



# **CITY COUNCIL AGENDA REPORT**

MEETING DATE: JUNE 5, 2007

ITEM NUMBER:

**SUBJECT:** OCTA SENIOR MOBILITY PROGRAM AGREEMENT C-2-0503 AMENDMENT #1

**DATE:** MAY 22, 2007

**FROM:** ADMINISTRATIVE SERVICES DEPARTMENT/RECREATION DIVISION

**PRESENTATION BY:** JANA RANSOM, RECREATION MANAGER

**FOR FURTHER INFORMATION CONTACT:** JANA RANSOM, 714-754-5300

## **RECOMMENDATION:**

Approve Amendment #1 to OCTA Senior Mobility Program agreement C-2-0503, extending funding for a senior mobility program through June 30, 2011, and authorize the Mayor to sign on behalf of the City.

## **BACKGROUND:**

The Orange County Transportation Authority (OCTA) provides funding to cities who wish to operate local senior transportation programs. On June 17, 2002 the City entered into agreement C-2-0503 to operate a senior transportation program specific to Costa Mesa. The initial term of this agreement was five years, beginning July 1, 2002 and expiring on June 30, 2007. OCTA is extending the program for an additional five years, through June 30, 2011 and sent Amendment #1 (Attachment 1) for review and execution, should Costa Mesa choose to continue receiving funding for a senior mobility program.

## **ANALYSIS:**

Under the terms of the agreement, OCTA provides Costa Mesa with grant funds to operate a senior mobility program in the city. Attachment #2 is the proposed funding by OCTA for the proposed extension. In addition, OCTA also donates a used 18 passenger bus to the City for its use. The grant is an 80% – 20% matching grant, where the city must match 20% of the cost of the program, either by direct support or indirect cost. The City “match” for this grant is the ongoing fuel and maintenance costs used to support the senior mobility program.

The City uses the grant funds to hire a professional driver to operate the bus and provide service to the senior participants. The program is based at the Senior Center and operates Monday through Thursday from 9am to 5pm. Seniors may call the Program telephone number to schedule pick-up and delivery to any location within the City boundaries and Hoag Hospital. The City currently contracts with Western Transit Systems to provide driver services for the Senior Mobility Program. Western Transit charges \$27.97 per hour under the contract for a current cost of \$63,939 (\$27.97

multiplied by 2286 annual service hours of driving). The driver is an employee of Western Transit Systems which was selected in 2002 as a result of a Request for Proposal process. Staff will be issuing a new RFP for driver services later this year as this agreement has been in place for five years. A new agreement for driver services will be brought to City Council for action prior to the October 2007 expiration of the existing agreement.

The Senior Mobility Program has been very successful over the five year term, transporting over 41,500 passengers since October 1, 2002 (when Western Transit began operation), for an average of 771 passengers per month. Prior to the OCTA Senior Mobility Program/Western Transit Systems operations, the senior transportation program transported less than 300 passengers per month.

**ALTERNATIVES CONSIDERED:**

The City may choose to not accept the grant funds from OCTA. The City could then choose to create and operate a senior transportation program with City funds, or not provide a senior transportation program.

**FISCAL REVIEW:**

OCTA is proposing to extend the current grant under this agreement to 2011. The current 2007 grant amount is \$64,889. The total grant amount for the contract period will be \$302,735, broken down as follows:

2008	Grant amount would be \$68,927
2009	Grant amount would be \$73,160
2010	Grant amount would be \$77,595
2011	Grant amount would be \$83,053
	Total: \$302,735

**LEGAL REVIEW:**

Legal has reviewed the documents and approved them as to form.

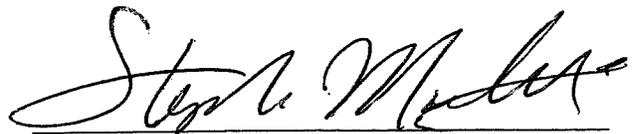
**CONCLUSION:**

OCTA is proposing to extend funding for the senior mobility grant for an additional five year term. The City, the Costa Mesa Senior Center and Western Transit have partnered to provide a high quality successful service to the senior community. It is therefore recommended that City Council approve Amendment #1 to OCTA Senior Mobility Program agreement C-2-0503, extending funding for a senior mobility program through June 30, 2011, and authorize the Mayor to sign on behalf of the City.



---

JANA RANSOM  
Recreation Manager



---

STEPHEN N. MANDOKI  
Administrative Services Director



---

MARK TAYLOR  
Management Analyst

DISTRIBUTION: City Manager  
Assistant City Manager  
Costa Mesa Senior Center

ATTACHMENTS: 1. Amendment #1 to Agreement C-2-0503  
2. Letter of January 10, 2007 Proposed Grant Funding Amounts  
3. Cooperative Agreement C-2-0503

AMENDMENT NO. 1 TO  
COOPERATIVE AGREEMENT NO. C-2-0503

BETWEEN  
ORANGE COUNTY TRANSPORTATION AUTHORITY

AND

THE CITY OF COSTA MESA  
FOR SENIOR MOBILITY PROGRAM

THIS AMENDMENT NO. 1 is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2007 by and between the Orange County Transportation Authority ("AUTHORITY"), and the City of Costa Mesa ("CITY").

WITNESSETH:

WHEREAS, by Agreement No. C-2-0503 dated October 11, 2001, AUTHORITY and CITY entered into a cooperative agreement to participate in a senior mobility program for senior transportation; and

WHEREAS, AUTHORITY desires and CITY agrees to exercise the option to extend the term of the Agreement and to continue funding as specified in Exhibit B, entitled "Projected Funding Levels" as set forth in the Agreement;

NOW, THEREFORE, it is mutually understood and agreed by AUTHORITY and CITY that Agreement No. C-2-0503 is hereby amended in the following particulars only:

1. Amend ARTICLE 4. TERM OF AGREEMENT, Page 4 of 6, line 11, to delete "June 2007" in its entirety and in lieu thereof insert "June 30, 2011."
2. Amend the Agreement in the following places to delete "Area Agency on Aging (AAA)" and in lieu thereof insert "Office on Aging (OoA)":
  - a. Page 1 of 6, line 12
  - b. Page 1 of 6, line 13
  - c. Page 1 of 6, line 14

1 d. Page 2 of 6, line 14

2 e. Page 2 of 6, line 22

3 f. Page 2 of 6, line 24

4 3. Amend ARTICLE 5. NOTICES, Page 4 of 6, to delete in its entirety lines 17 through 24 and  
5 in lieu thereof insert the following:

6 To CITY:

7 City of Costa Mesa

8 77 Fair Drive

9 P.O. Box 1200

10 Costa Mesa, California 92626-1200

11 ATTENTION: Jana Ransom,

12 Recreation Manager

13 (714) 754-5654

To AUTHORITY:

Orange County Transportation Authority

550 South Main Street

P.O. Box 14184

Orange, California 92863-1584

ATTENTION: Pia Veesapen,

Procurement Administrator

(714) 560-5619, email: *pveesapen@octa.net*

14 /  
15 /  
16 /  
17 /  
18 /  
19 /  
20 /  
21 /  
22 /  
23 /  
24 /  
25 /  
26 /

1 The balance of said Agreement remains unchanged.

2 Upon execution by both parties, this Amendment No. 1 shall be made effective July 1, 2007.

3 **IN WITNESS WHEREOF**, the parties hereto have caused this Amendment No. 1 to  
4 Agreement No. C-2-0503 to be executed on the date first written above.

5 **CITY OF COSTA MESA**

**ORANGE COUNTY TRANSPORTATION AUTHORITY**

6 By \_\_\_\_\_

By \_\_\_\_\_

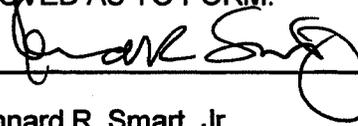
7 Allan R. Mansoor  
8 Mayor

Arthur T. Leahy  
Chief Executive Officer

9 APPROVED AS TO FORM:

APPROVED AS TO FORM:

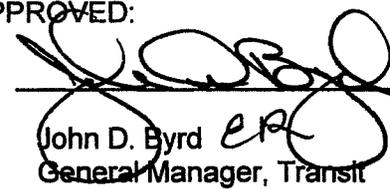
10 By \_\_\_\_\_

By  \_\_\_\_\_

11 Kimberly Hall Barlow  
12 City Attorney

Kennard R. Smart, Jr.  
General Counsel

13 APPROVED:

14 By  \_\_\_\_\_

15 John D. Byrd *ER*  
General Manager, Transit

16 Date 3/19/07





AFFILIATED AGENCIES

Orange County  
Transit District

Local Transportation  
Authority

Service Authority for  
Freeway Emergencies

Consolidated Transportation  
Service Agency

Congestion Management  
Agency

Service Authority for  
Abandoned Vehicles

January 10, 2007

Mark Taylor  
City of Costa Mesa  
77 Fair Drive  
Costa Mesa, CA 92626

Re: Senior Mobility Program  
Contract C-2-0503

Dear Mr.. Taylor:

The City of Costa Mesa is currently participating in the Orange County Transportation Authority (OCTA) Senior Mobility Program. Since 2002, this program has provided a total of \$296,830 in funding for senior transportation in your city.

Our contract for this program is scheduled to expire on June 30, 2007. We would like to continue to include the City of Costa Mesa in the Senior Mobility Program and will, therefore, need to proceed with a renewal of this contract beginning July 1, 2007 through June 30, 2011, with the following funding allocation by fiscal year:

2008	2009	2010	2011	Total
\$68,927	\$73,160	\$77,595	\$83,053	\$302,735

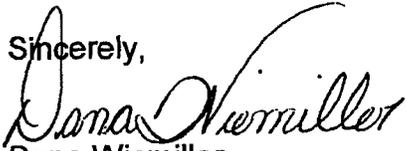
As I hope you are aware, Orange County voters approved a reauthorization of Measure M, a ½ cent transportation sales tax, in November 2006. This is excellent news for participants in the Senior Mobility Program! The Senior Mobility Program is included in the expenditure plan for Measure M, which means funding has been programmed from 2011 through 2041.

We look forward to our continued partnership to provide Orange County seniors with safe and efficient transportation services within their local communities. To this end, we would like to confirm your desire to renew your agreement with OCTA for the Senior Mobility Program. Please complete the attached form and return to OCTA at your earliest convenience.

Mark Taylor  
January 10, 2007  
Page 2

Please feel free to contact me if you have any questions and thank you for your commitment to serving senior transportation needs in your community.

Sincerely,



Dana Wiemiller  
Community Transportation Coordinator  
714/560-5718  
714/560-5927 fax  
dwiemiller@octa.net

Enclosure

COOPERATIVE AGREEMENT C-2-0503

BETWEEN

THE ORANGE COUNTY TRANSPORTATION AUTHORITY

AND

THE CITY OF COSTA MESA

FOR SENIOR MOBILITY PROGRAM

THIS AGREEMENT is made and entered into this 11<sup>th</sup> day of October, 2001 by and between the Orange County Transportation Authority, a public corporation of the State of California (hereinafter referred to as "AUTHORITY") and the City of Costa Mesa (hereinafter referred to as "CITY").

RECITALS

WHEREAS, AUTHORITY has been retained by the Area Agency on Aging (AAA) to provide countywide transportation of seniors to nutrition sites funded by AAA; and

WHEREAS, CITY is a participant in the AAA senior nutritional program and desirous of obtaining transportation services for seniors of the City of Costa Mesa; and

WHEREAS, AUTHORITY and CITY jointly wish to expand the senior transportation services available by looking at alternative methods of providing transportation services to the seniors; and

WHEREAS, AUTHORITY and CITY agree to enter into the senior mobility program concerning senior transportation services; and

WHEREAS, this Cooperative Agreement defines the roles and responsibilities of AUTHORITY and CITY in executing a senior mobility program for senior transportation;

NOW, THEREFORE, it is mutually understood and agreed by AUTHORITY and CITY as follows:

ARTICLE 1. COMPLETE AGREEMENT

A. This Agreement, including all exhibits and documents incorporated herein and made applicable by reference, constitutes the complete and exclusive statement of the term(s) and

1 condition(s) of the agreement between AUTHORITY and CITY and it supersedes all prior  
2 representations, understandings and communications. The invalidity in whole or in part of any term or  
3 condition of this Agreement shall not affect the validity of other term(s) or condition(s).

4 B. AUTHORITY'S failure to insist in any one or more instances upon CITY's performance of  
5 any term(s) or condition(s) of this Agreement shall not be construed as a waiver or relinquishment of  
6 such Party's right to such performance or to future performance of such term(s) or condition(s) and  
7 CITY's obligation in respect thereto shall continue in full force and effect. Changes to any portion of  
8 this Agreement shall not be binding upon AUTHORITY except when specifically confirmed in writing by  
9 an authorized representative of AUTHORITY by way of a written amendment to this Agreement and  
10 issued in accordance with the provisions of this Agreement.

11 **ARTICLE 2. RESPONSIBILITIES OF THE AUTHORITY:**

12 A. AUTHORITY agrees to provide funds annually in the amount specified in the attached  
13 Exhibit B, "Projected Funding Levels" through 2011 for the senior mobility program using funds  
14 obtained from the Older Americans Act as allocated by Orange County's AAA, and Article 4.5 of the  
15 State of California Transportation Development Act.

16 B. The funding levels are determined each year based on changes in senior population.  
17 Annual allocations will be calculated using actual growth in senior population.

18 C. AUTHORITY will pay to CITY the AUTHORITY's annual contribution for the first fiscal  
19 year within thirty (30) days of receipt of a request to draw down Senior Mobility Program funds or the  
20 start of service, whichever is later. Subsequent annual contributions will be paid to the CITY by July  
21 30<sup>th</sup> of the following year.

22 D. All unused or unmatched AUTHORITY and AAA funds shall be deducted from the  
23 following fiscal year allocations.

24 E. AUTHORITY will administer and coordinate the pilot program with the AAA.

25 F. AUTHORITY will provide technical assistance to CITY, if requested, in the following  
26 areas:

- 1           1) Vehicle donations; and
- 2           2) Periodic workshops on a variety of topics

3           G.     AUTHORITY will establish a network of local operators who will meet on a regular basis.

4           **ARTICLE 3. RESPONSIBILITIES OF CITY:**

5           A.     CITY agrees that all funds received from AUTHORITY as specified in Article 2A above  
6 will be used exclusively for providing accessible senior transportation services that do not duplicate  
7 AUTHORITY's services as specified in Exhibit A entitled "Scope of Work."

8           B.     CITY agrees to a twenty percent (20%) match of funds provided by AUTHORITY. Local  
9 match may be made up of cash-subsidies, fare revenues, or in-kind contributions.

10          C.     CITY may contract with a third party service provider to provide senior transportation  
11 services provided that:

- 12           1. Contractor is selected using a competitive procurement process; and
- 13           2. Wheelchair accessible vehicles are available and used when requested.

14          E.     CITY shall procure and maintain insurance coverage during the entire term of this  
15 Agreement. Coverage shall be full coverage or subject to self-insurance provisions with approval by  
16 AUTHORITY. CITY shall provide the following insurance coverage:

17           1. Commercial General Liability, to include Products/Completed Operations,  
18 Independent Contractors', Contractual Liability, and Personal Injury Liability with a minimum of \$1,000,000  
19 of coverage.

20           2. Automobile Liability Insurance with Primary Bodily Injury with a mimic of \$1,000,000  
21 combined single limits;

22           3. Workers' Compensation with limits as required by the State of California;

23           4. Employers' Liability with limits of a minimum of \$100,000; and

24           5. Proof of such coverage, in the form of an insurance company issued policy  
25 endorsement and a broker issued insurance certificate or proof of self insurance, must be received by  
26 AUTHORITY prior to commencement of any work. Proof of insurance coverage must be received by

1 AUTHORITY within seven (7) calendar days from the date of execution of the Agreement. AUTHORITY  
2 must be named as an additional insured on the certificate and endorsement. CITY shall include on the  
3 face of the Certificate of Insurance the Agreement Number C-2-0503; and, the Procurement  
4 Administrator's Name, Rebecca Potter.

5 F. CITY agrees to provide AUTHORITY with monthly summary reports of the CITY's senior  
6 mobility program. CITY shall submit monthly summary report within twenty (20) calendar days as  
7 specified in Exhibit C "Senior Mobility Monthly Report," included in this Agreement, which is  
8 incorporated into and made part of this Agreement.

9 **ARTICLE 4. TERM OF AGREEMENT:**

10 This Agreement shall commence upon execution by both parties, and shall continue in full force  
11 and effect and shall extend through June 2007 as mutually agreed to by both parties. The  
12 AUTHORITY retains the option to extend this agreement through June 30, 2011.

13 **ARTICLE 5. NOTICES**

14 All Notices pertaining to this Agreement and any communications from the parties may be made  
15 by delivery of said notices in person or by depositing said notices in the U.S. Mail, registered or certified  
16 mail, return receipt requested, postage prepaid and addressed as follows:

17 TO CITY:

18 City of Costa Mesa

19 77 Fair Drive

20 P.O. Box 1200

21 Costa Mesa, CA 92626-1200

22 ATTENTION: Stacia Mancini

23 Recreation Manager

24 (714/754-5654)

TO AUTHORITY:

Orange County Transportation Authority

550 S. Main Street

P.O. Box 14184

Orange, CA 92863-1584

ATTENTION: Rebecca Potter, C.P.M.,

Senior Procurement Administrator

(714/560-5619) Fax: (714/560-5792)

25 **ARTICLE 6. FEDERAL, STATE AND LOCAL LAWS:**

26 AUTHORITY and CITY agree that in performance of their obligations under this Agreement,

1 they shall comply with all applicable federal, California State and local laws, statutes and ordinances  
2 and all lawful orders, rules and regulations promulgated thereunder.

3 **ARTICLE 7. ORDER OF PRECEDENCE**

4 Conflicting provisions hereof, if any, shall prevail in the following descending order of precedence:  
5 (1) the provisions of this Agreement, including all exhibits; (2) AUTHORITY's staff report, Exhibit D, dated  
6 October 11, 2001 and Exhibit E, dated September 6, 2001 including Attachments A, B and C; (3) all other  
7 documents, if any, cited herein or incorporated by reference.

8 **ARTICLE 8. AUDIT AND INSPECTION OF RECORDS**

9 City shall provide AUTHORITY, or other agents of AUTHORITY, such access to CITY's accounting  
10 books, records, payroll documents and facilities as AUTHORITY deems necessary. CITY shall maintain  
11 such books, records, data and documents in accordance with generally accepted accounting principles  
12 and shall clearly identify and make such items readily accessible to such parties during CITY's  
13 performance hereunder and for a period of five (5) years from the date of final payment by CITY.  
14 AUTHORITY's right to audit books and records directly related to this Agreement shall also extend to all  
15 first-tier subcontractors.

16 **ARTICLE 9. TERMINATION**

17 A. AUTHORITY or CITY may, for its own convenience, terminate this Agreement at any  
18 time by giving the other party written notice thereof of not less than ninety (90) days in advance of the  
19 specified date of termination.

20 B. If Agreement is terminated prior to July 1<sup>st</sup> of any year within the term, the CITY shall  
21 return funds on a prorated basis for that annual allocation.

22 **ARTICLE 10. INDEMNIFICATION**

23 A. CITY shall indemnify, defend and hold harmless AUTHORITY, its officers, directors,  
24 employees and agents from and against any and all claims (including attorney's fees and reasonable  
25 expenses for litigation or settlement) for any loss or damages, bodily injuries, including death, damage  
26 to or loss of use of property caused by the negligent acts, omissions, or willful misconduct by CITY, its

1 officers, directors, employees, agents, subcontractors or suppliers in connection with or arising out of  
2 the performance of this Cooperative Agreement C-2-0503.

3 B. CITY shall maintain adequate levels of Insurance, or self-insurance to assure full  
4 indemnification of AUTHORITY.

5 **ARTICLE 11. FORCE MAJEURE**

6 Either party shall be excused from performing its obligations under this Agreement during the  
7 time and extent that it is prevented from performing by a cause beyond its control, including, but not  
8 limited to: any incidence of fire, flood; acts of God; commandeering of material products, plants or  
9 facilities by the federal state or local government; national fuel shortage; or a material act of omission  
10 by the other party; when satisfactory evidence of such cause is presented to the other party, and  
11 provided further that such nonperformance is unforeseeable, beyond the control and is not due to the  
12 fault or negligence of the party not performing.

13 Upon execution by both parties this Agreement shall be made effective May 1, 2002.

14 **IN WITNESS THEREOF**, the parties hereto have caused this Agreement No. C-2-0503 to be  
15 executed on the date first written above.

16 **CITY OF COSTA MESA**

17 By 

18 Linda Dixon

19 Mayor

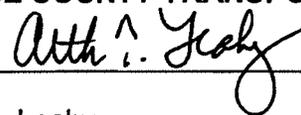
20 APPROVED AS TO FORM:

21 By 

22  Jerry Scheer

23 City Attorney

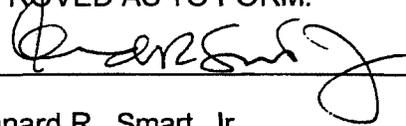
**ORANGE COUNTY TRANSPORTATION AUTHORITY**

By 

Arthur T. Leahy

Chief Executive Officer

APPROVED AS TO FORM:

By 

Kennard R. Smart, Jr.

General Counsel

**Scope of Work  
Senior Mobility Program**

1. The City of Costa Mesa (City) will utilize funding provided by OCTA and its local match to provide the following services:
  - **Type of Service(s):** The Costa Mesa Senior Center, the largest senior center in Orange County, serves approximately 350 seniors a day through many different programs including meals and social services. OCTA funding and the paratransit vehicle provided through the Senior Mobility Program will be used to transport the Costa Mesa Senior Center's clientele to and from their home to the Center and back, and during the day for shopping trips, medical appointments and other various travel opportunities.
  - **Service Level:** The Senior Center transports approximately 30 seniors a day. This service level is expected to expand as the number of programs available at the center increases. It is estimated that the paratransit vehicle will be driven approximately 90-100 miles per day shuttling seniors to and from the Center and throughout the city.
  - **Who is served?** Qualifying senior residents of Costa Mesa.
  - **Hours of Service:** 8:30 am to 5:00 pm,
  - **Days of Service:** Monday through Friday
  
2. The City will follow competitive procurement practices in selection of vendors for all services which it does not provide using its own workforce. Any RFP for services will specify the use of vehicles meeting ADA accessibility standards.
  
3. The City wishes to obtain one retirement eligible OCTA ACCESS vehicle.
  
4. The City will perform, or ensure that a contracted vendor performs, maintenance of all vehicles used in the Senior Mobility program, including, at a minimum:
  - Daily Pre-Trip Inspections that meets or exceeds the guidelines provided in the attached Pre-Trip Inspection Checklist (Attachment 1)
  - Scheduled preventive maintenance that meets or exceeds the guidelines provided in the attached PM Checklist, including the maintenance of all accessibility features of the vehicles. (Attachment 2)

The City will maintain maintenance records for each vehicle for 5 years and will cooperate fully in annual Motor coach carrier terminal inspections conducted by the California Highway patrol
  
5. The City will ensure that its operators, or its contracted vendor's operators, are properly licensed and trained to proficiency to perform their duties safely, and in a manner which treats its riders with respect and dignity. Disability awareness and passenger assistance will be included in this training.

**AGREEMENT NO. C-2-0503  
EXHIBIT A**

6. The City will submit a monthly report to OCTA's Community Transportation Services which includes, at a minimum, a monthly and fiscal year-to-date summary of service and expenditures as illustrated in Exhibit C.
7. The City will participate in OCTA marketing and outreach efforts to encourage use of fixed-route transit service by older adults.
8. The City will note OCTA sponsorship in any promotional material for service funded under this agreement and will display the OCTA Senior Wheels program logo on vehicles use in this program (excluding taxis).
9. The City will ensure that it maintains adequate oversight and control over all aspects of service that are provided by a contracted vendor.

Pre-Operation Inspection & Defect Report

BODY DAMAGE:

Circle and describe any damage to a bus on diagram of front/rear and two side views

Bus/Van No. \_\_\_\_\_ Date: \_\_\_\_\_

Federal Regulations state that no motor vehicle carrying passengers for hire shall be driven unless the driver has determined that the following parts and accessories are in good working order. Each driver is required to submit a signed written report daily for each coach driven.

1st Driver: \_\_\_\_\_

Miles Finish: \_\_\_\_\_ Miles Start: \_\_\_\_\_ Miles Elapsed \_\_\_\_\_

No Defects.  Defects:  Signature: \_\_\_\_\_

2nd Driver: \_\_\_\_\_

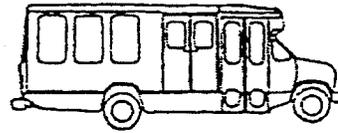
Miles Finish: \_\_\_\_\_ Miles Start: \_\_\_\_\_ Miles Elapsed \_\_\_\_\_

No Defects.  Defects:  Signature: \_\_\_\_\_

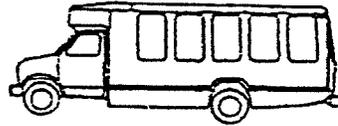
3rd Driver: \_\_\_\_\_

Miles Finish: \_\_\_\_\_ Miles Start: \_\_\_\_\_ Miles Elapsed \_\_\_\_\_

No Defects:  Defects:  Signature: \_\_\_\_\_



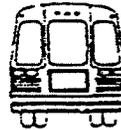
Description \_\_\_\_\_



Description \_\_\_\_\_



Description: \_\_\_\_\_



Description: \_\_\_\_\_

PREOPERATIONS INSPECTIONS

Indicate with an (x) that each item has been checked:

- AM/PM Tires/Lug Nuts (wheels & nms) Motor-Guard Air System Lights/Reflectors Wheelchair Lifts Wheelchair Lift Cover Mirrors Windshield Wipers/Washers Fire Extinguisher Steering Mechanism
AW/PM Emergency Reflectors Turn Signal Switch/Horn First Aid Kit Radio Driver's Seat/Belt Door Interlock W/C Tie Down Straps Manual Lift Bar Conduct Walk Around Parking/Brakes/Service Brakes

DEFECTS: Indicate with an (x) defective items only: (Explain in Detail)

- BRAKES Brake Fluid Leaks Soft/Hard Pull to L/R Dragging Smoking Emergency Brake Other - explain
RETARDER Light On: Brakes Not Applied Light On: Brakes Applied, Bus Stopped Light Not On: Brakes Applied, Bus Moving
ENGINE Hot Engine/Water Leaks Low Oil/Oil Leaks Starts Hard No Power/Eng. Ck. Light Smokes Idles Rough/Vibration Exhaust, Vacuum Leaks Fuel Leaks/LPG/Gas Other - explain
TIRES/WHEELS Flat Embedded Object Cut Smooth/Cord LF RF RRI RRO LRI LRO Loose Missing Lugs Other - explain
AC & HEATING Off Too Cold/Hot Defroster Defect Ventilation (Blowers) Fumes Other - explain
TRANSMISSION Won't Go Into Gear Slips/Grinds/Lurches Excessive Noise Leaks Drive Line Vibration Rear End Noise
LIGHTS Interior Exterior Location:
ENTRANCE/EXIT DOORS/ WINDOWS Slow Inoperative Leaks Air Excessive Play Other - explain Emergency Releases
VEHICLE CLEANLINESS Interior Exterior Floor Windows Seat Condition Explain:
WHEELCHAIR LIFT Will Not Fold Out Will Not Lower/Raise No Restraint Down/Up Lift Will Not Fold into Bus
RADIO Seats Handrails Modesty Panels

OPERATOR(S):

IMPORTANT! Help expedite repairs by providing necessary information regarding defects! Please print

REPAIRS MADE:

ALL ITEMS COMPLETED - BUS SERVICED AND RELEASED:

Supervisor's Signature

Date

Date	Bus#	TERMINAL	workorder#	Current Mileage
				Last inspection miles
				Miles between

- A. Employee must check off all boxes/ Note all discrepancies on reverse side  
 B. Check files and open workorders

C. Interior

		ok	rep req.
1	Entry door operation and seals		
2	Temperature and oil warning devices		
3	Neutral safety system		
4	Horn, gauges and dash lights		
5	Heater, defroster and fan		
6	Windshield wipers and washer		
7	Indicator lights		
8	Throttle operation		
9	Steering free play _____ in.		
10	Applied and unapplied brake test for vacuum loss		
11	Interior lights		
12	Windshield and window glass condition		
13	Window mechanism and seals		
14	Seat condition		
15	Interior body, floor and stantions		
16	Fire extinguisher date and bracket		
17	Road warning devices		
18	First aid kits		
19	Emergency exits operation, warning devices and signs		
20	Interior clean		
21	Back up alarm		

E. Under hood

		ok	rep req.
1	Check for visible leakage		
2	Engine oil level		
3	Transmission fluid level and condition		
4	Brake fluid		
5	Power steering fluid		
6	Check all belts		
7	Component and accessory mounting		
8	Check all hoses and routing		
9	Coolant level and protection _____ c/f _____ ph		
10	Pressure test cooling system		
11	Water pump and fan clutch play		
12	Air filter condition - check restriction gauge		
13	Check exhaust system		
14	Battery fluid level and mounting		
15	Clean battery and connections		
16	Drain fuel/water separator		

F. Under Bus

		ok	rep req.
1	Kingpin and wheel bearing play		
2	Tire wear, condition and matching		
3	Leakage at backing plates and wheel seals		
4	Steering box, mounting, leakage, looseness and leaks		
5	Front shocks and mounting		
6	Front springs, bushings		
7	Engine leaks, lines, filters, hoses and engine mounts		
8	Starter and connections		
9	Exhaust system and mounting		
10	Transmission mounted parking brake		
11	Transmission leaks		
12	Output shaft play		
13	Driveshaft guard, U joints and retarder		
14	Body hold downs and insulators		
15	Wiring along frame		
16	Differential leaks, fluid level		
17	Pinion play		
18	Breather vent		
19	Rear shocks and mounting		
20	Rear springs, bushings and U bolts		
21	Leakage at backing plates and wheel seals		
22	Fuel tank straps and lines		
23	Tail pipe hangers		
24	Lube entire chassis		
25	Check drag link, tie rods and idler arms		

D. Exterior

		ok	rep req.
1	All exterior lights and signals		
2	Mirror condition and mounting		
3	Record body damage		
4	Bumper bolts		
5	Paint lettering and appearance		
6	Emergency exits		
7	Axle flange and lug nuts, oil hubs		
8	Tire side wall condition, cracked wheels, valve stem		
	Valve stem cap, alignment of rear duels		
9	Tread depth		
	LF _____ RF _____ LRO _____		
	LRI _____ RRO _____ RRI _____		
10	Tire inflation: Record and inflate		
	LF _____ RF _____ LRO _____		
	LRI _____ RRO _____ RRI _____		



PROJECTED FUNDING LEVELS  
SENIOR MOBILITY PROGRAM

**Costa Mesa**

	Current Allocation	02	03	04	05	06	07	08	09	10	11	Total
OCTA Contribution - Operating	\$ -	\$ 48,296	\$ 51,203	\$ 54,217	\$ 57,423	\$ 61,049	\$ 64,889	\$ 68,927	\$ 73,160	\$ 77,595	\$ 83,053	\$ 639,812
City Contribution - Operating	\$ -	\$ 12,074	\$ 12,801	\$ 13,554	\$ 14,356	\$ 15,262	\$ 16,222	\$ 17,232	\$ 18,290	\$ 19,399	\$ 20,763	\$ 159,953
County Contribution - OAA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Costs	\$ -	\$ 60,370	\$ 64,004	\$ 67,771	\$ 71,779	\$ 76,311	\$ 81,111	\$ 86,159	\$ 91,450	\$ 96,994	\$ 103,816	\$ 799,765
# Vehicles Provided		1	1	1	1	2	2	2	2	2	2	
OCTA Contribution - Refurbishing Total Cost	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ 18,000
Increase in OCTA Allocation for Operating Costs	\$ 63,370	\$ 63,370	\$ 64,004	\$ 67,771	\$ 74,779	\$ 79,311	\$ 81,111	\$ 89,159	\$ 94,450	\$ 96,994	\$ 106,816	\$ 817,765
% Increase in OCTA Allocation for Operating Costs	\$ 48,296	\$ 48,296	\$ 51,203	\$ 54,217	\$ 57,423	\$ 61,049	\$ 64,889	\$ 68,927	\$ 73,160	\$ 77,595	\$ 83,053	\$ 639,812
Senior Population	N/A	9,752	10,037	10,322	10,607	10,928	11,249	11,570	11,891	12,212	12,657	



# Senior Mobility Transportation Project Monthly Reporting Form

Service for the month of: \_\_\_\_\_

Program Name: \_\_\_\_\_

City: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Trip category	Number of passengers	Vehicle service hours	Vehicle service miles
Nutrition Trips			
Medical Trips			
Shopping Trips			
Other Trips (Please specify trip type below**)			
<b>Totals</b>			

Total operating cost for month: \_\_\_\_\_

Comments: \_\_\_\_\_

Please complete the information requested in this form and fax the completed form to OCTA, Attention CTS Transportation Analyst at (714) 560-5914 by the 15<sup>th</sup> day of the month following the reporting month.

Please contact the Transportation Analyst at (714) 560-5425 if you have any questions or require assistance with the completion of this form.

\*\*Please specify other trip types being provided to seniors in this space