

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA  
JUNE 22, 2007 (Fourth Friday of Each Month)  
**\*\*SANTA CRUZ CITY COUNCIL CHAMBERS\*\***  
**\*809 CENTER STREET\***  
**SANTA CRUZ, CALIFORNIA**  
**9:00 a.m. – 12:00 p.m.**

THE BOARD AGENDA PACKET CAN BE FOUND ONLINE AT [WWW.SCMTD.COM](http://WWW.SCMTD.COM)

**NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER**

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS
  - a. Barbara Stocker Re: ParaCruz Service
  - b. Denika S. Dallimore Re: Service Request
  - c. Rex Bagley Re: Bus Damage Apology
3. LABOR ORGANIZATION COMMUNICATIONS
4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

**CONSENT AGENDA**

- 5-1. APPROVE REGULAR BOARD MEETING MINUTES OF MAY 11 & 25, 2006
- 5-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF MAY 2007
- 5-3. CONSIDERATION OF TORT CLAIMS:  
DENY THE CLAIM OF ANGELITA ARREDONTO, CLAIM #07-0020
- 5-4. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR JUNE 20, 2007 (Minutes not approved yet)
- 5-5. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR FEBRUARY & MARCH 2007
- 5-6. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF MARCH 2007

- 5-7. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR MONTH OF APRIL 2007
- 5-8. ACCEPT AND FILE METROBASE STATUS REPORT
- 5-9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH ALLIANT INSURANCE SERVICES FOR LICENSED BROKER SERVICES FOR EXCESS WORKERS' COMPENSATION COVERAGE AND CONTINUING PARTICIPATION IN THE CALIFORNIA PUBLIC ENTITY INSURANCE AUTHORITY JOINT POWERS AGREEMENT IN ORDER TO ACCESS EXCESS WORKERS' COMPENSATION INSURANCE
- 5-10. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JANUARY 2007
- 5-11. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR FEBRUARY 2007 AND RECEIPT OF FY 06-07 BUDGET TRANSFERS
- 5-12. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR MARCH 2007 AND RECEIPT OF FY 06-07 BUDGET TRANSFERS
- 5-13. ACCEPT AND FILE EQUAL EMPLOYMENT OPPORTUNITY PLAN STATISTICAL INFORMATION
- 5-14. CONSIDERATION OF AUTHORIZING THE DISPOSAL OF ONE 1980 SERVICE TRUCK
- 5-15. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE MAY 2007 MEETING(S)
- 5-16. CONSIDERATION OF RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY 07-08
- 5-17. CONSIDERATION OF MODIFICATION TO THE LEAD PARTS CLERK AND PARTS CLERK CLASS SPECIFICATIONS (JOB DESCRIPTION)
- 5-18. ACCEPT AND FILE MAY 2007 RIDERSHIP REPORT

**REGULAR AGENDA**

- 6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS: None

7. CONSIDERATION OF MODIFICATIONS TO METRO'S PARACRUZ ELIGIBILITY AND APPEALS PROCESS REGULATION TO INCLUDE AN AMENDMENT PROCESS FOR PARATRANSIT PLAN MODIFICATIONS, CONFORM THE REGULATION WITH THE ACTUAL PRACTICES, SUBSTITUTE MAC, INSTEAD OF MASTF, AS AN APPOINTING AUTHORITY TO THE APPEALS PANEL AND OTHER CHANGES  
Presented By: Margaret Gallagher, District Counsel
8. CONSIDERATION OF **RESOLUTION** APPROVING FY 07-08 FINAL BUDGET  
Presented By: Elisabeth Ross, Finance Manager Advisor
9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO TAKE STEPS TO PROCURE WI-FI EQUIPMENT FOR INSTALLATION ON HIGHWAY 17 EXPRESS BUSES AND INCLUDE THE OPTION FOR A CONTENT FILTERING SERVICE IN THE PROCUREMENT  
Presented By: Mark Dorfman, Assistant General Manager
10. CONSIDERATION OF INSTITUTING TRANSIT WATCH, AN FTA PUBLIC SAFETY AND SECURITY AWARENESS CAMPAIGN  
Presented By: Ciro Aguirre, Operations Manager
11. CONSIDERATION OF APPROVAL OF SALARY ADJUSTMENT FOR SENIOR ACCOUNTING TECHNICIAN  
Presented By: Robyn Slater, Human Resources Manager
12. CONSIDERATION OF REVISING THE TERMS AND APPOINTMENTS OF METRO ADVISORY COMMITTEE (MAC) MEMBERS TO BE CONSISTENT WITH PREVIOUSLY APPROVED BYLAWS REVISION  
Presented By: Leslie R. White, General Manager
13. CONSIDERATION OF CURRENT PARACRUZ OPERATING PARAMETERS WITH REGARD TO METRO'S SERVICE AREA INCLUDING HOURS AND DAYS OF SERVICE AND THE PROVISION OF SUMMER PARACRUZ SERVICE TO THE ROUTE #33/34 SERVICE AREA (FELTON/LOMPICO)  
Presented By: Leslie R. White, General Manager
14. CONSIDERATION OF RESPONSES TO THE RECOMMENDATIONS CONTAINED IN THE TRIENNIAL PERFORMANCE AUDIT CONDUCTED BY MOORE & ASSOCIATES ON BEHALF OF THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
Presented By: Leslie R. White, General Manager
15. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel
16. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

**SECTION II: CLOSED SESSION**

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
(Significant exposure to litigation exists pursuant to Government Code Section 54956.9 (b) (1))
  - a. Number of Cases: One

**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 Cindi Thomas 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.

May 24-07

Board of Directors

attention: Mr. Steve Paulson + <sup>Metro</sup> Board of Directors

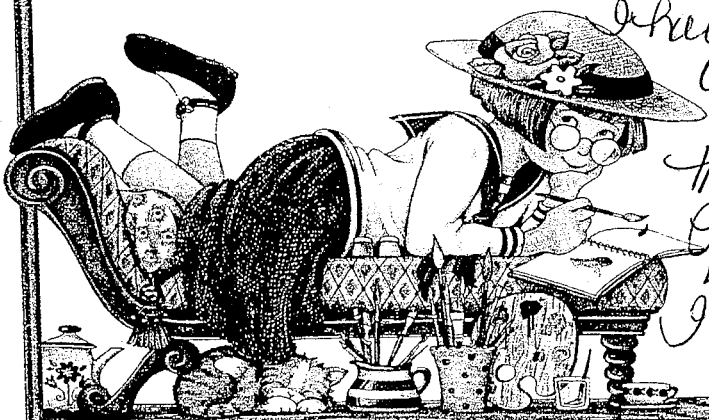
I live in "South Felton" off San Lorenzo Rd. for the last 6 mo. - I have been picked up to Dr. visits + physical therapy. This has been a great service for me. I esp appreciate the drivers.

I do understand this service for me will be discontinued in June. I can't walk to the nearest bus. Rt., I have painful arthritis in both legs - ankles knees - Astma + diabetes. I don't understand why some people are serviced in one part of Santa Cruz and others are not. Esp when all of us pay taxes, that fund this service.

I would ask you would consider continue service for any of disabled route as it should not be connected with school ridership? I know of other disabled clients that suffer too have Dr. needs + dialysis to go to -

Please take this under consideration

I have called left line - I'm not 60 and my income is more than 19,000 - a year. My physical therapy has eased my physical pain - I go 3 times a week with Dr. Prescription now - I have no choice but to discontinue?



© ME Ink

DRAW FREELY UPON YOUR IMA

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Please let me know what this  
decision will be ~

Barbara Stocker



1787409114

2-a.2

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**Minutes- Board of Directors**

**May 11, 2007**

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, May 11, 2007 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice-Chair Beautz called the meeting to order at 9:02 a.m.

## **SECTION 1: OPEN SESSION**

### **1. ROLL CALL:**

#### **DIRECTORS PRESENT**

Jan Beautz  
Donald Hagen  
Kirby Nicol  
Emily Reilly  
Mike Rotkin (arrived after roll call)  
Dale Skillicorn  
Pat Spence  
Mark Stone  
Marcela Tavantzis

#### **DIRECTORS ABSENT**

Dene Bustichi  
Michelle Hinkle  
Ex-Officio Donna Blitzer

#### **STAFF PRESENT**

Ciro Aguirre, Operations Manager  
Angel Aitken, Finance Manager  
Frank Cheng, MetroBase Project Manager  
Mark Dorfman, Assistant General Manager  
Margaret Gallagher, District Counsel

Mary Ferrick, Base Superintendent  
Steve Paulson, Paratransit Administrator  
Robyn Slater, Human Resources Manager  
Tom Stickel, Maintenance Manager  
Les White, General Manager

#### **EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT**

Dave Moreau, PSA  
Steve Prince, UTU

Bob Yount, MAC

### **2. ORAL AND WRITTEN COMMUNICATION**

#### **Written:**

None.

#### **Oral:**

None.

**5-1.1**

**3. LABOR ORGANIZATION COMMUNICATIONS**

None.

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

Director Spence distributed a page of written suggestions regarding Item #8, a copy of which is attached to the file copy of these minutes.

**CONSENT AGENDA**

**5-1. APPROVE REGULAR BOARD MEETING MINUTES OF APRIL 13 & 27, 2006**

No questions or comments.

**5-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF APRIL 2007**

No questions or comments.

**5-3. CONSIDERATION OF TORT CLAIMS:  
DENY THE CLAIM OF JARED DOWNWARD, CLAIM #07-0014**

No questions or comments.

**5-4. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR MAY 16, 2007 AND MINUTES OF APRIL 18, 2007**

No questions or comments.

**5-5. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JANUARY 2007**

Director Nicol asked for more recent information. Mark Dorfman replied that the ridership is up but that Finance is behind with the billing information due to staffing changes and that February and possibly March should be ready next time.

**DIRECTOR ROTKIN ARRIVED**

**5-6. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF FEBRUARY 2007**

No questions or comments.

**5-7. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR MONTH OF MARCH 2007**

No questions or comments.

5-1.2



**5-8. ACCEPT AND FILE METROBASE STATUS REPORT**

No questions or comments.

**5-9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH NATIONWIDE AUCTION SERVICES FOR AUCTIONEER SERVICES**

No questions or comments.

**5-10. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH FOLGER GRAPHICS FOR GRAPHIC DESIGN SERVICES FOR HEADWAYS**

No questions or comments.

**5-11. CONSIDERATION OF ON TIME PERFORMANCE STANDARDS FOR METRO PARACRUZ AND PEER ADA PARATRANSIT SERVICES**

Director Hagen stated that, as a ParaCruz customer, he has seen significant improvement in the past three years since METRO took over direct operation of the service.

**5-12. CONSIDERATION OF AMENDING THE MAC BYLAWS TO MODIFY SECTION 3.3 TO REQUIRE THAT MAC MEMBERS NOTIFY METRO BY NOON (12:00) OF THE DAY OF THE MEETING IF THEY KNOW AT THAT TIME THAT THEY ARE GOING TO BE ABSENT**

Les White explained that MAC is requesting this action to further address the quorum deficiency issue.

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**REGULAR AGENDA**

**7. CONSIDERATION OF APPROVAL OF A RESOLUTION MODIFYING SANTA CRUZ METRO'S BYLAWS INCLUDING REFORMATTING THE REGULAR BOARD MEETINGS, AND ADDING LANGUAGE TO REQUIRE DIRECTORS TO FOLLOW CALIFORNIA LAW RE CONFLICTS OF INTEREST AND OTHER MINOR CHANGES**

No questions or comments.

**8. PUBLIC HEARING: CONSIDERATION OF MODIFICATIONS TO METRO'S PARACRUZ ELIGIBILITY AND APPEALS PROCESS REGULATION TO CONFORM THE REGULATION WITH THE ACTUAL PRACTICES, SUBSTITUTE MAC, INSTEAD OF MASTF, AS AN APPOINTING AUTHORITY TO THE APPEALS PANEL AND OTHER CHANGES**

5-1.3

**Discussion:**

Director Spence provided a sheet of several suggested modifications, which the Board asked Margaret Gallagher to review the suggestions and report back to the Board with staff recommendations on them.

Director Hagen suggested that METRO follow up on the conditional eligibility of individuals.

**9. CONSIDERATION OF REQUEST FOR SHUTTLE SERVICE RECEIVED FROM THE CITY OF WATSONVILLE FOR THE SANTA CRUZ COUNTY FAIR**

Chair Tavantzis clarified that this will be a fare-free route open to the public, meaning ParaCruz service will run as well.

**10. CONSIDERATION OF AN AMENDMENT TO THE CONTRACT WITH RNL DESIGN, INC. IN THE AMOUNT OF \$52,888.00 FOR THE SERVICES OF COTTON, SHIRES & ASSOCIATES TO PROVIDE GEOTECHNICAL CONSTRUCTION OBSERVATION AND TESTING FOR THE MAINTENANCE BUILDING CONSTRUCTION OF THE METROBASE PROJECT**

Frank Cheng reported that this is for soils testing for the Maintenance Facility, the same as before for the Fueling and Service Building.

**11. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN ASSIGNMENT OF THE LEASE AGREEMENT WITH KIN WAI CHEUNG AND YUK LING YEUNG, D/B/A CHINA EXPRESS FAST FOOD RESTAURANT TO HUI CHANG DU AND BAOPING CHEN, DBA NEW CHINA EXPRESS FOR THE RESTAURANT SPACE AT PACIFIC STATION EFFECTIVE MAY 11, 2007, AND A LEASE AMENDMENT WITH THE NEW OWNERS TO FACILITATE THE TRANSFER**

**Summary:**

Margaret Gallagher reported that the space was first leased to Filiberto Porras who assigned the lease to the current tenants in 2001. The current business owner has been diagnosed with a serious medical condition and is unable to continue running the business.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY**

**Direct the General Manager to execute the Assignment of Lease with Kin Wai Cheung and Yuk Ling Yeung, d/b/a China Express Fast Food Restaurant to Hui Chang Du and Baoping Chen, dba New China Express for the restaurant space at Pacific Station effective May 11, 2007, and the lease amendment to facilitate the transfer**

**Motion passed unanimously with Directors Bustichi and Hinkle being absent.**

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12. **ORAL ANNOUNCEMENT: NOTIFICATION OF MEETING LOCATION FOR MAY 25, 2007 – CAPITOLA CITY COUNCIL CHAMBERS, 420 CAPITOLA AVE, CAPITOLA**

Vice Chair Beautz announced that the May 25, 2007 Board meeting will be held at the Capitola City Council Chambers at 420 Capitola Avenue.

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

Margaret Gallagher reported that the Board would have a conference with its Labor Negotiators regarding UTU, Local 23, Fixed Route, and the Board would be conducting the Public Employee Performance Evaluation of the General Manager.

14. **ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION**

None.

**SECTION II: CLOSED SESSION**

Vice Chair Beautz adjourned to Closed Session at 9:41 a.m. and reconvened to Open Session at 10:40 a.m.

**SECTION III: RECONVENE TO OPEN SESSION**

15. **REPORT OF CLOSED SESSION**

Vice Chair Beautz reported that the Board took no reportable action in Closed Session.

**ADJOURN**

There being no further business, Vice Chair Beautz adjourned the meeting at 10:40 a.m.

Respectfully submitted,



CINDI THOMAS  
Administrative Services Coordinator

5-1.5

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

May 25, 2007

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, May 25, 2007 at the Capitola City Council Chambers, 420 Capitola Avenue, Capitola, CA.

Chair Tavantzis called the meeting to order at 9:05 a.m.

## SECTION 1: OPEN SESSION

### 1. ROLL CALL:

#### DIRECTORS PRESENT

Jan Beautz  
Dene Bustichi  
Donald Hagen  
Michelle Hinkle  
Kirby Nicol  
Emily Reilly  
Mike Rotkin (arrived after roll call)  
Dale Skillicorn  
Pat Spence  
Mark Stone  
Marcela Tavantzis

#### DIRECTORS ABSENT

Ex-Officio Donna Blitzer

#### STAFF PRESENT

Ciro Aguirre, Operations Manager  
Angel Aitken, Finance Manager  
Pat Avlies, Asst. HR Manager  
Frank Cheng, MetroBase Project Manager  
Mark Dorfman, Assistant General Manager  
Mary Ferrick, Base Superintendent  
Terry Gale, IT Manager

Margaret Gallagher, District Counsel  
Debbie Kinslow, Asst. Finance Manager  
Steve Paulson, Paratransit Administrator  
Elisabeth Ross, Finance Manager Advisor  
Tom Stickel, Maintenance Manager  
Les White, General Manager

#### EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT

Tom Crain, E&D TAC  
Dave Moreau, PSA  
Bonnie Morr, UTU

Karena Pushnik, SCCRTC  
Amy Weiss, Spanish Interpreter  
Bob Yount, MAC

### 2. ORAL AND WRITTEN COMMUNICATION

#### Written:

- a. Joshua W. Shaw, Shaw / Yoder, Inc. Re: Governor's Budget

5-1.6

Director Rotkin reported that he had received a carbon copy of a letter to Les White from a former METRO employee and requested that the matter be referred to a future Closed Session, if appropriate.

Oral:

None.

3. **LABOR ORGANIZATION COMMUNICATIONS**

None.

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

Page #13.a2 was distributed at today's meeting and is attached to the file copy of these minutes.

**CONSENT AGENDA**

- 5-1. **APPROVE REGULAR BOARD MEETING MINUTES OF APRIL 13 & 27, 2006**
- 5-2. **ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF APRIL 2007**
- 5-3. **CONSIDERATION OF TORT CLAIMS:  
DENY THE CLAIM OF JARED DOWNWARD, CLAIM #07-0014**
- 5-4. **ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR MAY 16, 2007 AND MINUTES OF APRIL 18, 2007**
- 5-5. **ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JANUARY 2007**
- 5-6. **ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF FEBRUARY 2007**
- 5-7. **ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR MONTH OF MARCH 2007**
- 5-8. **ACCEPT AND FILE METROBASE STATUS REPORT**
- 5-9. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH NATIONWIDE AUCTION SERVICES FOR AUCTIONEER SERVICES**
- 5-10. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH FOLGER GRAPHICS FOR GRAPHIC DESIGN SERVICES FOR HEADWAYS**
- 5-11. **CONSIDERATION OF ON TIME PERFORMANCE STANDARDS FOR METRO PARACRUZ AND PEER ADA PARATRANSIT SERVICES**
- 5-12. **CONSIDERATION OF AMENDING THE MAC BYLAWS TO MODIFY SECTION 3.3 TO REQUIRE THAT MAC MEMBERS NOTIFY METRO BY NOON (12:00) OF THE DAY OF THE MEETING IF THEY KNOW AT THAT TIME THAT THEY ARE GOING TO BE ABSENT**
- 5-13. **ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE APRIL 2007 MEETING(S)**
- 5-14. **ACCEPT AND FILE APRIL 2007 RIDERSHIP REPORT**

5-1.7

**ACTION: MOTION: DIRECTOR REILY SECOND: DIRECTOR SKILLICORN**

**Approve the Consent Agenda**

**Motion passed unanimously with all Directors present.**

**REGULAR AGENDA**

**7. CONSIDERATION OF APPROVAL OF A RESOLUTION MODIFYING SANTA CRUZ METRO'S BYLAWS INCLUDING REFORMATTING THE REGULAR BOARD MEETINGS, AND ADDING LANGUAGE TO REQUIRE DIRECTORS TO FOLLOW CALIFORNIA LAW RE CONFLICTS OF INTEREST AND OTHER MINOR CHANGES**

**Summary:**

Margaret Gallagher reported that, generally, on an annual basis, the Board reviews its Bylaws to determine if any modifications are warranted. In addition to the modifications the Board adopted in February 2007, the Board is now considering modifications to Section 12.02, adding language regarding the passage of Resolutions, and modifications to Section 13.03 adding language that if a Conflict-of-Interest is disclosed, Directors must follow California law.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BUSTICHI**

**Approve Resolution modifying METRO's Bylaws to 1) add language to Section 12.02 to allow for passage of a Resolution by a unanimous voice vote of all those present. However, if the vote is not unanimous, then a roll call vote will be taken to officially record everyone's vote; and 2) adding language to Section 13.03 stating that if a Conflict-of-Interest is disclosed, the Director shall adhere to all California legal requirements**

**Motion passed by unanimous affirmative voice vote in lieu of a roll call vote with all Directors present.**

**8. PUBLIC HEARING: CONSIDERATION OF MODIFICATIONS TO METRO'S PARACRUZ ELIGIBILITY AND APPEALS PROCESS REGULATION TO CONFORM THE REGULATION WITH THE ACTUAL PRACTICES, SUBSTITUTE MAC, INSTEAD OF MASTF, AS AN APPOINTING AUTHORITY TO THE APPEALS PANEL AND OTHER CHANGES**

**Summary:**

Margaret Gallagher requested that after the Public Hearing this item be continued to next month because staff has not yet determined whether in-person recertification should occur at the first recertification period which is generally three years from the initial date of eligibility. Staff is requesting more time to determine the cost impact and if there is sufficient staffing to conduct the in-person recertifications. Staff is also making the following recommendations: 1) that this Regulation, along with the Customer Guide become METRO's Paratransit Plan; 2) that Section 3

**5-1.8**

be modified to have a specific method to modify or change the plan in order to give people an opportunity in advance to be aware of the proposed change; 3) substitute MAC for MASTF as an appointing authority to the Appeals Panel; 4) require the attendance of the applicant at the appeals hearing; 5) eliminate the ability of an applicant of request a waiver of an in-person assessment; an 6) make typo corrections and language clarifications.

**CHAIR TAVANTZIS OPENED THE PUBLIC HEARING AT 9:18 A.M.**

Bob Yount, MAC, reported that MAC had a great discussion on this issue and recommends that in-person assessments should be required at the initial eligibility determination and at the time of the first reassessment.

Tom Crain, E&D TAC, thanked staff for presenting this at the last E&D TAC meeting and including E&D TAC as a stakeholder.

**CHAIR TAVANTZIS CLOSED THE PUBLIC HEARING AT 9:20 A.M.**

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY**

**Continue this item to next month and take today's public comments into consideration**

**Motion passed unanimously with all Directors present.**

**9. CONSIDERATION OF REQUEST FOR SHUTTLE SERVICE RECEIVED FROM THE CITY OF WATSONVILLE FOR THE SANTA CRUZ COUNTY FAIR**

**Summary:**

Les White reported that METRO had received a request from the City of Watsonville for transit service between the Watsonville Transit Center and the County Fair. The city will reimburse METRO at a rate of \$71.40 per hour and this will be a fare-free route open to the public, meaning ParaCruz service will run as well.

**ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR SKILLICORN**

**Authorize the General Manager to enter into an Agreement with the City of Watsonville to provide transit service between the Watsonville Transit Center and the Santa Cruz County Fairgrounds**

**Motion passed unanimously with all Directors present.**

**10. CONSIDERATION OF AN AMENDMENT TO THE CONTRACT WITH RNL DESIGN, INC. IN THE AMOUNT OF \$52,888.00 FOR THE SERVICES OF COTTON, SHIRES & ASSOCIATES TO PROVIDE GEOTECHNICAL CONSTRUCTION OBSERVATION AND TESTING FOR THE MAINTENANCE BUILDING CONSTRUCTION OF THE METROBASE PROJECT**

Frank Cheng reported that this is for soils testing for the Maintenance Facility, the same as before for the Fueling and Service Building.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR HAGEN**

**Authorize the General Manager to execute an amendment to the contract with RNL Design, Inc. in the amount of \$52,888.00 to provide geotechnical construction observation and testing services for the Maintenance Building Construction of the MetroBase Project**

**Motion passed unanimously with all Directors present.**

**11. CONSIDERATION OF THE IMPACT OF THE GOVERNOR'S PROPOSED FY 2008 BUDGET ON METRO PROJECTS AND SERVICES**

**Summary:**

Mark Dorfman gave a slide presentation while Les White explained the potential impact of the Governor's proposed FY 2008 Budget on METRO's projects and services. The proposed budget redirects \$1.1 billion (\$1.3 billion in May Revision) in funds that are statutorily identified for public transit projects and services. It permanently restructures funding in the Public Transportation Account so the loss of funding will occur every year after FY 2008. The proposed budget will result in METRO losing approximately \$30 million in State Transit Assistance and approximately \$27 million in Proposition 1B funds over the next 10 years. This will require METRO to forego constructing the Operations Building component of the MetroBase Project and suspend all bus replacement projects for 10 years, which will require METRO to park 43 diesel buses by 2012 and implement a 35% service reduction by 2013.

Mr. White reported that earlier this week both the Senate and Assembly subcommittees rejected this proposal and that the California Transit Association has set aside \$175,000 to pursue General Fund obligations not being reimbursed by any specific-purpose funds, namely public transit.

**Discussion:**

Director Nicol reported that Senator Maldonado will be in the Santa Cruz area tomorrow and requested talking points he could discuss with him. By consensus, the Board asked staff to provide talking points to Board Members and staff of local jurisdictions to discuss with legislative representatives on this issue.

**DIRECTOR SKILLICORN LEFT THE MEETING**

**12. CONSIDERATION OF EXTENDING THE MEMORANDUM OF UNDERSTANDING FOR THE OPERATION OF THE HIGHWAY 17 EXPRESS THROUGH JULY 31, 2007 UNDER THE CURRENT TERMS AND CONDITIONS**

**Summary:**

**5-1.10**



Les White reported that staff recommends that the current MOU be extended through July 31, 2007 under the current terms in order to provide sufficient time for an acceptable formula to be finalized. Staff intends to have a full MOU for the Board to consider in June to become effective August 1, 2007.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY**

**Authorize the General Manager to execute an a Letter of Agreement to extend the current Memorandum of Understanding for the funding and operation of the Highway 17 services through July 31, 2007**

**Motion passed unanimously with Director Skillicorn being absent.**

**13. CONSIDERATION OF THE CESSATION OF PARACRUZ SERVICE IN THE LOMPICO AREA WHEN THE ROUTE #33 IS DISCONTINUED FOR THE SUMMER**

**Summary:**

Les White reported that subsequent to the writing of this Staff Report, he became aware that this issue is much more complex than it appears. Mr. White explained that contrary to the prior ParaCruz Customer Guide, the current Customer Guide contains a nexus between Fixed Route and ParaCruz service regarding the time of day, days of week, and months of year service is provided. However, staff has just learned that this apparently was not implemented - meaning that there are ParaCruz customers currently receiving service that is being provided outside of METRO's policy. Mr. White stressed that he is very concerned that METRO is not operating under its policy and stated that all service METRO provides needs to be consistent with its policies.

Mr. White requested that the Board authorize staff to review this issue and also authorize that ParaCruz service in the Route #33 and #34 area that is scheduled to be discontinued on June 14, 2007 be allowed to run through the summer until staff can come back to the Board with a full policy and recommendation in September.

**Discussion:**

Director Hagen agreed that this issue is confusing because he has personally used ParaCruz during hours that fixed route buses do not run.

Director Bustichi asked if the ParaCruz service in the Lompico area would continue to run if the Board took no action today. Les White replied no, as the service is scheduled to end effective June 14<sup>th</sup>.

Director Stone reported that he had requested that this item be put on the Agenda, but his concern was school-term service impacting ParaCruz service, which is a much narrower issue than this has become.

**5-1.11**

Vice Chair Beautz stated that when the current policy was approved, the Board made the difficult decision to make no special exceptions and she is now distressed to hear that some people are getting special exceptions anyway.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR HAGEN**

**Authorize staff to review this issue and also authorize that ParaCruz service in the Route #33 and #34 area that is scheduled to be discontinued on June 14, 2007 be allowed to run through the summer until staff can come back to the Board with a full policy and recommendation in September. Staff to bring a status report to the Board next month.**

**Discussion:**

Vice Chair Beautz expressed concern about the cost of this extra service being provided and its impact on the budget and stated that she is not in favor of doing anything more than correcting these mistakes to reflect the policy.

Director Bustichi agreed and said he would like to see the status of how many people are receiving ParaCruz service that should not be according to the policy.

Director Rotkin withdrew his previous motion and made the following motion:

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR HAGEN**

**Direct staff to continue ParaCruz service in the Route #33 and #34 area that is scheduled to be discontinued on June 14, 2007 until a decision is made on all ParaCruz service being provided outside of the policy. Staff to bring a status report to the Board next month.**

**Motion passed unanimously with Director Skillicorn being absent.**

**14. PUBLIC HEARING ON FY 2008 DRAFT FINAL BUDGET**

**Summary:**

Elisabeth Ross explained that today's Public Hearing gives the public an opportunity to comment on the FY 07-08 draft final budget, which is the second year of a 2-year budget. Ms. Ross reported that the Budget Review meeting with Union representatives was held on May 16<sup>th</sup> and that the Union did not have any specific issues regarding the budget. Staff will continue to refine revenue and expense projections as updated information becomes available, and will present a final recommendation to the Board for approval in June.

**CHAIR TAVANTZIS OPENED THE PUBLIC HEARING AT 10:54 A.M.**

Bonnie Morr, UTU, commented that UTU understands that this is a planning document.

**CHAIR TAVANTZIS CLOSED THE PUBLIC HEARING AT 10:55 A.M.**

5-1.12

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

Margaret Gallagher reported that the Board would be continuing the Public Employee Performance Evaluation of the General Manager.

**16. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION**

None.

**SECTION II: CLOSED SESSION**

Chair Tavantzis adjourned to Closed Session at 10:56 a.m. and reconvened to Open Session at 12:16 p.m.

**SECTION III: RECONVENE TO OPEN SESSION**

**17. REPORT OF CLOSED SESSION**

Director Rotkin reported that the Board took no reportable action in Closed Session.

**ADJOURN**

There being no further business, Chair Tavantzis adjourned the meeting at 12:16 p.m.

Respectfully submitted,



CINDI THOMAS  
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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DATE: 05/01/07 THRU 05/31/07

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
21664	05/11/07	221.25	001027	OVERLAND PACIFIC & CUTLER, INC		11866	MB RELOCATION SVC	221.25	
21665	05/11/07	82,845.00	001035	HARRIS & ASSOCIATES		11867	MB MAR 07 PROF SVCS	82,845.00	
21666	05/11/07	3,788.60	001036	STANDARD INSURANCE COMPANY		11868	MAY LIFE/AD&D INS	3,788.60	
21667	05/11/07	174.92	001037	PACIFIC PRODUCTS & SERVICES	7	11869	PARTS & SUPPLIES/FAC	174.92	
21668	05/11/07	11,004.12	001043	VISION SERVICE PLAN		11870	MAY VISION INS	11,004.12	
21669	05/11/07	2,072.49	001052	MID VALLEY SUPPLY		11871	CLEANING SUPPLIES	1,963.05	
						11872	CLEANING SUPPLIES	109.44	
21670	05/11/07	2,855.91	001063	NEW FLYER INDUSTRIES LIMITED		11770	REV VEH PARTS 170	170.00	
						11772	REV VEH 104	103.75	
						11773	REV VEH 381	380.73	
						11774	REV VEH PARTS 236	236.11	
						11775	REV VEH PARTS 122	122.24	
						11776	REV VEH PARTS 862	862.94	
						11777	REV VEH PARTS 980	980.14	
21671	05/11/07	1,700.00	001070	CITY OF SANTA CRUZ		11873	120 GOLF CLUB	1,700.00	
21672	05/11/07	600.00	001071	QQUEST SOFTWARE SYSTEMS, INC.		11990	OFFICE SUPPLIES/IT	600.00	
21673	05/11/07	186.48	001073	HALLMARK INN		11874	EMP TRAVEL/BREGANTE	186.48	
21674	05/11/07	159.32	001230	CAPITOL CLUTCH & BRAKE, INC.		11778	REV VEH PARTS	79.64	
						11779	REV VEH PARTS	79.68	
21675	05/11/07	390.08	001315	WASTE MANAGEMENT		11875	APRIL KINGS VLG	161.92	
						11876	APRIL RESEARCH PARK	170.56	
						11877	APR MT HERMON/KINGS	57.60	
21676	05/11/07	80,787.32	001316	DEVCO OIL		11780	FUEL FLT 4/24-4/30	40,552.47	
						11781	FUEL FLT 5/1-5/7	40,234.85	
21677	05/11/07	89.00	001400	KIPLINGER LETTER		11608	6/07-6/08 KIPLINGER	89.00	
21678	05/11/07	1,211.99	001506	WESTERN STATES OIL CO., INC.		11782	FUEL/LUB FLEET	1,211.99	
21679	05/11/07	792.00	001523	SANTA CRUZ MEDICAL CLINIC	7	11783	MED EXAMS-OPS	792.00	
21680	05/11/07	13,452.76	001648	STEVE'S UNION SERVICE		11892	APR FUEL/PT	13,452.76	
21681	05/11/07	745.72	001800	THERMO KING OF SALINAS, INC		11784	REV VEH PARTS	82.58	
						11785	REV VEH PARTS	663.14	
21682	05/11/07	138.10	001976	SPORTWORKS NORTHWEST, INC.		11786	REV VEH PARTS 132	138.10	
21683	05/11/07	3,865.33	001A	AT&T/MCI		11878	APRIL PHONES/IT	1,478.66	
						11879	APRIL PHONES	1,829.25	
						11893	APRIL PHONES/PT	56.00	
						11894	APRIL PHONES/PT	501.42	
21684	05/11/07	174.22	002063	COSTCO		11787	PHOTO PROC-OPS	46.26	
						11880	LOCAL MEETING EXP	13.89	
21685	05/11/07	9,280.00	002067	SOIL CONTROL		11881	OFFICE SUPPLIES/FIN	114.07	
						11882	PROF/TECH SVCS/FAC	1,160.00	
						11883	PROF/TECH SVCS/FAC	1,160.00	
						11884	PROF/TECH SVCS/FAC	1,160.00	
						11885	PROF/TECH SVCS/FAC	1,160.00	
						11886	PROF/TECH SVCS/FAC	1,160.00	
						11887	PROF/TECH SVCS/FAC	1,160.00	
						11888	PROF/TECH SVCS/FAC	1,160.00	
						11889	PROF/TECH SVCS/FAC	1,160.00	
21686	05/11/07	175.00	002146	DASH, JOHN A. & ASSOCIATES	7	11890	2007 BUS OPS ANALYS	175.00	
21687	05/11/07	149.99	002189	BUS & EQUIPMENT		11895	REV VEH PARTS/PT	149.99	
21688	05/11/07	2,500.00	002267	SHAW & YODER, INC.		11891	MAR LEGISLATIVE SVC	2,500.00	
21689	05/11/07	1,196.00	002287	CALIFORNIA SERVICE EMPLOYEES		11896	07 EMP MEDICAL PREM	1,196.00	

5-2.1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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21690	05/11/07	130.25	002459	SCOTTS VALLEY WATER DISTRICT		11897	02/06-04/09 KINGS	130.25	
21691	05/11/07	617.26	002504	TIFCO INDUSTRIES		11788	PARTS & SUPPLIES	617.26	
21692	05/11/07	20,311.87	002569	COMERICA BANK		11898	WORK COMP FUND	20,311.87	
21693	05/11/07	1,927.17	002607	STAVELEY SERVICES FLUIDS		11789	OUT RPR REV VEH	1,927.17	
21694	05/11/07	8.07	002814	CREATIVE BUS SALES, INC.		11790	REV VEH PARTS	8.07	
21695	05/11/07	289.73	002829	VALLEY POWER SYSTEMS, INC.		11791	REV VEH PARTS	289.73	
21696	05/11/07	151.04	002861	AMERICAN MESSAGING SVCS, LLC		11792	MAY PAGER-FLT	31.80	
						11899	MAY PAGERS/FAC	119.24	
21697	05/11/07	30,943.34	002875	WILBUR SMITH ASSOCIATES		11900	2/3-3/2 PROF SVCS	5,798.45	
						11901	2/3 PROF SVCS	16,741.65	
						11902	3/3-3/30 PROF SVCS	8,403.24	
21698	05/11/07	124.67	002882	CARR PARTS NAPA		11793	REV VEH PARTS	73.13	
						11794	PARTS & SUPPLIES	51.54	
21699	05/11/07	277.85	002883	UNISTORAGE		11903	OFFICE SUPPLIES/IT	277.85	
21700	05/11/07	627,754.50	002887	WEST BAY BUILDERS, INC.		11904	CONST SVC MB TO 3/31	627,754.50	
21701	05/11/07	25,456.21	002891	NCLN20, INC.		11795	FEB SECURITY	25,456.21	
21702	05/11/07	427.34	002905	HELM, INC.		11796	PARTS & SUPPLIES	427.34	
21703	05/11/07	86.80	004	NORTH BAY FORD LINC-MERCURY		11797	REV VEH PARTS	86.80	
21704	05/11/07	20,364.13	009	PACIFIC GAS & ELECTRIC		11798	APRIL CNG-FLT	10,603.90	
						11906	3/31-5/01 FLEET	5,339.47	
						11907	3/31-5/01 1200 RIVER	1,627.11	
						11908	3/31-5/01 110 VERNON	135.89	
						11909	3/31-4/30 115 DUBOIS	13.08	
						11910	4/1-5/1 370 ENCINAL	2,527.46	
						11911	3/31-4/30 115 DUBOIS	117.22	
21705	05/11/07	3,833.10	018	SALINAS VALLEY FORD SALES		11799	REV VEH PARTS	2,798.17	
						11800	SMALL TOOL	87.99	
						11801	REV VEH PARTS	946.94	
21706	05/11/07	186.20	050	PITNEY BOWES INC.		11912	MAY LEVEL AGRMNT/MC	70.30	
						11913	MAY LEVEL AGRMNT/MC	115.90	
21707	05/11/07	7,020.27	079	SANTA CRUZ MUNICIPAL UTILITIES		11914	3/27-4/26 1200 RIVER	2,158.13	
						11915	3/27-4/26 ENCINAL	774.46	
						11916	3/27-4/26 1122 RIVER	41.45	
						11917	03/27-4/26 GOLF CLUB	886.79	
						11918	03/27-4/26 ENCINAL	124.87	
						11919	3/27-4/26 111 DUBOIS	106.74	
						11920	3/27-4/26 111 DUBOIS	347.41	
						11921	3/31-5/01 PACIFIC	2,484.03	
						11922	3/31-5/1 920 PACIFIC	96.39	
21709	05/11/07	21,553.07	085	DIXON & SON TIRE, INC.		11802	TIRES & TUBES-FLT	2,874.92	
						11803	TIRES & TUBES FLT	408.62	
						11804	TIRES & TUBES FLT	15.00	
						11805	TIRES & TUBES-FLT	2,007.00	
						11806	TIRES & TUBES-FLT	254.00	
						11807	TIRES & TUBES-FLT	207.43	
						11808	TIRES & TUBES-FLT	359.36	
						11809	TIRES & TUBES-FLT	394.18	
						11810	TIRES & TUBES -FLT	66.00	
						11811	TIRES & TUBES-FLT	394.18	
						11812	TIRES & TUBES-FLT	7,187.29	

5-2.2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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						11813	TIRES & TUBES-FLT	899.34	
						11814	TIRES & TUBES-FLT	788.37	
						11815	TIRES & TUBES-FLT	3,593.64	
						11816	TIRES & TUBES-FLT	394.18	
						11817	TIRES & TUBES-FLT	1,505.25	
						11818	TIRES & TUBES-FLT	204.31	
21710	05/11/07	225.45	107A	LUMBERMENS		11819	PARTS & SUPPLIES	116.67	
						11820	PARTS & SUPPLIES	8.48	
						11923	REPAIRS/MAINTENANCE	48.69	
						11924	REPAIRS/MAINTENANCE	19.53	
						11925	REPAIRS/MAINTENANCE	4.49	
						11926	CREDIT MEMO	-24.40	
						11927	REPAIRS/MAINTENANCE	26.34	
						11928	REPAIRS/MAINTENANCE	22.73	
						11929	REPAIRS/MAINTENANCE	2.92	
21711	05/11/07	138.04	117	GILLIG CORPORATION		11821	REV VEH PARTS	138.04	
21713	05/11/07	1,802.42	135	SANTA CRUZ AUTO PARTS, INC.		11822	REV VEH PARTS	139.97	
						11823	REV VEH PARTS	581.21	
						11824	REV VEH PARTS	84.59	
						11825	REV VEH PARTS	6.84	
						11826	REV VEH PARTS	46.59	
						11827	PARTS & SUPP	41.63	
						11828	PARTS & SUPP	7.04	
						11829	PARTS & SUPP	126.40	
						11830	PARTS & SUPP	31.95	
						11831	PARTS & SUPP	1.32	
						11832	PARTS & SUPP	1.32	
						11833	PARTS & SUPP	27.13	
						11834	PARTS & SUPP	197.14	
						11835	PARTS & SUPP	138.88	
						11836	OTH MOB SUPP	170.63	
						11930	REV VEH PARTS/PT	60.00	
						11931	REV VEH PARTS/PT	58.62	
						11932	REV VEH PARTS/PT	60.00	
21714	05/11/07	316.38	147	ZEE MEDICAL SERVICE CO.		11933	REV VEH PART/PT	21.16	
						11934	SAFETY SUPPLIES	29.13	
						11935	SAFETY SUPPLIES	120.59	
						11936	SAFETY SUPPLIES	166.66	
21715	05/11/07	1,427.58	148	ZEP MANUFACTURING COMPANY		11837	REV VEH PTS/CLEANING	1,427.58	
21716	05/11/07	956.98	163	COMMUNITY PRINTERS, INC.		11937	PRINTING/PT	956.98	
21717	05/11/07	396.64	166	HOSE SHOP, THE		11838	PARTS & SUPPLIES	310.19	
						11839	PARTS & SUPPLIES	86.45	
21718	05/11/07	557.22	170	TOWNSEND'S AUTO PARTS		11840	REV VEH PTS/SUPP	137.23	
						11841	REV VEH PTS/SUPP	193.52	
						11842	REV VEH PARTS/SUPP	226.47	
21719	05/11/07	639.67	192	ALWAYS UNDER PRESSURE		11938	REPAIRS/MAINTENANCE	0.00	VOIDED
	05/11/07	-639.67				11939	3/19-4/19 MAINT/ADM	109.89	
21720	05/11/07	109.89	215	IKON OFFICE SOLUTIONS		11940	REPAIRS/MAINTENANCE	2.25	
21721	05/11/07	2.25	276	SCOTTS VALLEY SPRINKLER		11941	REPAIRS/MAINTENANCE	207.99	
21722	05/11/07	622.03	282	GRAINGER					

5-2.3

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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21723	05/11/07	131.81	288 MUNCIE TRANSIT SUPPLY		11942	SAFETY SUPPLIES	414.04	
21724	05/11/07	47.15	298 ERGOMETRICS		11843	REV VEH PARTS	131.81	
21725	05/11/07	166.44	358 POWR-FLITE		11943	SCORING SERVICES	47.15	
21726	05/11/07	621.29	372 FEDERAL EXPRESS		11944	CLEANING SUPPLIES	166.44	
					11844	MAR MAIL-HRD	23.76	
					11845	MAR MAIL-FLT	257.82	
					11846	INTN'L SHIP-ADMIN	49.34	
					11847	MAR MAIL-ADMIN	277.55	
					11864	APRIL MAIL-FAC.	12.82	
21727	05/11/07	415.38	382 AIRTEC SERVICE					VOIDED
	05/17/07	-415.38						
21728	05/11/07	1,586.37	395 APPLIED GRAPHICS, INC.		11945	JANITORIAL SVCS/PT	0.00	
21729	05/11/07	749.87	405 JOHN'S ELECTRIC MOTOR SVC	7	11848	PRINTING-OPS	1,586.37	
					11946	OUT REPAIR/EQUIP	632.74	
					11947	OUT REPAIR/EQUIP	117.13	
21730	05/11/07	1,399.65	432 EXPRESS PERSONNEL SERVICES		11948	TEMP/ADM W/E 4/22	1,399.65	
21731	05/11/07	52.93	434B VERIZON CALIFORNIA		11849	MT. BIEWLASKI	52.93	
21732	05/11/07	95.39	445 SKC-WEST, INC.		11850	OFFICE SUPPLIES	95.39	
21733	05/11/07	1,074.15	480 DIESEL MARINE ELECTRIC, INC.		11851	REV VEH PARTS	1,074.15	
21734	05/11/07	929.00	481 PIED PIPER EXTERMINATORS, INC.		11949	APRIL PEST CONTROL	355.00	
					11950	APRIL PEST CONTROL	183.00	
					11951	APRIL PEST CONTROL	48.50	
					11952	APRIL PEST CONTROL	48.50	
					11953	APRIL PEST CONTROL	53.00	
					11954	APRIL PEST CONTROL	241.00	
21735	05/11/07	291.44	504 CUMMINS WEST, INC.		11852	REV VEH PARTS	291.44	
21736	05/11/07	40.26	579 LAB SAFETY SUPPLY, INC.		11853	SAFETY SUPPLIES 28	40.26	
21737	05/11/07	1,612.60	647 GFI GENFARE		11854	REV VEH PARTS	947.46	
					11855	CREDIT MEMO	-9.74	
					11856	REV VEH PARTS	674.88	
21738	05/11/07	732.12	664 BAY COUNTIES PITCOCK PETROLEUM		11857	FUEL/LUB FLT	732.12	
21739	05/11/07	142.50	699 SALINAS CASH REGISTER CO INC		11858	OUT RPR EQUIP	142.50	
21740	05/11/07	429.12	711 GLASS DOCTOR	7	11859	OUT RPR OTH VEH	429.12	
21741	05/11/07	37,503.88	800 DELTA DENTAL PLAN		11955	MAY DENTAL	37,503.88	
21742	05/11/07	39.00	814 SYS ADMIN - SUBSCRIPTIONS		11956	1 YEAR SUBSCRIPTION	39.00	
21743	05/11/07	61.94	848 SANTA CRUZ ELECTRONICS, INC.		11860	PARTS & SUPPLIES	13.39	
					11957	COMPUTER SUPPLIES/IT	48.55	
21744	05/11/07	6,726.41	851 I.M.P.A.C. GOVERNMENT SERVICES		11958	4055019201230420	6,726.41	
21745	05/11/07	1,024.00	852 LAW OFFICES OF MARIE F. SANG	7	11959	WORKERS COMP CLAIMS	352.00	
					11960	WORKERS COMP CLAIMS	288.00	
					11961	WORKERS COMP CLAIMS	80.00	
					11962	WORKERS COMP CLAIMS	304.00	
21746	05/11/07	3,173.32	876 ATCHISON, BARISONE, CONDOTTI &		11963	110 VERNON ACQUIS	2,723.32	
					11964	425 FRONT ACQUIS	450.00	
21747	05/11/07	1,844.00	878 KELLY SERVICES, INC.		11965	TEMP/FIN W/E 3/25	1,364.00	
					11966	TEMP/ADM W/E 4/22	480.00	
21748	05/11/07	44,066.86	904 RNL DESIGN		11967	SVCS THRU 3/31/MB	18,319.08	
					11968	EXP THRU 3/31 MB	781.43	
					11969	SVSC THRU 3/31 MB	24,966.35	
21749	05/11/07	3,727.22	909 CLASSIC GRAPHICS		11861	OUT RPR REV VEH	3,727.22	
21750	05/11/07	456.00	915 WORKIN.COM, INC.		11970	4/17-5/16 JOB POST	228.00	

5-2-4

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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						11971	4/23-5/22 JOB POST	228.00	
21751	05/11/07	16,388.98	941	ASSURANT EMPLOYEE BENEFITS		11972	MAY LTD INS	16,388.98	
21752	05/11/07	410,689.14	948	ARNTZ BUILDERS, INC.		11973	CONST SVC MB TO 3/31	410,689.14	
21753	05/11/07	45,632.13	948A	WESTAMERICA BANK TRUST DEPT		11974	MAR RETAINAGE/MB	45,632.13	
21754	05/11/07	492.00	957	SECURITY SHORING & STEEL PLT		11975	STEEL PLATE RENTAL	492.00	
21755	05/11/07	70.00	960	SANTA CRUZ COUNTY EAC		11976	6/13 EMP TRAINING	70.00	
21756	05/11/07	69,750.50	970	THE MECHANICS BANK		11905	MAR RETAINAGE/MB	69,750.50	
21757	05/11/07	17,826.79	977	SANTA CRUZ TRANSPORTATION, LLC		11977	MAR 07 PT SVCS	17,826.79	
21758	05/11/07	104.79	981	HANDI-MAN MARINE		11862	PARTS & SUPPLIES 92	104.79	
21759	05/11/07	100.00	B003	BEAUTZ, JAN	7	11980	APRIL BOARD MTGS	100.00	
21760	05/11/07	50.00	B006	HINKLE, MICHELLE	7	11983	APRIL BOARD MTGS	50.00	
21761	05/11/07	50.00	B011	REILLY, EMILY	7	11985	APRIL BOARD MTGS	50.00	
21762	05/11/07	100.00	B012	SPENCE, PAT	7	11987	APRIL BOARD MTGS	100.00	
21763	05/11/07	100.00	B014	CITY OF WATSONVILLE		11989	APRIL BOARD MTGS	100.00	
21764	05/11/07	50.00	B015	ROTKIN, MIKE	7	11986	APRIL BOARD MTGS	50.00	
21765	05/11/07	50.00	B017	STONE, MARK	7	11988	APRIL BOARD MTGS	50.00	
21766	05/11/07	50.00	B018	BUSTICHI, DENE	7	11981	APRIL BOARD MTGS	50.00	
21767	05/11/07	100.00	B020	NICOL, KIRBY	7	11984	APRIL BOARD MTGS	100.00	
21768	05/11/07	100.00	B021	HAGEN, DONALD N.		11982	APRIL BOARD MTGS	100.00	
21769	05/11/07	10.00	E259	PEREZ, ANTONIO		11863	DMV FEES	10.00	
21770	05/11/07	65.00	E359	ROMAN, BRENDA		11978	DMV MEDICAL/PT	65.00	
21771	05/11/07	80.00	E439	BREGANTE, BATTISTA		11979	TRVL ADV/BREGANTE	80.00	
21772	05/18/07	489.37	001	SBC		12150	MAY REPEATERS/OPS	403.56	
						12220	MAY REPEATERS/OPS	85.81	
21773	05/18/07	903.44	001048	CRUZ CAR WASH		12219	VEH WASH SVCS/PT	903.44	
21774	05/18/07	1,207.60	001063	NEW FLYER INDUSTRIES LIMITED		11991	REV VEH	583.42	
						11992	REV VEH PARTS	337.14	
						11993	REV VEH PARTS 287	287.04	
21775	05/18/07	87.50	001492	EVERGREEN OIL INC.		12075	HAZ WASTE DISPOSAL	87.50	
21776	05/18/07	340.00	001523	SANTA CRUZ MEDICAL CLINIC	7	12114	MEDICAL EXAMS	66.00	
						12115	MEDICAL EXAMS	76.00	
						12116	MEDICAL EXAMS	66.00	
						12117	MEDICAL EXAMS	66.00	
						12118	MEDICAL EXAMS	66.00	
21777	05/18/07	75.00	001856	BAY COMMUNICATIONS	7	12069	OUT REPAIR PHONES	75.00	
21778	05/18/07	19.04	002063	COSTCO		12026	PHOTO PROC-OPS	19.04	
21779	05/18/07	706.50	002069	A TOOL SHED, INC.		12100	4/12-4/16 RENTAL	441.50	
						12103	4/24-RENTAL	265.00	
21780	05/18/07	247.40	002689	B & B SMALL ENGINE		12068	REPAIRS/MAINTENANCE	247.40	
21781	05/18/07	1,314.00	002700	SANTA CRUZ COUNTY		12152	HEALTH PERMIT/RIVER	1,314.00	
21782	05/18/07	1,438.57	002713	SANTA CRUZ AUTO TECH, INC.		12181	OUT RPR REV VEH/PT	49.00	
						12183	OUT RPR REV VEH/PT	49.00	
						12185	OUT RPR REV VEH/PT	49.00	
						12186	OUT RPR REV VEH/PT	49.00	
						12187	OUT RPR REV VEH/PT	49.00	
						12189	OUT RPR REV VEH/PT	49.00	
						12190	OUT RPR REV VEH/PT	49.00	
						12192	OUT RPR REV VEH/PT	49.00	
						12193	OUT RPR REV VEH/PT	49.00	
						12195	OUT RPR REV VEH/PT	49.00	

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

DATE: 05/01/07 THRU 05/31/07

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
						12197	OUT RPR REV VEH/PT	55.44	
						12198	OUT RPR REV VEH/PT	55.44	
						12199	OUT RPR REV VEH/PT	837.69	
21783	05/18/07	2,013.95	002721	NEXTEL COMMUNICATIONS		12161	4/4-5/3 PHONES/PT	2,013.95	
21784	05/18/07	241.74	002814	CREATIVE BUS SALES, INC.		12157	REV VEH PARTS/PT	241.74	
21785	05/18/07	1,311.40	002829	VALLEY POWER SYSTEMS, INC.		12056	REV VEH PARTS	1,311.40	
21786	05/18/07	333.34	002876	AA AUTO COLLISION CENTER		12218	OUT RPR REV VEH/PT	333.34	
21787	05/18/07	122.08	002898	CEB		12042	CA CIV WRIT UPDATE	122.08	
21788	05/18/07	357.30	004	NORTH BAY FORD LINC-MERCURY		12200	REV VEH PARTS/PT	11.85	
						12204	OUT RPR REV VEH/PT	345.45	
21789	05/18/07	1,681.99	009	PACIFIC GAS & ELECTRIC		12137	4/4-5/4 920 PACIFIC	1,681.99	
21790	05/18/07	86.80	020	ADT SECURITY SERVICES INC.		12065	MAY ALARMS	86.80	
21791	05/18/07	64.04	036	KELLY-MOORE PAINT CO., INC.		12084	REPAIRS/MAINTENANCE	29.37	
						12087	REPAIRS/MAINTENANCE	34.67	
21792	05/18/07	787.41	039	KINKO'S INC.		12221	FEB PRINTING	75.86	
						12222	FEB PRINTING	265.86	
						12223	FEB PRINTING	445.69	
21794	05/18/07	2,362.91	041	MISSION UNIFORM		12028	UNIFORM-FLT	68.96	
						12029	UNIFORM-FLT	68.96	
						12030	UNIFORM-FLT	68.96	
						12031	UNIFORM-FLT	-20.00	
						12032	UNIFORM-FLT	25.92	
						12033	UNIFORM-FLT	319.02	
						12034	UNIFORM-FLT	319.02	
						12035	UNIFORM-FLT	319.02	
						12036	UNIFORM-FLT	169.80	
						12037	UNIFORM-FLT	169.80	
						12038	UNIFORM-FLT	169.80	
						12039	UNIFORM-FLT	53.91	
						12040	UNIFORM-FLT	53.91	
						12041	UNIFORM-FLT	53.91	
						12104	APR UNIF/LAUNDRY/FAC	77.08	
						12105	APR UNIF/LAUNDRY/FAC	82.70	
						12106	APR UNIF/LAUNDRY/FAC	81.97	
						12107	APR UNIF/LAUNDRY/FAC	111.42	
						12108	APR UNIF/LAUNDRY/FAC	78.79	
						12109	APR UNIF/LAUNDRY/FAC	35.00	
						12110	APR UNIF/LAUNDRY/FAC	18.32	
						12111	APR UNIF/LAUNDRY/FAC	18.32	
						12112	APR UNIF/LAUNDRY/FAC	18.32	
21795	05/18/07	64.70	042	ORCHARD SUPPLY HARDWARE		12091	REPAIRS/MAINTENANCE	35.70	
						12092	REPAIRS/MAINTENANCE	13.73	
						12094	REPAIRS/MAINTENANCE	14.69	
						12095	REPAIRS/MAINTENANCE	2.48	
						12096	CREDIT MEMO	-1.90	
21797	05/18/07	2,321.09	043	PALACE ART & OFFICE SUPPLY		12121	OFFICE SUPPLIES	230.74	
						12122	OFFICE SUPPLIES	18.65	
						12123	OFFICE SUPPLIES	12.45	
						12124	CREDIT MEMO	-12.45	
						12125	OFFICE SUPPLIES	324.31	

5-2-6

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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 ALL CHECKS FOR COAST COMMERCIAL BANK

DATE: 05/01/07 THRU 05/31/07

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						12126	OFFICE SUPPLIES	14.09	
						12127	OFFICE SUPPLIES	115.36	
						12128	OFFICE SUPPLIES	389.17	
						12129	OFFICE SUPPLIES	3.59	
						12130	CREDIT MEMO	-42.76	
						12131	CREDIT MEMO	-6.66	
						12132	CREDIT MEMO	-6.66	
						12133	OFFICE SUPPLIES	323.33	
						12134	OFFICE SUPPLIES	187.71	
						12135	OFFICE SUPPLIES	697.95	
						12151	OFFICE SUPPLIES	21.65	
						12213	OFFICE SUPPLIES	50.62	
21798	05/18/07	4.88	074	KENVILLE LOCKSMITHS	7	12089	APRIL LOCKS/KEYS	4.88	
21799	05/18/07	30.31	079	SANTA CRUZ MUNICIPAL UTILITIES		12138	4/1-4/30 LANDFILL	30.31	
21800	05/18/07	1,109.21	085	DIXON & SON TIRE, INC.		12154	TIRES & TUBES/PT	459.84	
						12158	TIRES & TUBES/PT	497.84	
						12205	OUT RPR REV VEH/PT	15.00	
						12206	OUT RPR REV VEH/PT	136.53	
21801	05/18/07	145.15	122	SCMTD PETTY CASH - OPS		12057	PETTY CASH-OPS	145.15	
21802	05/18/07	6.86	123	BAY PHOTO LAB		12153	PHOTO PROCESS/PT	6.86	
21803	05/18/07	10.01	130	CITY OF WATSONVILLE UTILITIES		12063	4/1-5/1 RODRIGUEZ	10.01	
21804	05/18/07	110.40	149	SANTA CRUZ SENTINEL		12048	CLASS ADV-FLT	110.40	
21805	05/18/07	2,333.53	220	JONES COMPANY, THE ED		12027	SAFE DRIVING PINS	2,333.53	
21806	05/18/07	177.79	282	GRAINGER		12079	REPAIRS/MAINTENANCE	82.09	
						12081	REPAIRS/MAINTENANCE	95.70	
21807	05/18/07	1,644.84	294	ANDY'S AUTO SUPPLY		12008	REV VEH PARTS	34.69	
						12009	PARTS & SUPP	49.41	
						12010	REV VEH PARTS	499.76	
						12012	PARTS & SUPP	23.78	
						12013	REV VEH PARTS	468.07	
						12014	PARTS & SUPPLIES	13.06	
						12015	REV VEH PARTS	87.23	
						12016	PARTS & SUPPLIES	60.21	
						12017	REV VEH PARTS	382.68	
						12018	PARTS & SUPPLIES	25.95	
21808	05/18/07	430.12	436	WEST PAYMENT CENTER		12149	APRIL ACCESS CHARGES	430.12	
21809	05/18/07	23.60	546	GRANITE ROCK COMPANY		12082	REPAIRS/MAINTENANCE	23.60	
21810	05/18/07	128.72	579	LAB SAFETY SUPPLY, INC.		12209	SAFETY SUPPLIES	128.72	
21811	05/18/07	2,061.04	739	CENTURY CHEVROLET		12155	REV VEH PARTS/PT	1,315.50	
						12156	REV VEH PARTS/PT	119.16	
						12201	OUT REP REV VEH/PT	651.38	
						12202	CREDIT MEMO	-25.00	
21812	05/18/07	315.00	916	DOCTORS ON DUTY		12139	3/27 DRUG TEST	100.00	
						12140	3/29 DRUG TEST	25.00	
						12141	4/12 DRUG TEST	25.00	
						12142	4/12 DRUG TEST	30.00	
						12143	4/16 DRUG TEST	25.00	
						12144	4/16 DRUG TEST	30.00	
						12145	04/16 DRUG TEST	25.00	
						12146	4/16 DRUG TEST	30.00	

5-2.7

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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 ALL CHECKS FOR COAST COMMERCIAL BANK

DATE: 05/01/07 THRU 05/31/07

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21813	05/18/07	65.00	E188	NIETO, MANUEL		12147	4/20 DRUG TEST	25.00	
21814	05/18/07	46.42	E440	GLASKY, JENNA		12160	DMV FEES	65.00	
21815M	05/21/07	80.00	E103	LONGNECKER, LLOYD		12159	OFFICE SUPPLIES	46.42	
				EMP TRAV/LONGNECKER		12307	EMP TRAV/LONGNECKER	80.00	MANUAL
21816M	05/21/07	344.00	001079	HYATT REGENCY SAN FRANCISCO		12309	FTA TRAIN/HILTNER	344.00	MANUAL
				FTA TRAIN/HILTNER					
21817M	05/21/07	310.00	001079	HYATT REGENCY SAN FRANCISCO		12308	FTA TRAIN/LONGNECKER	310.00	MANUAL
				FTA TRAIN/LONGNECKER					
21818	05/25/07	3,561.11	001063	NEW FLYER INDUSTRIES LIMITED		11994	REV VEH PARTS	388.87	
						12177	REV VEH PARTS	42.80	
						12180	REV VEH PARTS	57.22	
						12184	REV VEH PARTS	1,276.15	
						12188	REV VEH PARTS	1,796.07	
21819	05/25/07	395.00	001071	QQUEST SOFTWARE SYSTEMS, INC.		12246	OFFICE SUPPLIES/IT	395.00	
21820	05/25/07	1,025.00	001074	AVERY ASSOCIATES		12207	LABOR RELATION SVCS	1,025.00	
21821	05/25/07	11,131.78	001075	SOQUEL III ASSOCIATES	7	12019	CREDIT MEMO	-221.72	
						9001025	RESEARCH PARK RENT	11,353.50	
21822	05/25/07	7,794.93	001076	BROUGHTON LAND, LLC		9001026	110 VERNON ST RENT	7,794.93	
21823	05/25/07	171.50	001093	KROLL LABORATORY SPECIALISTS		12020	MAR/APR DRUG TESTING	171.50	
21824	05/25/07	1,407.00	001119	MACERICH PARTNERSHIP LP	7	9001027	CAPITOLA MALL RENT	1,407.00	
21825	05/25/07	412.33	001263	ABBOTT STREET RADIATOR, INC.		11995	OUT RPR REV VEH	412.33	
21826	05/25/07	80,385.58	001316	DEVCO OIL		12394	FUEL FLT 5/8-5/21	80,385.58	
21827	05/25/07	431.52	001492	EVERGREEN OIL INC.		12231	HAZ WASTE DISPOSAL	431.52	
21828	05/25/07	1,209.59	001506	WESTERN STATES OIL CO., INC.		12085	FUEL/LUB FLT	1,209.59	
21829	05/25/07	66.00	001523	SANTA CRUZ MEDICAL CLINIC	7	11996	MED EXAM-FLT	66.00	
21830	05/25/07	15.46	001800	THERMO KING OF SALINAS, INC		11997	REV VEH PARTS	15.46	
21831	05/25/07	75.00	001856	BAY COMMUNICATIONS	7	12272	OUT REPAIR PHONES	75.00	
21832	05/25/07	17.08	002063	COSTCO		12259	PHOTO PROC-OPS	1.92	
						12260	PHOTO PROC-OPS	6.15	
						12261	PHOTO PROC-OPS	3.57	
						12262	PHOTO PROC-OPS	1.92	
						12263	PHOTO PROC-OPS	3.52	
21833	05/25/07	26,500.00	002116	HINSHAW, EDWARD & BARBARA	7	9001028	370 ENCINAL RENT	26,500.00	
21834	05/25/07	14,214.64	002117	IULIANO	7	9001029	111 DUBOIS RENT	11,214.64	
						9001030	115 DUBOIS RENT	3,000.00	
21835	05/25/07	5,000.00	002346	CHANEY, CAROLYN & ASSOC., INC.		12021	MAY LEGISLATIVE SVCS	5,000.00	
21836	05/25/07	55.00	002388	DOGHERRA'S	7	12349	TOWING #314	55.00	
21837	05/25/07	484.22	002624	DIGITAL RECORDERS		12101	REV VEH PARTS	484.22	
21838	05/25/07	392.00	002713	SANTA CRUZ AUTO TECH, INC.		12163	OUT RPR REV VEH/PT	49.00	
						12170	OUT RPR REV VEH/PT	49.00	
						12172	OUT RPR REV VEH/PT	49.00	
						12173	OUT RPR REV VEH/PT	49.00	
						12175	OUT RPR REV VEH/PT	49.00	
						12176	OUT RPR REV VEH/PT	49.00	
						12178	OUT RPR REV VEH/PT	49.00	
						12179	OUT RPR REV VEH/PT	49.00	
21839	05/25/07	971.31	002802	BATTERY SYSTEMS		11998	REV VEH PARTS	971.31	
21840	05/25/07	3,074.34	002805	TELEPATH CORPORATION		12051	OUT RPR EQUIP	89.64	
						12052	OUT RPR EQUIP	98.01	

5-2-8

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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 ALL CHECKS FOR COAST COMMERCIAL BANK

DATE: 05/01/07 THRU 05/31/07

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
						12053	OUT RPR EQUIP	89.64	
						12054	OUT RPR EQUIP	89.64	
						12055	MAY MAINT/RPRS	2,707.41	
21841	05/25/07	300.28	002814	CREATIVE BUS SALES, INC.		12216	REV VEH PARTS/PT	300.28	
21842	05/25/07	395.08	002817	WATSONVILLE BLUEPRINT		12251	MB PLANS/ADM	169.55	
						12252	MB PLANS/ADM	225.53	
21843	05/25/07	6,644.40	002829	VALLEY POWER SYSTEMS, INC.		11999	OUT RPR REV VEH	6,644.40	
21844	05/25/07	813.84	002847	STATE OF CA-EDD		12210	PARADISE LEVY	65.00	
						12211	PARADISE LEVY	627.00	
						12318	PARADISE LEVY	121.84	
21845	05/25/07	3,375.00	002849	BERLINER, KIDDER & TISH		12239	APPRAIS. REV./FRONT	3,375.00	
21846	05/25/07	308.18	002865	FLINT TRADING INC.		12273	REPAIRS/MAINTENANCE	308.18	
21847	05/25/07	11.92	002882	CARR PARTS NAPA		12000	REV VEH PARTS	11.92	
21848	05/25/07	57,916.69	002891	NCLN20, INC.		12257	MARCH SECURITY	30,601.64	
						12258	APRIL SECURITY	27,315.05	
21849	05/25/07	60.36	007	UNITED PARCEL SERVICE		12255	FRT OUT-FLT	17.00	
						12256	FRT OUT-FLT	43.36	
21850	05/25/07	2,888.44	009	PACIFIC GAS & ELECTRIC		12267	3/14-5/10 KINGS VLG	1,810.66	
						12296	4/14-5/15 RESEARCH	1,077.78	
21851	05/25/07	1,446.83	018	SALINAS VALLEY FORD SALES		12001	REV VEH PARTS	1,446.83	
21852	05/25/07	197.50	024	LLOYD'S TIRE SERVICE, INC.		12002	OUT RPR OTH VEH	197.50	
21853	05/25/07	755.01	041	MISSION UNIFORM		12044	UNIFORM-FLT	68.96	
						12045	UNIFORM-FLT	319.02	
						12046	UNIFORM-FLT	169.80	
						12047	UNIFORM-FLT	53.91	
						12359	APR UNIF/LAUNDRY/PT	42.06	
						12360	MAY UNIF/LAUNDRY/PT	82.94	
						12401	APR UNIF/LAUNDRY/FAC	18.32	
21854	05/25/07	891.23	043	PALACE ART & OFFICE SUPPLY		12022	OFFICE SUPPLIES	170.04	
						12023	OFFICE SUPPLIES	59.57	
						12024	OFFICE SUPPLIES	59.57	
						12230	OFFICE SUPPLIES	602.05	
21855	05/25/07	173.10	061A	REGISTER PAJARONIAN		12050	CLASS ADV-FLT	173.10	
21856	05/25/07	128.00	067	ROTO-ROOTER		12098	OUT RPR-BLD/GRNDS	128.00	
21857	05/25/07	117.14	075	COAST PAPER & SUPPLY INC.		12003	CLEANING/PARTS/SUPP	117.14	
21858	05/25/07	251.79	104	STATE STEEL COMPANY		12004	PARTS & SUPPLIES	251.79	
21859	05/25/07	2,617.84	110	JESSICA GROCERY STORE, INC.		9001031	CUSTODIAL SERVICES	2,617.84	
21860	05/25/07	417.29	117	GILLIG CORPORATION		12005	REV VEH PARTS	282.75	
						12006	REV VEH PARTS	134.54	
21861	05/25/07	7.78	123	BAY PHOTO LAB		12217	PHOTO PROCESS/PT	7.78	
21862	05/25/07	37.90	135	SANTA CRUZ AUTO PARTS, INC.		12350	REV VEH PARTS/PT	25.92	
						12351	REV VEH PARTS/PT	11.98	
21863	05/25/07	40.09	147	ZEE MEDICAL SERVICE CO.		12279	SAFETY SUPPLIES	40.09	
21864	05/25/07	284.40	149	SANTA CRUZ SENTINEL		12049	CLASS ADV-FLT	284.40	
21865	05/25/07	614.64	186	WILSON, GEORGE H., INC.		12274	REPAIRS/MAINTENANCE	152.70	
						12275	REPAIRS/MAINTENANCE	461.94	
21866	05/25/07	72.64	220	JONES COMPANY, THE ED		12264	BADGES-OPS	72.64	
21867	05/25/07	317.50	247	AUTOMATIC DOOR SYSTEMS, INC.		12240	OUT RPR/BLDGS & GRND	317.50	
21868	05/25/07	288.05	260	SANTA CRUZ GLASS CO., INC.		12214	OUT REPAIR/BLD/GRNDS	288.05	
21869	05/25/07	468.07	294	ANDY'S AUTO SUPPLY		12011	REV VEH PARTS	468.07	

5-2.9

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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DATE: 05/01/07 THRU 05/31/07

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21870	05/25/07	54.40	298	ERGOMETRICS		12208	SCORING SERVICES	54.40	
21871	05/25/07	184.00	367	COMMUNITY TELEVISION OF		12120	TV COVERAGE 4/27 MTG	184.00	
21872	05/25/07	422.84	372	FEDERAL EXPRESS		12390	MAY MAIL-HRD	42.81	
						12391	MAY MAIL-ADMIN	380.03	
21873	05/25/07	2,181.55	382	AIRTEC SERVICE		12269	REPAIRS/MAINTENANCE	188.20	
						12270	REPAIRS/MAINTENANCE	1,993.35	
21874	05/25/07	3,431.70	432	EXPRESS PERSONNEL SERVICES		12303	TEMP/FIN W/E 4/15	1,189.24	
						12304	TEMP/FIN W/E 4/29	1,116.00	
						12305	TEMP/FIN W/E 4/22	1,126.46	
21875	05/25/07	61.10	434	VERIZON WIRELESS		12343	WIRELESS PC CARD	61.10	
21876	05/25/07	389,807.51	502	CA PUBLIC EMPLOYEES'		12298	JUNE MEDICAL INS	389,807.51	
21877	05/25/07	41.04	510A	HASLER, INC.		12212	6/1-6/30 RENTAL/PT	41.04	
21878	05/25/07	74.00	546	GRANITE ROCK COMPANY		12276	REPAIRS/MAINTENANCE	22.46	
						12278	REPAIRS/MAINTENANCE	51.54	
21879	05/25/07	1,717.00	592	R & S ERECTION OF		12237	OUT REPAIR/BUILDING	1,717.00	
21880	05/25/07	2,244.47	664	BAY COUNTIES PITCOCK PETROLEUM		12093	FUEL/LUB FLT	821.27	
						12171	FUEL/LUB FLT	1,423.20	
21881	05/25/07	70.00	682	WEISS, AMY L.	7	12242	APRIL INTERPRETER	70.00	
21882	05/25/07	1,065.30	733	CLAREMONT BEHAVIORAL SERVICES		12297	JUNE EAP PREMIUM	1,065.30	
21883	05/25/07	1,053.52	753	DEPARTMENT OF GENERAL SERVICES		12392	CONTRACT FEES	1,053.52	
21884	05/25/07	650.00	764	MERCURY METALS		12365	OUT REP REV VEH/PT	650.00	
21885	05/25/07	5,528.49	876	ATCHISON, BARISONE, CONDOTTI &		12248	LEGAL SVCS/VERNON ST	3,910.56	
						12249	LEGAL SVCS/FRONT ST	1,617.93	
21886	05/25/07	1,536.00	878	KELLY SERVICES, INC.		12119	TEMP/FIN W/E 4/29	768.00	
						12341	TEMP/ADM W/E 5/13	768.00	
21887	05/25/07	30.00	880	SEISINT, INC.		12043	PROF/TECH SVC/RISK	30.00	
21888	05/25/07	27.00	886	ALL PURE WATER		12007	OFFICE SUPPLIES	27.00	
21889	05/25/07	3,496.99	909	CLASSIC GRAPHICS		12174	OUT RPR REV VEH	3,496.99	
21890	05/25/07	828.00	915	WORKIN.COM, INC.		12306	5/11 JOB POST	828.00	
21891	05/25/07	526.47	943	CLEAN BUILDING MAINTENANCE		12393	APR JANITORIAL SVCS	526.47	
21892	05/25/07	34.03	973	SANTA CRUZ DODGE		12254	REV VEH PARTS	34.03	
21893	05/25/07	10,758.52	977	SANTA CRUZ TRANSPORTATION, LLC		12229	APRIL 07 PT SVCS	10,758.52	
21894	05/25/07	415.38	983	CENTRAL MAINTENANCE COMPANY		12247	JANITORIAL SVCS/PT	415.38	
21895	05/25/07	100.00	B016	SKILLICORN, DALE	7	12136	MAY BOARD MTGS	100.00	
21896	05/25/07	34.00	E394	MILBURN, PETER		12265	DMV FEES	34.00	
21897	05/25/07	315.76	M005	ROSS, EMERY	7	9001032	MED PYMT SUPP	315.76	
21898	05/25/07	363.97	M010	SHORT, SLOAN	7	9001033	MED PYMT SUPP	363.97	
21899	05/25/07	241.33	M016	HICKLIN, DONALD KENT	7	9001034	MED PYMT SUPP	241.33	
21900	05/25/07	122.64	M022	CAPELLA, KATHLEEN	7	9001035	MED PYMT SUPP	122.64	
21901	05/25/07	48.42	M033	BAILEY, NEIL	7	9001036	MED PYMT SUPP	48.42	
21902	05/25/07	24.22	M036	CERVANTES, GLORIA	7	9001037	MED PYMT SUPP	24.22	
21903	05/25/07	24.22	M039	DAVILA, ANA MARIA	7	9001038	MED PYMT SUPP	24.22	
21904	05/25/07	24.22	M040	GARBEZ, LINDA	7	9001039	MED PYMT SUPP	24.22	
21905	05/25/07	48.42	M041	GOUVEIA, ROBERT	7	9001040	MED PYMT SUPP	48.42	
21906	05/25/07	24.22	M050	O'MARA, KATHLEEN	7	9001041	MED PYMT SUPP	24.22	
21907	05/25/07	48.42	M054	SLOAN, FRANCIS	7	9001042	MED PYMT SUPP	48.42	
21908	05/25/07	346.62	M057	PARHAM, WALLACE	7	9001043	MED PYMT SUPP	346.62	
21909	05/25/07	346.62	M058	POTEETE, BEVERLY	7	9001044	MED PYMT SUPP	346.62	
21910	05/25/07	377.09	M061	KAMEDA, TERRY	7	9001045	MED PYMT SUPP	377.09	
21911	05/25/07	308.52	M064	PETERS, TERRIE	7	9001046	MED PYMT SUPP	308.52	

5-2-10

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

DATE: 05/01/07 THRU 05/31/07

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
21912	05/25/07	50.32	M068	BASS, BETTY	7	9001047	MED PYMT SUPP	50.32	
21913	05/25/07	61.33	M069	JACOBS, KENNETH	7	9001048	MED PYMT SUPP	61.33	
21914	05/25/07	61.33	M070	PICARELLA, FRANCIS	7	9001049	MED PYMT SUPP	61.33	
21915	05/25/07	177.12	M072	BRIDINGER, CHRIS	7	9001050	MED PYMT SUPP	177.12	
21916	05/25/07	61.33	M073	CENTER, DOUG	7	9001051	MED PYMT SUPP	61.33	
21917	05/25/07	154.94	M074	GABRIELE, BERNARD	7	9001052	MED PYMT SUPP	154.94	
21918	05/25/07	72.86	M075	HOWARD, CAROL	7	9001053	MED SUPP PYMT	72.86	
21919	05/25/07	177.12	M076	VONWAL, YVETTE	7	9001054	MED PYMT SUPP	177.12	
21920	05/25/07	48.42	M079	BROGDON, ROY		9001055	MED PYMT SUPP	48.42	
21921	05/25/07	48.42	M081	HALL, JAMES	7	9001056	MED PYMT SUPP	48.42	
21922	05/25/07	24.25	M082	HINDIN, LENORE	7	9001057	MED PYMT SUPP	24.25	
21923	05/25/07	48.42	M085	ROSSI, DENISE	7	9001058	MED PYMT SUPP	48.42	
21924	05/25/07	24.22	M086	TOLINE, DONALD	7	9001059	MED PYMT SUPP	24.22	
21925	05/25/07	24.22	M088	YAGI, RANDY	7	9001060	MED PYMT SUPP	24.22	
21926	05/25/07	32.30	M090	CLARKE, PATRICIA	7	9001061	MED PYMT SUPP	32.30	
21927	05/25/07	61.33	M092	CRAWFORD, TERRI	7	9001062	MED PYMT SUPP	61.33	
21928	05/25/07	61.33	M095	DIXON, GEORGE	7	9001063	MED PYMT SUPP	61.33	
21929	05/25/07	61.33	M096	DRAKE, JUDITH	7	9001064	MED PYMT SUPP	61.33	
21930	05/25/07	61.33	M098	FAUCI, SUSAN	7	9001065	MED PYMT SUPP	61.33	
21931	05/25/07	61.33	M099	FIKE, LOUIS	7	9001066	MED PYMT SUPP	61.33	
21932	05/25/07	48.42	M100	GARCIA, SANTIAGO	7	9001067	MED PYMT SUPP	48.42	
21933	05/25/07	61.33	M101	GOES, ALAN	7	9001068	MED PYMT SUPP	61.33	
21934	05/25/07	32.30	M103	JEMISON, MAURICE	7	9001069	MED PYMT SUPP	32.30	
21935	05/25/07	61.33	M104	JUSSEL, PETE	7	9001070	MED PYMT SUPP	61.33	
21936	05/25/07	32.30	M105	KOHAMA, MARY	7	9001071	MED PYMT SUPP	32.30	
21937	05/25/07	32.30	M106	LYALL, JOHN	7	9001072	MED PYMT SUPP	32.30	
21938	05/25/07	61.33	M108	MILLER, FOREST	7	9001073	MED PYMT SUPP	61.33	
21939	05/25/07	62.96	M109	PEREZ, CHERYL		9001074	MED PYMT SUPP	62.96	
21940	05/25/07	32.30	M111	SANCHEZ, FELIX	7	9001075	MED PYMT SUPP	32.30	
21941	05/25/07	61.33	M112	SILVA, EDUARDO	7	9001076	MED PYMT SUPP	61.33	
21942	05/25/07	72.86	M115	WILLIAMS, CHRIS	7	9001077	MED PYMT SUPP	72.86	
21943	05/25/07	72.86	M116	CRAMBLETT, LAWRENCE		9001078	MED PYMT SUPP	72.86	
21944	05/25/07	61.33	M117	POLANCO, ANDRES		9001079	MED PYMT SUPP	61.33	
21945	05/25/07	2,255.31	R481	TORRES, ALFREDO		12299	SETTLEMENT/RISK	2,255.31	
TOTAL		2,361,102.34		COAST COMMERCIAL BANK			TOTAL CHECKS	278	2,361,102.34

5-2.11

# GOVERNMENT TORT CLAIM

## RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Arredondo, Angelita  
Date of Incident: 08/29/06

Received: 05/09/07 Claim #: 07-0020  
Occurrence Report No.: MISC 06-19

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  
Margaret Gallagher  
DISTRICT COUNSEL

Date: 5-16-07

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I, Cindi Thomas, 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 June 22, 2007.

By \_\_\_\_\_  
Cindi Thomas  
RECORDING SECRETARY

Date: \_\_\_\_\_

MG/lg  
Attachment(s)

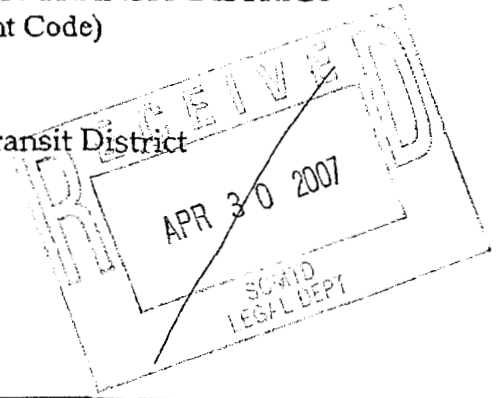
CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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

Claim # 07-0070

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: Angelita Arredondo

Claimant's Address/Post Office Box: \_\_\_\_\_

Claimant's Phone Number: \_\_\_\_\_

2. Address to which notices are to be sent: \_\_\_\_\_

3. Occurrence: # MISC 06-14

Date: 8-29-06 Time: 11:00 am Place: Green Valley Rd

Circumstances of occurrence or transaction giving rise to claim: on 8-29-06 was coming from my appt, was placed in van in the chair and driver did not secure me in seat. Driver made sharp turn, my head hit back of chair, glasses flew off my face. Driver pulled over and placed seat belt on to secure me. That night back pain was worse. See mds letter.

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: Lower back pain has increased since then.

5. Name or names of public employees or employees causing injury, damage, or loss, if known: Not known.

6. Amount claimed now ..... \$24,000.

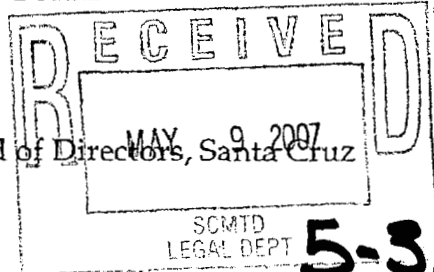
Estimated amount of future loss, if known ..... \$ Unknown

TOTAL ..... \$ 24,000 So far

7. Basis of above computations: Dr's visit, procedures, medication transportation.

Angelita Arredondo  
CLAIMANT'S SIGNATURE OR  
COMPANY REPRESENTATIVE'S SIGNATURE OR  
PARENT OF MINOR CLAIMANT'S SIGNATURE

4-30-07  
DATE



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

5-3.2





**Agenda**  
**METRO Advisory Committee**  
6:00 pm  
June 20, 2007  
920 Pacific Avenue  
Santa Cruz, California

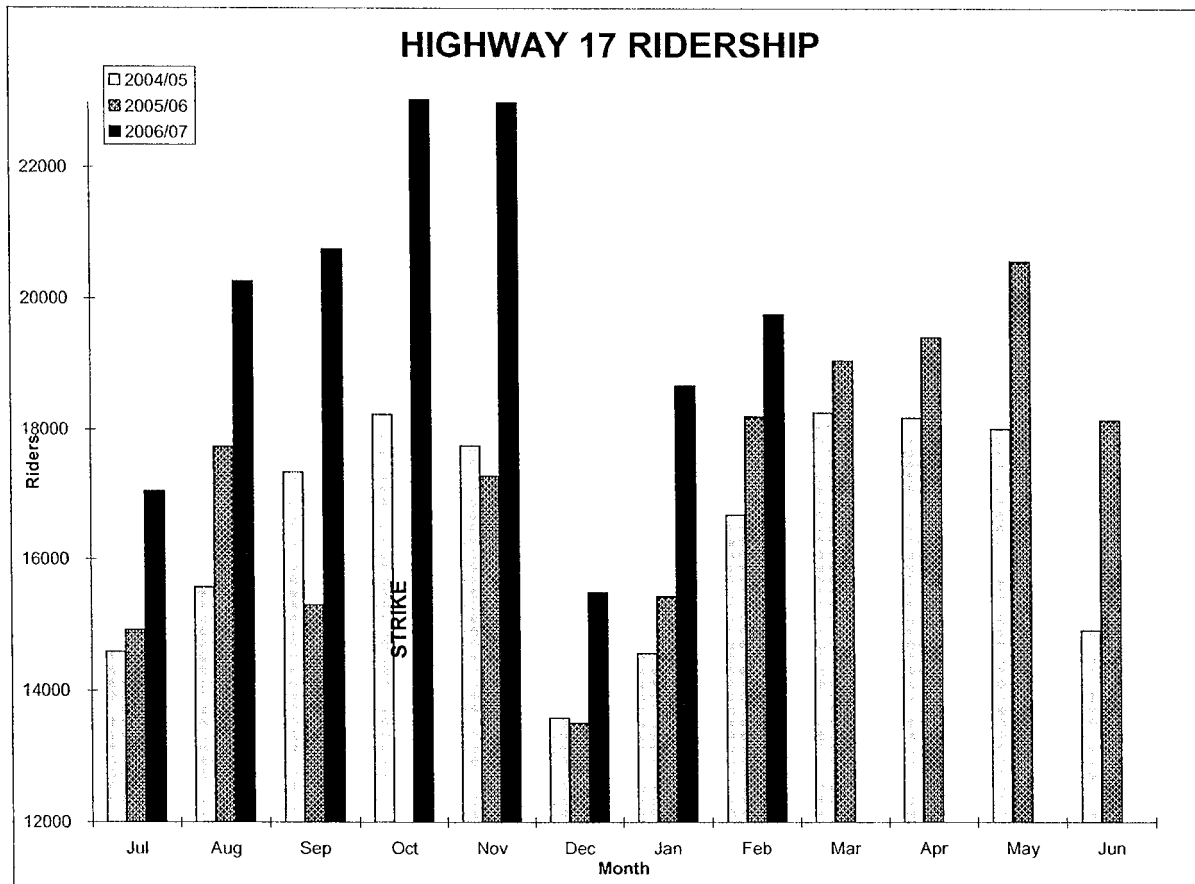
1. Roll Call
2. Agenda Additions/Deletions
3. Oral/Written Communication
4. Consideration of Minutes of May 2007
5. Ridership Report for April 2007
6. ParaCruz Operations Status Report for February 2007
7. Discussion of Usage Rules for Park & Ride Facilities
8. Discussion of METRO Board of Directors Actions Regarding MAC Recommendations
9. Consideration of Current ParaCruz Operating Parameters With Regard to METRO's Service Area Including Hours and Days of Service
10. Consideration of Proposed Modifications of METRO ParaCruz Service Eligibility Appeals Process Regulation
11. Consideration of Implementation of METRO Smoking Policy
12. Communications to METRO General Manager
13. Communications to METRO Board of Directors
14. Items for Next Meeting Agenda
15. Adjournment

Next Meeting: Wednesday, July 18, 2007 @ 6:00 pm  
Santa Cruz Metro Conference Room

5-4.1

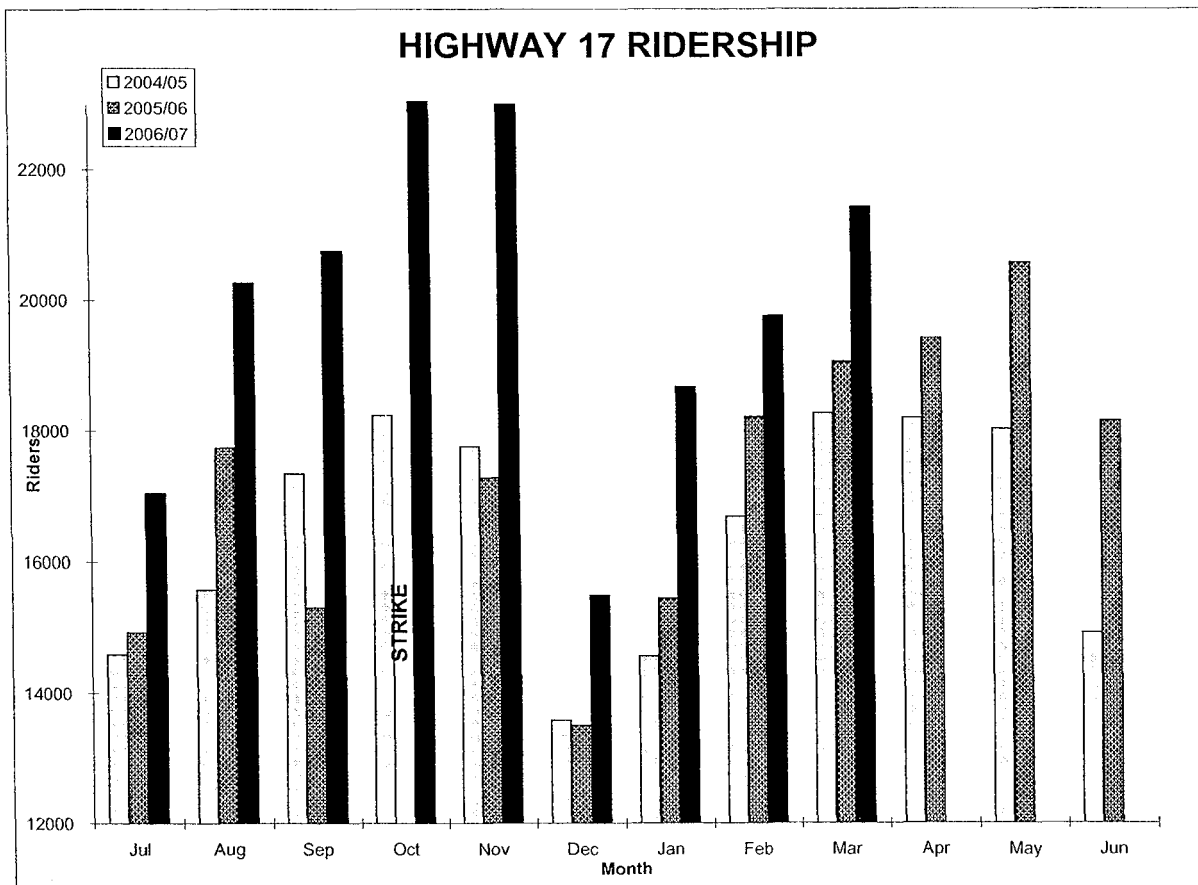
# HIGHWAY 17 - FEBRUARY 2007

	FEBRUARY			YTD		
	This Year	Last Year	%	This Year	Last Year	%
<b>FINANCIAL</b>						
Cost	\$ 126,784	\$ 107,992	17.4%	\$ 1,066,139	\$ 802,179	32.9%
Farebox	\$ 68,785	\$ 63,866	7.7%	\$ 534,181	\$ 362,809	47.2%
Operating Deficit	\$ 51,255	\$ 42,362	21.0%	\$ 471,042	\$ 367,984	28.0%
Santa Clara Subsidy	\$ 25,627	\$ 21,181	21.0%	\$ 235,521	\$ 183,992	28.0%
METRO Subsidy	\$ 25,627	\$ 21,181	21.0%	\$ 235,521	\$ 183,992	28.0%
San Jose State Subsid	\$ 2,518	\$ 2,530	(0.5%)	\$ 13,249	\$ 10,752	23.2%
AMTRAK Subsidy	\$ 4,226	\$ (766)	(652.0%)	\$ 47,667	\$ 60,634	(21.4%)
<b>STATISTICS</b>						
Passengers	19,755	18,207	8.5%	159,133	112,407	41.6%
Revenue Miles	38,384	38,384	0.0%	326,071	274,737	18.7%
Revenue Hours	1,439	1,439	0.0%	12,228	10,304	18.7%
Passengers/Day	706	650	8.5%	655	546	20.0%
Passengers/Weekday	845	779	8.4%	805	685	17.5%
Passengers/Weekend	357	327	9.2%	326	251	30.0%
<b>PRODUCTIVITY</b>						
Cost/Passenger	\$ 6.42	\$ 5.93	8.2%	\$ 6.70	\$ 7.14	(6.1%)
Revenue/Passenger	\$ 3.48	\$ 3.51	(0.7%)	\$ 3.36	\$ 3.23	4.0%
Subsidy/Passenger	\$ 2.72	\$ 2.47	10.4%	\$ 3.04	\$ 3.37	(9.7%)
Passengers/Mile	0.51	0.47	8.5%	0.49	0.41	19.3%
Passengers/Hour	13.73	12.65	8.5%	13.01	10.91	19.3%
Recovery Ratio	54.3%	59.1%	(8.3%)	50.1%	45.2%	10.8%



# HIGHWAY 17 - MARCH 2007

	MARCH			YTD		
	This Year	Last Year	%	This Year	Last Year	%
<b>FINANCIAL</b>						
Cost	\$ 139,203	\$ 137,046	1.6%	\$ 1,205,342	\$ 939,226	28.3%
Farebox	\$ 71,819	\$ 63,518	13.1%	\$ 606,000	\$ 426,328	42.1%
Operating Deficit	\$ 63,196	\$ 69,446	(9.0%)	\$ 534,237	\$ 437,430	22.1%
Santa Clara Subsidy	\$ 31,598	\$ 34,723	(9.0%)	\$ 267,119	\$ 218,715	22.1%
METRO Subsidy	\$ 31,598	\$ 34,723	(9.0%)	\$ 267,119	\$ 218,715	22.1%
San Jose State Subsid	\$ 1,091	\$ 2,722	(59.9%)	\$ 14,340	\$ 13,474	6.4%
AMTRAK Subsidy	\$ 3,098	\$ 1,360	127.8%	\$ 50,765	\$ 61,994	(18.1%)
<b>STATISTICS</b>						
Passengers	21,423	19,053	12.4%	180,556	131,460	37.3%
Revenue Miles	42,343	43,415	(2.5%)	368,414	318,152	15.8%
Revenue Hours	1,588	1,627	(2.4%)	13,816	11,931	15.8%
Passengers/Day	691	615	12.4%	659	555	18.8%
Passengers/Weekday	819	725	12.9%	806	690	16.8%
Passengers/Weekend	378	296	27.7%	331	256	29.6%
<b>PRODUCTIVITY</b>						
Cost/Passenger	\$ 6.50	\$ 7.19	(9.7%)	\$ 6.68	\$ 7.14	(6.6%)
Revenue/Passenger	\$ 3.35	\$ 3.33	0.6%	\$ 3.36	\$ 3.24	3.5%
Subsidy/Passenger	\$ 3.00	\$ 3.79	(20.8%)	\$ 3.04	\$ 3.43	(11.4%)
Passengers/Mile	0.51	0.44	15.3%	0.49	0.41	18.6%
Passengers/Hour	13.49	11.71	15.3%	13.07	11.02	18.6%
Recovery Ratio	51.6%	46.3%	11.3%	50.3%	45.4%	10.8%



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** June 22, 2007  
**TO:** Board of Directors  
**FROM:** Steve Paulson, Paratransit Administrator  
**SUBJECT: METRO PARACRUZ OPERATIONS STATUS REPORT**

## I. RECOMMENDED ACTION

**This report is for information only- no action requested**

## II. SUMMARY OF ISSUES

- METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Transit District, providing shared ride, door-to-door demand-response transportation to customers certified as having disabilities that prevent them from independently using the fixed route bus.
- METRO assumed direct operation of paratransit services November 1, 2004.
- Operating Statistics and customer feedback information reported are for the month of March 2007.
- On time performance and operating efficiency continue to be impacted by widespread roadwork.
- A breakdown of pick-up times beyond the ready window is included.

## III. DISCUSSION

METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Transit District, providing shared ride, door-to-door demand-response transportation to customers certified as having disabilities that prevent them from independently using the fixed route bus.

METRO began direct operation of ADA paratransit service (METRO ParaCruz) beginning November 1, 2004. This service had been delivered under contract since 1992.

Recently, there was discussion regarding ParaCruz on-time performance. It was noted that most statistical data continues to show improvement, the reported percentage of pick ups performed within the "ready window" has remained relatively consistent, hovering at roughly 90%. There was a request for staff to provide a break down the pick-ups beyond the "ready window".

5-6.1

The table below displays the percentage of pick-ups within the “ready window” and a breakdown in 5-minute increments for pick-ups beyond the “ready window”.

	<b>March 2006</b>	<b>March 2007</b>
Total pick ups	7819	7735
<b>Percent in “ready window”</b>	<b>90.71%</b>	<b>91.03%</b>
1 to 5 minutes late	3.31%	3.41%
6 to 10 minutes late	2.19%	2.35%
11 to 15 minutes late	1.30%	1.41%
16 to 20 minutes late	.87%	.78%
21 to 25 minutes late	.70%	.56%
26 to 30 minutes late	.33%	.21%
31 to 35 minutes late	.23%	.13%
36 to 40 minutes late	.15%	.10%
41 or more minutes late (excessively late/missed trips)	.19%	.026%
<b>Total beyond “ready window”</b>	<b>9.29%</b>	<b>8.97%</b>

During the month of March, thirteen (13) service complaints and three (3) compliments were received. Five (5) of the complaints were found to be “not valid”. Three (3) of the valid service complaints was related to a late pick-up, four (4) related to driver conduct and one (1) as a result of booking error.

5-6.2

**Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through March**

	<b>March 06</b>	<b>March 07</b>	<b>Fiscal 06 YTD</b>	<b>Fiscal 07 YTD</b>
Requested	9020	8843	73247	70824
Performed	7819	7735	63356	62177
Cancels	19.24%	19.11%	19.60%	19.03%
No Shows	3.39%	2.32%	3.59%	2.91%
Total miles	59382	53534	490387	430825
Av trip miles	5.58	5.16	5.68	5.07
Within ready window	90.71%	91.03%	91.11%	90.58%
Excessively late/missed trips	17	3	170	108
Call center volume	6544	6144	56863	52795
Call average seconds to answer	23	23	28	23
Hold times less than 2 minutes	96%	95%	93%	96%
Distinct riders	813	818	1734	1620
Most frequent rider	56	55	380	387
Shared rides	64.6%	64.7%	62.3%	65.7%
Passengers per rev hour	1.60	2.45	1.57	1.81
Rides by supplemental providers	7.02%	7.26%	8.88%	8.57%
SCT cost per ride	\$22.85	\$24.88	\$23.10	\$24.02
ParaCruz driver cost per ride (estimated)	\$24.32	\$26.95	\$24.46	\$25.89
Rides < 10 miles	78.11%	80.89%	79.55%	82.25%
Rides > 10	21.89%	19.11%	20.45%	17.75%

**IV. FINANCIAL CONSIDERATIONS**

NONE

**V. ATTACHMENTS**

NONE

5-6.3

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** June 22, 2007  
**TO:** Board of Directors  
**FROM:** Mark J. Dorfman, Assistant General Manager  
**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 April 2007 increased by 0.3% versus April 2006.
- Faculty/staff trips for April 2007 decreased by (7.1%) versus April 2006.
- Student trips *per school-term day* for April 2007 decreased by (5.7%) versus April 2006.
- Faculty/staff *per weekday* for April 2007 decreased by (10.6%) versus April 2006.
- Revenue received from UCSC for April 2007 was \$272,973 versus \$248,383 for April 2006, an increase of 9.9%.

## III. DISCUSSION

UCSC Fall instruction began on September 21, 2006. A summary of the results for April 2007 is:

- Student billable trips for regular service in April 2007 were 235,262 versus 236,511 for April 2006, a decrease of (0.5%).
- Faculty / Staff billable trips for regular service in April 2007 were 16,718 versus 18,227 for April 2006, a decrease of (8.3%).
- Student billable trips for Route 20 Supplemental service in April 2007 were 10,388 versus 8,958 for April 2006, an increase of 16.0%.
- Faculty / Staff billable trips for Route 20 Supplemental service in April 2007 were 397 versus 174 for April 2006, an increase of 128.2%.
- Student billable trips for the Night Owl service in April 2007 were 4,712 versus 4,216 for April 2006, an increase of 11.8%

5-7.1

- Faculty / Staff billable trips for Night Owl service in April 2007 were 29 versus 58 for April 2006, a decrease of (50.0%).
- Average student billable trips *per school term day* for regular UC Service in April 2007 were 10,081.8 versus 10,800.8 for April 2006, a decrease of (6.7%).
- Average Faculty / Staff billable trips *per weekday* for regular UC service in April 2007 were 723.6 versus 821.6 for April 2006, a decrease of (11.9%).
- Average student billable trips *per school term day* for supplemental UC Service in April 2007 were 519.4 versus 471.5 for April 2006, an increase of 10.2%.
- Average Faculty / Staff billable trips *per weekday* for supplemental UC service in April 2007 were 19.9 versus 9.2 for April 2006, an increase of 116.8%.
- Average student billable trips *per school term day* for Night Owl UC Service in April 2007 were 111.8 versus 92.9 for April 2006, an increase of 27.0%.
- Average Faculty / Staff billable trips *per weekday* for Night Owl UC service in April 2007 were 0.9 versus 1.8 for April 2006, a decrease of (49.7%).

March	Student Ridership		Faculty/ Staff Ridership		Average Student Ridership Per School Term Day		Average Faculty/Staff Ridership Per Weekday	
	FY 2007	FY 2006	FY 2007	FY 2006	FY 2007	FY 2006	FY 2007	FY 2006
<b>Regular Service</b>	235,262	236,511	16,718	18,227	10,081.8	10,800.8	723.6	821.6
<b>Supplemental</b>	10,388	8,958	397	174	519.4	471.5	19.9	9.2
<b>Night Owl</b>	4,712	4,216	29	58	111.8	92.9	0.9	1.8
<b>TOTAL</b>	<b>250,362</b>	<b>249,685</b>	<b>17,144</b>	<b>18,459</b>	<b>10,713.0</b>	<b>11,365.2</b>	<b>744.4</b>	<b>832.5</b>
<b>% Increase-(Decrease)</b>	<b>0.3%</b>		<b>(7.1%)</b>		<b>(5.7%)</b>		<b>(10.6%)</b>	

5-7.2



**IV. FINANCIAL CONSIDERATIONS**

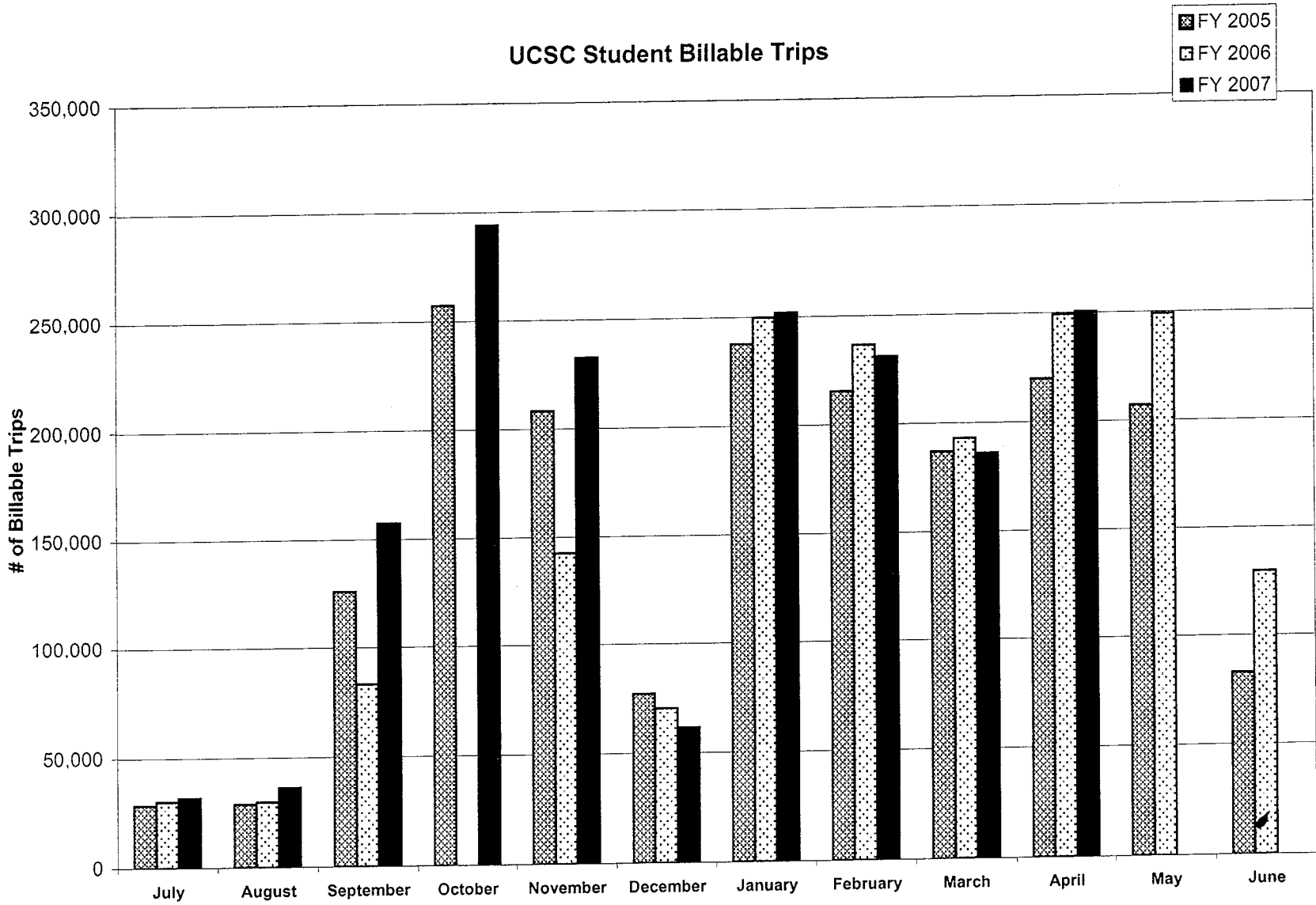
NONE

**V. ATTACHMENTS**

**Attachment A: UC Student Billable Trips**

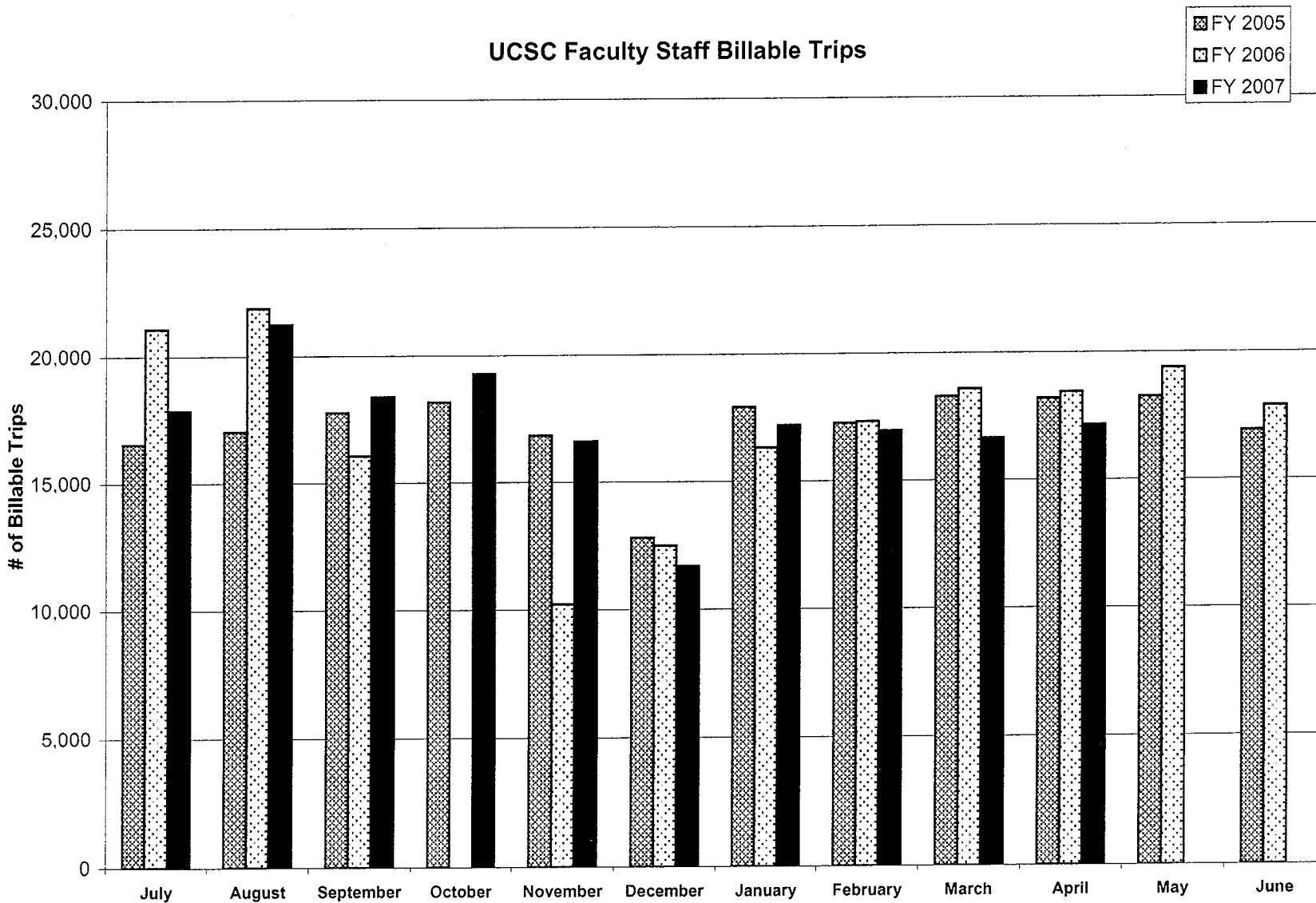
**Attachment B: UCSC Faculty / Staff Billable Trips**

5-7.01



Attachment A

### UCSC Faculty Staff Billable Trips



5-7. b1

Attachment B

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** June 22, 2007  
**TO:** Board of Directors  
**FROM:** Frank L. Cheng, Project Manager  
**SUBJECT: CONSIDERATION OF METROBASE STATUS REPORT**

## I. RECOMMENDED ACTION

**That the Board of Directors accept and file the MetroBase Status Report.**

## II. SUMMARY OF ISSUES

- Service Building work
  - Arntz Builders completed storm drain connection.
  - Arntz Builders continuing work for internal items to the building and layout for retaining wall and trash enclosure.
  - PG&E has installed new power pole on the site.
  - AT&T is corresponding their work with Arntz Builders for transferring the telephone services to the new pole.
  - Testing of all equipment is scheduled for early July.
- Maintenance Building
  - West Bay Builders continuing site work on 120 Golf Club Drive property
  - Tilt-up panels will be constructed on site.

## III. DISCUSSION

Service & Fueling Building work is continuing on 1122 River Street. Storm drain connection to site has been completed. Arntz Builders is working on internal items and site work in front of the property. Retaining wall and trash enclosure are being completed. PG&E completed installing the new power pole and AT&T is corresponding their work with Arntz Builders for telephone transfer to new pole. Arntz Builder has scheduled testing early July for all equipment installed on site.

West Bay Builders is continuing site work on 120 Golf Club Drive property. West Bay Builders have been digging into the foundation to set up the foundation for the inspection pits for the two drive-through bays in the Maintenance Building. Rebar was installed and concrete poured for the pit area. Surrounding foundation and site work are continuing. Front of site has been graded for lay down of a casting bed for the tilt up walls.

Information for the MetroBase Project can be viewed at <http://www.scmtd.com/metrobase>  
Information on the project, contact information, and MetroBase Hotline number (831) 621-9568 can be viewed on the website.

**5-8.1**

New updates on the MetroBase Project:

- Arntz Builders completed storm drain connection.
- PG&E power pole installed.
- AT&T is corresponding their work with Arntz Builders for telephone transfer to new pole.
- West Bay Builders continuing site work on 120 Golf Club Drive property.
- West Bay Builders has constructed lay down area for casting tilt-up walls.

Previous information regarding the MetroBase Project:

A. Service & Fueling Building (IFB 05-12)

- On January 26, 2007, Board of Directors went on a tour of the MetroBase Project.
- Received Caltrans Encroachment Permit. Work continuing.
- Department of Fish&Game approved work on outfall construction completed.
- Concrete work for floor foundation area complete.
- Concrete work for LNG pad and containment area completed.
- Concrete Driven Piles completed end of May 2006.
- Arntz Builders trailer and containers installed adjacent to 1122 River Street
- Public Outreach Newsletter sent to areas possibly affected by construction.
- Notice to Proceed issue effective January 9, 2006 with 365 calendar day construction period.
- Weekly Construction Meetings

B. Maintenance Building (IFB 06-01)

- On November 20, 2006, METRO received signed copies of IFB 06-01 from West Bay Builders including agreement to Labor Harmony provisions included in award letter.
- IFB 06-01 Maintenance Building awarded to West Bay Builders for \$15,195,000 contingent upon Labor Harmony provision in award letter.
- Invitation For Bid 06-01 available at Watsonville BluePrint. Pre-Bid Conference scheduled for September 6, 2006 at 110 Vernon Street, Suite B, Santa Cruz, CA. IFB 06-01 Bid due on October 17, 2006 at 2:00 pm.
- Construction schedule set to 32 months
- RNL contract modified for added Maintenance Building scope
- Harris & Associates contract modified for added Maintenance Building scope.
- Weekly Construction Meetings.

5-8.2

**IV. FINANCIAL CONSIDERATIONS**

Funds for the construction of the Service & Fueling, and Maintenance Building Components of the MetroBase Project are available within the funds the METRO has secured for the Project.

**V. ATTACHMENTS**

**Attachment A: None**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** June 22, 2007

**TO:** Board of Directors

**FROM:** Tom Stickel, Manager of Maintenance

**SUBJECT: CONSIDERATION OF CONTRACT RENEWAL WITH ALLIANT INSURANCE SERVICES, INC. FOR INSURANCE BROKER SERVICES AND CONTINUING PARTICIPATION IN THE CALIFORNIA PUBLIC ENTITY INSURANCE AUTHORITY JOINT POWERS AGREEMENT IN ORDER TO ACCESS EXCESS WORKERS' COMPENSATION INSURANCE.**

## I. RECOMMENDED ACTION

**District staff is recommending that the Board of Directors authorize the General Manager to execute an amendment to the contract with Alliant Insurance Services, Inc. for licensed broker services to extend the term of the contract through June 30, 2008, agree to an increase in compensation to \$12,000 and agree to continuing participation in the California Public Entity Insurance Authority joint powers agreement in order to access excess workers' compensation insurance.**

## II. SUMMARY OF ISSUES

- The District has a contract with Alliant Insurance Services, Inc. for Licensed Broker Services for Excess Workers' Compensation Coverage.
- In order to access the joint powers agreement with the California Public Entity Insurance Authority (CPEIA) for low rates for excess workers' compensation insurance, Metro must contract with the services of Alliant Insurance Services.
- At the option of the District, this contract may be renewed for four (4) additional one-year terms.
- Alliant Insurance Services, Inc. has indicated that they are interested in extending the contract for one additional year and has requested a fee increase from \$10,000 to \$12,000 for the new contract period.
- It is recommended that the Board of Directors authorize the General Manager to execute an amendment to the contract with Alliant Insurance Services, Inc. to extend the contract through June 30, 2008, agree to an increase in compensation to \$12,000 and agree to continuing participation with the CPEIA joint powers agreement in order to access excess workers' compensation insurance.

**S-9.1**

### **III. DISCUSSION**

The District's current contract with Alliant Insurance Services, Inc. for Licensed Broker Services for Excess Workers' Compensation Coverage is due to expire on June 30, 2007. An extension of the contract would be favorable to the District. Section 4.01 of the contract allows the District the option to renew the contract for four (4) additional one-year terms. Contractor has also reviewed the contract and has indicated their desire to extend the contract with an increase in the rate of compensation for the new contract period.

Since 1979, the County Supervisors Association of California dba California State Association of Counties (CSAC) Excess Insurance Authority (EIA) has provided its members with numerous risk management and insurance programs that have allowed them to manage various loss exposures. CSAC-EIA is one of the estimated 150 joint powers insurance pools currently operating in California. In 2001, CSAC established a "sister JPA" called the California Public Entity Insurance Authority (CPEIA). The CPEIA was created to provide other public agencies in California a vehicle to participate in CSAC's programs and services, specifically insurance programs including excess workers' compensation insurance. CSAC benefits from membership in the CPEIA as a result of additional resources and credibility in the insurance marketplace. In addition, CPEIA members are charged a fee of .5% of their premium for access to the CSAC's major programs.

In November 1979, the first CSAC program was established which was the Excess Worker's Compensation (EWC) program. Coverage is provided above various self-insured retentions or the Primary Workers' Compensation Program is pooled with excess reinsurance purchased to \$50,000,000 in limits. Forty-nine counties and over twenty-five CPEIA members currently participate in the EWC Program. Membership in this program has grown significantly due to the hard insurance market and the creation of the CPEIA.

By belonging to the CSAC-CPEIA, METRO's insurance premium for excess workers' compensation insurance coverage for the new fiscal year is estimated to be \$79,160. This represents a reduction over last year's premium. This is only an estimate and the final premium determination will occur in mid June.

It is recommended that the Board of Directors authorize the General Manager to execute an amendment to the contract with Alliant Insurance Services, Inc. to extend the contract through June 30, 2008, agree to an increase in compensation to \$12,000 and agree to continuing participation in the CPEIA joint powers agreement in order to access excess workers' compensation insurance.

### **IV. FINANCIAL CONSIDERATIONS**

The licensed insurance brokers' fee for Alliant Insurance Services through June 30, 2008 is \$12,000. The annual premium for CPEIA workers compensation insurance coverage is currently estimated at \$79,160 with a final determination of the premium amount to be provided in late June.

5-9.2



**V. ATTACHMENTS**

**Attachment A:** Contract Amendment

5-9.3

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FOURTH AMENDMENT TO CONTRACT FOR LICENSED BROKER SERVICES  
FOR EXCESS WORKERS' COMPENSATION COVERAGE (03-02)**

This Fourth Amendment to the Contract for Licensed Broker Services for Excess Workers' Compensation Coverage is made effective July 1, 2007, between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California ("District") and Alliant Insurance Services, Inc. ("Contractor").

**I. RECITALS**

- 1.1 District and Contractor entered into a Contract for Licensed Broker Services for Excess Workers' Compensation Coverage ("Contract") on October 24, 2003.
- 1.2 The Contract allows for the extension upon mutual written consent.
- 1.3 Contractor requests an increase in the brokerage fee for the new contract period.

Therefore, District and Contractor amend the Contract as follows:

**II. TERM**

- 2.1 Article 4.01 is amended to include the following language:

This Contract shall continue through June 30, 2008. This Contract may be mutually extended by agreement of both parties.

**III. COMPENSATION**

- 3.1 Article 5.01 is amended to include the following language:

For the effective period of July 1, 2007 through June 30, 2008, District shall compensate Contractor \$12,000.

**IV. REMAINING TERMS AND CONDITIONS**

- 4.1 All other provisions of the Contract that are not affected by this amendment shall remain unchanged and in full force and effect.

**V. AUTHORITY**

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

SIGNATURES ON NEXT PAGE

Signed on \_\_\_\_\_

DISTRICT  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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Leslie R. White  
General Manager

CONTRACTOR  
ALLIANT INSURANCE SERVICES, INC.

By \_\_\_\_\_  
Matthew T. Gowan  
Vice President

Approved as to Form:

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Margaret R. Gallagher  
District Counsel

5-9.92<sup>2</sup>

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** June 22, 2007  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager  
**SUBJECT:** MONTHLY BUDGET STATUS REPORT FOR JANUARY 2007

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors approve the budget status report for January 2007.**

## II. SUMMARY OF ISSUES

- **Operating Revenues** for the Jan 07 YTD was \$18,941K or \$891K (5%) over the amount of revenue expected for the fiscal year.
- **Operating Expenses** for Jan 07 YTD was \$19,049K or 53% of the budget.
- **Capital Improvement Program** for the Jan 07 YTD was \$4,555K or 12% of the budget.

## 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, expenses and capital in relation to the adopted operating and capital budgets for the fiscal year. The attached monthly revenue, expense and capital report represents the status of the District's FY 07 annual budget as of January 31, 2007.

The fiscal year has elapsed **58%**.

### A. Operating Revenue

Revenues are \$891K over the amount of revenue projected for the period due to sales tax receipts exceeding budget estimates. Other revenue variances are explained in the notes following the report.

### B. Departmental Operating Expense

Total Departmental Operating Expense is running at 53% for the year; 5% below where we are in the fiscal year (58%).

### C. Consolidated Operating Expense

Operating expenses for the year to date total \$19,049K or 53% of the budget. Variances are explained in the notes following the report.

5-10.1

**D. Capital Improvement Program**

A total of \$4,555K or 12% has been expended on the Capital Improvement Program YTD. Of this, \$4,278K (94%) has been spent on MetroBase.

**IV. FINANCIAL CONSIDERATIONS**

None.

**V. ATTACHMENTS**

**Attachment A:** Revenue, Expense and Capital Report for January 2007.

5-10.2

**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**OPERATING REVENUE**  
**January 2007**

**Attachment A**

Operating Revenue	FY07 Monthly			FY06	FY07 YTD				
	Budget	Actual	Variance	YTD Actual	Budget	Actual	\$ Var	% Var	Notes
Passenger Fares	\$ 282,673	\$ 288,780	\$ 6,107	\$ 1,579,470	\$ 2,046,080	\$ 1,943,908	\$ (102,172)	-5%	
Paratransit Fares	\$ 19,615	\$ 21,079	\$ 1,464	\$ 128,812	\$ 138,742	\$ 130,257	\$ (8,485)	-6%	
Special Transit Fares	\$ 286,020	\$ 293,055	\$ 7,035	\$ 788,064	\$ 1,274,046	\$ 1,387,553	\$ 113,507	9%	
Highway 17 Revenue	\$ 98,368	\$ 107,249	\$ 8,881	\$ 529,777	\$ 670,539	\$ 733,808	\$ 63,269	9%	
<i>Subtotal Passenger Rev</i>	\$ 686,676	\$ 710,163	\$ 23,487	\$ 3,026,123	\$ 4,129,407	\$ 4,195,526	\$ 66,119	2%	1
Advertising Income	\$ 10,000	\$ 15,721	\$ 5,721	\$ 44,565	\$ 70,000	\$ 135,971	\$ 65,971	94%	2
Commissions	\$ 500	\$ 580	\$ 80	\$ 3,111	\$ 3,500	\$ 3,599	\$ 99	3%	
Rent Income	\$ 11,391	\$ 9,769	\$ (1,622)	\$ 80,956	\$ 79,735	\$ 82,350	\$ 2,615	3%	
Interest - General Fund	\$ 84,932	\$ 121,579	\$ 36,647	\$ 573,348	\$ 549,041	\$ 786,811	\$ 237,770	43%	3
Non-Transportation Rev	\$ 29,708	\$ 41,510	\$ 11,802	\$ 159,180	\$ 207,958	\$ 248,028	\$ 40,070	19%	4
Sales Tax Income	\$ 1,147,100	\$ 1,205,900	\$ 58,800	\$ 9,758,424	\$ 9,758,424	\$ 10,236,870	\$ 478,446	5%	5
TDA Funds	\$ -	\$ -	\$ -	\$ 2,838,843	\$ 3,082,917	\$ 3,082,917	\$ -	0%	
FTA Op Asst - Sec 5307	\$ -	\$ -	\$ -	\$ 2,250,942	\$ -	\$ -	\$ -	0%	
FTA Op Asst - Sec 5311	\$ -	\$ -	\$ -	\$ 65,475	\$ 168,582	\$ 168,582	\$ -	0%	
FY 05-06 Carryover	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
Transfer from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
Transfer from Insurance Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
Transfer - Proj Mgr	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
<b>Total Operating Revenue</b>	<b>\$ 1,970,307</b>	<b>\$ 2,105,222</b>	<b>\$ 134,915</b>	<b>\$ 18,800,967</b>	<b>\$ 18,049,565</b>	<b>\$ 18,940,654</b>	<b>\$ 891,089</b>	<b>5%</b>	

**NOTES:**

- 1) **Passenger Revenue Income** (fare box and pass sales) is \$66K or 2% over the budgeted amount for the year. Passenger Fares are -\$102K or -5% under budget. Paratransit fares are -\$9K or -6% under the budgeted amount. Special Transit Fares (contracts) are \$114K or 9% under the budgeted amount. Highway 17 Express Revenue is \$63K or 9% over the year to date budgeted amount.
- 2) **Advertising Income** is \$66K or 94% over the budgeted amount for the fiscal year based on current advertising levels on the exterior of District buses.
- 3) **Interest Income** is \$238K or 43% over budget for the fiscal year due to higher interest rates than projected in the County investment pool. The mid-year budget revision addresses adjusting interest income.
- 4) **Non-Transportation Revenue** is \$40K or 19% over budget for the fiscal year due to a reimbursement from the County for prior year revenue from the employees' share of their retirement contribution.
- 5) **Sales tax Income** is \$479K or 5% over projected revenue for the fiscal year due to sales tax receipts exceeding budget estimates. The mid-year budget revision increasing sales tax income has been addressed in the mid-year budget revision.

**5-10.a1**

**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**DEPARTMENTAL OPERATING EXPENSE**  
**January 2007**

Operating Expense	FY06	FY 07		YTD Actual	Actual % to Budget	Notes
	YTD Actual	Final Budget	Revised Budget			
<b>PERSONNEL ACCOUNTS</b>						
Administration	\$ 465,215	\$ 966,287	\$ 960,080	\$ 516,528	54%	
Finance	\$ 277,693	\$ 572,352	\$ 558,210	\$ 277,200	50%	
Customer Service	\$ 223,177	\$ 482,804	\$ 482,804	\$ 226,592	47%	
Human Resources	\$ 187,356	\$ 468,664	\$ 468,664	\$ 211,111	45%	
Information Technology	\$ 246,884	\$ 466,252	\$ 466,252	\$ 262,890	56%	
District Counsel	\$ 213,316	\$ 404,446	\$ 404,446	\$ 219,186	54%	
Facilities Maintenance	\$ 510,652	\$ 946,857	\$ 946,857	\$ 535,284	57%	
Paratransit Program	\$ 1,471,368	\$ 2,913,145	\$ 2,913,145	\$ 1,543,000	53%	
Operations	\$ 1,030,240	\$ 2,010,685	\$ 2,010,685	\$ 1,159,897	58%	
Bus Operators	\$ 6,181,290	\$ 13,634,430	\$ 13,632,430	\$ 7,302,768	54%	
Fleet Maintenance	\$ 2,074,349	\$ 3,928,485	\$ 3,928,485	\$ 2,056,262	52%	
Retired Employees/COBRA	\$ 604,621	\$ 1,251,291	\$ 1,251,291	\$ 860,762	69%	1
<b>Total Personnel</b>	<b>\$ 13,486,160</b>	<b>\$ 28,045,699</b>	<b>\$ 28,023,350</b>	<b>\$ 15,171,481</b>	<b>54%</b>	
<b>NON-PERSONNEL ACCOUNTS</b>						
Administration	\$ 396,552	\$ 706,589	\$ 712,796	\$ 388,938	55%	
Finance	\$ 437,349	\$ 937,123	\$ 951,265	\$ 332,066	35%	
Customer Service	\$ 38,030	\$ 112,469	\$ 112,469	\$ 40,752	36%	
Human Resources	\$ 18,778	\$ 61,733	\$ 61,733	\$ 62,482	101%	2
Information Technology	\$ 121,237	\$ 138,140	\$ 138,140	\$ 92,665	67%	3
District Counsel	\$ 23,705	\$ 17,943	\$ 17,943	\$ 8,682	48%	
Risk Management	\$ 173,880	\$ 245,027	\$ 245,027	\$ 79,366	32%	
Facilities Maintenance	\$ 161,288	\$ 378,572	\$ 378,572	\$ 215,712	57%	
Paratransit Program	\$ 330,405	\$ 732,898	\$ 732,898	\$ 343,346	47%	
Operations	\$ 355,463	\$ 619,922	\$ 619,922	\$ 309,811	50%	
Bus Operators	\$ 147	\$ 5,000	\$ 7,000	\$ 2,569	37%	
Fleet Maintenance	\$ 1,550,758	\$ 3,958,386	\$ 3,958,386	\$ 2,000,354	51%	
SCCIC	\$ 250	\$ 500	\$ 500	\$ 280	56%	
<b>Total Non-Personnel</b>	<b>\$ 3,607,843</b>	<b>\$ 7,914,301</b>	<b>\$ 7,936,650</b>	<b>\$ 3,877,022</b>	<b>49%</b>	
<b>Total Operating Expense</b>	<b>\$ 17,094,003</b>	<b>\$ 35,960,000</b>	<b>\$ 35,960,000</b>	<b>\$ 19,048,502</b>	<b>53%</b>	

YTD Operating Revenue - \$ 18,940,654

YTD Operating Revenue vs. YTD Operating Expense - \$ (107,848)

**NOTES:**

1) **Retired Employees/COBRA Personnel Accounts** are at 69% of the budget since the retroactive payment for restoration of the retirees medical premium supplemental program was made during September. This has been addressed in the mid-year budget revision.

2) **Human Resources Non-Personnel Accounts** are at 101% of the budget due to arbitration and hiring costs.

3) **Information Technology Non-Personnel Accounts** are at 67% of the budget due to volume purchase of supplies for the computer system and added personnel to support.

**5-10.02**

Departmental Operating Expense

**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**CONSOLIDATED OPERATING EXPENSE**  
January 2007

	FY06			FY07		
	YTD Actual	Final Budget	Revised Budget	YTD Actual	Actual % to Budget	Notes
<b>LABOR</b>						
Operators Wages	\$ 3,469,732	\$ 8,548,386	\$ 8,548,386	\$ 4,178,823	49%	
Operators Overtime	\$ 834,536	\$ 1,359,914	\$ 1,359,914	\$ 773,130	57%	
Other Salaries & Wages	\$ 2,779,222	\$ 6,048,264	\$ 6,025,415	\$ 3,200,022	53%	
Other Overtime	\$ 133,760	\$ 246,200	\$ 248,700	\$ 157,327	63%	1
	<b>\$ 7,217,250</b>	<b>\$ 16,202,764</b>	<b>\$ 16,182,415</b>	<b>\$ 8,309,303</b>	<b>51%</b>	
<b>FRINGE BENEFITS</b>						
Medicare/Soc Sec	\$ 92,524	\$ 245,815	\$ 245,815	\$ 110,377	45%	
PERS Retirement	\$ 1,031,211	\$ 2,078,184	\$ 2,078,184	\$ 1,045,931	50%	
Medical Insurance	\$ 2,021,126	\$ 3,876,236	\$ 3,876,236	\$ 2,658,453	69%	2
Dental Plan	\$ 276,508	\$ 481,836	\$ 481,836	\$ 296,891	62%	
Vision Insurance	\$ 77,935	\$ 153,182	\$ 153,182	\$ 85,686	56%	
Life Insurance	\$ 28,980	\$ 46,691	\$ 46,691	\$ 27,484	59%	
State Disability Ins	\$ 96,423	\$ 349,704	\$ 349,704	\$ 99,559	28%	
Long Term Disability Ins	\$ 103,969	\$ 201,006	\$ 201,007	\$ 105,983	53%	
Unemployment Insurance	\$ 48,355	\$ 91,645	\$ 91,645	\$ 46,618	51%	
Workers Comp	\$ 546,000	\$ 1,396,681	\$ 1,396,681	\$ 627,718	45%	
Absence w/ Pay	\$ 1,909,910	\$ 2,832,656	\$ 2,832,656	\$ 1,679,371	59%	
Other Fringe Benefits	\$ 35,969	\$ 89,301	\$ 87,302	\$ 78,107	89%	3
	<b>\$ 6,268,910</b>	<b>\$ 11,842,935</b>	<b>\$ 11,840,939</b>	<b>\$ 6,862,177</b>	<b>58%</b>	
<b>SERVICES</b>						
Acctng/Admin/Bank Fees	\$ 129,463	\$ 326,850	\$ 326,850	\$ 112,525	34%	
Prof/Legis/Legal Services	\$ 219,979	\$ 407,172	\$ 427,547	\$ 169,082	40%	
Temporary Help	\$ 49,939	\$ -	\$ 20,349	\$ 20,349	100%	4
Custodial Services	\$ 37,657	\$ 71,300	\$ 71,300	\$ 37,553	53%	
Uniforms & Laundry	\$ 18,909	\$ 39,780	\$ 41,780	\$ 21,778	52%	
Security Services	\$ 269,543	\$ 431,000	\$ 431,000	\$ 221,352	51%	
Outside Repair - Bldgs/Eqmt	\$ 95,488	\$ 223,551	\$ 211,301	\$ 119,946	57%	
Outside Repair - Vehicles	\$ 85,216	\$ 336,051	\$ 336,051	\$ 154,166	46%	
Waste Disp/Ads/Other	\$ 28,930	\$ 81,575	\$ 61,200	\$ 56,619	93%	5
	<b>\$ 935,124</b>	<b>\$ 1,917,279</b>	<b>\$ 1,927,378</b>	<b>\$ 913,370</b>	<b>47%</b>	
<b>CONTRACT TRANSPORTATION</b>						
Contract Transportation	\$ -	\$ -	\$ -	\$ -	0%	
Paratransit Service	\$ 93,730	\$ 200,000	\$ 200,000	\$ 96,982	48%	
	<b>\$ 93,730</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 96,982</b>	<b>48%</b>	
<b>MOBILE MATERIALS</b>						
Fuels & Lubricants	\$ 958,083	\$ 2,745,595	\$ 2,745,595	\$ 1,209,114	44%	
Tires & Tubes	\$ 80,883	\$ 201,000	\$ 201,000	\$ 85,353	42%	
Other Mobile Supplies	\$ 6,038	\$ 7,500	\$ 7,500	\$ 4,841	65%	6
Revenue Vehicle Parts	\$ 248,189	\$ 365,000	\$ 365,000	\$ 366,522	100%	7
	<b>\$ 1,293,193</b>	<b>\$ 3,319,095</b>	<b>\$ 3,319,095</b>	<b>\$ 1,665,830</b>	<b>50%</b>	

**S-10.03**

Consolidated Operating Expense



**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**CONSOLIDATED OPERATING EXPENSE**  
January 2007

	FY06			FY07	Actual % to Budget	Notes
	YTD Actual	Final Budget	Revised Budget	YTD Actual		
<b>OTHER MATERIALS</b>						
Postage & Mailing/Freight	\$ 6,738	\$ 26,550	\$ 26,550	\$ 8,622	32%	
Printing	\$ 32,835	\$ 85,610	\$ 85,610	\$ 18,244	21%	
Office/Computer Supplies	\$ 47,156	\$ 65,400	\$ 73,400	\$ 38,157	52%	
Safety Supplies	\$ 4,621	\$ 16,375	\$ 15,125	\$ 7,210	48%	
Cleaning Supplies	\$ 18,815	\$ 47,650	\$ 47,650	\$ 18,721	39%	
Repair/Maint Supplies	\$ 15,575	\$ 40,000	\$ 40,000	\$ 25,969	65%	8
Parts, Non-Inventory	\$ 16,316	\$ 40,500	\$ 42,000	\$ 17,294	41%	
Small Tools	\$ 3,271	\$ 12,100	\$ 12,100	\$ 5,134	42%	
Promo/Photo Supplies	\$ 2,827	\$ 8,805	\$ 8,805	\$ 4,566	52%	
	<b>\$ 148,154</b>	<b>\$ 342,990</b>	<b>\$ 351,240</b>	<b>\$ 143,917</b>	<b>41%</b>	
<b>UTILITIES</b>	<b>\$ 184,654</b>	<b>\$ 368,574</b>	<b>\$ 365,375</b>	<b>\$ 192,608</b>	<b>53%</b>	
<b>CASUALTY &amp; LIABILITY</b>						
Insurance - Prop/PL & PD	\$ 292,896	\$ 605,188	\$ 605,188	\$ 314,740	52%	
Settlement Costs	\$ 145,830	\$ 150,000	\$ 150,000	\$ 57,342	38%	
Repairs to Prop	\$ (24,603)	\$ -	\$ -	\$ (104,007)	0%	9
	<b>\$ 414,123</b>	<b>\$ 755,188</b>	<b>\$ 755,188</b>	<b>\$ 268,074</b>	<b>35%</b>	
<b>TAXES</b>	<b>\$ 27,065</b>	<b>\$ 46,761</b>	<b>\$ 46,761</b>	<b>\$ 32,008</b>	<b>68%</b>	10
<b>MISC EXPENSES</b>						
Dues & Subscriptions	\$ 44,900	\$ 56,870	\$ 56,870	\$ 58,277	102%	11
Advertising - Revenue Prod.	\$ 5,356	\$ 15,000	\$ 15,000	\$ -	0%	
Employee Incentive Program	\$ 1,324	\$ 5,107	\$ 5,107	\$ 294	6%	
Training	\$ 2,653	\$ 9,600	\$ 16,800	\$ 19,591	117%	12
Travel	\$ 4,201	\$ 27,170	\$ 27,170	\$ 6,952	26%	
Other Misc Expenses	\$ 8,566	\$ 18,533	\$ 18,533	\$ 2,016	0%	
	<b>\$ 67,000</b>	<b>\$ 132,280</b>	<b>\$ 139,480</b>	<b>\$ 87,129</b>	<b>62%</b>	
<b>OTHER EXPENSES</b>						
Leases & Rentals	\$ 444,799	\$ 832,134	\$ 832,135	\$ 477,102	57%	
	<b>\$ 444,799</b>	<b>\$ 832,134</b>	<b>\$ 832,135</b>	<b>\$ 477,102</b>	<b>57%</b>	
<b>Total Operating Expense</b>	<b>\$ 17,094,002</b>	<b>\$ 35,960,000</b>	<b>\$ 35,960,006</b>	<b>\$ 19,048,500</b>	<b>53%</b>	

**NOTES:**

1) **Other Overtime Expense** is at 63% of the budget due to Operations OT over budget. PSA (Professional Service Association) was short by two (2) Supervisor positions which had to be covered by OT. In addition, one (1) Schedule Analyst position was vacant and had to be covered by OT as well as expediting of new Operator training which took OT to cover all the aspects of running the Operations department.

2) **Medical Insurance Expense** is at 69% of the budget due to increased cost of premiums.

3) **Other Fringe Benefits Expense** is at 90% of the budget due to retiree medical payments. This has been addressed in the mid-year budget revision.

**5-10.04**

Consolidated Operating Expense

**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**CONSOLIDATED OPERATING EXPENSE**  
 January 2007

FY06			FY07		
YTD Actual	Final Budget	Revised Budget	YTD Actual	Actual % to Budget	Notes

- 4) **Temp Help Expense** is at 100% of the budget. Budget transfers have been processed for departments using temp help during position vacancies. Temp help is only funded through budget transfers from the salary account.
- 5) **Waste Disposal/Advertising/Other Services Expense** is at 93% of the budget due to classified ad costs for recruitments, and higher costs for hazardous waste disposal.
- 6) **Other Mobile Supplies Expense** is at 65% of the budget due to high costs in August for Fleet Maintenance.
- 7) **Revenue Vehicle Parts Expense** is at 100% of the budget due to expiration of warranties on newer buses. This overrun has been addressed in the mid-year budget revision.
- 8) **Repair/Maintenance Supplies Expense** is at 65% of the budget due to required repairs to facilities.
- 9) **Repairs To Property Expense** is a casualty and liability account to which repairs to District vehicles and property is charged when another party is liable for the damage. All collections made from other parties for property repair are applied to this account to offset the District's repair costs.
- 10) **Taxes Expense** is at 69% due to increased purchases of vehicles
- 11) **Dues and Subscriptions Expense** is at 103% of the budget due to annual payment of APTA dues.
- 12) **Training Expense** is at 117% of the budget due to reimbursements for employee tuition and books. This has been addressed in the mid-year budget revision.

**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**CAPITAL IMPROVEMENT PROGRAM**  
**January 2007**

	Final Budget	Monthly Actual	YTD Actual	Actual % to Budget	Notes
<b><u>CAPITAL PROJECTS</u></b>					
<b><u>Grant Funded Projects</u></b>					
MetroBase	\$ 29,622,709	\$ 1,002,694	\$ 4,278,371	14%	
Revenue Vehicle Replacement	\$ 920,000	\$ 5,496	\$ 5,496	1%	
Short Range Transit Plan	\$ 100,000	\$ -	\$ -	0%	
CNG Bus Conversions	\$ 6,800,000	\$ -	\$ -	0%	
	<b>\$ 37,442,709</b>	<b>\$ 1,008,190</b>	<b>\$ 4,283,867</b>	<b>11%</b>	
<b><u>District Funded Projects</u></b>					
Bus Stop Imprvmts/Bus Shelter Projects	\$ 310,000	\$ 29	\$ 6,050	2%	
Revenue Vehicle Replacement	\$ 192,000	\$ -	\$ -	0%	
Rebuild Low Floor Buses	\$ 152,000	\$ -	\$ 35,432	23%	
IT Projects	\$ 10,000	\$ 1,674	\$ 31,112	311%	
Facilities Repairs & Improvements	\$ 113,500	\$ 22,214	\$ 87,688	77%	
Non-Revenue Vehicle Replacement	\$ 235,000	\$ -	\$ 93,908	40%	
Office Equipment	\$ 16,600	\$ -	\$ 17,195	104%	
Diagnostic Reader/Fleet	\$ 3,000	\$ -	\$ -	0%	
Mt. Biewlaski Repeater	\$ 15,000	\$ -	\$ -	0%	
	<b>\$ 1,047,100</b>	<b>\$ 23,917</b>	<b>\$ 271,385</b>	<b>26%</b>	
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 38,489,809</b>	<b>\$ 1,032,107</b>	<b>\$ 4,555,252</b>	<b>12%</b>	
<b><u>CAPITAL FUNDING</u></b>					
Federal Capital Grants	\$ 9,230,246	\$ 806,552	\$ 2,304,048	25%	
State/Local Capital Grants	\$ 12,940,000	\$ -	\$ -	0%	
STA Funding	\$ 1,806,593	\$ 201,609	\$ 1,377,757	76%	
Bus Stop Improvement Reserves	\$ 310,000	\$ 29	\$ 29	0%	
District Reserves	\$ 14,202,970	\$ 23,917	\$ 873,418	6%	
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 38,489,809</b>	<b>\$ 1,032,107</b>	<b>\$ 4,555,252</b>	<b>12%</b>	

**NOTES:**

**5-10.96**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** June 22, 2007

**TO:** Board of Directors

**FROM:** Angela Aitken, Finance Manager

**SUBJECT: MONTHLY BUDGET STATUS REPORT FOR FEBRUARY 2007**

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors approve the budget status report for February 2007.**

## II. SUMMARY OF ISSUES

- **Operating Revenues** for Feb 07 YTD were \$24,340K or \$998K (4%) over the amount of revenue expected.
- **Operating Expenses** for Feb 07 YTD were \$21,620K or 59% of the budget.
- **Capital Improvement Program Expenses** for Feb 07 YTD were \$6,704 or 15% of the Capital budget.

## 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, expenses and capital in relation to the adopted operating and capital budgets for the fiscal year. The attached monthly revenue, expense and capital report represents the status of the District's FY 07 annual budget as of February 28, 2007.

The fiscal year has elapsed **67%**.

### A. Operating Revenue

Revenues are \$998K over the amount of revenue projected for the period due to Advertising & Interest Income receipts exceeding estimates. Other revenue variances are explained in the notes following the report.

### B. Departmental Operating Expense

Total Departmental Operating Expense is running at 59% for the year; 8% below where we are in the fiscal year (67%).

### C. Consolidated Operating Expense

Operating expenses for the year to date total \$21,620K or 59% of the budget. Variances are explained in the notes following the report.

5-11.1

**D. Capital Improvement Program**

A total of \$6,704K or 15% has been expended in the Capital Improvement Program YTD. Of this, \$5,569K or 83% has been spent on MetroBase.

**IV. FINANCIAL CONSIDERATIONS**

None.

**V. ATTACHMENTS**

**Attachment A:** Revenue, Expense and Capital Report for February 2007.

**Attachment B:** FY07 Budget Transfers – February 1 – 28, 2007

5-11.2

**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**OPERATING REVENUE**  
**February 2007**

**Attachment A**

Operating Revenue	FY07 Monthly			FY06	FY07 YTD			\$ Var	% Var	Notes
	Budget	Actual	Variance	YTD Actual	Budget	Actual				
Passenger Fares	\$ 245,230	\$ 261,504	\$ 16,274	\$ 1,843,159	\$ 2,158,088	\$ 2,205,412	\$ 47,324	2%		
Paratransit Fares	\$ 18,031	\$ 17,289	\$ (742)	\$ 145,554	\$ 156,773	\$ 147,546	\$ (9,227)	-6%		
Special Transit Fares	\$ 287,387	\$ 279,901	\$ (7,486)	\$ 1,060,242	\$ 1,561,433	\$ 1,667,454	\$ 106,021	7%		
Highway 17 Revenue	\$ 87,516	\$ 100,886	\$ 13,370	\$ 623,015	\$ 758,055	\$ 834,694	\$ 76,639	10%		
<i>Subtotal Passenger Rev</i>	\$ 638,164	\$ 659,580	\$ 21,416	\$ 3,671,970	\$ 4,634,349	\$ 4,855,106	\$ 220,757	5%	1	
Advertising Income	\$ 10,000	\$ 7,036	\$ (2,964)	\$ 54,445	\$ 80,000	\$ 143,007	\$ 63,007	79%	2	
Commissions	\$ 500	\$ 376	\$ (124)	\$ 3,422	\$ 4,000	\$ 3,976	\$ (24)	-1%		
Rent Income	\$ 11,391	\$ 9,185	\$ (2,205)	\$ 90,789	\$ 91,126	\$ 91,536	\$ 410	0%		
Interest - General Fund	\$ 76,712	\$ 114,923	\$ 38,211	\$ 656,646	\$ 625,753	\$ 901,734	\$ 275,981	44%	3	
Non-Transportation Rev	\$ 29,708	\$ 125	\$ (29,583)	\$ 159,305	\$ 237,667	\$ 248,153	\$ 10,486	4%		
Sales Tax Income	\$ 1,529,500	\$ 1,603,900	\$ 74,400	\$ 11,287,924	\$ 11,287,924	\$ 11,840,770	\$ 552,846	5%		
TDA Funds	\$ -	\$ -	\$ -	\$ 2,838,843	\$ 3,082,917	\$ 3,082,917	\$ -	0%		
FTA Op Asst - Sec 5307	\$ 3,130,496	\$ 3,004,546	\$ (125,950)	\$ 2,250,942	\$ 3,130,496	\$ 3,004,546	\$ (125,950)	0%		
FTA Op Asst - Sec 5311	\$ -	\$ -	\$ -	\$ 65,475	\$ 168,582	\$ 168,582	\$ -	0%		
FY 05-06 Carryover	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%		
Transfer from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%		
Transfer from Insurance Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%		
Transfer - Proj Mgr	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%		
<b>Total Operating Revenue</b>	<b>\$ 5,426,471</b>	<b>\$ 5,399,671</b>	<b>\$ (26,800)</b>	<b>\$ 21,079,761</b>	<b>\$ 23,342,814</b>	<b>\$ 24,340,327</b>	<b>\$ 997,513</b>	<b>4%</b>		

**NOTES:**

1) **Passenger Revenue Income** (fare box and pass sales) is \$221K or 5% over the budgeted amount for the year. Passenger Fares are \$47K or 2% over budget. Paratransit fares are -\$9K or 6% under the budgeted amount. Special Transit Fares (contracts) are \$106K or 7% over the budgeted amount. Highway 17 Express Revenue is \$77K or 10% over the year to date budgeted amount.

2) **Advertising Income** is \$63K or 79% over the budgeted amount for the fiscal year based on current advertising levels on the exterior of District buses.

3) **Interest Income** is \$276K or 44% over budget for the fiscal year due to higher interest rates than projected in the County investment pool.

**5-11.91**

**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**DEPARTMENTAL OPERATING EXPENSE**  
February 2007

Operating Expense	FY06	FY 07		Actual % to Budget	Notes
	YTD Actual	Final Budget	Revised Budget		
<b>PERSONNEL ACCOUNTS</b>					
Administration	\$ 531,488	\$ 966,287	\$ 968,846	\$ 585,782	60%
Finance	\$ 316,373	\$ 572,352	\$ 557,210	\$ 316,330	57%
Customer Service	\$ 252,980	\$ 482,804	\$ 485,651	\$ 257,086	53%
Human Resources	\$ 213,271	\$ 468,664	\$ 468,664	\$ 244,865	52%
Information Technology	\$ 281,134	\$ 466,252	\$ 466,252	\$ 296,485	64%
District Counsel	\$ 242,845	\$ 404,446	\$ 411,585	\$ 248,429	60%
Risk Management	\$ -	\$ -	\$ -	\$ -	0%
Facilities Maintenance	\$ 576,960	\$ 946,857	\$ 946,857	\$ 598,344	63%
Paratransit Program	\$ 1,674,076	\$ 2,913,145	\$ 2,912,145	\$ 1,744,775	60%
Operations	\$ 1,164,776	\$ 2,010,685	\$ 2,058,074	\$ 1,309,050	64%
Bus Operators	\$ 7,151,216	\$ 13,634,430	\$ 13,694,127	\$ 8,238,668	60%
Fleet Maintenance	\$ 2,366,590	\$ 3,928,485	\$ 3,928,484	\$ 2,331,283	59%
COBRA Benefits	\$ -	\$ -	\$ -	\$ -	0%
Retired Employees/COBRA	\$ 711,951	\$ 1,251,291	\$ 1,349,291	\$ 987,645	73% 1
SCCIC/COPS	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Personnel</b>	<b>\$ 15,483,659</b>	<b>\$ 28,045,699</b>	<b>\$ 28,247,187</b>	<b>\$ 17,158,741</b>	<b>61%</b>
<b>NON-PERSONNEL ACCOUNTS</b>					
Administration	\$ 450,227	\$ 706,589	\$ 734,797	\$ 442,484	60%
Finance	\$ 483,793	\$ 937,123	\$ 951,265	\$ 379,331	40%
Customer Service	\$ 45,382	\$ 112,469	\$ 112,469	\$ 43,068	38%
Human Resources	\$ 28,883	\$ 61,733	\$ 86,607	\$ 68,572	79% 2
Information Technology	\$ 131,493	\$ 138,140	\$ 212,790	\$ 101,214	48%
District Counsel	\$ 25,108	\$ 17,943	\$ 17,943	\$ 10,292	57%
Risk Management	\$ 173,860	\$ 245,027	\$ 245,027	\$ 90,781	37%
Facilities Maintenance	\$ 191,953	\$ 378,572	\$ 378,572	\$ 250,921	66%
Paratransit Program	\$ 370,802	\$ 732,898	\$ 735,048	\$ 394,663	54%
Operations	\$ 424,867	\$ 619,922	\$ 678,412	\$ 351,991	52%
Bus Operators	\$ 211	\$ 5,000	\$ 7,000	\$ 2,614	37%
Fleet Maintenance	\$ 1,778,083	\$ 3,958,386	\$ 4,172,386	\$ 2,325,318	56%
COBRA Benefits	\$ -	\$ -	\$ -	\$ -	0%
Retired Employees/COBRA	\$ -	\$ -	\$ -	\$ -	0%
SCCIC/COPS	\$ 250	\$ 500	\$ 500	\$ 280	56%
<b>Total Non-Personnel</b>	<b>\$ 4,104,913</b>	<b>\$ 7,914,301</b>	<b>\$ 8,332,815</b>	<b>\$ 4,461,528</b>	<b>54%</b>
<b>Total Operating Expense</b>	<b>\$ 19,588,572</b>	<b>\$ 35,960,000</b>	<b>\$ 36,580,000</b>	<b>\$ 21,620,268</b>	<b>59%</b>

YTD Operating Revenue - \$ 24,340,327

YTD Operating Revenue vs. YTD Operating Expense - \$ 2,720,059

**NOTES:**

1) **Retired Employees/COBRA Personnel Accounts** are at 73% of the budget since the retroactive payment for restoration of the retirees medical premium supplemental program was made during September.

2) **Human Resources Non-Personnel Accounts** are at 79% of the budget due to arbitration and hiring costs.

5-11.92

**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**CONSOLIDATED OPERATING EXPENSE**  
February 2007

	FY06		FY07		Actual % to Budget	Notes
	YTD Actual	Final Budget	Revised Budget	YTD Actual		
<b>LABOR</b>						
Operators Wages	\$ 4,017,048	\$ 8,548,386	\$ 8,626,083	\$ 4,779,806	55%	
Operators Overtime	\$ 981,174	\$ 1,359,914	\$ 1,359,914	\$ 870,897	64%	
Other Salaries & Wages	\$ 3,209,361	\$ 6,048,264	\$ 6,086,141	\$ 3,644,521	60%	
Other Overtime	\$ 151,738	\$ 246,200	\$ 248,700	\$ 184,973	74%	1
	<b>\$ 8,359,321</b>	<b>\$ 16,202,764</b>	<b>\$ 16,320,838</b>	<b>\$ 9,480,196</b>	<b>58%</b>	
<b>FRINGE BENEFITS</b>						
Medicare/Soc Sec	\$ 106,275	\$ 245,815	\$ 245,815	\$ 125,885	51%	
PERS Retirement	\$ 1,175,247	\$ 2,078,184	\$ 2,084,597	\$ 1,187,554	57%	
Medical Insurance	\$ 2,341,700	\$ 3,876,236	\$ 3,938,536	\$ 3,028,471	77%	2
Dental Plan	\$ 311,850	\$ 481,836	\$ 481,836	\$ 296,753	62%	
Vision Insurance	\$ 89,471	\$ 153,182	\$ 153,182	\$ 85,659	56%	
Life Insurance	\$ 28,980	\$ 46,691	\$ 46,691	\$ 34,624	74%	3
State Disability Ins	\$ 110,610	\$ 349,704	\$ 349,704	\$ 107,469	31%	
Long Term Disability Ins	\$ 117,567	\$ 201,006	\$ 182,007	\$ 123,328	68%	
Unemployment Insurance	\$ 54,089	\$ 91,645	\$ 91,645	\$ 52,625	57%	
Workers Comp	\$ 652,573	\$ 1,396,681	\$ 1,396,681	\$ 709,862	51%	
Absence w/ Pay	\$ 2,081,099	\$ 2,832,656	\$ 2,832,656	\$ 1,839,885	65%	
Other Fringe Benefits	\$ 54,877	\$ 89,301	\$ 123,002	\$ 86,431	70%	
	<b>\$ 7,124,338</b>	<b>\$ 11,842,935</b>	<b>\$ 11,926,352</b>	<b>\$ 7,678,545</b>	<b>64%</b>	
<b>SERVICES</b>						
Acctng/Admin/Bank Fees	\$ 134,357	\$ 326,850	\$ 326,850	\$ 113,182	35%	
Prof/Legis/Legal Services	\$ 240,937	\$ 407,172	\$ 440,497	\$ 200,935	46%	
Temporary Help	\$ 53,203	\$ -	\$ 36,849	\$ 20,349	55%	
Custodial Services	\$ 43,399	\$ 71,300	\$ 71,300	\$ 42,457	60%	
Uniforms & Laundry	\$ 25,198	\$ 39,780	\$ 41,780	\$ 25,362	61%	
Security Services	\$ 322,870	\$ 431,000	\$ 482,240	\$ 247,122	51%	
Outside Repair - Bldgs/Eqmt	\$ 111,735	\$ 223,551	\$ 209,401	\$ 136,580	65%	
Outside Repair - Vehicles	\$ 95,860	\$ 336,051	\$ 336,051	\$ 198,822	59%	
Waste Disp/Ads/Other	\$ 34,653	\$ 81,575	\$ 68,200	\$ 62,751	92%	4
	<b>\$ 1,062,209</b>	<b>\$ 1,917,279</b>	<b>\$ 2,013,168</b>	<b>\$ 1,047,561</b>	<b>52%</b>	
<b>CONTRACT TRANSPORTATION</b>						
Contract Transportation	\$ -	\$ -	\$ -	\$ -	0%	
Paratransit Service	\$ 96,534	\$ 200,000	\$ 200,000	\$ 110,428	55%	
	<b>\$ 96,534</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 110,428</b>	<b>55%</b>	
<b>MOBILE MATERIALS</b>						
Fuels & Lubricants	\$ 1,064,792	\$ 2,745,595	\$ 2,745,595	\$ 1,390,158	51%	
Tires & Tubes	\$ 96,253	\$ 201,000	\$ 201,000	\$ 100,249	50%	
Other Mobile Supplies	\$ 6,722	\$ 7,500	\$ 7,500	\$ 4,903	65%	
Revenue Vehicle Parts	\$ 328,363	\$ 365,000	\$ 579,000	\$ 424,803	73%	5
	<b>\$ 1,496,131</b>	<b>\$ 3,319,095</b>	<b>\$ 3,533,095</b>	<b>\$ 1,920,113</b>	<b>54%</b>	

**5-11.03**



**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**CONSOLIDATED OPERATING EXPENSE**  
February 2007

	FY06			FY07			Notes
	YTD Actual	Final Budget	Revised Budget	YTD Actual	Actual % to Budget		
<b>OTHER MATERIALS</b>							
Postage & Mailing/Freight	\$ 7,885	\$ 26,550	\$ 26,550	\$ 9,377	35%		
Printing	\$ 42,294	\$ 85,610	\$ 85,610	\$ 20,209	24%		
Office/Computer Supplies	\$ 59,948	\$ 65,400	\$ 76,100	\$ 44,632	59%		
Safety Supplies	\$ 4,928	\$ 16,375	\$ 15,575	\$ 7,963	51%		
Cleaning Supplies	\$ 24,531	\$ 47,650	\$ 47,650	\$ 23,103	48%		
Repair/Maint Supplies	\$ 17,526	\$ 40,000	\$ 40,000	\$ 32,398	81%	6	
Parts, Non-Inventory	\$ 23,731	\$ 40,500	\$ 42,000	\$ 20,485	49%		
Small Tools	\$ 3,954	\$ 12,100	\$ 12,100	\$ 5,629	47%		
Promo/Photo Supplies	\$ 3,126	\$ 8,805	\$ 8,805	\$ 5,206	59%		
	<b>\$ 187,923</b>	<b>\$ 342,990</b>	<b>\$ 354,390</b>	<b>\$ 169,002</b>	<b>48%</b>		
<b>UTILITIES</b>	<b>\$ 193,005</b>	<b>\$ 368,574</b>	<b>\$ 371,375</b>	<b>\$ 227,120</b>	<b>61%</b>		
<b>CASUALTY &amp; LIABILITY</b>							
Insurance - Prop/PL & PD	\$ 335,537	\$ 605,188	\$ 605,188	\$ 360,245	60%		
Settlement Costs	\$ 145,810	\$ 150,000	\$ 150,000	\$ 59,542	40%		
Repairs to Prop	\$ (25,614)	\$ -	\$ -	\$ (104,043)	0%	7	
	<b>\$ 455,733</b>	<b>\$ 755,188</b>	<b>\$ 755,188</b>	<b>\$ 315,744</b>	<b>42%</b>		
<b>TAXES</b>	<b>\$ 31,338</b>	<b>\$ 46,761</b>	<b>\$ 46,761</b>	<b>\$ 33,423</b>	<b>71%</b>	8	
<b>MISC EXPENSES</b>							
Dues & Subscriptions	\$ 44,249	\$ 56,870	\$ 56,870	\$ 58,999	104%	9	
Advertising - Revenue Prod.	\$ 5,356	\$ 15,000	\$ 15,000	\$ -	0%		
Employee Incentive Program	\$ 1,324	\$ 5,107	\$ 5,107	\$ 294	6%		
Training	\$ 3,472	\$ 9,600	\$ 96,374	\$ 21,463	22%		
Travel	\$ 9,286	\$ 27,170	\$ 31,170	\$ 8,406	27%		
Other Misc Expenses	\$ 7,874	\$ 18,533	\$ 20,183	\$ 625	0%		
	<b>\$ 71,560</b>	<b>\$ 132,280</b>	<b>\$ 224,704</b>	<b>\$ 89,787</b>	<b>40%</b>		
<b>OTHER EXPENSES</b>							
Leases & Rentals	\$ 510,479	\$ 832,134	\$ 834,135	\$ 548,349	66%		
	<b>\$ 510,479</b>	<b>\$ 832,134</b>	<b>\$ 834,135</b>	<b>\$ 548,349</b>	<b>66%</b>		
<b>Total Operating Expense</b>	<b>\$ 19,588,572</b>	<b>\$ 35,960,000</b>	<b>\$ 36,580,000</b>	<b>\$ 21,620,268</b>	<b>59%</b>		

**NOTES:**

1) **Other Overtime Expense** is at 74% of the budget due to Operations OT over budget. PSA (Professional Service Association) was short by two (2) Supervisor positions which had to be covered by OT. In addition, one (1) Schedule Analyst position was vacant and had to be covered by OT as well as expediting of new Operator training which took OT to cover all the aspects of running the Operations department.

2) **Medical Insurance Expense** is at 77% of the budget due to increased cost of premiums.

3) **Life Insurance Expense** is at 74% of the budget due to increased cost of premiums.

**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**CONSOLIDATED OPERATING EXPENSE**  
February 2007

FY06	Final	Revised	FY07	Actual % to	
YTD Actual	Budget	Budget	YTD Actual	Budget	Notes

- 4) **Waste Disposal/Advertising/Other Services Expense** is at 92% of the budget due to classified ad costs for recruitments, and higher costs for hazardous waste disposal.
- 5) **Revenue Vehicle Parts Expense** is at 73% of the budget due to expiration of warranties on newer buses.
- 6) **Repair/Maintenance Supplies Expense** is at 81% of the budget due to required repairs to facilities.
- 7) **Repairs To Property Expense** is a casualty and liability account to which repairs to District vehicles and property is charged when another party is liable for the damage. All collections made from other parties for property repair are applied to this account to offset the District's repair costs.
- 8) **Taxes Expense** is at 71% due to increased purchases of vehicles
- 9) **Dues and Subscriptions Expense** is at 104% of the budget due to annual payment of APTA dues.

**5-11.95**

**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**CAPITAL IMPROVEMENT PROGRAM**  
February 2007

	Final Budget	Monthly Actual	YTD Actual	Actual % to Budget	Notes
<b><u>CAPITAL PROJECTS</u></b>					
<b><u>Grant Funded Projects</u></b>					
MetroBase	\$ 29,622,709	\$ 1,290,491	\$ 5,568,863	19%	
Revenue Vehicle Replacement	\$ 920,000	\$ 845,124	\$ 850,620	92%	
Short Range Transit Plan	\$ 100,000	\$ -	\$ -	0%	
Bike Rack Project	\$ 90,000	\$ -	\$ 22,232	0%	
CNG Bus Conversions	\$ 6,800,000	\$ -	\$ -	0%	
	<b>\$ 37,532,709</b>	<b>\$ 2,135,615</b>	<b>\$ 6,441,715</b>	<b>17%</b>	
<b><u>District Funded Projects</u></b>					
Bus Stop Imprvmnts/Bus Shelter Projects	\$ 310,000	\$ 5,890	\$ 11,940	4%	
Purchase & Renovation of Vernon	\$ 7,100,000	\$ 2,600	\$ 2,600	0%	
Revenue Vehicle Replacement (3 ParaCruz Vans)	\$ 192,000	\$ -	\$ -	0%	
Rebuild Bus Engines (4)	\$ 72,000	\$ -	\$ 35,432	49%	
Rebuild Low Floor Buses (8)	\$ 152,000	\$ -	\$ -	0%	
IT Projects	\$ 40,700	\$ -	\$ 31,112	76%	
Facilities Repairs & Improvements	\$ 113,500	\$ 4,500	\$ 69,956	62%	
Non-Revenue Vehicle Replacement	\$ 340,000	\$ -	\$ 93,908	28%	
Office Equipment	\$ 17,500	\$ -	\$ 17,195	98%	
Noise Meter	\$ 2,400	\$ -	\$ -	0%	
Mobile Sweeper & Trailer	\$ 45,000	\$ -	\$ -	0%	
Diagnostic Reader/Fleet	\$ 3,000	\$ -	\$ -	0%	
Mt. Biewlaski Repeater	\$ 15,000	\$ -	\$ -	0%	
	<b>\$ 8,403,100</b>	<b>\$ 12,990</b>	<b>\$ 262,143</b>	<b>3%</b>	
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 45,935,809</b>	<b>\$ 2,148,605</b>	<b>\$ 6,703,858</b>	<b>15%</b>	
<b><u>CAPITAL FUNDING</u></b>					
Federal Capital Grants	\$ 9,230,246	\$ 1,708,492	\$ 4,012,541	43%	
State/Local Capital Grants	\$ 14,381,000	\$ -	\$ -	0%	
STA Funding	\$ 4,720,782	\$ -	\$ 1,377,757	29%	
Bus Stop Improvement Reserves	\$ 310,000	\$ 5,890	\$ 5,919	2%	
District Reserves	\$ 17,293,781	\$ 434,223	\$ 1,307,641	8%	
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 45,935,809</b>	<b>\$ 2,148,605</b>	<b>\$ 6,703,858</b>	<b>15%</b>	

**NOTES:**

**5-11.06**

FY 07 BUDGET TRANSFERS  
February 1-28, 2007

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
<hr/>			
TRANSFER # 07-012			
TRANSFER FROM:	501011-3300	Bus Operator Pay	\$ (200)
			<hr/>
			\$ (200)
TRANSFER TO:	506123-3300	Settlement Costs	\$ 200
			<hr/>
			\$ 200
REASON:	To cover cost of IWC penalty pay for Bus Operators in the appropriate account.		
<hr/>			

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** June 22, 2007  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager  
**SUBJECT:** MONTHLY BUDGET STATUS REPORT FOR MARCH 2007

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors approve the budget status report for March 2007.**

## II. SUMMARY OF ISSUES

- **Operating Revenues** for Mar 07 YTD were \$28,157K or \$1,115K (4%) over the amount of revenue expected.
- **Operating Expenses** for Mar 07 YTD were \$24,306K or 66% of the budget.
- **Capital Improvement Program Expenses** for Mar 07 YTD were \$8,456K or 18% of the Capital budget.

## 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, expenses and capital in relation to the adopted operating and capital budgets for the fiscal year. The attached monthly revenue, expense and capital report represents the status of the District's FY 07 annual budget as of March 31, 2007.

The fiscal year has elapsed **75%**.

### A. Operating Revenue

Revenues are \$1,115K over the amount of revenue projected for the period due to Advertising, Interest Income and Sales Tax Income receipts exceeding estimates. Other revenue variances are explained in the notes following the report.

### B. Departmental Operating Expense

Total Departmental Operating Expense is running at 66% for the year; 9% below where we are in the fiscal year (75%).

### C. Consolidated Operating Expense

Operating expenses for the year to date total \$24,306K or 66% of the budget. Variances are explained in the notes following the report.

5-12.1

**D. Capital Improvement Program**

A total of \$8,456K or 18% has been expended in the Capital Improvement Program YTD. Of this, \$7,299K or 86% has been spent on MetroBase.

**IV. FINANCIAL CONSIDERATIONS**

None.

**V. ATTACHMENTS**

**Attachment A:** Revenue, Expense and Capital Report for March 2007.

**Attachment B:** FY07 Budget Transfers – March 1-31, 2007

5.12.2

**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**OPERATING REVENUE**  
**March 2007**

Operating Revenue	FY07 Monthly			FY06	FY07 YTD			\$ Var	% Var	Notes
	Budget	Actual	Variance	YTD Actual	Budget	Actual				
Passenger Fares	\$ 303,506	\$ 289,504	\$ (14,002)	\$ 2,125,553	\$ 2,461,594	\$ 2,494,917	\$ 33,323	1%		
Paratransit Fares	\$ 20,597	\$ 19,047	\$ (1,550)	\$ 164,678	\$ 177,370	\$ 166,593	\$ (10,777)	-6%		
Special Transit Fares	\$ 248,156	\$ 248,572	\$ 416	\$ 1,298,983	\$ 1,809,589	\$ 1,916,026	\$ 106,437	6%		
Highway 17 Revenue	\$ 97,614	\$ 107,606	\$ 9,992	\$ 725,339	\$ 793,949	\$ 942,300	\$ 148,351	19%		
<i>Subtotal Passenger Rev</i>	\$ 669,873	\$ 664,730	\$ (5,143)	\$ 4,314,553	\$ 5,242,502	\$ 5,519,836	\$ 277,334	5%	1	
Advertising Income	\$ 10,000	\$ 17,604	\$ 7,604	\$ 70,565	\$ 90,000	\$ 160,611	\$ 70,611	78%	2	
Commissions	\$ 500	\$ 358	\$ (142)	\$ 3,861	\$ 4,500	\$ 4,333	\$ (167)	-4%		
Rent Income	\$ 11,391	\$ 14,135	\$ 2,744	\$ 102,826	\$ 102,517	\$ 105,671	\$ 3,154	3%		
Interest - General Fund	\$ 84,932	\$ 120,844	\$ 35,912	\$ 747,300	\$ 710,685	\$ 1,022,578	\$ 311,893	44%	3	
Non-Transportation Rev	\$ 29,708	\$ 1,064	\$ (28,645)	\$ 159,417	\$ 267,375	\$ 249,216	\$ (18,159)	-7%		
Sales Tax Income	\$ 1,539,294	\$ 1,456,726	\$ (82,568)	\$ 12,827,218	\$ 12,827,218	\$ 13,297,496	\$ 470,278	4%		
TDA Funds	\$ -	\$ 1,541,459	\$ 1,541,459	\$ 4,258,265	\$ 4,624,376	\$ 4,624,376	\$ -	0%		
FTA Op Asst - Sec 5307	\$ -	\$ -	\$ -	\$ 2,250,942	\$ 3,004,546	\$ 3,004,546	\$ -	0%		
FTA Op Asst - Sec 5311	\$ -	\$ -	\$ -	\$ 65,475	\$ 168,582	\$ 168,582	\$ -	0%		
FY 05-06 Carryover	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%		
Transfer from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%		
Transfer from Insurance Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%		
Transfer - Proj Mgr	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%		
<b>Total Operating Revenue</b>	<b>\$ 2,345,698</b>	<b>\$ 3,816,918</b>	<b>\$ 1,471,220</b>	<b>\$ 24,800,421</b>	<b>\$ 27,042,300</b>	<b>\$ 28,157,245</b>	<b>\$ 1,114,945</b>	<b>4%</b>		

**NOTES:**

- 1) **Passenger Revenue Income** (fare box and pass sales) is \$277K or 5% over the budgeted amount for the year. Passenger Fares are \$33K or 1% over budget. Paratransit fares are -\$11K or 6% under the budgeted amount. Special Transit Fares (contracts) are \$106K or 6% over the budgeted amount. Highway 17 Express Revenue is \$148K or 19% over the year to date budgeted amount.
- 2) **Advertising Income** is \$71K or 78% over the budgeted amount for the fiscal year based on current advertising levels on the exterior of District buses.
- 3) **Interest Income** is \$312K or 44% over budget for the fiscal year due to higher interest rates than projected in the County investment pool.

5-12.01

**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**DEPARTMENTAL OPERATING EXPENSE**  
**March 2007**

Operating Expense	FY06	FY 07		Actual % to Budget	Notes
	YTD Actual	Final Budget	Revised Budget		
<b>PERSONNEL ACCOUNTS</b>					
Administration	\$ 604,447	\$ 966,287	\$ 968,846	\$ 664,943	69%
Finance	\$ 360,213	\$ 572,352	\$ 557,210	\$ 361,504	65%
Customer Service	\$ 285,120	\$ 482,804	\$ 485,651	\$ 290,983	60%
Human Resources	\$ 243,004	\$ 468,664	\$ 468,664	\$ 282,218	60%
Information Technology	\$ 319,926	\$ 466,252	\$ 466,252	\$ 333,061	71%
District Counsel	\$ 276,163	\$ 404,446	\$ 411,585	\$ 280,057	68%
Risk Management	\$ -	\$ -	\$ -	\$ -	0%
Facilities Maintenance	\$ 646,634	\$ 946,857	\$ 946,857	\$ 664,086	70%
Paratransit Program	\$ 1,879,080	\$ 2,913,145	\$ 2,912,145	\$ 1,955,854	67%
Operations	\$ 1,315,264	\$ 2,010,685	\$ 2,058,074	\$ 1,489,878	72%
Bus Operators	\$ 8,206,231	\$ 13,634,430	\$ 13,694,127	\$ 9,231,430	67%
Fleet Maintenance	\$ 2,666,204	\$ 3,928,485	\$ 3,928,484	\$ 2,614,611	67%
COBRA Benefits	\$ -	\$ -	\$ -	\$ -	0%
Retired Employees/COBRA	\$ 805,063	\$ 1,251,291	\$ 1,349,291	\$ 1,105,164	82% 1
SCCIC/COPS	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Personnel</b>	<b>\$ 17,607,348</b>	<b>\$ 28,045,699</b>	<b>\$ 28,247,187</b>	<b>\$ 19,273,789</b>	<b>68%</b>
<b>NON-PERSONNEL ACCOUNTS</b>					
Administration	\$ 507,697	\$ 706,589	\$ 734,797	\$ 488,212	66%
Finance	\$ 611,463	\$ 937,123	\$ 951,265	\$ 460,753	48%
Customer Service	\$ 59,799	\$ 112,469	\$ 112,469	\$ 59,518	53%
Human Resources	\$ 47,665	\$ 61,733	\$ 86,607	\$ 70,073	81% 2
Information Technology	\$ 133,394	\$ 138,140	\$ 212,790	\$ 108,796	51%
District Counsel	\$ 27,303	\$ 17,943	\$ 17,943	\$ 11,220	63%
Risk Management	\$ 174,269	\$ 245,027	\$ 245,027	\$ 91,340	37%
Facilities Maintenance	\$ 220,828	\$ 378,572	\$ 378,572	\$ 276,170	73%
Paratransit Program	\$ 410,520	\$ 732,898	\$ 735,048	\$ 439,719	60%
Operations	\$ 466,726	\$ 619,922	\$ 678,412	\$ 394,755	58%
Bus Operators	\$ 4,315	\$ 5,000	\$ 7,000	\$ 2,614	37%
Fleet Maintenance	\$ 2,137,751	\$ 3,958,386	\$ 4,172,386	\$ 2,628,986	63%
COBRA Benefits	\$ -	\$ -	\$ -	\$ -	0%
Retired Employees/COBRA	\$ -	\$ -	\$ -	\$ -	0%
SCCIC/COPS	\$ 250	\$ 500	\$ 500	\$ 280	56%
<b>Total Non-Personnel</b>	<b>\$ 4,801,983</b>	<b>\$ 7,914,301</b>	<b>\$ 8,332,815</b>	<b>\$ 5,032,435</b>	<b>60%</b>
<b>Total Operating Expense</b>	<b>\$ 22,409,330</b>	<b>\$ 35,960,000</b>	<b>\$ 36,580,000</b>	<b>\$ 24,306,226</b>	<b>66%</b>

YTD Operating Revenue - \$ 28,157,245

YTD Operating Revenue vs. YTD Operating Expense - \$ 3,851,019

**NOTES:**

1) **Retired Employees/COBRA Personnel Accounts** are at 82% of the budget since the retroactive payment for restoration of the retirees medical premium supplemental program was made during September.

2) **Human Resources Non-Personnel Accounts** are at 81% of the budget due to arbitration and hiring costs.

5-12-02



**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**CONSOLIDATED OPERATING EXPENSE**  
**March 2007**

	FY06			FY07		
	YTD Actual	Final Budget	Revised Budget	YTD Actual	Actual % to Budget	Notes
<b>LABOR</b>						
Operators Wages	\$ 4,662,093	\$ 8,548,386	\$ 8,626,083	\$ 5,428,622	63%	
Operators Overtime	\$ 1,136,193	\$ 1,359,914	\$ 1,359,914	\$ 957,701	70%	
Other Salaries & Wages	\$ 3,702,040	\$ 6,048,264	\$ 6,086,141	\$ 4,157,144	68%	
Other Overtime	\$ 172,550	\$ 246,200	\$ 248,700	\$ 208,529	84%	1
	<b>\$ 9,672,877</b>	<b>\$ 16,202,764</b>	<b>\$ 16,320,838</b>	<b>\$ 10,751,996</b>	<b>66%</b>	
<b>FRINGE BENEFITS</b>						
Medicare/Soc Sec	\$ 121,987	\$ 245,815	\$ 245,815	\$ 142,803	58%	
PERS Retirement	\$ 1,342,163	\$ 2,078,184	\$ 2,084,597	\$ 1,345,057	65%	
Medical Insurance	\$ 2,650,064	\$ 3,876,236	\$ 3,938,536	\$ 3,402,830	86%	2
Dental Plan	\$ 352,069	\$ 481,836	\$ 481,836	\$ 333,977	69%	
Vision Insurance	\$ 100,605	\$ 153,182	\$ 153,182	\$ 96,396	63%	
Life Insurance	\$ 32,616	\$ 46,691	\$ 46,691	\$ 34,624	74%	
State Disability Ins	\$ 126,708	\$ 349,704	\$ 349,704	\$ 116,184	33%	
Long Term Disability Ins	\$ 132,413	\$ 201,006	\$ 182,007	\$ 139,365	77%	
Unemployment Insurance	\$ 55,750	\$ 91,645	\$ 91,645	\$ 53,712	59%	
Workers Comp	\$ 704,926	\$ 1,396,681	\$ 1,396,681	\$ 730,467	52%	
Absence w/ Pay	\$ 2,256,752	\$ 2,832,656	\$ 2,832,656	\$ 2,032,042	72%	
Other Fringe Benefits	\$ 58,418	\$ 89,301	\$ 123,002	\$ 94,336	77%	
	<b>\$ 7,934,472</b>	<b>\$ 11,842,935</b>	<b>\$ 11,926,352</b>	<b>\$ 8,521,792</b>	<b>71%</b>	
<b>SERVICES</b>						
Acctng/Admin/Bank Fees	\$ 219,406	\$ 326,850	\$ 326,850	\$ 150,133	46%	
Prof/Legis/Legal Services	\$ 268,015	\$ 407,172	\$ 440,497	\$ 214,213	49%	
Temporary Help	\$ 57,583	\$ -	\$ 36,849	\$ 26,771	73%	
Custodial Services	\$ 49,735	\$ 71,300	\$ 71,300	\$ 46,446	65%	
Uniforms & Laundry	\$ 28,646	\$ 39,780	\$ 41,780	\$ 28,987	69%	
Security Services	\$ 351,827	\$ 431,000	\$ 482,240	\$ 278,041	58%	
Outside Repair - Bldgs/Eqmt	\$ 117,055	\$ 223,551	\$ 209,401	\$ 151,364	72%	
Outside Repair - Vehicles	\$ 109,103	\$ 336,051	\$ 336,051	\$ 208,044	62%	
Waste Disp/Ads/Other	\$ 47,263	\$ 81,575	\$ 68,200	\$ 65,667	96%	3
	<b>\$ 1,248,632</b>	<b>\$ 1,917,279</b>	<b>\$ 2,013,168</b>	<b>\$ 1,169,665</b>	<b>58%</b>	
<b>CONTRACT TRANSPORTATION</b>						
Contract Transportation	\$ -	\$ -	\$ -	\$ -	0%	
Paratransit Service	\$ 101,135	\$ 200,000	\$ 200,000	\$ 121,801	61%	
	<b>\$ 101,135</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 121,801</b>	<b>61%</b>	
<b>MOBILE MATERIALS</b>						
Fuels & Lubricants	\$ 1,315,948	\$ 2,745,595	\$ 2,745,595	\$ 1,569,112	57%	
Tires & Tubes	\$ 105,452	\$ 201,000	\$ 201,000	\$ 123,107	61%	
Other Mobile Supplies	\$ 8,662	\$ 7,500	\$ 7,500	\$ 7,135	95%	4
Revenue Vehicle Parts	\$ 373,977	\$ 365,000	\$ 579,000	\$ 469,580	81%	5
	<b>\$ 1,804,040</b>	<b>\$ 3,319,095</b>	<b>\$ 3,533,095</b>	<b>\$ 2,168,934</b>	<b>61%</b>	

**5-12.93**

**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**CONSOLIDATED OPERATING EXPENSE**  
**March 2007**

	FY06		FY07		Actual % to Budget	Notes
	YTD Actual	Final Budget	Revised Budget	YTD Actual		
<b>OTHER MATERIALS</b>						
Postage & Mailing/Freight	\$ 9,880	\$ 26,550	\$ 26,550	\$ 11,433	43%	
Printing	\$ 54,142	\$ 85,610	\$ 85,610	\$ 34,353	40%	
Office/Computer Supplies	\$ 60,513	\$ 65,400	\$ 76,100	\$ 49,829	65%	
Safety Supplies	\$ 7,756	\$ 16,375	\$ 15,575	\$ 9,979	64%	
Cleaning Supplies	\$ 30,130	\$ 47,650	\$ 47,650	\$ 26,866	56%	
Repair/Maint Supplies	\$ 20,614	\$ 40,000	\$ 40,000	\$ 39,258	98%	6
Parts, Non-Inventory	\$ 30,894	\$ 40,500	\$ 42,000	\$ 22,764	54%	
Small Tools	\$ 4,747	\$ 12,100	\$ 12,100	\$ 5,685	47%	
Promo/Photo Supplies	\$ 3,494	\$ 8,805	\$ 8,805	\$ 5,298	60%	
	<b>\$ 222,169</b>	<b>\$ 342,990</b>	<b>\$ 354,390</b>	<b>\$ 205,465</b>	<b>58%</b>	
<b>UTILITIES</b>						
	<b>\$ 233,194</b>	<b>\$ 368,574</b>	<b>\$ 371,375</b>	<b>\$ 253,837</b>	<b>68%</b>	
<b>CASUALTY &amp; LIABILITY</b>						
Insurance - Prop/PL & PD	\$ 378,208	\$ 605,188	\$ 605,188	\$ 405,751	67%	
Settlement Costs	\$ 146,086	\$ 150,000	\$ 150,000	\$ 60,028	40%	
Repairs to Prop	\$ (26,679)	\$ -	\$ -	\$ (109,444)	0%	7
	<b>\$ 497,615</b>	<b>\$ 755,188</b>	<b>\$ 755,188</b>	<b>\$ 356,335</b>	<b>47%</b>	
<b>TAXES</b>						
	<b>\$ 31,871</b>	<b>\$ 46,761</b>	<b>\$ 46,761</b>	<b>\$ 36,093</b>	<b>77%</b>	
<b>MISC EXPENSES</b>						
Dues & Subscriptions	\$ 50,327	\$ 56,870	\$ 56,870	\$ 59,579	105%	8
Advertising - Revenue Prod.	\$ 5,356	\$ 15,000	\$ 15,000	\$ -	0%	
Employee Incentive Program	\$ 3,915	\$ 5,107	\$ 5,107	\$ 294	6%	
Training	\$ 3,529	\$ 9,600	\$ 96,374	\$ 21,535	22%	
Travel	\$ 13,329	\$ 27,170	\$ 31,170	\$ 13,168	42%	
Other Misc Expenses	\$ 9,331	\$ 18,533	\$ 20,183	\$ (1,501)	0%	
	<b>\$ 85,787</b>	<b>\$ 132,280</b>	<b>\$ 224,704</b>	<b>\$ 93,077</b>	<b>41%</b>	
<b>OTHER EXPENSES</b>						
Leases & Rentals	\$ 577,539	\$ 832,134	\$ 834,135	\$ 627,231	75%	
	<b>\$ 577,539</b>	<b>\$ 832,134</b>	<b>\$ 834,135</b>	<b>\$ 627,231</b>	<b>75%</b>	
<b>Total Operating Expense</b>	<b>\$ 22,409,330</b>	<b>\$ 35,960,000</b>	<b>\$ 36,580,000</b>	<b>\$ 24,306,226</b>	<b>66%</b>	

**NOTES:**

1) **Other Overtime Expense** is at 84% of the budget due to Operations OT over budget. PSA (Professional Service Association) was short by two (2) Supervisor positions which had to be covered by OT. In addition, one (1) Schedule Analyst position was vacant and had to be covered by OT as well as expediting of new Operator training which took OT to cover all the aspects of running the Operations department.

2) **Medical Insurance Expense** is at 86% of the budget due to increased cost of premiums.

**5-12.94**

**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**CONSOLIDATED OPERATING EXPENSE**  
 March 2007

	FY06			FY07		
	YTD Actual	Final Budget	Revised Budget	YTD Actual	Actual % to Budget	Notes
<b>LABOR</b>						
Operators Wages	\$ 4,662,093	\$ 8,548,386	\$ 8,626,083	\$ 5,428,622	63%	
Operators Overtime	\$ 1,136,193	\$ 1,359,914	\$ 1,359,914	\$ 957,701	70%	
Other Salaries & Wages	\$ 3,702,040	\$ 6,048,264	\$ 6,086,141	\$ 4,157,144	68%	
Other Overtime	\$ 172,550	\$ 246,200	\$ 248,700	\$ 208,529	84%	1
	<b>\$ 9,672,877</b>	<b>\$ 16,202,764</b>	<b>\$ 16,320,838</b>	<b>\$ 10,751,996</b>	<b>66%</b>	
<b>FRINGE BENEFITS</b>						
Medicare/Soc Sec	\$ 121,987	\$ 245,815	\$ 245,815	\$ 142,803	58%	
PERS Retirement	\$ 1,342,163	\$ 2,078,184	\$ 2,084,597	\$ 1,345,057	65%	
Medical Insurance	\$ 2,650,064	\$ 3,876,236	\$ 3,938,536	\$ 3,402,830	86%	2
Dental Plan	\$ 352,069	\$ 481,836	\$ 481,836	\$ 333,977	69%	
Vision Insurance	\$ 100,605	\$ 153,182	\$ 153,182	\$ 96,396	63%	
Life Insurance	\$ 32,616	\$ 46,691	\$ 46,691	\$ 34,624	74%	
State Disability Ins	\$ 126,708	\$ 349,704	\$ 349,704	\$ 116,184	33%	
Long Term Disability Ins	\$ 132,413	\$ 201,006	\$ 182,007	\$ 139,365	77%	
Unemployment Insurance	\$ 55,750	\$ 91,645	\$ 91,645	\$ 53,712	59%	
Workers Comp	\$ 704,926	\$ 1,396,681	\$ 1,396,681	\$ 730,467	52%	
Absence w/ Pay	\$ 2,256,752	\$ 2,832,656	\$ 2,832,656	\$ 2,032,042	72%	
Other Fringe Benefits	\$ 58,418	\$ 89,301	\$ 123,002	\$ 94,336	77%	
	<b>\$ 7,934,472</b>	<b>\$ 11,842,935</b>	<b>\$ 11,926,352</b>	<b>\$ 8,521,792</b>	<b>71%</b>	
<b>SERVICES</b>						
Acctng/Admin/Bank Fees	\$ 219,406	\$ 326,850	\$ 326,850	\$ 150,133	46%	
Prof/Legis/Legal Services	\$ 268,015	\$ 407,172	\$ 440,497	\$ 214,213	49%	
Temporary Help	\$ 57,583	\$ -	\$ 36,849	\$ 26,771	73%	
Custodial Services	\$ 49,735	\$ 71,300	\$ 71,300	\$ 46,446	65%	
Uniforms & Laundry	\$ 28,646	\$ 39,780	\$ 41,780	\$ 28,987	69%	
Security Services	\$ 351,827	\$ 431,000	\$ 482,240	\$ 278,041	58%	
Outside Repair - Bldgs/Eqmt	\$ 117,055	\$ 223,551	\$ 209,401	\$ 151,364	72%	
Outside Repair - Vehicles	\$ 109,103	\$ 336,051	\$ 336,051	\$ 208,044	62%	
Waste Disp/Ads/Other	\$ 47,263	\$ 81,575	\$ 68,200	\$ 65,667	96%	3
	<b>\$ 1,248,632</b>	<b>\$ 1,917,279</b>	<b>\$ 2,013,168</b>	<b>\$ 1,169,665</b>	<b>58%</b>	
<b>CONTRACT TRANSPORTATION</b>						
Contract Transportation	\$ -	\$ -	\$ -	\$ -	0%	
Paratransit Service	\$ 101,135	\$ 200,000	\$ 200,000	\$ 121,801	61%	
	<b>\$ 101,135</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 121,801</b>	<b>61%</b>	
<b>MOBILE MATERIALS</b>						
Fuels & Lubricants	\$ 1,315,948	\$ 2,745,595	\$ 2,745,595	\$ 1,569,112	57%	
Tires & Tubes	\$ 105,452	\$ 201,000	\$ 201,000	\$ 123,107	61%	
Other Mobile Supplies	\$ 8,662	\$ 7,500	\$ 7,500	\$ 7,135	95%	4
Revenue Vehicle Parts	\$ 373,977	\$ 365,000	\$ 579,000	\$ 469,580	81%	5
	<b>\$ 1,804,040</b>	<b>\$ 3,319,095</b>	<b>\$ 3,533,095</b>	<b>\$ 2,168,934</b>	<b>61%</b>	

**5-12.95**

**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**CONSOLIDATED OPERATING EXPENSE**  
**March 2007**

	FY06		FY07			
	YTD Actual	Final Budget	Revised Budget	YTD Actual	Actual % to Budget	Notes
<b>OTHER MATERIALS</b>						
Postage & Mailing/Freight	\$ 9,880	\$ 26,550	\$ 26,550	\$ 11,433	43%	
Printing	\$ 54,142	\$ 85,610	\$ 85,610	\$ 34,353	40%	
Office/Computer Supplies	\$ 60,513	\$ 65,400	\$ 76,100	\$ 49,829	65%	
Safety Supplies	\$ 7,756	\$ 16,375	\$ 15,575	\$ 9,979	64%	
Cleaning Supplies	\$ 30,130	\$ 47,650	\$ 47,650	\$ 26,866	56%	
Repair/Maint Supplies	\$ 20,614	\$ 40,000	\$ 40,000	\$ 39,258	98%	6
Parts, Non-Inventory	\$ 30,894	\$ 40,500	\$ 42,000	\$ 22,764	54%	
Small Tools	\$ 4,747	\$ 12,100	\$ 12,100	\$ 5,685	47%	
Promo/Photo Supplies	\$ 3,494	\$ 8,805	\$ 8,805	\$ 5,298	60%	
	<b>\$ 222,169</b>	<b>\$ 342,990</b>	<b>\$ 354,390</b>	<b>\$ 205,465</b>	<b>58%</b>	
<b>UTILITIES</b>	<b>\$ 233,194</b>	<b>\$ 368,574</b>	<b>\$ 371,375</b>	<b>\$ 253,837</b>	<b>68%</b>	
<b>CASUALTY &amp; LIABILITY</b>						
Insurance - Prop/PL & PD	\$ 378,208	\$ 605,188	\$ 605,188	\$ 405,751	67%	
Settlement Costs	\$ 146,086	\$ 150,000	\$ 150,000	\$ 60,028	40%	
Repairs to Prop	\$ (26,679)	\$ -	\$ -	\$ (109,444)	0%	7
	<b>\$ 497,615</b>	<b>\$ 755,188</b>	<b>\$ 755,188</b>	<b>\$ 356,335</b>	<b>47%</b>	
<b>TAXES</b>	<b>\$ 31,871</b>	<b>\$ 46,761</b>	<b>\$ 46,761</b>	<b>\$ 36,093</b>	<b>77%</b>	
<b>MISC EXPENSES</b>						
Dues & Subscriptions	\$ 50,327	\$ 56,870	\$ 56,870	\$ 59,579	105%	8
Advertising - Revenue Prod.	\$ 5,356	\$ 15,000	\$ 15,000	\$ -	0%	
Employee Incentive Program	\$ 3,915	\$ 5,107	\$ 5,107	\$ 294	6%	
Training	\$ 3,529	\$ 9,600	\$ 96,374	\$ 21,535	22%	
Travel	\$ 13,329	\$ 27,170	\$ 31,170	\$ 13,168	42%	
Other Misc Expenses	\$ 9,331	\$ 18,533	\$ 20,183	\$ (1,501)	0%	
	<b>\$ 85,787</b>	<b>\$ 132,280</b>	<b>\$ 224,704</b>	<b>\$ 93,077</b>	<b>41%</b>	
<b>OTHER EXPENSES</b>						
Leases & Rentals	\$ 577,539	\$ 832,134	\$ 834,135	\$ 627,231	75%	
	<b>\$ 577,539</b>	<b>\$ 832,134</b>	<b>\$ 834,135</b>	<b>\$ 627,231</b>	<b>75%</b>	
<b>Total Operating Expense</b>	<b>\$ 22,409,330</b>	<b>\$ 35,960,000</b>	<b>\$ 36,580,000</b>	<b>\$ 24,306,226</b>	<b>66%</b>	

**NOTES:**

1) **Other Overtime Expense** is at 84% of the budget due to Operations OT over budget. PSA (Professional Service Association) was short by two (2) Supervisor positions which had to be covered by OT. In addition, one (1) Schedule Analyst position was vacant and had to be covered by OT as well as expediting of new Operator training which took OT to cover all the aspects of running the Operations department.

2) **Medical Insurance Expense** is at 86% of the budget due to increased cost of premiums.

**5-12.96**

**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**CONSOLIDATED OPERATING EXPENSE**  
**March 2007**

FY06	Final Budget	Revised Budget	FY07 YTD Actual	Actual % to Budget	Notes
YTD Actual					

3) **Waste Disposal/Advertising/Other Services Expense** is at 96% of the budget due to classified ad costs for recruitments, and higher costs for hazardous waste disposal.

4) **Other Mobile Supplies** is at 95% of the budget due to required repairs to fans and upholstery in the buses.

5) **Revenue Vehicle Parts Expense** is at 81% of the budget due to expiration of warranties on newer buses.

6) **Repair/Maintenance Supplies Expense** is at 98% of the budget due to required repairs to facilities.

7) **Repairs To Property Expense** is a casualty and liability account to which repairs to District vehicles and property is charged when another party is liable for the damage. All collections made from other parties for property repair are applied to this account to offset the District's repair costs.

8) **Dues and Subscriptions Expense** is at 105% of the budget due to annual payment of APTA dues.

**5-12.97**

**FY07**  
**MONTHLY REVENUE AND EXPENSE REPORT**  
**CAPITAL IMPROVEMENT PROGRAM**  
**March 2007**

	Final Budget	Monthly Actual	YTD Actual	Actual % to Budget	Notes
<b><u>CAPITAL PROJECTS</u></b>					
<b><u>Grant Funded Projects</u></b>					
MetroBase	\$ 29,622,709	\$ 1,730,363	\$ 7,299,225	25%	
Revenue Vehicle Replacement	\$ 920,000	\$ 178	\$ 850,798	92%	
Short Range Transit Plan	\$ 100,000	\$ -	\$ -	0%	
Bike Rack Project	\$ 90,000	\$ 20,979	\$ 43,211	0%	
CNG Bus Conversions	\$ 6,800,000	\$ -	\$ -	0%	
	<b>\$ 37,532,709</b>	<b>\$ 1,751,520</b>	<b>\$ 8,193,234</b>	<b>22%</b>	
<b><u>District Funded Projects</u></b>					
Bus Stop Imprvmnts/Bus Shelter Projects	\$ 310,000	\$ -	\$ 11,940	4%	
Purchase & Renovation of Vernon	\$ 7,100,000	\$ -	\$ 2,600	0%	
Revenue Vehicle Replacement (3 ParaCruz Vans)	\$ 192,000	\$ -	\$ -	0%	
Rebuild Bus Engines (4)	\$ 72,000	\$ -	\$ 35,432	49%	
Rebuild Low Floor Buses (8)	\$ 152,000	\$ -	\$ -	0%	
IT Projects	\$ 40,700	\$ -	\$ 31,112	76%	
Facilities Repairs & Improvements	\$ 113,500	\$ 842	\$ 70,798	62%	
Non-Revenue Vehicle Replacement	\$ 340,000	\$ -	\$ 93,908	28%	
Office Equipment	\$ 17,500	\$ -	\$ 17,195	98%	
Noise Meter	\$ 2,400	\$ -	\$ -	0%	
Mobile Sweeper & Trailer	\$ 45,000	\$ -	\$ -	0%	
Diagnostic Reader/Fleet	\$ 3,000	\$ -	\$ -	0%	
Mt. Biewlaski Repeater	\$ 15,000	\$ -	\$ -	0%	
	<b>\$ 8,403,100</b>	<b>\$ 842</b>	<b>\$ 262,985</b>	<b>3%</b>	
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 45,935,809</b>	<b>\$ 1,752,362</b>	<b>\$ 8,456,219</b>	<b>18%</b>	
<b><u>CAPITAL FUNDING</u></b>					
Federal Capital Grants	\$ 9,230,246	\$ 1,384,290	\$ 5,396,831	58%	
State/Local Capital Grants	\$ 14,381,000	\$ 16,783	\$ 16,783	0%	
STA Funding	\$ 4,720,782	\$ -	\$ 1,377,757	29%	
Bus Stop Improvement Reserves	\$ 310,000	\$ -	\$ 5,919	2%	
District Reserves	\$ 17,293,781	\$ 351,288	\$ 1,658,929	10%	
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 45,935,809</b>	<b>\$ 1,752,362</b>	<b>\$ 8,456,219</b>	<b>18%</b>	

**NOTES:**

**5-12-08**

**FY 07 BUDGET TRANSFERS**  
**March 1-31, 2007**

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
<b>TRANSFER # 07-013</b>			
TRANSFER FROM:	504311-1100	Office Supplies	\$ (176)
			<u>\$ (176)</u>
TRANSFER TO:	504311-1300	Office Supplies	\$ 176
			<u>\$ 176</u>

REASON: Reimbursement for telephone headset equipment transferred to 1100 originally purchased by 1300.

**TRANSFER # 07-014**

TRANSFER FROM:	504311-3200	Office Supplies	\$ (1,500)
			<u>\$ (1,500)</u>
TRANSFER TO:	503352-3200	Equipment Repair-Out	\$ 1,000
	504217-3200	Photo Supplies/Processing	\$ 500
			<u>\$ 1,500</u>

REASON: To increase budget in photo processing and maintenance cost of copy machine through 06/30/07.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** June 22, 2007

**TO:** Board of Directors

**FROM:** Robyn D. Slater, Human Resources Manager

**SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY PLAN STATISTICAL INFORMATION**

## I. RECOMMENDED ACTION

**Informational report, no action required.**

## II. SUMMARY OF ISSUES

- At the December 8, 2006 Board meeting, when the 2006 - 2008 Equal Opportunity Plan (EEOP) was adopted, the Board reviewed some of the statistics included in the plan document.
- The EEOP includes the number of terminations for cause from January 1, 2003 through December 31, 2005.
- The Human Resources Manager was asked to determine if the percentage of terminations for minorities was higher than the overall percentage of METRO minority employees and, if so, is there a justifiable reason for the terminations.

## III. DISCUSSION

Of the nine terminations for cause that occurred between January 1, 2003 and December 31, 2005 five were minority individuals. As a percentage of total terminations 55.6% of the terminations for cause were minorities. During that same period minorities comprised 46.2% of the population. The total terminations as a percentage of the total workforce of 2005 was 2.8%.

The number of terminations for cause which took place during the period in review for this EEOP was very low. Too low to perform any kind of statistical analysis. Instead the Human Resources Manager reviewed the specific circumstances for each of the terminations to determine the reason for the termination and whether or not any of the terminations had the same cause. The five minority individuals included both senior and probationary employees.

Two employees were terminated because of violation of METRO's rules and regulations, however the violations were not the same. Three employees were terminated due to a failure to perform despite being provided with additional training and/or an extension of the probationary period when appropriate.

**5-13.1**



The Human Resources Manager also reviewed the termination reasons for the four White employees terminated for cause during the the same time period. Two of the four employees were terminated due to a failure to perform. Two employees were terminated for violations of METRO's rules and regulations.

The review did not show any pattern or specific METRO policy or procedure that may have caused a higher number of minority employees to be terminated for cause. If there had been a difference of just one termination the percentage of minority terminations would have fallen below the percentage of minorities present in the total workforce.

During the current EEO period Human Resources will closely monitor the termination causes to insure there are no policies or procedures which may adversely affect minority employees and applicants.

#### **IV. FINANCIAL CONSIDERATIONS**

None

#### **V. ATTACHMENTS**

**Attachment A:** None

**5-13.2**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** June 22, 2007  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager  
**SUBJECT: AUTHORIZATION FOR DISPOSAL OF ONE 1980 SERVICE TRUCK**

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors declare as excess one 1980 service truck.**

## 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 truck was purchased in 1979 and is in poor condition.

## III. DISCUSSION

The current market value of the truck is \$300. Upon the Board's declaration of the vehicle as excess, it will be offered for sale by the District's Purchasing Office and sent to Nationwide Auction for disposal.

## IV. FINANCIAL CONSIDERATIONS

The vehicle does not have any remaining book value. Any revenue generated from the sale will be recorded as income.

## V. ATTACHMENTS

**Attachment A:** Excess Staff Vehicle Inter Office Memo



## Santa Cruz Metro Transit District Inter Office Memo

Date: June 1, 2007

To: Angela Aitken, Manager of Finance

From: Tom Stickel, Maintenance Manager 

Subject: **Excess Staff Vehicle**

Please report the following vehicle to the Board of Directors for declaration as excess, so it can be disposed of. Residual value as noted. Once approved, the item will be forwarded to Purchasing, to be sent to Nationwide Auction, for disposal.

Dist #	VIN Number	Description	LTD Miles	Residual Value	Condition
808	CCM33AV153047	1980 Service truck	100,416	\$300	POOR

Cc: Lloyd Longnecker, Purchasing Agent  
File

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** June 22, 2007  
**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

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 May 3, 2007 Regular SCCRTC Meeting

**Attachment B:** Minutes of the May 17, 2007 Transportation Policy Workshop

**5-15.1**

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

Minutes

Thursday,  
May 3, 2007  
9:00 a.m.

Capitola City Council Chambers  
420 Capitola Avenue  
Capitola CA 95010

1. Roll Call

Members Present:	Jan Beautz	Kirby Nicol
	Dene Bustichi	Emily Reilly
	Tony Campos	Antonio Rivas
	Neal Coonerty	Dale Skillicorn (Alt.)
	Randy Johnson	Pat Spence
	Rich Krumholz (ex-officio)	Mark Stone

Members Absent: Ellen Pirie

Staff Present:	George Dondero	Yesenia Parra
	Luis Mendez	Kim Shultz
	Gini Pineda	Cory Caletti
	Grace Blakeslee	

2. Oral Communications - None

3. Additions or Deletions to Consent and Regular Agendas

Executive Director George Dondero said that there were additional handouts from Caltrans for Item 22 and several handouts from the Transportation Agency for Monterey County (TAMC) for Item 23.

**CONSENT AGENDA (Rivas/Reilly)**

- 4. Approved Minutes of the April 5, 2007 Regular SCCRTC Meeting
- 5. Approved Minutes of the April 19, 2007 Transportation Policy Workshop Meeting

## POLICY

No Consent Items

## PROJECTS and PLANNING

6. Accepted Information Regarding the 2006 State Transportation Improvement Program (STIP) Augmentation
7. Accepted Quarterly RTC Work Program Update

## COMMISSION BUDGET AND EXPENDITURES

8. Accepted FY06-07 SCCRTC Semi-Annual Financial Statements

## ADMINISTRATION

No Consent Items

## COMMITTEE MINUTES

9. Accepted Final Minutes of the March 12, 2007 Bicycle Committee Meeting
10. Accepted Draft Minutes of the April 9, 2007 Elderly and Disabled Transportation Advisory Committee Meeting
11. Accepted Draft Minutes of the March 14, 2007 Joint Safe on 17 Task Force/Traffic Operations System Oversight Committee.

## INFORMATION/OTHER

12. Accepted Correspondence Log
13. Accepted Three Month Meeting Schedule
14. Accepted Letters from SCCRTC Committees and Staff to Other Agencies
  - a. Letter from the Bicycle Committee Chair Regarding East Cliff Drive and Murray Street Reconstruction /Overlay Project
  - b. Letter from Elderly and Disabled Transportation Advisory Committee Regarding Motions passed to address Transportation Needs for People with Disabilities, Seniors and Persons with Limited Means.

15. Accepted Miscellaneous Written Comments from the Public on SCCRTC Projects and Transportation Issues
16. Accepted Handouts from Staff and Commissioners at Previous Regional Transportation Commission Meetings
17. Accepted Information Items
  - a. April 11-18, 2007 News & Culture in Santa Cruz County Article: Train, Train, Train
  - b. USA Today News Article: Riders Crowd Public Transit Systems
18. Accepted Information on Call Box Upgrades and Approved New Call Box Maintenance Contract (Resolution 51-07)

#### REGULAR AGENDA

19. Commissioner Reports - None
20. Director's Report

Commissioner Coonerty arrived.

Executive Director George Dondero announced that the updated bikeways maps and the 2007 edition of the *Guide to Specialized Transportation Services* were printed and available for distribution.

Mr. Dondero reported on the recent actions of the California Transportation Commission (CTC) and said that the CTC approved the RTC's recommendation to only fund half of the Caltrans request for contingency funding for the Highway 1/17 Merge Lanes project cost overruns, thus freeing up \$650,000 for other STIP projects in the RTC Regional Transportation Improvement Program (RTIP). He noted that the Mar Vista overcrossing project could qualify for Transportation Enhancement funding and may be able to secure funding. In addition, he said that Carl Guardino of the CTC was scheduled to be in Santa Cruz this month. Mr. Dondero will arrange for Mr. Guardino to attend a Commission meeting in August or September.

5-15.93

21. Oral Presentation by City of Capitola Public Works Director Steve Jesberg - Transportation Projects in the City of Capitola

Mr. Jesberg gave a PowerPoint presentation highlighting transportation projects in the City of Capitola including pavement resurfacing on 41<sup>st</sup> Avenue, traffic calming on Bay Avenue and on Capitola Road and traffic signal coordination on 41<sup>st</sup> Ave.

22. Caltrans Report

Rich Krumholz, Caltrans District 5, said that the Laurel Curve improvements were ahead of schedule and mentioned the Caltrans Litter Removal and Enforcement Day on May 8<sup>th</sup>. He said that he would forward the clean-up schedule to the Executive Director to distribute to Commissioners.

Commissioner Beautz asked about the status of an encroachment permit for work on the 41<sup>st</sup> Avenue bridge over Highway 1. Mr. Krumholz said that he would obtain the information and provide it to the Executive Director.

23. Pajaro Station and Salinas Road Hwy 1 Interchange Project

Deputy Director Luis Mendez introduced Debbie Hale, Executive Director for the Transportation Agency for Monterey County (TAMC), to discuss TAMC projects that impact Santa Cruz County.

Ms. Hale gave an overview of the PowerPoint presentation and introduced TAMC planner Christina Watson. Ms. Watson provided information on the Caltrain Extension and the Pajaro Station, including funding sources, timelines, projected ridership and revenues. She said that station improvements at Pajaro would be extensive and that it was estimated that Santa Cruz County would provide 80% of the riders boarding at Pajaro, and 24% of total ridership for the Caltrain Extension.

Executive Director Hale continued the presentation with updates on the Salinas Road Interchange Project and TAMC's sales tax measure efforts. She concluded by saying that there were opportunities to coordinate activities with the RTC, both in terms of fundraising and public outreach. Shared benefits for both agencies include supporting



interregional travel and economies of scale for project costs.

Commissioners asked questions regarding fare subsidies, the current sales tax in Monterey County and cities within the county, the nature of the redevelopment at the Pajaro Station, construction costs for the station, and which election the TAMC's analysts recommend for placing a sales tax measure on the ballot.

Director Hale said she hoped for support from agencies such as the RTC to help garner congressional support for funding the Caltrain Extension project.

Ms. Watson said that she would provide information to RTC staff responding to some of the questions asked by the RTC.

24. Bicycle Committee Workshop Summary - Oral Report from Bicycle Committee Chair, Daniel Kostelec

Senior Planner Cory Caletti introduced Bicycle Committee Chair Daniel Kostelec.

Mr. Kostelec reported on the training seminar held on March 10, 2007 for Bicycle Committee members and said that a DVD of the training would be available soon. He said that one of the primary lessons learned was how to build better relations with the Commission and that other items discussed included reorganizing the subcommittee structure and dealing with the issue of alternates who consistently participate but cannot vote. He said that alternates may be included in subcommittees to give them a more meaningful role on the Committee. Mr. Kostelec recommended that the Commission consider its future appointments to include more women and younger people.

In response to a question from Commissioner Rivas, Senior Planner Cory Caletti said that Bike to Work collects statistics regarding the number of cyclists who are commuters and/or ride recreationally and in which areas they live. She said that staff would obtain this information for the Commissioners.

25. FY07-08 Claims from the Santa Cruz Metropolitan Transit District (SCMTD) for Transportation Development Act (TDA) Funds and State Transit Assistance (STA) Funds And Annual Report

Deputy Director Luis Mendez said that SCMTD makes an annual claim for Transportation Development Act (TDA) and State Transit Assistance (STA) funds and reviewed how the different funds can be used. Mr. Mendez said that TDA funds come from a ¼ cent sales tax and that STA funds come from a statewide tax on gas and diesel fuels.

SCMTD General Manager Les White gave an annual report, saying that FY05-06 was a rough year but that the Metro is rebounding this current fiscal year. He said that service is 8.8% above pre-strike levels, largely due to the Highway 17 Express, that by the end of 2012 there will be no more diesel powered buses, and that the Metrobase construction is proceeding well.

Replying to Commissioner Rivas, Mr. White said that reduction in fare revenue was due to an increase in discounted tickets.

**Bob Begun** asked how much of the liability for SCMTD retiree medical benefits is unfunded. Mr. White said that the agency is required to study the issue and submit the study to the state.

Commissioner Stone moved and Commission Alternate Skillicorn seconded to approve the staff recommendations that the Regional Transportation Commission:

1. Approve the Santa Cruz Metropolitan Transit District's FY 07/08 Transportation Development Act (TDA) Article 4 claim in the amount of \$6,362,037 per a resolution;
2. Approve the Santa Cruz Metropolitan Transit District's FY 07/08 State Transit Assistance Act (STA) claim in the amount of \$5,881,242 per a resolution; and
3. Accept Santa Cruz Metropolitan Transit District's 2006 Annual Report and oral presentation by the SCMTD General Manager.

The motion (Resolutions 52-07, 53-07) passed unanimously.

26. Review of Items to be Discussed in Closed Session - None
27. Oral and Written Communications Regarding Closed Session - None

CLOSED SESSION - Removed from Agenda

5-15.96

28. Conference with Labor Negotiators - (Pursuant to Government Code 54957.6)

Commission Negotiators: Ellen Aldridge and George Dondero

Bargaining Units: Mid-Management Unit and General Representation Unit

29. 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 (Pursuant to Government Code 54956.8)

Agency Negotiator: Kirk Trost, Miller, Owen & Trost

Negotiation Parties: SCCRTC, Union Pacific

Under Negotiation: Price and Terms

**OPEN SESSION**

30. Report on Closed Session - N/A

31. Next Meetings/Adjournment

Executive Director George Dondero announced that RTC state legislative assistants John Arriaga and Steve Schnaidt will attend the Transportation Policy Workshop on May 18<sup>th</sup>.

The meeting adjourned at 10:35 am.

The next Transportation Policy Workshop is scheduled for Thursday, May 18, 2007 at 9:00 a.m. at the SCCRTC Offices, 1523 Pacific Avenue, Santa Cruz, CA.

The next SCCRTC meeting is scheduled for Thursday, June 7, 2007 at 9:00 a.m. at the Watsonville City Council Chambers, 215 Union St, Watsonville CA 95076

Respectfully submitted,

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Gini Pineda, Staff

5-15.97

ATTENDEES

Daniel Kostelec	
Debbie Hale	TAMC
Mark Griffin	AMBAG
Christina Watson	TAMC
Bob Begun	Alternate for Kirby Nicol
Les White	SCMTD
Donna Ziel	Alternate for Mark Stone

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5-15.98

**Santa Cruz County Regional Transportation Commission (SCCRTC)  
Transportation Policy Workshop**

**MINUTES**

**Thursday, May 17, 2007  
9:00 am  
SCCRTC Conference Room  
Santa Cruz, CA 95060**

Members Present: Dene Bustichi                      David Reetz (Alt.)  
                         Tony Campos                              Andy Schiffrin (Alt.)  
                         Randy Johnson                              Dale Skillicorn (Alt.)  
                         Kirby Nicol                                      Pat Spence  
                         Ellen Pirie                                        Mark Stone  
                         Ed Porter (Alt.)

Member Absent:     Antonio Rivas

1. Introductions

Self introductions were made.

2. Oral Communications

Reed Searle began to speak on the need for an origin and destination study and public release of the Business Council's exit poll of December 2004 to help the Transportation Funding Task Force formulate its plans. Chair Johnson asked that Mr. Searle address this concern during discussion of Item 5.

3. Additions/Deletions to the Agenda

Executive Director George Dondero said that there was an add-on to Item 4 and replacement and add-on pages for Item 5. He said that there would be no Closed Session.

**Consent Agenda**

No Consent Items

**Regular Agenda**

4. Reappointment of the RTC CALCOG Delegate

Commission Alternate Porter arrived.

5-15.61

Commissioner Campos moved and Commission Alternate Schiffrin seconded to approve the staff recommendations that the Regional Transportation Commission:

1. Accept an oral report from Commissioner Mark Stone on the 2007 Regional Issues Forum of the California Associations of Councils of Government (CalCOG);
2. Reappoint Commissioner Mark Stone as its delegate to CalCOG; and
3. Accept a presentation on the federal transportation policy and financing issues information provided at the 2007 Regional Issues Forum.

The motion passed unanimously with Commission Alternate Porter abstaining.

Commissioner Stone proceeded with an update on the Regional Issues Forum. He noted that because of the recent emphasis on "blueprinting", CalCOG is becoming involved in housing and water issues as they pertain to transportation planning. He said that CalCOG will be working with the California State Association of Counties (CSAC) to determine CalCOG's role.

Executive Director George Dondero gave a PowerPoint presentation that provided information on the current condition and future needs of the surface transportation system for the nation as a whole. The presentation, which had been given at the Regional Issues Forum, explained the funding dilemma of decreasing revenues and increasing needs and showed trends in highway, transit and rail conditions. Mr. Dondero said that the fuel tax is not a viable single source of revenue due to more fuel efficient cars. He said that the combination of the tax not being indexed to inflation and high construction costs combine to shrink the value of transportation dollars.

Commissioner Nicol noted that countries that have higher fuel prices, the most fuel efficient vehicles and good mass transit compare most favorably on the international fuel economy chart.

#### 5. Polling Consultant for Transportation Funding Task Force Plan

Executive Director George Dondero clarified that the replacement staff recommendations were due to decisions made at the May 15<sup>th</sup> Transportation Funding Task Force (TFTF) meeting. He explained the reasons that the Task Force recommended a poll at this time and said that it was especially important that the poll results be credible and useful in developing an expenditure plan. Mr. Dondero added that he would appoint himself along with SCCRTC consultant Eileen Goodwin and one or two staff members to the oversight committee. He advised against elected officials participating in the oversight committee in order to preserve the neutrality of the polling process. He added that there are sufficient funds in the budget for a poll.

Ms. Goodwin emphasized the importance of conducting the poll in a politically neutral atmosphere to ensure credibility with the public.

5-15.62

Commissioners discussed whether a poll should be conducted or if the Task Force should present a funding plan without first gathering information from the community at large.

Ms. Goodwin said that although the Task Force developed a plan, it is too costly for the proposed funding. She said the request for additional data from a poll would help the Task Force determine what projects to cut and what alternative funding measures might be approved by voters. She added that the poll would also determine whether a specific project could cause voters to vote against a ballot measure.

Commissioner Bustichi moved and Commission Alternate Schiffirin seconded to approve the Transportation Funding Task Force and staff recommendations that the Regional Transportation Commission (RTC):

1. Conduct a poll of county-wide voters to determine levels of voter support for various project packages, individual projects and funding mechanisms;
2. Approve a resolution authorizing the Executive Director to hire a consultant and expend a maximum of \$30,000 from the Transportation Funding Task Force Consultant line item of the RTC's FY 06-07 Planning Budget to conduct the County-wide poll;
3. Direct staff and the consultant (Apex Strategies) to develop and distribute a request for qualifications to conduct the poll; and
4. Direct the Executive Director to appoint a consultant selection and oversight committee for the poll.

Commissioners discussed how the polling sample would be obtained and the part that the Task Force would play as an advocacy group for a ballot measure.

**Bill Comfort** said that the Task Force spent a lot of time avoiding conflict and that he saw no evidence that a 2/3 majority could be found. He said that 2008 is too soon to put a sales tax measure on the ballot and suggested setting up a poll, disbanding the Task Force, waiting for favorable conditions to conduct the poll and not announcing the polling in advance so that those taking the poll are not unduly influenced by interest groups fostering their own agendas.

**Reed Searle** stressed the importance of an origin and destination study.

**Jim Conklin** said that the Commission needed an experienced pollster with statewide experience in transportation issues.

**Micah Posner** said that the Task Force had gotten better at working together.

**Mike Keogh** said that whatever the Task Force recommends would be amended by the Commission and that it has done its work by showing that it cannot come up with a plan approved by 2/3 of its members.

5-15-03

The motion (Resolution 54-07) passed unanimously.

Commissioners Johnson, Bustichi and Commission Alternate Schiffrin departed the meeting.

#### 6. Federal and State Legislative Issues

Commissioner Campos chaired the remainder of the meeting. Senior Planner Kim Shultz gave the staff report saying that the Commission's Washington legislative analyst, Carolyn Chaney, submitted a written update on federal transportation issues. Mr. Shultz noted a Senate bill reauthorizing funds for Amtrak and bills introduced in both the House and the Senate to extend tax credits for short line rail operators.

Commissioner Spence announced that she had to leave the meeting soon, noting that there would not be a quorum after she left.

Chair Campos asked that a motion be entertained to approve the staff recommendations that required action by the Commission.

Commissioner Stone moved and Commission Alternate Porter seconded to approve the staff recommendations that the Regional Transportation Commission:

1. Receive a status report on Federal and State legislative issues and provide comment and guidance on specific legislative items or issues;
2. Support Assembly Bill 57 (Soto) on Safe Routes to School;
3. Support a broader definition of eligible projects and matching funding sources for legislation regarding guidelines for State Local Partnership Program established with the approval of Proposition 1B in November; and,
4. Receive an oral report from RTC's Sacramento Assistants John Arriaga and Steve Schnaidt on the May revision of the Governor's proposed budget and other State legislative matters.

The motion passed unanimously.

Commissioner Spence departed the meeting.

Mr. Shultz introduced John Arriaga and Steve Schnaidt, the Commission's state legislative analysts, to report on transportation matters at the state level.

Mr. Arriaga and Mr. Schnaidt reviewed the May revision of the Governor's proposed budget and pending legislation. They noted specific bills consistent with the Commission's goals.

#### 7. Oral and Written Communications Regarding Closed Session – N/A

5-15.64



**Closed Session**

- 8. Conference with Labor Negotiators Pursuant to Government Code 54957.6
  - a. Commission Negotiators: Ellen Aldridge and George Dondero
  - b. Bargaining Units: Mid-Management Unit and General Representation Unit
  
- 9. 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
  - i. Agency Negotiator: Kirk Trost, Miller, Owen & Trost
  - ii. Negotiation Parties: SCCRTC, Union Pacific
  - iii. Under Negotiation: Price and Terms

**Reconvene to Open Session**

- 10. Report on Closed Session – N/A
  
- 11. Next Meetings / Adjournment

The meeting adjourned at 11:15 am.

The next SCCRTC meeting is scheduled for Thursday, June 7, 2007 at 9:00 a.m. at the Watsonville City Council Chambers, 215 Union St, Watsonville CA 95076

The next Transportation Policy Workshop is scheduled for Thursday, June 21, 2007 at 9:00 a.m. at the SCCRTC Offices, 1523 Pacific Avenue, Santa Cruz, CA.

Respectfully submitted,

---

Gini Pineda, Staff

5-15.65

**ATTENDEES**

Reed Searle  
Eileen Goodwin  
Les White  
Mike Keogh  
Jim Conklin  
Manuel Osorio  
Bill Comfort  
John Arriaga  
Steve Schnaidt

Apex Strategies  
SCMTD

Santa Cruz Business Council  
Cabrillo College

JEA & Associates  
Steve Schnaidt & Associates

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5-15. b6

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** June 22, 2007  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager  
**SUBJECT: RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY08**

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors authorize renewal of property insurance coverage with QBE Insurance Corporation.**

## II. SUMMARY OF ISSUES

- The District carries property insurance on all its owned facilities and on leased facilities in accordance with lease agreements, as well as on building contents.
- The premium renewal for FY08 is \$34,691.

## III. DISCUSSION

Saylor & Hill, the District's property insurance broker, has arranged for renewal of property insurance coverage with QBE Insurance Corporation. This is all risk coverage, excluding earthquake and flood, and includes buildings and contents, employee tools, telephone system, and other equipment, with a \$5,000 deductible. The District carries flood insurance on one location, 1200 River Street, under a separate policy. The QBE Insurance Corporation is rated A, X by Best. The renewal quote has increased by less than 1% over last year's premium.

## IV. FINANCIAL CONSIDERATIONS

The insurance cost is included in the FY08 final budget.

## V. ATTACHMENTS

None.

5-16.1

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** June 22, 2007  
**TO:** Board of Directors  
**FROM:** Robyn D. Slater, Human Resources Manager  
**SUBJECT: CONSIDERATION OF MODIFICATION TO THE LEAD PARTS CLERK AND PARTS CLERK CLASS SPECIFICATIONS (JOB DESCRIPTION).**

## I. RECOMMENDED ACTION

**It is recommended that the Board of Directors approve adding language referencing alternative fuels to the Lead Parts Clerk as well as non-substantive language changes to Lead Parts Clerk and Parts Clerk position.**

## II. SUMMARY OF ISSUES

- The current Lead Parts Clerk incumbent is retiring after many years of service with METRO.
- In reviewing the class specifications there were references to the Watsonville facility and other outdated language.
- There was no reference to METRO's use of alternative fuels in the Lead Parts Clerk class specification. The new Lead Parts Clerk will need to become familiar with the technology associated with alternative fuels.

## III. DISCUSSION

As a result of the impending retirement of the current Lead Parts Clerk the class specification for the position was reviewed to determine if changes were needed before the recruitment process began. It was found that most of the changes, which were non-substantive in nature, were also required for the Parts Clerk class specification.

Management provided the revised class specifications to SEIU Local 521 for review. The union also proposed changes to the position that were accepted by management.

## IV. FINANCIAL CONSIDERATIONS

There is no cost associated with this change.

## V. ATTACHMENTS

**Attachment A:** Proposed class specifications for the Lead Parts Clerk and Parts Clerk positions.

5-17.1

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## LEAD PARTS CLERK

## Attachment **A**

### **DEFINITION**

Under direction, assists the Supervisor of Parts and Materials in the daily operation of the Parts Department; may assign and supervise any number of Parts and Receiving Clerks; assists in planning, scheduling, assigning, monitoring and evaluating the work of Parts and Receiving personnel; assists with preparation of budget estimates; assists with vendor selection and performance; assists with the research of new vehicle parts technologies; performs the duties associated with the class of Parts Clerks; performs other related duties as assigned.

### **EXAMPLES OF DUTIES**

Assists the Supervisor of Parts and Materials in all daily activities of the Santa Cruz Maintenance facilities Parts and Receiving Departments.

Assists in the preparation of budgetary estimates for parts, materials and supplies, including specialized equipment, tooling and inventory.

Assists in the review process of vendor selection and performance, with emphasis on new vendor sources.

Assists Department with mechanical and technical support with an emphasis on technical data research and practical application including new vehicle parts technologies, the Department's MIS utilization and new methodologies involved in cataloging, parts identification and material handling.

Assists with the planning and implementation of Departmental goals and objectives, policies and purchase requirements.

Assists in the planning, scheduling, assigning, monitoring and evaluating the work of Parts and Receiving Clerks.

Assists with the selection, training, development and performance evaluations of Parts personnel.

Performs the duties of the Parts Clerk and Receiving Parts Clerk, as required. May purchase materials, parts, supplies, equipment, and services from vendors. Issues Department purchase requisitions, receives, inspects, and stocks parts, materials and supplies.

Identifies and requests parts, materials and supplies by researching catalogues, parts manuals and other available sources.

Issues, as needed, any parts, materials and supplies to requesting Department personnel and records all transactions.

Interfaces and coordinates with mechanics to resolve problems related to parts utilization.

5-17.91

Utilizes district's MIS program to perform daily inventory control functions, including posting of receipts, monitoring of issuances and other data maintenance, including swing, grave and weekend shift reconciliation of issuances.

Performs perpetual inventory of parts, materials and supplies.

Maintains a clean, orderly and safe work area.

Maintains and issues Department's specialized equipment, tooling and inventory assets and performs an annual inventory.

Delivers and picks up parts, materials and supplies from one or more locations.

## **EMPLOYMENT STANDARDS**

### Knowledge of:

- Principles and functions of heavy duty engine operations.
- Electrical, pneumatic, hydraulic, air conditioning, and alternative fuel systems.
- Mechanical tools, diagnostic equipment, parts, materials and supplies, and related transit support equipment.
- Principles and practices of automotive, or heavy duty storekeeping including shipping and receiving, storage control, materials handling, materials requisition systems, parts inventory methods, and salvage disposal.,
- Mechanical tools, parts, supplies and related equipment identification.

### Ability to:

- Read and comprehend technical manuals and schematics.
- Read and legibly write English.
- Work shifts including weekdays, nights and weekends.
- Understand and follow oral and written instructions.
- Work well with others.
- Work under conditions of deadlines and schedules.
- Motivate, train, supervise and evaluate personnel.
- Learn and effectively use the District's computer hardware and software.
- Physical stamina to lift heavy objects and perform duties of the position.

### Training and Experience

Five years' full-time working experience as a parts clerk handling the ordering, receipt, stocking, issuance, and inventory control of automotive or heavy-duty parts and supplies. One year of supervisory experience required.

## **SPECIAL REQUIREMENTS**

Possession of a Class C California driver's license or ability to obtain one.

Safe driving record.

Availability for emergency or call-back duty 24 hours a day, seven days a week.

5-17.92

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## PARTS CLERK

### DEFINITION

Under supervision, maintains the Fleet Maintenance Department parts room(s), including the requisitioning, receiving, inspecting, stocking, issuing of all materials, supplies, vehicle parts and related special equipment and tooling used in the support of the District's revenue and non-revenue vehicles; performs annual and perpetual inventory of Department parts, materials, supplies and fixed assets in accordance with District's MIS inventory control modules; performs other related duties as assigned.

### EXAMPLES OF DUTIES

Issues Fleet Maintenance Department purchase requisitions, receives, inspects and stocks all required parts, materials and supplies.

Identifies and requests parts, materials and supplies by researching catalogues, parts manuals and other available sources.

Issues parts, materials and supplies to requesting departments and records all transactions.

Issues the Department's specialized equipment and tooling to Department personnel.

Utilizes District's MIS program to perform daily inventory control functions, including posting of receipts, monitoring of issuances and other data maintenance.

Performs perpetual inventory of parts, materials and supplies.

Assists in vendor selection and monitoring of vendor performance.

Maintains a clean, orderly and safe parts room.

Maintains Department's specialized equipment, tooling and inventory assets and performs an annual inventory.

Delivers or pick up parts, materials and supplies from one or more locations.

Performs duties of the Receiving Parts Clerk as required.

### EMPLOYMENT STANDARDS

#### Knowledge of:

- Principles and functions of transit heavy duty engine operation.

5-17.93

- Electrical, pneumatic, hydraulic, and air conditioning systems.
- Basic principles and practices of transit and automotive storekeeping and parts inventory methods.
- Mechanical tools, parts, supplies and related transit support equipment.

Ability to:

- Identify mechanical tools, diagnostic equipment, parts, supplies and related transit support equipment.
- Read and comprehend technical parts manuals and schematics.
- Read and legibly write English.
- Work shift, including weekdays, nights and weekends.
- Work well with others.
- Work under deadlines and schedules.
- Learn and effectively use the District's computer hardware and software.
- Make arithmetical computations rapidly and accurately on an adding machine or electronic calculator.
- Keep and maintain accurate records.
- Physical stamina to lift heavy objects and perform duties of the position.

Training and Experience

A minimum of three years of full-time work experience as a parts clerk performing the receipt, stocking, issuance and inventory of automotive and heavy duty transit parts and supplies; or equivalent experience in a comparable field.

**SPECIAL REQUIREMENTS**

Possession of a Class C California driver's license or ability to obtain one.

Ability to be available for emergency or call-back duty, 24 hours a day, seven days a week.

5-17.04



**Santa Cruz METRO  
April 2007 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	\$ 1,644.36	31,744	27,291	1,950	2	67	13	2	166	970	1,225
13	\$ 571.47	14,990	13,360	792	5	11	-	-	67	392	416
15	\$ 2,128.88	46,416	40,743	2,444	18	71	9	9	253	1,546	1,590
16	\$ 6,196.73	100,606	88,307	4,405	55	154	31	9	601	3,194	3,448
19	\$ 1,701.04	30,613	26,462	1,364	8	98	3	13	187	911	1,471
3B	\$ 1,482.23	3,428	363	221	22	117	14	23	228	71	1,540
4	\$ 1,317.42	4,763	226	43	23	224	59	46	118	100	3,334
7	\$ 698.92	1,701	67	41	10	86	5	13	134	11	988
9	\$ 249.60	495	16	35	8	27	-	-	10	2	279
12A	\$ 45.27	937	685	151	1	4	-	-	7	4	55
20	\$ 2,385.16	23,223	18,494	1,178	17	127	14	127	295	725	1,578
31	\$ 1,460.65	2,104	140	90	11	43	4	2	79	79	832
32	\$ 287.90	359	5	2	-	4	3	1	17	9	146
33	\$ 288.83	543	-	-	-	1	-	-	5	6	317
34	\$ 182.27	181	-	-	-	1	-	-	2	3	70
35	\$ 28,749.70	43,845	1,072	546	218	1,223	30	212	1,797	1,844	22,150
40	\$ 1,777.26	2,312	119	29	22	33	-	9	68	101	961
41	\$ 1,160.76	1,746	190	84	16	30	-	1	101	187	812
42	\$ 837.70	1,448	338	31	5	48	-	6	51	178	475
53	\$ 673.09	1,035	10	15	6	82	44	11	71	24	474
54	\$ 495.86	920	6	10	9	48	9	6	166	30	414
55	\$ 1,475.96	4,178	18	12	20	156	55	9	1,557	103	1,616
56	\$ 503.51	1,472	10	6	5	53	40	8	424	45	711
66	\$ 10,792.67	17,133	1,322	496	124	732	140	78	752	430	7,362
68	\$ 5,959.60	11,420	1,568	322	98	281	63	35	477	230	5,257
68N	\$ 1,626.52	2,884	551	95	1	56	3	1	159	95	1,024
69	\$ 6,618.18	12,080	1,602	478	78	417	78	44	478	399	5,102
69A	\$ 18,213.35	24,997	1,140	651	156	1,120	204	135	819	757	10,104
69N	\$ 1,734.09	3,450	551	131	-	78	23	-	343	170	1,252
69W	\$ 18,149.83	28,409	1,770	646	174	979	225	174	3,545	949	10,442
70	\$ 3,102.44	8,388	288	128	29	26	43	26	2,820	331	3,005
71	\$ 56,091.07	78,752	2,346	1,432	392	3,264	436	314	9,794	3,459	27,572
72	\$ 3,985.83	4,151	22	20	30	244	17	27	221	71	1,257
74	\$ 3,397.38	3,550	12	9	12	279	21	14	79	26	1,100
75	\$ 7,951.82	8,125	3	81	59	686	48	48	219	140	2,492
76	\$ 844.08	881	5	3	11	87	6	4	7	14	284
79	\$ 1,385.71	1,799	4	31	19	158	68	60	211	7	646
88	\$ -	-	-	-	-	-	-	-	-	-	-
91	\$ 3,767.42	5,613	115	208	110	127	15	18	815	355	1,964
UC Supplemental	\$ 437.12	11,825	10,796	419	-	20	2	-	50	307	276
Unknown											
<b>TOTAL</b>	<b>\$200,371.68</b>	<b>542,516</b>	<b>240,017</b>	<b>18,599</b>	<b>1,774</b>	<b>11,262</b>	<b>1,725</b>	<b>1,485</b>	<b>27,193</b>	<b>18,275</b>	<b>124,041</b>

ROUTE	REVENUE	RIDERSHIP	VT/SC Day Pass	CalTrain	17 Day Pass	S/D Riders	W/C	METRO	ECO Pass	Bike	Monthly Pass
17	\$ 47,952.77	22,728	26	42	127	1,569	46	7,036	127	1,475	10,450

RIDERSHIP	
Night Owl	5,235
	-
<b>TOTAL</b>	<b>5,235</b>

<b>May Ridership</b>	570,479
<b>May Revenue</b>	\$248,799.62

5-18.1

**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	0	7	1	6	1	100%
FLYER/LOW FLOOR - 40'	12	3	9	7	2	7	100%
FLYER/LOW FLOOR - 35'	18	2	16	11	5	11	100%
FLYER/HIGH FLOOR - 35'	13	1	12	3	9	3	100%
GILLIG/SAM TRANS - 40'	10	2	8	4	4	4	100%
DIESEL CONVERSION - 35'	15	2	13	13	0	13	100%
DIESEL CONVERSION - 40'	14	3	11	11	0	11	100%
ORION/HIGHWAY 17 - 40'	11	2	9	8	1	8	100%
GOSHEN	2	0	2	1	1	1	100%
TROLLEY	1	0	1	0	1	0	100%
CNG NEW FLYER - 40'	10	1	9	8	1	8	100%

5-18.2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PASSENGER LIFT PROBLEMS

MONTH OF MAY 2007

BUS #	DATE	DAY	REASON
2306OR	8-May	Tuesday	No kneel
8085F	15-May	Tuesday	No alarm for kneel or lift
8085F	18-May	Friday	No klaxon for kneel or lift
8085F	23-May	Wednesday	Working intermittently (klaxon, kneel & lift alarm)
8090F	18-May	Friday	Lift & kneel warning light is on and it will not move
9817LF	21-May	Monday	Bus kneels very slowly
9817LF	29-May	Tuesday	Kneel light on dash doesn't work
9818LF	3-May	Thursday	Kneel switch almost impossible to use downward
9826LF	2-May	Wednesday	Kneeling beeper inoperable (at times)
9827LF	8-May	Tuesday	Lift ramp hinge is pulling up, needs attention
9840G	10-May	Thursday	Kneel not working

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

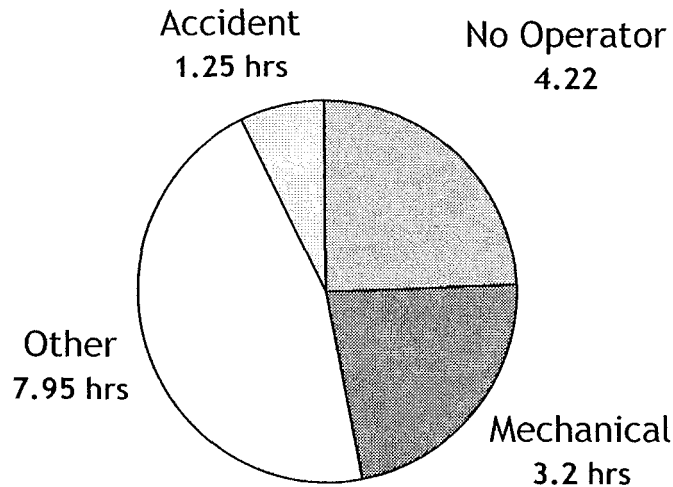
Note: Lift operating problems that cause delays of less than 30 minutes.

5-18.3

Dropped Service for FY 2007

	FY 2004/05		FY 2005/06		FY 2006/07	
	Dropped Hours	Dropped Miles	Dropped Hours	Dropped Miles	Dropped Hours	Dropped Miles
July	1.35	42.89	0	0	5.00	96.88
August	0.00	0.00	213.92	3,575.86	15.02	276.46
September	0.76	18.87	140.97	2,336.50	11.30	160.72
October	0.00	0.00	STRIKE	STRIKE	37.52	540.19
November	0.00	0.00	113.77	1,780.56	37.55	477.48
December	0.00	0.00	95.61	1,659.66	6.08	143.84
January	6.07	127.13	16.52	286.31	12.24	188.23
February	23.31	276.75	39.22	579.38	13.07	88.59
March	8.66	99.08	21.38	380.68	7.13	133.30
April	37.96	641.12	62.57	986.08	4.85	43.67
May	1.50	37.03	33.47	551.00	16.00	241.42
June	4.15	69.30	20.20	267.47		
<b>TOTAL</b>	<b>83.76</b>	<b>1,312.17</b>	<b>757.62</b>	<b>12,403.50</b>	<b>165.76</b>	<b>2,390.78</b>

Dropped Service Breakdown for May 2007



5-18.4

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## STAFF REPORT

**DATE:** June 22, 2007

**TO:** Board of Directors

**FROM:** Margaret Gallagher, District Counsel

**SUBJECT: CONSIDERATION OF MODIFICATIONS TO METRO'S PARACRUZ ELIGIBILITY AND APPEALS PROCESS REGULATION TO INCLUDE AN AMENDMENT PROCESS FOR PARATRANSIT PLAN MODIFICATIONS, CONFORM THE REGULATION WITH THE ACTUAL PRACTICES, SUBSTITUTE MAC, INSTEAD OF MASTF, AS AN APPOINTING AUTHORITY TO THE APPEALS PANEL AND OTHER CHANGES**

### I. RECOMMENDED ACTION

**Modify METRO's ParaCruz Eligibility and Appeals Process Regulation as shown in Attachment A**

### II. SUMMARY OF ISSUES

- There is a need to modify the language in the Santa Cruz Metropolitan Transit District's (METRO's) current ParaCruz Service Eligibility and Appeals Process Regulation to add an amendment process when changes to the Paratransit Plan are necessary, to conform the language of the regulation with the actual current practices, to substitute MAC, instead of MASTF, as an appointing authority for the appeals panel and make other changes.
- Proposed revisions of the regulation are highlighted in Attachment A, new language is indicated by bolded words and strike-outs indicate what words are to be deleted. A detailed explanation for each modification is included in Attachment B. The Metro Rider's Union has written a letter regarding the proposed modification, which is Attachment C.
- On May 3, 2007, METRO staff reviewed the proposed modifications to the regulation with the Elderly & Disabled Transportation Advisory Committee (E&D TAC). Attachment D is a letter from John Daugherty, Chair of E&D TAC, regarding its recommendations on the proposed modifications.
- On May 16, 2007, METRO staff attended the METRO Advisory Committee's (MAC) meeting to obtain its input on the proposed modifications. MAC focused on requiring the first recertification to be an in-person assessment rather than the current practice of allowing the eligible riders to self-certify through a paper process
- On May 25, 2007, the METRO Board of Directors held a public hearing to obtain public input regarding the proposed modifications.

### III. DISCUSSION

As a public agency operator of fixed route bus service, METRO is required by the Americans with Disabilities Act (ADA) and its implementing regulations to provide paratransit service to eligible riders throughout its service area. Initially, Community Bridges operated METRO's paratransit service through a contractual arrangement. In November 2004, METRO brought the operations of its paratransit service in-house.

On July 26, 2002, the Board of Directors adopted the ParaCruz Eligibility and Appeals Process Regulation, which sets forth the eligibility criteria, the eligibility and recertification processes, and an appeal process for ParaCruz. At this time, METRO staff is proposing various modifications to this regulation including having the Board of Directors designate it in conjunction with METRO's Customer Guide as METRO's Paratransit Plan. Attachment B outlines the specific modifications being recommended at this time.

On May 3, 2007, METRO staff met with the Elderly and Disabled Transportation Advisory Committee (E&D TAC) to review the proposed modifications with the members of this committee and obtain any feedback. Comments received from the E&D TAC are incorporated into this report.

On May 16, 2007, METRO staff met with METRO's Advisory Committee to review the proposed modifications to the regulation. Input was received and is incorporated into this report.

On May 25, 2007, the METRO Board of Directors held a public hearing on the proposed modifications.

The proposed modifications include substantive and insignificant changes. Most of the insignificant modifications can be summarized as correcting grammar and spelling errors, using language to clarify the current practice and changing the order of existing language for ease of comprehension. Some of the more substantive proposals include the following:

#### **Identifying the Eligibility and Appeals Process Regulation as part of the Paratransit Plan (Section 2.02):**

As part of the federal mandate to provide complementary paratransit service, METRO was required to develop and submit a plan indicating how and when it would meet the requirements for complementary paratransit service. METRO prepared a Paratransit Implementation Plan in 1992. METRO's Plan, in addition to the actual paratransit service requirements, included a description of METRO's then current fixed route service, an inventory of existing paratransit service and a financial analysis. Upon completion of the Plan, METRO submitted it to the Federal Transit Administration in 1992 for its approval, which was received. Thereafter, METRO submitted annual updates, which demonstrated METRO's implementation of its paratransit service. By 1997, METRO paratransit service was fully compliant with the operational requirements of its Paratransit Plan and the federal regulations. Finally, the federal government determined that annual updates and submittals of the Paratransit Plan were no longer necessary if the public entity's paratransit service was in full compliance with the federal

regulations. The Federal Transit Administration (FTA) requires that the public entity annual certify such compliance. However, a public entity is required to report to the FTA if it falls out of compliance with the regulations. Additionally if in FTA's judgment there is a reasonable basis for concern about continuing full compliance of a transit authority's paratransit service, it can require that authority to submit a Plan update after conducting a public participation process.

In 2000/01, METRO retained the services of Multisystems, Inc. to audit and assess METRO's paratransit service. Specific areas reviewed included the ADA eligibility process, service quality, performance standards, reservation and dispatch services, administration of the service, internal cost allocation and compliance with the federal regulatory requirements for the service. Additionally, Nelson Nygaard was retained to evaluate and analyze METRO's eligibility and recertification processes and make appropriate recommendations. Both Multisystems and Nelson Nygaard engaged the public in the process holding numerous meetings with various stakeholders. In 2002, based on the results of Multisystems and Nelson Nygaard analysis and recommendation, the METRO Board of Directors adopted METRO's first ParaCruz Customer Guide, which included the operational components of METRO's paratransit services. The Guide is provided to ParaCruz riders to inform them of the service METRO provides.

In 2006, after receiving public input, the METRO Board of Directors identified METRO's ParaCruz Customer Guide as its official Paratransit Plan. The significance of this action is that the federal courts have held that it is discrimination if a transit agency is not operating its paratransit service in accordance with its Paratransit Plan.

By adding the new Section 2.02 to the Regulation, the METRO Board of Directors will identify the Paracruz Eligibility and Appeals Process Regulation as part of METRO's Official Paratransit Plan.

**Paratransit Plan Amendment Process (Sections 3.01-3.05):** The amendment process found in Section III of the Regulations was only recently added to the proposed modifications. Because of the significance of the Paratransit Plan to METRO and the community it serves, it is believed that an official, written amendment process is important to include in the Regulation. This amendment process, if adopted, would be applicable to the ParaCruz Customer Guide and this Regulation, as these two documents would compose METRO's Paratransit Plan. E&D TAC strongly stated that it wanted to be included as an active participant in the review and input process for any proposed amendment to METRO's Paratransit Plan. E&D TAC voted to send a letter to the METRO Board of Directors setting forth its position and rationale. (See Attachment D) As a result of E&D TAC's input on this matter, METRO staff has revised its recommendations regarding the amendment process to include E&D TAC as a review stakeholder. If other stakeholders are identified through this process, the METRO Board of Directors may want to consider adding specific stakeholders to the review process as well.

The Area Agency on Aging Advisory Council of Santa Cruz and San Benito Counties has asked to receive advance notification of any current and/or future changes to ParaCruz services. According to Bud Winslow, Chair, AAA Advisory Council, the AAA Advisory Council has a

federal mandate to represent the elderly, including those who most desperately need reliable and safe transportation (See Attachment E).

Another suggestion that was offered at the E&D TAC meeting regarding the amendment process was to utilize the ParaCruz vehicles to post notices of the public hearing re amendments to the METRO's Paratransit Plan. Currently, METRO staff suggests retaining notification of the public hearing via the newspaper and METRO's website. Focusing METRO staff time on garnering input via the MAC and the identified stakeholders seems to be a more productive way to spend METRO resources than by having METRO staff post notification of the public hearings in the ParaCruz vehicles. However, no language is included in the Regulation that would preclude such posting if it was subsequently, deemed appropriate.

**Immediate Needs Certification (Section 4.05):** METRO staff initially recommended that the "Immediate Needs Certification" be limited to only one term of 14 days with no ability for any extension. An "Immediate Needs Certification" allows an individual who does not have the time or the ability for an in-person assessment to be considered eligible for paratransit rides for 14 days without being required to submit to an in-person eligibility determination. Members of E&D TAC expressed concern regarding the elimination of the ability of the Manager of Operations and/or his/her designee to extend the immediate needs certification and the simultaneous elimination of the "**Hardship Request for Paper Application Process**" (Section 6.02). The concern is that an individual in desperate circumstances will be left with no available transportation unless he/she submits to an in-person eligibility assessment. An example was cited of an individual who is only able to make one trip a week to a medical doctor because of severe pain being denied transportation services because he/she cannot make it to the eligibility assessment within the 14-day period of eligibility under the immediate need certification. METRO staff reported that rarely does an individual request an extension of an immediate need certification and a Hardship Request has never been granted. It is important to note that the "Immediate Needs Certification" is not required by the ADA or its regulations but rather METRO determined it was in the community's best interest to allow limited access (14 days) to paratransit services as members of the community may have an immediate need for paratransit services and may not initially have time to participate in an in-person assessment. After consultation with E&D TAC, METRO staff modified its position and deleted the modified language that would eliminate the Manager of Operations ability to extend the 14-day period. METRO staff will closely monitor this situation over the next year to determine how and under what circumstances extensions are requested and granted.

**Eligibility Recertification (Section 4.12):** One of the major issues confronting ADA paratransit operators is the process utilized to determine eligibility. The ADA establishes three categories of persons with rights to complementary paratransit service:

1. Individuals with disabilities who can use an accessible bus but for whom any desired trip cannot be made because the fixed route service they need to use is not yet accessible;



2. Individuals who because of their disability cannot board, ride and/or disembark from an accessible bus; and
3. Individuals who have impairment-related conditions that prevent them from getting to or from a boarding or disembarking location.

An individual can be certified as eligible based on a temporary condition or as a result of a disability that is intermittent. Individuals can be certified trip-by-trip. Eligibility for METRO ParaCruz is based on a functional, rather than a medical, model. Persons are not qualified or disqualified on the basis of a specific diagnosis or disability. In making all eligibility determinations and processing each appeal, METRO follows the mandates of the Americans with Disabilities Act (ADA) and its implementing regulations.

Prior to 2002, the eligibility process for the METRO ADA paratransit service was a paper application, which required verification of a qualifying condition by a medical professional. No recertifications were conducted and little monitoring of the program occurred. In 2000/01, under the direction of Leslie White, METRO's General Manager, METRO retained the services of a nationally recognized Bay Area consulting firm who specialized in transit and paratransit issues to conduct a comprehensive financial and operational audit of METRO ParaCruz which included public participation and input. As a result of the recommendations brought forth during the audit, the METRO Board of Directors adopted the current model of in-person functional eligibility assessments with recertifications generally conducted through written verification by the eligible customer that his/her condition has remained the same. The current regulations do allow the Manager of Operations or his/her designee to require in-person recertifications at his/her discretion for recertification. METRO staff was concerned with this discretionary allowance and believed that setting criteria for such in-person assessments would stave off any abuse of this privilege. Therefore, METRO staff had originally recommended that Section 4.12 of the regulations be modified to include, **"An in-person assessment shall only be required for a renewal when documented, known facts and circumstances indicate that the eligible rider is no longer eligible for the service when the source of such information is specifically identifiable and reliable."**

Union officials and ParaCruz operators expressed concern that the paratransit operators would be required to "report" on their customers, which may create conflict. Some members of E&D TAC thought the proposed language was fine recognizing that METRO receives this type of information unsolicited from different sources and that if people are functionally able to utilize the fixed route system they should not be using ParaCruz. However, one member suggested that a random number of eligible riders be selected for in-person assessments. Concern was expressed over this approach because its random nature would require riders to submit to an in-person assessment who are known to be unable to utilize the fixed route and those who have been identified, as possible abusers of the system would not necessarily be subjected to an in-person assessment.

The METRO Riders Union has expressed its disagreement of METRO allowing most of the ParaCruz eligible riders to self-certify themselves as eligible. Attachment C is a 4-page letter

from the METRO Riders Union regarding this issue. At the MAC meeting the discussion primarily focused on whether or not an in-person assessment should be required for eligibility determinations at the time of recertifications. MAC concluded with a recommendation to the Board of Directors that in-person assessments would be required at the time of the initial eligibility determination is made and at the time of the first reassessment. Thereafter, MAC recommended that the rider be allowed to self-certify via a paper process at each subsequent recertification. MAC also recommended that METRO staff have the discretion to require in-person reassessments facts and circumstances become known that the eligible rider is no longer eligible for the service when the source of such information is specifically identifiable and reliable. At the time this recommendation was formulated, METRO staff believed that the current eligibility coordinator would have sufficient time within her schedule to complete these in-person recertifications. However, upon further analysis, it has been determined that that is not the case. Additionally, METRO staff is concerned about mandating that all riders be required to submit to an in-person recertification interview knowing that for many of these individuals such reassessment will merely be a futile exercise as their functional abilities will not improve with time under any circumstance. Balancing all of these factors and the community input has led METRO staff to recommend that "in-person" recertifications only be authorized if at the time of the initial eligibility determination the individual is assessed as being more likely than not that his/her functional abilities to utilize the fixed route service may improve with time. Additionally, an in-person recertification would also be allowed if the individuals' home location has become accessible thus enabling the individual to be able to access METRO's fixed route and if an individual has changed mobility devices that might allow for greater accessibility. In addition to the possibility of having an in-person interview, a telephone interview is also being permitted in case that method could facilitate the recertification process. METRO staff retained the new language that would allow in-person recertifications at any time when a reliable source provides facts and information, which indicate that the eligible rider in fact may not be eligible for the service.

**Locations for Individual Assessments (Section 6.02):** Currently, METRO only has one site in which it carries out eligibility assessment interviews. Language in Section 6.02 is being deleted that referred to multiple assessment sites. The deletion of the language is designed to conform the regulation to the current situation. A suggestion was made at E&D TAC that it may be in METRO's best interests to carry out eligibility assessments at facilities, such as Elderday. It was pointed out that METRO would save some of the transportation costs related to the eligibility assessments if METRO staff conducted eligibility assessments at locations in which more than one assessment could be scheduled. However, METRO staff continues to recommend eliminating the language related to multiple assessment locations.

**Hardship Request (Section 6.02):** As previously stated, the regulation requires that all individuals applying for eligibility submit to an in-person assessment with METRO's Eligibility Coordinator in order to determine whether the individual meets the eligibility criteria. The Regulation allows individuals to request a waiver of the in-person assessment if it would be a "hardship" to participate in such assessment. At this time, METRO staff is recommending that this Hardship Request be eliminated from the regulation thus everyone under all circumstances would be required to submit to an in-person assessment in order to determine eligibility. If

circumstances warranted, an Immediate Needs Certification, which allows for service without an eligibility assessment for 14 days, could be granted.

**Role of Manager (or Designee) at Appeal Hearing (Section 9.01):** The duties of the Manager of Operations or his/her designee at the Eligibility Appeal Hearing are being specifically set forth so that everyone involved with the process will know what to expect. The Manager (designee) is now being required to explain METRO's eligibility determination and respond to questions of the Appeals Panel.

**Attendance of Applicant at Appeal Hearing (Section 10.01):** While most of the applicants attend the eligibility Appeal Hearing in order to present their position in the matter of eligibility, METRO staff wanted to make clear that such attendance is required. It is believed that the applicant's attendance is critical to the eligibility issues that the Appeal Panel must decide upon. The Applicant can still bring a representative to the hearing, if he/she desires.

#### IV. FINANCIAL CONSIDERATIONS

None

#### V. ATTACHMENTS

- Attachment A:** METRO's ParaCruz Eligibility and Appeals Process Regulation with modifications indicated in bold (new language) and strike-outs (language to be deleted).
- Attachment B:** Notes and Explanation regarding proposed modifications
- Attachment C:** METRO Riders Union Letter dated April 16, 2007 regarding In- Person Assessments on Recertifications
- Attachment D:** Letter dated May 14, 2007 from John Daugherty, Chair of E&D TAC
- Attachment E:** Letter dated April 20, 2007, from Bob Winslow, AAA Advisory Council
- Attachment F:** Comments re Modifications to the Regulation from Director Pat Spence

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR-1024

Attachment A

Computer Title: Metro ParaCruz appeal process

Effective Date: July 26, 2002

Pages: 10

**TITLE: METRO PARACRUZ SERVICE ELIGIBILITY AND APPEALS PROCESS**

## Procedure History

DATE	SUMMARY OF REVISION	APPROVED
7/26/02	New—METRO ParaCruz Eligibility and Appeals Process	S.A.
9/26/03	Immediate need policy changes and procedural revisions	E.R.
3/28/06	Assign new Regulation Number – no change to content	L.W.
<u>6/22/07</u>	<u>Added amendment process for Paratransit Plan; Conformed regulation to current practices; Substituted MAC for MASTF as appointed authority to appeals panel, and other changes</u>	<u>Not Yet</u>

## I. POLICY

- 1.01 It is the policy of Santa Cruz ~~Metro~~METRO that because it operates a fixed route system, it shall provide a paratransit service that is comparable and complementary to the fixed route service to eligible riders. Santa Cruz ~~Metro's~~METRO's paratransit service shall be known as METRO ParaCruz.
- 1.02 METRO ParaCruz eligibility and appeals process shall be in accordance with the Americans with Disabilities Act (ADA) and its implementing federal regulations and shall insure that all eligible riders enjoy full access to either Santa Cruz ~~Metro's~~METRO's fixed route service or to the METRO ParaCruz Service as appropriate. The eligibility and the appeals process for METRO ParaCruz shall be fair, effective, accurate, respectful and non-threatening.
- 1.03 Santa Cruz ~~Metro~~METRO recognizes that the ADA establishes a civil right to paratransit services for individuals who cannot otherwise utilize the fixed route system whether because of their disability or because of the inaccessibility of the

## METRO ParaCruz Service Eligibility and Appeals Process

Effective: 7/26/02

fixed route system. Therefore, a determination of ineligibility for such service is a serious matter.

### II. APPLICABILITY

2.01 This procedure is applicable to all individuals applying for METRO ParaCruz, filing an appeal regarding METRO ParaCruz eligibility and those who are current eligible riders of METRO ParaCruz.

2.02 This Regulation serves in conjunction with METRO's ParaCruz Customer Guide as METRO's Official Paratransit Plan. METRO's Official Paratransit Plan shall be available upon request and shall be posted on METRO's website.

### III. PROCESS FOR AMENDMENT TO METRO'S OFFICIAL PARATRANSIT PLAN

3.01 When in the opinion of the General Manager, a modification or change to METRO's Official Paratransit Plan is required and/or necessary, public input regarding the proposed amendment will be obtained before the matter will be presented to the METRO Board of Directors for action.

3.02 METRO staff will review the proposed modifications with METRO's Advisory Committee (MAC) and shall provide the Board of Directors with its comments and recommendations.

3.03 METRO staff will also review the proposed change(s) and obtain input from the designated ParaCruz stakeholders. The review of the proposed change(s) and request for input may be made in person or through written correspondence. These stakeholders are designated as follows:

- a. Elderly and Disabled Transportation Advisory Committee and
- b. Such other community based organizations as designated by the METRO Board of Directors.

3.04 METRO will also schedule, at a minimum, at least one public hearing in which METRO staff review the proposed change(s) with the public and obtain their input. METRO shall provide adequate notice of the hearing to the public, by advertisement in a newspaper of general circulation and posting of such notification on METRO's website.

3.05 Input received from the public through the outreach process identified above will be presented to the METRO Board of Directors together with METRO staff recommendations.

## METRO ParaCruz Service Eligibility and Appeals Process

Effective: 7/26/02

### IV. ELIGIBILITY CRITERIA

3.014.01 The Manager of Operations or his/her designee shall determine whether an individual applying for METRO ParaCruz can use the fixed route service depending on his/her own circumstances.

3.024.02 The eligibility process shall ensure that only persons who meet the federal regulatory criteria, strictly applied, shall be certified as METRO ParaCruz eligible.

3.034.03 When a person applies for the METRO ParaCruz, the Manager of Operations or his/her designee shall provide all the needed forms and/or instructions. These forms and instructions may include a declaration of whether the individual travels with a personal care attendant (PCA).

3.044.04 All documents concerning eligibility will be made available in one or more accessible formats, on request. Accessible formats include computer disks, Braille documents, audiocassettes compact disk (CD), and large print documents format. These documents will also be made available in Spanish upon request. A document does not necessarily need to be made available in the format a requester prefers, but it does have to be made available in a format the person can use.

4.05 Should an applicant have an immediate need for METRO ParaCruz services before he/she has the time to submit to an assessment eligibility determination, the Manager of Operations or his/her designee may certify the applicant on an immediate needs temporary-basis.

- a. This immediate needs certification shall be provided in only a limited number of cases.
- b. Immediate need certification, at a maximum, shall be valid for a period of time not to exceed 14 calendar days from the initial immediate need determination.
- c. This immediate needs certification is at the sole discretion of the Manager of Operations or his/her designee and cannot be appealed.
- d. The Manager of Operations or his/her designee may require documentation in support of the immediate needs assessment.
- e. This certification will be valid until an eligibility determination has been made, preferably within ~~one week~~ seven days.
- f. Certification for an immediate need will not be evidence of eligibility for the METRO ParaCruz service.

## METRO ParaCruz Service Eligibility and Appeals Process

Effective: 7/26/02

~~3.064.06~~ An individual shall be certified to be eligible for METRO ParaCruz under any of the following circumstances:

- a. Individuals with a disability who can use an accessible vehicle, but for whom any desired trip cannot be made because the fixed route service they need to use is not yet accessible. This concept is route based, not system based.
- b. An individual with a disability who is unable as the result of a physical or mental impairment and without the assistance of another individual (except the operator of a wheelchair lift or other boarding assistance device) to board, ride, or disembark from any vehicle on the system which is readily accessible to and useable by individuals with disabilities. This includes those who cannot “navigate” the system.
- c. Individuals who have impairment-related conditions that prevent them from getting to or from a boarding or disembarking location. This is intended to be a very narrow exception to the general rule that difficulty in traveling to or from boarding or disembarking location is not a basis for eligibility.

~~3.074.07~~ A disability for purposes of METRO ParaCruz eligibility may be either permanent or temporary.

~~3.084.08~~ An individual may be eligible for METRO ParaCruz whose disability is intermittent.

~~3.094.09~~ METRO ParaCruz eligibility is based on a functional, rather than a medical, model. Persons are not qualified or disqualified on the basis of a specific diagnosis or disability.

~~3.104.10~~ The application of a person’s eligibility will be determined as a practical matter whether the individual can use fixed route service in his/her own circumstances. This is a transportation decision primarily, not a medical decision.

~~3.114.11~~ At the time eligibility for METRO ParaCruz is determined, it will also be decided whether the applicant needs the services of Personal Care Attendant (PCA) when traveling on METRO ParaCruz. In order for the PCA to ride free, the applicant must be registered with METRO ParaCruz as needing a PCA.

## METRO ParaCruz Service Eligibility and Appeals Process

Effective: 7/26/02

~~3.124.12~~ Eligibility for METRO ParaCruz shall be ~~limited to~~ for a maximum of three-years term. The initial eligibility determination shall include an analysis of whether it is more likely than not that the individual's functional abilities to utilize the fixed route service will improve with time. -The renewal process shall in most cases be limited to a simple process of a one-page form indicating no changes in functional ability or residential location that would impact the individual's eligibility status. ~~However, In some those cases~~ individuals who were assessed at the time of the initial eligibility determination that it is more likely than not that their functional abilities to utilize the fixed route will improve with time or whose residential location is now determined to be accessible by the fixed route service or who have changed mobility devices shall have their renewal determination conducted either through an in-person assessment or telephone interview will be required at the discretion of the Manager of Operations or his/her designee. An in-person assessment may also be required for a renewal when documented, known facts and circumstances indicate that the eligible rider is no longer eligible for the service when the source of such information is specifically identifiable and reliable.

4.13 Should an individual allow their eligibility to expire and then desire to utilize METRO ParaCruz services, the application shall be treated as a new application for eligibility. ~~Notwithstanding the foregoing, the entire eligibility list of current METRO ParaCruz eligible riders will undergo a re-certification process beginning on August 1, 2002 in order to determine eligibility of each rider with priority given to the most frequent users. The process utilized shall be as if the individual were making an initial application for paratransit service eligibility as set forth in these procedures except that the individual shall remain METRO ParaCruz eligible until a determination of ineligibility is sustained on appeal or the individual fails to cooperate or participate in the re-certification process. Each individual shall be notified in writing that he/she is required to undergo an in-person assessment of their eligibility status. Any determination made that finds the individual is no longer eligible for paratransit services shall be in writing and is subject to the appeal hearing process as set forth in these procedures.~~

### IV.V. ELIGIBLE SERVICE FOR VISITORS

~~4.015.01~~ METRO ParaCruz shall be provided to visitors from out of the County of Santa Cruz on the same basis as such service is provided to local residents. A visitor can become eligible for METRO ParaCruz by presenting eligibility documentation from his/her "home" jurisdiction's paratransit system. If the individual has no such documentation, the Manager of Operations or his/her designee shall require proof of visitor status (individual's place of residence) and, if the individual's disability is not apparent proof of the disability. Once this documentation is presented and is satisfactory, METRO ParaCruz will be made available for a maximum of 21 days on the basis of the individual's statement that



## METRO ParaCruz Service Eligibility and Appeals Process

Effective: 7/26/02

he/she is unable to use the fixed route transit system. After 21 days, PARACRUZ service will only be provided if the visitor applies for METRO PARACRUZ and is determined to be eligible for such service through the regular eligibility process.

4.025.02 Visitors shall be provided with METRO ParaCruz based on visitor eligibility for no more than 21 days **within a floating 365-day period**. After 21 days (consecutive or parceled out), the individual must apply for METRO ParaCruz eligibility as provided in these procedures.

### **V.VI. APPLICATION AND ELIGIBILITY PROCESS**

5.016.01 To apply for METRO ParaCruz, an applicant shall contact the Manager of Operations or his/her designee and ask to schedule an appointment for an in-person assessment interview. Interviews normally will take about 30 minutes and shall include a transit evaluation. No application or user fees shall be charged to an applicant. During the assessment, the applicant will be asked questions about eligibility, functional abilities, including the ability to utilize the fixed route and travel abilities in detail. The interview will also provide an opportunity for the applicant to ask questions about METRO ParaCruz. At the interview, the applicant may be asked to participate in further assessment, including a functional assessment.

5.026.02 Eligibility assessment interviews will be scheduled at the interview location nearest to the applicant's residence within 7 days of the initial contact. ~~If an individual claims that it would be a hardship to participate in an in-person assessment, the Manager of Operations or his/her designee shall determine how the eligibility process should proceed with consideration given to a paper application process including receipt of a medical certification should circumstances warrant.~~

5.036.03 Upon request the applicant will be provided with transportation to and from the interview at no cost.

5.046.04 ~~During the interview, the applicant will be asked eligibility information, travel abilities and needs in detail. An in-person assessment shall take place.~~

5.056.05 ~~The interview will also provide an opportunity for the applicant to ask questions about METRO ParaCruz.~~

5.066.06 ~~At the interview, the applicant may be asked to participate in further assessment, including a functional assessment.~~

**METRO ParaCruz Service Eligibility and Appeals Process**  
**Effective: 7/26/02**

5.076.07 The eligibility determination shall be in writing and shall be **made postmarked** within ~~seventwo (72) business days~~ business days of the in-person assessment. ~~Every effort will be made to notify the applicant of the determination as soon as possible thereafter.~~

5.086.08 If for any reason a decision is not made within 21 calendar days, METRO ParaCruz will be provided. ~~Once METRO ParaCruz is provided, it may be terminated only if and when the applicant is found to be ineligible until a decision of ineligibility is rendered.~~

5.096.09 If found to be eligible, a letter of eligibility and an identification card will be provided to the applicant. For those individuals granted eligibility, the documentation of eligibility shall include at least the following information: the individual's name, the name of Santa Cruz ~~Metro~~**METRO**, the telephone number of Santa Cruz ~~Metro's~~**METRO's** paratransit administrator, an expiration date for eligibility and any conditions or limitation on the individual's eligibility including whether the individual requires the use of a PCA.

5.106.10 If found to be ineligible, and therefore denied service, a letter of explanation of ineligibility together with all appeal rights and procedures shall be provided to the applicant. An applicant may also appeal the restricted eligibility of conditional or trip-by-trip. Additional information, that the applicant feels will assist the appeals panel in reconsidering the eligibility decision, should be submitted to the appeals panel for consideration. The reasons set forth for ineligibility or restriction must specifically relate the evidence in the matter to the eligibility criteria. This information will be available upon request in accessible formats including Braille, ~~audiocassette~~, computer disc, **CD, and** large print **format. It will also be available and** in Spanish upon request.

**VI.VII. PROCEDURE FOR INITIATING APPEAL OF ELIGIBILITY DETERMINATION**

6.017.01 Applicants who believe an eligibility determination for METRO ParaCruz was made in error or who disagrees with the original certification decision may appeal the eligibility determination/certification decision within 60 days of the denial of an applicant's application.

6.027.02 Applicants shall complete the attached Appeal Form or shall provide the following information to the Santa Cruz ~~Metro~~**METRO**, although the Appeal Form must be signed by the applicant before or at the hearing to confirm that the contents of the appeal are accurate:

**METRO ParaCruz Service Eligibility and Appeals Process**  
**Effective: 7/26/02**

- a. Applicants name, address and phone number;
- b. Reason why the determination was incorrect;
- c. Any information supporting the appeal.

~~6.037.03~~ An appeal hearing shall be scheduled within 30 days of receipt of the Appeal with a decision on the appeal provided to the applicant within 10 days of the Appeal Hearing. If an applicant wants to continue the appeal hearing, the hearing will be continued one time. If a decision on the appeal is not rendered within 30 days of the completion of the Appeal hearing, then the Applicant shall be provided with METRO ParaCruz service until a decision of ineligibility on the appeal is rendered.

**VII.VIII. COMPOSITION OF APPEALS PANEL**

~~7.018.01~~ A three-member panel will hear each eligibility appeal for METRO ParaCruz. Each panel will include the General Manager or his/her designee, a **METRO Advisory Committee (MAC)** MASTF appointed representative, and an individual who works with persons with disabilities. The **District Counsel** Manager of Operations or his/her designee will recruit and provide training **on an annual basis** for a sufficient number of potential panel members to assure the ability to schedule appeals meetings as often as needed. Training for appeals panel members will focus upon Federal ADA paratransit eligibility criteria and upon the procedures for conducting an appeals hearing. Each panel member will receive \$25.00 per appeal hearing except METRO employees.

~~7.028.02~~ The eligibility appeal panel members shall keep the information pertaining to an individual's appeal confidential including all medical information unless ordered by a court of competent jurisdiction to release the information. Santa Cruz METRO shall be permitted to utilize information provided during the eligibility and appeal process or generated as a result of the eligibility and appeal process to defend a determination rendered by the appeals panel.

~~7.038.03~~ This appeal panel may also be used for other METRO ParaCruz service issues including declaring a METRO ParaCruz rider ineligible for service, suspending a rider from METRO ParaCruz service and "NO Show" determinations.

**VIII.IX. ROLE OF THE MANAGER OF OPERATIONS**

~~8.019.01~~ The Manager of Operations or his/her designee will act as host at the appeal hearing and will provide administrative support for each appeal meeting **hearing**, but will not directly participate in the deliberations and

**METRO ParaCruz Service Eligibility and Appeals Process**  
**Effective: 7/26/02**

determinations made by the panel. The Manager of Operations or his/her designee will be responsible for the following:

- a. Receiving appeals from applicants.
- b. Scheduling appeals hearings within thirty days of the initiation of the appeal.
- c. Notifying panel members and applicants of the date, time and place for scheduled appeal hearings.
- d. Arranging free transportation to and from the appeals hearings for all applicants who request it.
- e. Maintaining accurate records of appeals activities, including final determinations and statements of justification for each determination.
- f. Providing written notice for applicants of the appeal determination within ten (10) days of the appeal hearing.
- g. Attending the Appeals Hearing (consistent with the requirements of Section 9.03), explaining METRO's eligibility determination and responding to questions of the Appeals Panel.

**IX.X. HEARING PROCEDURES**

~~9.01~~10.01 Each appeal panel member will receive a copy of the **certification eligibility assessment** records for each applicant making an appeal. Applicants will be welcome to submit written documentation of their choosing in support of the appeal. Applicants **must attend the appeal hearing and answer questions posed by the appeal panel.** Applicant will, **however,** have the right to be assisted by any person of their choosing at the appeal hearing.

~~9.02~~10.02 To help assure that appeals hearing are non-threatening, one member of the appeals panel will be designated as chair for each appeal **hearing.** That panel member will be primarily responsible for asking questions and conducting the appeal hearings in a professional and friendly manner. Any panel member may ask questions or seek clarifications as needed, but, for the most part, the chair will be responsible for directly communicating with the applicant and/or advocate. When necessary the appeal panel may refer the applicant for a functional reassessment to determine eligibility.

## METRO ParaCruz Service Eligibility and Appeals Process

Effective: 7/26/02

9.0310.03 The chair will welcome all participants for each appeal hearing. The following process will be followed:

- a. Following introductions, the chair will invite the Manager of Operations or his/her designee, who acts as host, to summarize the nature of the ADA paratransit eligibility criteria and the basis for the determination.
- b. The Manager of Operations or his/her designee shall present any oral or written evidence in support of the determination, however, all written evidence must be provided to the applicant at least ten (10) days in advance of the hearing.
- c. The applicant can request that the individual hosting the ParaCruz eligibility determination not remain in the hearing after the initial presentation. The Appeals Panel shall decide whether to grant the request after allowing the parties to address the request.
- d. The applicant and/or his/her advocate will then have an opportunity to state why he/she disagrees with the original determination.
- e. The remainder of the appeals evaluation will be conducted by asking a series of open-ended questions that focus on aspects of the functional ability of applicants to use accessible public transit services in Santa Cruz.

### X.XI. APPEALS CHECKLIST

10.0111.01 To help insure fairness and consistency, a checklist of issues will be reviewed by the members of the appeal panel at the commencement of the appeal hearing and those questions will be asked of the applicant and/or the advocate if applicable. The chair may phrase specific questions in any manner that seems appropriate or helpful given the apparent communication abilities of the applicant and the particular issues that arise.

10.0211.02 The issues that will be addressed at each appeal hearing, if applicable, will include:

- a. Confirm information collected during certification interviewthe eligibility determination assessment:
  - Name
  - Address and Phone
  - Condition
  - Mobility Device
- b. Is the applicant able to independently walk or wheel to and from bus stops?

## METRO ParaCruz Service Eligibility and Appeals Process

Effective: 7/26/02

- c. Is the applicant able to board/deboard an accessible bus (using stairs, a ramp, or a lift)?
- d. Is the applicant able to ride the bus, whether as a standee, or only if seated, or only if seated and secured?
- e. Is the applicant able to collect and understand transit route information?
- f. Is the applicant able to count and handle money to pay bus fare including bills and coins?
- g. Are there any special circumstances that sometimes would prevent the applicant from completing a desired bus trip?

~~10.03~~11.03 The appeal hearing chairperson will invite the applicant and/or his/her advocate to make any additional statements regarding factors that may prevent the applicant from independently using accessible transit services.

~~10.04~~11.04 Following all questions and statements the chairperson will thank the applicant and his/her advocate for their cooperation. Afterwards, the three-member panel will deliberate in private and seek to reach by consensus an appropriate determination. If consensus is not possible, then the determination will be based on a vote of at least two to one, to sustain the initial decision of denial, restricted conditional or restricted trip-by-trip eligibility. The determination of the appeals panel shall be final. The Chair shall prepare a written decision which **decision, which** shall set forth the decision and the written and oral evidence that was considered by the panel including the reasons why the appeal was denied if that is the decision. A copy of the written decision shall be provided to the applicant.

**METRO ParaCruz Service Eligibility and Appeals Process**  
**Effective: 7/26/02**

**ADA PARACRUZ SERVICE ELIGIBILITY APPEAL FORM**

TO: METRO ParaCruz Eligibility Coordinator Manager of Operations  
METRO Center Santa Cruz METRO  
920 Pacific Avenue, Suite 21 1200 River Street  
Santa Cruz, CA 95060

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Reason Why the Determination was Incorrect: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature or Parent's Signature if  
Applicant is a Minor

\_\_\_\_\_  
Date

\* ATTACH ANY SUPPORTING DOCUMENTATION THAT YOU WISH THE  
APPEAL PANEL TO CONSIDER.

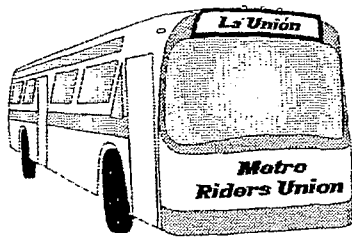
**SUMMARY OF PROPOSED CHANGES TO METRO PARACRUZ SERVICE  
ELIGIBILITY AND APPEALS PROCESS REGULATION**

Section #	Proposed Modifications	Explanations
1.01	Capitalization of "METRO" throughout the document.	The Santa Cruz Metropolitan Transit District is making efforts to identify itself as "METRO."
2.02	Adding language to identify document as part of METRO's Paratransit Plan. Language is being added to require that METRO's Paratransit Plan be posted at METRO's website.	Insures that document is identified and kept updated as part of METRO's Paratransit Plan. METRO's Customer Guide already is considered METRO's Paratransit Plan. Providing service not in accordance with the Paratransit Plan is considered prohibited discrimination.
3.01-3.05	Adding section to establish process for amendments to METRO's Official Paratransit Plan	Language is being added to set forth a standard process for amendments to METRO's Paratransit Plan, which includes a public process.
4.04	Deleting "audiocassettes" in favor of "compact disk (CD)". Also adding that documents will also be made available in Spanish upon request.	Information re eligibility will be made available in various accessible formats upon request.
4.05	Deleting "assessment" in favor of "eligibility determination" in effort to be consistent. Set out language re Immediate need certification into easier to read format	Language is being modified for consistency. No substantive change.
4.11	Adding "Personal Care Attendant, (PCA)"	Language is modified for consistency.
4.12	Language added to clarify that an individual is certified as eligible for a maximum of 3 years. Language added allowing Eligibility Coordinator to assess whether it is more likely than not that the individual functional ability to utilize the fixed route will improve and thereafter to allow for in-person or telephone re-certifications of those individuals at the discretion of the Manager of Operations. Adding language: "An in-person assessment may be required for a renewal when documented, know facts and circumstances indicate that the eligible rider is no longer eligible for the service when the source of such information is specifically identifiable and reliable."	Language is being added to clarify that the certification period is for a maximum of three years. Language is being added to clarify when an in-person or telephone re-certification may be required. Added language will require the Eligibility Coordinator to determine whether individual's functional abilities may improve with time and therefore at the time of re-certification an in-person or telephone assessment may be required at the discretion of the Manager of Operations.



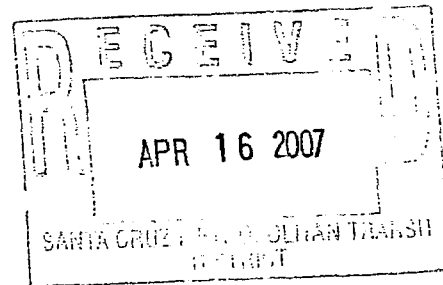
4.13	Deleted entire paragraph regarding in-person re-certification beginning August 1, 2002. Adding language, "Should an individual allow their eligibility to expire and then desire to utilize METRO ParaCruz service, the application shall be treated as a new application for eligibility."	Language is being deleted that is no longer applicable. Language is being added to explain that if eligibility determination lapses, the rider will have to submit a new application.
5.01	Added language, "After 21 days, PARACRUZ service will only be provided if the visitor applies for METRO ParaCruz and is determined to be eligible for such service through the regular eligibility process."	Language is being added to clarify that Visitors will be eligible for ParaCruz service for 21 days and then must participate in METRO's eligibility assessment to continue use of the service.
5.02	Language added, advising that eligibility for service by a visitor is 21 days "within a floating 365-day period."	This language is being added to provide clarification as allowed by the federal regulations.
6.01	Language from other sections (6.04-6.06) in the regulation consolidated into this section to describe the in-person eligibility assessment interview with language modified for clarification purposes.	No substantive change.
6.02	Deleting language, which indicated that there was more than one interview location. Eliminating "hardship" request language for eligibility process to be modified from in-person assessment.	Language re locations is being deleted because there is only one location for eligibility interviews at this time. No rider has ever received a hardship determination to avoid compliance with the in-person assessment.
6.04-6.06	Language moved and consolidated in Section 6.01	Language more appropriate in Section 6.01.
6.07	Language added to change from 2 days to 7 days provided for eligibility determination	The eligibility determination process takes a minimum of seven days rather than only two days.
6.08	Language modified to provide clarification.	
6.10	Language changed from audiocassette to CD.	Language modified to allow information to be made available in various accessible formats upon request.
8.01	Language to identify MAC as an appointing authority to Appeals Panel included. Language added re training of Appeals Panel.	MASTF is being replaced with MAC as an appointing authority to the Appeal Panel; District Counsel is being assigned to provide training to the Appeals Panel on an annual basis.
8.03	Language added, "a rider from"	Language added for clarification.

9.01	Language added to require attendance and participation of Manager of Operations or his/her designee to explain METRO's eligibility determination and respond to questions of the Appeals Panel."	Language is being added to clarify the duties of the Manager of Operations and/or his/her designee during the Appeals Hearing.
10.01	Language added, [Applicant] "must attend the appeal hearing and answer questions posed by the Appeal panel."	The applicant will be required to attend the Appeal Hearing giving the Appeals Panel the opportunity to ask questions directly of the Applicant and make its determination from direct evidence rather than hearsay. The Applicant may bring a person to the hearing for support and/or assistance.
10.02	The word, "hearing" is added to clarify that the appeal was an appeal hearing.	Language is being added for clarification. The content of the section is not being changed.
10.03	No new language is being added, rather format changed for easier reading.	Modification for ease of comprehension.
11.02	The language "Certification interview" was changed to "the eligibility determination assessment."	Language is being added for clarification and consistency.
11.04	Added comma.	Grammatical change only.



The Metro Riders Union  
La Unión de Los Pasajeros

Post Office Box 1402  
Santa Cruz California 95061  
www.iridethebus.org  
info@metroridersunion.org  
(831) 421-9031



April 16, 2007

Board of Directors  
c/o Ms. Cindi Thomas,  
Administrative Services Coordinator  
Santa Cruz Metropolitan Transit District  
370 Encinal Street Suite 100  
Santa Cruz California 95060

**Re: Opposition to Proposed Lax ADA Paratransit Recertification Policy**

To the Board of Directors:

Metro knows from experience that letting ADA paratransit customers decide their own eligibility leads to over-certification, over-spending on paratransit, and reduction of bus service. The Metro Riders Union urges Metro to reconsider the changes to Sections 3.12 and 3.13 of the ADA paratransit eligibility policy that were proposed in the April 13, 2007 staff report. As surely as it is Metro's duty to "strictly limit ADA paratransit eligibility to individuals specified" [49 CFR 37.125(a), emphasis added], it is Metro's right to "require recertification of the eligibility of ADA paratransit eligible individuals at reasonable intervals" [49 CFR 37.125(f)]. But the proposed changes undermine this duty and this right by putting the onus on Metro to discover information that would alter a customer's eligibility, before Metro can call the customer in for an assessment!

How will Metro discover such information? A risky suggestion was offered at the April 13 board meeting: that paratransit operators report their observations about customers (in addition to the current, and necessary, practice of reporting changes in "seating type"). Not only does this suggestion turn operators into eligibility workers, but it flies in the face of what we know about the right way to work with people who have disabilities. It is inappropriate to make assumptions about what a person can or cannot do. If operators reject this risky duty, as they should, there will be no flow of new information to Metro. By checking the right box on the "simple ... one-page form", ADA paratransit customers will remain eligible forever, as was the past practice.

An in-person functional assessment is the right way for Metro to discover information that would alter a customer's eligibility. (A functional assessment involves determining what a customer can or cannot do, through an in-person interview with a specialist in ADA paratransit regulations.) Accordingly, Metro should conduct in-person functional assessments for a random sample of ADA paratransit customers — if not for all ADA paratransit customers — every three years. If sampling is used, the sample should be large enough that the results will be statistically valid.

7.c1

Page 2  
Board of Directors  
April 16, 2007

At its April 1, 2004 meeting, the Santa Cruz County Regional Transportation Commission established a 24-member Paratransit Coordination Task Force and invited the Riders Union to appoint one member. The Task Force met monthly from May, 2004 through February, 2005, and as the Riders Union appointee, I saw first-hand how contentious the issue of ADA paratransit recertification had become. I also came to understand what was at stake: ADA paratransit costs Metro \$25+ per person-trip, whereas bus service costs \$5 per person-trip (and even less on productive routes like UCSC - Santa Cruz, Santa Cruz - Watsonville, or Highway 17).

The ADA paratransit roll had peaked at 10,000 customers in July, 2002. Some members of the Paratransit Task Force wanted a return to those 'good old days', when a handwritten note was sufficient to establish and maintain eligibility. Metro's former Manager of Operations, Mr. Bryant Baehr, recounted the handwritten note story and said that he had only found one instance of a person's being turned down in the history of the program!

Recertification with in-person assessment reduced the roll to 3,200 customers by June, 2004 (see attached). Of course, many former customers had moved away or died. Others had voluntarily left the program upon learning that Metro intended to enforce the eligibility criteria stipulated in ADA regulations. Still, 3.6% of customers who wanted to continue were found to be ineligible.

To put this result in perspective, next year's operating budget for ADA paratransit is \$3.9 million, not including headquarters overhead. If a complete recertification were conducted and 3.6% of customers happened to be ineligible, up to \$140,000 would be saved — enough to restore a weekday daytime bus route. This brings up another important point: being found ineligible for ADA paratransit does not make a person a shut-in; the person is able to use the bus by definition, preference and convenience considerations notwithstanding.

Correct eligibility decisions require good personnel, and Metro has so far been very fortunate in this regard. Key players include Mr. Les White, Ms. Margaret Gallagher, Mr. Ciro Aguirre, and Mr. Steve Paulson, who provide policy advice and implement the policies you approve; Mr. Mark Dorfman, who serves on the eligibility appeals panel; and Ms. Eileen Pavlik, who conducts the assessment interviews. As much as I would like it, none of these employees will be with Metro forever. It is likely that initial eligibility decisions will become less strict over time, as inevitable personnel transitions occur. And changes in a customer's situation can occur at any time. Conducting in-person functional assessments at regular intervals is the best way to ensure that the ADA paratransit roll will always include only those who are eligible.

Thank you for considering these comments.

Yours truly,

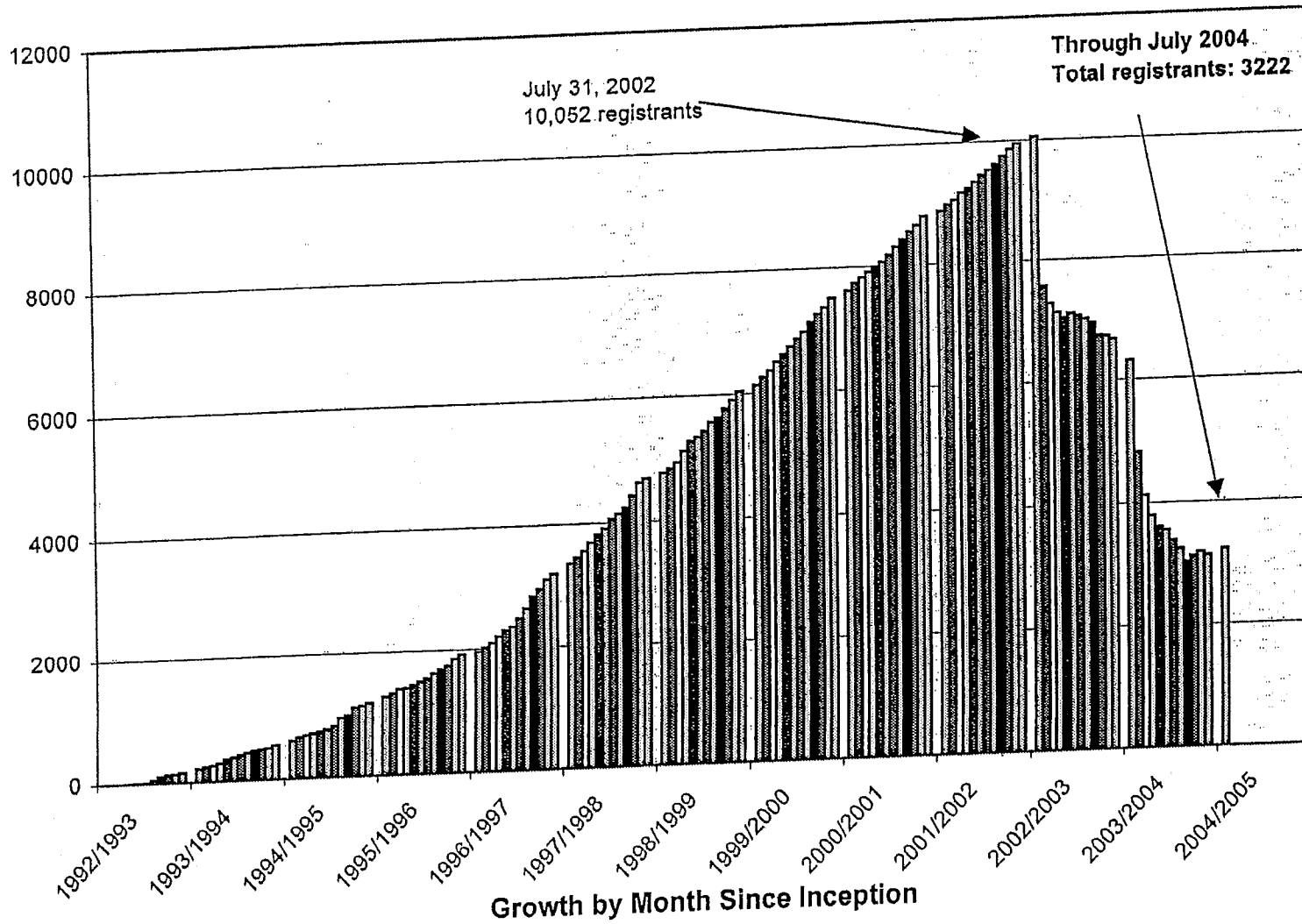
*R. Paul Marcelin-Sampson*

Mr. Regis Paul Marcelin-Sampson

Attachment

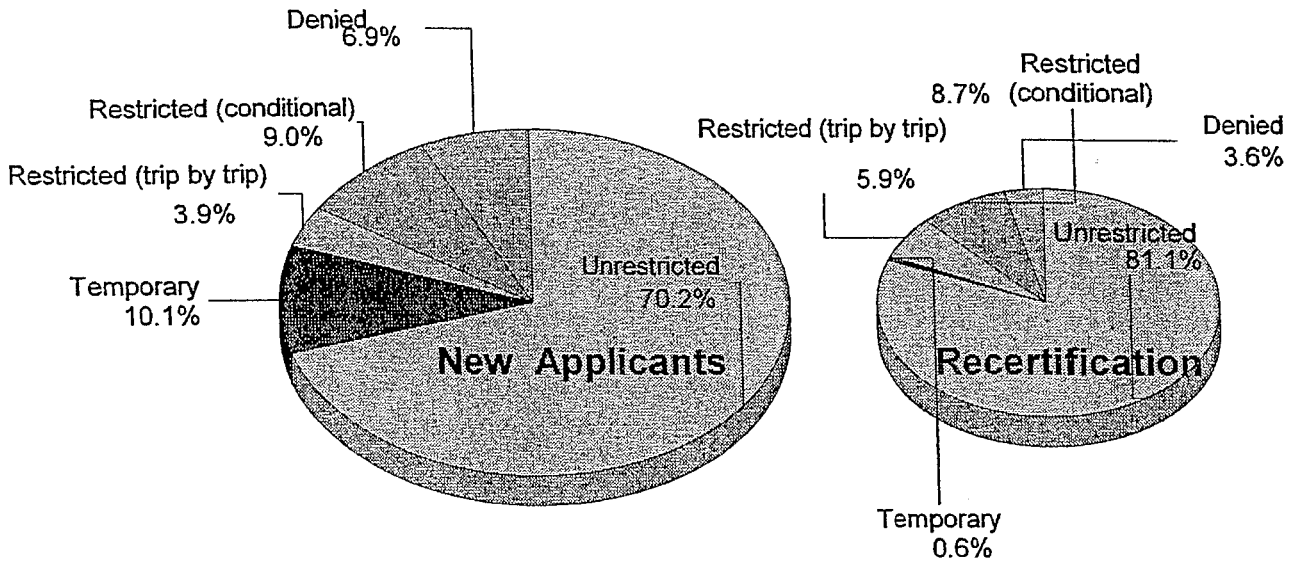
7.02

# METRO ParaCruz Registrants



7:03

# METRO ParaCruz Eligibility Determinations - Aug 1 02 through July 31 04



## New Applicants

Unrestricted	1520
Temporary	218
Restricted (trip by trip)	84
Restricted (conditional)	194
Denied	150
<b>Group Total:</b>	<b>2167</b>

## Recertification

Unrestricted	1151
Temporary	9
Restricted (trip by trip)	84
Restricted (conditional)	124
Denied	51
<b>Group Total:</b>	<b>1419</b>

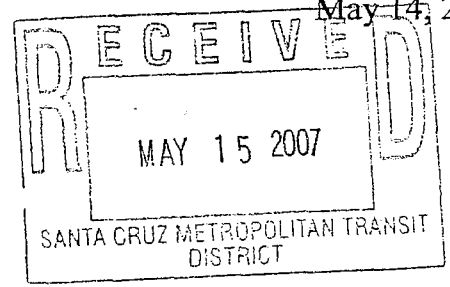
**Grand Total:** **3584**

7.04

## SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

1523 PACIFIC AVENUE, SANTA CRUZ, CALIFORNIA 95060-3911 (831) 460-3200 FAX 460-3215

May 14, 2007



SERVICE AUTHORITY FOR FREEWAY EMERGENCIES (SAFE)  Santa Cruz Metropolitan Transit District  
 370 Encinal, Suite 100  
 Santa Cruz, CA 95060

Dear Chair Tavantzis:

RAIL/TRAIL AUTHORITY  The Elderly & Disabled Transportation Advisory Committee (E/D TAC) advises the Santa Cruz County Regional Transportation Commission (SCCRTC) and the Santa Cruz Metropolitan Transit District (Metro) on the network of specialized transportation services to meet the needs of seniors, people with disabilities, and persons with limited means.

COMMUTE SOLUTIONS

At their May meeting, the E/D TAC approved the following motion:

TRANSPORTATION POLICY WORKSHOP  Request that the Santa Cruz Metropolitan Transit District Board include the Elderly & Disabled Transportation Advisory Committee and other stakeholders in discussions about policy changes included in the ParaCruz Eligibility and Appeals Process for ParaCruz services, as changes to these services affect the network of specialized transportation services in the county.

BUDGET & ADMINISTRATION PERSONNEL COMMITTEE  E/D TAC members appreciate Metro staff's attendance and presentation at the May meeting, in addition to the staff's follow up recommendation to include E/D TAC as a review stakeholder.

INTERAGENCY TECHNICAL ADVISORY COMMITTEE

Sincerely,

BICYCLE COMMITTEE  A. John Daugherty, Chair  
 Elderly and Disabled Transportation Advisory Committee

ELDERLY & DISABLED TRANSPORTATION ADVISORY COMMITTEE  cc: Les White, General Manager, Metro ✓  
 Peggy Gallagher, Metro  
 Tony Campos, Chair, SCCRTC

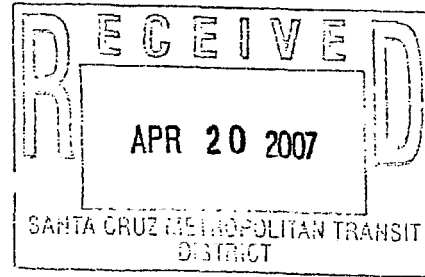
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WWW.SCCRTC.ORG  
EMAIL: INFO@SCCRTC.ORG

7.d1

April 20, 2007

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



**RE: E & DTAC Eligibility and Appeals Process**

Dear Santa Cruz Metro Transit District Board:

The Area Agency on Aging Advisory Council of Santa Cruz and San Benito Counties requests that the METRO Board of Directors not take action on proposed changes to the ParaCruz program policies until such changes have been reviewed by organizations representing seniors and the disabled community.

More specifically, the AAA Advisory Council is concerned Metro is once again changing rules without any notice or opportunity for comment from the Santa Cruz County Elderly and Disabled Transportation Advisory Committee (E&DTAC).

The AAA Advisory Council has a federal mandate to represent the elderly, including those who most desperately need reliable and safe transportation. Not allowing E&DTAC any opportunity to comment on proposed changes by the Metro Board puts seniors and individuals with disabilities at an unfair risk within the community. Despite the established protocol of SCTMD discussing changes to ParaCruz or other senior-related services with E&DTAC, changes continue to occur without any such discussion or notice. Seniors, individuals with disabilities, and their representatives must be included in policy discussions regarding services being provided to meet their unique needs.

We request that SCMTD solicit E & DTAC feedback before considering the ParaCruz policy changes contained in the April 13<sup>th</sup> SCMTD Board Packet. To ensure proper notification to seniors, the AAA Advisory Council also requests to receive advance notification of any current and/or future changes to ParaCruz services.

Thank you very much for your time. It is greatly appreciated and we look forward to your response.

Sincerely,

Bud Winslow, Chair  
AAA Advisory Council

7.e1



4.05 Should an applicant have an immediate need for METRO ParaCruz services before he/she has the time to submit to an eligibility determination, the Manager of Operations or his/her designee may certify the application on an immediate needs basis. This immediate needs certification shall be provided in only a limited number of cases. Immediate needs certification, at a maximum, shall be valid for a period of time not to exceed 14 calendar days from the initial immediate needs determination. This immediate needs certification is at the sole discretion of the Manager of Operations or his/her designee and cannot be appealed. The Manager of Operations or his/her may require documentation in support of the immediate needs assessment. This certification will be valid until an eligibility determination has been made, preferably within seven days. Certification for an immediate need will not be evidence of eligibility of Metro ParaCruz service.

=====

Re-ordered

- 4.05 Should an applicant have an immediate need for METRO ParaCruz services before he/she has the time to submit to an eligibility determination, the Manager of Operations or his/her designee may certify the application on an immediate needs basis. This immediate needs certification:
- a. Is at the sole discretion of the Manager of Operations or his/her designee and cannot be appealed.
  - b. This immediate needs certification shall be provided in only a limited number of cases.
  - c. Immediate needs certification, at a maximum, shall be valid for a period of time not to exceed 14 calendar days from the initial immediate needs determination. [or omit "d." and "and will be valid until....."]
  - d. This certification will be valid until an eligibility determination has been made, preferably within seven days the time periods as stated in 6.01 through 6.10
  - e. The Manager of Operations or his/her may require documentation in support of the immediate needs assessment.
  - f. Certification for an immediate need will not be evidence of eligibility of Metro ParaCruz service.

Renumber and move to 4.08 or 4.09 or where flows best

=====

6.08 omit last sentence "Once METRO ParaCruz is provided it maybe be terminated only if and when the applicant is found to be ineligible." So as there is no confusion with wording in other areas - 4.05 and 7.03

- Temporary
- Immediate needs
- 3 year re-certifications
- No shows
- Repeated threats of or actual assaults on the driver or other passengers
- Interfering with safe operation of vehicle

=====

6.09 ? include unrestricted, restricted trip by trip or conditional

=====

6.10 ..."Spanish upon request" as in 4.04

=====

7.03 wording "and a decision on the appeal will be provided within 10 days..."

*Pat 7.01*

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** June 22, 2007  
**TO:** Board of Directors  
**FROM:** Elisabeth Ross, Finance Manager Advisor  
**SUBJECT:** ADOPTION OF FY 07-08 FINAL BUDGET

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors adopt a resolution approving the final budget for FY 07-08 as presented in Attachment B; authorize Board member travel in FY 07-08 as described in Attachment C; approve the Employee Incentive Program as presented in Attachment D; establish the FY 07-08 special shuttle rate at \$72.00; and authorize staffing levels as listed in Attachment E.**

## II. SUMMARY OF ISSUES

- The recommended final budget for FY 07-08 provides for continuation of the current level of transit service to the public, and is the updated version of the second year of the two-year budget adopted by the Board of Directors in June of 2006, covering FY 06-07 and FY 07-08.
- The recommended final operating budget totals \$38,778,000, an increase of \$178,000 from the draft final budget.
- Several changes have been made to the draft final budget in operating revenue and operating expense to balance the final budget.
- The recommended final capital improvement program totals \$34,496,495, and includes several carryover projects from FY 06-07.

## III. DISCUSSION

The final budget for FY 07-08 is presented this month for adoption by the Board of Directors, for implementation July 1, 2007, the first day of the new fiscal year. The authorizing resolution is included as Attachment A, with the recommended final budget as Attachment B (Exhibit A to the resolution). The budget represents the updated version of the second year of the two-year budget adopted by the Board of Directors in June 2006.

State law requires that all Board member travel be formally authorized by the Board of Directors. To satisfy this requirement, all anticipated Board member travel during the fiscal year is included as Exhibit B to the budget resolution (Attachment C).

The proposed Employee Incentive Program, recognizing employee achievement, is included as Attachment D.

Operating expenses for FY 07-08 total \$38,778,000, with operating revenues totaling \$37,598,987 for a shortfall of \$1,179,013. The shortfall is met by one-time funding including use of reserves, carryover funds and grants. Sales tax is budgeted at 3.0% above FY 06-07 projected actual. Passenger revenue is projected based on trends through March 31<sup>st</sup>.

Changes from the draft final operating budget include:

- Increase the medical insurance accounts for all departments by \$271,000 to reflect the current employee premium levels and an 18% projected HMO increase as of 1/1/08.
- Transfer the Short Range Transit Plan (SRTP) project in the amount of \$100,000 from the capital budget to the operating budget, along with \$85,000 in one-time funding.
- Add one-time operating assistance from FTA Section 5317 in the amount of \$17,785 for two ADA-related projects.
- Reduce contract transportation services for ParaCruz by \$8,000 for a total of \$200,000 in projected expense.
- Increase carryover by \$206,631 to balance the operating budget.

A total of 326.75 full-time employee equivalents are funded in the FY 07-08 budget, as highlighted in Attachment E. This is a net increase of one SEIU-represented position from the FY 06-07 budget.

METRO's FY 07-08 shuttle billing rate for special services is recommended to be set at \$72.00, a 6% increase over the FY 06-07 rate of \$68.00, consistent with the operating budget increase.

The sales tax-based wage adjustment for UTU-represented fixed route Bus Operators will be determined in August 2007 and included in the FY 07-08 budget revision. There will be no net impact on the budget since any increase will be funded from excess sales tax monies received by METRO, in accordance with the UTU labor agreement.

The capital program has been updated to reflect the latest status of METRO's capital projects, many of which are in progress.

#### **IV. FINANCIAL CONSIDERATIONS**

The recommended final budget for FY 07-08 is balanced with use of reserves, and projected carryover in the amount of \$911,228. The use of \$18,450,723 in reserves is required for METRO's share of the capital improvement program.

**V. ATTACHMENTS**

- Attachment A:** Budget Resolution.
- Attachment B:** Recommended FY 07-08 Final Budget.
- Attachment C:** Board Member Travel for FY 07-08.
- Attachment D:** Employee Incentive Program for FY 07-08.
- Attachment E:** FY 07-08 Authorized Personnel.

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 Adopted:

**A RESOLUTION OF THE  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
ADOPTING A BUDGET FOR FISCAL YEAR 2007-2008**

**WHEREAS**, it is in the interest of the Santa Cruz Metropolitan Transit District to adopt a budget for each fiscal year;

**WHEREAS**, a budget for capital and operating expenses and revenues has been developed for fiscal year 2007-2008;

**NOW, THEREFORE, BE IT RESOLVED**, that the budget attached hereto as Exhibit A and presented to the Board of Directors is hereby adopted; and

**BE IT FURTHER RESOLVED**, that the Board member travel attached hereto as Exhibit B is hereby adopted this 22<sup>nd</sup> day of June, 2007, by the following vote.

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

**APPROVED** \_\_\_\_\_

MARCELA TAVANTZIS  
Board Chair

**ATTEST** \_\_\_\_\_

LESLIE R. WHITE  
General Manager

**APPROVED AS TO FORM:**

\_\_\_\_\_  
MARGARET GALLAGHER  
District Counsel

8.91

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY 07- 08 OPERATING BUDGET**

**Attachment B**

**REVENUE SOURCES**

REVENUE SOURCE	REVISED*	REVISED	CHANGE	FINAL	CHANGE
	BUDGET FY 05-06	BUDGET FY 06-07	FROM FY 05-06 REVISED BUDGET	BUDGET FY 07-08	FROM FY 06-07 REVISED BUDGET
1 Passenger Fares	\$ 3,574,868	\$ 3,578,745	0.1%	\$ 3,450,078	-3.6%
2 Special Transit Fares	\$ 2,414,780	\$ 2,488,779	-3.1%	\$ 2,823,253	13.4%
3 Paratransit Fares	\$ 295,500	\$ 240,000	-18.8%	\$ 249,600	4.0%
4 Highway 17 Fares	\$ 626,776	\$ 688,145	9.8%	\$ 843,723	22.6%
5 Highway 17 Payments	\$ 409,195	\$ 442,330	8.1%	\$ 462,526	4.6%
6 Commissions	\$ 6,000	\$ 6,000	0.0%	\$ 6,000	0.0%
7 Advertising Income	\$ 50,000	\$ 120,000	140.0%	\$ 145,000	20.8%
8 Rent Income - SC Pacific Station	\$ 93,903	\$ 83,373	-11.2%	\$ 85,040	2.0%
9 Rent Income - Watsonville TC	\$ 47,995	\$ 48,516	1.1%	\$ 49,486	2.0%
10 Rent Income - General	\$ 4,800	\$ 4,800	0.0%	\$ -	-100.0%
11 Interest Income	\$ 828,000	\$ 1,260,000	52.2%	\$ 1,076,000	-14.6%
12 Other Non-Transp Revenue	\$ 444,500	\$ 356,500	-19.8%	\$ 283,000	-20.6%
13 Sales Tax	\$15,839,237	\$16,945,983	7.0%	\$ 17,624,453	4.0%
14 Transp Dev Act (TDA) Funds	\$ 5,677,686	\$ 5,880,834	3.6%	\$ 6,362,037	8.2%
15 Supplemental TDA Allocation (05-06)	\$ -	\$ 285,000	100.0%	\$ -	-100.0%
16 FTA Sec 5307 - Op Assistance	\$ 3,091,556	\$ 3,130,496	1.3%	\$ 3,947,000	26.1%
17 Repay FTA Advance (#2 and #3 of 5)	\$ (70,000)	\$ (70,000)	0.0%	\$ (70,000)	0.0%
18 FTA Sec 5311 - Rural Op Asst	\$ 65,704	\$ 168,582	156.6%	\$ 149,335	-11.4%
19 Transfer from Capital/Proj Mgr	\$ 102,000	\$ 107,100	5.0%	\$ 112,455	5.0%
<b>SUBTOTAL REVENUE</b>	<b>\$33,502,500</b>	<b>\$35,765,183</b>	<b>6.8%</b>	<b>\$ 37,598,987</b>	<b>5.1%</b>
<b>ONE-TIME REVENUE</b>					
20 Carryover from Previous Year	\$ 1,150,500	\$ 649,817	-43.5%	\$ 911,228	40.2%
21 Transfer from Insurance Reserves	\$ 150,000	\$ 150,000	0.0%	\$ 150,000	0.0%
22 FTA Sec 5317 - Op Assistance	\$ -	\$ -	0.0%	\$ 17,785	100.0%
23 AMBAG Funding (intern & SRTP)	\$ -	\$ 15,000	100.0%	\$ 100,000	566.7%
<b>SUBTOTAL ONE-TIME REVENUE</b>	<b>\$ 1,300,500</b>	<b>\$ 814,817</b>	<b>-37.3%</b>	<b>\$ 1,179,013</b>	<b>44.7%</b>
<b>TOTAL REVENUE</b>	<b>\$34,803,000</b>	<b>\$36,580,000</b>	<b>5.1%</b>	<b>\$ 38,778,000</b>	<b>6.0%</b>

\* FY 05-06 revenue not adjusted for strike.

**8.61**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY 07- 08 OPERATING BUDGET  
DEPARTMENTAL EXPENSES**

DEPARTMENT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FINAL REVISED
1100 Administration	1,626,924	1,703,643	4.7%	1,906,343	11.9%
1200 Finance	1,498,991	1,508,475	0.6%	1,440,569	-4.5%
1300 Customer Service	570,881	598,120	4.8%	634,236	6.0%
1400 Human Resources	458,772	555,270	21.0%	689,381	24.2%
1500 Information Technology	634,368	679,042	7.0%	652,666	-3.9%
1700 District Counsel	428,632	429,528	0.2%	476,956	11.0%
1800 Risk Management	400,573	245,027	-38.8%	247,876	1.2%
2200 Facilities Maintenance	1,416,023	1,325,429	-6.4%	1,562,687	17.9%
3100 Paratransit Program	3,568,982	3,647,193	2.2%	3,790,124	3.9%
3200 Operations	2,551,179	2,736,486	7.3%	2,788,167	1.9%
3300 Bus Operators	12,994,495	13,701,127	5.4%	13,846,705	1.1%
4100 Fleet Maintenance	7,501,603	8,100,870	8.0%	9,007,791	11.2%
9001 Cobra Benefits	-	-	0.0%	-	0.0%
9005 Retired Employee Benefits	1,151,130	1,349,291	17.2%	1,734,000	28.5%
Additional Operating Programs	450	500	100.0%	500	0.0%
<b>TOTAL OPERATING EXPENSES</b>	<b>34,803,000</b>	<b>36,580,000</b>	<b>5.1%</b>	<b>38,778,000</b>	<b>6.0%</b>

**8.62**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY 07- 08 OPERATING BUDGET  
CONSOLIDATED EXPENSES**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>LABOR</b>					
501011 Bus Operator Pay	7,897,147	8,626,083	9.2%	8,251,160	-4.3%
501013 Bus Operator OT	1,154,109	1,359,914	17.8%	1,225,000	-9.9%
501021 Other Salaries	6,099,741	6,086,141	-0.2%	6,496,286	6.7%
501023 Other OT	246,200	248,700	1.0%	236,208	-5.0%
Totals	15,397,197	16,320,838	6.0%	16,208,654	-0.7%
<b>FRINGE BENEFITS</b>					
502011 Medicare/SS	226,164	245,815	8.7%	241,666	-1.7%
502021 Retirement	2,168,899	2,084,597	-3.9%	2,231,682	7.1%
502031 Medical Ins	3,674,628	3,938,536	7.2%	5,262,355	33.6%
502041 Dental Ins	506,055	481,836	-4.8%	491,131	1.9%
502045 Vision Ins	144,360	153,182	6.1%	136,028	-11.2%
502051 Life Ins	48,768	46,691	-4.3%	52,963	13.4%
502060 State Disability	333,051	349,704	5.0%	367,188	5.0%
502061 Disability Ins	191,434	182,007	-4.9%	191,108	5.0%
502071 State Unemployment	85,251	91,645	7.5%	96,229	5.0%
502081 Worker's Comp	1,396,681	1,396,681	0.0%	1,396,681	0.0%
502101 Holiday Pay	349,401	338,918	-3.0%	343,825	1.4%
502103 Floating Holiday	63,200	64,800	2.5%	65,600	1.2%
502109 Sick Leave	764,588	748,671	-2.1%	760,800	1.6%
502111 Vacation	1,546,028	1,515,229	-2.0%	1,501,600	-0.9%
502121 Other Paid Absence	184,803	165,038	-10.7%	164,300	-0.4%
502251 Phys. Exam - Renewal	15,178	12,848	-15.4%	36,231	182.0%
502253 Driver Lic Renewal	3,941	4,151	5.3%	5,191	25.1%
502999 Other Fringe Benefits	69,335	106,003	52.9%	96,319	-9.1%
Totals	11,771,765	11,926,352	1.3%	13,440,897	12.7%
<b>SERVICES</b>					
503011 Accting/Audit Fees	77,650	97,700	25.8%	100,250	2.6%
503012 Admin/Bank Fees	238,309	229,150	-3.8%	236,023	3.0%
503031 Prof/Technical & Fees	333,094	274,730	-17.5%	385,512	40.3%
503032 Legislative Services	87,375	94,185	7.8%	97,011	3.0%
503033 Legal Services	65,835	49,557	-24.7%	51,677	4.3%
503034 Employment Exams	9,369	22,025	135.1%	25,000	13.5%
503041 Temp Help	43,676	36,849	-15.6%	16,500	-55.2%
503161 Custodial Services	107,800	71,300	-33.9%	73,439	3.0%
503162 Uniforms/Laundry	43,975	41,780	-5.0%	44,913	7.5%
503171 Security Services	424,699	482,240	13.5%	443,930	-7.9%
503221 Classified/Legal Ads	19,200	25,200	31.3%	28,596	13.5%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphics Services	15,450	20,000	29.4%	20,600	3.0%
503351 Building Repair - Out	35,000	40,000	14.3%	42,500	6.3%
503352 Equip Repair - Out	217,193	169,401	-22.0%	314,827	85.8%
503353 Rev Veh Repair - Out	289,769	281,851	-2.7%	291,061	3.3%
503354 Other Veh Repair - Out	58,031	54,200	-6.6%	55,826	3.0%
503363 Haz Waste Disposal	31,000	23,000	-25.8%	24,500	6.5%
Totals	2,097,425	2,013,168	-4.0%	2,252,165	11.9%

**8.63**



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY 07- 08 OPERATING BUDGET**  
**CONSOLIDATED EXPENSES**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>PURCHASED TRANSPORTATION</b>					
503406 Contract/Paratransit	309,600	200,000	-35.4%	200,000	0.0%
Totals	309,600	200,000	-35.4%	200,000	0.0%
<b>MOBILE MATERIALS &amp; SUPPLIES</b>					
504011 Fuels & Lubricants	85,148	102,222	20.1%	122,715	20.0%
504012 Fuels & Lubricants - Rev Veh	2,009,299	2,643,373	31.6%	3,235,783	22.4%
504021 Tires & Tubes	178,560	201,000	12.6%	224,400	11.6%
504161 Other Mobile Supplies	7,740	7,500	-3.1%	8,000	6.7%
504191 Rev Vehicle Parts	407,510	579,000	42.1%	681,600	17.7%
Totals	2,688,257	3,533,095	31.4%	4,272,498	20.9%
<b>OTHER MATERIALS &amp; SUPPLIES</b>					
504205 Freight Out	5,511	4,800	-12.9%	4,944	3.0%
504211 Postage & Mailing	18,247	21,750	19.2%	22,403	3.0%
504214 Promotional Items	26	25	-3.8%	26	3.0%
504215 Printing	65,088	85,610	31.5%	88,810	3.7%
504217 Photo Supp/Process	13,015	8,780	-32.5%	9,044	3.0%
504311 Office Supplies	85,148	76,100	-10.6%	86,209	13.3%
504315 Safety Supplies	21,875	15,575	-28.8%	18,251	17.2%
504317 Cleaning Supplies	58,730	47,650	-18.9%	49,080	3.0%
504409 Repair/Maint Supply	55,000	40,000	-27.3%	45,000	12.5%
504421 Non-Inventory Parts	40,500	42,000	3.7%	43,260	3.0%
504511 Small Tools	8,100	9,600	18.5%	9,888	3.0%
504515 Employee Tools	2,500	2,500	0.0%	2,575	3.0%
Totals	373,740	354,390	-5.2%	379,489	7.1%
<b>UTILITIES</b>					
505011 Gas & Electric	160,100	171,550	7.2%	181,812	6.0%
505021 Water & Garbage	96,100	101,330	5.4%	111,283	9.8%
505031 Telecommunications	86,732	98,495	13.6%	96,250	-2.3%
Totals	342,932	371,375	8.3%	389,345	4.8%
<b>CASUALTY &amp; LIABILITY COSTS</b>					
506011 Insurance - Property	49,500	53,460	8.0%	56,133	5.0%
506015 Insurance - PL/PD	500,000	550,000	10.0%	420,000	-23.6%
506021 Insurance - Other	1,600	1,728	8.0%	1,814	5.0%
506123 Settlement Costs	296,000	150,000	-49.3%	150,000	0.0%
506127 Repair - District Prop	-	-	0.0%	-	0.0%
Totals	847,100	755,188	-10.9%	627,947	-16.8%
<b>TAXES</b>					
507051 Fuel Tax	10,661	10,346	-3.0%	10,656	3.0%
507201 Licenses & Permits	12,082	11,415	-5.5%	11,758	3.0%
507999 Other Taxes	25,000	25,000	0.0%	24,700	-1.2%
Totals	47,743	46,761	-2.1%	47,114	0.8%

8.64

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY 07- 08 OPERATING BUDGET  
CONSOLIDATED EXPENSES**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>MISC EXPENSE</b>					
509011 Dues/Subscriptions	54,159	56,870	5.0%	57,215	0.6%
509085 Advertising - Rev Prod	15,000	15,000	0.0%	15,000	0.0%
509101 Incentive Program	7,547	5,107	-32.3%	5,821	14.0%
509121 Employee Training	8,800	96,374	995.2%	19,500	-79.8%
509123 Travel	21,870	31,170	42.5%	52,170	67.4%
509125 Other Misc Expense	6,628	6,333	-4.5%	6,350	0.3%
509127 Board Fees	13,200	13,200	0.0%	13,200	0.0%
509150 Contributions	500	650	30.0%	650	0.0%
Totals	127,704	224,704	76.0%	169,906	-24.4%
<b>LEASES &amp; RENTALS</b>					
512011 Facility Lease	736,122	769,447	4.5%	714,714	-7.1%
512061 Equipment Rental	63,419	64,688	2.0%	75,272	16.4%
Totals	799,541	834,135	4.3%	789,986	-5.3%
<b>PERSONNEL TOTAL</b>	27,168,962	28,247,190	4.0%	29,649,551	5.0%
<b>NON-PERSONNEL TOTAL</b>	7,634,042	8,332,816	9.2%	9,128,449	9.5%
<b>TOTAL OPERATING EXPENSE</b>	34,803,000	36,580,000	5.1%	38,778,000	6.0%

**8.65**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY 07- 08 OPERATING BUDGET**

**Administration - 1100**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	562,867	606,305	7.7%	640,416	5.6%
501023 Other OT	500	500	0.0%	520	4.0%
<b>Totals</b>	<b>563,367</b>	<b>606,805</b>	<b>7.7%</b>	<b>640,936</b>	<b>5.6%</b>
<b>FRINGE BENEFITS</b>					
502011 Medicare/SS	9,452	10,000	5.8%	10,400	4.0%
502021 Retirement	86,647	85,246	-1.6%	95,452	12.0%
502031 Medical Ins	71,567	91,514	27.9%	102,496	12.0%
502041 Dental Ins	9,581	9,030	-5.8%	9,482	5.0%
502045 Vision Ins	3,147	3,304	5.0%	2,800	-15.3%
502051 Life Ins	1,332	1,323	-0.7%	1,455	10.0%
502060 State Disability (SDI)	8,491	8,916	5.0%	9,362	5.0%
502061 Long Term Disability Ins	5,756	5,044	-12.4%	5,296	5.0%
502071 State Unemployment (SUI)	2,174	2,337	7.5%	2,454	5.0%
502081 Worker's Comp	28,181	28,181	0.0%	28,181	0.0%
502101 Holiday Pay	7,564	7,761	2.6%	8,125	4.7%
502103 Floating Holiday	15,200	15,700	3.3%	16,200	3.2%
502109 Sick Leave	30,257	31,044	2.6%	32,500	4.7%
502111 Vacation	54,757	56,961	4.0%	61,200	7.4%
502121 Other Paid Absence	4,000	4,000	0.0%	4,000	0.0%
502251 Phys. Exam - Renewal	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	1,600	1,680	5.0%	1,764	5.0%
<b>Totals</b>	<b>339,706</b>	<b>362,041</b>	<b>6.6%</b>	<b>391,167</b>	<b>8.0%</b>
<b>SERVICES</b>					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	1,100	1,100	0.0%	1,133	3.0%
503031 Prof/Technical & Fees	110,580	97,580	-11.8%	200,507	105.5%
503032 Legislative Services	87,375	94,185	7.8%	97,011	3.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	25,000	22,707	-9.2%	16,500	-27.3%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	7,700	7,700	0.0%	7,931	3.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphics Services	-	-	0.0%	-	0.0%
503351 Building Repair - Out	-	-	0.0%	-	0.0%
503352 Equip Repair - Out	7,015	9,260	32.0%	9,538	3.0%
503353 Rev Veh Repair - Out	-	-	0.0%	-	0.0%
503354 Other Veh Repair - Out	-	-	0.0%	-	0.0%
503363 Haz Waste Disposal	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>238,770</b>	<b>232,532</b>	<b>-2.6%</b>	<b>332,620</b>	<b>43.0%</b>

**8.66**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**FY 07- 08 OPERATING BUDGET**

**Administration - 1100**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>PURCHASED TRANS.</b>					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>					
504011 Fuels & Lubricants	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>OTHER MATERIALS &amp; SUPPLIES</b>					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	9,250	10,100	9.2%	10,403	3.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	2,760	2,760	0.0%	2,843	3.0%
504217 Photo Supp/Process	100	100	0.0%	103	3.0%
504311 Office Supplies	6,940	7,600	9.5%	7,828	3.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supply	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tools	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>19,050</b>	<b>20,560</b>	<b>7.9%</b>	<b>21,177</b>	<b>3.0%</b>
<b>UTILITIES</b>					
505011 Gas & Electric	37,000	30,000	-18.9%	31,200	4.0%
505021 Water & Garbage	5,600	5,880	5.0%	6,115	4.0%
505031 Telecommunications	4,650	5,683	22.2%	5,910	4.0%
<b>Totals</b>	<b>47,250</b>	<b>41,563</b>	<b>-12.0%</b>	<b>43,225</b>	<b>4.0%</b>
<b>CASUALTY &amp; LIABILITY COSTS</b>					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repair - District Prop	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>TAXES</b>					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**8.67**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY 07- 08 OPERATING BUDGET**

**Administration - 1100**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>MISC EXPENSE</b>					
509011 Dues/Subscriptions	44,790	46,715	4.3%	46,715	0.0%
509085 Advertising - Rev Prod	15,000	15,000	0.0%	15,000	0.0%
509101 Incentive Program	4,547	2,107	-53.7%	2,821	33.9%
509121 Employee Training			0.0%	-	0.0%
509123 Travel	20,000	29,000	45.0%	50,000	72.4%
509125 Other Misc Expense	5,778	5,483	-5.1%	5,500	0.3%
509127 Board Fees	13,200	13,200	0.0%	13,200	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>103,315</b>	<b>111,505</b>	<b>7.9%</b>	<b>133,236</b>	<b>19.5%</b>
<b>LEASES &amp; RENTALS</b>					
512011 Facility Lease	313,126	326,250	4.2%	341,500	4.7%
512061 Equipment Rental	2,340	2,387	2.0%	2,482	4.0%
<b>Totals</b>	<b>315,466</b>	<b>328,637</b>	<b>4.2%</b>	<b>343,982</b>	<b>4.7%</b>
<b>PERSONNEL TOTAL</b>	<b>903,073</b>	<b>968,846</b>	<b>7.3%</b>	<b>1,032,103</b>	<b>6.5%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>723,851</b>	<b>734,797</b>	<b>1.5%</b>	<b>874,240</b>	<b>19.0%</b>
<b>DEPARTMENT TOTALS</b>	<b>1,626,924</b>	<b>1,703,643</b>	<b>4.7%</b>	<b>1,906,343</b>	<b>11.9%</b>

**8.68**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY 07- 08 OPERATING BUDGET**

Finance - 1200

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE	FINAL FY 07-08	% CHANGE
			FROM FY 05-06 REVISED		FROM FY 06-07 REVISED
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	374,143	340,933	-8.9%	390,247	14.5%
501023 Other OT	500	2,500	400.0%	520	-79.2%
<b>Totals</b>	<b>374,643</b>	<b>343,433</b>	<b>-8.3%</b>	<b>390,767</b>	<b>13.8%</b>
<b>FRINGE BENEFITS</b>					
502011 Medicare/SS	3,724	3,900	4.7%	6,000	53.8%
502021 Retirement	57,427	50,573	-11.9%	56,924	12.6%
502031 Medical Ins	67,662	54,292	-19.8%	68,395	26.0%
502041 Dental Ins	9,943	9,372	-5.7%	10,300	9.9%
502045 Vision Ins	2,448	2,570	5.0%	2,200	-14.4%
502051 Life Ins	1,005	993	-1.2%	1,092	10.0%
502060 State Disability (SDI)	6,605	6,935	5.0%	7,282	5.0%
502061 Long Term Disability Ins	4,335	3,552	-18.1%	3,730	5.0%
502071 State Unemployment (SUI)	1,691	1,818	7.5%	1,909	5.0%
502081 Worker's Comp	5,539	5,539	0.0%	5,539	0.0%
502101 Holiday Pay	4,857	4,767	-1.9%	4,800	0.7%
502103 Floating Holiday	8,100	7,800	-3.7%	7,600	-2.6%
502109 Sick Leave	19,427	19,069	-1.8%	19,000	-0.4%
502111 Vacation	39,175	35,659	-9.0%	28,600	-19.8%
502121 Other Paid Absence	6,000	6,000	0.0%	6,000	0.0%
502251 Phys. Exam - Renewal	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	893	938	5.0%	985	5.0%
<b>Totals</b>	<b>238,831</b>	<b>213,777</b>	<b>-10.5%</b>	<b>230,356</b>	<b>7.8%</b>
<b>SERVICES</b>					
503011 Accting/Audit Fees	77,400	97,450	25.9%	100,000	2.6%
503012 Admin/Bank Fees	237,209	228,000	-3.9%	234,840	3.0%
503031 Prof/Technical & Fees	100	-	-100.0%	-	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	12,000	14,142	17.9%	-	-100.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphics Services	-	-	0.0%	-	0.0%
503351 Building Repair - Out	-	-	0.0%	-	0.0%
503352 Equip Repair - Out	686	400	-41.7%	412	3.0%
503353 Rev Veh Repair - Out	-	-	0.0%	-	0.0%
503354 Other Veh Repair - Out	-	-	0.0%	-	0.0%
503363 Haz Waste Disposal	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>327,395</b>	<b>339,992</b>	<b>3.8%</b>	<b>335,252</b>	<b>-1.4%</b>

**8.69**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY 07- 08 OPERATING BUDGET**

Finance - 1200

ACCOUNT			% CHANGE		
	REVISED FY 05-06	REVISED FY 06-07	FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>PURCHASED TRANS.</b>					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>MOBILE MATERIALS &amp; SUPPLIES</b>					
504011 Fuels & Lubricants	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>OTHER MATERIALS &amp; SUPPLIES</b>					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	103	100	-2.9%	103	3.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	773	200	-74.1%	206	3.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	3,090	3,000	-2.9%	3,090	3.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supply	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tools	-	-	0.0%	-	0.0%
Totals	3,966	3,300	-16.8%	3,399	3.0%
<b>UTILITIES</b>					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	1,500	1,575	5.0%	1,638	4.0%
Totals	1,500	1,575	5.0%	1,638	4.0%
<b>CASUALTY &amp; LIABILITY COSTS</b>					
506011 Insurance - Property	49,500	53,460	8.0%	56,133	5.0%
506015 Insurance - PL/PD	500,000	550,000	10.0%	420,000	-23.6%
506021 Insurance - Other	1,600	1,728	8.0%	1,814	5.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repair - District Prop	-	-	0.0%	-	0.0%
Totals	551,100	605,188	9.8%	477,947	-21.0%
<b>TAXES</b>					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	206	-	-100.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	206	-	-100.0%	-	0.0%

**8,610**

Finance - 1200

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY 07- 08 OPERATING BUDGET**

Finance - 1200

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>MISC EXPENSE</b>					
509011 Dues/Subscriptions	1,300	1,160	-10.8%	1,160	0.0%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	50	50	0.0%	50	0.0%
509125 Other Misc Expense	-	-	0.0%	-	0.0%
509127 Board Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>1,350</b>	<b>1,210</b>	<b>-10.4%</b>	<b>1,210</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>613,474</b>	<b>557,210</b>	<b>-9.2%</b>	<b>621,123</b>	<b>11.5%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>885,517</b>	<b>951,265</b>	<b>7.4%</b>	<b>819,446</b>	<b>-13.9%</b>
<b>DEPARTMENT TOTALS</b>	<b>1,498,991</b>	<b>1,508,475</b>	<b>0.6%</b>	<b>1,440,569</b>	<b>-4.5%</b>

**8.611**



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY 07- 08 OPERATING BUDGET**

**Customer Service - 1300**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	243,184	250,598	3.0%	254,416	1.5%
501023 Other OT	1,500	1,500	0.0%	1,560	4.0%
Totals	244,684	252,098	3.0%	255,976	1.5%
<b>FRINGE BENEFITS</b>					
502011 Medicare/SS	1,700	1,800	5.9%	1,872	4.0%
502021 Retirement	36,537	36,289	-0.7%	39,148	7.9%
502031 Medical Ins	47,331	49,969	5.6%	72,934	46.0%
502041 Dental Ins	8,839	8,332	-5.7%	8,749	5.0%
502045 Vision Ins	2,098	2,203	5.0%	1,900	-13.8%
502051 Life Ins	702	662	-5.7%	728	10.0%
502060 State Disability (SDI)	5,661	5,944	5.0%	6,241	5.0%
502061 Long Term Disability Ins	2,752	2,890	5.0%	3,035	5.0%
502071 State Unemployment (SUI)	1,449	1,558	7.5%	1,636	5.0%
502081 Worker's Comp	71,026	71,026	0.0%	71,026	0.0%
502101 Holiday Pay	2,976	3,044	2.3%	3,200	5.1%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	11,904	12,175	2.3%	12,500	2.7%
502111 Vacation	32,967	33,400	1.3%	34,300	2.7%
502121 Other Paid Absence	4,000	4,000	0.0%	4,000	0.0%
502251 Phys. Exam - Renewal	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	250	263	5.2%	276	5.0%
Totals	230,191	233,553	1.5%	261,544	12.0%
<b>SERVICES</b>					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical & Fees	18,540	15,000	-19.1%	15,450	3.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphics Services	15,450	20,000	29.4%	20,600	3.0%
503351 Building Repair - Out	-	-	0.0%	-	0.0%
503352 Equip Repair - Out	2,575	1,000	-61.2%	1,800	80.0%
503353 Rev Veh Repair - Out	-	-	0.0%	-	0.0%
503354 Other Veh Repair - Out	-	-	0.0%	-	0.0%
503363 Haz Waste Disposal	-	-	0.0%	-	0.0%
Totals	36,565	36,000	-1.5%	37,850	5.1%

**8.612**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY 07- 08 OPERATING BUDGET**

**Customer Service - 1300**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>PURCHASED TRANS.</b>					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals			0.0%		0.0%
<b>MOBILE MATERIALS &amp; SUPPLIES</b>					
504011 Fuels & Lubricants	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>OTHER MATERIALS &amp; SUPPLIES</b>					
504205 Freight Out	-	-	0.0%	-	
504211 Postage & Mailing	5,150	5,000	-2.9%	5,150	3.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	30,900	49,000	58.6%	50,470	3.0%
504217 Photo Supp/Process	4,275	4,000	-6.4%	4,120	3.0%
504311 Office Supplies	4,635	4,500	-2.9%	4,635	3.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supply	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tools	-	-	0.0%	-	0.0%
Totals	44,960	62,500	39.0%	64,375	3.0%
<b>UTILITIES</b>					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	6,300	6,615	5.0%	6,880	4.0%
Totals	6,300	6,615	5.0%	6,880	4.0%
<b>CASUALTY &amp; LIABILITY COSTS</b>					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repair - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>TAXES</b>					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	2,431	1,500	-38.3%	1,545	3.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	2,431	1,500	-38.3%	1,545	3.0%

**8.613**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY 07- 08 OPERATING BUDGET**

**Customer Service - 1300**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>MISC EXPENSE</b>					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	50	50	0.0%	50	0.0%
509125 Other Misc Expense	-	-	0.0%	-	0.0%
509127 Board Fees	-	-	0.0%	-	0.0%
509150 Contributions	500	500	0.0%	500	0.0%
<b>Totals</b>	<b>550</b>	<b>550</b>	<b>0.0%</b>	<b>550</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	5,200	5,304	2.0%	5,516	4.0%
<b>Totals</b>	<b>5,200</b>	<b>5,304</b>	<b>2.0%</b>	<b>5,516</b>	<b>4.0%</b>
<b>PERSONNEL TOTAL</b>	<b>474,875</b>	<b>485,651</b>	<b>2.3%</b>	<b>517,520</b>	<b>6.6%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>96,006</b>	<b>112,469</b>	<b>17.1%</b>	<b>116,716</b>	<b>3.8%</b>
<b>DEPARTMENT TOTALS</b>	<b>570,881</b>	<b>598,120</b>	<b>4.8%</b>	<b>634,236</b>	<b>6.0%</b>

**8.614**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY 07- 08 OPERATING BUDGET**

**Human Resources - 1400**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE	FINAL FY 07-08	% CHANGE
			FROM FY 05-06 REVISED		FROM FY 06-07 REVISED
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	244,179	284,840	16.7%	338,664	18.9%
501023 Other OT	1,000	1,000	0.0%	1,040	4.0%
<b>Totals</b>	<b>245,179</b>	<b>285,840</b>	<b>16.6%</b>	<b>339,704</b>	<b>18.8%</b>
<b>FRINGE BENEFITS</b>					
502011 Medicare/SS	3,918	4,600	17.4%	5,430	18.0%
502021 Retirement	35,086	38,819	10.6%	49,712	28.1%
502031 Medical Ins	28,981	36,351	25.4%	57,513	58.2%
502041 Dental Ins	5,988	5,788	-3.3%	7,300	26.1%
502045 Vision Ins	1,574	1,836	16.6%	1,928	5.0%
502051 Life Ins	876	772	-11.9%	849	10.0%
502060 State Disability (SDI)	4,718	4,954	5.0%	5,202	5.0%
502061 Long Term Disability Ins	2,810	2,951	5.0%	3,098	5.0%
502071 State Unemployment (SUI)	1,208	1,299	7.5%	1,364	5.0%
502081 Worker's Comp	39,283	39,283	0.0%	39,283	0.0%
502101 Holiday Pay	2,754	2,886	4.8%	3,500	21.3%
502103 Floating Holiday	5,700	5,800	1.8%	6,200	6.9%
502109 Sick Leave	12,660	13,145	3.8%	15,800	20.2%
502111 Vacation	17,015	22,484	32.1%	28,600	27.2%
502121 Other Paid Absence	1,000	1,000	0.0%	1,000	0.0%
502251 Phys. Exam - Renewal	-	-	0.0%	23,383	0.0%
502253 Driver Lic Renewal	-	-	0.0%	1,040	0.0%
502999 Other Fringe Benefits	816	857	5.0%	900	5.0%
<b>Totals</b>	<b>164,387</b>	<b>182,824</b>	<b>11.2%</b>	<b>252,102</b>	<b>37.9%</b>
<b>SERVICES</b>					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical & Fees	16,100	30,900	91.9%	35,000	13.3%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Employment Exams	9,369	22,025	135.1%	25,000	13.5%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	6,000	12,000	100.0%	15,000	25.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphics Services	-	-	0.0%	-	0.0%
503351 Building Repair - Out	-	-	0.0%	-	0.0%
503352 Equip Repair - Out	100	200	100.0%	206	3.0%
503353 Rev Veh Repair - Out	-	-	0.0%	-	0.0%
503354 Other Veh Repair - Out	-	-	0.0%	-	0.0%
503363 Haz Waste Disposal	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>31,569</b>	<b>65,125</b>	<b>106.3%</b>	<b>75,206</b>	<b>15.5%</b>

**8615**  
HR - 1400

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY 07- 08 OPERATING BUDGET**

**Human Resources - 1400**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>PURCHASED TRANS.</b>					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals			0.0%		0.0%
<b>MOBILE MATERIALS &amp; SUPPLIES</b>					
504011 Fuels & Lubricants	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>OTHER MATERIALS &amp; SUPPLIES</b>					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	225	450	100.0%	464	3.1%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	5,350	5,500	2.8%	6,296	14.5%
504217 Photo Supp/Process	350	300	-14.3%	309	3.0%
504311 Office Supplies	1,600	1,800	12.5%	1,854	3.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supply	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tools	-	-	0.0%	-	0.0%
Totals	7,525	8,050	7.0%	8,923	10.8%
<b>UTILITIES</b>					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	912	958	5.0%	996	4.0%
Totals	912	958	5.0%	996	4.0%
<b>CASUALTY &amp; LIABILITY COSTS</b>					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repair - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>TAXES</b>					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**8.616**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY 07- 08 OPERATING BUDGET**

**Human Resources - 1400**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>MISC EXPENSE</b>					
509011 Dues/Subscriptions	3,250	1,500	-53.8%	1,500	0.0%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	5,000	10,024	100.5%	10,000	-0.2%
509123 Travel	100	100	0.0%	100	0.0%
509125 Other Misc Expense	850	850	0.0%	850	0.0%
509127 Board Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>9,200</b>	<b>12,474</b>	<b>35.6%</b>	<b>12,450</b>	<b>-0.2%</b>
<b>LEASES &amp; RENTALS</b>					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>409,566</b>	<b>468,664</b>	<b>14.4%</b>	<b>591,806</b>	<b>26.3%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>49,206</b>	<b>86,607</b>	<b>76.0%</b>	<b>97,575</b>	<b>12.7%</b>
<b>DEPARTMENT TOTALS</b>	<b>458,772</b>	<b>555,270</b>	<b>21.0%</b>	<b>689,381</b>	<b>24.2%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY 07- 08 OPERATING BUDGET**  
**Information Technology - 1500**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	279,757	291,255	4.1%	304,941	4.7%
501023 Other OT	1,500	1,500	0.0%	1,560	4.0%
Totals	281,257	292,755	4.1%	306,501	4.7%
<b>FRINGE BENEFITS</b>					
502011 Medicare/SS	4,507	4,800	6.5%	4,992	4.0%
502021 Retirement	41,115	40,519	-1.4%	45,285	11.8%
502031 Medical Ins	45,270	51,377	13.5%	57,542	12.0%
502041 Dental Ins	6,807	6,416	-5.7%	6,400	-0.2%
502045 Vision Ins	1,399	1,469	5.0%	1,300	-11.5%
502051 Life Ins	654	662	1.2%	728	10.0%
502060 State Disability (SDI)	3,774	3,963	5.0%	4,161	5.0%
502061 Long Term Disability Ins	3,079	3,233	5.0%	3,395	5.0%
502071 State Unemployment (SUI)	966	1,038	7.5%	1,090	5.0%
502081 Worker's Comp	3,294	3,294	0.0%	3,294	0.0%
502101 Holiday Pay	3,643	3,783	3.8%	4,000	5.7%
502103 Floating Holiday	8,400	8,600	2.4%	8,700	1.2%
502109 Sick Leave	14,571	15,132	3.9%	15,700	3.8%
502111 Vacation	23,620	26,394	11.7%	27,500	4.2%
502121 Other Paid Absence	2,000	2,000	0.0%	2,000	0.0%
502251 Phys. Exam - Renewal	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	778	817	5.0%	858	5.0%
Totals	163,876	173,497	5.9%	186,944	7.8%
<b>SERVICES</b>					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical & Fees	5,000	2,400	-52.0%	2,472	3.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	3,000	100.0%	3,090	3.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphics Services	-	-	0.0%	-	0.0%
503351 Building Repair - Out	-	-	0.0%	-	0.0%
503352 Equip Repair - Out	121,000	76,000	-37.2%	92,597	21.8%
503353 Rev Veh Repair - Out	-	-	0.0%	-	0.0%
503354 Other Veh Repair - Out	-	-	0.0%	-	0.0%
503363 Haz Waste Disposal	-	-	0.0%	-	0.0%
Totals	126,000	81,400	-35.4%	98,159	20.6%

**8.618**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY 07- 08 OPERATING BUDGET**  
**Information Technology - 1500**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>PURCHASED TRANS.</b>					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals			0.0%		0.0%
<b>MOBILE MATERIALS &amp; SUPPLIES</b>					
504011 Fuels & Lubricants	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals			0.0%		0.0%
<b>OTHER MATERIALS &amp; SUPPLIES</b>					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	200	200	0.0%	206	3.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	200	200	0.0%	206	3.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	41,200	26,900	-34.7%	32,510	20.9%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supply	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tools	-	-	0.0%	-	0.0%
Totals	41,600	27,300	-34.4%	32,922	20.6%
<b>UTILITIES</b>					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	19,500	21,100	8.2%	22,000	4.3%
Totals	19,500	21,100	8.2%	22,000	4.3%
<b>CASUALTY &amp; LIABILITY COSTS</b>					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repair - District Prop	-	-	0.0%	-	0.0%
Totals			0.0%		0.0%
<b>TAXES</b>					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals			0.0%		0.0%

**8.619**

IT - 1500



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY 07- 08 OPERATING BUDGET**  
**Information Technology - 1500**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>MISC EXPENSE</b>					
509011 Dues/Subscriptions	85	90	5.9%	90	0.0%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	2,000	82,850	4042.5%	6,000	-92.8%
509123 Travel	50	50	0.0%	50	0.0%
509125 Other Misc Expense	-	-	0.0%	-	0.0%
509127 Board Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
Totals	2,135	82,990	3787.1%	6,140	-92.6%
<b>LEASES &amp; RENTALS</b>					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	445,133	466,252	4.7%	493,445	5.8%
NON-PERSONNEL TOTAL	189,235	212,790	12.4%	159,221	-25.2%
DEPARTMENT TOTALS	634,368	679,042	7.0%	652,666	-3.9%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY 07- 08 OPERATING BUDGET**

District Counsel - 1700

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE	FINAL FY 07-08	% CHANGE
			FROM FY 05-06 REVISED		FROM FY 06-07 REVISED
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	237,950	257,805	8.3%	276,625	7.3%
501023 Other OT	500	500	0.0%	520	4.0%
<b>Totals</b>	<b>238,450</b>	<b>258,305</b>	<b>8.3%</b>	<b>277,145</b>	<b>7.3%</b>
<b>FRINGE BENEFITS</b>					
502011 Medicare/SS	3,925	4,100	4.5%	4,436	8.2%
502021 Retirement	36,254	35,176	-3.0%	41,220	17.2%
502031 Medical Ins	48,965	43,985	-10.2%	62,627	42.4%
502041 Dental Ins	7,606	7,168	-5.8%	7,200	0.4%
502045 Vision Ins	1,399	1,469	5.0%	1,300	-11.5%
502051 Life Ins	561	552	-1.6%	607	10.0%
502060 State Disability (SDI)	3,774	3,963	5.0%	4,161	5.0%
502061 Long Term Disability Ins	2,335	2,452	5.0%	2,575	5.0%
502071 State Unemployment (SUI)	966	1,038	7.5%	1,090	5.0%
502081 Worker's Comp	3,197	3,197	0.0%	3,197	0.0%
502101 Holiday Pay	3,133	3,228	3.0%	3,600	11.5%
502103 Floating Holiday	6,200	6,400	3.2%	6,500	1.6%
502109 Sick Leave	12,533	12,914	3.0%	14,100	9.2%
502111 Vacation	23,953	24,813	3.6%	26,200	5.6%
502121 Other Paid Absence	2,300	2,300	0.0%	2,300	0.0%
502251 Phys. Exam - Renewal	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	500	525	5.0%	551	5.0%
<b>Totals</b>	<b>157,601</b>	<b>153,280</b>	<b>-2.7%</b>	<b>181,664</b>	<b>18.5%</b>
<b>SERVICES</b>					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical & Fees	464	1,100	137.1%	500	-54.5%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	16,645	3,900	-76.6%	4,650	19.2%
503034 Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	6,676	-	-100.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphics Services	-	-	0.0%	-	0.0%
503351 Building Repair - Out	-	-	0.0%	-	0.0%
503352 Equip Repair - Out	167	100	-40.1%	103	3.0%
503353 Rev Veh Repair - Out	-	-	0.0%	-	0.0%
503354 Other Veh Repair - Out	-	-	0.0%	-	0.0%
503363 Haz Waste Disposal	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>23,952</b>	<b>5,100</b>	<b>-78.7%</b>	<b>5,253</b>	<b>3.0%</b>

**8.621**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY 07- 08 OPERATING BUDGET**

District Counsel - 1700

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>PURCHASED TRANS.</b>					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>MOBILE MATERIALS &amp; SUPPLIES</b>					
504011 Fuels & Lubricants	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>OTHER MATERIALS &amp; SUPPLIES</b>					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	52	100	92.3%	103	3.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	93	100	7.5%	103	3.0%
504217 Photo Supp/Process	52	30	-42.3%	31	3.3%
504311 Office Supplies	927	700	-24.5%	721	3.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supply	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tools	-	-	0.0%	-	0.0%
Totals	1,124	930	-17.3%	958	3.0%
<b>UTILITIES</b>					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	550	578	5.1%	601	4.0%
Totals	550	578	5.1%	601	4.0%
<b>CASUALTY &amp; LIABILITY COSTS</b>					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repair - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>TAXES</b>					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	155	-	-100.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	155	-	-100.0%	-	0.0%

**8.622**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY 07- 08 OPERATING BUDGET**  
**District Counsel - 1700**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>MISC EXPENSE</b>					
509011 Dues/Subscriptions	3,800	6,335	66.7%	6,335	0.0%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	1,800	3,500	94.4%	3,500	0.0%
509123 Travel	1,200	1,500	25.0%	1,500	0.0%
509125 Other Misc Expense	-	-	0.0%	-	0.0%
509127 Board Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
Totals	6,800	11,335	66.7%	11,335	0.0%
<b>LEASES &amp; RENTALS</b>					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>PERSONNEL TOTAL</b>	396,051	411,585	3.9%	458,809	11.5%
<b>NON-PERSONNEL TOTAL</b>	32,581	17,943	-44.9%	18,147	1.1%
<b>DEPARTMENT TOTALS</b>	428,632	429,528	0.2%	476,956	11.0%

**8,623**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY 07- 08 OPERATING BUDGET**

**Risk Management - 1800**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	-	-	0.0%	-	0.0%
501023 Other OT	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>FRINGE BENEFITS</b>					
502011 Medicare/SS	-	-	0.0%	-	0.0%
502021 Retirement	-	-	0.0%	-	0.0%
502031 Medical Ins	-	-	0.0%	-	0.0%
502041 Dental Ins	-	-	0.0%	-	0.0%
502045 Vision Ins	-	-	0.0%	-	0.0%
502051 Life Ins	-	-	0.0%	-	0.0%
502060 State Disability (SDI)	-	-	0.0%	-	0.0%
502061 Long Term Disability Ins	-	-	0.0%	-	0.0%
502071 State Unemployment (SUI)	-	-	0.0%	-	0.0%
502081 Worker's Comp	-	-	0.0%	-	0.0%
502101 Holiday Pay	-	-	0.0%	-	0.0%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	-	-	0.0%	-	0.0%
502111 Vacation	-	-	0.0%	-	0.0%
502121 Other Paid Absence	-	-	0.0%	-	0.0%
502251 Phys. Exam - Renewal	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>SERVICES</b>					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical & Fees	54,560	48,500	-11.1%	49,955	3.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	49,190	45,657	-7.2%	47,027	3.0%
503034 Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphics Services	-	-	0.0%	-	0.0%
503351 Building Repair - Out	-	-	0.0%	-	0.0%
503352 Equip Repair - Out	-	-	0.0%	-	0.0%
503353 Rev Veh Repair - Out	-	-	0.0%	-	0.0%
503354 Other Veh Repair - Out	-	-	0.0%	-	0.0%
503363 Haz Waste Disposal	-	-	0.0%	-	0.0%
Totals	103,750	94,157	-9.2%	96,982	3.0%

**8.624**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY 07- 08 OPERATING BUDGET**

**Risk Management - 1800**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>PURCHASED TRANS.</b>					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>MOBILE MATERIALS &amp; SUPPLIES</b>					
504011 Fuels & Lubricants	-	-	100.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	100.0%	-	100.0%
<b>OTHER MATERIALS &amp; SUPPLIES</b>					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	52	200	284.6%	206	3.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	206	200	-2.9%	206	3.0%
504217 Photo Supp/Process	258	200	-22.5%	206	3.0%
504311 Office Supplies	237	200	-15.6%	206	3.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supply	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tools	-	-	0.0%	-	0.0%
Totals	753	800	6.2%	824	3.0%
<b>UTILITIES</b>					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>CASUALTY &amp; LIABILITY COSTS</b>					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	296,000	150,000	-49.3%	150,000	0.0%
506127 Repair - District Prop	-	-	0.0%	-	0.0%
Totals	296,000	150,000	-49.3%	150,000	0.0%
<b>TAXES</b>					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY 07- 08 OPERATING BUDGET**

**Risk Management - 1800**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>MISC EXPENSE</b>					
509011 Dues/Subscriptions	50	50	0.0%	50	0.0%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	20	20	0.0%	20	0.0%
509125 Other Misc Expense	-	-	0.0%	-	0.0%
509127 Board Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
Totals	70	70	0.0%	70	0.0%
<b>LEASES &amp; RENTALS</b>					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	-	-	0.0%	-	0.0%
NON-PERSONNEL TOTAL	400,573	245,027	-38.8%	247,876	1.2%
DEPARTMENT TOTALS	400,573	245,027	-38.8%	247,876	1.2%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY 07- 08 OPERATING BUDGET**  
**Facilities Maintenance - 2200**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	538,985	506,503	-6.0%	554,614	9.5%
501023 Other OT	19,000	19,000	0.0%	19,760	4.0%
Totals	<u>557,985</u>	<u>525,503</u>	-5.8%	574,374	9.3%
<b>FRINGE BENEFITS</b>					
502011 Medicare/SS	6,106	6,400	4.8%	7,066	10.4%
502021 Retirement	80,228	73,915	-7.9%	84,929	14.9%
502031 Medical Ins	134,152	145,209	8.2%	162,634	12.0%
502041 Dental Ins	19,755	18,620	-5.7%	18,600	-0.1%
502045 Vision Ins	4,546	4,773	5.0%	4,200	-12.0%
502051 Life Ins	1,521	1,433	-5.8%	1,576	10.0%
502060 State Disability (SDI)	13,209	13,869	5.0%	14,562	5.0%
502061 Long Term Disability Ins	6,047	6,349	5.0%	6,666	5.0%
502071 State Unemployment (SUI)	3,381	3,635	7.5%	3,817	5.0%
502081 Worker's Comp	35,416	35,416	0.0%	35,416	0.0%
502101 Holiday Pay	6,772	6,852	1.2%	7,000	2.2%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	27,089	27,407	1.2%	27,900	1.8%
502111 Vacation	66,966	68,845	2.8%	70,900	3.0%
502121 Other Paid Absence	8,000	8,000	0.0%	8,000	0.0%
502251 Phys. Exam - Renewal	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	600	630	5.0%	662	5.1%
Totals	<u>413,788</u>	<u>421,354</u>	1.8%	453,928	7.7%
<b>SERVICES</b>					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical & Fees	16,000	16,000	0.0%	16,480	3.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	107,800	71,300	-33.9%	73,439	3.0%
503162 Uniforms/Laundry	9,000	9,000	0.0%	9,270	3.0%
503171 Security Services	7,500	8,000	6.7%	8,240	3.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphics Services	-	-	0.0%	-	0.0%
503351 Building Repair - Out	35,000	40,000	14.3%	42,500	6.3%
503352 Equip Repair - Out	20,000	15,000	-25.0%	140,450	836.3%
503353 Rev Veh Repair - Out	-	-	0.0%	-	0.0%
503354 Other Veh Repair - Out	-	-	0.0%	-	0.0%
503363 Haz Waste Disposal	31,000	23,000	-25.8%	24,500	6.5%
Totals	<u>226,300</u>	<u>182,300</u>	-19.4%	314,879	72.7%

**8.627**  
Fac Maint - 2200



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY 07- 08 OPERATING BUDGET**

**Facilities Maintenance - 2200**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>PURCHASED TRANS.</b>					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>MOBILE MATERIALS &amp; SUPPLIES</b>					
504011 Fuels & Lubricants	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>OTHER MATERIALS &amp; SUPPLIES</b>					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	1,000	300	-70.0%	309	3.0%
504217 Photo Supp/Process	200	50	-75.0%	52	3.0%
504311 Office Supplies	1,500	1,500	0.0%	1,545	3.0%
504315 Safety Supplies	8,000	3,500	-56.3%	5,500	57.1%
504317 Cleaning Supplies	35,000	25,000	-28.6%	25,750	3.0%
504409 Repair/Maint Supply	55,000	40,000	-27.3%	45,000	12.5%
504421 Non-Inventory Parts	-	1,500	0.0%	1,545	3.0%
504511 Small Tools	3,000	3,000	0.0%	3,090	3.0%
504515 Employee Tools	-	-	0.0%	-	0.0%
Totals	103,700	74,850	-27.8%	82,791	10.6%
<b>UTILITIES</b>					
505011 Gas & Electric	35,000	40,000	14.3%	45,000	12.5%
505021 Water & Garbage	38,000	40,000	5.3%	47,500	18.8%
505031 Telecommunications	1,000	1,050	5.0%	1,092	4.0%
Totals	74,000	81,050	9.5%	93,592	15.5%
<b>CASUALTY &amp; LIABILITY COSTS</b>					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repair - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>TAXES</b>					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	9,100	9,100	0.0%	9,373	3.0%
507999 Other Taxes	25,000	25,000	0.0%	24,700	-1.2%
Totals	34,100	34,100	0.0%	34,073	-0.1%

**8.628**

Fac Maint - 2200

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY 07- 08 OPERATING BUDGET**  
**Facilities Maintenance - 2200**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>MISC EXPENSE</b>					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	50	50	0.0%	50	0.0%
509125 Other Misc Expense	-	-	0.0%	-	0.0%
509127 Board Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
Totals	50	50	0.0%	50	0.0%
<b>LEASES &amp; RENTALS</b>					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	6,100	6,222	2.0%	9,000	44.6%
Totals	6,100	6,222	2.0%	9,000	44.6%
<b>PERSONNEL TOTAL</b>	971,773	946,857	-2.6%	1,028,302	8.6%
<b>NON-PERSONNEL TOTAL</b>	444,250	378,572	-14.8%	534,385	41.2%
<b>DEPARTMENT TOTALS</b>	1,416,023	1,325,429	-6.4%	1,562,687	17.9%

**8.629**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY 07- 08 OPERATING BUDGET**  
**Paratransit Program - 3100**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>LABOR</b>					
501011 Bus Operator Pay	1,199,546	1,307,890	9.0%	1,232,967	-5.7%
501013 Bus Operator OT	58,000	59,914	3.3%	125,000	108.6%
501021 Other Salaries	221,600	231,233	4.3%	253,398	9.6%
501023 Other OT	200	700	250.0%	728	4.0%
Totals	1,479,346	1,599,737	8.1%	1,612,093	0.8%
<b>FRINGE BENEFITS</b>					
502011 Medicare/SS	23,283	25,000	7.4%	26,750	7.0%
502021 Retirement	201,977	213,109	5.5%	221,406	3.9%
502031 Medical Ins	516,057	537,809	4.2%	602,346	12.0%
502041 Dental Ins	68,565	64,625	-5.7%	64,600	0.0%
502045 Vision Ins	18,883	19,827	5.0%	17,000	-14.3%
502051 Life Ins	6,504	6,174	-5.1%	6,791	10.0%
502060 State Disability (SDI)	56,609	59,439	5.0%	62,411	5.0%
502061 Long Term Disability Ins	16,704	16,539	-1.0%	17,366	5.0%
502071 State Unemployment (SUI)	14,490	15,577	7.5%	16,356	5.0%
502081 Worker's Comp	100,000	100,000	0.0%	100,000	0.0%
502101 Holiday Pay	44,898	45,529	1.4%	49,800	9.4%
502103 Floating Holiday	6,000	6,300	5.0%	7,000	11.1%
502109 Sick Leave	77,581	78,912	1.7%	86,100	9.1%
502111 Vacation	89,752	91,593	2.1%	99,400	8.5%
502121 Other Paid Absence	25,000	25,000	0.0%	25,000	0.0%
502251 Phys. Exam - Renewal	3,000	3,000	0.0%	3,000	0.0%
502253 Driver Lic Renewal	720	720	0.0%	720	0.0%
502999 Other Fringe Benefits	3,100	3,255	5.0%	3,418	5.0%
Totals	1,273,123	1,312,408	3.1%	1,409,464	7.4%
<b>SERVICES</b>					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical & Fees	82,000	33,500	-59.1%	34,505	3.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	3,560	1,500	-57.9%	1,545	3.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphics Services	-	-	0.0%	-	0.0%
503351 Building Repair - Out	-	-	0.0%	-	0.0%
503352 Equip Repair - Out	2,000	3,000	50.0%	3,090	3.0%
503353 Rev Veh Repair - Out	65,000	75,425	16.0%	78,442	4.0%
503354 Other Veh Repair - Out	-	-	0.0%	-	0.0%
503363 Haz Waste Disposal	-	-	0.0%	-	0.0%
Totals	152,560	113,425	-25.7%	117,582	3.7%

**8.630**  
Paratransit - 3100

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY 07- 08 OPERATING BUDGET**  
**Paratransit Program - 3100**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>PURCHASED TRANS.</b>					
503406 Contract/Paratransit	309,600	200,000	-35.4%	200,000	0.0%
Totals	309,600	200,000	-35.4%	200,000	0.0%
<b>MOBILE MATERIALS &amp; SUPPLIES</b>					
504011 Fuels & Lubricants	2,000	650	-67.5%	715	10.0%
504012 Fuels & Lubricants - Rev Veh	120,000	147,825	23.2%	162,608	10.0%
504021 Tires & Tubes	8,000	10,000	25.0%	10,400	4.0%
504161 Other Mobile Supplies	1,500	-	-100.0%	-	0.0%
504191 Rev Vehicle Parts	20,000	40,000	100.0%	41,600	4.0%
Totals	151,500	198,475	31.0%	215,323	8.5%
<b>OTHER MATERIALS &amp; SUPPLIES</b>					
504205 Freight Out	800	800	0.0%	824	3.0%
504211 Postage & Mailing	1,900	4,000	110.5%	4,120	3.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	3,000	7,000	133.3%	7,210	3.0%
504217 Photo Supp/Process	1,500	1,000	-33.3%	1,030	3.0%
504311 Office Supplies	6,528	12,000	83.8%	12,360	3.0%
504315 Safety Supplies	3,500	1,000	-71.4%	1,030	3.0%
504317 Cleaning Supplies	2,000	850	-57.5%	876	3.0%
504409 Repair/Maint Supply	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	500	500	0.0%	515	3.0%
504511 Small Tools	1,000	2,500	150.0%	2,575	3.0%
504515 Employee Tools	1,000	1,000	0.0%	1,030	3.0%
Totals	21,728	30,650	41.1%	31,570	3.0%
<b>UTILITIES</b>					
505011 Gas & Electric	11,100	13,200	18.9%	13,728	4.0%
505021 Water & Garbage	3,500	4,000	14.3%	4,160	4.0%
505031 Telecommunications	33,000	34,650	5.0%	36,036	4.0%
Totals	47,600	51,850	8.9%	53,924	4.0%
<b>CASUALTY &amp; LIABILITY COSTS</b>					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repair - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>TAXES</b>					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	625	0.0%	644	3.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	625	100.0%	644	3.0%

**8.631**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY 07- 08 OPERATING BUDGET**  
**Paratransit Program - 3100**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>MISC EXPENSE</b>					
509011 Dues/Subscriptions	250	295	18.0%	295	0.0%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	50	50	0.0%	50	0.0%
509125 Other Misc Expense	-	-	0.0%	-	0.0%
509127 Board Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	150	100.0%	150	0.0%
Totals	300	495	65.0%	495	0.0%
<b>LEASES &amp; RENTALS</b>					
512011 Facility Lease	132,625	138,916	4.7%	148,393	6.8%
512061 Equipment Rental	600	612	2.0%	636	3.9%
Totals	133,225	139,528	4.7%	149,029	6.8%
<b>PERSONNEL TOTAL</b>	2,752,469	2,912,145	5.8%	3,021,557	3.8%
<b>NON-PERSONNEL TOTAL</b>	816,513	735,048	-10.0%	768,567	4.6%
<b>DEPARTMENT TOTALS</b>	3,568,982	3,647,193	2.2%	3,790,124	3.9%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY 07- 08 OPERATING BUDGET**

**Operations - 3200**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	1,070,593	1,168,801	9.2%	1,187,936	1.6%
501023 Other OT	129,500	129,500	0.0%	140,000	8.1%
<b>Totals</b>	<b>1,200,093</b>	<b>1,298,301</b>	<b>8.2%</b>	<b>1,327,936</b>	<b>2.3%</b>
<b>FRINGE BENEFITS</b>					
502011 Medicare/SS	8,638	13,000	50.5%	13,520	4.0%
502021 Retirement	172,793	168,157	-2.7%	182,488	8.5%
502031 Medical Ins	184,301	209,726	13.8%	243,458	16.1%
502041 Dental Ins	28,102	26,487	-5.7%	26,500	0.0%
502045 Vision Ins	6,994	7,343	5.0%	6,400	-12.8%
502051 Life Ins	2,526	2,426	-4.0%	2,669	10.0%
502060 State Disability (SDI)	18,870	19,814	5.0%	20,804	5.0%
502061 Long Term Disability Ins	12,536	13,163	5.0%	13,821	5.0%
502071 State Unemployment (SUI)	4,830	5,192	7.5%	5,452	5.0%
502081 Worker's Comp	46,954	46,954	0.0%	46,954	0.0%
502101 Holiday Pay	14,698	14,793	0.6%	15,100	2.1%
502103 Floating Holiday	8,500	8,700	2.4%	8,100	-6.9%
502109 Sick Leave	58,794	59,171	0.6%	60,400	2.1%
502111 Vacation	150,667	150,289	-0.3%	155,600	3.5%
502121 Other Paid Absence	12,000	12,000	0.0%	12,000	0.0%
502251 Phys. Exam - Renewal	396	396	0.0%	396	0.0%
502253 Driver Lic Renewal	216	216	0.0%	216	0.0%
502999 Other Fringe Benefits	1,854	1,947	5.0%	2,044	5.0%
<b>Totals</b>	<b>733,668</b>	<b>759,773</b>	<b>3.6%</b>	<b>815,921</b>	<b>7.4%</b>
<b>SERVICES</b>					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical & Fees	25,750	25,750	0.0%	26,523	3.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	515	500	-2.9%	515	3.0%
503171 Security Services	417,199	471,240	13.0%	432,600	-8.2%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphics Services	-	-	0.0%	-	0.0%
503351 Building Repair - Out	-	-	0.0%	-	0.0%
503352 Equip Repair - Out	2,575	2,325	-9.7%	2,652	14.1%
503353 Rev Veh Repair - Out	-	-	0.0%	-	0.0%
503354 Other Veh Repair - Out	-	-	0.0%	-	0.0%
503363 Haz Waste Disposal	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>446,039</b>	<b>499,815</b>	<b>12.1%</b>	<b>462,290</b>	<b>-7.5%</b>

**8.633**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY 07- 08 OPERATING BUDGET**  
**Operations - 3200**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>PURCHASED TRANS.</b>					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>MOBILE MATERIALS &amp; SUPPLIES</b>					
504011 Fuels & Lubricants	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>OTHER MATERIALS &amp; SUPPLIES</b>					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	515	800	55.3%	824	3.0%
504214 Promotional Items	26	25	-3.8%	26	3.0%
504215 Printing	15,450	15,000	-2.9%	15,450	3.0%
504217 Photo Supp/Process	6,180	3,000	-51.5%	3,090	3.0%
504311 Office Supplies	12,360	12,800	3.6%	15,960	24.7%
504315 Safety Supplies	-	700	0.0%	721	3.0%
504317 Cleaning Supplies	100	100	0.0%	103	3.0%
504409 Repair/Maint Supply	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	100	100	0.0%	103	3.0%
504515 Employee Tools	-	-	0.0%	-	0.0%
Totals	34,731	32,525	-6.4%	36,277	11.5%
<b>UTILITIES</b>					
505011 Gas & Electric	27,000	28,350	5.0%	29,484	4.0%
505021 Water & Garbage	29,000	30,450	5.0%	31,668	4.0%
505031 Telecommunications	11,000	17,550	59.5%	12,012	-31.6%
Totals	67,000	76,350	14.0%	73,164	-4.2%
<b>CASUALTY &amp; LIABILITY COSTS</b>					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repair - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>TAXES</b>					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**8.634**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY 07- 08 OPERATING BUDGET**  
**Operations - 3200**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>MISC EXPENSE</b>					
509011 Dues/Subscriptions	70	-	-100.0%	70	0.0%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	50	50	0.0%	50	0.0%
509125 Other Misc Expense	-	-	0.0%	-	0.0%
509127 Board Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
Totals	120	50	-58.3%	120	140.0%
<b>LEASES &amp; RENTALS</b>					
512011 Facility Lease	62,328	62,328	0.0%	64,821	4.0%
512061 Equipment Rental	7,200	7,344	2.0%	7,638	4.0%
Totals	69,528	69,672	0.2%	72,459	4.0%
PERSONNEL TOTAL	1,933,761	2,058,074	6.4%	2,143,857	4.2%
NON-PERSONNEL TOTAL	617,418	678,412	9.9%	644,310	-5.0%
DEPARTMENT TOTALS	<u>2,551,179</u>	<u>2,736,486</u>	<u>7.3%</u>	<u>2,788,167</u>	<u>1.9%</u>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY 07- 08 OPERATING BUDGET**  
**Bus Operators - 3300**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>LABOR</b>					
501011 Bus Operator Pay	6,697,601	7,318,193	9.3%	7,018,193	-4.1%
501013 Bus Operator OT	1,096,109	1,300,000	18.6%	1,100,000	-15.4%
501021 Other Salaries	-	-	0.0%	-	0.0%
501023 Other OT	-	-	0.0%	-	0.0%
Totals	<u>7,793,710</u>	<u>8,618,193</u>	10.6%	<u>8,118,193</u>	-5.8%
<b>FRINGE BENEFITS</b>					
502011 Medicare/SS	133,946	142,215	6.2%	130,000	-8.6%
502021 Retirement	1,072,438	1,028,242	-4.1%	1,063,418	3.4%
502031 Medical Ins	1,062,733	1,083,988	2.0%	1,738,181	60.4%
502041 Dental Ins	188,884	178,032	-5.7%	176,000	-1.1%
502045 Vision Ins	56,298	59,113	5.0%	50,000	-15.4%
502051 Life Ins	18,720	17,640	-5.8%	19,404	10.0%
502060 State Disability (SDI)	160,392	168,412	5.0%	176,832	5.0%
502061 Long Term Disability Ins	109,532	99,009	-9.6%	103,959	5.0%
502071 State Unemployment (SUI)	41,055	44,134	7.5%	46,341	5.0%
502081 Worker's Comp	887,121	887,121	0.0%	887,121	0.0%
502101 Holiday Pay	228,280	216,599	-5.1%	215,000	-0.7%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	380,467	360,998	-5.1%	358,000	-0.8%
502111 Vacation	754,671	712,763	-5.6%	678,000	-4.9%
502121 Other Paid Absence	80,503	60,738	-24.6%	60,000	-1.2%
502251 Phys. Exam - Renewal	10,000	8,000	-20.0%	8,000	0.0%
502253 Driver Lic Renewal	2,480	2,480	0.0%	2,480	0.0%
502999 Other Fringe Benefits	6,144	6,451	5.0%	6,774	5.0%
Totals	<u>5,193,665</u>	<u>5,075,934</u>	-2.3%	<u>5,719,512</u>	12.7%
<b>SERVICES</b>					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical & Fees	-	-	0.0%	-	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	4,120	4,000	-2.9%	6,000	50.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphics Services	-	-	0.0%	-	0.0%
503351 Building Repair - Out	-	-	0.0%	-	0.0%
503352 Equip Repair - Out	-	-	0.0%	-	0.0%
503353 Rev Veh Repair - Out	-	-	0.0%	-	0.0%
503354 Other Veh Repair - Out	-	-	0.0%	-	0.0%
503363 Haz Waste Disposal	-	-	0.0%	-	0.0%
Totals	<u>4,120</u>	<u>4,000</u>	-2.9%	<u>6,000</u>	50.0%

**8.636**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY 07- 08 OPERATING BUDGET**

**Bus Operators - 3300**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>PURCHASED TRANS.</b>					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>					
504011 Fuels & Lubricants	-	-	0.0%	-	0.0%
504012 Other Mobile Supplies	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Body Shop Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>OTHER MATERIALS &amp; SUPPLIES</b>					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504313 Computer Supplies	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supp/Veh	-	-	0.0%	-	0.0%
504409 Repair/Maint Supply	-	-	0.0%	-	0.0%
504421 Employee Tools	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Repl	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>UTILITIES</b>					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY COSTS</b>					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repair - District Prop	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>TAXES</b>					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**8,637**

Bus Operators - 3300

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY 07- 08 OPERATING BUDGET**  
**Bus Operators - 3300**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>MISC EXPENSE</b>					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Incentive Program	3,000	3,000	0.0%	3,000	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Other Misc Expense	-	-	0.0%	-	0.0%
509127 Board Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
Totals	3,000	3,000	0.0%	3,000	0.0%
<b>LEASES &amp; RENTALS</b>					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
 PERSONNEL TOTAL	 12,987,375	 13,694,127	 5.4%	 13,837,705	 1.0%
NON-PERSONNEL TOTAL	7,120	7,000	-1.7%	9,000	28.6%
 DEPARTMENT TOTALS	 <u>12,994,495</u>	 <u>13,701,127</u>	 5.4%	 <u>13,846,705</u>	 1.1%

**8.638**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY 07- 08 OPERATING BUDGET**

**Fleet Maintenance - 4100**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	2,326,483	2,147,868	-7.7%	2,295,029	6.9%
501023 Other OT	92,000	92,000	0.0%	70,000	-23.9%
<b>Totals</b>	<b>2,418,483</b>	<b>2,239,868</b>	<b>-7.4%</b>	<b>2,365,029</b>	<b>5.6%</b>
<b>FRINGE BENEFITS</b>					
502011 Medicare/SS	26,965	30,000	11.3%	31,200	4.0%
502021 Retirement	348,397	314,552	-9.7%	351,699	11.8%
502031 Medical Ins	485,496	492,586	1.5%	569,229	15.6%
502041 Dental Ins	69,949	65,930	-5.7%	65,000	-1.4%
502045 Vision Ins	17,134	17,991	5.0%	15,000	-16.6%
502051 Life Ins	5,826	5,513	-5.4%	6,064	10.0%
502060 State Disability (SDI)	50,948	53,495	5.0%	56,170	5.0%
502061 Long Term Disability Ins	25,548	26,825	5.0%	28,167	5.0%
502071 State Unemployment (SUI)	13,041	14,019	7.5%	14,720	5.0%
502081 Worker's Comp	176,670	176,670	0.0%	176,670	0.0%
502101 Holiday Pay	29,826	29,676	-0.5%	29,700	0.1%
502103 Floating Holiday	5,100	5,500	7.8%	5,300	-3.6%
502109 Sick Leave	119,305	118,704	-0.5%	118,800	0.1%
502111 Vacation	292,485	292,028	-0.2%	291,300	-0.2%
502121 Other Paid Absence	40,000	40,000	0.0%	40,000	0.0%
502251 Phys. Exam - Renewal	1,782	1,452	-18.5%	1,452	0.0%
502253 Driver Lic Renewal	525	735	40.0%	735	0.0%
502999 Other Fringe Benefits	2,800	2,940	5.0%	3,087	5.0%
<b>Totals</b>	<b>1,711,798</b>	<b>1,688,616</b>	<b>-1.4%</b>	<b>1,804,294</b>	<b>6.9%</b>
<b>SERVICES</b>					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical & Fees	4,000	4,000	0.0%	4,120	3.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	26,780	26,780	0.0%	27,583	3.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	5,500	5,500	0.0%	5,665	3.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphics Services	-	-	0.0%	-	0.0%
503351 Building Repair - Out	-	-	0.0%	-	0.0%
503352 Equip Repair - Out	61,075	62,116	1.7%	63,979	3.0%
503353 Rev Veh Repair - Out	224,769	206,426	-8.2%	212,619	3.0%
503354 Other Veh Repair - Out	58,031	54,200	-6.6%	55,826	3.0%
503363 Haz Waste Disposal	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>380,155</b>	<b>359,022</b>	<b>-5.6%</b>	<b>369,792</b>	<b>3.0%</b>

**8.639**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY 07- 08 OPERATING BUDGET**

**Fleet Maintenance - 4100**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>PURCHASED TRANS.</b>					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>MOBILE MATERIALS &amp; SUPPLIES</b>					
504011 Fuels & Lubricants	83,148	101,572	22.2%	122,000	20.1%
504012 Fuels & Lubricants - Rev Veh	1,889,299	2,495,548	32.1%	3,073,175	23.1%
504021 Tires & Tubes	170,560	191,000	12.0%	214,000	12.0%
504161 Other Mobile Supplies	6,240	7,500	20.2%	8,000	6.7%
504191 Rev Vehicle Parts	387,510	539,000	39.1%	640,000	18.7%
Totals	2,536,757	3,334,620	31.5%	4,057,175	21.7%
<b>OTHER MATERIALS &amp; SUPPLIES</b>					
504205 Freight Out	4,711	4,000	-15.1%	4,120	3.0%
504211 Postage & Mailing	800	800	0.0%	824	3.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	5,356	5,350	-0.1%	5,511	3.0%
504217 Photo Supp/Process	100	100	0.0%	103	3.0%
504311 Office Supplies	6,131	5,100	-16.8%	5,500	7.8%
504315 Safety Supplies	10,375	10,375	0.0%	11,000	6.0%
504317 Cleaning Supplies	21,630	21,700	0.3%	22,351	3.0%
504409 Repair/Maint Supply	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	40,000	40,000	0.0%	41,200	3.0%
504511 Small Tools	4,000	4,000	0.0%	4,120	3.0%
504515 Employee Tools	1,500	1,500	0.0%	1,545	3.0%
Totals	94,603	92,925	-1.8%	96,274	3.6%
<b>UTILITIES</b>					
505011 Gas & Electric	50,000	60,000	20.0%	62,400	4.0%
505021 Water & Garbage	20,000	21,000	5.0%	21,840	4.0%
505031 Telecommunications	8,320	8,736	5.0%	9,085	4.0%
Totals	78,320	89,736	14.6%	93,325	4.0%
<b>CASUALTY &amp; LIABILITY COSTS</b>					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repair - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>TAXES</b>					
507051 Fuel Tax	10,661	10,346	-3.0%	10,656	3.0%
507201 Licenses & Permits	190	190	0.0%	196	3.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	10,851	10,536	-2.9%	10,852	3.0%

**8.640**

Fleet Maint - 4100

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY 07- 08 OPERATING BUDGET**  
**Fleet Maintenance - 4100**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>MISC EXPENSE</b>					
509011 Dues/Subscriptions	564	725	28.5%	1,000	37.9%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	50	50	0.0%	50	0.0%
509125 Other Misc Expense	-	-	0.0%	-	0.0%
509127 Board Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
Totals	614	775	26.2%	1,050	35.5%
<b>LEASES &amp; RENTALS</b>					
512011 Facility Lease	228,043	241,953	6.1%	160,000	-33.9%
512061 Equipment Rental	41,979	42,819	2.0%	50,000	16.8%
Totals	270,022	284,772	5.5%	210,000	-26.3%
PERSONNEL TOTAL	4,130,281	3,928,484	-4.9%	4,169,323	6.1%
NON-PERSONNEL TOTAL	3,371,322	4,172,386	23.8%	4,838,468	16.0%
DEPARTMENT TOTALS	7,501,603	8,100,870	8.0%	9,007,791	11.2%

**8.641**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**FY 07- 08 OPERATING BUDGET**

**COBRA Benefits - 9001**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	-	-	0.0%	-	0.0%
501023 Other OT	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>FRINGE BENEFITS</b>					
502011 Medicare/SS	-	-	0.0%	-	0.0%
502021 Retirement	-	-	0.0%	-	0.0%
502031 Medical Ins	-	-	0.0%	-	0.0%
502041 Dental Ins	-	-	0.0%	-	0.0%
502045 Vision Ins	-	-	0.0%	-	0.0%
502051 Life Ins	-	-	0.0%	-	0.0%
502060 State Disability (SDI)	-	-	0.0%	-	0.0%
502061 Long Term Disability Ins	-	-	0.0%	-	0.0%
502071 State Unemployment (SUI)	-	-	0.0%	-	0.0%
502081 Worker's Comp	-	-	0.0%	-	0.0%
502101 Holiday Pay	-	-	0.0%	-	0.0%
502103 Floating Holiday	-	-	0.0%	-	0.0%
503109 Sick Leave	-	-	0.0%	-	0.0%
502111 Vacation	-	-	0.0%	-	0.0%
502121 Other Paid Absence	-	-	0.0%	-	0.0%
502251 Phys. Exam - Renewal	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>SERVICES</b>					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical & Fees	-	-	0.0%	-	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphics Services	-	-	0.0%	-	0.0%
503351 Building Repair - Out	-	-	0.0%	-	0.0%
503352 Equip Repair - Out	-	-	0.0%	-	0.0%
503353 Rev Veh Repair - Out	-	-	0.0%	-	0.0%
503354 Other Veh Repair - Out	-	-	0.0%	-	0.0%
503363 Haz Waste Disposal	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**8.642**  
COBRA - 9001

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY 07- 08 OPERATING BUDGET**  
**COBRA Benefits - 9001**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>PURCHASED TRANS.</b>					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>MOBILE MATERIALS &amp; SUPPLIES</b>					
504011 Fuels & Lubricants	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>OTHER MATERIALS &amp; SUPPLIES</b>					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supply	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tools	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>UTILITIES</b>					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>CASUALTY &amp; LIABILITY COSTS</b>					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506017 Ins-Veh- Phys Damage	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506125 Repair - Public Property	-	-	0.0%	-	0.0%
506128 Legal Expense	-	-	0.0%	-	0.0%
<b>TAXES</b>					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

8.643

COBRA - 9001



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY 07- 08 OPERATING BUDGET**  
**COBRA Benefits - 9001**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>MISC EXPENSE</b>					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising-Promo	-	-	0.0%	-	0.0%
509101 Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Fees	-	-	0.0%	-	0.0%
509150 Other Misc Expense	-	-	0.0%	-	0.0%
509999 Other Misc Expense	-	-	0.0%	-	0.0%
<b>INTEREST EXPENSE</b>					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	-	-	0.0%	-	0.0%
NON-PERSONNEL TOTAL	-	-	0.0%	-	0.0%
DEPARTMENT TOTALS	-	-	0.0%	-	0.0%

**8.644**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**FY 07- 08 OPERATING BUDGET**

**Retired Employee Benefits - 9005**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	-	-	0.0%	-	0.0%
501023 Other OT	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>FRINGE BENEFITS</b>					
502011 Medicare/SS	-	-	0.0%	-	0.0%
502021 Retirement	-	-	0.0%	-	0.0%
502031 Medical Ins/CalPERS	982,113	1,141,730	16.3%	1,525,000	33.6%
502041 Dental Ins	82,036	82,036	0.0%	91,000	10.9%
502045 Vision Ins	28,440	31,284	10.0%	32,000	2.3%
502051 Life Ins	8,541	8,541	0.0%	11,000	28.8%
502060 State Disability (SDI)	-	-	0.0%	-	0.0%
502061 Long Term Disability Ins	-	-	0.0%	-	0.0%
502071 State Unemployment (SUI)	-	-	0.0%	-	0.0%
502081 Worker's Comp	-	-	0.0%	-	0.0%
502101 Holiday Pay	-	-	0.0%	-	0.0%
502103 Floating Holiday	-	-	0.0%	-	0.0%
503109 Sick Leave	-	-	0.0%	-	0.0%
502111 Vacation	-	-	0.0%	-	0.0%
502121 Other Paid Absence	-	-	0.0%	-	0.0%
502251 Phys. Exam - Renewal	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Medical Ins/Direct	50,000	85,700	71.4%	75,000	-12.5%
Totals	1,151,130	1,349,291	17.2%	1,734,000	28.5%
<b>SERVICES</b>					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical & Fees	-	-	0.0%	-	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphics Services	-	-	0.0%	-	0.0%
503351 Building Repair - Out	-	-	0.0%	-	0.0%
503352 Equip Repair - Out	-	-	0.0%	-	0.0%
503353 Rev Veh Repair - Out	-	-	0.0%	-	0.0%
503354 Other Veh Repair - Out	-	-	0.0%	-	0.0%
503363 Haz Waste Disposal	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**8.645**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY 07- 08 OPERATING BUDGET**

**Retired Employee Benefits - 9005**

ACCOUNT			% CHANGE		
	REVISED FY 05-06	REVISED FY 06-07	FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>PURCHASED TRANS.</b>					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>MOBILE MATERIALS &amp; SUPPLIES</b>					
504011 Fuels & Lubricants	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>OTHER MATERIALS &amp; SUPPLIES</b>					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supply	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tools	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>UTILITIES</b>					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>CASUALTY &amp; LIABILITY COSTS</b>					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repair - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>TAXES</b>					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**8.646**

Retirees - 9005

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY 07- 08 OPERATING BUDGET**  
**Retired Employee Benefits - 9005**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>MISC EXPENSE</b>					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Fees	-	-	0.0%	-	0.0%
509150 Other Misc Expense	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>LEASES &amp; RENTALS</b>					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>PERSONNEL TOTAL</b>	<b>1,151,130</b>	<b>1,349,291</b>	<b>17.2%</b>	<b>1,734,000</b>	<b>28.5%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>DEPARTMENT TOTALS</b>	<b>1,151,130</b>	<b>1,349,291</b>	<b>17.2%</b>	<b>1,734,000</b>	<b>28.5%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY 07- 08 OPERATING BUDGET**  
**SCCIC/COPS - 700**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	-	-	0.0%	-	0.0%
501023 Other OT	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>FRINGE BENEFITS</b>					
502011 Medicare/SS	-	-	0.0%	-	0.0%
502021 Retirement	-	-	0.0%	-	0.0%
502031 Medical Ins	-	-	0.0%	-	0.0%
502041 Dental Ins	-	-	0.0%	-	0.0%
502045 Vision Ins	-	-	0.0%	-	0.0%
502051 Life Ins	-	-	0.0%	-	0.0%
502060 State Disability (SDI)	-	-	0.0%	-	0.0%
502061 Long Term Disability Ins	-	-	0.0%	-	0.0%
502071 State Unemployment (SUI)	-	-	0.0%	-	0.0%
502081 Worker's Comp	-	-	0.0%	-	0.0%
502101 Holiday Pay	-	-	0.0%	-	0.0%
502103 Floating Holiday	-	-	0.0%	-	0.0%
503109 Sick Leave	-	-	0.0%	-	0.0%
502111 Vacation	-	-	0.0%	-	0.0%
502121 Other Paid Absence	-	-	0.0%	-	0.0%
502251 Phys. Exam - Renewal	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>SERVICES</b>					
503011 Accting/Audit Fees	250	250	0.0%	250	0.0%
503012 Admin/Bank Fees	-	50	100.0%	50	0.0%
503031 Prof/Technical & Fees	-	-	0.0%	-	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphics Services	-	-	0.0%	-	0.0%
503351 Building Repair - Out	-	-	0.0%	-	0.0%
503352 Equip Repair - Out	-	-	0.0%	-	0.0%
503353 Rev Veh Repair - Out	-	-	0.0%	-	0.0%
503354 Other Veh Repair - Out	-	-	0.0%	-	0.0%
503363 Haz Waste Disposal	-	-	0.0%	-	0.0%
Totals	250	300	20.0%	300	0.0%

**8,648**

SCCIC - 700

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY 07- 08 OPERATING BUDGET**  
**SCCIC/COPS - 700**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>PURCHASED TRANS.</b>					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>MOBILE MATERIALS &amp; SUPPLIES</b>					
504011 Fuels & Lubricants	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>OTHER MATERIALS &amp; SUPPLIES</b>					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supply	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tools	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>UTILITIES</b>					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>CASUALTY &amp; LIABILITY COSTS</b>					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repair - District Prop	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>TAXES</b>					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%

**8.649**

SCCIC - 700

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY 07- 08 OPERATING BUDGET  
 SCCIC/COPS - 700**

ACCOUNT	REVISED FY 05-06	REVISED FY 06-07	% CHANGE FROM FY 05-06 REVISED	FINAL FY 07-08	% CHANGE FROM FY 06-07 REVISED
<b>MISC EXPENSE</b>					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509085 Advertising - Rev Prod	-	-	0.0%	-	0.0%
509101 Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509123 Travel	200	200	0.0%	200	0.0%
509125 Other Misc Expense	-	-	0.0%	-	0.0%
509127 Board Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
Totals	200	200	0.0%	200	0.0%
<b>LEASES &amp; RENTALS</b>					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>PERSONNEL TOTAL</b>	-	-	0.0%	-	0.0%
<b>NON-PERSONNEL TOTAL</b>	450	500	11.1%	500	0.0%
<b>DEPARTMENT TOTALS</b>	450	500	11.1%	500	0.0%

**8.650**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY08 CAPITAL IMPROVEMENT PROGRAM  
FINAL**

PROJECT/ACTIVITY	FEDERAL FUNDS	STATE/ OTHER FUNDS	DISTRICT FUNDS	TOTAL
<b><u>Grant-Funded Projects</u></b>				
MetroBase *	\$ 1,204,217	\$ -	\$ 9,095,783	\$ 10,300,000
CNG Bus Conversions (40 Buses)		\$ 6,800,000	\$ 462,000	\$ 7,262,000
Local Bus Replacement (8)		\$ 3,200,000		\$ 3,200,000
Pacific Station Project	\$ 1,847,129	\$ 882,365		\$ 2,729,494
H17 Bus Replacement (5)		\$ 2,000,000		\$ 2,000,000
Revenue Vehicle Replacement	\$ 55,345		\$ 13,836	\$ 69,181
Bike Rack Project		\$ 6,216	\$ 691	\$ 6,907
Hwy 17 Wireless (Air District)		\$ 37,500		\$ 37,500
Transmission	\$ 13,000		\$ 2,000	\$ 15,000
Subtotal	<u>\$ 3,119,691</u>	<u>\$ 12,926,081</u>	<u>\$ 9,574,310</u>	<u>\$ 25,620,082</u>
<b><u>IT Projects</u></b>				
Qquest Time Clocks			\$ 9,000	\$ 9,000
ABS Financial System & Modules			\$ 8,000	\$ 8,000
ABS Laser Printer & Software for Checks			\$ 7,200	\$ 7,200
Laptop for Fleet			\$ 4,000	\$ 4,000
Web Access Control Appliance			\$ 3,000	\$ 3,000
Printer - Ops			\$ 1,800	\$ 1,800
Subtotal			<u>\$ 33,000</u>	<u>\$ 33,000</u>
<b><u>Facilities Repair &amp; Improvements</u></b>				
Bus Stop Improvements (China Grade Turnout)			\$ 310,000	\$ 310,000
Bus Stop Improvements			\$ 185,251	\$ 185,251
Phone System for Pacific Station			\$ 100,000	\$ 100,000
Bus Stop Shelters			\$ 90,500	\$ 90,500
Two-way Radio & Telephone Recording System (Exacom System)			\$ 30,000	\$ 30,000
Install Camera System, WTC			\$ 25,000	\$ 25,000
Replace Dispatch Console			\$ 20,000	\$ 20,000
ParaCruz Vehicle Hoist			\$ 15,000	\$ 15,000
Replace HVAC at ParaCruz Facility			\$ 14,500	\$ 14,500
Slurry Coat Parking Lots (Soquel P&R, Greyhound)			\$ 10,000	\$ 10,000
Repair Sidewalks & Bus Lanes (Pacific Station)			\$ 10,000	\$ 10,000
Reseal Operations Facility Roof			\$ 10,000	\$ 10,000
Camera System ParaCruz			\$ 10,000	\$ 10,000
Cubicle Walls (ParaCruz)			\$ 10,000	\$ 10,000
Digital ID Card Processing Equipment for Pacific Station			\$ 10,000	\$ 10,000
Replace Toilets at Pacific Station			\$ 9,600	\$ 9,600
Bus Operators Lockers			\$ 4,800	\$ 4,800
Two-way Radio Portable Radio Hand-paks (4)			\$ 3,500	\$ 3,500
Replace A/C Unit at SVT			\$ 2,000	\$ 2,000
Subtotal			<u>\$ 870,151</u>	<u>\$ 870,151</u>
<b><u>Revenue Vehicle Replacement</u></b>				
Purchase ParaCruz Vans (3)			\$ 216,303	\$ 216,303
Rebuild Bus Engines (18) 1998 Fleet			\$ 292,726	\$ 292,726
New John Deere Engines (2)			\$ 70,000	\$ 70,000
Subtotal			<u>\$ 579,029</u>	<u>\$ 579,029</u>

**8.651**

apital FY08



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY08 CAPITAL IMPROVEMENT PROGRAM  
FINAL**

PROJECT/ACTIVITY	FEDERAL FUNDS	STATE/ OTHER FUNDS	DISTRICT FUNDS	TOTAL
<b><u>Non-Revenue Vehicle Replacement</u></b>				
Non-Revenue Vehicle Replacement (4) (Carryover)			\$ 55,093	\$ 55,093
Shuttle Vehicles for Bus Operator Relief (7)			\$ 105,000	\$ 105,000
Facility Service Body Truck (2)			\$ 60,000	\$ 60,000
Pickup for Fleet (2)			\$ 33,000	\$ 33,000
Hybrid - Admin			\$ 30,500	\$ 30,500
Supervisor Vehicle			\$ 29,500	\$ 29,500
Shuttle Van			\$ 27,500	\$ 27,500
Subtotal			<u>\$ 340,593</u>	<u>\$ 340,593</u>
<b><u>Maint Equipment</u></b>				
Mobile Sweeper and Trailer for Fleet Maint			\$ 45,000	\$ 45,000
Replace Repeater for Mt. Biewlaski (Carryover)			\$ 15,000	\$ 15,000
Diagnostic Reader for Fleet Maint			\$ 3,000	\$ 3,000
Wire Welder			\$ 2,039	\$ 2,039
Subtotal			<u>\$ 65,039</u>	<u>\$ 65,039</u>
<b><u>Admin Facility</u></b>				
Purchase & Renovation of Vernon Bldg			\$ 6,997,400	\$ 6,997,400
Subtotal			<u>\$ 6,997,400</u>	<u>\$ 6,997,400</u>
<b><u>TOTAL CAPITAL PROJECTS</u></b>	<b><u>\$ 3,119,691</u></b>	<b><u>\$ 12,926,081</u></b>	<b><u>\$ 18,459,522</u></b>	<b><u>\$ 34,505,294</u></b>

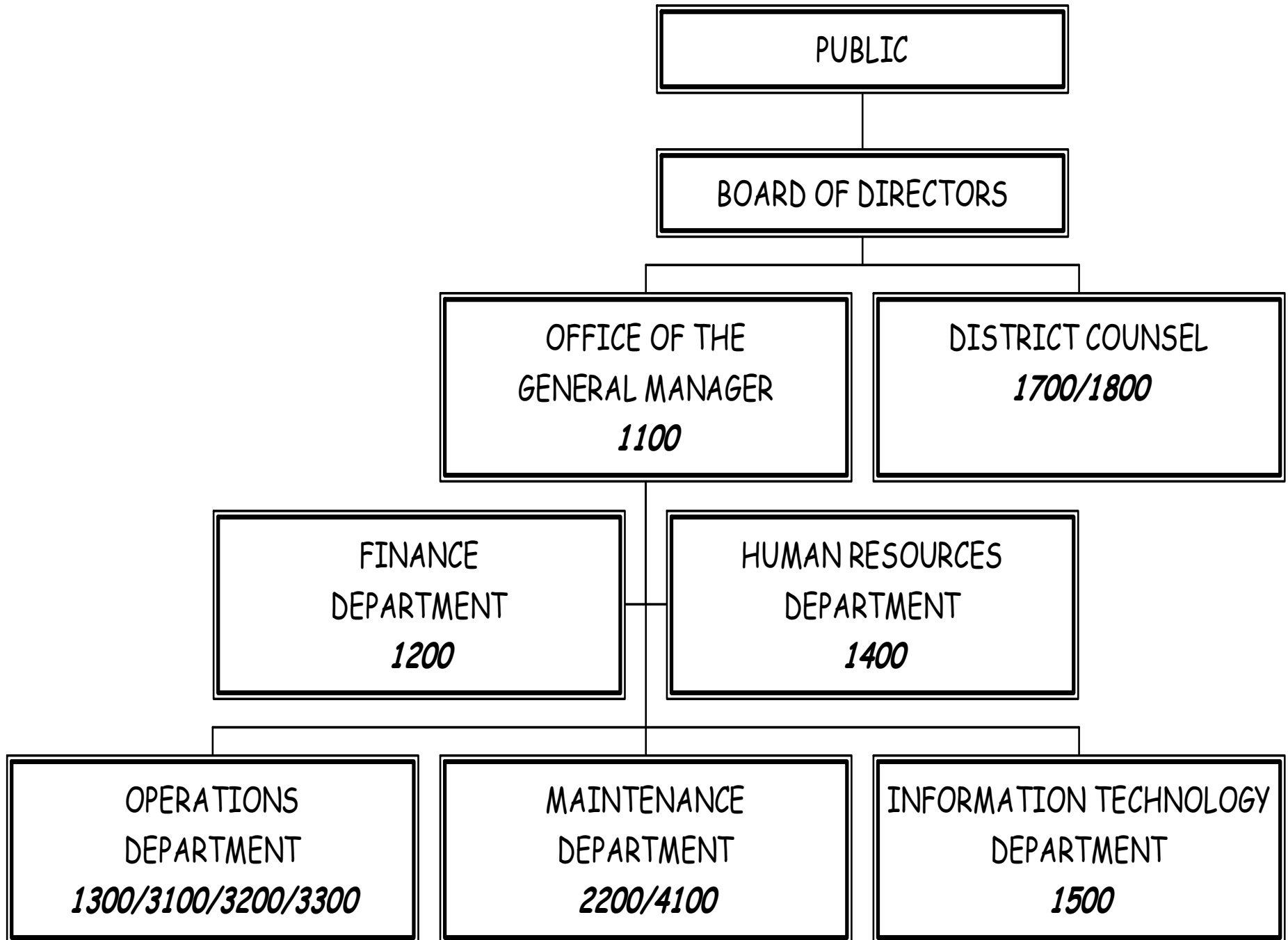
\* This amount does not represent the total MetroBase project, only the estimated spending for FY08.

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY08 CAPITAL IMPROVEMENT PROGRAM  
FINAL**

PROJECT/ACTIVITY	FEDERAL FUNDS	STATE/ OTHER FUNDS	DISTRICT FUNDS	TOTAL
<b>CAPITAL PROGRAM FUNDING</b>				
Federal Grants				\$ 3,119,691
State/Other Grants				\$ 12,926,081
Alternative Fuel Conversion Fund				\$ 462,000
Bus Stop Improvement Reserves				\$ 310,000
State Transit Assistance (STA) Funding **				\$ 4,471,000
District Reserves				\$ 13,216,522
<b>TOTAL CAPITAL FUNDING</b>				<b>\$ 34,505,294</b>

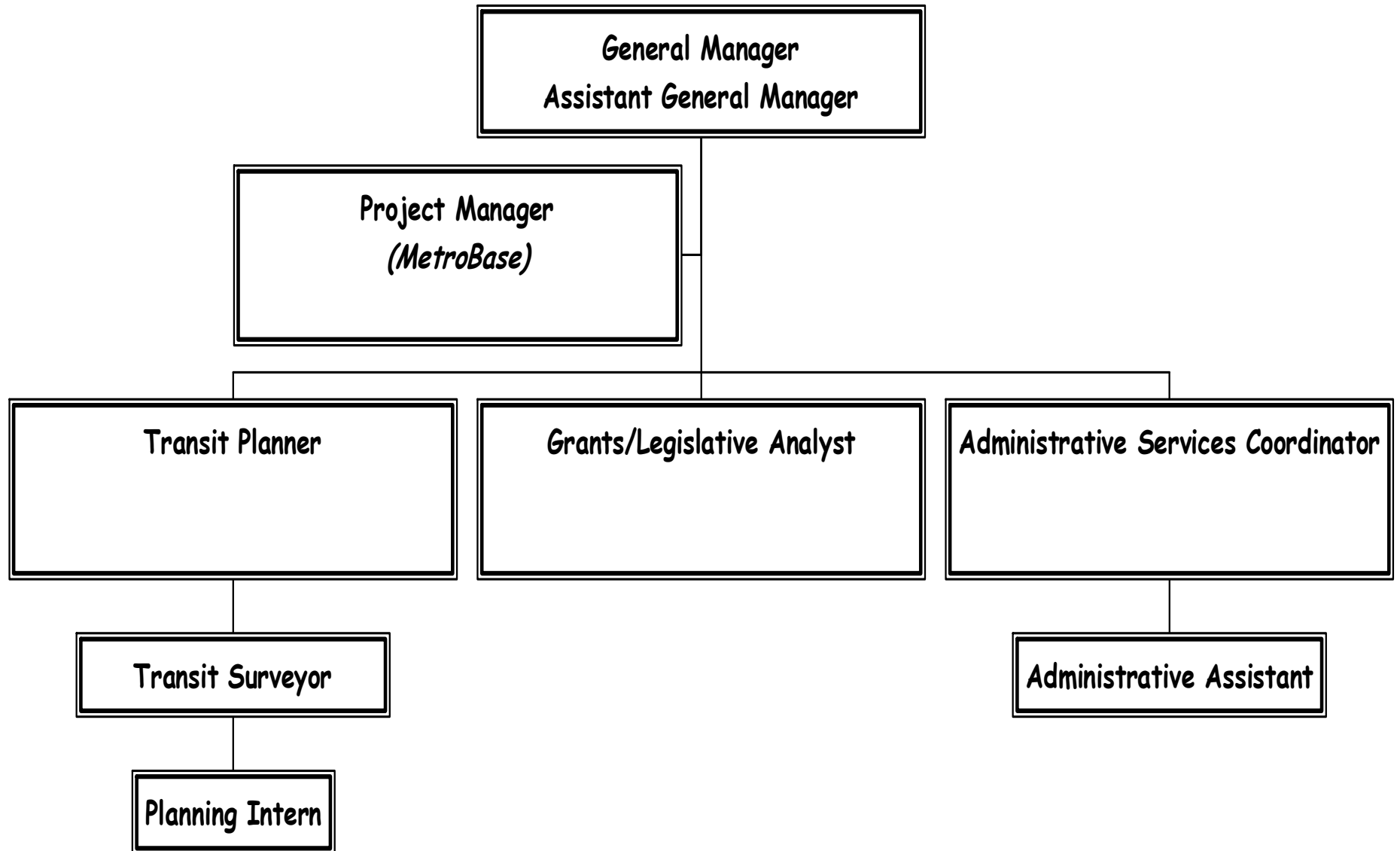
\*\* This amount is based upon the State Controller's estimate. The actual STA amount will be determined by action of State Legislature and the District-funded projects will then be adjusted accordingly.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

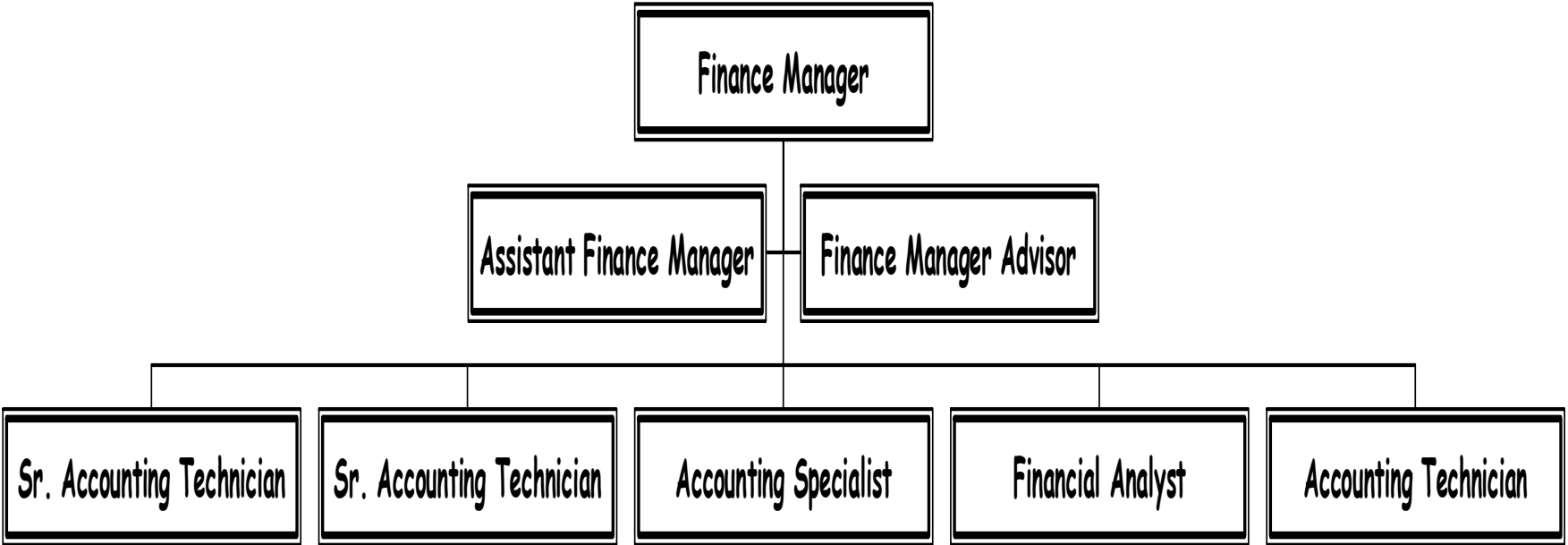


# OFFICE OF THE GENERAL MANAGER

1100

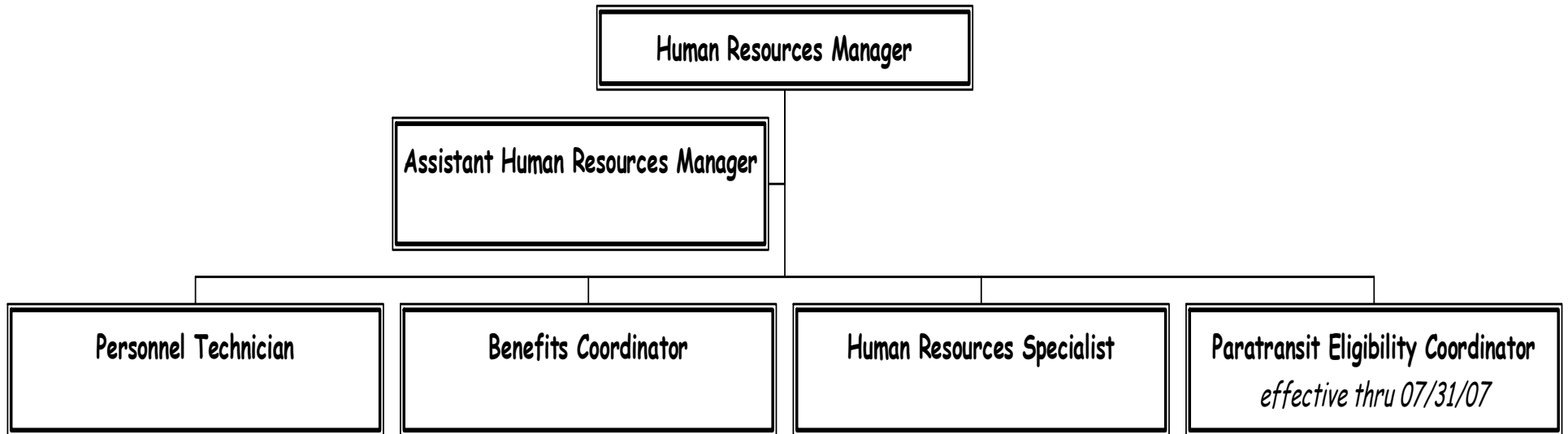


**FINANCE DEPARTMENT**  
*1200*

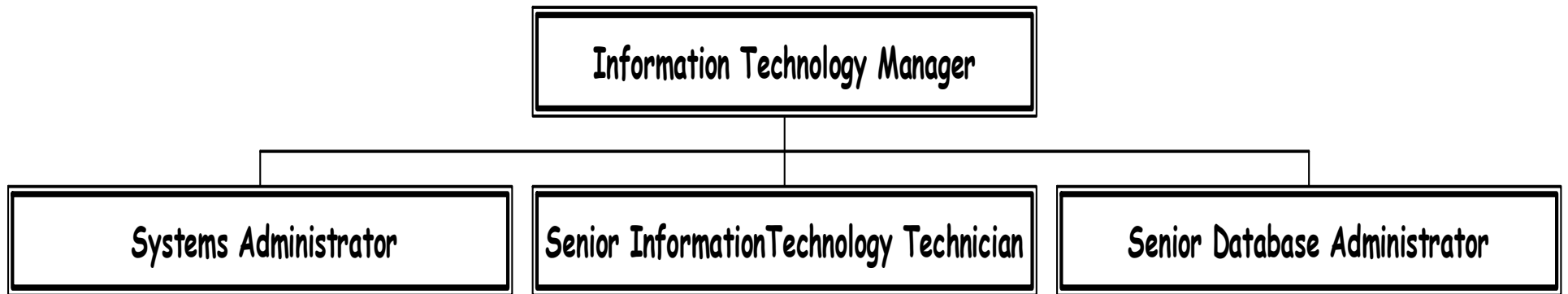


# HUMAN RESOURCES DEPARTMENT

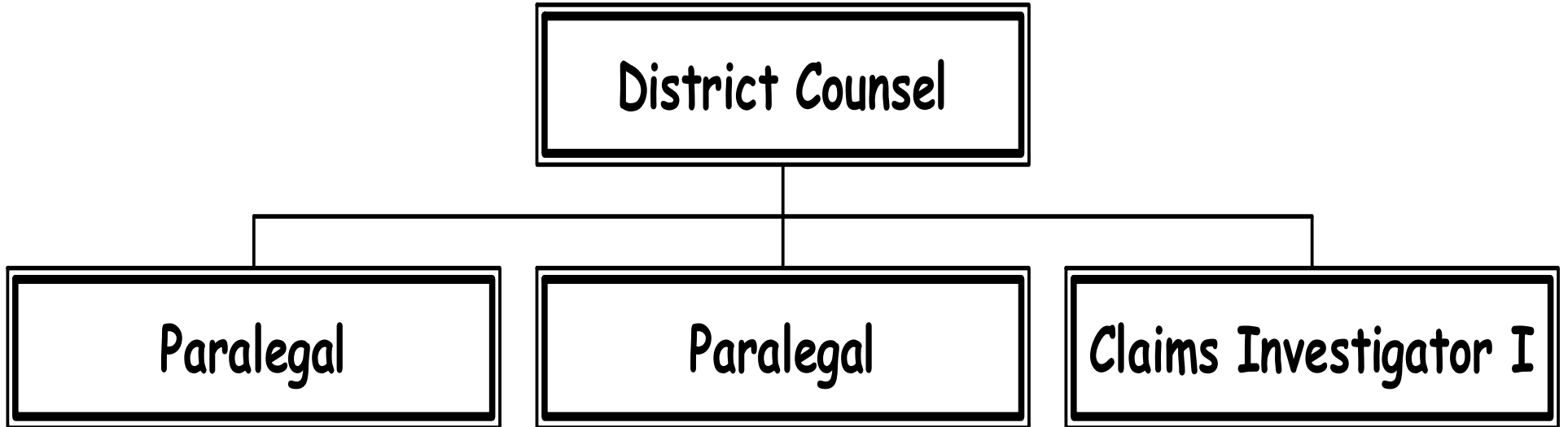
1400



**INFORMATION TECHNOLOGY DEPARTMENT**  
*1500*



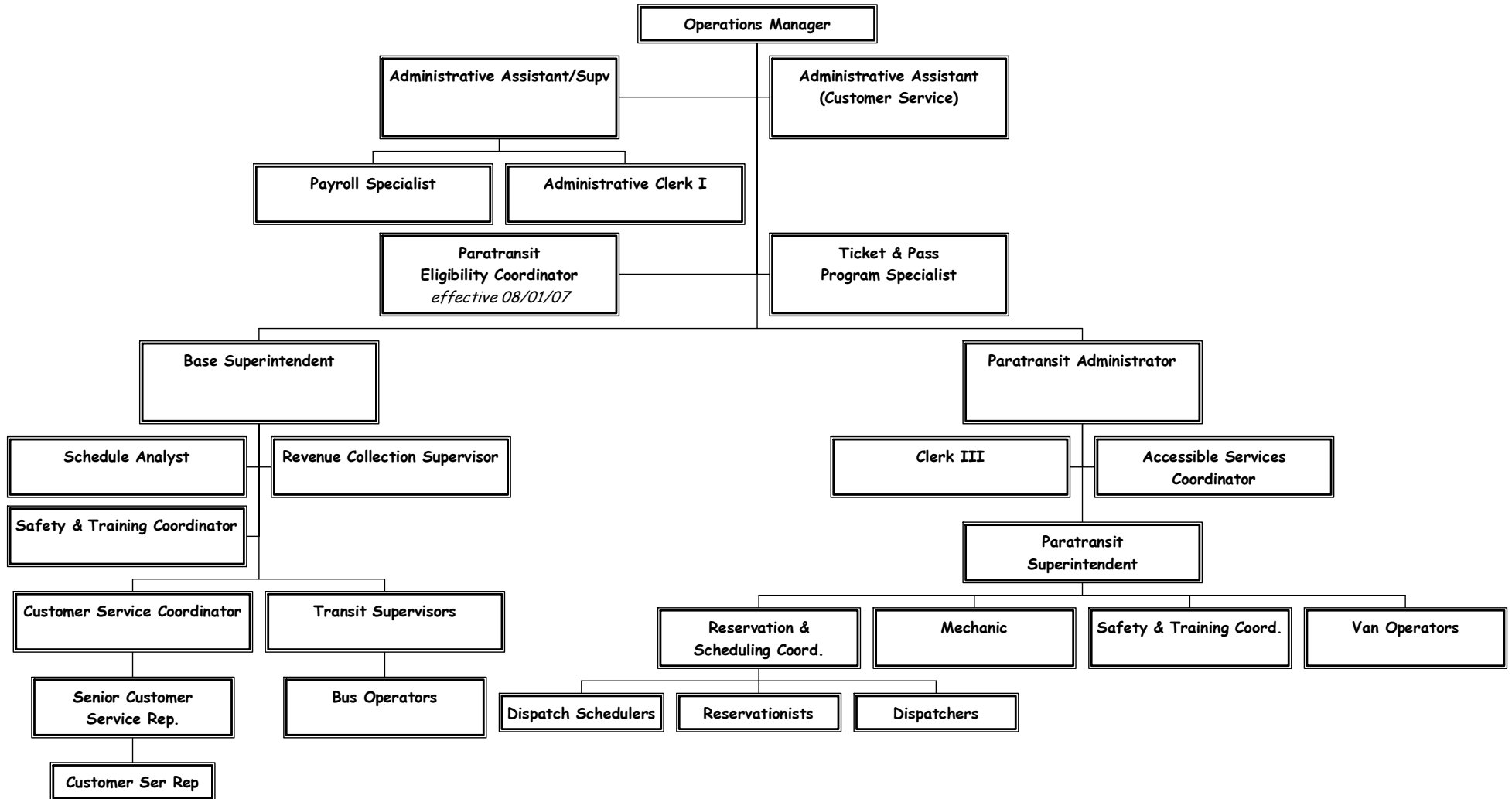
OFFICE OF DISTRICT COUNSEL  
*1700/1800*





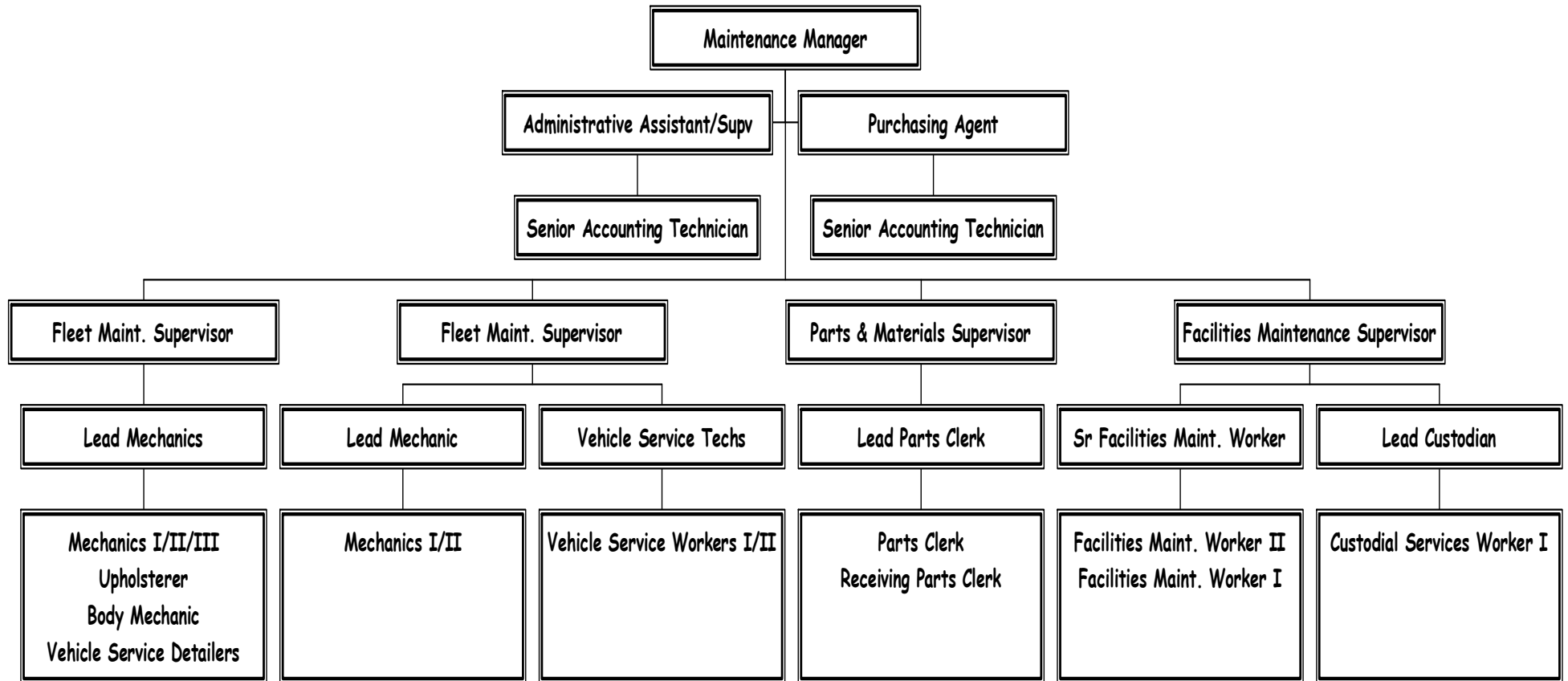
# OPERATIONS DEPARTMENT

1300/3100/3200/3300



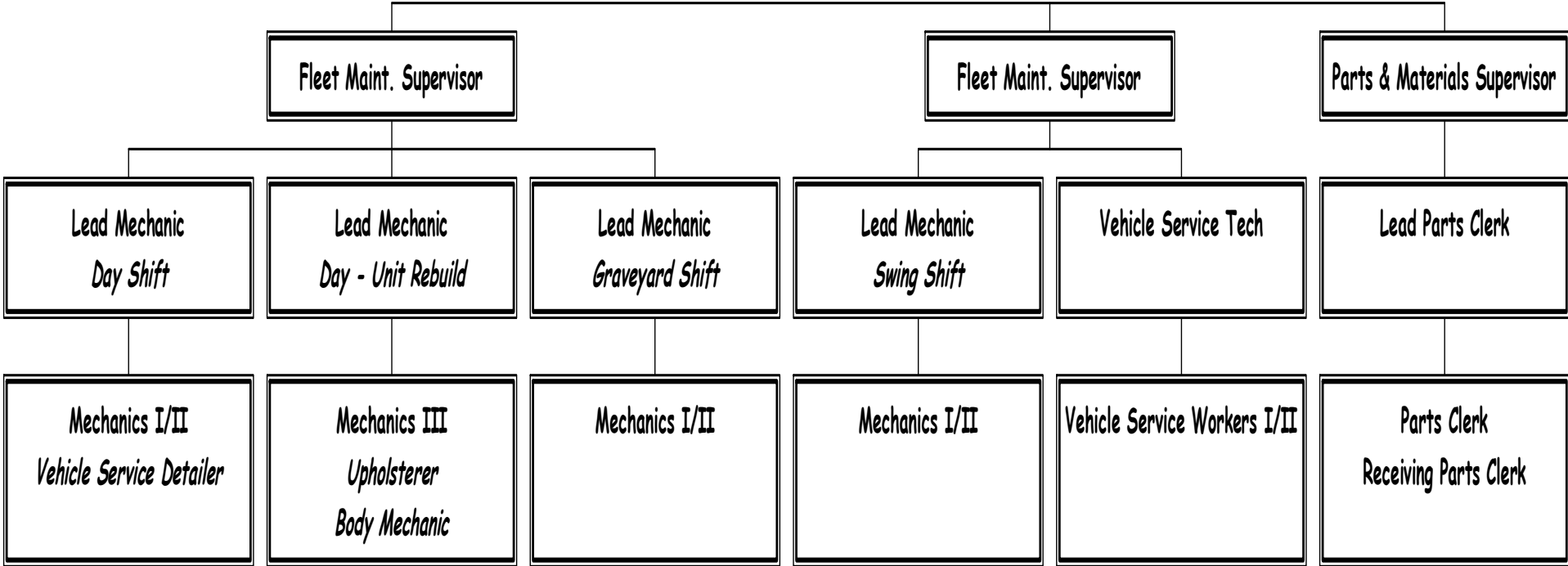
# MAINTENANCE DEPARTMENT

2200/4100

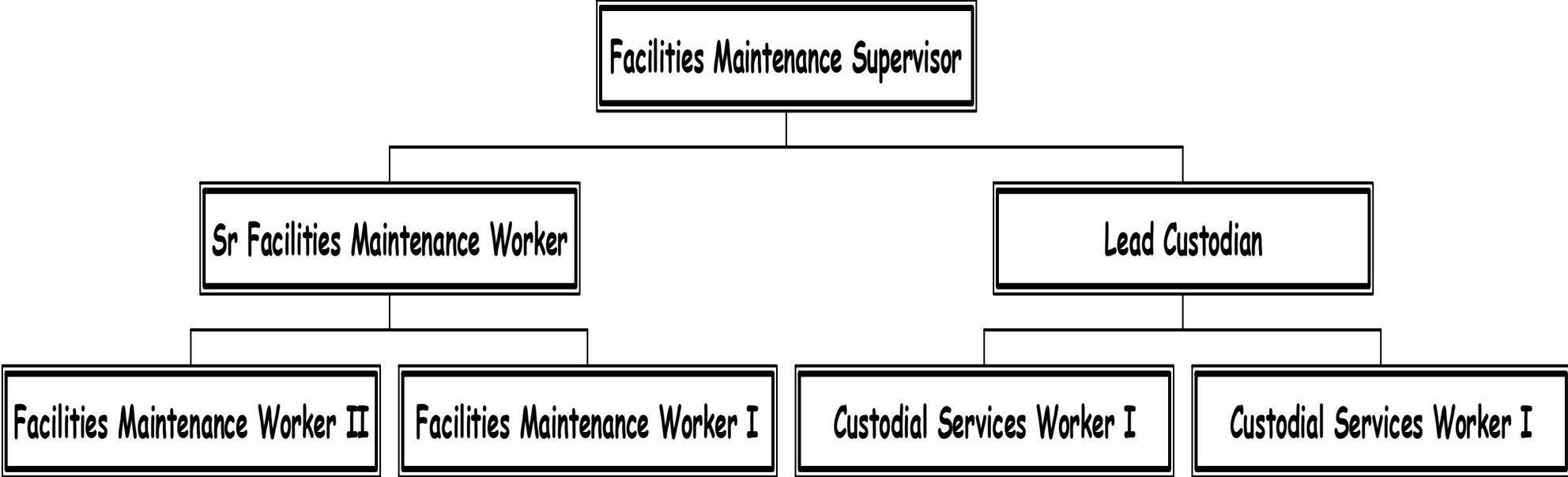


# FLEET MAINTENANCE DIVISION

4100



**FACILITIES MAINTENANCE DIVISION**  
*2200*



**EXHIBIT B**

**BOARD MEMBER TRAVEL**

**FY 07-08**

American Public Transportation Association (APTA) Meetings

Legislative Conference  
March 2008  
Washington, DC  
Two Board Members

California Transit Association (CTA) Meetings

No attendance.

Additional Travel

Meetings with legislators and government officials in Washington, D.C., San Francisco and Sacramento, as approved by the Chair of the Board.

Expenses related to Board members meeting with General Manager and staff.

EMPLOYEE INCENTIVE PROGRAM  
FY 07-08

<u>EVENT/ACTIVITY</u>	<u># EMP</u>	<u>RATE</u>	<u>BUDGET ALLOCATION</u>	<u>DEPT/ACCOUNT</u>
District Service Awards			\$ 2,221	1100-509101
Certificates of Commendation			\$ -	1100-509101
Wall of Fame Frames	100	\$ 6.00	\$ 600	1100-509101
Safe Driver Pins and Certificates			\$ 3,000	3300-509101
Departmental Programs				
<b><u>Administrative Facility (370 Encinal)</u></b>				
Employee Recognition/Appreciation Events		\$ -	\$ -	1200-509101
<b><u>Customer Service (Metro Center)</u></b>				
Employee Recognition/Appreciation Events		\$ -	\$ -	1300-509101
<b><u>Facilities Maintenance</u></b>				
Employee Recognition/Appreciation Events		\$ -	\$ -	2200-509101
<b><u>ParaCruz</u></b>				
Employee Recognition/Appreciation Events		\$ -	\$ -	3100-509101
<b><u>Operations</u></b>				
Employee Recognition/Appreciation Events and Shift Bid Refreshments		\$ -	\$ -	3200-509101
<b><u>Fleet Maintenance</u></b>				
Employee Recognition/Appreciation Events and Shift Bid Refreshments		\$ -	\$ -	4100-509101
<b>TOTALS</b>			<b>\$ 5,821</b>	

1100	\$	2,821
1200	\$	-
1300	\$	-
2200	\$	-
3200	\$	-
3300	\$	3,000
4100	\$	-
	\$	5,821

8.d1

FY08 DRAFT FINAL BUDGET  
Funded Personnel  
Summary

Department	Authorized FY 05-06	Funded FY 05-06	Authorized FY 06-07	Funded FY 06-07	Authorized FY 07-08	Funded FY 07-08
Administration - 1100	9.00	9.00	9.00	9.00	9.00	9.00
Finance - 1200	7.50	7.00	7.50	7.00	7.50	7.00
Customer Service - 1300	10.25	5.75	10.25	5.75	10.25	5.75
Human Resources - 1400	6.00	5.00	6.00	5.00	6.00	6.00
Information Technology - 1500.	4.00	4.00	4.00	4.00	4.00	4.00
District Counsel - 1700	3.50	3.50	3.50	4.00	4.00	4.00
Facilities Maintenance - 2200	17.00	13.00	17.00	13.00	17.00	13.00
Paratransit - 3100	54.00	54.00	54.00	53.00	54.00	53.00
Operations - 3200/3300	205.00	178.00	205.00	178.00	205.00	178.00
Fleet Maintenance - 4100	56.00	49.00	56.00	47.00	56.00	47.00
<b>Total Full-Time Equivalents</b>	<b>372.25</b>	<b>328.25</b>	<b>372.25</b>	<b>325.75</b>	<b>372.75</b>	<b>326.75</b>

8.21

FY08 DRAFT FINAL BUDGET  
 Funded Personnel  
 Administration - 1100

Position	Authorized FY 05-06	Funded FY 05-06	Authorized FY 06-07	Funded FY 06-07	Authorized FY 07-08	Funded FY 07-08
General Manager	1	1	1	1	1	1
Assistant General Manager	1	1	1	1	1	1
Project Manager*	1	1	1	1	1	1
Admin Services Coordinator	1	1	1	1	1	1
Administrative Assistant	2	2	2	2	2	2
Grants/Legislative Analyst	1	1	1	1	1	1
Transit Planner	1	1	1	1	1	1
Transit Surveyor	1	1	1	1	1	1
<b>Total Full-Time Equivalents</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

\* Funded by capital grant

2.22



FY08 DRAFT FINAL BUDGET  
 Funded Personnel  
 Finance - 1200

Position	Authorized FY 05-06	Funded FY 05-06	Authorized FY 06-07	Funded FY 06-07	Authorized FY 07-08	Funded FY 07-08
Finance Manager	1	1	1	1	1	1
Assistant Finance Manager	1	1	1	1	1	1
Senior Accountant	0.5	0	0.5	0	0.5	0
Accounting Specialist	1	1	1	1	1	1
Accounting Tech/Sr Acctng Tech	3	3	3	3	3	3
Payroll & Benefits Coordinator	1	1	0	0	0	0
Financial Analyst	0	0	1	1	1	1
<b>Total Full-Time Equivalents</b>	<b>7.50</b>	<b>7.00</b>	<b>7.50</b>	<b>7.00</b>	<b>7.50</b>	<b>7.00</b>

8.03

FY08 DRAFT FINAL BUDGET  
 Funded Personnel  
 Customer Service - 1300

Position	Authorized FY 05-06	Funded FY 05-06	Authorized FY 06-07	Funded FY 06-07	Authorized FY 07-08	Funded FY 07-08
Planning & Marketing Manager	1	0	1	0	1	0
Service Planning Supervisor	1	0	1	0	1	0
Customer Service Coordinator	1	1	1	1	1	1
Senior CSR/CSR	5	3	5	3	5	3
Ticket & Pass Program Specialist	1	1	1	1	1	1
Administrative Assistant	1.25	0.75	1.25	0.75	1.25	0.75
<b>Total Full-Time Equivalents</b>	<b>10.25</b>	<b>5.75</b>	<b>10.25</b>	<b>5.75</b>	<b>10.25</b>	<b>5.75</b>

8.24

FY08 DRAFT FINAL BUDGET  
 Funded Personnel  
 Human Resources - 1400

Position	Authorized FY 05-06	Funded FY 05-06	Authorized FY 06-07	Funded FY 06-07	Authorized FY 07-08	Funded FY 07-08
Human Resources Manager	1	1	1	1	1	1
Asst Human Resources Manager	1	1	1	1	1	1
Personnel Technician	1	1	1	1	1	1
Benefits Coordinator	1	1	1	1	1	1
Human Resources Specialist	1	1	1	1	1	1
Human Resources Tech	0	0	0	0	1	1
Administrative Assistant	1	0	1	0	0	0
<b>Total Full-Time Equivalents</b>	<b>6.00</b>	<b>5.00</b>	<b>6.00</b>	<b>5.00</b>	<b>6.00</b>	<b>6.00</b>

8.25

FY08 DRAFT FINAL BUDGET  
 Funded Personnel  
 Information Technology - 1500

Position	Authorized FY 05-06	Funded FY 05-06	Authorized FY 06-07	Funded FY 06-07	Authorized FY 07-08	Funded FY 07-08
Information Technology Manager	1	1	1	1	1	1
Database Administrator/Sr	1	1	1	1	1	1
Systems Administrator/Sr	1	1	1	1	1	1
IT Technician/Sr IT Tech	1	1	1	1	1	1
Total Full-Time Equivalents	4.00	4.00	4.00	4.00	4.00	4.00

8.26

FY08 DRAFT FINAL BUDGET  
 Funded Personnel  
 District Counsel - 1700

Position	Authorized FY 05-06	Funded FY 05-06	Authorized FY 06-07	Funded FY 06-07	Authorized FY 07-08	Funded FY 07-08
District Counsel	1	1	1	1	1	1
Claims Investigator I-II	1	1	1	1	1	1
Paralegal	1	1	1	2	2	2
Legal Secretary	0.5	0.5	0.5	0	0	0
<b>Total Full-Time Equivalents</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

8.e7

FY 2008 DRAFT FINAL BUDGET  
 Funded Personnel  
 Facilities Maintenance - 2200

Position	Authorized FY 05-06	Funded FY 05-06	Authorized FY 06-07	Funded FY 06-07	Authorized FY 07-08	Funded FY 07-08
Facilities Maintenance Manager	1	0	1	0	1	0
Facilities Maintenance Supervisor	1	1	1	1	1	1
Senior Facilities Maint Worker	1	1	1	1	1	1
Facilities Maint Worker II	4	3	4	3	4	3
Facilities Maint Worker I	3	2	3	2	3	2
Lead Custodian	1	1	1	1	1	1
Custodial Service Worker I	5	5	5	5	5	5
Administrative Assistant	1	0	1	0	1	0
<b>Total Full-Time Equivalents</b>	<b>17.00</b>	<b>13.00</b>	<b>17.00</b>	<b>13.00</b>	<b>17.00</b>	<b>13.00</b>

8.8  
8.8

# FY08 DRAFT FINAL BUDGET

## Funded Personnel

### Paratransit - 3100

Position	Authorized FY 05-06	Funded FY 05-06	Authorized FY 06-07	Funded FY 06-07	Authorized FY 07-08	Funded FY 07-08
Paratransit Administrator	1	1	1	1	1	1
Paratransit Eligibility Coordinator	1	1	1	1	1	1
Accessible Services Coordinator	1	1	1	1	1	1
Paratransit Superintendent	1	1	1	1	1	1
Reservation & Scheduling Coord	1	1	1	1	1	1
Safety & Training Coordinator	1	1	1	1	1	1
Dispatcher/Scheduler & Dispatcher	9	9	9	8	9	8
Clerk I-II-III	1	1	1	2	1	2
Van Operator	29	29	29	29	29	29
Reservationist	7	7	7	6	7	6
Mechanic I-II	2	2	2	2	2	2
<b>Total Full-Time Equivalents</b>	<b>54.00</b>	<b>54.00</b>	<b>54.00</b>	<b>53.00</b>	<b>54.00</b>	<b>53.00</b>

8.09

FY 2008 DRAFT FINAL BUDGET  
 Funded Personnel  
 Operations - 3200/3300

Position	Authorized FY 05-06	Funded FY 05-06	Authorized FY 06-07	Funded FY 06-07	Authorized FY 07-08	Funded FY 07-08
Operations Manager	1	1	1	1	1	1
Base Superintendent	1	1	1	1	1	1
Transit Supervisor	14	12	14	12	14	12
Schedule Analyst	1	1	1	1	1	1
Supervisor of Revenue Collection	1	1	1	1	1	1
Safety & Training Coordinator	1	1	1	1	1	1
Admin Assistant/Supervisor	1	1	1	1	1	1
Administrative Clerk I	1	1	1	1	1	1
Payroll Specialist	1	1	1	1	1	1
Revenue Specialist	1	0	1	0	1	0
Bus Operator (total on payroll)	182	158	182	158	182	158
<b>Total Full-Time Equivalents</b>	<b>205.00</b>	<b>178.00</b>	<b>205.00</b>	<b>178.00</b>	<b>205.00</b>	<b>178.00</b>

8.210



FY 2008 DRAFT FINAL BUDGET  
 Funded Personnel  
 Fleet Maintenance - 4100

Position	Authorized FY 05-06	Funded FY 05-06	Authorized FY 06-07	Funded FY 06-07	Authorized FY 07-08	Funded FY 07-08
Fleet Maintenance Manager	1	1	1	1	1	1
Fleet Maint Supervisor	2	2	2	2	2	2
Lead Mechanic	6	6	6	6	6	6
Mechanic III	4	4	4	4	4	4
Mechanic I - II	16	13	16	13	16	13
Body Repair Mechanic	1	1	1	0	1	0
Upholsterer I - II	1	1	1	1	1	1
Supervisor of Parts & Materials	1	1	1	1	1	1
Lead Parts Clerk	1	1	1	1	1	1
Parts Clerk	1	1	1	1	1	1
Receiving Parts Clerk	1	1	1	1	1	1
Buyer	1	1	1	1	1	1
Admin Assistant/Supervisor	1	1	1	0	1	0
Accounting Tech/Sr Acctng Tech	2	2	2	2	2	2
Administrative Clerk I	1	0	1	0	1	0
Vehicle Service Technician	2	2	2	2	2	2
Detailer	2	2	2	2	2	2
Vehicle Service Worker I - II	12	9	12	9	12	9
<b>Total Full-Time Equivalents</b>	<b>56.00</b>	<b>49.00</b>	<b>56.00</b>	<b>47.00</b>	<b>56.00</b>	<b>47.00</b>

8.211

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** June 22, 2007

**TO:** Board of Directors

**FROM:** Mark Dorfman, Assistant General Manager

**SUBJECT: CONSIDERATION OF WHETHER TO IMPLEMENT CONTENT FILTERING ON WI-FI SERVICE FOR THE HIGHWAY 17 EXPRESS TO BE PURCHASED UNDER AN AIR DISTRICT GRANT**

## I. RECOMMENDED ACTION

**The Board of Directors authorize staff to procure a Wi-Fi Service for the Highway 17 Express and to include an option for a content filtering service in the procurement.**

## II. SUMMARY OF ISSUES

- Santa Cruz METRO and MST were awarded \$75,000 for implementation of Wi-Fi Service on buses.
- METRO intends to utilize these funds on the Highway 17 Express as a demonstration project.
- Staff has developed specifications to procure the equipment.
- Highway 17 Express Service provides service to a diverse group of riders, both young and old.
- Staff is requesting direction from the Board as to whether the inclusion of an option for content filtering is desirable to include in the specifications.

## III. DISCUSSION

The Monterey Unified Air Pollution Control District awarded \$75,000 in funds to Monterey Salinas Transit (MST) and Santa Cruz METRO to test the feasibility of adding Wi-Fi Service to METRO buses. Each agency has \$37,500 to do a trial of the service. METRO intends to use these funds on the Highway 17 Express Route. Earlier this year, a test was conducted using a METRO bus on Highway 17 and there was signal for virtually the entire route. The grant includes both the capital and operating the equipment for a one-year period. Recurring internet service for the year is estimated at \$1,200 per

bus per year. While the grant does not include enough money to add Wi-Fi Service to every Highway 17 Bus, as new buses are purchased, the Wi-Fi equipment can be added.

Staff is completing the development of the specifications to procure the equipment. One important consideration in the specifications is whether it is desirable to include in the specifications a content filtering capability for the equipment. Unless this is designed into the system at the front end, it may not be possible to add the feature in later. The Highway 17 Express Service carries a very diverse ridership, and includes high school students traveling to Bellarmine High School. While staff is not recommending at this time that content filtering be utilized at the start of the demonstration, it would appear that having the ability to utilize this feature should a problem arise, would be a worthwhile feature to design into the system.

Staff is recommending that the Board direct staff to take steps to procure Wi-Fi equipment for installation on Highway 17 Express buses and include the option for a content filtering to be included as part of the equipment.

#### **IV. FINANCIAL CONSIDERATIONS**

It is estimated that the content filtering option would add approximately \$150 to the equipment cost per bus. Funds are available in the grant for this purpose.

#### **V. ATTACHMENTS**

**None**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** June 22, 2007  
**TO:** Board of Directors  
**FROM:** Ciro Aguirre, Manager of Operations  
**SUBJECT: CONSIDERATION OF INSTITUTING TRANSIT WATCH AN FTA  
PUBLIC SAFETY AND SECURITY AWARENESS CAMPAIGN**

## I. RECOMMENDED ACTION

**That the Board authorize the General Manager to direct staff to institute an FTA sponsored Transit Watch Public Safety and Security Awareness Campaign on METRO Buses and Transit Facilities.**

## II. SUMMARY OF ISSUES

- Transit Watch is a nationwide public awareness outreach campaign promoted by the Federal Transit Administration, in partnership with the Department of Transportation, and the Department of Homeland Security.
- Encourages active participation of transit passengers and employees in maintaining a safe transit environment.
- Provides written visual media and response strategies pertaining to unattended bags, evacuation procedures and establishing enhanced communication with State, Local Authorities, and the Community.

## DISCUSSION

- Transit Watch was established in 2003 as a nationwide public awareness outreach campaign encouraging the active participation of transit passengers and employees in maintaining a safe transit environment. Transit Watch provides written and visual material along with suggested strategies that may be customized to effectively work in conjunction with existing METRO policies and procedures to maximize employee and community involvement.

Transit Watch consists of three “campaigns; Look – Listen – Leave, Be Alert, and Is This Yours? A variety of written visual media, in both English and Spanish, to be placed on buses and at the transit facilities, is used to increase public awareness so that passengers and employees can identify suspicious or unusual behavior, communicate concerns with transit officials, and or security, exit buses and transit facilities safely in the event of an emergency.

### III. FINANCIAL CONSIDERATIONS

- Approximate Initial Printing Costs \$2,500.
- Approximate Yearly Recurring Printing Costs \$500.

### V. ATTACHMENTS

- Attachment A:** POSTER Look – Listen – Leave  
**Attachment B:** POSTER Be Alert  
**Attachment C:** POSTER Is This Yours?  
**Attachment D:** PAMPHLET Look – Listen – Leave  
**Attachment E:** SPANISH POSTER  
**Attachment F:** SPANISH POSTER

# EMERGENCY EVACUATION

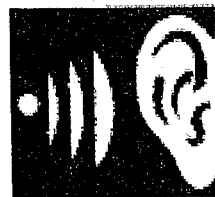
Attachment **A**

If ordered to evacuate, follow these simple steps and remember:



## LOOK.

Avoid hazards such as smoke, debris and unusual substances. Look around for others who may need assistance and help them to leave.



## LISTEN.

Follow instructions from transit employees and emergency personnel. Listen and remain calm.



## LEAVE.

Proceed to the nearest exit – it may be an emergency door or window. Leave behind large objects like suitcases and strollers.

**Questions? Call us at (831) 425-8600  
or visit [www.scmttd.com](http://www.scmttd.com).**

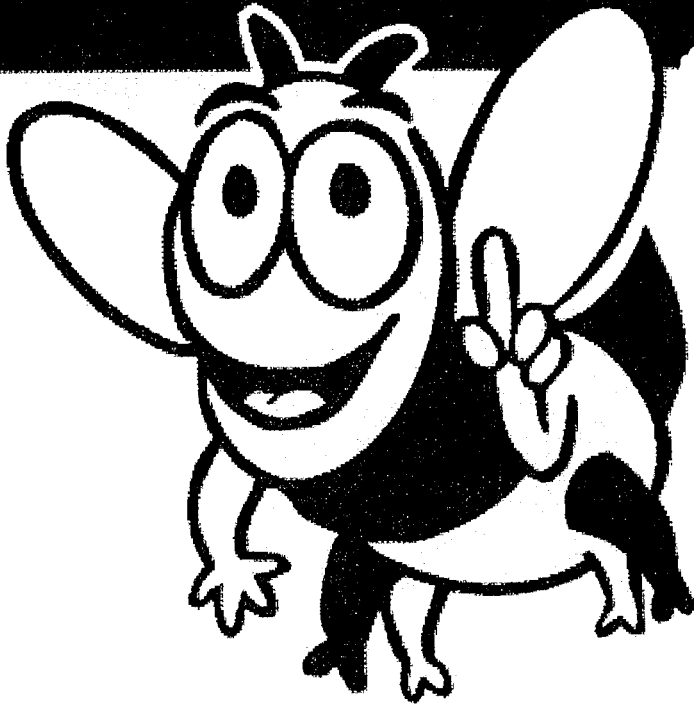


To learn more about what you can do to improve transit safety and security, visit us at

**TRANSIT WATCH**  
10.01

# BE ALERT!

Attachment **B**



## **DON'T TOUCH UNATTENDED ITEMS**

**Tell a uniformed officer,  
Santa Cruz Metro employee,  
or call (831) 425-8600  
or 911 from a safe distance.  
Be a Transit Watcher.**

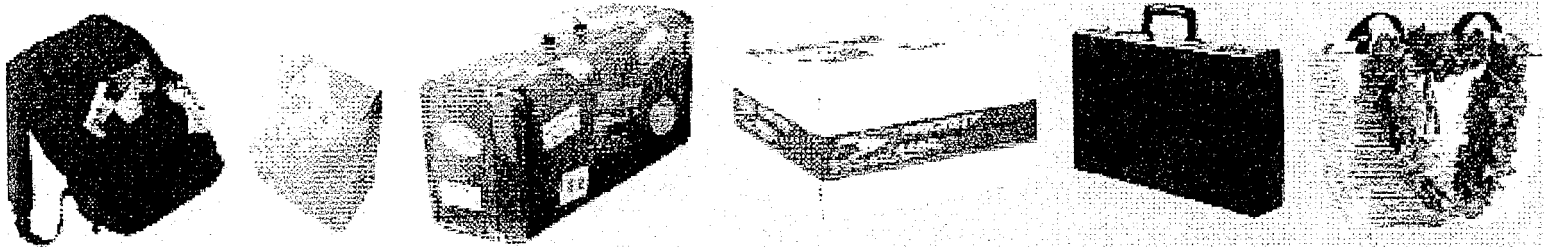


To learn more about what you can do to improve transit safety and security, visit us at [www.scmtd.com](http://www.scmtd.com) or call (831) 425-8600.

**TRANSIT WATCH**  
Let's count on each other for a safe ride

**IQBI**

# IS THIS YOURS? If not, don't touch— but tell us.



If you see unattended bags, boxes or other items,  
**TELL A UNIFORMED OFFICER,**  
(SANTA CRUZ METRO) EMPLOYEE,  
**OR CALL (831) 425-8600 or 911 from**  
a safe distance. Be a Transit Watcher.



To learn more about what you can do to improve transit safety and security, visit us at [www.SCMTD.COM](http://www.SCMTD.COM) or call (831) 425-8600.

**TRANSIT WATCH**

*Let's count on each other for a safe ride*

**10.21**



## TRANSIT EVACUATION

Safety and security are critical issues to passengers and transit employees alike. Various aspects of daily life and travel involve some risks, of course. However, making your ride as safe and secure as it can possibly be depends on **everyone working together**. An emergency evacuation is rare. However, under certain circumstances passengers may need to be evacuated as a safety precaution or to avoid danger.

Police emergencies, natural disasters (flooding, earthquakes and the like), fires, and collisions are among various situations that require quick thinking and action in order to avoid potential dangers. In the unlikely event that an evacuation is required, it is very important to be calm and listen to announcements or instructions from uniformed officials.

During an evacuation, remember the basics: look, listen and leave.

10.01  
**TRANSITWATCH**



SANTA CRUZ  
METROPOLITAN  
TRANSIT DISTRICT

**TRANSITWATCH**

Let's count on each other for a safe ride



# TRANSIT EVACUATION

**REMEMBER:**

 **LOOK.**

 **LISTEN.**

 **LEAVE.**

Attachment D

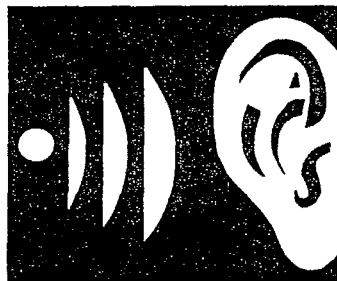
# In an evacuation

## LOOK.



- Locate the nearest accessible exit — it may be an emergency door or window.
- Look around as you prepare to exit the transit vehicle or facility in order to avoid hazards, such as smoke, debris and unusual substances.
- Report any hazards or unusual substances to emergency personnel.
- Notice others who may need help and offer assistance. Children, the elderly and disabled individuals may require help from others during an evacuation.

## LISTEN.



- Pay attention to announcements.
- Listen and remain calm.
- Follow instructions from transit employees and emergency personnel.

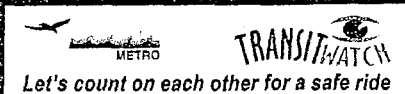
## LEAVE.

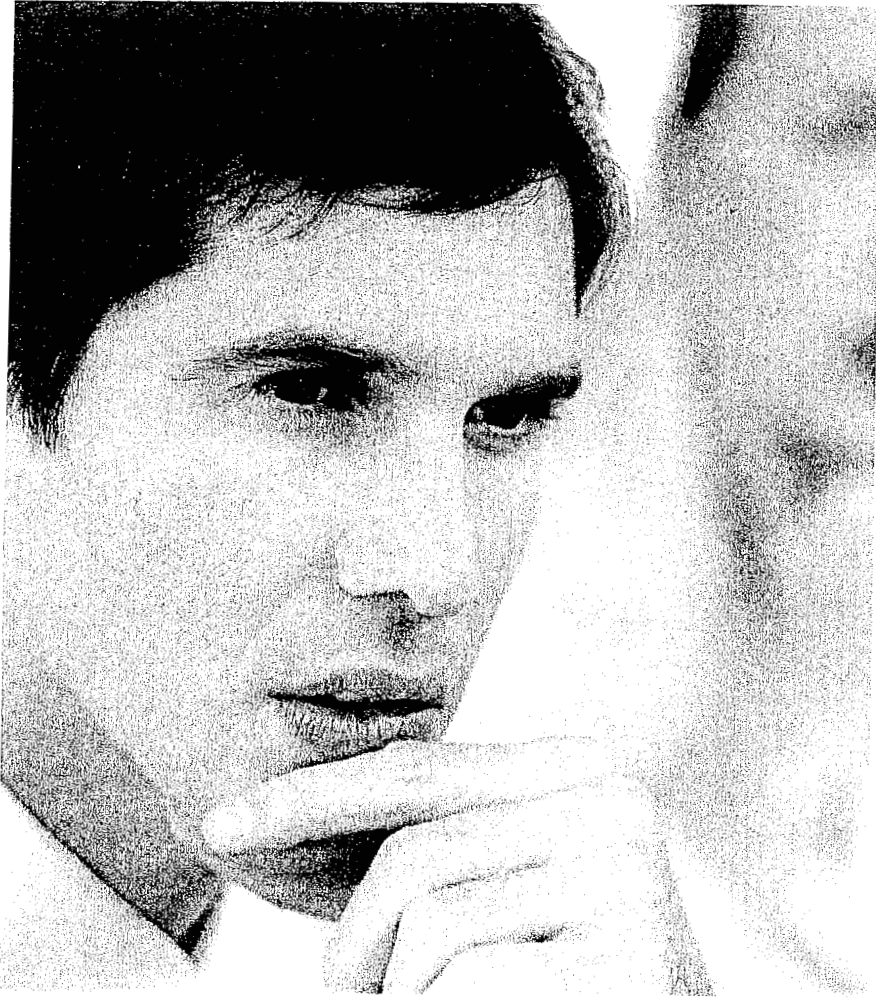


- Move quickly toward safety, leaving behind large or unwieldy objects like suitcases, strollers and heavy items.
- If evacuation is not possible through normal doors, use emergency doors or windows to exit safely.
- Be on the lookout for hazards and people to help, and listen to transit employees and emergency personnel as you leave the area.

### Questions?

To learn more about what you can do to improve transit safety and security, visit us at [www.scmtd.com.com](http://www.scmtd.com.com) or call (831) 425-8600.





**Cuando se trata de  
seguridad,  
dos cabezas trabajan  
mejor que una.**

---

Fíjese a su alrededor. Esté alerta.  
Si algo no le parece correcto,  
avísenos.



**10.e1**

Para obtener más información de lo que puede hacer para mejorar la seguridad en las vías públicas, visítenos en [www.scmttd.com](http://www.scmttd.com) o llámenos al (831) 425-8600

**TRANSITWATCH** 

Attachment 

*Protejámonos unos a los otros para vivir más seguros*



# CONFÍE EN SUS INSTINTOS: SI ALGO NO LE PARECE CORRECTO, AVÍSENOS

Es posible que no sea nada ...  
pero, ¿por qué poner en riesgo  
nuestra seguridad?



10.e2

Para obtener más información de lo que puede hacer para mejorar la seguridad en las vías públicas, visítenos en [www.scmttd.com](http://www.scmttd.com) o llámenos al (831) 425-8600.

TRANSITWATCH 

*Protejámonos unos a los otros para vivir más seguros*

**ESTÉ ACTIVO. ESTÉ INFORMADO. ESTÉ ALERTA.  
ESTÉ PREPARADO. ESTAS 4 SUGERENCIAS SON SU BOLETO  
PARA DISFRUTAR DE UN VIAJE SEGURO**

**Participe en una relación para proteger la vida:  
los empleados del servicio de tránsito y sus pasajeros**

Como recurso los empleados del servicio de tránsito proporcionan una cantidad de conocimiento especializado y experiencia en su trabajo. De la misma manera, los pasajeros del servicio contribuyen a la seguridad al proporcionar miles de ojos y oídos adicionales capaces de identificar situaciones posibles que pongan en peligro la vida.

Cuando los empleados y los pasajeros del servicio de tránsito unen estos recursos, el resultado es una primera línea de defensa muy eficaz contra un desastre natural o causado por el hombre. Por lo tanto, comprométase a ser un miembro alerta, informado, preparado y activo de esta relación entre pasajero y empleado.

No se preocupe, que su esfuerzo será una importante contribución para mejorar la seguridad de nuestro sistema de tránsito.

**Attachment E**



***Protejámonos unos a los otros para vivir más seguros***

**PROGRAMA DE PROMOCIÓN DE LA SEGURIDAD**

10.91

# Esté informado y tenga un plan de acción para el tránsito:

---

- ❖ Familiarícese con las entradas de la estación
- ❖ Ubique los dispositivos de comunicación para informar paquetes o actividades sospechas
- ❖ Mantenga la calma y escuche los anuncios de la estación, tren o autobús
- ❖ Observe las instrucciones de las autoridades de tránsito de manera rápida pero ordenada
- ❖ No impida que se cierren las puertas del tren o autobús
- ❖ Ayuda a los otros pasajeros y observe la norma de oro: *Preste atención a la seguridad de otros como quisiera que ellos presten atención a su propia seguridad*

## Esté alerta a actividades sospechosas...

### Paquetes

### Comportamiento

---

Si ve un paquete sin atender, preste atención a lo siguiente:

- Está en un lugar apartado
- Individuos que dejan el paquete y que salen rápidamente del lugar
- Pilas, alambres, tanques, botellas o bolsas raras pegadas al paquete que podrían contener sustancias químicas
- Un mensaje adjunto
- Una nube, rocío, gas, vapor, olor o pérdida de líquido sospechosa
- Individuos cercanos que muestran señales de enfermedad o problemas

Si ve a cualquier individuo sospechoso en una actividad cuestionable, preste atención a lo siguiente:

- ❖ Señales visibles de que está nervioso
  - ❖ Transpiración excesiva
  - ❖ Botellas con rociadores o latas en aerosol
  - ❖ Ropa inapropiada que sea excesivamente voluminosa o demasiado pesada en tiempo de verano
- Curso de acción recomendado:**  
No se enfrente a los individuos sospechosos.  
Comuníquese inmediatamente con un empleado del servicio de tránsito o la policía.  
En el caso de un paquete sospechoso, no use un teléfono celular hasta que esté a una distancia segura del paquete.

## Sugerencias para la preparación

---

- ❖ Prepare un plan anticipado para mantenerse en contacto con los miembros de su familia si deben separarse como resultado de una emergencia
- ❖ Prepare un plan anticipado para mantenerse en contacto con amigos íntimos y colegas durante un periodo largo de emergencia
- ❖ Mantenga un registro de toda la información de contacto y de emergencia y actualícela periódicamente según sea necesario
- ❖ Seleccione un lugar fuera de su casa como punto de reunión familiar en caso de que necesite evacuar su residencia
- ❖ Identifique rutas alternativas y maneras de llegar al punto de reunión en caso de que no pueda usar la ruta principal
- ❖ Tenga a mano un mapa de la zona como referencia
- ❖ Asegúrese de tener con usted en todo momento información de emergencia y números de contacto

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** June 22, 2007  
**TO:** Board of Directors  
**FROM:** Robyn D. Slater, Human Resources Manager  
**SUBJECT: CONSIDER APPROVAL OF SALARY ADJUSTMENT FOR SENIOR ACCOUNTING TECHNICIAN**

## I. RECOMMENDED ACTION

**It is recommended that the Board of Directors approve the salary range adjustments to the Senior Accounting Technician position**

## II. SUMMARY OF ISSUES

- The Memorandum of Understanding (MOU) between METRO and SEIU Local 415 states that METRO will conduct salary surveys for up to three positions at the union's request.
- In December 2006 the union requested a wage survey be conducted and identified three positions.
- The wage survey was conducted and wages for the specified positions were compared to wages paid for like positions at local agencies and other transit entities.
- Based on the results of the wage survey it is recommended that the wage scale for one of the three positions be modified.

## III. DISCUSSION

The current SEIU Local 415 MOU requires METRO to complete a wage survey for up to three positions at a time if requested by the union. In December 2006 the union requested the following positions be reviewed: Custodial Service Worker, Mechanic III and Senior Accounting Technician. The class specifications for these positions were sent to 13 organizations. 11 Transit Agencies throughout the state, the County of Santa Cruz and City of Santa Cruz. The union and METRO had previously agreed on the agencies to be surveyed. All of the 13 organizations responded. The class specifications were reviewed to determine if like positions were similar enough for the wage information to be included in the survey.

The SEIU contract states that METRO will complete the salary survey within 6 months. It is recommended that the wage scale change be effective on the first pay period in the 2007/2008 fiscal year.

11.1

After comparing the salary range at METRO with other transit agencies, Santa Cruz County and City I would recommend adjustments to the wage scale of the Senior Accounting Technician. A 5% wage scale adjustment effective June 28, 2007 is recommended. This adjustment does not include the negotiated wage scale adjustment of 2% effective June 28, 2007.

Human Resources has obtained concurrence of the adjusted wage scale from SEIU Local 521.

#### **IV. FINANCIAL CONSIDERATIONS**

The incumbents would receive raises based on the new wage scale and their years of service with METRO. The cost for the adjustment would be approximately \$8,820.

#### **V. ATTACHMENTS**

**Attachment A:** Revised wage scale



# Attachment A

## SUGGESTED STEP ADJUSTMENTS FOR THE SENIOR ACCOUNTING TECHNICIAN

% CHANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	5% LONG	10% LONG
CURRENT	17.69	18.62	19.53	20.53	21.54	22.62	23.75	24.88
WITH 5% ADJ	18.62	19.53	20.53	21.56	22.62	23.75	24.94	26.12
2% CONTRACT	18.99	19.92	20.94	21.99	23.07	24.23	25.44	26.65
08/09 CONTRACT	19.37	20.32	21.36	22.43	23.53	24.71	25.95	27.18

11.91

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** June 22, 2007

**TO:** Board of Directors

**FROM:** Leslie R. White, General Manager

**SUBJECT: CONSIDERATION OF REVISING THE TERMS AND APPOINTMENTS OF METRO ADVISORY COMMITTEE MEMBERS TO BE CONSISTENT WITH PREVIOUSLY APPROVED BYLAWS REVISIONS**

## I. RECOMMENDED ACTION

**That the Board of Directors approve revising the terms of Members of the Metro Advisory Committee to be consistent with previously approved Bylaws revisions.**

## II. SUMMARY OF ISSUES

- On December 19, 2003 the Board of Directors approved the creation of the Metro Advisory Committee (MAC).
- Each Member of the Board of Directors nominated the name of an individual that they wanted to have appointed to the MAC.
- Membership on the MAC must be the result of an appointment action approved by a majority vote of the Board of Directors.
- The original Bylaws provided that Members of the MAC would serve for two-year terms commencing on January 1 and that MAC Members could not serve more than three (3) consecutive terms.
- On June 23, 2006 the Board of Directors amended the MAC Bylaws to remove the term limitation and to provide that Member's terms commence and end on the anniversary date of their appointment.
- Under the previous MAC Bylaws all of the terms of the current Members would have expired on December 31, 2007.
- In order to reconcile the MAC Member's terms with the revised Bylaws, and achieve the goal of "staggered" term expirations, I have revised the term expirations to coincide with the month and day of the Member's original appointments to expire in 2008.
- It is recommended that the Board of Directors approve the revised term expiration dates outlined on Attachment A to this Staff Report.

12.1

### **III. DISCUSSION**

On December 19, 2003 the Board of Directors approved the creation of the Metro Advisory Committee (MAC). Each Member of the Board of Directors nominated the name of an individual that they wanted to have appointed to the MAC. Membership on the MAC must be the result of an appointment action approved by a majority vote of the Board of Directors.

The original Bylaws provided that Members of the MAC would serve for two-year terms commencing on January 1 and that MAC Members could not serve more than three (3) consecutive terms. On June 23, 2006 the Board of Directors amended the MAC Bylaws to remove the term limitation and to provide that Member's terms commence and end on the anniversary date of their appointment. Under the previous MAC Bylaws all of the terms of the current Members would have expired on December 31, 2007.

In order to reconcile the MAC Member's terms with the revised Bylaws, and achieve the goal of "staggered" term expirations, I have revised the term expirations to coincide with the month and day of the Member's original appointments to expire in 2008. I have attached the listing of the Members of the MAC to this Staff Report along with the dates of their original and proposed terms.

It is recommended that the Board of Directors approve the revised term expiration dates outlined on Attachment A to this Staff Report.

### **IV. FINANCIAL CONSIDERATIONS**

The approval of the revision of term expiration dates for the Members of the MAC will not have a financial impact on the METRO Operating Budget.

### **V. ATTACHMENTS**

**Attachment A:** MAC Member Appointments –Revised 2007

MAC Member Appointments Revised 2007

Member Name	Appointing Director	Original Appt:	Current Term Begar	Current Term Ends	Revised Term Ends	
Dan Alper	Mark Stone	April 1, 2004	Jan 1, 2006	Dec 31, 2007	1-Apr-08	
Vacant	Marcela Tavantzis					Needs Action
Vacant	Emily Reilly					Needs Action
Stuart Rosenstein	Jan Beautz	April 1, 2004	Jan 1, 2006	Dec 31, 2007	1-Apr-08	
Vacant	Michelle Hinkle					Needs Action
Robert J. Yount	Mike Keogh	April 1, 2004	Jan 1, 2006	Dec 31, 2007	1-Apr-08	
Dennis Papadopulo	Pat Spence	December 1, 2004	Jan 1, 2006	Dec 31, 2007	1-Dec-08	
Paul Marcelin-Sampson	Kirby Nicol	April 1, 2004	Jan 1, 2006	Dec 31, 2007	1-Apr-08	
Dave Williams	Dale Skillicorn	February 11, 2005	Jan 1, 2006	Dec 31, 2007	11-Feb-08	
Mara Murphy	Dene Bustichi	August 26, 2005	Jan 1, 2006	Dec 31, 2007	26-Aug-08	
Naomi Gunther	Mike Rotkin	June 21, 2006	June 1, 2006	Dec 31, 2007	21-Jun-08	

12.21

Attachment A

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** June 22, 2007

**TO:** Board of Directors

**FROM:** Leslie R. White, General Manager

**SUBJECT: CONSIDERATION OF CURRENT PARACRUZ OPERATING PARAMETERS WITH REGARD TO METRO'S SERVICE AREA INCLUDING HOURS AND DAYS OF SERVICE AND THE PROVISION OF SUMMER PARACRUZ SERVICE TO THE ROUTE 33/34 SERVICE AREA (FELTON/LOMPICO).**

## I. RECOMMENDED ACTION

**That the Board of Directors authorize the General Manager to revise the ParaCruz Customer Guide to reflect the days and hours of service provisions that were in effect prior to September 22, 2006 and to deny the request to continue ParaCruz service in the Route #33/34 area during the summer cessation of fixed route service.**

## II. SUMMARY OF ISSUES

- The Americans with Disabilities Act of 1990 (ADA) requires that public transit agencies operating fixed route service also provide complementary paratransit service to individuals whose disabilities prevent them from being able to use the accessible fixed route service.
- The ADA establishes criteria for individuals seeking to use the required complementary paratransit service.
- One of the criteria established by the ADA that the trips provided on the complementary paratransit service must begin and end within a ¾ mile proximity of the fixed route service.
- The METRO ParaCruz Customer Guide provides the community with detailed information defining how METRO provides the complementary paratransit service required by the ADA. The Customer Guide serves as the METRIO Paratransit Plan.
- The first Customer Guide was adopted by the Board of Directors in 2002 as a part of a major revision to the paratransit service. The name ParaCruz was adopted at that time. The initial Customer Guide was developed by the users of the ADA paratransit service with the assistance of a consultant. The policies and procedures for the ParaCruz Service were developed based upon the Customer Guide that was developed in 2002.
- Minor modifications to the Customer Guide were implemented in 2004 to reflect the direct operation of the ParaCruz Service by METRO.

13.1

- The language in the 2002 and 2004 Customer guide reflected that METRO operated ParaCruz Service in what were essentially “corridors of service” that were developed using the ADA required  $\frac{3}{4}$  mile area adjacent to fixed routes as a guide. In order to receive ParaCruz Service in the “corridor of service” the fixed route service, on which the corridor was based, had to be a “12 months-a- year” operation. Seasonal or school routes only received ParaCruz service when they were in operation.
- The 2002 and 2004 Customer Guides referenced “hours of service” for ParaCruz as 6:AM through 10:30PM with later service provided adjacent to the fixed routes that operated later service hours. The language from the 2004 Customer Guide regarding hours of service is attached (attachment A) to this Staff Report.
- In 2006 METRO staff developed major revisions to the Customer Guide that were submitted to the Board of Directors for an initial review in June 2006 and for final action in September 2006.
- One of the changes in the Customer Guide that was proposed by METRO staff in 2006 was to modify the language regarding service corridors to restrict days and hours of operation of ParaCruz Service to those that were in place on the adjacent fixed route service. For routes that ended early or only operated on weekdays the proposed change in policy constituted a significant reduction in service. The revised language for the 2006 Customer Guide regarding service area and service hours is attached (attachment B) to this Staff Report.
- On September 22, 2006 the Board of Directors adopted the revised Customer Guide and established it as the new ADA Paratransit Plan.
- In April and May 2007 METRO received letters from ParaCruz users expressing concern that the area adjacent to Routes #33 and #34 (attachments C and D) would not receive ParaCruz service from June 14, 2007 through September 7, 2007 as the adjacent school term fixed route service would cease operating for this period of time. The individuals writing to METRO requested that the Board of Directors approve operating the ParaCruz service in the #33 and #34 area through the summer months.
- METRO staff initially recommended that the Board of Directors deny the request to operate ParaCruz service in the #33 and #34 area using past practice (summer service has been discontinued each year since 2003) and the language of the 2006 Customer Guide as the basis for the recommendation as well as the cost (approximately \$18,000-\$23,000). However, on May 24, 2007 METRO staff became aware that the restrictive service area and service hour language approved by the Board of Directors on September 22, 2006 had never been implemented and that ParaCruz was continuing to operate on the “corridors of service” language contained in the 2004 Customer Guide (attachment A).
- METRO staff has reviewed the ParaCruz Operation and the process that was used in revising the 2004 Customer Guide. The impact of the implementation of the more restrictive language (loss of service to approximately 176 ParaCruz users, listed on

attachment E, on certain days/times) regarding service area and hours of service was not highlighted and emphasized at the time that the change was being considered.

- The implementation of the more restrictive language contained in the 2006 Customer Guide would reduce the ParaCruz operating costs by approximately \$102,000 annually. This savings was not included in the FY 2008 Operating Budget request from ParaCruz and is not included in the Final FY 2008 Operating Budget submitted to the Board of Directors for approval.
- METRO staff recommends that the Board of Directors revise the 2006 ParaCruz Customer Guide to reflect the Service Area and Service Hours provisions that were included in the 2004 Customer Guide (attachment A) and which reflect the current operating practice.
- METRO staff recommends that the Board of Directors instruct staff to prepare a detailed analysis of the impact of the implementation of the more restrictive Service Area and Service Hour language and submit it to the Board in September 2007. If it is determined by the Board that the more restrictive language is desirable staff recommends that METRO conduct an outreach process with stakeholders and hold a public hearing so that impacted users have an opportunity to present their views to the Board.
- Based on the factors of past practice and cost, staff recommends that the Board deny the request to operate the ParaCruz service adjacent to the routes #33 and #34 in the months when these routes do not operate. As the service has been extended beyond June 14, 2007 while the issue was being reviewed staff recommends that the Board identify July 9, 2007 as the date that ParaCruz service will be discontinued in this area and September 6, 2007 as the date that service will resume. It is further recommended that the Board direct METRO staff to contact the ParaCruz users in the #33 and #34 area and assist them in attempting to secure replacement service during the time that ParaCruz does not operate in the area.

### III. DISCUSSION

The Americans with Disabilities Act of 1990 (ADA) requires that public transit agencies operating fixed route service also provide complementary paratransit service to individuals whose disabilities prevent them from being able to use the accessible fixed route service. The ADA establishes criteria for individuals seeking to use the required complementary paratransit service. One of the criteria established by the ADA that the trips provided on the complementary paratransit service must begin and end within a ¼ mile proximity of the fixed route service.

The METRO ParaCruz Customer Guide provides the community with detailed information defining how METRO provides the complementary paratransit service required by the ADA. The Customer Guide serves as the METRO Paratransit Plan. The first Customer Guide was

13.3

adopted by the Board of Directors in 2002 as a part of a major revision to the paratransit service. The name ParaCruz was adopted at that time. The initial Customer Guide was developed by the users of the ADA paratransit service with the assistance of a consultant. The policies and procedures for the ParaCruz Service were developed based upon the Customer Guide that was developed in 2002. Minor modifications to the Customer Guide were implemented in 2004 to reflect the direct operation of the ParaCruz Service by METRO.

The language in the 2002 and 2004 Customer guide reflected that METRO operated ParaCruz Service in what were essentially “corridors of service” that were developed using the ADA required  $\frac{3}{4}$  mile area adjacent to fixed routes as a guide. In order to receive ParaCruz Service in the “corridor of service” the fixed route service, on which the corridor was based, had to be a “12 months-a- year” operation. Seasonal or school routes only received ParaCruz service when they were in operation. The 2002 and 2004 Customer Guides referenced “hours of service” for ParaCruz as 6:AM through 10:30PM with later service provided adjacent to the fixed routes that operated later service hours. The language from the 2004 Customer Guide regarding hours of service is attached (attachment A) to this Staff Report.

In 2006 METRO staff developed major revisions to the Customer Guide that were submitted to the Board of Directors for an initial review in June 2006 and for final action in September 2006. One of the changes in the Customer Guide that was proposed by METRO staff in 2006 was to modify the language regarding service corridors to restrict days and hours of operation of ParaCruz Service to those that were in place on the adjacent fixed route service. For routes that ended early or only operated on weekdays the proposed change in policy constituted a significant reduction in service. The revised language for the 2006 Customer Guide regarding service area and service hours is attached (attachment B) to this Staff Report. On September 22, 2006 the Board of Directors adopted the revised Customer Guide and established it as the new ADA Paratransit Plan.

In April and May 2007 METRO received letters from ParaCruz users expressing concern that the area adjacent to Routes #33 and #34 (attachments C and D) would not receive ParaCruz service from June 14, 2007 through September 7, 2007 as the adjacent school term fixed route service would cease operating for this period of time. The individuals writing to METRO requested that the Board of Directors approve operating the ParaCruz service in the #33 and #34 area through the summer months. METRO staff initially recommended that the Board of Directors deny the request to operate ParaCruz service in the #33 and #34 area using past practice (summer service has been discontinued each year since 2003) and the language of the 2006 Customer Guide as the basis for the recommendation as well as the cost (approximately \$18,000-\$23,000). However, on May 24, 2007 METRO staff became aware that the restrictive service area and service hour language approved by the Board of Directors on September 22, 2006 had never been implemented and that ParaCruz was continuing to operate on the “corridors of service” language contained in the 2004 Customer Guide (attachment A).

METRO staff has reviewed the ParaCruz Operation and the process that was used in revising the 2004 Customer Guide. The impact of the implementation of the more restrictive language (loss of service to approximately 176 ParaCruz users, listed on attachment E, on certain days/times) regarding service area and hours of service was not highlighted and emphasized at the time that



the change was being considered. The implementation of the more restrictive language contained in the 2006 Customer Guide would reduce the ParaCruz operating costs by approximately \$102,000 annually. This savings was not included in the FY 2008 Operating Budget request from ParaCruz and is not included in the Final FY 2008 Operating Budget submitted to the Board of Directors for approval.

METRO staff recommends that the Board of Directors revise the 2006 ParaCruz Customer Guide to reflect the Service Area and Service Hours provisions that were included in the 2004 Customer Guide (attachment A) and which reflect the current operating practice.

METRO staff recommends that the Board of Directors instruct staff to prepare a detailed analysis of the impact of the implementation of the more restrictive Service Area and Service Hour language and submit it to the Board in September 2007. If it is determined by the Board that the more restrictive language is desirable staff recommends that METRO conduct an outreach process with stakeholders and hold a public hearing so that impacted users have an opportunity to present their views to the Board.

Based on the factors of past practice and cost, staff recommends that the Board deny the request to operate the ParaCruz service adjacent to the routes #33 and #34 in the months when these routes do not operate. As the service has been extended beyond June 14, 2007 while the issue was being reviewed staff recommends that the Board identify July 9, 2007 as the date that ParaCruz service will be discontinued in this area and September 6, 2007 as the date that service will resume. It is further recommended that the Board direct METRO staff to contact the ParaCruz users in the #33 and #34 area and assist them in attempting to secure replacement service during the time that ParaCruz does not operate in the area.

#### **IV. FINANCIAL CONSIDERATIONS**

The approval of using the 2004 Service Area and Service Hour language for ParaCruz operations will result in a loss of potential savings of approximately \$102,000 in FY 2008. These savings were not anticipated to occur in the FY 2008 Operating Budget and therefore funds are available to provide this service should the Board of Directors approve the recommendation and the Final FY 2008 Operating Budget as presented.

#### **V. ATTACHMENTS**

- Attachment A:** Hours/Days of Service Language for ParaCruz Customer Guide 2006
- Attachment B:** Hours/Days of Service Language for ParaCruz Customer Guide 2004
- Attachment C:** Map of Route #33
- Attachment D:** Map of Route #34
- Attachment E:** List of Impacted ParaCruz Users by Route

**METRO ParaCruz**  
**Service Area and Service Hours**

METRO ParaCruz is designed to be “comparable to” (or similar to) the fixed route bus service. For this reason, it operates in the same general area as the fixed route bus service.

**Service Area**

METRO ParaCruz provides service to any destination within Santa Cruz County that is within 3/4 miles of an operating bus route.

**Service Days and Hours**

METRO ParaCruz operates:

**6:00 AM to 10:30 PM, 7 days a week**  
(except holidays listed below).

METRO ParaCruz **does not operate** on the following holidays:

- New Years Day
- Thanksgiving
- Christmas Day

METRO ParaCruz operates additional evening hours to correspond with certain fixed routes. Call METRO ParaCruz at 425-4664 for more information.

## **METRO ParaCruz Service Area and Service Hours**

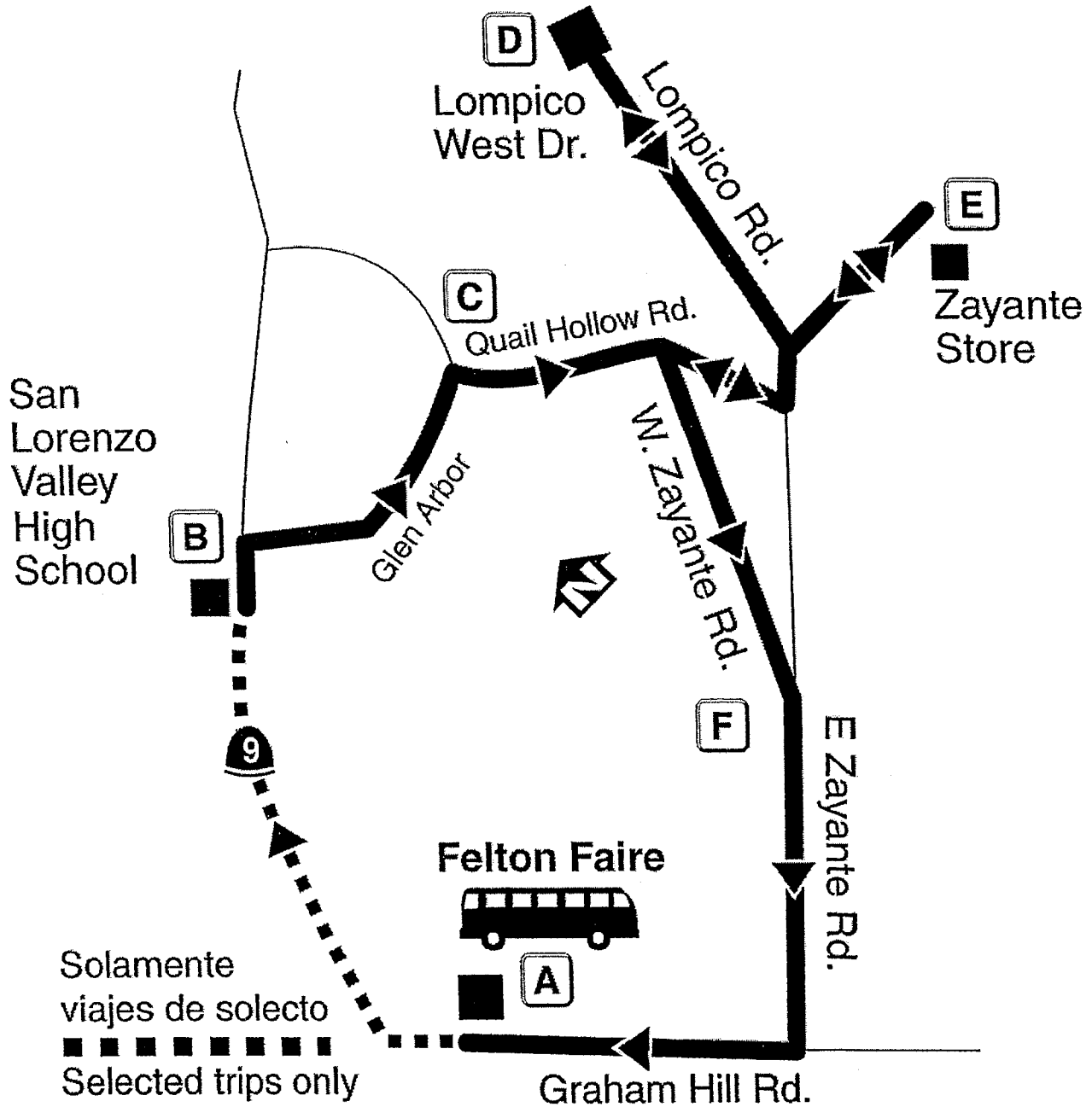
METRO ParaCruz service mirrors the fixed route bus service. Like the bus, METRO ParaCruz is a shared ride service. The driver may pick up and drop off other passengers while you are on board. This is NOT a "time call" single occupancy taxi service. It operates in the same geographical area, on the same days, and at the same times of day as the fixed route bus service. If a person without a disability would be able to use the bus to get to your destination at the same time, ParaCruz service is available.

METRO ParaCruz rides must begin and end within 3/4 mile of a bus line (other than HWY17 commuter service). METRO ParaCruz service is available the same days and times as bus service operates in that area. See METRO's HEADWAYS for the most current information regarding when and where specific routes operate. The information is also available on the World Wide Web at <http://www.scmtd.com>.

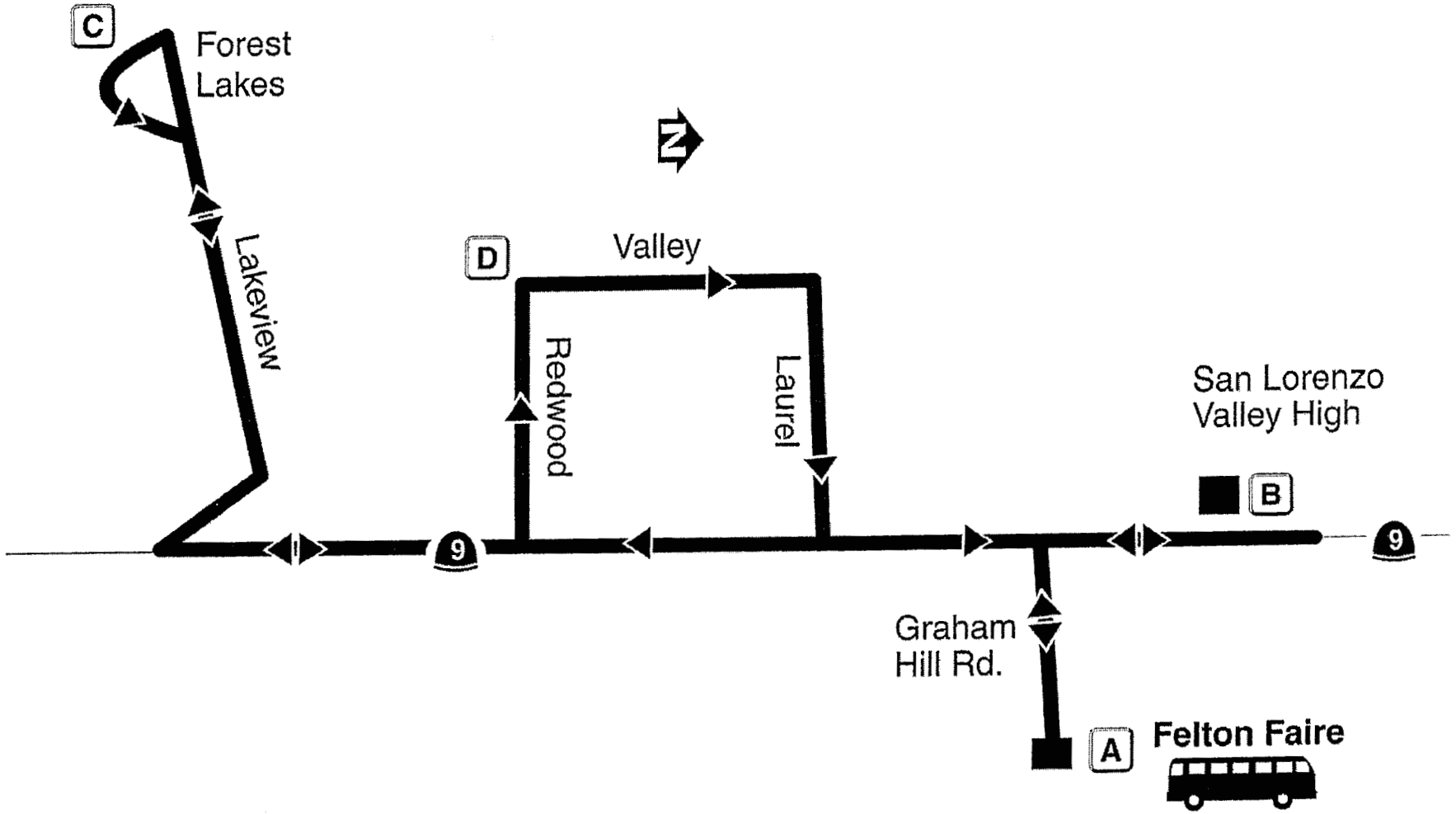
Neither METRO ParaCruz nor METRO's regular bus service operate on:

New Years Day, Thanksgiving, or Christmas Day

**ROUTE 33 - Lompico SLV/Felton Faire**



# Route 34 - South Felton



13.d1

Attachment D

Days	First depart	Last arrival	Summary data	Total registered
			Route # Area	
M-F	6:45	17:25	4 Paradise Park	5
M-F	6:55	15:18	33 Lompico/Zayante/South Felton	28
M-F	7:25	15:05	34	
M-F	6:55	18:42	35 Sylvan Way	8
S-S	8:33	19:06		
M-F	7:18	18:28	35 Bear Creek	1
DAILY	7:30	19:30	54/55/56 Cabrillo/La Selva	27
M-F	5:40	19:38	72 Corralitos	19
M-F	6:50	18:35	74 Ohlone Parkway	3
DAILY	6:09	21:02	75 Green Valley	35
M-F	7:10	17:35	79 East Lake	50

13.e1

Attachment 5

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** June 22, 2007

**TO:** Board of Directors

**FROM:** Leslie R. White, General Manager

**SUBJECT: CONSIDERATION OF RESPONSES TO THE RECOMMENDATIONS CONTAINED IN THE TRIENNIAL PERFORMANCE AUDIT CONDUCTED BY MOORE AND ASSOCIATES ON BEHALF OF THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION.**

## I. RECOMMENDED ACTION

**That the Board of Directors authorize the Chair to transmit a letter to the Santa Cruz County Regional Transportation Commission responding to the recommendations contained in the Triennial Performance Audit prepared by Moore and Associates.**

## II. SUMMARY OF ISSUES

- Pursuant to Section 99246 of the California Public Utilities Code the Santa Cruz County Regional Transportation Commission (SCCRTC) contracted with Moore and Associates to conduct a Triennial Performance Audit of both the SCCRTC and METRO.
- The staff of Moore and Associates reviewed information that was requested of, and provided by, METRO.
- Moore and Associates staff also visited METRO facilities on April 17, 2007.
- METRO staff members were provided with an opportunity to respond to the Draft Audit on May 24, 2007 and June 7, 2007.
- The Final Triennial Performance Audits for both METRO and the SCCRTC are attached to this Staff Report.
- The Staff Report for the SCCRTC regarding the Triennial Performance Audit is attached to this Staff Report. The SCCRTC Staff Report requests a response from METRO to the recommendations contained in the Triennial Performance Audit.
- A Proposed Response Letter to the Triennial Performance Audit is attached to this Staff Report.

## III. DISCUSSION

Pursuant to Section 99246 of the California Public Utilities Code the Santa Cruz County Regional Transportation Commission (SCCRTC) contracted with Moore and Associates to

conduct a Triennial Performance Audit of both the SCCRTC and METRO. The staff of Moore and Associates reviewed information that was requested of, and provided by, METRO. Moore and Associates staff also visited METRO facilities on April 17, 2007. METRO staff members were provided with an opportunity to respond to the Draft Audit on May 24, 2007 and June 7, 2007. The Final Triennial Performance Audits for both METRO and the SCCRTC are attached to this Staff Report. As the Staff Report to the SCCRTC recommends that the METRO Board of Directors respond to the recommendations contained in the Audit, I have attached the SCCRTC Staff Report to this report.

The Final Triennial Performance Audit contains three recommendations for METRO. The three recommendations are characterized as "High Priority" and are recommended to be undertaken in FY 2007/2008. The recommendations for METRO are:

"1) PUC Section 99244 requires the RTC to establish a process to review SCMTD's operation for possible implementation of changes making the operation more efficient. We recommend that SCMTD actively participate in the process set up by the RTC."

"2) Participate in the Human Service Coordination Planning Process which the SCCRTC will begin in 2007."

"3) The SCMTD should consider implementing a strategic marketing plan aimed at increasing ridership. This effort could focus on the community TDM realm by participating in region-wide mobility plans."

In order to assist the Board of Directors in responding to the SCCRTC regarding the recommendations contained in the Triennial Performance Audit I have attached a proposed Letter of Response to this Staff Report.

The proposed Letter of Response from the Board of Directors to the SCCRTC regarding Recommendation #1 outlines the fact that METRO recognizes the PUC requirement that RTC develop a process to review transit operations and that METRO looks forward to working cooperatively with the RTC to look at efficiency improvements, with the understanding that the Board of Directors is responsible for the final decisions in this area.

The proposed Letter of Response from the Board of Directors to the SCCRTC regarding Recommendation #2 indicates that METRO agrees that participation in the Coordinated Human Services Planning process required by SAFETEA-LU, being carried out by AMBAG (not SCCRTC), is a constructive and worthwhile effort. METRO staff will continue to be active participants in the AMBAG process. However, METRO disagrees with the conclusion that there are inefficiencies in the way Specialized Services are delivered in Santa Cruz County. METRO is responsible for all ADA service in the METRO service area. This service is delivered in a cost-effective way that allows the Board of Directors to be fully responsible for controlling how it is delivered in order to achieve legal compliance. Other agencies provide effective Specialized Services that are targeted to specific clientele based upon needs and funding source criteria.



There is not sufficient information, nor analysis, contained in the body of the Audit to support a conclusion that there are inefficiencies in the manner that Specialized Services are implemented in Santa Cruz County.

The proposed Letter of Response from the Board of Directors to the SCCRTC regarding Recommendation 3# indicates that METRO agrees that the implementation of a strategic marketing plan would be helpful in informing residents of the service area of the various programs and services offered by METRO. METRO will be seeking funding sources to support the development and implementation of such a plan. METRO agrees that the implementation of a strategic marketing plan would have a positive effect in increasing ridership. However, Recommendation #3 and the supporting Audit Report are vague in the reference to the "community TDM realm" and the Recommendation fails to recognize the difference between under utilized service and service that is suffering from capacity constraints. While Recommendation #3 points out the need for METRO to reactivate a community marketing effort, the lack of specific information regarding the portions of the service where ridership has declined limits the effectiveness of the Recommendation.

It is recommended that the Board of Directors review the Triennial Performance Reports for both METRO and the SCCRTC. It is further recommended that the Board of Directors review the proposed Letter of Response and make necessary revisions so that the Chair can be authorized to send the letter to the SCCRTC.

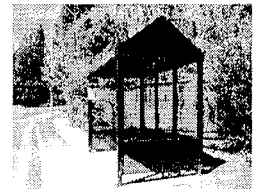
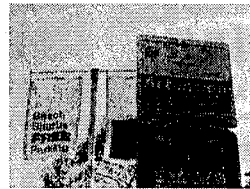
#### **IV. FINANCIAL CONSIDERATIONS**

At this time the financial impacts of the implementation of the recommendations contained in the Triennial Performance Audit are unknown.

#### **V. ATTACHMENTS**

- Attachment A:** Triennial Performance Audit-METRO.
- Attachment B:** Triennial Performance Audit-SCCRTC.
- Attachment C:** SCCRTC June 21, 2007 Staff Report Regarding the Triennial Performance Audit.
- Attachment D:** Proposed Triennial Review Response Letter.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT



TRIENNIAL PERFORMANCE AUDIT

COUNTY OF SANTA CRUZ

JUNE 2007

1. EXECUTIVE SUMMARY/FINDINGS AND RECOMMENDATIONS [02]

2. OVERVIEW [07]

# TABLE OF CONTENTS

3. AUDIT REPORT [11]

14.92

# 1.

## EXECUTIVE SUMMARY

## EXECUTIVE SUMMARY

This chapter summarizes key findings and recommendations developed during our Triennial Performance Audit of the Santa Cruz Metropolitan Transit District (SCMTD) for the following period:

- Fiscal Year 2003/2004,
- Fiscal Year 2004/2005, and
- Fiscal Year 2005/2006.

This Triennial Audit was conducted in accordance with the processes established by the California Department of Transportation, as outlined in the *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities*, as well as *Government Audit Standards* published by the U.S. Comptroller General. Each Triennial Performance Audit has two elements:

- Compliance requirements, and
- Follow-up of prior performance audit report recommendations.

## COMPLIANCE

We believe the Santa Cruz Metropolitan Transit District is in compliance with the spirit and intent of the TDA.

## FINDINGS AND RECOMMENDATIONS

The Santa Cruz MTD has not undertaken a Transit Development Plan (TDP) since 1997. However, it has conducted studies associated with capital planning of facilities. Although outside the scope of this triennium, we understand a Short Range Transit Plan (SRTP) was initiated in early 2007. Ridership on the fixed-route service has declined 24 percent across the last two Triennial Performance Audits attributable to the following: two large service cuts occurring in the last period, a fare increase from one dollar to \$1.50, and a 37-day work stoppage by the drivers in 2005. A strategy is needed to reverse this downward trend.

We are presenting three recommendations in this audit. First, the PUC requires the Santa Cruz County Regional Transportation Commission (SCCRTC) to identify, analyze, and

recommend productivity improvements to help the transit operator to optimize its efficiency. SCMTD should actively participate in the process set up by the RTC.

Second, we believe it is important for the SCMTD to participate in SCCRTC's Coordinated Human Service Planning process beginning this year. This will help the District enhance its efficiency.

Third, the SCMTD should consider implementing a strategic marketing plan aimed at recovering ridership erosion. The MTD has completed some marketing, activities in-house. However, given the 24-percent ridership decline, we believe some short-term outside marketing assistance is warranted. The SCMTD should actively seek to identify and participate in marketing efforts within the TDM realm. We believe involvement in region-wide mobility promotions and working with other agencies in the community is an effective way to market the services the MTD provides.

PRIOR TPA RECOMMENDATIONS

The SCMTD partially addressed the prior recommendation which cited lack of adequate storage and maintenance of the MTD fleet. The SCMTD facilities are now more efficient as they are large enough to house the vehicles, and within a close distance to the administrative offices.

PERFORMANCE INDICATORS AND TRENDS

In reviewing the performance indicators for the fixed-route service, ridership has steadily dropped across the last six years (five of those years being prior to the work stoppage) by a total of 24 percent. Farebox recovery remained between 20 and 21 percent during the previous audit period before increasing to 24.5 percent in the first year of this triennium (FY 2003/04), and then decreasing to 21.5 percent this past year. The fixed-route service is currently being evaluated as part of the recently introduced Transit Development Plan.

The fixed-route service experienced a work stoppage for 37 days in October 2005. According to SCMTD staff, ridership recovery did not occur during the audit period.

However, SCMTD's General Manager reported that is currently higher than pre-strike levels. This development will be documented in the next triennial audit.

The MTD's prior triennial audit did not include analysis of the demand-response service previously contracted to Community Bridges, a local non-profit service organization. In November 2004, SCMTD began operation of the service under the ParaCruz brand. As such, performance data in this audit includes only FY 2003/04 through FY 2005/06, as reported by the SCMTD to the State Controller. Cost for the demand-response service has remained fairly constant during the triennium. However, ridership grew to 91,706 in FY 2003/04 before decreasing to 87,058 in FY 2004/05. Subsequently, ridership decreased to 84,837.

Farebox recovery remained at more than 10 percent in FY 2003/04, before declining to 7.2 percent in the last year of the triennium. The upcoming Coordinated Human Services Transportation Plan process is expected to identify opportunities for enhancing both service coverage and efficiency.

**Summary of Recommendations**

	RECOMMENDATION	PRIORITY	TIMEFRAME
1	PUC Section 99244 requires the RTC to establish a process to review SCMTD's operation for possible implementation of changes making the operation more efficient. We recommend the SCMTD actively participate in the process set up by the RTC.	High	2007/08
2	Participate in the Human Service Coordination Planning Process which the SCCRTC will begin in 2007.	High	2007/08
3	The SCMTD should consider implementing a strategic marketing plan aimed at increasing ridership. This effort could focus on the community TDM realm by participating in region-wide mobility plans.	High	2007/08

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# 2

2.

## OVERVIEW

## OVERVIEW

This Triennial Performance Audit of the Santa Cruz Metropolitan Transit District (SCMTD) covers the three-year period ending June 30, 2006. The California Public Utilities Code requires all public transit operators conduct an independent Triennial Performance Audit in order to be eligible for Transportation Development Act (TDA) funding.

This audit is designed to be an independent and objective evaluation of the SCMTD. The audit's intent is to: 1) Assess compliance with TDA regulations, 2) review improvements that have been implemented and progress toward goals, 3) evaluate the efficiency and effectiveness of the operation, and 4) provide sound, constructive recommendations for improving the efficiency and functionality of the transit operator.

## AUDIT SCOPE AND METHODOLOGY

Our audit was conducted in accordance with the processes established by the California Department of Transportation, as outlined in the *Performance Audit Guidebook for Transit Operators* and *Regional Transportation Planning Entities*, as well as *Government Audit Standards* published by the U.S. Comptroller General.

Our audit is a high-level review of performance evaluating the efficiency, economy, and effectiveness of a transit operation. Our audit of the Santa Cruz MTD consisted of five tasks:

1. A review of compliance with the TDA requirements and regulations.
2. An assessment of the implementation of recommendations contained in prior performance audits.
3. A verification of the methodology for calculating performance indicators including the following activities:
  - Assessment of internal controls,
  - Test of data collection methods,
  - Calculation of performance indicators, and
  - Evaluation of performance.
4. Examination of the following major functions:
  - General management and organization,

- Service planning,
  - Scheduling, dispatching, operations, and maintenance,
  - Administration, and
  - Marketing and public information.
5. Conclusions and recommendations to address opportunities for improvement based upon analysis of the information collected and the review of the transit operator's key functions.

Our methodology for this audit included interviews with key Santa Cruz MTD personnel, a site visit, verification of data sources, examinations of financial and statistical reports, and reviews of relevant planning documents and reports. Our audit report is composed of four sections:

**1. Executive Summary/Findings and Recommendations**

A brief summary of the key findings and recommendations developed during the Triennial Performance Audit processes. An explanation of key findings, recommendations for improving the efficiency of transit operations, and a timeline for implementing the recommendations.

**2. Introduction**

Methodology of the audit and pertinent background information.

**3. Audit Results**

In depth discussion of findings surrounding each of the subsequent elements of the audit:

- Compliance with statutory and regulatory requirements.
- Progress in implementing prior audit recommendations.
- Performance measures and trends.
- Functional review.

DESCRIPTION OF THE TRANSIT SYSTEM

The Santa Cruz Metropolitan Transit District (SCMTD) was established in 1969 by the Santa Cruz Metropolitan District Act of 1967, Part 5 of the Public Utilities Code (PUC) of the State of California. The SCMTD is the only public transit operator within Santa Cruz County, and operates within the cities of Capitola, Santa Cruz, Scotts Valley, Watsonville, and the unincorporated portions of Santa Cruz County.

Santa Cruz MTD's service delivery is organized into 35 routes; some of which feature different schedules during the school year. System fares remain unchanged from the prior triennial audit period.

TYPE OF FARE	FIXED ROUTE		EXPRESS		EXPRESS W PASS
	Regular	Discount	Regular	ADA	SCMTD, Santa Clara VTA, or CalTrain Pass
One-way cash	1.50	.75	4.00	2.00	n/a
Day Pass	4.50	2.25	8.00	n/a	3.50
Convenience Card	22.00	11.25	n/a	n/a	n/a
Monthly Pass	50.00	25.00	90.00	n/a	n/a
Youth Monthly Pass	35.00	n/a	n/a	n/a	n/a

The county-wide paratransit service was contracted to Community Bridges, a local non-profit social service agency until November 1, 2004. Subsequently, the MTD took the program in-house, operating it under the ParaCruz service brand. Paratransit service hours match those of the fixed-route service. The adult base fare is three dollars.

# 3

## AUDIT REPORT

## AUDIT REPORT

This chapter presents detailed findings for each of the major performance audit sectors: Compliance requirements, prior audit recommendations, Transit Development Act (TDA) performance measures and trends, and transit operator functions.

## COMPLIANCE REQUIREMENTS

This section examines the Santa Cruz Metropolitan Transit District's compliance with the Transportation Development Act and relevant sections of the California Code of Regulations. An annual certified fiscal audit confirms TDA funds were apportioned in conformance with applicable laws, rules, and regulations. Although compliance verification is not a TPA responsibility, several specific requirements concern issues relevant to the performance audit. Our audit findings and associated comments are delineated in Exhibit 1.

Compliance was determined through interviews with MTD staff as well as a physical inspection of relevant documents, including the fiscal audits for each year of the triennium, planning documents, TDA claims forms, annual State Controller reports, California Highway Patrol reports, and year-end performance reports.

We believe the Santa Cruz MTD is in compliance with the spirit and intent of the State Transportation Development Act (TDA).

Exhibit 1: Transportation Development Act Compliance Requirements

REQUIREMENT	REFERENCE	COMPLIANCE	COMMENTS												
The transit operator submits annual reports to the RTPA based upon the Uniform System of Accounts and records established by the State Controller.	PUC 99243 (CCR6637)	In compliance	FY 2003/04 12/13/04 FY 2004/05 10/31/05 FY 2005/06 10/27/06												
The operator has submitted annual fiscal and compliance audits to its RTPA and to the State Controller within 180 days following the end of the fiscal year, or has received the appropriate 90-day extension allowed by law.	PUC 99245 (CCR 6664)	In compliance	FY 2003/04 8/19/04 FY 2004/05 8/19/05 FY 2005/06 10/26/06												
The CHP has, within the 13 months prior to each TDA claim submitted by an operator, certified the operator's compliance with Vehicle Code §1808.1 following a CHP inspection of the operator's terminal.	PUC 99251	In compliance	FY 2003/04 4/03/04 FY 2004/05 5/10/05 FY 2005/06 5/10/06												
The operator's claim for TDA funds is submitted in compliance with rules and regulations adopted by the RTPA for such claims.	PUC 99261	In compliance													
The operator does not routinely staff two or more persons per public transportation vehicle designed to be operated by one person.	PUC 99264	In compliance													
The operator's operating budget has not increased by more than 15% over the preceding year, nor is there a substantial increase or decrease in the scope of operations or capital budget provisions for major new fixed facilities unless the operator has reasonably	PUC 99266	In compliance	<table border="0"> <tr> <td></td> <td>Demand Response</td> <td>F/R</td> </tr> <tr> <td>FY 2003/04</td> <td>NA</td> <td>-6.5%</td> </tr> <tr> <td>FY 2004/05</td> <td>+9.7%</td> <td>+2.2%</td> </tr> <tr> <td>FY 2005/06</td> <td>+3.0%</td> <td>+0.4%</td> </tr> </table> <p>Data for the demand-response service from FY 02/03 not available.</p>		Demand Response	F/R	FY 2003/04	NA	-6.5%	FY 2004/05	+9.7%	+2.2%	FY 2005/06	+3.0%	+0.4%
	Demand Response	F/R													
FY 2003/04	NA	-6.5%													
FY 2004/05	+9.7%	+2.2%													
FY 2005/06	+3.0%	+0.4%													

14.914

REQUIREMENT	REFERENCE	COMPLIANCE	COMMENTS												
supported and substantiated the change(s).															
Operator funding provided through the Transportation Development Act makes up no more than 50% of operating, maintenance, capital and debt service requirements after federal grants are deducted, if applicable.  No operator or transit service claimant shall be eligible to receive moneys during the fiscal year from the Local Transportation Fund and the State Transit Assistance Fund for operating costs in an amount that exceeds its actual cost.	PUC 99268  CCR 6634	In compliance  In compliance													
Under PUC Section 99268.2; .3; & .12, SCMTD is required to maintain a ratio of fare revenue to operating cost of at least equal to 15 percent.	PUC 99268.2, 99268.4, 99268.5	In compliance  While demand response is below 15%, the blended farebox is above 15%.	<table border="1"> <thead> <tr> <th></th> <th>Demand Response</th> <th>F/R</th> </tr> </thead> <tbody> <tr> <td>FY 2003/04</td> <td>10.2%</td> <td>24.5%</td> </tr> <tr> <td>FY 2004/05</td> <td>8.1%</td> <td>24.6%</td> </tr> <tr> <td>FY 2005/06</td> <td>7.2%</td> <td>21.5%</td> </tr> </tbody> </table>		Demand Response	F/R	FY 2003/04	10.2%	24.5%	FY 2004/05	8.1%	24.6%	FY 2005/06	7.2%	21.5%
	Demand Response	F/R													
FY 2003/04	10.2%	24.5%													
FY 2004/05	8.1%	24.6%													
FY 2005/06	7.2%	21.5%													
If the operator receives State Transit Assistance Funds, the operator is not precluded by contract from employing part-time drivers or from contracting with common carriers.	PUC 99314.5	In compliance													
If the operator receives State Transit Assistance Funds, the operator makes full use of funds available to it under the Urban Mass Transportation Act of 1964 before TDA claims are granted.	CCR 6754 (a) (3)	N/A													

14.015



## PRIOR AUDIT RECOMMENDATIONS

This section reviews and evaluates the implementation of any prior Triennial Performance Audit recommendations. This objective assessment is to provide assurance the Santa Cruz MTD has made quantifiable progress toward improving both the efficiency and effectiveness as the transit operator.

The prior audit, completed in 2004 by Moss, Levy, & Hartzheim, for the three years ending June 30, 2003 prescribed one recommendation for the Santa Cruz MTD. The relevance, progress, effectiveness, and difficulties in implementing each recommendation was determined by reviewing relevant planning documents, and reports, and through interviews with Santa Cruz MTD staff.

### Prior Recommendation 1

We recommend the SCMTD expand the parking lot to house the buses and have assigned parking spaces for each to promote safety of the buses and efficiency and effectiveness of the system.

Status: Partially implemented.

**Prior audit finding:** *Currently, SCMTD buses are stored in a lot that is too small for the size of the fleet. Buses are parked on the street and in neighboring lots. Also, the buses are parked in random order so that drivers have to search for their bus each morning. We recommend the SCMTD expand the parking lot to house the buses and assigned a parking space for each to promote safety of the buses and efficiency and effectiveness of the system.*

**Discussion:** The SCMTD has conducted extensive capital planning efforts during this triennium. While it would be ideal to house all of its bus facilities and administrative functions together for enhanced coordination of the operation, the unique environment of Santa Cruz and extensive public input which opposed a larger footprint in the SCMTD's presence in the industrial park area which houses the majority of its operations, resulted in the acquisition of numerous non-conjoined sites. While this situation is not ideal, the locations are close enough to facilitate coordination.

## PERFORMANCE MEASURES AND TRENDS

Performance indicators are frequently used to quantify and review the efficiency of a transit operator's activities. Such indicators provide insight into current operations, as well as trend analysis of historic performance. Through a review of performance indicators, performance and the interrelationship of major functions are better understood.

The Transportation Development Act (TDA) requires recipients of TDA funding to report five performance indicators:

- Operating Cost/Passenger,
- Operating Cost/Vehicle Service Hour,
- Passengers/Vehicle Service Hour,
- Passengers/Vehicle Service Mile, and
- Vehicle Service Hours/Employee.

The Santa Cruz Metropolitan Transit District is not required to meet the farebox recovery standards presented in PUC 99268.2, .3, and .12 per the exemption stated in PUC 99268.1. The SCMTD maintains a higher than 15 percent ratio, and therefore is in full compliance.

To assess the validity and use of performance indicators, our audit team performed the following activities:

- Assessed internal controls in place for the collection of performance-related information,
- Validated collection methods of key data,
- Calculated performance indicators, and
- Evaluated performance indicators.

### Performance Measures

The procedures used to calculate TDA-required performance measures for the audit period were verified and compared to measures as stated in similar audit reports.

### Operating Cost

Operating Cost was not independently calculated as part of this audit. Operating Cost from the fiscal audit reports prepared by Brown, Armstrong, Paulden, McCown, Starbuck & Keeter were examined. In our opinion, the Operating Cost from the audited reports is consistent with TDA guidelines and accurately reflects all costs presented in the expense object classes for MTD's provided services. In accordance with PUC 99247 (a), the reported cost excluded depreciation expenses.

### Vehicle Service Hours and Miles

Vehicle Service Hours (VSH) and Vehicle Service Miles (VSM) appear to be correctly recorded and reported. Calculations are based on driver trip sheets. The driver records the time and mileage at the start and end of each service day. Given this data, the TDA definition of VSH and VSM can be calculated and reported correctly.

### Passenger Counts

By TDA definition, the number of total passengers is equal to the total number of unlinked trips (i.e., those trips that are made by a passenger that involve a single boarding and departure), whether revenue producing or not.

Passenger counts are calculated based on information provided on driver trip sheets. Each time a passenger boards a fixed-route or demand-response vehicle, such activity is noted on the driver trip sheets as to whether the passenger is paying a regular, senior, or other fare category.

Accurate accounting of passenger ridership will help provide the Santa Cruz MTD with the data for performance indicators and thereby allow evaluation of its transit service.

### Employees

Employee Hours are defined as the total number of hours (regular or overtime) which all employees have worked and for which they have been paid a wage or salary.

The hours must include transit system-related hours worked by persons employed in connection with the public transportation system (whether or not the person is employed directly by the operator). Full-Time Equivalency (FTE) is calculated by dividing the number of person-hours by 2,000.

#### Revenues

The Santa Cruz MTD employs safe and prudent procedures for revenue collection and cash management for an operation of its size and scope. Revenue data from the TDA fiscal audits were used in this report.

#### TDA Required Indicators

To calculate the TDA indicators for the Santa Cruz MTD, the following sources were employed:

- **Operating Cost** was obtained from the SCMTD's Transportation Development Act Funds Financial Statements prepared by Brown, Armstrong, Paulden, McCown, Starbuck & Keeter (FY 2003-2004, FY 2004-2005, and FY 2005-2006) and excluded depreciation; Operating Cost allocated between fixed-route and demand-response was consistent with transit ridership reports.
- **Fare Revenue** data was obtained from the SCMTD's Financial Statements prepared by Brown, Armstrong, Paulden, McCown, Starbuck & Keeter for each fiscal year.
- **Vehicle Service Hours (VSH)** were obtained by summarizing *vehicle revenue hours* from the operator's *Monthly Transit Report*.
- **Vehicle Service Miles (VSM)** were obtained by summarizing *vehicle revenue miles* from the operator's *Monthly Transit Report*.
- **Passenger Counts** were obtained from the Annual Transit Operators' Financial Transactions Reports submitted to the State Controller for each fiscal year.
- **Full-Time Equivalentents (FTE)** was estimated based on our discussion with Santa Cruz MTD personnel. At this meeting, the number of employees and hours needed to operate the service was discussed. That number was then divided by 2,000 to calculate a value for the FTE performance indicator.

Exhibit 2: TDA-Required Indicators

Performance Measure	System Wide					
	FY 2000/01	FY 2001/02	FY 2002/03	FY 2003/04	FY 2004/05	FY 2005/06
<b>Operating Cost (Actual \$)</b>	\$28,400,014	\$29,125,187	\$29,335,566	\$30,144,870	\$31,020,363	\$31,246,573
<i>Annual Change</i>		2.6%	0.7%	2.8%	2.9%	0.7%
<b>Fare Revenue (Actual \$)</b>	\$5,467,480	\$5,969,670	\$5,898,305	\$6,986,918	\$7,120,869	\$6,283,590
<i>Annual Change</i>		9.2%	-1.2%	18.5%	1.9%	-11.8%
<b>Vehicle Service Hours (VSH)</b>	246,266	257,639	240,788	266,580	247,227	237,678
<i>Annual Change</i>		4.6%	-6.5%	10.7%	-7.3%	-3.9%
<b>Vehicle Service Miles (VSM)</b>	3,499,224	3,582,478	3,388,399	3,923,576	3,701,940	3,400,852
<i>Annual Change</i>		2.4%	-5.4%	15.8%	-5.6%	-8.1%
<b>Passengers</b>	6,329,585	6,270,540	6,136,352	5,860,710	5,610,184	4,850,291
<i>Annual Change</i>		-0.9%	-2.1%	-4.5%	-4.3%	-13.5%
<b>Employees</b>	308.0	318.0	297.0	348.0	356.0	371.0
<i>Annual Change</i>		3.2%	-6.6%	17.2%	2.3%	4.2%
<b>Performance Indicators</b>						
<b>Operating Cost/VSH (Actual \$)</b>	\$115.32	\$113.05	\$121.83	\$113.08	\$125.47	\$131.47
<i>Annual Change</i>		-2.0%	7.8%	-7.2%	11.0%	4.8%
<b>Operating Cost/Passenger (Actual \$)</b>	\$4.49	\$4.64	\$4.78	\$5.14	\$5.53	\$6.44
<i>Annual Change</i>		3.5%	2.9%	7.6%	7.5%	16.5%
<b>Passengers/VSH</b>	25.70	24.34	25.48	21.98	22.69	20.41
<i>Annual Change</i>		-5.3%	4.7%	-13.7%	3.2%	-10.1%
<b>Passengers/VSM</b>	1.81	1.75	1.81	1.49	1.52	1.43
<i>Annual Change</i>		-3.2%	3.5%	-17.5%	1.5%	-5.9%
<b>Farebox Recovery</b>	19.25%	20.50%	20.11%	23.18%	22.96%	20.11%
<i>Annual Change</i>		6.5%	-1.9%	15.3%	-1.0%	-12.4%
<b>Hours/Employee</b>	800	810	811	766	694	641
<i>Annual Change</i>		1.3%	0.1%	-5.5%	-9.3%	-7.7%
<b>Non-Required Indicators</b>						
<b>Operating Cost/VSM</b>	\$8.12	\$8.13	\$8.66	\$7.68	\$8.38	\$9.19
<i>Annual Change</i>		0.2%	6.5%	-11.3%	9.1%	9.6%
<b>VSM/VSH</b>	14.21	13.91	14.07	14.72	14.97	14.31
<i>Annual Change</i>		-2.1%	1.2%	4.6%	1.7%	-4.4%
<b>VSH/FTE</b>	800	810	811	766	694	641
<i>Annual Change</i>		1.3%	0.1%	-5.5%	-9.3%	-7.7%
<b>Fare/Passenger</b>	\$0.86	\$0.95	\$0.96	\$1.19	\$1.27	\$1.30
<i>Annual Change</i>		10.2%	1.0%	24.0%	6.5%	2.1%

14.920

### Performance Trends

Performance Trends were analyzed for fixed-route and demand-response services. For the three years covered by this audit, the TDA indicators were calculated from data developed in the previous section. Historic data (prior to the current audit period) was obtained from prior Triennial Performance Audit.

A 37-day work stoppage of Santa Cruz MTD workers associated with the fixed-route service occurred in October 2005, which resulted in significant decline in all indicators. According to the District, even with gasoline prices at their level, ridership was still lower than before the work stoppage during this triennium.

The demand-response service was not impacted by the work stoppage as its labor contract was on a different cycle than that of the fixed-route. Since the Santa Cruz MTD assumed operation of the demand-response service from a local non-profit organization, there has been an increase in ridership.

In reviewing the performance indicators for the fixed-route service, ridership dropped steadily over the last six years by 24 percent. Cost/Vehicle Service Hour has increased 28 percent over the same period. Farebox ratio was between 20 and 21 percent during the previous audit before increasing to 24.5 percent in the first year of this triennium (FY 2003/04), before decreasing to 21.5 percent this past year. As the fixed-route service is currently being evaluated as part of the recently initiated Transit Development Plan, staff should assess the consultant's service recommendations aimed at achieving sustainable ridership growth.

The prior triennial audit did not include a review of the demand-response service previously contracted with Community Bridges, a local non-profit organization. In November 2004, the SCMTD took this service in-house. As such, performance data in this report will only include FY 2003/04 through FY 2005/06 as reported by the SCMTD to the State Controller. Cost for the demand-response service has remained fairly constant during the triennium. However, ridership was above 91,706 riders in FY 2003/04 before dropping to 87,058 in FY 2004/05. Farebox recovery stood at over 10 percent in FY 2003/04, but declined to 7.2 percent this past year. This decrease is due to the contract covering Paratransit employees providing compensation adjustments compared to when the service was operated by a private non-profit CTSA. The MTD also provides these employees with better fringe benefits and the CALPERS retirement program, which has also contributed to an increase in service cost, and a decrease in farebox recovery. Again, the Coordinated Human Services Transportation Plan should assess this service in terms of efficiency and create a plan for enhancing mobility throughout Santa Cruz County.

Exhibit 3: Fixed-Route Performance Data

Performance Measure	Fixed-Route					
	FY 2000/01	FY 2001/02	FY 2002/03	FY 2003/04	FY 2004/05	FY 2005/06
<b>Operating Cost (Actual \$)</b>	\$28,400,014	\$29,125,187	\$29,335,566	\$27,401,601	\$28,010,207	\$28,145,868
<i>Annual Change</i>		2.6%	0.7%	-6.6%	2.2%	0.5%
<b>Fare Revenue (Actual \$)</b>	\$5,467,480	\$5,969,670	\$5,898,305	\$6,708,330	\$6,877,157	\$6,059,730
<i>Annual Change</i>		9.2%	-1.2%	13.7%	2.5%	-11.9%
<b>Vehicle Service Hours (VSH)</b>	246,266	257,639	240,788	233,518	215,842	190,098
<i>Annual Change</i>		0	0	-3.0%	-7.6%	-11.9%
<b>Vehicle Service Miles (VSM)</b>	3,499,224	3,582,478	3,388,399	3,405,813	3,281,732	2,891,032
<i>Annual Change</i>		0	0	0.5%	-3.6%	-11.9%
<b>Passengers</b>	6,329,585	6,270,540	6,136,352	5,769,004	5,523,126	4,765,454
<i>Annual Change</i>		-0.9%	-2.1%	-6.0%	-4.3%	-13.7%
<b>Employees</b>	308.0	318.0	297.0	298.0	306.0	321.0
<i>Annual Change</i>		3.2%	-6.6%	0.3%	2.7%	4.9%
<b>Performance Indicators</b>						
<b>Operating Cost/VSH (Actual \$)</b>	\$115.32	\$113.05	\$121.83	\$117.34	\$129.77	\$148.06
<i>Annual Change</i>		-2.0%	7.8%	-3.7%	10.6%	14.1%
<b>Operating Cost/Passenger (Actual \$)</b>	\$4.49	\$4.64	\$4.78	\$4.75	\$5.07	\$5.91
<i>Annual Change</i>		3.5%	2.9%	-0.6%	6.8%	16.5%
<b>Passengers/VSH</b>	25.70	24.34	25.48	24.70	25.59	25.07
<i>Annual Change</i>		-5.3%	4.7%	-3.1%	3.6%	-2.0%
<b>Passengers/VSM</b>	1.81	1.75	1.81	1.69	1.68	1.65
<i>Annual Change</i>		-3.2%	3.5%	-6.5%	-0.6%	-2.1%
<b>Farebox Recovery</b>	19.25%	20.50%	20.11%	24.48%	24.55%	21.53%
<i>Annual Change</i>		6.5%	-1.9%	21.8%	0.3%	-12.3%
<b>Hours/Employee</b>	800	810	811	784	705	592
<i>Annual Change</i>		1.3%	0.1%	-3.3%	-10.0%	-16.0%
<b>TDA Non-Required Indicators</b>						
<b>Operating Cost/VSM</b>	\$8.12	\$8.13	\$8.66	\$8.05	\$8.54	\$9.74
<i>Annual Change</i>		0.2%	6.5%	-7.1%	6.1%	14.1%
<b>VSM/VSH</b>	14.21	13.91	14.07	14.58	15.20	15.21
<i>Annual Change</i>		-2.1%	1.2%	3.6%	4.2%	0.0%
<b>VSH/FTE</b>	800	810	811	784	705	592
<i>Annual Change</i>		1.3%	0.1%	-3.3%	-10.0%	-16.0%
<b>Fare/Passenger</b>	\$0.86	\$0.95	\$0.96	\$1.16	\$1.25	\$1.27
<i>Annual Change</i>		10.2%	1.0%	21.0%	7.1%	2.1%



Peer REVIEWS

The following peer review is not a mandatory component of a triennial performance audit. However, Moore & Associates views it as an instrument for management to determine the strengths and weaknesses within their operation. It is intended to be a value-added item to provide our clients with the opportunity to gauge service success among like peers. We have included both a fixed-route and demand-response peer review in our audit.

FIXED-ROUTE PEER Review

The Santa Cruz Metropolitan Transit District's number of service hours are similar to Santa Barbara's, although the Santa Barbara carries about double the number of passengers each year. Revenue miles nearly equal Monterey-Salinas, which generates only 78 percent of the fare revenue of SCMTD. The Cost/Passenger for SCMTD is much higher than most peers.

Exhibit 4: Peer Review Analysis

	County of Santa Cruz	County of Santa Barbara	County of Monterey	County of San Joaquin	City of Fresno	Average
<b>Performance Measure</b>						
Operating Cost	\$28,000,000	\$17,431,017	\$17,064,855	\$22,038,069	\$28,897,922	\$22,686,373
Fare Revenue	\$3,000,000	\$7,044,782	\$4,704,581	\$4,207,403	\$7,666,439	\$5,324,641
Vehicle Service Hours (VSH)	200,000	183,649	196,699	231,869	334,969	229,437
Vehicle Service Miles (VSM)	3,000,000	2,563,445	2,929,736	3,511,704	4,101,325	3,221,242
Passengers	5,000,000	7,348,438	4,738,112	3,922,295	11,241,838	6,450,137
<b>Performance Indicator</b>						
Operating Cost/VSH	\$140.00	\$94.91	\$86.76	\$95.05	\$86.27	\$100.60
Operating Cost/VSM	\$9.33	\$6.80	\$5.82	\$6.28	\$7.05	\$7.06
Operating Cost/Passenger	\$5.60	\$2.37	\$3.60	\$5.62	\$2.57	\$3.95
Passengers/VSH	25.00	40.0	24.1	16.9	33.6	27.9
Passengers/VSM	1.67	2.9	1.6	1.12	2.7	2.0
Farebox Recovery	10.7%	40.4%	27.6%	19.1%	26.5%	24.9%
Average Fare/Passenger	\$0.60	\$0.96	\$0.99	\$1.07	\$0.68	\$0.86

Demand-Response

As previously discussed, the prior Triennial Performance Audit did not include performance indicators for the demand-response operator, which was contracted to a local non-profit social service agency.

Exhibit 5: Demand-Response Performance Data

Performance Measure	Demand Response		
	FY 2003/04	FY 2004/05	FY 2005/06
Operating Cost (Actual \$)	\$2,743,269	\$3,010,156	\$3,100,705
Annual Change		9.7%	3.0%
Fare Revenue (Actual \$)	\$278,588	\$243,712	\$223,860
Annual Change		-12.5%	-8.1%
Vehicle Service Hours (VSH)	33,062	31,385	47,580
Annual Change		-5.1%	51.6%
Vehicle Service Miles (VSM)	517,763	420,208	509,820
Annual Change		-18.8%	21.3%
Passengers	91,706	87,058	84,837
Annual Change		-5.1%	-2.6%
Employees	50.0	50.0	50.0
Annual Change		0.0%	0.0%
<b>Performance Indicators</b>			
Operating Cost/VSH (Actual \$)	\$82.97	\$95.91	\$65.17
Annual Change		15.6%	-32.1%
Operating Cost/Passenger (Actual \$)	\$29.91	\$34.58	\$36.55
Annual Change		15.6%	5.7%
Passengers/VSH	2.77	2.77	1.78
Annual Change		0.0%	-35.7%
Passengers/VSM	0.18	0.21	0.17
Annual Change		17.0%	-19.7%
Farebox Recovery	10.16%	8.10%	7.22%
Annual Change		-20.3%	-10.8%
Hours/Employee	661	628	952
Annual Change		-5.1%	51.6%
<b>TDA Non-Required Indicators</b>			
Operating Cost/VSM	\$5.30	\$7.16	\$6.08
Annual Change		35.2%	-15.1%
VSM/VSH	15.66	13.39	10.72
Annual Change		-14.5%	-20.0%
VSH/FTE	661	628	952
Annual Change		-5.1%	51.6%
Fare/Passenger	\$3.04	\$2.80	\$2.64
Annual Change		-7.8%	-5.7%

DEMAND-RESPONSE PEER Review

The Santa Cruz Metropolitan Transit District has an average operating budget comparable to the selected peers. The number of passengers carried is slightly less than average, yet its fare revenue is almost twice the average. Cost/Hour is second highest within the peer group.

EXHIBIT 6: PEER REVIEW ANALYSIS

	County of Santa Cruz	County of Santa Barbara	County of Monterey	County of San Joaquin	City of Fresno	Average
<b>Performance Measure</b>						
Operating Cost	\$3,000,000	\$436,379	\$1,884,808	\$3,927,066	\$4,043,491	\$2,658,349
Fare Revenue	\$250,000	\$76,634	\$81,992	\$130,435	\$102,608	\$128,334
Vehicle Service Hours (VSH)	50,000	22,199	36,352	51,272	81,510	48,267
Vehicle Service Miles (VSM)	500,000	329,765	620,573	596,705	1,084,752	626,359
Passengers	85,000	38,689	66,538	104,046	192,556	97,366
<b>Performance Indicator</b>						
Operating Cost/VSH	\$60.00	\$19.66	\$51.85	\$76.59	\$49.61	\$51.54
Operating Cost/VSM	\$6.00	\$1.32	\$3.04	\$6.58	\$3.73	\$4.13
Operating Cost/Passenger	\$35.29	\$11.28	\$28.33	\$37.74	\$21.00	\$26.73
Passengers/VSH	1.70	1.74	1.83	2.03	2.36	1.93
Passengers/VSM	0.170	0.117	0.107	0.174	0.178	0.149
Farebox Recovery	8.3%	17.6%	4.4%	3.3%	2.5%	7.2%
Average Fare/Passenger	\$2.94	\$1.98	\$1.23	\$1.25	\$0.53	\$1.59

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Exhibit 7: System-Wide Ridership

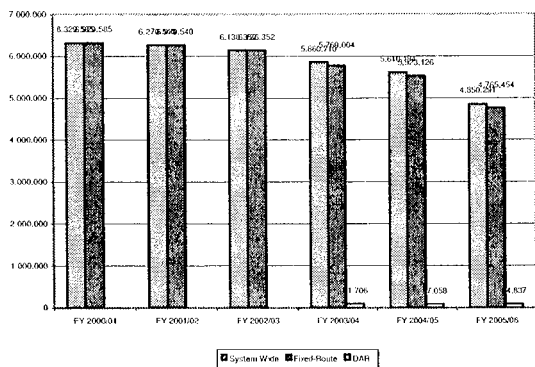


Exhibit 8: System-Wide Cost/VSH

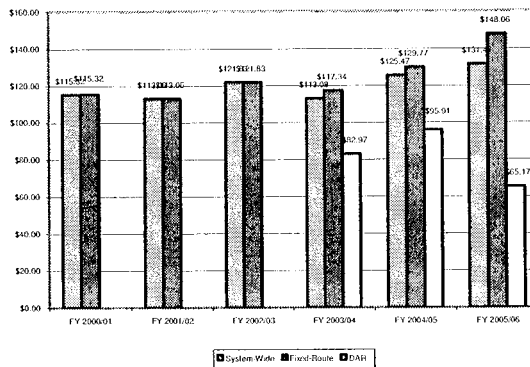


Exhibit 9: System-Wide Cost/VSM

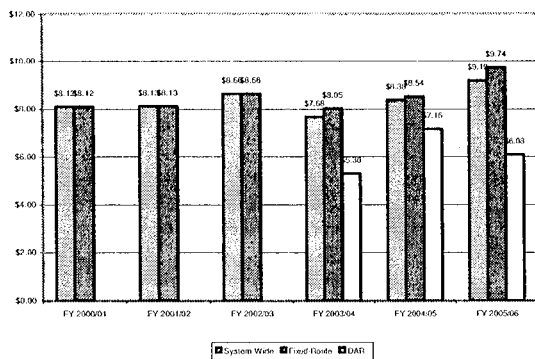


Exhibit 10: System-Wide VSM/VSH

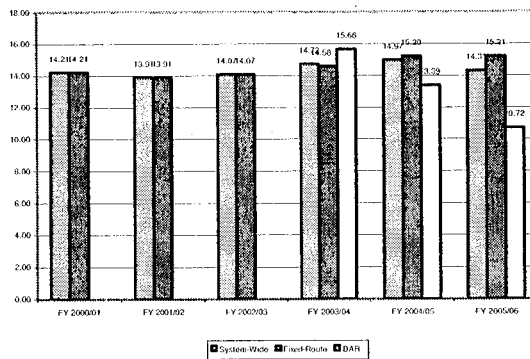


Exhibit 11: System-Wide Cost/Passenger

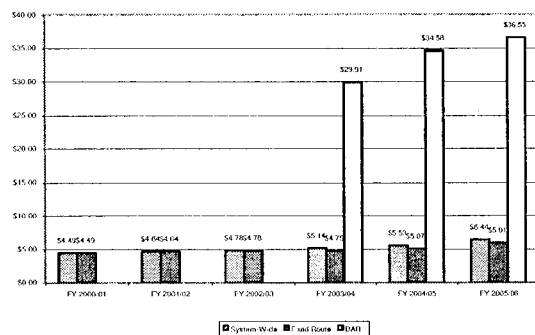


Exhibit 12: System-Wide Passengers/VSH

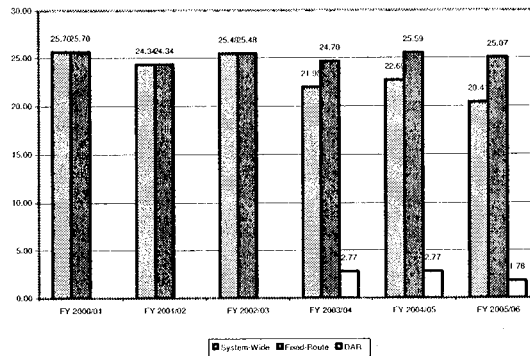


Exhibit 13: System Wide Passengers/VSM

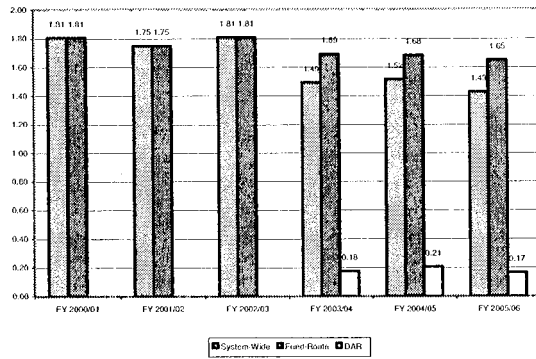


Exhibit 14: System-Wide VSH/FTE

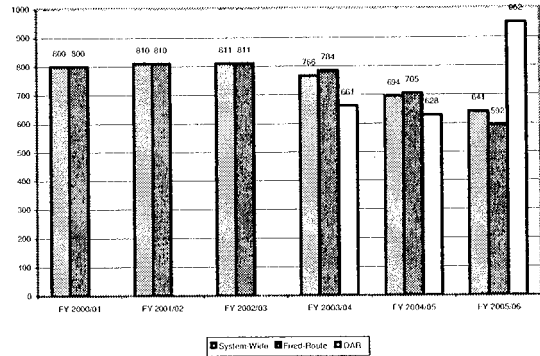


Exhibit 15: System-Wide Farebox Recovery

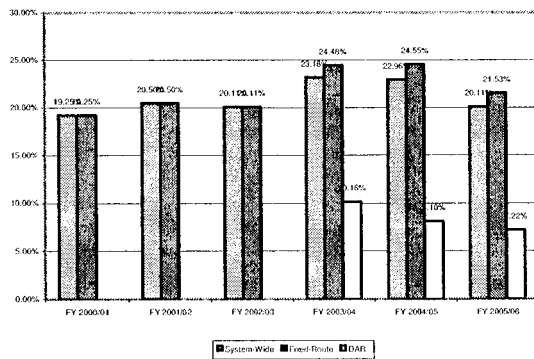


Exhibit 16: System-Wide Fare/Passenger

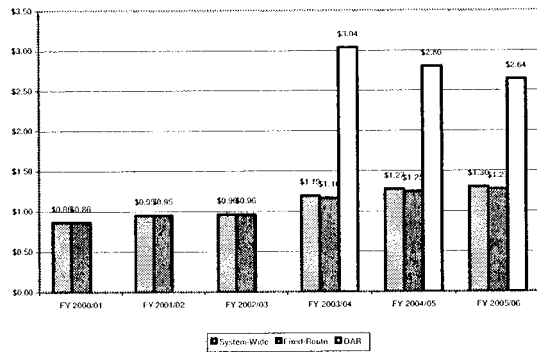
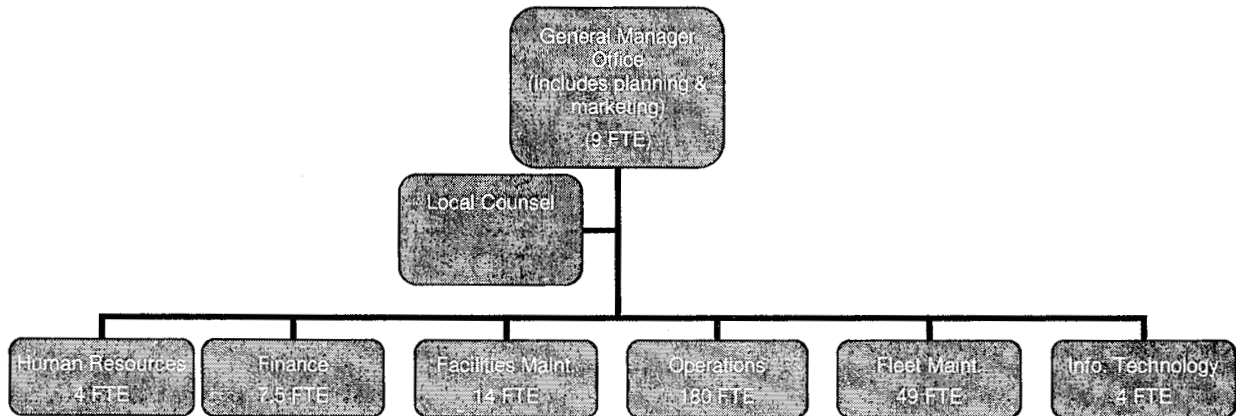


Exhibit 17: Organizational Chart



FUNCTIONAL REVIEW

Our functional review of the Santa Cruz Metropolitan Transit District identifies and determines the extent and efficiency of the following functional activities:

- General management and organization,
- Service planning,
- Scheduling, dispatching and operations including maintenance, and
- Personnel management and training.

General Management and Organization

The Santa Cruz Metropolitan Transit District has an eleven-member board of directors and is led administratively by a general manager. The District is independent, with all functions performed in-house. Staff is actively involved in the transportation planning process throughout Santa Cruz County.

Service Planning

Service planning activities for the Santa Cruz MTD are performed in-house by the office of the general manager. The planning and marketing function is carried out by a transit planner, surveyor, and marketing personnel. Requests for new

14.a 29

services that arise from planning staff, as well as those identified through the TDA "Unmet Needs" process, are evaluated by staff and then reviewed by a committee of management and planning, and bus operations staff. Public input is also solicited through a Citizen Advisory Committee. As all TDA funding is earmarked for transit, with none allocated to street maintenance, the "Unmet Needs" process requires a careful fiscal balancing act, as any new service potentially comes at the expense of an existing service.

Population growth in the Watsonville area includes a high level of ride-dependent persons. We recommend an Action Plan be developed to address the growing mobility needs of Watsonville, if it is not addressed in the Transportation Development Plan currently underway.

#### Scheduling, Dispatching, and Operations

All scheduling, dispatching, and facility and fleet maintenance are performed in-house by Santa Cruz MTD staff. Specialty bus maintenance repair is contracted out to a qualified vendor.

In the prior Triennial Performance Audit, a finding was made regarding inadequate storage of vehicles. The District has made a concentrated effort since that time on Capital Facility Planning. While originally the District sought a property of sufficient size to consolidate all of its administrative, planning and operations function development, community opposition has resulted in a more "patchwork" approach to facility development. The majority of the facilities are in the Encinal Business Park area. While not ideal, the District has done well in making this arrangement work.

#### Marketing and Public Information

The Santa Cruz Metropolitan Transit District's marketing efforts include a transit guide, website, bus information phone line, and customer center. The SCMTD

incorporates information in Spanish within the Transit Guide. The Guide, while comprehensive, is somewhat unclear in its presentation.

The SCMTD website presents routes, schedules, fares, and other service information. A customer service phone line is available to the public Monday through Friday, 8:00 am to 4:00 pm. The customer center is located at the Pacific Station in Santa Cruz and has the same hours of operation as the customer phone line.

As discussed in the recommendations section, we believe a community marketing effort aimed at working together with other agencies. Participating in region-wide mobility promotions is an effective way to market the MTD's services.



**SANTA CRUZ COUNTY REGIONAL  
TRANSPORTATION COMMISSION**



TRIENNIAL PERFORMANCE AUDIT

COUNTY OF SANTA CRUZ

JUNE 2007

1. EXECUTIVE SUMMARY	[02]
2. INTRODUCTION	[09]

## TABLE OF CONTENTS

3. AUDIT REPORT	[17]
-----------------	------

# 1.

## EXECUTIVE SUMMARY

## EXECUTIVE SUMMARY

This chapter summarizes key findings and recommendations developed during the Triennial Performance Audit of the Santa Cruz County Regional Transportation Commission (SCCRTC) for the following period:

- Fiscal Year 2003-2004,
- Fiscal Year 2004-2005, and
- Fiscal Year 2005-2006.

This Triennial Performance Audit was conducted in accordance with the processes established by the California Department of Transportation, as outlined in the *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities*, as well as *Government Audit Standards* published by the U.S. Comptroller General. The Triennial Performance Audit has three elements:

1. Compliance requirements,
2. Follow-up of prior performance audit report recommendations,  
and
3. Identify and review the Regional Transportation Planning Agency's functions and activities.

## OVERVIEW

The Santa Cruz County Regional Transportation Commission is the Regional Transportation Planning Agency (RTPA) for Santa Cruz County which is comprised of the cities of Capitola, Santa Cruz, Scotts Valley, Watsonville, and the unincorporated portions of Santa Cruz County. The RTC is a member of the Association of Monterey Bay Area Governments (AMBAG), which functions as the Metropolitan Planning Organization (MPO).

The SCCRTC is responsible for the development and implementation of the Regional Transportation Plan (RTP), which is a 20-year plan addressing issues such as regional air quality, highways, public transit, bicycle/pedestrian, and other improvements. It is also responsible for daily functions taking projects from concept to execution. As the designated RTPA, the SCCRTC is responsible for

the distribution of federal and state funds for transportation projects including maintenance improvements, safety, and traffic congestion relief within the county.

14.65

## COMPLIANCE

We believe the Santa Cruz County Regional Transportation Commission adheres to Transportation Development Act (TDA) laws and regulations in an efficient and effective manner. It is in compliance with the TDA with two exceptions. First, we recommend establishing a process to evaluate the Santa Cruz Metropolitan Transit District (SCMTD) for potential improvements to assure TDA funding is efficiently spent. This is a requirement of PUC Section 99244. Second, the prior audit did not include a review of the paratransit services previously contracted to a local non-profit by the SCMTD. The current audit includes the paratransit service as the SCMTD now operates the service under the ParaCruz service name. Future audits, whether the service is contracted or otherwise, should include this specialized transportation program within the audit scope.

## PRIOR AUDIT RECOMMENDATIONS

The Santa Cruz County Regional Transportation Commission implemented the one recommendation presented within the previous audit. This finding pertained to undertaking the RTC becoming an autonomous agency apart from the County of Santa Cruz. This action was completed in November, 2006.

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## RECOMMENDATIONS

The Triennial Performance Audit recommends five items be considered for review by the RTC. The first pertains to establishing a process for SCCRTC to review operational enhancements and productivity improvements for the Santa Cruz Metropolitan Transit District.

Second, the current audit included a review of the paratransit function currently operated by the SCMTD. The last triennial audit did not. Perhaps there was confusion because the non-profit organization which operated the service on behalf of the SCMTD also received TDA funding from the City of Santa Cruz. However, any TDA funding allocated through the SCCRTC is subject to the audit process, regardless of the contractual relationships associated with how the service is provided.

Third, duplication of specialized transit services was noted during the audit interview process between Community Bridges, the non-profit entity receiving funding directly from the City of Santa Cruz and ParaCruz. A Coordinated Human Services Transportation Plan, required under SAFETEA-LU, would identify and build upon planning efforts undertaken in 2004 and 2005 by the Paratransit Coordination Task Force to address duplication. (Note: The services provided by Community Bridges are designed to augment the required ADA service provided by ParaCruz).

Fourth, the Autonomy Project has required a significant undertaking by SCCRTC staff and resulted in autonomy in November 2006. A separate staffing plan and positions descriptions have been completed. However, a classification, job title and compensation study should be completed for all staff comparing Santa Cruz County with like-peers within California.

Fifth, during the audit interviews mixed opinion arose regarding what in essence are two Commission meetings per month. Considerable staff time is necessary to prepare agenda packets on-time distracting from program implementation.

While the Transportation Planning Committee provides an informal discussion forum, many aspects are duplicative to the more formal Commission's meeting. Rather than elimination of the TPC, perhaps a less frequent meeting schedule would be appropriate.



## Summary of Recommendations

	RECOMMENDATION	PRIORITY	TIMEFRAME
1	Establish a process to review the SCMTD's operation for review and implementation of potential changes which would make the operation more efficient as required by PUC Section 99244.	High	FY 2007/08
2	Ensure all future Triennial Performance Audits include the paratransit function regardless of contractual approach.	Medium	FY 2009/10
3	Complete a Coordinated Human Services Transportation Plan for the County of Santa Cruz to coordinate and optimize specialized transportation services.	High	FY 2007/08
4	Complete a Classification and Compensation Study of RTC staff which compares technical staff with like-peers.	High	FY 2007/08
5	Assess the need for continuing both the RTC's "regular" commission meetings and the Transportation Planning Workshop Committee's meetings. There appears to be cross-over between the two, and the administrative effort associated impacts RTC program implementation.	Medium	FY 2007/08

# 2

2.

## INTRODUCTION

## INTRODUCTION

This report of the Triennial Performance Audit (TPA) of the SCCRTC covers a three-year period ending June 30, 2006. The California Public Utilities Code requires all RTPA's conduct a Triennial Performance Audit in order to be eligible for Transportation Development Act (TDA) funding.

The TPA is designed to be an independent and objective evaluation of the SCCRTC as the regional transportation planning entity. The audit's intent is to 1) assess compliance with TDA regulations, 2) review improvements that have been implemented and assess progress towards goals, and 3) provide practical and useful recommendations for improving the efficiency and functionality of the RTPA.

## AUDIT SCOPE AND METHODOLOGY

This audit was conducted in accordance with the processes established by the California Department of Transportation, as outlined in the *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities*, as well as *Government Audit Standards* published by the U.S. Comptroller General.

Our audit is intended to be a high-level review of performance evaluating the efficiency, economy, and effectiveness of the Regional Transportation Planning Agency. The audit of the Santa Cruz County Regional Transportation Commission consisted of three tasks:

1. A review of compliance with the TDA requirements and regulations.
2. An assessment of the implementation of recommendations contained in prior performance audits.
3. An examination of the major functions performed by the RTPA in the following areas:
  - Administration and management,
  - Transportation planning and regional coordination,
  - Claimant relationships and oversight, and
  - Marketing and transportation alternatives.

The methodology for this audit included interviews with key personnel and board members at the SCCRTC, site visits, verification of data sources, examinations of financial and statistical reports, and reviews of relevant planning documents and reports.

Our audit report is comprised of three sections:

1. Executive Summary

A brief summary of the key findings and recommendations developed during the Triennial Performance Audit processes.

2. Introduction

Methodology of the audit and pertinent background information.

3. Audit Results

In depth discussion of findings surrounding each of the subsequent major elements of the audit:

- Compliance with statutory and regulatory requirements.
- Progress in implementing prior audit recommendations.
- Transportation planning and regional coordination.
- Claimant relationships and oversight.
- Functional review.
- Marketing and transportation alternatives.

14.613

DESCRIPTION OF THE RTPA

- General Administration

The Executive Director and Deputy Director are responsible for developing and implementing the RTC's annual Overall Work Program. This OWP is designed to assure all statutory requirements are planned and funded and to provide a guide to staff as to the priorities of the Commission and executive team. The RTC's Fiscal Officer is responsible for the administration of the TDA process and oversees all accounting functions including: claims processing, contract administration, billing, payroll, and financial statement preparation. While the County still issues payment for vendors and payroll, much progress has been made in eliminating the duplication of functions between the two agencies. The Fiscal Officer is quite knowledgeable about the systems and his responsibilities for the TDA process.

- Internal Planning and Achievements

The SCCRTC OWP, which includes such documents as the Regional Transportation Plan, is adopted by the Commission each year. The most recent RTP was adopted in May 2005. Each year, the Commission adopts a State and Federal Legislative Agenda which addresses transit as well as other legislative areas falling under the jurisdiction of the Commission. This is quite helpful in guiding staff's interaction with locally-elected officials who can assist the RTC in its efforts. A draft Regional Transportation Improvement Plan (RTIP) dated January 5, 2006 was reviewed. The purpose of this document is to program state and federal transportation funding allocated within the region.

- Board of Governor's Activities

The Commission attempted a countywide half-cent sales tax measure in November 2004. Measure J would have raised \$577 million across a 30-year period. This measure required a two-thirds majority vote. In light of the measure's failure, the RTC is working diligently to build support for the proposed widening of Highway 1/HOV Lanes Project.

▪ Committee Structure

There are 12 members of the SCCRTC: each of the five County supervisors; council members from Capitola, Santa Cruz, Scotts Valley, and Watsonville; and three members from the SCMTD Board.

The Commission has five standing committees: Bicycle Committee, Elderly and Disabled Transportation Advisory Committee, Inter-Agency Technical Advisory Committee (TAC), Budget and Administration/Personnel Committee, and Transportation Policy Workshop. The Bicycle Committee is composed of citizens appointed by the Commission. The Elderly and Disabled Transportation Advisory Committee is composed of citizens appointed by the Commission and providers of social and specialized transportation agencies. The TAC includes 19 staff members from various regional planning and public works agencies as well as UC Santa Cruz and TMA organizations. The last two committees are made up of RTC commissioners with five members serving on the budget/personnel, and all 12 on the Transportation Policy Committees.

Four additional committees are in place: Rail Acquisition Committee (seven Commissioners), Traffic Operations Oversight Committee (staff from the cities and county), Safe on 17 Task Force (staff from Caltrans, SCCRTC, , MTC, and the cities and county), and Transportation Funding Task Force.

▪ Staffing

The SCCRTC is managed by an executive director. Other staff includes a deputy director, fiscal and an administrative services officer, seven full-time transportation planners, two transportation planning technicians, accounting technician, and two administrative assistants.

In conjunction with this triennial audit, a survey of several Commission members, Technical Advisory Committee, and staff was conducted. Commission members

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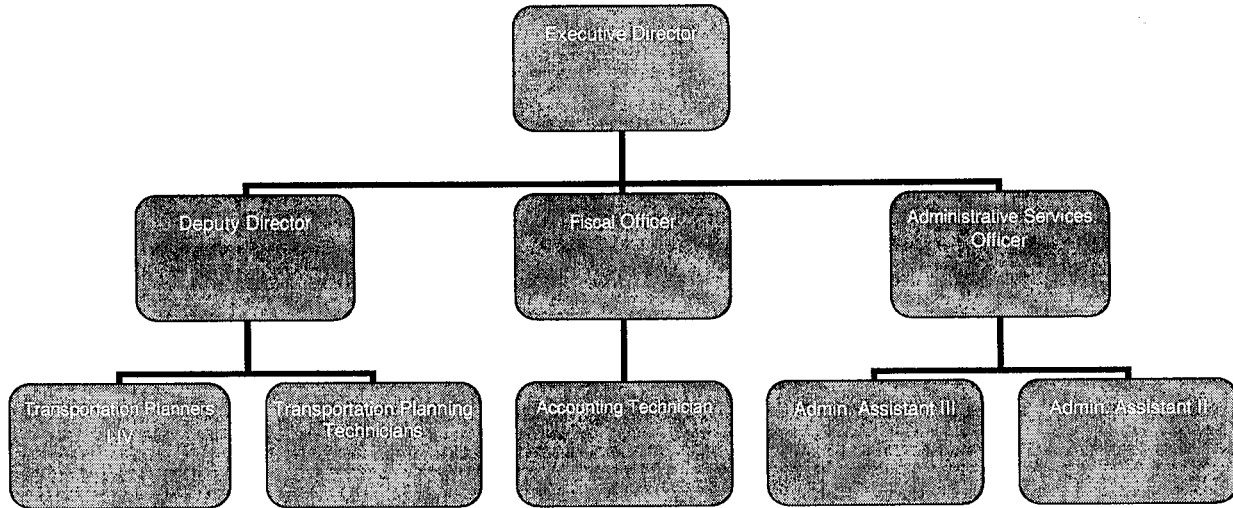
were very satisfied with the positive direction which the new executive director and his staff have taken to address many long-standing issues facing the SCCRTC.

A general concern about maintaining the momentum was raised during the interviews. Retention and recruitment of technically competent and motivated staff is a high priority for community members. The desire to have a Classification and Compensation Study undertaken to keep the RTC moving in a positive direction was raised during the interview process.

An interview of staff resulted in very positive comments about the RTC's executive team. There is great camaraderie on the SCCRTC staff and individuals are very dedicated to promoting good planning for the citizens of Santa Cruz. There were concerns revealed about not being able to concentrate fully on their tasks because of the low partitions in the open office setting. As the RTC is currently in a leased space, establishing private office space would be difficult at this time given the current office configuration. Purchase of new, taller partitions could address their concern.



▪ SCCRTC Organizational Chart



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# 3

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## AUDIT REPORT

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## AUDIT REPORT

This chapter presents detailed findings for each of the major performance audit sectors: Compliance requirements, prior audit recommendations, Transit Development Act (TDA) performance measures and trends, and RTPA functions.

### COMPLIANCE REQUIREMENTS

This section examines the Santa Cruz County Regional Transportation Commission's compliance with the Transportation Development Act and relevant sections of the California Code of Regulations. An annual certified fiscal audit confirms TDA funds were apportioned in conformance with applicable laws, rules, and regulations. Although compliance verification is not a TPA responsibility, several specific requirements concern issues relevant to the performance audit. The TPA findings and related comments are delineated in Exhibit 1.

Compliance was determined through interviews with SCCRTC staff and a physical inspection of relevant documents, including the fiscal audits for each year of the triennium; planning documents, TDA claims forms, annual State Controller reports, year-end performance reports, and other related documentation.

We believe the SCCRTC adheres to Transportation Development Act (TDA) laws and regulations in an efficient and effective manner, and is in compliance with TDA rules and regulations with two exceptions. We recommend the SCCRTC establish a process to review the Santa Cruz Metropolitan Transit District for potential improvements to the transit system to assure TDA funding is spent efficiently. This is a requirement of PUC Section 99244 which states, "Each transportation-planning agency shall annually identify, analyze, and recommend potential productivity improvements. . ." In addition, the prior audit did not include auditing the paratransit services previously contracted to a local non-profit by the SCMTD. This audit includes the paratransit service, as SCMTD now operates the service under the ParaCruz branding. Future audits, whether the service is

14.620

contracted or otherwise, need to include this specialized transportation within the

audit scope.

**Exhibit 1: Transportation Development Act Compliance Requirements**

REQUIREMENT	REFERENCE	COMPLIANCE	COMMENTS
The RTPA has established a Social Service Transportation Advisory Council.	PUC 99238.99238.5	In compliance	The Elderly & Disabled Transportation Advisory Committee serves as this function.
The RTPA must ensure there is a citizen participation process, which includes at least an annual public hearing.	PUC 99238.5	In compliance	A robust citizen participation process exists for RTC matters.
The RTPA has adopted rules and regulations delineating procedures for the submission of claims for facilities provided for the exclusive use of pedestrians and bicycles.	PUC 99233.3.99234	In compliance	SCCRTC has a detailed claims process for these procedures.
The RTPA has ensured that all claimants to whom it allocates TDA funds submit to the RTPA and to the State Controller an annual certified fiscal and compliance audit within 180 days after the end of the fiscal year.  December 30 = 180 Days  March 30= 90-Day Extension (If approved)	PUC 99245	In compliance	FY 2003/04 11/18/04  FY 2004/05 11/8/05  FY 2005/06 10/25/06

14.621

REQUIREMENT	REFERENCE	COMPLIANCE	COMMENTS
<p>The RTPA has annually identified, analyzed, and recommended potential productivity improvements that could lower the operating costs of those operators that operate at least 50 percent of their vehicle service miles within the RTPA's jurisdiction. Recommendations include, but are not being limited to, those made in the performance audit.</p> <ul style="list-style-type: none"> <li>• A committee for the purpose of providing advice on productivity improvements may be formed.</li> <li>• The operator has made a reasonable effort to implement improvements recommended by the RTPA, as determined by the RTPA, or else the operator has not received an allocation that exceeds its prior year allocation.</li> </ul>	<p>PUC 99244</p>	<p>Exception</p> <p>Exception</p>	<p>The RTC has not established a process to review operations of the SCMTD to identify strategies aimed at improving efficiency.</p>
<p>All transportation operators and city/county governments which have responsibility for serving a given area, in total, claim no more than those Local Transportation Fund moneys apportioned to that area.</p>	<p>PUC 99231</p>	<p>In compliance</p>	<p>LTF funding is allocated to SCMTD and no claim exceeds funding apportionments.</p>
<p>The RTPA has designated an independent entity to conduct a performance audit of operators and itself (for the current and previous triennia). For operators, the audit was made and calculated the required performance indicators, and the audit report was transmitted to the entity that allocates the operator's TDA monies and to the RTPA within 12 months after the end of the triennium. If an operator's audit was not transmitted by the start of the second fiscal year following the last fiscal year of the triennium, TDA funds were not allocated to that operator for that or subsequent fiscal years until</p>	<p>PUC 99246, 99248</p>	<p>Exception</p>	<p>During the previous triennium, funds allocated for paratransit purposes which SCMTD contracted with a local non-profit agency for were not included in the audit.</p>

14.622

SAN JUAN COUNTY RTC — TRIENNIAL PERFORMANCE AUDIT

REQUIREMENT	REFERENCE	COMPLIANCE	COMMENTS
the audit was transmitted.			
The RTPA has submitted a copy of its performance audit to the Director of the California Department of Transportation. In addition, the RTPA has certified in writing to the director, that the performance audits of operators located in the area under its jurisdiction have been completed.	PUC 99246	In compliance	SCCRTC has submitted required documents in conformance with requirements.
The performance audit of the operator providing transportation services shall include, but is not limited to, a verification of the operator's operating cost per passenger, operating cost per vehicle service hour, passengers per vehicle service mile, and vehicle service hours per employee, as defined in Section 99247. The performance audit shall include, but is not limited to, consideration of the needs and types of passengers being served and the employment of part-time drivers and the contracting with common carriers of persons operating under a franchise or license to provide services during peak hours, as defined in subdivision (a) of Section 99260.2.	PUC 99246	In compliance	The previous audit met all state requirements.
If an operator serves urbanized and non-urbanized areas in the area of jurisdiction of a transportation planning agency, the RTPA shall adopt rules and regulations to determine what portion of the public transportation services of the operator serves urbanized areas and what portion serves non-urbanized areas to determine its required ratios of fare revenues to operating cost.	PUC 99270.1	N/A	This requirement does not apply due to the establishment of a half-cent sales tax for transit purposes in the 1970's.

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REQUIREMENT	REFERENCE	COMPLIANCE	COMMENTS
The RTPA has established rules and regulations regarding revenue ratios for transportation operators providing services in urbanized and new urbanized areas.	PUC 99270.1, 99270.2	N/A	This requirement does not apply due to the establishment of a half-cent sales tax for transit purposes in the 1970's.
The RTPA has adopted criteria, rules, and regulations for the evaluation of claims filed under Article 4.5 of the TDA and the determination of the cost effectiveness of the proposed community transit services.	PUC 99275.5	In compliance	SCCRTC has established such rules in conformance with law for Article 8 funds.
State Transit Assistance funds received by the RTPA are allocated only for transportation planning and mass transportation purposes.	PUC 99312.5, 99313.3, Prop 116	In compliance	STA funding is allocated to Capital Projects as there is no ratio requirement established in Santa Cruz County.
The amount received pursuant to Public Utilities Code Section 99314.3 by each RTPA for State Transit Assistance is allocated to the operators in the area of its jurisdiction as allocated by the State Controller.	PUC 99314.3	In compliance	SCCRTC distributes all funds in accordance with requirements.
If TDA funds are allocated to purchases not directly related to public or specialized transportation services, or facilities for exclusive use of pedestrians and bicycles, the transit planning agency has annually: <ul style="list-style-type: none"> <li>• Consulted with the Social Services Transportation Advisory Council (SSTAC) established pursuant to Public Utilities Code Section 99238;</li> </ul>	PUC 99401.5	N/A	All funds are distributed to transit, pedestrian, and bicycle specialized programs.  No funds are distributed for streets and roads.

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REQUIREMENT	REFERENCE	COMPLIANCE	COMMENTS
<ul style="list-style-type: none"> <li>• Identified transit needs, including:                             <ul style="list-style-type: none"> <li>- Groups who are transit-dependent or transit-disadvantaged.</li> <li>- Adequacy of existing transit services to meet the needs of groups identified, and</li> <li>- Analysis of potential alternatives to provide transportation services;</li> </ul> </li> <li>• Adopted or re-affirmed definitions of “unmet transit needs” and “reasonable to meet”;</li> <li>• Identified the unmet transit needs and those needs that are reasonable to meet; and</li> <li>• Adopted a finding that there are no unmet transit needs, that there are no unmet needs that are reasonable to meet, or that there are unmet transit needs including needs that are reasonable to meet.</li> </ul> <p>If a finding is adopted that there are unmet transit needs, these needs must have been funded before an allocation was made for streets and roads.</p>			
<p>The RTPA has submitted to an audit of its accounts and records by the county auditor, or a certified public accountant, for each fiscal year. The RTPA must transmit the resulting audit report to the state controller within 12 months of the end of each fiscal year, and the audit must be performed in accordance with the Basic Audit Program and Report Guidelines for California Special Districts prescribed by the state controller. The audit shall include a determination of compliance with the Transportation Development Act and</p>	<p>CCR 6662</p>	<p>In compliance</p>	

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REQUIREMENT	REFERENCE	COMPLIANCE	COMMENTS
accompanying rules and regulations. Financial statements may not commingle the State Transit Assistance fund, local transportation funds, or other revenues or funds of any city, county or other agency. The RTPA must maintain fiscal and accounting records and supporting papers for at least four years following fiscal year close.			

14. b 26

## PRIOR AUDIT RECOMMENDATIONS

This section reviews and evaluates the implementation of the prior Triennial Performance Audit recommendations, and determines the degree of implementation. This objective assessment is to provide assurance the Santa Cruz County Regional Transportation Commission has made quantifiable progress toward improving both the efficiency and effectiveness of its operation.

The prior audit, completed in 2004 by Moss, Levy & Hartzheim, for the three years ending June 30, 2003 prescribed one recommendation for the SCCRTC. The relevance, progress, effectiveness, and difficulties in implementing each recommendation were determined by reviewing relevant planning documents and reports, and through interviews with SCCRTC staff and commissioners.

### Prior Recommendation 1- Administration & Management

During the prior audit, the SCCRTC was a part of the County of Santa Cruz. As such, salaries, budgetary systems and county policies, procedures and services were not meeting the needs of the Commission. The audit recommended exploration of becoming independent of the County structure.

Status: Partially implemented.

### **Prior Audit Finding:**

Possible duplication in the use of the county for services such as accounting, human resources, fleet, insurance were discussed and it was recommended the operational relationship between the two parties be examined to see if autonomy might improve efficiency at the RTC.

### **Discussion:**

The SCCRTC has expended considerable effort during the "Autonomy Project", which began in September 2005. The effort was larger than originally anticipated but staff feels that it has gone well and has been a positive move for the RTC as duplication of effort particularly in administrative functions has been reduced from when they were part of the County of Santa Cruz. A detailed work plan and

timeline was reviewed. A series of tasks with over 160 steps were developed to assure all aspects of separation were achieved. The final steps to independence were not taken until November 2006, outside the scope of this audit. Several administrative tasks have yet to be completed.

The SCCRTC has established itself as a separate entity with unique job descriptions for the regional staff, streamlining the hiring process. It is believed this will lead to staff stability and will allow the agency to retain institutional knowledge. Administrative and human resources policies have been adopted by the RTC. Staff is currently in the process of developing its own written procedures which, in interviews with staff, are needed to streamline the process for such things as standardized contract requirements and procedures.

While the RTC is still part of the County Accounting System, staff feels the process is no longer duplicative and the current arrangement of the County issuing checks for vendors and payroll works well.

## FUNCTIONAL REVIEW

The Santa Cruz County Regional Transportation Commission had experienced some turnover at the upper level of management. In interviews with staff as well as the Commission, there is a perception of knowledgeable, motivated staff at all levels who work cooperatively together to fulfill the mission of the Commission.

Planning was begun in September 2005 for the SCCRTC to become autonomous. That effort was considerably greater than expected but was nearly complete by November 2006. Staff feels very positively about the effort so far as it has been a positive move for the RTC and duplication of administrative functions has been reduced. Concern was expressed that they want to see this cooperative relationship maintained as the Autonomy Project is completed. One of the guiding principles of the Board was that employee compensation and retirement not be affected by the change. This guiding principle should be maintained as the Classification and Compensation Plan is undertaken.

Overseeing the transit operations is much easier in Santa Cruz County as only one fixed-route operator is present. Two issues which should be addressed during the next audit period are establishing RTC oversight of the Santa Cruz County MTD, as required by the Public Utilities Code. In addition, coordination of specialized transit services needs to be overseen by the RTC as SAFETEA-LU requires a planning effort be completed to ensure efficient services are offered to ADA eligible clients.

## TRANSPORTATION PLANNING AND REGIONAL COORDINATION

- Regional Transportation Plan Development

Regional Transportation Planning Agencies are required to prepare a Regional Transportation Plan (RTP) on a five-year basis as amended by the California Transportation Commission in 1999. The most recent RTP was prepared in May 2005.

The RTP included six goals and a total of over 130 objectives which support those goals. The goals are broadly stated targets that are general in nature and not time-specific. Objectives are specific and quantifiable results contributing to the achievement of a goal.

- Regional Transportation Plan Topics

The structure was based on State and Federal statutory requirements and California Transportation Commission (CTC) guidelines.

The CTC guidelines address major transportation concerns in Santa Cruz County for the following categories:

1. A vision for the region,
2. Reaffirming SCCRTC priorities,
3. Land use,
4. Roads,
5. Transit,
6. Non-motorized travel,
7. Aviation,
8. Goods movement,
9. Environmental quality,
10. Transportation finance, and
11. Monitoring implementation of the RTP.

- Regional Transportation Implementation

The Investment Program Section of the RTP forms the basis for development and ongoing maintenance of the Regional Transportation Improvement Program (RTIP).

## CLAIMANT RELATIONSHIPS AND OVERSIGHT

- Technical and Managerial Assistance

Interviews with claimants and other stakeholders indicate that the RTC staff is knowledgeable and responsive when asked to provide technical and managerial assistance.

- TDA Claim Processing

SCCRTC processes claims for both the Local Transportation Fund (LTF) and the State Transit Assistance Program (STA) and has a Rules and Regulations Manual which was updated in December 2004 to guide the TDA claims process.

- Unmet Needs Assessment

As all TDA funding is allocated for Transit purposes, an Unmet Transit Needs public hearing is not statutorily required. Nonetheless, the SCCRTC does have an extensive public process to identify unmet transit needs to guide the development of transit services within the county. The Elderly and Disabled Transportation Advisory Committee conducts this public process and forwards its recommendations to the full Commission.

## MARKETING AND TRANSPORTATION ALTERNATIVES

This functional area consists of promoting public transportation and transportation alternatives to the region's population. As the RTPA, the SCCRTC may supplement the operator's efforts or produce materials in lieu of the operator preparing them. Ideally, the RTPA should gather and evaluate data regarding transportation and transportation alternatives within its jurisdiction when it conducts marketing and public information

campaigns through (1) specific ridership surveys and (2) surveys of the general public regarding familiarity with transit and other transportation alternatives.

The SCCRTC has a wide range of public material that it has produced including a "Guide to Specialized Transportation Services," educational materials which delineate the true cost of driving, as well as other materials which provide information on alternative transportation options for residents of Santa Cruz County.

The SCCRTC website contains information such as documents including the RTP and RTIP. Committee and Policy Board meeting agendas and minutes are listed along with issue papers such as those dealing with transportation projects under construction.



AGENDA: June 21, 2007

TO: Regional Transportation Commission

FROM: Daniel Nikuna, Fiscal Officer and Luis Pavel Mendez, Deputy Director

RE: 2007 Triennial Performance Audits of the Regional Transportation Commission (RTC) and the Santa Cruz Metropolitan Transit District (SCMTD)

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## **RECOMMENDATION:**

Staff recommends that the Regional Transportation Commission (RTC):

1. Accept the Triennial Performance Audit Reports of the RTC and the SCMTD (Attachment 1 & 2 - enclosed separately);
  2. Direct staff to work with the Budget and Administration/Personnel Committee to develop recommendations responding to the findings in the RTC Triennial Performance Audit; and
  3. Request that SCMTD provide a response to the findings in the SCMTD Triennial Performance Audit.
- 

## **BACKGROUND**

State law requires triennial performance audits of local transportation planning agencies and transit operators who receive Transportation Development Act (TDA) funds. The audit determines compliance with state requirements and evaluates the efficiency, effectiveness and economy of operations. The Performance Audit Guidebook produced by Caltrans states:

“While meeting the legal requirements for conducting a performance audit is important, a performance audit also provides an opportunity for an independent, objective and comprehensive review of the economy, efficiency, and effectiveness of the entity being audited. The audit has other benefits, including:

- Provides management with useful information to assess past activities and provides insight for future planning efforts;
- Provides management with a review and evaluation of an agency’s organization and operations;
- Presents an opportunity to utilize auditor expertise which can supplement staff work; and
- Assures public accountability for the use of public funds.”

The 2007 performance audits of the RTC and the SCMTD were conducted by Moore & Associates in accordance with Section 99246 of California's Public Utilities Code (PUC) and covered fiscal years 2004, 2005 and 2006. The audit reports are due to the State Controller by June 30, 2007.

## **DISCUSSION**

The RTC Triennial Performance Audit (Attachment 1) finds that the RTC is in compliance with the TDA with two exceptions: 1) lack of a "process to evaluate SCMTD for potential improvements to assure TDA funding is efficiently spent" and 2) the exclusion of review of the paratransit services from the prior triennial performance audit. The RTC performance audit includes the following five recommendations:

- Establish a process to review the SCMTD's operation for review and implementation of potential changes which would make the operation more efficient as required by PUC Section 99244.
- Ensure all future Triennial Performance Audits include the paratransit function regardless of contractual approach.
- Complete a Coordinated Human Services Transportation Plan for the County of Santa Cruz to coordinate and optimize specialized transportation services.
- Complete a Classification and Compensation Study of RTC staff which compares technical staff with like-peers.
- Assess the need for continuing both the RTC's "regular" commission meetings and the Transportation Planning Workshop Committee's meetings. There appears to be cross-over between the two, and the administrative effort associated impacts RTC program implementation.

The first two recommendations are designed to address the compliance exceptions. The third recommendation addresses a new requirement under the Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). The fourth recommendation addresses the need for a staff classification and compensation study and the fifth recommendation addresses RTC meeting frequency.

The SCMTD Triennial Performance Audit (Attachment 2) finds that the SCMTD "is in compliance with the spirit and intent of the TDA" and presents three recommendations.

**Staff recommends that the RTC accept the triennial performance audits, direct staff to work with the B&A/P Committee to respond to the audit recommendations and request that the SCMTD respond to the audit recommendations.**

## **SUMMARY**

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The required triennial performance audits for fiscal years 2004, 2005 and 2006 have been completed. The audits include findings of compliance and recommendations. Staff recommends that the RTC accept the audits, direct staff to work with the B&A/P Committee to respond to the audit and request that SCMTD provide a response to the audit recommendations. The performance audits are public records and they are available for review by the public at the RTC office.

Attachment 1: Triennial Performance Audit of the SCCRTC (enclosed separately)  
2: Triennial Performance Audit of the SCMTD (enclosed separately)

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 **DRAFT**

June 22, 2007

Tony Campos, Chair  
Santa Cruz County Regional Transportation Commission  
1523 Pacific Avenue  
Santa Cruz, California 95060



**Attachment D**

Subject: METRO Responses to Triennial Performance Audit Recommendations

Dear Chair Campos,

The Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) has reviewed the Triennial Performance Audit Report prepared by Moore and Associates on behalf of the Santa Cruz County Regional Transportation Commission (SCCRTC). The Board has also reviewed and discussed the recommendations that are contained in the Audit Report. This letter reflects the discussions of the Board of Directors and is the formal response to the recommendations requested by the SCCRTC in their action of June 21, 2007.

TPA Recommendation #1

PUC Section 99244 requires the RTC to establish a process to review SCMTD's operation for possible implementation of changes making the operation more efficient. We recommend that SCMTD actively participate in the process set up by the RTC.

METRO Response to Recommendation #1

METRO recognizes the PUC requirement that RTC develop a process to review transit operations. METRO looks forward to working cooperatively with the RTC to look at efficiency improvements, with the understanding that the Board of Directors is responsible for making final decisions in this area.

TPA Recommendation #2

Participate in the Human Service Coordination Planning Process which the SCCRTC will begin in 2007.

METRO Response to Recommendation #2

METRO agrees that participation in the Coordinated Human Services Planning process required by SAFETEA-LU, being carried out by AMBAG (not SCCRTC), is a constructive and worthwhile effort. METRO staff will continue to be active participants in the AMBAG process. However, METRO disagrees with the conclusion that there are inefficiencies in the way Specialized Services are delivered in Santa Cruz County. METRO is responsible for all ADA service in the METRO service area. This service is delivered in a cost-effective way that allows the Board of Directors to be fully responsible for controlling how it is delivered in order to achieve legal compliance. Other agencies provide effective Specialized Services that are

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targeted to specific clientele based upon needs and funding source criteria. There is not sufficient information, nor analysis, contained in the body of the Audit to support a conclusion that there are inefficiencies in the manner that Specialized Services are implemented in Santa Cruz County.

TPA Recommendation #3

The SCMTD should consider implementing a strategic marketing plan aimed at increasing ridership. This effort could focus on the community TDM realm by participating in region-wide mobility plans.

METRO Response to Recommendation #3

METRO agrees that the implementation of a strategic marketing plan would be helpful in informing residents of the service area of the various programs and services offered by METRO. METRO will be seeking funding sources to support the development and implementation of such a plan. METRO agrees that the implementation of a strategic marketing plan would have a positive effect in increasing ridership. However, Recommendation #3 and the supporting Audit Report are vague in the reference to the “community TDM realm” and the Recommendation fails to recognize the difference between under utilized service and service that is suffering from capacity constraints. While Recommendation #3 points out the need for METRO to reactivate a community marketing effort, the lack of specific information regarding the portions of the service where ridership has declined limits the effectiveness of the Recommendation.

The Board of Directors and staff at METRO appreciate the collaborative effort that the SCCRTC staff engaged in during the Triennial Performance Audit process. METRO looks forward to working with the SCCRTC to implement the recommendations outlined in this letter.

If you have any questions with respect to the responses contained in this letter please contact me.

Sincerely,

Marcela Tavantzis, Chair  
Board of Directors

cc: George Dondero, Executive Director, SCCRTC  
Leslie R. White, General Manager  
Margaret Gallagher, District Counsel  
File

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