION NO. R-75-50

RESOLVED, that the report dated February 10, 1975 relating to bus stop changes filed with the Secretary, be and the same is hereby ratified and approved.

The following Purchasing Agent's reports were ordered "Received and Filed":

- a. Statement of Material & Supplies
Account submitted January 30, 1975.
- b. Statement of Purchases Over \$1,000
submitted January 21, 1975.

The Operating Report for the Month of January, 1975 was presented to the Meeting and ordered "Received and Filed". A copy of the report is filed with the Secretary.

RESOLUTION NO. R-75-51

WHEREAS, on February 19, 1975, the Surface Operations-Advance Planning & Marketing Joint Committee and the Finance Committee considered and concurred in the report dated February 7, 1975, a copy of which is filed with the Secretary, recommending award of contract to Instant Replay Equipment Company, the lowest responsible bidder (Bid No. 12-7410), as indicated on the Abstract of Bid attached to these Minutes as Exhibit 2, covering the purchase, delivery and installation of a closed circuit television system at the Hospital and University Busway Stations at a quoted price of \$68,900; and

WHEREAS, this project is funded in part by Urban Mass Transportation Administration Capital Grant Project No. CA-03-0034;

NOW, THEREFORE, BE IT RESOLVED, that the General Manager be and he hereby is authorized to award a contract to Instant Replay Equipment Company, 5520 Westlawn Ave., Los Angeles, the lowest responsible bidder under Bid No. 12-7410 covering the purchase, delivery and installation of a closed circuit television system at the Hospital and University Busway Stations at a quoted price of \$68,900; form of contract subject to approval of the General Counsel.

RESOLUTION NO. R-75-52

WHEREAS, on February 19, 1975, the Surface Operations-Advance Planning & Marketing Joint Committee and the Finance Committee considered and concurred in the report dated February 7, 1975, a copy of which is filed with the Secretary, recommending award of contract to A. B. Dick Company, the lowest responsible bidder (Bid No. 1-7503) as indicated on the Abstract of Bid attached to these Minutes as Exhibit 3, covering the purchase of two automated image offset presses, at a quoted price of \$23,609.40, including sales tax; and

WHEREAS, this purchase of equipment is funded in part by Urban Mass Transportation Administration Capital Grant Project No. CA-03-0090, and the award is subject to the concurrence of UMTA as the apparent low bid submitted by Leach Printers Supply Company must be considered non-responsive;

NOW, THEREFORE, BE IT RESOLVED, that the General Manager be and he hereby is authorized to award a contract to A. B. Dick Company, 1825 Beverly Blvd., Los Angeles, the lowest responsible bidder under Bid No. 1-7503 covering the purchase of two automated image offset presses at a total cost of \$23,609.40, including sales tax; with award of contract subject to the concurrence of the Urban Mass Transportation Administration, and form of contract subject to approval of the General Counsel.

RESOLUTION NO. R-75-53

WHEREAS, on February 19, 1975, the Surface Operations-Advance Planning & Marketing Joint Committee and the Finance Committee considered and concurred in the report dated February 12, 1975, a copy of which is filed with the Secretary, recommending authorization of the General Manager to retain the services of Bogert, Ehrmann, Halpern, Haile & Buckner, a law firm, to initiate a lawsuit against General Motors Corporation for damages sustained by the District incidental to fire loss of Bus No. 1088, in concert with the District's fire insurance carrier's action against General Motors Corporation, with fees to be on a one-third contingency basis and with expenses pro-rated with the insurance carrier;

NOW, THEREFORE, BE IT RESOLVED, that the General Manager be and he hereby is authorized to retain the services of Bogert, Ehrmann, Halpern, Haile & Buckner on a one-third contingency fee basis, plus pro-rated expenses, to initiate a lawsuit against General Motors Corporation for damages sustained by the District incidental to fire loss of Bus No. 1088; form of agreement subject to approval of the General Counsel.

RESOLUTION NO. R-75-54

WHEREAS, on February 19, 1975, the Surface Operations-Advance Planning & Marketing Joint Committee and the Finance Committee considered and concurred in the report dated February 14, 1975, a copy of which is filed with the Secretary, recommending authorization of the General Manager to enter into contracts with independent consultants to inspect the production of 100 new buses being manufactured by Flexible Company, with the services of the consultants being used to augment District personnel to insure quality control during the manufacture of the vehicles, at a cost not to exceed \$8,500; with the Finance Committee further recommending that a report of the effectiveness of action to be brought back to the Board for information at a later date;

NOW, THEREFORE, BE IT RESOLVED, that the General Manager be and he hereby is authorized to enter into contracts at a cost not to exceed \$8,500 with independent consultants to inspect the production of 100 new buses being manufactured by Flexible Company; form of contracts subject to approval of the General Counsel.

Approval of Requisition No. 7099-16 and Award of Contract to the Firm of Arthur Andersen & Co. Covering Assistance in Improving the District's Timekeeping/Payroll and General Accounting/Cost Accounting Systems

After discussion, on motion of Director Carter, Chairman of the Finance Committee, seconded and unanimously carried, the following resolution was adopted:

RESOLUTION NO. R-75-55

WHEREAS, on February 19, 1975 the Finance Committee considered and concurred in the report dated February 14, 1975, a copy of which is filed with the Secretary, recom-

mending that the General Manager be authorized to negotiate a contract with the firm of Arthur Andersen & Co., the firm submitting the lowest responsible proposal covering assistance to the District in upgrading its general accounting/cost accounting and timekeeping/payroll systems, at a cost not to exceed \$35,000;

NOW, THEREFORE, BE IT RESOLVED that Requisition No. 7099-16 be and the same is hereby approved, and the General Manager be and he hereby is authorized to negotiate and execute on behalf of the District a contract with the firm of Arthur Andersen & Co. covering assistance to the District in upgrading its general accounting/cost accounting and timekeeping/payroll systems at a cost not to exceed \$35,000; form of contract subject to approval of the General Counsel.

Approval of Annual Program of Projects to be Filed with UMTA Under Section 5 of the Urban Mass Transportation Act of 1964, as Amended, and Authorization of the General Manager to Submit Project Applications and Related Actions

After discussion, on motion of Director Brewster, Chairman of the Surface Operations-Advance Planning & Marketing Joint Committee, seconded and unanimously carried, the following resolution was adopted:

RESOLUTION NO. R-75-56

WHEREAS, the federal government enacted on November 26, 1974 the National Mass Transportation Assistance Act of 1974, further amending the Urban Mass Transportation Act of 1964 (the Act), which through Section 5 makes federal monies available for operating assistance, and

WHEREAS, the Southern California Rapid Transit District is an eligible applicant of Section 5 funds and intends to apply for and utilize all those funds for which it is eligible,

NOW, THEREFORE, BE IT RESOLVED, that the District's Board of Directors approves that element of the Annual Program of Projects as generally described in the General Manager's memorandum dated February 14, 1975 or as may be approved by UMTA for filing with the Urban Mass Transportation Administration under Section 5 of the Urban Mass Transportation Act of 1964, as amended, for the period November 26, 1974 through June 30, 1975; that the General Manager is authorized to file such program, submit project applications pursuant to such program, set dates for and

hold public hearings in accordance with federal requirements, enter into project agreements with UMTA, prepare and execute all other documents necessary to carry out the program and to take whatever other steps to carry out the intent of the Act and to comply with all its provisions.

Approval of Agreement Regarding Designated Recipients for Federal Operating and Capital Assistance Under Section 5 of the Urban Mass Transportation Act of 1964, as Amended

After discussion, on motion of Director Carter, Chairman of the Finance Committee, seconded and unanimously carried, the following resolution was adopted:

RESOLUTION NO. R-75-57

WHEREAS, on February 19, 1975 the Surface Operations-Advance Planning & Marketing Joint Committee and the Finance Committee considered and concurred in the report dated February 14, 1975, a copy of which is filed with the Secretary, recommending that the General Manager be authorized to execute an agreement with the four designated recipients in this urbanized area for the purpose of receiving Federal funds under the National Mass Transportation Assistance Act of 1974, since the designation of more than one recipient for this urbanized area would be most advantageous in applying to the Urban Mass Transportation Administration, through the Southern California Association of Governments, for the new Federal funds;

NOW, THEREFORE, BE IT RESOLVED, that the General Manager be and he hereby is authorized to execute on behalf of the District an agreement with the Orange County Transit District, the West Valley Transit Service Authority of San Bernardino County and a joint powers association comprised of the municipalities and agencies of Commerce, Culver City, Gardena, Long Beach, Montebello, Norwalk, Santa Monica and Torrance, providing that the District and the aforementioned parties would be the designated recipients in this urbanized area for the purpose of receiving Federal funds under the National Mass Transportation Assistance Act of 1974; form of agreement subject to approval of the General Counsel.

Following adoption of the above resolution, President Neusom announced that at a meeting with Mayor Bradley a week ago it was understood that if the RTD Board approved the designated

recipient proposal it would be necessary to call a meeting of the various groups involved in an effort to obtain approval of an agreement prior to March 1st.

Director Ward entered the meeting at 1:32 p.m.

Approval of Establishment of a Rapid Transit/Commuter Rail Department, and Related Actions

After discussion, on motion of Director Gregory, Chairman of the Personnel Committee, seconded and carried, the following resolution was adopted with the Board voting unanimously in favor of Section (a) of the resolution, and with nine Directors voting in favor of and Directors Eyraud and Schabarum voting "No" on Section (b) of the resolution:

RESOLUTION NO. R-75-58

WHEREAS, on February 19, 1975 the Personnel Committee, Surface Operations-Advance Planning & Marketing Joint Committee and the Finance Committee considered and concurred in the report dated February 14, 1975 recommending establishment of a Rapid Transit/Commuter Rail Department, transfer of the bus facilities engineering functions and staff to the Administration Department and abolishment of the currently structured Engineering Department, together with establishment of certain new positions, with said committees recommending that none of the new positions to be established be filled until contractual arrangements have been completed with the County of Los Angeles to provide funding for the personnel and operation costs of the commuter rail operations;

NOW, THEREFORE, BE IT RESOLVED:

- a. That the report dated February 14, 1975, a copy of which is attached to these Minutes as EXHIBIT 4, recommending establishment of a Rapid Transit/Commuter Rail Department, transfer of the bus facilities engineering functions and staff to the Administration Department and abolishment of the currently structured Engineering Department together with the establishment of certain new positions as outlined in the attached EXHIBIT 4, be and the same is hereby adopted effective February 19, 1975;

- b. That the new positions established by reason of the above action of this Board are not to be filled until contractual arrangements have been completed with the County of Los Angeles to provide funding for the personnel and operation costs of the proposed commuter rail operation.

Award of Contract Covering Purchase of Ten Cash Vault Carts

With the approval of all Directors present, the matter of award of contract covering the purchase of ten cash vault carts was added to the agenda.

After discussion, on motion of Director Brewster, Chairman of the Surface Operations-Advance Planning & Marketing Joint Committee, seconded and unanimously carried, the following resolution was adopted:

RESOLUTION NO. R-75-59

WHEREAS, on February 19, 1975 the Surface Operations-Advance Planning & Marketing Joint Committee considered and concurred in the report dated February 18, 1975, a copy of which is filed with the Secretary, recommending award of contract to the firm of Linder Caster & Truck, Inc., the lowest responsible bidder under Bid No. 2-7504, as indicated in the Abstract of Proposals attached to these Minutes as EXHIBIT 5, covering purchase of ten cash vault carts at a total cost of \$27,825, including sales tax;

NOW, THEREFORE, BE IT RESOLVED, that the General Manager be and he hereby is authorized to award a contract to the firm of Linder Caster & Truck, Inc., 10811 East Rush Street, South El Monte, California, covering the purchase of ten cash vault carts at a total cost of \$27,825, including sales tax; form of contract subject to approval of the General Counsel.

Appointment of Nominating Committee by President

President Neusom announced the appointment of the following Directors as a Nominating Committee to report at the next meeting for the election of offices of President and Vice President, with

the Committee to select its own Chairman:

Victor M. Carter
A. J. Eyraud, Jr.
Adelina Gregory
J. B. Price
Baxter Ward

Submission of Claim by Robert J. Swan

Mr. Robert J. Swan, P. O. Box 1866, Long Beach, California 90801, appeared before the Board and presented a claim in the amount of \$20,000 for alleged professional services rendered as a so-called Public Transit Catalyst to SCRTD and its predecessor Los Angeles Metropolitan Transit Authority. A copy of Mr. Swan's claim is filed with the Secretary.

Inquiry regarding Study of San Gabriel Valley Area being Prepared by the Wilbur Smith & Associates

Directors Schabarum and Gregory discussed the consultant study which is being prepared covering services in the San Gabriel Valley area and requested that the report include, in addition to the overall transit needs, present and proposed operating routes, park-ride and a collector system for the El Monte Busway. Manager of Planning & Marketing George McDonald replied that these items will be included as a part of the report.

Discussion of Criteria for Determining Patronage Figures by Lines

Director Eyraud inquired as to when the District will be able to have more meaningful patronage figures on the system. Mr. McDonald reported that a system analysis group has been set up in the Planning Department which has resulted in the weighing of coins and working out criteria of counting passengers and the program should be completed in about six months.

Mr. Eyraud stated that the Fairfax saturation service should be checked often, and inquired as to how often reports will be submitted to the County. Mr. McDonald stated figures would be submitted quarterly, and further that schedule checks will be made on the two new grid systems. General Manager Gilstrap reported that about a month ago an evaluation program was submitted to the Board and that the program will be completed within the time frames of that

report.

After discussion, on motion duly made, seconded and carried, the staff was directed to submit preliminary evaluation reports on all new service within 90 days after their inception.

With respect to the above matter, Manager of Operations George Heinle reported that the staff is working with UMTA on a Vehicle Monitoring System but, like many UMTA programs, it usually takes years before finalization. He further reported that the staff is prepared to proceed with a RFP if the Board approves to insitute it own Vehicle Monitoring System with the District to pay the cost. President Neusom stated that the Board needs the cost before making a decision as to whether or not to proceed with the program.

Remarks of Director Schabarum Regarding the General Manager's Response to Certain Questions

Director Schabarum remarked that he had reviewed the General Manager's response to four specific questions which he had asked regarding the District's transit improvement programs, the Master Plan for Public Transportation, Federal funding and the evaluation and response to the "Transportation Needs Framework" program which he had submitted to the District in February of last year. A copy of the General Manager's response dated February 18, 1975 to Director Schabarum is filed with the Secretary and a copy has been submitted to all Board Members.

Director Schabarum stated that the Board needs to get more definitive on what plans should be instituted within the next year and that a set of guidelines should be developed for the Board to adopt. Such a report should also include various forms of funding which will be available in the next year or two.

President Neusom pointed out that much of the information about which Director Schabarum inquired was covered in the report submitted January 21, 1975 to the Board of Supervisors, and that we could also look at the program submitted to SCAG, which program SCAG has approved.


Next Regular Meeting

After discussion, on motion duly made, seconded and un-
animously carried, the following resolution was adopted:

RESOLUTION NO. R-75-60

RESOLVED, that the next Regular Meeting of the
Board of Directors of the District be held in the
District's Board Room, 1060 South Broadway, Los
Angeles, California, on Wednesday, March 5, 1975,
at 1:00 p.m.

There being no further business, the meeting was adjourned.


Secretary *bb*

ABSTRACT OF PROPOSALS TO FURNISH MATERIAL

DATE EXHIBIT 3
Jan. 23, 1975

BID NO. 1-7523

Bids out Jan. 10, 1975 Total 9

Bids opened Jan. 23, 1975 Total 3

BID TABULATION

No Bid 1

No Response 5

L.A. TIMES

Date Advertised Jan. 10, 1975

LEACH PRINTERS
SUPPLY COMPANY
419 Wall St.
Los Angeles, CA.
90013

A.B. DICK CO.
1825 Beverly Blvd.
Los Angeles, CA.
90057

ADDRESSOGRAPH
MULTIGRAPH CORP.
3020 Wilshire Blvd.
Los Angeles, CA.
90010

QUANTITY	ARTICLES	PRICE	PRICE	PRICE	PRICE
2	NEW AUTOMATED IMAGE OFFSET PRESSES				
	MODEL	ATF Chief 17	369	2850	
	Delivery Charge	300.00	300.00	---	
	6% Sales Tax	986.40	1,319.40	1,438.20	
	GRAND TOTAL	\$17,726.40	\$23,609.40	\$25,408.20	
	Delivery Time	60 Days	4 Days	30 Days	
		*			
	* ATF Chief does not have automatic stacker and feeder.				

I hereby certify A.B. DICK CO. as being the lowest responsible bidder, and recommend the award to them for total bid price including sales tax of \$23,609.40

2-7-75

Date

[Signature]
Director Purchases & Stores



**SOUTHERN CALIFORNIA
RAPID TRANSIT DISTRICT**

1060 SOUTH BROADWAY • LOS ANGELES, CALIFORNIA 90015 • TELEPHONE (213) 749-6977

JACK R. GILSTRAP
GENERAL MANAGER

February 14, 1975

To: Members of the Board of Directors

From: Jack R. Gilstrap

Subject: Report on the Proposed Rapid Transit/Commuter Rail Division

TO CARRY OUT THE BOARD OF DIRECTOR'S INSTRUCTIONS, IT IS RECOMMENDED THAT A NEW RAPID TRANSIT/COMMUTER RAIL DEPARTMENT BE ESTABLISHED AS SET FORTH IN THIS REPORT; THAT THE BUS FACILITIES ENGINEERING FUNCTIONS AND STAFF BE TRANSFERRED TO THE ADMINISTRATION DEPARTMENT; THAT THE CURRENTLY STRUCTURED ENGINEERING DEPARTMENT BE ABOLISHED; AND THAT THE PERSONNEL POSITION TRANSFERS AND ESTABLISHMENTS REQUIRED TO PROPERLY IMPLEMENT THIS PROGRAM IN FISCAL 1975 AND 1976 AS DELINEATED IN THIS REPORT BE APPROVED AS RECOMMENDED WITH THE STAFFING COSTS OF THIS REORGANIZATION DURING FISCAL 1975 TO BE MET WITHIN THE PRESENT BUDGET WITHOUT A BUDGET INCREASE FOR STAFFING AT THIS TIME.

This report is submitted in response to the SCRTD Board of Director's Resolution No. 75-48 of February 5, 1975, which instructed the General Manager to submit to the Board of Directors, for consideration at its next meeting, a report regarding the establishment of a separate Rail/Rapid Transit Division within the District, reporting to the General Manager, together with the report on other details requested in a report submitted by Director Baxter Ward, dated January 31, 1975.

In order to carry out the District's commitment to the County of Los Angeles to endeavor to obtain a time slot for commuter rail on the SPRR's coast line in accordance with our existing Commuter Rail Agreement and, because of the imminence of commuter rail service on the Los Angeles-San Diego line of the Santa Fe Railroad, the District needs to modify its organization to allow appropriate concentration of effort on these programs.

Also, as the voters made it possible by their June, 1974, approval of State Proposition 5 and Los Angeles County Proposition "A" to finance a start on fixed guideway rapid transit within the Southern California Rapid Transit District's service area, we need to greatly accelerate our efforts in this regard. Subject to the approval of CalTrans and the City and County of Los Angeles, the other

cities within the boundaries of the SCRTD and the granting of matching funds by UMTA, such a program could be of the magnitude of \$1 billion in the next 5 years and correspondingly more if the term of the program is extended.

All general rapid transit corridor planning work for this region has already been done by the governmental agencies working in concert and culminated in the Board's adoption of the Corridor Plan on July 2, 1974.

The energy and economic situations facing the nation, and this area in particular, demand immediate action.

In view of the fact that we have a definitive mission in commuter rail and as funding for rapid transit is now available, the District's staff concurs with the need to increase the emphasis on the Rapid Transit/Commuter Rail Program by the creation of a new department, shown as Exhibit I, entitled "Proposed Phase I Functional Organization Chart for the Rapid Transit/Commuter Rail Department," dated February 11, 1975.

Inasmuch as the District's Administration Department has the responsibility for administration of bus capital grant projects, in which the Bus Facilities Engineering group has a major role, it is recommended that the latter activity be separated from the Rapid Transit/Commuter Rail Department and attached to the Administration Department as shown on Exhibit II, the overall District Organization Chart. Exhibit III shows the proposed functional organization of the Bus Facilities Engineering group. In summary, this organizational change will establish a special purpose Rapid Transit/Commuter Rail Department, transfer the bus facilities function to the Administration Department and eliminate the current, general purpose Engineering Department.

The responsibilities proposed to be assigned to the District's Rapid Transit/Commuter Rail Department are:

(1) In accordance with applicable inter-agency agreements, to proceed with the implementation of commuter rail service on existing railroad trackage and/or rights-of-way by the earliest possible date on:

(a) The Los Angeles-San Diego line of the Santa Fe Railroad from Union Station in Los Angeles to the Santa Fe Railroad Station in San Diego;

(b) Southern Pacific Railroad trackage through the San Fernando Valley to Union Station in Los Angeles;

(c) Such other existing railroad lines as such service may be found feasible and practical.

(2) All duties involved in the detailed planning and estimating of one or more "Starter" rapid transit lines which will be the base upon which to develop the region's rapid transit system and, upon approval and funding thereof by the District Board and all participating agencies, to proceed with the design and construction thereof.

(3) To perform, and/or direct outside firms and agencies in the performance of special activities which may be required to effectively execute the above work.

To date, except for the Los Angeles-El Monte Busway Project, on which the Engineering Department has now completed all design work, the rapid transit effort has been primarily in the planning stage. During this last year, due to the great expansion of the District's bus fleet, the Engineering Department has, therefore, been concentrating on the design of new bus maintenance facilities. That program now looks like it will reach a magnitude of \$25 to \$30 million over the next five years. In addition to the need for preparation of design plans and specifications for, and the supervision of construction of several additional major Bus Divisions, there is an increasing need to make some essential renovations in antiquated existing yards and buildings to maintain adequate working conditions therein. All of this work also increases the need for more Environmental Impact Statements and Capital Grant Applications.

Devotion of the required effort to both the Rapid Transit/Commuter Rail and the Bus Facilities Programs will require the shifting of existing staff and the addition of some new positions.

We propose a prudent approach to the matter of staffing for the increased work load in the Rapid Transit/Commuter Rail and Bus Facilities areas. Not all positions are proposed to be filled by new-hires. Instead, for the new Rapid Transit/Commuter Rail Department, we propose to transfer a total of 12 positions; 10 from the present Engineering Department and 2 from the Planning Department, and to fill 2 new positions now and 6 in the next fiscal year.

To maintain the increasing tempo in Bus Facilities it is proposed to add 5 people now and 2 in fiscal 1976.