

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA

MARCH 26, 2004 (Fourth Friday of Each Month)

* CITY HALL COUNCIL CHAMBERS*

809 CENTER STREET

SANTA CRUZ, CALIFORNIA

9:00 a.m. - Noon

SECTION I: OPEN SESSION - 9:00 a.m.

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION:
 - a. R. Paul Marcelin-Sampson RE: Highway 17 Express Service
3. LABOR ORGANIZATION COMMUNICATIONS
4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

- 5-1. APPROVE REGULAR BOARD MEETING MINUTES OF FEBRUARY 13 AND FEBRUARY 27, 2004
Minutes: Attached
- 5-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
Report: Attached
- 5-3. ACCEPT AND FILE 1st PAGE OF THE JANUARY 2004 RIDERSHIP REPORT AND THE FEBRUARY 2004 RIDERSHIP REPORT
Report: Attached
PAGE 1 OF THE FEBRUARY RIDERSHIP REPORT IS INCLUDED IN THE MARCH 26, 2004 BOARD PACKET
- 5-4. CONSIDERATION OF TORT CLAIMS: Reject the Claim Entirely of Peter L. Finegan, Claim #04-0004; Reject the application of Ramon Ceras to present a late claim and reject Ramon Ceras' claim as untimely, Claim #04-0006
Claims: Attached

* Please note: Location of Meeting Place

- 5-5. ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF MARCH 18, 2004 AND THE MINUTES OF THE FEBRUARY 19, 2004 MEETING
Agenda/Minutes: Attached – **ATTACHMENT F IS INCLUDED IN THE MARCH 26, 2004 BOARD PACKET**
- 5-6. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JANUARY 2004, AND APPROVAL OF BUDGET TRANSFERS
Staff Report: Attached
- 5-7. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR DECEMBER 2003
Staff Report: Attached
- 5-8. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JANUARY 2004
Staff Report: Attached
- 5-9. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE
Staff Report: Attached
- 5-10. ACCEPT AND FILE STATUS OF METROBASE PROJECT
Staff Report: Attached
- 5-11. ACCEPT AND FILE VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE FEBRUARY MEETINGS
Minutes: Attached
- 5-12. CONSIDERATION OF NON-RENEWAL OF EMPLOYMENT PRACTICES LIABILITY INSURANCE
Staff Report: **DOCUMENTATION IS INCLUDED IN THE MARCH 26, 2004 BOARD PACKET**
- 5-13. CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF EIGHT (8) GMC BUSES AND ASSOCIATED PARTS INVENTORY
Staff Report: Attached
- 5-14. CONSIDERATION OF AWARD OF CONTRACT FOR UNIFORM, FLAT GOODS AND LAUNDRY SERVICES
Staff Report: **DOCUMENTATION IS INCLUDED IN THE MARCH 26, 2004 BOARD PACKET**
- 5-15. **CONSIDERATION OF STATUS OF FEDERAL LEGISLATION AND REPORT REGARDING THE AMERICAN PUBLIC TRANSPORTATION ASSOCIATION LEGISLATIVE CONFERENCE**
Staff Report: **DOCUMENTATION IS INCLUDED IN THE MARCH 26, 2004 BOARD PACKET**

REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS
Presented by: Emily Reilly, Chairperson
Staff Report: Attached
7. CONSIDERATION OF ADOPTION OF AMENDED FARE ORDINANCE TO REVISE HIGHWAY 17 EXPRESS FARES AND THE SCHOOL STUDENT FIELD TRIP RATE
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
ADDITIONAL DOCUMENTATION IS INCLUDED IN THE MARCH 26, 2004 BOARD PACKET
PUBLIC HEARING WILL BE HELD AT 9:00 A.M.
8. CONSIDERATION OF APPROVAL OF FY 04-05 PRELIMINARY LINE ITEM BUDGET FOR REVIEW AND CLAIMS PURPOSES/STUDY SESSION
Presented by: Elisabeth Ross, Finance Manager
Staff Report: Attached
SUPPLEMENTAL INFORMATION IS INCLUDED IN THE MARCH 26, 2004 BOARD PACKET
9. **DELETED – ACTION TAKEN AT THE MARCH 12, 2004 BOARD MEETING**
10. CONSIDERATION OF RESOLUTIONS AUTHORIZING SUBMITTAL OF FY 2005 STA AND TDA CLAIMS
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
11. REVIEW SANTA CRUZ METRO BYLAWS FOR POSSIBLE MODIFICATIONS TO BE FINALIZED AT A SUBSEQUENT MEETING
Presented by: Margaret Gallagher, District Counsel
Staff Report: Attached
12. **CONSIDERATION OF APPOINTMENT OF NOMINEES TO MEMBERSHIP OF METRO ADVISORY COMMITTEE (MAC)**
Presented by: Les White, General Manager
Staff Report: **DOCUMENTATION IS INCLUDED IN THE MARCH 26, 2004 BOARD PACKET**
13. **CONSIDERATION OF REQUEST FOR AUTHORIZATION TO USE STATE CONTRACT FOR PURCHASE OF PICKUP TRUCK**
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: **DOCUMENTATION IS INCLUDED IN THE MARCH 26, 2004 BOARD PACKET**

14. **CONSIDERATION OF A STAFF PROPOSAL TO REQUEST \$60,000 IN FTA PLANNING FUNDS FROM AMBAG TO DEVELOP A SHORT RANGE TRANSIT PLAN**

Presented by: Mark Dorfman, Assistant General Manager

Staff Report: **DOCUMENTATION IS INCLUDED IN THE MARCH 26, 2004 BOARD PACKET**

15. **CONSIDERATION OF AMENDING TRANSIT CENTER TENANTS' LEASES TO ALLOW FOR HEALTH AND SAFETY INSPECTIONS OF ALL TENANTS' PREMISES WITHOUT NOTICE AND AT METRO'S DISCRETION AND METRO'S ABILITY TO ENTER TENANTS' PREMISES WITHOUT NOTICE FOR EMERGENCIES**

Presented by: Margaret Gallagher, District Counsel

Staff Report: **DOCUMENTATION IS INCLUDED IN THE MARCH 26, 2004 BOARD PACKET**

16. **CONSIDERATION OF SERVICE ADJUSTMENTS FOR JUNE 3, 2004**

Presented by: Bryant Baehr, Operations Manager

Staff Report: **DOCUMENTATION IS INCLUDED IN THE MARCH 26, 2004 BOARD PACKET**

SECTION II: CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6

a. Agency Negotiator: Bryant Baehr, Operations Manager

1. Employee Organization: Service Employees International Union (SEIU), Local 415

2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Pursuant to Subdivision (a) of Section 54956.9)

a. Name of Case: Mary Kohama v. Santa Cruz Metropolitan Transit District
(Before the Workers' Compensation Appeals Board)
Documentation will be presented under separate cover

3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR
Pursuant to Government Code Section 54956.8

Property: China Express Food Restaurant located in lobby of the METRO Transit Center (Pacific Station)

Negotiating Parties: Kin Wai Cheung and Yuk Ling Yeung
Owners

Santa Cruz Metropolitan Transit District: Margaret Gallagher,
District Counsel

Under Negotiation: Instructions to Negotiate Regarding Term of Lease

SECTION III: RECONVENE TO OPEN SESSION

17. REPORT OF CLOSED SESSION

ADJOURN

NOTICE TO PUBLIC

Members of the public may address the Board of Directors on a topic not on the agenda but within the jurisdiction of the Board of Directors or on the consent agenda by approaching the Board during consideration of Agenda Item #2 "Oral and Written Communications", under Section I. Presentations will be limited in time in accordance with District Resolution 69-2-1.

When addressing the Board, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.

Members of the public may address the Board of Directors on a topic on the agenda by approaching the Board immediately after presentation of the staff report but before the Board of Directors' deliberation on the topic to be addressed. Presentations will be limited in time in accordance with District Resolution 69-2-1.

The Santa Cruz Metropolitan Transit District does not discriminate on the basis of disability. The City Council Chambers is located in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, please contact Dale Carr at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting METRO regarding special requirements to participate in the Board meeting. A Spanish Language Interpreter will be available during "Oral Communications" and for any other agenda item for which these services are needed. This meeting will be broadcast live by Community Television of Santa Cruz on Channel 26.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 26, 2004

TO: Board of Directors

FROM: Les White, General Manager

SUBJECT: MATERIAL FOR THE MARCH 26, 2004 BOARD MEETING AGENDA

SECTION I:

OPEN SESSION:

CONSENT AGENDA:

- ADD TO ITEM #5-3** ACCEPT AND FILE 1st PAGE OF THE JANUARY 2004 RIDERSHIP REPORT AND THE FEBRUARY 2004 RIDERSHIP REPORT
(Add Page One of the February Ridership Report)
- ADD TO ITEM #5-5** ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF MARCH 18, 2004 AND THE MINUTES OF THE FEBRUARY 19, 2004 MEETING
(Add Attachment F)
- ADD TO ITEM #5-12** CONSIDERATION OF NON-RENEWAL OF EMPLOYMENT PRACTICES LIABILITY INSURANCE
(Add Staff Report and Attachment)
- ADD TO ITEM #5-14** CONSIDERATION OF AWARD OF CONTRACT FOR UNIFORM, FLAT GOODS AND LAUNDRY SERVICES
(Add Staff Report and Attachments)
- ADD TO ITEM #5-15** CONSIDERATION OF STATUS OF FEDERAL LEGISLATION AND REPORT REGARDING THE AMERICAN PUBLIC TRANSPORTATION ASSOCIATION LEGISLATIVE CONFERENCE
(Add Staff Report and Attachment)

REGULAR AGENDA:

- ADD TO ITEM #7** CONSIDERATION OF ADOPTION OF AMENDED FARE ORDINANCE TO REVISE HIGHWAY 17 EXPRESS FARES AND THE SCHOOL STUDENT FIELD TRIP RATE
(Add all Emails received and Information from Paul Marcelin-Sampson, Bus Riders Union)
- ADD TO ITEM #8** CONSIDERATION OF APPROVAL OF FY 04-05 PRELIMINARY LINE ITEM BUDGET FOR REVIEW AND CLAIMS PURPOSES/STUDY SESSION
(Replace Staff Report. Replace Pages 8.a2, 8.a3, 8.a6. Add Attachments B through I)

- DELETE ITEM #9** CONSIDERATION OF OFFERING NOMINEES FOR MEMBERSHIP FOR THE METRO ADVISORY COMMITTEE (MAC)
(Action taken at the March 12, 2004 Board Meeting)
- ADD TO ITEM #12** CONSIDERATION OF APPOINTMENT OF NOMINEES TO MEMBERSHIP OF METRO ADVISORY COMMITTEE (MAC)
(Add Staff Report and Attachments)
- ADD TO ITEM #13** CONSIDERATION OF REQUEST FOR AUTHORIZATION TO USE STATE CONTRACT FOR PURCHASE OF PICKUP TRUCK
(Add Staff Report and Attachment)
- ADD TO ITEM #14** CONSIDERATION OF A STAFF PROPOSAL TO REQUEST \$60,000 IN FTA PLANNING FUNDS FROM AMBAG TO DEVELOP A SHORT RANGE TRANSIT PLAN
(Add Staff Report and Attachment)
- ADD TO ITEM #15** CONSIDERATION OF AMENDING TRANSIT CENTER TENANTS' LEASES TO ALLOW FOR HEALTH AND SAFETY INSPECTIONS OF ALL TENANTS' PREMISES WITHOUT NOTICE AND AT METRO'S DISCRETION AND METRO'S ABILITY TO ENTER TENANTS' PREMISES WITHOUT NOTICE FOR EMERGENCIES
(Add Staff Report)
- ADD TO ITEM #16** CONSIDERATION OF SERVICE ADJUSTMENTS FOR JUNE 3, 2004
(Add Staff Report and Attachments)

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA
MARCH 12, 2004 (Second Friday of Each Month)
SCMTD ENCINAL CONFERENCE ROOM
370 ENCINAL STREET, SUITE 100
SANTA CRUZ, CALIFORNIA
9:00 a.m. – 11:00 a.m.

SECTION I: OPEN SESSION - 9:00 a.m.

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION:
 - a. R. Paul Marcelin-Sampson RE: Highway 17 Express Service
3. LABOR ORGANIZATION COMMUNICATIONS
4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

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REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS
Presented by: Emily Reilly, Chairperson
Staff Report: Attached
PRESENTATION WILL BE MADE AT THE MARCH 26, 2004 BOARD MEETING

7. CONSIDERATION OF ADOPTION OF AMENDED FARE ORDINANCE TO REVISE HIGHWAY 17 EXPRESS FARES AND THE SCHOOL STUDENT FIELD TRIP RATE
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
PUBLIC HEARING WILL BE HELD ON MARCH 26, 2004 AT 9:00 A.M.

8. CONSIDERATION OF APPROVAL OF FY 04-05 PRELIMINARY LINE ITEM BUDGET FOR REVIEW AN CLAIMS PURPOSES/STUDY SESSION
Presented by: Elisabeth Ross, Finance Manager
Staff Report: Attached

9. CONSIDERATION OF OFFERING NOMINEES FOR MEMBERSHIP FOR THE METRO ADVISORY COMMITTEE (MAC)
Presented by: Les White, General Manager
Staff Report: Attached
ACTION IS REQUIRED AT THE MARCH 12, 2004 BOARD MEETING

10. CONSIDERATION OF RESOLUTIONS AUTHORIZING SUBMITTAL OF FY 2005 STA AND TDA CLAIMS
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached

11. REVIEW SANTA CRUZ METRO BYLAWS FOR POSSIBLE MODIFICATIONS TO BE FINALIZED AT A SUBSEQUENT MEETING
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The Metro Riders Union
La Unión de Los Pasajeros

Post Office Box 1402
Santa Cruz California 95061
<http://www.metroridersunion.org>
info@metroridersunion.org
(831) 421-9031

2004 March 03

Mrs Sheryl Ainsworth
Scotts Valley City Councilor and Member, SCMTD Board of Directors
400 Twin Pines Drive
Scotts Valley California 95066

Dear Mrs Ainsworth:

That you care about the needs of riders was evident from your insightful remarks during the Highway 17 Express deliberations on February 27th. I thank you, on behalf of those who use the Highway 17 Express and the Amtrak bus, for considering new destinations and services.

The Metro Riders Union received much feedback about the Highway 17 Express and took an active role in improving the proposal. Efforts included:

- Rider outreach through online discussions, radio interviews, and our newsletter
- One-on-one meetings with 6 Metro board members and requests to meet with the others
- A presentation before the Board of Directors of the Capitol Corridor Joint Powers Authority (CCJPA), at their December meeting in Suisun
- Contacts with managers/planners at Metro, the CCJPA, Caltrans, and Caltrain
- The issuance of photos and a press release to celebrate Metro's new Highway 17 fleet
- The issuance of a Spanish-language press release to promote the Highway 17 Express among Spanish speakers in Santa Clara County

Now that the basic service seems secure, we are setting our sights on future improvements. We are initiating discussions in our online forum, and in a forum for transit riders in Santa Clara County, regarding your suggestions for service to the Norman Y. Mineta San Jose International Airport, Santa Clara University, and Los Gatos.

As a veteran user of regional transit in the San Francisco Bay Area, I would like to share some background information.

1. Airport service

The best things Metro can do to attract air travelers to the Highway 17 Express are:

- Restore a midnight bus trip between San Jose and Santa Cruz. Based on the Highway 17 schedule that the board approved on February 27th, and taking into account necessary transit connections, the latest possible flight arrival time for Highway 17 riders is 7:45 PM at SFO or 8:30 PM at SJC. These times are too early to begin with, and they assume no flight delays or baggage claim problems.

- Permit fast connections by revising the Highway 17 schedule when Caltrain launches its "Baby Bullet" express service. Travel time from Santa Cruz to SFO can be reduced from 3 hours to 2.
- Lobby the Santa Clara Valley Transportation Authority (VTA) to extend its Route 10 Airport Flyer service directly to San Jose, for a timed connection with the Highway 17 Express. Travel time from Santa Cruz to SJC can be reduced from 2 hours to 1½.

Extending the Highway 17 Express to SJC might not be a good idea. AC Transit's experience is a case in point. In 1999, AC Transit inaugurated premium express service from Downtown San Francisco to the Oakland International Airport. Line A offered:

- The lowest fare in the corridor
- A bus every 30 minutes, 24 hours a day
- Faster service than BART + the AirBART shuttle
- Luxury coaches with reclining seats, reading lights and laptop power outlets
- A travel time that was competitive with driving (priority on- and off-ramps for Bay Bridge access, and just 3 stops on the entire bus route)

Line A linked a *major* city to a *growing* airport, operated during the economic boom, had every possible amenity, and was backed by various marketing efforts. Even so, ridership was low. Long before September 11th, 2001, AC Transit moved to cancel the service.

What results could Metro expect from a Santa Cruz to SJC route? San Jose is the least desirable of the Bay Area's major airports. Between 2001 and 2002, Oakland saw an *increase* in passenger traffic, San Francisco a substantial decline, and San Jose an *even worse decline*. SJC lacks basic amenities like jetways and a modern retail area.

SJC has the worst public transit service of the three airports. Whereas a major transit project has just been completed at SFO and two are in the works at OAK, voters recently deleted transit from the list of prerequisites to SJC's expansion. Metro would have little to gain by entering such a transit-unfriendly environment.

Airport	Direct rail service	Other rail, via shuttle	Local bus
San Francisco <i>SFO</i>	BART	Caltrain	24 hours
Oakland <i>OAK</i>	(Rail link in final planning stages)	Amtrak (station under construction); BART	24 hours
San Jose <i>SJC</i>	(Rail requirement repealed by voters)	Caltrain; VTA Light Rail	Ends around 11:30 PM

2. Santa Clara University service

Daytime travel from Santa Cruz to Santa Clara University takes 1 hour and 15 minutes and requires only 1 transfer. The University is across the street from Santa Clara Caltrain.

The rider gets off the Highway 17 Express bus (or the Amtrak bus, while it still exists) in San Jose and boards Caltrain. Five minutes later, the rider gets off in Santa Clara.

Extending the Highway 17 Express from San Jose to Santa Clara University would result in a longer, not shorter, trip. Since the Caltrain right-of-way is private and direct, Caltrain covers the distance between San Jose and Santa Clara faster than a bus could. As is often the case with transit itineraries that span multiple jurisdictions, more marketing is necessary.

3. Los Gatos stop

Riding Metro and VTA from Santa Cruz to Los Gatos takes 2 hours and requires 2 transfers. Metro has a compelling reason to add a Highway 17 stop in Los Gatos: the trip could be accomplished in 45 minutes, with no transfer.

Riding VTA from Downtown San Jose to Los Gatos takes over an hour and requires 1 transfer. VTA has a compelling reason to add a Highway 17 stop in Los Gatos: the trip could be accomplished in 15 minutes, with no transfer.

Unfortunately, Metro and the VTA might face legal action from VTA's bus operators. Adding a Los Gatos stop to the Highway 17 Express would divert riders from VTA's local system.

Let us consider a current example from the Bay Area. Golden Gate Transit, whose service area extends from Sonoma County to San Francisco, operates regional service between San Rafael and Richmond, over the Richmond - San Rafael Bridge. Richmond is inside AC Transit's service area. In Richmond, the two agencies' buses run side by side, but Golden Gate cannot accept any local passengers.

AC Transit proposed letting Golden Gate accept local passengers on this single corridor. According to a February 4th staff report, this sensible proposal was abandoned "[b]ecause of concerns and potential litigation raised by labor organizations". The jurisdictional squabble seems even less reasonable when one considers that the two agencies' bus operators belong to the same union, the Amalgamated Transit Union (ATU).

It so happens that VTA's bus operators also belong to the ATU. If plans for a Los Gatos stop move forward, as they should, Metro must remain vigilant. Should labor exert unreasonable demands, please put the needs of riders first.

The Metro Riders Union will continue to solicit, and share with Metro, the rider comments that we receive. We are excited about the initial program for consolidated service on Highway 17, and about long-term prospects for improvement.

Yours truly,



Paul Marcelin-Sampson
Founder, The Metro Riders Union / La Unión de Los Pasajeros

cc: SCMTD Board of Directors

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

February 13, 2004

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, February 13, 2004 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice Chairperson Keogh called the meeting to order at 9:00 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Jan Beautz (arrived after roll call)
Michelle Hinkle
Mike Keogh
Emily Reilly
Mike Rotkin
Pat Spence
Mark Stone

DIRECTORS ABSENT

Dennis Norton
Dale Skillicorn
Marcela Tavantzis
Ex-Officio Wes Scott

STAFF PRESENT

Bryant Baehr, Operations Manager
Frank Cheng, M/B Project Manager
Mark Dorfman, Assistant General Manager
Marilyn Fenn, Asst. Finance Manager
Margaret Gallagher, District Counsel

David Konno, Facilities Maint. Manager
Steve Paulson, Paratransit Administrator
Judy Souza, Base Superintendent
Tom Stickel, Fleet Maint. Manager
Les White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

Sharon Barbour, MASTF
Heather Boerner, *Sentinel*
Scott Bugental, Seniors Commission
Jenna Glasky, SEA
Kathleen Johnson, Ombudsman Advocate
Gary Klemz, SEIU

Paul Marcelin-Sampson, Bus Riders Union
Manny Martinez, PSA
Jeff North, UTU
Eric Schatmeier, Caltrans
Tegan Speiser, SCCRTC
Bob Yount, MASTF

2. ORAL AND WRITTEN COMMUNICATION

Oral:

Vice Chairperson Keogh stated that Item #10 - CONSIDERATION OF EXTENSION OF SANTA CRUZ NEEDLE EXCHANGE PROGRAM FOR TRANSIT CENTERS would be pulled from the agenda due to lack of funding for this program.

Les White introduced Frank Cheng as the new MetroBase Project Manager.

Sharon Barbour spoke regarding the cartoon referenced under Written Communications.

Les White introduced Eric Schatmeier of Caltrans who will discuss Item #6.

Written:

- | | | |
|----|-------------------------------------|-------------------------|
| a. | Paul Marcelin-Sampson | RE: Paratransit/Hwy. 17 |
| b. | Cliff Tillman/Bonnie Morr, SEIU/UTU | RE: ParaCruz In-House |
| c. | Bonnie Morr, UTU | RE: ParaCruz In-House |

3. LABOR ORGANIZATION COMMUNICATIONS

None

4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Handouts: Amended Pages for Item #5-9: 5-9.a1 & 5-9.b1
Amended Pages for Item #6: 6A.a1, 6A.a2 & 6A.a3

These handouts will be included in the February 27, 2004 Agenda Packet.

CONSENT AGENDA

5-1. APPROVE REGULAR BOARD MEETING MINUTES OF JANUARY 9 AND JANUARY 23, 2004

No questions or comments.

5-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS

No questions or comments.

5-3. ACCEPT AND FILE JANUARY 2004 RIDERSHIP REPORT

No questions or comments.

5-4. CONSIDERATION OF TORT CLAIMS: Reject the Claim Entirely of Virginia Amato, Claim #04-0002

No questions or comments.

5-5. ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF FEBRUARY 19, 2004 AND THE MINUTES OF THE JANUARY 15, 2004 MEETING

No questions or comments.

5-6. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR DECEMBER 2003, AND APPROVAL OF BUDGET TRANSFERS

There was discussion regarding the current budget deficit and next year's anticipated shortfalls, including TDA shortfalls.

5-7. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR NOVEMBER 2003

No questions or comments.

5-8. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR DECEMBER 2003

No questions or comments.

5-9. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE

Classes at UCSC were in session for an additional five days. Mr. Baehr asked to remove the Billable Days column from the report since they no longer have any impact. Ridership is up for students by approximately 6.5% and for faculty/staff by approximately 25% year-to-date.

5-10. CONSIDERATION OF AWARD OF CONTRACT TO BROWN, ARMSTRONG, PAULDEN, MCCOWN, STARBUCK, & KEETER ACCOUNTANCY CORPORATION FOR FINANCIAL AUDIT AND TAX SERVICES

This item is for a new contract to provide internal financial and audit services.

5-11. CONSIDERATION OF AMENDING DAY WIRELESS CONTRACT

Tom Stickel cited a correction on the financial consideration portion of the staff report. Funds for the contract would come from Fleet Maintenance, not Facilities Maintenance. This is a one-year extension to the existing contract.

5-12. CONSIDERATION OF EXTENDING CONTRACTS WITH VEHICLE MAINTENANCE PROGRAM, INC. FOR HEAVY DUTY BRAKE DRUMS, BATTERIES U.S.A., INC. FOR HEAVY DUTY COACH AND AUTOMOTIVE BATTERIES, AND BAY COUNTIES PITCOCK PETROLEUM, INC. FOR 15W-40 ENGINE OIL

Tom Stickel reported that this request is for a one-month extension to bridge for all three expired contracts until the new contracts are in place. A request will be made of the Board in March for new contracts to be awarded.

5-13. CONSIDERATION OF ONE-YEAR RENEWAL OF CONTRACTS WITH VEHICLE MAINTENANCE PROGRAM, INC. FOR BUS FILTERS AND TIFCO INDUSTRIES, INC. FOR FASTENERS AND TERMINALS

5-14. ACCEPT AND FILE CALL STOP AUDIT REPORT

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Move this item to Closed Session for further discussion.

Motion passed unanimously with Directors Beautz, Norton, Skillicorn and Tavantzis being absent.

5-15. CONSIDERATION OF AMENDING THE ACQUISITION AND RELOCATION ASSISTANCE SERVICES AGREEMENT WITH THE CITY OF SANTA CRUZ TO REFLECT INCREASED RATES FOR LEGAL SERVICES FOR METROBASE PROPERTY ACQUISITION

This item is for approval of an increase in the hourly fee for legal services that METRO will require for the acquisition of the MetroBase property.

5-16. ACCEPT AND FILE NOTIFICATION OF ACTIONS TAKEN IN CLOSED SESSION REGARDING THE FOLLOWING CLAIMS ON THE DATES INDICATED: WORKERS COMPENSATION SETTLEMENT CLAIM OF RICHARD CASTRO

No questions or comments.

REGULAR AGENDA

6. CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING (MOU) WITH CALTRANS, THE CAPITAL CORRIDOR JOINT POWERS AUTHORITY, AMTRAK, THE VALLEY TRANSPORTATION AUTHORITY AND SANTA CRUZ METRO FOR THE CONSOLIDATION OF THE HIGHWAY 17 EXPRESS SERVICE AND THE SANTA CRUZ-SAN JOSE AMTRAK CONNECTOR SERVICE

Summary:

An agreement will be brought to the February 27th Board meeting. Mr. White reported that Amtrak would not be a part of the agreement since they are a contractor to the Capital Corridor Joint Powers Authority. VTA's Board will take this issue up on March 4th; Capital Corridor will review it on February 18th.

Discussion:

Discussion ensued regarding direct service from Pacific Station/Metro Center, weekend and holiday service, connections with rail service, lack of accessible equipment on Greyhound buses. Caltrans will provide funding for service increments that METRO does not currently provide on Highway 17 at a cost of approximately \$350,000 per year. Eric Schatmeier of Caltrans spoke regarding the feeder bus services and the marketing tools that will be provided for this service.

Direction: Director Rotkin asked that the connections be widely advertised at UCSC.

Director Ainsworth asked for information regarding weekend ridership on the Highway 17 Express.

7. **CONSIDERATION OF 1ST READING OF AMENDED FARE ORDINANCE TO REVISE HIGHWAY 17 EXPRESS FARES AND THE SCHOOL STUDENT FIELD TRIP RATE**

Summary:

The first reading of the Fare Ordinance will take place at the February 27, 2004 Board meeting. The second reading will be at the March 26, 2004 Board meeting during a public hearing process. San Jose State University continues to support this service through their subsidiary; METRO continues to accept the ecology pass and VTA continues to reimburse METRO for this. Mr. Dorfman outlined the various forms of advertising that is taking place to inform customers of these increases and METRO has set up an email address to accept input.

Direction: Director Reilly asked that a copy of the verbiage used on the Highway 17 buses to solicit input be included in the packet for the February 27, 2004 meeting.

DIRECTOR BEAUTZ ARRIVED AT THE MEETING.

Director Rotkin directed staff to bring information back to the Board at a future date on a 10-ride pass. He also asked that prior to the next automatic fare increase, that staff look into the possibility of providing a convenience card-type pass to middle range users.

8. **CONSIDERATION OF PARACRUZ TRANSITION PLAN TO TAKE OPERATIONS IN-HOUSE FROM COMMUNITY BRIDGES**

Summary:

Bryant Baehr gave a Power Point presentation on the ParaCruz operation alternatives. Mr. Baehr discussed the February 5th paratransit summit held by the RTC. The estimated cost of in-house operation would be \$268,570; blended operational cost would be \$173,830. The RTC will report at their April meeting on their individual discussions with stakeholders regarding their recommendations for a task force. Mr. Baehr listed out the recommendations that will be made to the Board at the next Board meeting.

Direction: Director Stone requested a Closed Session on this issue.
Director Reilly requested information at the next meeting on the paratransit vans purchased by METRO.
Director Ainsworth asked for a clear list of impacts to the users by bringing the service in-house or by using a blended service.
Director Rotkin asked for a response at the next Board meeting on how staff would handle an individual who is calling up and is confused about their choices of rides.

THE FOLLOWING ATTENDEES SPOKE TO THIS ISSUE:

Link Spooner of Community Bridges

Kathleen Johnson of Ombudsman Advocate

ACTION: Move this item to Closed Session for further discussion at the February 27, 2004 Board Meeting.

ACTION: MOTION: DIRECTOR SPENCE SECOND: DIRECTOR BEAUTZ

Extend meeting past 11:00 a.m.

Motion passed unanimously with Director Norton, Skillicorn and Tavantzis being absent.

10. DELETED DUE TO LACK OF FUNDING

11. CONSIDERATION OF AGREEMENT WITH THE SANTA CRUZ SEASIDE COMPANY FOR THE PROVISION OF LATE-NIGHT SERVICE

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Move Item #11 to the Consent Agenda.

Motion passed unanimously with Director Norton, Skillicorn and Tavantzis being absent.

9. CONSIDERATION OF AUTHORIZATION TO OPERATE A SHUTTLE FOR THE UNITED TRANSPORTATION UNION (UTU) SENIOR DINNER

Director Keogh pointed out that the Board has not authorized funding any shuttles at all this year and he asked that UTU consider taking funds from their budget.

12. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel

Margaret Gallagher reported that the Board would discuss the Workers Compensation claims of Terrie Peters and Bonnie Morr. The Board will also review the Lane/Loya litigation regarding call stops and Item 5-14 which was moved from the Consent Agenda to Closed Session.

13. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

SECTION II: CLOSED SESSION

Vice Chairperson Keogh adjourned to Closed Session at 11:08 a.m. and reconvened to Open Session at 11:37 a.m.

SECTION III: RECONVENE TO OPEN SESSION

14. REPORT OF CLOSED SESSION

Margaret Gallagher had nothing to report at this time.

ADJOURN

There being no further business, Vice Chairperson Keogh adjourned the meeting at 11:37 a.m.

Respectfully submitted.

Dale Carr
Administrative Services Coordinator

DRAFT

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

February 27, 2004

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, February 27, 2004 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

Chairperson Reilly called the meeting to order at 9:25 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Jan Beautz
Michelle Hinkle
Mike Keogh
Dennis Norton
Emily Reilly

Mike Rotkin
Dale Skillicorn
Ex-Officio Wes Scott
Pat Spence
Mark Stone
Marcela Tavantzis

STAFF PRESENT

Bryant Baehr, Operations Manager
Frank Cheng, M/B Project Manager
Margaret Gallagher, District Counsel
Steve Paulson, Paratransit Administrator

Elisabeth Ross, Finance Manager
Robyn Slater, Human Resource Manager
Tom Stickel, Fleet Maint. Manager
Les White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

Sharon Barbour, MASTF
Heather Boerner, *Sentinel*
Scott Bugental, Seniors Commission
Richard Camperud, Courtesy Cab
Kathleen Johnson, Ombudsman Advocate
Clay Kempf, Seniors Council
Gary Klemz, SEIU
Jeff LeBlanc, MASTF
Paul Marcelin-Sampson, Metro Riders Union

Manny Martinez, PSA
Ian McFadden, SEA
Bonnie Morr, UTU
Karena Pushnik, SCCRTC
Will Regan, VMU
Link Spooner, Lift Line
Marion Taylor, League of Women Voters
Bob Yount, MASTF

2. ORAL AND WRITTEN COMMUNICATION

Written:

- | | | |
|----|-------------------------------------|-------------------------|
| a. | Paul Marcelin-Sampson | RE: Paratransit/Hwy. 17 |
| b. | Cliff Tillman/Bonnie Morr, SEIU/UTU | RE: ParaCruz In-House |
| c. | Bonnie Morr, UTU | RE: ParaCruz In-House |

Oral:

Mike Rotkin, speaking as an individual and not a Board Member, thanked the owners of Bookshop Santa Cruz, Artisans, Logo's, Emily's Bakery, and Data Distributing for contributing funds to pay for First Night Santa Cruz volunteers to receive free bus passes.

Wes Scott thanked Michael Keogh, Sheryl Ainsworth and Bryant Baehr for contributions to keep First Night alive this year.

Karena Pushnik submitted the draft minutes from the RTC Paratransit Summit held on February 5, 2004 to the Board.

Sharon Barbour, MASTF Chair, read the following motion that was passed by MASTF at their recent meeting:

MASTF commends the CTSA (Consolidated Transportation Services Agency) for the improvements in the Paratransit service.

3. **LABOR ORGANIZATION COMMUNICATIONS**

None

4. **ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

- ITEM #5-3** ACCEPT AND FILE JANUARY 2004 RIDERSHIP REPORT
(Page One of Ridership Report will be distributed at the February 27, 2004 Board Meeting)
- ADD TO ITEM #5-9** ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE
(Replace with revised Attachments A & B)
- ADD TO ITEM #5-18** ACCEPT AND FILE STATUS OF METROBASE PROJECT
(Add Staff Report and Attachments)
- REGULAR AGENDA:**
ADD TO ITEM #6 CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING (MOU) WITH CALTRANS, THE CAPITAL CORRIDOR JOINT POWERS AUTHORITY, AMTRAK, THE VALLEY TRANSPORTATION AUTHORITY AND SANTA CRUZ METRO FOR THE CONSOLIDATION OF THE HIGHWAY 17 EXPRESS SERVICE AND THE SANTA CRUZ-SAN JOSE AMTRAK CONNECTOR SERVICE
(Replace with revised Attachments 6A.a1, 6A.a2 and 6A.a3)
- ADD TO ITEM #7** CONSIDERATION OF 1ST READING OF AMENDED FARE ORDINANCE TO REVISE HIGHWAY 17 EXPRESS FARES AND THE SCHOOL STUDENT FIELD TRIP RATE
(Replace with revised Attachment A)
- ADD TO ITEM #8** CONSIDERATION OF PARACRUZ TRANSITION PLAN TO TAKE OPERATIONS IN-HOUSE FROM COMMUNITY BRIDGES
(Replace with revised Staff Report and Attachments)

- DELETE ITEM #10** CONSIDERATION OF EXTENSION OF SANTA CRUZ NEEDLE EXCHANGE PROGRAM FOR TRANSIT CENTERS
(Deleted due to lack of funds)
- ADD TO ITEM #12** CONSIDERATION OF STATUS OF CO-MINGLING PROPOSAL SUBMITTED BY COMMUNITY BRIDGES ON NOVEMBER 6,2003
(Add Staff Report)
- ADD TO ITEM #13** CONSIDERATION OF MODIFYING ROUTES 31 AND 32 USING THE SILTANEN PARK PARKING LOT AS A TURNAROUND INSTEAD OF CONTINUED TRAVEL ON VINE HILL SCHOOL ROAD AND APPROVE INDEMNIFICATION AGREEMENT IN FAVOR OF THE CITY OF SCOTTS VALLEY
(Add Staff Report)
- ADD TO ITEM #14** CONSIDERATION OF ACCEPTANCE OF THE IMPLEMENTATION STATUS REPORT FOR THE METRO ADVISORY COMMITTEE (MAC)
(Add Staff Report)
- ADD TO ITEM #15** CONSIDERATION OF ADOPTION OF POLICIES AND PROCEDURES FOR PROPERTY ACQUISITION AND RELOCATION
(Add Staff Report)
- ADD TO ITEM #16** CONSIDERATION OF SOLE SOURCE PROCUREMENT OF TRAPEZE PASS SCHEDULING SOFTWARE, ASSOCIATED SUPPORT EQUIPMENT AND TRAINING
(Add Staff Report)
- ADD TO ITEM #17** CONSIDERATION OF RANKING OF PROPOSALS FOR CONSTRUCTION MANAGEMENT FOR THE METROBASE PROJECT
(Add Staff Report)

Documentation received after the distribution of the Add-On Packet and distributed at the Board Meeting also included: Fax from the Associated Students of San Jose University, Revised pages 6A.a1, 6A.a2 and 6A.a3, Revised Staff Report for Item #14. These additional items will be attached to these Minutes.

CONSENT AGENDA

- 5-1. APPROVE REGULAR BOARD MEETING MINUTES OF JANUARY 9 AND JANUARY 23, 2004
- 5-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
- 5-3. ACCEPT AND FILE JANUARY 2004 RIDERSHIP REPORT
- 5-4. CONSIDERATION OF TORT CLAIMS: Reject the Claim Entirely of Virginia Amato, Claim #04-0002
- 5-5. ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF FEBRUARY 19, 2004 AND THE MINUTES OF THE JANUARY 15, 2004 MEETING
- 5-6. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR DECEMBER 2003, AND APPROVAL OF BUDGET TRANSFERS
- 5-7. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR NOVEMBER 2003
- 5-8. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR DECEMBER 2003

- 5-9. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE
- 5-10. CONSIDERATION OF AWARD OF CONTRACT TO BROWN, ARMSTRONG, PAULDEN, MCCOWN, STARBUCK, & KEETER ACCOUNTANCY CORPORATION FOR FINANCIAL AUDIT AND TAX SERVICES
- 5-11. CONSIDERATION OF AMENDING DAY WIRELESS CONTRACT
- 5-12. CONSIDERATION OF EXTENDING CONTRACTS WITH VEHICLE MAINTENANCE PROGRAM, INC. FOR HEAVY DUTY BRAKE DRUMS, BATTERIES U.S.A., INC. FOR HEAVY DUTY COACH AND AUTOMOTIVE BATTERIES, AND BAY COUNTIES PITCOCK PETROLEUM, INC. FOR 15W-40 ENGINE OIL
- 5-13. CONSIDERATION OF ONE-YEAR RENEWAL OF CONTRACTS WITH VEHICLE MAINTENANCE PROGRAM, INC. FOR BUS FILTERS AND TIFCO INDUSTRIES, INC. FOR FASTENERS AND TERMINALS
- 5-14. ACCEPT AND FILE CALL STOP AUDIT REPORT
- 5-15. CONSIDERATION OF AMENDING THE ACQUISITION AND RELOCATION ASSISTANCE SERVICES AGREEMENT WITH THE CITY OF SANTA CRUZ TO REFLECT INCREASED RATES FOR LEGAL SERVICES FOR METROBASE PROPERTY ACQUISITION
- 5-16. ACCEPT AND FILE NOTIFICATION OF ACTIONS TAKEN IN CLOSED SESSION REGARDING THE FOLLOWING CLAIMS ON THE DATES INDICATED: WORKERS COMPENSATION SETTLEMENT CLAIM OF RICHARD CASTRO
- 5-17. CONSIDERATION OF AGREEMENT WITH THE SANTA CRUZ SEASIDE COMPANY FOR THE PROVISION OF LATE-NIGHT SERVICE
(Moved to Consent Agenda at the February 13, 2004 Board Meeting. Staff report retained original numbering as Item #11)
- 5-18. ACCEPT AND FILE STATUS OF METROBASE PROJECT

Director Spence asked for a correction in the Minutes to be made on Page 5-1.16 by changing "...discuss the possibility of having alternates on MAC" changed to ".....having ex officio members on MAC". This change will be made to the file copy of the Minutes.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Approve the Consent Agenda with Director Skillicorn abstaining from approval of the January 9, 2004 Board Meeting Minutes.

Motion passed unanimously.

REGULAR AGENDA

- 6. CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING (MOU) WITH CALTRANS, THE CAPITAL CORRIDOR JOINT POWERS AUTHORITY, AMTRAK, THE VALLEY TRANSPORTATION AUTHORITY AND SANTA CRUZ METRO FOR THE CONSOLIDATION OF THE HIGHWAY 17 EXPRESS SERVICE AND THE SANTA CRUZ-SAN JOSE AMTRAK CONNECTOR SERVICE

Summary:

Les White summarized this item and stated that he has been in negotiations over the last three years with all the parties involved. A last minute fax was received from the Associated Students of San Jose State University and corrections to the Staff Report attachments were distributed. He added that if the involved agencies cannot operate the service collaboratively, it is likely that all Amtrak connector service would be discontinued from Santa Cruz County as of October 2004. Caltrans proposed that they would enhance the Highway 17 service in exchange for a schedule coordination and identity that the vehicle is an Amtrak connector bus. Tickets would be available via a Quicktrack machine at Pacific Station/Metro Center and, possibly in Scotts Valley. Mr. White itemized what Caltrans would offer in exchange for this coordination of schedules. Service would be provided on weekends and holidays as well. This proposal has been approved by the Capitol Corridor and is going before the VTA and Caltrans boards shortly. The Highway 17 Express service fare increases would be effective when the service goes into the Pacific Station/Metro Center.

Discussion:

MEMBERS OF THE PUBLIC WHO SPOKE IN FAVOR OF THIS ISSUE:

Sharon Barbour, MASTF
Paul Marcelin-Sampson, Bus Riders Union
Jeff LeBlanc, MASTF

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Authorize the General Manager to execute a Memorandum of Understanding between Caltrans, the Capitol Corridor Joint Powers Authority, the Valley Transportation Authority, and METRO for the consolidation of the Highway 17 Express service and the Amtrak Santa Cruz-San Jose Connector service.

Director Keogh stated that the potential removal of the funding would not eliminate METRO's requirement to provide this service. Ex Officio Director Scott stated that this is an important service to UCSC and UC would be willing and able to offer marketing assistance on the new ridership routes. The group that will oversee this service will meet each quarter to review the service.

Motion passed unanimously.

7. CONSIDERATION OF 1ST READING OF AMENDED FARE ORDINANCE TO REVISE HIGHWAY 17 EXPRESS FARES AND THE SCHOOL STUDENT FIELD TRIP RATE

Summary:

This is a companion piece to the Highway 17 service being brought to the Pacific Station/Metro Center. Today is the first reading of the Fare Ordinance. The second reading will take place at the public hearing being held at the March 26th Board meeting. Mr. Baehr outlined the proposed fare increases to the Highway 17 service and student school field trip rate and itemized the various forms of advertising of these increases to the public.

Discussion:

The issue of a 10-ride pass will be addressed after the service is put into place. No action was necessary at this time.

8. CONSIDERATION OF PARACRUZ TRANSITION PLAN TO TAKE OPERATIONS IN-HOUSE FROM COMMUNITY BRIDGES

Summary:

Bryant Baehr pointed out that the staff recommendations have changed since the last meeting and a revised staff report was included in this meeting's agenda packet. Mr. Baehr presented a slide show, which indicated that the cost of in-house operation of this service would be \$268,570 and blended operation would be \$173,820. Staff is requesting that the Board authorize staff to begin negotiations with UTU. Mr. Baehr supplied information on the new paratransit vehicles purchased by METRO, the impact on the ridership with the in-house and blended operations, layoffs at Community Bridges, and the 2/5/04 RTC paratransit summit meeting.

Discussion:

MEMBERS OF THE PUBLIC WHO SPOKE ON THIS ISSUE:

Bonnie Morr, Chair of UTU, discussed the timeframe to bring service in-house vs. layoffs at Community Bridges and efficiency of the service without a trainer at Community Bridges. Ms. Morr advocated to bring the service in-house as soon as possible.

Art Zamudio, UTU/Community Bridges, wants a decision as soon as possible and said that the paratransit drivers want to come in-house.

Link Spooner of Lift Line discussed the excellent benefits at Community Bridges and stated that a previous statement that Life Line does not have a trainer is untrue. He added that Community Bridges just purchased Mobile Data Communication Devices and that there are no further plans to lay off employees. Mr. Spooner stated his desire to renegotiate the contract with Les White. He also complimented Courtesy Cab for the service they offer when contacted for paratransit rides.

Sharon Barbour, Chair of MASTF, recommended that the Board of Directors wait before making a decision to bring service in-house until conclusions are presented from the 2/5/04 summit meeting.

Clay Kempf, Agency on Aging, discussed cost overages, projections for co-mingling and blended service, and requested that a decision be put on hold until summit findings are presented. He also complimented Lift Line drivers.

Paul Marcelin-Sampson, Bus Riders Union, spoke regarding Community Bridges contracting rides out when they are laying off employees. He added that there are conflicts in the UTU contract at Community Bridges vs. UTU's contract with METRO.

Kathleen Johnson, Ombudsman Advocates, stated that it is important for the Board to take into consideration recommendations of the Task Force which was formed as a result of the RTC summit on 2/5/04. She also discussed the cost of consultants used for recertification vs. utilizing skilled nursing facility staff to recertify their residents. She added that a change of telephone number when calling for a paratransit ride would be confusing to some users.

Ian McFadden, SEA Chapter President, stated that the purchase of the Trapeze software would be based on the UTU and contract negotiations. The purchase would be made prior to knowing what agreement was reached or what the cost per ride would be. He added that he wants SEIU to be present in May for the negotiations.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR ROTKIN

Authorize the General Manager to take the following actions:

- 1. Notify Community Bridges that METRO wishes to engage in discussions regarding potential contract modifications to be effective October 2, 2004 and/or the potential of contract termination for convenience effective on October 2, 2004.**
- 2. Request expressions of interest from potential vendors for on-street ParaCruz services.**
- 3. Authorize staff to enter into negotiations with the United Transportation Union Local 23 concerning ParaCruz operation.**
- 4. Authorize staff to continue to develop a plan that would provide for the co-mingling of trips that is compliant with ADA requirement.**

Direction: Director Ainsworth asked that staff solve the problem with users having to make a second phone call, even if it means METRO staff redirecting the call.

Motion passed unanimously.

9. CONSIDERATION OF AUTHORIZATION TO OPERATE A SHUTTLE FOR THE UNITED TRANSPORTATION UNION (UTU) SENIOR DINNER

Discussion:

Director Keogh expressed concern with funding a shuttle when all other shuttle requests have been denied. He suggested that UTU consider collecting funds themselves for this service and offered to contribute to this cause. Total cost of the shuttle is \$240.00. Director Rotkin also volunteered to contribute and suggested UTU ask each director individually to contribute. Bonnie Morr also asked for Board volunteers to assist with the dinner itself.

NO BOARD ACTION WAS TAKEN ON THIS ITEM.

10. DELETED DUE TO LACK OF FUNDING

11. MOVED TO CONSENT AGENDA AS ITEM #5-17

12. CONSIDERATION OF STATUS OF CO-MINGLING PROPOSAL SUBMITTED BY COMMUNITY BRIDGES ON NOVEMBER 6, 2003

Summary:

Bryant Baehr reported that no action is required today. This is an informational item only. He will return to the Board in one month after staff has researched whether METRO can legally co-mingle rides. Currently, MediCal will not pay for riders in vehicles that are funded by public funds. This may impact the co-mingling concerns.

MEMBER OF THE PUBLIC WHO SPOKE IN FAVOR OF CO-MINGLING:

Clay Kempf, Agency on Aging

13. CONSIDERATION OF MODIFYING ROUTES 31 AND 32 USING THE SILTANEN PARK PARKING LOT AS A TURNAROUND INSTEAD OF CONTINUED TRAVEL ON VINE HILL SCHOOL ROAD AND APPROVE INDEMNIFICATION AGREEMENT IN FAVOR OF THE CITY OF SCOTTS VALLEY

Summary:

Staff is requesting approval to modify Routes 31 and 32 to alleviate the need to travel on the extended portion of Vine Hill Road and to utilize the Siltanen Park parking lot as a turnaround. The City of Scotts Valley agreed to this turnaround for a six month trial period. METRO would fund the minor modifications needed.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BEAUTZ

Approve the modifications to Routes 31 and 32 to use the Siltanen Park parking lot as a bus turnaround for a trial period not to exceed six months and approve the Indemnification Agreement in favor of the City of Scotts Valley.

Director Keogh pointed out that a parking lot is not built to the same standard as a road and that METRO is buying an asphalt patch job.

Motion passed unanimously.

14. CONSIDERATION OF ACCEPTANCE OF THE IMPLEMENTATION STATUS REPORT FOR THE METRO ADVISORY COMMITTEE (MAC)

Summary:

Les White reported that staff has solicited applications to MAC and the list of applicants is included in the staff report. Full applications will be provided to any Directors who would like them. The Directors were asked to bring their nominations to the March 12th Board Meeting. The nominations will be presented in a staff report for appointment at the March 26th Board meeting. The first meeting of MAC is scheduled for April 21st.

Direction: Director Spence directed staff to see if the Sutter Hospital conference room is available for these meetings.

MEMBERS OF THE PUBLIC WHO SPOKE ON THIS ISSUE:

Sharon Barbour stated that the meeting location should be midway between Watsonville and San Lorenzo Valley.

Jeff LeBlanc stated that the bus routes that run late at night should be a consideration when choosing a meeting location since the meetings will go into the evening.

15. CONSIDERATION OF ADOPTION OF POLICIES AND PROCEDURES FOR PROPERTY ACQUISITION AND RELOCATION

Summary:

Frank Cheng reported that apparently METRO has never formally adopted procedures for property acquisition and relocation. Policies and procedures have been developed and staff is requesting that the Board adopt these.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Adopt the Policies and Procedures for property acquisition and relocation, as recommended by staff.

Motion passed unanimously.

16. CONSIDERATION OF SOLE SOURCE PROCUREMENT OF TRAPEZE PASS SCHEDULING SOFTWARE, ASSOCIATED SUPPORT EQUIPMENT AND TRAINING

Summary:

Bryant Baehr reported on the need for this software during his presentation on Item #12.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR AINSWORTH

Authorize the General Manager to purchase Trapeze PASS scheduling software, associated support equipment, implementation services and training from Trapeze Software Group, Inc. at a cost of \$81,990. Authorize the General Manager to purchase an additional seven (7) licenses as needed at a cost of \$3,500 per concurrent user license.

Discussion:

There was discussion on the training and license aspects of this software.

Direction: Director Tavantzis requested information on the frequency of training and the number of trainers being sent.

MEMBERS OF THE PUBLIC WHO SPOKE IN FAVOR OF THIS ISSUE:

Paul Marcelin-Sampson, Bus Riders Union

Motion passed unanimously.

17. CONSIDERATION OF RANKING OF PROPOSALS FOR CONSTRUCTION MANAGEMENT FOR THE METROBASE PROJECT

Summary:

Tom Stickel reported that retaining the services of a construction manager is an essential element of getting the MetroBase project completed. It is a part of the FTA requirements to solicit proposals, perform a ranking and negotiate a contract. A correction to the evaluation committee information was made in that it was a five member committee rather than a six member committee as stated in the staff report.

Direction: Director Tavantzis asked if Harris and Associates, the #1 ranked firm, is the same as the large local firm with the same name. Mr. White will check on this.

Discussion:

It was confirmed that fifty firms received Requests for Proposals and that the same point person would be in charge of the project to completion. There was discussion regarding indemnification and insurance. Mr. White also confirmed that METRO has an MOU with the City of Santa Cruz for on-site inspection services.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Approve the ranking order for construction management services for the MetroBase project, as set forth in the staff report.

Motion passed unanimously.

ADJOURN

There being no further business, Chairperson Reilly adjourned the meeting at 11:47 a.m.

Respectfully submitted.

Dale Carr
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS FOR COAST COMMERCIAL BANK

DATE: 02/01/04 THRU 02/29/04

CHECK NO	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	TRANSACTION COMMENT
30	02/06/04	385.00	041218 ALLARD'S SEPTIC SERVICE, INC.		365	FAC WASTE DISPOSAL	385.00	
31	02/06/04	9,885.98	001049 VISION SERVICE PLAN		366	FEB VISION INSURANCE	9,885.98	
32	02/06/04	2,005.92	001053 NEW FLYER INDUSTRIES LIMITED		367	37 * 11 MIRRORS 1578	2,005.92	
33	02/06/04	185.65	001315 WASTE MANAGEMENT OF SO CO		368	JAN MT HERMON/KINGS	41.60	
					369	M-KINGS VILLAGE	142.05	
34	02/06/04	87,748.18	001318 DEVCO OIL		370	JAN FUEL	87,748.18	
35	02/06/04	195.00	001492 EVERGREEN OIL INC.		371	FAC WASTE DISPOSAL	195.00	
36	02/06/04	1,132.00	015223 SANTA CRUZ MEDICAL, INC		372	DEC MEDICAL EXAM	1,132.00	
37	02/06/04	17,917.77	001516 UNUM		373	FEB LTD INSURANCE	17,917.77	
38	02/06/04	1,165.00	001568 SANTA CRUZ AREA TMA		374	2004 ANNUAL MEMBER	1,165.00	
39	02/06/04	33.35	001711 MOHAWK MFG. & SUPPLY CO.		375	REV VEH PARTS 39	33.35	
40	02/06/04	161,537.34	001762 COMMUNITY BRIDGES		376	DEC ADA PARATRANSIT	161,537.34	
41	02/06/04	397.81	001921 GLOBAL EQUIPMENT CO.		377	SAFETY SUPPLIES	397.81	
42	02/06/04	1,576.22	001976 SPORTWORKS NORTHWEST, INC.		378	REV VEH PARTS 1359	1,576.22	
43	02/06/04	349.73	002028 WESTCOAST LEGAL SERVICE		379	PROF/TECH SVCS	349.73	
44	02/06/04	627.00	002048 A TOOL SHED, INC.		380	EQUIPMENT RENTAL	627.00	
45	02/06/04	3,722.57	002117 TULIANDA NICK		381	2003 UTILITIES/TAX	3,722.57	
46	02/06/04	10,470.00	002123 BIRD, INC.		382	HASTUS SW MAINT	10,470.00	
47	02/06/04	2,000.00	002357 SKAN & YODER, INC.		383	DEC LEGISLATIVE SVCS	2,000.00	
48	02/06/04	3,750.00	002346 CHANEY, CAROLYN & ASSOC., INC.		384	FEB LEGISLATIVE SVCS	3,750.00	
49	02/06/04	276.78	002447 SETON IDENTIFICATION PRODUCTS		385	VEH/PROP SIGNS 245	276.78	
50	02/06/04	235.00	002448 CLEARVIEW WINDOWS		386	WTC WINDOW CLEANING	235.00	
51	02/06/04	416.00	002557 DEPARTMENT OF JUSTICE		387	DEC FINGERPRINTS	416.00	
52	02/06/04	25.00	002607 CTC ANALYTICAL SERVICES INC.		388	OUT REPAIR REV VEH	25.00	
53	02/06/04	2,000.00	002634 FITNEY BOWES PURCHASE POWER		389	EGAL DEF FOR METR	2,000.00	
54	02/06/04	157.65	002639 NEXTEL COMMUNICATIONS		390	12/26-1/25 PHONES	157.65	
55	02/06/04	253.80	002643 IOS CAPITAL		391	2/22-3/21 CANNON RENT	253.80	
56	02/06/04	17.66	002689 B & B SMALL ENGINE REPAIR		392	REPAIRS/MAINTENANCE	17.66	
57	02/06/04	531.17	002713 SANTA CRUZ AUTO TECH, INC		393	OUT REPAIR/#202	531.17	
					394	OUT REPAIR/#603E	529.07	
					395	OUT REPAIR/#001	405.66	
58	02/06/04	439.50	007 UNITED PARCEL SERVICE		396	DEC/JAN FREIGHT OUT	439.50	
59	02/06/04	12,113.95	009 PACIFIC GAS & ELECTRIC		397	2/25-1/26 SAKATA	11.47	
					398	12/30-1/28 RODRIGUEZ	1,280.60	
					399	12/31-1/29 HRVY WST	29.75	
					400	12/31-1/29 GOLF CLUB	1,345.76	
					401	12/31-1/29 GOLF CLUB	1,027.44	
					402	12/31-1/29 RIVER	1,653.65	
					403	12/31-1/29 111 DUB	681.53	
					404	12/31-1/29 111 DUB	2770.25	
					405	12/31-1/29 RIVER	656.61	
					406	12/31-1/29 370 END	2730.43	
					407	12/31-1/29 370 END	1,122.20	
					408	12/30-1/28 RODRIGUEZ	69.40	
					409	12/25-1/26 SAKATA	11.70	
					410	12/30-1/28 BEACH	97.94	
60	02/06/04	250.00	014 CABRILLO COLLEGE		411	FINGERPRINTING	250.00	
61	02/06/04	102.95	018 BAYVIEW VALLEY FORD SALES		412	REV VEH PARTS	102.95	
					413	REV VEH PARTS	472.42	
62	02/06/04	548.90	020 ADT SECURITY SERVICES INC.		414	RPR SHK ALM/FEB ALRM	548.90	

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74	02/01/04	1,588.11	048 PALACE ART & OFFICE SUPPLY		480	OFFICE SUPPLIES	1,588.11	
75	02/05/04	62.49	048 ROYAL WHOLESALE ELECTRIC		416	SMALL TOOLS/FACIL	62.49	
76	02/05/04	60.16	0619 REGISTER PAJARDIAN		417	CLASSIFIED AD	60.16	
77	02/06/04	647.65	107 SAN LORENZO LUMBER CO., INC.		418	REPAIRS/MAINTENANCE	647.65	
78	02/06/04	798.25	117 GILLIS CORPORATION		419	REV VEH PARTS	798.25	
79	02/06/04	1,826.14	130 WATSONVILLE CITY WATER DEPT.		420	CONTAINER RODRIGUEZ	1,826.14	
					421	11/4-1/6 RODRIGUEZ	445.39	
					422	11/4-1/6 RODRIGUEZ	60.02	
					423	11/4-1/6 RODRIGUEZ	37.59	
770	02/06/04	155.80	133 JOBS AVAILABLE		424	AD-PROJECT MANAGER	122.50	
771	02/06/04	1,298.45	135 SANTA CRUZ AUTO PARTS, INC.		425	REV VEH PARTS /SUPPLY	1,298.45	
772	02/06/04	161.29	147 ZEE MEDICAL SERVICE		426	SAFETY SUPPLIES	161.29	
773	02/06/04	74.73	166 WOLF SHOES, LINC., THE		427	REPAIRS/MAINTENANCE	74.73	
774	02/06/04	22.00	186 WILSON, GEORGE R., INC.		428	REPAIRS/MAINTENANCE	22.00	
775	02/06/04	677.47	191 GOLDEN GATE PETROLEUM		429	JAN FUEL - FLEET	677.47	
776	02/06/04	700.00	247 DODGE TOW & STORAGE, INC.		430	TOWING/88100 & 8107	700.00	
777	02/06/04	60.00	271 CARLSON, BRENT D., M.D., INC.		431	JAN DRUG TESTING	60.00	
778	02/06/04	210.73	372 FEDERAL EXPRESS		432	JAN MAILING/FLT	73.20	
					433	DEC/JAN MAILINGS	137.53	
779	02/06/04	1,749.02	378 STEWART & STEVENSON		434	REV VEH PARTS	447.70	
					435	REV VEH PARTS	1,301.32	
780	02/06/04	5.51	418 COUNTY OF SANTA CRUZ		436	JAN FUEL	5.51	
781	02/06/04	403.17	422 IMAGE SALES INC.		437	PHOTO SUPPLIES/HRD	403.17	
782	02/06/04	1,247.75	432 EXPRESS PERSONNEL SERVICES		438	TEMP W/FE 12/21-1/11	1,247.75	
783	02/06/04	163.96	434 VERIZON WIRELESS-RAGERS		439	FEB PAGERS	163.96	
784	02/06/04	53.06	434B VERIZON CALIFORNIA		440	MT. BIEHLASKI	53.06	
785	02/06/04	369.36	448 UNISOURCE		441	CLEANING SUPPLIES	369.36	
786	02/06/04	1,738.80	480 DIESEL MARINE ELECTRIC		442	REV VEH PARTS	1,738.80	
787	02/06/04	591.00	481 PIED PIPER EXTERMINATORS, INC.		443	STORTIES/METRO MKT	91.00	
					444	TREE INJECTION/MET	320.00	
					445	JAN PEST CONTROL	160.00	
788	02/06/04	228,661.40	502 CA PUBLIC EMPLOYEES'		446	FEB MEDICAL INS	228,661.40	
789	02/06/04	6,789.87	508 COMPLETE COACH WORKS		447	REBUILD TRANSMISSION	6,789.87	
790	02/06/04	63.53	511 LUMINATOR		448	REV VEH PARTS 39	63.53	
791	02/06/04	266.07	534 REGENTS OF UNIVERSITY OF CALIF		449	ADVISING CA EMPLOYE	266.07	
792	02/06/04	187.50	531 MONTEREY INFORMATION TECH.		450	PROF /TECH SVCS	187.50	
793	02/06/04	483.65	629 HUGHES & ASSOCIATES	7	451	INVESTIGATIVE SVCS	483.65	
794	02/06/04	187.85	667 CITY OF SCOTTS VALLEY		452	11/15-1/15 KINGS VLG	137.85	
795	02/06/04	2,600.00	674 LIEBERT CARRDY WHITMORE	7	453	TRAINING SVCS 2004	2,600.00	
796	02/06/04	2,471.57	676 WEBER, HAYES & ASSOCIATES		454	PROF/TECH SVCS - MB	2,471.57	
797	02/06/04	70.00	682 WEISS, AMY L.		455	PROF SVCS 1/23	70.00	
798	02/06/04	9,056.25	683 TRISTAR RISK MANAGEMENT		456	FEB WC SVC FEE	9,056.25	
799	02/06/04	800.00	722 JETER, BRADY L.	7	457	PROF SVCS 12/21/03	800.00	
800	02/06/04	658.40	753 CLAREMONT BEHAVIORAL SERVICES		458	FEB EAR,ERFNIUM	658.40	
801	02/06/04	850.00	755A DEPARTMENT OF GENERAL SERVICES		459	INSPECT SVCS 5 VANS	850.00	
802	02/06/04	6,800.00	801 LOUIS, ANTHONY/PARETTY, INC.		460	RFR WTC W/OSK ROOFS	6,800.00	
803	02/06/04	12,348.00	804 ORTHOPAEDIC HOSPITAL	7	461	DEC PROF /TECH SVCS	12,348.00	
804	02/06/04	1,026.69	831 L.M.P.A.C. GOVERNMENT SERVICES		462	4023019200230122 /94	1,026.69	
805	02/06/04	504.00	852 LAW OFFICES OF MARIE F. SANG	7	463	WORKERS COMP CLAIM	28.00	
					464	WORKERS COMP CLAIM	476.00	

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315	02/14/04	2,725.80	860	HANSEN & CO., INC.		465	MS APPRAISAL REVIEW	2,725.80	
317	02/09/04	137.00	861	EMPLOYER RESOURCE INSTITUTE		466	CA EMP ADVISOR/LEGAL	137.00	
318	02/09/04	79.11	862	SMART DOCUMENT SOLUTIONS, LLC		467	PROF/TECH SVCS	79.11	
319	02/06/04	84,804.74	904	RNL DESIGN		468	PROF SVCS THRU 12/31	81,585.60	
						469	REIMBRS EXP TO 12/31	3,218.54	
310	02/06/04	5,062.02	909	CLASSIC GRAPHICS		470	GUT REPAIR REV VEH	5,062.02	
311	02/06/04	692.00	950	PARADISE LANDSCAPE	7	471	PESTS SVCS/JAN MAINT	692.00	
312	02/06/04	146,871.16	975	TRISTAR RISK MANAGEMENT NO. 2		472	JAN TRUST ACCOUNT	146,871.16	
313	02/06/04	500.50	990	CIDDIO-MORRIS ASSOCIATES		473	WORKERS COMP	500.50	
314	02/06/04	100.00	B001	AINSWORTH, SHERYL	7	479	JAN BOARD MEETING	100.00	
315	02/06/04	100.00	B003	BEAUTZ, JAN	7	480	JAN BOARD MEETING	100.00	
316	02/06/04	50.00	B006	HINKLE, MICHELLE	7	481	JAN BOARD MEETING	50.00	
317	02/06/04	100.00	B007	KEDGH, MICHAEL	7	482	JAN BOARD MEETING	100.00	
318	02/06/04	50.00	B010	NORTON, DENNIS	7	483	JAN BOARD MEETING	50.00	
319	02/06/04	100.00	B011	REILLY, EMILY	7	484	JAN BOARD MEETING	100.00	
320	02/06/04	100.00	B012	SPENCE, PAT	7	487	JAN BOARD MEETING	100.00	
321	02/06/04	100.00	B014	CITY OF WATSONVILLE		489	JAN BOARD MEETING	100.00	
322	02/06/04	100.00	B015	ROTKIN, MIKE	7	485	JAN BOARD MEETING	100.00	
323	02/06/04	50.00	B016	SKILLICORN, DALE	7	486	JAN BOARD MEETING	50.00	
324	02/06/04	50.00	B017	STONE, MARK	7	488	JAN BOARD MEETING	50.00	
325	02/06/04	192.74	E059	LEE, HENRY		474	MEDICAL INSURANCE	192.74	
326	02/06/04	103.87	E227	MCFADDEN, IAN		475	MTI METRO PLANNING	103.87	
327	02/06/04	64.00	E301	ORTIZ, MANUEL		476	DMV FEES	64.00	
328	02/06/04	89.75	E495	WHITE, LES		477	INTERNET ACCESS CHGS	89.75	
329	02/06/04	34.00	E512	PRIDE, JOSHUA		478	DMV FEES	34.00	
330	02/20/04	990.36	001	SBC		491	FEB PHONE LINE/IT	395.06	
						492	FEB PHONE LINES	395.50	
331	02/20/04	1,832.00	001012	CUSTOM LABEL & DECAL, LLC		493	REV VEH PARTS	1,832.00	
332	02/20/04	2,613.80	001063	NEW FLYER INDUSTRIES LIMITED		494	REV VEH PARTS 1279	1,278.60	
						495	REV VEH PARTS 1335	1,335.20	
333	02/20/04	1,528.71	001072	BETSON WEST		496	COIN CHANGER PARTS	1,528.71	
334	02/20/04	59.40	001112	BRINKS TROPHY SHOPPE	7	497	NAME PLATES/BOARD	59.40	
335	02/20/04	1,407.05	001119	MADERICH PARTNERSHIP LP	7	498	MAR - CAPITOLA MALL	1,407.05	
336	02/20/04	1,178.30	001346	CITY OF SANTA CRUZ		499	03/04 STRN/FLD WATER	1,178.30	
337	02/20/04	2,670.43	001365	BORTNICK, ROBERT S. & ASSOC.	7	500	INVESTIGATIVE SVCS	2,670.43	
338	02/20/04	714.75	001379	SAFETY-KLEEN CORP.		501	HAZ WASTE DISPOSAL	714.75	
339	02/20/04	507.50	001492	EVERGREEN OIL INC.		502	HAZ WASTE DISPOSAL	507.50	
340	02/20/04	16.33	001648	STEVE'S UNION		503	JAN FUEL	16.33	
341	02/20/04	8.80	001711	MOHAWK MFG. & SUPPLY CO.		504	REV VEH PARTS 9	8.80	
342	02/20/04	112.50	001856	BAY COMMUNICATIONS	7	505	GUT REPAIR PHONES	112.50	
343	02/20/04	2,602.27	001A	SBC/MCI		506	JAN PHONE LINE/IT	91.71	
						507	JAN PHONE LINE/IT	176.17	
						508	JAN PHONE LINE/IT	176.17	
						611	JAN PHONES	2,158.22	
44	02/20/04	248.63	002063	COSTCO		509	LOCAL MEETING EXP	22.41	
						510	PHOTO PROCESS/OPS	36.99	
						511	PHOTO PROCESS/OPS	62.24	
						512	PHOTO PROCESS/OPS	20.84	
						513	LOCAL MEETING EXP	46.81	
						514	PHOTO PROCESS/OPS	39.24	

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345	02/20/04	30,846.81	002116 HINSHAW, EDWARD & BARBARA	7	515	MAR - 12K DUBOIS	6,485.7	
					516	MAR - 570 ENDINAL	24,412.84	
346	02/20/04	10,794.22	002117 IULIANO, NICK	7	517	MAR - 11L DUBOIS	10,794.22	
347	02/20/04	1,639.00	002267 CALIFORNIA SERVICE EMPLOYEES		518	FEB MEDICAL	1,639.00	
348	02/20/04	25,761.60	002295 FIRST ALARM		519	JAN SECURITY	25,761.60	
349	02/20/04	522.90	002302 SCOTT, DELIA	7	520	LEGAL SVCS/METROBASE	522.90	
350	02/20/04	156.56	002307 EWING IRRIGATION PRODUCTS		521	REPAIRS/MAINTENANCE	156.56	
351	02/20/04	31.85	002514 APEX WELDING SUPPLIES, INC.		522	REPAIRS/MAINTENANCE	31.85	
352	02/20/04	1,887.75	002607 CTC ANALYTICAL SERVICES INC.		523	OUT REPAIR REV VEH	1,887.75	
353	02/20/04	2,422.21	002610 FREDERICK ELECTRONICS CORP.		524	MAR - 375 ENDINAL	2,422.21	
354	02/20/04	9,921.97	002624 DIGITAL RECORDERS		525	QTY 3 TALK BUS 9795	9,921.97	
355	02/20/04	300.00	002688 TRUCK-TRAILER-TRANSIT		526	REV VEH PARTS 300	300.00	
356	02/20/04	139.50	002713 SANTA CRUZ AUTO TECH, INC		527	INT REPAIR(#9700)	139.50	
357	02/20/04	14,628.05	009 PACIFIC GAS & ELECTRIC		528	1/6-2/4 PACIFIC	1,290.39	
					529	1/6-2/4 PACIFIC	458.08	
					530	1/6-2/4 PACIFIC	250.62	
					531	1/10-2/10 KINGS VLG	733.34	
					532	1/10-2/10 KINGS VLG	512.12	
					533	1/10-2/10 KINGS VLG	82.68	
					534	1/15-2/11 PAUL SWT	76.34	
					612	12/31-1/29 CNG/E RVR	1,366.78	
					613	12/31-1/31 CNG/R RVR	9,857.83	
358	02/20/04	239.77	013 NCI SERVICE TRAFFIC INC.		535	REV VEH PARTS	239.77	
359	02/20/04	643.81	036 KELLY-MOORE PAINT CO INC.		536	LOBBY PAINT/METRO	643.81	
360	02/20/04	415.63	039 KINKO'S INC.		537	JAN PRINTING	415.63	
361	02/20/04	3,053.05	041 MISSION UNIFORM		538	JAN UNIFORMS/LAUNDRY	91.60	
					539	JAN UNIFORMS/LAUNDRY	431.66	
					540	JAN UNIFORMS/LAUNDRY	2,529.77	
362	02/20/04	222.99	042 ORCHARD SUPPLY HARDWARE		541	MISC SUPPLIES/FACIL	222.99	
363	02/20/04	165.90	045 ROYAL WHOLESALE ELECTRIC		542	REPAIRS/MAINTENANCE	165.90	
364	02/20/04	753.00	080 STATE BOARD OF EQUALIZATION		614	JAN USE TAX PREPAY	753.00	
365	02/20/04	17,654.55	085 DIXON & SON TIRE, INC.		543	OUT REPAIR REV VEH	447.86	
					544	JAN TIRES/TUBES	17,206.69	
366	02/20/04	2,374.94	110 JESSICA GROCERY STORE, INC.		545	MAR JUSTITIAM SVCS	2,374.94	
367	02/20/04	145.93	122 SCMTD PETTY CASH - OPS		546	PETTY CASH/OPS	145.93	
368	02/20/04	95.88	130 WATSONVILLE CITY WATER DEPT.		547	1/1-2/1 SAKATA	13.28	
					548	1/1-2/1 RODRIGUEZ	9.46	
					549	1/2-2/2 SAKATA	73.04	
369	02/20/04	4,537.56	134 DAY WIRELESS SYSTEMS		550	JAN OUT REPAIR EQUIP	4,537.56	
370	02/20/04	50.54	147 ZEE MEDICAL SERVICE		551	SAFETY SUPPLIES	50.54	
371	02/20/04	1,284.23	148 ZEP MANUFACTURING COMPANY		552	CLEANING SUPPLIES	1,284.23	
372	02/20/04	116.80	149 SANTA CRUZ SENTINEL		553	JAN ADVERTISING/ADM	116.80	
373	02/20/04	1,564.58	157 DELL MARKETING L.P.		554	LAPTOP COMPUTER	1,564.58	
374	02/20/04	4019.15	151 OCEAN CHEVROLET INC		555	REV VEH PARTS	4019.15	
375	02/20/04	954.74	166 HOSE SHOP, INC., THE		556	REPAIRS/MAINTENANCE	954.74	
376	02/20/04	386.78	169 MYERS TIRE SUPPLY		557	REV VEH PARTS	386.78	
377	02/20/04	942.51	170 TOWNSEND'S AUTO PARTS		558	REV VEH PARTS	942.51	
378	02/20/04	41.93	220 JONES COMPANY, THE ED		559	SAFE DRIVER PANELS	41.93	
379	02/20/04	697.50	252 GRAINGER INC, N.W.		560	SHOP DESK /DUB	553.55	
					561	REPAIRS/MAINTENANCE	93.70	

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550 02/20/04	50.85	228	MUNDIE TRANSIT SUPPLY		552	REV VEH PARTS	50.85	
551 02/20/04	482.75	294	ANDY'S AUTO SUPPLY		553	REV VEH PARTS / SUPPLY	482.75	
552 02/20/04	152.00	227	COMMUNITY TELEVISION OF		554	TV COVERAGE 1/23 MTE	152.00	
553 02/20/04	1,005.63	376	STEWART & STEVENSON		555	REV VEH PARTS	1,005.63	
					556	REV VEH PARTS	358.52	
					557	REV VEH PARTS	1,527.52	
					558	REBUILD TRANSMISSION	2,170.50	
554 02/20/04	2,206.03	433	ANPAC BUILDING MAINTENANCE	7	559	JAN CUSTODIAL SVCS	2,206.03	
555 02/20/04	45.00	440	RUNFOROFFICE.COM	7	560	JAN-MAR LOBBY REPORT	45.00	
556 02/20/04	299.00	507	LOANAM EDUCATION SERVICES		571	2/23 SEMINAR / LEBAI	299.00	
557 02/20/04	135.55	534	REGENTS OF UNIVERSITY OF CALIF		572	CA GOVT TORT LIABILITY	135.55	
558 02/20/04	253.61	546	ARROWHEAD MTN SPRING WATER		573	JAN WATER ADMIN	253.61	
559 02/20/04	289.45	644	BAY COUNTIES AIRCRAFT PETROLEUM		574	FUEL - ELECT	289.45	
560 02/20/04	23.00	647	CITY OF SCOTTS VALLEY		575	ALARM REGISTRATION	23.00	
560 02/20/04	-23.00	647	CITY OF SCOTTS VALLEY		735	VOID CHECK	-23.00	PRE-PAID
						VOID CHECK		
561 02/20/04	228.95	794	MCBRIDE & ASSOCIATES		576	TRANSCRIPT	228.95	
562 02/20/04	900.00	840	BOUCHARD, BRENT	7	577	MAR - WERMAN LOT	900.00	
563 02/20/04	1,201.32	856	ANGY INTERNATIONAL, LLC		578	ONE PARTS	1,201.32	
564 02/20/04	36,827.23	875	PACIFICARE DENTAL		579	FEB DENTAL	36,827.23	
565 02/20/04	5,129.25	909	CLASSIC GRAPHICS		580	OUT REPAIR #9823	1,689.29	
					581	OUT REPAIR REV VEH	3,439.96	
566 02/20/04	37,907.82	975	TRISTAR RISK MANAGEMENT NO. 2		582	SPOL REPLISHMENT	37,907.82	
567 02/20/04	240.00	B007	KEDDH, MICHAEL		609	APTA CONF / WASH DC	240.00	
568 02/20/04	240.00	B011	REILLY, EMILY	7	610	APTA CONF / WASH DC	240.00	
569 02/20/04	95.19	E00E	STICKEL, TOM		583	SM TOOL/EMP INC FLT	95.19	
570 02/20/04	10.00	E20E	BARRAGAN, ALBERTO		584	VTLLEFFS	10.00	
571 02/20/04	280.00	E495	WHITE, LES		585	APTA CONF / WASH DC	280.00	
572 02/20/04	249.84	M001	HORTON, JOSEPH		586	MAR MEDICAL PREMIUM	249.84	
573 02/20/04	41.14	M002	RACKLEY, EARL		587	MAR MEDICAL PREMIUM	41.14	
574 02/20/04	229.77	M003	WYANT, JUDI		588	MAR MEDICAL PREMIUM	229.77	
575 02/20/04	228.77	M005	ROSS, EMERY		589	MAR MEDICAL PREMIUM	228.77	
576 02/20/04	594.40	M006	VAN DER ZANDE, ED		590	MAR MEDICAL PREMIUM	594.40	
577 02/20/04	489.54	M007	BLAIR-ALWARD, GREGORY		591	MAR MEDICAL PREMIUM	489.54	
578 02/20/04	280.84	M008	CAMPDS, ARVILLA		592	MAR MEDICAL PREMIUM	280.84	
579 02/20/04	816.40	M009	FREEMAN, MARY		593	MAR MEDICAL PREMIUM	816.40	
580 02/20/04	280.84	M010	SHORT, SLOAN		594	MAR MEDICAL PREMIUM	280.84	
581 02/20/04	41.14	M011	LAWSON, LOIS		595	MAR MEDICAL PREMIUM	41.14	
582 02/20/04	41.14	M012	ROSE, JACK		596	MAR MEDICAL PREMIUM	41.14	
583 02/20/04	72.14	M013	JAHNKE, ELLEEN		597	MAR MEDICAL PREMIUM	72.14	
584 02/20/04	41.14	M015	HETH, KATHRYN		598	MAR MEDICAL PREMIUM	41.14	
585 02/20/04	20.07	M016	HICKLIJ, DONALD KENT		599	MAR MEDICAL PREMIUM	20.07	
586 02/20/04	20.07	M017	FORTWICH, EARLENE		600	MAR MEDICAL PREMIUM	20.07	
587 02/20/04	72.14	M019	WILLIAMS, ROBERT		601	MAR MEDICAL PREMIUM	72.14	
588 02/20/04	219.57	M022	CAPEOLA, KATHLEEN		602	MAR MEDICAL PREMIUM	219.57	
589 02/20/04	8.94	M023	CARLSON, WILLIAM		603	MAR MEDICAL PREMIUM	8.94	
590 02/20/04	30.44	M024	DOBBS, GLENN		604	MAR MEDICAL PREMIUM	30.44	
591 02/20/04	35.19	M025	ELIA, LARRY		605	MAR MEDICAL PREMIUM	35.19	
592 02/20/04	30.44	M028	OPTERDA, MANUELA		606	MAR MEDICAL PREMIUM	30.44	
593 02/20/04	39.94	M029	REESE, CHARLES		607	MAR MEDICAL PREMIUM	39.94	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
CHECK JOURNAL DETAIL BY CHECK NUMBER
ALL CHECKS FOR COAST COMMERCIAL BANK

DATE: 02/01/04 THRU 02/29/04

SR	CHECK DATE	CHECK AMOUNT	JE ID OR	OR	VENDOR NAME	ENDORSE	TRANS TYPE	TRANS NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
	02/27/04	11.34	M/62		TOWE JANIE			28	MAR MEDICAL PREMIUM	11.34	
		112,642.81			COAST COMMERCIAL BANK				TOTAL CHECKS	175	112,642.81

**Santa Cruz METRO
January 2004 Ridership Report**

FAREBOX REVENUE AND RIDERSHIP SUMMARY BY ROUTE

ROUTE	REVENUE	RIDERSHIP	UC Student	UC Staff Faculty	Day Pass	S/D Riders	W/C	S/D Day Pass	Cabrillo	Bike	Passes/Free Rides
10	\$ 1,762.97	31,315	26,374	2,233	17	57	8	6	35	507	1,564
13	\$ 670.39	14,347	12,848	775	5	10	3	-	5	203	296
15	\$ 2,212.02	44,242	39,555	2,326	26	27	18	10	40	658	996
16	\$ 6,674.17	93,916	83,102	4,167	67	87	46	28	87	1,523	2,504
19	\$ 1,806.46	29,693	26,104	1,231	13	49	9	28	25	480	1,189
2	\$ 1,917.06	6,446	2,938	341	34	49	6	12	31	164	1,908
3A	\$ 862.36	2,172	244	121	16	40	3	24	40	32	1,213
3B	\$ 1,499.63	3,323	385	147	49	81	11	22	25	106	1,813
3N	\$ 136.80	347	129	19	-	5	-	-	1	17	105
3C	\$ 375.05	909	205	27	9	31	5	10	2	20	428
4	\$ 1,371.49	5,197	394	87	15	187	21	48	78	87	3,455
7	\$ 40.30	46	3	1	1	2	-	-	-	-	17
7N	\$ 330.11	1,118	177	12	7	34	12	15	11	32	690
9	\$ 274.96	692	80	23	3	6	-	2	1	10	418
12A	\$ 285.78	5,933	5,256	365	7	5	-	1	4	85	127
12B	\$ 229.89	4,446	3,832	256	2	4	2	2	3	43	210
20	\$ 361.09	8,793	7,899	493	5	3	1	-	39	99	145
22	\$ 286.89	6,020	5,467	275	2	2	1	3	8	156	98
31	\$ 2,281.04	4,074	292	99	23	63	13	33	16	99	2,224
32	\$ 806.29	1,204	50	12	7	18	16	3	4	25	626
33	\$ 480.00	687	1	1	-	6	-	-	-	1	378
34	\$ 310.80	555	2	2	-	-	-	-	-	4	329
35	\$ 26,823.01	41,132	1,205	392	338	535	82	197	288	1,204	22,193
36	\$ 206.63	506	42	75	8	9	-	1	11	14	245
40	\$ 1,618.62	2,130	84	34	65	27	-	24	5	118	1,100
41	\$ 982.23	1,451	332	27	15	15	1	1	2	128	483
42	\$ 787.28	1,054	187	9	2	23	1	3	2	87	338
52	\$ 704.29	1,253	17	21	7	67	13	24	11	12	742
53	\$ 593.54	818	8	8	11	32	42	24	21	39	420
54	\$ 295.11	517	12	9	1	8	-	5	11	33	286
55	\$ 1,947.46	3,384	35	32	45	137	58	50	320	129	1,754
56	\$ 334.77	511	1	4	9	20	1	14	31	22	283
58	\$ 54.13	97	-	1	-	4	-	-	2	-	54
65	\$ 4,401.92	7,720	704	219	51	195	99	77	63	156	3,844
66	\$ 10,094.28	15,704	1,352	516	146	289	152	112	152	385	7,208
67	\$ 5,182.76	9,182	1,138	382	119	175	80	49	102	210	4,311
69	\$ 7,060.07	13,050	1,988	611	97	303	88	122	134	403	5,725
69A	\$ 14,650.84	19,200	1,503	500	186	597	127	143	149	604	7,562
69N	\$ 1,273.07	2,318	403	113	1	31	10	3	41	112	920
69W	\$ 18,737.21	25,700	1,617	540	191	622	177	170	621	748	10,498
70	\$ 2,651.06	5,386	283	59	32	114	35	40	521	130	2,749
71	\$ 52,818.69	68,578	2,528	1,283	448	1,774	321	452	1,528	1,974	28,356
72	\$ 5,266.66	5,842	8	24	71	200	5	66	51	119	2,338
73	\$ 4,797.53	4,919	4	8	44	262	40	78	24	34	1,751
75	\$ 6,173.53	6,228	8	29	63	222	15	81	68	83	2,140
78	\$ 122.66	123	-	-	1	14	-	5	1	2	37
79	\$ 1,403.90	1,885	2	2	15	179	14	66	26	15	916
88	\$ 34.25	4,019	4	3	2	1	19	1	-	5	302
91	\$ 4,420.17	5,100	150	98	95	64	19	24	336	203	1,645
Unknown	\$ 44.67	702	115	22	-	-	6	-	508	36	27
TOTAL	\$ 199,914.34	516,318	229,534	18,162	2,371	6,706	1,586	2,080	5,514	11,475	129,686

ROUTE	REVENUE	RIDERSHIP	VTA/SC Day Pass	CalTrain	17 Day Pass	S/D Riders	W/C	None	ECO Pass	Bike	Monthly Pass
17	\$ 8,670.27	8,958	18	29	121	257	9	46	105	400	6,029

RIDERSHIP	
Night Owl	507
TOTAL	507

January Ridership	525,783
January Revenue	\$ 208,644.29

**Santa Cruz METRO
February 2004 Ridership Report**

FAREBOX REVENUE AND RIDERSHIP SUMMARY BY ROUTE

ROUTE	REVENUE	RIDERSHIP	UC		UC Staff		S/D		S/D		Cabrillo	Bike	Passes/ Free Rides
			Student	Faculty	Day Pass	Riders	W/C	Day Pass					
10	\$ 1,485.94	29,181	24,442	2,047	17	43	15	11	111	430	1,636		
13	\$ 542.46	13,415	11,942	770	6	2	-	3	65	176	299		
15	\$ 1,704.39	39,312	34,834	2,230	33	27	27	6	248	583	981		
16	\$ 4,680.74	85,950	75,786	4,257	42	57	46	14	622	1,388	2,418		
19	\$ 1,521.31	27,751	24,418	1,230	10	62	1	16	151	399	994		
2	\$ 2,031.13	6,390	2,891	338	41	50	3	8	160	171	1,729		
3A	\$ 759.14	1,987	263	73	21	40	3	37	105	30	1,042		
3B	\$ 1,426.12	3,359	432	188	44	53	48	20	168	101	1,702		
3N	\$ 165.45	349	88	26	-	5	-	-	15	11	109		
3C	\$ 369.44	998	298	47	9	32	22	7	14	16	396		
4	\$ 1,177.58	4,753	297	69	10	147	17	44	102	82	3,261		
7	\$ 399.17	1,054	159	4	12	25	2	19	42	47	603		
7N	\$ 1,430.48	2,401	422	144	4	11	7	2	96	83	802		
9	\$ 219.36	639	96	2	1	4	-	2	11	9	384		
12A	\$ 305.35	5,406	4,649	411	6	1	1	4	12	85	142		
12B	\$ 167.10	3,812	3,251	272	2	6	-	1	19	28	162		
20	\$ 239.22	8,112	7,239	532	2	1	1	-	33	124	156		
22	\$ 206.98	5,763	5,137	290	6	3	2	2	29	125	191		
31	\$ 1,973.66	3,838	268	135	22	60	22	14	131	100	2,019		
32	\$ 841.67	1,188	43	19	1	12	9	2	19	18	562		
33	\$ 407.54	607	12	-	-	11	-	-	-	3	302		
34	\$ 277.15	541	2	2	-	5	-	-	2	3	345		
35	\$ 23,509.59	38,839	1,136	438	275	489	71	183	1,184	1,179	21,036		
36	\$ 207.13	432	42	38	6	10	-	1	17	28	204		
40	\$ 1,489.11	2,199	106	67	44	24	2	10	62	93	1,089		
41	\$ 833.74	1,342	279	25	19	19	2	-	64	160	454		
42	\$ 628.92	901	167	16	4	21	-	2	34	100	260		
52	\$ 628.23	1,241	21	18	6	52	20	9	94	9	691		
53	\$ 613.83	841	5	8	13	32	53	20	85	36	356		
54	\$ 298.26	663	20	13	-	6	1	3	126	52	301		
55	\$ 1,758.94	3,971	57	42	21	135	63	38	1,004	105	1,739		
56	\$ 292.62	581	9	2	8	13	-	5	98	19	299		
58	\$ 42.45	101	-	1	-	-	-	-	1	-	71		
65	\$ 4,056.94	7,526	656	247	55	213	78	59	273	150	3,644		
66	\$ 9,358.43	14,769	1,239	544	173	276	151	101	558	362	6,507		
67	\$ 5,157.39	8,777	1,145	400	146	142	67	59	340	218	3,729		
69	\$ 6,450.70	12,204	1,456	647	104	249	101	100	401	322	5,514		
69A	\$ 13,895.01	18,540	1,219	520	162	531	123	171	464	579	7,282		
69N	\$ 1,538.35	3,008	499	121	1	47	12	3	382	125	988		
69W	\$ 17,288.71	26,164	1,241	811	138	568	184	166	2,700	692	9,906		
70	\$ 3,148.68	7,370	350	86	27	120	30	37	2,017	198	2,849		
71	\$ 51,891.30	72,853	2,763	1,371	435	1,654	297	416	6,927	2,108	27,560		
72	\$ 5,187.95	5,845	15	53	92	223	15	57	249	105	2,234		
73	\$ 4,495.04	4,766	5	6	44	271	46	65	96	31	1,719		
75	\$ 5,855.76	6,008	7	27	64	213	19	81	199	103	2,029		
78	\$ 123.57	138	1	-	1	18	1	3	-	4	54		
79	\$ 1,365.90	1,799	3	8	10	162	12	51	63	22	808		
88	\$ 56.46	4,312	7	1	3	8	-	2	2	4	256		
91	\$ 4,132.20	5,800	196	124	77	64	21	30	1,103	236	1,671		
Unknown	\$ 72.15	152	42	6	-	-	4	-	42	5	21		
TOTAL	\$ 186,708.74	497,948	209,655	18,726	2,217	6,217	1,599	1,884	20,740	11,057	123,506		

ROUTE	REVENUE	RIDERSHIP	VTA/SC		17		S/D		ECO		Bike	Monthly Pass
			Day Pass	CalTrain	Day Pass	Riders	W/C	None	Pass			
17	\$ 10,929.49	11,343	17	29	175	308	10	23	158	421	7,908	

RIDERSHIP	
Night Owl	320
TOTAL	320

February Ridership	509,611
February Revenue	\$ 197,664.88

BUS OPERATOR LIFT TEST *PULL-OUT*

VEHICLE CATEGORY	TOTAL BUSES	AVG # DEAD IN GARAGE	AVG # AVAIL. FOR SERVICE	AVG # IN SERVICE	AVG # SPARE BUSES	AVG # LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLYER/HIGHWAY 17 - 40'	7	1	6	1	5	1	100%
FLYER/LOW FLOOR - 40'	12	1	11	7	4	7	100%
FLYER/LOW FLOOR - 35'	18	2	16	14	2	14	100%
FLYER/HIGH FLOOR - 35'	15	2	13	7	6	7	100%
GILLIG/SAM TRANS - 40'	10	1	9	4	5	4	100%
DIESEL CONVERSION - 35'	15	2	13	12	1	12	100%
DIESEL CONVERSION - 40'	14	3	11	10	1	10	100%
GMC/HIGHWAY 17 - 40'	8	5	3	0	3	0	100%
CHAMPION	4	1	3	1	2	1	100%
TROLLEY	1	0	1	1	0	1	100%
CNG NEW FLYER - 40'	8	1	7	5	2	5	100%

Service Interruption Summary Report
Lift Problems
02/01/2004 to 02/29/04

AM Peak Hour/Mile	Midday Hour/Mile	PM Peak Hour/Mile	Other Hour/Mile	Weekday Hour/Mile	Saturday Hour/Mile	Sunday Hour/Mile
00:00/0	00:00/00.00	00:00/0	00:00/0	00:00/00.00	00:00/0	00:00/0

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PASSENGER LIFT PROBLEMS

MONTH OF FEBRUARY 2004

BUS #	DATE	DAY	REASON
2202CG	2-Feb	MONDAY	Kneel doesn't always release/raise completely
8080F	17-Feb	TUESDAY	Lift is crooked and will not stow
8090F	5-Feb	THURSDAY	Lift power does not go on a the time, have to recycle engine
8090F	10-Feb	TUESDAY	Lift doesn't work when heater is on
8095F	16-Feb	MONDAY	Lift stow very slowly
8096F	7-Feb	SATURDAY	Lift needs to br jerked loose in order to deploy
8102F	6-Feb	FRIDAY	Lift non-op
9806LF	1-Feb	SUNDAY	Kneel stops while going down
9806LF	3-Feb	TUESDAY	Kneel will not go all the way down, air sputters
9806LF	4-Feb	WEDNESDAY	Bus will not kneel smoothly
9818LF	18-Feb	WEDNESDAY	Kneel doesn't beep when in use
9826LF	16-Feb	MONDAY	No power to ramp
9830LF	12-Feb	THURSDAY	W/C lift doesn't beep
9833F	18-Feb	WEDNESDAY	Kneel & lift are not working
9835G	17-Feb	TUESDAY	Lift not working
9837G	17-Feb	TUESDAY	Problem with air pressure for operation of kneel

- F New Flyer
- G Gillig
- C Champion
- LF Low Floor Flyer
- GM GMC
- CG CNG
- CN SR855 & SR854
- OR Orion/Hwy 17

Note: Lift operating problems that cause delays of less than 30 minutes.

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

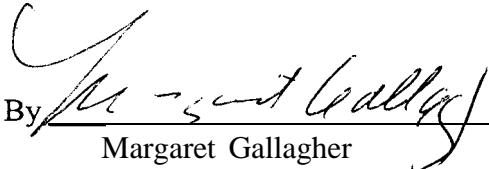
RE: Claim of Peter L. Finegan
Date of Incident: 1/23/04

Received: 2/13/04 Claim #: 04-0004
Occurrence Report No.: SC 01-04-16(b)

In regard to the above-referenced Claim, this is to recommend that the Board of Directors take the following action:

- 1. Reject the claim entirely.
- 2. Deny the application to file a late claim.
- 3. Grant the application to file a late claim.
- 4. Reject the claim as untimely filed.
- 5. Reject the claim as insufficient.
- 6. Allow the claim in full.
- 7. Allow the claim in part, in the amount of \$ _____ and reject the balance.

By


Margaret Gallagher
DISTRICT COUNSEL

Date: February 17, 2004

I, Dale Carr, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of _____, 2004.

Dale Carr
Recording Secretary

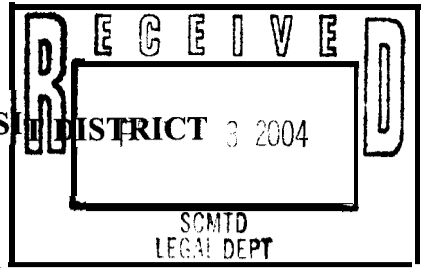
Date

MG/reb

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

(Pursuant to Section 910 et Seq., Government Code)

Claim # 14-0004



TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

ATTN: Secretary to the Board of Directors
370 Encinal Street, Suite 100
Santa Cruz, CA 95060

1. Claimant's Name: Peter L Finegan
 Claimant's Address/Post Office Box: P.O. Box 1936 Aptos, CA 95001
 Claimant's Phone Number: 831 278-1119
 2. Address to which notices are to be sent: _____
 3. Occurrence: _____

Date: 1/23/04 Time: 8:30 AM Place: Clubhouse Drive
 Circumstances of occurrence or transaction giving rise to claim:

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: My bike, an 18-speed Ross Mt. Bike, was destroyed after bus apparently snagged low-lying D&B line collapsing bike rack against windshield & dragging bus
It will cost approximately \$475 to replace bike with American made bike of similar quality & durability. Ross bike was a collector's bike with a lot higher value.
 5. Name or names of public employees or employees causing injury, damage, or loss, if known: Bus driver, hit line without sufficient time to stop.

6. Amount claimed now \$ 475
 Estimated amount of future loss, if known 4 weeks - no available bike \$ N/A
 TOTAL \$ 475

7. Basis of above computations: Window shopping at various bike shops, spoke with others who buy \$500 new bike, stated to be worth \$500 new.

Peter Finegan
 CLAIMANT'S SIGNATURE (or Company Representative or Parent of Minor Claimant)

Feb 13, 2004
 DATE

Note: Claim must be presented to the Secretary to the Board of Directors, Santa Cruz Metropolitan Transit District

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Ramon Ceras Received: 2/19/04 Late Claim #: 04-0006
Date of Incident: 7/30/04 Occurrence Report No.: SC 07-03-24

In regard to the above-referenced Application to file a Late Claim and a Late Claim, this is to recommend that the Board of Directors take the following actions:

- 1. Reject the claim entirely.
- 2. Deny the application to file a late claim for the following reasons:
 - It was not timely presented;
 - Adequate proof of one of more of the statutory grounds for late claim relief was not presented; or
 - METRO was prejudiced by the delay
- 3. Grant the application to file a late claim.
- 4. Reject the claim as untimely filed.
- 5. Reject the claim as insufficient.
- 6. Allow the claim in full.
- 7. Allow the claim in part, in the amount of \$ _____ and reject the balance.

By Margaret Gallagher
Margaret Gallagher
DISTRICT COUNSEL

Date: March 8, 2004

I, Dale Carr, do hereby attest that the above Claim was duly presented to and the recommendations were/were not approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of _____, 2004.

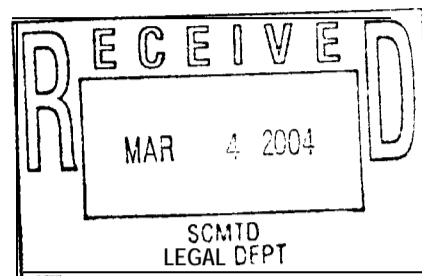
Dale Carr, Recording Secretary

Date

Ramon Ceras
58 Ortega Drive, Apt. C
Watsonville, California 95076

March 4, 2004

Margaret Gallagher, District Counsel
Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz, California 95060



Re: Claimant : Ramon Ceras
Date of Injury : July 30, 2003
Defendant : Santa Cruz Metropolitan Transit District
Claim No. : Unknown

SUPPLEMENTAL STATEMENT FOR PERMISSION TO FILE LATE CLAIM

Dear Ms. Gallagher:

This supplements my February 19, 2004 letter to your office, and my claim.

I was injured when a S.C. Metropolitan bus hit me while I was crossing a street within the applicable crosswalk. I was on my way home from my English class that is part of my vocational rehabilitation training, which is related to my prior workers' compensation injury.

Prior to that bus accident, I had suffered workers' compensation injury. My attorney representing me in that matter is T. Kevin Dougherty. I told my attorney about the bus that hit me. I then filed a workers' compensation claim against my employer for the bus accident because I thought the accident could be construed as taking place in the course of my employment. That took a couple of months. I was denied that claim. My attorney then told me that he was not able to help me with the bus accident claim and that he would find me another attorney to help me with the bus accident claim. Another attorney did call me but told me that the case was too complicated and could not help me. All this took place about three months after the accident. I still was relying on my attorney to help me.

I soon had to take care of the matter myself. I did not know that that Santa Cruz Metropolitan bus was related to a government

agency. I was told that I had to write to the County of Santa Cruz and submit a claim against them. I did so within the six-month period. However, that County of Santa Cruz then told me they were not related to the Santa Cruz Metropolitan Transit bus. So I then obtained another claim form from your office and submitted it a little late because I had submitted the form to the wrong government agency.

I do not speak or write English. I have gone to several people to help me. I am just slightly late with the claim form submission, but I was on time with the wrong government agency. I do not think your office has been hurt by this. Please allow me the late filing.

There is no question that the bus hit me and that the bus driver was at fault. I believe it would be a great injustice for me to be deprived of a claim. Please help me. Please do what is right.

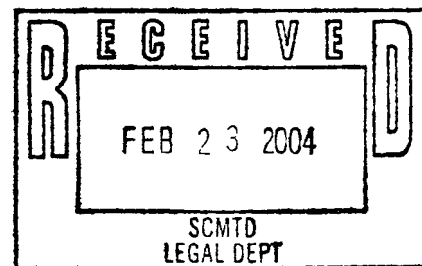
Very truly yours,

Ramon Ceraa *Ramon Ceraa*

Ramon Ceras
58 Ortega Drive, Apt. C
Watsonville, California 95076

February 19, 2004

Margaret Gallagher, District Counsel
Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz, California 95060



Re: Claimant : Ramon Ceras
Date of Injury : July 30, 2003
Defendant : Santa Cruz Metropolitan Transit District
Claim No. : Unknown

Dear Ms. Gallagher:

I enclose a copy of your letter to me and the completed claim form. I also enclose the form I sent to the County of Santa Cruz thinking they were the applicable government agency.

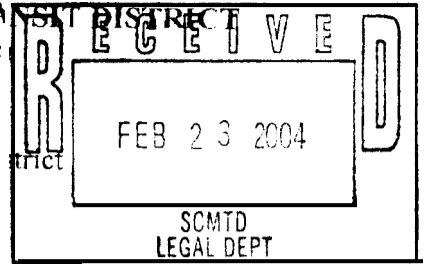
Please process the claim form at your earliest convenience.

If I must file an additional form, please let me know.

Very truly yours,

Ramon Ceras
Ramon Ceras

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
(Pursuant to Section 910 et Seq., Government Code)
Claim # _____



TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District
ATTENTION: Secretary to the Board of Directors
370 Encinal Street, Suite 100
Santa Cruz, CA 95060

1. Claimant's Name: Ramon Ceras

Claimant's Address/Post Office Box: 58 Oruga Way apt C
Watsonville, CA 95076

2. Claimant's Phone Number: (831) 728-9370
Address to which notices are to be sent: Same

3. Occurrence: I was hit by a Santa Cruz Metro. I was a pedestrian.
Date: 1/30/03 Time: 13:19 Place: Rodriguez 3w. Beach, Watsonville
Circumstances of occurrence or transaction giving rise to claim: See and incorporate item 3 above.

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: I suffer injuries as indicated in the spec. medical records. There is a \$3,000 at present

5. Name or names of public employees or employees causing injury, damage, or loss, if known: Aurelio Massadones de la Cruz

6. Amount claimed now \$ 2,500.00
Estimated amount of future loss, if known \$ 1,000.00
TOTAL,, \$ 3,500.00

7. Basis of above computations: _____

X Ramon Ceras _____ DATE 2/19/04
CLAIMANT'S SIGNATURE (or Company Representative or Parent of Minor Claimant)

Note: Claim must be presented to the Secretary to the Board of Directors, Santa Cruz Metropolitan Transit District



COUNTY OF SANTA CRUZ

PERSONNEL DEPARTMENT

RISK MANAGEMENT

701 OCEAN STREET, SUITE 310, SANTA CRUZ, CA 95060-4073
(83 1) 454-2600 FAX: (83 1) 454-2245 TDD: (83 1) 454-2 123
JANET MCKINLEY, RISK MANAGER

January 28, 2004

Ramon Ceras
58 Ortega Street, Apt. C
Watsonville, CA 95076

Dear Mr. Ceras:

On January 27, 2004 you filed a claim against the County of Santa Cruz. That claim is being returned to you at this time as insufficient. The claim is insufficient in that it fails to specifically state County of Santa Cruz involvement. The location of the accident, Rodriguez Street at W. Beach Street is in the City of Watsonville city limits and is not owned, controlled or maintained by the County of Santa Cruz. Additionally, employees of the Santa Cruz County Metropolitan Transit District are not employees of the County of Santa Cruz.

If, after your review of the claim, you find no County of Santa Cruz involvement, please forward a letter withdrawing your claim.

Be advised that this Notice of Insufficiency of Claim is not an action on your claim. Pursuant to Government Code Section 910.8, the Board of Supervisors of the County of Santa Cruz will refrain from acting upon this claim for a period of 15 days from the date of this letter in order to permit you to file an amended claim to correct the insufficiency. Also, this notice is not intended, nor is it to be construed as a waiver of any or all defenses, immunities or statutes of limitation, including, but not limited to, the provisions of the "California Tort Claims Act" (Government Code Sections 810 et seq).

Very truly yours,

JANET MCKINLEY, ARM
Risk Manager

B

y

Patricia A. Burt, Assistant

Enc.
PER5105 Rev 10/00

PROOF OF SERVICE BY MAIL

I, the undersigned, state that I am a citizen of the United States and employed in the County of Santa Cruz, State of California; that I am over the age of eighteen years of age and not a party to the within action; that my business address is 701 Ocean Street, Santa Cruz, California 95060; that on the date set below, I served a true copy of the following document:

NOTICE OF RETURN OF CLAIM

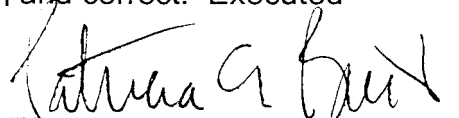
By enclosing it in an envelope and

- a. Depositing the sealed envelope with the United States Post Office with the postage fully prepaid.

- b. Placing the envelope for collection and mailing on the date and at the place shown below following our ordinary business practices. I am readily familiar with this business's practice for collecting and processing correspondence for mailing. On the same day that correspondence is place for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service in a sealed envelope with the postage fully prepaid and addressed as follows:

Ramon Ceras
58 Ortega Street, Apt. C
Watsonville, CA 95076

I declare under penalty of perjury that the foregoin and correct. Executed
January 28, 2004.



Patricia A. Burt

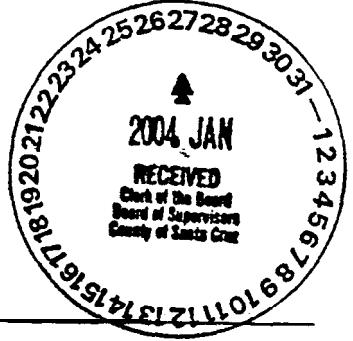
**COUNTY OF SANTA CRUZ
RISK MANAGEMENT
701 OCEAN STREET, ROOM 310
SANTA CRUZ, CA 95060
TELEPHONE: 831-454-2600**

304-080

CERAS

CLAIM AGAINST THE COUNTY OF SANTA CRUZ
(Pursuant to Section 9 10 et Seq., Govt. Code)

TO: BOARD OF SUPERVISORS
COUNTY OF SANTA CRUZ
ATTN: Clerk of the Board
Governmental Center
701 Ocean Street, Santa Cruz, CA 95060



1. Claimant's Name: Ramon Ceras
Address: 58 Ortega Street Ap C
Watsonville, CA 95096
Phone No: 831 728-9370
P.O. Box to which notices are to be sent: N/A

2. Occurrence: I was a pedestrian hit by the Santa Cruz Transit District
Date: 1/20/2004 Place: Watsonville, CA At or near transit center.
3. Circumstances of occurrence or transaction giving rise to claim: I was on Parkview St
crossing Beach St when a bus hit me

4. General description of indebtedness, obligation, injury, damage or loss incurred so far as is now known:
Approx 3000\$ in medical bills currently.

5. Name(s) of public employee(s) causing injury, damage or loss, if known: Aurelio Magallanes -
Preceda

6. Amount claimed now \$ 25,000.00
Estimated amount of future loss, if known \$ 10,000
TOTAL \$ 35,000.00

7. Basis for above computations: I am a non-union transit worker.

8. If the amount claimed is over \$ 10,000, indicate the court of jurisdiction:
SD, 10 Municipal Court _____ Superior Court

CLAIMANT'S SIGNATURE: Ramon Ceras

Note: Claim must be presented to Clerk, Board of Supervisors, within six (6) months after the act which occasioned the injury.
Americans with Disabilities Act questions or requests for accommodations may be directed to the ADA Coordinator at 454-2962 (TDD 454-2 123).

PER5003

2/1-27-04

Metro Accessible Services Transit Forum (MASTF)*

(*An official Advisory group to the Metro Board of Directors
and the ADA Paratransit Program)

Thursday March 18, 2004 2:00-4:00 p.m.

The NIAC Building in the Training Center

333 Front Street, Santa Cruz, CA.

“AGENDA”

ELIGIBLE VOTING MEMBERS FOR THIS MEETING:

Sharon Barbour, Ted Chatterton, Connie Day, Shelley Day, Tina Eason, Kasandra Fox, Jeff LeBlanc, Elizabeth Marquez, Thom Onan, Gary Peterson, Camille Pierce, Barbie Schaller, Link Spooner, Lesley Wright and Bob Yount.

“Public participation in MASTF meeting discussions is encouraged and greatly appreciated.”

- I. Call to Order and Introductions
- II. Approval of the February 19, 2004 MASTF Minutes
- III. Oral Communication and Correspondence

MASTF will receive oral and written communications during this time on items NOT on this meeting agenda. Topics presented must be within the jurisdiction of MASTF. Presentations may be limited in time at the discretion of the Chair. MASTF members will not take action or respond immediately to any presentation, but may choose to follow up at a later time.

- IV. Amendments to this Agenda
- V. Ongoing Business
 - 5.1 MASTF Status as METRO Advisory Body
 - a) Evaluate MASTF Options
 - b) Consideration of Dissolving MASTF

MASTF Agenda

March 18, 2004

Page Two

- 5.2 Adoption of MASTF Goals for 2004 (Sharon Barbour)
- 5.3 Communication with Members (Sharon Barbour)
- 5.4 Status of METRO No Smoking Policy (Bryant Baehr, Kasandra Fox and Bob Yount)
- 5.5 MASTF Membership Recruitment
- 5.6 MASTF Finances and Fund Raising
- 5.7 Paratransit Issues

VI. New Business

- 6.1 Revisiting the Price of Discount (Senior and Disabled) Monthly Passes (Camille Pierce)

MASTF COMMITTEE REPORTS

- 6.2 Training and Procedures Committee Report (Kasandra Fox)
- 6.3 Bus Service Committee Report (Connie Day)
 - a) Service Planning and Review Report
- 6.4 Bus Stop Improvement Committee Report (Jeff LeBlanc)
 - a) Bus Stop Advisory Committee (BSAC) Report
- 6.5 Elderly and Disabled Transportation Advisory Committee (E&D TAC) Report (Bob Yount)

OTHER REPORTS

- 6.10 Paratransit Update
 - a) Paratransit Report (Link Spooner)
 - b) CCCIL Transportation Advocacy (Thom Onan)
- 6.11 UTU Report (Jeff North)
- 6.12 SEIU/SEA Report (Eileen Pavlik)
- 6.13 Next Month's Agenda Items

VII. Adjournment

Note: This meeting is held at a location that is accessible to persons using wheelchairs. If you have questions, or want additional information about MASTF, please contact John Daugherty by phone at (831) 423-3868.

METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF)*

(* An official Advisory group to the Metro Board of Directors and the ADA Paratransit Program)

MINUTES

The Metro Accessible Services Transit Forum met for its monthly meeting on February 19, 2004 in the Training Center of the NIAC Building, 333 Front Street, Santa Cruz CA.

MASTF MEMBERS PRESENT: Sharon Barbour, Ted Chatterton, Connie Day, Shelley Day, Kasandra Fox, Jeff LeBlanc, Thom Onan, Barbie Schaller, Link Spooner and Bob Yount.

METRO STAFF PRESENT:

A. John Daugherty, Accessible Services Coordinator
Steve Paulson, METRO Paratransit Administrator

BOARD MEMBERS PRESENT:

None.

*****MASTF MOTIONS RELATED TO THE METRO BOARD OF DIRECTORS**

- 1) MASTF stands pat on its previous (December 18, 2003) Motion: MASTF encourages METRO to not change the current ADA Paratransit service structure until after the specialized transportation summit is held and conclusions are presented.
- 2) MASTF commends the CTSA (Consolidated Transportation Services Agency) for the improvements in Paratransit service.

RELEVANT ATTACHMENTS FORWARDED TO THE BOARD: Cover Letter, E and F

***MASTF MOTIONS RELATED TO METRO MANAGEMENT**

None.

I. CALL TO ORDER AND INTRODUCTIONS

Vice Chair Bob Yount called the meeting to order at 2:03 p.m.

II. APPROVAL OF THE JANUARY 15, 2004 MASTF MINUTES

After a Motion was made and seconded to approve the January 15, 2004 Minutes, John Daugherty offered one correction: On Page 11, there are Agenda items numbered 7.1, 7.2 and 7.3. Mr. Daugherty noted that those Agenda items should have been numbered 6.10, 6.11 and 6.12. In response to a question from Thom Onan, he also noted that the numbering error had been corrected in the emailed MASTF packets, but not the paper MASTF packets.

The following Motion concluded discussion:

MASTF Motion: To approve the January 15, 2004 MASTF Minutes as corrected.

M/S/PU: C. Day, Onan (By affirmative voice vote)

III. ORAL COMMUNICATION AND CORRESPONDENCE

John Daugherty described the following correspondence and other items of interest:

- 1) The Agenda for the Transportation Policy Workshop sponsored by the Santa Cruz County Regional Transportation Commission (SCCRTC) on January 22, 2004.
- 2) Two Agendas for SCCRTC meetings on February 5, 2004: One Agenda for the session beginning at 9:00 a.m. and the other Agenda for the "Public Hearing on the Coordination of Americans with Disabilities Act (ADA)

Paratransit Services and Other Specialized Transportation Services in Santa Cruz County” that began at 4:00 p.m.

- 3) A letter of introduction and flyer announcing an In Home Supportive Services (IHSS) Consumer Conference & Public Forum AND Provider Hiring Fair. Mr. Daugherty read aloud the flyer (Attachment A) that noted that this “Under One Roof” event was set for Saturday May 22, 2004 from 9 a.m. to 4:00 p.m. at the UCSC Inn, 611 Ocean Street. Interested persons were directed to phone (831) 454-5252 for more information.
- 4) The Agenda for the Transportation Policy Workshop sponsored by the SCCRTC that happened this morning (February 19, 2004).
- 5) The February 2004 edition of the *Central Coast Reporter*, a resource newsletter published by the Association of Monterey Bay Area Governments (AMBAG).
- 6) Mr. Daugherty read aloud parts of a “Remembrance” published in the *Santa Cruz Sentinel* earlier this month for Jessica Milligan. Ms. Milligan had attended a MASTF meeting last fall and was known to long time MASTF members. The “Remembrance “ (Attachment B) reads, in part:

“Jessica Milligan passed away on December 20, 2003 after a life-long fight with her disabling disease, Spinal Muscular Atrophy. Jessica was 25 years old and lived a life both longer and fuller than anyone, other than she, expected. Though her disease placed severe limits on her physical abilities, she rejected the idea of a passive life and chose to live actively, with meaning and purpose, as she became a respected and well-known advocate for people with disabilities in Santa Cruz County and throughout the state...

“...The family asks that donations be made to the Jessica Milligan Memorial Fund, care of the San Andreas Regional Center, P. O. Box 50002, San Jose,

CA. 95150. This fund has been established to help others with disabilities live as independently as possible.”

After Mr. Daugherty read from the Remembrance, there was a moment of silence.

Mr. Yount then read aloud an email from Lesley Wright. The email (Attachment C) indicates that Ms. Wright resigns from MASTF and vacates her position as MASTF’s Training and Procedures Chair.

All items mentioned during Oral Communications were placed in a folder by Mr. Daugherty and circulated to the group.

Note: After the meeting, Ms. Barbour requested that the recent MASTF letter describing outstanding issues regarding the relationship between Metro and MASTF be included in the March MASTF packet. The letter (Attachment D) was read aloud by Ms. Barbour to the Board on January 23, 2004.

IV. AMENDMENTS TO THIS AGENDA

No amendments to this Agenda were proposed. Mr. Yount passed the duties of Chair over to Sharon Barbour for the remainder of the meeting.

V. ONGOING BUSINESS

5.1 MASTF Status as METRO Advisory Body

Ms. Barbour read aloud a letter that she had prepared for METRO General Manager Les White. The letter seeks feedback from METRO on items METRO Board and Staff want included with copies of MASTF packets.

Mr. Yount recommended that the letter exchange the description “complaint” with the word “concern”. The following Motion concluded discussion of this topic:

**MASTF Motion: To authorize the Chair to send the letter as amended.
M/S/PU: LeBlanc, Onan (By affirmative voice vote)**

Note: The amended letter (Attachment E) is included in the March MASTF meeting packet.

Ms. Barbour initiated discussion of possible directions for MASTF. She noted that after March, MASTF members would need pay for paper copies and other parts of organization support.

She shared three possibilities:

- 1) MASTF membership decides the organization is “valuable and viable” and keeps it going.
- 2) MASTF membership declares, “moral victory... but we just can’t keep it up, and fold.”
- 3) “Give METRO our By-Laws, etc.”

She concluded with the question: “Are we willing, or are we not?”

Her remarks were followed by discussion. Two examples:

- 1) Link Spooner noted that there was “room to advocate” as a subcommittee or with current members serving on other advisory bodies.
- 2) Mr. Yount shared that he wanted to direct his energies to advising METRO, not to keeping an organization running.

Mr. Yount made a Motion to dissolve MASTF next month. Jeff LeBlanc seconded his Motion. Discussion of the Motion included the recommendation from Ms. Barbour that the prospect of dissolving MASTF should be placed on the Agenda for the meeting next month.

Before the Agenda for the next meeting was discussed, the following Motion was withdrawn:

MASTF Motion: To dissolve MASTF effective with the meeting next month.

M/S/W: Yount, LeBlanc.

The wording of the Agenda for the March MASTF meeting was discussed. How MASTF could sustain itself—with such tools as collecting voluntary dues- was also discussed.

The following Motion emerged from discussion:

MASTF Motion: The Chair is authorized to write a letter to membership explaining the options.

M/S/C: LeBlanc, Onan (By affirmative voice vote: no “Nay” votes and 1 abstention)

Note: The letter is the first item (cover pages) of the March MASTF packet.

Mr. LeBlanc introduced the topic of requesting assistance from the Central Coast Center for Independent Living (CCCIL). The following Motion emerged from discussion:

MASTF Motion: The Chair is authorized to write a letter to CCCIL to request assistance: a back up secretary, use of a copier and paper and staff resources to use a copier.

M/S/C: LeBlanc, C. Day (By show of hands: 4 votes in favor, no votes opposed and 3 abstentions)

Thom Onan requested that a copy of the letter also be sent to Michael Bradshaw, his supervisor at CCCIL.

Note: The completed letter (Attachment F) is part of the March MASTF packet.

5.2 Communication with Members (Sharon Barbour)

After March, Ms. Barbour noted, MASTF may not be able to provide audiocassette copies of MASTF packets. She noted that she is researching the possibility that a machine that reads text aloud and records it may be available.

She also shared that she recruited a new web master for the MASTF web site (www.mastf.org). The new web master is Bruce Bickle. She noted that notification of MASTF meetings after next month could reduce to Agendas and Minutes posted at official bulletin boards and the MASTF web site.

5.3 Status of METRO No Smoking Policy (Bryant Baehr, Kasandra Fox and Bob Yount)

Mr. Yount reported that he is working with Bonnie Morr, Chair of the UTU Local 23 chapter on proposed policy. He distributed copies of a rough draft policy (Attachment G) that he sought suggestions on.

The rough draft was discussed. Ms. Barbour suggested that this topic remain on the Agenda for the meeting next month.

VI. NEW BUSINESS

6.1 Proposed MASTF Goals for 2004 (Sharon Barbour)

Ms. Barbour read aloud a list of proposed MASTF Goals for this year. She explained that the list had been compiled during the Executive Committee meeting last week.

The list reads:

- “1) Continue to strongly advocate for seniors and persons with disabilities on transit related issues.
- 2) Membership recruitment.
- 3) Identify and acquire funding sources.
- 4) To restructure the organization in order to adapt to recent changes in our status.”

Ms. Barbour noted that the proposed goals for 2004 (Attachment H) would be an Agenda item for review, revision and approval during the next MASTF meeting.

6.2 MASTF Membership Recruitment

Ms. Barbour suggested that the Agenda item, “Membership Recruitment”, be postponed until decisions are made regarding the future of MASTF next month. She noted that Kasandra Fox had produced “a very nice brochure” to assist recruitment.

6.3 MASTF Finances and Fund Raising

Ms. Barbour then described business considerations – including how to become a non-profit organization and how to set up bank accounts – that could become part of MASTF’s future. During discussion of these topics, Mr. LeBlanc suggested that Mr. Yount and/or Mr. Daugherty accompany Ms. Barbour to visit the Santa Cruz Community Credit Union for further information.

Other activity on this topic included the discussion of a proposed Membership Application. Ms. Barbour read aloud the proposed MASTF Membership Application (Attachment I) that includes a request for voluntary financial contribution. Mr. LeBlanc and other members suggested that the draft

MASTF Membership Application be included in the March MASTF meeting packet.

Discussion also included the comment by Ms. Barbour that she believed Peggy Gallagher would assist the search for a lawyer to work “pro bono” on MASTF’s behalf in regard to achieving non-profit status.

6.4 Paratransit Public Hearing/Summit

Steve Paulson provided an overview of the Public Hearing called for by the SCCRTC that took place during February 5th. Mr. Paulson noted that 29 individuals gave testimony: 10 individuals were “users of the system” and 19 individuals were representatives of various organizations.

He stated: “There was a wide range of input. Some people called for a task force. Some people said we don’t need a task force. So there was no consensus is the bottom line, other than there is a need in this community for services other than ADA Paratransit. That could be the closest thing to consensus.”

Mr. Paulson and Mr. Spooner also noted that the commingling of rides was a frequent topic during the public hearing.

Discussion of this Agenda item covered several topics, including:

- 1) Mr. LeBlanc described the Public Hearing as an attempt at “reinventing the wheel.” He believed that METRO had all ready undertaken a process of public input and review in developing the METRO ParaCruz program.

Mr. LeBlanc stated: “The issue is accountability.” He recalled that years ago it was often reported that taxi subcontractors had not been accountable and delivered less than satisfactory service. He believed

that one result of METRO's current effort to bring administration and dispatch of METRO ParaCruz service "in house" is that "the chain of accountability would be much shorter."

- 2) Mr. Spooner responded that distinctions between the past and present need to be understood. He explained that Courtesy Cab Company (that currently receives 90% of rides subcontracted to taxis) has "an excellent track record." He also shared that Yellow Cab (Santa Cruz Transportation Company) is in the process of being sold. The new owners have made improvements in service delivery.
- 3) Ms. Barbour noted that one result of the public hearing was the establishment of a Task Force.
- 4) Mr. LeBlanc shared that Mr. White had asked him if MASTF was going to make a recommendation regarding METRO's interest in taking METRO ParaCruz service in house.
- 5) The following Motion emerged during discussion:

MASTF Motion: To nominate Ernestina Saldana to serve on the (Paratransit Public Hearing) Task Force.

M/S/PU: LeBlanc, Onan (By show of hands: 4 votes in favor, no votes opposed and no abstentions)

Note: The MASTF letter to the SCCRTC regarding this nomination (Attachment J) is included in the March MASTF packet.

- 6) Before discussion continued, the following Motion was approved:

MASTF Motion: To extend the meeting 15 minutes.

M/S/PU: LeBlanc, Onan (By show of hands: 6 votes in favor, no votes opposed and no abstentions)

7) Discussion of the question Mr. White asked Mr. LeBlanc included consideration of several positions by MASTF. The following Motion to the METRO Board concluded discussion of this Agenda item:

MASTF Motion: MASTF stands pat on its previous (December 18, 2003) Motion: MASTF encourages METRO to not change the current ADA Paratransit service structure until after the specialized transportation summit is held and conclusions are presented.

M/S/C: LeBlanc, C, Day (By show of hands: 3 votes in favor, no votes opposed and two abstentions)

6.5 Revisiting the Price of Discount (Senior and Disabled) Monthly Passes (Camille Pierce)

Ms. Barbour suggested that this Agenda item be postponed until next month.

MASTF COMMITTEE REPORTS

6.6 Training and Procedures Committee Report

6.7 Bus Service Committee Report (Connie Day)

a) Service Planning and Review Report

6.8 Bus Stop Improvement Committee Report (Jeff LeBlanc)

There were no reports on the three Agenda items above.

6.9 Elderly and Disabled Transportation Advisory Committee (E&D TAC) Report (Bob Yount)

Mr. Yount reported that E&D TAC is working on the Paratransit situation.

OTHER REPORTS

6.10 Paratransit Update

a) Paratransit Report (Link Spooner)

Mr. Spooner reported: “ I think we’ve covered that slippery slope.”

b) CCCIL Transportation Advocacy (Thom Onan)

Mr. Onan shared his belief that the characterization from Mr. Spooner – that Paratransit service is not as bad as had been suggested – was accurate. He reported that CCCIL has received no negative feedback in the last few months. These observations from Mr. Onan were discussed.

The following Motion emerged from discussion:

MASTF Motion: MASTF commends the CTSA (Consolidated Transportation Services Agency) for the improvements in Paratransit service.

M/S/C: C. Day, Onan (By show of hands: 5 votes in favor, no votes opposed and 1 abstention)

6.11 UTU Report

6.12 SEIU/SEA Report

There were no reports on the two Agenda items above.

6.13 Next Month’s Agenda Items

“Next month’s meeting is, essentially, our watershed,” Ms. Barbour shared. She encouraged people to ask interested persons (including past MASTF members) to attend.

No additional Agenda items for the meeting next month were suggested.

VII. ADJOURNMENT

Chair Barbour adjourned the meeting at 4:14 p.m.

MASTF Minutes
February 19, 2004
Page Thirteen

Note: A letter from Mr. White to Ms. Barbour regarding the support services provided to MASTF was received the day after the meeting. Ms. Barbour requested that the letter (Attachment K) be part of the March MASTF packet.

Respectfully submitted by: A. John Daugherty, Accessible Services
Coordinator

NOTE: NEXT REGULAR MASTF MEETING IS: Thursday March 18, 2004 from 2:00-4:00 p.m., in the Training Center of the NIAC Building, 333 Front Street, Santa Cruz, CA.

NOTE: NEXT S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday March 12, 2004 at 9:00 a.m. in the S.C.M.T.D. Administrative Offices, 370 Encinal Street, Santa Cruz, CA.

NOTE: THE FOLLOWING S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday March 26, 2004 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.



IMPORTANT

Please read before the March 18 meeting

Dear MASTF members,

MASTF has an important decision to make regarding MASTF's future at our March 18 meeting. We will be deciding in what manner MASTF will continue to exist, or if we want MASTF to continue to exist at all. Please come to the March meeting and provide your input.

The following is a discussion of the issues, choices, and potential ramification of these choices.

We fought a long, hard fight to retain MASTF's status with Metro. And, to an extent, we won. MASTF continues to be both independent and an official advisory committee to Metro.

But, MASTF lost a great deal in the process.

1. The Accessible Services Coordinator will no longer be working with us. We will have to provide our own secretary, and produce the minutes ourselves.
2. Metro will continue mailing our monthly packets, but will no longer produce or replicate them. Metro may be willing to replicate the packets for us and charge us for the amount it costs – which is less than copying them at Kinko’s - but we will still have to pay for this reproduction.
3. We will have no funding from Metro.
4. Many Metro Board members are unhappy with MASTF, and are not inclined to listen to or help us.

There are other repercussions, but these are the main issues for the moment.

In order to deal with these changes, MASTF must make adjustments of its own. There are six main possibilities that I can see:

1. Renounce MASTF’s independence and establish a relationship with Metro such as MAC will have.
2. Struggle on as best we can.
3. Seek another organization to “umbrella” us.
4. Ask Metro to hold MASTF funds.
5. Become a 501(c)3 nonprofit group.
6. Decide that MASTF has fought the good fight, has won a moral victory, and close up shop.

In all cases, MASTF members can join the newly formed MAC (Metro Advisory Committee) in order to bring the voice of the Senior and Disabled community to the Metro Board, either in addition to or instead of the voice of MASTF.

The ramifications of each choice are/may be:

1. Renounce MASTF's independence and establish a relationship with Metro such as MAC will have.

- a. Metro would once again provide secretarial help, taking minutes, transcribing minutes, copying minutes, and mailing the minutes.
 - i. Although he has had this duty in the past, the Accessible Services Coordinator (currently John Daughtery) might or might not be given this duty if MASTF went into the Metro fold.
- b. Metro would have control of MASTF by-laws. While MASTF could make suggestions, Metro would have the ultimate authority over those by-laws, and could change them in any manner in which they please. It is unclear whether they would make any changes at this time.
- c. Metro would have control over MASTF membership.
 - i. Those people whom Metro wants to have as members could become members.
 - ii. Those people with whom Metro is unhappy would not become members.
 - iii. The number of members and diversity of membership might or might not be limited.
 - iv. Because of the Brown Act, anyone, member or not, would be able to attend MASTF meetings.
 - v. The public (non-members) might or might not be allowed to provide input freely, and would not be allowed to vote.
- d. Metro may or may not be willing to accept MASTF in this capacity. Some people believe the Board is tired of MASTF and would just tell us to go away. Hard to say for sure.

2. Struggle on as best we can.

- a. MASTF needs more active members. Presently, we have fewer than a dozen people who regularly attend.

- i. A group this small is not going to be seen as having sufficient members to provide valid input.
 - ii. The next year or so will involve a great deal of work to insure MASTF's survival. Current members are getting burned out and can't do everything that needs to be done.
- b. MASTF will need money. We need to pay for printing of minutes, yearly renewal of website domain name, community outreach (flyers, etc.), checking account fees, etc.
 - i. MASTF can ask for membership dues.
 - ii. MASTF can't get grants without having 501(c)3 status.
 - iii. It is possible - but difficult - to do fundraising without 501(c)3 status.
 - iv. Without a minimum of funds, MASTF will eventually wither away. (No website, no community outreach, no monthly packet – we will eventually die through attrition.)
- c. MASTF will have to get a checking account to hold any money we acquire.
 - i. The least expensive account I have found so far costs \$7.00 per month, plus the price of checks. I will continue looking at banks to see if there is one with a better deal.
 - ii. To get a checking account, MASTF must get a fictitious business name, which will require funding to file and to publish the name in the paper. It costs a minimum of \$25 to file the paperwork, and \$32 to publish the fictitious name four times in the paper (required), a total of \$57. Each time the “owner” (Chair) changed, the fictitious business name should be resubmitted, with the same costs.
- d. If sufficient money cannot be acquired, MASTF will have to communicate with members solely through e-mail and the Website, thus disenfranchising people who don't have computers and Internet access.

3. Seek another organization (CCCIL, CTSA, etc.) to sponsor or “umbrella” MASTF. This would involve all the issues of #2 above except:

- a. At a minimum, we could ask the organization to hold our funds for us, saving us the expense of getting a bank account and a fictitious business name. This would ease our current time pressure and give us much more opportunity to find our feet.
- b. At the most, we would ask that the organization hold our funds, provide a secretary, and copy our monthly packets for Metro to send out.

4. Ask Metro to hold MASTF’s funds.

- a. While Metro is not willing to provide secretarial help, nor copy the monthly MASTF packet, they might be willing to hold our funds, allowing us to avoid the expense of a bank account and fictitious business name as in #3a above. Again, this would give us time to regroup.

5. Become a 501(c)3 nonprofit group. Becoming a 501(c)3 nonprofit group has all the issues of #2 above except:

- a. It will take several months to acquire this status. We would have to do #2, #3, or #4 above until then.
- b. We will have to find a lawyer who will help us pro bono (without a fee), and even then, there will be some expenses – I’m unsure how much expense at this time.
- c. After acquiring 501(c)3 nonprofit status we could apply for grants. I have had three people offer to help us do grant writing. But grant writing is complicated and not a sure thing.
- d. People who donate to MASTF would then be able to write that donation off on their income tax.

- e. The bank mentioned above would stop charging a monthly fee for the checking account, but would charge for deposits and withdrawals.

6. Decide that MASTF has fought the good fight, won a moral victory, and close up shop.

- a. Many members of MASTF are getting burned out. Many are too tired to continue fighting for MASTF's independence.
- b. Some MASTF members feel that we would be spending the next 6 months to a year fighting for survival rather than advocating for the senior and disabled community.
 - i. While this is true, we could emerge stronger than before, and continue to advocate from a position of strength for the next 15 years.
 - ii. If we close up shop, MASTF will not be advocating for the Senior and Disabled community at all.
- c. There will be various ramifications to the Senior and Disabled Community if MASTF no longer exists.
 - i. There will be less opportunity for the Senior and Disabled community to discuss and resolve issues regarding our needs and to present these needs and potential solutions to Metro.
 - ii. The needs of the Senior and Disabled community are more likely to be ignored without our voice bringing these issues to Metro. MAC will act as this voice to a certain extent, but senior/disabled issues are not MAC's focus, and MAC's membership is limited to 11 people.
 - iii. Metro may find itself subject to more lawsuits than before without MASTF providing a dedicated forum for seniors and disabled people to bring their concerns to. The resulting costs to defend these lawsuits will come out of services used by the Senior and Disabled community.
 - iv. There will be other ramifications, most of which I haven't foreseen.

- d. Former MASTF members could become MAC members and continue to advocate for seniors and the disabled.
 - i. Being a minority of the membership, our needs may or may not be addressed in that forum. Only 1/3 of MAC's membership is required to be disabled and none is required to be senior, although more than this minimum can be appointed to MAC.
 - ii. MAC membership is limited to 11 people.

7. You, the MASTF members, may think of some other option which I have not thought of. If you can think of a different/better option than I have mentioned, please bring it to the March meeting.

In the March 18th meeting, MASTF will discuss the issues related above, and vote on how MASTF wishes to continue in the future. Please think deeply about these issues and come to the meeting to provide your input.

The next meeting is:

Thursday, March 18, 2004

2:00 - 4:00 PM

NIAC Building Training Center Room

333 Front Street (By Lane 4 of Metro Center)

Santa Cruz, CA

Sincerely,



Sharon L. Barbour

MASTF Chair

www.MASTF.org

Chair@MASTF.org



9 March 2004

Dear Executive Director Elsa Quezada,

Attachment F

CCCIL and MASTF have worked together for many years, and largely serve of the same community. MASTF is **grateful** for CCCIL's support in our ongoing efforts to advocate for the Senior and Disabled Community, and hope we have been equally helpful to CCCIL.

Unfortunately, MASTF has experienced a severe reversal of circumstance. Metro is reducing their support of MASTF. This reduction has encompassed two issues in particular. Metro has withdrawn the services of the Accessible Services Coordinator. In addition to his other support functions, the ASC has taken minutes for MASTF for many years. A further problem, Metro will no longer reproduce MASTF packets, although they will continue to mail the packets for us. Metro may be willing to let us use their copy machines at cost. This will be cheaper than commercial copying, but still an expense. Metro will not provide MASTF with any funding.

MASTF is at a pivotal time right now. We will be deciding our fate at the March 18 meeting. Attached is a copy of the cover letter MASTF is sending to our membership in this month's packet. CCCIL's help may influence the decision we make.

Elizabeth Miller has volunteered to be secretary for MASTF. However, no one can be expected to always be available. MASTF asks if CCCIL would allow one of your people to be our backup secretary to take minutes and produce the packets when Elizabeth is unavailable. In addition, we ask if CCCIL would be willing to produce the MASTF packets, either by copying them yourselves or by allowing a MASTF member to use your photocopier.

COPY

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 26, 2004
TO: Board of Directors
FROM: Elisabeth Ross, Finance Manager
SUBJECT: MONTHLY BUDGET STATUS REPORT FOR JANUARY 2004, AND APPROVAL OF BUDGET TRANSFERS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve the budget transfers for the period February 1 – 29, 2004.

II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$18,657,514 or \$230,121 over the amount of revenue expected to be received during the first seven months of the fiscal year, based on the budget revised in December.
- Total operating expenses for the year to date, in the amount of \$16,606,268, are at 51.8% of the revised budget.
- A total of \$4,913,236 has been expended through January 31st for the FY 03-04 Capital Improvement Program.

III. DISCUSSION

An analysis of the District's budget status is prepared monthly in order to apprise the Board of Directors of the District's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year. The attached monthly revenue and expense report represents the status of the District's FY 03-04 budget as of January 31, 2004. The fiscal year is 58.3% elapsed.

A. Operating Revenues

Revenues are \$230,121 over the amount projected to be received for the period. Passenger revenue is \$192,442 over budget projections due to the fare increase and new service agreements with UCSC and Cabrillo. Sales tax revenue is \$13,821 over the budgeted amount since the expected revenue amount was reduced in the December budget revision. Variances are explained in the notes following the report.

B. Operating Expenses

Operating expenses for the year to date total \$16,606,268 or 51.8% of the revised budget, with 58.3% of the year elapsed. Variances are explained in the notes following the report.

C. Capital Improvement Program

For the year to date, a total of \$4,913,236 has been expended on the Capital Improvement Program. The largest expenditure was for the purchase of buses in the amount of \$4,503,702.

IV. FINANCIAL CONSIDERATIONS

Approval of the budget transfers will increase some line item expenses and decrease others. Overall, the changes are expense-neutral.

V. ATTACHMENTS

Attachment A: Revenue and Expense Report for January 2004, and Budget Transfers

**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING REVENUE - JANUARY 2004**

Operating Revenue	FY 03-04 Budgeted for Month	FY 03-04 Actual for Month	FY 03-04 Budgeted YTD	FY 02-03 Actual YTD	FY 03-04 Actual YTD	YTD Variance from Budgetec	
Passenger Fares	\$ 317,918	\$ 318,719	\$ 2,146,573	\$ 1,780,266	\$ 2,238,574	\$ 92,001	
Paratransit Fares	\$ 22,963	\$ 20,726	\$ 157,640	\$ 109,864	\$ 145,856	\$ (11,784)	
Special Transit Fares	\$ 208,213	\$ 252,479	\$ 942,292	\$ 959,629	\$ 1,070,516	\$ 128,224	
Highway 17 Revenue	\$ 53,466	\$ 53,017	\$ 400,824	\$ 469,630	\$ 384,825	\$ (15,999)	
<i>Subtotal Passenger Rev</i>	\$ 602,560	\$ 644,941	\$ 3,647,329	\$ 3,319,389	\$ 3,839,771	\$ 192,442	See Note 1
Advertising Income - OBIE	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	
Advertising Income - Dist	\$ -	\$ -	\$ -	\$ -	\$ 17,509	\$ 17,509	See Note 2
Commissions	\$ 767	\$ 610	\$ 5,367	\$ 5,747	\$ 4,374	\$ (993)	
Rent Income	\$ 13,326	\$ 13,326	\$ 86,622	\$ 87,580	\$ 89,039	\$ 2,417	
Interest - General Fund	\$ 25,564	\$ 23,804	\$ 171,562	\$ 266,461	\$ 168,011	\$ (3,551)	See Note 3
Non-Transportation Rev	\$ 175	\$ 7,041	\$ 1,225	\$ 13,562	\$ 9,701	\$ 8,476	See Note 4
Sales Tax Income	\$ 1,144,600	\$ 1,118,800	\$ 8,948,704	\$ 9,042,949	\$ 8,962,525	\$ 13,821	See Note 5
TDA Funds	\$ -	\$ -	\$ 2,696,445	\$ 2,627,822	\$ 2,696,445	\$ -	
FTA Op Asst - Sec 5307	\$ -	\$ -	\$ 2,804,435	\$ 1,229,934	\$ 2,804,435	\$ -	
FTA Op Asst - Sec 5311	\$ -	\$ -	\$ 65,704	\$ 46,701	\$ 65,704	\$ -	
FY 02-03 Carryover	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfer from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfer from Insurance Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfer - Proj Mgr	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Operating Revenue	\$ 1,786,992	\$ 1,808,522	\$ 18,427,392	\$ 16,715,145	\$ 18,657,514	\$ 230,121	

**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING EXPENSE SUMMARY - JANUARY 2004**

	FY 03-04 Final Budget	FY 03-04 Revised Budget	FY 02-03 Expended YTD	FY 03-04 Expended YTD	Percent Expended of Budget	
PERSONNEL ACCOUNTS						
Administration	\$ 891,383	\$ 903,109	\$ 333,938	\$ 436,909	48.4%	
Finance	\$ 522,456	\$ 523,672	\$ 276,108	\$ 285,071	54.4%	
Customer Service	\$ 519,934	\$ 515,069	\$ 351,077	\$ 261,453	50.8%	
Human Resources	\$ 327,189	\$ 334,866	\$ 167,057	\$ 205,696	61.4%	See Note 6
Information Technology	\$ 413,963	\$ 427,948	\$ 221,616	\$ 243,317	56.9%	
District Counsel	\$ 358,878	\$ 349,527	\$ 177,345	\$ 173,616	49.7%	
Risk Management	\$ -	\$ -	\$ -	\$ -	0.0%	
Facilities Maintenance	\$ 1,029,512	\$ 1,033,569	\$ 537,335	\$ 572,147	55.4%	
Paratransit Program	\$ 229,377	\$ 229,922	\$ 106,239	\$ 117,812	51.2%	
Operations	\$ 1,908,172	\$ 1,906,819	\$ 1,024,839	\$ 1,052,570	55.2%	
Bus Operators	\$ 12,044,316	\$ 11,828,193	\$ 6,755,880	\$ 6,830,066	57.7%	
Fleet Maintenance	\$ 4,120,660	\$ 4,018,458	\$ 2,039,744	\$ 2,016,400	50.2%	
Retired Employees/COBRA	\$ 833,989	\$ 856,780	\$ 369,462	\$ 426,711	49.8%	
Total Personnel	\$ 23,199,828	\$ 22,927,931	\$ 12,360,642	\$ 12,621,768	55.0%	
NON-PERSONNEL ACCOUNTS						
Administration	\$ 585,535	\$ 585,535	\$ 288,494	\$ 297,198	50.8%	
Finance	\$ 950,128	\$ 942,084	\$ 325,396	\$ 491,198	52.1%	
Customer Service	\$ 114,080	\$ 86,580	\$ 74,886	\$ 51,559	59.6%	See Note 7
Human Resources	\$ 59,322	\$ 59,322	\$ 12,752	\$ 20,209	34.1%	
Information Technology	\$ 103,670	\$ 97,670	\$ 38,167	\$ 41,909	42.9%	
District Counsel	\$ 21,735	\$ 21,735	\$ 5,810	\$ 7,385	34.0%	
Risk Management	\$ 206,350	\$ 206,350	\$ 90,794	\$ 51,808	25.1%	
Facilities Maintenance	\$ 476,840	\$ 476,840	\$ 210,227	\$ 229,164	48.1%	
Paratransit Program	\$ 3,506,306	\$ 3,178,703	\$ 1,457,941	\$ 1,296,176	40.8%	See Note 8
Operations	\$ 534,490	\$ 584,534	\$ 235,222	\$ 210,800	36.1%	
Bus Operators	\$ 7,400	\$ 7,400	\$ 2,772	\$ 2,654	35.9%	
Fleet Maintenance	\$ 2,953,059	\$ 2,879,059	\$ 1,282,602	\$ 1,284,431	44.6%	
Op Prog/SCCIC	\$ 1,257	\$ 1,257	\$ 117	\$ 10	0.8%	
Prepaid Expense	\$ -	\$ -	\$ -	\$ -	0.0%	
Total Non-Personnel	\$ 9,520,172	\$ 9,127,069	\$ 4,025,181	\$ 3,984,501	43.7%	
Subtotal Operating Expense	\$ 32,720,000	\$ 32,055,000	\$ 16,385,823	\$ 16,606,268	51.8%	
Grant Funded Studies/Programs	\$ -	\$ -		\$ -	0.0%	
Transfer to/from Cap Program	\$ -	\$ -		\$ -	0.0%	
Pass Through Programs	\$ -	\$ -		\$ -	0.0%	
Total Operating Expense	\$ 32,720,000	\$ 32,055,000	\$ 16,385,823	\$ 16,606,268	51.8%	
YTD Operating Revenue Over YTD Expense				\$ 2,051,246		

**CONSOLIDATED OPERATING EXPENSE
JANUARY 2004**

	FY 03-04 Final Budget	FY 03-04 Revised Budget	FY 02-03 Expended YTD	FY 03-04 Expended YTD	% Exp YTD of Budget	
LABOR						
Operators Wages	\$ 6,363,193	\$ 6,142,355	\$ 3,322,670	\$ 3,363,330	54.8%	
Operators Overtime	\$ 927,591	\$ 927,591	\$ 611,977	\$ 722,940	77.9%	See Note 9
Other Salaries & Wages	\$ 6,390,190	\$ 6,193,922	\$ 3,034,976	\$ 3,086,401	49.8%	
Other Overtime	\$ 139,709	\$ 214,709	\$ 131,953	\$ 159,337	74.2%	See Note 10
	\$ 13,820,683	\$ 13,478,577	\$ 7,101,576	\$ 7,332,009	54.4%	
FRINGE BENEFITS						
Medicare/Soc Sec	\$ 148,453	\$ 148,453	\$ 75,865	\$ 82,307	55.4%	
PERS Retirement	\$ 1,164,898	\$ 1,150,821	\$ 500,982	\$ 589,312	51.2%	
Medical Insurance	\$ 2,667,738	\$ 2,735,219	\$ 1,235,217	\$ 1,428,518	52.2%	
Dental Plan	\$ 455,704	\$ 465,509	\$ 238,431	\$ 217,492	46.7%	
Vision Insurance	\$ 123,307	\$ 123,307	\$ 69,202	\$ 66,561	54.0%	
Life Insurance	\$ 60,472	\$ 60,472	\$ 30,752	\$ 17,337	28.7%	
State Disability Ins	\$ 196,085	\$ 196,085	\$ 59,969	\$ 79,947	40.8%	
Long Term Disability Ins	\$ 221,054	\$ 221,054	\$ 254,851	\$ 122,012	55.2%	
Unemployment Insurance	\$ 46,893	\$ 46,893	\$ 23,130	\$ 49,308	105.2%	See Note 11
Workers Comp	\$ 1,666,634	\$ 1,673,634	\$ 1,064,869	\$ 1,123,251	67.1%	See Note 12
Absence w/ Pay	\$ 2,596,775	\$ 2,596,776	\$ 1,696,170	\$ 1,499,855	57.8%	
Other Fringe Benefits	\$ 31,131	\$ 31,131	\$ 9,627	\$ 13,858	44.5%	
	\$ 9,379,144	\$ 9,449,353	\$ 5,259,065	\$ 5,289,759	56.0%	
SERVICES						
Acctng/Admin/Bank Fees	\$ 299,484	\$ 291,484	\$ 134,581	\$ 129,621	44.5%	
Prof/Legis/Legal Services	\$ 490,180	\$ 483,680	\$ 209,133	\$ 176,947	36.6%	
Custodial Services	\$ 89,000	\$ 89,000	\$ 39,610	\$ 44,967	50.5%	
Uniforms & Laundry	\$ 40,500	\$ 40,281	\$ 17,309	\$ 15,578	38.7%	
Security Services	\$ 346,188	\$ 392,188	\$ 149,963	\$ 118,193	30.1%	
Outside Repair - Bldgs/Eqmt	\$ 188,686	\$ 188,686	\$ 92,123	\$ 91,532	48.5%	
Outside Repair - Vehicles	\$ 271,570	\$ 270,570	\$ 144,822	\$ 158,953	58.7%	See Note 13
Waste Disp/Ads/Other	\$ 109,845	\$ 100,845	\$ 30,476	\$ 42,884	42.5%	
	\$ 1,835,453	\$ 1,856,734	\$ 818,017	\$ 778,677	41.9%	
CONTRACT TRANSPORTATION						
Contract Transportation	\$ 100	\$ 100	\$ -	\$ -	0.0%	
Paratransit Service	\$ 3,289,256	\$ 2,961,653	\$ 1,354,853	\$ 1,216,530	41.1%	See Note 8
	\$ 3,289,356	\$ 2,961,753	\$ 1,354,853	\$ 1,216,530	41.1%	
MOBILE MATERIALS						
Fuels & Lubricants	\$ 1,486,549	\$ 1,486,549	\$ 626,397	\$ 662,433	44.6%	
Tires & Tubes	\$ 131,000	\$ 121,000	\$ 70,161	\$ 59,001	48.8%	
Other Mobile Supplies	\$ 6,500	\$ 6,500	\$ 722	\$ 2,227	34.3%	
Parts Credit	\$ -	\$ -	\$ -	\$ (78,586)	0.0%	See Note 14
Revenue Vehicle Parts	\$ 515,000	\$ 444,400	\$ 161,132	\$ 222,827	50.1%	
	\$ 2,139,049	\$ 2,058,449	\$ 858,412	\$ 867,901	42.2%	

**CONSOLIDATED OPERATING EXPENSE
JANUARY 2004**

	FY 03-04 Final Budget	FY 03-04 Revised Budget	FY 02-03 Expended YTD	FY 03-04 Expended YTD	% Exp YTD of Budget
OTHER MATERIALS					
Postage & Mailing/Freight	\$ 22,367	\$ 23,667	\$ 10,390	\$ 6,949	29.4%
Printing	\$ 73,275	\$ 72,980	\$ 41,239	\$ 27,905	38.2%
Office/Computer Supplies	\$ 64,250	\$ 64,010	\$ 27,460	\$ 28,084	43.9%
Safety Supplies	\$ 19,825	\$ 19,825	\$ 5,737	\$ 9,344	47.1%
Cleaning Supplies	\$ 66,100	\$ 66,100	\$ 23,588	\$ 17,429	26.4%
Repair/Maint Supplies	\$ 65,000	\$ 64,900	\$ 26,209	\$ 29,298	45.1%
Parts, Non-Inventory	\$ 50,000	\$ 48,500	\$ 24,911	\$ 13,659	28.2%
Tools/Tool Allowance	\$ 9,600	\$ 9,600	\$ 3,309	\$ 2,873	29.9%
Promo/Photo Supplies	\$ 14,400	\$ 12,425	\$ 1,043	\$ 1,076	8.7%
	\$ 384,817	\$ 382,007	\$ 163,885	\$ 136,617	35.8%
UTILITIES	\$ 323,677	\$ 323,677	\$ 177,209	\$ 177,352	54.8%
CASUALTY & LIABILITY					
Insurance - Prop/PL & PD	\$ 641,500	\$ 641,500	\$ 189,682	\$ 357,560	55.7%
Settlement Costs	\$ 100,000	\$ 100,000	\$ 45,040	\$ 34,172	34.2%
Repairs to Prop	\$ -	\$ -	\$ (13,797)	\$ (9,440)	0.0%
Prof/Other Services	\$ -	\$ -	\$ 36	\$ -	0.0%
	\$ 741,500	\$ 741,500	\$ 220,961	\$ 382,293	51.6%
TAXES	\$ 49,433	\$ 49,048	\$ 27,013	\$ 27,273	55.6%
MISC EXPENSES					
Dues & Subscriptions	\$ 51,970	\$ 52,265	\$ 37,633	\$ 25,733	49.2%
Media Advertising	\$ 3,000	\$ 1,500	\$ 129	\$ 40	2.7%
Employee Incentive Program	\$ 10,381	\$ 10,600	\$ 5,484	\$ 5,696	53.7%
Training	\$ 28,775	\$ 26,775	\$ 5,602	\$ 7,319	27.3%
Travel	\$ 35,941	\$ 35,941	\$ 10,840	\$ 11,019	30.7%
Other Misc Expenses	\$ 18,314	\$ 18,314	\$ 5,847	\$ 9,009	49.2%
	\$ 148,381	\$ 145,395	\$ 65,536	\$ 58,814	40.5%
OTHER EXPENSES					
Leases & Rentals	\$ 608,506	\$ 608,506	\$ 339,296	\$ 339,045	55.7%
	\$ 608,506	\$ 608,506	\$ 339,296	\$ 339,045	55.7%
Total Operating Expense	\$ 32,720,000	\$ 32,055,000	\$ 16,385,823	\$ 16,606,268	51.8%

**MONTHLY REVENUE AND EXPENSE REPORT
FY 03-04 CAPITAL IMPROVEMENT PROGRAM**

CAPITAL PROJECTS	Program Budget	Expended in January	YTD Expended
<u>Grant Funded Projects</u>			
MetroBase	\$ 9,306,548	\$ 90,147	\$ 325,180
Urban Bus Replacement	\$ 6,018,365	\$ 850	\$ 4,503,702
Metro Center Renovation Project	\$ 108,891		\$ 6,788
Spare Parts for New Buses (carryover)	\$ 97,550	\$ 9,608	\$ 39,272
Talking Bus (carryover)	\$ 9,000		\$ 11,070
	\$ 15,540,354		
<u>District Funded Projects</u>			
Bus Stop Improvements	\$ 60,000		\$ -
IT Projects	\$ 15,000		\$ 1,621
GIRO IT Project (carryover)	\$ 31,370		
Paratransit Program	\$ 15,000		\$ -
Facilities Repairs & Improvements	\$ 65,000		\$ 3,406
Radio Repeater	\$ 13,000		\$ 7,560
Bus Windows	\$ 29,000		\$ -
Non-revenue Vehicle Replacement	\$ 116,000		\$ -
Office Equipment	\$ 39,500		\$ 12,640
Storage Container	\$ 1,800		\$ 1,998
Transfer to Operating Budget	\$ 350,000		\$ -
	\$ 735,670		
TOTAL CAPITAL PROJECTS	\$ 16,276,024	\$ 100,605	\$ 4,913,236
CAPITAL FUNDING SOURCES			
	Budget	Received in January	YTD Received
Federal Capital Grants	\$ 8,309,278	\$ 210,565	\$ 577,678
State/Local Capital Grants	\$ 4,844,713		\$ 3,747,300
STA Funding	\$ 821,414	\$ -	\$ 205,354
District Reserves	\$ 2,260,249	\$ -	\$ 382,905
TOTAL CAPITAL FUNDING	\$ 16,235,654	\$ 210,565	\$ 4,913,236

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
NOTES TO REVENUE AND EXPENSE REPORT**

1. Passenger fares (farebox and pass sales) are \$92,001 or 4% over the revised budget amount for the year to date. Paratransit fares are \$11,784 under budget for the period as a result of fewer trips than projected, with a corresponding decrease in program expense. Special transit fares (contracts) are \$128,224 or 13.6% over the budgeted amount. UCSC contract revenue is \$115,462 over budget. Employer bus pass program revenue is \$4,361 over budget. Highway 17 Express revenue is \$15,999 or 4% under the year to date budgeted amount. Together, all four passenger revenue accounts are over the budgeted amount for the first seven months of the fiscal year by a net \$192,442 or 5.3%.
2. Advertising income shows revenue of \$17,509 due to a final payment from OBIE Media that was not budgeted.
3. Interest income is \$3,551 under budget due to continued low interest rates.
4. Non-transportation revenue is \$8,476 over budget primarily due to a credit for past life insurance policies.
5. Sales tax income is over budget by \$13,821 for the first seven months of the fiscal year as a result of the December budget revision which reduced revenue from this source by \$350,000.
6. Human Resources personnel expense is at 61.4% of the budget due to settlement of a workers' compensation claim.
7. Customer Service non-personnel expense is at 59.6% of the budget due to the semi-annual printing of Headways.
8. Paratransit program expense is only at 40.8% of the budget because the January billing was not submitted by the contractor by the report deadline. If the January billing were included, the expense would be at 46% of the budget.
9. Overtime expense for Bus Operators is at 77.9% of the budget since significant overtime is currently required to cover shifts. A new class of Bus Operator trainees is underway to replace Bus Operators who have retired in the past few months. Total Bus Operator payroll is within budget.
10. Overtime expense for non-operators is at 74.2% of the budget due to shift coverage for Transit Supervisors on leave. Total Operations payroll is within budget.
11. State unemployment insurance is at 105.2% of the budget due to a doubling of the District's payroll tax rate effective January 1, 2004. The budget had included only a 10% increase. This expense will significantly exceed the budgeted amount by the end of the fiscal year.
12. Workers' Compensation expense is at 67.1% of the budget due to the high number of claims paid out for the past four months.

13. Outside repair of vehicles is at 58.7% of the budget due to a \$20,000 repair bill for one vehicle in November.
14. A \$78,586 parts credit from Orion has been established against which certain bus parts will be expensed.

FY 03-04 BUDGET TRANSFERS
2/1/04-2/29/04

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # 04-010			
TRANSFER FROM:	504311-1200	Office Supplies	\$ (44)
TRANSFER TO:	504311-3200	Office Supplies	\$ 44
REASON:	To cover cost of payroll envelopes in the Finance Dept. for FY 03-04.		
TRANSFER # 04-011			
TRANSFER FROM:	501021-3200	Other Salaries	\$ (25,000)
TRANSFER TO:	501023-3200	Other Overtime	\$ 25,000
REASON:	To cover Supervisor overtime in the Operations Dept. for FY 03-04.		
TRANSFER # 04-012			
TRANSFER FROM:	503354-4100	Other Vehicle Repair - Out	\$ (1,000)
TRANSFER TO:	504205-4100	Freight Out	\$ 1,000
REASON:	To cover account overrun and expected expenditures in the Fleet Maint. Dept. for the remainder of FY 03-04.		

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 26, 2004

TO: Board of Directors

FROM: Steve Paulson, Paratransit Administrator

SUBJECT: METRO PARACRUZ PROGRAM STATUS MONTHLY UPDATE

I. RECOMMENDED ACTION

This report is for information only- no action requested

II. SUMMARY OF ISSUES

- The Board receives monthly reports on the status of the federally mandated ADA complementary paratransit program
- Operating Statistics reported are for the month of December 2003
- Cost reflects hourly rate increased by 4% over previous fiscal year.
- Revenue and subsidy figures reflect impact of fare increase.
- Eligibility/Recertification statistics reported are through February 29, 2004

III. DISCUSSION

Operating Statistics for December 2003

	This Dec	Last Dec	% Change	FYTD	Last FYTD	% Change
Cost	\$179,725.34	\$204,267.65	-12.01 %	\$1,216,530.04	\$1,354,772.73	-10.20 %
Revenue	\$21,027*	\$15,808	+33.01 %	\$137,739*	\$107,030	+28.69 %
Subsidy	\$158,698.34	\$188,459.65	-15.79 %	\$1,078,791.04	\$1,247,742.73	-13.54 %
Rides performed	7168	8103	-11.54 %	46,794	54,833	-14.66 %
Cost/ Ride	\$25.07	\$25.21	-.54 %	\$26.00	\$24.71	+5.22 %
Productivity	2.13 rides per hour	1.69 rides per hour		2.05 rides per hour	1.97 rides per hour	

* Revenue does not equal \$3.00/ride because no revenue is generated by rides to and from certification interviews.

Performance Measures

	July	Aug	Sept	Oct	Nov	Dec	FYTD
Rides	7,887	7,402	8,157	8,709	7471	7,168	46,794
late pick ups (more than 20 minutes)	452	379	537	878	498	388	3132
% late	5.73%	5.12%	6.58%	10.08%	6.67	5.41%	6.69%
Picked up too early (more than 10 minutes)	252	271	327	164	134	132	1,280
Total rides not "on time"	704	650	864	1,042	632	520	4,412
% "on time"	91.07%	91.22%	89.41%	88.03%	91.54%	92.74%	90.57%
missed trips	2	5	5	9	0	2	23
Excessively late scheduled (more than 60 minutes)	14	4	15	38	9	12	92
Excessively late will call (more than 100 minutes)	4	3	11	14	5	1	38
total violation w/ \$50 penalty	20	12	31	61	14	15	153
Total violation w/\$100 penalty						9	9
Liquidated damages	\$1,000	\$600	\$1,500	\$3,050	\$700	\$1,650	\$8,550

Eligibility Certification/ Recertification

All riders previously registered that staff has been able to locate have been requested to schedule an assessment. The recertification process will be complete before the end of the fiscal year.

Number of new applicants assessed since August 1, 2002: 1811. Of those, 1675 (92.5%) have been approved for some level of eligibility.

Number of recertification assessments completed: 1472. Of those, 1414 (96.1%) have been approved for some level of eligibility

IV. FINANCIAL CONSIDERATIONS

none

V. ATTACHMENTS

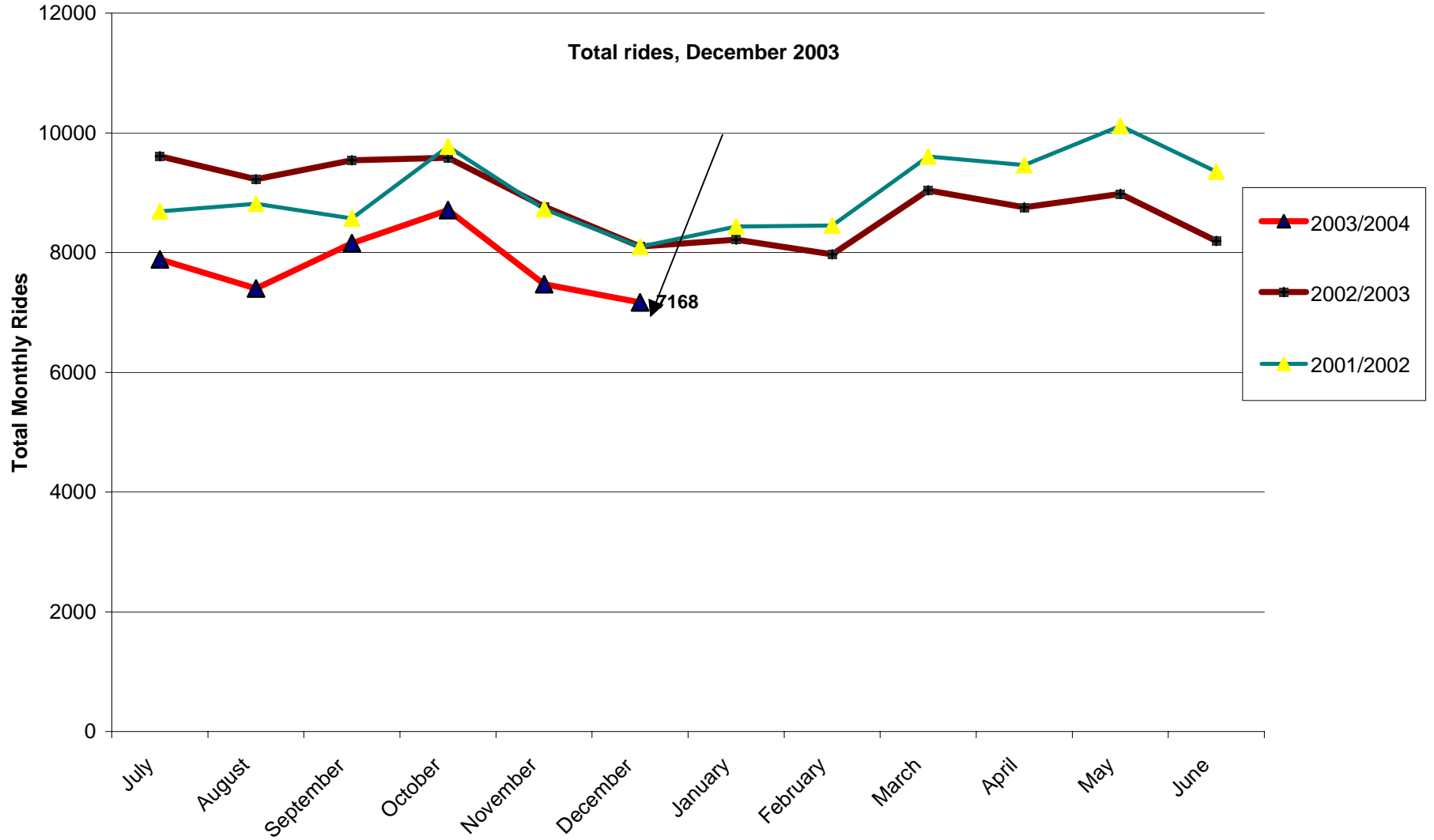
Attachment A: METRO ParaCruz Rides by Month

Attachment B: METRO ParaCruz Cost by Month

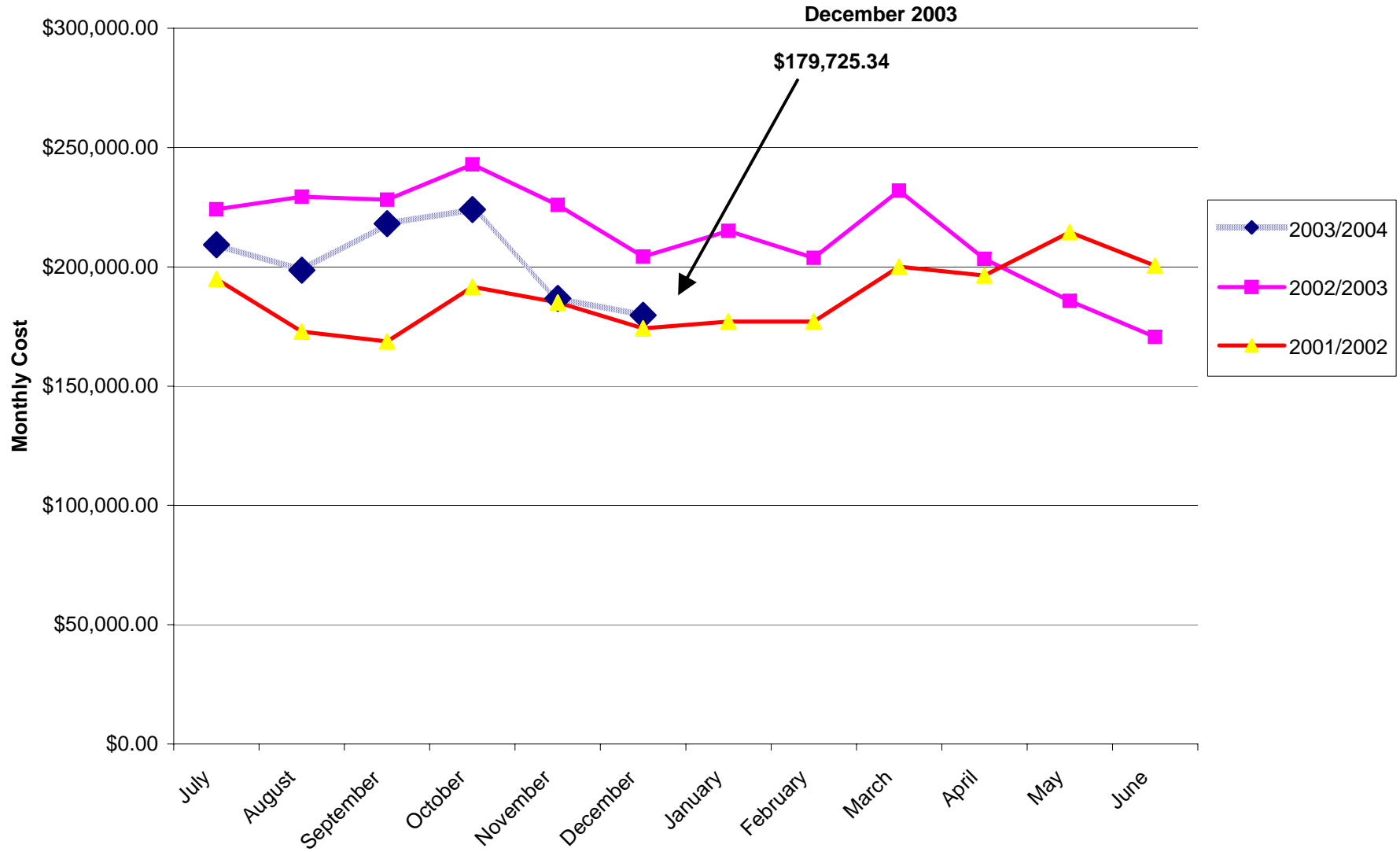
Attachment C: Recertification and New Applicant Eligibility Determinations

Attachment D: METRO ParaCruz Registrants by Month

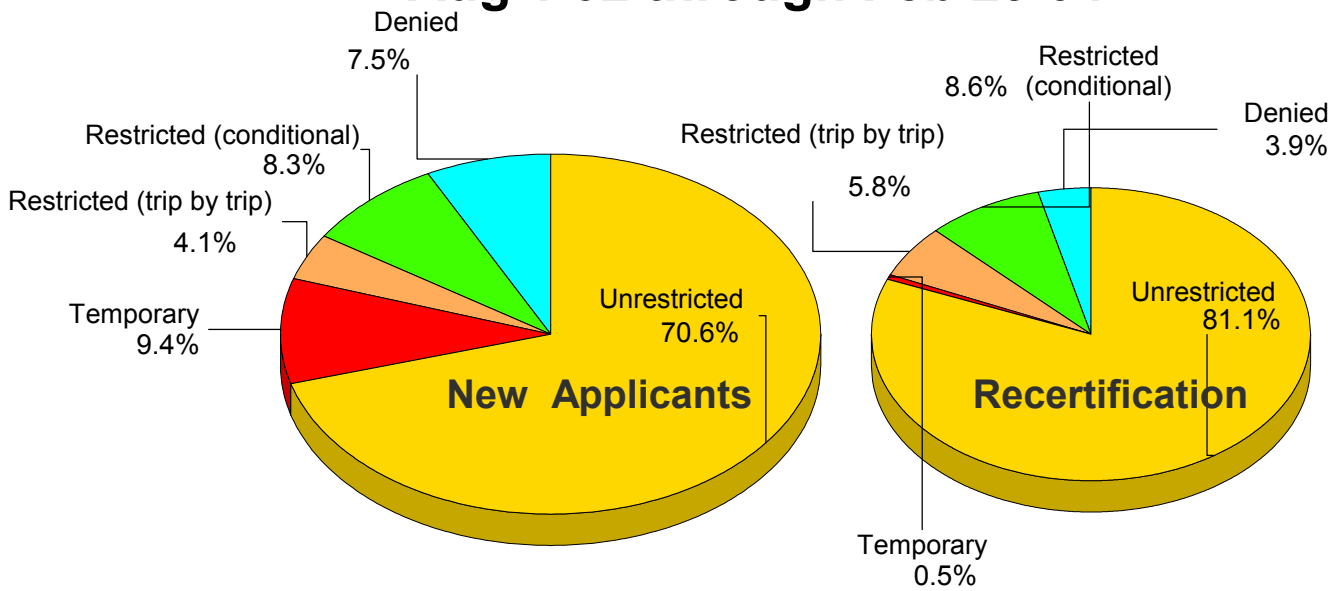
METRO ParaCruz Rides by Month



METRO ParaCruz Cost By Month



METRO ParaCruz Eligibility Determinations - Aug 1 02 through Feb 29 04



New Applicants

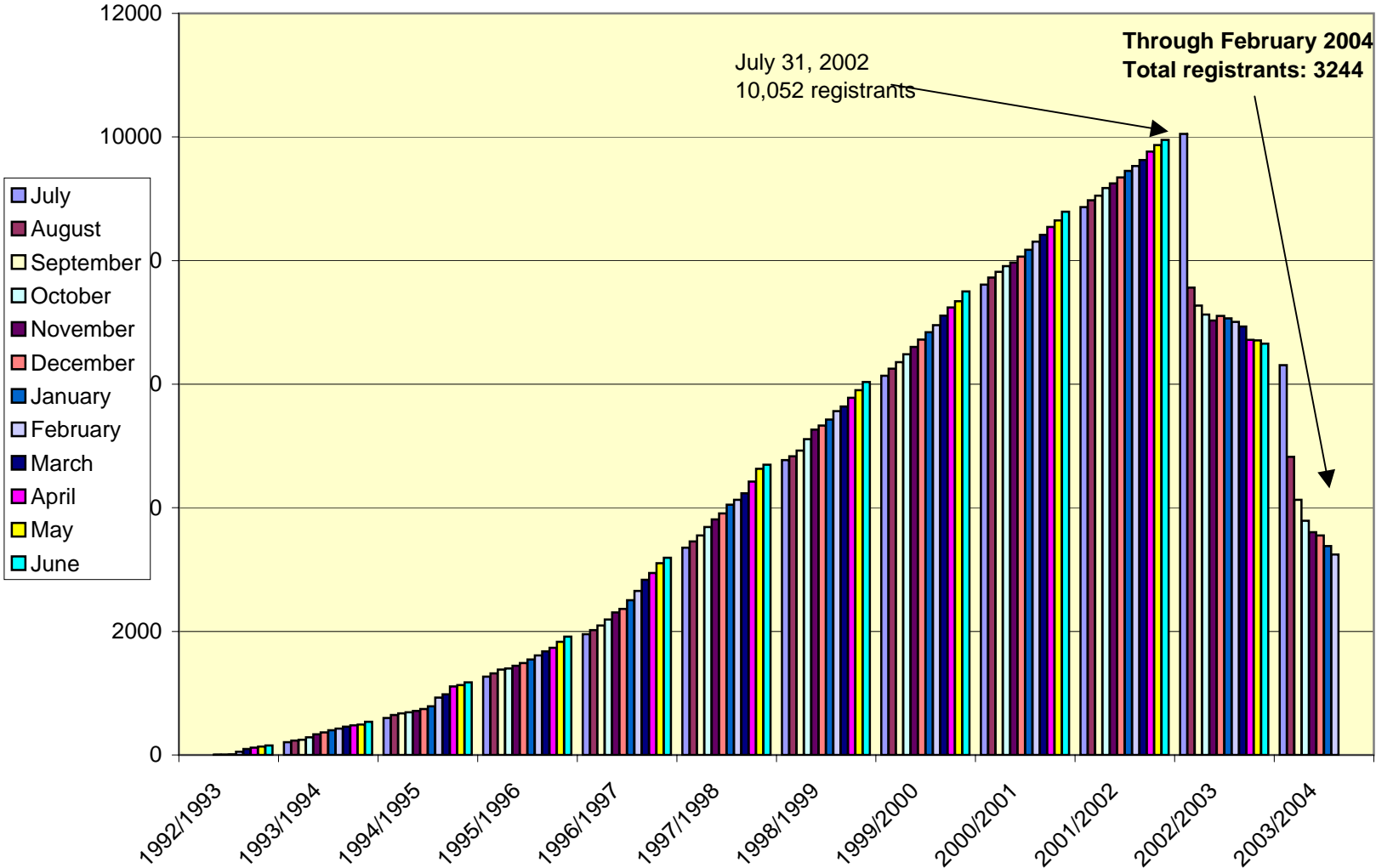
Unrestricted	1278
Temporary	171
Restricted (trip by trip)	74
Restricted (conditional)	151
Denied	136
Group Total:	<u>1810</u>

Recertification

Unrestricted	1193
Temporary	8
Restricted (trip by trip)	86
Restricted (conditional)	126
Denied	58
Group Total:	<u>1471</u>

Grand Total: 3281

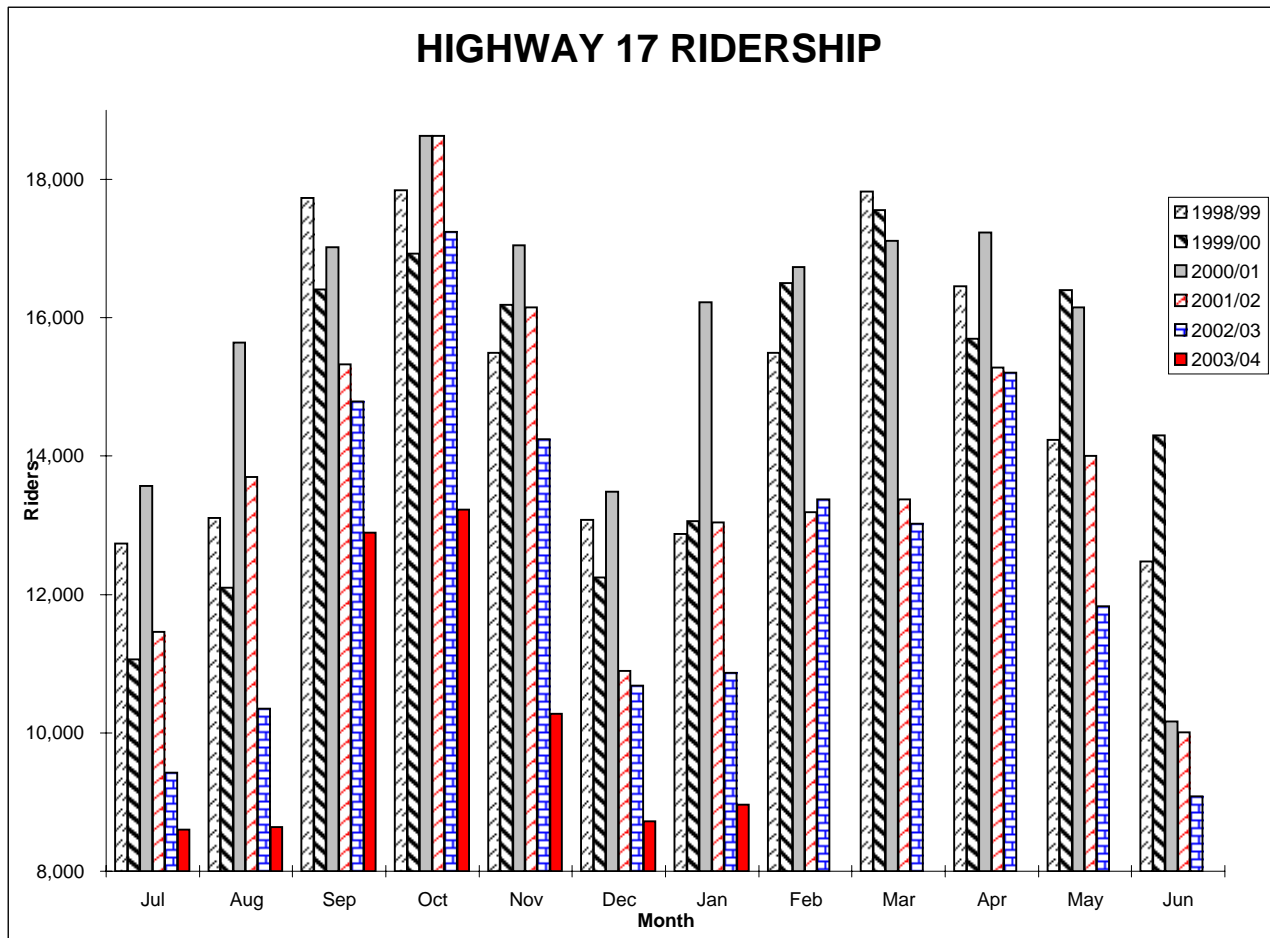
METRO ParaCruz Registrants



Growth by Month Since Inception

HIGHWAY 17 - JANUARY 2004

	January			YTD		
	This Year	Last Year	%	This Year	Last Year	%
FINANCIAL						
Cost	\$ 81,465	\$ 100,449	(18.9%)	\$ 574,138	\$ 712,710	(19.4%)
Farebox	\$ 21,747	\$ 26,603	(18.3%)	\$ 182,414	\$ 211,493	(13.7%)
Operating Deficit	\$ 59,297	\$ 68,931	(14.0%)	\$ 382,886	\$ 477,449	(19.8%)
Santa Clara Subsidy	\$ 29,649	\$ 34,466	(14.0%)	\$ 191,443	\$ 238,724	(19.8%)
METRO Subsidy	\$ 29,649	\$ 34,466	(14.0%)	\$ 191,443	\$ 238,724	(19.8%)
San Jose State Subsidy	\$ 421	\$ 4,915	(91.4%)	\$ 8,837	\$ 23,768	(62.8%)
STATISTICS						
Passengers	8,958	10,864	(17.5%)	71,316	87,606	(18.6%)
Revenue Miles	28,888	34,201	(15.5%)	203,589	242,663	(16.1%)
Revenue Hours	1,177	1,361	(13.5%)	8,295	9,655	(14.1%)
PRODUCTIVITY						
Cost/Passenger	\$ 9.09	\$ 9.25	(1.6%)	\$ 8.05	\$ 8.14	(1.0%)
Revenue/Passenger	\$ 2.43	\$ 2.45	(0.9%)	\$ 2.56	\$ 2.41	6.0%
Subsidy/Passenger	\$ 6.67	\$ 6.80	(1.9%)	\$ 5.49	\$ 5.72	(4.0%)
Passengers/Mile	0.31	0.32	(2.4%)	0.35	0.36	(3.0%)
Passengers/Hour	7.61	7.98	(4.7%)	8.60	9.07	(5.3%)
Recovery Ratio	26.7%	26.5%	0.8%	31.8%	29.7%	7.1%



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 26, 2004
TO: Board of Directors
FROM: Bryant J. Baehr, Manager of Operations
SUBJECT: UNIVERSITY OF CALIFORNIA - SANTA CRUZ SERVICE UPDATE

I. RECOMMENDED ACTION

This report is for information purposes only. No action is required

II. SUMMARY OF ISSUES

- Student trips for January 2004 increased by 10.9% versus January 2003. Year to date student billable trips have increased by 9.4%.
- Faculty / staff trips for January 2004 increased by 30.1% versus January 2003. Year to date faculty / staff billable trips have increased by 24%.
- Revenue received from UCSC for January 2004 was \$211,718.02 versus \$188,620.96 for January 2003 an increase of 12.2%.

	Faculty/Staff Ridership	Student Ridership	Monthly Increase - (Decrease) Student	Monthly Increase - (Decrease) Faculty-Staff
This Year	18,195	230,009	10.9%	30.1%
Last Year	13,985	207,464		

All days are now billable.

III. DISCUSSION

September 25, 2003 started the fall instructional session at UCSC. A summary of the results for January 2004 is:

- Student billable trips for the month of January 2004 were 230,009 vs. 207,464 for January 2003 an increase of 10.9%.
- Faculty / staff billable trips for the month of January 2004 were 18,195 vs. 13,985 for January 2003 an increase of 30.1%.
- Year to date Student billable trips increased by 9.4% and faculty / staff billable trips increased by 24%.

IV. FINANCIAL CONSIDERATIONS

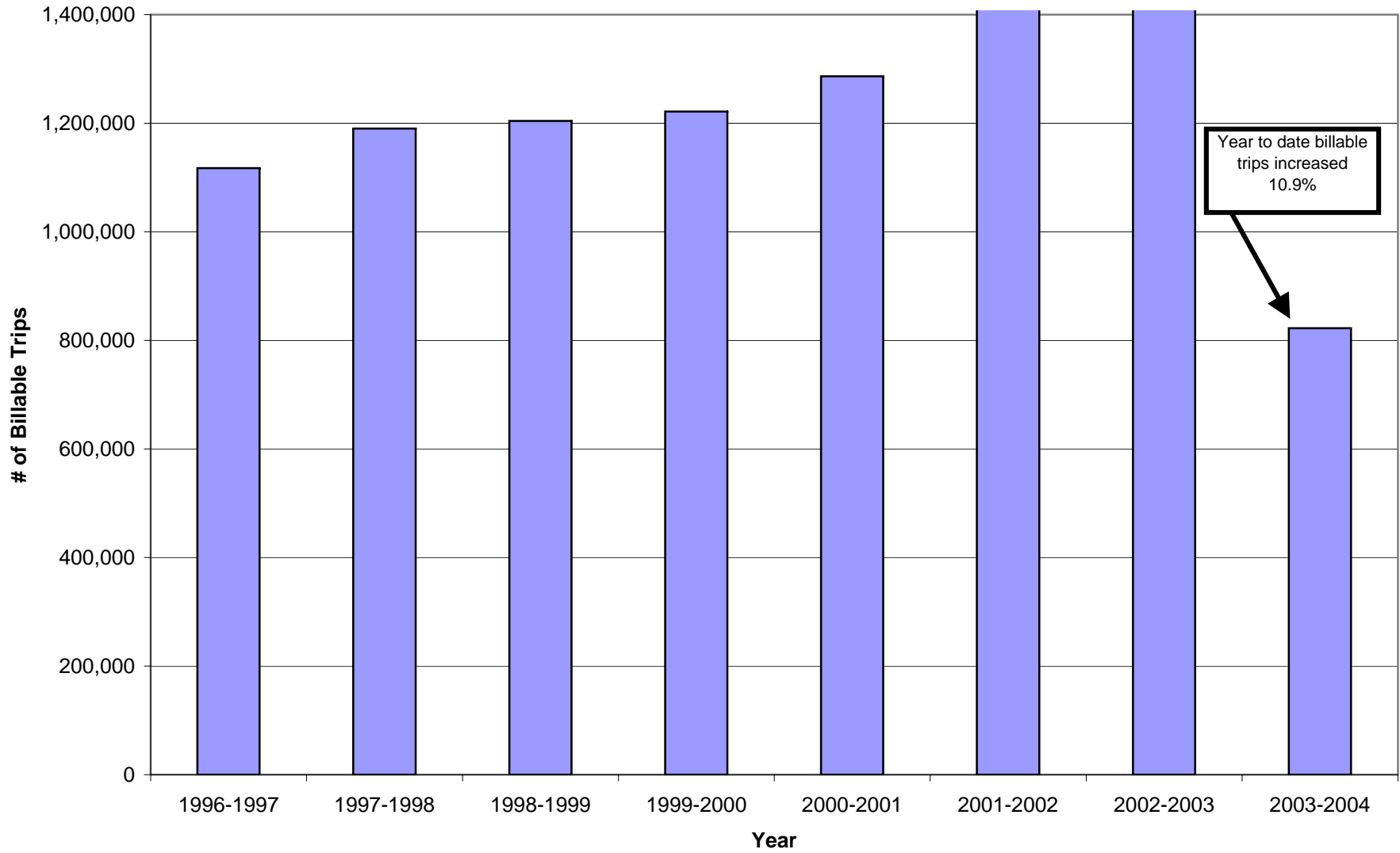
NONE

V. ATTACHMENTS

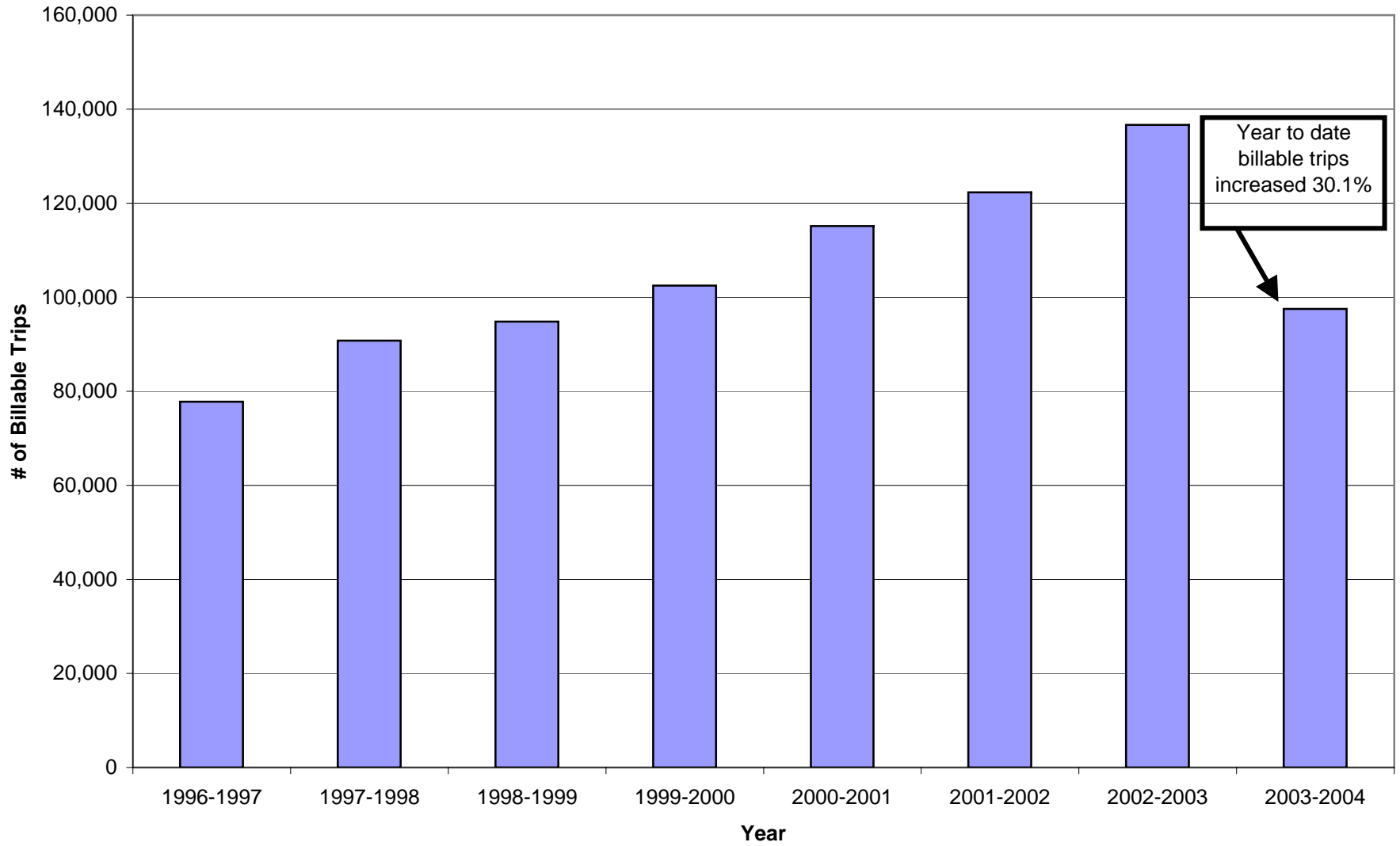
Attachment A: UCSC Student Billable Trips

Attachment B: UCSC Faculty / Staff Billable Trips

UCSC Student Billable Trips



UCSC Faculty / Staff Billable Trips



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 12, 2004
TO: Board of Directors
FROM: Frank L. Cheng, Project Manager
SUBJECT: STATUS OF THE METROBASE PROJECT

I. RECOMMENDED ACTION

That the Board of Directors receive and file the MetroBase Monthly Status Report.

II. SUMMARY OF ISSUES

- The Metro Base Project is currently proceeding in accordance with the schedule attached to this Staff Report, which is the schedule for the RNL Design Contract.
- RNL Design continues to work on the design process with the major activity this month being a Peer Review.
- The City of Santa Cruz is continuing to work on the real estate acquisition and relocation phase of the project.
- The major areas that are being addressed are: Right of Way Acquisition, Architectural/Engineering Services, Finance/Legislation, Construction Management, and the selection of a General Contractor for construction.

III. DISCUSSION

The Metro Base Project is proceeding as per the attached timeline (Attachment A & B). The format of the chart reflects the timeline and events that are contained in the RNL Design Contract. Using this document will allow the Board to directly track the future progress of the project and the architect's compliance. RNL Design is progressing on schedule at this point in the process.

The status of the major components of the project for the review period is as follows:

A. Right Of Way (ROW)

- Property Appraisal & Review
 - i. Sent to FTA for approval Thursday, Feb 12th, 2004
 - ii. Received verbal confirmation of approval, waiting on paperwork
 - iii. FTA approval, submit formal offer to owners to buy property
- Encroachment Lease @ 1200 River Street will be presented to Santa Cruz City Council
- Property Access Agreement for Geo-technical Drilling received Thursday, February 19, 2004

B. Finance

- No action being taken currently

C. Architectural & Engineering (A&E)

- RNL: Design Phase 35% completed
- Meeting with Santa Cruz Fire Marshals displaying design drawings for fuel/wash station Mar. 4th, 2004

D. Construction Management (CM)

- Checked references on top candidate, Harris & Associates, upon Board action Feb. 27th, 2004
- Currently negotiating final scope of work and cost for Construction Management services
- Final decision will be brought forth to the Board Of Directors on Apr. 23th, 2004

E. Construction

- Goal to locate a suitable contractor by late summer
- Commencement and Completion of
 - i. Demolition of Fuel Shed Area in Dec. 2004 to Jul. 2005
 - ii. Demolition of Slo-Fill Fuel, Site Work, & Construction of Operations Building in Apr. 2005 to January 2007
 - iii. Demolition of existing Operations Building and Final Site Work in Mar. 2007 to May 2007
 - iv. Demolition of Parts Building & Construction of Maintenance Building in Dec. 2004 to Jan. 2006
 - v. Renovate existing Maintenance Building & Construction of new Parts Building in Mar. 2006 to Aug. 2006
 - vi. Demolition of Surf City Produce Building & Final Site Work Oct. 2006 to Dec. 2006

IV. FINANCIAL CONSIDERATIONS

No actions have taken place during the reporting period that have changed the financial status of the Metro Base project.

V. ATTACHMENTS

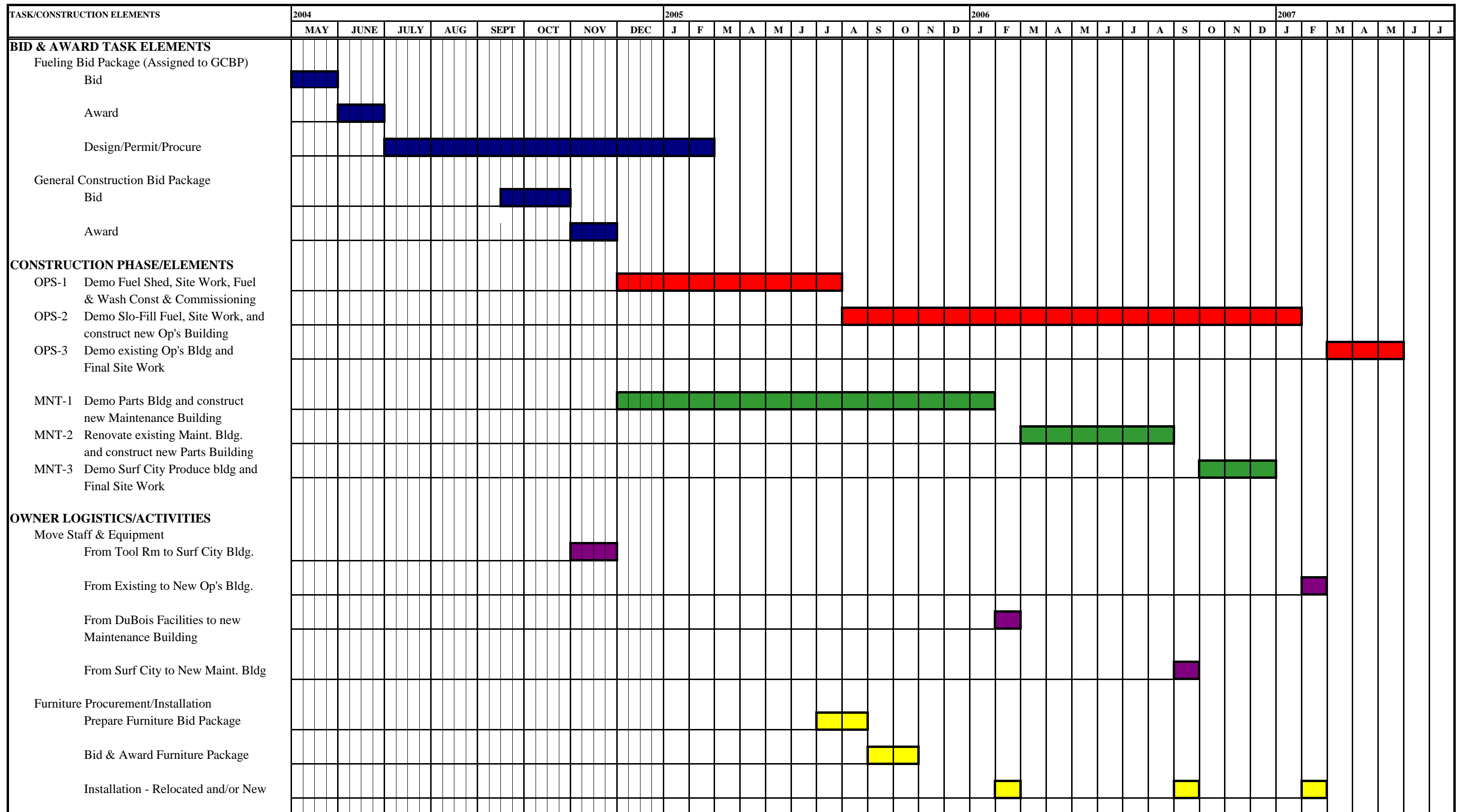
Attachment A: Metro Base Project Schedule

Attachment B: Metro Base Construction Sequencing / Project Logistics Schedule

Project Schedule
Santa Cruz Metropolitan Transit District
Metro Base

TASK / WORK ITEM	2003												2004												2005																																																		
	August			September			October			November			December			January			February			March			April			May			June			July			August			September			October			November			December			Jan																							
	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	2	9	16	23	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	1	8	15	22	29	5
Notice to Proceed	*																																																																										
Task I Program Confirmation & Master Plan																																																																											
-Kick Off Meeting/Distribute Questionnaires	[Bar]																																																																										
-On-Site Interviews/Program Confirmation	[Bar]																																																																										
-Develop Space Needs Program	[Bar]																																																																										
-District Review/Approval	[Bar]																																																																										
-Master Planning On Site Session	[Bar]																																																																										
-Master Plan Documents	[Bar]																																																																										
-Conduct Survey, Soils Report	[Bar]																																																																										
-District Review/Approval	[Bar]																																																																										
Task II Preliminary Design																																																																											
-On Site Design Session													[Bar]																																																														
-Prepare Schematic Design (35%)													[Bar]																																																														
-Peer Review													[Bar]																																																														
-Value Engineering													[Bar]																																																														
-Prepare Cost Estimate													[Bar]																																																														
-QA/QC Review													[Bar]																																																														
-District Review/Approval													[Bar]																																																														
Task III Final Construction Documents																																																																											
-Prepare Design Development Documents													[Bar]																																																														
-Prepare Construction Documents (65%, 95%)													[Bar]																																																														
-Prepare Specifications													[Bar]																																																														
-Prepare Cost Estimate													[Bar]																																																														
-QA/QC Review													[Bar]																																																														
-District Review/Approval													[Bar]																																																														
Phase IV Permitting																																																																											
-Planning Dept. (Courtesy Meeting)													[Bar]																																																														
-City Building Dept. Plan Check													[Bar]																																																														
-Plan Check Revisions													[Bar]																																																														
-Final Review (100% Documents)													[Bar]																																																														
Task V Bidding																																																																											
-Bidding													[Bar]																																																														
-Award Construction Contract													[Bar]																																																														
Task VI Construction Administration																																																																											
-Construction (16 - 20 months in 2 to 3 Phases)													[Bar]																																																														
-Start Up/Operational Manuals (1 month)													[Bar]																																																														
-Move In (1 month)													[Bar]																																																														
-Record Drawings													[Bar]																																																														
City Meetings / Presentations																																																																											
-District/RNL Design Progress Meetings	*												*																																																														
-Presentations SCMTD Board	*												*																																																														

**Construction Sequencing / Project Logistics Schedule
Santa Cruz Metropolitan Transit District
Metro Base**



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 26, 2004

TO: Board of Directors

FROM: Mark J. Dorfman, Assistant General Manager

SUBJECT: ACCEPT AND FILE VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR PREVIOUS MEETINGS

I. RECOMMENDED ACTION

That the Board of Directors accept and file the voting results from appointees to the Santa Cruz County Regional Transportation Commission.

II. SUMMARY OF ISSUES

- Per the action taken by the Board of Directors, staff is providing the minutes from the most recent meetings of the Santa Cruz County Regional Transportation Commission.
- Each month staff will provide the minutes from the previous month's SCCRTC meetings.

III. DISCUSSION

At the January Board of Directors Meeting of the Santa Cruz Metropolitan Transit District, the Board requested that staff include in the Board Packet information relating to the voting results from the appointees to the Santa Cruz County Regional Transportation Commission. Staff is enclosing the minutes from these meetings as a mechanism of complying with this request.

IV. FINANCIAL CONSIDERATIONS

There is no cost impact from this action.

V. ATTACHMENTS

Attachment A: Minutes of the February 5, 2004 Regular SCCRTC Meeting

Attachment B: Minutes of the February 5, 2004 Evening SCCRTC Meeting

Attachment C: Minutes of the February 19, 2004 Transportation Policy Workshop

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
AND
SERVICE AUTHORITY FOR FREEWAY EMERGENCIES

MINUTES

**Thursday,
February 5, 2004
9:00 a.m.**

**Board of Supervisors Chambers
701 Ocean Street
Santa Cruz CA 95060**

1. Roll Call

Members Present: Jan Beautz Dennis Norton
 Richard De La Paz Ellen Pirie
 Michelle Hinkle (Alt) Emily Reilly
 Scott Kennedy Pat Spence
 Randy Johnson Mark Stone
 Mardi Wormhoudt
 Edenilson Quintanilla (Alt)
 Rich Krumholz (Alt) (ex officio)

Staff Present Linda Wilshusen Pat Dellin
 Kim Shultz Sean Co
 Karena Pushnik Rachel Moriconi
 Cory Irimes Gini Pineda
 Luis Mendez

2. Oral Communications

3. Additions or Deletions to Consent and Regular Agendas

Commissioner Pirie requested to move Item 21 to the Regular Agenda. Chair Beautz designated it as Item 30.1.

CONSENT AGENDA (Wormhoudt/Pirie)

4. Approve Minutes of January 8, 2004 Regular SCCRTC Meeting

Commissioner Spence asked that the minutes reflect that Scott Steinwert, Public Affairs Management, had confirmed that items "b" and "c" under Mandatory Findings would be included in the EIR and that segmentation would be included in the EIR per CEQA requirements.

The minutes will be amended to show that Mr. Steinwert did confirm that items "b" and "c" under Mandatory Findings

would be included in the Environmental Impact Report, since they were both checked in the Initial Study as having the potential for significant impact. With regard to segmentation, Mr. Steinwert confirmed that the Environmental Impact Report was only for the Recreational Rail but that other projects, including the rail trail, will be analyzed in a qualitative manner under Cumulative Effects. Mr. Steinwert went on to say that in his opinion segmentation is not an issue because the recreational rail project is a "complete operating segment not relying on other action to occur" and is a "self-sustaining operating segment."

The minutes will also reflect that Commissioner Beautz noted that there is a difference of opinion on this subject.

Commissioner Spence asked about the distribution of funds for projects on the Expenditure Plan. Chair Beautz clarified that the Expenditure Plan was a draft and that no decisions regarding projects or policy had been made nor would be made without approval from the Commission.

5. Approved Minutes of January 22, 2004 Transportation Policy Workshop Meeting

POLICY

6. Approved Staff Recommendations Regarding Draft Policies and Evaluation Measures for the *Regional Transportation Plan* Update

PROJECTS and PLANNING

7. Approved Staff Recommendations Regarding SCMTD's FY03-04 Section 5311 Program of Projects (Resolution 20-04)

COMMISSION BUDGET and EXPENDITURES

8. Approved Staff Recommendations Regarding Expenditure of AB2766 Funds for Bike Racks for the Bikes Secure Program (Resolution 21-04)

ADMINISTRATION

9. Approved Budget and Administration/Personnel Committee Recommendations Regarding Combining Appreciation Lunch and Transportation Awards Events

10. Accepted FY02-03 Fiscal Audit for the SCCRTC (enclosed separately for Commissioners)
11. Accepted FY03-04 Second Quarter Report on the SCCRTC Work Program

COMMITTEE MINUTES

12. Accepted Draft Minutes of the Expenditure Plan Subcommittee Meeting of January 5, 2004
13. Accepted Draft Minutes of the Interagency Technical Advisory Committee Meetings of January 15, 2004 and January 23, 2004
14. Accepted Draft Minutes of the Traffic Operation Systems Oversight Committee Meeting of November 5, 2003
15. Accepted Draft Minutes of the Budget and Administration / Personnel Committee Meeting of January 21, 2004
16. Accepted Draft Minutes of the Elderly and Disabled Transportation Advisory Committee Meeting of January 20, 2004
17. Accepted Draft Minutes of the Bike Committee Meetings of December 8, 2003 and January 12, 2004

INFORMATION/OTHER

18. Accepted Monthly Meeting Schedule
19. Accepted SCCRTC Staff Comment Letters on Draft Environmental Documents and Plans Prepared by Other Agencies - No Letters
20. Accepted Letters from SCCRTC Committees and Staff to Other Agencies on Policy Issues - No Letters
21. Accept Miscellaneous Written Comments from the Public on SCCRTC Projects and Transportation Issues - Moved to the Regular Agenda as Item 30.1
22. Accepted Handouts from Previous Regional Transportation Commission Meeting
23. Accepted Information Items
 - a. Letter from Community Traffic Safety Coalition Regarding Bicycle Safety Survey
 - b. Letter to Caltrans Regarding AMBAG Application for FY

04-05 Partnership Planning Grant
SERVING AS THE SERVICE AUTHORITY FOR FREEWAY EMERGENCIES

No Consent Items

REGULAR AGENDA

24. Commissioner Reports - None

25. Director's Report

Executive Director Linda Wilshusen reported that most staff members will be working at the polls on Tuesday, March 2nd. Ms. Wilshusen said that Union Pacific representatives had hosted a two-van hi-rail tour for RTC rail acquisition appraisers, consultants and staff on Friday, January 30th.

26. Caltrans Report

Rich Krumholz, Caltrans District 5, said that Caltrans anticipates right-of-way funding for the Highway 1/17 Merge Lanes Project to be available in July. Mr. Krumholz said that Caltrans is initiating a Project Study Report to consider alternatives for a southbound auxiliary lane between Bay/Porter and Park Avenues. He mentioned that Caltrans Director Jeff Morales had resigned effective March 1st and that no replacement had yet been selected.

Commissioner Reilly said that she did not want landscaping to be forgotten or "fall through the cracks" if soundwalls south of Morrissey were constructed as part of the Soundwall Retrofit Program.

27. Welcome New Commissioners and Solicit Committee Preferences

Deputy Director Pat Dellin welcomed all new and returning Commissioners. She noted that Mark Stone and Scott Kennedy were new members for 2004 and greeted Michelle Hinkle who attended as alternate for Mike Keogh.

Ms. Dellin said that Commissioners needed to make appointments to both the Budget and Administration/Personnel Committee and the ad-hoc Expenditure Plan Committee and asked that the appointments be made by February 18th.

Commissioners Wormhoudt, Kennedy and Campos said they would like to continue to serve on the Budget and Administration / Personnel Committee.

Commissioners Pirie, Kennedy and Campos volunteered to

continue serving on the Expenditure Plan Subcommittee.

28. Status Report on Highway 1 Projects

Executive Director Linda Wilshusen briefly summarized the status of the Highway 1 Projects saying that staff was working closely with Caltrans to move the Highway 1/17 Merge Lanes Project forward and that the Project Approval / Environmental Document (PA/ED) for the Highway 1 Widening / HOV Project was on schedule and on budget. Ms. Wilshusen said that the inaugural meeting for the Highway Construction Authority (HCA) is scheduled for Friday February 6th and that the RTC will continue to provide project management oversight until the transition is complete. She concluded by saying that TEA-21 reauthorization probably won't be enacted until after the 2004 presidential election and that the Expenditure Plan Subcommittee continues to work on a draft expenditure plan.

Chris Metzger, Nolte Associates, said that the project is going well to date and introduced Pat Gelb, Parsons, to report on the environmental studies. Ms. Gelb said that the initial Area of Potential Effect (APE) maps were approved for field work and that a white paper requesting the preferred approach of inferring presence of the Santa Cruz Long Toed Salamander habitat within the project limit had been approved by the Federal Highway Authority (FHWA). She said that historical and archeological research was about 80% complete and that public meetings were planned for early spring.

Chris Metzger, Nolte Associates, detailed the progress of the engineering aspects of the project saying that control survey work is nearing completion and that maps are expected to be ready by early March. Mr. Metzger said that regarding geometric development, route centerlines had been turned into Caltrans for their review and that a Supplemental Project Study Report for the southern extension had been drafted. He said traffic modeling has progressed as far as possible while waiting for AMBAG to sign off on regional population forecasts and that work on independent utility projects had been started. Mr. Metzger said that a list of community leaders had been identified to engage in the public outreach process and that open house presentations were scheduled for March 22nd and 25th. (Note: These meetings will now be in April.)

Commissioner Pirie asked if there were anything that could be done to speed up the AMBAG modeling.

Commissioner Beautz responded that some member jurisdictions had had questions at the last meeting and that another meeting was scheduled for next week.

29. Evaluation of Phase 1 of the Don't Drive One-in-Five Campaign - Oral Report by Kim Franklin and Sequoia Claire, Riestler-Robb (Continued from January 8, 2004 Meeting)

Senior Planner Cory Irimes said that the Don't Drive 1 in 5 alternative transportation campaign was a great complement to the Commute Solutions program. Ms. Irimes said that the goals of the campaign were:

1. To convert single occupancy drivers to using alternative transportation modes at least one day per week, and
2. To increase visibility of alternative transportation mode options and usage.

Ms. Irimes said that the Commission had accepted a task/outcome format for program evaluations and referred to a list of tasks and outcomes for the Commission's review. Ms. Irimes said that staff planned to hold a Transportation Demand Collaboration Workshop in the near future in cooperation with the Transportation Management Associations.

Kim Franklin, Riestler-Robb, recapped the overall campaign and listed incentives designed to encourage participation in program activities.

Sequoia Claire, Riestler-Robb, described the public relations tools used to promote the campaign including the commuter idol contest, an e-news letter, live broadcast of the initial launch event and community testimonials. Ms. Claire said that nine print articles and one television story were published about the campaign.

Kim Franklin explained the campaign evaluation methodology and said the objective was to measure the impact of the campaign by first rating awareness of the program. She provided the results of a machine activated random digit dial phone poll. Results indicated that 75% of those polled had heard of some component of the Rideshare program, with 82% reporting either a "very favorable" or "somewhat favorable" opinion of the campaign. Ms. Franklin said that the high level of awareness was encouraging and recommended continuing the campaign to sustain the momentum to move forward to the next level of taking action and changing behaviors.

Commissioner Wormhoudt questioned the methods used to measure the responses that stated that 48% of those polled said they had used an alternative means of transportation in response to the campaign, noting that self-reporting of data is not an objective form of measurement. She said that people tend to project themselves as being socially responsible and may not be entirely accurate in their responses.

Commissioner De La Paz asked if respondents were asked whether they thought the campaign was worth the amount of funding it received. Ms. Franklin said that was not one of the six questions asked of the respondents.

Commissioner Reilly said that a self-reporting poll makes the results of the campaign immeasurable and asked if people indicated that they would like to walk more, why the next logical step wouldn't be to fix sidewalks, rather than to continue with an advertising campaign. Ms. Franklin noted that a survey done on the front end of the campaign showed a lot of resistance to alternative transportation options and that words like "try" and "consider" showed a willingness to change that needed to be encouraged and reinforced. She stated that it took about four years before behavioral changes themselves could be measured.

Commissioners continued to discuss the value of the campaign and possible alternative uses for the remaining funding that might produce results that could be easier to quantify.

Commissioner Norton noted that this was the first phase of the campaign which was designed to raise awareness. He said the cost was relatively inexpensive considering the results and compared the gradual increase in awareness to the beginnings of the recycling movement which has grown in acceptance over time.

Commissioner Spence said she hoped that Congestion Mitigation and Air Quality funds would not be taken from the Transit District for this project.

Commissioners De La Paz and Spence said they did not support continuing with the second phase.

Commissioner Wormhoudt said that her concern was that this is the kind of program that makes people think government has too much money and was not appropriate given the budget crisis. She questioned the validity of the data analysis and said there should be a measurable way to determine a 48% change in transportation behaviors such as traffic counts.

Commissioner Pirie said that widening the highway to provide a carpool lane will encourage carpooling and bus ridership and said that people will change behavior when it is easy for them and when there is a reason to change it.

Commissioner Norton noted that the evaluations were performed by an independent third party agency and that the Metro did no advertising of its own to promote bus ridership so that in effect the Don't Drive 1 in 5 Campaign provided advertising for the Metro.

Commissioners continued to discuss the necessity for tangible measurements and whether advertising provided incentive to change behavior.

Commissioner Reilly suggested focusing on one alternative and Commissioner Beautz said she would like to see more bus routes rather than advertising campaigns.

Public comment was heard.

Micah Posner, People Power, said that the most heavily advertised commodity was the automobile and that there was immense social pressure to own and drive a car. He suggested that Commissioners pledge to personally support the 1 in 5 concept and publicize their commitment with a press release as a less expensive way to promote alternative transportation. He said that social messages like building pedestrian bridges or bike lanes would also be influential.

Piet Canin, Bike to Work, said that people do have negative feelings about riding the bus and that he thought the campaign was helpful. He noted that it will be important to reduce congestion during the Highway 1 Widening and that accepting alternative modes of transportation will be helpful during construction.

Michael Park said that the only measurable component is the email letter and that there is a low return on investment on coasters and tee shirts.

Kem Akol said this funding is a drop in the bucket compared to the big picture and supported continuing the campaign.

Bill Comfort said he supports getting people out of cars but does not think there is a measurable way to determine the success of the campaign.

Commissioners discussed the staff recommendations clarifying that no expenditures were being approved at this time.

Commissioner Wormhoudt moved to approve the staff recommendations to:

- 1) Accept the evaluation of the Don't Drive One in Five alternative transportation advertising campaign's first phase, to be presented by Kim Franklin of Riester-Robb, the Commission's advertising campaign consultant; and
- 2) Provide staff and consultants with input on potential aspects of the second phase of the campaign.

Commissioner Wormhoudt included in her motion to direct staff to return in May with recommendations on the campaign's second phase when other projects receiving Congestion Mitigation and Air Quality funds were being considered.

Commissioner Reilly seconded the motion.

Commissioner Spence asked if the staff report could include the option that promotional funding for the Metro be included for CMAQ funding.

Director Wilshusen said staff will bring back information about what types of projects qualify for CMAQ funding.

Senior Planner Irimes advised the Commissioners that there is a media buy extended until February but that it does not require new allocations.

The motion passed unanimously.

30. Recreational Rail Service Environmental Impact Report and Demonstration of Rail Diesel Car

Senior Planner Luis Mendez gave the staff report including a brief history of the Regional Transportation Commission's intention to acquire the Santa Cruz Branch Line right-of-way. Mr. Mendez referred to a status report from Public Affairs Management stating that most of the work for the Environmental Impact Report (EIR) had been completed. He said that at the Commission's request, a Public Hearing had been scheduled for Thursday, March 4th at 7:00 p.m. to discuss whether to continue with the EIR.

Mr. Mendez said staff had prepared a resolution, as suggested by Commissioner Campos, that no Transportation

Development Act (TDA) funds would be used to subsidize the recreational rail project.

Regarding the Commission's concerns about the financial success of the recreational rail and the possible necessity of paying back the Proposition 116 funds, Mr. Mendez noted that the staff report included two letters from private rail operators as well as a letter from the Seascape Resort pledging to purchase up to 1,000 tickets each summer month for their guests.

Mr. Mendez said that staff had been working with Railmove and the Oregon Department of Transportation to bring a demonstration rail car to Santa Cruz County but that the cost exceeded the \$6,000 allocated by the Commission for this purpose. He said that staff thinks that it would be possible to raise the necessary funds through sponsorships and contributions and asked that the Commission approve a resolution authorizing the Executive Director to expend the allocated funds and seek additional sponsorships. Mr. Mendez concluded by reporting that Caltrans had been informed that statutes do not allow the trading of Proposition 116 funds for other funds.

Chair Beautz clarified that the purpose of the Public Hearing on March 4th is not just to decide whether to continue with the EIR but also whether to continue with the Proposition 116 application. Ms. Beautz advised that the discussion topics for today's item were whether to adopt the resolution confirming that TDA funds would not be used to subsidize the recreational rail and whether to let the Executive Director proceed to seek sponsorships for the rail car demonstration.

Commissioner Pirie expressed dissatisfaction with the staff report and said that a resolution to not subsidize the recreational rail with Transportation Development Act funds did not preclude the Commission from changing its position in the future, and therefore did not safeguard this funding source. Ms. Pirie said that the letter from Big Trees Railroad only referred to fare box subsidies and did not mention other types of subsidies and that the conditions they required might be beyond what the Commission could or would approve. She said the letter from Sierra Railroad did not specify how long they would be willing to operate the rail line if it proved not to be profitable and advised the Commission to understand what these letters really said.

Commissioner De La Paz said that according to the Caltrans letter, Proposition 116 funds did not need to be encumbered until 2010 and suggested that the Commission explore putting

these funds towards the purchase of the Pajaro rail station in partnership with Monterey County.

Commissioners discussed whether California statutes allowed the funds to be used in this way. Director Wilshusen said staff could provide the statutes and Commissioner Beautz asked Caltrans for any additional documentation of Caltrans' letter on the matter.

Commissioner Spence suggested an independent audit of the companies giving promise of service in order to check on their stability and determine long term viability, noting that TDA funds were needed for the Metro's services, especially the disabled/paratransit services. Ms. Spence asked that the resolution authorizing the Executive Director to seek sponsorship for the rail car demonstration include the estimated costs of the demonstration.

Commission Alternate Quintanilla said that Commissioner Campos intended to set a tone that the Commission did not favor using TDA funds to subsidize the recreational rail and made the point that any policy made by the Commission is not binding. He also said that the Commission has unsuccessfully investigated trading Proposition 116 funds with Monterey County in the past.

Commissioner De La Paz said he was not referring to a trade of funds but a reallocation. Director Wilshusen said that such a decision would have to be made by the state.

Commissioner Beautz said that the letter from Big Trees Railroad did not specify an Aptos to Capitola route.

Cliff Walters, Roaring Camp and Big Trees Railroad, responded to various questions saying that Big Trees Railroad is a successful tourist railroad and is confident that they can provide tourist rail activities without fare box subsidies. He said that if the Capitola to Aptos line was not viable he would want to be able to make a business decision regarding route change without having to complete a new EIR.

Michael Hart, Sierra Railroad Company, said they would guarantee an Aptos to Capitola route. He said that the trains that would be used are 4 stroke bio-diesel that do not have the carcinogenic properties associated with diesel.

Chair Beautz allowed for public comment asking that the comments remain relevant to the issues before the Commission under this item and that comments be limited to two minutes.

Bill Comfort said he did not think that Dave Murray's letter from Caltrans gave a conclusive answer to whether Proposition 116 funds could be used for the Pajaro station.

Several people spoke in favor of acquiring the rail line. Comments included that the cost to acquire the right-of-way could increase over time, that the California Transportation Commission has not required Proposition 116 funds to be returned in the past and that the rail line could take pressure off Highway 1. Speakers with comments favoring going forward with the environmental review, the acquisition of the rail corridor or the recreational rail line included Piet Canin, Micah Posner, Kem Akol, Charles Paulden, Ross Gibson, Greg Kindig and Paul Elerick

Several people spoke against the acquisition saying that the plan is not viable, that the project pits residents against each other and against businesses, that the commitments from private operators are too ambiguous, that environmentally detrimental factors are being downplayed or ignored and that the Metro needed money. Speakers with comments opposing going forward with the environmental review, the acquisition of the rail corridor or the recreational rail line included Theresa Brown, Robert Jones, Natalie Greenberg, Neil McElway, George Cross, Kathy Oulette, Andrew Horne, Thomas Paoli and Michael Park.

Commissioner Wormhoudt noted that it was almost noon and expressed concern that some Commissioners might have to leave and that there wouldn't be a quorum. Staff was directed to put an item on the February Transportation Policy Workshop agenda suggesting options to provide for adequate time for the regular Regional Transportation Commission meetings.

The question was raised if the rail car demonstration would be running along the Capitola to Aptos route.

Commissioner Beautz said she assumed it was.

Executive Director Linda Wilshusen said that since Big Trees had offered to operate the demonstration train free of charge, they intended to run it on their track. She said staff could see if Union Pacific would allow the demo on its track.

Commissioner Beautz said that if the demo could not be on the actual route, a simulation along the actual route would be preferable. She repeated that the item before the

Commission today was whether to approve the resolution proposed by Commissioner Campos and if sponsorship for the rail car demonstration should be pursued.

Commissioner Beautz asked if staff could find out if Union Pacific would allow the demo to take place along the proposed route before the February Transportation Policy Workshop and if the item could be deferred until the TPW.

Director Wilshusen said staff would return to the TPW with an answer whether Union Pacific would allow the train to run on its tracks and said that the Oregon DOT needed their rail cars back by May for their own service.

Commissioner Pirie spoke in favor of putting the item off until after the public hearing on March 4th.

Commissioner Norton said the demo needs to be done before the EIR is completed and that it was important to bring the rail car that the Commission is considering to use. He clarified that negotiations are continuing to purchase the corridor and that the rail car intended for the recreational rail could be converted to bio-diesel or natural gas in the future.

Commission Alternate Schiffirin replaced Commissioner Wormhoudt announcing that he had listened to the entire meeting.

Commissioner Norton made a motion to approve the staff recommendations with the condition that staff discuss with Union Pacific if the rail car can be run on the Capitola to Aptos track.

Commissioner Beautz asked to split the motion.

Commissioner Norton moved to approve an amended version of the second staff recommendation to adopt a resolution authorizing the Executive Director to expend \$5,250, seek sponsorships and contributions, conduct promotional activities and make all of the necessary arrangements for a rail diesel car demonstration in April 2004, contingent on the demo running on the Capitola to Aptos corridor.

Commissioner Kennedy seconded.

The motion passed with Commissioners Johnson, Pirie, Hinkle, Spence and Beautz voting "no". (Resolution 22-04)

Executive Director Wilshusen noted that there was a replacement page for the resolution attached to the first staff recommendation that included the additional wording "for pre-acquisition activities" to the clause describing the initial application for Proposition 116 funds.

Commissioner Beautz said that the letter from Commissioner Campos specified that a resolution be drafted prohibiting the SCCRTC from using TDA funds for "subsidizing or funding operation of the recreational rail" and that the resolution itself stated that "funds will not be used to subsidize ongoing rail service operations". Ms. Beautz requested that the resolution reflect Commissioner Campos' original wording. Executive Director Wilshusen said that the wording could be changed.

Commissioner Norton moved to approve the staff recommendation to adopt the amended resolution confirming that Transportation Development Act (TDA) funds will not be used to subsidize or fund operation of the recreational rail service. Commissioner Reilly seconded the motion.

Commissioner Spence asked if Transportation Development Act funds could be used for capital costs. Director Wilshusen said they could but that beyond the Environmental Impact Report, it is not proposed to use them for that purpose.

Commissioner Beautz asked that the wording be revised to say "any aspect of recreational rail service." Staff noted that TDA funds were being used to fund the Environmental Impact Report, which is a capital cost.

Commissioner Pirie said she supported the motion but completely but that the Commission must understand that the resolution is not binding on future boards. She said she did not want the money to be expended until the March 4th public hearing.

The motion passed with Commissioner Kennedy voting "no".
(Resolution 23-04)

30.1 Accept Miscellaneous Written Comments from the Public on SCCRTC Projects and Transportation Issues - Formerly Item 21

Commissioner Pirie asked if the letter from the Law Offices of Dennis Kehoe, representing the interests of Mr. and Mrs. Richard Crocker regarding the proposed recreational rail line, had been sent to County Counsel. Director Wilshusen replied that it had and that County Counsel had advised staff regarding the response.

Commission Alternate Schifffrin moved to accept the item and Commissioner De La Paz seconded. The motion passed unanimously.

31. Process for Programming Transportation Enhancement Activities (TE) Funds and Application for the Rail/Trail Project

Senior Planner Rachel Moriconi reported that the Interagency Technical Advisory Committee has requested that the Regional Transportation Commission conduct an abbreviated competitive process to program \$1.8 million in TE funds to projects in the region. Staff and the ITAC recommend the Commission approve the proposed process and scoring criteria for the funds. Staff also recommends the Commission direct staff to prepare an application for \$500,000 of the funds for the Coastal Rail/Trail project.

Commissioner Beautz asked if Transportation Enhancement funds could be used for busses. Ms. Moriconi said they could only be used for enhancements like bus stops.

Commissioner Kennedy moved to approve the Interagency Technical Advisory Committee and staff recommendations that (1) the Regional Transportation Commission approve the attached Transportation Enhancement Activity (TE) program grant scoring criteria and proposed process to program \$1.8 million in Santa Cruz County's projected share of regional-TE funds and set a target of funding at least one project per agency (including local jurisdictions, UCSC, SCCRTC, etc.) at a minimum of \$100,000 per project; and (2) approve the attached resolution authorizing staff to submit an application for the Bicycle and Pedestrian Path adjacent to the Rail Right-of-Way.

Commissioner Pirie questioned whether applying for the funding prior to the acquisition of the rail line was appropriate.

Senior Planner Moriconi said that it is common for there to be some right-of-way issues pending when applications for funding are submitted.

Commission Alternate Schifffrin seconded the motion.

The motion passed unanimously with Commissioner Stone absent for the vote.

32. 2004 Legislative Agenda - Continued to the February 19th

Transportation Policy Workshop

Commissioner Spence asked if staff could investigate federal funding for paratransit services.

33. Next Meetings/Adjournment

The meeting adjourned at 12:40 p.m.

A Public Hearing on Paratransit Issues is scheduled for Thursday, February 5, 2004 at 4:00 p.m. at the Board of Supervisors Chambers, 701 Ocean Street, Santa Cruz, CA 95060.

The next Transportation Policy Workshop is scheduled for Thursday, February 19, 2004 at 9:00 a.m. at the SCCRTC offices, 1523 Pacific Avenue, Santa Cruz, CA 95060.

The next regular SCCRTC meeting is scheduled for Thursday, March 4, 2004 at 9:00 a.m. at the Board of Supervisors Chambers, 701 Ocean Street, Santa Cruz, CA 95060.

A Public Hearing on the Recreational Rail Environmental Impact Report is scheduled for Thursday, March 4, 2004 at 7:00 p.m. at the Board of Supervisors Chambers, 701 Ocean Street, Santa Cruz, CA 95060.

Respectfully submitted,

Gini Pineda, Staff

Attendees

<u>Name</u>	<u>Representing</u>
Sandra Coley	PVTMA
Bill Comfort	
Andrew Horne	
John Presleigh	County DPW
Neil McElwee	
Michael Park	
Jim Conklin	Business Council
Bob Yount	MASTF
Charles Sanchez	Caltrans
Chris Metzger	Nolte
Charles Paulden	
Kim Franklin	Riester Robb
Sequoia Clare	Riester Robb
David Eselius	
Les White	SC Metro
Robert Jones	
Peter Truman	
Julie Fritsch	
Julianna Rousseau	League of Women Voters
Bob Riley	
Theresa Bloom	SCCARRED
Libby Huyck	
Rene Ouellette	SCCARRED
Kathy Ouellette	SCCARRED
Pat Gelb	Parsons
Michael Favia	
John Bush	Santa Cruz Big Trees RR
Spike Alper	CFST
Paul Elerick	CFST
Micah Posner	People Power
Peter Scott	CFST
Debbie Bulger	Mission Pedestrians
Thomas Paoli	
Brenda Paoli	
Bryan Smith	
Greg Kindig	
Elliot Omiya	
George Cross	

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
AND
SERVICE AUTHORITY FOR FREEWAY EMERGENCIES

MINUTES

**Thursday,
February 5, 2004
4:00 p.m.**

**Board of Supervisors Chambers
701 Ocean Street
Santa Cruz CA 95060**

1. Roll Call

Members Present:	Jan Beautz	Dennis Norton
	Tony Campos	Ellen Pirie
	Richard De La Paz	Emily Reilly
	Scott Kennedy	Pat Spence
	Randy Johnson	Mark Stone
	Mike Rotkin (Alt)	Mardi Wormhoudt

Staff Present	Linda Wilshusen	Pat Dellin
	Karena Pushnik	Gini Pineda
	Luis Mendez	

2. Oral Communications

3. Additions or Deletions to Consent and Regular Agendas

4. Public Hearing on the Coordination of Americans with Disabilities Act (ADA) Paratransit Services and Other Specialized Transportation Services in Santa Cruz County

Senior Planner Karena Pushnik gave the staff report reviewing the scope of paratransit services, including the federally required ADA compliant paratransit services provided by the Metro and Lift Line.

Commissioner Wormhoudt, who wrote the letter that brought the matter before the Commission, said the issue is very complex. She said that the Metro and Lift Line did a good job and that it wasn't the Commission's job to interfere with the internal workings of the transit district. She said that while there wasn't more money to solve the problems, the Commission should be able to find a long term plan to help the clients who are asking for something better.

Les White, SCMTD, described the pressures faced by the Metro in dealing with paratransit issues. He said that the Metro

is accountable to the Department of Justice for their ADA paratransit services.

SCMTD attorney Margaret Gallagher spoke about the legal requirements imposed on the Metro by Title II of the Americans with Disabilities Act which include being charged with discrimination if it fails to provide next day service to paratransit clients.

Bryant Baehr, SCMTD, said that in 2000 Metro conducted a comprehensive operational and financial study for ParaCruz, the Metro's paratransit service. The two-year study questioned how people accessed services and took suggestions from the public. The transit district designed a recertification process to determine eligibility and produced a ParaCruz guide to let people know what to expect from and how to access the Metro's paratransit services.

Mark Dorfmann discussed the financial impacts of providing complimentary paratransit service saying that the Metro is obligated to provide service to all eligible clients. He said that because sales tax revenues and Transportation Development Act money have declined and the ParaCruz cost per ride has increased, Metro is projecting a deficit of over one million dollars. Mr. Dorfman said that Metro currently spends 9% of its budget on paratransit and predicted an increase to 13% of the budget.

Sam Storey, Lift Line, showed how Lift Line fits into Community Bridges family of programs. He described the various types of rides offered by Lift Line and said that each program had its own set of rules and regulations. Mr. Storey said that ADA ParaCruz rides account for a significant portion of the total Lift Line rides. Mr. Storey referred to spreadsheets illustrating Lift Line's decreasing revenues and increasing costs. He said the largest cost increase was due to the jump in Worker's Compensation insurance.

Mr. Storey showed the Lift Line staff reductions on the organizational chart and said that Lift Line was able to meet demand at this time because demand decreases in the winter. He said that grouping rides was needed and that Lift Line met ADA's performance requirements.

The floor was opened for the public hearing. Chair Beautz asked that comments be limited to three minutes.

Ernestina Saldania complained that her ParaCruz rides are late and that she gets the wrong vehicle for her wheelchair. She advised that the Commission listen to testimony from people who use the services.

Brad Neely supported a community wide dialogue emphasizing that it was important to understand that ADA paratransit is complimentary to established fixed route transit service. He suggested an overall look at customer service and efficient use of vehicles.

Jeff Le Blanc said that there is no time for a task force because the crisis is now.

Bud Winslow has not found a concise and clear definition of rights guaranteed by the ADA. He said legislation would require public and private providers to publish guidelines for ADA requirements and publish information about availability of ADA services.

Rick Baine, UTU, blames the sub-contractual relationships with the taxi services and would like to see restrictions lifted on Community Bridges.

Majel Jordan, Elderday, said the complexity of the system is beyond reason and supports more coordination between the Metro and Lift Line.

Barbara Schaller said that taxi script is good and suggested that taxi riders share rides.

Michael Bradshaw said that the Americans with Disabilities Act is about protecting civil rights and that segregating services according to who pays the bill is a bad idea. He recommended a moratorium until task force brought a recommendation to the Commission.

Gloria uses Lift Line and said the duplication of services is wasteful.

Caroline Bliss-Isberg, Stroke Center, said Lift Line was great but the system is broken and said that it worked better when caregivers were allowed to determine who needed specialized transportation. She urged a moratorium on any further fragmentation and recommended forming a task force immediately.

Jean Goudreau, a Lift Line user, thought it was dumb that rides could not be co-mingled.

Gail Goudreau, Santa Cruz County Human Resources Agency, said she supports a simplified system even if the funding sources differ.

Kathy Hogan and **Liz McCready** said all the Lift Line drivers

are amazing and supports keeping them.

Diane Sherron, Stroke Center, said she looked into the possibility of local churches helping to provide rides but found that liability issues and the lack of handicapped accessible vans made it impossible.

A member of the Twin Lakes Church congregation said that they relied on Lift Line bring the disabled to church. She spoke against duplication of services.

Judy Gomes, Stroke Center, said that the system worked better years ago when students could schedule their rides for a semester. She said some students forget to call in and book rides now that they must call every 2 weeks.

Merritt Tucker, Stroke Center said that the information that worked in the 80's should be shared now and supports a moratorium until a task force is developed.

Trudi Jackson, who rides Lift Line, said that those who complain should realize the drivers have a difficult job and supports Lift Line and the taxi providers.

Brenda Moss, Senior Network Services, said a service once called excellent had become so inflexible that a 92 year old woman could not get certified for a ride to the doctor because she can walk to the nearby grocery store.

Scott Bugental said there had been improvements with the Metro system and presented a brochure from Paratransit, Inc., which serves as the Consolidated Transportation Services Agency for Sacramento County, as a model to study.

Steve Taylor said to factor in the cost of emergency care for those who don't get their rides to doctor.

Karen Delaney, Volunteer Center, there is more than just a transportation problem and that a single intake system with professionals trained in social services in addition to transportation was needed. She said certification and recertification was very confusing.

Kathleen Johnson, Ombudsman Advocate, said certification and recertification is not a one size fits all process and that some disabled people can take a bus on a good day but not on days when they experience more difficulty.

A spokesperson for Pacific Coast Manor said the probably 99% of the residents in skilled nursing facilities are ADA eligible but they had to be recertified with the new ParaCruz process. It was suggested that facility staff be

trusted as to whether clients should be recertified and that Metro could monitor staff on a quarterly basis.

Bob Yount made comments on behalf of nine people including a request for help with something to hang on to in the vans and for a client advocate with a dedicated phone number to receive complaints. He said most drivers are highly rated.

Clay Kempf said this is a community issue and not just an ADA and paratransit issue. He said a task force is needed to get all policy decision makers at the table along with some less obvious stakeholders like the Volunteer Center and Red Cross. He suggested reviewing the history of how services got where they are and designing an optimal system to develop methods to educate users and providers and to end the movement that segregates by funding source.

John R. Zee said the Lift Line gets him everywhere.

Paul Sampson, Metro Riders Union, asked who was going to pay if the Metro is pressured to provide more paratransit services. He said in Riverside, volunteers get mileage reimbursement to provide rides and in King County, Washington, vans are provided. He said the community has to come in and pick up where ADA leaves off and that ADA should not be broadened at the cost of regular bus service.

The Public Hearing was closed.

Commissioner De Pa Paz opened discussion by asking what was the problem with co-mingling rides and why can't it be overcome.

Les White explained that the ADA is legally considered as a civil right and that the Act sets a standard for wait time, etc. He said that communities that have expanded services have suffered lawsuits because the ADA includes a federally mandated guarantee that every trip is filled and that balancing legal requirements with funding requirements is the issue. He said there is some relief with the plan to provide same destination co-mingled service with "first on last off" scheduling.

Commissioner Spence described some of the problems she encountered when using paratransit, including wait times on the phones and the lack of cleanliness of vans. She said that the Metro has a unique responsibility under the law and asked that staff research definitions and criteria to clarify future discussions. Definitions included the most common criteria to be considered a "senior" and the definition of "disability". Ms. Spence asked for demographics showing aging in Santa Cruz County and examples

of paratransit services in peer counties. She said it was important to agree on definitions.

Commissioner Wormhoudt said that Commissioner Spence's information will greatly help the task force. She said she was impressed with the Public Hearing and believed Santa Cruz could make a statewide model. Ms. Wormhoudt noted that imposing a moratorium on further fragmentation was not within the purview of the Commission.

Commissioner Wormhoudt moved to direct staff to meet individually with various stakeholders regarding recommendations for a short-term Task Force to improve coordination of paratransit services in Santa Cruz and return to the April Commission meeting with recommendations regarding the Task Force's work program including membership, focus, timeline, staffing, facilitation and budget. Ms. Wormhoudt added that the information requested by Commissioner Spence be provided to the task force.

Commissioner Reilly seconded.

Commissioners discussed the time frame for forming the task force.

Commissioner Spence said she was specifically interested in meeting with social service providers.

Commissioner Wormhoudt noted that meeting individually with stakeholders was not intended to exclude the public but to get counsel from the providers.

Executive Director Linda Wilshusen said that it was important to include a range of stakeholders and in order to meet expectations, it would be necessary to report back in April.

Commissioner Campos said that sometimes haste makes waste and that the Commission wanted to ensure a good partnership.

The motion passed unanimously.

5. Next Meetings/Adjournment

The meeting adjourned at 6:45 p.m.

The next Transportation Policy Workshop is scheduled for Thursday, February 19, 2004 at 9:00 a.m. at the SCCRTC offices, 1523 Pacific Avenue, Santa Cruz, CA 95060.

The next regular SCCRTC meeting is scheduled for Thursday, March 4, 2004 at 9:00 a.m. at the Board of Supervisors

Chambers, 701 Ocean Street, Santa Cruz, CA 95060.

A Public Hearing on the Recreational Rail Environmental Impact Report and Proposition 116 Funds is scheduled for Thursday, March 4, 2004 at 7:00 p.m. at the Board of Supervisors Chambers, 701 Ocean Street, Santa Cruz, CA 95060.

Respectfully submitted,

Gini Pineda, Staff

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REGIONAL TRANSPORTATION COMMISSION

Transportation Policy Workshop

MINUTES

Thursday, February 19, 2004

9:00 am

SCCRTC Conference Room

Santa Cruz, CA 95060

Members Present:	Jan Beautz	Ellen Pirie
	Tony Campos	Scott Kennedy
	Pat Spence	Randy Johnson
	Andy Schiffrin (Alt)	Michelle Hinkle (Alt)
	Richard De La Paz	Dennis Norton
	Emily Reilly	Mark Stone
	David Murray (ex-officio)	
Staff Present:	Linda Wilshusen	Tegan Speiser
	Karena Pushnik	Kim Shultz
	Luis Mendez	Gini Pineda

1. Introductions

Introductions were made.

2. Oral Communications

Commissioner Spence thanked the Commission for the automatic front door.

3. Additions/Deletions to the Agenda

Executive Director Linda Wilshusen distributed a postcard mailer regarding the March 4th Public Hearing on the Recreational Rail Environmental Impact Report and Use of Proposition 116 Funds.

CONSENT AGENDA (Schiffirin/Reilly)

4. Accepted Minutes of January 22, 2004 TPW Meeting

5. Approved County of Santa Cruz FY03-04 Transportation Development Act (TDA) Project Allocation Claim (Resolution 25-04)

REGULAR AGENDA

6. Accept Status Report on Highway 1 Projects

Executive Director Linda Wilshusen reviewed the status of the Highway 1 Projects saying that the Public Information Plan for the Highway 1 HOV/Widening Project would be presented to the Commission in March. Ms. Wilshusen said that the Board of the Highway Construction Authority (HCA) had had its initial meeting on February 6th and selected Commissioner Pirie as Chair, accepted a Proposed Conflict of Interest Code, adopted Bylaws, and designated the County to serve as the host agency. She said that RTC staff are working with County staff on the transition plan to transfer PA/ED activities to the HCA once staffing, funding, and oversight agreements are in place. The RTC will need to take an official action to implement the transfer. In the interim, RTC staff is preparing a budget amendment for discussion with the Budget and Administrative Committee which assumes the SCCRTC will continue to provide project management oversight of PA/ED activities and fund consultant contract expenses through the end of Fiscal Year 2003-2004. Ms. Wilshusen reported that the Expenditure Plan Subcommittee hoped to forward a draft Expenditure Plan to the Commission in April and that final engineering on the Highway 1/17 Merge Lanes Project is nearly complete.

Commissioner Reilly asked if the SCMTD would be reimbursed for expenditures in forming the HCA. Commissioner Beautz replied that no agency, including the Commission, had been reimbursed for its work prior to the formation of the HCA and that all the participating agencies had provided services on a *pro bono* basis.

7. Approve Staff Recommendations Regarding Environmental Review of Transportation Sales Tax Measure Expenditure Plan

Senior Planner Rachel Moriconi explained that projects included on the Expenditure Plan are subject to CEQA review. Ms. Moriconi said that if new projects that weren't studied in the Regional Transportation Plan (RTP) Environmental Impact Report (EIR) are included in the Expenditure Plan, a supplemental EIR would be required, but if no new projects are included, an addendum to the RTP would be sufficient. She referred to a list of projects currently under consideration and said they had all been studied in the EIR for the last Regional Transportation Plan and said staff recommended not adding projects to the list that had not been included in the RTP EIR.

Commission Alternate Schiffirin said that the Highway 1 HOV/Widening Project was initially intended to end at State Park Drive and questioned whether extending the project limits required a supplemental EIR.

Senior Planner Moriconi said that the EIR review was on a program level basis covering the whole area.

Mr. Schiffrin said that “program level” defines the kind of EIR and that the project still needs to be defined.

Director Wilshusen said that staff will confirm that the current project description conforms to the RTP.

Commissioners discussed whether improvements to the Highway 1 bridge over the San Lorenzo River should be called out specifically to attract support from Santa Cruz City residents, or if it would be sufficient to consider these improvements as part of the Highway 1/9 Intersection Improvements.

Celia Scott asked if there is a written legal opinion on the staff interpretation of CEQA requirements.

Commission Alternate Schiffrin said he had previously asked for an opinion and thinks it should be available to the Commission and released to the public.

Commissioner Beautz said it is not standard practice to release a legal opinion even when the subject is one discussed in open session.

Commissioners Stone and Beautz asked to agendize the issue in March in either open or closed session.

Ms. Scott said that normally under CEQA there is an Initial Study prior to environmental review. Ms. Moriconi responded that it is her understanding that there is no need for an Initial Study for an addendum to the RTP.

Director Wilshusen will consult with County Counsel and agendize as appropriate.

Commissioner Beautz moved and Commissioner Kennedy seconded to approve the Expenditure Plan Subcommittee and staff recommendation that the Regional Transportation Commission confirm that no new projects, not already included in the *2001 Regional Transportation Plan* (RTP), will be included in the Expenditure Plan.

The motion passed unanimously.

8. Approve 2004 Legislative Agenda (*continued from February 5, 2004 Meeting*)

In light of the fact that this item had been continued from the February 5th RTC meeting and the RTC has had sufficient time to review it, the Commission dispensed with the staff report.

Commission Alternate moved to approve the staff recommendations to:

1. Review and adopt the proposed 2004 Legislative Agenda; and,
2. Direct staff to keep the Commission, local agencies and public informed on impacts to local transportation projects resulting from measures to address the state budget.

Commissioner Norton seconded.

Commissioner Beautz said she was not willing to support new state gas taxes since local jurisdictions did not control the money and that she did not support state involvement in local land use policies.

The motion passed with Commissioners Beautz, Spence, Hinkle, Norton and Campos voting “no” on Item 2b of the Draft 2004 Legislative Agenda: State Issues and with Commissioners Beautz, Spence, Hinkle, Pirie and Campos voting “no” on Item 13 of the Draft 2004 Legislative Agenda: State Issues.

9. Consider Revising Timeframe for SCCRTC Meetings

Executive Director Wilshusen reviewed the staff recommendations.

Commissioner Beautz said she agreed with the basic time frame but said that meetings should not be ended at a specific time if members of the public had not been given an opportunity to speak after waiting all morning to do so.

Commission Alternate Schiffirin moved to accept the staff recommendation to:

1. Consider the options for addressing the time needed for the two monthly meetings of the SCCRTC, the regular meeting on the first Thursday of the month and the Transportation Policy Workshop meeting on the third Thursday of the month;
2. Confirm the meeting timeframe for Transportation Policy Workshop meetings as 9:00 am to 12:00;
3. Extend the meeting timeframe for regular RTC meetings to be from 9:00am to 12:30 pm;
4. Request that individual Commissioners set aside these timeframes in their schedules; and
5. Approve expenditure of funds to provide refreshments for Commissioners at TPW and regular RTC meetings.

Commissioner Pirie seconded and the motion passed unanimously.

CLOSED SESSION

10. Conference with Real Property Negotiator for Acquisition of the Santa Cruz Branch Rail Line

- Property: Santa Cruz Branch Rail Line from Watsonville Junction to Davenport
- Agency Negotiator: Kirk Trost, Miller, Owen & Trost

- Negotiation Parties: SCCRTC, Union Pacific
- Under Negotiation: All terms

OPEN SESSION

11. Next Meetings / Adjournment

The meeting adjourned at 10:30 a.m.

The next regular RTC meeting will be held Thursday, March 4, 2004 at 9:00 a.m. at the Board of Supervisors Chambers, 701 Ocean Street, Santa Cruz, CA.

A public hearing on the completion of the Recreational Rail Environmental Impact Report and Proposition 116 Funding will be held by the RTC on Thursday, March 4, 2004 at 7:00 p.m. at the Board of Supervisors Chambers, 701 Ocean Street, Santa Cruz, CA.

The next Transportation Policy Workshop will be held Thursday, March 18, 2004 at 9:00 a.m. at the RTC Office, 1523 Pacific Avenue, Santa Cruz, CA.

Respectfully submitted,

Gini Pineda, Staff

ATTENDEES

Bill Comfort

Les White

Bob Yount

Kirk Trost

Peter Scott

Celia Scott

Neil McElwee

Julianna Rousseau

Heather Boerner

Dick Wilson

SCMTD

MASTF/E&D TAC

Miller, Owen & Trost

CFST

League of Women Voters

Sentinel

City of Santa Cruz

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 26, 2004
TO: Board of Directors
FROM: Elisabeth Ross, Finance Manager
SUBJECT: RENEWAL OF EMPLOYMENT PRACTICES LIABILITY INSURANCE

I. RECOMMENDED ACTION

None.

II. SUMMARY OF ISSUES

- Last year, the District obtained employment practices liability coverage with U.S. Risk Underwriters, Inc., through CalTIP's former excess insurance broker, Aon Risk Services.
- The coverage includes discrimination, sexual harassment and wrongful termination. It covers the District, directors and officers, employees and former employees.
- Aon is offering renewal of the same coverage, but the deductible has increased from \$74,000 to \$100,000, with a premium of \$88,103.

III. DISCUSSION

The District's current policy for employment practices liability coverage is expiring on March 26, 2004. Aon has obtained three quotations for renewal of the policy. The most favorable quotation has a premium of \$88,103, compared to last year's premium of \$87,917. However, the deductible has increased from \$75,000 to \$100,000. A recap of the District's history of this type of insurance coverage is included as Attachment A. Just three years ago, the District's coverage cost \$15,265 with a \$25,000 deductible and twice the current limit of liability at \$2 million. District Counsel has advised that a \$100,000 deductible at this premium level is not cost effective since the District's general liability coverage through CalTIP already provides this type of coverage once the District's expenses reach \$250,000 per claim.

IV. FINANCIAL CONSIDERATIONS

If the District does not renew the coverage, the premium savings could be allocated to the insurance reserve or used to assist in balancing the budget.

V. ATTACHMENTS

Attachment A: History of Insurance Coverage

EMPLOYMENT PRACTICES INSURANCE HISTORY

	01-02	02-03	03-04	04-05
Carrier	US Risk (Lloyd's)	US Risk (Lloyd's)	US Risk (Lloyd's)	US Risk (Lloyd's)
Limits of Liability	\$ 2,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Deductible	\$ 25,000	\$ 25,000	\$ 75,000	\$ 100,000
Annual Premium				
Premium	\$ 14,480.00	\$ 35,000.00	\$ 85,000.00	\$ 85,000.00
Policy Fee	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00
Taxes & Fees	<u>\$ 434.40</u>	<u>\$ 1,137.50</u>	<u>\$ 2,566.90</u>	<u>\$ 2,752.54</u>
Total	\$ 15,264.40	\$ 36,487.50	\$ 87,916.90	\$ 88,102.54
Co-Payment	0%	0%	10%	0%

Updated 3/11/04

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 26, 2004
TO: Board of Directors
FROM: Elisabeth Ross, Manager of Finance
SUBJECT: AUTHORIZATION FOR DISPOSAL OF EIGHT (8) GMC BUSES AND ASSOCIATED PARTS INVENTORY

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors declare eight GMC buses and associated parts inventory as excess and authorize disposal.

II. SUMMARY OF ISSUES

- In accordance with the District's policy on disposal of fixed assets and inventoriable items, at least once per year the Finance Manager shall recommend to the Board of Directors a list of items to be declared excess with appropriate action for disposal.
- The eight GMC buses listed on Attachment A were purchased used in 1999 to supplement the District's aging bus fleet pending purchase of new buses. With the arrival of newly manufactured replacement buses the GMC buses are now excess and can be sold.

III. DISCUSSION

The estimated current market value of the vehicles recommended for disposal is \$500 each. Upon the Board's declaration of the vehicles as excess, they will be offered for sale by the District's Purchasing Office along with the associated parts inventory.

IV. FINANCIAL CONSIDERATIONS

The GMC buses have a remaining book value of \$41,984.58 and the parts inventory has a book value of \$53,048.48. If revenue generated from the sale does not meet the book value, the difference will be recorded as a loss.

V. ATTACHMENTS

Attachment A: List of Assets Designated for Disposal as of March 26, 2004

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
Assets Designated For Disposal As Of March 26, 2004

ASSET NUMBER	DESCRIPTION	PURCHASE DATE	ACQUISITION COST	NET BOOK VALUE	MARKET VALUE	REASON FOR DISPOSAL
B8301.00F	1963 GMC BusNIN 21626	11/15/99	\$10,709.04	\$5,163.82	\$500.00	BEYOND USEFUL LIFE
B8302.00F	1983 GMC BusNIN 21634	11/15/99	\$10,974.21	\$5,291.69	\$500.00	BEYOND USEFUL LIFE
B8303.00F	1983 GMC BusNIN 21640	11/15/99	\$11,286.16	\$5,442.09	\$500.00	BEYOND USEFUL LIFE
B8304.00F	1983 GMC Bus/VIN 21642	11/15/99	\$10,889.56	\$5,250.86	\$500.00	BEYOND USEFUL LIFE
B8305.00F	1983 GMC BusNIN 21644	11/15/99	\$10,486.31	\$5,056.43	\$500.00	BEYOND USEFUL LIFE
B8306.00F	1983 GMC BusNIN 21649	11/15/99	\$10,851.62	\$5,232.57	\$500.00	BEYOND USEFUL LIFE
B8307.00F	1983 GMC BusNIN 21650	11/15/99	\$10,953.29	\$5,281.57	\$500.00	BEYOND USEFUL LIFE
B8308.00F	1983 GMC BusNIN 21655	11/15/99	\$10,920.02	\$5,265.55	\$500.00	BEYOND USEFUL LIFE
N/A	Parts inventory for above vehicles	N/A	N/A	\$53,048.48	\$1,500.00	BEYOND USEFUL LIFE

5-13.a1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
Assets Designated For Disposal As Of March 26, 2004

ASSET NUMBER	QUANTITY	DESCRIPTION	PURCHASE DATE	ACQUISITION COST	NET BOOK VALUE	MARKET VALUE	REASON FOR DISPOSAL
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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 26, 2004

TO: Board of Directors

FROM: Tom Stickel, Manager of Fleet Maintenance

SUBJECT: CONSIDERATION OF AWARD OF CONTRACT TO MISSION LINEN & UNIFORM SERVICE FOR UNIFORMS, FLAT GOODS AND LAUNDRY SERVICE

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to execute a one-year contract with Mission Linen & Uniform Service for uniforms, flat goods and laundry service for a total contract amount not to exceed \$24,000.

II. SUMMARY OF ISSUES

- A competitive procurement was conducted to solicit bids from qualified firms.
- Four firms submitted bids for the District's review.
- District staff has reviewed all submitted bids.
- District staff is recommending that a contract be established with Mission Linen & Uniform Service to provide uniforms, flat goods and laundry service for a total contract amount not to exceed \$24,000.

III. DISCUSSION

On February 17, 2004 District Invitation for Bid No. 03-12 was mailed to thirteen firms and was legally advertised. On March 10, 2004, bids were received and opened from four firms. A list of these firms and a summary of the bids received are provided in Attachment A. District staff has reviewed and evaluated all submitted bids.

District staff is recommending that a contract be established with Mission Linen & Uniform Service to provide uniforms, flat goods and laundry services for a total contract amount not to exceed \$24,000. Contractor will provide all services and materials meeting all District specifications and requirements.

IV. FINANCIAL CONSIDERATIONS

Funding for this contract is contained in the Operating Budget for Fleet Maintenance and Facilities Maintenance.

V. ATTACHMENTS

Attachment A: List of firms responding to the IFB and summary of bids

Attachment B: Contract with Mission Linen & Uniform Service

NOTE: The RFP along with its Exhibits and Addendums are available for review at the Administration Office of METRO or online at www.scmtd.com

IFB NO. 03-12
UNIFORM, FLAT GOODS AND LAUNDRY SERVICE

LIST OF RESPONDING FIRMS AND SUMMARY OF BIDS RECEIVED

FIRM	TOTAL BID
Mission Linen & Uniform Service, Salinas, California	\$23,068.76
Ameripride Uniform Services, Salinas, California	\$25,922.00
ARAMARK Uniform Services, Burbank, California	\$26,395.20
Cintas Corporation, Gilroy, California	\$32,611.28

CONTRACT FOR UNIFORMS, FLAT GOODS AND LAUNDRY SERVICE (03-12)

THIS CONTRACT is made effective on April 21, 2004 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California ("District"), and **Mission Linen & Uniform Service** ("Contractor").

1. RECITALS

1.01 District's Primary Objective

District is a public entity whose primary objective is providing public transportation and has its principal office at 370 Encinal Street, Suite 100, Santa Cruz, California 95060.

1.02 District's Need for Uniforms, Flat Goods and Laundry Service

District requires the purchase of Uniforms, Flat Goods and Laundry Service to be used for standard purposes. In order to obtain said Uniforms, Flat Goods and Laundry Service, the District issued an Invitation for Bids, dated February 17, 2004 setting forth specifications for Uniforms, Flat Goods and Laundry Service. The Invitation for Bids is attached hereto and incorporated herein by reference as Exhibit A.

1.03 Contractor's Bid Form

Contractor is a supplier of Uniforms, Flat Goods and Laundry Service desired by the District and whose principal place of business is 315 Kern Street, Salinas, California. Pursuant to the Invitation for Bids by the District, Contractor submitted a bid for Provision of Uniforms, Flat Goods and Laundry Service, which is attached hereto and incorporated herein by reference as Exhibit B.

1.04 Selection of Contractor and Intent of Contract

On March 26, 2004 District selected Contractor as the lowest responsive, responsible bidder to provide said equipment. The purpose of this Contract is to set forth the provisions of this procurement.

1.05 Contractor and Supplier Synonymous

For the purposes of this Contract, the terms "contractor" and "supplier" are synonymous.

District and Contractor agree as follows:

2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.01 Documents Incorporated in This Contract

The documents below are attached to this Contract and by reference made a part hereof. This is an integrated Contract. This writing constitutes the final expression of the parties' Contract, and it is a complete and exclusive statement of the provisions of that Contract, except for written amendments, if any, made after the date of this Contract in accordance with Section 13.14 of the General Conditions of the Contract.

a) Exhibit A

Santa Cruz Metropolitan Transit District's "Invitation for Bids" dated February 17, 2004.

b) Exhibit B (Bid Form)

Contractor's Bid Form to the District for Uniforms, Flat Goods and Laundry Service, signed by Contractor and dated March 10, 2004.

2.02 Conflicts

Where in conflict, the provisions of this writing supersede those of the above-referenced documents, Exhibits A and B. Where in conflict, the provisions of Exhibit A supersede Exhibit B.

2.03 Recitals

The Recitals set forth in Article 1 are part of this Contract.

3. TIME OF PERFORMANCE

3.01 General

Contractor shall perform work under this Contract at such times to enable it to meet the time schedules specified in the Specifications Section of the IFB. The Contractor shall not be responsible for delays caused by force majeure events described in Section 2 of the General Conditions of the Contract.

3.02 Term

The term of this Contract commences on the date of execution and shall remain in force for a one (1) year period thereafter. At the option of the District, this contract may be renewed for four (4) additional one (1) year terms under the same conditions and prices. District and Contractor may extend the term of this Contract at any time for any reason upon mutual written consent.

4. COMPENSATION

4.01 Terms of Payment

District agrees to pay Contractor for weekly services rendered at the rates identified in the Bid Form, Exhibit B, with a total annual contract not to exceed \$24,000 for satisfactory service under the terms and provisions of this Contract within forty-five (45) days thereof. Contractor understands and agrees that if he/she exceeds the \$24,000 maximum amount payable under this contract, that it does so at its own risk.

4.02 Invoices

Contractor shall submit invoices with a purchase order number reference provided by the District on a weekly basis. Contractor's invoices shall include services provided at the rates quoted. Said invoice records shall be kept up-to-date at all times and shall be available for inspection by the District (or any grantor of the District, including, without limitation, any State or Federal agency providing project funding or reimbursement) at any time for any reason upon demand for not less than four (4) years after the date of expiration or termination of the contract. Under penalty of law, Contractor represents that all amounts billed to the District are (1) actually incurred; (2) reasonable in

amount; (3) related to this contract; and (4) necessary for performance of the services. No expenses shall be paid by the District unless specifically allowed by this contract.

5. NOTICES

All notices under this Contract shall be deemed duly given upon delivery, if delivered by hand; or three (3) days after posting, if sent by registered mail, receipt requested; to a party hereto at the address hereinunder set forth or to such other address as a party may designate by notice pursuant hereto.

DISTRICT

Santa Cruz Metropolitan Transit District
370 Encinal Street
Suite 100
Santa Cruz, CA 95060

Attention: General Manager

CONTRACTOR

Mission Linen & Uniform Service
315 Kern Street
Salinas CA 93906

Attention: David Cervantes

6. AUTHORITY

Each party has full power and authority to enter into and perform this Contract and the person signing this Contract on behalf of each has been properly authorized and empowered to enter into it. Each party further acknowledges that it has read this Contract, understands it, and agrees to be bound by it.

Signed on _____

DISTRICT
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
MISSION LINEN & UNIFORM SERVICE

By _____

Approved as to Form:

Margaret Rose Gallagher
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Invitation for Bids (IFB) for Furnishing of Uniforms, Flat Goods and Laundry Services

District IFB NO. 03-12

**Date Issued: February 17, 2004
Bid Deadline: 2:00 p.m., March 10, 2004**



Contents of this IFB

- I. Bid Form
- II. Instructions to Bidders
- III. Specifications
- IV. General Conditions of the Contract
- V. Special Conditions of the Contract
- VI. Contract
- VII. FTA Requirements for Non-Construction Contracts
- VIII. Protest Procedures

PART I
BID FORM

The undersigned ("Bidder"), upon acceptance by the District, agrees to furnish all labor, freight, transportation, materials, equipment, services, supplies and other work in accordance with the Invitation for Bids entitled Furnishing of Uniforms, Flat Goods And Laundry Services dated February 17, 2004 at the following prices. The unit bid prices should NOT INCLUDE SALES, USE, EXCISE OR ANY OTHER TAX.

Fleet Maintenance and Facilities Maintenance Uniforms

Item No.	Type of Uniform	Changes per Week	No. of Employees	Weekly Rental Charge	Extended Price (x 52 Weeks)
1	Shirts	5	15		
2	Pants	5	15		
3	Shop Coats	2	1		
4	Shop Coats (Facilities)	3	2		
5	Coveralls	5	25		
6	Coveralls (Facilities)	2	10		
	Total				

Fleet Maintenance Flat Goods

Item No.	Item Description	Quantity per Week	Weekly Rental Charge	Extended Price (x 52 Weeks)
1	Bar Towels	640		
2	Shop Towels	1140		
3	Windshield Towels	765		
4	Dust Mops, Large	3		
5	Dust Mops, Medium	1		
6	Fender Cover	6		
7	Safety Floor Mats	4		
8	3' x 4' Floor Mat	9		
9	4' x 6' Floor Mat	5		
10	3' x 10' Floor Mat	6		
	Total			

Company Name: _____

Facilities Maintenance

Item No.	Item Description	Quantity per Week	Weekly Rental Charge	Extended Price (X 52 Weeks)
1	Towel Bar, Medium	20		
2	Towel Terry, Medium	20		
3	Dust Mops, Large	6		
4	Slate Floor Mats – 3’ x 4’	2		
5	Slate Floor Mats – 4’ x 6’	5		
6	Slate Floor Mats – 3’ x 10’	3		
7	Coffee Mat 3 x 5	2		
8	Kleen Scrape Mat 3 x 5	2		
9	Cinnamon Mat Run 3 x 10	1		
10	Cinnamon Mat 4 x 6	3		
11	Towel Shop Dyed	80		
12	Laundry 7.2 Bushel Bag	2		
	Total			

The successful bidder obligates him/herself to provide any or all of the bid items at the bid price. District reserves the right to award bid items separately or as a package. District may accept or reject the bid items at its discretion. Award of the bid will be based on totals provided for the Base Items, Options shall not be used in the determination of low bid. The Board of Directors also reserves the right to reject all bids for any reason.

Bidder has examined and is fully familiar with all terms and conditions of the Invitation for Bids and any addenda issued by the District thereto, and Bidder unconditionally submits this bid in strict accordance with said Invitation for Bids. Bidder has carefully checked all words and figures shown on this Bid Form and has carefully reviewed the accuracy of all documents, representations, manufacturer's literature, and statements submitted with this bid.

Bidder understands that this bid constitutes a firm offer to the District that cannot be withdrawn for ninety (90) calendar days from the date of bid opening. If awarded the contract, bidder agrees to deliver to the District executed copies of the final contract and required insurance certificates within ten (10) calendar days of the date of the District Notice of Award. Said Notice of Award shall be deemed duly given to Bidder upon delivery if delivered by hand, or three (3) calendar days after posting if sent by mail to Bidder's address.

Bidder understands that no partial, conditional or qualified bids shall be accepted for any bid item. Bidder further understands the right of the District Board of Directors to accept or reject any or all bids received for any reason. The District reserves the right to waive minor irregularities.

Bidder has included manufacturers' brochures describing the equipment bid under this IFB. Any proposed deviation from any item in the IFB specifications has been delineated on said brochures or on a separate attachment included with the bid. Bidder represents that the equipment and other work bid meets the specifications in all respects unless clearly noted to the contrary in the bid submittal.

The contract, if awarded, will be to the lowest responsive, responsible bidder. Bidder understands that the "lowest responsible bidder" is the lowest bidder whose offer best responds in quality, fitness and capacity to the

**BUY AMERICA PROVISION
(Only for Contracts above \$100,000)**

This procurement is subject to the Federal Transit Administration Buy America Requirements in 49 CFR part 661.

A Buy American Certificate, as per attached format, must be completed and submitted with the bid. A bid which does not include the certificate will be considered non-responsive.

A false certification is a criminal act in violation of 18 U.S.C. 1001. Should this procurement be investigated, the successful bidder/proposer has the burden of proof to establish that it is in compliance.

A waiver from the Buy America Provision may be sought by SCMTD if grounds for the waiver exist.

Section 165(a) of the Surface Transportation Act of 1982 permits FTA participation on this contract only if steel and manufactured products used in the contract are produced in the United States.

BUY AMERICA CERTIFICATE

The bidder hereby certifies that it will comply with the requirements of Section 165(a) or (b) (3) of the Surface Transportation Assistance Act of 1982, and the applicable regulations in 49 CFR Part 661.

Date: _____

Signature: _____

Company Name: _____

Title: _____

OR

The bidder hereby certifies that it cannot comply with the requirements of Section 165(a) or (b) (3) of the Surface Transportation Act of 1982, but may qualify for an exception to the requirement pursuant to Section 165(b)(2) or (b)(4) of the Surface Transportation Assistance Act of 1982, as amended, and regulations in 49 CFR 661.7.

Date: _____

Signature: _____

Company Name: _____

Title: _____

BIDDER DBE INFORMATION

BIDDER'S NAME _____
 DBE GOAL FROM CONTRACT _____ %
 FED. NO. _____
 COUNTY _____
 AGENCY _____
 CONTRACT NO. _____

BIDDER'S ADDRESS _____

 BID AMOUNT \$ _____
 BID OPENING DATE _____
 DATE OF DBE CERTIFICATON _____
 SOURCE ** _____

This information must be submitted during the initial negotiations with the District. By submitting a proposal, offeror certifies that he/she is in compliance with the District's policy. Failure to submit the required DBE information by the time specified will be grounds for finding the bid or proposal non-responsive.

CONTRACT ITEM NO.	ITEM OF WORK AND DESCRIPTION OF WORK OR SERVICES TO BE SUBCONTRACTED OR MATERIALS TO BE PROVIDED *	CERTIFICATION FILE NUMBER	NAME OF DBE	DOLLAR AMOUNT DBE ***	PERCENT DBE
----------------------	----------------------------------------------------------------------------------------------------------	------------------------------	-------------	-----------------------------	----------------

TOTAL CLAIMED DBE
 PARTICIPATION \$ _____ %

 SIGNATURE OF BIDDER

 DATE

 AREA CODE/TELEPHONE

(Detach from proposal if DBE information is not submitted with bid.)

- * If 100% of item is not to be performed or furnished by DBE, describe exact portion, including plan location of work to be performed, of item to be performed or furnished by DBE.
- ** DBE's must be certified on the date bids are opened.
- *** Credit for a DBE supplier who is not a manufacturer is limited to 60% of the amount paid to the supplier.

NOTE: Disadvantaged business must renew their certification annually by submitting certification questionnaires in advance of expiration of current certification. Those not on a current list cannot be considered as certified.

BIDDER DBE INFORMATION

CONTRACT ITEM NO.	ITEM OF WORK AND DESCRIPTION OF WORK OR SERVICES TO BE SUBCONTRACTED OR MATERIALS TO BE PROVIDED *	CERTIFICATION FILE NUMBER	NAME OF DBE	DOLLAR AMOUNT DBE ***	PERCENT DBE
----------------------	----------------------------------------------------------------------------------------------------------	------------------------------	-------------	-----------------------------	----------------

TOTAL CLAIMED DBE
PARTICIPATION \$ _____ %

PART II

INSTRUCTIONS TO BIDDERS

1. **CONTENTS:** This Invitation for Bids (IFB) includes the (I) Bid Form, (II) Instructions to Bidders, (III) Specifications, (IV) General Conditions of the Contract, (V) Special Conditions of the Contract, (VI) Contract, (VII) FTA Requirements for Non-Construction Contracts, and (VIII) Formal Bidding Procedures. The final Contract with the Successful Bidder will be in the form and substance of the Contract (Part VI) included in the IFB.
2. **SUBMISSION OF BID:** Prior to the date and time of bid opening, all bids shall be delivered to the Purchasing Office of the District at 120 Dubois Street, Santa Cruz, California, 95060. All bids shall be in a sealed envelope properly endorsed as to name and opening date. No bids received after said time or at any place other than the place as stated in the Notice and Invitation to Bidders will be considered. For example, bids postmarked before bid opening but received after shall be rejected. Telephone or electronic bids will not be accepted.
3. **BIDDER RESPONSIBILITY:** The District has made every attempt to provide all information needed by bidders for a thorough understanding of project terms, conditions and other requirements. It is expressly understood that it is Bidder's responsibility to examine and evaluate the work required under this Invitation for Bids (IFB) and the terms and conditions under which the work is performed. By submitting a bid, Bidder represents that it has investigated and agrees to all the terms and conditions of the IFB.
4. **BID FORM:** The bid shall be made on the Bid Form provided therefore and shall be enclosed in a sealed envelope marked and addressed as required. If the bid is made by a sole proprietor, it shall be signed with his/her full name and his address shall be given; if it is made by a partnership, it shall be signed with the co-partnership name by a member of the firm, who shall also sign his/her own name, and the name and address of each member shall be given; and if it is made by a corporation, it shall be signed by an officer or other individual who has the full and proper authorization to do so.

When the Bid Form is signed by an agent, other than the officer or officers of a corporation authorized to sign Contracts on its behalf, or is signed by an agent other than a partner of a partnership, or by an agent for an individual, a power of attorney must be submitted with the bid; otherwise, the bid will be rejected as irregular and unauthorized.

Blank spaces in the Bid Form shall be properly filled. The phraseology of the Bid Form must not be changed, and no additions shall be made to the items mentioned therein. Alterations by erasure or interlineation must be explained or noted in the bid over the signature of the Bidder. If the unit price and the total amount named by a Bidder for any item do not agree, the unit price alone will be considered as representing the Bidder's intention.

Submission of alternative bid or bids, except as specifically called for in the IFB, will render it informal and may cause its rejection.

5. **COMPETITIVE BIDDING:** If more than one bid is offered by any individual, firm, partnership, corporation, association, or any combination thereof, under the same or different names, all such bids may be rejected. A party who has quoted prices on materials or work to a Bidder is not thereby disqualified from quoting prices to other Bidders, or from submitting a bid directly for the materials or work if otherwise qualified to do so.

All Bidders are put on notice that any collusive agreement fixing the prices to be bid so as to control or affect the awarding of this Contract is in violation of the District's competitive bidding requirements and may render void any Contract let under such circumstances.

6. **EXPENSES TO BE INCLUDED IN BID PRICE:** Unless otherwise specified in the IFB, the bid price shall include all expenses necessary that go into making the items procured under the IFB complete and ready for immediate use by the District without additional expense. Bid price shall include, without limitation, all costs for labor, services, equipment, materials, supplies, transportation, installation, overhead, packing, cartage, insurance, license, fees, taxes, permits, bonds, inspection, and other expenses necessary to satisfy the provisions of the IFB, expressed and implied.

Unless bidder is specifically instructed to do otherwise in the Specifications section of this IFB, sales taxes shall be included in the bid price in the amount of 8 % of the total bid price. Federal Excise Tax, from which the District is exempt, should not be included in the bid price. A Federal Excise Tax Exemption certificate will be furnished to the successful Bidder.

Samples of items, when required, must be furnished free of expense to the District and, if not destroyed by tests may, upon request made at the time the samples are furnished, be returned at Bidder's expense.

7. **WITHDRAWAL OF BID:** Bidder may withdraw the bid before the expiration of the time during which bids may be submitted, without prejudice, by submitting a written request for its withdrawal to the District Secretary/General Manager.
8. **TIME OF DELIVERY:** Time of delivery is part of the bid and must be strictly adhered to by the Bidder. Bidder obligates itself to complete the work within the number of days specified in the Contract.
9. **CANVASS OF BID:** At the hour specified in the Notice of Invitation to Bidders, the District, in open session, will open, examine and publicly declare all bids received and shall announce each bidder's price. The remaining content of the bids shall not be made public until after an award is made by the Board of Directors or District Staff as appropriate. Bidders, their representatives and others interested, are invited to be present at the opening of bids. Award will be made or bids rejected by the District within the time period specified in the Bid, if none is specified, within sixty (60) days after the date of bid opening.
10. **RIGHT TO REJECT BIDS:** The District may reject any and all bids at its discretion, and may reject the bid of any party who has been delinquent or unfaithful in any former contract with the District. The right is reserved to reject any or all bids and to waive technical defects, as the interest of the District may require. The District may reject bids from Bidders who cannot satisfactorily prove the experience and qualifications outlined in the Instructions to Bidders.
11. **SINGLE BID:** If only one bid is received in response to the IFB, Bidder may be required to submit to District within five (5) days of District demand, a detailed cost proposal. The District may conduct a cost or price analysis of the cost proposal to determine if the bid price(s) are fair and reasonable. Bidder shall cooperate with District in compiling and submitting detailed information for the cost and price analysis.
12. **EXPERIENCE AND QUALIFICATIONS:** The Bidder may be required upon request of the District to prove to the District's satisfaction that the Bidder is responsible. Criteria used by the District to determine Bidder responsibility includes, without limitation, whether Bidder and its proposed contractors have the skill, experience, necessary facilities and financial resources to perform the Contract in a satisfactory manner and within the required time. Other criteria include whether the original equipment manufacturer of the items bid (1) has in operation, or has the capability to have in operation, a manufacturing plant adequate to assure delivery of all equipment within the time specified under the Contract and (2) has adequate engineering and service personnel, or has the capability to have such personnel, to satisfy any engineering or service problems that may arise during the warranty period and the useful life of all items bid. To help the District assess Bidder's responsibility and ability to provide continued parts, service, and engineering support for the useful life of all items bid, Bidder may be required to submit, at its own cost, its latest Dunn & Bradstreet report and its latest independently audited financial statements.
13. **APPROVED EQUALS:** In order to establish a basis of quality, certain items or processes may be specified by description or brand name. Unless otherwise specified, it is not the intent of the IFB to exclude other items or processes of equal value, utility or merit.

Bids for equivalent items meeting the standards of quality thereby indicated will be considered provided they are received by no later than fourteen calendar days before the date of bid opening. Any such bid shall include adequate information and samples, including technical data, test results, performance characteristics, life-cycle costs, and other salient characteristics to clearly describe the item or process offered and how it equals or exceeds the characteristics of the referenced brand or process.

Unless the Bidder clearly indicates otherwise in the bid, it is understood that he/she is offering a referenced brand or process as specified herein. The District reserves the right to determine whether a substitute offer is equivalent to, and meets the standards of, quality indicated by the brand name or process referenced.

14. **AWARD OF CONTRACT:** The award of the Contract, if awarded, will be to the responsive, responsible Bidder whose bid complies with the IFB in all respects, and whose ADJUSTED BID PRICE is the lowest of all qualified bids received. The methodology for determining the adjusted bid price is described in the Bid Form (Part I of the IFB). If the lowest responsive, responsible Bidder refuses or fails to execute the Contract, the District may award the Contract to the next lowest responsive, responsible Bidder or solicit new bids.
15. **EXECUTION OF CONTRACT:** The Contract shall be provided by the District in substantially the same form as provided in Part VI and shall be executed by the successful Bidder and returned to the District Purchasing Office (120 Dubois, Santa Cruz, CA 95060) no later than ten (10) calendar days after the date of receipt of the Notice of Award. Successful Bidder shall submit the required insurance certificate(s) no later than ten (10) days after receipt of Notice of Award. Successful Bidder's execution and delivery of the insurance certificate(s) specified in the IFB is a condition precedent to the finalization of the Contract. In no event shall the successful Bidder commence work until it has received the signed Contract and notification from the District that the required insurance certificate(s) have been approved.
16. **ERRORS AND ADDENDA:** If omissions, discrepancies, or apparent errors are found in the IFB prior to the date of bid opening, the Bidder shall request a clarification from the District which, if substantiated, will be given in the form of addenda to all Bidders.
17. **NON-DISCRIMINATION:** The Santa Cruz Metropolitan Transit District will not discriminate with regard to race, color, ancestry, national origin, religion, sex, sexual orientation, marital status, age, medical condition or disability in the consideration for an award.
18. **DISADVANTAGED AND BUSINESS ENTERPRISES:** The Board of Directors of the Santa Cruz Metropolitan Transit District has adopted a Disadvantaged Business Enterprise Policy to promote the participation of disadvantaged business enterprises (DBE) in all areas of District contracting to the maximum extent practicable. Consistent with the DBE Policy, the Bidder shall take all necessary and reasonable steps to ensure that DBE firms have the maximum practicable opportunity to participate in the performance of this project and any subcontracting opportunities thereof.
19. **INQUIRIES AND CORRESPONDENCE DURING BIDDING PERIOD:** Questions pertaining to the Specifications and the Bid Documents during the bidding period shall be directed to the District Buyer at (831) 426-0199.

PART III

SPECIFICATIONS FOR FURNISHING OF UNIFORMS, FLAT GOODS AND LAUNDRY SERVICES

1. GENERAL DESCRIPTION

The Santa Cruz Metropolitan Transit District is requesting bids for the furnishing of uniforms, flat goods and laundry services to various departments within the District. Uniforms may consist of shirts and trousers, shirts only, coveralls and/or shop coats. Shirts will have either long or short sleeves, as selected. Flat goods may consist of shop towels, Turkish towels, dust mop heads and various sizes of floor mats. Clean uniforms and flat goods will be delivered weekly. The approximate number of employees and numbers of floor changes per week per employee and flat goods requirements are listed below.

Laundered uniforms will be placed on hangers or packaged so that each employee's uniforms are separate. Appropriate laundry marking for each employee will be used for this purpose.

2. SPECIFIC REQUIREMENTS

A. Uniform and Flat Goods Requirements

The number of uniforms and flat goods listed are for bid purposes only. The District does not guarantee these amounts and may require more or fewer items during the contract period.

Uniforms: Fleet Maintenance and Facilities Maintenance

Item No.	Type of Uniform	Changes per week	No. of Employees
1	Shirts	5	15
2	Pants	5	15
3	Shop Coat	2	1
4	Shop Coat (Facilities)	3	2
5	Coverall	5	25
6	Coverall (Facilities)	2	10

Flat Goods: Fleet Maintenance

Item No.	Description	Number Per Week
1	Bar Towels	640
2	Shop Towels	1140
3	Windshield Towels	765
4	Dust mop, Large	3
5	Dust mop, Medium	1
6	Fender Cover	6
7	Safety Floor Mat	4
8	3' X 4' Floor Mat	9
9	4' X 6' Floor Mat	5
10	3' X 10' Floor Mat	6

Flat Goods: Facilities Maintenance

Item No.	Description	Number Per Week
1	Towel Bar, Medium	20
2	Towel Terry, Medium	20
3	Dust mop, Large	6
4	3' X 4' Floor Mat, Slate	2
5	4' X 6' Floor Mat, Slate	5
6	3' X 10' Floor Mat, Slate	3
7	Mat, Coffee 3 x 5	2
8	Mat Kleen Scrape 3 x 5	2
9	Mat Cinnamon Run 3 x 10	1
10	Mat Cinnamon Large 4 x 6	3
11	Towel Shop Dyed	80
12	Laundry 7.2 Bushel Bag	2

3. SIZES

The vendor shall measure all employees to determine the correct uniform sizes and sleeve lengths. The District shall determine uniform colors.

4. DECAL PATCHES

The vendor shall furnish and affix nametags and silk screen emblems with District's logo on shirts and coveralls. Any charges for affixing nametags or emblems shall be described on the bid sheet. A copy of the artwork for the emblems is enclosed at the end of these specifications.

5. UNIFORM CONDITION

All uniforms issued to District employees shall be new. The vendor shall maintain all uniforms in good condition. Uniforms will be mended as necessary. However, repair patches over one (1) inch in size will not be permitted. All repairs will be made within one week from receipt of garment.

6. TEMPORARY DISCONTINUATION OF SERVICE

When covered District employees are on extended leave, the District will notify the vendor and there will be no charge for uniform service during the period requested.

7. UNIFORM RECEIVING INSPECTION

If uniforms are received in unacceptable condition, the vendor will replace them within one week from notification by the District.

Unacceptable quality consists of:

- 1.) Dirty or un-pressed uniforms.
- 2.) Uniforms with patches over one (1) inch,
- 3.) Uniforms that should be replaced for other reasons: malfunctioning zipper, torn pockets, burn holes, and stains.

8. UNIFORM SPECIFICATIONS

- A. Coveralls : 65% polyester, 35% cotton, light blue in color
- B. Shirts: 75% polyester, 35% cotton, light blue in color, short & long sleeves
- C. Pants: 65% polyester, 35% cotton, Dark blue in color
- D. Patches: To be supplied by vendor, white background patches with blue border and blue script lettering. Sample patch with district logo will be supplied by SCMTD for artwork/replication purposes.

9. OTHER REQUIREMENTS

- A. Lockers for Deposit of Soiled Uniforms

Vendor will be required to provide lockers for the deposit of soiled uniforms. Current site requirements:

Two each at 111 DuBois Street. (1-coveralls, 1-shirts & pants)

Three each at 138 Golf Club Drive (2-coveralls, 1-shirts & pants)

- B. Weekly Delivery

Predetermined by SCMTD, per approved schedule.

- C. Service Expectations

- 1. Delivery Locations

Uniforms and services shall be picked up and delivered weekly at the following five (5) locations:

Fleet Maintenance Facility
111 DuBois Street
Santa Cruz, CA 95060

Fleet Maintenance Facility
138 Golf Club Drive
Santa Cruz, CA 95060

Facilities Maintenance Facility
370 Encinal Street
Santa Cruz, CA 95060

Operations Facility
1200 River Street
Santa Cruz, CA 95060

Santa Cruz Metro Center
920 Pacific Avenue
Santa Cruz, CA 95060

Deliveries are to be made on the same day of each week. Repairs and replacements are to be done within one week of notification by District personnel. Claims for losses will be handled quickly and fairly.

10. SPECIAL INSTRUCTIONS TO BIDDERS

Bid Requirements: Contractor must provide the following information, at minimum:

1. References, including company name, contact name and telephone number.
2. Description of arrangements to be made for outfitting new employees during the contract period.
3. Description and itemization of any replacement charges the District will be assessed.
4. Description of pricing for nametags and emblems.
5. Additional services that would benefit the District if Bidder is awarded the contract.

11. INVOICING AND PAYMENT

A. Invoicing

1. The District requires separate weekly invoices for each of the five (5) service locations.
2. Invoices shall indicate each employee's name, uniform items, number of changes per item, and charges. A monthly statement shall be mailed to:
District's Finance Department
370 Encinal Street, Suite 100
Santa Cruz, CA 95060
3. Failure of the vendor to provide correct and complete invoicing, credit memos and related paperwork may result in delayed payment to the vendor.

B. Payment

The District issues payment for monthly services to the vendor approximately forty-five (45) days after acceptance of the service and receipt of the correct original invoices and monthly statement, whichever arrives last.

12. TERM OF CONTRACT

This contract will be effective for a one (1) year period. At the option of the District, this contract may be renewed for four (4) additional one (1) year terms. Rate increases may be negotiated for the option year terms so long as the increase does not exceed the annual percent change of the Consumer Price Index (CPI) for the San Francisco, Oakland, and San Jose area. CPI increase shall apply to extension years only.

13. INQUIRIES AND CORRESPONDENCE

Questions pertaining to this Invitation for Bids shall be directed to the Lloyd Longnecker, District Buyer, by calling (831) 426-0199 or by writing to the District Purchasing Office, 120 Dubois Street, Santa Cruz, California 95060 or by email at **llongnecker@scmtd.com**. No Bidder may consider any verbal instructions, interpretations or changes as an official expression on the District's behalf. Only written addenda on District letterhead signed by a District Representative may be considered valid.

PART IV

GENERAL CONDITIONS TO THE CONTRACT

I. GENERAL PROVISIONS

1.01 Governing Law & Compliance with All Laws

This Contract is governed by and construed in accordance with the laws of California. Each party will perform its obligations hereunder in accordance with all applicable laws, rules, and regulations now or hereafter in effect.

1.02 Right to Modify Contract

District may extend the term of this Contract, expand the Scope of Work, or otherwise amend the Contract. Any such extension, expansion or amendment shall be effective only upon written agreement of the parties in accordance with Section 13.14.

2. TERMINATION

2.01 Termination for Convenience

2.01.01 The performance of Work under this Contract may be terminated by the District upon fifteen (15) days' notice at any time without cause for any reason in whole or in part, whenever the District determines that such termination is in the District's best interest.

2.01.02 Upon receipt of a notice of termination, and except as otherwise directed by the District, the Contractor shall: (1) stop work under the Contract on the date and to the extent specified in the notice of termination; (2) place no further orders or subcontracts for materials, services, or facilities, except as may be necessary for completion of such portion of the Work under the Contract as is not terminated; (3) terminate all orders and subcontracts to the extent that they relate to the performance of work terminated by the notice of termination; (4) assign to the District in the manner, at the time, and to the extent directed by the District all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case the District shall have the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts; (5) settle all outstanding liabilities and claims arising out of such termination or orders and subcontracts, with the approval or ratification of the District, to the extent the District may require, which approval or ratification shall be final for all the purposes of this clause; (6) transfer title to the District and deliver in the manner, at the time, and to the extent, if any, directed by District the fabricated or unfabricated parts, work in progress, completed work, supplies and other material produced as a part of, or acquired in connection with the performance of, the work terminated and the completed or partially completed plans, drawings, information and other property which, if the Contract had been completed, would have been required to be furnished to the District; (7) use its best efforts to sell, in the manner, at the time, to the extent, and at the price(s) directed or authorized by the District, any property of the types referred to above provided, however, that the Contractor shall not be required to extend credit to any purchaser, and may acquire any such property under the conditions prescribed by and at a price(s) approved by the District, and provided further, that the proceeds of any such transfer or disposition shall be applied in reduction of any payments to be made to the District to the Contractor under this Contract or shall otherwise be credited to the price or cost of the Work covered by this Contract or paid in such other manner as the District may direct; (8) complete performance of such part of the Work as shall not have been terminated by the notice of termination; and (9)

take such action as may be necessary, or as the District may direct, for the protection or preservation of the property related to this Contract which is in the possession of the Contractor and in which the District has or may acquire an interest.

2.02 Termination for Default

- 2.02.01 The District may, upon written notice of default to the Contractor, terminate the whole or any part of this Contract if the Contractor: (1) fails to complete the Scope of Work within time period stated in the Specifications section of the IFB; (2) fails to perform any of the other provisions of the Contract; or (3) fails to make progress as to endanger performance of this Contract in accordance with its provisions.
- 2.02.02 If the Contract is terminated in whole or in part for default, the District may procure, upon such terms and in such manner as the District may deem appropriate, supplies or services similar to those so terminated. Without limitation to any other remedy available to the District, the Contractor shall be liable to the District for any excess costs for such similar supplies or services, and shall continue the performance of this Contract to the extent not terminated under the provisions of this clause.
- 2.02.03 If, after notice of termination of this Contract under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, or that the default was excusable under the provisions of this clause, the rights and obligations of Contractor and District shall be considered to have been terminated pursuant to termination for convenience of the District pursuant to Article 2.01 from the date of Notification of Default.

2.03 No Limitation

The rights and remedies of the District provided in this Article 2 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

3. FORCE MAJEURE

3.01 General

Neither party hereto shall be deemed to be in default of any provision of this Contract, or for any failure in performance, resulting from acts or events beyond the reasonable control of such party. For purposes of this Contract, such acts shall include, but not be limited to, acts of God, civil or military authority, civil disturbance, war, strikes, fires, other catastrophes, or other "force majeure" events beyond the parties' reasonable control; provided, however, that the provisions of this Section 3 shall not preclude District from canceling or terminating this Contract (or any order for any product included herein), as otherwise permitted hereunder, regardless of any force majeure event occurring to Contractor.

3.2 Notification by Contractor

Contractor shall notify District in writing as soon as Contractor knows, or should reasonably know, that a force majeure event (as defined in Section 3.01) has occurred that will delay completion of the Scope of Work. Said notification shall include reasonable proofs required by the District to evaluate any Contractor request for relief under this Article 3. District shall examine Contractor's notification and determine if the Contractor is entitled to relief. The District shall notify the Contractor of its decision in writing. The District's decision regarding whether or not the Contractor is entitled to force majeure relief shall be final and binding on the parties.

3.03 Losses

Contractor is not entitled to damages, compensation, or reimbursement from the District for losses resulting from any "force majeure" event.

4. PROFESSIONAL STANDARDS

Contractor shall at all times during the term of this Contract possess the technical ability, experience, financial ability, overall expertise, and all other skills, licenses, and resources necessary to perform and complete the scope of work in a timely, professional manner so as to meet or exceed the provisions of this Contract.

5. PROFESSIONAL RELATIONS

5.01 Independent Contractor

No relationship of employer and employee is created by this Contract. In the performance of its work and duties, Contractor is at all times acting and performing as an independent contractor in the practice of its profession. District shall neither have nor exercise control or direction over the methods by which Contractor performs services pursuant to this Contract (including, without limitation, its officers, shareholders, and employees); provided, however, that Contractor agrees that all work performed pursuant to this Contract shall be in strict accordance with currently approved methods and practices in its profession, and in accordance with this Contract. The sole interest of District is to ensure that such services are performed and rendered in a competent and cost effective manner.

5.02 Benefits

Contractor (including, without limitation, its officers, shareholders, subcontractors and employees) has no claim under this Contract or otherwise against the District for social security benefits, workers' compensation benefits, disability benefits, unemployment benefits, vacation pay, sick leave, or any other employee benefit of any kind.

6. INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS

6.01 Scope

Contractor shall exonerate, indemnify, defend, and hold harmless District (which for the purpose of Articles 6 and 7 shall include, without limitation, its officers, agents, employees and volunteers) from and against:

- 6.01.01 Any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which District may sustain or incur or which may be imposed upon it for injury to or death of persons, or damage to property as a result of, or arising out of, or in any manner connected with the Contractor's performance under the provisions of this Contract. Such indemnification includes any damage to the person(s) or property(ies) of Contractor and third persons.
- 6.01.02 Any and all Federal, state and local taxes, charges, fees, or contributions required to be paid with respect to Contractor, Contractor's officers, employees and agents engaged in the performance of this Contract (including, without limitation, unemployment insurance, social security, and payroll tax withholding).

7. INSURANCE

7.01 General

Contractor, at its sole cost and expense, for the full term of this Contract (and any extensions thereof), shall obtain and maintain at minimum all of the following insurance coverage. Such insurance

coverage shall be primary coverage as respects District and any insurance or self-insurance maintained by District shall be excess of Contractor's insurance coverage and shall not contribute to it.

7.02 Types of Insurance and Minimum Limits

Contractor shall obtain and maintain during the term of this Contract:

- (1) Worker's Compensation and Employer's Liability Insurance in conformance with the laws of the State of California (not required for Contractor's subcontractors having no employees).
- (2) Contractors vehicles used in the performance of this Contract, including owned, non-owned (e.g. owned by Contractor's employees), leased or hired vehicles, shall each be covered with Automobile Liability Insurance in the minimum amount of \$1,000,000.00 combined single limit per accident for bodily injury and property damage.
- (3) Contractor shall obtain and maintain Comprehensive General Liability Insurance coverage in the minimum amount of \$1,000,000.00 combined single limit, including bodily injury, personal injury, and property damage. Such insurance coverage shall include, without limitation:
 - (a) Contractual liability coverage adequate to meet the Contractor's indemnification obligations under this contract.
 - (b) Full Personal Injury coverage.
 - (c) Broad form Property Damage coverage.
 - (d) A cross-liability clause in favor of the District.

7.03 Other Insurance Provisions

- (1) As to all insurance coverage required herein, any deductible or self-insured retention exceeding \$5,000.00 shall be disclosed to and be subject to written approval by District.
- (2) If any insurance coverage required hereunder is provided on a "claims made" rather than "occurrence" form, Contractor shall maintain such insurance coverage for three (3) years after expiration of the term (and any extensions) of this Contract.
- (3) All required Automobile Liability Insurance and Comprehensive or Commercial General Liability Insurance shall contain the following endorsement as a part of each policy: "The Santa Cruz Metropolitan Transit District is hereby added as an additional insured as respects the operations of the named insured."
- (4) All the insurance required herein shall contain the following clause: "It is agreed that this insurance shall not be canceled until thirty (30) days after the District shall have been given written notice of such cancellation or reduction."
- (5) Contractor shall notify District in writing at least thirty (30) days in advance of any reduction in any insurance policy required under this Contract.
- (6) Contractor agrees to provide District at or before the effective date of this Contract with a certificate of insurance of the coverage required.

8. RESERVED

9. NO DISCRIMINATION

In connection with the performance of services provided under this Contract, Contractor or subcontractor shall not discriminate on the basis of race, color, creed, ancestry, national origin, religion, sex, sexual orientation, marital status, age, medical condition or disability discriminate or permit discrimination against any person or group of persons in any manner prohibited by Federal, State, or local laws.

10. DISADVANTAGED BUSINESS ENTERPRISES

The Board of Directors of the Santa Cruz Metropolitan Transit District has adopted a Disadvantaged Business Enterprise Policy to promote the participation of disadvantaged business enterprises (DBE's) in all areas of District contracting to the maximum extent practicable. Consistent with the DBE Policy, the Contractor shall take all necessary and reasonable steps to ensure that DBE firms have the maximum practicable opportunity to participate in the performance of this project and any subcontracting opportunities thereof.

11. PROMPT PAYMENT

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contractor receives from District. The prime contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the District. This applies to both DBE and non-DBE subcontractors.

Prime subcontractors must include the prompt payment language of paragraph 1 in all subcontracts, regardless of subcontractor's DBE status. Failure of a prime contractor to uphold prompt payment requirements for subcontractors will result in District withholding reimbursement for completed work.

12. RESERVED

13. MISCELLANEOUS PROVISIONS

13.01 Successors and Assigns

The Contract shall inure to the benefit of, and be binding upon, the respective successors and assigns, if any, of the parties hereto, except that nothing contained in this Article shall be construed to permit any attempted assignment which would be unauthorized or void pursuant to any other provision of this Contract.

13.02 Survival of Rights and Obligations

In the event of termination, the rights and obligations of the parties which by their nature survive termination of the services covered by this Contract shall remain in full force and effect after termination. Compensation and revenues due from one party to the other under this Contract shall be paid; loaned equipment and material shall be returned to their respective owners; the duty to maintain and allow inspection of books, accounts, records and data shall be extended as provided in Section 13.15; and the hold harmless agreement contained in Article 6 shall survive.

13.03 Limitation on District Liability

The District's liability is, in the aggregate, limited to the total amount payable under this Contract.

13.04 Drug and Alcohol Policy

Contractor shall comply with Federal Transit Administration's (FTA) drug and alcohol testing regulations, 49 CFR Parts 653 and 654. Contractor shall not use, possess, manufacture, or distribute

alcohol or illegal drugs during the performance of the Contract or while on District premises or distribute same to District employees.

13.05 Publicity

Contractor agrees to submit to District all advertising, sales promotion, and other public matter relating to any service furnished by Contractor wherein the District's name is mentioned or language used from which the connection of District's name therewith may, within reason, be inferred or implied. Contractor further agrees not to publish or use any such advertising, sales promotion or publicity matter without the prior written consent of District.

13.06 Consent to Breach Not Waiver

No provision hereof shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether express or implied, shall not constitute a consent to, waiver of, or excuse for any other different or subsequent breach.

13.07 Attorneys' Fees

In the event that suit is brought to enforce or interpret any part of this Contract, the prevailing party shall be entitled to recover as an element of its costs of suit, and not as damages, a reasonable attorney's fee to be fixed by the court. The "prevailing party" shall be the party who is entitled to recover its costs of suit, whether or not the suit proceeds to final judgment. A party not entitled to recover its costs shall not recover attorney's fees. No sum for attorney's fees shall be counted in calculating the amount of a judgment for purposes of determining whether a party is entitled to recover its costs or attorney's fees.

13.08 No Conflict of Interest

Contractor represents that it currently has no interest, and shall not have any interest, direct or indirect, that would conflict in any manner with the performance of services required under this Contract.

13.09 Prohibition of Discrimination against Qualified Handicapped Persons

Contractor shall comply with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, pertaining to the prohibition of discrimination against qualified handicapped persons in federally-assisted programs.

13.10 Cal OSHA/Hazardous Substances

13.10.01 Contractor shall comply with California Administrative Code Title 8, Section 5194, and shall directly (1) inform its employees of the hazardous substances they may be exposed to while performing their work on District property, (2) ensure that its employees take appropriate protective measures, and (3) provide the District's Manager of Facility Maintenance with a Material Safety Data Sheet (MSDS) for all hazardous substances to be used on District property.

13.10.02 Contractor shall comply with Cal OSHA regulations and the Hazardous Substance Training and Information Act. Further, said parties shall indemnify the District against any and all damage, loss, and injury resulting from non-compliance with this Article.

13.10.03 Contractor will comply with the Safe Drinking Water and Toxic Enforcement Act of 1986 (Proposition 65) California Health and Safety Code Section 25249.5 - 25249.13. Contractor will ensure that clear and reasonable warnings are made to persons exposed to those chemicals listed by the State of California as being known to cause cancer or reproductive toxicity.

13.10.04 Contractor shall be solely responsible for any hazardous material, substance or chemical released or threatened release caused or contributed to by Contractor. Contractor shall be solely responsible for all clean-up efforts and costs.

13.11 Non-Assignment of Contract

The Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of the Contract or Contractor's right, title or interest in or to the same or any part thereof without previous written consent by the District; and any such action by Contractor without District's previous written consent shall be void.

13.12 No Subcontract

Contractor shall not subcontract or permit anyone other than Contractor or its authorized staff and subcontractors to perform any of the scope of work, services or other performance required of Contractor under this Contract without the prior written consent of the District. Any such action by Contractor without District's previous consent shall be void.

13.13 Severability

If any provision of this Contract is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall continue in full force and effect, and shall in no way be affected, impaired or invalidated.

13.14 All Amendments in Writing

No amendment to this Contract shall be effective unless it is in writing and signed by duly authorized representatives of both parties.

13.15 Audit

This Contract is subject to audit by Federal, State, or District personnel or their representatives at no cost for a period of four (4) years after the date of expiration or termination of the Contract. Requests for audits shall be made in writing, and Contractor shall respond with all information requested within ten (10) calendar days of the date of the request. During the four-year period that the Contract is subject to audit, Contractor shall maintain detailed records substantiating all costs and expenses billed against the Contract.

13.16 Smoking Prohibited

Contractor, its employees and agents shall not smoke in any enclosed area on District premises or in a District vehicle.

13.17 Responsibility for Equipment

13.17.01 District shall not be responsible nor held liable for any damage to person or property consequent upon the use, or misuse, or failure of any equipment used by Contractor, or any of its employees, even though such equipment be furnished, rented or loaned to Contractor by District.

13.17.02 Contractor is responsible to return to the District in good condition any equipment, including keys, issued to it by the District pursuant to this Agreement. If the contractor fails or refuses to return District-issued equipment within five days of the conclusion of the contract work the District shall deduct the actual costs to repair or replace the equipment not returned from the

final payment owed to contractor or take other appropriate legal action at the discretion of the District.

13.18 Grant Contracts

13.18.01 Contractor shall ensure throughout the terms of this Agreement that all federal, state and local laws and requirements are met including any requirements District is obligated to perform because of receipt of grant funding. Contractor shall also be required to fulfill its obligation as a federal and/or state and/or local sub-recipient of grant funding.

13.19 Time of the Essence

Time is of the essence in this Contract.

PART V

SPECIAL CONDITIONS OF THE CONTRACT

1. BASIC SCOPE OF WORK

1.01 Basic Scope of Work

Contractor shall, without limitation, furnish and deliver equipment in accordance with the "Specifications" section of the Invitation for Bids, dated February 17, 2004.

2. DEFINITIONS

2.01 General

The terms (or pronouns in place of them) have the following meaning in the Contract.

2.01.01 ACCEPTANCE DATE - The date on which delivery is deemed to be complete in accordance with the provisions of the Contract and accepted in writing by the District.

2.01.02 CONTRACT - The Contract consists of this document, the attachments incorporated herein in accordance with Article 2 of Part VI - "Contract for ITEM," and any written amendments made in accordance with Article 13.14 of Part IV - "General Conditions of the Contract".

2.01.03 CONTRACTOR - Synonymous with Bidder.

2.01.04 DAYS - Calendar Days

2.01.05 PROVISION - Any term, agreement, covenant, condition, clause, qualification, restriction, reservation, or other stipulation in the Contract that defines or otherwise controls, establishes, or limits the performance required or permitted by either party.

2.01.06 SCOPE OF WORK (OR "WORK") - The entire obligation under the Contract, including, without limitation, all labor, equipment, materials, supplies, transportation, services, and other work products and expenses, express or implied, in the Contract.

3. BUY AMERICA CERTIFICATE

Contractor shall comply with the requirements of Section 165(a) of the Surface Transportation Assistance Act of 1982 and the applicable regulations in 49 Code of Federal Register Part 661. As evidence of Contractor's knowledge and understanding and certification of intention of compliance, Contractor has executed a Buy America Certificate, which is included as part of the "Bid Form" and incorporated herein by reference. If steel and manufactured products are needed by Contractor for its performance under the provisions of the Contract, Contractor shall only use steel and manufactured products that were produced in the United States.

4. LIQUIDATED DAMAGES

If the work is not completed within the time required, damage will be sustained by the District. It is, and will be impracticable and extremely difficult to ascertain and determine the actual damage which the District will sustain by reason of such delay; and it is therefore agreed that the Contractor shall pay to the District fifty dollars (\$50.00) for each and every day's delay in finishing the Work beyond the time prescribed. If the Contractor fails to pay such liquidated damages, the District may deduct the amount thereof from any money due or that may become due the Contractor under the Contract.

The Work shall be regarded as completed upon the date the District has accepted the same in writing.

5. STATE CONTRACT PROVISIONS

- 5.01 In the performance of work under these provisions, Contractor and its subcontractors will not discriminate against any employee or applicant for employment because of race, religious creed, medical condition, color, marital status, ancestry, sex, age, national origin, or physical handicap (Government Code Section 12940 et seq.). Contractor and all its subcontractors will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, religious creed, medical condition, color, marital status, ancestry, sex, age, national origin, or physical handicap. such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor and its subcontractors shall post in conspicuous places, available to employees and applicants for employment, notice to be provided by STATE setting for the provisions of this section.
- 5.02 Contractor and its subcontractors will permit access to all records of employment, employment advertisements, application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by STATE, for the purpose of investigation to ascertain compliance with Section 1 of this Article.
- 5.03 Contractor shall establish and maintain an accounting system and records that properly accumulate and segregate incurred costs by line item for the project. Contractor's accounting system shall conform to generally accepted accounting principles (GAAP), enable to determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. All accounting records and other supporting papers of Contractor connected with performance under this Agreement shall be maintained for a minimum of three years from the date of final payment to District under these provisions and shall be held open to inspection and audit by representatives of STATE and the Auditor General of the State and copies thereof will be furnished upon request.
- 5.04 Contractor agrees that contract cost principles at least as restrictive as 48 CFR, Federal Acquisition Regulation System, Chapter 1 Part 31, shall be used to determine the allowability of individual items of costs. Contractor also agrees to comply with Federal procedures as set forth in 49 CFR, Part 18, Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments.
- 5.05 For the purpose of determining compliance with Public Contract Code Section 10115, et seq., Military and Veterans Code Sections 999 et seq. and Title 2, California Code of Regulations, Section 1896.60 et seq., when applicable, and other matters connected with the performance of District's contracts with third parties pursuant to Government code Section 10532, Contractors and subcontractors shall maintain all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including but not limited to, the costs of administering the various contracts. Contractor and its subcontractors shall make such materials available at their respective offices at all reasonable times during the contract period and for three years from the date of final payment under such contract. STATE, the State Auditor General, the Federal Highway Administration, or any duly authorized representative of the Federal Government shall have access to any books, records and documents that are pertinent to the Agreement for audits, examinations, excerpts, and transactions and copies thereof shall be furnished if requested.

6. YEAR 2000 COMPLIANCE

- 6.01 The Contractor represents and warrants that the Product shall be Year 2000 Compliant. For purposes of this representation and warranty,

- (1) the term "Product" means (A) each piece or component of equipment, hardware, custom or commercial software, firmware, middleware, or other information technology, or internal components, routines or subroutines therein which perform any date/time recognition function, calculation, comparing or sequencing, that is being delivered, developed, or modified under this Contract, (B) any system being provided by the Contractor and all interfaces to such system that the Contractor is providing under this Contract, including but not limited to data entry interfaces for such system and interfaces with other systems, and (C) where services are being furnished, (e.g. consulting, system integration, code or data conversion or data entry), the resulting deliverables; and
- (2) the term "Year 2000 Compliant" means that the Product being provided by the Contractor under this Contract, individually or in combination, shall, without human intervention, (A) accurately process all date/time related data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between centuries, including, without limitation, the twentieth and twenty-first centuries, and the years 1999 and 2000 and all leap year calculations, (B) either includes data structures that utilize a four digit year format or, at a minimum, operates so that all import and export data is in a four digit year format, and (C) when used in combination with other information technology, accurately process date/time related data to the extent that other information technology being used in combination with the Product (i) was specified in the Contract as being information technology with which the Product must be compatible, (ii) was otherwise warranted by the Contractor as being compatible, or (iii) properly exchanges date/time related data with the Product.

6.02 At any time should the Contractor be made aware that the Product is not or may not be Year 2000 Compliant, notwithstanding any other provision of this Contract to the contrary, in the event that the Product fails to perform in a Year 2000 Compliant manner or the Contractor knows that the Product is not Year 2000 Compliant, the Contractor agrees that it will make all adjustments, modifications, repairs or replacements necessary to bring the Product within compliance and shall thereafter thoroughly test the Product to ensure such compliance, at no additional cost to the District and with minimal interference to the operations and functions of the District, time being of the essence. In addition to the specific obligations of the Contractor set forth above, the District shall be entitled to exercise any and all other remedies provided under law and this Contract for breach of this representation and warranty, which, for purposes of this section shall be deemed a material breach of this Contract.

6.03 In addition to all other provisions of this Contract which, by their nature, survive expiration or termination, it is expressly understood that this representation and warranty shall survive the expiration or termination of this Contract.

PART VI

CONTRACT FOR UNIFORM, FLAT GOODS AND LAUNDRY SERVICES (03-12)

THIS CONTRACT is made effective on _____, 2004 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California ("District"), and _____ ("Contractor").

1. RECITALS

1.01 District's Primary Objective

District is a public entity whose primary objective is providing public transportation and has its principal office at 370 Encinal Street, Suite 100, Santa Cruz, California 95060.

1.02 District's Need for Uniform, Flat Goods and Laundry Services

District requires the purchase of Uniform, Flat Goods and Laundry Services to be used for standard purposes. In order to obtain said Uniform, Flat Goods and Laundry Services, the District issued an Invitation for Bids, dated February 17, 2004 setting forth specifications for Uniform, Flat Goods and Laundry Services. The Invitation for Bids is attached hereto and incorporated herein by reference as Exhibit A.

1.03 Contractor's Bid Form

Contractor is a supplier of Uniform, Flat Goods and Laundry Services desired by the District and whose principal place of business is _____. Pursuant to the Invitation for Bids by the District, Contractor submitted a bid for Provision of Uniform, Flat Goods and Laundry Services which is attached hereto and incorporated herein by reference as Exhibit B.

1.04 Selection of Contractor and Intent of Contract

On _____, District selected Contractor as the lowest responsive, responsible bidder to provide said equipment. The purpose of this Contract is to set forth the provisions of this procurement.

1.05 Contractor and Supplier Synonymous

For the purposes of this Contract, the terms "contractor" and "supplier" are synonymous.

District and Contractor agree as follows:

2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.01 Documents Incorporated in This Contract

The documents below are attached to this Contract and by reference made a part hereof. This is an integrated Contract. This writing constitutes the final expression of the parties' Contract, and it is a complete and exclusive statement of the provisions of that Contract, except for written amendments, if any, made after the date of this Contract in accordance with Section 13.14 of the General Conditions of the Contract.

a) Exhibit A

Santa Cruz Metropolitan Transit District's "Invitation for Bids" dated February 17, 2004.

b) Exhibit B (Bid Form)

Contractor's Bid Form to the District for Item, signed by Contractor and dated March 10, 2004.

2.02 Conflicts

Where in conflict, the provisions of this writing supersede those of the above-referenced documents, Exhibits A and B. Where in conflict, the provisions of Exhibit A supersede Exhibit B.

2.03 Recitals

The Recitals set forth in Article 1 are part of this Contract.

3. TIME OF PERFORMANCE

3.01 General

Contractor shall perform work under this Contract at such times to enable it to meet the time schedules specified in the Specifications Section of the IFB. The Contractor shall not be responsible for delays caused by force majeure events described in Section 2 of the General Conditions of the Contract.

3.02 Term

The term of this Contract commences on the date of execution and shall remain in force for a one (1) year period thereafter. At the option of the District, this contract may be renewed for four (4) additional one (1) year terms under the same conditions and prices. District and Contractor may extend the term of this Contract at any time for any reason upon mutual written consent.

4. COMPENSATION

4.01 Terms of Payment

Upon written acceptance, District agrees to pay Contractor _____ as identified in the Bid Form, Exhibit B, not to exceed \$ _____, for satisfactory completion of all work under the terms and provisions of this Contract within forty-five (45) days thereof. Contractor understands and agrees that if he/she exceeds the \$ _____ maximum amount payable under this contract, that it does so at its own risk.

4.02 Invoices

Contractor shall submit invoices with a project number provided by the District on a monthly basis. Contractor's invoices shall include detailed records showing actual time devoted, work accomplished, date work accomplished, personnel used, and amount billed per hour. Expenses shall only be billed if allowed under the contract. Telephone call expenses shall show the nature of the call and identify location and individual called.

Said invoice records shall be kept up-to-date at all times and shall be available for inspection by the District (or any grantor of the District, including, without limitation, any State or Federal agency providing project funding or reimbursement) at any time for any reason upon demand for not less than four (4) years after the date of expiration or termination of the contract. Under penalty of law, Contractor represents that all amounts

billed to the District are (1) actually incurred; (2) reasonable in amount; (3) related to this contract; and (4) necessary for performance of the services. No expenses shall be paid by the District unless specifically allowed by this contract.

5. NOTICES

All notices under this Contract shall be deemed duly given upon delivery, if delivered by hand; or three (3) days after posting, if sent by registered mail, receipt requested; to a party hereto at the address hereinunder set forth or to such other address as a party may designate by notice pursuant hereto.

DISTRICT

Santa Cruz Metropolitan Transit District
370 Encinal Street
Suite 100
Santa Cruz, CA 95060

Attention: General Manager

CONTRACTOR

Attention: _____

6. AUTHORITY

Each party has full power and authority to enter into and perform this Contract and the person signing this Contract on behalf of each has been properly authorized and empowered to enter into it. Each party further acknowledges that it has read this Contract, understands it, and agrees to be bound by it.

Signed on _____

DISTRICT--SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR-- _____

By _____

Approved as to Form:

Margaret Rose Gallagher
District Counsel

PART VII

FEDERAL TRANSIT ADMINISTRATION REQUIREMENTS FOR NON-CONSTRUCTION CONTRACTS

1.0 GENERAL

This Contract is subject to the terms of a financial assistance contract between the Santa Cruz Metropolitan Transit District and the Federal Transit Administration (FTA) of the United States Department of Transportation.

2.0 INTEREST TO MEMBERS OF OR DELEGATES TO CONGRESS

In accordance with 18 U.S.C. 431, no member of, nor delegates to, the Congress of the United States shall be admitted to a share or part of this Contract or to any benefit arising therefrom.

3.0 INELIGIBLE CONTRACTORS

Neither Contractor, nor any officer or controlling interest holder of Contractor, is currently, or has been previously, on any debarred bidders list maintained by the United States Government.

4.0 EQUAL EMPLOYMENT OPPORTUNITY (Not applicable to contracts for standard commercial supplies and raw materials)

In connection with the execution of this Contract, the Contractor shall not discriminate against any employee or application for employment because of race, religion, color, sex, age (40 or over), national origin, pregnancy, ancestry, marital status, medical condition, physical handicap, sexual orientation, or citizenship status. The Contractor shall take affirmative action to insure that applicants employed and that employees are treated during their employment, without regard to their race, religion, color, sex national origin, etc. Such actions shall include, but not be limited to the following: Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and, selection for training including apprenticeship. Contractor further agrees to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

5.0 TITLE VI CIVIL RIGHTS ACT OF 1964

During the performance of this Contract, the Contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor"), agrees as follows:

5.1 Compliance with Regulations

The Contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the "Regulations"), which are herein incorporated by reference and made a part of this Contract.

5.2 Nondiscrimination

The Contractor, with regard to the work performed by it during the Contract, shall not discriminate on the grounds of race, religion, color, sex, age or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination

prohibited in Section 21.5 of the Regulations, including employment practices when the Contract covers a program set forth in Appendix B of the regulations.

5.3 Solicitations for Subcontracts, Including Procurements of Materials and Equipment

In all solicitations either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this Contract and the Regulations relative to nondiscrimination on the grounds of race, religion, color, sex, age or national origin.

5.4 Information and Reports

The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the District or the Federal Transit Administration (FTA) to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information is required or a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the District, or the Federal Transit Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.

5.5 Sanctions for Noncompliance

In the event of the Contractor's noncompliance with the nondiscrimination provisions of this Contract, the District shall impose such contract sanctions as it or the Federal Transit Administration may determine to be appropriate, including, but not limited to:

- (a) Withholding of payments to the Contractor under the Contract until the Contractor complies; and/or,
- (b) Cancellation, termination or suspension of the Contract, in whole or in part.

5.6 Incorporation of Provisions

The Contractor shall include the provisions of Paragraphs (1) through (6) of this section in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the District or the Federal Transit Administration may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may require the District to enter into such litigation to protect the interests of the District, and, in addition, the Contractor may request the services of the Attorney General in such litigation to protect the interests of the United States.

6.0 CLEAN AIR AND FEDERAL WATER POLLUTION CONTROL ACTS (Applicable only to contracts in excess of \$100,000)

Contractor shall comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 USC 1857[h]), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency Regulations (40 CFR, Part 15), which prohibit the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities. Contractor shall report all violations to FTA and to the USEPA Assistant Administrator for Enforcement (EN0329).

7.0 CONSERVATION

Contractor shall recognize mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 USC Section 6321, et seq.).

8.0 AUDIT AND INSPECTION OF RECORDS (Applicable only to sole source or negotiated contracts in excess of \$10,000)

Contractor agrees that the District, the Comptroller General of the United States, or any of their duly authorized representatives shall, for the purpose of audit and examination, be permitted to inspect all work, materials, payrolls and other data and records with regard to the project, and to audit the books, records and accounts with regard to the project. Further, Contractor agrees to maintain all required records for at least three years after District makes final payments and all other pending matters are closed.

9.0 LABOR PROVISIONS (Applicable only to contracts of \$2,500.00 or more that involve the employment of mechanics or laborers)

9.1 Overtime Requirements

No Contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any work week in which he or she is employed on such work to work in excess of eight (8) hours in any calendar day or in excess of forty (40) hours in such work week unless such laborer or mechanic receives compensation at a rate not less than one and one-half (1 1/2) times the basic rate of pay for all hours worked in excess of eight (8) hours in any calendar day or in excess of forty (40) hours in such work week, whichever is greater.

9.2 Violation; Liability for Unpaid Wages; Liquidated Damages

In the event of any violation of the clause set forth in subparagraph (b)(1) of 29 CFR Section 5.5, the Contractor and any subcontractor responsible therefore shall be liable for the unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such district or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in subparagraph (b)(1) of which such individual was required or permitted to work in excess of eight (8) hours in excess of the standard work week of forty (40) hours without payment of the overtime wages required by the clause set forth in subparagraph (b)(1) of 29 CFR Section 5.5.

9.3 Withholding for Unpaid Wages and Liquidated Damages

DOT or the District shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any monies payable on account of work performed by the Contractor or subcontractor under any such contract or any other Federal contract with the same prime Contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in subparagraph (b)(2) of 29 CFR Section 5.5.

9.4 Nonconstruction Grants

The Contractor or subcontractor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three (3) years from the completion of the Contract for all laborers and mechanics, including guards and watchmen, working on

the Contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made and actual wages paid. Further, the District shall require the contracting officer to insert in any such contract a clause providing that the records to be maintained under this paragraph shall be made available by the Contractor or subcontractor for inspection, copying or transcription by authorized representatives of DOT and the Department of Labor, and the Contractor or subcontractor will permit such representatives to interview employees during working hours on the job.

9.5 Subcontracts

The Contractor or subcontractor shall insert in any subcontracts the clauses set forth in subparagraph (1) through (5) of this paragraph and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in subparagraphs (1) through (5) of this paragraph.

10.0 CARGO PREFERENCE (Applicable only to Contracts under which equipment, materials or commodities may be transported by ocean vehicle in carrying out the project)

The Contractor agrees:

- 10.1 To utilize privately owned United States-flag commercial vessels to ship at least fifty percent (50%) of the gross tonnage (computed separately for dry bulk carriers, dry cargo liners and tankers) involved, whenever shipping any equipment, materials or commodities pursuant to this section, to the extent such vessels are available at fair and reasonable rates for United States- flag commercial vessels.
- 10.2 To furnish within 30 days following the date of loading for shipments originating within the United States, or within thirty (30) working days following the date of loading for shipment originating outside the United States, a legible copy of a rated, "on-board" commercial ocean bill-of-lading in English for each shipment of cargo described in paragraph (1) above, to the District (through the prime Contractor in the case of subcontractor bills-of-lading) and to the Division of National Cargo, Office of Market Development, Maritime Administration, 400 Seventh Street, S.W., Washington D. C. 20590, marked with appropriate identification of the project.
- 10.3 To insert the substance of the provisions of this clause in all subcontracts issued pursuant to this Contract.

11.0 BUY AMERICA PROVISION

This procurement is subject to the Federal Transportation Administration Buy America Requirements in 49 CFR 661.

A Buy America Certificate, if required format (see Form of Proposal or Bid Form) must be completed and submitted with the bid. A bid which does not include the certificate shall be considered non-responsive.

A waiver from the Buy America Provision may be sought by the District if grounds for the waiver exist.

Section 165a of the Surface Transportation Act of 1982 permits FTA participation on this Contract only if steel and manufactured products used in the Contract are produced in the United States.

In order for rolling stock to qualify as a domestic end product, the cost of components produced in the United States must exceed sixty percent (60%) of the cost of all components, and final assembly must take place in the United States.

12.0 DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION

12.1 Policy

It is the policy of the U.S. Department of Transportation that Disadvantaged Business Enterprises as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this Agreement. Consequently, the DBE requirements of 49 CFR Part 23 apply to this Agreement.

12.2 DBE Obligation

District and Contractor agree to insure that Disadvantaged Business Enterprises as defined in 49 CFR Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts under this Agreement. In this regard, District and Contractor shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to insure that Disadvantaged Business Enterprises have the maximum opportunity to compete for and perform Contracts. District and Contractor shall not discriminate on the basis of race, creed, color, national origin, age or sex in the award and performance of DOT-assisted Contracts.

12.3 Transit Vehicle Manufacturers

Transit vehicle manufacturers must certify compliance with DBE regulations.

13.0 CONFLICT OF INTEREST

No employee, officer or agent of the District shall participate in selection, or in the award of administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when (1) the employee, officer or agent; (2) any member of his or her immediate family; (3) his or her partner; or (4) an organization that employs, or is about to employ, has a financial or other interest in the firm selected for award. The District's officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from Contractors, potential Contractors or parties of subagreements.

14.0 MOTOR VEHICLE EMISSION REQUIREMENTS (Applicable only to Contracts involving the purchase of new motor vehicles)

The Contractor must provide a certification that:

- (a) The horsepower of the vehicle is adequate for the speed, range, and terrain in which it will be required and also to meet the demands of all auxiliary equipment.
- (b) All gases and vapors emanating from the crankcase of a spark-ignition engine are controlled to minimize their escape into the atmosphere.
- (c) Visible emission from the exhaust will not exceed No. 1 on the Ringlemann Scale when measured six inches (6") from the tail pipe with the vehicle in steady operation.
- (d) When the vehicle has been idled for three (3) minutes and then accelerated to eighty percent (80%) of rated speed under load, the opacity of the exhaust will not exceed No. 2 on the Ringlemann Scale for more than five (5) seconds, and not more than No. 1 on the Ringlemann Scale thereafter.

15.0 MOTOR VEHICLE SAFETY STANDARDS (Applicable only to contracts involving the purchase of new motor vehicles)

The Contractor will assure that the motor vehicles purchased under this contract will comply with the Motor Vehicle Safety Standards as established by the Department of Transportation at 49 CFR Parts 390 and 571.

16.0 DEBARRED BIDDERS

The Contractor, including any of its officers or holders of a controlling interest, is obligated to inform the District whether or not it is or has been on any debarred bidders' list maintained by the United States Government. Should the Contractor be included on such a list during the performance of this project, Contractor shall so inform the District.

17.0 PRIVACY (Applicable only to Contracts involving the administration of any system of records as defined by the Privacy Act of 1974, on behalf of the Federal Government)

17.1 General

The District and Contractor agree:

- (a) To comply with the Privacy Act of 1974, 5 U.S.C. 552a (the Act) and the rules and regulations issued pursuant to the Act when performance under the Contract involves the design, development or operation of any system of records on individuals to be operated by the District, its contractors or employees to accomplish a Government function.
- (b) To notify the Government when the District or Contractor anticipates operating a system of records on behalf of the Government in order to accomplish the requirements of this Agreement, if such system contains information about individuals which information will be retrieved by the individual's name or other identifier assigned to the individual. A system of records subject to the Act may not be employed in the performance of this Agreement until the necessary approval and publication requirements applicable to the system have been carried out. The District or Contractor, as appropriate, agrees to correct, maintain, disseminate, and use such records in accordance with the requirements of the Act, and to comply with all applicable requirements of the Act.
- (c) To include the Privacy Act Notification contained in this Agreement in every subcontract solicitation and in every subcontract when the performance of Work under the proposed subcontract may involve the design, development or operation of a system of records on individuals that is to be operated under the Contract to accomplish a Government function; and
- (d) To include this clause, including this paragraph in all in subcontracts under which Work for this Agreement is performed or which is awarded pursuant to this Agreement or which may involve the design, development, or operation of such a system of records on behalf of the Government.

17.2 Applicability

For purposes of the Privacy Act, when the Agreement involves the operation of a system of records on individuals to accomplish a Government function, the District, third party contractors and any of their employees are considered to be employees of the Government with respect to the Government function and the requirements of the Act, including the civil and criminal penalties for violations of the Act, are applicable except that the criminal penalties shall not apply with regard to contracts effective prior to September 27, 1975. In addition, failure to comply with the provisions of the Act or of this clause will make this Agreement subject to termination.

17.3 Definitions

The terms used in this clause have the following meanings:

- (a) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records on behalf of the Government including the collection, use and dissemination of records.
- (b) "Records" means any item, collection or grouping of information about an individual that is maintained by the District or Contractor on behalf of the Government, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.
- (c) "System of records" on individuals means a group of any records under the control of the District or Contractor on behalf of the Government from which information is retrieved by the name of the individual or by some identifying number, symbol or other identifying particular assigned to the individual.

18.0 PATENT RIGHTS (Applicable only to research and development contracts) If any invention, improvement or discovery of the District or contractors or subcontractors is conceived or first actually reduced to practice in the course of or under this project which invention, improvement, or discovery may be patentable under the Patent Laws of the United States of America or any foreign country, the District (with appropriate assistance of any contractor or subcontractor involved) shall immediately notify the Government (FTA) and provide a detailed report. The rights and responsibilities of the District, third party contractors and subcontractors and the Government with respect to such invention will be determined in accordance with applicable Federal laws, regulations, policies and any waivers thereof.

19.0 RIGHTS IN DATA (Applicable only to research and development contracts)

The term "subject data" as used herein means recorded information, whether or not copyrighted, that is delivered or specified to be delivered under this Contract. The term includes graphic or pictorial delineation in media such as drawings or photographs; text in specifications or related performance or design-type documents, machine forms such as punched cards, magnetic tape or computer memory printouts; and information retained in computer memory. Examples include, but are not limited to, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications and related information. The term does not include financial reports, cost analyses and similar information incidental to contract administration.

All "subject data" first produced in the performance of this Agreement shall be the sole property of the Government. The District and Contractor agree not to assert any rights at common law or equity and not to establish any claim to statutory copyright in such data. Except for its own internal use, the District and Contractor shall not publish or reproduce such data in whole or in part, or in any manner or form, nor authorize others to do so, without the written consent of the Government until such time as the Government may have released such data to the public. This restriction, however, does not apply to Agreements with academic institutions.

The District and Contractor agree to grant and do hereby grant to the Government and to its officers, agents, and employees acting within the scope of their official duties, a royalty-free, non-exclusive and irrevocable license throughout the world:

- (a) To publish, translate, reproduce, deliver, perform, use and dispose of, in any manner, any and all data not first produced or composed in the performance of this Contract but which is incorporated in the work furnished under this Contract; and
- (b) To authorize others so to do.

District and Contractor shall indemnify and save and hold harmless the Government, its officers, agents, and employees acting within the scope of their official duties against any liability, including costs and expenses, resulting from any willful or intentional violation by the District and Contractor of proprietary rights, copyrights or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use, or disposition of any data furnished under this Contract.

Nothing contained in this clause shall imply a license to the Government under any patent or be construed as affecting the scope of any license or other right otherwise granted to the Government under any patent.

The third and fourth paragraphs under Section 19.0 above are not applicable to material furnished to the District or Contractor by the Government and incorporated in the work furnished under the Contract, provided that such incorporated material is identified by the District or Contractor at the time of delivery of such work.

In the event that the project, which is the subject of this Agreement, is not completed, for any reason whatsoever, all data generated under that project shall become subject data as defined in the Rights in Data clause in this Contract and shall be delivered as the Government may direct. This clause shall be included in all subcontracts under this Contract.

20.0 NEW RESTRICTIONS ON LOBBYING

20.1 Prohibition

- (a) Section 1352 of Title 31, U.S. Code, provides in part that no appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) The prohibition does not apply as follows:
 - (i) Agency and legislative liaison by Own Employees.
 - (ii) Professional and technical services by Own Employees.
 - (iii) Reporting for Own Employees.
 - (iv) Professional and technical services by Other than Own Employees.

20.2 Disclosure

- (a) Each person who requests or receives from an agency a Federal contract shall file with that agency a certification, included in Form of Proposal or Bid Forms, that the person has not made, and will not make, any payment prohibited by Section 20.1 of this clause.
- (b) Each person who requests or receives from an agency a Federal contract shall file with that agency a disclosure form, Standard Form-LLL, "Disclosure of Lobbying Activities," if such person has made or has agreed to make any payment using non-appropriated funds (to include profits from any covered Federal action), which would be prohibited under Section 20.1 of this clause if paid for with appropriated funds.
- (c) Each person shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed by such person under paragraph

(c)(2) of this section. An event that materially affects the accuracy of the information reported includes:

- (i) a cumulative increase of \$25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered Federal action; or
 - (ii) a change in the person(s) or individual(s) influencing or attempting to influence a covered Federal action; or
 - (iii) a change in the officer(s), employee(s), or Member(s) contacted to influence or attempt to influence a covered Federal action.
- (d) Any person who requests or receives from a person referred to in paragraph (c)(i) of this section a subcontract exceeding \$100,000 at any tier under a Federal contract shall file a certification, and a disclosure form, if required, to the next tier above.
- (e) All disclosure forms, but not certifications, shall be forwarded from tier to tier until received by the person referred to in paragraph (c)(i) of this section. That person shall forward all disclosure forms to the agency.

20.3 Agreement

In accepting any contract resulting from this solicitation, the person submitting the offer agrees not to make any payment prohibited by this clause.

20.4 Penalties.

- (a) Any person who makes an expenditure prohibited under Section 20.1 of this clause shall be subject to a civil penalty of not less than \$10,000 for each such expenditure.
- (b) Any person who fails to file or amend the disclosure form to be filed or amended if required by this clause, shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- (c) Contractors may rely without liability on the representations made by their sub- contractors in the certification and disclosure form.

20.5 Cost allowability

Nothing in this clause is to be interpreted to make allowable or reasonable any costs which would be unallowable or unreasonable in accordance with Part 31 of the Federal Acquisition Regulation. Conversely, costs made specifically unallowable by the requirements in this clause will not be made allowable under any of the provisions of Part 31 of the Federal Acquisition Regulation.

PART VIII

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT PROTEST PROCEDURE

PROCUREMENT PROTESTS

All protests shall be filed, handled and resolved in a manner consistent with the requirements of Federal Transit Administration (FTA) Circular 4220.1E Third Party Contracting Guidelines dated June 19, 2003 and the Santa Cruz Metropolitan Transit District's (District) Protest Procedures which are on file and available upon request.

Current FTA Policy states that: "Reviews of protests by FTA will be limited to:

- (1) a grantee's failure to have or follow its protest procedures, or its failure to review a complaint or protest; or
- (2) violation of Federal law or regulation.

An appeal to FTA must be received by the cognizant FTA regional or Headquarters Office within five (5) working days of the date the protester learned or should have learned of an adverse decision by the grantee or other basis of appeal to FTA" (FTA Circular 4220.1E, Section 7, paragraph 1., Written Protest Procedures)

Protests relating to the content of this Invitation for Bid (IFB) package must be filed within ten (10) calendar days after the date the IFB is first advertised. Protests relating to a recommendation for award solicited by this IFB must be filed by an interested party within five (5) calendar days after the staff's written recommendation and notice of intent to award is issued to the bidders. The date of filing shall be the date of receipt of protests or appeals by the DISTRICT.

All Protests shall be filed in writing with the Assistant General Manager, Santa Cruz Metropolitan Transit District, 370 Encinal Street, Suite 100, Santa Cruz, CA 95060. **No other location shall be acceptable.** The DISTRICT will respond in detail to each substantive issue raised in the protest. The Assistant General Manager shall make a determination on the protest normally within ten (10) working days from receipt of protest. Any decision rendered by the Assistant General Manager may be appealed to the Board of Directors. The Protester has the right within five (5) working days of receipt of determination to file an appeal restating the basis of the protest and the grounds of the appeal. In the appeal, the Protester shall only be permitted to raise factual information previously provided in the protest or discovered subsequent to the Assistant General Manager's decision and directly related to the grounds of the protest. The Board of Directors has the authority to make a final determination and the Board of Director's decision shall constitute the DISTRICT's final administrative remedy.

In the event the protestor is not satisfied with the DISTRICT's final administrative determination, they may proceed within 90 days of the final decision to State Court for judicial relief. The Superior Court of the State of California for the County of Santa Cruz is the appropriate judicial authority having jurisdiction over Bid Protest(s) and Appeal(s). Bid includes the term "offer" or "proposal" as used in the context of negotiated procurements.

The Bidder may withdraw its protest or appeal at any time before the DISTRICT issues a final decision.

Should the DISTRICT postpone the date of bid submission owing to a protest or appeal of the solicitation specifications, addenda, dates or any other issue relating to this procurement, the DISTRICT shall notify, via addendum, all parties who are on record as having obtained a copy of the solicitation documents that an appeal/protest had been filed, and the due date for bid submission shall be postponed until the DISTRICT has issued its final decision.

A letter of protest must set forth the grounds for protest and shall be fully supported with technical data, test results, or other pertinent information related to the subject being protested. The Protestor is responsible for adhering to the DISTRICT's protest procedures.

A Bidder may seek FTA review of the DISTRICT's decision. A protest appeal to the FTA must be filed in accordance with the provisions of FTA circular 4220.1E. Any appeal to the FTA shall be made not later than five (5) working days after a final decision is rendered under the DISTRICT's protest procedure. Protest appeals should be filed with:

Federal Transit Administration
Regional Administrator Region IX
201 Mission Street, Suite 2210
San Francisco, CA 94105-1839

PART I

BID FORM

The undersigned ("Bidder"), upon acceptance by the District, agrees to furnish **all** labor, freight, transportation, materials, equipment, services, supplies and other work in accordance with the Invitation for Bids entitled Furnishing of Uniforms, Flat Goods And Laundry Services dated February 17, 2004 at the following prices. The unit bid prices should **NOT INCLUDE SALES, USE, EXCISE OR ANY OTHER TAX.**

Fleet Maintenance and Facilities Maintenance Uniforms

Item NO.	Type of Uniform	Changes per Week	No. of Employees	Weekly Rental Charge	Extended Price (x 52 Weeks)
1	Shirts	5	15	0.34/25.50	1,326.00
2	Pants	5	15	0.35/26.25	1,365.00
3	Shop Coats	2	1	0.69/1.38	71.76
4	Shop Coats (Facilities)	3	2	0.69/4.14	215.28
5	Coveralls	5	25	0.69/86.25	4,485.00
6	Coveralls (Facilities)	2	10	0.69/13.80	717.60
	Total			157.32	8,180.64

Fleet Maintenance Flat Goods

Item No.	Item Description	Quantity per Week	Weekly Rental Charge	Extended Price (x 52 Weeks)
1	Bar Towels	640	0.07/44.80	2,329.60
2	Shop Towels	1140	0.05/57.00	2,964.00
3	Windshield Towels	765	0.06/45.90	2,386.80
4	Dust Mops, Large	3	1.35/4.05	210.60
5	Dust Mops, Medium	1	0.97/0.97	50.44
6	Fender Cover	6	0.26/1.56	81.12
7	Safety Floor Mats	4	1.83/7.32	380.64
8	3' x 4' Floor Mat	9	1.35/12.15	631.80
9	4' x 6' Floor Mat	5	3.25/16.25	845.00
10	3' x 10' Floor Mat	6	4.50/27.00	1,404.00
	Total		216.30	11,247.60

Company Name: MISSION LINEN & UNIFORM SERVICE

Facilities Maintenance

Item NO.	Item Description	Quantity per Week	Weekly Rental Charge	Extended Price (X 52 Weeks)
1	Towel Bar, Medium	20	0.07/1.40	72.80
2	Towel Terry, Medium	20	0.07/1.40	72.80
3	Dust Mops, Large	6	1.35/8.10	421.20
4	Slate Floor Mats – 3’ x 4’	2	1.83/3.66	190.32
5	Slate Floor Mats – 4’ x 6’	5	3.25/16.25	845.00
6	Slate Floor Mats – 3’ x 10’	3	4.50/13.50	702.00
7	Coffee Mat 3 x 5	2	1.50/3.00	156.00
8	Kleen Scrape Mat 3 x 5	2	1.50/3.00	156.00
9	Cinnamon Mat Run 3 x 10	1	4.50/4.50	234.00
10	Cinnamon Mat 4 x 6	3	3.50/10.50	546.00
11	Towel Shop Dyed	80	0.05/4.00	208.00
12	Launder 7.2 Bushel Bag	2	----	----
	Total			3,604.12

The successful bidder obligates him/herself to provide any or all of the bid items at the bid price. District reserves the right to award bid items separately or as a package. District may accept or reject the bid items at its discretion. Award of the bid will be based on totals provided for the Base Items, Options shall not be used in the determination of low bid. The Board of Directors also reserves the right to reject all bids **for any** reason.

Bidder has examined and is fully familiar with all terms and conditions of the Invitation for Bids and any addenda issued by the District thereto, and Bidder unconditionally submits this bid in strict accordance with said Invitation for Bids. Bidder has carefully checked all words and figures shown on this Bid Form and has carefully reviewed the accuracy of all documents, representations, manufacturer’s literature, and statements submitted with this bid.

Bidder understands that this bid constitutes a firm offer to the District that cannot be withdrawn for ninety (90) calendar days from the date of bid opening. If awarded the contract, bidder agrees to deliver to the District executed copies of the **final** contract and required insurance certificates within ten (10) calendar days of the date of the District Notice of Award. Said Notice of Award shall be deemed duly given to Bidder upon delivery if delivered by hand, or three (3) calendar days after posting if sent by mail to Bidder’s address.

Bidder understands that no partial, conditional or **qualified** bids shall be accepted for any bid item. Bidder further understands the right of the District Board of Directors to accept or reject any or all bids received for any reason. The District reserves the right to waive minor irregularities.

Bidder has included manufacturers’ brochures describing the equipment bid under this IFB. Any proposed deviation from any item in the IFB specifications has been delineated on said brochures or on a separate attachment included with the bid. Bidder represents that the equipment and other work bid meets the specifications in all respects unless clearly noted to the contrary in the bid submittal.

The contract, if awarded, will be to the lowest responsive, responsible bidder. Bidder understands that the “lowest responsible bidder” is the lowest bidder whose offer best responds in quality, fitness and capacity to the

requirements of the Invitation for Bids. The District reserves the right to award to other than the lowest bidder if the District finds that the lowest bidder is not responsible.

Bidder acknowledges receipt of the following addenda to the Invitation for Bids. All cost adjustments or other requirements resulting from said addenda have been taken into consideration by the bidder and included in the bid.

Addenda No.'s _____

Bidder has submitted the following documents with the bid:

1. Exceptions, if any, taken to the specifications or other sections of the IFB. (Warning: Substantive exceptions will be cause for bid rejection.)
2. Copy of any standard warranties in accordance with the Specifications.
3. Manufacturer's specifications, description, promotional material describing the item bid.
4. Fully executed copy of the "Buy America Provision" listed as Page I-4 of the Bid, if applicable.

Bidder understands that bids shall be placed in a sealed envelope marked as indicated below and delivered to the Purchasing Office of the Santa Cruz Metropolitan Transit District, 120 Dubois, Santa Cruz, California, 95060 prior to the time of bid opening. Bids postmarked before bid opening but delivered afterward shall be rejected.

"Bid for Uniforms, Flat Goods and Laundry Services"
Bid Opening 2:00 p.m., March 10, 2004

Bidder has full power and authority to enter into and perform the work described in the Invitation for Bids on behalf of the company noted below.

Indicate:

Sole Proprietorship Partnership Corporation Joint Venture with _____

MISSION LINEN & UNIFORM SERCIVE

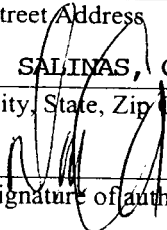
Company Name

315 KERN STREET

Street Address

SALINAS, CA 93906

City, State, Zip Code


Signature of authorized company official

DAVID CERVANTES

Typewritten name of above

ACCOUNT REPRESENTATIVE

Title of authorized company official

(831) 424-1707

Telephone

(831) 424-3439

FAX Number

3/10/04
Date

95-194-2549
Federal Tax ID No.

The Santa Cruz Metropolitan Transit District is a special purpose District and is a subdivision of the State of California.

BIDDER DBE INFORMATION

BIDDER'S NAME _____
 DBE GOAL FROM CONTRACT _____ %
 FED. NO. _____
 COUNTY _____
 AGENCY _____
 CONTRACT NO. _____

BIDDER'S ADDRESS _____

 BID AMOUNT \$ _____
 BID OPENING DATE _____
 DATE OF DBE CERTIFICATON _____
 SOURCE ** _____

This information must be submitted during the initial negotiations with the District. By submitting a proposal, offeror certifies that he/she is in compliance with the District's policy. Failure to submit the required DBE information by the time specified will be grounds for finding the bid or proposal non-responsive.

CONTRACT ITEM NO.	ITEM OF WORK AND DESCRIPTION OF WORK OR SERVICES TO BE SUBCONTRACTED OR MATERIALS TO BE PROVIDED *	CERTIFICATION FILE NUMBER	NAME OF DBE	DOLLAR AMOUNT DBE ***	PERCENT DBE

TOTAL CLAIMED DBE
 PARTICIPATION \$ _____ %

 SIGNATURE OF BIDDER

 DATE

 AREA CODE/TELEPHONE

(Detach from proposal if DBE information is not submitted with bid.)

- * If 100% of item is not to be performed or furnished by DBE, describe exact portion, including plan location of work to be performed, of item to be performed or furnished by DBE.
- ** DBE's must be certified on the date bids are opened.
- *** Credit for a DBE supplier who is not a manufacturer is limited to 60% of the amount paid to the supplier.

NOTE: Disadvantaged business must renew their certification annually by submitting certification questionnaires in advance of expiration of current certification. Those not on a current list cannot be considered as certified,

BIDDER DBE INFORMATION

CONTRACT ITEM NO.	ITEM OF WORK AND DESCRIPTION OF WORK OR SERVICES TO BE SUBCONTRACTED OR MATERIALS TO BE PROVIDED *	CERTIFICATION FILE NUMBER	NAME OF DBE	DOLLAR AMOUNT DBE ***	PERCENT , DBE
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TOTAL CLAIMED DBE
PARTICIPATION \$ _____ %

**BUY AMERICA PROVISION
(Only for Contracts above \$100,000)**

This procurement is subject to the Federal Transit Administration Buy America Requirements in 49 CFR part 66.1

A Buy American Certificate, as per attached format, must be completed and submitted with the bid. A bid which does not include the certificate will be considered non-responsive.

A false certification is a criminal act in violation of 18 U.S.C. 1001. Should this procurement be investigated, the successful bidder/proposer has the burden of proof to establish that it is in compliance.

A waiver from the Buy America Provision may be sought by SCMTD if grounds for the waiver exist.

Section 165(a) of the Surface Transportation Act of 1982 permits FTA participation on this contract only if steel and manufactured products used in the contract are produced in the United States.

BUY AMERICA CERTIFICATE

The bidder hereby certifies that it will comply with the requirements of Section 165(a) or (b) (3) of the Surface Transportation Assistance Act of 1982, and the applicable regulations in 49 CFR Part 66.1.

Date: _____

Signature: _____

Company Name: _____

Title: _____

OR

The bidder hereby certifies that it cannot comply with the requirements of Section 165(a) or (b) (3) of the Surface Transportation Act of 1982, but may qualify for an exception to the requirement pursuant to Section 165(b)(2) or (b)(4) of the Surface Transportation Assistance Act of 1982, as amended, and regulations in 49 CFR 66.1.7.

Date: _____

Signature: _____

Company Name: _____

Title: _____

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 26, 2004

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF STATUS OF FEDERAL LEGISLATION AND REPORT REGARDING THE AMERICAN PUBLIC TRANSPORTATION ASSOCIATION LEGISLATIVE CONFERENCE

I. RECOMMENDED ACTION

That the Board of Directors accept and file a report regarding the Legislative Conference of the American Public Transportation Association and the status of pending Federal Legislation that effects METRO.

II. SUMMARY OF ISSUES

- On December 19, 2003 the Board of Directors adopted a Legislative Agenda for 2004 for Federal Legislation that identified provisions that, if enacted into law, would benefit METRO.
- On March 7-10, 2004 the American Public Transportation Association (APTA) held the annual Legislative Conference in Washington, DC.
- Board Chair Emily Reilly, Vice-Chair Mike Keogh and General Manager Leslie R. White participated in the APTA Legislative Conference and met with Congressional Staff to discuss pending legislation that would affect METRO.
- The pending Transportation Re-authorization Bills that are under consideration both contain High Intensity Transit Tier provisions that would provide supplemental federal formula funds for METRO.
- Members of Congress must submit requests for bus and bus-related projects to be considered for “earmarks” by March 19, 2004.
- METRO is currently seeking “earmarked” federal funds in an amount of at least \$1.5 million for the Pacific Station (SC Metro Center) Redevelopment Project.

III. DISCUSSION

The Board of Directors adopts Legislative Agendas that reflect goals for the coming year for both federal and state legislation on an annual basis. For the calendar year 2004 the Board adopted the Federal Legislative Agenda on December 19, 2003. Included in the issues that the Board wanted to advocate for at the federal level was the inclusion of a new High Intensity Transit Tier program that would provide supplemental capital formula funds to transit systems in

communities having Urbanized Areas (UZA's) of 50,000-200,000 based upon performance considerations. The proposed High Intensity Transit Tier program request was based upon the information and findings included in a Study conducted by the Federal Transit Administration (FTA) pursuant to Section 3033 of the Transportation Equity Act for the 21st Century (TEA-21). The Study found that there were certain communities in the 50,000-200,000 UZA population that had levels of service and ridership levels that exceeded the average performance of the transit systems in communities of 200,000-1,000,000 UZA population. The Study further recognized that the population based formula for distributing funds to these high performing smaller communities did not adequately respond to their needs as population alone was not reflective of the level of transit service provided or the level of ridership that the systems experienced. The level of capital funding needed for facilities, replacement buses, and passenger amenities increases as the level of service and number of riders increases. The formula for systems operating in communities having 200,000-1million UZA population uses a combination of population and service /ridership factors to distribute funds and, therefore, more adequately responds to individual transit system's needs. There is also a performance based Incentive Tier program in place for these systems operating in larger communities. The goal of the High Intensity Transit Tier proposal was to add a level of supplemental formula funding based on service/ridership factors to the systems operating in the smaller communities while not disturbing the other parts of the formula that work well for the majority of areas. To accomplish this, the Incentive Tier proposal requests \$35 million in funding for the first year of a new Authorization Bill with incremental growth factors being applied that would result in the proposal being funded at \$54 million in the final year of a new Authorization Bill. The financial impact of this proposal to METRO is approximately \$6 million in supplemental formula funding over the life of a new Authorization Bill. It will be the recommendation from the Staff that any funds derived from a new High Intensity Transit Tier provision be dedicated to the MetroBase Project.

The Legislative Agenda adopted by the Board of Directors also supported promoting the inclusion of an "earmark" of federal discretionary funds for the Pacific Station (SC Metro Center) Redevelopment project. The Pacific Station project combines a reconstruction of the transit and commercial facilities at SC Metro Center with the addition of parking and housing onto the site. Last year METRO requested \$1.5 million in "earmarked" funds in order to support the purchase of the Greyhound property that is necessary for the project and that is located adjacent to the current SC Metro Center. Unfortunately, the Congress did not "earmark" the funds necessary to accommodate our request. Therefore, the METRO 2004 Legislative Agenda reiterated the request for Pacific Station funding. Once property acquisition funds are "earmarked" the Santa Cruz Redevelopment Agency (RDA) and METRO can proceed to refine the conceptual design and request approval from the Board of Directors to issue a Request for Proposals (RFP) to determine what developers might be interested in participating in the type of public/private partnership necessary to move this project forward. It is anticipated that a total of \$8.7 million in federal funds will be necessary over a number of appropriations cycles. This federal funding is anticipated to stimulate approximately \$24 million in private funding for the Pacific Station project.

On March 7-10, 2004 the American Public Transportation Association (APTA) held the annual Legislative Conference in Washington, DC. This Conference brings together Board and staff members from throughout the United States to meet with key individuals from Congress and the Administration. The Conference also offers the opportunity for individual transit system representatives to advocate for programs or projects that they would like the Congress and the Administration to consider. Board Chair Emily Reilly, Vice-Chair Mike Keogh, and General Manager Leslie R. White represented METRO at the APTA legislative Conference.

In addition to the meetings that were included in the Conference, meetings were held with staff members from the House Transportation and Infrastructure Committee and the Senate Banking Committee wherein the pending High Intensity Transit Tier proposals were discussed. The Senate has passed a Transportation Bill (S.1022) that includes the High Intensity Transit Tier provision. The Senate is currently waiting for the House to consider their Transportation Bill (HR 3550) which also includes a High Intensity Transit Tier provision. There are some differences in the two High Intensity Transit Tier provisions that will need to be reconciled in a Conference Committee once the House has taken action.

In order to provide information regarding the Pacific Station Redevelopment project and to outline the benefits that an "earmark" of funds would provide, meetings were held with staff members from the House and Senate Transportation Appropriations Committees. It will be necessary for the Members of Congress to submit requests for "earmarks" for projects to the Appropriations Committees by March 19, 2004.

Information regarding both the High Intensity Transit Tier proposals and the Pacific Station Redevelopment project were provided in meetings with staff members from Senator Feinstein's office, Senator Boxer's office, and Congresswoman Eshoo's office. Additionally, extensive discussions of both the High Intensity Transit Tier proposals and the Pacific Station Redevelopment project were held with Congressman Sam Farr and his staff. The majority of the responses to the information that was presented were positive. The majority of the individuals in the Congressional offices that were visited during the Conference committed to support the High Intensity Transit Tier Proposals and to request an "earmark" for the Pacific Station Redevelopment Project as one of their top priorities.

Currently, both the Re-authorization Bills and the Appropriations Bills are expected to require legislative attention through the Spring with the Appropriations Bills discussion probably extending beyond the September 30, 2004 end of the federal fiscal year. Staff recommends that METRO continue to monitor these two sets of Bills and provide information to Members of Congress and their staff members, as needed, in order to be of assistance to them in the process.

IV. FINANCIAL CONSIDERATIONS

The enactment of the High Intensity Transit Tier would provide approximately \$6 million in supplemental formula assistance to METRO over a 6-year period of time. The “ earmarking” of the Pacific Station project could result in \$1.5 million in federal funds during the first year and reflect an overall \$8.7 million federal commitment over the life of the project.

V. ATTACHMENTS

Attachment A: METRO 2004 Federal Legislative Agenda.

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
2004 FEDERAL LEGISLATIVE PROGRAM**

Federal Goals:

1. Support the appropriation of federal transit funds at the maximum amount provided in the extension of the Transportation Equity Act of the 21st Century (TEA-21) and support the continuation of the guarantee and firewall provisions contained in the Act. Resist efforts to single out specific states for lower transit funding levels.
2. Support efforts to obtain funding for operating and capital costs to meet the increasing service requirements of ADA Paratransit.
3. Advocate for the inclusion of service and equity factors in the Federal Transit Formula Program in the Reauthorization of TEA-21. Request that an Incentive Tier be added to the Formula Program for urbanized areas under 200,000 in population. Advocate for the Incentive Tier to be funded at \$35 million in FY2004 and increased by 4% each year of the Authorization Bill to a level of \$54 million in 2009.
4. Advocate for the inclusion of a Bus Fleet Modernization Program in the Reauthorization of TEA-21. Support the funding of the Fleet Modernization Program at \$100 million annually.
5. Advocate for increasing the funding levels of the Federal Transit Program from \$7.2 billion (last year of TEA-21) in 2003 to \$14.2 billion in 2009.
6. Advocate for and achieve TEA-21 Reauthorization Earmark of \$8.66 million for the construction of the transit facility portion of the Santa Cruz Metro Center (Pacific Station) Redevelopment Project.
7. Advocate for and achieve an Earmark in a 2004 Supplemental Transportation Appropriations Bill of \$1.5 million for Right of Way Acquisition for the Santa Cruz Metro Center (Pacific Station) Redevelopment Project.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 26, 2004
TO: Board of Directors
FROM: Robyn Slater, Human Resources Manager
SUBJECT: PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors recognize the anniversaries of those District employees named on the attached list and that the Chairperson present them with awards.

II. SUMMARY OF ISSUES

- None.

III. DISCUSSION

Many employees have provided dedicated and valuable years to the Santa Cruz Metropolitan Transit District. In order to recognize these employees, anniversary awards are presented at five-year increments beginning with the tenth year. In an effort to accommodate those employees that are to be recognized, they will be invited to attend the Board meetings to receive their awards.

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Employee Recognition List

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
EMPLOYEE RECOGNITION

TEN YEAR

None

FIFTEEN YEARS

Alberto C. Barragan, Bus Operator
Bonnie L. Morr, Bus Operator
Dennis Neil Dougherty, Custodial Service Worker I

TWENTY YEARS

Juanita Archibeque, Bus Operator
Oscar L. Andrade, Bus Operator

TWENTY-FIVE YEARS

None

THIRTY YEARS

Judy K. Souza, Base Superintendent

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 26, 2004

TO: Board of Directors

FROM: Mark J. Dorfman, Assistant General Manager

SUBJECT: CONSIDERATION OF ADOPTION OF AMENDED FARE ORDINANCE TO REVISE HIGHWAY 17 EXPRESS FARES AND THE SCHOOL STUDENT FIELD TRIP RATE

I. RECOMMENDED ACTION

The purpose of this staff report is to recommend adoption of an Amended Fare Ordinance to adjust the fare structure on the Highway 17 Express as a result of the proposal to merge the service with the AMTRAK service and extend service to METRO Center and seven (7) days a week, and to adjust the School Student Field Trip Rate.

II. SUMMARY OF ISSUES

- Last month, the Board approved a proposal to extend of the Highway 17 Express to Metro Center as a result of the merger of the AMTRAK service with the Highway 17 Express.
- As a condition of the merger of the two services, there is a need to adjust the fare structures of both services.
- Also last month, a first reading of the Fare Ordinance was conducted.
- This revised fare ordinance will facilitate the merger of the two services.
- Additionally, when fares were raised in July, there was no corresponding adjustment to the Student Field Trip Rate.

III. DISCUSSION

At the last Board Meeting, approval was given for the merger of the Highway 17 Express with the AMTRAK service. A condition of this merger is that the fare structures of both services be the same. In the case of the AMTRAK Service, the fare will need to be reduced from \$6 to \$4, and the Highway 17 Express fare will need to be increased from \$3 to \$4.

Also, as a result of the merger, there will be additional Highway 17 Express service to and from Pacific Station in downtown Santa Cruz, an improvement that has been planned for years. In addition, the Highway 17 Express will be able to operate seven (7) a week. This will serve to open up accessible service to the Bay Area and to also allow San Jose riders to access Santa Cruz on weekends.

One additional change proposed in the Fare Ordinance is an adjustment to the Student Field Trip Rate. At the time of the last fare adjustment, no change was made in the Student Field Trip rate, which was priced at 17 times the Base Fare. Based upon the new fare of \$1.50, staff is proposing a \$25 fare for Student Field Trips.

Attachment A is the revised Fare Ordinance as proposed by staff. At the February 27, 2004 Board Meeting, the first reading of the Fare Ordinance was conducted. Advertisements were placed in newspapers, signs on the buses, and emails were sent to the Highway 17 Email List maintained on the website – 282 members. The feedback received by the METRO to date is attached as Attachment B of this report.

At the Board Meeting in February, a request was made by the Board for staff to look into a proposal for 10-Ride tickets that could be used for the Highway 17 Express in the future. Staff will bring back a staff report on this after the implementation of the new service.

IV. FINANCIAL CONSIDERATIONS

The proposed changes will enable seven day a week service as well as service to Pacific Station, and generate additional revenue for the operation of the Highway 17 Express.

V. ATTACHMENTS

Attachment A: Proposed Fare Ordinance

Attachment B: Public Comment Received

**AN ORDINANCE OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
ESTABLISHING SCHEDULE FOR BUS FARES**

Be it enacted by the Board of Directors of the Santa Cruz Metropolitan Transit District as follows:

SECTION I: FARE SCHEDULE - SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

A. Fixed Route Service

	Current	Proposed	July, 2004
Regular Bus Fare	1.50		1.50
Discount Bus Fare - Senior Passenger/Individual with Disability *	.65		.75
Regular Day Pass	4.50		4.50
Discount Day Pass - Senior Passenger/Individual with Disability *	2.00		2.25
Convenience Card	22.00		22.00
Discount Convenience Card – Senior Passenger/Individual with Disability *	10.00		11.25
Regular Monthly Pass	50.00		50.00
Discount Monthly Pass - Senior Passenger/Individual with Disability *	23.00		25.00
Student Monthly Pass	35.00		35.00
School Student Field Trip Rate	17.00	25.00	

* To obtain Discount Fare passenger must produce District Photo I.D. Card or other approved identification.

B. Highway 17 Express Bus Service Options

	Current	Proposed
Regular Express Bus Fare (One Way)	3.00	4.00
Discount Bus Fare-Senior Passenger/Individual with Disability	1.50	2.00
Regular Day Pass	6.00	8.00
Regular Day Pass with surrender of SCMTD Day Pass	3.50	3.50
Regular Day Pass with surrender of VTA Day Pass	3.50	3.50
Regular Day Pass with 2 zone (minimum) regular Cal Train	3.50	3.50
Monthly Pass		
Monthly Pass	80.00	90.00

C. Paratransit Service

Regular Paratransit Fare (One Way)	<u>CURRENT</u> Twice the Regular Bus Fare
------------------------------------	-------------------------------------------------

D. Group Pass Contract Rate

Fares for individuals of the group are determined through negotiations between the group and the District and are set forth in the contract.

E. Service Charge on Return Checks

The service charge on returned checks is \$15.00.

Ordinance No. 84-2-1 of the Santa Cruz Metropolitan Transit District is hereby amended and shall become effective on April 26, 2004.

Passed and adopted by the Board of Directors on this ____ day of _____ 2004, by the following vote:

AYES: Directors -

NOES: Directors -

ABSENT: Directors -

ABSTAIN: Directors -

ATTEST: _____
LESLIE R. WHITE
Secretary/General Manager

APPROVED: _____
EMILY REILLY
Chairperson

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

Attachment **B**

From: Scottflour@aol.com
Date: Fri, 27 Feb 2004 22:00: 18 EST
Subject: "I **support merging** the Amtrak bus with **the** Highway 17 Express"
To: dcarr@scmtd.com
X-Mailer: 8.0 for Windows sub 6024

Hi,

Please don't cancel this service I need it to get from home to school 4 times a week and if I have projects on the weekend or research I need to get done in the library on campus I'd be stuck. I wouldn't even mind (too much) if you raised the price a little bit if that is what is necessary to keep this service going. Thank You for your time.

Heather Allardice

To: dcarr@scmtd.com
CC: info@metroridersunion.org
Subject: Please save the Santa Cruz to San Jose Amtrak connector bus

Dear members of the Santa Cruz Metro Board of Directors and the Metro Riders Union,

I just read a message on the indymedia web site saying that the Santa Cruz to San Jose Amtrak connector bus is in danger of being shut down by Caltrans, and that this matter will be up for discussion at tomorrow's board meeting. I am writing to urge you to do whatever you can to keep this bus running, including merging it with the Highway 17 Express service if necessary.

I personally have ridden this bus many times to the San Jose train station -- mostly to connect with Caltrain, but sometimes with Amtrak -- and it is a wonderful resource for the people of Santa Cruz: comfortable, reliable public transportation to and from San Jose that runs seven days a week, frequently enough, early enough in the morning, and late enough in the evening to make it practical for a very wide range of commuting and traveling needs. We need very much to keep this kind of usable, sensible public transportation link between Santa Cruz and San Jose instead of adding yet more cars to an incredibly overloaded highway.

Sincerely,

Tane' Tachyon
139 Heath St.
Santa Cruz, CA 95060

--

Tane' Tachyon = tachyon@tachyonlabs.com = <http://www.tachyonlabs.com/>

Date: Mon, 23 Feb 2004 10:38:22 -0800 (PST)
From: Brindha Ramakrishnan <rbrinda@yahoo.com>
Subject: Regarding Hwy 17 Express **Bus** Service Improvements
To: input@scmtd.com

Hi,

I received an email about Hwy 17 Express service expansions and i'm glad to hear about the service improvements. I work in Scotts Valley and take Hwy 17 bus every day. I am afraid i won't be able to attend the public hearing on March 26th. Hence I kindly request you through this email to consider providing service in San Jose-FruitDale/SouthWest Expressway and Scotts Valley-Granite Creek stops on week-ends too. It would also be nice if the frequency of the bus service is increased for these bus stops as well.

Thanks in advance.

Regards,
Brindha Ramakrishnan.

Subject: Fare & schedule changes HWY 17, etc
To: input@scmtd.com

Gentlemen:

I am a long-time commuter on the HWY 17 and have seen many changes. Most of them have been improvements. You ask for our input on the proposed fare changes, etc., so I would like to express my opinion, suggestions, and comments...

1. Did you have ANY input from your ridership on the design of the new buses you purchased for \$3,750,000? Obviously, NOT.

a) the front side seats are totally useless...the seats are not comfortable, they slant in such a way that you slide off on every turn and must either hold on to the rail, sides, or with your feet; the seats do not recline.

b) There are no overhead lights, so you can't read. You would hope to sit comfortably and "doze", but you can't do that either as you have to hold on so as not to slide off!!!

c) Your lap tables open at a most uncomfortable height, some lap top users have already broken some of these. ALSO, the "cup holder hole" is useless---it will not hold even the most standard coffee cup, so what else is it for?

d) the footrest is not that easy to use either for some of us near-senior age riders.

There is some sort of pneumatic pull on it and you must lift your leg rather high to catch it and push it down. If you use your hands, it is very awkward to hold it and maneuver your leg to "catch" it.

e) the aisle arm-rest is not that easy to maneuver into a down position. I haven't figured out how to do it with one hand as I must hold the release with one hand and push it down with the other. Perhaps, you can educate us on how to do it easier???

f) It seems that your heating system only has 2 controls: "ON" and "OFF"...so it gets nice and toasty really quickly - nice! But it stays at that intensity and begins to get quite uncomfortable in the body of the bus and the driver doesn't always feel it. If he turns it "OFF" -- then it's comfortable for a while, until the heat dissipates, then we have to ask the driver to turn it on again...What will the air-conditioning be like in the summer???

g) The overhead reading lights are not all proportionately positioned over each seat...

The buses are nice and clean (let's hope they stay that way) and seem to be efficient and quite capable of handling HWY 17 on these "easy" days, but we'll see what happens when we have some of those "crawling" or "stopped" days???

2. There are many of us who are also CalTrain riders and we would like to request that you take the CalTrain schedule into consideration if you are going to be changing the schedule... Quite often a train may just be pulling in...a minute late or so, and the bus doesn't even slow down but pulls away before we even have a chance to make it out of the station. We, too, would like to get home as soon as possible, and it is very disappointing to run through the down ramp, the subway tunnel, and up the next ramp and out into the street and wave your bus "Good-Bye"... Couldn't there be a minute or so "courtesy" wait by the drivers when they see a train pulling in? Obviously, when we are really late, we can't expect the bus to wait, but it really is frustrating and disappointing when it is just a few steps and a couple of breaths away...Also, with the new Bullet Train schedule, maybe we should have a revamping of the HWY 17 schedule???

3. My next point is a real "gripe": As on Caltrain, the conductors make certain announcements about keeping feet off the seats, about making the senior/disabled seating available, etc., etc., can our drivers make an announcement at their first pick-up point for our riders to store their baggage in the overhead and not "camp out" or sprawl over the narrow seats until the last passenger has boarded, so that then if

there is room, they can “spread out”. You can’t believe how many riders “instantly” fall asleep with their backpacks, laptops, other baggage occupying the seat next to them. Others, sit on the aisle and spread their belongings onto the window seat. Their baggage does NOT pay for the extra seat, but when we, who may board later and wish to have a seat, ask them to remove their baggage---we quite often get attitude, a lot of sighing, rolling of the eyes, and a very disgruntled body language when you finally sit down next to them. This happens both northbound and southbound. It would be a nice reminder if the drivers made such an announcement as it is rather uncomfortable for me at times to “disturb” such a camper or “wake” someone to make room for me...so I choose the “leftover” seats and they are usually very uncomfortable for my nearing-senior status...Thank you.

Most of your drivers and your staff are SUPER TERRIFIC and we appreciate their courtesy and very efficient driving abilities!

Thanks for reading.

Nonna Giagos
A faithful rider.

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From: j.drennan@att.net
To: input@scmtd.com
Subject: Hwy 17 fare increase
Date: Fri, 20 Feb 2004 17:43:57 +OOOO
X-Mailer: AT&T Message Center Version 1 (Feb 13 2004)
X-Authenticated-Sender: ai5kcmVubmFuQGF0dC5uZXQ=

If this expanded service would also include better coordination with CalTrain to and from the City, I'd be all for it. The evening connections, Southbound, are particularly challenging. Not everyone can leave the City before 6pm, afterall.

Sincerely,
Jennifer Drennan

FEB 23 2004

Mr. Leslie White
Santa Cruz Metropolitan Transit District
370 Encinal Street
Suite 100
Santa Cruz, CA 95060

Robert Boeninger
162 Peach Terrace
Santa Cruz, CA 95060

Feb 20, 2004

Dear Mr. White,

I would like to make a suggestion for your bus routing. I, like I am sure many people, often would like to take public transportation from Santa Cruz to the San Jose airport. This seems to be pretty difficult currently with your bus system. One has to get first to Scotts Valley, take the Hiway 17 Express bus to the San Jose Caltrain station, switch to Caltrain, going to the Santa Clara Caltrain station, from thence by shuttle to the airport. Other equally ridiculous options apparently exist as well, taking light rail to the Santa Clara Caltrain station.

This is extremely annoying, especially for those used to the sensible transportation systems in Europe, for example. The current routing makes it pointless to try getting to the San Jose airport with public transportation.

One suggestion would be to allow the Hiway 17 bus to go just a little further and try to make all the way to the airport. That would be the best option, obviously. If the bus really were to run out of gas right before getting there, for some reason, maybe the bus could at least make it the Santa Clara Caltrain terminal (where it should obviously also make a stop anyway).

Thank you for your consideration of these suggestions,

Robert Boeninger
Robert Boeninger



FAX COVER SHEET

Date: 2/20/04 Time: 2:00 pm

Please deliver fax to:

Name: Leslie R. White
 Company: Santa Cruz Metropolitan Transit Dist
 Fax #: 831-426-6117
 Subject:

Total pages including cover: 2

From: Jim Unites
VTA

Memo:

Les, comment on Hwy 17 Express fares from VTA Riders Union. Monday
I'll be drafting response for Pete to our Board. Not planning on
addressing his particular concerns just letting Board know that
Metro leads fare process / approves fares, etc. and this will be sent to Metro &
part of public input
Please send me copies of materials that will go on buses announcing
fare change. Will there be any public hearings?

Thanks
Jim Unites

2-20-04

Friday, February 20, 2004 8:03 AM

To: Board of Directors

From: Enice Eugene Bradley, 830-9284

Page: 2 of 2

SANTA CLARA VTA
RIDERS UNION

P.O. Box 390069, Mountain View, CA 940394069
<http://www.vtaridersunion.org/>

February 19, 2004

Board of Directors
Santa Clara Valley Transportation Authority
3331 N. First Street
San Jose, CA 95121

Re: Renewal of Highway 17 Express Agreement with Santa Cruz METRO

Dear VTA Board Members and Staff:

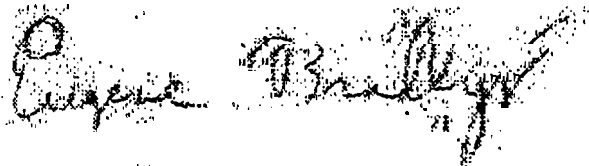
-4

It has come to our attention that you will be voting on a revised agreement with Santa Cruz METRO for the Highway 17 Express bus service between San Jose and Santa Cruz. The Santa Clara VTA Riders Union (SCVTARU) understands that the new agreement also involves consolidation with the Amtrak bus service between San Jose Diridon Station and the Downtown Santa Cruz Transit Center. We are pleased with what we see in the agreement as extension and embracing of regional bus service.

SCVTARU does have some concerns on the agreement however. While the proposed \$4 one-way adult fare is a bargain from the Amtrak one-way adult fare of \$6, the \$1 increase for one-way fares would affect casual riders who only commute a few times per week. SCVTARU proposes a lo-tide ticket similar to Caltrain, that offers discounts to casual riders of the service. We are also concerned that there are no special fares for youth or senior/disabled riders and would like those concerns addressed in all future talks with Santa Cruz METRO management, if such arrangements have not been made already.

SJSU students and tech workers residing in Santa Cruz County use the Highway 17 Express bus as an alternative to road rage and parking issues. The service is one example of how buses are vital to the local economy and its recovery from recession. SCVTARU urges you to approve the new Highway 17 Express agreement at the March 5 Board meeting.

Sincerely,



Eugene Bradley
Founder, Santa Clara VTA Riders Union

/eeb

Date: Wed, 18 Feb 2004 11:21:29 -0800 (PST)
From: Judy Cassada <expresso76@yahoo.com>
Subject: Hwy 17 Express
To: input@scmtd.com

Dear Folks,

I would LOVE to see service expanded to weekends, when many of us would use it to get to SJC from Santa Cruz.

I am happy to pay an increased fare. Thanks for this great service. I hope that increased, widespread publicity about the Hwy. 17 Express will be included in future budgets. It is likely it would pay for itself in increased revenues. Thanks very much,

Judy Cassada
P.O. Box 1363
Capitola, CA 950 10
(83 1) 479-749 1

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<http://antispam.yahoo.com/tools>

From: "Dudek, Paul J (SAN JOSE SY 233)" <p_dudek@ml.com>
To: "input@scmtd.com" <input@scmtd.com>
Subject: Input for your consideration
Date: Wed, 18 Feb 2004 11:35:44 -0500
X-Mailer: Internet Mail Service (5.5.2657.72)

I am very pleased to be able to send you my input for your consideration when reviewing plan for expansion to the highway bus route.

First I am one of your bread and butter customers. I purchase a monthly pass and commute to work M-F. I find the service convenient and timely, the drivers are mostly friendly and the busses are clean, now that we have new ones.

Please allow me to pass on the following for your consideration:

In regards to the new busses. From a riders perspective, we prefer the old busses.

The new busses are:

- Seats are narrower - less cushion but the lumbar support is nice
- Top heavy causing car sickness
- Much Less Leg Room
- 1 door vs 2 doors slows down the flow of passengers
- Cup holders are not big enough to hold the average COMMUTER CUP
- Tray tables do not support weight (IE lap top)
- The over head lights do not align with the reading area of the seats **THIS IS THE BIGGEST COMPLAINT I HEAR**
- Back seats do not have reading lights
- Front sideways seats do not have reading lights
- The new busses are VERY LOUD. I would be very interested to know the DB level of the noise in the back seats.
- The new busses have broken down on the road quite frequently. Would this cause a liability issues with train passengers?

As for the expanded service:

Service to METRO makes sense to me however if it effects the time to travel from Scotts valley transit to Soquel park & Ride, the trip no longer is time effective for me. It already takes 90 minutes for my trip home - additional stops during commute hours would extend this about another 60 minutes. Now please consider a Firday in the summer with the boardwalk concerts. 17 is stopped at Pasatiempo. A trip from there to METRO would take over and hour alone. As a benchmark please keep in mind that it is faster to go from Los Gatos to Scotts Valley than it is from Scotts Valley to Soquel Park & ride.

If the service is to be extended to the METRO I

suggest the following. The metro route is nothing more than a feeder route from the METRO to Scott's Valley transit. These passengers transfer in Scott's Valley to the 17 bus. That way there is no impact to the 17 schedule.

As far as the fare increase please consider the following:

The Metro route has its own fare
Highway 17 fare is two tiered
Basic - no VTA
Full With VTA and all else

This way the riders pay for only what they use.

I would be glad to discuss this in more detail in person.

Please feel free to contact me

Regards,

Paul Dudek
WK (408)-283-3029

<<Dudek, Paul J (SAN JOSE SY 233).vcf>>

CAUTION: electronic mail sent through the internet is not secure and could be intercepted by a third party. For your protection, avoid sending identifying information, such as account, Social Security, or card numbers to us or others. Further, do not send time-sensitive, action-oriented messages, such as transaction orders, fund transfer instructions, or check stop payments, as it is our policy not to accept such items electronically.



Dudek, Paul J (SAN JOSE SY 233).vcf

X-Originating-IP: [192.55.4.36]
X-Originating-Email: [mallika_bhatkal@hotmail.com]
X-Sender: mallika_bhatkal@hotmail.com
From: "Mallika Bhatkal" <mallika_bhatkal@hotmail.com>
To: input@scmtd.com
Subject: Input for Hwy 17 Express service
Date: Tue, 17 Feb 2004 10:56:11 -0800
X-OriginalArrivalTime: 17 Feb 2004 18:56:11.0773 (UTC) FILETIME=[B5E74AD0:01C3F587]

I would like to point out that while there is a proposal underway to increase the fare on the Hwy 17 express route and also start weekend and holiday services, there is one need that has been overlooked.....

Currently, the bus stops on Scotts Valley Drive (Scotts Valley) and Fruitdale Ave (San Jose) are served only on a limited number bus services during the peak hours. Even during these services, every time there is a new bus drive, unfamiliar with these designated stops outside the usual route, these stops gets overlooked and the bus just fails to serve these stops, causing much inconvenience to passengers boarding the bus at these locations who have no idea whether they just missed the bus or the bus just failed to show. I have been taking the bus on a daily basis for 3 years now and have been in this situation a significant number of times.

If Scotts Valley Drives bus stops and the one on Fruitdale Ave are brought into the regular route for all services, regardless of time of day, it would only add about 3-5 minutes each way, but would offer much convenience to passengers currently using these stops during the peak hours and also perhaps encourage more people to use the bus on non-peak hour services.

Please consider. This will truly help enhance service to the public who regularly travel this route. A fare hike without such service enhancements to passengers who use the bus as a daily means of transport would not be fair.

Thanks,

Mallika Bhatkal

Take off on a romantic weekend or a family adventure to these great U.S. locations.

Subject: Input on VTA Service from Santa Cruz to San Jose
Date: Tue, 17 Feb 2004 08:24:28 -0800
X-MS-Has-Attach:
X-MS-TNEF-Correlator:
Thread-Topic: Input on VTA Service from Santa Cruz to San Jose
Thread-Index: AcP 1 conLFndTVWTOTcSc7hSm2r/Tng==
From: "Graessle, Brett" <brett.graessle@intel.com>
To: <input@scmtd.com>
X-OriginalArrivalTime: 17 Feb 2004 16:24:28.0411 (UTC) FILETIME=[83E07CB0:01C3F572]
X-Scanned-By: MIMEDefang 2.3 1 (www . roaringpenguin . com / mimedefang)

Dear VTA,

Please include Santa Clara (specifically) Mission College (Intel Corporation) area as part of your bus stops. There are many folks that work in this hi-tech corridor and it would be v. helpful to be able to bike and use the bus to commute to work. I have tried bicycling and using the bus under the current service, but San Jose (train/bus station) is too far. The commute was ~ 3 hrs 1 way.

Please consider this in your alternatives as you look to expand additional services.

Thanks,

Brett Graessle
Intel Inside(r) Program
P: 408-765-4742
F: 408-653-7946
e-mail: brett.graessle@intel.com
sign up for our newsletter at www.intel.com/intelinside

Date: Mon, 16 Feb 2004 17:55:18 -0800 (PST)
From: Joe Chavez <joethenark@yahoo.com>
Subject: I Hwy 17 fare increase
To: input@scmttd.com

if fares go up,how can some of us afford to ride?with fares going up all over the aera its almost cheaper to pay someone to drive.if it was not for the fact i qualify for disabled fare,i would not be able to afford transit- Joe

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<http://taxes.yahoo.com/filing.html>

Date: Mon, 16 Feb 2004 13:01:07 -0800 (PST)
From: Alice Mosley <yelsoma@yahoo.com>
Subject: Highway 17 Express improvements
To: input@scmtd.com

Dear Scmtd,

Congratulations on the improvements being proposed to the Highway 17 Express bus service. It also has the possibility of linking in well with upcoming reintroduction of weekend Caltrain services from San Francisco to San Jose, and will be particularly welcome to travellers between San Francisco and Santa Cruz county, particularly weekends!

While the link with Santa Cruz metro is a positive step, I would strongly advocate that the Dominican Hospital stop be retained. This is of great benefit to those travelling further south than having to fight traffic and/or find parking in the middle of Santa Cruz.

Indeed, is there any chance of the Highway 17 Express being extended further toward Watsonville? Perhaps a study of the costs and benefits could be undertaken, as it might attract a significantly wider area of passengers, if introduced.

Thirdly, if a fare increase is unavoidable, I would hope that this is kept to a minimum, bearing in mind that the fare increased by 50% not so long ago.

Indeed, for an initial period, much as in the case of a sales promotion, it would be wise to keep fares down to the present level or even lower, to familiarize more of public with the enhanced services.

Finally, will there be a substantial marketing and advertising campaign of these improvements, encouraging car drivers to leave their vehicles behind, to attract the widest possible support, both financially and politically, for these excellent innovations? I believe that some of the local environmental organisations would be willing to do their best in this respect as well.

Once again, thank you for making these improvements to the Highway 17 Express. It has the potential to boost the quality of life for many of us who rely on that service, and would like to rely on it more!

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<http://taxes.yahoo.com/filing.html>

Date: Mon, 16 Feb 2004 12:24:13 -0800 (PST)
From: "A. Carbone, M. Calabrese" <dar1322@sbcglobal.net>
Subject: Increased Fare
To: input@scmttd.com

To Whom it May Concern:

I am a student and I ride the buses to SJSU every Monday and Wednesday.

I've already been through one fare increase a couple years ago, another one would not be in my best interest, as I am a student and have very limited income.

My proposal would be not to increase the fare for students, who already have difficulty paying \$6 daily for a roundtrip fare.

Are you taking into consideration the fact that there is already limited parking in downtown Santa Cruz? Where are the commuters going to park? The parking availability is convenient in Scotts Valley, don't know where the comparable convenient parking would be in downtown Santa Cruz even though it is closer to my home.

Good Luck!

-Andy Carbone

Date: Mon, 16 Feb 2004 11:41:20 -0800
Subject: Proposed Fee increases for Highway 17 service
Cc: Gail Evans <gevans@email.sjsu.edu>
To: input@scmtd.com
From: Mike Adams <adams@email.sjsu.edu>
X-Mailer: Apple Mail (2.553)

As a San Jose State employee, I have been a daily rider on the Highway 17 Bus since its beginning following the 1989 Loma Prieta earthquake. It is a valuable service and I have paid all fee increases without complaint. Having said that, I don't know if the Board realizes that the service to San Jose State has deteriorated in the years since the various neighborhood construction projects.

First of all, it is my experience that San Jose State students and employees are at least 1/2 of the ridership. I'm guessing at this and I hope you'll correct me, but I'm sure you'll agree that we are an important group of patrons. I also believe that San Jose State University is the San Jose terminus of the Highway 17 route. If these observations are correct, then:

1. Why is our final destination on the wrong side of the street from the university and all other major city bus stops?
2. Why are there not two actual stops at the arrival end of the ride as there are with departures?
3. Why does the major arrival and departure stop not have a bench or shelter?
4. Why are seldom-used stops like Delmas and San Pedro square "real stops" both ways when the university has only one for arrival?

These are important questions. Not only is the main departure without bench or shelter, it is near the vent of a smelly restaurant, and it is often dirty. Further, since all passengers are going to the university upon arrival, they must cross busy and dangerous San Fernando, causing a hazard to both rider and motorist. And with the new MLK library the focus of the campus, why isn't the arrival and departure in front of the library or the building next door, like all the city busses?

Even more surprising is that this most important stop has been ignored for so long. If the service is as important as we believe it is, and if you want to expand the service and the fees, first you need to solve the university bus stop problem. We are being treated like 2nd class citizens with 3rd class accommodations. There is no other bus stop in the system where I have seen a line of 20 or so people waiting, in the rain, surrounded by filth as we have had to endure at the university stop for the past 5 years.

Before I will embrace a fee or service increase, I want to know what is going to be done to solve the San Jose State terminus problem. I have in the past 15 years of this service contacted both SCMTD and VTA, but I have never received a satisfactory answer.

Thank you,

Mike

Mike Adams, Chair
Department of TV-Radio-Film-Theatre
San Jose State University
www.TVRadioFilmTheatre.com

X-Sender: danawerd@postoffice.pacbell.net
Date: Mon, 16 Feb 2004 11:25:59 -0800
To: input@scmtd.com
From: Dana Wermuller <danawerd@pacbell.net>
Subject: hwy 17 express

Hello,

I am a fairly new rider on the Hwy 17 Express. I currently get on at the Soquel Ave. Park & Ride lot in the mornings. There are some occasions that require I use it later in the day and I am forced to pick up at Scotts valley (and thus drive to/from SV in my car from Aptos). This does not really reduce my driving efforts within the county. In the expansion plans, will there be added service to the middle of the day to Soquel Ave? Or will the downtown Metro be a mid-day option? If it's Metro, will there be any no-cost or low-cost all day parking solutions there for commuters to help keep total transportation costs down?

If these issues are addressed, i would support a fee increase as it is still a better value than driving. But with added parking fees downtown, it may not be worthwhile.

Thank you!

--

Dana Wermuller
Dana Wermuller Advertising + Design
83 1-685-3087
dw@danawermuller.com
www.danawermuller.com

From: Buddy.Hutchins@Quintiles.com
Subject: Re: Highway 17 Express Message - comments on proposed fare increase
To: input@scmtd.com
X-Mailer: Lotus Notes Release 5.0.9a January 7, 2002
Date: Mon, 16 Feb 2004 10:58:23 -0800
X-MIMETrack: Serialize by Router on QLSFLNOI/QLSF/Quintiles(Release 5.0.11 |July 24, 2002) at 02/16/2004 10:58:24 AM,
Itemize by SMTP Server on QRTPLC02/QRTP/Quintiles(Release 5.0.11 |July 24, 2002) at 02/16/2004 01:56:17 PM,
Serialize by Router on QRTPLC02/QRTP/Quintiles(Release 5.0.11 |July 24, 2002) at 02/16/2004 01:56:18 PM,
Serialize complete at 02/16/2004 01:56: 18 PM

I am pleased to hear of your plans for expanded Highway 17 bus service. I will gladly pay a higher fare if it is associated with better service.

My biggest complaint has been the uncoordinated connections between the Caltrain schedule and the Hwy 17 bus schedule, especially southbound late evening. I often have to wait a half hour for the southbound bus at the San Jose Diridon station. I'm hoping more frequent runs will result in shorter waits.

A stop at Santa Cruz Metro Center is also an excellent idea.

Buddy Hutchins
Sr. Technical Advisor
Quintiles Strategic Research Services
415.633.3262

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Date: Mon, 16 Feb 2004 10:31:08 -0800 (PST)
From: KC Kanellis <travelgurette@yahoo.com>
Subject: Price increase for Highway 17
To: input@scmtd.com

The prices already went up less than a year ago. A price increase will cut ridership.

KC Kanellis
travelgurette@sbcglobal.net

X-Authentication-Warning: unixl .ic.ucsc.edu: jsheldon owned process doing -bs
Date: Thu, 12 Feb 2004 05:43:37 -0800 (PST)
From: James Richard Sheldon <jsheldon@ucsc.edu>
X-X-Sender: jsheldon@unixl .ic.ucsc.edu
To: dcarr@scmtd.com
Subject: Highway 17 Express
X-UCSC-CATS-MailScanner: Found to be clean
X-UCSC-CATS-MailScanner-SpamCheck:

Dear Metro Board of Directors,

I have been a frequent rider of the Amtrak bus between Santa Cruz and San Jose for almost four years during my tenure as a student at the University of California, Santa Cruz. I strongly support your plans and applaud your efforts to consolidate the Amtrak service and the Highway 17 express service. This plan will make these services more convenient and accessible to those who need it.

I am concerned, however, with the cuts proposed in night-time service. I often travel to San Jose to visit my parents using these buses, and reducing evening service would impact my ability to do this.

Specifically, elimination of the 10:05PM and 11:05 PM buses from Santa Cruz to San Jose, and not reinstating the 11:55PM trip from San Jose to Santa Cruz will result in undue constraints to myself and my fellow students at UCSC.

I urge you to consider adding these trips back into the proposed schedule for the Highway 17 Express service.

I would appreciate a written reply to my comments.

Sincerely,

James Sheldon
UCSC Crown College Student
Student Representative, UCSC Long Range Development Planning Committee
(title for identification purposes only)

X-Authentication-Warning: unix 1 .ic.ucsc.edu: jsheldon owned process doing -bs
Date: Thu, 12 Feb 2004 05:43:37 -0800 (PST)
From: James Richard Sheldon <jsheldon@ucsc.edu>
X-X-Sender: jsheldon@unix1.ic.ucsc.edu
To: dcarr@scmtd.com
Subject: Highway 17 Express
X-UCSC-CATS-MailScanner: Found to be clean
X-UCSC-CATS-MailScanner-SpamCheck:

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I urge you to consider adding these trips back into the proposed schedule for the Highway 17 Express service.

I would appreciate a written reply to my comments.

Sincerely,

James Sheldon
UCSC Crown College Student
Student Representative, UCSC Long Range Development Planning Committee
(title for identification purposes only)

Date: Mon, 08 Mar 2004 10:35:49 -0800
From: Kelsey Schwind <kschwind@adobe.com>
Subject: Rate increases
To: hwy17@scmtd.com
User-Agent: Microsoft-Entourage/1 0.1.4.030702.0

Dale Carr
Administrative Services Coordinator
370 Encinal St Suite 100
Santa Cruz CA 95060

Mr. Carr:

I am aware that the costs of providing a public transportation service such as the Highway 17 Express bus are great and continue to rise due to a number of factors including need for new buses, decreased ridership, and the assumption of new route responsibilities from Amtrack.

Despite all this, a drastic \$1 O/month fare increase for monthly pass holders is a bad idea. Is a 12.5% increase all at once just and necessary?

I call for more data to be presented to the public surrounding this issue. At what rate did the SCMTD costs rise this year? How much is each user group (by pass type) be burdened with that cost? How many monthly pass holders are reimbursed by their employers for what percentage of the monthly pass cost? That reimbursement is not likely to change until the next calendar year for most employers. So what is the impact to the local economy for that period of time?

I call also for investigation into why the ECOPass program tripled the fee this year, leading to many large employers such as Adobe, Sun, HP, and Apple discontinuing their participation due to a huge gap in cost-benefit. With unrealistic expectations from program participants, the ECOPass fee increase let us all down. What is being done to remedy this situation so that the District won't have to ask for another \$20, \$30, or \$40 a month next year?

Sincerely,

Kelsey Schwind
239 Ross St
Santa Cruz CA 95060

Date: Mon, 8 Mar 2004 17:25:52 -0800 (PST)
From: NONNA GIAGOS <nongia@yahoo.com>
Subject: Schedule changes! ! !
To: hwy17@scmtd.com

WHAT??? You are planning to **have to LAST bus to Soquel** **leave SJSU at 5:05???**

Do you realize how that impacts the EARLIEST morning riders? Some of them don't come home until 7,8,9 pm and you will be adding another 1/2 to 1 hour to their commute.

It is bad enough for me that you eliminated that last run of Bus 54 to get me home using public transportation.

I have been a faithful rider for about 5 years...using Caltrain, commuting to Mountain View. My schedule and the trains are not flexible enough for me to make that 5:05 bus, so, if I have to go downtown Santa Cruz and catch the 71...you are adding almost 1 hour, if not more, to my already 4 hours round trip commute!!! Life is too short for me to waste yet another hour commuting, so I will look for other means and become proactive in organizing a carpool.

PLEASE, PLEASE have a couple more buses going to Soquel. You are raising fares and eliminating service--is that right?

ALSO, please have the drivers ask the riders not to "camp out" and "sprawl" with their baggage on the seats next to them until after the last pick-up spot. You can't imagine how unpleasant it is to ask someone to remove their baggage---oh, yes--we have ATTITUDE from some (usually the younger students, who feel that their baggage should travel first class!)...Those new buses of yours are nice, but not ALL THAT. The front side seats are shallow and angled so uncomfortably that you slide out of them on the turns on the 17 and must hold on either with your feet or to the pole (if there is one near you)...so forget about relaxing. The trays are not so useful and those "cup holders" are not cut for any cups that are being used in the coffee shops now...way too small, so what are they for?

My transportation costs are not reimbursed by my employer and I realize that you have rising costs, but I don't want to pay for LESS service, rather than same or more...

Most anxious rider.
N. Giagos

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Date: Wed, 17 Mar 2004 09:05:59 -0800 (PST)
From: Christy Sessions <christygirl1025@yahoo.com>
Subject: Highway 17 Express Fare Increase
To: dcarr@scmtd.com
Cc: ts@as.sjsu.edu

I am writing regarding the fare increase that is to take effect on April 26, 2004 for the Highway 17 Express system. While I understand the reasons why this is being implemented, I must voice my concerns.

I am a Soquel resident, and I take the bus from Soquel Park & Ride only 2 days per week. Because I am not a frequent commuter, it would not be financially beneficial for me to purchase a monthly pass for \$90. This means that instead of the \$48 per month I currently pay in bus fare, I would now be paying \$64 per month, which is a large increase for a tightly budgeted student like me.

While full-time commuters' fares will increase by only 12.5%, my fares will increase by 33.3%. This increase is unreasonable without some sort of cushion.

I ask that the SCMTD please consider creating a discounted monthly pass for less frequent travelers. These kinds of discounted passes are available for commuters elsewhere, and they should be offered to Express commuters as well!

Please take this into consideration, and I thank you for your time.

Sincerely,
Christy Sessions

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<http://mail.yahoo.com>

X-Sender: danawerd@postoffice.pacbell.net
Date: Wed, 17 Mar 2004 09:30:48 -0800
To: dcarr@scmttd.com
From: Dana Wermuller <danawerd@pacbell.net>
Subject: Hwy 17 express
Cc: ts@as.sjsu.edu

Dear SCMTD,

I am a part time San Jose State student and Aptos resident. I take the Hwy 17 Express bus twice a week, round trip. Currently this trip costs me \$6 per day. I chose this commute option for a few reasons, including financial. I have estimated that a round trip car trip will cost me \$10 per day (includes parking and gas). With the proposed fare increase, you can see that the difference in the cost of my options becomes narrower and the temptation to use my car instead, with all its flexibility, becomes greater.

While I fully understand and support the need for a higher fare, a lo-ride ticket with slightly discounted fares for part-time commuters will keep me off the road and on the bus.

I appreciate your consideration of this option. Thank you!

--

Dana Wermuller
83 1-685-3087
dw@danawermuller.com

From: "Andy Chow" <ts@as.sjsu.edu>
To: <dcarr@scmtd.com>
Subject: FW:
Date: Wed, 17 Mar 2004 10: 19:49 -0800
X-Mailer: Microsoft Outlook, Build 10.0.34 16
Importance: Normal

-----Original Message-----

From: mike levy [<mailto:dodge0203@sbcglobal.net>]
Sent: Tuesday, March 16, 2004 5:3 1 PM
To: dcarr@smctd.com
Cc: ts@as.sjsu.edu
Subject:

Hi,
My name is Tala and I live in Scotts Valley and attend classes at SJSU 2 days per week. Already I pay 6.00 a day which isn't bad, but if the rates increase to 8.00 per day, it really adds up and gets expensive. It would be ridiculous for me to purchase the monthly pass, being that I only ride twice a week. If these fees increase, could you please make some kind of pass or discount for the many of us that just ride a couple times a week. If this doesn't happen, we may not be able to afford it. Most of us are on student loans as it is, and this would be much appreciated.

Thanks for your time,
Tala Duell

To: dcarr@scmttd.com
From: Kathy Griffith <hangriff@cruzio.com>
Subject: Re: Hwy 17 express
Date: Wed, 17 Mar 2004 10:55:38 -0800
X-Mailer: Apple Mail (2.606)

As I student at SJSU I have enjoyed the convenience and price of the Hwy. 17 express bus. I am disappointed to hear that rates will be going up to \$4.00 each way and that the late stop at the park and ride by Dominican will no longer run.

Thank you. Kathy Griffith

From: "Andy Chow" <ts@as.sjsu.edu>
To: <dcarr@scmtd.com>
Subject: FW: Highway 17 fare increase
Date: Wed, 17 Mar 2004 11:20:13 -0800
X-Mailer: Microsoft Outlook, Build 10.0.3416
Importance: Normal

-----Original Message-----

From: Penney O'Reilly [mailto:penrose@cruzio.com]
Sent: Wednesday, March 17, 2004 11:09 AM
To: ts@as.sjsu.edu
Subject: Highway 17 fare increase

My name is Penney O'Reilly, I live in Santa Cruz and I am currently enrolled at San Jose State University. I do not own a car and, so, I use the Highway 17 Express 2 days a week to commute to class. I have a disability that prevents me from working while I go to school. I am living on loans and savings. My commute fare is a significant part of my budget. The proposed fare increase would be a hardship for me. I am writing to ask you to support the TS recommendation to offer a multi-ride ticket. I would very much like to be able to receive a discount before the expanded service starts in April. If that is not feasible, then a multi-ride ticket should be instituted by the time the Fall semester starts.

Thank you,
Penney O'Reilly
2120 North Pacific #10 Santa Cruz

Date: Wed, 17 Mar 2004 13: 11:47 -0800 (PST)
From: seth hiatt <sethiatt94@yahoo.com>
To: dcarr@scmtd.com
Cc: ts@as.sjsu.edu

To Whom it May Concern,

I am a Santa Cruz resident and student at SJSU. I commute two days per week from the Scotts Valley Metro station to San Jose State. I do have a car, but I choose to ride the bus because it's cheaper, reduces traffic congestion, and is environmentally responsible.

The proposed fare increase to \$4 will be the second that I have seen since I started riding the 17 Express. The first, from \$2.25 to \$3, I considered reasonable despite periodic route cuts. However, if the fare does go up to \$4 it will no longer be in my interest economically to continue riding. My brother and my girl friend who also ride the 17 Express, and also own cars, share my feelings on this issue.

We enjoy taking the bus, and we prefer to support the SC Metro's service to the community. We understand that under the pressure of budget cuts the SC Metro has to make some pretty difficult decisions. But if it simply becomes too costly to ride the 17 Express, we'll have little choice ourselves but to contribute not to the service, but to the traffic.

Should the fare actually increase in the near future, please support immediately implementing alternatives for infrequent riders such as the 10 ride ticket.

Thank you,
Seth Hiatt

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Date: Wed, 17 Mar 2004 16:24:50 -0800 (PST)
From: Sabrina Bohbot <nina_sabrina@sbcglobal.net>
Subject: Highway 17 commute
To: dcarr@scmtd.com
Cc: ts@as.sjsu.edu

To Whom it may concern,

This spring semester I started Nursing school at San Jose State University. You may not be aware that SJSU is the only institution in the vicinity to offer a Bachelor's degree in this field. CSU Monterey Bay does not have this program and the closest alternative is in San Francisco.

I would have preferred to get my education closer to home in Santa Cruz, but was none the less ecstatic at my acceptance to SJSU for the opportunity. I knew from day one that I would use the bus to commute on the three days I have nursing classes, and the optional extra day available to my major for study which I utilize about 50% of the time.

I am on a very tight budget. I am a single mother, relying entirely on financial aid options available to me through school. I have experienced great hardships already in dealing with the financial aid office already, and I don't expect that situation to improve. This semester, I didn't receive any money until the month of March when school had started in January.

The coincidence in riding the HWY 17 express is that the cost of a day pass mirrors the cost of a one day parking pass here at school. Also, I find it very enjoyable to ride the bus. However, I have budgeted the exact amount for the commute and can't foresee an ability to pay any kind of increase to this amount. I would experience a large financial hardship if I was forced to.

Please consider my view when the time comes. We students are trying to improve our financial situations through attending school so that things like fare increases don't seem like such a burden.

Thank you,

Sabrina Bohbot

Date: Thu, 18 Mar 2004 08:52:54 -0800

From: Margarita & Christopher <ravones@sbcglobal.net>

User-Agent: Mozilla/5.0 (Windows; U; Windows NT 5.1; en-US; rv:1.4) Gecko/20030624 Netscape/7.1 (ax)

X-Accept-Language: en-us, en

To: dcarr@scmttd.com

CC: ts@as.sjsu.edu

Subject: Proposed \$4 rate increase for Hwy17 Express

To Santa Cruz Metro,

The purpose of my email is to express concerns on the proposed fare changes. According to SJSU enrollment data, there are about 670 SJSU students residing in Santa Cruz County. I have classes 2 to 3 days per week and do not receive any type of commuter discount. This would burden me with a 33.3% fare increase under the proposal. In addition, with my student ID I ride all the VTA services for free and was disappointed to see that no student discounts are offered to SJSU students.

Santa Cruz Metro should establish a new type of multi-ride commuter discount fare medium for Highway 17 Express, in addition to the monthly passes. Multi-ride tickets are offered on Caltrain, Amtrak, and Altamont Commuter Express and they offer a significant discount for infrequent commuters.

If the introduction of a multi-ride ticket is not feasible before the new service starts, Santa Cruz Metro should commit to introduce such ticket by August when the Fall 2004 semester begins at San Jose State University.

Thank you,
Margarita Raventos

From: "Andy Chow" <ts@as.sjsu.edu>
To: <dcarr@scmtd.com>
Subject: FW: I7 express
Date: Thu, 18 Mar 2004 10:38:45 -0800
X-Mailer: Microsoft Outlook, Build 10.0.3416
Importance: Normal

-----Original Message-----

From: luke wiget [mailto:ldwiget@hotmail.com]
Sent: Tuesday, March 16, 2004 11:54 PM
To: ts@as.sjsu.edu;
Subject: 17 express

To whom it may concern:

Hello. I am a student at San Jose State and am writing in regards to the proposed increase for the 17 Express. I live in Scotts Valley and commute on the bus two to three days a week. The Express bus is my only means to get to school, as I do not have a car.

As I am sure you are aware, it is already difficult enough to live and attend school in such an expensive area. The Express Bus is a great means of transportation. Please reconsider making it even more expensive to ride. It seems that there should at least be a break for those who ride the bus weekly. Thank you for your consideration and time.

Sincerely,

luke wiget

All the action. All the drama. Get NCAA hoops coverage at MSN Sports by ESPN. <http://msn.espn.go.com/index.html?partnersite=espn>

Date: Thu, 18 Mar 2004 11:36:38 -0800 (PST)
From: Katharina Schultz <katharina_klein@yahoo.com>
Subject: I m-easing fees for Hwy 17
To: dcarr@scmtd.com

Dear ladies and gentlemen,

This e-mail is a response to the increase of fees for the Hwy 17 Express bus. I am a student at SJSU for the past year and a half. I have been taking the Hwy 17 bus from 2 days a week up to 4 days a week. Living in Santa Cruz and dealing with all the expenses for school, has not been easy. My husband and I both use the bus quiet frequently. I take it in the morning, then he does at a later time. It is not worth it for us to buy a monthly pass because we do commute only on those 2 days.

Parking at SJSU for the day will cost us 6 dollars. For both of us with gas these expenses will be around 11 dollars a day. That looks a lot better than 16 dollars a day. If you decide to increase the fees from 3 to 4 dollars a ride, we would no longer use your services. The idea of a 10 day ticket that was considered earlier would keep us interested in still using the bus system.

You have to understand that many students coming from Santa Cruz try to get a 2 day schedule for the semester. If you would like to keep these students as costumers, then there should be a consideration in some kind of discount (or at least keeping the fees as they are right now.)

I am hoping that you put those comments into consideration because I would like to continue using your services. If these new fees will come effective without some other kind of discounts for students using only twice a week the bus system, you will leave me, and I am sure I will not be the only one, no other choice than to drive over the hill.

Thank you for your time.

Katharina Schultz

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Administrative Services Coordinator
Santa Cruz Metropolitan Transit District
370 Encinal
Suite 100
Santa Cruz, CA 95060

MAR 18 2004

March 17, 2004

To Whom It May Concern:

I am writing regarding the fare increase that is to take effect on April 26, 2004 for the Highway 17 Express system. While I understand the reasons why this increase is being implemented, I must voice my concerns.

I am a Soquel resident, and I take the bus from Soquel Park & Ride to SJSU only 2 days per week. Because I am not a frequent commuter, it would not be financially beneficial for me to purchase a monthly pass for \$90. This means that instead of the \$48 per month I currently pay in bus fare, I would now be paying \$64 per month, which is a large increase for tightly budgeted students like me.

While full-time commuters' fares will increase by only 12.5%, my fares will increase by 33.3%. This increase is unreasonable without some sort of compromise.

I ask that the SCMTD please consider creating a discounted monthly pass for less frequent Highway 17 Express travelers. These kinds of discounted passes are available for commuters elsewhere, and there is no reason why they should not be offered to Express commuters as well.

Please take this into consideration, and I thank you for your time.

Sincerely,



Christy Sessions

P.O. Box 605
Soquel, CA 95073

(83 1) 464-6784
christygirl1025@yahoo.com

Date: Fri, 19 Mar 2004 12:30: 19 -0800 (PST)
From: Greg Andrews <g_andrews@sbcglobal.net>
Subject: Service changes on the Highway 17 Express
To: dcarr@scmt.com
Cc: ts@as.sjsu.edu

Dear Santa Cruz Metro,

I am a San Jose State University student living in Santa Cruz County. I currently use the highway 17 express bus for transportation to and from school one to two days per week. Under the new fare increase on April 26, 2004, I will be paying an additional 33.3% because I do not qualify for the commuter discount.

With these difficult times today, I am struggling to pay for the large increases in student tuition and saving every dollar helps. Also, having cash with me every time I travel on the bus is inconvenient. I feel that Santa Cruz Metro should establish a new type of multi-ride commuter discount fare for those who ride fewer than three times per week. This would benefit hundreds of student who utilize the express bus service.

Thank you for your time.

Sincerely,

Greg Andrews
g_andrews@sbcglobal.net
(831)685-3480

**SUMMARY of Highway 17 comments received by the Metro Riders Union /
La Union de Los Pasajeros as of February 17, 2004**

7 people - all of the commentators - support consolidation

3 people - request preservation / restoration of night service

2 people - request discount for occasional riders

1 person - requests discount for youth

1 person - requests pass discount for seniors and the disabled

1 person - requests that passengers be carried on dead-head trips

1 person - requests preservation of Fruitdale stop

1 person - asks about plans for old Highway 17 fleet

1 person - requests full service to Scotts Valley, including 1st and last weekend trips

1 person - requests service to Metro Center on first weekday trip

Some people commented on more than one issue, e.g. support consolidation but also request youth discount. Comments that do not deal with schedules or fares are not summarized here.

Many of the commentators requested a response. The bulletin board system keeps electronic mail addresses private, so I could:

a. post a multi-issue reply from Metro to the bulletin board system (cf. a final EIR, in which each repeating concern is dealt with one time);

b. post individual replies from Metro to the bulletin board system;

c. try to contact the people who posted to the bulletin board and then convey their electronic mail addresses to Metro;

d. post a message to the effect that Metro cannot reply to specific comments, will address them in the staff report, etc.; or

e. post a message referring some of the commentators to other decision-makers suggested by Metro.

Paul

RELEVANT EXCERPTS from the messages

Eugene Bradley
Bulletin board message
February 11, 2004

This is precisely the kind of regional, integrated mass transit issue we need to support. On a personal note on this issue, I have been looking for a condo or a home in the Santa Cruz area, and will likely need this kind of bus service from Santa Cruz to San Jose's Caltrain station if I end up living in Santa Cruz County.

[Eugene founded the VTA Riders Union.]

Rick Hyman
Electronic mail message
February 12, 2004

I support convenient, integrated service from downtown Santa Cruz to San Jose. this should include late night service.

[Rick is a member of the local bicycle community.]

Andy Chow
Bulletin board message
February 11, 2004

Generally I support the consolidation. It would strengthen the existing mode while reduce the confusion faced by commuters as to the choices available in the corridor.

My concern is the \$1 increase in one way fares. It would affect many students at SJSU coming from Santa Cruz, because not all students commute often enough to purchase a monthly pass.

I think Highway 17 Express should offer a 10-ride ticket, similar to Caltrain, that would offer a commuter discount to occasional rider.

Zakhary Cribari
Bulletin board messages
February 13 and 14, 2004

- 1) There are no One-Way Fares, Day Passes, or Monthly Passes for Youth.
- 2) There are not Day-Passes or Monthly Passes for Seniors/Disabled

Will, or can, such a thing be implemented
...

I have always wished that there would be some sort of bus service on the weekends between San Jose and Santa Cruz so that I could go to the beach or something. However, by being a youth, the prices are too high.

[Zakhary is a 16-year-old transit user.]

Jeremy Higdon
Electronic mail messages
February 12-13, 2004

I notice that some of the evening buses operate deadhead from Santa Cruz to San Jose to do a southbound trip.

What about suggesting that these deadhead trips allow passengers from Santa Cruz to 7th & San Fernando? The time it would take to load and unload would be minimal, and connections from 7th & San Fernando to downtown points are pretty good (it's better than waiting another hour).

...

Northbound you have buses leaving Santa Cruz at 715p and 925p, arriving in SJ at 822p and 1027p.

Southbound, you have buses leaving SJ State at 825p, 905p, and 1030p. It seems that they are giving a three minute layover to the 822 and 1027p arrivals.

The 905p southbound bus is presumably the same as the 645p southbound bus, which arrives in Santa Cruz at 750p. So they could add a 750p northbound bus from Santa Cruz which skips all intermediate stops and arrives at SJ State at approximately 840p. They'd need a slightly different headsign, but they need those anyway on the southbound side. Maybe

"HWY 17"
"San Jose State Only"

Or just have an official policy that they can carry passengers to SJS on the "not-in-service" deadheads. It should cost nothing for the agency to do this. I'd actually like to see all the deadheads adopt this policy.

...

By the way, are the new buses in service yet, or are they still using the NFIs and GMS? Are they going to keep the New Flyers as spares or use them in Santa Cruz service? Seems a shame to get rid of them since they all got new engines just a couple of years ago, and they still seem to be pretty solid.

...

I have observed riders getting off at Fruitdale on both the 5:42 and 6:42 trips (departure time from Paul Sweet P&R). It's a small sample size, though, as I don't ride often at all.

My recollection is that it was one or two people per trip, typically.

The Fruitdale P&R is a much more convenient place to park than the downtown depot.

Ridership on those northbound late afternoon and early evening trips is low, so it's a minimal inconvenience to stop at Fruitdale. It's a lot quicker than stopping at Scotts Valley.

I guess they can wait and see who complains. I'm afraid that the current Fruitdale users may not make themselves heard, though.

[Jeremy is with Silicon Graphics Incorporated (SGI) .]

James Sheldon
Electronic mail message
February 12, 2004

I have been a frequent rider of the Amtrak bus between Santa Cruz and San Jose for almost four years during my tenure as a student at the University of California, Santa Cruz. I strongly support your plans and applaud your efforts to consolidate the Amtrak service and the Highway 17 express service. This plan will make these services more convenient and accessible to those who need it.

I am concerned, however, with the cuts proposed in night-time service. I often travel to San Jose to visit my parents using these buses, and reducing evening service would impact my ability to do this. Specifically, elimination of the 10:05PM and 11:05 PM buses from Santa Cruz to San Jose, and not reinstating the 11:55PM trip from San Jose to Santa Cruz will result in undue constraints to myself and my fellow students at UCSC.

I urge you to consider adding these trips back into the proposed schedule for the Highway 17 Express service.

[James served on the UCSC Long Range Development Planning Committee]

Paul Marcelin-Sampson
Electronic mail messages etc.
December, 2003 - February, 2004

1. Add northbound trip leaving Santa Cruz Metro Center at 11:05 PM daily, to maintain current span of service. Today, last Amtrak bus leaves Santa Cruz at 11:05 PM. Proposal has 9:05 PM on weekends / 9:25 PM on weekdays.
2. Add southbound trip leaving San Jose Diridon Station at 12:15 AM daily, to restore connection from final Capitol Corridor train (551 / 6651). Through 2002, last Amtrak bus left San Jose at 11:55 PM Friday through Sunday, but proposal has 10:15 PM on weekends / 10:37 PM on weekdays.
3. Install a QuikTrak ticket machine in Santa Cruz. Sacramento and Martinez each have two machines, so one could be moved. We understand ADA-compliant design won't be ready for some time and propose using an existing machine as a work-around.
4. Have Amtrak waive \$9 tickets-by-mail fee (applies within 11 days of travel) if no machine will be provided. A fairness issue: there is no staffed Amtrak station in Santa Cruz County.
5. Have first northbound weekday trip (4:40 AM) serve, or start at, Downtown Santa Cruz (i.e., Metro Center).
6. Have first and last weekend trips serve Scotts Valley Transit Center as well -- if this can be done without compromising schedule reliability.

[Paul founded the Metro Riders Union. He notes that Metro has addressed items 5 and 6, that Caltrans has rejected item 4, and that Caltrans has promised item 3. He raised the additional question of fair pricing for occasional riders at the Friday, February 13 board meeting.]

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From: "Eugene Bradley" <eegenebradley@y...>
Date: Wed Feb 11, 2004 7:43 am
Subject: Re: The Highway 17 Express needs your support

I agree with Paul. This is precisely the kind of regional, integrated mass transit issue we need to support.

On a personal note on this issue, I have been looking for a condo or a home in the Santa Cruz area, and will likely need this kind of bus service from Santa Cruz to San Jose's Caltrain station if I end up living in Santa Cruz County.

The PDF and other information will be placed on our web site tonight.
Thank you Paul for bringing this critical information up.

--eugene

--- In vtaridersunion@yahooogroups.com, "pmarceli2003" <rpms@b...> wrote:
> Please support new, combined bus service from Downtown San Jose to
> Downtown Santa Cruz!
[...]

First Name

Last Name

State

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R. Paul Marceiin-Sampson

From: "bikerick" <bikerick@worldnet.att.net>
To: <info@metroridersunion.org>
Sent: 2004 February 12 12:27
Subject: highway 17

Hi: I support convenient, integrated service from downtown Santa Cruz to San Jose. this should include late night service.
Rick Hyman

2004 Feb 17

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Msg #

From: "acnetj" <andychow@a...>
Date: Wed Feb 11, 2004 8:00 pm
Subject: Re: The Highway 17 Express needs your support

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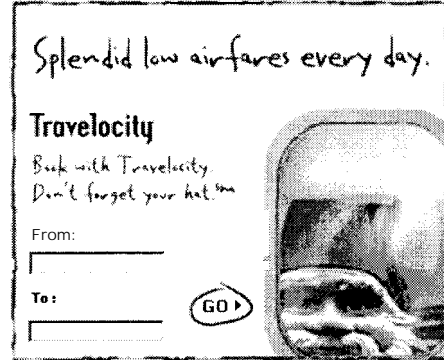
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Generally I support the consolidation. It would strengthen the existing mode while reduce the confusion faced by commuters as to the choices available in the corridor.

My concern is the \$1 increase in one way fares. It would affect many students at SJSU coming from Santa Cruz, because not all students commute often enough to purchase a monthly pass.

I think Highway 17 Express should offer a 10-ride ticket, similar to Caltrain, that would offer a commuter discount to occasional rider.



Andy Chow

```

- - - In vtaridersunion@yahoo.com, "pmarceli2003" <rpms@b...>
wrote:
> Please support new, combined bus service from Downtown San Jose to
> Downtown Santa Cruz!
>
> There is no increase in cost to VTA. The Caltrans Rail Program
> ("Amtrak California") will pay to extend the existing VTA/Metro
> Highway 17 Express to Downtown Santa Cruz and to add weekend
> service.
> This will replace the Amtrak Thruway motorcoach.
>
> The final agreement goes to the Santa Cruz Metro board this Friday
> and should go to the VTA board soon. You can get the 10-page
> document, which includes the new fares and schedules, from:

```

```

http://groups.yahoo.com/group/metroridersunion/files/Reference/nwv.7u
> df
> [you must join our Yahoo group to access the "Files" area. This
> requirement was imposed by Yahoo, and there is no way around it.

```

```

> For general information, see my earlier message:
> http://groups.yahoo.com/group/vtaridersunion/message/4110

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> Paul Marcelin-Sampson
> Santa Cruz

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From: Zakhary Cribari <urbanplannerzc@y...>
Date: Fri Feb 13, 2004 11:05 am
Subject: regarding Highway 17 Express Services

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I have over the past while noticed something about the Highway 17 Express Fares:

- 1) There are no One-Way Fares, Day Passes, or Monthly Passes for Youth.
- 2) There are not Day-Passes or Monthly Passes for Seniors/Disabled

Will, or can, such a thing be implemented

Zakhary Cribari, 16

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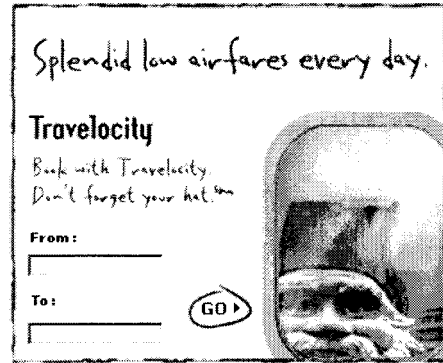
From: Zakhary Cribari <urbanplannerzc@y...>
Date: Sat Feb 14, 2004 1:28 pm
Subject: Re: [SCVTARU] Fruitvale Park & Ride - no more Hwy 17 svc

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Services to Fruitvale and Southwest are irrelevant for me, personally. However, I try to put a word in for everyone. I am unaware of the ridership on HWY 17 Express, but still put forth my advocacy. I have always wished that there would be some sort of bus service on the weekends between San Jose and Santa Cruz so that I could go to the beach or something. However, by being a youth, the prices are too high.



pmarceli2003 <rpms@b...> wrote:I will forward your question about discount Highway 17 passes to Metro, Zakhary. Do you have a position on service to the Fruitdale Park and Ride that you'd like me to convey? If you need advice about writing a formal letter to Metro's board, drop me a line at info@m... Having read your thoughtful messages over the past few months (including your BART to SJ plan), I doubt that you need any advice about the public input process!

To elaborate on Zakhary's observations:

1. FRUITDALE PARK AND RIDE

Today, a few Highway 17 buses make "reverse commute" stops at the park and ride lot near Fruitdale and Meridian (below 280). Three Santa Cruz-bound buses stop in the morning and three San Jose-bound buses stop at night. This service would be deleted.

Those affected could take a 10- to 15-minute trip to/or from Diridon Station on VTA Route 63. They could also park at Diridon Station.

Key question is whether ridership from the Fruitdale park and ride justifies taking buses off the freeway. My guess is that there is very little demand. Can any Fruitdale passengers fill us in? Metro's electronic fareboxes count total boardings per trip, with no notion of where people get on or off. We have a manual counting program, but it is designed to meet federal performance reporting requirements, not to gauge ridership (irony intentional).

2. DISCOUNTS

Today there are no special monthly or day passes for Highway 17. There is an adult day pass, an adult monthly pass, an adult cash fare, and a senior/disabled cash fare. This structure would continue.

Highway 17 meets the legal requirement, which is to provide a 50% discount, off the adult cash fare, to seniors and the disabled.

Several of the funding partner- MTA voted to
 exceed by applying the : peak hours.
 The original amount applied only during off-peak hours, which is
 the letter of the law.

At today's Metro board meeting I questioned the whole notion of
 unlimited-use passes. A Highway 17 commuter rides for free after the
 13th **workday** of the month. Under the new fare structure, that person
 will ride for free after the 11th day. Occasional riders pick up the
 tab, through higher and higher cash fares.

I have studied this extensively in the context of Metro's local
 network, which carries 6 million passengers a year (not bad for a
 semi-rural county with population 250,000). In 2002 we earned 98
 cents per ride from people who paid cash (reflects a high number of
 youth and adults, who paid \$1, and a low number of seniors and
 disabled people, who paid 40 cents). We earned just 55 cents from
 people who used any sort of discretionary discount pass (see below).
 We also had some contract fares, not relevant here. Basically,
 passholders took 500,000 free rides in 2002. I also found, by
 analyzing hundreds of thousands of fareBOX records, that pass usage
 was lowest on routes serving poor areas. The study made the front
 page of the Santa Cruz Sentinel, prompting concern but no action.

Our platform at the Metro Riders Union calls for equal fares. We
 believe that any discretionary discounts, i.e., any discounts other
 than the one discount that the law requires, should be awarded on the
 basis of need, and then only when funds are available. Poverty rates
 in Santa Cruz County are: seniors 6%, all adults 12%, and youth 13%.
 In Santa Clara, adults and seniors are closer, but I don't remember
 the exact Census numbers.

Large transit agencies, including AC Transit and Los Angeles Metro
 (MTA), are moving in the direction of equal fares. This is why AC
 raised its monthly pass price but held the line on cash fares. It is
 also why MTA raised its monthly pass price but reduced its cash
 fares. I have lots of interesting literature about this, for those
 who are interested.

The purpose of this long excursion is not to discount requests for
 discount passes (not pun intended), but rather, to provide food for
 thought. We can help low-income riders by lowering cash fares and
 raising pass prices. We can also help them by relying on economic
 data when we decide who should get a discount.

Paul Marcelin-Sampson
 Santa Cruz

To change your subscription to the Santa Clara VTA Riders Union mailing list,
 send a blank email message to:
vtaridersunion-unsubscribe@yahoo.com to unsubscribe,
vtaridersunion-normal@yahoogroups.com to suspend email,
vtaridersunion-digest@yahoo.com to switch to digest mode,
vtaridersunion-normal@yahoogroups.com to switch to individual email mode.

To access the list archives, or to read the mailing list off the web,
 visit <http://www.yahoogroups.com/group/vtaridersunion>
 (requires Yahoo! ID linked to your subscription email address)

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To visit your group on the web, go to:

R. Paul Marcelin-Sampson

From: "James Richard Sheldon" <jsheldon@ucsc.edu>
To: <dcarr@scmt.d.com>
Sent: 2004 February 12 05:43
Subject: Highway 17 Express

Dear Metro Board of Directors.

I have been a frequent rider of the Amtrak bus between Santa Cruz and San Jose for almost four years during my tenure as a student at the University of California, Santa Cruz. I strongly support your plans and applaud your efforts to consolidate the Amtrak service and the Highway 17 express service. This plan will make these services more convenient and accessible to those who need it.

I am concerned, however, with the cuts proposed in night-time service. I often travel to San Jose to visit my parents using these buses, and reducing evening service would impact my ability to do this.

Specifically, elimination of the 10:05PM and 11:05 PM buses from Santa Cruz to San Jose, and not reinstating the 11:55PM trip from San Jose to Santa Cruz will result in undue constraints to myself and my fellow students at UCSC.

I urge you to consider adding these trips back into the proposed schedule for the Highway 17 Express service.

I would appreciate a written reply to my comments.

Sincerely,

James Sheldon
UCSC Crown College Student
Student Representative, UCSC Long Range Development Planning Committee
(title for identification purposes only)

2004 Feb 17

R. Paul Marcelin-Sampson

From: "Jeremy Higdon" <jeremy@sgi.com>
To: "metroridersunion" <marcelin@alumni.CarnegieMellon.edu>
Sent: 2004 February 12 21:34
Subject: Re: [metroridersunion] Hwy 17 schedule correction posted

On Fri, Feb 13, 2004 at 04:35:04AM -0000, metroridersunion wrote:
> The corrected post-merger Highway 17 schedule is now available...
>
> [http://groups.yahoo.com/group/metroridersunion/files/Reference/hwy 17.p](http://groups.yahoo.com/group/metroridersunion/files/Reference/hwy%2017.pdf)
> df

Paul,

I notice that some of the evening buses operate deadhead from Santa Cruz to San Jose to do a southbound trip.

What about suggesting that these deadhead trips allow passengers from Santa Cruz to 7th & San Fernando? The time it would take to load and unload would be minimal, and connections from 7th & San Fernando to downtown points are pretty good (it's better than waiting another hour).

Do you think Metro would be interested in putting the deadheads on the schedule?

thanks

jeremy

2004 Feb 17

R. Paul Marcelin-Sampson

From: "Jeremy Higdon" <jeremy@sgi.com>
To: "R. Paul Marcelin-Sampson" <marcelin@alumni.CarnegieMellon.edu>
Sent: 2004 February 13 00:51
Subject: Re: Dead-heading and Hwy 17

On Thu, Feb 12, 2004 at 11:53:06PM -0800, R. Paul Marcelin-Sampson wrote:
> Hello, Jeremy.

>
> Thanks for your message. When I first saw the proposal, the Caltrans people
> had the Santa Cruz - San Jose and San Jose - Santa Cruz tables laid out
> side-by-side, to show the continuous nature of the schedule. I re-checked
> the evening trips when I got your message. They seemed continuous, but with
> some layovers in San Jose. Let me know which trips you are concerned about
> and I will pass your observations to Metro, Caltrans, et al.

Okay.

Northbound you have buses leaving Santa Cruz at 7 15p and 925p, arriving
in SJ at 822p and 1027p.

Southbound, you have buses leaving SJ State at 825p, 905p, and 1030p.
It seems that they are giving a three minute layover to the 822 and 1027p
arrivals.

The 905p southbound bus is presumably the same as the 645p southbound bus,
which arrives in Santa Cruz at 750p. So they could add a 750p northbound
bus from Santa Cruz which skips all intermediate stops and arrives at
SJ State at approximately 840p. They'd need a slightly different headsign,
but they need those anyway on the southbound side. Maybe

"HWY 17"
"San Jose State Only"

Or just have an official policy that they can carry passengers to SJS on
the "not-in-service" deadheads. It should cost nothing for the agency to do
this. I'd actually like to see all the deadheads adopt this policy.

> Here's a funny story about dead-heading and Highway 17. Take a look at the
> current Highway 17 schedules:

>
> Northbound >> <http://www.scmted.com/schedule/17n.html>
> Southbound >> <http://www.scmted.com/schedule/17s.html>

>
> We dead-head from San Jose to Santa Cruz in the mornings, we dead-head from
> Santa Cruz to San Jose in the afternoon and at night, and we even dead-head
> between Scotts Valley (north of Downtown Santa Cruz) and the Soquel
> Park-and-Ride (south of Downtown Santa Cruz). It's a disaster.

I've noticed that. Last bus from Scotts Valley is at 6:55pm. I've thought
that they should operate in a sort of loop, at least, such that you could
get on the 7:45pm southbound at Scotts Valley; ride to the Soquel P&R and
then stay on back to San Jose. The bus is already going over the hill
either way. May as well take the occasional passenger.

By the way, are the new buses in service yet, or are they still using the
NFIs and GMs? Are they going to keep the New Flyers as spares or use them
in Santa Cruz service? Seems a shame to get rid of them since they all
got new engines just a couple of years ago, and they still seem to be
pretty solid.

2004 Feb 17

R. Paul Marcelin-Sampson

From: "Jeremy Higdon" <jeremy@sgi.com>
To: "metroridersunion" <marcelin@alumni.CarnegieMellon.edu>
Sent: 2004 February 13 18:27
Subject: Re: [metroridersunion] Fruitdale Park & Ride - no more Hwy 17

On Sat, Feb 14, 2004 at 02:09:15AM -0000, metroridersunion wrote:

- >
- > 1. FRUITDALE PARK AND RIDE
- >
- > Today, a few Highway 17 buses make "reverse commute" stops at the
- > park and ride lot near Fruitdale and Meridian (below 280). Three
- > Santa Cruz-bound buses stop in the morning and three San Jose-bound
- > buses stop at night. This service would be deleted.
- >
- > Those affected could take a IO- to 15-minute trip to/or from Diridon
- > Station on VTA Route 63. They could also park at Diridon Station.
- >
- > Key question is whether ridership from the Fruitdale park and ride
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- > little demand. Can any Fruitdale passengers tell us in? Metro's
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I guess they can wait and see who complains. I'm afraid that the current Fruitdale users may not make themselves heard, though.

jeremy

2004 Feb 17

R. Paul Marcelin-Sampson

From: "R. Paul Marcelin-Sampson" <marcelin@alumni.CarnegieMellon.edu>
To: <Eric_Schatmeier@dot.ca.gov>
Sent: 2004 January 20 1652
Attach: ccjpa17.pdf
Subject: Santa Cruz -San Jose Bus: Rider Input

Dear Mr Schatmeier:

Mr Les White, General Manager of the Santa Cruz Metropolitan Transit District, has referred us to you regarding planned service changes in the Highway 17 corridor.

Attached is a copy of our letter to the Capitol Corridor Joint Powers Authority. It explains, from the rider's perspective, what it's like to go from Santa Cruz to San Jose (and beyond) by public transit.

The letter was the basis for public comments I made at the December CCJPA board meeting in Suisun. Since then, we have learned more about the proposed bus schedule. Here are our specific suggestions, in point-form:

1. Add northbound trip leaving Santa Cruz Metro Center at 11:05 PM daily, to maintain current span of service. Today, last Amtrak bus leaves Santa Cruz at 11:05 PM. Proposal has 9:05 PM on weekends / 9:25 PM on weekdays.
2. Add southbound trip leaving San Jose Diridon Station at 12: 15 AM daily, to restore connection from final Capitol Corridor train (55 1/ 665 1). Through 2002, last Amtrak bus left San Jose at 11:55 PM Friday through Sunday, but proposal has 10: 15 PM on weekends / 10:37 PM on weekdays.
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4. Have Amtrak waive \$9 tickets-by-mail fee (applies within 11 days of travel) if no machine will be provided. A fairness issue: there is no staffed Amtrak station in Santa Cruz County.
5. Have first northbound weekday trip (4:40 AM) serve, or start at, Downtown Santa Cruz (i.e., Metro Center).
6. Have first and last weekend trips serve Scotts Valley Transit Center as well -- if this can be done without compromising schedule reliability.

We would appreciate receiving a response to these suggestions. We believe that they carry a very low cost, especially in the context of the savings that will be realized through the elimination of duplicate weekday services.

Thank you for your ongoing efforts to improve California's transportation network.

Yours truly,

Mr Paul Marcelin-Sampson
Founder,
The Metro Riders Union / La Union de Los Pasajeros de Metro
marcelin@alumni.CarnegieMellon.edu
+1 831 421 9031

2004 Feb 17

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 26, 2004

REVISED

TO: Board of Directors

FROM: Elisabeth Ross, Finance Manager

SUBJECT: APPROVAL OF FY 04-05 PRELIMINARY LINE ITEM BUDGET FOR REVIEW AND CLAIMS PURPOSES/STUDY SESSION

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors adopt the attached preliminary line item budget for FY 04-05, for review and TDA/STA claims purposes.

II. SUMMARY OF ISSUES

- The proposed FY 04-05 preliminary line item operating budget totals **\$33,177,000**.
- Major operating revenue assumptions in the budget include a **3%** increase in sales tax revenue; a 2% increase in farebox revenue; a 4.6% increase in special transit fares; and revenue from a new exterior advertising program.
- The projected amount for the TDA allocation reflects a **3%** increase over the current year allocation from the Santa Cruz County Regional Transportation Commission (SCCRTC). This is higher than the FY 04-05 allocation **approved** by the SCCRTC **in February**.
- Balancing actions for the operating budget include the full use of Federal formula assistance for operating expenses, transfer of \$350,000 from reserves, use of insurance reserves in the amount of \$100,000 to pay for settlement costs, and use of \$950,000 in anticipated carryover resulting from staff vacancies and purchasing freezes.
- To balance the budget **\$1,329,000** in net service reductions and/or cost reductions and/or revenue increases is proposed.
- The new Highway 17/AMTRAK service will be added to the draft final budget in May.
- The preliminary capital program is comprised of ten projects totaling \$10,195,189, requiring a District share of \$2,497,020 from reserves and STA funding to fund local projects, as well as a \$350,000 transfer to the operating budget.
- A budget workshop with Union representatives is planned for early May to answer questions about the budget and obtain input from the employee organizations.
- During the budget process, staff will continue to refine revenue and expense projections as updated information becomes available. Staff will present a draft final budget to the Board in May, with specific information at that time regarding service reductions and any other budget balancing actions for FY 04-05.

- At the March 26, 2004, Board meeting, a study session will be conducted with a presentation by staff on current and future operating budget scenarios.
- **At the March 12, 2004, Board workshop meeting, Board members requested staff to provide additional information for the meeting of March 26th. This information is included as attachments to the revised staff report. Attachment B is the travel requested by department managers in FY 04-05 along with the staff recommended reductions which will appear in the draft final budget in May. Attachment C is the list of dues and subscriptions requested by department managers in FY 04-05. Attachment D shows the budgeted expenses for Federal and State lobbyist contracts. Attachment E is the proposed staffing summary for FY 04-05. Attachment F is the detailed list of District funded capital projects proposed for FY 04-05 (no grants involved, funded by STA funds.) Attachment G is an explanation of Bus Operator overtime expense prepared by Operations Manager Bryant Baehr. Attachment H is a list of District reserve funds and their balances at June 30, 2003. Attachment I is a discussion of the impact of the 2003 fare increase.**

III. DISCUSSION

A preliminary line item budget must be adopted by the Board of Directors in March of each year in order to allow submittal of the District's Transportation Development Act (TDA) and State Transit Assistance (STA) claims to the Santa Cruz County Regional Transportation Commission (SCCRTC) by the April 1st deadline.

A. Operating Revenues

Operating revenues total **\$33,177,000** including transfers from reserves and carryover. All fare revenue accounts have been projected based on data through December 2003 and will be updated prior to presentation of the draft final budget in May.

The fare increase adopted last year includes an increase in senior and disabled fares and tickets effective July 1, 2004. UCSC and Cabrillo revenue will increase due to COLA provisions in the service agreements.

Since there is a new exterior advertising program with Monterey-Salinas Transit (MST) proposed to begin mid-year, only \$45,000 in advertising income is budgeted.

Interest income is projected at 3.0% over the expected income in FY 03-04. This number will be updated for the draft final budget in May.

Sales tax revenues have been projected at a **3%** increase over FY 03-04 projected receipts. **Sales tax receipts for FY 03-04 have been reduced by \$479,000 based on the March report from the State Board of Equalization. Revenue was down 2.4% from one year ago for the**

October – December 2003 sales period. Preliminary estimates by the State Department of Finance show a 5.6% increase in sales tax revenue statewide in FY 04-05.

TDA funding is budgeted in the amount of **\$5,497,856**, a **3%** increase over the FY 03-04 allocation. The SCCRTC has adopted a preliminary allocation amount of \$5,338,251.

In order to balance the preliminary budget, Federal operating assistance has been utilized to the maximum extent. A one-time advance in the amount of \$350,000 will be reserved for special paratransit expenses.

To increase funding for the FY 04-05 operating budget, staff proposes using excess sales tax monies from the capital reserve fund in the amount of \$350,000, as well as \$100,000 from the insurance reserve to fund settlement costs, and \$950,000 in projected carryover from FY 03-04, primarily due to staff vacancies and suspension of any non-essential purchases from the operating budget.

B. Operating Expenses

Operating expenses by department are at or near FY 03-04 projected actual levels in most departments. Increases in personnel costs are based on contractual requirements only. Staffing levels are identical to FY 03-04 except a vacant Transit Supervisor position will continue to be unfilled and the two part-time Transit Surveyor positions will be consolidated into one full-time position.

The paratransit contract transportation expense has been budgeted at a 4% increase over actual current year expense. Paratransit fares are budgeted at \$324,000 to reflect the \$3.00 fare per trip for 108,000 trips. Currently, the system is providing approximately 7,000 trips per month.

The preliminary budget amounts for casualty and liability insurance are estimates only, since the actual billings will not be received until May.

Since operating expenses exceed operating revenues (including transfers from reserves) in the amount of **\$1,329,000**, staff has added one balancing line item at the end of the operating expense summaries reflecting a reduction in service levels and/or expense reductions and/or revenue increases. These expense reductions and/or revenue increases will be detailed in the draft final budget in May.

C. Capital Improvement Program

The FY 04-05 capital improvement program contains ten projects as shown in the capital budget at the end of Attachment A. The largest capital project, MetroBase, will be updated in May to include construction beginning in FY 04-05. The second largest project, purchase of replacement buses, requires \$196,500 in District funding. The entire capital program will be updated prior to submittal to the Board in May.

IV. FINANCIAL CONSIDERATIONS

The preliminary line item budget must be approved this month in order for the District to submit claims for TDA and STA funding for FY 04-05 by the April 1st deadline.

V. ATTACHMENTS

<u>Attachment A:</u>	<u>FY 04-05 Preliminary Line Item Budget (with replacement pages)</u>
<u>Attachment B:</u>	<u>Requested Travel with Staff Recommendations</u>
<u>Attachment C:</u>	<u>Requested Dues & Subscriptions</u>
<u>Attachment D:</u>	<u>Lobbyist Contract Expense</u>
<u>Attachment E:</u>	<u>Staffing Summary</u>
<u>Attachment F:</u>	<u>District Funded Capital Projects</u>
<u>Attachment G:</u>	<u>Bus Operator Overtime</u>
<u>Attachment H:</u>	<u>Reserve Balances at June 30, 2003</u>
<u>Attachment I:</u>	<u>Fare Increase Impact</u>

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY 04-05

PRELIMINARY LINE ITEM BUDGET

MARCH 26, 2004

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
PRELIMINARY BUDGET
FY 04-05**

REVENUE SOURCE	REVISED BUDGET FY 03-04	ESTIMATED ACTUAL FY 03-04	PRELIM FY 04-05	CHANGE FROM FY 03-04 ACTUAL
1 Passenger Fares	\$ 3,684,173	\$ 3,775,373	\$ 3,850,155	2.0%
2 Special Transit Fares	\$ 1,814,197	\$ 1,969,311	\$ 2,060,008	4.6%
3 Paratransit Fares	\$ 309,000	\$ 309,000	\$ 324,000	4.9%
4 Highway 17 Fares	\$ 375,972	\$ 312,788	\$ 312,788	0.0%
5 Highway 17 VTA Payment	\$ 306,245	\$ 350,912	\$ 350,912	0.0%
6 Commissions	\$ 9,200	\$ 9,200	\$ 9,200	0.0%
7 Net Advertising Income - District	\$ -	\$ -	\$ 45,000	100.0%
8 Rent Income - SC Metro Center	\$ 93,691	\$ 93,691	\$ 95,745	2.2%
9 Rent Income - Watsonville TC	\$ 40,359	\$ 40,359	\$ 47,877	18.6%
10 Rent Income - General	\$ 19,200	\$ 19,200	\$ 9,600	-50.0%
11 Interest Income	\$ 290,000	\$ 290,000	\$ 298,700	3.0%
12 Other Non-Transportation Revenue	\$ 2,100	\$ 2,100	\$ 2,100	0.0%
13 Sales Tax	\$ 15,409,000	\$ 14,930,000	\$ 15,377,900	3.0%
14 Transp Dev Act (TDA) Funds	\$ 5,337,724	\$ 5,337,724	\$ 5,497,856	3.0%
15 FTA Sec 5307 - Op Assistance	\$ 2,804,435	\$ 2,804,435	\$ 2,950,231	5.2%
16 FTA Sec 5307 - One Time Advance	\$ -	\$ -	\$ 350,000	100.0%
17 FTA Sec 5311 - Rural Op Assistance	\$ 65,704	\$ 65,704	\$ 92,928	41.4%
18 Carryover from Previous Year	\$ 950,000	\$ 950,000	\$ 950,000	0.0%
19 Transfer from Reserves	\$ 350,000	\$ 350,000	\$ 350,000	0.0%
20 Transfer from Insurance Reserves	\$ 100,000	\$ 100,000	\$ 100,000	0.0%
21 Transfer from Capital/Proj Mgr	\$ 94,000	\$ 40,000	\$ 102,000	155.0%
TOTAL OPERATING REVENUE	\$ 32,055,000	\$ 31,749,797	\$ 33,177,000	3.5%

Updated 3/18/04

**SANTA CRUZ METRO FY 04-05 OPERATING BUDGET
DEPARTMENTAL EXPENSES**

DEPARTMENT	FY 03-04 REVISED	FY 04-05 PRELIM	% CHANGE FROM FY 03-04	% OF TOTAL FY 04-05
		-		
1100 Administration	1,488,644	1,539,809	3.4%	4.6%
1200 Finance	1,465,756	1,642,214	12.0%	4.9%
1300 Customer Service	601,649	645,592	7.3%	1.9%
1400 Human Resources	394,188	419,603	6.4%	1.3%
1500 Information Technology	525,618	549,971	4.6%	1.7%
1700 District Counsel	371,262	404,008	8.8%	1.2%
1800 Risk Management	206,350	205,770	-0.3%	0.6%
2200 Facilities Maintenance	1,510,409	1,579,814	4.6%	4.8%
3100 Paratransit Program	3,408,625	2,984,382	-12.4%	9.0%
3200 Operations	2,491,353	2,532,970	1.7%	7.6%
3300 Bus Operators	11,835,593	13,328,174	12.6%	40.2%
4100 Fleet Maintenance	6,897,517	7,398,419	7.3%	22.3%
9001 Cobra Benefits	14,500	-	-100.0%	0.0%
9005 Retired Employee Benefits	842,280	924,917	9.8%	2.8%
Additional Operating Programs	1,257	357	-71.6%	0.0%
SUBTOTAL OPERATING EXPENSE	32,055,000	34,156,000	6.6%	103.0%
One-Time Paratransit Expenses	-	350,000	100.0%	1.1%
Expense Reductions/Revenue Increase	-	(1,329,000)	100.0%	-4.0%
TOTAL OPERATING EXPENSES	32,055,000	33,177,000	3.5%	100.0%

**SANTA CRUZ METRO FY 04-05 OPERATING BUDGET
CONSOLIDATED EXPENSES**

ACCOUNT	FY 03-04 REVISED	FY 04-05 PRELIM	% CHANGE FROM FY 03-04
LABOR			
501011 Bus Operator Pay	6,142,355	7,082,283	15.3%
501013 Bus Operator OT	927,591	1,020,350	10.0%
501021 Other Salaries	6,193,922	6,492,164	4.8%
501023 Other OT	214,709	159,200	-25.9%
Totals	<u>13,478,577</u>	<u>14,753,997</u>	9.5%
FRINGE BENEFITS			
502011 Medicare/SS	148,453	166,860	12.4%
502021 Retirement	1,150,821	1,585,052	37.7%
502031 Medical Ins	2,735,218	2,914,264	6.5%
502041 Dental Ins	465,509	495,893	6.5%
502045 Vision Ins	123,307	128,520	4.2%
502051 Life Ins	60,473	62,835	3.9%
502060 State Disability	196,086	234,191	19.4%
502061 Disability Ins	221,053	248,783	12.5%
502071 State Unemployment	46,893	76,556	63.3%
502081 Worker's Comp	1,673,634	1,673,634	0.0%
502101 Holiday Pay	293,274	313,986	7.1%
502103 Floating Holiday	59,700	61,500	3.0%
502109 Sick Leave	680,481	715,591	5.2%
502111 Vacation	1,414,927	1,491,652	5.4%
502121 Other Paid Absence	148,394	161,807	9.0%
502251 Phys. Exam - Renewal	10,758	11,848	10.1%
502253 Driver Lic Renewal	2,481	3,431	38.3%
502999 Other Fringe Benefits	17,892	16,856	-5.8%
Totals	<u>9,449,354</u>	<u>10,363,259</u>	9.7%
SERVICES			
503011 Accting/Audit Fees	81,234	85,600	5.4%
503012 Admin/Bank Fees	210,250	231,450	10.1%
503031 Professional/Technical & Fees	352,500	290,630	-17.6%
503032 Legislative Services	73,180	73,180	0.0%
503033 Legal Services	58,000	56,570	-2.5%
503034 Employment Exams	17,045	13,781	-19.1%
503161 Custodial Services	89,000	87,000	-2.2%
503162 Uniforms/Laundry	40,281	40,500	0.5%
503171 Security Services	392,188	396,555	1.1%
503221 Classified/Legal Ads	16,800	14,978	-10.8%
503225 Graphics Services	15,000	15,000	0.0%
503351 Building Repair - Out	35,000	35,000	0.0%
503352 Equip Repair - Out	153,686	155,396	1.1%
503353 Rev Veh Repair - Out	206,000	218,222	5.9%
503354 Other Veh Repair - Out	65,570	56,341	-14.1%
503363 Haz Waste Disposal	46,000	46,000	0.0%
Totals	<u>1,857,734</u>	<u>1,816,203</u>	-2.2%

**SANTA CRUZ METRO FY 04-05 OPERATING BUDGET
CONSOLIDATED EXPENSES**

ACCOUNT	FY 03-04 REVISED	FY 04-05 PRELIM	% CHANGE FROM FY 03-04
PURCHASED TRANSPORTATION			
503405 Contract Transp	100	100	100.0%
503406 Contract/Paratransit	2,961,653	2,606,136	-12.0%
Totals	2,961,753	2,606,236	-12.0%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	91,477	90,780	-0.8%
504012 Fuels & Lubricants - Rev Veh	1,395,072	1,551,034	11.2%
504021 Tires & Tubes	121,000	166,000	37.2%
504161 Other Mobile Supplies	6,500	6,000	-7.7%
504191 Rev Vehicle Parts	444,400	444,000	-0.1%
Totals	2,058,449	2,257,814	9.7%
OTHER MATERIALS & SUPPLIES			
504205 Freight Out	2,800	4,574	63.4%
504211 Postage & Mailing	19,867	19,807	-0.3%
504214 Promotional Items	475	225	-52.6%
504215 Printing	72,980	72,710	-0.4%
504217 Photo Supp/Process	11,950	11,920	-0.3%
504311 Office Supplies	64,010	64,570	0.9%
504315 Safety Supplies	19,825	20,175	1.8%
504317 Cleaning Supplies	66,100	61,100	-7.6%
504409 Repair/Maint Supply	64,900	65,000	0.2%
504421 Non-Inventory Parts	48,500	42,000	-13.4%
504511 Small Tools	8,100	8,100	0.0%
504515 Employee Tools	1,500	1,500	0.0%
Totals	381,007	371,681	-2.4%
UTILITIES			
505011 Gas & Electric	183,081	182,600	-0.3%
505021 Water & Garbage	83,541	76,207	-8.8%
505031 Telecommunications	57,055	52,498	-8.0%
Totals	323,677	311,305	-3.8%
CASUALTY & LIABILITY COSTS			
506011 Insurance - Property	41,000	40,000	-2.4%
506015 Insurance - PL/PD	509,000	620,000	21.8%
506021 Insurance - Other	91,500	97,500	6.6%
506123 Settlement Costs	100,000	100,000	0.0%
506127 Repair - District Prop	-	-	0.0%
506999 Other Casualty Exp	-	-	0.0%
Totals	741,500	857,500	15.6%

**SANTA CRUZ METRO FY 04-05 OPERATING BUDGET
CONSOLIDATED EXPENSES**

ACCOUNT	FY 03-04 REVISED	FY 04-05 PRELIM	% CHANGE FROM FY 03-04
TAXES			
507051 Fuel Tax	10,933	10,544	-3.6%
507201 Licenses & Permits	12,515	12,850	2.7%
507999 Other Taxes	25,600	25,200	-1.6%
Totals	49,048	48,594	-0.9%
MISC EXPENSE			
509011 Dues/Subscriptions	52,265	55,426	6.0%
509081 Advertising-Promo	1,500	1,500	0.0%
509101 Incentive Program	10,600	13,740	29.6%
509121 Employee Training	26,775	23,225	-13.3%
509123 Travel	35,941	42,170	17.3%
509125 Other Misc Expense	4,614	4,200	-9.0%
509127 Board Fees	13,200	13,200	0.0%
509150 Contributions	500	500	0.0%
Totals	145,395	153,961	5.9%
LEASES & RENTALS			
512011 Facility Lease	583,009	593,210	1.7%
512061 Equipment Rental	25,497	22,240	-12.8%
Totals	608,506	615,450	1.1%
PERSONNEL TOTAL	22,927,931	25,117,256	9.5%
NON-PERSONNEL TOTAL	9,127,069	9,038,744	-1.0%
DEPARTMENT TOTALS	32,055,000	34,156,000	6.6%
One-Time Paratransit Expenses	-	350,000	100.0%
Expense Reductions/Revenue Increases	-	(1,329,000)	100.0%
TOTAL OPERATING EXPENSE	32,055,000	33,177,000	3.5%

ADMINISTRATION

SANTA CRUZ METRO FY 04-05 OPERATING BUDGET

Administration - 1100

ACCOUNT	FY 03-04 REVISED	FY 04-05 PRELIM	% CHANGE FROM FY 03-04
LABOR			
501021 Other Salaries	593,242	599,252	1.0%
501023 Other OT	500	500	0.0%
Totals	593,742	599,752	1.0%
FRINGE BENEFITS			
502011 Medicare/SS	9,097	9,861	8.4%
502021 Retirement	57,196	72,954	27.6%
502031 Medical Ins	63,482	66,204	4.3%
502041 Dental Ins	11,242	11,486	2.2%
502045 Vision Ins	3,332	3,240	-2.8%
502051 Life Ins	2,013	1,976	-1.8%
502060 State Disability (SDI)	6,147	6,649	8.2%
502061 Long Term Disability Ins	8,626	9,124	5.8%
502071 State Unemployment (SUI)	1,470	2,174	47.9%
502081 Worker's Comp	31,987	31,987	0.0%
502101 Holiday Pay	7,639	7,701	0.8%
502103 Floating Holiday	14,800	15,100	2.0%
502109 Sick Leave	30,555	30,803	0.8%
502111 Vacation	56,845	55,929	-1.6%
502121 Other Paid Absence	4,000	4,000	0.0%
502999 Other Fringe Benefits	936	475	-49.3%
Totals	309,367	329,662	6.6%
SERVICES			
503012 Admin/Bank Fees	1,100	1,100	0.0%
503031 Professional/Technical & Fees	26,580	34,080	28.2%
503032 Legislative Services	73,180	73,180	0.0%
503221 Classified/Legal Ads	7,300	7,478	2.4%
503352 Equip Repair - Out	7,800	7,500	-3.8%
Totals	115,960	123,338	6.4%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	8,960	9,100	1.6%
504215 Printing	9,300	6,580	-29.2%
504217 Photo Supp/Process	100	100	0.0%
504311 Office Supplies	8,750	8,960	2.4%
Totals	27,110	24,740	-8.7%
UTILITIES			
505011 Gas & Electric	40,000	43,000	7.5%
505021 Water & Garbage	4,645	4,645	0.0%
505031 Telecommunications	8,500	5,436	-36.0%
Totals	53,145	53,081	-0.1%

SANTA CRUZ METRO FY 04-05 OPERATING BUDGET
Administration - 1100

ACCOUNT	FY 03-04 REVISED	FY 04-05 PRELIM	% CHANGE FROM FY 03-04
MISC EXPENSE			
509011 Dues/Subscriptions	40,683	43,500	6.9%
509101 Incentive Program	2,061	4,820	133.9%
509123 Travel	31,606	38,270	21.1%
509125 Other Misc Expense	2,814	3,100	10.2%
509127 Board Fees	13,200	13,200	0.0%
Totals	90,364	102,890	13.9%
LEASES & RENTALS			
512011 Facility Lease	296,616	304,006	2.5%
512061 Equipment Rental	2,340	2,340	0.0%
Totals	298,956	306,346	2.5%
PERSONNEL TOTAL	903,109	929,414	2.9%
NON-PERSONNEL TOTAL	585,535	610,395	4.2%
DEPARTMENT TOTALS	1,488,644	1,539,809	3.4%

FINANCE

SANTA CRUZ METRO FY 04-05 OPERATING BUDGET
Finance - 1200

ACCOUNT	FY 03-04 REVISED	FY 04-05 PRELIM	% CHANGE FROM FY 03-04
LABOR			
501021 Other Salaries	351,864	363,777	3.4%
501023 Other OT	500	500	0.0%
Totals	352,364	364,277	3.4%
FRINGE BENEFITS			
502011 Medicare/SS	3,297	2,618	-20.6%
502021 Retirement	34,268	45,002	31.3%
502031 Medical Ins	34,997	42,550	21.6%
502041 Dental Ins	7,092	7,657	8.0%
502045 Vision Ins	1,999	2,160	8.1%
502051 Life Ins	1,235	1,317	6.6%
502060 State Disability (SDI)	3,688	4,433	20.2%
502061 Long Term Disability Ins	5,168	5,628	8.9%
502071 State Unemployment (SUI)	882	1,449	64.3%
502081 Worker's Comp	6,287	6,287	0.0%
502101 Holiday Pay	4,479	4,612	3.0%
502103 Floating Holiday	7,900	8,100	2.5%
502109 Sick Leave	17,917	18,449	3.0%
502111 Vacation	35,475	38,750	9.2%
502121 Other Paid Absence	6,000	6,000	0.0%
502999 Other Fringe Benefits	624	158	-74.7%
Totals	171,308	195,170	13.9%
SERVICES			
503011 Accting/Audit Fees	81,234	85,500	5.3%
503012 Admin/Bank Fees	209,100	230,300	10.1%
503031 Professional/Technical & Fees	150	100	-33.3%
503352 Equip Repair - Out	586	700	19.5%
Totals	291,070	316,600	8.8%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	200	200	0.0%
504215 Printing	1,500	750	-50.0%
504311 Office Supplies	4,156	4,200	1.1%
Totals	5,856	5,150	-12.1%
UTILITIES			
505031 Telecommunications	1,665	1,500	-9.9%
Totals	1,665	1,500	-9.9%

SANTA CRUZ METRO FY 04-05 OPERATING BUDGET

Finance - 1200

ACCOUNT	FY 03-04 REVISED	FY 04-05 PRELIM	% CHANGE FROM FY 03-04
CASUALTY & LIABILITY COSTS			
506011 Insurance - Property	41,000	40,000	-2.4%
506015 Insurance - PL/PD	509,000	620,000	21.8%
506021 Insurance - Other	91,500	97,500	6.6%
Totals	641,500	757,500	18.1%
TAXES			
507201 Licenses & Permits	-	200	0.0%
Totals	-	200	0.0%
MISC EXPENSE			
509011 Dues/Subscriptions	1,333	1,157	-13.2%
509101 Incentive Program	560	560	0.0%
509123 Travel	100	100	0.0%
Totals	1,993	1,817	-8.8%
PERSONNEL TOTAL	523,672	559,447	6.8%
NON-PERSONNEL TOTAL	942,084	1,082,767	14.9%
DEPARTMENT TOTALS	1,465,756	1,642,214	12.0%

CUSTOMER SERVICE

SANTA CRUZ METRO FY 04-05 OPERATING BUDGET
Customer Service - 1300

ACCOUNT	FY 03-04 REVISED	FY 04-05 PRELIM	% CHANGE FROM FY 03-04
LABOR			
501021 Other Salaries	273,347	285,681	4.5%
501023 Other OT	1,500	1,500	0.0%
Totals	274,847	287,181	4.5%
FRINGE BENEFITS			
502011 Medicare/SS	1,653	1,722	4.2%
502021 Retirement	26,836	35,439	32.1%
502031 Medical Ins	39,222	45,336	15.6%
502041 Dental Ins	9,259	9,996	8.0%
502045 Vision Ins	2,333	2,520	8.0%
502051 Life Ins	1,125	1,200	6.6%
502060 State Disability (SDI)	4,303	5,171	20.2%
502061 Long Term Disability Ins	4,120	4,432	7.6%
502071 State Unemployment (SUI)	1,029	1,691	64.3%
502081 Worker's Comp	91,927	91,927	0.0%
502101 Holiday Pay	3,487	3,556	2.0%
502109 Sick Leave	13,947	14,226	2.0%
502111 Vacation	36,982	38,786	4.9%
502121 Other Paid Absence	4,000	4,000	0.0%
Totals	240,222	260,001	8.2%
SERVICES			
503031 Professional/Technical & Fees	6,170	18,000	191.7%
503225 Graphics Services	15,000	15,000	0.0%
503352 Equip Repair - Out	2,500	2,500	0.0%
Totals	23,670	35,500	50.0%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	6,000	6,000	0.0%
504214 Promotional Items	200	200	0.0%
504215 Printing	30,000	30,000	0.0%
504217 Photo Supp/Process	4,150	4,150	0.0%
504311 Office Supplies	7,700	7,700	0.0%
Totals	48,050	48,050	0.0%
UTILITIES			
505031 Telecommunications	5,000	5,000	0.0%
Totals	5,000	5,000	0.0%
TAXES			
507201 Licenses & Permits	2,360	2,360	0.0%
Totals	2,360	2,360	0.0%

SANTA CRUZ METRO FY 04-05 OPERATING BUDGET
Customer Service - 1300

ACCOUNT	FY 03-04 REVISED	FY 04-05 PRELIM	% CHANGE FROM FY 03-04
MISC EXPENSE			
509011 Dues/Subscriptions	200	200	0.0%
509081 Advertising-Promo	1,500	1,500	0.0%
509101 Incentive Program	200	200	0.0%
509123 Travel	100	100	0.0%
509150 Contributions	500	500	0.0%
Totals	<u>2,500</u>	<u>2,500</u>	0.0%
LEASES & RENTALS			
512061 Equipment Rental	5,000	5,000	0.0%
Totals	<u>5,000</u>	<u>5,000</u>	0.0%
PERSONNEL TOTAL	515,069	547,182	6.2%
NON-PERSONNEL TOTAL	86,580	98,410	13.7%
DEPARTMENT TOTALS	<u><u>601,649</u></u>	<u><u>645,592</u></u>	7.3%

HRD

SANTA CRUZ METRO FY 04-05 OPERATING BUDGET
Human Resources - 1400

ACCOUNT	FY 03-04 REVISED	FY 04-05 PRELIM	% CHANGE FROM FY 03-04
LABOR			
501021 Other Salaries	188,810	203,536	7.8%
501023 Other OT	500	500	0.0%
Totals	189,310	204,036	7.8%
FRINGE BENEFITS			
502011 Medicare/SS	3,026	3,328	10.0%
502021 Retirement	17,762	24,243	36.5%
502031 Medical Ins	17,572	19,999	13.8%
502041 Dental Ins	4,932	5,324	8.0%
502045 Vision Ins	1,333	1,440	8.0%
502051 Life Ins	778	830	6.7%
502060 State Disability (SDI)	2,459	2,955	20.2%
502061 Long Term Disability Ins	2,679	2,890	7.9%
502071 State Unemployment (SUI)	588	966	64.3%
502081 Worker's Comp	50,842	50,842	0.0%
502101 Holiday Pay	2,439	2,648	8.6%
502103 Floating Holiday	3,600	4,000	11.1%
502109 Sick Leave	9,757	10,592	8.6%
502111 Vacation	13,977	15,083	7.9%
502121 Other Paid Absence	1,000	1,000	0.0%
502999 Other Fringe Benefits	12,812	14,000	9.3%
Totals	145,556	160,139	10.0%
SERVICES			
503031 Professional/Technical & Fees	10,700	15,400	43.9%
503034 Employment Exams	17,045	13,781	-19.1%
503221 Classified/Legal Ads	4,000	2,000	-50.0%
503352 Equip Repair - Out	200	200	0.0%
Totals	31,945	31,381	-1.8%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	300	300	0.0%
504215 Printing	400	3,200	700.0%
504217 Photo Supp/Process	200	100	-50.0%
504311 Office Supplies	2,100	1,350	-35.7%
Totals	3,000	4,950	65.0%
UTILITIES			
505031 Telecommunications	1,012	912	-9.9%
Totals	1,012	912	-9.9%

SANTA CRUZ METRO FY 04-05 OPERATING BUDGET
Human Resources - 1400

ACCOUNT	FY 03-04 REVISED	FY 04-05 PRELIM	% CHANGE FROM FY 03-04
MISC EXPENSE			
509011 Dues/Subscriptions	1,840	1,760	-4.3%
509121 Employee Training	20,675	15,625	-24.4%
509123 Travel	200	200	0.0%
509125 Other Misc Expense	650	600	-7.7%
Totals	23,365	18,185	-22.2%
PERSONNEL TOTAL	334,866	364,175	8.8%
NON-PERSONNEL TOTAL	59,322	55,428	-6.6%
DEPARTMENT TOTALS	394,188	419,603	6.4%

SANTA CRUZ METRO FY 04-05 OPERATING BUDGET
Information Technology - 1500

ACCOUNT	FY 03-04 REVISED	FY 04-05 PRELIM	% CHANGE FROM FY 03-04
LABOR			
501021 Other Salaries	282,770	291,928	3.2%
501023 Other OT	1,700	1,500	-11.8%
Totals	284,470	293,428	3.1%
FRINGE BENEFITS			
502011 Medicare/SS	4,872	4,841	-0.6%
502021 Retirement	27,229	35,561	30.6%
502031 Medical Ins	39,143	31,719	-19.0%
502041 Dental Ins	4,626	4,995	8.0%
502045 Vision Ins	1,333	1,440	8.0%
502051 Life Ins	914	974	6.6%
502060 State Disability (SDI)	2,459	2,955	20.2%
502061 Long Term Disability Ins	4,107	4,447	8.3%
502071 State Unemployment (SUI)	588	966	64.3%
502081 Worker's Comp	3,739	3,739	0.0%
502101 Holiday Pay	3,648	3,767	3.3%
502103 Floating Holiday	7,600	8,000	5.3%
502109 Sick Leave	14,590	15,066	3.3%
502111 Vacation	26,007	26,680	2.6%
502121 Other Paid Absence	2,000	2,000	0.0%
502999 Other Fringe Benefits	624	158	-74.7%
Totals	143,478	147,308	2.7%
SERVICES			
503031 Professional/Technical & Fees	3,000	3,000	0.0%
503171 Security Services	-	4,000	0.0%
503352 Equip Repair - Out	62,000	65,100	5.0%
Totals	65,000	72,100	10.9%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	200	200	0.0%
504215 Printing	500	200	-60.0%
504311 Office Supplies	12,000	14,500	20.8%
Totals	12,700	14,900	17.3%
UTILITIES			
505031 Telecommunications	16,960	18,100	6.7%
Totals	16,960	18,100	6.7%
MISC EXPENSE			
509011 Dues/Subscriptions	85	85	0.0%
509121 Employee Training	2,500	4,000	60.0%
509123 Travel	425	50	-88.2%
Totals	3,010	4,135	37.4%
PERSONNEL TOTAL	427,948	440,736	3.0%
NON-PERSONNEL TOTAL	97,670	109,235	11.8%
DEPARTMENT TOTALS	525,618	549,971	4.6%

District Counsel

SANTA CRUZ METRO FY 04-05 OPERATING BUDGET
District Counsel - 1700

ACCOUNT	FY 03-04 REVISED	FY 04-05 PRELIM	% CHANGE FROM FY 03-04
LABOR			
501021 Other Salaries	224,651	240,135	6.9%
501023 Other OT	500	500	0.0%
Totals	225,151	240,635	6.9%
FRINGE BENEFITS			
502011 Medicare/SS	3,744	3,950	5.5%
502021 Retirement	20,888	29,184	39.7%
502031 Medical Ins	35,691	41,677	16.8%
502041 Dental Ins	7,447	8,040	8.0%
502045 Vision Ins	1,333	1,440	8.0%
502051 Life Ins	778	830	6.7%
502060 State Disability (SDI)	2,459	2,955	20.2%
502061 Long Term Disability Ins	3,385	3,650	7.8%
502071 State Unemployment (SUI)	588	966	64.3%
502081 Worker's Comp	3,629	3,629	0.0%
502101 Holiday Pay	2,994	3,051	1.9%
502103 Floating Holiday	6,000	6,200	3.3%
502109 Sick Leave	11,976	12,206	1.9%
502111 Vacation	20,852	21,252	1.9%
502121 Other Paid Absence	2,300	2,300	0.0%
502999 Other Fringe Benefits	312	158	-49.4%
Totals	124,376	141,488	13.8%
SERVICES			
503031 Professional/Technical & Fees	900	900	0.0%
503033 Legal Services	5,000	4,500	-10.0%
503352 Equip Repair - Out	100	100	0.0%
Totals	6,000	5,500	-8.3%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	100	100	0.0%
504215 Printing	175	175	0.0%
504217 Photo Supp/Process	100	100	0.0%
504311 Office Supplies	1,800	1,800	0.0%
Totals	2,175	2,175	0.0%
UTILITIES			
505031 Telecommunications	550	550	0.0%
Totals	550	550	0.0%

SANTA CRUZ METRO FY 04-05 OPERATING BUDGET
District Counsel - 1700

ACCOUNT	FY 03-04 REVISED	FY 04-05 PRELIM	% CHANGE FROM FY 03-04
TAXES			
507201 Licenses & Permits	-	150	0.0%
Totals	-	150	0.0%
MISC EXPENSE			
509011 Dues/Subscriptions	7,000	7,500	7.1%
509121 Employee Training	3,600	3,600	0.0%
509123 Travel	2,410	2,410	0.0%
Totals	13,010	13,510	3.8%
PERSONNEL TOTAL	349,527	382,123	9.3%
NON-PERSONNEL TOTAL	21,735	21,885	0.7%
DEPARTMENT TOTALS	<u>371,262</u>	<u>404,008</u>	<u>8.8%</u>

Risk Management

SANTA CRUZ METRO FY 04-05 OPERATING BUDGET

Risk Management - 1800

ACCOUNT	FY 03-04 REVISED	FY 04-05 PRELIM	% CHANGE FROM FY 03-04
SERVICES			
503031 Professional/Technical & Fees	52,000	52,000	0.0%
503033 Legal Services	53,000	52,070	-1.8%
Totals	105,000	104,070	-0.9%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	100	100	0.0%
504215 Printing	200	400	100.0%
504217 Photo Supp/Process	350	500	42.9%
504311 Office Supplies	500	460	-8.0%
Totals	1,150	1,460	27.0%
CASUALTY & LIABILITY COSTS			
506123 Settlement Costs	100,000	100,000	0.0%
506999 Other Casualty Expense	-	-	0.0%
Totals	100,000	100,000	0.0%
MISC EXPENSE			
509011 Dues/Subscriptions	100	200	100.0%
509123 Travel	100	40	-60.0%
Totals	200	240	20.0%
PERSONNEL TOTAL	-	-	0.0%
NON-PERSONNEL TOTAL	206,350	205,770	-0.3%
DEPARTMENT TOTALS	206,350	205,770	-0.3%

FACILITIES MAINTENANCE

SANTA CRUZ METRO FY 04-05 OPERATING BUDGET Facilities Maintenance - 2200

ACCOUNT	FY 03-04 REVISED	FY 04-05 PRELIM	% CHANGE FROM FY 03-04
LABOR			
501021 Other Salaries	612,394	639,082	4.4%
501023 Other OT	19,000	19,000	0.0%
Totals	631,394	658,082	4.2%
FRINGE BENEFITS			
502011 Medicare/SS	6,072	6,720	10.7%
502021 Retirement	59,382	78,698	32.5%
502031 Medical Ins	116,042	134,930	16.3%
502041 Dental Ins	23,371	25,232	8.0%
502045 Vision Ins	4,999	5,400	8.0%
502051 Life Ins	2,545	2,715	6.7%
502060 State Disability (SDI)	10,450	12,559	20.2%
502061 Long Term Disability Ins	8,956	9,842	9.9%
502071 State Unemployment (SUI)	2,499	4,106	64.3%
502081 Worker's Comp	45,838	45,838	0.0%
502101 Holiday Pay	7,727	8,058	4.3%
502103 Floating Holiday	3,700	3,800	2.7%
502109 Sick Leave	30,909	32,230	4.3%
502111 Vacation	71,373	76,743	7.5%
502121 Other Paid Absence	8,000	9,000	12.5%
502999 Other Fringe Benefits	312	312	0.0%
Totals	402,175	456,182	13.4%
SERVICES			
503031 Professional/Technical & Fees	22,000	16,000	-27.3%
503161 Custodial Services	89,000	87,000	-2.2%
503162 Uniforms/Laundry	9,000	9,000	0.0%
503171 Security Services	7,000	7,500	7.1%
503351 Building Repair - Out	35,000	35,000	0.0%
503352 Equip Repair - Out	17,000	17,500	2.9%
503363 Haz Waste Disposal	46,000	46,000	0.0%
Totals	225,000	218,000	-3.1%
OTHER MATERIALS & SUPPLIES			
504205 Freight Out	300	-	-100.0%
504215 Printing	1,000	1,500	50.0%
504217 Photo Supp/Process	200	120	-40.0%
504311 Office Supplies	2,800	1,500	-46.4%
504315 Safety Supplies	10,000	9,800	-2.0%
504317 Cleaning Supplies	40,000	40,000	0.0%
504409 Repair/Maint Supply	64,900	65,000	0.2%
504511 Small Tools	3,000	3,000	0.0%
Totals	122,200	120,920	-1.0%
UTILITIES			
505011 Gas & Electric	47,200	50,330	6.6%
505021 Water & Garbage	37,240	30,900	-17.0%

SANTA CRUZ METRO FY 04-05 OPERATING BUDGET
Facilities Maintenance - 2200

ACCOUNT	FY 03-04 REVISED	FY 04-05 PRELIM	% CHANGE FROM FY 03-04
505031 Telecommunications	2,000	2,000	0.0%
Totals	86,440	83,230	-3.7%
TAXES			
507201 Licenses & Permits	9,600	9,600	0.0%
507999 Other Taxes	25,000	25,200	0.8%
Totals	34,600	34,800	0.6%
MISC EXPENSE			
509101 Incentive Program	300	300	0.0%
509123 Travel	200	200	0.0%
Totals	500	500	0.0%
LEASES & RENTALS			
512061 Equipment Rental	8,100	8,100	0.0%
Totals	8,100	8,100	0.0%
 PERSONNEL TOTAL	 1,033,569	 1,114,264	 7.8%
NON-PERSONNEL TOTAL	476,840	465,550	-2.4%
 DEPARTMENT TOTALS	 <u>1,510,409</u>	 <u>1,579,814</u>	 <u>4.6%</u>

ADA

SANTA CRUZ METRO FY 04-05 OPERATING BUDGET
Paratransit Program - 3100

ACCOUNT	FY 03-04 REVISED	FY 04-05 PRELIM	% CHANGE FROM FY 03-04
LABOR			
501021 Other Salaries	158,367	159,326	0.6%
501023 Other OT	200	200	0.0%
Totals	158,567	159,526	0.6%
FRINGE BENEFITS			
502011 Medicare/SS	2,551	2,616	2.6%
502021 Retirement	15,154	19,534	28.9%
502031 Medical Ins	14,082	16,347	16.1%
502041 Dental Ins	2,289	2,471	7.9%
502045 Vision Ins	1,000	1,080	8.0%
502051 Life Ins	617	659	6.7%
502060 State Disability (SDI)	1,844	2,216	20.2%
502061 Long Term Disability Ins	2,286	2,443	6.9%
502071 State Unemployment (SUI)	441	725	64.3%
502081 Worker's Comp	1,806	1,806	0.0%
502101 Holiday Pay	2,057	2,067	0.5%
502103 Floating Holiday	3,400	3,200	-5.9%
502109 Sick Leave	8,226	8,268	0.5%
502111 Vacation	14,790	16,993	14.9%
502121 Other Paid Absence	500	1,000	100.0%
502999 Other Fringe Benefits	312	96	-69.2%
Totals	71,355	81,520	14.2%
SERVICES			
503031 Professional/Technical & Fees	202,000	122,150	-39.5%
Totals	202,000	122,150	-39.5%
PURCHASED TRANS.			
503406 Contract/Paratransit	2,961,653	2,606,136	-12.0%
Totals	2,961,653	2,606,136	-12.0%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	2,500	2,500	0.0%
504215 Printing	9,705	9,705	0.0%
504217 Photo Supp/Process	750	750	0.0%
504311 Office Supplies	1,600	1,600	0.0%
Totals	14,555	14,555	0.0%
MISC EXPENSE			
509011 Dues/Subscriptions	295	295	-100.0%
509123 Travel	200	200	-100.0%
Totals	495	495	-100.0%
PERSONNEL TOTAL	229,922	241,046	4.8%
NON-PERSONNEL TOTAL	3,178,703	2,743,336	-13.7%
DEPARTMENT TOTALS	3,408,625	2,984,382	-12.4%

OPERATIONS

SANTA CRUZ METRO FY 04-05 OPERATING BUDGET

Operations - 3200

ACCOUNT	FY 03-04 REVISED	FY 04-05 PRELIM	% CHANGE FROM FY 03-04
LABOR			
501021 Other Salaries	1,132,228	1,183,640	4.5%
501023 Other OT	100,309	45,000	-55.1%
Totals	1,232,537	1,228,640	-0.3%
FRINGE BENEFITS			
502011 Medicare/SS	4,341	4,565	5.2%
502021 Retirement	114,633	147,082	28.3%
502031 Medical Ins	160,055	174,672	9.1%
502041 Dental Ins	29,852	30,220	1.2%
502045 Vision Ins	6,998	7,200	2.9%
502051 Life Ins	3,645	3,717	2.0%
502060 State Disability (SDI)	12,908	14,776	14.5%
502061 Long Term Disability Ins	17,877	18,394	2.9%
502071 State Unemployment (SUI)	3,087	4,830	56.5%
502081 Worker's Comp	60,771	60,771	0.0%
502101 Holiday Pay	15,463	15,115	-2.3%
502103 Floating Holiday	8,200	8,500	3.7%
502109 Sick Leave	61,853	60,462	-2.2%
502111 Vacation	160,614	157,329	-2.0%
502121 Other Paid Absence	12,000	12,000	0.0%
502251 Phys. Exam - Renewal	792	396	-50.0%
502253 Driver Lic Renewal	256	216	-15.6%
502999 Other Fringe Benefits	936	475	-49.3%
Totals	674,282	720,720	6.9%
SERVICES			
503031 Professional/Technical & Fees	25,000	25,000	0.0%
503162 Uniforms/Laundry	500	500	0.0%
503171 Security Services	385,188	385,055	0.0%
503352 Equip Repair - Out	2,500	2,500	0.0%
Totals	413,188	413,055	0.0%
PURCHASED TRANS.			
503405 Contract Transp	100	100	0.0%
Totals	100	100	0.0%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	500	500	0.0%
504214 Promotional Items	25	25	0.0%
504215 Printing	15,000	15,000	0.0%
504217 Photo Supp/Process	6,000	6,000	0.0%
504311 Office Supplies	13,004	13,000	0.0%
504317 Cleaning Supplies	100	100	0.0%
504511 Small Tools	100	100	0.0%
Totals	34,729	34,725	0.0%
UTILITIES			

SANTA CRUZ METRO FY 04-05 OPERATING BUDGET

Operations - 3200

ACCOUNT	FY 03-04 REVISED	FY 04-05 PRELIM	% CHANGE FROM FY 03-04
505011 Gas & Electric	28,350	28,350	0.0%
505021 Water & Garbage	20,000	20,000	0.0%
505031 Telecommunications	11,000	11,000	0.0%
Totals	<u>59,350</u>	<u>59,350</u>	0.0%
TAXES			
507201 Licenses & Permits	15	-	0.0%
Totals	<u>15</u>	<u>-</u>	0.0%
MISC EXPENSE			
509101 Incentive Program	3,800	3,800	0.0%
509123 Travel	200	200	0.0%
509125 Other Misc Expense	500	500	0.0%
Totals	<u>4,500</u>	<u>4,500</u>	0.0%
LEASES & RENTALS			
512011 Facility Lease	66,652	65,880	-1.2%
512061 Equipment Rental	6,000	6,000	0.0%
Totals	<u>72,652</u>	<u>71,880</u>	-1.1%
PERSONNEL TOTAL	1,906,819	1,949,360	2.2%
NON-PERSONNEL TOTAL	584,534	583,610	-0.2%
DEPARTMENT TOTALS	<u><u>2,491,353</u></u>	<u><u>2,532,970</u></u>	1.7%

BUS OPERATORS

SANTA CRUZ METRO FY 04-05 OPERATING BUDGET Bus Operators - 3300

ACCOUNT	FY 03-04 REVISED	FY 04-05 PRELIM	% CHANGE FROM FY 03-04
LABOR			
501011 Bus Operator Pay	6,142,355	7,082,283	15.3%
501013 Bus Operator OT	927,591	1,020,350	10.0%
Totals	7,069,946	8,102,633	14.6%
FRINGE BENEFITS			
502011 Medicare/SS	86,483	96,831	12.0%
502021 Retirement	544,269	786,786	44.6%
502031 Medical Ins	1,081,358	1,080,184	-0.1%
502041 Dental Ins	218,066	235,436	8.0%
502045 Vision Ins	58,317	60,840	4.3%
502051 Life Ins	28,114	28,960	3.0%
502060 State Disability (SDI)	113,717	136,673	20.2%
502061 Long Term Disability Ins	127,449	149,093	17.0%
502071 State Unemployment (SUI)	27,195	44,678	64.3%
502081 Worker's Comp	1,148,150	1,148,150	0.0%
502101 Holiday Pay	213,180	231,581	8.6%
502109 Sick Leave	355,300	385,969	8.6%
502111 Vacation	679,394	741,273	9.1%
502121 Other Paid Absence	66,594	78,507	17.9%
502251 Phys. Exam - Renewal	8,580	10,000	16.6%
502253 Driver Lic Renewal	1,980	2,480	25.3%
502999 Other Fringe Benefits	100	100	0.0%
Totals	4,758,247	5,217,541	9.7%
SERVICES			
503162 Uniforms/Laundry	4,781	5,000	4.6%
Totals	4,781	5,000	4.6%
MISC EXPENSE			
509101 Incentive Program	2,619	3,000	14.5%
Totals	2,619	3,000	14.5%
PERSONNEL TOTAL	11,828,193	13,320,174	12.6%
NON-PERSONNEL TOTAL	7,400	8,000	8.1%
DEPARTMENT TOTALS	11,835,593	13,328,174	12.6%

FLEET MAINTENANCE

SANTA CRUZ METRO FY 04-05 OPERATING BUDGET Fleet Maintenance - 4100

ACCOUNT	FY 03-04 REVISED	FY 04-05 PRELIM	% CHANGE FROM FY 03-04
LABOR			
501021 Other Salaries	2,376,249	2,525,807	6.3%
501023 Other OT	90,000	90,000	0.0%
Totals	2,466,249	2,615,807	6.1%
FRINGE BENEFITS			
502011 Medicare/SS	23,317	29,808	27.8%
502021 Retirement	233,204	310,570	33.2%
502031 Medical Ins	380,921	441,896	16.0%
502041 Dental Ins	75,933	81,981	8.0%
502045 Vision Ins	17,662	19,080	8.0%
502051 Life Ins	8,650	9,227	6.7%
502060 State Disability (SDI)	35,652	42,849	20.2%
502061 Long Term Disability Ins	36,400	38,840	6.7%
502071 State Unemployment (SUI)	8,526	14,007	64.3%
502081 Worker's Comp	228,658	228,658	0.0%
502101 Holiday Pay	30,161	31,830	5.5%
502103 Floating Holiday	4,500	4,600	2.2%
502109 Sick Leave	125,451	127,320	1.5%
502111 Vacation	298,618	302,834	1.4%
502121 Other Paid Absence	42,000	42,000	0.0%
502251 Phys. Exam - Renewal	1,386	1,452	4.8%
502253 Driver Lic Renewal	245	735	200.0%
502999 Other Fringe Benefits	924	924	0.0%
Totals	1,552,209	1,728,611	11.4%
SERVICES			
503031 Professional/Technical & Fees	4,000	4,000	0.0%
503041 Temp Help	6,000	-	-100.0%
503162 Uniforms/Laundry	26,000	26,000	0.0%
503221 Classified/Legal Ads	5,500	5,500	0.0%
503352 Equip Repair - Out	61,000	59,296	-2.8%
503353 Rev Veh Repair - Out	206,000	218,222	5.9%
503354 Other Veh Repair - Out	65,570	56,341	-14.1%
Totals	374,070	369,359	-1.3%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	91,477	90,780	-0.8%
504012 Fuels & Lubricants - Rev Veh	1,395,072	1,551,034	11.2%
504021 Tires & Tubes	121,000	166,000	37.2%
504161 Other Mobile Supplies	6,500	6,000	-7.7%
504191 Rev Vehicle Parts	444,400	444,000	-0.1%
Totals	2,058,449	2,257,814	9.7%

SANTA CRUZ METRO FY 04-05 OPERATING BUDGET

Fleet Maintenance - 4100

ACCOUNT	FY 03-04 REVISED	FY 04-05 PRELIM	% CHANGE FROM FY 03-04
OTHER MATERIALS & SUPPLIES			
504205 Freight Out	2,500	4,574	83.0%
504211 Postage & Mailing	1,000	800	-20.0%
504215 Printing	5,200	5,200	0.0%
504217 Photo Supp/Process	100	100	0.0%
504311 Office Supplies	9,500	9,500	0.0%
504315 Safety Supplies	9,825	10,375	5.6%
504317 Cleaning Supplies	26,000	21,000	-19.2%
504421 Non-Inventory Parts	48,500	42,000	-13.4%
504511 Small Tools	5,000	5,000	0.0%
504515 Employee Tools	1,500	1,500	0.0%
Totals	109,125	100,049	-8.3%
UTILITIES			
505011 Gas & Electric	67,531	60,920	-9.8%
505021 Water & Garbage	21,656	20,662	-4.6%
505031 Telecommunications	10,368	8,000	-22.8%
Totals	99,555	89,582	-10.0%
507051 Fuel Tax	10,933	10,544	-3.6%
507201 Licenses & Permits	540	540	0.0%
507999 Other Taxes	600	-	-100.0%
Totals	12,073	11,084	-8.2%
MISC EXPENSE			
509011 Dues/Subscriptions	729	729	0.0%
509101 Incentive Program	1,060	1,060	0.0%
509123 Travel	200	200	0.0%
Totals	1,989	1,989	0.0%
LEASES & RENTALS			
512011 Facility Lease	219,741	223,324	1.6%
512061 Equipment Rental	4,057	800	-80.3%
Totals	223,798	224,124	0.1%
PERSONNEL TOTAL	4,018,458	4,344,418	8.1%
NON-PERSONNEL TOTAL	2,879,059	3,054,001	6.1%
DEPARTMENT TOTALS	<u>6,897,517</u>	<u>7,398,419</u>	<u>7.3%</u>

SANTA CRUZ METRO FY 04-05 OPERATING BUDGET
COBRA Benefits - 9001

ACCOUNT	FY 03-04 REVISED	FY 04-05 PRELIM	% CHANGE FROM FY 03-04
FRINGE BENEFITS			
502031 Medical Ins	10,000	-	-100.0%
502041 Dental Ins	3,000	-	-100.0%
502045 Vision Ins	1,500	-	-100.0%
Totals	<u>14,500</u>	-	100.0%
PERSONNEL TOTAL	14,500	-	-100.0%
NON-PERSONNEL TOTAL	-	-	0.0%
DEPARTMENT TOTALS	<u><u>14,500</u></u>	-	<u><u>-100.0%</u></u>

Retirees

SANTA CRUZ METRO FY 04-05 OPERATING BUDGET
Retired Employee Benefits - 9005

ACCOUNT	FY 03-04 REVISED	FY 04-05 PRELIM	% CHANGE FROM FY 03-04
FRINGE BENEFITS			
502031 Medical Ins	742,653	818,751	10.2%
502041 Dental Ins	68,400	73,055	6.8%
502045 Vision Ins	21,168	22,680	7.1%
502051 Life Ins	10,059	10,431	3.7%
Totals	842,280	924,917	9.8%
PERSONNEL TOTAL	842,280	924,917	9.8%
NON-PERSONNEL TOTAL	-	-	0.0%
DEPARTMENT TOTALS	842,280	924,917	9.8%

SCCIC

SANTA CRUZ METRO FY 04-05 OPERATING BUDGET
SCCIC/COPS - 700

ACCOUNT	FY 03-04 REVISED	FY 04-05 PRELIM	% CHANGE FROM FY 03-04
SERVICES			
503011 Accting/Audit Fees	-	100	0.0%
503012 Admin/Bank Fees	50	50	0.0%
Totals	50	150	200.0%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	7	7	0.0%
Totals	7	7	0.0%
MISC EXPENSE			
509123 Travel	200	200	100.0%
Totals	200	200	0.0%
PERSONNEL TOTAL	-	-	0.0%
NON-PERSONNEL TOTAL	257	357	38.9%
DEPARTMENT TOTALS	257	357	38.9%

MASTF**SANTA CRUZ METRO FY 04-05 OPERATING BUDGET
MASTF - 9021**

ACCOUNT	FY 03-04 REVISED	FY 04-05 PRELIM	% CHANGE FROM FY 03-04
<hr/>			
OTHER MATERIALS & SUPPLIES			
504214 Promotional Items	250	-	-100.0%
504311 Office Supplies	100	-	-100.0%
Totals	<u>350</u>	-	-100.0%
MISC EXPENSE			
509125 Other Misc Expense	650	-	-100.0%
Totals	<u>650</u>	-	-100.0%
PERSONNEL TOTAL	-	-	0.0%
NON-PERSONNEL TOTAL	1,000	-	-100.0%
DEPARTMENT TOTALS	<u><u>1,000</u></u>	-	-100.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY 04-05 PRELIMINARY BUDGET
CAPITAL IMPROVEMENT PROGRAM**

PROJECT	FEDERAL	STATE/ LOCAL	DISTRICT	TOTAL
<u>Grant-Funded Projects</u>				
MetroBase	\$ 6,725,238	\$ -	\$ 1,681,310	\$ 8,406,548
Urban Bus Replacement	\$ 786,000	\$ -	\$ 196,500	\$ 982,500
Pacific Station Renovation Project	\$ -	\$ 108,891	\$ -	\$ 108,891
Spare Parts for New Buses (carryover)	\$ 78,040	\$ -	\$ 19,510	\$ 97,550
Subtotal				\$ 9,595,489
<u>District-Funded Projects</u>				
Bus Stop Improvements			\$ 50,000	\$ 50,000
IT Projects			\$ 48,700	\$ 48,700
Diagnostic Scanner for Fleet Maintenance			\$ 3,000	\$ 3,000
Facilities Repair & Improvements			\$ 26,500	\$ 26,500
Non-Revenue Vehicle Replacement			\$ 108,000	\$ 108,000
Office Equipment			\$ 13,500	\$ 13,500
Transfer to Operating Budget			\$ 350,000	\$ 350,000
Subtotal				\$ 599,700
TOTAL CAPITAL PROJECTS	\$ 7,589,278	\$ 108,891	\$ 2,497,020	\$ 10,195,189

CAPITAL PROGRAM FUNDING

Federal Grants	\$ 7,589,278
State/Local Grants	\$ 108,891
STA Funding	\$ 860,994
District Reserves	\$ 1,636,026
TOTAL CAPITAL FUNDING	\$ 10,195,189

TRAVEL REQUESTED FOR FY 04-05

Dept.	Description	Amount	Staff Recommended
1100	Admin	GM/Board Agenda/Issue Review	\$ 1,200 \$ 1,200
		APTA Annual Meeting (2 people)	\$ 4,350 \$ -
		APTA Legislative Meeting (3 people)	\$ 10,335 \$ 10,335
		Annual CTA Meeting (2 people)	\$ 1,840 \$ -
		Annual CTA Legislative Meeting	\$ 665 \$ -
		CTA Lobby Day	\$ 335 \$ -
		FTA - Various	\$ 5,000 \$ 2,000
		Sacramento - Various	\$ 2,500 \$ 500
		DC Lobby Trips	\$ 4,160 \$ 4,160
		Liebert, Cassidy 2 day HR training	\$ 1,000 \$ 1,000
		Eng/Transmission Diagnosis & overhaul	\$ 1,150 \$ 1,150
		NTI Transit Trainer seminars	\$ 1,010 \$ 1,010
		APTA Maint & Purchasing Conference	\$ 2,135 \$ -
		Supervisor/Lead Training	\$ 40 \$ 40
		NTI Contract seminar	\$ 1,455 \$ -
		CNG Tank & Systems	\$ 1,095 \$ 1,095
			<u>\$ 38,270</u> <u>\$ 22,490</u>
1200	Finance	Mileage, parking, etc.	\$ 100 \$ 100
			<u>\$ 100</u> <u>\$ 100</u>
1300	Customer Service	Mileage, parking, etc.	\$ 100 \$ 100
			<u>\$ 100</u> <u>\$ 100</u>
1400	Human Resources	Interview Panel lunches	\$ 100 \$ -
		Mileage, parking, etc.	\$ 100 \$ 100
			<u>\$ 200</u> <u>\$ 100</u>
1500	IT	Mileage, parking, etc.	\$ 50 \$ 50
			<u>\$ 50</u> <u>\$ 50</u>
1700	District Counsel	Miscellaneous travel	\$ 2,410 \$ 2,410
			<u>\$ 2,410</u> <u>\$ 2,410</u>
1800	Risk Management	Mileage, parking, etc.	\$ 40 \$ 40
			<u>\$ 40</u> <u>\$ 40</u>
2200	Facilities Maint.	Mileage, parking, etc.	\$ 200 \$ 200
			<u>\$ 200</u> <u>\$ 200</u>
3100	Paratransit	Mileage, parking, etc.	\$ 200 \$ 200
			<u>\$ 200</u> <u>\$ 200</u>
3200	Operations	Mileage, parking, etc.	\$ 200 \$ 200
			<u>\$ 200</u> <u>\$ 200</u>
4100	Fleet Maint.	Mileage, parking, etc.	\$ 200 \$ 200
			<u>\$ 200</u> <u>\$ 200</u>
700	SCCIC	Annual luncheon meeting	\$ 200 \$ -
			<u>\$ 200</u> <u>\$ -</u>
	TOTAL	<u>\$ 42,170</u> <u>\$ 26,090</u>	

DUES AND SUBSCRIPTIONS REQUESTED FOR FY 04-05

Dept.	Description	Amount
1100 Admin	APTA/PT2 (combined)	\$ 30,073
	APTA Passenger Transport (2 subscriptions)	\$ 140
	CTA (assumed 7% increase)	\$ 10,052
	SC Sentinel	\$ 210
	Costco	\$ 95
	Santa Cruz TMA Membership (assumed 5% increase)	\$ 1,220
	Washington Letter of Transportation	\$ 1,200
	Leadership Directories Subscription (Congressional Yellow Book)	\$ 360
	Capitol Enquiry (pocket directories x1 for Palm Pilot)	\$ 150
	\$ 43,500	
1200 Finance	GFOA Membership	\$ 240
	Kiplinger CA Letter	\$ 73
	Public Investor	\$ 55
	Payroll Managers Letter	\$ 238
	Kiplinger Letters - Washington DC	\$ 84
	FLSA Handbook	\$ 329
	Payroll Legal Alert	\$ 138
		\$ 1,157
1300 Customer Service	Misc. Publications	\$ 200
		\$ 200
1400 Human Resources	CALPELRA (1 membership)	\$ 300
	NCHRA (2 memberships)	\$ 300
	SHRM	\$ 160
	APTA Annual Job Listings Subscription	\$ 200
	M. Lee Smith Publishers - CA Employment Law Letter	\$ 450
	LexisNexis	\$ 100
	CA Chamber of Commerce Labor Subscription	\$ 250
		\$ 1,760
1500 IT	PC Magazine	\$ 35
	System Admin Magazine	\$ 50
		\$ 85
1700 District Counsel	James Publishing Group	\$ 600
	Thompson Publishing	\$ 1,000
	LexisNexis Matthew Bender	\$ 1,000
	CEB Updates	\$ 600
	State Bar Fees	\$ 590
	Law Library, Cardkey Fee	\$ 150
	Castle Publication, CA Emp Alert	\$ 250
	League of CA Cities, Updates	\$ 100
	TD Safety Report	\$ 300
	PACE Publications, Transit Access Report	\$ 295
	West Group Payment Center -Westlaw & Updates	\$ 2,100
	Unlisted renewals/unknown new items	\$ 515
		\$ 7,500

DUES AND SUBSCRIPTIONS REQUESTED FOR FY 04-05

1800	Risk Management	Pacific Bell Reverse Directory	\$	50
		Debt Collection Practice in California	\$	150
			\$	200
2200	Facilities Maint.	None	\$	-
			\$	-
3100	Paratransit	Pace Publications	\$	295
			\$	295
3200	Operations	None	\$	-
			\$	-
4100	Fleet Maint.	APTA Passenger Transport	\$	65
		Fleet Management Book	\$	100
		Pacific Bus Museum	\$	25
		Barclays Title 13	\$	300
		Bus Tech	\$	24
		Compliance Guide	\$	200
		CHP 82.6 Manual	\$	15
			\$	729
700	SCCIC	None	\$	-
			\$	-
		TOTAL REQUESTED	\$	55,426

FY 04-05
LOBBYIST CONTRACT EXPENSE

Federal -	Carolyn C. Chaney & Associates, Inc. \$3,750 x 12 plus expenses of \$4,000	\$	49,000
State -	Shaw/Yoder, Inc. \$2,000 x 12	\$	24,000

FY 04-05 PRELIMINARY BUDGET
Authorized Personnel
Summary

Department	Authorized FY 01-02	Authorized FY 02-03	Authorized FY 03-04	Authorized FY 04-05
Administration	6.00	6.00	9.25	9.00
Finance	7.50	7.00	6.00	6.00
Customer Service	13.55	10.00	6.75	6.75
Human Resources	6.00	4.00	4.00	4.00
Information Technology	4.00	4.00	4.00	4.00
District Counsel	3.50	3.50	3.50	3.50
Facilities Maintenance	17.00	15.00	15.00	15.00
Paratransit	2.00	3.00	3.00	3.00
Operations	207.00	195.00	190.00	189.00
Fleet Maintenance	56.00	53.00	53.00	53.00
Total Full-Time Equivalents	322.55	300.50	294.50	293.25

LOCAL CAPITAL BUDGET REQUESTS

FY 04-05

R/N	DEPT PRIORITY	ITEM	COST	PRIORITY 2 - UNFUNDED	PRIORITY 1 - PRELIM BUDGET	PRIORITY 1 - DRAFT FINAL BUDGET
ADMINISTRATION						
R	1	4 Drawer Fireproof File Cabinets (3)	\$ 3,300	\$ -	\$ 3,300	\$ -
		Subtotal Administration:	\$ 3,300	\$ -	\$ 3,300	\$ -
FINANCE						
R	1	Fireproof Lateral File Cabinets (4)	\$ 8,160	\$ -	\$ 8,160	\$ -
		Subtotal Finance:	\$ 8,160	\$ -	\$ 8,160	\$ -
CUSTOMER SERVICE						
		See Operations.	\$ -	\$ -	\$ -	\$ -
		Subtotal Customer Service:	\$ -	\$ -	\$ -	\$ -
HUMAN RESOURCES						
R	1	Fireproof Small Lateral File Cabinets (1)	\$ 2,040	\$ -	\$ 2,040	\$ -
		Subtotal Human Resources:	\$ 2,040	\$ -	\$ 2,040	\$ -
INFORMATION TECHNOLOGY						
	2	Upgrade Windows 2000 servers to 2003 OS	\$ 10,000	\$ -	\$ 10,000	\$ -
	3	Replace Tektronix Workstations w/Neoware (60)	\$ 33,000	\$ -	\$ 33,000	\$ -
	4	Eudora Upgrade	\$ 3,200	\$ -	\$ 3,200	\$ -
	5	Sonicwall Firewall	\$ 2,500	\$ -	\$ 2,500	\$ -
		Subtotal IT:	\$ 48,700	\$ -	\$ 48,700	\$ -
COUNSEL						
		None.	\$ -	\$ -	\$ -	\$ -
		Subtotal Counsel:	\$ -	\$ -	\$ -	\$ -
FACILITIES MAINTENANCE						
R	3	Slurry Coat Parking Lots (Soquel P&R, Greyhound)	\$ 10,000	\$ -	\$ 10,000	\$ -
R	5	Replace Sunshade (Pacific Station)	\$ 2,500	\$ -	\$ 2,500	\$ -
R	8	Repair Sidewalks and Bus Lanes (Pacific Station)	\$ 10,000	\$ -	\$ 10,000	\$ -
R	9	Replace Clocks (Pacific Station)	\$ 4,000	\$ -	\$ 4,000	\$ -
		Subtotal Facilities Maint- General:	\$ 26,500	\$ -	\$ 26,500	\$ -
PARATRANSIT						
		See Operations.	\$ -	\$ -	\$ -	\$ -
		Subtotal Paratransit:	\$ -	\$ -	\$ -	\$ -
OPERATIONS						
		None.	\$ -	\$ -	\$ -	\$ -
		Subtotal Operations:	\$ -	\$ -	\$ -	\$ -
FLEET MAINT						
R	1	Staff Car #8015, Pacific Station	\$ 25,000	\$ -	\$ 25,000	\$ -
R	2	Pick-up #903, Facilities	\$ 25,000	\$ -	\$ 25,000	\$ -
R	3	Service Body #8029, Facilities	\$ 29,000	\$ -	\$ 29,000	\$ -
R	2	Replace #8025 Pick-up, Facilities	\$ 29,000	\$ -	\$ 29,000	\$ -
N	5	Diagnostic Scanner	\$ 3,000	\$ -	\$ 3,000	\$ -
		Subtotal Fleet Maint.:	\$ 111,000	\$ -	\$ 111,000	\$ -
		GRAND TOTAL:	\$ 199,700	\$ -	\$ 199,700	\$ -

BUS OPERATOR OVERTIME

Overtime usage in Department 3300 (Bus Operators)

Numbers provided are 1st payroll in 2003 through February 25, 2004.

- Total Bus Operators Budgeted for FY 03-04 – 169
- Total Bus Operators on Seniority List for FY 03-04 – 167 (prior to new class of nine (9) bus operators hired in January 2004. Training completed as of March 15, 2004.)
- Total Active Bus Operators for FY 03-04 – 164 (three (3) employees on seniority list that are no longer employed by the Transit District – contractual requirement)
- Total Authorized bus operator positions - 169
- Bus Operators on payroll – 164
- Bus operators on long-term illness – 8
- Active Bus Operators – 156 (includes bus operators on short-term workers compensation)

Weekday scheduled shifts – 110

Weekend scheduled shifts – 56

Bus Operator paid time / non-paid time (not driving bus) from 1st payroll period in July 2003 through February 25, 2004.

- Paid vacation hours – 23,636.80
- Paid sick leave usage – 10,970.65
- Non-paid sick leave usage – 1,855.39
- UTU Bill back hours - 1,085.17
- VTT (Verification of Transit Training) as required by State of California hours paid – 966.51
- Bereavement hours paid – 672.00
- District paid meetings – 358.97
- Jury Duty hours paid – 352.36
- Drug testing hours paid – 192.46

Total hours of paid time (non-paid time) not driving bus 40,090.31

Number of Pay periods – 18

Paid time (non-paid) time per pay period not driving bus– 2,227.24 hours

Hours per pay period (80) divided into paid (non paid) time not driving bus = 27.84 positions

Overtime for FY 03-04 is running ahead of budget projections due to a delaying hiring (due to budget constraints) and an increase in bus operator absences.

RESERVE BALANCES AT JUNE 30, 2003

Cash Flow Reserve	\$	2,600,000
Workers' Compensation Reserve	\$	1,320,000
Insurance Reserve	\$	770,000
Alternative Fuel Conversion Reserve	\$	462,000
Bus Stop Improvement Reserve	\$	400,000
Capital Funding Reserve	\$	10,135,117

IMPACT OF 2003 FARE INCREASE

As a part of the analysis for the various options for a fare increase in 2003, staff estimated an increase in fare revenue in FY 03-04 of \$885,955 to \$974,188, based on a 10 to 12% drop in ridership. The lower the drop in ridership, the higher the fare revenue.

For the first seven months of FY 03-04, fare revenue has increased by \$499,365, as follows:

	<u>FY 02-03</u>	<u>FY 03-04</u>	<u>INCREASE</u>
Farebox and tickets	\$1,780,266	\$2,238,574	\$458,308
Paratransit fares	109,864	145,856	35,992
Employer pass programs	34,821	39,886	5,065
Total	<u>\$1,924,951</u>	<u>\$2,424,316</u>	<u>\$499,365</u>

USCS and Cabrillo contract revenue is not included above because Cabrillo contract revenue has not varied from one year ago, and UCSC contract revenue is up only because a new contract was negotiated. The previous contract with UCSC would not have resulted in any fare increase for one year for UCSC pass holders.

If the revenue trends for the first seven months continue at the same rate for the balance of the fiscal year, the total revenue increase will approximate \$856,000, indicating that ridership has dropped a little over 12%.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 12, 2004

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF OFFERING NOMINEES FOR MEMBERSHIP FOR THE METRO ADVISORY COMMITTEE (MAC).

I. RECOMMENDED ACTION

That the Members of the Board of Directors Offer the Names of the Individuals that they would like to Nominate for consideration for Membership on the Metro Advisory Committee (MAC).

II. SUMMARY OF ISSUES

- On December 19, 2003 the Board of Directors approved the creation and structure of the Metro Advisory Committee (MAC).
- As a result of the action taken by the Board of Directors, the Bylaws for the MAC have been modified to reflect the Committee size and structure.
- Application forms were distributed to individuals who expressed an interest in having a member of the Board nominate them for membership on the MAC.
- Signs soliciting membership were placed in the buses in both English and Spanish, and members of both MUG and MASTF have received application information.
- METRO has received applications from individuals who are interested in having a member of the Board nominate them for membership.
- Many of the Members of the Board have indicated the names of individuals that they would like to nominate for membership on the MAC.
- In order to maintain the schedule of holding the initial MAC meeting in April, it is necessary for all of the Members of the Board to indicate the names of the individuals that they intend to nominate to the MAC so that the final appointment action can take place on March 26, 2004.
- The staff goal is to hold the initial meeting of the MAC in April.

III. DISCUSSION

For many years two citizen advisory committees served METRO. The Metro Accessible Transit Services Forum (MASTF) addressed issues of accessibility on the fixed route service, paratransit service, and facilities. The Metro Users Group focused on the overall service that was provided,

the information distribution and marketing programs, and advised the Board on other matters that were referred to it for consideration.

On December 19, 2003, after a significant amount of discussion and multiple meetings, the Board approved the creation of a new Metro Advisory Committee (MAC) that would replace MUG. The Board approved the structure of the new committee and directed staff to prepare necessary modifications to the MAC Bylaws to reflect the decisions that were made with respect to committee size and structure. The revised Bylaws that reflect the actions taken by the Board of Directors are attached to this Staff Report.

In the time that has passed since the Board took action with respect to the formation of MAC, a final application form has been developed and distributed. Information has been sent to former MUG members as well as MASTF members. Additionally, signs in both English and Spanish have been placed in the METRO buses soliciting interest from individuals who might want to have a member of the Board nominate them for membership in the new MAC. In response to the information that has been distributed, METRO has received applications from individuals who would like to have a Board Member nominate them for membership in MAC.

Staff recommends that the Board of Directors identify individuals that they would like to nominate for appointment to the MAC. Many of the members of the Board have indicated the names of the individuals that they intend to nominate. The list of Nominees that have been identified to date is attached to this Staff Report. In order to maintain the suggested schedule, it is necessary for the Board Members to finalize the list of individuals that they want to be considered for MAC membership by the full Board. It is recommended that the Board of Directors on March 26, 2004, take final appointment actions. It is anticipated that the first MAC meeting will be held on April 21, 2004.

IV. FINANCIAL CONSIDERATIONS

Funds are available in the 2003/2004 METRO Operating Budget to support the activities of the Metro Advisory Committee.

V. ATTACHMENTS

- Attachment A:** Preliminary MAC Nominees
- Attachment B:** Additional Applications Received

Preliminary MAC Nominees

- 1. Kanoa Dynak- Nominated by Director Skillicorn**
- 2. Michael Edwards- Nominated by Director Spence**
- 3. Donald N. Hagen Jr.- Nominated by Director Tavantzis**
- 4. B. Jefferson LeBlanc- Nominated by Director Rotkin**
- 5. R. Paul Marcelin-Sampson- Nominated by Director Norton**
- 6. Mathew Melzer- Nominated by Chair Reilly**
- 7. Lesley Wright- Nominated by Director Hinkle**
- 8. Robert Yount- Nominated by Vice-Chair Keogh**

MAC Application Form

Name: Barbie Schaller
Address: 84 Blackburn Street Apt. 102
City: Santa Cruz State: Ca. Zip: 95060
Phone: 471-0914
E-Mail: barbie@cruzio.com-*

Do you ride METRO Fixed Route or ParaCruz Service?: METRO Fixed Route

How often do you use METRO/ParaCruz Service? Daily

What are your particular transit interests?

I am especially concerned about alternative transportation for the senior and disabled population in Santa Cruz County.

I am a member of the Santa Cruz County Senior Commission. My position on that commission is transportation in Santa Cruz Coounty, particularly for seniors

What do you think are the biggest challenges for METRO?

Persuading the automobile drivers to take public transportation or walk or ride bikes whenever possible, or carpool.

Anything to cut down car traffic and persuade seniors to stop driving and take alternate transportation

What do you believe that you will contribute to the MAC and METRO if appointed?

I have served on the defunct M.U.G and probably defunct M.A.S.T.I.F and on the Senior's Commissiom for almost seven years. I have testified several times About the transportation needs of seniors and disabled before the County Commission , the City Transportation Commission and SCMTD. I have also attended All the forums on transportation and given suggestions at these public meetings. I am a consistent advocate for alternate transportation for seniors and disabled wherever I go in my involved and very active life in Santa Cruz.

What are the interests and the experiences that you have that would make you an effective member of the MAC?

Please outline your availability in terms of meeting times/days and total time per month you could devote to the activities of the MAC?

I am free except Monday ,Wednesday and Friday mornings,when I have exercise classes, I have D.W.C meetings on the first Monday and third Wednesday of each month(except June,July and August)Ii attend 4 meetings a year on the Board of Arbor Cove Senior Commons and C.C.H.and every other month on the Senior Commission on Monday from 1:30-3:00 p,m-I am free for most evening meetings.

Are you aware of any conflicts of interest that would prevent you from serving on the MAC if appointed? NO

=====
END OF FORM

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 26, 2004

TO: Board of Directors

FROM: Mark Dorfman, Assistant General Manager

SUBJECT: CONSIDERATION OF RESOLUTIONS AUTHORIZING SUBMITTAL OF FY 2005 STA AND TDA CLAIMS

I. RECOMMENDED ACTION

Adopt resolutions authorizing staff to submit claims to the Santa Cruz County Regional Transportation Commission for FY 2005 State Transit Assistance (STA) and Transportation Development Act (TDA) funds.

II. SUMMARY OF ISSUES

- METRO will claim **Error! Not a valid link.in** TDA funds and **Error! Not a valid link.in** STA funds for Santa Cruz County transit operations and capital improvements for FY 2005 based upon TDA revenue estimates for FY 2005.
- The TDA funds will be used for operating costs. The STA funds can only be used for capital improvement projects.
- The amount of STA/TDA funds available may change upon adoption of the California FY 2005 budget in July. If the amount changes, SCMTD will submit an amended claim.

III. DISCUSSION

This claim is based upon the District's share of the estimated TDA revenue which will accrue to Santa Cruz County from the state sales tax on motor fuels. METRO's allocation of the estimated revenue is **Error! Not a valid link.in** TDA funds and **Error! Not a valid link.in** STA funds.

Under existing law (PUC Section 99314.6), STA funds cannot be allocated for operating purposes unless the operator meets a set of efficiency standards relating to cost per revenue mile or cost per revenue vehicle hour. The SCMTD will claim the funds for capital purposes since the District cannot meet the qualifying criteria to utilize the money for operations in FY 2005.

Since California's statewide budget for FY2005 will not be approved before July 2004, the actual amount of STA/TDA funds actually available for apportionment to transit operators may change. If the final budget amount of STA/TDA funds available for Santa Cruz County changes, the SCMTD will amend its claim to the SCCRTC.

IV. FINANCIAL CONSIDERATIONS

If the SCCRTC approves these claims, a total of **Error! Not a valid link.Error! Not a valid link.**in TDA and STA funds will be available to the SCMTD in FY 2005.

V. ATTACHMENTS

Attachment A: Resolution Authorizing Submittal of FY 2005 TDA Claim

Attachment B: Resolution Authorizing Submittal of FY 2005 STA Claim

BEFORE THE BOARD OF DIRECTORS OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is:

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AUTHORIZING A CLAIM TO THE
SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
FOR TRANSPORTATION DEVELOPMENT ACT FUNDS**

WHEREAS, in accordance with Article 1, Section 99210 of the Public Utilities Code the Santa Cruz Metropolitan Transit District is a transit operator; and

WHEREAS, in accordance with Article 1, Section 99214 of the Public Utilities Code the Santa Cruz County Regional Transportation Commission is the Transportation Planning Agency for Santa Cruz County; and

WHEREAS, in accordance with Article 4, Section 99260(a) of the Public Utilities Code, claims may be filed with the transportation planning agency by transit operators for the support of public transportation systems; and

WHEREAS, in accordance with Section 6655 of the California Code of Regulations, the Transportation Planning Agency issues instruction to the County Auditor for payment to claimants,

NOW, THEREFORE, BE IT RESOLVED, that the General Manager of the Santa Cruz Metropolitan Transit District is authorized to submit a claim of up to **Error! Not a valid link.** to the Santa Cruz County Regional Transportation Commission for Transit Operations for fiscal year 2005.

PASSED AND ADOPTED this 26th day of March 2004, by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____
EMILY REILLY
Chairperson

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is:

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AUTHORIZING A CLAIM TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR STATE TRANSIT ASSISTANCE FUNDS

WHEREAS, the State Controller is authorized under Section 99313 of the Public Utilities Code to allocate State Transit Assistance (STA) funds to regional transportation planning agencies and county transportation commissions; and

WHEREAS, in accordance with the Sections 99313 and 99314 et al of the Public Utilities Code, the Santa Cruz Metropolitan Transit District is authorized to submit a claim for STA operating funds to the Santa Cruz County Regional Transportation Commission; and

WHEREAS, the Santa Cruz Metropolitan Transit District's proposed expenditures are in conformity with the Regional Transportation Plan; and

WHEREAS, the level of passenger fares and charges is sufficient to enable the Santa Cruz Metropolitan Transit District to meet the fare revenue requirements of Public Utilities Code Section 99268.2(b); and

WHEREAS, the Santa Cruz Metropolitan Transit District is not precluded by any contract entered into on or after June 28, 1979, from employing part-time drivers or from contracting with common carriers of persons operating under a franchise or license; and

WHEREAS, the sum of the Santa Cruz Metropolitan Transit District's allocations from the State Transit Assistance fund and from the Local Transportation Fund does not exceed the amount the Santa Cruz Metropolitan Transit District is eligible to receive during fiscal year 2004. Such funding, however, shall not relieve the Santa Cruz Metropolitan Transit District of its responsibility pursuant to Section 6735 of the California Code of Regulations, Title 21, Chapter 3; and

WHEREAS, the Santa Cruz Metropolitan Transit District has made a reasonable effort to implement the productivity improvements recommended pursuant to Public Utilities Code Section 99244; and

WHEREAS, the Santa Cruz Metropolitan Transit District is making full use of federal funds available under the Intermodal Transportation Efficiency Act of the 21st Century, as amended:

NOW, THEREFORE, BE IT RESOLVED, that the General Manager of the Santa Cruz Metropolitan Transit District is authorized to submit a claim of up to **Error! Not a valid link.in** State Transit Assistance funds for FY 2005.

PASSED AND ADOPTED this 26th day of March 2004 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____
EMILY REILLY
Chairperson

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: March 26, 2004

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: REVIEW SANTA CRUZ METRO'S BYLAWS AND SUGGEST POSSIBLE MODIFICATIONS TO BE CONSIDERED AT A SUBSEQUENT MEETING

I. RECOMMENDED ACTION

Review Santa Cruz METRO's Bylaws and suggest possible modifications to be considered at a subsequent meeting.

II. SUMMARY OF ISSUES

- Generally, on an annual basis, the Board of Directors of Santa Cruz METRO reviews its bylaws to determine if modifications are warranted.
- Santa Cruz METRO's enabling statute provides that the Board of Directors shall make its own rules of procedure and determine the place and time of its meetings (Public Utilities Code Section 98105).

III. DISCUSSION

Generally, on an annual basis, the Board of Directors of Santa Cruz METRO reviews its bylaws to determine if modifications are warranted. Santa Cruz METRO's enabling statute provides that the Board of Directors shall make its own rules of procedure and determine the place and time of its meetings (Public Utilities Code Section 98105). Additionally, Public Utilities Code Section 98132 provides that the Board shall establish rules for its proceedings. During the meetings in March, areas for potential modifications, if any, will be discussed. At subsequent meetings formal language for consideration will be presented.

One area that the Board may wish to address is Public Utilities Code Section 98104(e), which provides that the failure of a board member to attend three consecutive meetings of the board without good cause shall create a vacancy in the office of the board member. Currently there is no mechanism for the Board to determine whether an absence by a director was for "good cause".

Another area of interest that the Board of Directors may wish to explore is whether it wishes the conduct of its meetings to be specifically governed by a set of procedural rules

that are identified, such as Robert's Rules of Order or Sturgis' Standard Code of Parliamentary Procedure (Revised and Updated 2001).

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

Attachment A: Santa Cruz METRO's Bylaws

RESOLUTION NO. 69-2-1
Amended 1-21-83, 6-16-89, 8-21-92,
4-15-94, 4-21-95, 4-27-97, 9-18-98,
4-16-99, 11-19-99, 6-16-00, 6-08-01,
6-15-01, 9-21-01, 02-15-02, 06-21-02,
09-27-02, 10-10-03, 12-19-03
On the Motion of Director: Rotkin
Duly Seconded by Director: Phares
Is Hereby Amended:

**A RESOLUTION OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT BOARD OF DIRECTORS
ESTABLISHING RULES, REGULATIONS, AND PROCEDURES FOR,
AND THE TIME AND PLACE OF MEETINGS OF THE BOARD; AND
CREATION OF OTHER OFFICES**

I. REGULAR MEETINGS

1.01 Regular Meetings; Time

- (a) Regular meetings of the Board of Directors shall be held on the second Friday of each month from 9:00 a.m. to not later than 11:00 a.m. and on the fourth Friday of each month from 9:00 a.m. to not later than noon. The Board of Directors may extend the meeting times as necessary through Board action. Notwithstanding the foregoing, if a regular meeting falls within 5 working days of a recognized District holiday, i.e., Thanksgiving, Christmas or New Year's Day, the Board of Directors shall reschedule the meeting to a more convenient date. The regular meeting schedule shall be published for the upcoming year and approved by the Board of Directors during October of each year.
- (b) The regular meeting on the second Friday of the month shall primarily be in a workshop format to review matters that may be agendized for the Regular Board Meeting scheduled for the fourth Friday of the month. However, the Board of Directors may take action at either regular Board meeting pursuant to the agenda prepared in accordance with California law and these Bylaws.

1.02 Regular Meetings; Place

- (a) The Regular meeting of the Board of Directors on the second Friday of the month shall be convened in the Encinal Conference Room at Santa

Cruz Metropolitan Transit District, 370 Encinal Street, Suite 100, Santa Cruz, CA 95060. The Regular meetings of the Board of Directors on the fourth Friday of the month shall be convened in the Santa Cruz City Council Chambers, City Hall, 809 Center Street, Santa Cruz, California, except that in the following months the meetings will be held at the specified locations: May: Capitola City Council Chambers located at 420 Capitola Avenue, Capitola, California; November: Watsonville City Council Chambers located at 250 Union Street, Watsonville, California.

- (b) If, by reason of fire, flood, earthquake or other emergency, it shall be unsafe to meet in the place designated above, the meeting shall be held for the duration of the emergency or unsafe condition at the place designated by the Chair of the Board of Directors in a notice to the local media that have requested notice in writing, by the most rapid means of communication available at the time. A notification advising the public of the changed meeting location during the emergency or unsafe condition shall be posted on the door of the regular meeting room by the Secretary/General Manager, unless circumstances prevent her/him from doing so.
- (c) The Board of Directors shall not conduct any meeting in any facility that prohibits the admittance of any person, or persons, on the basis of race, religious creed, color, national origin, ancestry, sex, age, marital status, sexual orientation, veteran status, or which is inaccessible to disabled persons, or where members of the public may not be present without making a payment or purchase.

1.03 Regular Meetings; Open to the Public

- (a) Meetings of the Board of Directors shall be open and public and all persons shall be permitted to attend except as otherwise allowed by law or when a closed session is authorized pursuant to applicable state law and properly noticed in accordance therewith.
- (b) A Spanish-bilingual interpreter shall be present and available for translations at the Regular Board Meeting held on the fourth Friday of the month.

1.04 Closed Sessions: State Reasons and Legal Authority; Scope of Coverage; Notice; Reporting Out

- (a) Prior to holding any closed session, the Board of Directors shall disclose, in an open meeting, the item or items to be discussed in the closed session. The disclosures may take the form of a reference to the item or items as they are listed by number or letter on the agenda. In the closed session, the Board of Directors may consider only those matters covered in its statement. Nothing in this section shall require or authorize a disclosure of information prohibited by state or federal law.
- (b) After any closed session, the Board of Directors shall convene into open session prior to adjournment and shall make any disclosures required by state law of action taken in the closed session.

II. AGENDA

2.01 Agenda; Notification and Posting

- (a) In order to facilitate the orderly conduct of the business of the Board of Directors, all reports, communications, resolutions, or other matters to be submitted to the Board of Directors shall be submitted to the Secretary/General Manager not later than 12:00 noon on the Friday two weeks prior to the date of the regular Board of Director's meeting scheduled for the second Friday of the month.
- (b) The Chair, in consultation with the Secretary/General Manager, shall arrange the agenda and shall furnish a copy of it to each member of the Board, to the District Counsel, to the County Administrative Officer, and to the City Manager of Santa Cruz, Capitola, Watsonville and Scotts Valley not later than the Tuesday in the week of a Regular Board meeting; the agenda shall be posted on the Official Bulletin Board for the public at the Administrative Office of the Santa Cruz Metropolitan Transit District at least 72 hours preceding each regular Board meeting.
- (c) The agenda shall contain a brief description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public.

2.02 Agenda; Public Input

Every agenda for regular open meetings shall provide an opportunity for members of the public to directly address the Board of Directors on items of interest to the public, before or during the Board's consideration of the item, that is within the subject matter jurisdiction of Santa Cruz Metropolitan Transit District, provided that no action shall be taken on any item not appearing on the agenda unless the Board complies with Section 2.03 below.

2.03 Agenda; Action Taken Not on Agenda

- (a) No action or discussion shall be taken on any item not appearing on the posted agenda except that members of the Board of Directors present at the meeting or District staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights. In addition, on their own initiative, or in response to questions posed by the public, Directors or District staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a Director or the Board itself may, subject to the District's rules and regulations, provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or, take action to direct staff to place a matter of business on a future agenda.
- (b) Notwithstanding subdivision (a) above, the Board of Directors may take action on items of business not appearing on the posted agenda under any of the conditions stated below. Prior to discussing any item pursuant to this section, the Chair of the Board of Directors shall publicly identify the item.
 - (i) Upon a determination by a majority vote of the Board of Directors that an emergency situation exists, as defined in Section 4.01(b) herein;
 - (ii) Upon a determination by a two-thirds vote of the Directors present at the meeting, or, if less than two-thirds of the members present at the meeting, a unanimous vote of those member present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted; or
 - (iii) The item was posted pursuant to a prior meeting of the Board of Directors occurring not more than five calendar days prior to the

date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

2.04 Agenda; Other Distributed Writings

- (a) Agendas and any other writings when distributed to all or a majority of all, the members of the Board of Directors by any person in connection with a matter subject to discussion or consideration at a public meeting are public records and shall be made available without delay unless the writing is exempt from disclosure pursuant to the Public Records Act.
- (b) Writings which are public records as set forth above and which are distributed during a public meeting shall be made available for public inspection at the meeting if prepared by the District or a Director or after the meeting if prepared by some other person.

III. SPECIAL MEETINGS

3.01 Special Meetings; Notice and Purpose

A special meeting may be called at any time by the Chair or by a majority of the members of the Board of Directors, by delivering personally or by any other means, at least 24 hours in advance, written notice to each member of the Board of Directors, and to each local newspaper of general circulation, radio or television station requesting notice in writing. The call and written notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at the special meeting. The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public. Every notice for a special meeting at which action is proposed to be taken on an item shall provide an opportunity for members of the public to directly address the Board of Directors concerning that item prior to action on that item. The written notice may be dispensed with by any member of the Board of Directors, who at or prior to the time of the meeting convenes, files with the Secretary/General Manager a written waiver of notice. The waiver may be given by telegram. Written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. Notice shall be required pursuant to this section regardless of whether any action is taken at the special meeting.

IV. EMERGENCY MEETINGS

4.01 Emergency Meetings; Notice and Purpose

- (a) In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency open meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement of Section 3.01 herein.
- (b) For purposes of this section, "emergency situation" means any of the following:
 - (i) Work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board of Directors.
 - (ii) Crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the members of the Board of Directors.
- (c) Although no notice to the public is required, each local newspaper of general circulation and radio or television station which has requested notice of special meetings shall be notified by the presiding Chair of the Board of Directors, or designee thereof, one hour prior to the emergency meeting by telephone and all telephone numbers provided in the most recent request of such newspaper or station for notification of special meetings shall be exhausted. In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and the Chairperson of the Board of Directors, or designee thereof, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

4.02 Emergency Meetings; Open to the Public

Emergency meetings are always open meetings regardless of the subject matter.

4.03 Emergency Meetings; Requirements

All special meetings requirements, as prescribed in Section 3.01 herein, shall be applicable to a meeting called pursuant to this section, with the exception of the 24-hour notice requirement.

4.04 Emergency Meetings; Minutes

The minutes of a meeting called pursuant to this section, a list of persons who the presiding chair of the Board of Directors, or its designee notified or attempted to notify, a copy of the roll call vote and any actions taken at the meeting shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

V. DIRECTORS

5.01 The Board of Directors

The District shall be governed by a Board of Directors of eleven members because such membership is necessary to insure adequate representation to all of the areas in the County of Santa Cruz.

5.02 Appointment

The membership of the Board of Directors shall be composed of one member appointed by each City Council of Santa Cruz, Capitola, Scotts Valley, Watsonville and any other incorporated area of the District to represent the incorporated area and one member appointed by the Board of Supervisors of the County of Santa Cruz to represent the unincorporated area. Other appointments shall be made in accordance with the proportionate population within the District. The apportionment shall be based upon the population distribution within the District and the Board shall reapportion its membership whenever any part of the District is excluded or new territory is added or unincorporated territory within the District incorporates and as a result of the exclusion, annexation, or incorporation, representation on the Board no longer reflects the population distribution within the District. The Board shall also reapportion whenever the County Clerk advises the Board that the latest official census indicates a need for reapportionment.

5.03 Term of Office

- (a) The term of office for each Director shall be four years.
- (b) If the appointee of any legislative body is one of its own members the appointee may serve only as long as the appointee is a member of the legislative body.
- (c) An appointment to fill a vacancy on the Board or an appointment made after the expiration of the preceding term shall be for the unexpired portion of the term.
- (d) The failure of a Board member to attend three consecutive meetings of the Board without good cause shall create a vacancy in the office of the Board member.

5.04 Directors' Code of Ethics

A Directors' Code of Ethics is attached as Exhibit A to these Bylaws and shall serve as a guideline for the Directors in the work that they perform on behalf of the District.

5.05 Director Compensation

Each Director shall receive \$50 for attendance at a meeting of the Board of Directors, attendance as a committee member at a committee meeting of the Board of Directors, attendance as a Board member at an Advisory Committee, attendance at an American Public Transit Association meeting, attendance at a California Transit Association meeting or when performing District business in lieu of attendance at any of the above-stated meetings, up to a maximum of \$100 per month.

5.06 District Travel And Personal Expenditures

A District Director shall obtain Board authorization to perform or participate in District business prior to actual attendance if such involves the expenditure of District funds. A Director shall receive reimbursement for meals, transportation and other expenses incurred on behalf of the District in accordance with the District's expense list which is attached hereto as Exhibit B. Invoices shall be submitted to the Chair of the Board of Directors for approval. After approval is obtained from the Chair the reimbursement request shall be

forwarded to the Finance Department for reimbursement. Reimbursement shall not be necessary when a District staff member pays directly for a Director's expenses. Advances based on internal revenue service rates will be made upon a director's request, however, receipts of expenditures must be provided to the Chair of the Board of Directors for approval. All advanced funds shall be returned to the Administrative Services Coordinator if the trip is cancelled or the funds are not used. A complete report of all expenses incurred by the Director while engaging in District business shall be submitted by the Director to the Board of Directors for review. Such report may be prepared by District staff upon request. District Directors shall not include any expenditure for spouses, friends, or others as a District expense. The District's Administrative Services Coordinator shall schedule all conferences, hotel accommodations and transportation for a Director.

VI. PRESIDING OFFICERS

6.01 Election

- (a) The Directors shall in December nominate members of the Board of Directors to serve as Chair and as Vice-Chair of the Board of Directors. The Board of Directors shall, at their first regular meeting in January of each year, choose one of its members to serve as Chair and one of its members to serve as Vice-Chair to serve for the balance of the calendar year or until the selection of their successors.
- (b) Should the office of Chair or Vice-Chair become vacant during the calendar year, the Board of Directors shall choose a successor to fill the vacancy for the balance of that calendar year, or until the selection of a successor.
- (b) In the event of a vacancy of both the Chair and Vice-Chair positions, the Directors shall meet in order to nominate members of the Board of Directors for the vacant positions.

6.02 Chair to Preside

The Chair shall preside at all meetings of the Board of Directors. The Chair shall have authority to preserve order at all meetings and to remove or cause

the removal of any person from any meeting of the Board of Directors for disorderly conduct, to enforce the rules of the Board of Directors and to determine the order of business under the rules of the Board of Directors.

6.03 Absence of Chair

If the Chair is absent or unable to act, the Vice-Chair shall serve until the Chair returns or is able to act. The Vice-Chair has all of the powers and duties of the Chair while acting as Chair. In the absence of both the Chair and the Vice-Chair, the Directors shall nominate and elect a director to serve as chair pro tempore during such absences.

VII. CONDUCT OF MEETING

7.01 Call to Order

The Chair shall at the hour appointed for the meeting immediately call the Board of Directors to order when a quorum is present. The Chair shall preserve strict decorum at all meetings. She/he shall state every question coming before the Board of Directors, call for the vote, announce the decisions of the Board of Directors, and decide all questions of order, subject, however, to an appeal to the Board of Directors, in which a majority vote of the Board of Directors shall govern and conclusively determine such question of order.

7.02 Rights of Chair

The Chair, or such other member of the Board as may be presiding, may second and debate, subject only to such limitation of debates as are by these rules imposed on all members; the Chair shall not be deprived of any of the rights and privileges of a Director by reason of holding the position of Chair.

7.03 Rules of Debate

- (a) Every Director desiring to speak shall address the Chair, and upon recognition by the presiding officer, shall be confined to the question under debate, avoiding all references to personalities and indecorous language.

- (b) A Director, once recognized, shall not be interrupted when speaking unless it is to call her/him to order. If a Director, while speaking, is called to order, she/he shall cease speaking until a question of order is determined and, if in order, she/he shall be permitted to proceed.
- (c) A Director may request, through the presiding officer, the privilege of having an abstract of her/his statement on any subject under consideration by the Board of Directors entered into the minutes. If the Board of Directors consents thereto, such statement shall be entered; provided, however, that any Director, without the Board's consent, shall have the right to have the reasons for her/his dissent from, or protest against, any action of the Board of Directors entered into the minutes.
- (d) The Secretary/General Manager may be directed by the Chair, with the consent of the Board, to enter in the minutes a synopsis of the discussion of any question coming properly before the Board of Directors.

7.04 Disruption of Meeting; Clearing Room

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the Board of Directors conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. In order to readmit individuals who were not disruptive, the following procedure shall be used:

- a. When a meeting is disrupted to the point that it cannot be continued, the Chair shall order those persons causing the disruption to leave the meeting.
- b. If those causing the disruption fail or refuse to leave the meeting, the Chair shall recess the meeting, order the meeting room cleared and summon law enforcement.
- c. Upon the arrival of law enforcement, the Chair shall reconvene the meeting.
- d. District Staff shall be directed to readmit those members of the public who

- did not engage in the disorderly conduct on an individual and intermittent basis.
- e. If the meeting is again disrupted, the Chair shall cause the meeting room to be cleared and the meeting will continue with only the press in attendance if they have not engaged in any disruption.

VIII. QUORUM

8.01 Transaction of Business; Quorum

A six member majority of the regular members of the Board of Directors shall constitute a quorum for the transaction of business.

IX. ADJOURNMENT/CONTINUANCES

9.01 Adjournment of Meeting

- (a) The Board of Directors may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment.
- (b) Less than a quorum may adjourn any meeting.
- (c) In the absence of all Directors from any meeting, the Secretary/General Manager may declare the meeting adjourned to a stated day and hour. If she/he does, she/he shall then cause written notice of the adjournment to be given in the same manner as provided for Special Meetings set forth herein.
- (d) A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regularly adjourned regular, special, or adjourned special meeting was held within 24 hours after the time of adjournment.
- (e) When a regular or adjourned regular meeting is adjourned as provided herein, the resulting adjourned meeting is a regular meeting for all purposes.

- (f) When an order of adjournment of any meeting fails to state the hour which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings of the Board of Directors.
- (g) Any hearing being held, or noticed or ordered to be held, by the Board of Directors at any meeting may by order or notice of continuance be continued or recontinued to any subsequent meeting of the Board of Directors in the same manner and to the same extent set forth above for the adjournment of meetings; provided that, if the hearing is continued to a time less than 24 hours after the time specified in the order or notice of hearing, a copy of the order or notice of continuance of hearing shall be posted immediately following the meeting at which the order or declaration of continuance was adopted or made.

X. MINUTES

10.01 Minute Book Record of Open Sessions

- (a) The Secretary/General Manager, or her/his designee, shall attend all open meetings of the Board of Directors and record and maintain a full and true record of all of the proceedings of the Board of Directors in books that shall bear appropriate titles and be devoted to such purpose. Such books shall have a general index sufficiently comprehensive to enable a person readily to ascertain matters contained therein.
- (b) Unless reading of the minutes of a Board of Directors meeting is requested by the Board of Directors by a majority vote, such minutes may be approved without reading if the Secretary/General Manager has previously furnished each member with a synopsis thereof.

10.02 Minute Book Record of Closed Sessions

The Secretary/General Manager shall attend each closed session of the Board of Directors unless otherwise directed by the Board of Directors and shall keep and enter in a minute book a record of topics discussed and decisions made at the meeting. The closed session minute book is not a public record and shall be kept confidential. This minute book shall be available only to members of the Board of Directors of Santa Cruz Metropolitan Transit District or, if a violation of the Ralph M. Brown Act is alleged to have occurred at a closed session, to a court of general jurisdiction.

10.03 Protests and Dissents by Directors Entered in Minutes

Any Director shall have the right to have the reasons for the Director's dissent from, or protest against any action of the Board entered in the minutes.

XI. PUBLIC'S ROLE IN MEETINGS/PUBLIC HEARINGS

11.01 Public Addressing the Board

Each person addressing the Board may but is not required to give his/her name and shall speak in an audible tone of voice for the record, and unless further time is granted by the Board, shall limit his/her address to five minutes; if more than five people wish to address the Board of Directors on any one issues, each individual shall be limited to three minutes. All remarks shall be addressed to the Board of Directors as a body and not to any member thereof. No person, other than the Chair and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Board, without permission of the Chair. No question shall be asked of a Board member except through the Chair. Additionally, any person may submit written materials to the Board of Directors for its consideration.

11.02 Public Hearings

- a) Requests for public hearings shall be in writing and shall be submitted to the Administrative Services Coordinator no later than five (5) days before the last day permitted for announcing the public hearing. All public hearings shall be noticed in local newspaper(s) of general circulation by the Administrative Services Coordinator at the direction of the Secretary/General Manager.
- b) The department manager requesting the public hearing shall investigate all applicable requirements for posting of public hearing notices and shall communicate such requests to the Administrative Services Coordinator to ensure that all public hearings are noticed sufficiently in advance of the date of consideration by the Board of Directors.
- c) A public hearing will be held before the Board of Directors when required by federal, state, or local laws or regulations or when it is asked to take

action on any of the following projects:

- (i) A change in 25% or more to the service mileage of any route.
- (ii) A change in District fares.
- (iii) Adoption of a Resolution authorizing application for federal funds, state or local funds when required by the funding source.
- (iv) Adoption of any action taken relating to the adoption of any plan, environmental document, property acquisition, resolution, condemnation resolution or other action relating to a project or property where such public hearing is required by state, federal or local law.
- (v) Adoption of the Annual Budget.
- (vi) Adoption of the Short Range Transit Plan.
- (vii) Adoption of an Ordinance.

XII. RESOLUTIONS, ORDINANCES AND MOTIONS

12.01 Acts of Board

The acts of the Board of Directors shall be expressed by Motion, Resolution or Ordinance. No Ordinance, Resolution or Motion shall have any validity or effect unless passed by the affirmative votes of six directors. The Board of Directors shall not take action by secret ballot, whether preliminary or final in an open or closed session.

12.02 Resolution

No resolution shall be adopted by the Board unless it is presented before the Board in writing or read aloud. Where copies of the resolution have been presented to each Director, the reading of the resolution is automatically waived unless a Director specifically requests that it be read. Resolutions must be adopted by a roll call vote; however, routine resolutions may be placed on the consent agenda. In the event that a Director wishes to dissent or abstain, the resolution will be removed from the consent agenda and be placed on the Regular Agenda. Resolutions may also be passed by unanimous voice vote.

12.03 Ordinance

- (a) No ordinance shall be passed until a public hearing has been held on it,

which hearing shall be advertised in a newspaper of general circulation or posted in at least three public places at least 15 days prior to the hearing. No ordinance shall be adopted by the Board of Directors on the day of introduction. Ordinances must be adopted by a roll call vote.

(b) All ordinances shall be printed after passage, and maintained in the District Administrative Offices.

(c) The enacting clause of all ordinances shall be as follows:

"Be it enacted by the Board of Directors of the Santa Cruz Metropolitan Transit District:..."

(d) All ordinances shall be signed by the Chair of the Board or Vice-Chair and attested by the Secretary/General Manager.

XIII. METHOD OF VOTING

13.01 Voice Vote

Unless a roll call vote is specifically requested by a Director, all matters, except the voting on Resolutions and Ordinances, shall be decided by voice vote. All actions of the Board of Directors shall be approved by affirmative vote of a minimum of six voting members of the Board of Directors unless otherwise specifically required.

13.02 Silence Recorded as Affirmative Vote

A member's silence shall be recorded as an affirmative vote.

13.03 Duty to Vote

Each Director has a duty to vote when present at a meeting on matters coming before the Board of Directors or a Board Committee unless he/she has notified the Board of Directors of a legal conflict of interest in accordance with California state law and has made a full public disclosure regarding such conflict of interest. If a conflict of interest is disclosed, the Director shall abstain from voting, unless otherwise required by law to vote.

13.04 Unanimous Voice Votes in Lieu of Roll Call for Resolutions

A Director can move the passage of a Resolution by a unanimous voice vote in lieu of a roll call. If a dissent is registered then a roll call vote shall be taken.

XIV. COMMITTEES AND APPOINTMENTS

14.01 Creation of Committees

The Board of Directors may establish committees for a stated purpose. All committees and their members shall comply with the Ralph M. Brown Open Meeting Act and these Rules and Regulations. The Secretary/General Manager shall provide adequate staffing to assist the committees in doing their work. Directors who are not committee members may attend committee meetings as long as they attend only as observers when a majority of the Board of Directors is in attendance at the committee meeting. The committees shall include the following:

- (a) Working committees or subcommittees of the Board of Directors analyze, review, and make recommendations to the Board of Directors on items to be presented to the full Board. The Chair of the Board shall appoint members of the Board to such committees or subcommittees and shall also appoint a Board member to chair the committees or subcommittees. If a vacancy occurs, the Board Chair shall appoint a Director to fill the vacancy.
- (b) Minutes shall be taken at each committee and shall be prepared and distributed to the Directors at least two days prior to the regular Board meeting.
- (c) The Board of Directors may from time to time create advisory committees who shall be charged with giving advice to the Board of Directors regarding an issue relevant to the Transit District's business. Appointments to advisory committees may be made by the Chair, or the Board of Directors. Directors, employees or members of the public may sit on an advisory committee. The following are permanent advisory committees of the Board of Directors:

(i) Metro Advisory Committee (MAC)

- (a) The Metro Advisory Committee (MAC) is the official advisory committee of the Santa Cruz Metropolitan Transit District: Its purpose is to provide advise to the Board of Directors on matters of METRO policy and operations referred to the committee by the Board or the Secretary/General Manager and to perform such additional duties as assigned.
- (b) MAC shall be composed of 11 members appointed by the Board of Directors. Each director shall nominate one individual to serve as members of the MAC.
- (c) The Board of Directors shall approve bylaws to be followed by MAC.

(ii) Metro Accessible Services Transit Forum (MASTF)

- (a) The Metro Accessible Services Transit Forum (MASTF) is an independent volunteer organization that advises the Santa Cruz Metropolitan Transit District Board of Directors and District management and staff regarding the best methods and resources for providing accessible transportation services to the public. MASTF reviews Metro programs for compliance with §504 of the Vocational Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 and all other appropriate local, state and federal laws and regulations.
- (b) The District shall regularly send one staff member to the MASTF meetings and this person shall share information from the District and gather concerns from MASTF. The District shall help in the preparation and distribution of meeting notices and agendas. Information on MASTF will remain in the Headways publication.

14.02 Appointment to Santa Cruz County Regional Transportation Commission

- a) The Board of Directors shall annually in January appoint three of its members to represent the Transit District on the Santa Cruz County Regional Transportation Commission (SCCRTC) for a one year term commencing in February. These Directors shall be nominated by the Board Chair. Three alternates to this commission designated in priority order shall also be selected by the Board of Directors.

- b) The Board of Directors may provide its transportation Commission representatives with guidance on issues coming before the Commission to assist the director/commissioner in serving the best interests of the Transit District.

XV. OFFICIAL BULLETIN BOARD

15.01 Posting of Notices

For purposes of posting official notices of the Board of Directors, notices of public hearings, and any other official papers of the Santa Cruz Metropolitan Transit District where posting is required by the law, the Official Bulletin Board of the Santa Cruz Metropolitan Transit District shall be the bulletin board at the entrance of the District Administrative Office. Should the Board of Directors hold a public hearing at any location other than its regular place of meeting, then, in addition to the posting of the notice on the Official Bulletin Board above listed, posting shall also be made upon or near the door of the place of meeting.

- 15.02 All advisory committees created by the Board of Directors are required to post any and all official notices including those notices required by law at the official bulletin board so designated for that purpose at the Santa Cruz Metro Center, 920 Pacific Avenue, Santa Cruz, CA 95060.

XVI. OTHER OFFICES

16.01 General Manager; Powers and Duties

In addition to the powers, duties and obligations of the General Manager, as set forth above, and the applicable Public Utilities Code pertaining to the Santa Cruz Metropolitan Transit District, the powers and duties of the General Manager shall include the following:

- (a) To have charge, subject to the direction and control of the Board of Directors, of the acquisition, construction, maintenance, and operation of

the facilities of the District.

- (b) To have charge, subject to the direction and control of the Board of Directors, of the administration of the business affairs of the District.
- (c) To insure that all ordinances of the District are enforced.
- (d) To administer the personnel system and collective bargaining agreements adopted by the Board of Directors and, except for officers appointed by the Board, to appoint, discipline or remove all officers and employees subject to the rules and regulations adopted by the Board, and the applicable provisions of any adopted collective bargaining agreement.
- (e) To prepare and submit or cause to be prepared and submitted to the Board of Directors within 90 days after the end of each fiscal year a complete report of the finances and the administrative activities of the District for the preceding year, and the financial status of the District on the last day thereof.
- (f) To keep the Board of Directors advised as to the needs of the District.
- (g) To formulate and present to the Board of Directors all plans and specifications for the construction of the works of the District and the means to finance them.
- (h) To have no business interest which interferes with his/her duties and responsibilities to the District.
- (i) To cause to be installed and maintained a system of auditing and accounting which shall completely and at all times show the financial condition of the District.
- (j) Attend meetings of the Board of Directors as directed by the Board, and act as Secretary to the Board.
- (k) To perform such other and additional duties as the Board may require.

16.02 General Manager; Qualifications and Experience

The General Manager shall be chosen on the basis of his/her qualifications with

special reference to his/her actual experience in or knowledge of accepted practices and respect to the duties of his/her office as herein above set forth.

16.03 General Manager; Pro Tempore Appointments

The Board of Directors may appoint a General Manager pro tempore during any absence or disability of the General Manager.

16.04 General Manager; Resident Requirement

The General Manager need not be a resident of this State at the time of his/her appointment, however /he/she shall establish a California residency within 30 days of the commencement of his or her duties with the Transit District.

16.05 District Counsel; Appointment, Powers and Duties

The District Counsel shall be admitted to the practice of law in all courts of this State. The District Counsel shall have the power and be required to:

- (a) Represent and advise, if authorized and directed by the Board of Directors, the Board of Directors and all District officers, committees or departments in all matters pertaining to their office.
- (b) Represent and appear, if authorized and directed by the Board of Directors, for the District and any officer or employee, in any and all actions and proceedings in which the District or any officer or employee, in or by reason of their official capacity, is concerned or is a party; however, the Board of Directors shall have control of all legal business and proceedings and may employ other attorneys to take charge of any litigation or matter, or to assist the District Counsel therein.
- (c) Attend all meetings of the Board of Directors as directed by the Board of Directors and give legal advice or opinions in writing whenever requested to do so by the Board of Directors, or by any of the committees or officers of the District.
- (d) Review all contracts to be made by the District and provide the Board of Directors, its officers and staff with legal advice regarding same.

- (e) Prepare any and all proposed ordinances or resolutions for the District and amendments thereto.
- (f) Perform such other acts relating to the office as the Board of Directors shall require; and
- (g) On vacating the office, surrender all books, papers, files, and documents pertaining to the District's affairs.

PASSED AND ADOPTED this 19th day of December 2003, by the following vote:

AYES: Directors - Ainsworth, Beautz, Hinkle, Keogh, Norton, Phares, Reilly, Rotkin, Spence, Tavantzis

NOES: Directors - None

ABSTAIN: Directors - None

ABSENT: Directors - None

APPROVED _____

EMILY REILLY
Chairperson

ATTEST

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER, District Counsel

Regulation Number: 1004

Computer Title: Director's Code of Ethics

Effective Date: April 16, 1999

Pages: 4

TITLE: Santa Cruz Metropolitan Transit District Director's Code of Ethics

REVISION DATE	SUMMARY OF REVISION	APPROVED
April 16, 1999	Policy Implemented	

I. POLICY

1.01 District Directors are public servants and, as such, are expected to be impartial and responsible in fulfilling the public trust placed in them. The public expects the highest standard of ethical conduct from all those in public service. District Directors are expected to demonstrate personal integrity, honesty, and truthfulness in all their public activities in order to inspire public confidence and trust in the District.

II. APPLICABILITY

2.01 This policy is applicable to all District Directors.

2.02 Notwithstanding any provision of this Code every District Director shall comply with applicable Federal, State and local laws.

III. RESPONSIBILITIES OF PUBLIC SERVICE

3.01 District Directors are bound to discharge faithfully the duties of their offices, recognizing that the lives, safety, health, and welfare of the general public must be their primary concern. Their conduct in their official and private affairs should be above reproach to assure that their public office is not used for personal gain.

IV. CONFLICT OF INTEREST

4.01 District Directors are prohibited from making, participating in, or in any way attempting to use their District offices to influence a District decision in which they know or have reason to know they have a financial interest.

4.02 District Directors shall not engage in outside employment, activities, or enterprises for compensation that are inconsistent with, incompatible to, or in conflict with their duties as District Directors. The outside employment, activities or enterprises inconsistent with, incompatible to, or in conflict with an Director's District duties include those which:

- (1) involve the use for private gain or advantage of (a) a Director's District work, District facilities, District equipment and District supplies; or (b) the influence or prestige of his or her position with the District; or
- (2) involve receipt or acceptance by a District Director of any money or other consideration from anyone other than the District for the performance of an act which the Director would be required or expected to render in the regular course of his or her District obligations as a Director; or
- (3) involve the performance of an act in other than his or her capacity as a District Director which act may later be subject directly or indirectly to control, inspection, review, audit, or enforcement by the District.

4.03 No District Director shall solicit or accept gratuities, favors or anything of monetary value including personal loans, from contractors, subcontractors, consultants, potential contractors, potential consultants, or potential subcontractors, except an unsolicited gift of nominal intrinsic value. "Nominal intrinsic value" for purposes of this section shall mean a value of less than \$250, within a twelve-month period from a single source.

4.04 No current or former District Director shall disclose, permit disclosure or otherwise use confidential information acquired by virtue of his or her position with the District for his or her or another person's private gain or for any purpose except in the performance of his/her official duties and responsibilities for the District or as may be required by law. No District Director shall reveal information received in a lawful closed session of the District's Board of Directors unless such information is required by law to

be disclosed. No District Director shall take any action or provide any information for or on behalf of any prospective contractor or vendor that interferes with free and open competition for District contracts.

- 4.05 No District Director shall engage in or permit the unauthorized use of District-owned property, including but not limited to facilities, vehicles, materials, equipment, licensed software and information. Use of District property for purposes other than District business shall be considered an unauthorized use unless a Director has received prior approval for such use by the Board of Directors. Use of District property for non-District business will only be authorized when the Board of Directors determines it is in the best interest of the District to do so.

- 4.07 District Directors shall immediately report to the Board of Directors the existence of a conflict of interest, including a financial interest in making or participating in making of any governmental decision, so that appropriate action be taken.

V. POLITICAL ACTIVITY

- 5.01 Except as herein otherwise provided, or as necessary to meet requirements of federal or state law, no restriction shall be placed on the political activities of any District Director.

- 5.02 No District Director who holds, or who is seeking election or appointment to, any office or employment in a state or local agency shall, directly or indirectly, use, promise, threaten or attempt to use any office, authority, or influence, whether then possessed or merely anticipated, to confer upon or secure for any person, or to aid, obstruct, or to prevent any person from securing, any position, nomination, confirmation, promotion, or change in compensation or position within the District.

- 5.03 No District Director shall directly or indirectly solicit a political contribution from a District employee, except if such solicitation is part of a solicitation made to a significant segment of the public, which may include District employees.

- 5.04** No District Director who holds, or is seeking election or appointment to, any office shall offer or arrange for any increase in compensation or salary for a District employee in exchange for, or promise of, a contribution or loan for the person who holds, or who is seeking election or appointment to such office.
- 5.05** No District Director shall engage in political activity while acting in his/her capacity as a Director for the District.

VI. NONDISCRIMINATION

6.01 District Directors shall not, in the performance of their District responsibilities, engage in unlawful discrimination of any sort under any applicable federal, state, county or municipal law or ordinance, including without limitation discrimination against any person on the basis of race, sex, color, national origin, religion, disability, age, marital status, sexual orientation, or veteran status, and they shall make good faith efforts to support and comply with the District's equal opportunity and affirmative action goals and objectives.

VII. STATEMENTS OF ECONOMIC INTEREST

7.01 Directors shall file assuming office statements, annual statements and leaving office statements of economic interests with the District as required by state law. Assuming office statements for Directors shall include disclosure of investments and interests in real property and business but also income, gifts and loans income received during the 12 months prior to the date of assuming office. Upon receipt of these statements the District shall make and retain a copy and forward the original of these statements to the appropriate public agency.

VIII. REPORTING OF IMPROPER GOVERNMENT ACTIVITIES

8.01 District Directors are encouraged to serve the public interest by disclosing to the Board of Directors to the extent not in conflict with the attorney-client privilege or the physician-patient privilege, information concerning District activities where the Director has reasonable cause to believe that the information discloses a violation of state or federal statute, or violation or noncompliance with state or federal regulation. No Director of the District shall use or attempt to use his or her authority to interfere with such disclosure made by another Director or a District employee or to retaliate against a Director or District employee for such disclosure.

Santa Cruz Metropolitan Transit District Expense List

Authorized
Transportation:
Airporter (e.g. shuttle)
Bridge tolls
Cab (to/from hotel)
Cab (to/from meetings & meals)
Parking at airport
Parking at hotel, conference center
Personal vehicle mileage to/from airport
Public transportation (e.g. bus, subway)
Rental Car with prior approval by General Manager
Transportation tickets (e.g. airline, train)
Meals:
Coffee break expenses
Meal beverages (non-alcoholic)
Reasonable cost meals for self
Tips for meals (15% maximum)
Personal Sundries:
Daily newspaper
Personal telephone calls (reasonable and customary, one per day)
Required seminar materials
Telephone calls (SCMTD business)
Traveler's check fee on travel advance
Lodging:
Self
Not Authorized
Transportation:
Baggage Claims
Cab (personal)
Tips to cabs
Tips for luggage handling
Meals:
Bar expenses
Meals for others (e.g. spouses, personal guests)
Meals upon return to Santa Cruz County
Snacks
Meals prior to departure
Personal Sundries:
Housekeeping tips
Clothes cleaning
Clothing
Entertainment (e.g. in room pay per view, movies, video rentals)
Hair care
Personal items (e.g. toothpaste)
Shoeshine
Souvenirs/Gifts
Trip Insurance
Lodging:
Other than self (e.g. spouse, personal guests)

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 26, 2004

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF APPOINTMENT OF NOMINEES TO MEMBERSHIP OF THE METRO ADVISORY COMMITTEE (MAC).

I. RECOMMENDED ACTION

That the Board of Directors appoint the individuals that they would like have serve as members of the Metro Advisory Committee (MAC).

II. SUMMARY OF ISSUES

- On December 19, 2003 the Board of Directors approved the creation and structure of the Metro Advisory Committee (MAC).
- As a result of the action taken by the Board of Directors, the Bylaws for the MAC have been modified to reflect the Committee size and structure.
- Application forms were distributed to individuals who expressed an interest in having a member of the Board nominate them for membership on the MAC.
- Signs soliciting membership were placed in the buses in both English and Spanish, and members of both MUG and MASTF have received application information.
- METRO has received applications from individuals who are interested in having a member of the Board nominate them for membership.
- Each member of the Board has indicated the name of an individual that they would like to nominate for membership on the MAC.
- In order to maintain the schedule of holding the initial MAC meeting in April, it is necessary for the Board to appoint the individuals that they would like to have serve as members of the MAC
- The initial meeting of the MAC will be held on April 21, 2004 at the Santa Cruz Metro Center (Pacific Station) facility at 5:00pm.

III. DISCUSSION

For many years two citizen advisory committees served METRO. The Metro Accessible Transit Services Forum (MASTF) addressed issues of accessibility on the fixed route service, paratransit service, and facilities. The Metro Users Group focused on the overall service that was provided,

the information distribution and marketing programs, and advised the Board on other matters that were referred to it for consideration.

On December 19, 2003 after a significant amount of discussion and multiple meetings, the Board approved the creation of a new Metro Advisory Committee (MAC) that would replace MUG. The Board approved the structure of the new committee and directed staff to prepare necessary modifications to the MAC Bylaws to reflect the decisions that were made with respect to committee size and structure. The revised Bylaws that reflect the actions taken by the Board of Directors are attached to this Staff Report.

In the time that has passed since the Board took action with respect to the formation of MAC, a final application form has been developed and distributed. Information has been sent to former MUG members as well as MASTF members. Additionally, signs in both English and Spanish have been placed in the METRO buses soliciting interest from individuals who might want to have a member of the Board nominate them for membership in the new MAC. In response to the information that has been distributed, METRO has received applications from individuals who would like to have a Board Member nominate them for membership in MAC.

Staff recommends that the Board of Directors appoint the individuals that they would like to have serve as members of the MAC. Each member of the Board has indicated the name of the individual that they intend to nominate. The list of nominees that have been identified to date is attached to this Staff Report. The first MAC Meeting will be held on April 21, 2004 at 5:00 pm at the Santa Cruz Metro Center (Pacific Station) Conference Room.

IV. FINANCIAL CONSIDERATIONS

Funds are available in the 2003/2004 METRO Operating Budget to support the activities of the Metro Advisory Committee.

V. ATTACHMENTS

- Attachment A:** Preliminary MAC Nominees
- Attachment B:** MAC Bylaws
- Attachment C:** Additional MAC Applications Received

Preliminary MAC Nominees

- 1. Kanoa Dynak- Nominated by Director Skillicorn**
- 2. Michael Edwards- Nominated by Director Spence**
- 3. Donald N. Hagen Jr.- Nominated by Director Tavantzis**
- 4. B. Jefferson LeBlanc- Nominated by Director Rotkin**
- 5. R. Paul Marcelin-Sampson- Nominated by Director Norton**
- 6. Mathew Melzer- Nominated by Chair Reilly**
- 7. Lesley Wright- Nominated by Director Hinkle**
- 8. Robert Yount- Nominated by Vice-Chair Keogh**
- 9. James Sheldon – Nominated by Director Ainsworth**
- 10. Dan Alper – Nominated by Director Stone**
- 11. Stuart Rosenstein – Nominated by Director Beautz**

Drafted for 9/26/03
Revised for 10/24/03
Revised for 12/19/03
Amended/Adopted 12/19/03

DRAFT

BYLAWS FOR THE METRO ADVISORY COMMITTEE

Article I
GENERAL PROVISIONS

§1.1 Purpose

These Bylaws govern the proceedings of the METRO Advisory Committee (MAC), an advisory committee established by the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO).

§1.2 Construction of Bylaws

As used in these Bylaws, “Committee” means the METRO Advisory Committee. These Bylaws shall govern the Committee’s proceedings to the extent they are not inconsistent with METRO Regulations or California or United States Statutes. These Bylaws become effective upon approval by the METRO Board of Directors

§1.3 Definitions

- a. As used in these Bylaws, “chair” means the chairperson of the Committee.
- b. As used in these Bylaws, “vice chair” means the vice chairperson of the Committee.
- c. As used in these Bylaws “staff” means staff members that are assigned to support the Committee by the METRO Secretary/General Manager.

Article II

DUTIES AND AUTHORITY

§2.1 Duties

It shall be the duty of the Committee to provide advice to the Board of Directors on matters of METRO policy and operations referred to the Committee by the Board or Secretary/General Manager and to perform such additional duties as assigned by the Board. The Committee may also address issues which members or the public raise with respect to the quantity and quality of services provided by METRO.

§2.2 Limitations on Authority

The sole jurisdiction and authority of the Committee is to serve in an advisory capacity to the Board of Directors. It shall not have any authority to take actions that bind METRO or the Board of Directors. Communications by the Committee shall be to and through the Board of Directors. No individual member of the Committee shall be entitled to compensation from METRO and any reimbursement for travel or other expenses shall receive specific prior authorization by the Board of Directors.

Article III MEMBERSHIP

§3.1 Membership

The Committee shall be composed of 11 members appointed by the Board of Directors as follows:

Each member of the METRO Board of Directors shall nominate 1 individual to serve as members of the METRO Advisory Committee. Appointments to the METRO Advisory Committee shall be made by the METRO Board of Directors.

All members shall be residents of the County of Santa Cruz. When making its appointments, the Board shall strive to balance the membership to reflect the ethnic, gender, and geographic diversity of the County. At least 4 of the individuals appointed to the Committee shall be persons with disabilities as evidenced by possession of a METRO Discount Photo Identification Card. No member of the Board of Directors or other elected public official shall be appointed to the Committee. No employee of METRO or any agency that provides funding to, or contracts with, METRO shall be appointed to the Committee. However, individuals that have been selected to participate on the ADA Appeals Panel or participate in the Bus Operator Sensitivity Training shall be exempt from the financial/contracting prohibition for Committee members outlined in this section.

§3.2 Members' Terms

The term of membership of each Committee member shall be two years, and members may be re-appointed for 2 successive terms for a total of 6 consecutive years. The term of each member shall commence on January 1.

§3.3 Absences

If a member is absent (without excuse) from four Committee meetings in any twelve-month period, the position shall automatically be declared vacant. The member of the Board of Directors that nominated such Committee member shall be notified of the vacancy so that they can nominate a successor to be appointed to fill the remainder of that Committee member's term.

§3.4 Vacancies

The member of the Board of Directors who nominated the original member shall nominate a replacement candidate to fill a position on the Committee that is declared vacant. The appointment of the replacement member shall be made by the Board of Directors.

Article IV OFFICERS

§4.1 Chair and Vice Chair

The Committee shall elect from its membership a chair and a vice chair at its first meeting of the calendar year, to serve for a one-year term. The chair shall preside at all meetings of the Committee and represent the Committee before the Board of Directors. The vice chair shall perform the duties of the chair when the chair is absent. In the event of a vacancy in the chair's position, the vice chair shall succeed as chair for the balance of the chair's term and the Committee shall elect a successor to fill the vacancy in the vice chair's position as provided below. In the event of a vacancy in the vice chair's position, the Committee shall elect a successor from its membership to fill the vice chair's position for the remainder of the vice chair's term.

§4.2 Staff Support

The Secretary/General Manager of METRO shall make arrangements to furnish clerical services to prepare and distribute the Committee's agendas, notices, minutes, correspondence and other materials. The METRO staff assigned to support the committee shall maintain a record of all proceedings of the Committee as required by law and shall perform other support duties to the committee as assigned by the Secretary/General

Manager. The minutes of each meeting, when approved by the Committee, shall be transmitted to the METRO Board of Directors.

Article V MEETINGS

§5.1 Regular Meetings

Regular meetings of the Committee shall be held on the third Wednesday of each month. Whenever a regular meeting falls on a holiday observed by METRO, the meeting shall be held on another day or canceled at the direction of the Committee. A rescheduled regular meeting shall be designated a regular meeting.

§5.2 Special Meetings

The Chair may call a special meeting. The meeting shall be called and noticed as provided in Section 5.3 below.

§5.3 Calling and Noticing of Meetings

All meetings shall be called, noticed and conducted in accordance with the applicable provisions of the Ralph M. Brown Act (commencing with Section 54950 of the Government Code). The Secretary/General Manager and METRO Counsel shall be given notice of all meetings.

§5.4 Quorum; Vote

The presence of 6 members shall constitute a quorum for the transaction of business. All official acts of the Committee shall require the affirmative vote of the majority of members present, providing that a quorum is maintained at all times.

§5.5 Thirty Minute Rule

If a quorum has not been established within thirty minutes of the noticed starting time for the meeting the meeting shall be cancelled.

§5.6 Matters Not Listed On the Agenda Requiring Committee Action

Except as provided below, a matter requiring Committee action shall be listed on the posted agenda before the Committee may act upon it. The Committee may take

action on items not appearing on the posted agenda under any of the following conditions:

a. Upon a determination by an affirmative vote of the Committee that an emergency exists, as defined in Section 54956.5 of the Government Code.

b. Upon a determination by a two-thirds vote of the Committee, or if less than two-thirds of the members are present, a unanimous vote of those members present, there is a need to take immediate action and the need to take action came to the attention of the Committee subsequent to the agenda being posted.

§5.7 Time Limits for Speakers

Each member of the public appearing at a Committee meeting shall be limited to three minutes in his or her presentation, unless the chairperson, at his or her discretion, permits further remarks to be made. Any person addressing the Committee may submit written statements, petitions or other documents to complement his or her presentation. Public presentations that have been scheduled prior to the meeting with the Committee Chair shall not be subject to the time limits contained in this section.

§5.8 Impertinence; Disturbance of Meeting

Any person making personal, impertinent or indecorous remarks while addressing the Committee may be barred by the chairperson from further appearance before the Committee at that meeting, unless permission to continue is granted by an affirmative vote of the Committee. The chairperson may order any person removed from the Committee meeting who causes a disturbance or interferes with the conduct of the meeting, and the chairperson may direct the meeting room cleared when deemed necessary to maintain order.

§5.9 Access to Public Records Distributed at Meeting

Writings which are public records and which are distributed during a Committee meeting shall be made available for public inspection at the meeting if prepared by the METRO staff or a member of the Committee, or after the meeting if prepared by some other person.

Article VI AGENDAS AND MEETING NOTICES

§6.1 Agenda Format

The agenda shall specify the starting time and location of the meeting and shall contain a brief general description of each item of business to be transacted or discussed at the meeting. The description shall be reasonably calculated to adequately inform the public of the subject matter of each agenda item. The agenda may include recommendations for Committee action as appropriate.

§6.2 Public Communications

Each agenda for a regular meeting shall provide an opportunity for members of the public to address the Committee on matters of interest to the public either before or during the Committee's consideration of the item, if it is listed on the agenda, or, if it is not listed on the agenda but is within the jurisdiction of the Committee, under the agenda item heading "Oral/Written Communications". The Committee shall not act upon an item that is not listed on the agenda except as provided under Section 5.8. Each notice for a special meeting shall provide an opportunity for members of the public to directly address the Committee concerning any item that has been described in the notice for the meeting before or during consideration of that item.

§6.3 Agenda Preparation

The METRO Staff assigned to the Committee shall prepare the agenda for each meeting in consultation with the chairperson. Material intended for placement on the agenda shall be delivered to the secretary on or before 12:00 Noon on the date established as the agenda deadline for the forthcoming meeting. The METRO Staff, in consultation with the chair, may withhold placement on the agenda of any matter that is not timely received, lacks sufficient information or is in need of staff review and report prior to Committee consideration.

§6.4 Agenda Posting and Delivery

The written agenda for each regular meeting and each meeting continued for more than five calendar days shall be posted by the METRO Staff at least 72 hours before the meeting is scheduled to begin. The written agenda for every special meeting shall be posted by the METRO Staff at least 24 hours before the special meeting is scheduled to begin. The agenda shall be posted in a location that is freely accessible to members of the public. The agenda together with supporting documents shall be transmitted to each

Committee member, the Secretary/General Manager and the METRO Counsel at least five days before each regular meeting and at least 24 hours before each special meeting.

§6.5 Meeting Notices

The METRO Staff shall transmit notices of every regular meeting at least one week prior to the date set for the meeting to each person who has filed a written request with METRO for such notice as provided in Section 54954.1 of the Government Code. The notice shall be mailed at least one week prior to the date set for the meeting. Notice of special meetings called less than seven days prior to the date set for the meeting shall be given as soon as is practical.

Article VII MISCELLANEOUS

§7.1 Adoption and Amendment of Bylaws

These Bylaws shall be effective upon approval by the METRO Board of Directors.

§7.2 Committee Process

The intent of the Committee shall be to provide consensus based advice and recommendations to the METRO Board of Directors.

Approved by Board of Directors: December 19, 2003.

=====
MAC Application Form
=====

Name: Dan Alper
Address: 575 Sunlit Lane
City: Bonny Doon State: CA Zip: 95060
Phone: 429-4248
E-Mail: spike@cruzio.com
=====

Do you ride METRO Fixed Route or ParaCruz Service?: METRO Fixed Route

How often do you use METRO/ParaCruz Service? Weekly

What are your particular transit interests?

I am interested in strengthening the METRO and expanding services to those who are unable or unwilling to drive automobiles. I am an active cyclist and could represent a cyclist's views on METRO issues.

What do you think are the biggest challenges for METRO?

Financial concerns are paramount. Using limited resources to serve the greatest number of riders requires some hard decisions. Finding the funds to complete the METRO base is critical.

What do you believe that you will contribute to the MAC and METRO if appointed?

I have a strong interest in public transportation. I will advocate for an increased allocation of available transportation dollars to public transportation and alternative transportation.

What are the interests and the experiences that you have that would make you an effective member of the MAC?

I have an MBA and an MA in administration. I speak fluent Spanish. I have served as Asst. Superintendent of Schools for 8 years. I operated a fleet of 80 school busses in one of my education posts. I have extensive business and financial experience, as founder of a chain of 40 retail stores. I serve on several local boards: Sempervirens, Mountain Commiunity Resources, Friends Outside, etc. I am a 3-time CASA volunteer.

Please outline your availability in terms of meeting times/days and total time per month you could devote to the activities of the MAC?

I am retired and spend all my available time doing volunteer work in the Santa Cruz community. I can meet anytime of day or night (until the busses stop running).

Are you aware of any conflicts of interest that would prevent you from serving on the MAC if appointed? NO

I am a member of the Campaign for sensible Transportation. Rather than a conflict, being a member of this organization will give me a good framework for viewing the problems and opportunities of METRO.

=====
END OF FORM

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 26, 2004
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
SUBJECT: REQUEST AUTHORIZATION TO USE STATE CONTRACT FOR PURCHASE OF PICKUP TRUCK

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to use the State Procurement Process for the purchase of one pickup truck.

II. SUMMARY OF ISSUES

- The District has funding for the purchase of one (1) pickup truck for use by Facilities Maintenance.
- The State of California Department of General Services has a current contract for the purchase of vehicles, trucks, vans and utility vehicles.
- The Federal Circular that governs procurement for federally funded purchases encourages joint purchasing when the procurement includes the applicable federally mandated clauses.
- The District wishes to use the State Contract for this procurement as a means of streamlining the procurement process.
- Pickup truck will be gasoline-powered.

III. DISCUSSION

The District has funding for the purchase of one (1) pickup truck. This purchase is to replace a 1989 model truck, which has served its useful life as a general-purpose vehicle for Facilities Maintenance activities, and should be replaced before incurring major repairs. Each year the State of California prepares a bid for vehicles, trucks, vans and utility vehicles. This contract allows smaller agencies to purchase vehicles based on statewide government agency requirements. This process allows for better pricing than the District would normally obtain due to the greater quantities requested in the state bid.

The FTA encourages grant recipients to utilize cooperative purchasing agreements whenever it is practical as a means of saving money. For this procurement, the District will add all of the required federal clauses to comply with FTA Circular 4220.1E, Third Party Contracting Requirements. There will be an additional State administrative fee of 2.12 % of the order before sales tax to cover the State's expenses as part of the procurement process.

It is recommended that the Board authorize the General Manager to use the State Procurement Process for the purchase of one (1) pickup truck for a total amount not to exceed \$16,000.

IV. FINANCIAL CONSIDERATIONS

Funding for this contract is contained in the Capital Improvement Budget for Department 4100, Non-Revenue Vehicle Replacement, Facilities Pickup #907 Replacement, Budget Department 140002, and Budget Account 514070.

V. ATTACHMENTS

Attachment A: Summary of costs for pickup truck.

**Summary of Procurement Costs for One Each Pickup Truck
Using State of California Contract # 1-04-23-20**

One Each Pickup Regular Cab 4x2, 6000 GVW 8' Bed	\$13,489.00
Option: Trailer Tow Package	\$ 562.87
Subtotal	\$14,051.87
Sales Tax at 8%	\$ 1,079.12
Delivery Charge (Estimate)	\$ 95.00
2.12% State of California Contract Fees (on subtotal)	\$ 297.90
Non-Taxable Tire Disposal Fee	\$ 5.00
Total	\$15,573.92

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 26, 2004

TO: Board of Directors

FROM: Mark Dorfman, Assistant General Manager

SUBJECT: CONSIDER A STAFF PROPOSAL TO REQUEST \$60,000 IN FTA PLANNING FUNDS FROM AMBAG TO DEVELOP A SHORT RANGE TRANSIT PLAN

I. RECOMMENDED ACTION

Authorize Staff to propose development of a Short Range Transit Plan within the Association of Monterey Bay Area Government's Overall Work Program and to request \$60,000 in Federal Transit Administration planning assistance to substantially fund the project.

II. SUMMARY OF ISSUES

- The District last prepared a *Short Range Transit Plan* in 1997. The *Short Range Transit Plan* (SRTP) reviews system performance and establishes operating and capital project intentions for the coming 5 years.
- Substantial changes in the District's Facilities, Equipment and staff since 1997 indicate that an assessment of METRO's performance, policies and intentions (including paratransit operations) for the next five years may be appropriate.
- As a planning partner, METRO participates in AMBAG's regional transportation planning process and is eligible to receive FTA funding assistance for projects incorporated into AMBAG's *Overall Work Plan*.
- Staff requests authorization from the Board to submit a proposal to AMBAG to include in its *Overall Work Plan* METRO's *Short Range Transit Plan, FY 2006 – FY 2010* and to request \$60,000 in FTA planning assistance through AMBAG for the project.

III. DISCUSSION

In 1997, District staff prepared a Short Range Transit Plan for Fiscal Years 1998-2002. Since that time, the District has replaced 79 buses, adopted an alternative fuel path, installed registering fareboxes and entered the final engineering phase to build MetroBase. Numerous service adjustments, a fare increase and changes in staff levels and positions have altered METRO's service delivery, management and administration. This would be a good time to assess METRO's current performance and to update goals, objectives and standards to reflect contemporary conditions and capabilities. The *Short Range Transit Plan, FY 2006 – FY 2010*

would serve as a management and policy document to guide service delivery and capital development for the next five years.

METRO is an active partner in the comprehensive and continuous transportation planning process coordinated by AMBAG and is eligible to receive Federal Transit Administration funding assistance for planning projects included in AMBAG's *Overall Work Program* which incorporates all federally assisted planning within the region. AMBAG has informed METRO that \$60,000 in FTA planning assistance would be available to assist the development of a Short Range Transit Plan.

METRO staff recommends that the Board authorize the proposal (Attachment A) to AMBAG for development of the SRTP and to request \$60,000 in federal financial assistance to assist funding a consultant contract worth up to \$100,000 to produce the *Short Range Transit Plan, FY 2006 – 2010*.

IV. FINANCIAL CONSIDERATIONS

If approved, the District would receive \$60,000 from the FTA to assist funding a consultant contract of up to \$100,000. The District would use State Transit Assistance funds for the balance of the contract costs and would contribute staff labor as an in-kind match for the federal funds.

V. ATTACHMENTS

Attachment A: Work Element #6NN: SCMTD Short Range Transit Plan

Work Element #6NN: SCMTD Short Range Transit Plan

Objective

Contract the development of a *Short Range Transit Plan* (SRTP) to guide programming and delivery of public transit services in Santa Cruz County in Federal Fiscal Years 2006 - 2010. The SRTP will describe METRO's current operations and facilities, and update goals, objectives and standards to reflect current conditions and capabilities. The SRTP will draw information from relevant studies completed during the last five years, collect new data where necessary to analyze system performance and develop operating and capital plans to best meet transit demand within the constraints of projected revenue during the period. The FY 2006 – FY 2010 *Short Range Transit Plan* will serve as a management and policy document and will function as a template for subsequent routine updates by METRO staff.

Previous Work

In 1999, Nelson/Nygaard Consulting Associates produced a *Comprehensive Bus Evaluation* to address deficiencies in METRO service for WE 674 in the 1999-2000 OWP. For the FY 2003 Overall Work Plan, the University of California at Santa Cruz conducted a *Comprehensive Transit System Study* in coordination with METRO to address transit service on a campus undergoing planned growth during the next 5 years which will increase the student population by up to 50%. Both studies provide an initial assessment of potential improvements and will be a source of information for this SRTP.

For the needs assessment and environmental review of MetroBase, consultants performed substantial analyses of METRO facilities and fleet operations which will be included in the SRTP.

Short Range Transit Plans produced annually from 1990 through 1997 constitute a basis of historical information on ridership, performance and operations to be included in an appendix.

Ongoing Activities

Declining local sales tax revenue, METRO's main source of operating revenue, characterize the current economic cycle continuing from Spring 2001. In response, METRO reduced its workforce and cut service by 7% in 2002 followed by another 2.5% service cut and a fare increase in Summer, 2003. Current planning is focused on sustaining an effective network for the greatest number of passengers while seeking yet more service reductions. Marginally productive routes and trips have already been eliminated.

Ongoing capital improvements since the last SRTP establish a basis for continued efficiency improvements. By the end of 2006, MetroBase will be complete and the average fleet age will have decreased from over 12 years to less than 5 years. Opportunities may arise after 2006 to deploy additional service from operating cost savings at the new facilities.

Tasks FY 2005 – FY 2006

- Contract a consultant to work with METRO staff to:
- Develop Goals, Objectives and Standards for FY 2006 – FY 2010.
- Produce maps, charts and tables to thoroughly describe METRO's current service, including ADA paratransit, equipment and facilities.
- Evaluate useful lifetime for equipment and facilities and produce replacement schedules.
- Collect ridership origin-destination and quality of service data.
- Prioritize short-term transit needs disclosed in the *Comprehensive Bus Evaluation* and in the *UCSC Comprehensive Transit Study*.
- Evaluate recommendations from the 1999 MIS study.
- Establish public transit funding projections from the 2004 MTP update to constrain all scenarios.
- Develop and Evaluate service alternatives and recommend a strategy.
- Develop a Capital Improvement Plan for replacement and service expansion.
- Develop and circulate *Draft Short Range Transit Plan* for transportation agency review and public comment.
- Solicit stakeholder participation and hold public meetings
- Produce and Adopt *Short Range Transit Plan*
- Distribute SRTP and update METRO Web site
- Train METRO staff on subsequent SRTP updates

Products

- *Draft Short Range Transit Plan* – April, 2006
- *Final Short Range Transit Plan* – June 2006

6NN WORK ELEMENT NUMBER 6NN

ESTIMATED EXPENDITURE AND REVENUE: FY 2005/FY 2006

Expenditure	Amount	Revenue	Amount
SCMTD		FTA §5303	\$60,000
Contract Consultant	\$100,000	Local Funds	40,000
METRO Personnel	12,000	In-Kind Labor	12,000
TOTAL	\$112,000	TOTAL	\$112,000

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 26, 2004

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF AMENDING TRANSIT CENTER TENANTS' LEASES TO ALLOW FOR HEALTH AND SAFETY INSPECTIONS OF ALL TENANTS' PREMISES WITHOUT NOTICE AND AT METRO'S DISCRETION AND METRO'S ABILITY TO ENTER TENANTS' PREMISES WITHOUT NOTICE FOR EMERGENCIES

I. RECOMMENDED ACTION

Approve amending all Santa Cruz Metro Tenant Leases to allow METRO to conduct health and safety inspections of tenants' premises without notice and at METRO's discretion and to allow METRO to enter tenants' premises without notice for emergencies.

II. SUMMARY OF ISSUES

- There is a need for the Facilities Department to be permitted to conduct health and safety inspections of the tenants' premises at the transit centers, and to be able to enter the tenants' premises if emergency situations occur without giving notice to the Tenant of such entry.
- Currently, the language in the lease agreements allows METRO to enter the Tenants' premises with reasonable notice of such entry. The language needs to be amended to allow METRO to enter the premises for health and safety issues, and/or emergency situations without prior notice to the tenants. The tenants would be notified after entry of the premises.

III. DISCUSSION

The Santa Cruz Metropolitan Transit District operates transit centers in Santa Cruz, Watsonville and Scotts Valley. These centers' primary function is to provide and facilitate transportation services. Each of the centers has various tenant spaces that have been leased for commercial purposes. These tenant facilities provide various amenities for METRO passengers, employees and the public such as food and retail services. There are certain situations that require Santa Cruz METRO to be able to enter the tenants' premises without notice to the tenant, in cases of health and safety issues and/or emergency situations.

The current language regarding permission of the landlord to enter the premises of the tenants in the Transit Center Leases is as follows:

Article 15: Landlord's Entry on Premises.

- a. Tenant will permit Landlord and its agents to enter into and upon the Premises at all reasonable times and upon reasonable notice for the purpose of inspecting the same, or for the purpose of protecting the interest therein of Landlord, or to post notices of non-responsibility, or to service or make alterations, repairs or additions to the Premises or to any other portion of the building in which the Premises are situated, including the erection of scaffolding, props, or other mechanical devices and will permit Landlord at any time within ninety (90) days prior to the expiration of this Lease, to bring prospective tenants, broker or agents upon the Premises for purposes of inspection or display. Landlord shall not be liable in any manner for any inconvenience, disturbance, loss of business, nuisance, or other damage arising out of Landlord's entry on the Premises as provided in this Article.
- b. Tenant shall not be entitled to an abatement or reduction of rent if Landlord exercises any rights reserved in this Article.
- c. Landlord shall conduct its activities on the Premises as allowed in this Article in a manner that will cause the least possible inconvenience, annoyance, or disturbance to Tenant.

It is suggested that the following language be added to the Lease to allow for METRO'S entry into the tenants' premises for purposes of health and safety inspections and/or emergency situations without prior notice to the affected tenant:

Landlord is permitted to enter Tenant's premises without notice to Tenant to conduct health and safety inspections, at Landlord's discretion and Landlord shall be permitted to enter Tenant's premises without notice for any emergency situation.

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

None.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 26, 2004
TO: Board of Directors
FROM: Bryant J. Baehr, Manager of Operations
SUBJECT: CONSIDERATION OF SERVICE ADJUSTMENTS FOR JUNE 03, 2004.

I. RECOMMENDED ACTION

Staff is recommending that the Board of Directors authorize changes to the Route 3C and 56.

II. SUMMARY OF ISSUES

- Staff is recommending routing / time point changes to the Routes 3C and 56. There is no additional cost for the proposed changes.

III. DISCUSSION

Service changes for summer occur on June 03, 2004. To increase the efficiency of the routes 3C and 56 staff is requesting that the Board of Directors consider making the following changes:

1. 3C – Change routing to eliminate the 1st loop on Beach and Cliff. The route would traverse the Beach / Cliff area on the return trip. In addition, change inbound routing to Lighthouse to Gharkey – Laguna to Columbia to Bay. The proposed change eliminating the 1st Beach / Cliff loop will assist with on-time performance and the Lighthouse to Gharkey to Laguna to Bay will allow customers closer access to Garfield Park on Bay between Columbia and California.
2. 56 – Change time point at Playa & Estrella from :45 past the hour to :35 minutes past the hour - daily. Buses are waiting for this time point and missing connections at Cabrillo College.

IV. FINANCIAL CONSIDERATIONS

The proposed 3C and 56 time point / routing changes are no cost changes.

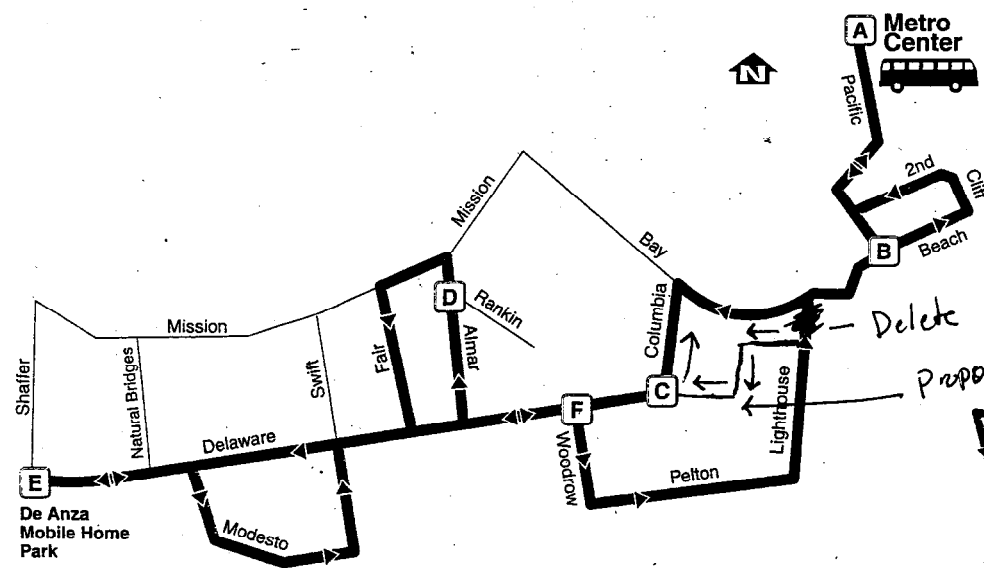
V. ATTACHMENTS

Attachment A: Route 3C timetable / map
Attachment B: Route 56 timetable / map

3C Delaware

Bus leaves from Lane 1 METRO CENTER	Bus leaves from Beach & Pacific	Bus leaves from Delaware & Columbia	Bus leaves from Almar & Rankin	Bus leaves from DeAnza MHP	Bus leaves from Woodrow & Delaware	Bus leaves from Beach & Pacific	Bus arrives at METRO CENTER
A	B	C	D	E	F	B	A

SAT - SUN								
am	7:45	7:48	7:55	7:58	8:03	8:08	8:13	8:22
	8:45	8:48	8:55	8:58	9:03	9:08	9:13	9:22
	9:45	9:50	10:00	10:05	10:10	10:08	10:13	10:22
	10:45	10:50	11:00	11:05	11:10	11:08	11:13	11:22
pm	11:45	11:50	12:00	12:05	12:10	12:17	12:25	12:35
	12:45	12:50	1:00	1:05	1:10	1:17	1:25	1:35
	1:45	1:50	2:00	2:05	2:10	2:17	2:25	2:35
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	4:45	4:50	5:00	5:05	5:10	5:17	5:25	5:35
	5:45	5:50	6:00	6:05	6:10	6:17	6:25	6:35
	6:45	6:50	7:00	7:05	7:10	7:17	7:25	7:35



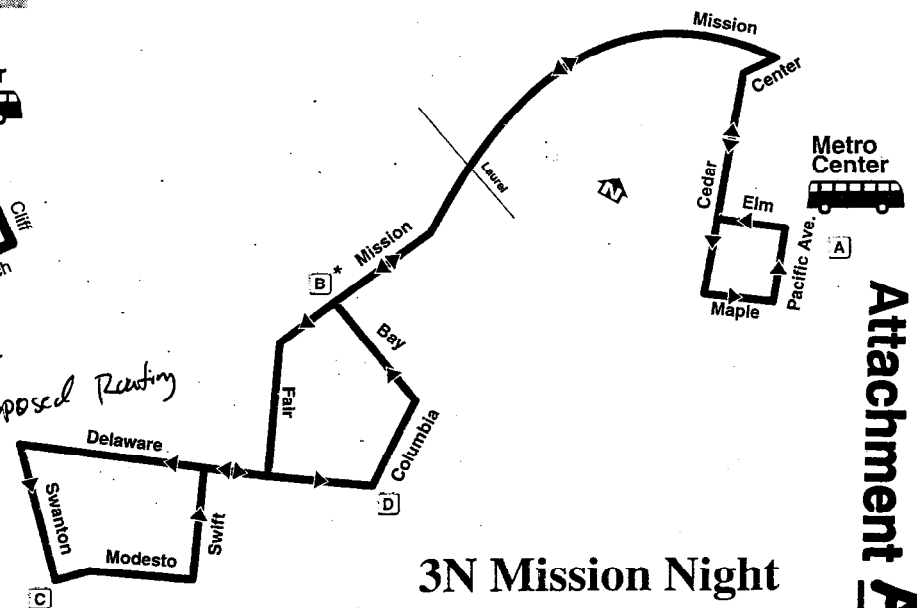
3C Delaware

3N Mission Night

Bus Leaves from Lane 1 METRO CENTER	Bus Leaves from Mission & Bay*	Bus Leaves from Swanton & Modesto	Bus Leaves from Delaware & Columbia	Bus Leaves from Mission & Bay	Bus Arrives at METRO CENTER
A	B	C	D	B	A

DAILY						
pm	07:40	07:46	07:53	07:58	08:01	08:12
	08:40	08:46	08:53	08:58	09:01	09:12

All buses on this route are lift equipped.
 Some stops on this route may not be wheelchair accessible.
 *The bus stops one block west from Mission and Bay near Longs Drug Store. Mission and Bay is listed as a timepoint because it is a transfer point to other routes.



3N Mission Night

Attachment A

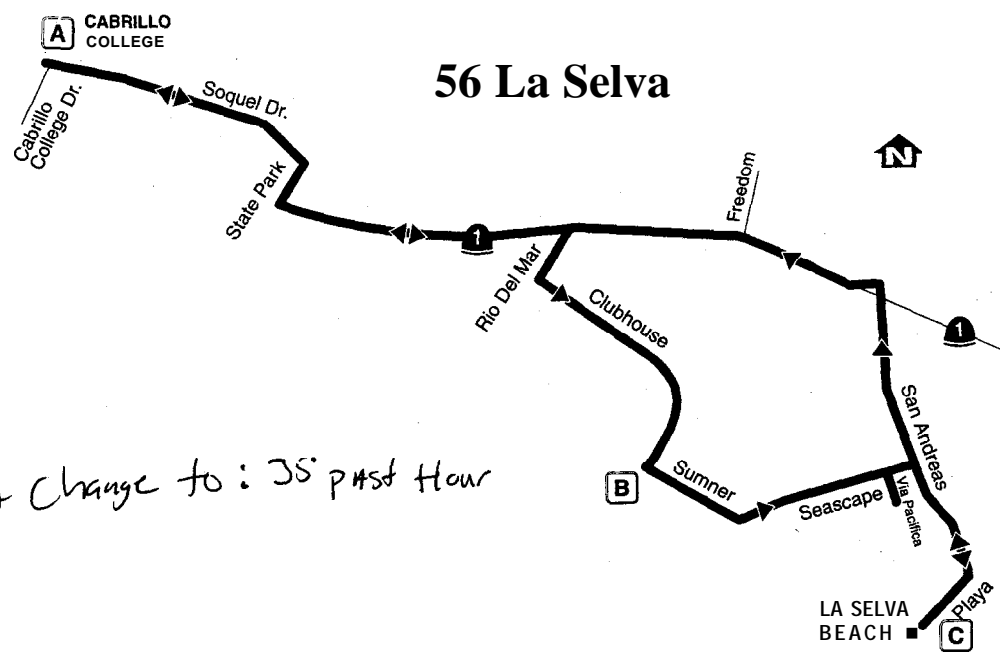
56 La Selva

Bus leaves from Cabrillo College	Bus leaves from Clubhouse & Sumner	Bus leaves from Via Pacifica	Bus leaves from Playa & Estrella	Bus arrives at Cabrillo College
A	B	C	D	A

	DAILY				
am	8:20	8:28	8:32	8:45	8:58
	10:20	10:28	10:32	10:45	10:58
pm	1:20	1:28	1:32	1:45	1:58
	3:20	3:28	3:32	3:45	3:58

All buses on these routes are lift equipped.
All trips serve via Pacifica.

Time Point Change to : 35' past Hour

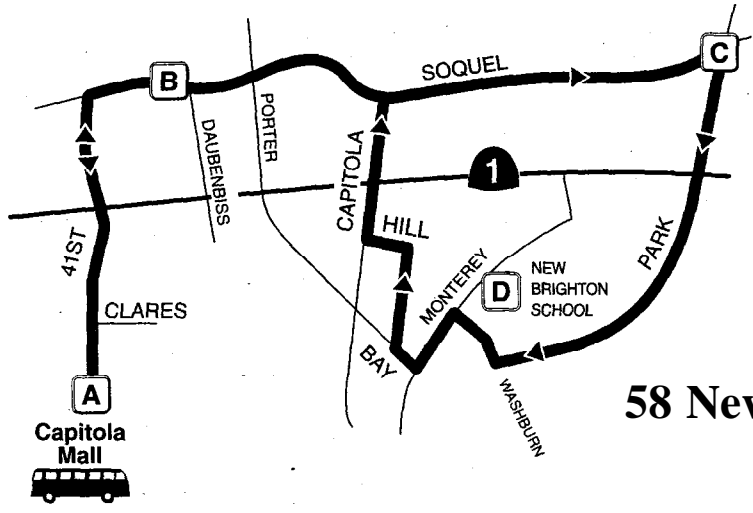


58 New Brighton

Bus Leaves from Lane 2 Capitola Mall	Bus Leaves from Soquel & Daubenbiss	Bus Leaves from Park & Soquel	Bus Leaves from New Brighton School	Bus Leaves from Soquel & Daubenbiss	Bus Arrives at Capitola Mall
A	B	C	D	B	A

	MON - FRI					
am	07:30	07:35	07:42	07:48	07:55	08:02

All buses on these routes are lift equipped.



58 New Brighton

ROUTES 54, 55, 56 & 58