

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## BOARD OF DIRECTORS REGULAR MEETING AGENDA APRIL 13, 2001 (Second Friday of Each Month) SCMTD ENCINAL CONFERENCE ROOM \*370 ENCINAL STREET, SUITE 100\* SANTA CRUZ, CALIFORNIA

### SECTION I: OPEN SESSION - 8:30a.m.

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION **Not Prior to 9:00 a.m.**
  - a. Doug & Rita Bochner RE: MetroBase
3. LABOR ORGANIZATION COMMUNICATIONS - **Not Prior to 9:00 a.m.**
4. METRO USERS GROUP (MUG) COMMUNICATIONS - **Not Prior to 9:00 a.m.**
5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS **Not Prior to 9:00 a.m.**
6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

### CONSENT AGENDA

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 3/9/01 AND 3/16/01  
Minutes: Attached
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS  
Report: Attached
- 7-3. ACCEPT AND FILE PASSENGER LIFT REPORT FOR MARCH 2001  
Report: Attached
- 7-4. CONSIDERATION OF TORT CLAIMS: Amended Recommendation: Deny the Claim of Michael Roberts
- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 3/15/01  
Minutes: Attached
- 7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 3/14/01  
Minutes: Attached

\* Please note: Location of Meeting Place

- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR FEBRUARY 2001,  
APPROVAL OF BUDGET TRANSFERS  
Staff Report: Attached
- 7-8. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR  
FEBRUARY 2001  
Staff Report: Attached
- 7-9. ACCEPT AND FILE QUARTERLY RIDERSHIP REPORT, SECOND QUARTER 00/01  
Staff Report: Attached
- 7-10. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JANUARY 2001  
Staff Report: Attached
- 7-11. CONSIDERATION OF EXTENSION OF CONTRACT FOR NATIONWIDE AUCTION  
SYSTEM  
Staff Report: Attached
- 7-12. CONSIDERATION OF EXTENSION OF CONTRACT FOR AMPAC BUILDING  
MAINTENANCE  
Staff Report: Attached
- 7-13. CONSIDERATION OF APPROVAL TO PURCHASE FOUR PARATRANSIT VANS  
USING THE STATE PROCUREMENT PROCESS  
Staff Report: Attached
- 7-14. CONSIDERATION OF EXTENDING THE VERNON STREET PARKING LOT LEASE  
AGREEMENT FOR AN ADDITIONAL THREE-YEAR TERM  
Staff Report: Attached
- 7-15. CONSIDERATION OF APPROVING A LEASE AMENDMENT FOR McDONALD'S  
FOOD RESTAURANT IN THE WATSONVILLE TRANSIT CENTER FOR THE  
PURPOSE OF GRANTING A 90-DAY EXTENSION TO RENEW THE EXISTING  
LEASE FOR AN ADDITIONAL FIVE YEARS INCLUDING A NINETY-DAY EXTENSION  
Staff Report: Attached
- ACTION TO BE TAKEN AT 4/13/01 MEETING**
- 7-16. CONSIDERATION OF APPROVING THE ASSIGNMENT OF THE LEASE  
AGREEMENT WITH FILIBERTO PORRAS, D/B/A LA MISSION RESTAURANT, TO  
KIN WAI CHEUNG AND YUK LING YEUNG, D/B/A CHINA EXPRESS FAST FOOD  
RESTAURANT, FOR THE RESTAURANT SPACE AT THE METRO CENTER,  
EFFECTIVE MAY 1, 2001, AND AUTHORIZE THE GENERAL MANAGER TO  
EXECUTE A LEASE AMENDMENT INCLUDING MODIFICATIONS OF TERMS  
THEREAFTER  
Staff Report: Attached

- 7-17. CONSIDERATION OF CONTRACT RENEWALS WITH JB ASSOCIATES AND APEX STRATEGIES FOR OUTREACH SERVICES  
Staff Report: Attached
- 7-18. CONSIDERATION OF ADOPTING MAY 2001 AS "CLEAN AIR" MONTH  
Staff Report: Attached

### REGULAR AGENDA

- 8. CONSIDERATION OF CHANGE IN GFI GENFARE FAREBOX CONTRACT  
Presented By: Mark Dorfman, Assistant General Manager  
Staff Report: Attached  
**ACTION WILL BE TAKEN AT 4/13/01 MEETING**
- 9. CONSIDERATION OF AMENDING BYLAWS TO ALLOW ORAL AND WRITTEN COMMUNICATIONS, LABOR UNION COMMUNICATIONS, MASTF COMMUNICATION AND MUG COMMUNICATIONS TO BE CONSIDERED AT THE FIRST REGULAR MONTHLY BOARD MEETING BEFORE 9:00 A.M. AND ENDING TIMES FOR REGULAR BOARD OF DIRECTOR MEETINGS  
Presented By: Margaret Gallagher, District Counsel  
Staff Report: Attached
- 10. CONSIDERATION OF APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH THE CITY OF WATSONVILLE FOR PRIVATE SECURITY SERVICES AT THE WATSONVILLE TRANSIT CENTER  
Presented By: Margaret Gallagher, District Counsel  
Staff Report: Attached
- 11. CONSIDERATION OF REDUCING PARKING LOT LIGHTING AT SCOTTS VALLEY TRANSIT CENTER  
Presented By: David Konno, Facilities Maintenance Manager  
Staff Report: Attached
- 12. CONSIDERATION OF RESOLUTION AUTHORIZING A REVISION TO THE FY 00-01 BUDGET  
Presented By: Elisabeth Ross, Finance Manager  
Staff Report: Attached
- 13. CONSIDERATION OF AMENDING BOARD OF DIRECTOR MEETING LOCATIONS FOR 2001 BOARD MEETINGS  
Presented By: Mark Dorfman, Assistant General Manager  
Staff Report: Attached

14. CONSIDERATION OF FY 01-02 STATE TRANSIT ASSISTANCE (STA) CLAIM AMENDMENTS  
Presented By: Mark Dorfman, Assistant General Manager  
Staff Report: Attached
15. CONSIDERATION OF GRANT APPLICATION TO THE AIR DISTRICT FOR AB 2766 FUNDS FOR METRO CNG FACILITIES  
Presented By: Mark Dorfman, Assistant General Manager  
Staff Report: Attached
16. CONSIDERATION OF APPROVAL FOR AMENDING THE CONTRACT WITH NELSON NYGAARD TO COMPLETE ADDITIONAL ITEMS FOR RECERTIFICATION  
Presented By: Kim Chin, Planning & Marketing Manager  
Staff Report: Attached

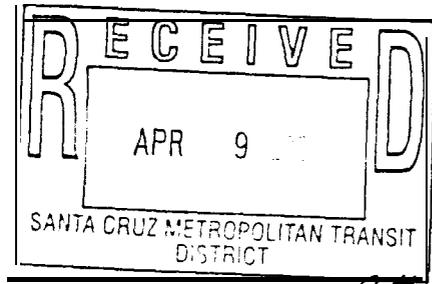
## **ADJOURN**

### **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 #1 "Oral and Written Communications", under Section III. Presentations will be limited in time in accordance with District Resolution 69-2-1. 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.

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.

The Santa Cruz Metropolitan Transit District does not discriminate on the basis of disability. The Encinal Conference Room is located in an accessible facility. If you wish to attend this meeting and require special assistance in order to participate, please Dale Carr at 426-6080 at least 72 hours in advance of the Board of Directors meeting.



04/03/01

*Sheryl Ainsworth, chair  
S.C. Metropolitan Transit District*

*Re: metroBase Bus site*

*as property owners at  
125 Post St., we do not  
want the bus site at  
Harvey West Park.*

*Doug & Rita Bohm  
125 Post St*

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**Minutes- Board of Directors**

**March 9, 2001**

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, March 9, 2001 at the District Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice-Chairperson Reilly called the meeting to order at 8:34 a.m.

## **SECTION 1: OPEN SESSION**

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

#### **DIRECTORS PRESENT**

Sheryl Ainsworth  
Jeff Almquist  
Tim Fitzmaurice  
Bruce Gabriel  
Michelle Hinkle  
Mike Keogh  
Rafael Lopez  
Emily Reilly  
Ex-Officio Mike Rotkin

#### **DIRECTORS ABSENT**

Jan Beautz (arrived at 8:40 a.m.)  
Christopher Krohn  
Dennis Norton

#### **STAFF PRESENT**

Bryant Baehr, Operations Manager  
Paul Chandley, Human Resource Manager  
Kim Chin, Planning & Marketing Manager  
Mark Dorfman, Asst. General Manager  
Marilyn Fenn, Asst. Finance Manager  
Terry Gale, IT Manager  
Margaret Gallagher, District Counsel

Tom Hiltner, Grants/Legis. Analyst  
Jim Hobbs, Facilities Maint. Supervisor  
Lloyd Longnecker, District Buyer  
Elisabeth Ross, Finance Manager  
Tom Stickel, Fleet Maintenance Manager  
Leslie R. White, General Manager

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

Jim Bosso, S.C. Transportation  
Kristi Bittner, Westside Resident  
Wally Brondstatter, UTU  
Scott Bugental, E&D TAC  
Pat Dellin, SCCRTC  
Kasandra Fox, MASTF  
Lianne Humble, Denise Duffy Associates  
Ian McFadden, UTU  
John Mellon, VMU

Patti Korba, SEA  
Jeff LeBlanc, Bus Rider  
Carolyn O'Donnell, TMA  
Tom Onan, CCCIL  
Michael Pollock, Goodwill Industries  
Bob Scott, Engineering Consultant  
Patricia Spence, MASTF  
Marion Taylor, League of Women Voters  
Candace Ward, UCSC

**2. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**

Margaret Gallagher reported that there would be discussion regarding Christine Jones v. Macerich Company, owner of the Capitola Mall. The District is involved as an intervenor. There would also be a discussion with the Labor Negotiator, Paul Chandley, regarding SEIU Local 415.

**3. ORAL AND WRITTEN COMMUNICATION REGARDING CLOSED SESSION**

Oral:

Patti Korba of SEA stated that the Vehicle Service Workers were not able to attend the Board meeting. However, Ms. Korba circulated photographs of their duties and added that the VSW's main concerns are: money handling and the physical requirements of emptying fareboxes in the elements. Ian McFadden of UTU expressed concern that the cleanliness of the buses would decline with the additional farebox duties.

**SECTION II: CLOSED SESSION**

Vice-Chairperson Reilly adjourned to Closed Session at 8:41 a.m. and reconvened to Open Session at 9:21 a.m.

**SECTION III: RECONVENE TO OPEN SESSION**

**1. REPORT OF CLOSED SESSION**

**Vice-Chairperson Reilly reported that Items 12, 13 and 15 would be taken together at the bottom of the agenda.**

There was nothing to report at this time.

Staff will return to the Board with options for conducting Closed Sessions that will not cause inconvenience to Board meeting attendees. Ex-Officio Director Rotkin suggested holding Closed Session at the end of the Public Meeting on 3/16/01.

**2. ORAL AND WRITTEN COMMUNICATIONS**

- |    |                                      |                         |
|----|--------------------------------------|-------------------------|
| a. | Georgene Craven, IBAR Settlement Co. | RE: Paratransit Service |
| b. | Patricia Spence                      | RE: Paratransit Service |
| c. | Brenda Moss, Senior Network Services | RE: Paratransit Service |
| d. | Patricia Spence                      | RE: ADA Standards       |

Oral:

Patricia Spence submitted petitions with 22 additional names in favor of the prepaid paratransit coupons being kept in place until an appropriate alternative is established.

**3. LABOR ORGANIZATION COMMUNICATIONS**

Ian McFadden spoke regarding the Santa Cruz Beach Shuttle and whether or not it would run this summer. A cost estimate of running this shuttle will be put together and delivered to the City.

**4. METRO USERS GROUP (MUG) COMMUNICATIONS**

No questions or comments.

**5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS**

No questions or comments.

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

Hand-outs to the Board included Item #7-10 ADA report, corrected staff report and attachments for Item #9, two omitted pages from Item #10, and the above-mentioned petitions to support Item #15.

**CONSENT AGENDA**

**7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 2/9/01 AND 2/16/01**

No questions or comments.

**7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS**

No questions or comments.

**7-3. ACCEPT AND FILE PASSENGER LIFT REPORT FOR FEBRUARY 2001**

No questions or comments.

**7-4. CONSIDERATION OF TORT CLAIMS: Deny the claims of: Gary Shirk; Andy Armanino; CSE Ins. Group. Deny the application to file a late claim and reject the claim as untimely: Michael Roberts**

No questions or comments.

**7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 2/15/01**

No questions or comments.

**7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 2/14/01**

No questions or comments.

**7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JANUARY 2001, APPROVAL OF BUDGET TRANSFERS**

No questions or comments.

**7-8. CONSIDERATION OF APPROVAL OF EMPLOYMENT PRACTICES LIABILITY INSURANCE**

No questions or comments.

**7-9. CONSIDERATION OF DECLARATION OF VEHICLE #809 AS EXCESS AND AUTHORIZATION OF DISPOSAL**

No questions or comments.

**7-10. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR JANUARY 2001**

No questions or comments.

**7-11. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JANUARY 2001**

No questions or comments

**7-12. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE STATUS REPORT**

Bryant Baehr stated that this report is normally in the Add-On Packet due to the timeframe involved in acquiring the numbers. Mr. Baehr asked to skip this report for April which would delay the reporting by one month. By doing this, the report would be available to be included in the Agenda packet in a timely manner going forward.

**7-13. ACCEPT AND FILE RIDERSHIP REPORT FOR THE HOMELESS SHELTER SHUTTLE**

Director Gabriel inquired as to why the Collections Dept. thought the farebox on this shuttle was empty when it was checked. Mr. Baehr reported that this was due to the tickets being made of a lightweight paper stock thereby making the farebox seem empty. This shuttle transports 154 passengers per day and the District has received three checks in the amount of \$2,500 each for the fares. At Director Lopez's request, Bryant Baehr will contact Marcella Tavantzis, Assistant City Manager, regarding transporting rescue mission residents across the County via expanded shuttle services and utilizing a similar ticket and funding system. He will report back to the Board on this.

## REGULAR AGENDA

### 8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

No questions or comments.

### 9. CONSIDERATION OF SETTING NOTIFICATION OF INITIATION OF ENVIRONMENTAL IMPACT REPORT (EIR) FOR METROBASE AND CONSIDERATION OF SETTING DATE, LOCATION AND FORMAT FOR A PUBLIC SCOPING MEETING

#### Summary:

The Board was asked to consider Wednesday, April 25<sup>th</sup>, for the MetroBase Scoping Meeting. Leianne Humble of Denise Duffy Associates was present to answer questions. Mark Dorfman stated that together with the EIR presentation, Gannett Fleming would determine the cost of purchasing and demolishing existing buildings at the Harvey West site and reconstructing of the MetroBase facility.

#### Discussion:

Westside resident Kristi Bittner suggested that the Board separate the Scoping Meeting into several different meetings over a week's period to allow the public sufficient time to comment. Ms. Bittner was informed of the different opportunities in the process that will allow for further public comment. Jeff LeBlanc asked that additional costs above what the project would have cost at the Lipton site be tracked, such as, bringing in a CNG line to the Harvey West site vs. a CNG line currently being available at the Lipton site. Chairperson Ainsworth noted that there is no legal requirement to hold a Scoping Meeting and that the Board has voluntarily planned to do this.

Leianne Humble briefly outlined the process as follows:

- a) Notice of Preparation (NOP)
- b) The NOP goes out to trustee agencies and to interested parties.
- c) There is a 30-day review period after receipt of the NOP to provide written responses to the District.

Ex-Officio Director Rotkin requested that no false expectations be given that there would be more than one Scoping Meeting. Director Lopez suggested that a direct mailing be sent to the Harvey West residents. Director Fitzmaurice requested that a calendar be created showing decision making points in the process. Kristi Bittner asked that a description of the Scoping Meeting, Notice of Preparation, and Notice of Availability be listed on the website. Mark Dorfman assured the Board that all this information will be on the website after the March 16, 2001, meeting. A notice about information being posted on the website will also be sent out.

**10. CONSIDERATION OF APPROVAL OF FY 01-02 PRELIMINARY LINE ITEM BUDGET FOR REVIEW AND CLAIMS PURPOSES**

**Summary:**

Elisabeth Ross reported that the District is required to submit a preliminary line item budget for TDA and STA funds. There is an April 1<sup>st</sup> deadline for submission of this line item budget to the Commission. However, the projected TDA allocation is \$474,476 above the level adopted by the Transportation Commission. This requires that the Commission amend their numbers to match, otherwise the District will be submitting a claim for a higher amount.

**Discussion:**

Pat Dellin of the Transportation Commission stated that options will be discussed at the March 16<sup>th</sup> Board meeting, but that the Commission couldn't approve a TDA claim at a higher amount at this point.

Ex-Officio Director Rotkin inquired as to what the County and City of Santa Cruz estimated the sales tax would be and what the basis was for the Commission's estimate. Pat Dellin responded that the Commission is required by the TDA statutes to use the County Auditor's estimates. Ms. Dellin further stated that the TDA amount was already increased in November, which was the first time this was done. The Commission also changed the process of determining the TDA surplus to determining the excess revenue at the end of the year. Pat Dellin suggested submitting the TDA claim for the amount that the District currently has.

Director Beautz requested a written document from the Commission or a memo from the County Auditor outlining how the TDA figures are derived. Ms. Ross reiterated that the District requires this TDA and Sales Tax revenue to fund the current service. Figures for the special transit vans for UCSC are up substantially due to new service. Bi-directional service for UCSC will go into effect in September. Ex-Officio Rotkin commented that the advertising income may change depending on whether or not the District changes the bus ads that attack public transit and ridesharing. Mr. Dorfman informed the Board that Monterey-Salinas Transit (MST) just ended their contract with OBIE Media and is now utilizing smaller sized ads instead of the full wraps. District Staff will talk with MST upon the conclusion of the OBIE contract.

**THE BOARD ADJOURNED TO AN EMERGENCY CLOSED SESSION AT 10:36 A.M. AND RECONVENED TO OPEN SESSION AT 10:45 A.M.**

**11. CONSIDERATION OF APPRECIATION TO EMPLOYEES WHO TRANSPORTED BUSES FROM FOOTHILL TRANSIT TO SANTA CRUZ**

**Summary:**

Bryant Baehr reported that upon arrival at the Foothill facility, only two of the twenty used buses that were purchased would start due to the amount of time they sat unused.

**ITEM #14 WAS TAKEN OUT OF ORDER.**

**14. CONSIDERATION OF AMENDMENT TO CONTRACT WITH MULTISYSTEMS FOR DEVELOPMENT OF JOB DESCRIPTION FOR PARATRANSIT MANAGER, PREPARATION OF PARATRANSIT RIDERS' GUIDE AND DEVELOPMENT OF REQUEST FOR PROPOSALS FOR PARATRANSIT PROGRAM OPERATION, INCLUDING ASSISTANCE WITH PROCUREMENT PROCESS**

**Summary:**

Kim Chin reported that this item was before the Board in January when action steps were ordered to be taken. Staff is requesting that the General Manager be authorized to amend the existing contract with MultiSystems to allow for these additional action steps to be completed. The quoted cost for all the additional items to be completed is \$54,500. One of the critical action steps is to create a job description for the Paratransit Manager position.

**ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR BEAUTZ**

**Authorize the General Manager to amend the existing contract with MultiSystems in the amount of \$54,500 to complete additional tasks arising from the recommendations in the Comprehensive Operational and Financial Audit of ADA Paratransit services.**

Director Fitzmaurice commented that \$54,500 is very high and equates to one-third of the total contract to MultiSystems. Patricia Spence requested an example of what would be included in the Paratransit Riders' Guide and was informed that this would be an interactive process with the user groups. Ms. Spence added that it is important to move at a measured pace in order to give paratransit riders time to adjust to a new procedure. Concern was expressed about the amount of funds dedicated to review sessions and travel expenses and was informed by Mr. Dorfman that MultiSystems plans to combine trips to Santa Cruz as much as possible to keep expenses down. Director Beautz asked that MultiSystems staff track their hours on this project. The critical task that needs consideration from the Board today is the Paratransit Manager job description.

**ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR BEAUTZ**

**Authorize the amount for the Paratransit Manager's job description preparation. There is no need for the MultiSystems staff to return for the six presentations.**

Patti Korba inquired about the Eligibility Certification Coordinator position and was informed by Mr. Dorfman that the recommendation from Nelson Nygaard was that this position be filled by someone other than the person who prepares the budget, as this would be a "perceived" conflict.

**Motion passed with Directors Krohn and Norton absent.**

**16. CONSIDERATION OF PROVISION OF ADA PARATRANSIT COUPONS FOR MEMBERS OF THE MASTF EXECUTIVE COMMITTEE WHO ARE ELIGIBLE TO USE THE ADA COMPLIMENTARY PARATRANSIT SERVICE**

**Summary:**

Mark Dorfman stated that this item requests that allowances be made for complimentary paratransit coupons for the MASTF Executive Committee members who are eligible to use the paratransit service.

**17. CONSIDERATION OF AUTHORIZATION OF APPLICATION TO CALTRANS FOR FY 00/01 RURAL OPERATING ASSISTANCE**

**Summary:**

Mark Dorfman requested that staff be given direction to apply for the District's allocation of funds for those areas of the County considered to be rural.

**18. CONSIDERATION OF APPROVAL TO AMEND THE DAY WIRELESS SYSTEMS CONTRACT FOR AN ADDITIONAL ONE-YEAR TERM**

**Summary:**

Approval of this item would extend the existing terms and existing price for an additional one-year term.

**19. CONSIDERATION OF APPROVAL TO AMEND THE MISSION LINEN AND UNIFORM SERVICE CONTRACT FOR AN ADDITIONAL ONE-YEAR TERM**

**Summary:**

Approval of this item would extend the existing terms and existing price for an additional one-year term.

**20. CONSIDERATION OF APPROVAL TO PAY FOR ADDITIONAL REPAIRS TO FREDERICK'S ELECTRONICS (PLANTRONICS) PARKING LOT EXPANSION PROJECT**

**Summary:**

This expansion would provide space to accommodate the additional twenty buses from Foothill Transit. The contractor completed the work, however, the bill was \$160 over the \$10,000 limit which requires Board approval. Due to the weather, a decision was made to proceed with the work. Staff is requesting authorization for the General Manager to sign an amended purchase order to initiate payment to the contractor.

**21. CONSIDERATION OF APPROVAL OF NEW BUS SPECIFICATIONS TO INCLUDE THE ABILITY TO BE CONVERTED FROM DIESEL TO COMPRESSED NATURAL GAS (CNG)**

**Summary:**

There are four sections to these specifications: Low Floor Diesel Bus Convertible, High Floor Suburban Convertible to CNG, Low Floor Standard Dedicated CNG, and High Floor Suburban Dedicated CNG. Bryant Baehr reported that the MUG and MASTF committees were solicited for their input along with utilizing the APTA Bus Procurement Guidelines. Mr. Stickel asked that references to LNG and LCNG in the staff report attachment be deleted.

**Discussion:**

Director Keogh noted that the price difference between a 35' and a 40' bus is \$5,000 and asked why the District would buy 35' buses. Mr. Dorfman responded that there are some areas with narrower streets that cannot accommodate a 40' bus, therefore, a limited number of 35' buses are being purchased. Mr. Dorfman also pointed out that the provision for "talking buses" is outlined in the specifications under "voice annunciation system".

There was discussion and concern regarding air conditioning. Ex-Officio Director Rotkin wondered if A/C was needed in Santa Cruz's temperate climate and Director Gabriel expressed concern that A/C would cause the buses to overheat. Mark Dorfman stated that staff can request that A/C be listed out as an option.

**22. CONSIDERATION OF QUANTITIES FOR BUS PROCUREMENT**

**Summary:**

Mr. Dorfman commented that Attachment A to the staff report lists the funds currently projected to be available for bus procurement and he reviewed this grant funding. Staff is investigating if the "future year" CMAQ funds could be moved into an existing grant in time to award the bus order. Moyer funds in the amount of \$340,000 for CNG buses need to be in a contract by June 30, 2001. If approved by the Board, Staff could buy eight low-floor CNG buses with these funds. TCRP funds in the amount of \$3,750,000 would purchase Highway 17 buses and \$3,000,000 would purchase fixed route buses. The total amount of this bus procurement is estimated at \$18,000,000.

**Discussion:**

Staff will return to the Board in May to discuss Air District funds to modify the Golf Club facility to accommodate CNG buses.

**23. CONSIDERATION OF AMENDING BOARD OF DIRECTOR MEETING LOCATIONS FOR 2001 BOARD MEETINGS**

**Summary:**

Mark Dorfman explained that the City Hall Council Chambers were to be renovated and the location of the Board meetings had been changed. Staff has been informed that the renovations at the City Hall Council Chambers are delayed. Staff is requesting authorization to resume the

original schedule whereby Board meetings would remain at the Council Chambers for the remainder of 2001.

**Discussion:**

Director Keogh expressed concern regarding a letter which was received outlining ADA incompatibilities at the City Hall Council Chambers location. Director Gabriel responded that the problem was with the wheelchair foot pedals. Mr. Dorfman informed the Board that he would discuss this with the City Manager and provide further information to the Board at the March 16<sup>th</sup> meeting.

Director Lopez recommended holding Board meetings at various locations around the County since the District is a countywide facility.

**12. CONSIDERATION OF PARATRANSIT PROGRAM LEGAL REQUIREMENTS**

**Discussion:**

MARGARET GALLAGHER MADE A POWER POINT PRESENTATION THAT EMCOMPASSED ITEMS 12, 13 AND 15. This presentation will be e-mailed to the Directors and will be available at the March 16<sup>th</sup> meeting.

Margaret Gallagher will talk with the MASTF Chairperson about conducting this Power Point presentation at their next meeting. Pat Dellin stated that the E/D TAC would also benefit from this presentation. Patti Korba added that the public needs to know that if the fixed route service were expanded, then the paratransit route would be expanded as well. Paratransit service is allowed one hour before and one hour after the times of fixed route service.

Director Reilly requested a chart denoting the paratransit legal requirements, how the District meets or exceeds these requirements, the funding the District competes for, and a list of other paratransit providers.

**13. CONSIDERATION OF AMENDING THE TRANSIT DISTRICT'S PARATRANSIT PLAN AFFECTING THE ELIGIBILITY OF CURRENT PARATRANSIT USERS AND NEW APPLICANTS, INCLUDING DISCONTINUING THE PRACTICE OF ALLOWING NEW PARATRANSIT APPLICANTS USE OF THE PARATRANSIT SERVICE PENDING PROCESSING OF THEIR APPLICATIONS. CONSIDERATION OF FINALIZING NELSON NYGAARD'S RECOMMENDATIONS FOR THE RECERTIFICATION PLAN FOR CURRENT APPLICANTS**

**Discussion:**

Margaret Gallagher is still working on the Summary of Current and Proposed Amendments to the 1995 Updated ADA Paratransit Plan. A summary will be provided in the add-on packet.

**15. CONSIDERATION OF DISTRICT ISSUING PREPAID FARES FOR ADA PARATRANSIT SERVICE**

**Discussion:**

Chairperson Ainsworth asked why this is being considered and was informed by Mr. Dorfman that it is the desire of the users to have this capability. Also, it was staff's goal to alleviate the transporting of paratransit users inside the service area when they would normally be ineligible due to being from outside the service area. Mr. Dorfman suggested that the I.D. number and client name be on the tickets purchased as prepaid. Director Fitzmaurice asked what type of clients need this option and whether or not there is a distribution system for prepaid fares. Staff will bring a report back to the Board with this information after receiving input from MASTF. Chairperson Ainsworth requested that a task be included in the job description for the Paratransit Manager that provides for tracking the proposed pre-paid coupons with a periodic report updating the Board.

Director Almquist requested that a report on the accident that occurred at the traffic light in front of San Lorenzo Valley High School be added to the March 16<sup>th</sup> agenda.

Director Fitzmaurice requested that staff look at the bus stop at Dakota Street. Director Reilly requested that staff look at placing a bus shelter at DeAnza.

**ADJOURN**

There being no further business, Vice-Chairperson Reilly adjourned the meeting at 12:31 p.m.

Respectfully submitted,

DALE CARR  
Administrative Services Coordinator

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**Minutes- Board of Directors**

**March 16, 2001**

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A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, March 16, 2001 at the City Hall Council Chambers, 809 Center Street, Santa Cruz, California.

Chairperson Ainsworth called the meeting to order at 8:36 a.m.

## **SECTION 1: OPEN SESSION**

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

#### **DIRECTORS PRESENT**

Sheryl Ainsworth  
Jeff Almquist  
Tim Fitzmaurice  
Bruce Gabriel  
Michelle Hinkle  
Mike Keogh  
Rafael Lopez  
Dennis Norton  
Emily Reilly

#### **DIRECTORS ABSENT**

Jan Beautz (arrived at 8:43 a.m.)  
Christopher Krohn (arrived at 8:38)  
Ex-Officio Mike Rotkin

#### **STAFF PRESENT**

Bryant Baehr, Operations Manager  
Paul Chandley, Human Resource Manager  
Kim Chin, Planning & Marketing Manager  
John Daugherty, Accessible Svcs. Coord.  
Mark Dorfman, Asst. General Manager  
Terry Gale, IT Manager  
Margaret Gallagher, District Counsel  
Mike Goodell, Sr. Database Administrator

Mark Hansen, Mechanic II  
Tom Hiltner, Grants/Legis. Analyst  
Jim Hobbs, Facilities Maint. Supervisor  
Meral Jensen, Mechanic II  
Lloyd Longnecker, District Buyer  
Laura Mangini, Admin. Secretary/Finance  
Elisabeth Ross, Finance Manager  
Judy Souza, Base Superintendent  
Tom Stickel, Fleet Maintenance Manager  
Leslie R. White, General Manager

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

Sharon Barbour, MUG  
Jim Bosso, S.C. Transportation  
Scott Bugental, E&D TAC  
Kasandra Fox, MASTF  
Mark Hartunian, Lift Line  
Don Hubbard, Harvey West Association

John Mellon, VMU  
Carolyn O'Donnell, TMA  
Tom Onan, CCCIL  
Michael Paul, Goodwill Industries  
Michael Pollock, Goodwill Industries  
Bob Scott, Engineering Consultant

Leianne Humble, Denise Duffy Associates  
Ian McFadden, UTU  
John Mellon, VMU  
Patti Korba, SEA  
Jeff LeBlanc, Bus Rider  
Gillian McGlaze, PSA

Patricia Spence, MASTF  
Marion Taylor, League of Women Voters  
Candace Ward, UCSC  
Richard Weiner, Nelson Nygaard  
Linda Wilshusen, SCCRTC

**CHAIRPERSON AINSWORTH STATED THAT ITEM #6 WOULD BE TAKEN OUT OF ORDER AND ITEM #13 WOULD BE TAKEN NEXT SINCE THIS ITEM REQUIRES A PUBLIC HEARING.**

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

**SECTION III**

**ADD TO ITEM #2 ORAL AND WRITTEN COMMUNICATIONS**

- e. Michael Paul, Goodwill Industries RE: MetroBase
- f. SEIU Local 415 RE: ADA Recertification

**CONSENT AGENDA:**

**ADD TO ITEM #7-10** ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR JANUARY 2001  
(Staff Report was distributed to Directors at Board Meeting of 3/9/01; all other recipients will receive report in Add-On Packet)

**ADD TO ITEM #7-12** ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE STATUS REPORT  
(Add Staff Report)

**ADD TO ITEM #7-14** ACCEPT AND FILE REPORT ON ACCIDENT ON HIGHWAY 9 NEAR SAN LORENZO VALLEY HIGH SCHOOL  
(Add Staff Report)

**REGULAR AGENDA:**

**ADD TO ITEM #9** CONSIDERATION OF SETTING NOTIFICATION OF INITIATION OF ENVIRONMENTAL IMPACT REPORT (EIR) FOR METROBASE AND CONSIDERATION OF SETTING DATE, LOCATION AND FORMAT FOR A PUBLIC SCOPING MEETING  
(Corrected Staff Report and Attachment A was distributed to Directors at Board Meeting of 3/9/01; all other recipients will receive report in Add-On Packet)

**ADD TO ITEM #10** CONSIDERATION OF APPROVAL OF FY 01/02 PRELIMINARY LINE ITEM BUDGET FOR REVIEW AND CLAIMS PURPOSES

(Pages 10-A-20.1 and 10-A-21.1 were distributed to Directors at Board Meeting of 3/9/01; all other recipients will receive in Add-On Packet)

- DELETE ITEM #12** CONSIDERATION OF PARATRANSIT PROGRAM LEGAL REQUIREMENTS  
**(Oral Presentation was given at 3/9/01 Board Meeting)**
- ADD TO ITEM #13** CONSIDERATION OF AMENDING THE TRANSIT DISTRICT'S PARATRANSIT PLAN AFFECTING THE ELIGIBILITY OF CURRENT PARATRANSIT USERS AND NEW APPLICANTS, INCLUDING DISCONTINUING THE PRACTICE OF ALLOWING NEW PARATRANSIT APPLICANTS USE OF THE PARATRANSIT SERVICE PENDING PROCESSING OF THEIR APPLICATIONS. CONSIDERATION OF FINALIZING NELSON NYGAARD'S RECOMMENDATIONS FOR THE RECERTIFICATION PLAN FOR CURRENT APPLICANTS.  
(Add Attachment C to Staff Report)
- DELETE ITEM #14** CONSIDERATION OF AMENDMENT TO CONTRACT WITH MULTISYSTEMS FOR DEVELOPMENT OF JOB DESCRIPTION FOR PARATRANSIT MANAGER, PREPARATION OF PARATRANSIT RIDERS' GUIDE AND DEVELOPMENT OF REQUEST FOR PROPOSALS FOR PARATRANSIT PROGRAM OPERATION, INCLUDING ASSISTANCE WITH PROCUREMENT PROCESS  
**(Action taken at 3/9/01 Board Meeting)**
- ADD TO ITEM #17** CONSIDERATION OF AUTHORIZATION OF APPLICATION TO CALTRANS FOR FY 00/01 RURAL OPERATING ASSISTANCE  
(Replace Page 17-B-1)
- ADD TO ITEM #24** CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO ENTER INTO GRANT AMENDMENT WITH CALTRANS TO DEFEND AND INDEMNIFY CALTRANS AGAINST ALL CLAIMS ARISING FROM THE WATSONVILLE REDEVELOPMENT AGENCY'S USE OF THE WATSONVILLE TRANSIT CENTER PROPERTY AND TO ENTER INTO A LEASE AGREEMENT FOR PARCELS #17-011-57 AND -58  
(Replace First Page of Staff Report; Change of Presenter only)
- ADD TO ITEM #25** CONSIDERATION OF RESOLUTIONS AUTHORIZING SUBMITTAL OF FY 01/02 STA AND TDA CLAIMS  
(Replace First Page of Staff Report)
- ADD TO ITEM #26** CONSIDERATION OF REQUEST FROM THE CITY OF SANTA CRUZ TO MEET REGARDING THE METROBASE PROJECT IN HARVEY WEST INDUSTRIAL PARK

Staff Report: Oral Presentation with supporting letter from  
Councilmember Kennedy

13. **CONSIDERATION OF AMENDING THE TRANSIT DISTRICT'S PARATRANSIT PLAN AFFECTING THE ELIGIBILITY OF CURRENT PARATRANSIT USERS AND NEW APPLICANTS, INCLUDING DISCONTINUING THE PRACTICE OF ALLOWING NEW PARATRANSIT APPLICANTS USE OF THE PARATRANSIT SERVICE PENDING PROCESSING OF THEIR APPLICATIONS. CONSIDERATION OF FINALIZING NELSON NYGAARD'S RECOMMENDATIONS FOR THE RECERTIFICATION PLAN FOR CURRENT APPLICANTS**

**Discussion:**

Kim Chin introduced Richard Weiner of Nelson Nygaard who conducted a slide show presentation of the Final Recommendations of his firm regarding the ADA Paratransit Recertification Program. Mr. Chin stated that there have been sixty-one meetings on this issue.

Chairperson Ainsworth opened up the floor to questions from the Directors:

Director Fitzmaurice asked if there are specific requirements of the sites where the interviews and functional assessments would take place. Mr. Weiner responded that an office could be used for the interviews. However, the site of the functional assessments should be at a location where a bus could be parked outside so the applicant can be assessed at his/her ability to board and deboard a bus. Paratransit transportation will be provided at the District's expense for interviews and functional assessments at other sites. Mr. Weiner confirmed that the interview process takes approximately 20-30 minutes while the functional assessment would take approximately 45 minutes. Director Gabriel asked if the various transit centers could be used as interview/assessment sites and was informed that the site is usually a more neutral location than one belonging to the transit district. Usually the functional assessments are conducted at a rehabilitation facility and the cost is approximately \$65.00.

Mr. Weiner confirmed that the number of registrants in the district is high due to files not being purged in years and that all current registrants would need to be recertified. If a registrant is found to be ineligible, he/she has the right to appeal the decision. Director Norton requested a yearly budget to administer this program. Nelson Nygaard will return to the Board with these costs. Mr. Chin estimated that it would be approximately 12-24 months before all registrants have been through the recertification process.

**CHAIRPERSON AINSWORTH OPENED UP THE PUBLIC HEARING AT 9:10 A.M.**

Carolyn Bliss-Isberg, Director of the Cabrillo College Stroke Center, expressed concern regarding Nelson Nygaard's recommendations. She is very pleased with Lift Line's dependability for her patients. Ms. Bliss-Isberg urged the Board not to implement a new system without it running parallel to the old system. She further stated that the abrupt ending of the green card coupon system caused problems as there are some people who have the green coupons but can no longer use them. She is concerned that there would be delays in providing paratransit service to her patients and feels that the recertification is a duplication of efforts since the patients already have a physician's certificate to satisfy requirements.

Beth McKinnon, Lead Counselor at the Stroke Center, spoke regarding the hundreds of disabled adults who are cared for on a yearly basis at the Stroke Center and how they are dependent on Lift Line. Stroke Center patients are in the program for up to four years and Lift Line is considered an "immediate need" as they have no other transportation to the Center. Stroke Center staff would like to work with the functional assessor so their patients will not have to wait 30-days for recertification. Lastly, elderly adults do not have cash on hand and it is important to have the prepaid coupons ahead of time.

Both Richard Weiner and Director Beautz stated that there is confusion between the District's recertification program and the Lift Line program. Mr. Weiner confirmed that there is no 30-day waiting period. Anyone with an "immediate need" can be given a certification for service the next day. All current registrants will continue to be eligible for service until they are required to be recertified. Immediate need certification is for those people not currently registered with the program.

Lois Murphy of the Seniors Council Board of Directors' stated that someone told her that she was unable to go to the doctor's for six months because there was no space on Lift Line vehicles.

Tom Onan of CCCIL agrees with the Nelson Nygaard recommendations. However, he stated that discontinuing the practice of allowing applicants with temporary eligibility use of the service pending processing of their application would deny services to those who need them.

Helen Sessner, a clinical social worker, is concerned about new dialysis patients who would be unable to go to an interview to continue their paratransit eligibility within the first week after treatment begins.

Scott Beasley of the Skill Center expressed concern about the "no grandfathering" clause. He stated that many people with developmental disabilities have on-going conditions and wondered if recertification would be necessary for them. Also, he was concerned about registrants who are developmentally disabled with no family support who rely on the system as well and those who are able to ride the bus during the day but not at night. Both Director Keogh and Kim Chin suggested performing the interviews/functional assessments at the actual facilities where there are large groups of registrants.

Scott Bugental of E/D TAC commented that the District should continue the interactive process with community groups. Once all the recommended changes are made to the consultant's recommendations, Mr. Bugental stated there might be "border situations" whereby a person would be found ineligible for paratransit service but would find it difficult to use the existing bus service, such as seniors. He asked the Board to consider this. Mr. Bugental suggested several changes to the "Paratransit Plan Eligibility Modifications Proposal".

Debra Lane requested that paratransit disability training be placed on the Board agenda for the April meeting.

Sharon Barbour stated that two motions were made at the recent MUG meeting as follows: MUG recommends that the Board approve staff's recommendation on the Recertification Plan.

MUG recommends that the Board commend staff for their work on holding 59 public hearings on the Recertification Plan.

Mark Hartunian of Lift Line stated that it is the responsibility of the Transportation Commission and CTSA to develop safety nets for riders who are eligible for ADA. Some registrants may be eligible for paratransit under other programs.

Clay Kempf recommended that the Board adopt the consultant's recommendations, especially the immediate eligibility concern. He also stated that the \$2.00 coupons should be reinstated immediately as some people cannot access cash and that the exact change requirement makes it difficult as well. Mr. Kempf added that the demand for prepaid coupons came from the community whereby family members approached Lift Line in this regard. He also asked that the on-staff paratransit coordinator position be filled expeditiously. In response to Director Gabriel's understanding that at the E/D TAC committee meeting Mr. Kempf made a motion to cease this recertification process, Mr. Kempf denied making such a motion.

Jeff LeBlanc expressed that he understands that the pass system will be restored by the middle of next month but the coupons will be tied to individuals being ADA qualified. The individual's name and I.D. number will be on the coupon. Mr. LeBlanc feels that an exception should be made for patients of the Stroke Center since they are unable to obtain their own coupons. He suggested that the Stroke Center facility be allowed to purchase blocks of tickets to give to their patients on an "as needed" basis.

**CHAIRPERSON AINSWORTH CLOSED THE PUBLIC HEARING AT 10:04 A.M.**

**ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR REILLY**

**Adopt the Nelson Nygaard recommendations on the Recertification Plan, and concurrently amend the Transit District's Paratransit Plan to reflect the proposed changes as set forth in Attachment C with the following modifications: "...unless an immediate need determination is made by the eligibility coordinator", "...applicants should be offered an appointment time within 7 days", and "The District shall process all requests for paratransit eligibility within 48 hours".**

**Motion passed unanimously.**

**CHAIRPERSON AINSWORTH MOVED THE CLOSED SESSION TO THE END OF THE REGULAR AGENDA.**

**2. ORAL AND WRITTEN COMMUNICATION**

- |    |                                      |                         |
|----|--------------------------------------|-------------------------|
| a. | Georgene Craven, IBAR Settlement Co. | RE: Paratransit Service |
| b. | Patricia Spence                      | RE: Paratransit Service |
| c. | Brenda Moss, Senior Network Services | RE: Paratransit Service |
| d. | Patricia Spence                      | RE: ADA Standards       |
| e. | Michael Paul, Goodwill Industries    | RE: MetroBase           |
| f. | SEIU Local 415                       | RE: ADA Recertification |

Director Keogh asked that the letter from Patricia Spence (Item 2d.) be attached to Item #23 which discusses the meeting location of Board meetings for the remainder of 2001. Director Keogh referred to the letter from Michael Paul of Goodwill Industries and stated that he never intended the appraisal to be done in advance of the Scoping Meeting but to be performed concurrent with the Scoping Meeting.

**3. LABOR ORGANIZATION COMMUNICATIONS**

None

**4. METRO USERS GROUP (MUG) COMMUNICATIONS**

Sharon Barbour read the six motions that were made at the recent MUG meeting.

MUG recommends to the Board:

- a) move forward on purchasing new buses as quickly as possible;
- b) approve staff's recommendation on the Recertification Plan;
- c) commend staff for their work on holding public hearings for the Recertification Plan;
- d) retain some form of the green coupons for paratransit service;
- e) support staff's recommendation to schedule a date and time for a Scoping Meeting; and
- f) agendize the Metro Center Project and land acquisition of the Greyhound property.

**5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS**

Kasandra Fox stated that at the recent MASTF meeting a motion was made to management requesting more emphasis and follow-up be placed on the manner of call stops. Ms. Fox stated that the bus drivers do not take this task seriously, however, visually impaired riders need this service. Les White reported that there is a pre-determined set of stops which drivers should be calling out. Director Fitzmaurice would like a discussion on this policy and Chairperson Ainsworth requested that this is agendized for a future Board meeting.

**CONSENT AGENDA**

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 2/9/01 AND 2/16/01
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
- 7-3. ACCEPT AND FILE PASSENGER LIFT REPORT FOR FEBRUARY 2001
- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the claims of: Gary Shirk; Andy Armanino; CSE Ins. Group. Deny the application to file a late claim and reject the claim as untimely: Michael Roberts
- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 2/15/01
- 7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 2/14/01
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JANUARY 2001, APPROVAL OF BUDGET TRANSFERS
- 7-8. CONSIDERATION OF APPROVAL OF EMPLOYMENT PRACTICES LIABILITY INSURANCE

- 7-9. **CONSIDERATION OF DECLARATION OF VEHICLE #809 AS EXCESS AND AUTHORIZATION OF DISPOSAL**
- 7-10. **ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR JANUARY 2001**
- 7-11. **ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JANUARY 2001**
- 7-12. **ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE STATUS REPORT**
- 7-13. **ACCEPT AND FILE RIDERSHIP REPORT FOR THE HOMELESS SHELTER SHUTTLE**

**ACTION: MOTION: DIRECTOR NORTON SECOND: DIRECTOR BEAUTZ**

**Approve the Consent Agenda.**

**The Motion passed unanimously.**

#### **REGULAR AGENDA**

#### **8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**

**Summary:**

The Board of Directors formally recognized the following employees for their years of service.

#### **TWENTY YEARS**

Maria Granados-Boyce, Bus Operator  
Mark Hansen, Mechanic II  
Meral Jensen, Mechanic II

#### **TWENTY-FIVE YEARS**

Everette Wehe, Bus Operator

#### **9. CONSIDERATION OF SETTING NOTIFICATION OF INITIATION OF ENVIRONMENTAL IMPACT REPORT (EIR) FOR METROBASE AND CONSIDERATION OF SETTING DATE, LOCATION AND FORMAT FOR A PUBLIC SCOPING MEETING**

**Summary:**

Les White reported that the date, location and format for the MetroBase Scoping Meeting must be set. The Scoping Meeting is the first part of the Environmental Impact Report (EIR) for the MetroBase project. Staff recommends Wednesday, April 25<sup>th</sup>, from 7:00 p.m. to 9:30 p.m., at the Board of Supervisors' Chambers. Staff further suggested that the Board utilize the services of Denise Duffy and Associates for discussions at this meeting. The anticipated cost of the EIR is ± \$200,000.

**Discussion:**

Leianne Humble of Denise Duffy & Associates did a presentation on the EIR process and reviewed the California Environmental Quality Act (CEQA) requirements. Various options were discussed regarding how to inform the public when the 30-day scoping session begins and ends for introducing alternate sites into this process. Director Reilly suggested that the Scoping Meeting be televised with a tagline at the bottom of the screen informing the viewers that they have until a predetermined date to submit comments for consideration.

Michael Paul of Goodwill Industries suggested that the District do a cost/benefit analysis of MetroBase being in the Harvey West area since it may prove to be cost prohibitive to place the project in this area. He suggested that this analysis be done after the Scoping Meeting but before the Notice of Preparation.

Don Hubbard, Chair of the Harvey West Association, asked the Board not to do either the Scoping Meeting or the EIR as the criteria for site selection was abandoned when the Lipton site became untenable and the Harvey West site became the preferred site. Mr. Hubbard asked the Board to delay their decision until the cost/benefit analysis is conducted and until the Harvey West Association can conduct a presentation in terms of the consolidation study, alternatives and criteria that were ignored.

DIRECTOR KROHN LEFT THE MEETING.

Director Lopez suggested advertising the Scoping Meeting with advertisements on the side of the buses and with large display ads in the newspapers. Linda Wilshusen clarified that the NOP begins the scoping process. There is a 30-day period required to circulate the NOP to agencies and the public, however, this can be extended.

**ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR GABRIEL**

**Hold Scoping Meetings on April 11<sup>th</sup> and 25<sup>th</sup>, beginning at 7:00 p.m., at the County Board of Supervisors' Chambers. Arrange for both meetings to be televised live. The scoping process will be from April 4<sup>th</sup> until May 4<sup>th</sup> during which time staff will encourage the public to submit written comments. Massively publicize the Scoping Meetings and ensure the website is updated. Direct the consultants to provide a report back to the Board by May 18<sup>th</sup> regarding the results of the scoping process.**

**The Motion passed unanimously with Director Krohn absent.**

**ITEM #23 WAS TAKEN OUT OF ORDER.**

**23. CONSIDERATION OF AMENDING BOARD OF DIRECTOR MEETING LOCATIONS FOR 2001 BOARD MEETINGS**

**Summary:**

Staff is requesting the Board to amend the Board meeting locations for the remainder of 2001.

**Discussion:**

Director Fitzmaurice spoke with the City Manager and the City Hall facilities person regarding the restrooms as they relate to Patricia Spence's letter to the Board on wheelchair accessibility. He will receive a full report on improving the restrooms next week and asked that this item be deferred until the April agenda.

DIRECTORS NORTON AND ALMQUIST LEFT THE MEETING.

**ITEM #11 WAS TAKEN OUT OF ORDER.**

**11. CONSIDERATION OF APPRECIATION TO EMPLOYEES WHO TRANSPORTED BUSES FROM FOOTHILL TRANSIT TO SANTA CRUZ**

**ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR LOPEZ**

**Authorize the Chair of the Board and the General Manager to issue certificates of appreciation to District employees who assisted in moving twenty buses from Foothill Transit to Santa Cruz Metro.**

**Motion passed with Directors Almquist, Krohn and Norton absent.**

**ITEM #15 WAS TAKEN OUT OF ORDER.**

**15. CONSIDERATION OF DISTRICT ISSUING PREPAID FARES FOR ADA PARATRANSIT SERVICE**

**Summary:**

Mark Dorfman reported that staff would return to the Board with a proposal to reinstate the coupon program targeted to individuals who are eligible for the ADA paratransit program. These coupons would be administered by the Transit District and would have the individual's name and I.D. on the coupon. Staff would be ready to proceed with the new coupons as of April 1<sup>st</sup>.

DIRECTOR KEOGH LEFT THE MEETING.

**Discussion:**

Director Fitzmaurice wants to move forward but expressed concern that there was no discussion on this proposal. Director Reilly stated that people want the ability to call and order coupons for other people. Mr. Dorfman responded that this could be done. Scott Bugental distributed a letter regarding the coupons, which is attached to these Minutes as Exhibit A. Patricia Spence commented that she is a representative for the Stakeholders group and believes 90%-95% of people would order the coupons through the mail, if possible. Ms. Fox added that the prepaid coupons are often used as cash whereby one person will loan a coupon to another when cash is short. Director Beutz responded that this would be a problem but asked that staff look into this at a later date.

**ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR FITZMAURICE**

**Develop prepaid tickets that would only be sold to individuals, and at the time of purchase that the rider's name and ID number be placed on the tickets. When there are many people at a certain site, staff would go to that site to sell the prepaid coupons as part of the outreach program. Report back to the Board at the next meeting with an update on implementation of this program.**

**Motion passed with Directors Almquist, Keogh, Krohn and Norton absent.**

**ITEMS #10 AND 25 WERE TAKEN OUT OF ORDER.**

**10. CONSIDERATION OF APPROVAL OF FY 01-02 PRELIMINARY LINE ITEM BUDGET FOR REVIEW AND CLAIMS PURPOSES**

**ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR GABRIEL**

**Adopt the attached preliminary line item budget for FY 01-02 for review and TDA/STA claims purposes.**

**Discussion:**

Les White reported that this budget would be brought back before the Board each month until June. This is merely for the purpose of establishing the TDA claim.

**Motion passed with Directors Almquist, Keogh, Krohn and Norton absent.**

**25. CONSIDERATION OF RESOLUTIONS AUTHORIZING SUBMITTAL OF FY 01/02 STA AND TDA CLAIMS**

**ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR GABRIEL**

**Authorize staff to submit claims to the Transportation Commission for FY 01-02 State Transit Assistance (STA) and Transportation Development Act (TDA) funds. Obtain something in writing by next month from the County Auditor as to whether or not to increase the STA/TDA numbers.**

**Motion passed with Directors Almquist, Keogh, Krohn and Norton absent.**

**Discussion:**

Elisabeth Ross reported that the Auditor's office prepared these projections last November and that this is the figure the Transportation Commission is using. Staff suggests that the Auditor review these number again between now and May.

**12. DELETED**

**14. DELETED**

**ITEMS #17, 18, 19 AND 20 WERE TAKEN OUT OF ORDER.**

**17. CONSIDERATION OF AUTHORIZATION OF APPLICATION TO CALTRANS FOR FY 00/01 RURAL OPERATING ASSISTANCE**

**ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR BEAUTZ**

**Authorize the General Manager to submit a grant application to the California Department of Transportation to assist funding public transit operations in the non-urbanized parts of Santa Cruz County.**

**Motion passed unanimously with Directors Almquist, Keogh, Krohn and Norton absent.**

**18. CONSIDERATION OF APPROVAL TO AMEND THE DAY WIRELESS SYSTEMS CONTRACT FOR AN ADDITIONAL ONE-YEAR TERM**

**ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR BEAUTZ**

**Authorize the General Manager to execute an amendment to the contract with Day Wireless Systems to extend the term of the contract for one additional year.**

**Motion passed unanimously with Directors Almquist, Keogh, Krohn and Norton absent.**

**19. CONSIDERATION OF APPROVAL TO AMEND THE MISSION LINEN AND UNIFORM SERVICE CONTRACT FOR AN ADDITIONAL ONE-YEAR TERM**

**ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR BEAUTZ**

**Authorize the General Manager to execute an amendment to the contract with Mission Linen & Uniform Service to extend the term of the contract for one additional year.**

**Motion passed unanimously with Directors Almquist, Keogh, Krohn and Norton absent.**

**20. CONSIDERATION OF APPROVAL TO PAY FOR ADDITIONAL REPAIRS TO FREDERICK'S ELECTRONICS (PLANTRONICS) PARKING LOT EXPANSION PROJECT**

**ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR BEAUTZ**

**Authorize the General Manager to sign an amended purchase order to Earthworks for additional work to the bus parking lot located on Harvey West Blvd.**

**Motion passed unanimously with Directors Almquist, Keogh, Krohn and Norton absent.**

**ITEM #16 WAS TAKEN OUT OF ORDER.**

**16. CONSIDERATION OF PROVISION OF ADA PARATRANSIT COUPONS FOR MEMBERS OF THE MASTF EXECUTIVE COMMITTEE WHO ARE ELIGIBLE TO USE THE ADA COMPLIMENTARY PARATRANSIT SERVICE**

**ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR BEAUTZ**

**Authorize the issuance of ADA Paratransit Coupons for members of the MASTF Executive Committee.**

**Motion passed unanimously with Directors Almquist, Keogh, Krohn and Norton absent.**

**ITEM #21 WAS TAKEN OUT OF ORDER.**

**21. CONSIDERATION OF APPROVAL OF NEW BUS SPECIFICATIONS TO INCLUDE THE ABILITY TO BE CONVERTED FROM DIESEL TO COMPRESSED NATURAL GAS (CNG)**

**ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR LOPEZ**

**Approve the specifications, included air conditioning, provided in the Invitation for Bid 00-15 and direct staff to proceed with the bidding process.**

**Motion passed unanimously with Directors Almquist, Keogh, Krohn and Norton absent.**

**22. CONSIDERATION OF QUANTITIES FOR BUS PROCUREMENT**

**Summary:**

Les White reported that this procurement would consist of approximately fifty buses, ten of which would be 35' long.

**ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR LOPEZ**

**Direct staff to proceed with the bus procurement quantities as shown in the staff report.**

**Motion passed unanimously with Directors Almquist, Keogh, Krohn and Norton absent.**

**24. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO ENTER INTO GRANT AMENDMENT WITH CALTRANS TO DEFEND AND INDEMNIFY CALTRANS AGAINST ALL CLAIMS ARISING FROM THE WATSONVILLE REDEVELOPMENT AGENCY'S USE OF THE WATSONVILLE TRANSIT CENTER PROPERTY AND TO ENTER INTO A LEASE AGREEMENT FOR PARCELS #17-011-57 AND -58**

**Summary:**

Les White stated that the District needs relief from Caltrans to be able to enter into a long-term lease with the City of Watsonville for transit-oriented development. Tom Hiltner further reported that two related actions are required. They are to authorize the General Manager to amend the

current agreement with Caltrans to indemnify them against claims. Secondly, authorize the General Manager to enter into an agreement with the City of Watsonville to lease that property.

The City of Watsonville wants to lease these two parcels to build a mixed-use development (i.e. apartments and child care center) adjacent to the transit center. These two parcels were declared as surplus by the Board at its April 16, 1999 meeting. Margaret Gallagher added that Caltrans is requiring that they be held harmless from any claims. The sequence of events would be to indemnify Caltrans as hold harmless, transfer this indemnification to the City of Watsonville through the lease agreement. The City will transfer the liability to the contractor who would be running the day care and apartment complex. There will be insurance provisions as well as the indemnification and hold harmless agreement.

**ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR LOPEZ**

**Amend Grant Agreement to indemnify Caltrans against claims arising from use of the lease land and lease the property to the City of Watsonville.**

**Motion passed with Directors Almquist, Keogh, Krohn and Norton absent.**

**26. CONSIDERATION OF REQUEST FROM THE CITY OF SANTA CRUZ TO MEET REGARDING THE METROBASE PROJECT IN HARVEY WEST INDUSTRIAL PARK**

**Summary:**

Les White stated that a committee from the City Council and a committee from the Board would meet to discuss the MetroBase project. The committee from the Board should not consist of any members of the City Council.

**Discussion:**

Chairperson Ainsworth will determine which members of the Board would best represent the Transit District's interest in this project. Michael Paul of Goodwill Industries asked to be informed of where and when this committee meeting will take place.

**AS PREVIOUSLY MENTIONED, CLOSED SESSION WAS MOVED TO THE END OF THE REGULAR AGENDA.**

**2. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**

Margaret Gallagher reported that there would be a discussion regarding anticipated litigation and a conference with the labor negotiator regarding SEIU. Ms. Gallagher reported that there is also a Special Meeting Agenda which denotes two closed session items: Christine Jones v. Macerich Company, SCMTD as intervener, and Sonja McClure v. SCMTD.

**3. ORAL AND WRITTEN COMMUNICATION REGARDING CLOSED SESSION**

None

**SECTION II: CLOSED SESSION**

Chairperson Ainsworth adjourned to Closed Session at 11:55 a.m. and reconvened to Open Session at 12:22 p.m.

**SECTION III: RECONVENE TO OPEN SESSION**

Margaret Gallagher reported that the Board discussed three litigation matters with no sign off on settlements. Further information will be released when the settlement agreements are executed. The Board agreed to release information on the Food and Nutrition Services anticipated litigation matter. SEIU labor negotiations were also discussed but at this time there is no information to release.

**ADJOURN**

There being no further business, Chairperson Ainsworth adjourned the meeting at 12:23 p.m.

Respectfully submitted,

DALE CARR  
Administrative Services Coordinator

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

DATE: 03/01/01 THRU 0/3 /0

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
3123	03/23/01	242.44	059 BATTERIES U.S.A. INC.	73002	REV VEH PARTS	242.44	
3124	03/23/01	158.50	061 REGISTER PAJARONIAN	73003	LEGAL ADS	34.65	
				73102	CLASSIFIED ADS	123.85	
3125	03/23/01	85.00	067 ROTO-ROOTER SEWER/PLUMBING	73004	GREASE TRAP- FAC	85.00	
3126	03/23/01	12,370.90	079 SANTA CRUZ MUNICIPAL UTILITY	73005	1/3-3/2 PACIFIC AVE	6,079.60	
				73006	1/3-3/2 PACIFIC	55.85	
				73007	1/3-3/1 GOLF CLUB	1,320.81	
				73008	1/3-3/1 RIVER ST	2,803.58	
				73009	1/3-3/1 ENCINAL	171.09	
				73010	1/3-3/1 ENCINAL ST	617.40	
				73011	1/3-3/1 111 DUBOIS	1,096.00	
				73012	1/3-3/2 PACIFIC AVE	200.10	
				73013	2/1-2/28 LANDFILL	26.47	
3127	03/23/01	963.00	080 STATE BOARD OF EQUALIZATION	73081	FEB PREPAY USE TAX	963.00	
3128	03/23/01	435.69	081 KAR PRODUCTS	73014	REV VEH PARTS	435.69	
3129	03/23/01	206.25	090 CRYSTAL SPRINGS WATER CO.	73015	FEB WATER - FLEET	206.25	
3130	03/23/01	2,100.00	110 TRANSMART	73082	APR CUSTODIAN SVCS	2,100.00	
3131	03/23/01	491.75	116 SANTA CRUZ COMMUNITY	73083	OVERPAY ON ACCT	491.75	
3132	03/23/01	2,859.57	117 GILLIG CORPORATION	73016	REV VEH PARTS	737.01	
				73017	REV VEH PARTS	239.19	
				73018	REV VEH PARTS	85.49	
				73019	REV VEH PARTS	1,797.88	
3133	03/23/01	40.96	123 BAY PHOTO LAB INC	73020	PHOTO SUPPLY-PLANNE	40.96	
3134	03/23/01	1,789.29	130 WATSONVILLE CITY WATER DEPT.	73021	3/13 RODRIGUEZ ST	1,162.00	
				73022	1/4-3/1 RODRIGUEZ	55.82	
				73023	1/4-3/1 RODRIGUEZ	417.17	
				73024	1/4-3/1 RODRIGUEZ	66.84	
				73025	2/1-3/1 RODRIGUEZ	8.80	
				73026	2/1-3/1 SAKATA	12.45	
				73027	2/1-3/1 SAKATA	66.21	
3135	03/23/01	1,862.84	134 DAY WIRELESS SYSTEMS	73028	OUT REPAIR EQUIPT	1,862.84	
3136	03/23/01	902.25	149 SANTA CRUZ SENTINEL	73084	CLASSIFIED ADS-HRD	440.09	
				73085	LEGAL ADS	75.46	
				73086	LEGAL ADS	306.76	
				73087	LEGAL ADS	79.92	
3137	03/23/01	915.20	161 OCEAN CHEVROLET INC	73029	REV VEH PARTS	457.60	
				73030	OUT REPAIR OTHER VEH	457.60	
3137P03/26/01		-915.20	161 OCEAN CHEVROLET INC	73151	VOID CHECK	-457.60	PRE-PAID
				73152	VOID CHECK	-457.60	
					VOID CHECK		
3138	03/23/01	1,262.11	166 HOSE SHOP* INC., THE	73031	FEB PARTS/SUPPLIES	1,262.11	
3139	03/23/01	240.29	167 KEYSTON BROTHERS	73032	UPHOLSTERY SUPPLY	240.29	
3140	03/23/01	2,696.78	191 GOLDEN GATE PETROLEUM	73033	FUELS - FLEET	2,696.78	
3141	03/23/01	356.28	210 HOLIDAY MUFFLER SERVICE	73034	REPAIR VEH #6109	240.46	
				73035	REPAIR VEH #903	115.82	
3142	03/23/01	621.18	211 BOWMAN DISTRIBUTION	73036	PARTS & SUPPLY 577	621.18	
3143	03/23/01	211.04	215 IKON OFFICE SOLUTIONS	73037	3/1-4/1 COPIER - OPS	211.04	
3144	03/23/01	153.96	220 JONES COMPANY, THE ED	73038	SUP BADGES - GPS	153.96	
3145	03/23/01	678.56	294 ANDY'S AUTO SUPPLY	73039	FEB PARTS/SUPPLIES	678.56	
3146	03/23/01	129.20	298 ERGONOMETRICS	73040	BUS OPERATOR TEST	129.20	

SANTACRUZMETROPOLITANTRANSITDISTRICT  
 CHECK JOURNAL DETAIL BY CHECK NUMBER  
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DATE: 03/01 /01 THRU 03/31 /01

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
3147	03/23/01	172.00	GOOD TIMES		73041	CLASSIFIED ADS	172.00	
3148	03/23/01	550.00	JB ASSOCIATES		73088	11/6-12/31 CONSULTNG	550.00	
3149	03/23/01	3,062.50	MULTISYSTEMS, INC		73042	APR-JUN SFTWR MAINT	3,062.50	
3150	03/23/01	1,065.67	STEWART & STEVENSON		73043	REV VEH PARTS	104.52	
					73044	REV VEH PARTS	139.35	
					73045	PARTS & SUPPLIES	37.94	
					73046	MACHINERY/EQUIPT	723.86	
3151	03/23/01	356.00	AIRTECSERVICE		73047	NOV MAINT. ENCINAL	356.00	
3152	03/23/01	295.00	PACE PUBLICATIONS		73089	TRANSIT ACCESS REPRT	295.00	
3153	03/23/01	189.60	EXPRESSPERSONNELSERVICES		73048	TEMPS W/E 2/25 HRD	199.60	
3154	03/23/01	2,000.00	AMPAC BUILDING MAINTENANCE		73049	FEB SVC - SVTC	2,000.00	
3155	03/23/01	1,137.30	DIESELMARINEELECTRIC		73050	REV VEH PARTS	1,137.30	
3156	03/23/01	21,222.72	PAIGE'S SECURITY SERVICES, INC		73051	FEB SECURITY SVCS	21,222.72	
3157	03/23/01	194.87	ASCOM HASLER LEASING		73052	APRIL LEASE-POSTAGE	194.87	
3158	03/23/01	2,000.00	FOOTHILL TRANSIT		73053	STORAGE LOT RENT	2,000.00	
3159	03/23/01	13184.40	HYATT REGENCY ST. LOUIS		73090	HOTEL 3/31-4/4	1,184.40	
3160	03/23/01	75.00	SUPERIORALIA%		73091	REPAIRWIRESCIRCUIT	75.00	
3161	03/23/01	306.00	HR PRESS		73054	COBRA ADMIN SOFTWARE	306.00	
3162	03/23/01	177.86	GRANITE ROCK COMPANY		73055	REPAIRS/MAINT FAC	177.86	
3163	03/23/01	21,611.25	SOLAR OUTDOOR LIGHTING, INC.		73056	SOLAR LIGHT FIXTURES	21,611.25	
3164	03/23/01	99.00	GOVERNMENT FINANCE OFFICERS		73057	GAEFR STUDY GUIDE	99.00	
3165	03/23/01	49.22	LEASE CO., A.L. INC.		73058	REPAIRS/MAINT FAC	49.22	
3166	03/23/01	100.00	AINSWORTH, SHERYL		73107	MARCH BOARD MEETING	100.00	
3167	03/23/01	100.00	ALMOU IST, JEFF		73106	MARCH BOARD MEETINGS	100.00	
3168	03/23/01	100.00	BEAUTZ, JAN		73108	MARCH BOARD MEETINGS	100.00	
3169	03/23/01	100.00	FITZMAURICE, TIM		73109	MARCH BOARD MEETINGS	100.00	
3170	03/23/01	100.00	GABRIEL, BRUCE		73110	MARCH BOARD MEETINGS	100.00	
3171	03/23/01	100.00	HINKLE, MICHELLE		73111	MARCH BOARD MEETINGS	100.00	
3172	03/23/01	100.00	KEOGH, MICHAEL		73112	MARCH BOARD MEETINGS	100.00	
3173	03/23/01	50.00	KROHN, CHRISTOPHER		73113	MARCH BOARD MEETINGS	50.00	
3174	03/23/01	100.00	LOPEZ, RAFAEL		73114	MARCH BOARD MEETINGS	100.00	
3175	03/23/01	100.00	NORTON, DENNIS		73115	MARCH BOARD MEETINGS	100.00	
3176	03/23/01	100.00	REILLY, EMILY		73116	MARCH BOARD MEETINGS	100.00	
3177	03/23/01	160.00	ASPESI, JOHN		73092	NTI SEMINAR 4/1-4	160.00	
3178	03/23/01	160.00	O'DONNELL, SHAWN		73093	NTI SEMINAR 4/1-4	160.00	
3179	03/23/01	66.93	LONGNECKER, LLOYD		73117	MILEAGE RTCC MTG	66.93	
3180	03/23/01	34.24	DAUGHERTY, JOHN		73094	MICROPHONE MASTF MTG	34.24	
3181	03/23/01	44.00	MOREAU, DAVID		73095	DMV/VTT FEES -DPS	44.00	
3182	03/23/01	63.00	GAL E TERRY		73118	NETWORK SOLUTIONS	63.00	
3183	03/23/01	264.24	GALLAGHER, MARGARET		73096	APTA TRAVEL EXPENSES	125.76	
					73097	ANNUAL MEMBERSHIP	75.00	
					73098	MILEAGE-PARMA CONF.	63.48	
3184	03/23/01	150.00	WILSON, BONNIE		73099	SPRING BID LUNCH	150.00	
3185	03/23/01	166.00	HORTON, JOSEPH		73120	MARCH MEDICAL PREM.	36.00	
					73133	APRIL MEDICAL PREM.	130.00	
3186	03/23/01	166.00	RACKLEY, EARL		73131	MARCH MEDICAL PREM.	36.00	
					73134	APRIL MEDICAL PREM.	130.00	
3187	03/23/01	83.00	WYANT, JUDI		73122	MARCH MEDICAL PREM.	18.00	
					73135	APRIL MEDICAL PREM.	65.00	
3188	03/23/01	83.00	PORTILLA, EARLENE		73123	MARCH MEDICAL PREM.	18.00	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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3147	03/23/01	172.00	309 GOOD TIMES		73041	CLASSIFIED ADS	172.00	
3148	03/23/01	550.00	315 JB ASSOCIATES		73088	11/6-12/31 CONSULTNG	550.00	
3149	03/23/01	3,062.50	376 MULTISYSTEMS, INC		73042	APR-JUN SFTWR MAINT	3,062.50	
3150	03/23/01	1,065.67	378 STEWART & STEVENSON		73043	REV VEH PARTS	104.52	
					73044	REV VEH PARTS	139.35	
					73045	PARTS & SUPPLIES	37.94	
					73046	MACHINERY/EQUIPT	723.86	
3151	03/23/01	356.00	382 AIRTEC SERVICE		73047	NOV MAINT. ENCINAL	356.00	
3152	03/23/01	295.00	421 PACE PUBLICATIONS		73089	TRANSIT ACCESS REPRT	295.00	
3153	03/23/01	189.60	432 EXPRESSPERSONNELSERVICES		73048	TEMPS U/E 2/25 HRD	199.60	
3154	03/23/01	2,000.00	433 AMPAC BUILDING MAINTENANCE		73049	FEB SVC - SVTC	2,000.00	
3155	03/23/01	1,137.30	480 DIESEL MARINE ELECTRIC		73050	REV VEH PARTS	1,137.30	
3156	03/23/01	21,222.72	500 PAIGE'S SECURITY SERVICES, INC		73051	FEB SECURITY SVCS	21,222.72	
3157	03/23/01	194.87	510 ASCOM HASLER LEASING		73052	APRIL LEASE-POSTAGE	194.87	
3158	03/23/01	2,000.00	529 FOOTHILL TRANSIT		73053	STORAGE LOT RENT	2,000.00	
3159	03/23/01	1,184.40	537 HYATT REGENCY ST. LOUIS		73090	HOTEL 3/31-4/4	1,184.40	
3160	03/23/01	75.00	540 SUPERIOR ALARM		73091	REPAIR WIRES CIRCUIT	75.00	
3161	03/23/01	306.00	545 HR PRESS		73054	COBRA ADMIN SOFTWARE	306.00	
3162	03/23/01	177.86	546 GRANITE ROCK COMPANY		73055	REPAIRS/MAINT FAC	177.86	
3163	03/23/01	21,611.25	548 SOLAR OUTDOOR LIGHTING, INC.		73056	SOLAR LIGHT FIXTURES	21,611.25	
3164	03/23/01	99.00	032 GOVERNMENT FINANCE OFFICERS		73057	GAFR STUDY GUIDE	99.00	
3165	03/23/01	49.22	932 LEASE CO., A.L. INC.		73058	REPAIRS/MAINT FAC	49.22	
3156	03/23/01	100.00	B001 AINSWORTH, SHERYL		73107	MARCH BOARD MEETING	100.00	
3167	03/23/01	100.00	B002 ALMQUIST, JEFF		73108	MARCH BOARD MEETINGS	100.00	
3168	03/23/01	100.00	B003 BEAUTZ, JAN		73109	MARCH BOARD MEETINGS	100.00	
3169	03/23/01	100.00	B004 FITZMAURICE, TIM		73110	MARCH BOARD MEETINGS	100.00	
3170	03/23/01	100.00	B005 GABRIEL BRUCE		73111	MARCH BOARD MEETINGS	100.00	
3171	03/23/01	100.00	B006 HINKLE, MICHELLE		73112	MARCH BOARD MEETINGS	100.00	
3172	03/23/01	100.00	B007 KEOGH, MICHAEL		73113	MARCH BOARD MEETINGS	100.00	
3173	03/23/01	50.00	B008 KROHN, CHRISTOPHER		73114	MARCH BOARD MEETINGS	50.00	
3174	03/23/01	100.00	B009 LOPEZ, RAFAEL		73115	MARCH BOARD MEETINGS	100.00	
3175	03/23/01	100.00	B010 NORTON, DENNIS		73116	MARCH BOARD MEETINGS	100.00	
3176	03/23/01	100.00	B011 REILLY, EMILY		73092	NTI SEMINAR 4/1-4	160.00	
3177	03/23/01	160.00	E012 ASPESI, JOHN		73093	NTI SEMINAR 4/1-4	160.00	
3178	03/23/01	160.00	E088 O'DONNELL, SHAWN		73117	MILEAGE RTCC MTG	66.93	
3179	03/23/01	66.93	E103 LONGNECKER, LLOYD		73094	MICROPHONE MASTF MTG	34.24	
3180	03/23/01	34.24	E176 DAUGHERTY, JOHN		73095	DMV/VTT FEES -DPS	44.00	
3181	03/23/01	44.00	E295 MOREAU, DAVID		73118	NETWORK SOLUTIONS	63.00	
3182	03/23/01	63.00	E323 GAL & TERRY		73096	APTA TRAVEL EXPENSES	125.76	
3183	03/23/01	264.24	E397 GALLAGHER, MARGARET		73097	ANNUAL MEMBERSHIP	75.00	
					73098	MILEAGE-PARMA CONF.	63.48	
3184	03/23/01	150.00	E404 WILSON, BONNIE		73099	SPRING BID LUNCH	150.00	
3185	03/23/01	166.00	M001 HORTON, JOSEPH		73120	MARCH MEDICAL PREM.	36.00	
					73133	APRIL MEDICAL PREM.	130.00	
3186	03/23/01	166.00	M002 RACKLEY, EARL		73131	MARCH MEDICAL PREM.	36.00	
					73134	APRIL MEDICAL PREM.	130.00	
3187	03/23/01	83.00	M003 WYANT, JUDI		73122	MARCH MEDICAL PREM.	18.00	
					73135	APRIL MEDICAL PREM.	65.00	
3188	03/23/01	83.00	M004 PORTILLA, EARLENE		73123	MARCH MEDICAL PREM.	18.00	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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 ALL CHECKS FOR COAST COMMERCIAL BANK

DATE: 03/01/01 THRU 03/31/01

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
3189	03/23/0	83.00	M005 ROSS, EMERY		73136	APRIL MEDICAL PREM.	65.00	
					73124	MARCH MEDICAL PREM.	18.00	
3190	03/23/01	216.00	M006 VAN DER ZANDE ED		73137	APRIL MEDICAL PREM.	65.00	
					73125	MARCH MEDICAL PREM.	47.00	
3191	03/23/01	15.00	M007 BLAIR-ALWARD, GREGORY		73138	APRIL MEDICAL PREM.	169.00	
					73126	MARCH MEDICAL PREM.	36.00	
3192	03/23/0	158.00	M008 CAMPOS, ARVILLA		73139	APRIL MEDICAL PREM.	122.00	
					73127	MARCH MEDICAL PREM.	36.00	
3193	03/23/01	386.00	M009 FREEMAN, MARY		73140	APRIL MEDICAL PREM.	122.00	
					73128	MARCH MEDICAL PREM.	47.00	
3194	03/23/01	158.00	M010 SHORT SLDAN		73141	APRIL MEDICAL PREM.	339.00	
					73129	MARCH MEDICAL PREM.	36.00	
3195	03/23/0	64.00	M011 LAWSON LOIS		73142	APRIL MEDICAL PREM.	122.00	
					73130	MARCH MEDICAL PREM.	18.00	
3196	03/23/0	64.00	M012 ROSE JACK		73143	APRIL MEDICAL PREM.	46.00	
					73131	MARCH MEDICAL PREM.	18.00	
3197	03/23/0	56.00	M013 JAHNKE, EILEEN		73144	APRIL MEDICAL PREM.	46.00	
					73132	MARCH MEDICAL PREM.	18.00	
3198	03/28/01	457.60	161 OCEAN CHEVROLET INC		73145	APRIL MEDICAL PREM.	38.00	
					73154	REPAIR VEH #905	457.60	
3199	03/28/01	45,633.48	376 MULTISYSTEMS, INC		73153	OCT & NOV PROF SVCS	45,633.48	
3200	03/28/01	2,500.00	442 RAYMUNDO ENGINEERING CO. INC.		73155	ASSESSMENT REPORT	2,500.00	
TOTAL		34,318.77	COAST COMMERCIAL BANK		TOTAL CHECKS	276	34,318.77	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 OPERATIONS DIVISION - PASSENGER LIFT USAGE REPORT  
 MARCH, 2001

<u>ACCESSIBLE ROUTES</u>	<u>CURRENT MONTH</u>	<u>LAST MONTH</u>
ROUTE #1/7 UCSC Beach	20	31
ROUTE #1/3B/4/7 UCSC/MISSION/HARVEY WEST BEACH -WEEKENDS	12	7
ROUTE #8/1 EMELINE/UCSC - WEEKDAYS	14	34
ROUTE #12 SEABRIGHT/UCSC - WEEKDAYS	0	0
ROUTE #30/31/6/36 SCOTTS VALLEY/SEABRIGHT - WEEKDAYS	62	39
ROUTE #30/6/2/3A/4/6 WESTERN/MISSION STREET/HARVEY WEST/SEABRIGHT - WEEKENDS	10	9
ROUTE #33/34 FELTON/LOMPICO/ZAYANTE - WEEKDAYS	1	1
ROUTE #35/35A/36 SANTA CRUZ/BOULDER CREEK	115	66
ROUTE #40/41 DAVENPORT/BONNY DOON - WEEKDAYS	0	5
ROUTE #40/41/42 DAVENPORT/BONNY DOON - WEEKENDS	3	6
ROUTE #51/52/60/63/81/42 CAPITOLA/SOQUEL/DOMINICAN - WEEKDAYS	185	160
ROUTE #54/59/60 LA SELVA/CAPITOLA/SOQUEL - WEEKENDS	16	2
ROUTE #2/3A/3B/4/7/65/66/67 MISSION/WESTERN/HARVEY WEST BEACH/LIVE OAK -WEEKDAYS	364	345
ROUTE #65/66/67 LIVE OAK - WEEKENDS	69	55
ROUTE #1/3N/54/69/69N/69W UCSC/APTOS/CABRILLO - WEEKDAYS	368	257
ROUTE #69A/69W SANTA CRUZ/WATSONVILLE - WEEKENDS	50	37
ROUTE #70/81/36 CABRILLO/SANTA CRUZ/CAPITOLA MALU WATSONVILLE - WEEKDAYS	148	93
ROUTE #71 SANTA CRUZ/WATSONVILLE	413	317
ROUTE #72/73/75/78/79 WATSONVILLE/LOCAL	223	209
ROUTE #91/81 COMMUTER EXPRESS/CAPITOLA MALU WATSONVILLE - WEEKDAYS	47	42

HOMELESS SHELTER SHUTTLE	2	39
<b>TOTAL LIFT PASSENGERS</b>	<b>2122</b>	<b>1754</b>

NO. OF MECHANICAL FAILURES OF LIFTS IN-SERVICE	1	0
TOTAL NUMBER OF HOURS DROPPED DUE TO LIFT FAILURE	0:20	0:00
NUMBER OF PASSENGERS PASSED UP DUE TO NON-FUNCTIONING LIFTS ON ACCESSIBLE ROUTES	0	0
NUMBER OF TIMES A DISTRICT BACK-UP LIFT VAN WAS UTILIZED	0	0

BUS OPERATOR LIFT TEST \*PULL-OUT\* (ACCESSIBLE FLEET ONLY)

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	63	12	51	46	5	46	100%
GILLIG	28	5	23	15	8	15	100%
GMC	8	7	7	4	3	4	100%
CHAMPION	4	1	3	1	2	1	100%

BUS OPERATOR LIFT TEST \*PULL-IN\* (ACCESSIBLE FLEET ONLY)

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	63	N/A	N/A	43	N/A	43	100%
GILLIG	28	N/A	N/A	7	N/A	7	100%
GMC	8	N/A	N/A	3	N/A	3	100%
CHAMPION	4	N/A	N/A	1	N/A	1	100%

BIKE REPORT

THIS MONTH    LAST MONTH

TOTAL BIKES CARRIED	16410	12958
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**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**PASSENGER LIFT PROBLEMS**

**MONTH OF MARCH, 2001**

<b>DATE</b>	<b>DAY</b>	<b>BUS #</b>	<b>REASON</b>
03/02/01	FRIDAY	8095F	P/L need assistance to stow
03/03/01	SATURDAY	8077F	Lift has hard time stowing
03/05/01	MONDAY	9801 LF	Problem with lift
03/06/01	TUESDAY	8106GR	Lift struggled w/electric W/C, restraining arm won't move
03/07/01	WEDNESDAY	80626	Lift gets stuck out
03/07/01	WEDNESDAY	8077F	P/L goes out and gets stuck
03/07/01	WEDNESDAY	80586	Platform ramp will not deploy
03/08/01	THURSDAY	9801 LF	Use lift manually only
03/09/01	FRIDAY	8058G	Front barrier won't go down
03/09/01	FRIDAY	9801 LF	Problem with lift
03/10/01	SATURDAY	8083F	Lift has bad sensor
03/10/01	SATURDAY	9801 LF	Ramp not working
03/10/01	SATURDAY	8112C	Having trouble getting lift to raise up without manual assistance
03/12/01	MONDAY	8057G	Lift only stows from down position
03/12/01	MONDAY	9801 LF	Problem with lift
03/13/01	TUESDAY	8105GR	Dead Lift
03/13/01	TUESDAY	80586	Front barrier of lift won't deploy
03/14/01	WEDNESDAY	8083F	W/C platform out barrier would not deploy
03/15/01	THURSDAY	80556	Lift doesn't function
03/16/01	FRIDAY	8088F	W/C lift does not work
03/16/01	FRIDAY	8110C	Restraint of lift not working, safety feature not working
03/17/01	SATURDAY	8078F	Kneel will not stay in kneel position, you have to hold button down
03/17/01	SATURDAY	8110C	Lift not working
03/18/01	SUNDAY	9825LF	Lift doesn't deploy
03/19/01	MONDAY	80656	Lift would not stow
03/20/01	TUESDAY	8091 F	Lift goes off track, need help to stow it
03/20/01	TUESDAY	8067G	W/C stuck when going into platform
03/22/01	THURSDAY	9801 LF	Lift not working
03/22/01	THURSDAY	8083F	No P/L, will not stow
03/24/01	SATURDAY	8112C	Bad Lift, inoperable
03/24/01	SATURDAY	8082F	Does not kneel
03/25/01	SUNDAY	8110C	Housing on lift motor not properly secured
03/27/01	TUESDAY	80576	Kneel doesn't go down
03/28/01	WEDNESDAY	80586	Difficult W/C stowage
03/28/01	WEDNESDAY	9840G	Kneel - problem with switch
03/28/01	WEDNESDAY	9828LF	Lift ramp must be deployed by hand, hydraulic not working
03/31/01	SATURDAY	8095F	Barrier on lift not working, also leaking green fluid
03/31/01	SATURDAY	8080F	Lift rubs against something when stowing, kneel switch won't hold
03/31/01	SATURDAY	8110C	Lift doesn't work

F        New Flyer  
G        Gillig  
GR       Grumman  
C        Champion  
LF       Low Floor Flyer  
GM       GMC

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

MARCH 2001

printed 04/02/2001

SERVICE INTERRUPTION SUMMARY REPORT  
L I F T P R O B L E M S  
03/01/2001 T O 03/31/2001

DATE	BLOCK	ROUTE	TIME	DIRBUS	REASON	N:BUS	A:BUS	HR:MN	MILE	LOST	DELAY
03/14/2001	69	0436P		IB8088	NO POWER TO WC, PASS			00:20			
									4.22	0020	0000
								00:20	04.22		
						AM Peak		00:00	00.00		
						Midday		00:00	00.00		
						PM Peak		00:20	04.22		
						Other		00:00	00.00		
						Weekday		00:20	04.22		
						Saturday		00:00	00.00		
						Sunday		00:00	00.00		

**GOVERNMENT TORT CLAIM**



**AMENDED RECOMMENDED ACTION**

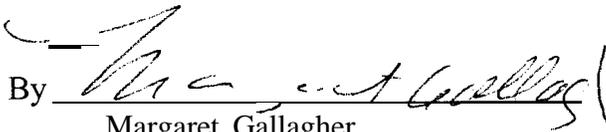
TO: Board of Directors

FROM: District Counsel

RE: AMENDMENT TO RECOMMENDATION TO:  
Claim of: Michael Roberts Received: 2/13/01 Claim #: 0 1-0003  
Date of Incident: 7/14/00 Occurrence Report No.: SC 07-00-09

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

- 1. Deny the claim.
- 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. Approve the claim in the amount of \$\_\_\_ and reject it as to the balance, if any.

By   
Margaret Gallagher  
DISTRICT COUNSEL

Date: April 9, 2001

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I, Dale Carr, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of April 20, 2001.

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Dale Carr  
Recording Secretary

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Date

MG/eg

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

(Pursuant to Section 9 10 et Seq., Government Code)

Claim # 01-0003

TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

ATTN: Secretary to the Board of Directors

230 Walnut Avenue

Santa Cruz, CA 95060

1. Company Representative's Name/Claimant's Name: Michael S. Roberts

Claimant's Address/Post Office Box: P.O. Box 1261

Santa Cruz, CA 95061-1261

Claimant's Phone Number: 831/786-8664

2. Address to which notices are to be sent: P.O. Box 1261

Santa Cruz, CA 95061-1261

3. Occurrence: Heavily intoxicated and obese man fell off his seat and on to my right leg.

Date: 07/14/00 Time: 10:00AM Place: Cabrillo College

Circumstances for occurrence transaction giving rise to claim: Driver allowed

very intoxicated man to board bus, and allowed him to remain

on bus after it came to her attention that he was drinking

alcohol on the bus (Pennsylvania + Main in Watsonville). She did not

move him from the bus until he had fallen on my leg at Cabrillo College.

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as

is known: Injury to right leg, and in particular, the prosthesis that replaced

my right knee 12/02/99. Injury sustained 22 days after surgery

and manipulation (06/22/00) to remove extensive scar tissue.

I was beginning my sixth day on one forearm crutch and

well on my way to full recovery.

5. Name or names of public employees or employees causing injury, damage, or loss, if

known: Ruth (driver of #91 Express)

6. Amount claimed now ..... \$ 2,500<sup>00</sup> + medical bills

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

TOTAL ..... \$ 2,500<sup>00</sup> + medical bills

7. Basis of above computations: Physical and emotional pain and suffering,

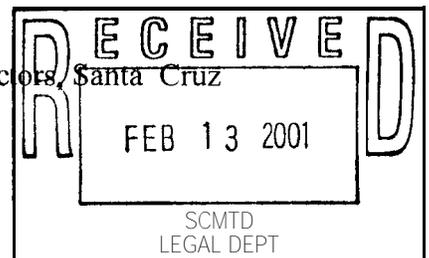
subsequent hospitalizations and procedures, probable replacement

of prosthesis in February 2001. This incident, which never should have happened, (over)

Michael S. Roberts  
PARENT'S/CLAIMANT'S SIGNATURE or  
COMPANY REPRESENTATIVE'S SIGNATURE

01/12/01  
DATE

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



and the injury sustained, has made my life a living hell.

All my hard work in physical therapy and all the

pain I incurred, was for nothing. My realistic

hopes for recovery were dashed. All this is

directly attributable to the failure of the driver

to perform her duty. I am not asking for

the amount of compensation which I believe

I should receive because I do not want this

dragged out in litigation and I want this

matter put to rest, and to get on with my life.

I ask that I receive \$2,500<sup>00</sup> in compensation, plus

payment of the bills for the ambulance, emergency

room care, and for the X-rays taken on 07/14/00.

# METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF)\*

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

## MINUTES

The Metro Accessible Services Transit Forum met for its monthly meeting on March 15, 2001 in Room 223 of the University Town Center, 1101 Pacific Avenue, Santa Cruz CA.

MASTF MEMBERS PRESENT: Sharon Barbour, Jim Bosso, Ted Chatterton, Connie Day, Shelley Day, Michael Doern, Kanoa Dynek, Michael Edwards, Kasandra Fox, Norm Hagen, Mark Hartunian, Michelle Hinkle, Ed Kramer, Deborah Lane, Jeff LeBlanc, Fahmy Ma'Awad, Thom Onan, Dennis Papadopulo, Barbara Schaller, Patricia Spence and John Wood.

### METRO STAFF PRESENT:

Bryant Baehr, Operations Department Manager  
Kim Chin, Planning and Marketing Department Manager  
John Daugherty, Accessible Services Coordinator  
Mark Dorfman, Assistant General Manager  
Margaret Gallagher, METRO District Counsel  
Linda Garbez, S.E.I.U. Representative  
Jim Hobbs, Facilities Maintenance Supervisor  
Tom Stickel, Fleet Maintenance Department Manager

### BOARD MEMBERS PRESENT:

Michelle Hinkle

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

None.

### RELEVANT ATTACHMENTS: F

### **\*MASTF MOTIONS RELATED TO METRO MANAGEMENT**

MASTF recommends that further emphasis be placed on announcement of designated call stops.

## I. CALL TO ORDER AND INTRODUCTIONS

Chairperson Kasandra Fox called the meeting to order at 2:06 p.m.

## II. APPROVAL OF THE FEBRUARY 15, 2001 MASTF MINUTES

Pat Spence commented on two sections of the Minutes:

- 1) She noted that she had probably been quoted accurately in Section 5.3, “MASTF By Law Amendment Review and Election “, when she was quoted as using the phrase “disabled people”. She shared that during the “Commission on Disabilities Report” today she would clarify the intent of that phrase.
- 2) She also noted that the sentence under Section 5.4, “Consideration of Bus Service Priorities”, was inaccurate. She pointed out that discussion of proposed service changes was not consideration of bus service priorities. John Daugherty suggested that the following sentence replace what is under Section 5.4: “This item was tabled due to time constraints.”

**MASTF Motion: That the February 15, 2001 MASTF Minutes be approved as corrected.**

**M/S/PU: Barbour, Schaller**

## III. AMENDMENTS TO THE AGENDA

Mr. Daugherty reported that the MASTF Executive Committee had revised the Agenda last week. The MASTF Committee Reports item, “Training and Procedures Committee Report” was deleted. The “Commission on Disabilities Report” and the “Elderly and Disabled Transportation Advisory Committee Report” had been added to the Agenda as items 6.4 and 6.5.

## IV. ORAL COMMUNICATION AND CORRESPONDENCE

Ms. Fox introduced METRO District Counsel Margaret Gallagher to the group. Ms. Gallagher reported that she had given the METRO Board an

overview of Americans with Disabilities Act (ADA) legal requirements last Friday. She shared information and answered questions from the MASTF group.

Highlights of discussion included:

- Ms. Fox noted that after a person is recognized to speak on an item that person will not be recognized by the Chair to speak again until all other persons wanting to be recognized by the Chair have been recognized and have a chance to speak. She noted that this practice conforms to Robert's Rules of Order.
- Ms. Gallagher noted that the ADA sets out the "minimum that is required." She noted that one of the three criteria for paratransit eligibility must be met for a person to receive paratransit service. The first criterion is that an eligible person is unable to board, ride or disembark from a transit vehicle without the assistance of an attendant. The second criterion is that transit bus or bus route is not accessible when bus lift or boarding device is needed. The third criterion, a "narrow exception", is that a person is prevented from traveling to or from a boarding or deboarding location.
- Norm Hagen asked if persons now receiving paratransit service would be automatically discharged from receiving paratransit service when the recertification process begins. Kim Chin and Ms. Gallagher responded that the current user remains eligible until the result of the person's recertification is determined.
- Dennis Papadopulo asked if the weather could affect a person's eligibility. Ms. Gallagher responded that factors including rain and temperature could prevent a person from traveling to or from a bus stop and satisfy one of the eligibility criteria.
- Fahmy Ma' Awad asked what would happen to person unable to walk to or from a bus stop. Ms. Gallagher responded that the person could meet the third criterion for paratransit service eligibility.
- Mr. Ma' Awad also asked what would happen to senior citizens. "Every senior citizen does not have a physical or mental impairment," Ms.

Gallagher noted, “Those that do have physical or mental impairments, and they fit into the paratransit eligibility standards, then they could be found to be classified as eligible for paratransit.”

- Deborah Lane asked if the 30-day temporary eligibility would continue. Ms. Gallagher answered that one recommendation considered by the METRO Board would establish an Eligibility Coordinator position to respond to individual requests for immediate paratransit service. She added that persons determined ineligible for paratransit service would have access to an administrative appeal process.
- Ms. Gallagher made copies of the METRO Board presentation outline (Attachment A) available after all questions were answered.

Mr. Hagen shared that he serves on the Board of Directors for the Bay Village Homeowners’ Association in Watsonville. After he reviewed the Environmental Impact Report (EIR) for the Franich Property Residential Development, he noticed planning gaps and discussed his discoveries with the developers and the City of Watsonville Planning Department. Gaps he discovered in the development – that includes nine new streets and 394 housing units – included absence of curb cuts, sidewalk improvements and METRO bus service. Someone working for the developers or the Planning Department told Mr. Hagen that the gaps would be addressed “someplace down the road.” Mr. Hagen asked the group where he should go to find help to deal with these issues.

Jim Bosso suggested that Mr. Hagen contact the Elderly and Disabled Transportation Advisory Committee. Jeff LeBlanc shared that the Santa Cruz County Commission on Disabilities might be a useful resource. Mr. Daugherty noted that he could pass along contact phone numbers after the meeting if needed.

Mr. Daugherty acknowledged that the following letters, note and flier had been received since the last MASTF meeting:

- 1) MASTF received a copy of a letter from Pat Spence to the METRO Board (Attachment B) dated February 23, 2001. “I urge Board members and management to accept their own level of responsibility and the evolution of the (paratransit) program,” she wrote, “To be harsh and overly critical of

the present broker's delivery is to be harsh and critical of past boards, management and direction as provided.”

- 2) MASTF received a copy of a letter from Pat Spence to the Santa Cruz City Council dated February 26, 2001. The letter (Attachment C) describes physical access barriers that “did cause hardship, concern and extraordinary effort to attend a (METRO Board) meeting at the Chambers.”
- 3) On February 28, 2001 Ms. Fox sent a letter (Attachment D) to Les White requesting that Pat Spence, MASTF's recently elected Executive Committee member, receive eight paratransit ride coupons each month in lieu of a Discount Fare Monthly Bus Pass.
- 4) MASTF received a copy of a letter from Mr. Chin to Gary Peterson of the San Andreas Regional Center (SARC). The letter (Attachment E) responded to praise and suggestions from SARC's Consumer Advisory Committee.
- 5) Mr. Daugherty read a note from MASTF participant Lynne Klein. Ms. Klein asked that her name and address be deleted from the MASTF mailing list since she was relocating from Santa Cruz. Her note ended: “You are a terrific group. Keep up the good work.”
- 6) A flier announcing International Peace Day on Sunday May 20<sup>th</sup> was discussed. The event was added to the list of Agenda items for the next MASTF meeting.

In response to questions from Mr. Papadopulo, Bryant Baehr noted that he would follow up on Mr. Hagen's concern about METRO bus service to the new development by contacting the City of Watsonville Planning Department.

Mr. Ma' Awad noted that a new bus stop closer to a group of school buildings than the current outbound bus stop at Cabrillo College would improve access. He also sought a “firm answer” on when new buses would be available. Mr. Papadopulo responded that the presence of a bike lane blocks installation of a bus stop near the computer labs at Cabrillo College.

## V. ONGOING BUSINESS

## 5.1 Paratransit Update

### a) MASTF Recommendations: Paratransit Audit and Recertification

Ms. Lane updated the group on recent activity of MASTF's Executive Committee. She shared that members of the Executive Committee have been meeting with METRO Board members to "bring forward, once again, all the Motions that we passed with reference to the paratransit recertification program."

"I want to acknowledge our appreciation for your involvement," Mr. Chin shared. He noted that MASTF discussion of recertification today is meeting #60 for METRO on the topic. He added that METRO looks forward to continue the work with MASTF as the recertification program is implemented during the next several months.

Ms. Spence opened discussion on one of the recommendations brought forward by MASTF – disability awareness training as it relates to paratransit for METRO Management and Board members – by reading from her proposal on what the recommendation would consist of. The group discussed her training proposal (Attachment F). One result of discussion was formation of a sub committee to review the proposal. Sub committee members are Ms. Spence, Ted Chatterton, Michael Doern and John Wood. Mr. Daugherty offered to provide contact information to assist the committee.

Ms. Spence asked Mr. Chin questions about recertification:

- 1) She noted that the METRO Board was considering a proposal to set up METRO as the agent to sell prepaid coupons for paratransit trips. She asked when METRO would begin to sell the coupons and what the turnaround time would be to receive the coupons/tickets. Mr. Chin responded that the selling of tickets would begin about two weeks after Board approval of the proposal. He explained that buyers would have the option of purchasing tickets via mail or in person at the Santa Cruz Metro Center. He added the name and paratransit ID # of the paratransit user would need to be written on each ticket.
- 2) Ms. Spence asked if a person living outside the  $\frac{3}{4}$  mile radius of a bus route could be eligible for paratransit. She also wanted to know if the

areas that have a paratransit service radius of 1-½ miles from a bus route (such as Old San Jose Road) would change. Mr. Chin noted that the home address did not affect the prospect of eligibility. He noted that the handout from Ms. Gallagher showed the areas that have the 1-½ mile paratransit service radius.

- 3) Ms. Spence asked if the Cabrillo College Stroke Center staff would be able to certify their students for paratransit eligibility as they have been authorized to do in the past. Mr. Chin pointed out that the METRO Board would decide which entities (METRO or other agencies) verify eligibility. The Stroke Center may be one of the agencies chosen.

b) ADA Paratransit Report (Mark Hartunian)

Mark Hartunian covered the following issues during his report:

- He noted that the MultiSystems audit work had been necessary and revealed room for improvement in the delivery of paratransit service.
- He shared that only five turndowns for service have occurred since last November. Four of the turndowns happened during February due to computer problems.
- Mr. Hartunian stated that both Courtesy and Yellow Cab companies have made recent improvements. Courtesy Cab staff have installed computer equipment; Yellow Cab staff have worked to put a “better driver on the road” and seen a decline in the number of complaints about drivers.
- He noted that the working relationship with the United Transportation Union was going well.
- He noted that he has spoken with Sam Storey, Executive Director of Food and Nutrition Services, to work out “immediate release from employment.” He noted that the amount of work anticipated and the interests of Food and Nutrition Services contributed to his decision. He thanked those present for their work during his “very promising and rewarding 100 working days.”

c) Transportation Advocacy (Thom Onan)

Thom Onan asked what has been done with the project to place signs in taxicabs to alert paratransit customers about where they could forward comments or complaints. Mark Dorfman responded one recommendation considered by the METRO Board – the development of the paratransit user’s Bill of Rights – could help solve the information problem. He also noted that signs could be placed inside taxicabs.

5.2 MASTF Recommendations: Call Stops and Talking Signs

Highlights of discussion included:

- Mr. Ma’ Awad noted that new buses will have Talking Sign equipment. His concern was that currently used platform (Low Floor) buses do not have Talking Signs. He wanted METRO to commit to retrofitting platform buses with Talking Signs. He wondered why funds were being spent on new fareboxes before the need for Talking Signs is taken care of.
- Mr. Dorfman shared that Talking Signs were put in the baseline specifications for the next purchase of buses. He noted that Low Floor buses are wired for Talking Signs, but that more money is needed to buy Signs. He noted that scraping money together for the bus purchase had been difficult. He added that acquiring fareboxes was a separate project.
- “I’m pretty pro driver,” Michael Edwards stated, “but I have to wholeheartedly agree with Fahmy that call stops are kind of a joke... (The) number of drivers that effectively call out call stops is darn few.” Mr. Edwards shared that some drivers choose to turn off the Signs. He noted that some method of enforcement for calling out stops should be available.
- Ms. Fox noted that she has observed a decline in the calling out of stops. She encouraged people to mention to drivers that it was noticed that stops were called out or noticed that they were not called out.
- Michelle Hinkle shared that in the buses she has traveled recently, drivers have been good about calling out bus stops.

- Mr. LeBlanc shared that he agrees with Mr. Ma' Awad and Ms. Hinkle. He finds drivers are "unreliable" about calling out stops. The advantages of Talking Signs, he notes, include that they are reliable and consistent.
- Barbara Schaller requested that a list of designated call stops be made available so that people know what to expect from drivers. Mr. Baehr noted that a list could be available during the next meeting.
- Mr. Ma' Awad stated, "I urge the METRO: Get the technology. Let the driver do nothing else but driving."

The following Motion to METRO Management emerged from discussion:

**MASTF Motion: MASTF recommends that further emphasis be placed on announcement of designated call stops.**

**M/S/PU: Edwards, Schaller**

## VI NEW BUSINESS

### MASTF COMMITTEE REPORTS

#### 6.1 Bus Service Committee Report (Sharon Barbour)

##### a) Metro Users Group (MUG)

Sharon Barbour reported: 1) METRO was producing a series of six commercials to help market METRO as a worthwhile system you can count on. MASTF Chairperson Kasandra Fox would be featured in one of the commercials; 2) Cabrillo College would be raising the price of one parking permit to \$40 per semester, compared to \$30 for a bus pass; 3) Ms. Gallagher shared the overview on ADA legal requirements with the MUG.

##### b) MASTF Recommendation: Summer Bus Route Service Changes

No report.

#### 6.2 Bus Stop Improvement Committee Report (Dennis Papadopulo)

Ms. Lane asked if the two metal seats attached to one bus stop sign pole is part of the “wave of the future.” Mr. LeBlanc noted that use of the two seats at one pole is a pilot program. He noted that they should not be replacing benches and that METRO seeks customer feedback on them. Ms. Lane noted that one bench on Bay Avenue in Capitola had been replaced. Mr. Doern shared that the metal seats were solid, inexpensive and “great”.

Mr. Ma’ Awad asked Mr. Papadopulo to look into the possibility that an additional bus stop on Soquel Drive near the Sesnon House at Cabrillo College could be installed. During discussion of this request, the availability of Cabrillo College’s shuttle service for persons with disabilities was noted. Mr. LeBlanc shared that an additional bus stop would be “useful” if it could be provided.

a) Bus Stop Advisory Committee (BSAC)

Mr. Papadopulo reported:

- That lights would be installed on some bus stop poles to help alert drivers that passengers were waiting at the bus stop. The lights for this pilot project would be installed at bus stops in rural areas.
- New bus stop shelters would be delivered later this month and installed during April.
- The Yield to the Bus Sign program would begin in April.

b) Accessible Bus Stop at Capitola Road and Clares Street

Mr. Papadopulo reported that METRO awaited a phone call from the Capitola Public Works Department. He noted that moving the current bus stop was difficult due to safety concerns about the right turn from Clares Street unto Capitola Road.

c) Bus Stop Shelter at Tremont Drive and 17<sup>th</sup> Avenue

Mr. Papadopulo reported that a temporary shelter had been installed at the outbound bus stop.

d) Bus Stop Pad at 30<sup>th</sup> Avenue and Brommer Street

Mr. Papadopulo reported that the request for the bus stop pad had not been submitted in time to be part of bus stop improvements for this fiscal year. The pad request would have to be submitted for the bus stop improvement budget for next fiscal year.

6.3 Paratransit Services Committee Report (Pat Spence)

No report.

OTHER REPORTS

6.4 Commission on Disabilities Report (Pat Spence)

Ms. Spence reported that the Commission had authorized a response to the language used in a *Santa Cruz Sentinel* article last year. She noted that the Commission Coordinator had contacted the University of Kansas and obtained information about a website, a handout and brochures on language issues. Ms. Spence shared that the information could affect the language used in all newspapers. She noted that each person with a disability has the responsibility to use words that are not offensive to other groups. She shared one language tip: Put the person first. For example, “disabled persons” becomes “persons with disabilities”.

Ms. Spence passed written information over to Mr. Daugherty. A discussion of language impact and issues followed the report from Ms. Spence.

6.5 Elderly and Disabled Transportation Advisory Committee Report

6.6 U.T.U. Report

No reports on the two items above.

6.7 S.E.I.U. Report (Linda Garbez)

Linda Garbez brought to the group's attention a one-page list of recommendations (Attachment G) from METRO employees represented by the SEIU to the METRO Board on the paratransit recertification process.

## 6.8 Next Month's Agenda Items

Noted during the meeting: MASTF Consideration of Bus Service Priorities, Holiday Bus Service and Progress Report on Bus Stops serving Cabrillo College.

In reference to the earlier discussion surrounding an additional bus stop at Cabrillo College, Mr. Ma' Awad shared that any action a person takes to require less calls for service, any action that makes a person more independent and less of a burden, "just do it."

Mr. Doern suggested a round of applause for Ms. Barbour, "for being the fastest mike on two legs." Ms. Barbour had transported a portable microphone from speaker to speaker during most of the meeting.

Connie Day informed Mr. Daugherty that she and her husband Shelley "love" the audiotape version of the Minutes and want to continue to receive it.

## VII ADJOURNMENT

**The meeting was adjourned at 3:55 p.m.**

**M/S/PU: Schaller, Lane**

**NOTE: NEXT MAST MEETING IS: Thursday April 19, 2001 from 2:00-4:00 p.m., in Room 223 of the University Town Center, 1101 Pacific Avenue, Santa Cruz, CA.**

**NOTE: NEXT S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday April 13, 2001 at 8:30 a.m. at the S.C.M.T.D. Administrative Offices, 370 Encinal Street in Santa Cruz, CA.**

NOTE: THE FOLLOWING S.C.M.T.D. BOARD OF DIRECTORS  
MEETING IS: Friday April 20, 2001 at 9:00 a.m. at the Santa Cruz City  
Council Chambers, 809 Center Street, Santa Cruz, CA.

# Santa Cruz Metropolitan Transit District

**Minutes-Metro Users Group**

**March 14, 2001**

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The Santa Cruz Metropolitan Transit District Metro Users Group met at 2:10 p.m., Wednesday, March 14, 2001, at the District's Encinal Conference Room, 370 Encinal Street, Suite 100, Santa Cruz.

**MEMBERS PRESENT**

Bruce Gabriel, Chair  
Sharon Barbour, MASTF  
G. Ted Chatterton, Transit User  
Connie Day, Transit User  
Michelle Hinkle, Alternate Board Member  
Cliff Nichols, Cabrillo College  
Barbara Schaller  
Bonnie Morr, UTU

**VISITORS PRESENT**

Shelley Day  
Margaret Gallagher, District Counsel  
Elizabeth Gould

**SCMTD STAFF PRESENT**

Bryant Baehr, Operations Manager  
Kim Chin, Planning & Marketing Mgr.  
Jim Hobbs, Facilities Maintenance Spvr  
Tom Stickel, Fleet Maint. Manager

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**MUG RESOLUTIONS TO METRO BOARD OF DIRECTORS**

1. MUG recommends to the Board of Directors to move forward on purchasing new buses as quickly as possible.
  2. MUG recommends that the Board of Directors approve staff's recommendation on the Recertification Plan and commend staff for their work on holding 59 public hearings for the Recertification Plan.
  3. MUG recommends that the Board of Directors retain some form of the green coupons for paratransit service.
  4. MUG recommends that the Board of Directors support staff's recommendation to schedule a date and time for a Scoping Meeting.
  5. MUG recommends that the Board of Directors agendize the Metro Center Project and land acquisition of the Greyhound property.
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**MUG RESOLUTIONS TO METRO MANAGEMENT**

None.

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**1. CALL TO ORDER AND INTRODUCTION**

**2. ADDITIONS AND DELETIONS TO THE AGENDA**

The following corrections were made to the MUG minutes:

On page 4a-5, the last paragraph. The first sentence the word "interesting" should be "interested." On the second sentence the word "rather" should be "whether".

On page 4a-6, second to the last paragraph should read, "Chairperson Gabriel stated that although Nelson Nygaard was not his choice for the project he is impressed with the consultants work."

Sharon Barbour asked that the issue of strollers on buses be placed on the agenda. Chairperson Gabriel stated that this will be discussed under Item #8 – Open Discussion.

**3. ORAL AND WRITTEN COMMUNICATIONS AND ANNOUNCEMENTS**

Kim Chin stated that he, Bryant Baehr and Tom Stickel are working on implementing the Yield to Bus program. This program, required by law, will require vehicles to give way to buses as they try to merge back into the lane of traffic. This law becomes effective April 2, 2001. He stated that there are bus decals on some of the buses. This program is being coordinated with VTA.

**4. CONSENT AGENDA**

**ACTION: MOTION: Sharon Barbour SECOND: Connie Day**

Approve the following items accepted by the Committee:

- a) Receive and Accept February Meeting Minutes:  
(Attached)
- b) Monthly Attendance Report  
(Attached)
- c) Review of Minutes of Board of Directors Meeting  
(Attached)
- d) Review of Board meeting Agenda Items:
  - 1. Quarterly Performance Report
  - 2. Quarterly Ridership Report

**Motion passed unanimously.**

## **5. ON-GOING ITEMS**

### **5a) Review of Headways Redesign Issues**

Kim Chin stated that materials have been sent to the graphic designer for printing the next issue of Headways, which is effective March 29, 2001. He expects delivery date of the new Headways for the Spring service changes on March 23<sup>rd</sup>. Headways will be both in English and Spanish. He will apprise the group on the progress of Headways.

### **5b) Service and Planning Update**

Bryant Baehr stated that the Service Review Committee will be meeting to discuss routing and services issues.

### **5c) Marketing**

Kim Chin reported that the Marketing Department is in the process of implementing a two-phase marketing and advertising program. Phase One involves production of six 30-second commercials designed for television. The District is currently taping commercials using various talents within the District and other agencies outside the District. The first 6 ads are designed to build a positive image for the District, to be a credible responsive public agency to the community.

Phase Two will begin in the Fall of this year. The program will be designed to market specific services that the District offers such as, market the reverse commute for Highway 17, which is currently being underutilized, service structure, and bi-directional service at UCSC.

Chairperson Gabriel asked why we need bi-directional service. Bryant stated that one of the challenges on the UCSC campus are bus stops. The bus stops are made to handle one or two buses at a time. You have one bus loading or unloading students and then you have two or three vehicles right behind it waiting to load or unload. That creates a big delay, which means people want to board or deboard the bus on the street, which the District does not allow.

Another problem is if you want to go from the new parking garage over to the bookstore, you can't do that using a District bus, unless you go all the way down town and back. A lot of those students will choose to use the TAPS services instead. The District would rather have students use our service than the University service. If you use bi-directional service more students will use it to go across campus and the bus becomes more efficient. It increases ridership, which increases revenue for the District using the same amount of buses.

UCSC is also upgrading and building ADA accessible stops from a SCCRTC grant to build these stops.

Sharon Barbour asked if MUG and MASTF will be included in the commercials. Kim Chin stated that the Chair of MUG and MASTF, Board Chair and Vice-Chair, Les White, General Manager, John Mellon, VMU, Gillian McGlaze, PSA, Patti Korba, SEA, and Ian McFadden, UTU will be in the commercials. Others also included are Chancellor Greenwood and John Hurd from Cabrillo College, Linda Wilshusen, SCCRTC, Santa Coley, Pajaro Valley TMA, Carolyn O'Donnell, Santa Cruz TMA, union representatives.

Kim stated that the commercials will demonstrate that the District has wide based support in working with other agencies on a continuous basis. We want to make sure that the public understands that public transportation and mobility is a community-wide effort not just public transportation.

Barbie Schaller asked if Lift Line will be included in the commercials. Kim Chin reported that Lift Line will be included in the Second Phase.

#### **5d) Cabrillo College**

Cliff Nichols reported that the Transportation Management Committee is working on a plan to determine how to reduce the number of trips in private cars to the campus. They just completed a survey and found that 71% of the students drive alone. A draft will be completed in April and will go to the Board of Trustees in May and for acceptance in June. In order to meet the deadline for the Fall schedule, the committee suggested making an incentive to use the bus. Cabrillo is going to raise the price of the parking sticker to \$40.00 a month and leave the bus pass price at \$30.00. The price of \$20.00 will still be the same for both parking and bus pass for BOG students. Mr. Nichols is hoping that this will have an influence on students to ride the bus.

#### **5e) Bus Procurement**

Bryant Baehr reported that staff is just about done completing the request for proposals. If the Board approves action on Friday, staff will finalize the RFP and go out to bid in early to mid-April and expects a 9-12 month to 2 years for delivery of buses.

**ACTION: MOTION: Barbie Schaller SECOND: Cliff Nichols**

**MUG recommends to the Board of Directors to move forward on purchasing new buses as quickly as possible.**

**Motion passed unanimously.**

**6. UPDATES**

**6a) ADA Recertification/Audit**

Chairperson Gabriel stated that Margaret Gallagher, District Counsel, and staff will be making a Power Point presentation on the ADA Recertification Program. Ms. Gallagher indicated that at the Board meeting last month, members of the Board asked her to put together the basic legal requirements for the Paratransit Program.

Kim Chin stated that in view of the recommendations in the staff report being presented to the Board on Friday, which is basically the recommendations made by the consultants for recertification, would MUG consider making a motion that either supports or non-supports these recommendations.

**ACTION: MOTION: Connie Day      SECOND: Ted Chatteron**

**MUG recommends that the Board of Directors approve staff's recommendations on the Recertification Plan.**

**Motion passed unanimously.**

**ACTION: MOTION: Connie Day      SECOND: Ted Chatteron**

**MUG commends Metro staff for their work on holding 59 public hearings for the Recertification Plan.**

**Motion passed unanimously.**

**ACTION: MOTION: Sharon Barbour      SECOND: Barbie Schaller**

**MUG recommends that the Board of Directors retain some form of the green coupons for paratransit service.**

**Motion passed with Chairperson Gabriel voting no.**

Kim Chin stated that on behalf of the District he would like to express his appreciation to MUG, MASTF and E&D TAC for their participation in the community outreach. He felt that commendation should also go out to the community that actually participated in the meetings. On behalf of Metro he thanked the committee.

**6b) Bus Stop Signs**

Nothing to report at this time.

**6c) MetroBase**

Margaret Gallagher stated that the Board is being asked to set the public scoping meeting to commence with the Environmental Impact Report process. The consultants will be preparing an Initial Study. On April 25th, the public will be invited to participate to state what issues they think are relevant to the environmental impact process. The consultants will write those down issues and prepare a draft Environmental Impact Report for review to the Board.

**ACTION: MOTION: Connie Day      SECOND: Barbie Schaller**

**MUG recommends to the Board of Directors that MUG supports staff's recommendation for a scoping session meeting.**

**Motion passed unanimously.**

**7. NEW BUSINESS**

**7a) Metro Center**

Chairperson Gabriel that several months ago, Senator Bruce McPherson presented the District with \$4.2 million, \$1 million is designated for land acquisition and preliminary engineering at Metro Center. The rest will be used to purchase compressed natural gas buses for Highway 17 service.

**ACTION: MOTION: Sharon Barbour      SECOND: Connie Day**

**MUG recommends that the Board of Directors agendize the Metro Center Project and land acquisition of the Greyhound property.**

**Motion passed unanimously.**

**8. OPEN DISCUSSION**

Chairperson Gabriel stated that the item of strollers on buses be placed on next month's agenda.

Sharon Barbour asked if there was a way to give keys to bus operators for the restroom facilities at the Scotts Valley Transit Center when it is closed. Bryant stated that the operators do have access to the restrooms. She asked if passengers ask operators for access to the restrooms will they let them in. Bryant stated that he is not aware of anybody asking bus operators to give them access.

Bryant also stated that he will meeting with AMTRAK officials in Oakland next week to discuss preliminary plans to take over the AMTRAK service to Metro Center.

## **9. ADJOURNMENT**

The meeting adjourned at 3:55 p.m.

Respectfully submitted,

DEBBIE GUERRERO  
Administrative Secretary

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 20, 2001  
**TO:** Board of Directors  
**FROM:** Elisabeth Ross, Manager of Finance  
**SUBJECT: MONTHLY BUDGET STATUS REPORT FOR FEBRUARY 2001, AND APPROVAL OF BUDGET TRANSFERS**

## I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve the budget transfers for the period of March 1 - 31, 2001.

## II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$20,440,596 or \$798,084 over the amount of revenue expected to be received during the first eight months of the fiscal year, based on the budget revised in January.
- Total operating expenses for the year to date, including grant programs, in the amount of \$16,957,112, are at 56.2% of the revised budget. Day to day operating expenses total \$16,620,335 or 56.7% of the revised budget.
- A total of \$1,690,844 has been expended through February 28<sup>th</sup> for the FY 00-01 Capital Improvement Program.

## III. DISCUSSION

An analysis of the District's budget status is prepared monthly in order to apprise the Board of Directors of the District's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year. The attached monthly revenue and expense report represents the status of the District's FY 00-01 budget as of February 28, 2001. The fiscal year is 66.7% elapsed.

### A. Operating Revenues

Revenues are \$798,084 over the amount projected to be received for the period. Sales tax revenue is \$725,615 ahead of budget projections as of February 28<sup>th</sup> due to a higher quarterly wrap-up payment than projected in December. Variances are explained in the notes following the report.

### B. Operating Expenses

Day to day operating expenses for the year to date (excluding grant-funded programs, capital transfers and pass-through programs) total \$16,620,335 or 56.7% of the revised budget, with 66.7% of the year elapsed. Variances are explained in the notes following the report.

**C. Capital Improvement Program**

For the year to date, a total of \$1,690,844 has been expended on the Capital Improvement Program. The largest expense has been the farebox replacement at a cost of \$789,151. Federal funding for the purchase has been received in the amount of \$639,965.

**IV. FINANCIAL CONSIDERATIONS**

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

**V. ATTACHMENTS**

**Attachment A:** Revenue and Expense Report for February 2001, and Budget Transfers

**MONTHLYREVENUEANDEXPENSEREPORT**  
**OPERATING REVENUE - FEBRUARY 2001**

Operating Revenue	FY 00-01 Budgeted for Month	FY 00-01 Actual for Month	FY 00-01 Budgeted YTD	FY 99-00 Actual YTD	FY 00-01 Actual YTD	YTD Variance from Budgetec	
Passenger Fares	\$ 241,899	\$ 231,721	\$ 2,090,759	\$ 2,018,999	\$ 2,104,650	\$ 13,891	See Note 1
Paratransit Fares	\$ 40,197	\$ 30,766	\$ 146,346	\$ 99,222	\$ 100,530	\$ (45,816)	See Note 1
Special Transit Fares	\$ 190,078	\$ 194,506	\$ 1,052,458	\$ 1,051,064	\$ 1,082,683	\$ 30,225	See Note 1
Highway 17 Revenue	\$ 72,542	\$ 70,549	\$ 539,896	\$ 496,413	\$ 568,521	\$ 28,625	See Note 1
Advertising Income	\$ 14,000	\$ 14,000	\$ 100,000	\$ 84,000	\$ 100,000	\$ -	
Other Aux Transp Rev	\$ 917	\$ 848	\$ 7,333	\$ 8,061	\$ 8,310	\$ 977	
Rent Income	\$ 14,449	\$ 13,239	\$ 92,672	\$ 71,384	\$ 94,029	\$ 1,357	
Interest - General Fund	\$ 86,635	\$ 96,643	\$ 757,174	\$ 566,009	\$ 798,349	\$ 41,175	See Note 2
Non-Transportation Rev	\$ 533	\$ 1,279	\$ 4,267	\$ 46,356	\$ 6,303	\$ 2,036	
Sales Tax Income	\$ 1,346,200	\$ 1,469,000	\$ 10,105,467	\$ 9,491,537	\$ 10,831,082	\$ 725,615	See Note 3
TDA Funds	\$ 1,720,303	\$ 1,720,303	\$ 4,689,908	\$ 3,505,547	\$ 4,689,908	\$ (0)	
MBUAPCD Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Local Funding	\$ -	\$ -	\$ 16,534	\$ -	\$ 16,534	\$ -	
State Guideway Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other State Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FTA Op Asst - Sec 5303	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FTA Op Asst - Sec 5307	\$ -	\$ -	\$ -	\$ 505,614	\$ -	\$ -	
FTA Op Asst - Sec 5311	\$ 39,697	\$ 39,697	\$ 39,697	\$ 36,604	\$ 39,697	\$ -	
Other Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Operating Revenue</b>	<b>\$ 3,767,449</b>	<b>\$ 3,882,551</b>	<b>\$ 19,642,512</b>	<b>\$ 17,980,810</b>	<b>\$ 20,440,596</b>	<b>\$ 798,084</b>	

**MONTHLY REVENUE AND EXPENSE REPORT**  
**OPERATING EXPENSE SUMMARY - FEBRUARY 2001**

	FY 00-01 Final Budget	FY 00-01 Revised Budget	FY 99-00 Expended YTD	FY 00-01 Expended YTD	Percent Expended of Budget	
<b>PERSONNEL ACCOUNTS</b>						
Administration	\$ 586,021	\$ 554,021	\$ 264,239	\$ 322,636	58.2%	
Finance	\$ 526,041	\$ 510,663	\$ 262,671	\$ 289,922	56.8%	
Planning & Marketing	\$ 799,773	\$ 858,773	\$ 448,880	\$ 447,182	52.1%	
Human Resources	\$ 419,954	\$ 424,454	\$ 236,059	\$ 229,672	54.1%	
Information Technology	\$ 346,012	\$ 346,012	\$ 132,193	\$ 201,196	58.1%	
District Counsel	\$ 294,577	\$ 271,576	\$ 121,999	\$ 130,247	48.0%	
Facilities Maintenance	\$ 955,338	\$ 939,838	\$ 526,900	\$ 529,977	56.4%	
Operations	\$ 1,785,628	\$ 1,706,628	\$ 1,008,958	\$ 1,062,120	62.2%	
Bus Operators	\$ 10,088,130	\$ 10,721,858	\$ 6,049,499	\$ 6,583,523	61.4%	
Fleet Maintenance	\$ 3,371,075	\$ 3,504,025	\$ 1,704,973	\$ 1,919,747	54.8%	
Retired Employees Benefits	\$ 354,602	\$ 354,602	\$ 184,637	\$ 229,605	64.8%	
<b>Total Personnel</b>	<b>\$ 19,527,151</b>	<b>\$ 20,192,452</b>	<b>\$ 10,941,007</b>	<b>\$ 11,945,827</b>	<b>59.2%</b>	
<b>NON-PERSONNEL ACCOUNTS</b>						
Administration	\$ 539,600	\$ 546,465	\$ 337,692	\$ 334,530	61.2%	
Finance	\$ 464,325	\$ 463,960	\$ 232,738	\$ 242,439	52.3%	
Planning & Marketing	\$ 188,425	\$ 188,425	\$ 103,765	\$ 70,729	37.5%	
Human Resources	\$ 92,740	\$ 104,960	\$ 56,720	\$ 52,397	49.9%	
Information Technology	\$ 95,925	\$ 97,434	\$ 84,180	\$ 82,707	84.9%	See Note 4
District Counsel	\$ 311,405	\$ 184,405	\$ 76,163	\$ 70,448	38.2%	
Facilities Maintenance	\$ 201,791	\$ 257,934	\$ 126,834	\$ 127,088	49.3%	
Wats TC Operation	\$ 89,244	\$ 94,994	\$ 44,203	\$ 44,427	46.8%	
Santa Cruz Metro Center	\$ 253,030	\$ 260,780	\$ 153,442	\$ 152,013	58.3%	
Scotts Valley TC	\$ 122,535	\$ 105,035	\$ 66,950	\$ 57,233	54.5%	
Paratransit Program	\$ 3,244,666	\$ 3,246,636	\$ 1,156,080	\$ 1,401,085	43.2%	See Note 5
Operations	\$ 201,891	\$ 201,457	\$ 553,573	\$ 120,870	60.0%	
Bus Operators	\$ 6,000	\$ 6,000	\$ 2,762	\$ 2,872	47.9%	
Fleet Maintenance	\$ 2,747,222	\$ 3,257,844	\$ 1,421,708	\$ 1,944,659	59.7%	
Op Prog/SCCIC	\$ 1,300	\$ 8,054	\$ 80	\$ 2,728	33.9%	
Reserve for Service Additions	\$ 150,000	\$ -	\$ -	\$ -	0.0%	
Reserve for New Positions	\$ -	\$ 73,498	\$ -	\$ -	0.0%	
Pre-Paid Exp Adj/Incurred W/C	\$ -	\$ -	\$ (106,664)	\$ (31,717)		See Note 6
<b>Total Non-Personnel</b>	<b>\$ 8,710,099</b>	<b>\$ 9,097,881</b>	<b>\$ 4,310,226</b>	<b>\$ 4,674,508</b>	<b>51.4%</b>	
<b>Subtotal Operating Expense</b>	<b>\$ 28,237,250</b>	<b>\$ 29,290,333</b>	<b>\$ 15,251,233</b>	<b>\$ 16,620,335</b>	<b>56.7%</b>	
Grant Funded Studies/Programs	\$ 43,750	\$ 97,496	\$ 37,518	\$ 9,995	10.3%	
Transfer to/from Cap Program	\$ -	\$ 301,171	\$ 6,641	\$ 299,780	99.5%	See Note 7
Pass Through Programs	\$ 450,000	\$ 480,000		\$ 27,000	5.6%	
<b>Total Operating Expense</b>	<b>\$ 28,731,000</b>	<b>\$ 30,169,000</b>	<b>\$ 15,295,392</b>	<b>\$ 16,957,112</b>	<b>56.2%</b>	
<b>YTD Operating Revenue Over YTD Expense</b>				<b>\$ 3,483,484</b>		

**MONTHLY REVENUE AND EXPENSE REPORT  
OPERATING EXPENSE SUMMARY - FEBRUARY 2001**

	FY 00-01 Final Budget	FY 00-01 Revised Budget	FY 99-00 Expended YTD	FY 00-01 Expended YTD	% t x p YTD of Budget	
<b>LABOR</b>						
Operators Wages	\$ 5,275,946	\$ 5,618,731	\$ 3,183,673	\$ 3,472,058	61.8%	
Operators Overtime	\$ 687,958	\$ 841,378	\$ 505,018	\$ 574,022	68.2%	See Note 8
Other Salaries & Wages	\$ 5,551,026	\$ 5,450,174	\$ 2,808,670	\$ 3,085,148	56.6%	
Other Overtime	\$ 211,271	\$ 241,271	\$ 197,592	\$ 168,707	69.9%	See Note 9
	\$ 11,726,200	\$ 12,151,554	\$ 6,694,953	\$ 7,299,935	60.1%	
<b>FRINGE BENEFITS</b>						
Medicare/Soc Sec	\$ 96,120	\$ 115,727	\$ 56,438	\$ 67,849	58.6%	
PERS Retirement	\$ 855,952	\$ 878,067	\$ 455,290	\$ 505,563	57.6%	
Medical Insurance	\$ 1,858,621	\$ 1,943,838	\$ 1,111,378	\$ 1,176,595	60.5%	
Dental Plan	\$ 501,187	\$ 523,466	\$ 281,167	\$ 307,334	58.7%	
Vision Insurance	\$ 122,065	\$ 127,470	\$ 73,910	\$ 70,791	55.5%	
Life Insurance	\$ 64,318	\$ 66,295	\$ 37,032	\$ 33,806	51.0%	
State Disability Ins	\$ 106,904	\$ 111,547	\$ 24,873	\$ 45,092	40.4%	
Long Term Disability Ins	\$ 444,702	\$ 458,425	\$ 187,463	\$ 250,937	54.7%	
Unemployment Insurance	\$ 27,692	\$ 28,895	\$ 24,485	\$ 25,037	86.6%	See Note 10
Workers Comp/Incurred WC	\$ 1,373,821	\$ 1,436,541	\$ 656,369	\$ 691,559	48.1%	
Absence w/Pay	\$ 2,325,929	\$ 2,325,929	\$ 1,258,918	\$ 1,456,886	62.6%	
Other Fringe Benefits	\$ 23,640	\$ 24,698	\$ 10,983	\$ 14,447	58.5%	
	\$ 7,800,951	\$ 8,040,898	\$ 4,178,306	\$ 4,645,893	57.8%	
<b>SERVICES</b>						
Acctng/Admin/Bank Fees	\$ 413,210	\$ 413,010	\$ 116,134	\$ 238,966	57.9%	
Prof/Legis/Legal Services	\$ 284,475	\$ 349,421	\$ 147,420	\$ 119,210	34.1%	
Temporary Help	\$ 12,534	\$ 132,598	\$ 87,298	\$ 101,526	76.6%	See Note 11
Uniforms & Laundry	\$ 38,497	\$ 43,997	\$ 23,119	\$ 22,087	50.2%	
Security Services	\$ 297,843	\$ 297,843	\$ 189,455	\$ 188,569	63.3%	
Outside Repair - Bldgs/Eqmt	\$ 160,444	\$ 165,398	\$ 82,996	\$ 89,993	54.4%	
Outside Repair - Vehicles	\$ 245,000	\$ 225,000	\$ 147,104	\$ 95,172	42.3%	
Waste Disp/Ads/Other	\$ 163,855	\$ 146,595	\$ 80,457	\$ 80,972	55.2%	
	\$ 1,615,858	\$ 1,773,862	\$ 873,984	\$ 936,495	52.8%	
<b>CONTRACT TRANSPORTATION</b>						
Contract Transportation	\$ 400	\$ 400	\$ -	\$ 22	5.5%	
Paratransit Service	\$ 3,033,966	\$ 3,033,966	\$ 1,156,080	\$ 1,237,295	40.8%	See Note 5
Hwy 17 Service	\$ -	\$ -	\$ 412,827	\$ -	0.0%	
	\$ 3,034,366	\$ 3,034,366	\$ 1,568,907	\$ 1,237,318	40.8%	
<b>MOBILE MATERIALS</b>						
Fuels & Lubricants	\$ 1,190,637	\$ 1,628,417	\$ 564,744	\$ 797,375	49.0%	
Tires & Tubes	\$ 150,000	\$ 150,000	\$ 124,716	\$ 73,888	49.3%	
Body/Upholstery Supplies	\$ 7,500	\$ 7,500	\$ 1,295	\$ 4,858	64.8%	
Revenue Vehicle Parts	\$ 603,885	\$ 603,885	\$ 344,768	\$ 425,781	70.5%	See Note 12
Inventory Adjustment	\$ -	\$ -	\$ (74,430)	\$ 184,767		See Note 13
	\$ 1,952,022	\$ 2,389,802	\$ 961,093	\$ 1,486,669	62.2%	

**MONTHLY REVENUE AND EXPENSE REPORT  
OPERATING EXPENSE SUMMARY - FEBRUARY 2001**

	FY 00-01 Final Budget	FY 00-01 Revised Budget	FY 99-00 Expended YTD	FY 00-01 Expended YTD	% t x p YTD of Budget	
<b>OTHER MATERIALS</b>						
Postage & Mailing/Freight	\$ 17,100	\$ 17,225	\$ 10,551	\$ 10,843	62.9%	
Printing	\$ 86,411	\$ 97,696	\$ 41,944	\$ 37,933	38.8%	
Office/Computer Supplies	\$ 68,318	\$ 70,667	\$ 43,845	\$ 44,507	63.0%	
Safety Supplies	\$ 17,928	\$ 17,828	\$ 8,247	\$ 8,257	46.3%	
Cleaning Supplies	\$ 70,400	\$ 66,400	\$ 45,483	\$ 29,892	45.0%	
Repair & Maint Supplies	\$ 72,780	\$ 106,980	\$ 42,068	\$ 57,212	53.5%	
Parts, Non-Inventory	\$ 50,000	\$ 50,000	\$ 35,086	\$ 35,098	70.2%	See Note 14
Tools/Tool Allowance	\$ 19,780	\$ 21,680	\$ 14,158	\$ 12,443	57.4%	
Photos/Mktg/Other Supplies	\$ 15,862	\$ 16,112	\$ 4,978	\$ 6,654	41.3%	
	\$ 418,579	\$ 464,588	\$ 246,361	\$ 242,841	52.3%	
<b>UTILITIES</b>	\$ 312,079	\$ 312,529	\$ 174,933	\$ 158,914	50.8%	
<b>CASUALTY &amp; LIABILITY</b>						
Insurance - Prop/PL & PD	\$ 175,000	\$ 175,000	\$ 73,138	\$ 97,327	55.6%	
Settlement Costs	\$ 250,000	\$ 100,000	\$ 29,848	\$ 29,913	29.9%	
Repairs to Prop	\$ 11,750	\$ 11,750	\$ (10,374)	\$ (7,623)		See Note 15
Prof/Other Services	\$ 30,500	\$ 30,500	\$ 28,236	\$ 8,436	27.7%	
	\$ 467,250	\$ 317,250	\$ 120,848	\$ 128,053	40.4%	
<b>TAXES</b>	\$ 41,872	\$ 44,272	\$ 28,669	\$ 28,303	63.9%	
<b>MISC EXPENSES</b>						
Dues & Subscriptions	\$ 50,564	\$ 43,614	\$ 28,574	\$ 30,364	69.6%	See Note 16
Media Advertising	\$ 46,400	\$ 59,900	\$ 8,581	\$ 4,878	8.1%	
Employee Incentive Program	\$ 15,000	\$ 15,135	\$ 8,376	\$ 7,738	51.1%	
Training	\$ 42,170	\$ 42,170	\$ 19,678	\$ 21,314	50.5%	
Travel & Local Meetings	\$ 61,025	\$ 67,125	\$ 35,801	\$ 32,183	47.9%	
Other Misc Expenses	\$ 13,500	\$ 11,500	\$ 13,182	\$ 11,222	97.6%	See Note 17
	\$ 228,659	\$ 239,444	\$ 114,193	\$ 107,699	45.0%	
<b>OTHER EXPENSES</b>						
Leases & Rentals	\$ 533,164	\$ 545,766	\$ 326,506	\$ 358,213	65.6%	
Service Reserve	\$ 150,000		\$ -	\$ -	0.0%	
New Position Reserve	\$ -	\$ 73,498	\$ -	\$ -	0.0%	
Transfer to Capital	\$ -	\$ 301,171	\$ 6,641	\$ 299,780	99.5%	See Note 7
Pass Through Programs	\$ 450,000	\$ 480,000	\$ -	\$ 27,000	5.6%	
	\$ 1,133,164	\$ 1,400,435	\$ 333,147	\$ 684,993	48.9%	
<b>Total Operating Expense</b>	\$ 28,731,000	\$ 30,169,000	\$ 15,295,392	\$ 16,957,112	56.2%	

MONTHLY REVENUE AND EXPENSE REPORT  
FY 00-01 CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECTS	Program Budget	Expended in February	YTD Expended
"			
<b>Grant Funded Projects</b>			
Consolidated Operating Facility	\$ 8,104,770		\$ 102,569
Urban Bus Replacement	\$ 7,600,591	\$ 122,808	\$ 128,518
Engine Repower Project	\$ 3,037,000		
ADA Paratransit Vehicles	\$ 287,500	\$ 218,646	\$ 218,646
Farebox Replacement	\$ 1,000,000		\$ 789,151
Computer System	\$ 152,500	\$ (4,921)	\$ 55,858
Benches with Bike Storage (MBUAPCD)	\$ 30,000		\$ 19,164
Non-Revenue Vehicle Replacement CNG	\$ 130,000		
Talking Bus	\$ 4,500		\$ 4,500
	\$ 20,346,861		
<b>District Funded Projects</b>			
Purchase of Buses	\$ 299,780	\$ 122,807	\$ 128,518
Bus Stop Improvements	\$ 452,100		\$ 5,858
Yield Signs for Buses	\$ 56,000		
Software for HR, Fac Mnt, Flt Mnt	\$ 75,000		
Bike Racks for Buses	\$ 4,500		\$ 3,885
Scotts Valley Transit - Construction	\$ 9,000		
Metro Center Repairs	\$ 21,348		\$ 22,065
Facilities Repair & Improvements	\$ 196,316	\$	\$ 13,460
Machine Repair/Impnt	\$ 99,350	\$ 19,577	\$ 85,723
Non-Revenue Vehicle Replacement	\$ 160,000		\$ 101,512
Office Equipment	\$ 8,500		\$ 11,419
	\$ 1,381,894		
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 21,728,755</b>	<b>\$ 478,916</b>	<b>\$ 1,690,844</b>
<b>CAPITAL FUNDING SOURCES</b>			
	<b>Budget</b>	<b>Received in February</b>	<b>YTD Received</b>
Federal Capital Grants	\$ 14,554,489	\$ 639,965	\$ 707,981
State Capital Grants	\$ -		
STA Funding	\$ 787,198		\$ 413,419
Local Capital Grants	\$ 60,481		\$ 481
Transfer from Operating Budget	\$ 301,171		\$ 299,780
Interest Income	\$ 50,750		\$ 50,750
District Reserves --	\$ 5,726,166	\$ -	\$ 218,433
Transfer from Bus Stop Improvement Reserve	\$ 248,500		
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 21,728,755</b>	<b>\$ 639,965</b>	<b>\$ 1,690,844</b>

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

1. Passenger fares (farebox and pass sales) are \$13,891 or 0.7% over the revised budget amount for the year to date. Paratransit fares are \$45,816 or 31% under budget for the period because the January and February revenue is not included in this report. Also, ridership is below projected levels. Special transit fares (contracts) are \$30,225 or 2.9% over the budgeted amount. Highway 17 Express revenue is \$28,625 or 5% over the year to date budgeted amount. Together, all four passenger revenue accounts are over the budgeted amount for the first eight months of the fiscal year by a net \$26,925 or 0.7%.
2. Interest income is \$41,175 or 5.4% over budget for the year to date due to a higher treasury balance than projected since some capital projects have been delayed.
3. Sales tax income is \$725,615 or 7.2% over budget for the first eight months of the fiscal year due to a higher quarterly wrap-up payment than projected. The budget projected a 6% increase over the previous year for the July - September sales period, while the receipts actually increased 13.7%.
4. Information Technology non-personnel expense is at 84.9% of the budget due to costs associated with installation of the new financial software package and purchase of computer supplies.
5. Paratransit program expense is only at 43.2% of the budget because the January and February contractor billings were not available by the report deadline. If these payments were included, year-to-date expense would be closer to 53% of the budget.
6. Pre-paid expense adjustment provides for allocating large annual payments, such as casualty and liability insurance, over the entire year so that the total expenses District-wide for the month and year to date are not skewed.
7. Transfer to capital program is at 99.5% of the budget due to a one-time transfer authorized in the January budget revision.
8. Bus Operator overtime is at 68.2% of the revised budget to cover shifts of several operators on long-term absence. The District is currently recruiting additional Bus Operators. Total payroll for Bus Operators is within budget.
9. Other overtime is at 69.9% of the budget due to high overtime in Operations as a result of additional training for Transit Supervisors as well as staff absences. Total payroll for non-Operators is within budget.
10. Unemployment insurance is at 86.6% of the budget due to additional hiring and turnover.
11. Temporary help is at 76.6% of the budget due to hire of temporary workers during recruitment of new employees in the departments of Human Resources, Facilities Maintenance, and Fleet Maintenance, and a long-term absence in Human Resources.

12. Revenue vehicle parts expense is at 70.5% of the budget due to purchase of replacement engines.
13. Each month, the change in the Fleet Maintenance inventory value is recorded as either an expense or credit depending on whether the inventory increased or decreased.
14. Non-inventory parts expense is at 70.2% of the budget due to volume purchases.
15. Repairs to property is a casualty and liability account to which repairs to District vehicles and property are 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. Collections have been applied for the year to date, but some repairs have yet to be charged to the account.
16. Dues and subscriptions are at 69.6% of the budget due to the annual payment for CTA dues.
17. Other miscellaneous expense is at 97.6% of the budget due to write-offs of uncollectable debts.

**FY 00-01 BUDGET TRANSFERS  
3/1/01 - 3/31/01**

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
<b>TRANSFER # 01-045</b>			
TRANSFER FROM:	1400-503031	Prof/Tech Services	\$ (50)
TRANSFER TO:	1400-504217	Photo Supplies	\$ 50
REASON:	To cover account overrun in the Human Resources Department.		
<b>TRANSFER # 01-046</b>			
TRANSFER FROM:	3200-503352	Equipment Repair/Outside	\$ (200)
TRANSFER TO:	3200-504214	Promotional Items	\$ 200
REASON:	To cover purchase of promotional items for school programs.		
<b>TRANSFER # 01-047</b>			
TRANSFER FROM:	2200-501021	Other Salaries	\$ (4,000)
TRANSFER TO:	2200-503041	Temporary Help	\$ 4,000
REASON:	To cover cost of temporary help until recruitment completed in the Facilities Maintenance Department.		
<b>TRANSFER # 01-048</b>			
TRANSFER FROM:	2200-503352	Outside Repair - Equipment	\$ (2,000)
TRANSFER TO:	2200-503031	Prof/Tech Services	\$ 2,000
REASON:	To cover account shortages for remainder of fiscal year in the Facilities Maintenance Department.		
<b>TRANSFER # 01-049</b>			
TRANSFER FROM:	2200-503361	Waste Oil Disposal	\$ (5,000)
TRANSFER TO:	2200-503363	Haz Waste Disposal	\$ 5,000
REASON:	To cover account shortages for remainder of fiscal year in the Facilities Maintenance Department.		
<b>TRANSFER # 01-050</b>			
TRANSFER FROM:	2400-504311	Office Supplies	\$ (350)
TRANSFER TO:	2400-504415	Plumbing Supplies	\$ 200
	2400-505031	Telecommunications	\$ 150
			\$ 350
REASON:	To cover expected expenditures for remainder of fiscal year for the Facilities Maintenance Department.		
<b>TRANSFER # 01-051</b>			
TRANSFER FROM:	2500-504319	Custodial Supplies	\$ (3,500)
TRANSFER TO:	2500-503031	Prof/Tech Services	\$ 3,500
REASON:	To cover expected expenditures for remainder of fiscal year for the Santa Cruz Metro Center.		

**FY 00-01 BUDGET TRANSFERS  
3/1/01 - 3/31/01**

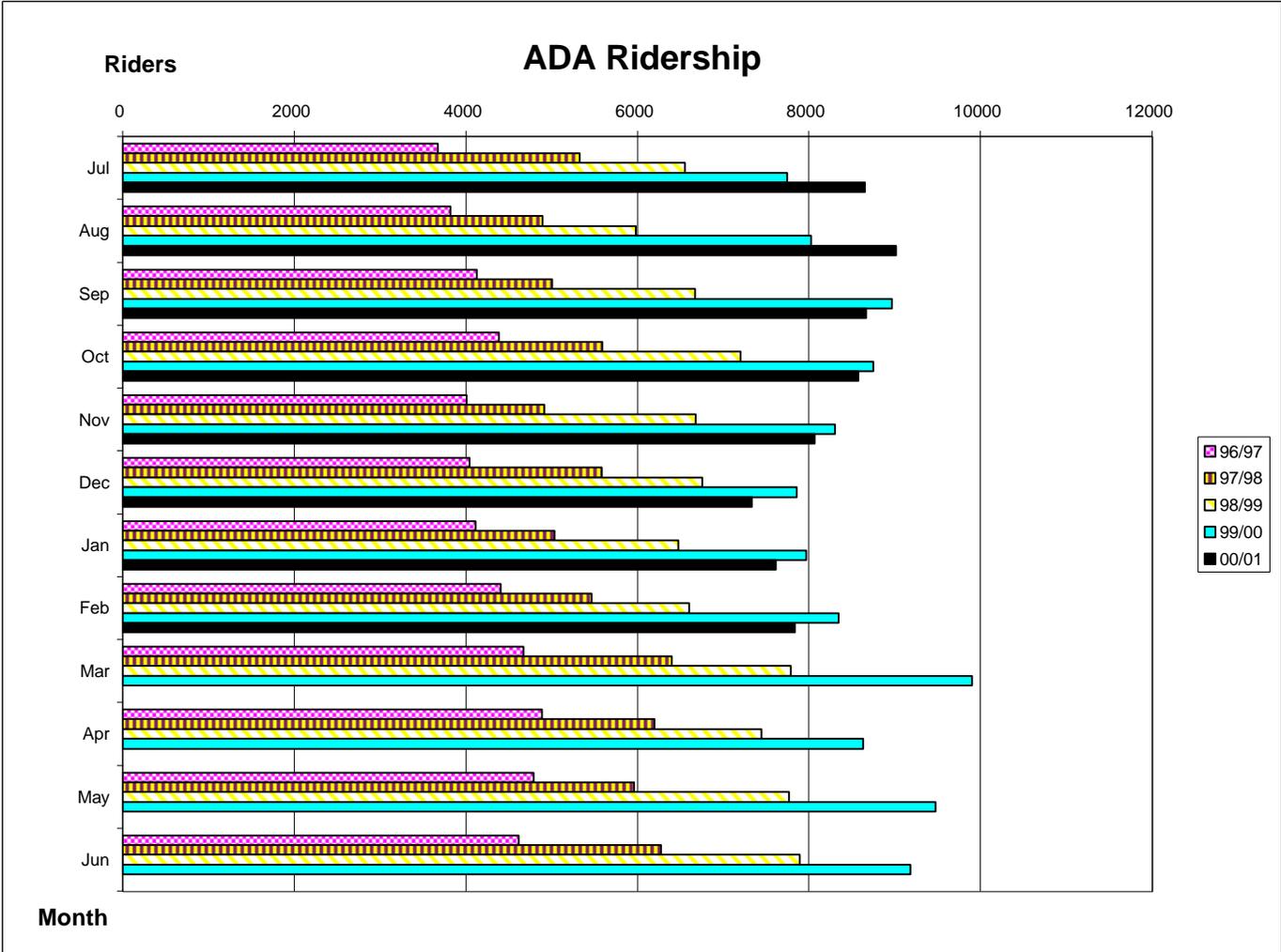
ACCOUNT #	ACCOUNT TITLE	AMOUNT
<b>TRANSFER # 01-052</b>		
TRANSFER FROM: 2600-503161	Custodial Service	\$ (2,000)
TRANSFER TO: 2600-503351	Outside Repair - Bldg	\$ 2,000
REASON:	To cover expected expenditures for remainder of fiscal year for the <b>Scotts Valley Transit Center</b> .	
<b>TRANSFER # 01-053</b>		
TRANSFER FROM: 1500-504011	Fuels & Lubricants	\$ (150)
TRANSFER TO: 1500-509011	Dues & Subscriptions	\$ 150
REASON:	To cover expected expenditures for remainder of fiscal year for the IT Department.	
<b>TRANSFER # 01-054</b>		
TRANSFER FROM: 4100-503353	Rev Veh Repair - Out	\$ (20,000)
TRANSFER TO: 4100-503352	Equipment Repair - Out	\$ 20,000
REASON:	To cover costs for additional radio expenses due to addition of twenty vehicles for the Fleet Maintenance Dept.	
<b>TRANSFER # 01-055</b>		
TRANSFER FROM: 2600-503161	Custodial Services	\$ (14,000)
TRANSFER TO: 2500-503351	Outside Repair Bldg	\$ 4,000
2500-504409	Repairs & Maintenance	\$ 10,000
		\$ 14,000
REASON:	To cover account overruns for the Santa Cruz Metro Center.	
<b>TRANSFER # 01-056</b>		
TRANSFER FROM: 2400-504311	Office Supplies	\$ (1,800)
TRANSFER TO: 2400-504415	Plumbing	\$ 200
2400-504417	Mechanical Supplies	\$ 600
2400-504409	Repairs & Maintenance	\$ 1,000
		\$ 1,800
REASON:	To cover account overrun for the Watsonville Transit Center.	
<b>TRANSFER # 01-057</b>		
TRANSFER FROM: 2500-503363	Haz Waste Disposal	\$ (300)
TRANSFER TO: 2500-505031	Telecommunications	\$ 300
REASON:	To cover account overrun for the Santa Cruz Metro Center.	
<b>TRANSFER # 01-058</b>		
TRANSFER FROM: 2500-504315	Safety Supplies	\$ (100)
TRANSFER TO: 2500-504311	Office Supplies	\$ 100
REASON:	To cover expected expenditures for Metro Center for the remainder of FY 00-01.	

**FY 00-01 BUDGET TRANSFERS**  
**3/1/01 - 3/31/01**

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
<hr/>			
TRANSFER # 01-059			
TRANSFER FROM:	1100-509127	Board Fees	\$ (2,000)
TRANSFER TO:	1 100-50421 5	Printing	\$ 2,000
REASON:	To cover account overruns in the Administration Department.		
<hr/>			

**ADA Paratransit Program  
Monthly Status Report**

	This February	Last February	% Change	This YTD	Last YTD	% Change
Cost	\$ 185,724	\$ 185,460	0.1%	\$ 1,524,930	\$ 1,433,333	6.4%
Revenue	\$15,662	\$16,678	-6.1%	\$131,402	\$131,828	-0.3%
Subsidy	\$170,062	\$168,782	0.8%	\$1,393,528	\$1,301,505	7.1%
Passengers	7,831	8,339	-6.1%	65,701	65,914	-0.3%
Cost/Ride	\$23.72	\$22.24	7.3%	\$23.21	\$ 21.75	7.4%
Subsidy/Ride	\$21.72	\$20.24	7.3%	\$21.21	\$19.75	7.4%
Operating Ratio	8.4%	9.0%	-6.2%	8.6%	9.2%	-6.3%
% Rides on Taxi	65.7%	70.6%	-7.0%	68.0%	71.0%	-4.1%
Program Registrants	8,306	6,954	19.4%	8,306	6,954	19.4%
Rides/Registrant	0.9	1.2	-21.4%	7.9	9.5	-16.5%



**Quarterly Ridership Report  
Second Quarter 2000-2001**

	Oct.-Dec. 2000	July-Sept. 2000	% Change	Oct.-Dec. 1999	% Change	FY 2000-2001 To Date	FY 1999-2000 To Date	% Change
<b>Passenger Counts'</b>								
Urban Collector	1,765,746	1,954,737	14.0%	1,750,222	0.9%	3,314,483	3,285,926	0.9%
Urban Local	273,270	239,685	14.0%	244,217	11.9%	512,955	458,501	11.9%
Rural	63,062	55,312	14.0%	40,703	54.9%	118,374	76,417	54.9%
Shuttles"	4,957	25,930	-80.9%	see note		30,887	19,027	62.3%
<b>Total Passenger Counts</b>	<b>2,107,035</b>	<b>1,869,664</b>	<b>12.7%</b>	<b>2,035,142</b>	<b>3.5%</b>	<b>3,976,699</b>	<b>3,839,871</b>	<b>3.6%</b>
<b>Contract Trips</b>								
Cabrillo: Total	100,221	62,560	60.2%	114,506	-12.5%	162,781	180,706	-9.9%
Cabrillo: Billed	67,158	41,869	60.4%	75,763	-11.4%	109,027	121,991	-10.6%
UCSC: Total	498,795	206,026	142.1%	476,316	4.7%	704,821	657,066	7.3%
UCSC: Billed	391,600	149,316	162.3%	386,605	1.3%	540,916	523,799	3.3%
Contracts	17,102	42,428	-59.7%	15,013	13.9%	59,530	37,125	60.4%
<b>Total Contract Trips</b>	<b>616,118</b>	<b>311,014</b>	<b>98.1%</b>	<b>605,835</b>	<b>1.7%</b>	<b>927,132</b>	<b>874,897</b>	<b>6.0%</b>
<b>Operations Information</b>								
Service Miles	<b>759,403</b>	711,727	6.7%	<b>749,933</b>	1.3%	1,471,130	1,432,960	2.7%
Service Hours	<b>56,958</b>	52,288	8.9%	55,737	2.2%	109,246	107,220	1.9%
Passengers per Mile	2.77	2.63	5.6%	2.71	2.4%	2.70	2.68	0.9%
Passengers per Hour	36.99	35.76	3.5%	36.51	1.3%	36.40	35.81	1.6%

'Quarterly ridership is estimated by dividing passenger revenue by the average fare per passenger.

Average fare was derived in 1993 using FTA-prescribed methodology.

"The category 'shuttles' for the current year shows First Night and the Monte Foundation fireworks shuttle. For the previous fiscal year, First Night ridership was included in the route categories.

**Highway 17 Express\***

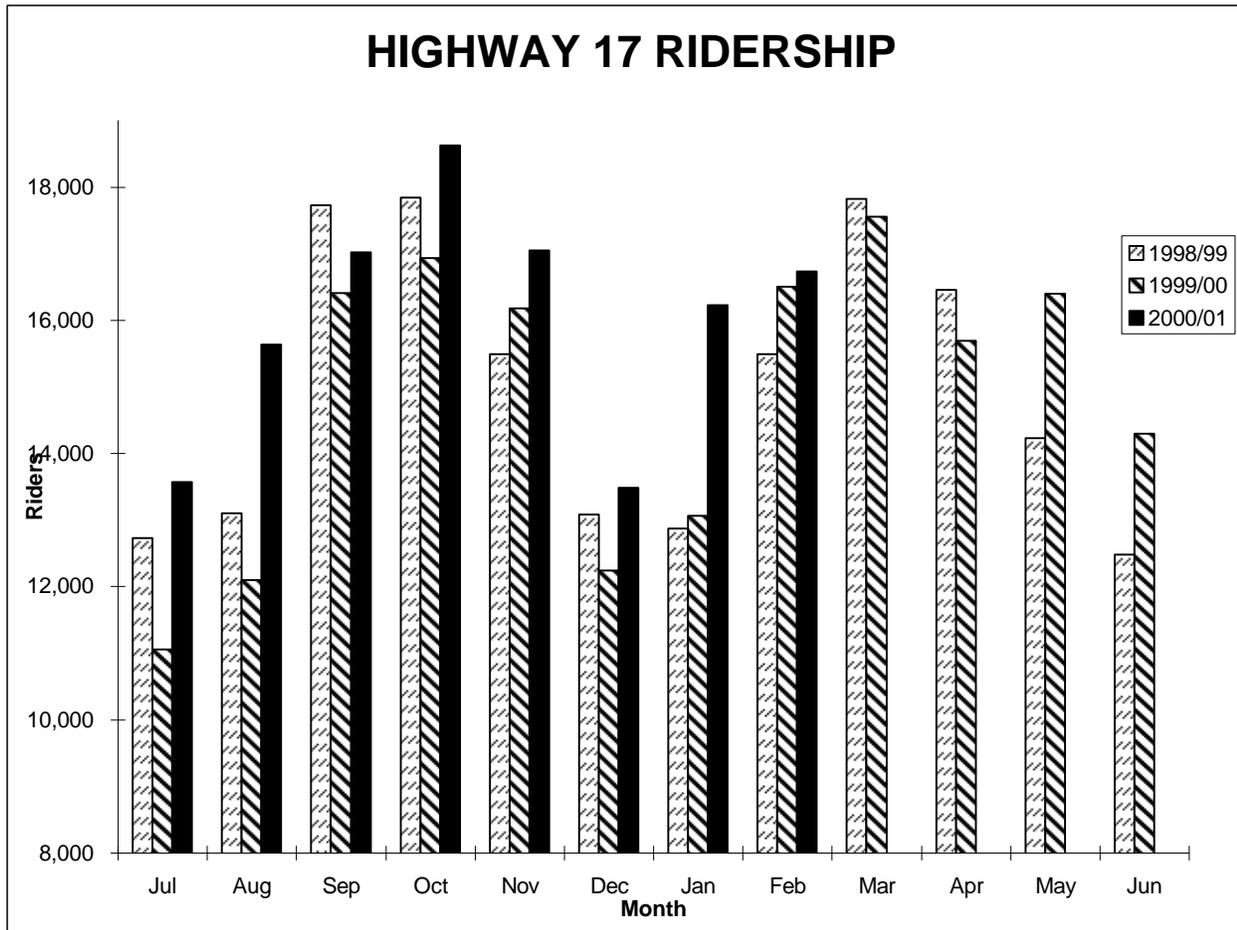
	Oct.-Dec. 2000	July-Sept. 2000	% Change	Oct.-Dec. 1999	% Change	FY 2000-2001	FY 1999-2000	% Change
Passenger Trips	49,165	46,226	6.4%	45,358	8.4%	95,391	84,928	12.3%
Service Miles	112,044	110,196	1.7%	104,227	7.5%	222,240	201,178	10.5%
Service Hours	4,075	3,989	2.2%	3,719	9.6%	8,064	6,728	19.9%
Passengers per Mile	0.44	0.42	4.6%	0.44	0.8%	0.43	0.42	1.7%
Passengers per Hour	12.06	11.59	4.1%	12.20	-1.1%	11.83	12.62	-6.3%

\*Until Oct. 8, 1999 this service was operated by Discovery Charter. At that time, hours were reported as actual time in revenue service. When the District assumed operation of the service on Oct. 11, 1999, the service hours were reported as "platform hours," which includes layover.

Therefore, revenue hours did not actually increase to the degree shown: the increase is primarily due to a change in reporting terms.

# HIGHWAY 17 - FEBRUARY 2001

	February			YTD		
	2000/01	1999/00	%	2000/01	1999/00	%
<b>FINANCIAL</b>						
Cost	\$ 99,718	\$ 98,289	1.5%	\$ 837,630	\$ 884,492	(5.3%)
Farebox	\$ 38,461	\$ 37,291	3.1%	\$ 284,234	\$ 271,099	4.8%
Operating Deficit	\$ 58,339	\$ 57,949	0.7%	\$ 538,887	\$ 597,131	(9.8%)
Santa Clara Subsidy	\$ 29,169	\$ 23,740	22.9%	\$ 269,443	\$ 272,146	(1.0%)
METRO Subsidy	\$ 29,169	\$ 34,208	(14.7%)	\$ 269,443	\$ 446,504	(39.7%)
San Jose State Subsidy	\$ 2,919	\$ 3,050	(4.3%)	\$ 14,510	\$ 16,262	(10.8%)
<b>STATISTICS</b>						
Passengers	16,732	16,506	1.4%	128,352	114,495	12.1%
Revenue Miles	29,925	31,421	(4.8%)	252,866	252,866	0.0%
Revenue Hours	1,164	1,222	(4.8%)	9,834	9,834	(0.0%)
<b>PRODUCTIVITY</b>						
Cost/Passenger	\$ 5.96	\$ 5.95	0.1%	\$ 6.53	\$ 7.73	(15.5%)
Revenue/Passenger	\$ 2.30	\$ 2.26	1.7%	\$ 2.21	\$ 2.37	(6.5%)
Subsidy/Passenger	\$ 3.66	\$ 3.70	(0.9%)	\$ 4.31	\$ 5.36	(19.5%)
Passengers/Mile	0.56	0.53	6.4%	0.51	0.45	12.1%
Passengers/Hour	14.38	13.51	6.4%	13.05	11.64	12.1%
Recovery Ratio	38.6%	37.9%	1.7%	33.9%	30.7%	10.7%



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 20, 2001

**TO:** Board of Directors

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

**SUBJECT: CONSIDER AMENDING NATIONWIDE AUCTIONS SYSTEMS  
CONTRACT**

## **I. RECOMMENDED ACTION**

**District staff is recommending that the Board of Directors authorize the General Manager to execute an amendment to the contract with Nationwide Auction Systems to extend the term of the contract for one (1) additional year.**

## **II. SUMMARY OF ISSUES**

- The District entered into a contract with Nationwide Auction Systems on May 5, 2000 for auctioning services of the District's surplus vehicles and equipment.
- At the option of the District, this contract may be renewed for four (4) additional one-year terms.
- Nationwide Auction Systems has indicated that they are interested in extending the contract an additional one-year period to May 4, 2002.

## **III. DISCUSSION**

The contract with Nationwide Auction Systems for auctioning services of the District's surplus vehicles and equipment is due to expire on May 4, 2001. Nationwide Auction Systems has provided good service under this contract. An extension of the contract would be favorable to the District. Section 3.02 of the contract allows the District the option to renew the contract for four (4) additional one-year terms. Nationwide Auction Systems has also reviewed the contract and has indicated their desire to extend the contract for one additional year. Nationwide Auction Systems has indicated that there will be a new charge of \$75.00 per vehicle for transportation from Santa Cruz to the auction site in Benicia. It is recommended that the Board of Directors authorize the General Manager to execute an amendment to the contract with Nationwide Auction Systems to modify and extend the contract one (1) additional year.

## **IV. FINANCIAL CONSIDERATIONS**

No funds are expended under this contract. District receives ninety-three (93) percent of the proceeds from the sale of District surplus vehicles and eighty (80) percent of the proceeds from the sale of District surplus equipment.

**V. ATTACHMENTS**

Attachment A: Letter from Nationwide Auction Systems



Attachment A

April 5, 2001

Santa Cruz Metropolitan Transit District  
120 Du Bois Street  
Santa Cruz, CA 95060  
Attn: Lloyd Longnecker

**Re: Renewal of Contract**

Nationwide Auction System **would like** to continue with an extension of the current **contract** in **place** with the Santa Cruz Metropolitan Transportation District.

One **modification** to the contract is requested: A **flat** fee for transportation **of vehicles of** \$75.00 (seventy-five dollars) **per** vehicle transported by **Nationwide** to our facility located at 1 Oak **Road**, Benicia, CA.

All **other rates** and commission **structures** will remain the same.

If you **have** my questions please **feel** free to contact me at 707-745-0119 or by cell at 707-888-2569.

**Thank you for** your business **and I look forward** to continuing **servicing** the needs of the Santa Cruz Metropolitan Transit District.

Sincerely,

Philip B. Marshall  
Senior Account Executive  
Nationwide Auction System

Northern CA Facility 1 Oak Road, Benicia, CA 94510

Office: (707) 745-0119

Fax: (707) 745-0240

**Additional U.S. Locations:**

• City of Industry, CA

• Albuquerque, NM

• Kansas City, MO

• Riverdale, GA

• Wilmington, DE

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 20, 2001  
**TO:** Board of Directors  
**FROM:** Tom Stickel, Manager of Fleet Maintenance  
**SUBJECT: CONSIDER AMENDING AMPAC BUILDING MAINTENANCE CONTRACT**

## I. RECOMMENDED ACTION

**District staff is recommending that the Board of Directors authorize the General Manager to execute an amendment to the contract with AMPAC Building Maintenance to extend the term of the contract for one (1) additional year and allow an increase of the reimbursement rate by 3.1%.**

## II. SUMMARY OF ISSUES

- The District has a contract (#99-13) with AMPAC Building Maintenance for janitorial services at the Scotts Valley Transit Center.
- At the option of the District, this contract may be renewed for four (4) additional one-year terms.
- AMPAC Building Maintenance has indicated that they are interested in extending the contract an additional one-year period to April 30, 2002.

## III. DISCUSSION

The District's contract with AMPAC Building Maintenance for janitorial services at the Scotts Valley Transit Center is due to expire on April 30, 2001. AMPAC Building Maintenance has provided good service under this contract. An extension of the contract would be favorable to the District. Section 3.02 of the contract allows the District the option to renew the contract for four (4) additional one-year terms. AMPAC Building Maintenance has also reviewed the contract and has indicated their desire to extend the contract for one additional year and increase the monthly reimbursement rate by 3.1%. It is recommended that the Board of Directors authorize the General Manager to execute an amendment to the contract with AMPAC Building Maintenance to extend the contract one (1) additional year and allow an increase of the reimbursement rate by 3.1%.

## IV. FINANCIAL CONSIDERATIONS

Funds are available in the Facilities Maintenance budgets for this amendment.

**V. ATTACHMENTS**

Attachment A: Letter from AMPAC Building Maintenance



A Full Service Janitorial Company P.O. Box 421 Monterey, CA 93942 831 372-3728 Fax 8 3 1 3733490

Santa Cruz Metropolitan  
Transit District  
120 Du Bois St.  
Santa Cruz, Ca. 95060

Lloyd Longnecker  
District Buyer

March 12, 2001

Mr. Longnecker,

This correspondence comes in response to your letter dated March 1 regarding extension of the Scotts Valley Transit center cleaning contract from May 1 2001 to April 30, 2002.

Referenced is a copy of the original contract which you sent me and I have reviewed. Please consider this correspondence as a letter of intent to extend the contract to the new term.

Please note that I commit to immediate response to any calls from Mr. Konno via Office, Pager and cell phones.

Sincerely,

P. S.

As per our phone conversation a cost of living increase of 3.1 per cent would increase the monthly from \$2000.00 to \$2062.00 .

A handwritten signature in cursive script, appearing to read "Arnold Meltzer".

Arnold Meltzer  
Owner  
Ampac Building Maintenance

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 20, 2001  
**TO:** Board of Directors  
**FROM:** Tom Stickel, Manager of Fleet Maintenance  
**SUBJECT: REQUEST AUTHORIZATION TO USE STATE CONTRACT FOR PURCHASE OF PARATRANSIT VANS**

## I. RECOMMENDED ACTION

**District staff is recommending that the Board of Directors authorize the General Manager to use the State Procurement Process for the purchase of four Paratransit Vans**

## II. SUMMARY OF ISSUES

- The District has just received a federal grant for the purchase of four (4) Paratransit Vans.
- The State of California Department of General Services has a current bid for Modified Mini-Vans and Paratransit Buses.
- The Federal Circular that governs procurement for federally funded purchases encourages joint purchasing when the procurement includes the applicable federally mandated clauses.
- The District wishes to use the State Contract for this procurement as a means of streamlining the procurement process.
- Vans will be gasoline-powered.

## III. DISCUSSION

The District has received a federal grant that would allow for the purchase of four (4) Paratransit vans. The federal grant and the matching funds total \$141,195. In order to purchase the four vans, it will be necessary to add \$7,805 in additional District funds. Staff is recommending this budget adjustment elsewhere on the agenda.

Each year the State of California prepares a bid for Modified Mini-Vans and Paratransit Buses. This is to assist smaller agencies in complying with all federal requirements. Additionally, this process allows for better pricing than the District would normally get due to the greater quantities requested in the state bid. Another benefit to the District is that the State of California will inspect the vehicles for an additional fee that is less expensive than utilizing a separate contractor for a small quantity of vehicles.

The federal government encourages grant recipients to utilize cooperative purchasing agreements whenever it is practical as a means of saving money. In this instance, since the State of

California is doing this for FTA funded vehicles, the procurement will fully qualify by containing all of the required federal clauses. There will be an additional State administrative fee of 1% of the order before sales tax to cover the State's expenses as part of the procurement process. Any option required by the District will be provided at dealer cost plus a mark-up per the terms and conditions of the State contract.

It is recommended that the Board authorize the General Manager to use the State Procurement Process for the purchase of four (4) Paratransit vans. It is important for this project to proceed to add additional capacity for the ADA Paratransit System.

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

Funds are available in the federal grant with local matching funds that have already been budgeted. An additional \$7,805 will need to be added to fully fund the four (4) vehicles..

#### **V. ATTACHMENTS**

Attachment A: Summary of unit costs for Paratransit Vans.

**Attachment A**  
**Summary of unit costs for Paratransit Vans**

Minivan Type IV, white/grey	\$30,490.00
<b>Options:</b>	
Ground Effects	\$950.00
Air Suspension	\$1,200.00
Q-Strait Tiedowns : 2 at \$220 ea	\$440.00
Keep Flip Seat	N/C
Air Conditioning Front & Rear	N/C
Power Door	\$770.00
Cloth Seats vs. Heavy Duty Vinyl	N/C
Subtotal	\$33,850.00
Tax at 7.75%	\$2,623.38
Freight Charge	\$150.00
<b>Total</b>	<b>\$36,623.38</b>
<b>Additional Fees:</b>	
State Contract Charge 1% or \$5,000 max (based on unit price before tax)	\$338.50
State Inspection Charge: Approximately 3 hours per van at \$45.00 per hour	\$135.00
<b>Total Unit Price per Van</b>	<b>\$37,096.88</b>
Delivery	210 Days ARO
Payment Terms	Net

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 13, 2001

**TO:** Board of Directors

**FROM:** Margaret Gallagher, District Counsel

**SUBJECT:** Consider Extending the Vernon Street Parking Lot Lease Agreement for an Additional Three Year Term

## I. RECOMMENDED ACTION

**Approve the exercise of option to extend the existing lease term for an additional three year term under the same terms and condition as the existing lease.**

## II. SUMMARY OF ISSUES

- The Santa Cruz Metropolitan Transit District has an existing lease with Yvonne Alice Humphrey, owner and lessor of the Vernon Street property which the District leases for the purpose of parking buses and other District vehicles.
- The lease term expires on July 1, 2001.
- The Santa Cruz Metropolitan Transit District has the option of extending the existing lease for an additional 3 years upon the same terms and conditions set forth in the lease.
- The existing lease provides the extension with the condition that notice is given by Lessee within 90 days of the expiration of the term of the lease to exercise the option to extend the lease.
- Notice was given to Lessor on March 28, 2001 of the District's intention to extend the existing lease by an additional three year term under the same terms and conditions as the existing lease, complying with the condition that notice be given within 90 days of the expiration of the term.

### III. **DISCUSSION**

The District requires supplementary parking for buses. The leased area with Yvonne Alice Humphrey is located near the Santa Cruz Maintenance and Operations Facilities and provides parking for 15-25 buses.

The rent is currently \$900.00 per month and will continue as such through this extension period if the Board of Directors authorizes a three year extension to the lease.

### IV. **FINANCIAL CONSIDERATIONS**

- The Vernon Street parking lot leases for \$900.00 per month or \$10,800.00 per year.

### V. **ATTACHMENTS**

**Attachment A: Santa Cruz Metropolitan Transit District's Notification of Exercise of Option to Extend Term by Three Years**

# **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

## **NOTIFICATION OF EXERCISE OF OPTION TO EXTEND TERM BY THREE YEARS**

DATE: April 9, 2001  
TO: Yvonne Alice Humphrey  
FROM: Leslie White, General Manager  
SUBJECT: Vernon Street Parking Lot

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This Notice will confirm that the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT intends to exercise its option to extend the existing lease term for an additional three year term under the same terms and conditions as the existing lease.

We will prepare an amendment to the lease if you want. Please advise at 426-6080.

PG/rjd

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 20, 2001

**TO:** Board of Directors

**FROM:** Margaret Gallagher, District Counsel

**SUBJECT: CONSIDER APPROVING A LEASE AMENDMENT FOR MCDONALD'S FOOD RESTAURANT IN THE WATSONVILLE TRANSIT CENTER FOR THE PURPOSE OF GRANTING A 90-DAY EXTENSION TO RENEW THE EXISTING LEASE FOR AN ADDITIONAL FIVE YEAR TERM INCLUDING A NINETY (90) DAY LEASE EXTENSION**

## I. RECOMMENDED ACTION

Approve the Lease Amendment for McDonald's Food Restaurant to allow a 90-day extension to renew the existing lease for an additional five year term including a ninety (90) day lease extension.

## II. SUMMARY OF ISSUES

- A McDonald's franchise leased the restaurant space at the Watsonville Transit Center on July 26, 1996.
- According to the Lease, McDonald's has until April 27, 2001, to advise the Transit District that it does not wish to extend the lease for an additional 5 year term.
- McDonald's has requested a 90-day extension of this notification to determine whether or not they are going to renew their existing lease for the additional five years.
- McDonald's has agreed that if the Transit District extends the notification date 90 days, that it would agree to extend the term of the lease by 90 days.

## III. DISCUSSION

The Santa Cruz Metropolitan Transit District and McDonald's Corporation entered into a lease agreement for the restaurant space at the Watsonville Transit Center. The term of the lease was for an initial 5 year period with automatic renewals for additional 5 year terms unless McDonald's provided notification of cancellation of the lease 90 days in advance of the end of the lease term.

McDonald's Corporation and the franchise owner, Tila Guererro, have been discussing whether to continue or cancel the lease. Mr. Thomas Brzezinski, McDonald's Real Estate Asset Manager, has indicated that the original financial projections were not met by the franchise. McDonald's has notified the Transit District that it is currently reviewing the

lease and financial aspects of the location of the restaurant in connection with the next available option period.

**III. FINANCIAL CONSIDERATIONS**

**V. ATTACHMENTS**

Attachment A: Letter dated March 15, 2001 from Thomas Brzezinski, Real Estate Asset Manager

McDonald's Corporation  
2527 Camino Ramon, Suite 300  
San Ramon, California 94583  
925/904-3000  
Fax: 925/904-3086

**McDonald's**

®

VIA FAX 831-426-6117

March 15, 2001

Ms. Margaret Gallagher  
District Counsel  
Santa Cruz Metropolitan Transit District  
370 Encinal Street, Suite 100  
Santa Cruz, CA 95060

RE: WATSONVILLE, CA, Rodriquez & West Lake Bus Terminal, L/C: 004-2581

Dear Ms. Gallagher:

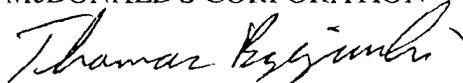
I am writing regarding the above referenced property. McDonald's and its franchisee, Tila Guerrero, are currently reviewing the financial aspects of this store and exercising the upcoming lease option.

Although we understand the District would like to obtain McDonald's decision as soon as possible, McDonald's and its franchisee are not yet ready to make a decision. Thus, McDonald's hereby requests a 90-day extension of the upcoming option exercise date from April 24, 2001 to July 24, 2001 in order to allow us sufficient time to review the financial aspects of extending the lease.

Thank you for your consideration and your prompt attention to this matter. If you have any questions or wish to discuss anything further, please call me at 925-904-3058. I look forward to your response.

Yours truly,

McDONALD'S CORPORATION



Thomas J. Brzezinski  
Real Estate Asset Manager

cc: John Grad, San Francisco Region  
Jim Montgomery, San Francisco Region  
Walter Cathey, San Francisco Region  
John LaBrie, San Francisco Region  
Tila Guerrero, 813 East Lake Avenue, Watsonville, CA 95076

ATTACHMENT A

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 20, 2001

**TO:** Board of Directors

**FROM:** Margaret Gallagher, District Counsel

**SUBJECT: CONSIDER APPROVING THE ASSIGNMENT OF THE LEASE AGREEMENT WITH FILIBERTO PORRAS, D/B/A LA MISSION RESTAURANT, TO KIN WAI CHEUNG AND YUK LING YEUNG, D/B/A CHINA EXPRESS FAST FOOD RESTAURANT, FOR THE RESTAURANT SPACE AT THE SANTA CRUZ METRO CENTER EFFECTIVE MAY 1, 2001, AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE A LEASE AMENDMENT INCLUDING MODIFICATION OF TERMS THEREAFTER**

## I. RECOMMENDED ACTION

**Approve the Lease Assignment from Filiberto Porras, d/b/a La Mission Restaurant, to Kin Wai Cheung and Yuk Ling Yeung, d/b/a China Express Fast Food Restaurant of the restaurant space at the Santa Cruz Metro Center effective May 1, 2001, and authorize the general manager to execute a lease amendment which includes modification of the terms, thereafter.**

## II. SUMMARY OF ISSUES

- Filiberto Porras currently rents the restaurant space vending Mexican food at the Santa Cruz Metro Center. Mr. Porras wants to assign the lease to Mr. Cheung and Ms. Yeung.
- Mr. Cheung and Ms. Yeung have demonstrated an interest in opening a Chinese fast food restaurant in the restaurant space at the Santa Cruz Metro Center.
- Mr. Cheung and Ms. Yeung recently sold a Chinese restaurant that they operated on Ocean Street in Santa Cruz.
- The China Express Fast Food restaurant would compliment the Santa Cruz Metro Center.
- If the transfer were approved, Mr. Cheung and Ms. Yeung would like certain amendments to the lease agreement.

## III. DISCUSSION

Filiberto Porras, d/b/a La Mission Restaurant leased a restaurant space at the Santa Cruz Metro Center on August 1, 2000. He prepared and sold Mexican food from the restaurant. The lease has a five (5) year term, with an option to extend the term for an additional five (5) years. The rent is \$2,000.00 per month. Mr. Porras has had difficulty operating the restaurant space at the

Metro Center, particularly since a new Mexican restaurant opened across the street that serves alcohol.

Mr. Cheung and Ms. Yeung recently sold a Chinese restaurant that they operated on Ocean Street in Santa Cruz. Mr. Cheung and Ms. Yeung have inspected the restaurant and have found it acceptable with regard to the space itself and the location for the business.

Article 12 of the lease requires the consent of the District for any lease transfer, which cannot be unreasonably withheld. The Finance Department is currently reviewing Mr. Cheung and Ms. Yeung's tax returns for the last two years to determine if Mr. Cheung and Ms. Yeung would be acceptable tenants.

Mr. Cheung and Ms. Yeung have also asked that certain modifications be made to the lease agreement. They want the use of the space to be changed from a Mexican to a Chinese Restaurant and they intend to bring additional equipment onto the premises to use in the business.

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

Rent for the restaurant space is \$2,000.00 per month with annual CPI adjustments

#### **V. ATTACHMENTS**

Attachment A: Letter of reference from Valerie Macken dated April 5, 2001.



**V. MACKEN**  
COMMERCIAL PROPERTIES

April 5, 2001

Santa Cruz Metro District Office  
370 Encinal Street  
Santa Cruz., CA 95060

**VIA FACSIMILE: (831) 4266117**

**Attn:** Ms. Margaret Gallagher / District Counsel

**RE:** Mr. Kin Cheung / Prior leased premises located at 107 Leonard Street

Dear Ms. Gallagher:

Mr. Kin Cheung and Yuk Ling Yeung leased the commercial building located at 107 Leonard Street, Santa Cruz, California where they conducted business as the New Wing Wah Restaurant from September 1, 1998 until February 6, 2001, when they sold their business.

They were good tenants, always paid their rent on time, which started at \$2,4000.00 per month and was up to \$2,800.00.00 prior to sale of their business and lease assignment to new owner.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

Valerie J. Macken  
V. Macken Commercial Properties

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P.O. Box 1416 Soquel, California • 95073  
Telephone (831) 477-2088 Facsimile (831) 476-5244 E-Mail vmacken@mackencre.com

ATTACHMENT A

7-16.1a

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 20, 2001

**TO:** Board of Directors

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

**SUBJECT: CONSIDERATION OF EXTENSION OF J.B. ASSOCIATES AND APEX STRATEGIES CONTRACTS**

## I. RECOMMENDED ACTION

**The Board of Directors extend the contracts with APEX and J.B. Associates for outreach consultant services for the MetroBase Project for a period of one year.**

## II. SUMMARY OF ISSUES

- On May 21, 1999 the Board of Directors authorized the execution of contracts with APEX and J.B. Associates for outreach consultant services for the MetroBase Project.
- On July 21, 2000, the Board extended the agreements for one additional year.
- While the contracts identified services to be carried out through the entire MetroBase Project, it was determined that an annual renewal would best define the work to be carried out on an incremental basis.
- The contracts with APEX and J.B. Associates were the result of the issuance of the request for proposals, evaluation of proposals and a committee recommendation to the Board of Directors.
- A project long work plan was developed and agreed to by the Board of Directors and the consultant firms.
- In order for community outreach activities to take place with the MetroBase Project, it is necessary to extend the current contracts with J.B. Associates and APEX.

## III. DISCUSSION

On February 5, 1999, Metro issued a request for proposals for outreach consultant services for the MetroBase Project. Proposals from consultants were received and reviewed by a panel consisting of Metro Chair Jan Beautz and Board Members Katherine Beiers, Mike Rotkin and Jeff Almquist. Oral interviews were conducted of prospective firms to determine the best firms to carry out the MetroBase outreach activities. On May 21, 1999 the Board of Directors entered into contracts with APEX and J.B. Associates for outreach consultant services and developed a project work plan for the duration of the project. On July 21, 2000, the Board of Directors extended the contracts for one additional year. As the length of time which would be required to implement the MetroBase Project was unknown at the time, an annual extension was required for activities to continue.

As events have unfolded with regard to the MetroBase Project, it has become apparent that the timeline with regard to implementation is more nebulous than one year ago when the contracts with APEX and J.B. Associates were first developed. For the MetroBase Project to go forward, it is increasingly critical that an extensive level of community communication take place. In order for community outreach activities to continue with regard to the MetroBase Project, it is necessary for the Board of Directors to extend the current contracts with APEX and J.B. Associates for another year.

Given the nature, circumstances and present status of the MetroBase Project, Staff recommends that the Board of Directors extend the contracts with J.B. Associates and APEX for MetroBase outreach consultant services for one additional year.

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

Extension of the existing contracts with APEX and J.B. Associates will not change the original budget. Funding exists in the capital grant for the MetroBase Facility and will be funded 80% Federal, 20% Local.

#### **V. ATTACHMENTS**

None

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 20, 2001  
**TO:** Board of Directors  
**FROM:** Kim Chin, Planning and Marketing Manager  
**SUBJECT: CONSIDERATION OF ADOPTING A BOARD RESOLUTION  
RECOGNIZING MAY 2001 AS CLEAN AIR MONTH**

## I. RECOMMENDED ACTION

**The purpose of this staff report is to adopt a Board resolution to recognize May 2001 as Clean Air Month.**

## II. SUMMARY OF ISSUES

- The Association of Monterey Bay Area Governments (AMBAG) adopted a resolution on March 14, 2001 declaring May 2001 as Clean Air Month in the Monterey Bay Region.
- AMBAG and its members (including SCMTD) will promote alternative travel methods including public transit, car and van pooling, walking, bicycling and telecommuting.
- A Board Resolution will assist in informing and educating the public of the importance of clean air and the benefits of alternative commuting.

## III. DISCUSSION

May 2001 has been designated Clean Air Month by the Association of Monterey Bay Area Governments (AMBAG). The objective of Clean Air Month is to promote alternative travel methods including public transit, car and van pooling, telecommuting, biking and walking.

As a member of AMBAG, METRO Transit will work in partnership with other jurisdictions to educate and heighten public awareness of alternative commuting and its positive contributions to clean air and overall quality of life in the region.

A Board Resolution supports Clean Air Month activities.

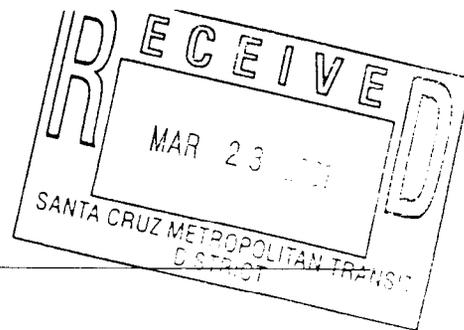
## IV. FINANCIAL CONSIDERATIONS

None

**V. ATTACHMENTS**

**Attachment A:** AMBAG Resolution declaring May 2001 as Clean Air Month

**Attachment B:** METRO Transit Board Resolution declaring May 2001 as Clean Air Month



March 22, 2001

Mr. Leslie White  
Secretary/General Manager  
Santa Cruz Metropolitan Transit District  
370 Encinal Street, Suite 100  
Santa Cruz CA 95060

RE: Clean Air Month Resolution and Activities

Dear Mr. White: 

The Board of Directors of the Association of Monterey Bay Area Governments (AMBAG) has proclaimed the month of May 2001, as Clean Air Month in the Monterey Bay Region. The attached Resolution was adopted by the Board at their March 14, 2001 meeting. We encourage you to adopt a similar Resolution and urge your employees to participate in this year's Clean Air Month events.

The objectives of Clean Air Month are to inform and educate the public of the importance of clean air and heighten awareness to using alternative commuting methods such as carpooling, vanpooling, biking, walking, and telecommuting. Scheduled Clean Air Month activities include a clean air commute pledge contest with a \$1,000 prize drawing, a fourth annual children's poster contest, Bike Week activities, and a transportation fair.

To find out more information about Clean Air Month activities, please contact AMBAG's Commute Alternatives/Ridesharing program at (83 1) 422-POOL or visit our web site at [www.cleanairmonth.com](http://www.cleanairmonth.com).

Sincerely,



Nicolas Papadakis  
Executive Director

Enclosure

**A RESOLUTION  
OF THE BOARD OF DIRECTORS OF THE  
ASSOCIATION OF MONTEREY BAY AREA GOVERNMENTS  
DECLARING MAY 2001 AS CLEAN AIR MONTH  
IN THE MONTEREY BAY REGION**

**WHEREAS**, the American Lung Association has declared the month of May 2001 as "Clean Air Month"; the California Bicycle Coalition has declared May 13-19 as Bike to Work Week; and Monterey, San Benito and Santa Cruz Counties have declared Bike to Work / School Day as Thursday, May 17; and

**WHEREAS**, the promotion of cleaner air through the use of alternative transportation will be promoted extensively during Clean Air Month, May 2001; and

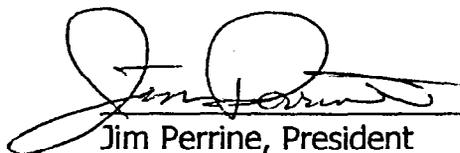
**WHEREAS**, the Association of Monterey Bay Area Governments is working in partnership with the Monterey Bay Unified Air Pollution Control District, the American Lung Association of the Central Coast, the Council of San Benito County Governments, Monterey-Salinas Transit, the Santa Cruz County Regional Transportation Commission, Ecology Action, the Santa Cruz Metropolitan Transit District, the Transportation Agency for Monterey County, Transportation Management Associations and interested cities within the tri-county region in taking a pro-active step;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Association of Monterey Bay Area Governments hereby proclaims May 2001 as Clean Air Month in Monterey, San Benito, and Santa Cruz Counties; and

**BE IT FURTHER RESOLVED** that the Board of Directors calls upon all employers/employees and residents to examine their travel mode choices, to give consideration to alternative commuting methods such as carpooling, vanpooling, transit, bicycling, walking, and telecommuting during May 2001; and

**BE IT FURTHER RESOLVED** that the Board of Directors urges all jurisdictions take an active role in education and advocacy efforts to promote the vital importance of clean air in the Monterey Bay region.

**PASSED AND ADOPTED** this 14 day of March 2001.

  
\_\_\_\_\_  
Jim Perrine, President

  
\_\_\_\_\_  
Nicolas Papadakis, Secretary

# 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 BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT DECLARING MAY 2001 AS CLEAN AIR MONTH IN THE MONTEREY BAY REGION**

**WHEREAS**, the American Lung Association has declared the month of May 2001 as "Clean Air Month"; the California Bicycle Coalition has declared May 13-19 as Bike to Work Week; and Monterey, San Benito and Santa Cruz Counties have declared Bike to Work/School Day as Thursday, May 17; and

**WHEREAS**, the Santa Cruz Metropolitan Transit District is working in partnership with the Association of Monterey Bay Area Governments, the Monterey Bay Unified Air Pollution Control District, the American Lung Association of the Central Coast, the Council of San Benito County Governments, Monterey-Salinas Transit, the Santa Cruz County Regional Transportation Commission Ecology Action, the Transportation Agency for Monterey County, Transportation Management Associations and interested cities within the tri-county region in taking a pro-active step;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby proclaims May 2001 as Clean Air Month in Santa Cruz County; and

**BE IT FURTHER RESOLVED** that the Board of Directors calls upon all employers/employees and residents to examine their travel mode choices, to give consideration to alternative commuting methods such as carpooling, vanpooling, transit, bicycling, walking and telecommuting during May 2001; and

**BE IT FURTHER RESOLVED** that the Board of Directors urges all jurisdictions take an active role in education and advocacy efforts to promote the vital importance of clean air in the Monterey Bay region.

**PASSED AND ADOPTED** this 20th day of April 2001 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**Resolution No.** \_\_\_\_\_  
**Page Two**

**APPROVED** \_\_\_\_\_  
SHERYL AINSWORTH  
Chairperson

**ATTEST** \_\_\_\_\_  
LESLIE R. WHITE  
General Manager

**APPROVED AS TO FORM:**

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

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 13, 2001  
**TO:** Board of Directors  
**FROM:** Bryant J. Baehr, Manager of Operations  
**SUBJECT: CONSIDERATION OF MODIFICATION OF CONTRACT WITH GFI GENFARE**

## I. RECOMMENDED ACTION

**Staff is recommending that the contract with GFI Genfare for the provision and installation of fareboxes be modified in the following manner:**

- **Payment of \$92,742.08 representing the 10% installation charge prior to installation**
- **Authorize the purchase of thirty (30) remote keypads for the low floor fleet (\$26,829.75)**
- **Extension of contract performance period by four (4) months**

## II. SUMMARY OF ISSUES

- On October 20, 2000 the Board of Directors authorized staff to enter into a contract with GFI Genfare for the provision of one hundred and eight (108) fareboxes, installation and related revenue equipment.
- Bus Operator visibility issues arose with the height of the farebox (41-inches) on the high floor bus fleet. On the low floor bus fleet remote keypads were requested due to the placement of the farebox related to the bus operator seat. Thirty (30) remote keypads cost \$26,829.75.
- Tests were conducted and it was concluded that the 36-inch farebox would minimize the visibility issue.
- GFI Genfare stated that they would exchange sixty-four (64) 41-inch fareboxes and related cashboxes with 36-inch fareboxes and related cashboxes in exchange for payment of the installation fee prior to installation. This fee represents \$92,742.08.
- The contract signed with GFI Genfare requires that the fareboxes and related equipment be received and installed within six (6) months of contract award. An extension of that timeline by four (4) months is needed to accomplish this change.

## III. DISCUSSION

On October 20<sup>th</sup>, 2000 the Board of Directors authorized staff to enter into a contract with GFI Genfare for the provision of one hundred and eight (108) fareboxes, installation and related equipment. The total cost of the procurement was \$927,420.84. The payment terms were as follows:

- Eighty-five (85) percent upon receipt of equipment
- Ten (10) percent upon installation
- Five (5) percent upon acceptance

The fareboxes and related equipment were received during the first week of January 2001. A check for \$788,307.72 was issued to GFI Genfare representing the 85% payment upon receipt of equipment.

As staff and the United Transportation Union discussed the installation of the fareboxes, it became apparent in the New Flyer Low Floor fleet that the farebox mounting location placed the operator keypad at a distance that was not manageable. GFI Genfare does make a remote keypad that brings the controls of the farebox closer to the bus operator. Should the Board of Directors approve, staff is prepared to order thirty (30) remote keypads at a cost of \$26,829.75 for the New Flyer Low Floor fleet using the \$50,000 contingency budget approved at the October 20<sup>th</sup>, 2000 meeting.

Placement testing began on the entire fleet as a result of the New Flyer Low Floor issue. Results of the placement test showed that in the high floor fleet the 41-inch farebox obscured part of the front windshield viewing area. GFI Genfare was contacted and it was determined that the 36-inch farebox would minimize the viewing area impact. Staff, in conjunction with the United Transportation Union, made a cardboard model of a 36-inch farebox, tested the cardboard model in the remaining fleet and the results were very positive. Staff then asked GFI Genfare if sixty-four (64) 41-inch fareboxes could be exchanged for 36-inch fareboxes and sixteen (16) 41-inch cashboxes could be exchanged for 36-inch cashboxes.

GFI Genfare replied that there is a 20% restocking fee for the exchange of fareboxes. Under our contract that would equate to a charge of approximately \$73,654 in additional funds needed for the farebox project. However, GFI Genfare agreed to exchange the 41-inch fareboxes for the 36-inch fareboxes at no additional charge if the Transit District would agree to pay the installation charge prior to the installation date. The installation charge is \$92,742.08 or 10% of the contract price. The only remaining bill would be for \$46,371.04, which represents acceptance by the Transit District. Acceptance would occur once the farebox system was operational and factory defects, if any, had been addressed.

Should the Board of Directors approve the contract change, staff would issue a check to GFI Genfare for \$92,742.08 for the installation and \$26,829.75 for thirty remote keypads.

In addition, the contract between GFI Genfare and the Transit District would need to be modified adding an additional four (4) months for contract performance. The contract signed by the Transit District and GFI Genfare stated that the entire project must be completed within six (6) months of contract acceptance. The contract with GFI Genfare was accepted on October 31, 2000. The six (6) month contract performance time will expire on April 30, 2001. Adding four (4) months would place the expiration date at August 31, 2001. Installation of the farebox system is estimated to occur in June 2001.

**IV. FINANCIAL CONSIDERATIONS**

The above listed items do not exceed the farebox project budget established on October 20, 2000.

**V. ATTACHMENTS**

**Attachment A: Invoice from GFI Genfare**



Invoice No. M2232

751 PRATT BOULEVARD  
 ELK GROVE, IL 60007  
 847 593-8855 fax 847 593.1824

**INVOICE**

<b>Customer</b>		<b>Date</b> 03/21/2001	
<b>Name</b> Santa Cruz Metro Transit Dist		<b>Customer No.</b> 0539	
<b>Address</b> 120 DuBois Street		<b>Sales Order</b> 030889-EQ	
<b>City</b> Santa Cruz state CA ZIP 95060		<b>FOB</b> Elk Grove Village	
<b>Attention</b> Bryant Baehr			

Qty	Description	Unit Price	TOTAL
1	10% of contract value for installation per contract 210576-K	\$85,872.30	\$85,872.30
		<b>SubTotal</b>	<b>\$85,872.30</b>
		<b>Taxes</b>	<b>\$6,859.78</b>
		<b>TOTAL</b>	<b>\$92,732.08</b>

**REMIT TO:**

**GFI GENFARE**  
**P.O. BOX 277399**  
**ATLANTA, GA 30384-7389**

Office Use Only

**ORIGINAL INVOICE**

**TERMS; DUE UPON RECEIPT OF INVOICE M2232**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 20, 2001

**TO:** Board of Directors

**FROM:** Margaret Gallagher, District Counsel

**SUBJECT:** Consider amending Bylaws to allow oral and written communications, labor union communications, MASTF communication and MUG communications to be considered at the first regular monthly Board meeting before 9:00 a.m., and to add ending times to regular Board of Directors' Meetings.

## I. RECOMMENDED ACTION

**Amend the District's Bylaws to allow oral and written communications, labor union communications, MASTF communications and MUG communications to be considered at the first regular monthly Board meeting before 9:00 a.m. and to set specific ending times to regular Board of Directors' Meetings.**

## II. SUMMARY OF ISSUES

- During the FEMA/OES investigation and claims process, the closed sessions were quite long and the oral and written communication were rarely, if ever, heard before 9:00 a.m.
- As the FEMA/OES claims were winding down, closed sessions became shorter or were not scheduled.
- With fewer and fewer closed sessions, the Board of Directors became concerned that employees and the public may miss the opportunity for communication with the Board of Directors by assuming that the closed sessions would continue to run past 9:00 a.m. when in fact, either no closed session would be scheduled or a short closed session would occur.
- As a result, the Board of Directors adopted an amendment to the Bylaws that oral and written communications, labor union communications, MASTF communications and MUG communications would not be heard at the regular monthly meeting before 9:00 a.m.
- When the Board of Directors amended the Bylaws to allow for two regular Board meetings a month, the language regarding communications remained the same.
- The meetings of the Board of Directors have become quite lengthy. By establishing ending times to the regular Board Meetings, it is believed that discussions will be more focused.

### **III. DISCUSSION**

The Santa Cruz Metropolitan Transit District's enabling statute provides that the Board of Directors shall establish rules for its proceedings (Public Utilities Code Section 98132). Towards this end, the Board of Directors has put into place Bylaws which set forth its rules for its meetings.

Currently, the District's Bylaws provide that oral and written communications, labor organization communications, MASTF and MUG communications cannot be heard before 9:00 a.m. at a regular Board meeting. The Bylaws also provide that two regular Board meetings will occur monthly which begin at 8:30 a.m. Generally, closed sessions are scheduled at the second monthly meeting. At the first monthly meeting, after the roll-call, oral and written communications, labor organization communication, MASTF communications and MUG communications are scheduled. If the meeting starts at 8:30 a.m., these communications would be heard shortly thereafter, but because of the Bylaw Rule, the communications have had to be delayed until after 9:00 a.m.

Amending the Bylaws would allow for a smoother run workshop meeting.

Additionally, the Board of Directors' Meetings have become quite lengthy. By establishing specific ending times to the regular Board Meetings, it is believed that the discussions will be more focused. If ending times are established, it will take a Board action to continue the meeting past the time limit.

### **IV. FINANCIAL CONSIDERATIONS**

NONE

### **V. ATTACHMENTS**

**Attachment A:** Bylaws §1.01 and Proposed new language

**ATTACHMENT A**

**CURRENT LANGUAGE**

**PROPOSED LANGUAGE**

**I. REGULAR MEETINGS**

**I. REGULAR MEETINGS**

<b>1.01 Regular Meetings; Time</b>	<b>1.01 Regular Meetings; Time</b>
(a) Regular meetings of the Board of Directors shall be held on the second and third Friday of each month at 8:30 a.m.	(a) Regular meetings of the Board of Directors shall be held on the second <b>Friday of each month from 8:30 a.m. to not later than 11:00 a.m.</b> and <b>on the</b> third Friday of each month at <b>from 8:30 a.m. to not later than noon. The Board of Directors may extend the meeting time as necessary through Board action.</b>
(b) The regular meeting on the second Friday of the month shall primarily be in a workshop format to review matters that may be agendized for the regular Board meeting scheduled for the third Friday of the month. However, the Board of Directors may take action at either regular Board meeting pursuant to the agenda prepared in accordance with California law and these Bylaws.	(b) The regular meeting on the second Friday of the month shall primarily be in a workshop format to review matters that may be agendized for the regular Board meeting scheduled for the third Friday of the month. However, the Board of Directors may take action at either regular Board meeting pursuant to the agenda prepared in accordance with California law and these Bylaws.
(c) Oral and Written Communication, Union Communication and Public Hearings, when posted on a regular meeting agenda shall not be scheduled before 9:00 a.m.	(c) Oral and Written Communication, Union Communication and Public Hearings, when posted on a regular meeting agenda <b>on the third Friday of the month</b> shall not be scheduled before 9:00 a.m.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 20, 2001

**TO:** Board of Directors

**FROM:** Margaret Gallagher, District Counsel

**SUBJECT: CONSIDERATION OF APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH THE CITY OF WATSONVILLE FOR PRIVATE SECURITY SERVICES AT THE WATSONVILLE TRANSIT CENTER**

## I. RECOMMENDED ACTION

**Approve the Memorandum of Understanding with the City of Watsonville for private security services at the Watsonville Transit Center**

## II. SUMMARY OF ISSUES

- The Santa Cruz Metropolitan Transit District has had an agreement with the City of Watsonville that authorizes its security guards who patrol the Beach Street Garage in Watsonville to provide security services to the Watsonville Transit Center once an hour for 15 minutes.
- The City is entering into a new agreement with BRG Services for the security patrol and is asking the Santa Cruz Metro to sign a Memorandum of Understanding with the City that outlines the security services provided to the Watsonville Transit Center.

## III. DISCUSSION

The Santa Cruz Metro has a need for security services at the Watsonville Transit Center. According to Santa Cruz Metro records, a security arrangement with the City of Watsonville has been in place since approximately 1995. The primary obligation of the security services is to patrol the Beach Street Garage. The City is proposing that the arrangement continue to provide the Transit Center with security services once an hour for fifteen minutes and that the District reimburse the City for 25% of the costs of the security agreement. The City provides these services through an independent contractor agreement.

The City is entering into a new agreement with BRG Services for the security patrol and is asking the Santa Cruz Metro to sign a Memorandum of Understanding with the City that outlines the security services provided to the Watsonville Transit Center.

Because of various concerns expressed by the owner of Transmart, increased security services for the Watsonville Transit Center are being considered by the Metro staff.

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

The City intends for their security service contractor to provide approximately 5400 guard hours at \$14.25 per hour for a total cost of \$76,950.00. The Transit District's share will be approximately \$19,237.50 per year.

#### **V. ATTACHMENTS**

**Attachment A:** Memorandum of Understanding with the City of Watsonville

**Attachment B:** AGREEMENT FOR CONSULTANT SERVICES BETWEEN THE CITY OF WATSONVILLE AND BRG Services, Inc., dba Monterey Bay Security

# CITY OF WATSONVILLE

## HOUSING AND ECONOMIC DEVELOPMENT DEPARTMENT

P.O.Box 50000 • WATSONVILLE, CA 95077

• VOICE 408-728-6014 • FAX 408-763-4016



March 27, 2001

**Memorandum of Understanding**  
**between**  
**City of Watsonville & Santa Cruz Metropolitan Transit District**  
**concerning**  
**shared funding for private security of the City of Watsonville's Beach Street**  
**Garage Area and the Santa Cruz Metropolitan Transit District's**  
**Watsonville Transit Center**

The purpose of this Memorandum of Understanding between the City of Watsonville (City) and the Santa Cruz Metropolitan Transit District concerns the continued shared funding of the private security of the City of Watsonville's Beach Street Garage and the Santa Cruz Metropolitan Transit District's (SCMTD) Watsonville Transit Mall.

To compensate the City for the security of the Transit Mall, SCMTD has agreed to continue to reimburse the City 25% of the contract's cost. This is the estimated percentage of the security guard's time required to patrol the Transit Mall once every hour. The private security contractor will bill the City monthly and the City will then bill the SCMTD for 25% of the approved cost. The details of the security contractor's compensation and responsibilities are included in the attached Agreement for Consultant Services between the City of Watsonville and BRG Services, Inc. This Memorandum of Understanding shall cover the life of that agreement.

Les White General Manager Santa Cruz Metropolitan Transit District	Carlos J. Palacios City Manager City of Watsonville

**AGREEMENT FOR CONSULTANT SERVICES BETWEEN  
THE CITY OF WATSONVILLE AND  
BRG Services, Inc.. dba Monterey Bay Security**

THIS AGREEMENT, is made and entered into this o day f \_\_\_\_\_, 2001,  
by and between the City of Watsonville, a municipal corporation, hereinafter called "City,"  
and BRG Services, Inc. dba Monterey Bay Security, hereinafter called "Consultant."

**WITNESSETH**

WHEREAS, the City needs to obtain certain professional, technical and/or specialized services of an independent contractor to assist the City in the most economical manner; and

WHEREAS, Consultant has the requisite skill, training, qualifications, and experience to render such services called for under this Agreement to City.

**THE PARTIES HEREBY AGREE AS FOLLOWS:**

**SECTION 1. SCOPE OF SERVICES.** Consultant shall perform those services as specified in detail in Exhibit "A," entitled "SCOPE OF SERVICES" which is attached hereto and incorporated herein.

**SECTION 2. TERM OF AGREEMENT.** The term of this Agreement shall be from the date of execution to December 31 , 2002, inclusive; and, at the sole option of the City, may be extended on an annual basis to a maximum of two (2) additional years. Should the City elect to extend this Agreement, the City shall notify Consultant in writing forty-five (45) days prior to expiration.

**SECTION 3. SCHEDULE OF PERFORMANCE.** The services of Consultant are to be completed according to the schedule set out in Exhibit "B," entitled "SCHEDULE OF PERFORMANCE," which is attached hereto and incorporated herein. Consultant will

diligently proceed with the agreed Scope of Services and will provide such services in a timely manner in accordance with the "SCHEDULE OF PERFORMANCE."

**SECTION 4. COMPENSATION.** The compensation to be paid to Consultant including both payment for professional services and reimbursable expenses as well as the rate and schedule of payment are set out in Exhibit "C" entitled "COMPENSATION," which is attached hereto and incorporated herein.

**SECTION 5. METHOD OF PAYMENT.** Except as otherwise provided in Exhibit "C," each month, Consultant shall furnish to the City a statement of the work performed for compensation during the preceding month. Such statement shall also include a detailed record of the month's actual reimbursable expenditures.

**SECTION 6. INDEPENDENT CONSULTANT.** It is understood and agreed that Consultant, in the performance of the work and services agreed to be performed by Consultant, shall act as and be an independent Consultant and not an agent or employee of City, and as an independent Consultant, shall obtain no rights to retirement benefits or other benefits which accrue to City's employees, and Consultant hereby expressly waives any claim it may have to any such rights.

**SECTION 7. ASSIGNABILITY.** Consultant shall not assign or transfer any interest in this Agreement nor the performance of any of Consultant's obligations hereunder, without the prior written consent of City, and any attempt by Consultant to so assign this Agreement or any rights, duties or obligations arising hereunder shall be void and of no effect.

**SECTION 8. INDEMNIFICATION.** Consultant has the expertise and experience necessary to perform the services and duties agreed to be performed by Consultant under

this Agreement, and City is relying upon the skill and knowledge of Consultant to perform said services and duties. Consultant shall defend, indemnify and hold harmless City, its officers and employees, against any loss or liability arising out of or resulting in any way from work performed under this Agreement due to the willful or negligent acts (active or passive) or errors or omissions by Consultant or Consultant's officers, employees or agents.

#### **SECTION 9. INSURANCE.**

**A. Errors and Omissions Insurance.** Consultant shall obtain and maintain in full force throughout the term of this Agreement a professional liability insurance policy (Errors and Omissions), in a company authorized to issue such insurance in the State of California, with limits of liability of not less than One Million Dollars (\$1,000,000.00) to cover all professional services rendered pursuant to this Agreement.

**B. Auto and Commercial General Liability Insurance.** Consultant shall also maintain in full force and effect for the term of this Agreement, automobile insurance and commercial general liability insurance with an insurance carrier satisfactory to City, which insurance shall include protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from any actual occurrence arising out of the performance of this Agreement. The amounts of insurance shall not be less than the following:

(1) Commercial general liability insurance, or equivalent form, with a combined single limit of not less than \$500,000.00 per occurrence. If such insurance contains a general aggregate limit, such limit shall apply separately to each project Consultant performs for City. Such insurance shall (a) name City, its appointed and

elected officials, and its employees as insureds; and (b) be primary with respect to insurance or self-insurance programs maintained by City and (c) contain standard separation of insured's provisions.

(2) Business automobile liability insurance, or equivalent form, with a combined single limit of not less than \$500,000.00 per occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles.

C. Workers' Compensation Insurance. In accordance with the provisions of Section 3700 of the Labor Code, Consultant shall be insured against liability for Workers' Compensation or undertake self-insurance. Consultant agrees to comply with such provisions before commencing performance of any work under this Agreement.

D. Proof of Insurance to City before Notice to Proceed to Work. Consultant shall satisfactorily provide certificates of insurance to the City Clerk before Notice to Proceed to Work of this Agreement will be issued. Certificates and policies shall state that the policy shall not be canceled or reduced in coverage without thirty (30) days written notice to City. Approval of insurance by City shall not relieve or decrease the extent to which Consultant may be held responsible for payment of damages resulting from services or operations performed pursuant to this Agreement. Consultant shall not perform any work under this Agreement until Consultant has obtained the required insurance and until the required certificates have been submitted to the City and approved by the City Attorney. If Consultant fails or refuses to produce or maintain the insurance required by these provisions, or fails or refuses to furnish City required proof that insurance has been procured and is in force and paid for, City shall have the right at City's election to forthwith terminate this Agreement immediately without any financial or

contractual obligation to the City. As a result of such termination, the City reserves the right to employ another consultant to complete the project.

**SECTION 10. NON-DISCRIMINATION.** Consultant shall not discriminate, in any way, against any person on the basis of age, sex, race, color, creed, national origin or disability in connection with or related to the performance of this Agreement.

**SECTION 11. TERMINATION.**

A. City and Consultant shall have the right to terminate this Agreement, without cause, by giving not less than ten (10) days written notice of termination.

B. If Consultant fails to perform any of its material obligations under this Agreement, in addition to all other remedies provided by law, City may terminate this Agreement immediately upon written notice.

C. The City Manager is empowered to terminate this Agreement on behalf of City.

D. In the event of termination, Consultant shall deliver to City copies of all work papers, schedules, reports and other work performed by Consultant and upon receipt thereof, Consultant shall be paid in full for services performed and reimbursable expenses incurred to the date of termination.

**SECTION 12. COMPLIANCE WITH LAWS.** Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local governments. Consultant shall obtain and maintain a City of Watsonville business license during the term of this Agreement.

**SECTION 13. GOVERNING LAW.** City and Consultant agree that the law governing this Agreement shall be that of the State of California. Any suit brought by

either party against the other arising out of the performance of this Agreement shall be filed and maintained in the Municipal or Superior Court of the County of Santa Cruz.

**SECTION 14. PRIOR AGREEMENTS AND AMENDMENTS.** This Agreement represents the entire understanding of the parties as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may only be modified by a written amendment.

**SECTION 15. CONFIDENTIAL INFORMATION.** All data, documents, discussions or other information developed or received by or for Consultant in performance of this Agreement are confidential and not to be disclosed to any person except as authorized by the City Manager or his designee, or as required by law.

**SECTION 16. OWNERSHIP OF MATERIALS.** All reports, documents or other materials developed or received by Consultant or any other person engaged directly by Consultant to perform the services required hereunder shall be and remain the property of City without restriction or limitation upon their use.

**SECTION 17. COVENANT AGAINST CONTINGENT FEES.** The Consultant covenants that Consultant has not employed or retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure the Agreement, and that Consultant has not paid or agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fees, commissions, percentage, brokerage fee, gift, or any other consideration contingent on or resulting from the award or making of this Agreement, for breach or violation of this covenant, the City shall have the right to annul this Agreement without liability, or in its discretion, to deduct

from the contract price or consideration or otherwise recover, the full amount of such fee, commission, percentage fee, gift, or contingency.

**SECTION 18. WAIVER.** Consultant agrees that waiver by City or any one or more of the conditions of performance under this Agreement shall not be construed as waiver of any other condition of performance under this Agreement.

**SECTION 19. CONFLICT OF INTEREST.**

A. A Consultant shall avoid all conflict of interest or appearance of conflict of interest in performance of this Agreement. Consultant shall file a disclosure statement, if required by City Council Resolution, which shall be filed within thirty (30) days from the effective date of this Agreement or such Resolution, as applicable.

B. No member, officer, or employee of the City, during their tenure, or for one (1) year thereafter, shall have any interest, direct or indirect, in this Agreement or the proceeds thereof and Consultant agrees not to allow, permit, grant, transfer or otherwise do anything which will result in such member, officer, or employee of the City from having such interest.

**SECTION 20. AUDIT BOOKS AND RECORDS.** Consultant shall make available to City, its authorized agents, officers and employees, for examination any and all ledgers and books of account, invoices, vouchers, canceled checks and other records or documents evidencing or related to the expenditures and disbursements charged to the City, and shall furnish to City, its authorized agents and employees, such other evidence or information as City may require with respect to any such expense or disbursement charged by Consultant.

SECTION 21. NOTICES. All notices shall be personally served or mailed, postage prepaid, to the following addresses, or to such other address as may be designated by written notice by the parties:

CITY

City Manager  
P. O. Box 50000  
Watsonville, CA 95077-5000  
(831) 728-6011

CONSULTANT

Bruce R. Gardener, President  
BRG Services, Inc.  
444 Airport Blvd. #206  
Watsonville, CA 95076  
(831) 728-0700

SECTION 22. EXHIBITS:

- Exhibit A: Scope of Services
- Exhibit B: Schedule of Performance
- Exhibit C: Compensation

WITNESS THE EXECUTION HEREOF, on the day and year first hereinabove written.

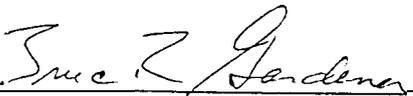
CITY

CITY OF WATSONVILLE

BY \_\_\_\_\_  
City Manager

CONSULTANT

BRG Services Inc., dba Monterey Bay Security

BY  \_\_\_\_\_  
Bruce R. Gardener, President

ATTEST:

BY \_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

BY \_\_\_\_\_  
City Attorney

**EXHIBIT "A"****SCOPE OF SERVICES**

Consultant will provide a program of public safety in and around the City's Beach Street Garage. The area to be patrolled shall include the: Beach Street Garage, the gated courtyard area on the south side of the Garage (Stoesser Way), sidewalk in front of the garage along Stoesser Alley as directed, and the Santa Cruz Transit Metropolitan District (SCMTD) Watsonville Transit Center. The security guard shall monitor the Transit Center at least once per hour and spend approximately 25% of the time at the Transit Center. The guard shall be visible to the public and act as a deterrent to crime.

The guard's duties shall include:

- Monitoring persons entering the Garage to ensure public and vehicle safety.
- Monitoring the area for unsafe conditions such as trash or water on stairways and reporting any damage to the building or equipment such as broken locks, doors, windows, bathroom facilities, signs, or vandalism to the City's Public Works Department at 728-6072.
- Report other potential dangerous conditions such as unusual congregations of persons in or around the garage to City of Watsonville Police Department dispatch at 471 - 1151.
- The on-site security guard shall maintain radio communication allowing the guard to report emergency conditions to Watsonville Police Department, 911, or the consultant's dispatch.

- Patrols shall include the use of an approved system of “watchman check stations.” Reports from this system shall be available to the City at the City’s request.
- . Guard shall maintain an hourly log of patrols including description of all problems that arise during patrols. These logs shall be available for City review and shall be included in monthly billings.
- Consultant shall have mobile patrol available to open the garage to allow cars to be removed from the garage after the garage is closed,
- The Consultant shall have sufficient supervisory staff required to ensure the assigned guards are correctly performing their duties and to provide backup if a guard is unable to complete his or her shift.

**All guards shall:**

- Have the ability to speak, read and write English.
- Possess a valid California Driver’s License
- Have attained their twenty-first birthday.
- Have in their possession their valid Guard Card from the State of California

Consultant shall provide uniforms to guard personnel. Uniforms shall comply with County Ordinance 3241, Ch. 9.10. Consultant personnel shall not perform duties during patrol shifts pursuant to this Agreement unless they are wearing a proper uniform.

The on-site security guard shall be supplied with a radio to allow communication with the Watsonville Police Department and 91 1, and the consultant dispatch.

Guards shall be permitted to carry and use the following items:

- **Baton - In accordance with 7547.9 of the Business and Professional Code and other applicable laws**
- **Pepper Spray - In accordance with 7547.10 of the Business and Professional Code and other applicable laws**
- **Handcuffs - In accordance with all applicable laws.**

**Neither the Consultant nor its employees or agents shall be permitted to carry any firearms or other weapons.**

**Consultant shall remove and replace any guard at the direction of the City with no requirements needed by Consultant except such request.**

## EXHIBIT "B"

### SCHEDULE OF PERFORMANCE

Services shall commence immediately upon execution of this Agreement. All services performed under the provisions of this Agreement shall be completed in accordance with the following schedule:

Consultant will provide one on-site security guard to open, close, and provide security during all hours the Beach Street Garage (Garage) is open. The hours the Garage will be open are as follows;

<b>Monday through Friday</b>	<b>7:00 a.m. to 10:00 p.m.</b>
<b>Saturday</b>	<b>7:30 a.m. to 8:00 p.m.</b>
<b>Sunday</b>	<b>9:00 a.m. to 8:00 p.m.</b>

The City may direct Consultant to modify these hours of opening to respond to changing conditions, special events, or holidays. If the City directs Consultant to modify the hours the garage is open, the price per guard-hour will not be affected.

**EXHIBIT "C"**  
**COMPENSATION**

Payment(s) to Consultant for services performed under this contract shall be made as follows:

Consultant shall submit invoices for payment to the City of Watsonville Police Department, c/o Lt. Jim Brown, P. O. Box 50000, Watsonville CA 95077. Invoices shall show the total number of hours worked, the rate charged per hour, and the period of time covered by such charges. The rate per guard hour for the work set forth in this Contract, Exhibit A and Exhibit B is fourteen dollars and twenty-five cents (\$14.25). An hourly log of patrols, including description of all problems that arise during patrols, shall be included in monthly billings.

Compensation will be based on the rate per guard hour multiplied by the number of authorized hours worked. A 50% increase in the rate per guard hour will be allowed for the following: Federal Holidays, court time resulting from arrests made pursuant to this Agreement, strike force manpower, and overtime hours requested by City.

The estimated total obligation of City under this Agreement will be rate per guard hour multiplied by the estimated 5,400 guard-hours. This total estimated hours is based on the normal weekly hours in Exhibit "A" and the anticipated additional hours during the winter shopping season when the closing hour may be delayed an hour. If the Police Department directs the Consultant to modify the hours the garage is open, the price per guard-hour will not be affected.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 16, 2001

**TO:** Board of Directors

**FROM:** David J. Konno, Manager of Facilities Maintenance

**SUBJECT: CONSIDERATION OF REDUCING PARKING LOT LIGHTING AT  
SCOTTS VALLEY TRANSIT CENTER**

## I. RECOMMENDED ACTION

**Consider having a photometry plan developed by Bowman & Williams for reducing the amount of lighting in Scotts Valley Transit Center's parking lot as recommended by Scotts Valley Police Department and the Scotts Valley Planning Department**

## II. SUMMARY OF ISSUES

- In light of the recent energy situation, Staff was directed to determine whether or not the amount of parking lot lighting at the Scotts Valley Transit Center could be reduced and still meet the requirements of the City of Scotts Valley Police and Planning Departments.

## III. DISCUSSION

During the transit center's design review process, the District was required to; 1) limit project lighting to the minimum intensity required to provide safety considerations (as determined through the project design review at the City). All parking lot lighting fixtures shall be directed away from existing residences to the north and northeast, 2) provide additional lighting along the easterly side of the parking lot, the ramps and the Cinema building, and 3) provide a specific type of light fixture in the parking lot. The plans and lighting levels were then reviewed and approved by both the Scotts Valley Police Department (SVPD) and the Scotts Valley Planning Department who issued a building permit.

The District met with SVPD and SV Planning in February 2001 to discuss ways to reduce energy consumption at SVTC, primarily by reducing the amount of parking lot lighting. The District's proposal was to simply eliminate one of the lamps and ballast from each of the 74 fixtures, thereby reducing energy consumption and the amount of lighting. The City of SV reviewed the proposal and had the following comments:

- SVPD took spot readings at SVTC of fixtures with either one or two lamps. It appears that a fixture with a single 150-Watt lamp does not meet the Scotts Valley's "current" minimum lighting standard of 1.5 ft/candles.

- SV Planning Dept. strongly recommends that a photometry plan be prepared to evaluate lighting levels and fixtures at SVTC.
- Scotts Valley recommends that instead of eliminating lamps and ballasts, the District pursue modifying all of the fixtures to an appropriate lighting level to conserve energy and reduce glare. Another recommended option would be to replace the existing light fixtures with another more efficient model.

### **III. FINANCIAL CONSIDERATIONS**

a. Estimated cost for removal of one lamp and ballast at each fixture	= \$ 1,688
b. Estimated cost of a Photometry Plan (Bowman & Williams)	= \$ 1,500
c. Estimated cost for installing seventy-four 100 watt lamps and ballasts	= \$11,840
d. Annual PGE cost (electrical) SVTC	= \$ 6,792

### **IV. ATTACHMENTS**

**Attachment A:** Letter from Chief Steve Walpole, SVPD

**Attachment B:** Letter from Gina Hunter, Senior Planner, City of SV

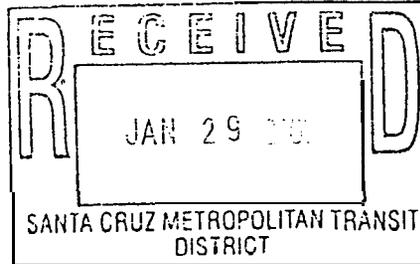


# SCOTTS VALLEY POLICE DEPARTMENT

ONE CIVIC CENTER DRIVE . SCOTTS VALLEY, CALIFORNIA 95066 • PHONE (831) 438-2326 . FAX (831) 438-6930

CHIEF OF POLICE  
STEPHEN D. WALPOLE

January 25, 2001



Mr. Leslie R. White  
General Manager  
Santa Cruz Metro Transit District  
370 Encinal Street, Ste 100  
Santa Cruz, CA 95060

RE: LIGHTING AT TRANSIT DISTRICT PARK AND RIDE - CITY OF SCOTTS VALLEY

Dear Mr. White:

As you know, the governor has asked all cities, and government entities to reduce their electric use by seven percent due to the enormous energy crisis issues that the state is currently experiencing.

Mayor Ainsworth has requested that the Transit District consider a reduction of energy at the City of Scotts Valley's Transit District park and ride facility located on Kings Village Road. As you know, my department played a key role in developing a safety lighting plan for this facility and we appreciate the Transit District working with us on this issue. However, with the governor's request in mind and the fact it appears that California will be in this energy shortage crisis for the present and possibly mid-term future, I believe it would be beneficial to consider a reduction in lighting at the Scotts Valley park and ride facility. As such, my staff would be willing to work with the Transit District in developing a new lighting reduction plan that would address safety concerns and reduce the facility's electric use which would meet the governors current requests.

In conclusion, please give me a call concerning these issues so that we can set a date to meet and discuss a lighting reduction plan for the Transit Districts park and ride facility in Scotts Valley. I can be reached at 440-5651.

Sincerely,

SCOTTS VALLEY POLICE DEPARTMENT

Stephen D. Walpole  
Chief of Police

SDW:jcp

cc: Mayor Ainsworth  
City Manager Comstock  
Captain Bush

7-16.1a

# CITY OF SCOTTS VALLEY

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## PLANNING AND BUILDING DEPARTMENT

One Civic Center Drive • SCOTTS Valley • California • 95066  
Phone (83 1) 440-5630 • Facsimile (83 1) 438-2793 • www.scottsvally.org

February 16, 2001

Mr. David Konno  
Santa Cruz Metropolitan Transit District  
370 Encinal Street, Suite 100  
Santa Cruz, CA 95060-2101

Dear Mr. Konno:

Thank you for meeting with City staff on February 6, 2001, to discuss ways in which the Santa Cruz Metropolitan Transit District (SCMTD) can help reduce energy consumption. At this time, the SCMTD is proposing to reduce the parking lot lighting at the Transit Center located at 246 Kings Village Road. The lighting reduction would be accomplished by removing one internal ballast from one side of the double arm light fixture. Essentially, one arm of two existing arms of each light fixture would remain lit. Prior to implementation of the energy reduction plan, the SCMTD is requesting that the City review the plan to ensure compliance with City regulations.

Staff has reviewed the conditions and mitigation measures established for the Transit Center project to determine whether the City has discretion to implement a light reduction plan for the site. The Mitigation Monitoring program established for the development required the following:

- “6. The SCMTD shall limit project lighting to the minimum intensity required to provide for safety considerations (as determined through project Design Review at the City). All parking lot lighting fixtures shall be directed away from existing residences to the north and northeast.”

The Conditions of Approval required the following:

- “22d. Ensure light coverage along the east side of the parking lot covers the sidewalk and will include walkway and driveway (ramp) entering the Kings Village at the lower portion of the ramp leading out of the park and ride lot into Kings Village shopping center.”

Based on the above, it can be determined that a minimum foot-candle power was not established in the conditions for the project. The above noted mitigation measure does require, however, that a minimum lighting level be provided to meet safety standards. The City's current standards for lighting safety in parking lots is a minimum of 1.5 foot candle

February 15, 2001  
SCMTD

power to be provided from dusk until the end of regular business operations for each day within the parking lot. Because public safety must be ensured, the City does not recommend that the SCMTD reduce lighting below the 1.5 foot candle power standard.

The Police Department staff visited the site on February 14, 2001, to verify existing lighting conditions. Based on spot readings in the parking lot, it does not appear that the parking lot meets the City's minimum lighting standards in certain locations. Prior to implementing the proposed plan, it is strongly encouraged that you have a photometric plan prepared to evaluate the lighting levels provided by your proposed plan and where necessary, make adjustments to the lighting program to meet the recommended 1.5 foot candle standard.

The City commends the SCMTD for responding promptly to California's energy crisis by proposing this energy reduction plan. The City recognizes that this is a "short term" resolution. If this change is intended to be a permanent solution, however, the City is concerned about the aesthetic impacts of that this solution will create. The City recommends that the SCMTD pursue modifying all of the ballasts an appropriate lighting level to conserve energy and reduce glare. Another option would be to replace the light fixtures with another more efficient model.

Thank you for providing the City the opportunity to review your plan, and if we can be of any further assistance, please contact me at (831)440-5632.

Sincerely,



Gina Hunter  
Senior Planner

cc: Mayor and City Council  
City Manager  
Police Chief  
Community Development Director

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 20, 2001  
**TO:** Board of Directors  
**FROM:** Elisabeth Ross, Finance Manager  
**SUBJECT: RESOLUTION REVISING FY 00-01 BUDGET**

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors adopt the attached resolution revising the FY 00-01 budget in accordance with Exhibit A.**

## II. SUMMARY OF ISSUES

- As a result of a net increase in operating funding and required adjustments to operating expenses, the FY 00-01 operating budget is recommended to be increased by a net \$841,000 for a new total of \$31,010,000.
- The primary change in operating funding is the increase in sales tax revenue in the amount of \$778,000.
- A number of expense adjustments are required at this time, as delineated in Attachment A. The increased expenses are funded from additional interest income and sales tax revenue.
- Updating the FY 00-01 capital improvement program results in a net increase of \$373,473. The largest increase is the grant-funded purchase of four paratransit vehicles in the amount of \$149,000. The revised capital improvement program totals \$22,102,228.

## III. DISCUSSION

### A. Operating Budget

The detailed list of changes to the FY 00-01 operating revenues is shown on Attachment A, Exhibit A, following the budget resolution. Due to higher interest rates and delays in several capital projects, interest income is projected to exceed the budget by \$60,249 for the year. Sales tax revenue is currently exceeding budget projections, resulting in a projected increase of \$778,000 for the year. Finally, the District's allocation for rural operating assistance under Federal Transit Administration (FTA) funding has been increased by \$2,751 to \$42,448.

Under operating expense changes, detailed expense adjustments are listed in Attachment A, Exhibit A. The expense changes are as follows:

- A number of accounts need to be increased based on year-to-date trends, which will exceed current budget allocations. These accounts include dues/subscriptions in Administration, office/computer supplies in IT, custodial services at the Watsonville Transit Center, unemployment insurance expense, and gas and electric expense.
- The District is in the process of installing new financial/purchasing software (USL). Additional professional services are required to customize the software for certain functions. Also, the travel account needs to be increased to allow attendance at a USL users' seminar by the IT Manager and the Assistant Finance Manager to facilitate installation and use of the product.
- The cost of adding baserock to the leased bus parking lot exceeded the original estimate.
- Additional consulting services are required to continue the process of improving the paratransit program and to assist with the RFP phase for paratransit services.
- Due to the delay in installation of the new fareboxes, security services will continue to be required for fare collection activities. Once the new fareboxes are installed, the contract security services will no longer be required for this function.
- As previously reported to the Board, in order to fund repowering of the District's buses, staff has recommended establishing a reserve fund to which monies will be allocated each year. This budget revision provides for the first installment payment to that fund.
- The balance of the additional sales tax revenue in the amount of \$232,278 will be transferred to the capital budget for capital projects needed this fiscal year.

## **B. Capital Improvement Program**

A number of capital projects are being added to the FY 00-01 capital improvement program. The largest is the purchase of paratransit vehicles in the amount of \$149,000. FTA funding for this project has been awarded in the amount of \$125,000, with a District match of \$16,195. By increasing the District share of this project by \$7,805, the District can purchase four vehicles instead of three, based on current prices. (Board approval of this purchase appears elsewhere on this month's agenda.)

The remaining capital projects are described below.

- IT server upgrade and Windows 2000 upgrade to improve the performance of the District's computer system, and customization of several functions of the District's updated scheduling/run-cutting software by Multisystems.
- Installation of an upgraded radio repeater at Kite Hill for the District's two-way radio system and a phone line back-up to improve reliability of the system.

- Window/door improvements for the kiosk operated as Lucy's Beauty Shop, and design engineering of a mercado cover at the Watsonville Transit Center.
- Increasing the allocation for repainting the building at Metro Center, installing a sunshade for the Transit Surveyors area and covering cost overruns for repairs at Metro Center.
- Replacement of a number of doors at the two fleet maintenance facilities on DuBois to improve working conditions.
- Purchase of a LCD projector for public presentations, purchase of four handheld radios for Transit Supervisors, and an increase in the allocation for a replacement recorder for Dispatch.
- Installation of window tinting at 370 Encinal to reduce glare in offices and conference rooms.

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

Adoption of the resolution will increase the total FY 00-01 operating budget by \$841,000, and will increase the FY 00-01 capital improvement program by \$373,473.

#### **V. ATTACHMENTS**

**Attachment A:** Resolution Authorizing a Revision to the FY 00-01 Budget, followed by a list of specific changes (Exhibit A).

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  
AUTHORIZING A REVISION TO THE FY 2000-01 BUDGET**

**WHEREAS**, it is necessary to revise the adopted 2000-01 budget of the Santa Cruz Metropolitan Transit District to provide for changes in operating revenue, operating expense, and the capital improvement program.

**NOW, THEREFORE, BE IT RESOLVED**, the budget is hereby amended per the attached Exhibit A.

**PASSED AND ADOPTED** this 20<sup>th</sup> day of April, 2001, by the following vote:

- AYES: Directors -
- NOES: Directors -
- ABSENT: Directors -
- ABSTAIN: Directors -

Approved \_\_\_\_\_  
Chairperson

Attest \_\_\_\_\_  
LESLIE R. WHITE  
General Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
Margaret Gallagher  
District Counsel

**EXHIBIT A**  
**RECOMMENDED BUDGET REVISIONS**  
**FY 00-01**  
**April 2001**

	DEPT	ACCOUNT	AMOUNT	TOTALS
<b><u>OPERATING REVENUE</u></b>				
increase interest income			\$ 60,249	
Increase sales tax revenue			\$ 778,000	
Increase FTA Sec 5311 - rural op assistance			\$ 2,751	
<b>TOTAL</b>				<b>\$ 841,000</b>
<b><u>OPERATING EXPENSE</u></b>				
Increase dues/subscriptions for Admin	1100	509011	\$ 2,200	
Increase office supplies for IT department	1500	504311	\$ 4,662	
Increase custodial services at Wats TC	2400	503161	\$ 2,000	
Increase unemployment insurance for IT	1500	502071	\$ 100	
Increase unemployment insurance for Counsel	1700	502071	\$ 200	
Increase unemployment insurance for Fleet Mt	4100	502071	\$ 200	
Increase PG&E expense for Admin	1100	505011	\$ 9,000	
Increase PG&E expense for Metro Center	2500	505011	\$ 8,000	
Increase PG&E expense for SVTC	2600	505011	\$ 2,000	
Increase prof services for USL services	1500	503031	\$ 23,700	
Increase travel for USL seminar	1100	509123	\$ 5,500	
Increase baserock cost for bus parking lot	2200	504409	\$ 2,160	
Increase prof services for paratransit consulting	3100	503031	\$ 60,000	
Increase security services for 1200 River	3200	503171	\$ 27,000	
Allocation to reserve for repower project			\$ 462,000	
Transfer to capital improvement program (see next page)			\$ 232,278	
<b>TOTAL</b>				<b>\$ 841,000</b>

**EXHIBIT A**  
**RECOMMENDED BUDGET REVISIONS**  
**FY 00-01**  
**April 2001**

	DEPT	ACCOUNT	AMOUNT	TOTALS
<b><u>CAPITAL FUNDING</u></b>				
Add FTA funds for paratransit vehicles			\$ 125,000	
Increase use of District reserves for paratransit project match			\$ 16,195	
Add transfer from operating budget			<u>\$ 232,278</u>	
<b>TOTAL</b>				<b>\$ 373,473</b>
<b><u>CAPITAL PROJECTS</u></b>				
Add new grant project for paratransit vehicles	411030	514030	\$ 141,195	
Increase purchase of paratransit vehicles to four	411030	514030	\$ 7,805	
Add IT upgrade for servers	150050	514041	\$ 85,000	
Upgrade all servers to Windows 2000	150050	514041	\$ 15,000	
Add Multisystems customization to Midas	150060	514041	\$ 50,000	
Install radio repeater upgrade/phone line back-up	320010	514020	\$ 21,000	
Add improvements for Wats TC kiosk (Lucy's)	931101	514010	\$ 5,000	
Add engineering costs for mercado cover at Wats TC	931101	514010	\$ 5,000	
Sunshade survey area at Metro Center	220060	514010	\$ 5,000	
Increase repainting of building at Metro Center	110007	50335 1	\$ 9,500	
Increase Metro Center repairs to cover overrun	110007	503351	\$ 1,000	
Replace two roll-up doors at 111 Dubois	220070	503351	\$ 3,000	
Replace three personnel doors at 111 Dubois	220070	503351	\$ 5,179	
Replace wooden roll-up door at 120 Dubois	220070	503351	\$ 1,365	
Purchase LCD Projector	907000	514041	\$ 6,000	
Increase replacement recorder for Operations	908000	514020	\$ 4,729	
Purchase four handheld radios for Operations	908000	514020	\$ 3,200	
Tint windows at 370 Encinal	110002	514015	<u>\$ 4,500</u>	
<b>TOTAL</b>				<b>\$ 373,473</b>

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 20, 2001

**TO:** Board of Directors

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

**SUBJECT: CONSIDERATION OF AMENDING BOARD OF DIRECTOR MEETING LOCATIONS FOR 2001 BOARD MEETINGS**

## I. RECOMMENDED ACTION

**That the Board of Directors adopt the attached schedule (B) for the regular meetings for the Board of Directors for 2001.**

## II. SUMMARY OF ISSUES

- The Santa Cruz Metropolitan Transit District Bylaws set forth the Board of Directors meeting schedule in a general way stating that regular meetings shall be on the second and third Fridays of the month.
- On December 15, 2000, the Board of Directors modified the meeting location for the July, August, September and October meetings in 2001 due to anticipated construction of the Santa Cruz City Council Chambers.
- The City of Santa Cruz has notified Metro that the proposed Council Chambers construction schedule has been significantly delayed and, therefore, the Chambers will be available to Metro for all of 2001.

## III. DISCUSSION

The Santa Cruz Metropolitan Transit District Bylaws set forth the Board of Directors meeting schedule in a general way stating that the regular meetings shall be on the second and third Fridays of the month. On December 15, 2000, the Board of Directors adopted a schedule for 2001 which reflected a location change to the County Board of Supervisors Chambers for the months of July, August, September and October. The location change was necessitated by anticipated construction taking place in the Santa Cruz City Council Chambers.

The City of Santa Cruz has notified the Santa Cruz Metropolitan Transit District that the reconstruction of the City Council Chambers will take place significantly later than originally anticipated, therefore, the City has indication to SCMTD that the City Council Chambers will be available for the third Friday of each month meetings throughout 2001. Attachment B reflects the modification of the meeting locations to identify that all of the third Friday of the month meetings of the SCMTD Board of Directors shall take place at the Santa Cruz City Council Chambers.

Staff recommends that the Board of Directors adopt Attachment B as the schedule for dates and locations for meetings to be held in 2001.

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

Local jurisdictions whose facilities are used by Metro for meeting purposes do not charge fees.

#### **V. ATTACHMENTS**

**Attachment A:** Santa Cruz Metropolitan Transit District Board of Directors Meetings 2001 adopted December 15, 2000.

**Attachment B:** Recommended Santa Cruz Metropolitan Transit District Board of Directors Meetings 2001 revised.

**Attachment C:** City Council Agenda Report

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT BOARD OF DIRECTORS MEETINGS 2001

## January Meetings

- January 12, 2001 - SCMTD Administrative Offices
- January 19, 2001 - Santa Cruz City Council Chambers

## February Meetings

- February 9, 2001 - SCMTD Administrative Offices
- February 16, 2001 - Santa Cruz City Council Chambers

## March Meetings

- March 9, 2001 - SCMTD Administrative Offices
- March 16, 2001 - Santa Cruz City Council Chambers

## April Meetings

- April 13, 2001 - SCMTD Administrative Offices
- April 20, 2001 - Santa Cruz City Council Chambers

## May Meetings

- May 11, 2001 - SCMTD Administrative Offices
- May 18, 2001 - Santa Cruz City Council Chambers

## June Meetings

- June 8, 2001 - SCMTD Administrative Offices
- June 15, 2001 - Santa Cruz City Council Chambers

## July Meetings

- July 13, 2001 - SCMTD Administrative Offices
- July 20, 2001 - **Board of Supervisor Chambers**

## August Meetings

- August 10, 2001 - SCMTD Administrative Offices
- August 17, 2001 - **Board of Supervisor Chambers**

## September Meetings

- September 14, 2001 - SCMTD Administrative Offices
- September 21, 2001 - **Board of Supervisor Chambers**

## October Meetings

- October 12, 2001 - SCMTD Administrative Offices
- October 19, 2001 - **Board of Supervisor Chambers**

## November Meetings

- November 9, 2001 - SCMTD Administrative Offices
- November 16, 2001 - Santa Cruz City Council Chambers

## December Meetings

- December 14, 2001 - SCMTD Administrative Offices
- December 21, 2001 - Santa Cruz City Council Chambers

**NOTE: ALL MEETINGS BEGIN AT 8:30 A.M.**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT BOARD OF DIRECTORS MEETINGS 2001

## January Meetings

- January 12, 2001 - SCMTD Administrative Offices
- January 19, 2001- Santa Cruz City Council Chambers

## February Meetings

- February 9, 2001 - SCMTD Administrative Offices
- February 16, 2001- Santa Cruz City Council Chambers

## March Meetings

- March 9, 2001 - SCMTD Administrative Offices
- March 16, 2001 - Santa Cruz City Council Chambers

## April Meetings

- April 13, 2001 - SCMTD Administrative Offices
- April 20, 2001 - Santa Cruz City Council Chambers

## May Meetings

- May 11, 2001 - SCMTD Administrative Offices
- May 18, 2001- Santa Cruz City Council Chambers

## June Meetings

- June 8, 2001 - SCMTD Administrative Offices
- June 15, 2001- Santa Cruz City Council Chambers

## July Meetings

- July 13, 2001 - SCMTD Administrative Offices
- July 20, 2001 - Santa Cruz City Council Chambers

## August Meetings

- August 10, 2001 - SCMTD Administrative Offices
- August 17, 2001- Santa Cruz City Council Chambers

## September Meetings

- September 14, 2001 - SCMTD Administrative Offices
- September 21, 2001- Santa Cruz City Council Chambers

## October Meetings

- October 12, 2001 - SCMTD Administrative Offices
- October 19, 2001- Santa Cruz City Council Chambers

## November Meetings

- November 9, 2001 - SCMTD Administrative Offices
- November 16, 2001- Santa Cruz City Council Chambers

## December Meetings

- December 14, 2001- SCMTD Administrative Offices
- December 21, 2001 - Santa Cruz City Council Chambers

**NOTE: ALL MEETINGS BEGIN AT 8:30 A.M.**



## CITY COUNCIL AGENDA REPORT

DATE: February 15, 2001

AGENDA OF: FEBRUARY 27, 2001

DEPARTMENT: PUBLIC WORKS

SUBJECT: CITY HALL RENOVATION PROJECT – APPROVE PLANS AND SPECIFICATION FOR PHASE 1 CONSTRUCTION

**RECOMMENDATION:** That the City Council, by motion, approve plans and specifications for the City Hall Renovation Project – Phase I and authorize staff to advertise for bids. The City Manager is hereby authorized and directed to execute the contract authorized by Resolution No. NS 24,604.

**BACKGROUND:** The plans and specifications have been prepared for the City Hall Renovation – Phase 1 project based on the approved space allocation plan as presented to City Council on January 30, 2001. There is one exception to the plan presented to Council. With the concurrence of City staff, the design team has recommended bidding and constructing the Council Chamber Expansion segment during Phase 2, rather than Phase 1.

**DISCUSSION:** The project will renovate the north wing of the historic portion of City Hall, previously used by the Police Department. The City Council, City Manager and City Clerk will be relocated to the northeast portion and Finance (not including Purchasing) will be relocated to the northwest portion of the wing. New office and cubicle space, public lobbies, restrooms, conference rooms, data center, kitchenettes and storage areas are included in the plan. The design improves the work environment, efficiency and customer service by maximizing the availability of natural light, increasing cubicles sizes, consolidating work groups and improving the public lobbies. Building safety and energy efficiency improvements are also being addressed with the installation of structural improvements, fire suppression sprinklers, newer HVAC systems and energy efficient lighting.

The structural rehabilitation of the northwest section, partial interior demolition of the northeast section, and asbestos and lead paint abatement for both sections are complete.

Originally the design team had recommended the inclusion of the Council Chambers expansion with Phase 1 to take advantage of the Council August recess and a better bidding environment by including it in the larger Phase I project. The design team had planned on temporarily relocating the phone panel (located behind the Council Chambers back wall) during the Council Chamber expansion, prior to the installation of a new phone panel in the data center. However, Information Technology staff has strongly recommended against a temporary move due to the age and condition of some of the wiring. The phone system reliability is sufficiently at risk with

a temporary relocation to delay the Chamber expansion until Phase 2. This delay will also afford the design team, staff and the Council Committee additional time to address the technology component of the project. It may also allow a more compressed time schedule. It is anticipated the Chamber Expansion construction would take place approximately one year from now.

Should Council approve the plans and specifications, and authorize staff to advertise for bids, the following schedule is anticipated:

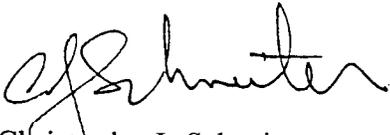
Advertise Project:	March 15 – April 18, 2001
Open Bids:	April 18, 2001
Start Construction:	April 27, 2001
Move-in Council, City Manager, City Clerk:	Mid-August 2001
Move-in Finance:	Early-October 2001
Project Complete:	Mid-October 2001

FISCAL IMPACT: The project is estimated to cost \$1.45 million and is funded in the current fiscal year Capital Improvement Program, General Capital Improvement Fund.

Report prepared by Christophe J. Schneider, Interim Director of Public Works.

Submitted by:

Approved by:



Christophe J. Schneider  
Interim Director of Public Works



Richard C. Wilson  
City Manager

O:\PWAD578RPT

In Council Office for Review: *City Hall Renovation – Phase I -Plans and Specifications*

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 20, 2001  
**TO:** Board of Directors  
**FROM:** Mark Dorfman, Assistant General Manager  
**SUBJECT: CONSIDER A RESOLUTION AUTHORIZING AN AMENDED STA CLAIM FOR FY2002.**

## I. RECOMMENDED ACTION

**Adopt a resolution authorizing staff to submit an amended claim to the Santa Cruz County Regional Transportation Commission for FY2002 State Transit Assistance (STA) funds.**

## II. SUMMARY OF ISSUES

- The California Public Utilities Code established a State Transit Assistance program funded from the sales tax on gasoline to develop transit infrastructure in California.
- Last month, the SCMTD submitted a claim to the Santa Cruz County Regional Transportation Commission for \$847,364 in STA funds.
- The actual State allocation to Santa Cruz from the STA program in FY2002 is \$1,549,626. The discrepancy was revealed by the SCCRTC after the SCMTD submitted its STA claim.
- Adopting the attached Resolution will authorize METRO staff to submit an amended claim to the SCCRTC for the full amount of State Transit Assistance funds available in FY2001-2002.

## III. DISCUSSION

Under existing law (PUC Section 99314.6), STA funds can be allocated only for capital purposes since the District does not meet qualifying criteria for operating assistance. The District will use the STA funds in its Capital Improvement Program.

In February 2000, the Santa Cruz County Regional Transportation Commission adopted its FY2002 budget which allocated \$847,364 in STA funds to SCMTD for FY2002. The District Board adopted a resolution authorizing a claim for this amount to the SCCRTC on March 16. When reviewing this claim, the SCCRTC noted that the SCMTD claim did not include the full amount of STA funds allocated by the State to Santa Cruz. An influx of new money into the STA Fund from gasoline tax created by last year's Traffic Congestion Relief Program increased the State's allocation to Santa Cruz from \$847,364 to \$1,549,626. Due to late notification from

the State and from the Santa Cruz County Regional Transportation Commission, the SCMTD submitted a claim based upon the amount allocated by the SCCRTC FY2002 budget.

The State Controller provides the counties an estimate of the amount of State Transit Assistance funds to be apportioned to transit operators in February. The amended claim being considered today will enable the District to budget that estimated amount. After the State Budget Act is passed in late August, the State Controller may revise the amount of STA funds available to Santa Cruz based upon better projections of state gasoline sales tax revenue. If the State Budget Act changes the amount of STA funds available to Santa Cruz, then the District will submit another amended claim in October, 2001.

In order to claim the estimated STA fund allocation for FY2002, the District needs to submit an amended claim. The attached resolution (Attachment A) authorizes staff to submit an amended claim (Attachment B) for the total amount of STA funds estimated to be available in FY2002.

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

The amended claim will increase STA revenue in the District's FY2002 Budget by \$702,262 from \$847,364 to \$1,549,626.

#### **V. ATTACHMENTS**

**Attachment A:** Resolution Authorizing Submittal of Amended FY 2002 STA Claim

**Attachment B:** Amended FY 2002 STA Claim

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Resolution No. \_\_\_\_\_

On the Motion of Director: \_\_\_\_\_

Duly Seconded by Director: \_\_\_\_\_

The Following Resolution is: \_\_\_\_\_

## **RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AUTHORIZING AMENDED CLAIM TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR STATE TRANSIT ASSISTANCE FUNDS**

**WHEREAS**, the State Controller is authorized under Section 99313 of the Public Utilities Code to allocate State Transit Assistance Funds (STAF) to regional transportation planning agencies and county transportation commissions; and

**WHEREAS**, in accordance with the Sections 99313 and 99314 et al of the Public Utilities Code, the Santa Cruz Metropolitan Transit District is authorized to submit a claim for STA capital funds to the Santa Cruz County Regional Transportation Commission; and

**WHEREAS**, the Santa Cruz Metropolitan Transit District's proposed expenditures are in conformity with the Regional Transportation Plan; and

**WHEREAS**, the Santa Cruz Metropolitan Transit District is not precluded by any contract entered into on or after June 28, 1979, from employing part-time drivers or from contracting with common carriers of persons operating under a franchise or license; and

**WHEREAS**, the sum of the Santa Cruz Metropolitan Transit District's allocations from the State Transit Assistance Fund and from the Local Transportation Fund does not exceed the amount the Santa Cruz Metropolitan Transit District is eligible to receive during the 2002 fiscal year. Such funding, however, shall not relieve the Santa Cruz Metropolitan Transit District of its responsibility pursuant to Section 6735 of the California Code of Regulations, Title 21, Chapter 3; and

**WHEREAS**, the Santa Cruz Metropolitan Transit District has made a reasonable effort to implement the productivity improvements recommended pursuant to Public Utilities Code Section 99244; and

**WHEREAS**, the Santa Cruz Metropolitan Transit District is making full use of federal funds available under the Federal Transit Act of 1991, as amended:

**NOW, THEREFORE, BE IT RESOLVED**, that the General Manager of the Santa Cruz Metropolitan Transit District is authorized to submit an amended claim for STA funds in the amount of \$1,549,626 for FY 2002 based upon the current State Controller's Allocation Estimate of January 31, 2001. Said claim accompanies this resolution and is incorporated by reference.

**PASSED AND ADOPTED** this 20<sup>th</sup> day of April 2001 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

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

SHERYL AINSOWRTH  
Chairperson

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

LESLIE R. WHITE  
General Manager

**APPROVED AS TO FORM:**

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

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

ATTACHMENT B

## PUBLIC TRANSPORTATION CLAIM FISCAL YEAR 2002

**TO:** SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
1523 Pacific Avenue  
Santa Cruz, CA 95060

**FROM:** SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
370 Encinal Street, Suite 100  
Santa Cruz, CA 95060

This applicant, the Santa Cruz Metropolitan Transit District, qualified pursuant to Section 992033 of the Public Utilities Code and hereby requests, in accordance with Article 4, Section 6630 of the California Code of Regulations that its amended claim be approved in the amount of:

### **TDA Funding:**

Six million, two hundred forty-two thousand, three hundred three dollars (\$6,242,303).

### **STA Funding:**

One million, five hundred forty-nine thousand, six hundred twenty-six dollars (\$1,549,626).

For Fiscal Year 2002 to be drawn from the local transportation trust fund of the following respective county in the following respective amount:

<u>COUNTY</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
Santa Cruz	Transportation Development Act	\$6,242,303
Santa Cruz	State Transit Assistance Funds	<u>\$1,549,626</u>
		\$7,791,929

When approved, please transmit this claim for payment. Approval of the claim and payment by the County Auditor to this operator is subject to such monies being on hand and available for distribution, and to the provisions that such monies shall be used only in accordance with the terms of the approved annual financial plan.

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**BY:** \_\_\_\_\_  
LESLIE R. WHITE  
General Manager

**DATE:** April 23, 2001

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 23, 2001

**TO:** Executive Director, SCCRTC

**FROM:** General Manager, SCMTD

**SUBJECT: FY2002 PUBLIC TRANSPORTATION CLAIM DISBURSEMENT  
REQUIREMENT**

Disbursement of the Santa Cruz Metropolitan Transit District's FY2002 claims for TDA funds (\$6,242,303.00) and STA funds (\$1,549,626.00) is requested as follows:

1. TDA FUNDING FOR FY 2001-2002

<u>Disbursement Schedule</u>	<u>Operating Funds</u>	<u>Total Disbursement</u>
First Quarter	\$ 1,560,575.75	\$ 1,560,575.75
Second Quarter	\$ 1,560,575.75	\$ 1,560,575.75
Third Quarter	\$ 1,560,575.75	\$ 1,560,575.75
Fourth Quarter	<u>\$ 1,560,575.75</u>	<u>\$ 1,560,575.75</u>
	\$ 6,242,303.00	\$ 6,242,303.00

2. STA FUNDING FOR FY 2001-2002

<u>Disbursement Schedule</u>	<u>Capital Funds</u>	<u>Total Disbursement</u>
First Quarter	\$ 387,406.50	\$ 387,406.50
Second Quarter	\$ 387,406.50	\$ 387,406.50
Third Quarter	\$ 387,406.50	\$ 387,406.50
Fourth Quarter	<u>\$ 387,406.50</u>	<u>\$ 387,406.50</u>
	\$ 1,549,626.00	\$ 1,549,626.00

This schedule will prevent the District from going into a deficit cash position. The STA funds will be used to fund transit projects included in the District's Capital Improvement Program.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 20, 2001  
**TO:** Board of Directors  
**FROM:** Mark Dorfman, Assistant General Manager  
**SUBJECT: CONSIDER A RESOLUTION AUTHORIZING A GRANT APPLICATION TO THE AIR DISTRICT FOR AB 2766 FUNDS FOR CNG FACILITIES**

## I. RECOMMENDED ACTION

**Adopt a resolution authorizing staff to submit an application for \$200,000 to the Air District for CNG facilities.**

## II. SUMMARY OF ISSUES

- The Air District is soliciting grant applications for the FY2002 AB 2766 Motor Vehicle Emission Reduction Grant Program.
- By applying for AB 2766 funds, the District may obtain financial assistance up to the maximum amount of \$200,000 for the construction of CNG fueling facilities.
- FY 2002 AB 2766 applications are due to the Air District May 31, 2001

## III. DISCUSSION

Since 1991, the Monterey Bay Unified Air Pollution Control District (Air District) has solicited applications annually for the AB 2766 Motor Vehicle Emissions Reduction Program. This program is funded from approximately \$2 million collected by the California Department of Motor Vehicles from the \$4.00 annual vehicle registration fee in the Monterey Bay region.

In order to comply with more stringent air quality standards adopted by the California Air Resources Board, the SCMTD Board of Directors adopted Compressed Natural Gas as the alternative fuel to be used for transit buses. Currently, Santa Cruz County does not have a CNG fueling facility for transit buses. The District is currently soliciting bids for procurement of up to 8 CNG buses which will be delivered before the MetroBase CNG fueling facilities are available.

This project, if funded by the Air District, would enable the District to construct a fueling facility independent of the MetroBase construction schedule. AB 2766 funds could provide up to \$200,000 for construction of CNG fueling station. Last year, the District applied for and received \$100,000 in AB2766 funds to retrofit the Minor Maintenance Facility to perform repair work on CNG fueled vehicles.

In order to be considered in this year's AB 2766 program, grant applications must be submitted to the Air District by May 31, 2000. The Air District staff will rank all applications based upon each project's contribution to air quality improvement, and the Air District Board will select projects to be funded at its August, 2001 meeting.

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

A grant award from the Air District from this application would provide up to \$200,000 for constructing CNG fuel facilities at MetroBase.

#### **V. ATTACHMENTS**

**Attachment A:** Resolution Authorizing the Filing of a grant application to the Monterey Bay Unified Air Pollution Control District.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Resolution No. \_\_\_\_\_

On the Motion of Director: \_\_\_\_\_

Duly Seconded by Director: \_\_\_\_\_

The Following Resolution is Adopted:

## **RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AUTHORIZING AN APPLICATION TO THE MONTEREY BAY UNIFIED AIR POLLUTION CONTROL DISTRICT FOR COMPRESSED NATURAL GAS FACILITIES**

**WHEREAS**, Assembly Bill 2766 authorizes air pollution control districts to impose a motor vehicle registration surcharge fee to be used to reduce air pollution from motor vehicles to implement the California Clean Air Act of 1988; and

**WHEREAS**, the Monterey Bay Unified Air Pollution Control District (Air District) is responsible for the administration of the surcharge fee collected on vehicles registered in Monterey, Santa Cruz and San Benito Counties; and

**WHEREAS**, the Air District has set aside the funding of the FY 2002 AB 2766 Motor Vehicle Emission Reduction Program and is authorized to make grants from this set-aside; and

**WHEREAS**, it is in the interest of the Santa Cruz Metropolitan Transit District to submit an application in the maximum amount of \$200,000 to the Air District to construct Compressed Natural Gas fueling facilities to support the public transit fleet

**NOW, THEREFORE, BE IT RESOLVED**, that the Secretary/General Manager is authorized to submit an application and to execute a grant agreement with the Monterey Bay Unified Air Pollution Control District on behalf of the Santa Cruz Metropolitan Transit District for construction of Compressed Natural Gas fueling infrastructure at District facilities.

**PASSED AND ADOPTED** this 20<sup>th</sup> day of April, 2001 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

**APPROVED** \_\_\_\_\_  
SHERYL AINSWORTH  
Chairperson

**ATTEST** \_\_\_\_\_  
LESLIE R. WHITE  
General Manager

**APPROVED AS TO FORM:**

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

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 20, 2001

**TO:** Board of Directors

**FROM:** Kim Chin, Planning and Marketing Manager

**SUBJECT: CONSIDERATION OF APPROVAL FOR AMENDING THE CONTRACT WITH NELSON NYGAARD TO COMPLETE ADDITIONAL ITEMS FOR RECERTIFICATION**

## I. RECOMMENDED ACTION

**The purpose of this staff report is to seek board approval for amending the contract with Nelson Nygaard to complete additional items related to Recertification. The staff report also outlines for the board's information, a range of cost estimate for the implementation of the interview and functional testing components.**

## II. SUMMARY OF ISSUES

- The Board previously approved the recommendations from Nelson Nygaard on the Recertification Plan at the March 16, 2001 meeting.
- The Board directed staff to work with Nelson Nygaard to develop cost estimates for assisting in the development of a competitive procurement for the interview and functional testing components, as well as a range of costs for implementing them.
- In addition, the Board also directed staff to work with Nelson Nygaard to develop an estimated timeline outlining the steps leading to the start of the Recertification process.
- Attached is a memorandum from Nelson Nygaard that responds to the Board's direction.

## III. DISCUSSION

At the last meeting on March 16, 2001, Nelson Nygaard presented eight key issues pertaining to the determination of an applicant's eligibility consistent with the requirements of the Americans with Disabilities Act (ADA) of 1990. The Board considered the consultant's recommendations and unanimously approved them. These eight key issues form the framework for the implementation of the Recertification Program.

In response to the Board's direction, the consultant has developed a technical memorandum that addresses three important points. These are:

1. Estimated Costs for the Implementation of the Recertification Program,
2. Estimated Timeline for the Implementation of the Recertification Program, and
3. Consultant's proposal to assist in the development of the Request for Proposals (RFP) for selection of qualified organizations to implement the interview and functional testing components of the Recertification Program.

The technical memorandum is attached for the Board's review and consideration.

Items 1 and 2 are for the Board's information and do not require board action at this time. If the Board approves Item 3, METRO will amend the contract with Nelson Nygaard to complete this work.

The consultant's proposal to assist in the development of the competitive procurement includes four meetings that coincide with critical milestones in the process. The community meetings are consistent with the extensive community outreach that was a part of earlier activities associated with this project. A high degree of community involvement is necessary in order to ensure success in the program's implementation. The budget identified by the consultant for this work is \$11,241 which includes the four community meetings, development of solicitation materials and providing technical assistance in the evaluation of proposals for the interview and functional components.

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

Budget proposed for this contract amendment is \$11,241.

#### **V. ATTACHMENTS**

**Attachment A:** Nelson Nygaard Technical Memorandum and Cost Proposals



833 Market Street, Suite 900  
San Francisco, CA 94103-1814  
(415) 284-1544 FAX: (415) 284-1554

## MEMORANDUM

**To:** Les White  
**From:** Richard Weiner  
**Date:** April 5, 2001  
**Subject:** Follow-up on March Board Presentation

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This memorandum addresses the following three items that were raised at the METRO Board meeting on March 16, 2001:

- Estimated Costs of ADA Paratransit Recertification Program
- Recertification Timeline
- Nelson\Nygaard Budget Proposal for Amendment to Contract to Complete Solicitation Process

### 1. Estimated Recertification Program Costs

The spreadsheet at the end of this memorandum presents three scenarios for the estimated costs of recertifying current ADA registrants and those expected to apply in subsequent years. The total costs of recertification are determined in a one year period, but this may be spread out over eighteen months. The scenarios represent a low, medium, and high estimate of costs. Three of the key assumptions that form the basis of these estimates are the number of current registrants who are expected to reapply, the number expected in subsequent years, and the division between interviews, functional assessments, and cognitive/ visual assessments. These assumptions are discussed briefly below.

## **APPLICATIONS BY CURRENT REGISTRANTS**

There are currently over 8,000 individuals on METRO's ADA paratransit database. All of these (with a few exceptions for hardship cases) will be required to reapply for certification. In order to determine the actual number who will reapply, we need to consider the fact that the files have not been purged in over eight years. As a result, there are many names in the database of individuals who are either deceased or have left the county. In addition, there are individuals who will not reapply as they realize that under the more accurate certification procedures they are unlikely to be found eligible. Since we do not have actual numbers for either of these groups, we can look at the experience of other systems that have undergone recertification to provide an indication of what may be expected in Santa Cruz County.

In Las Vegas, which had a comparably open-ended certification process before recertification, about half of the 18,000 registrants reapplied. In Tucson, where the files had also not been purged over many years, of the 14,000 individuals who received invitations to reapply, 5,500 were found ADA eligible out of the approximately 7,000 who reapplied. For the purposes of this analysis, we are therefore assuming that between 40% and 75% of those in the current database will reapply.

## **NEW APPLICATIONS**

In the past two years METRO has certified about 150 new applicants each month. Since the public currently views certification as being virtually automatic, we anticipate that when the more accurate process is installed and there are individuals who will be denied eligibility, the expected number of new applications will decline. We are therefore assuming new applications in the range of 100 to 166 per month.

## **DIVISION OF IN-PERSON ASSESSMENTS**

The breakdown of interviews, functional, cognitive and visual assessments is significant in the estimation of costs because of the substantial differences in costs of each of these assessments. The recommended plan that was presented to and agreed upon by the Board assumed that a small minority of assessments would require functional assessments. This is reflected in the range of 8 – 10% functional assessments assumed in the budget projections.

### **2. Proposed Budget for Amendment to Nelson\Nygaard Contract**

The last page of this memorandum presents a proposed budget for the amendment to the current contract in order to guide the District through the solicitation process of securing the Recertification contractor. The budget assumes a significant level of community input into this process, including three meetings with a working group, known as the Recertification Implementation Task Force, that will be specifically created by District staff for this purpose. The Task Force meetings will consist of the following: 1) Presentation of Draft RFP Work Scope, 2) Review of Task Force Comments, 3) Presentation of Draft Final RFP. These will be followed by a presentation to the Board. The total cost will be \$11,241.

### 3. Estimated Recertification Timeline

The table below presents the milestones required for implementation of the ADA Paratransit Recertification Plan. Actual completion dates may vary from those listed below:

Milestone	Completion Date
Informational Materials for Applicants Completed	June
Eligibility Coordinator Hired	July
Development of Solicitation Materials	August
RFP Released	August
Contractor Hired	September
Training of Contractor Employees	October
Application Materials Distributed	November
Bus Mock-ups Installed	November
Appeals Process Formalized	November
First Applicants Screened	January 2002
Recertification of Current Registrants Completed	June 2003

**PROJECTED COSTS OF METRO ADA ELIGIBILITY CERTIFICATION PROGRAM**

	<u>LOW</u>	<u>MEDIUM</u>	<u>HIGH</u>
<b>A. LABOR COSTS</b>			
Recertification of Current Registrants	\$ 81,460	\$ 124,067	\$ 188,400
Plus New Applicants	\$ 10,584	\$ 29,730	\$ 42,800
<b>B. CAPITAL COSTS (One-Time Fixed Costs)</b>			
Certification database software	\$ 35,000	\$ 45,000	\$ 60,000
Bus Mock-ups	\$ 5,000	\$ 5,000	\$ 5,000
<b>C. TRANSPORTATION COSTS</b>			
Round Trip Cost	\$ 35	\$ 40	\$ 45
Transportation Cost (First Year)	\$ 105,000	\$ 160,000	\$ 270,000
Transportation Cost (Subsequent Years)	\$ 42,000	\$ 72,000	\$ 90,000
<b>Total First Year Cost</b>	<b>\$ 237,044</b>	<b>\$ 363,797</b>	<b>\$ 566,200</b>
<b>Annual Costs after First Year</b>	<b>\$ 107,584</b>	<b>\$ 159,730</b>	<b>\$ 192,800</b>

**Assumptions**

# Recertified:	3,000	4,000	6,000
# New Annual Applications	1,200	1,800	2,000
Eligibility Coordinator Salary (incl. benefits)	\$ 55,000	\$ 58,000	\$ 60,000
Interviews/Hour	3	2	2
Functional/Hour	2	1.5	1.5
Hourly Salary/ Assessor	\$ 28	\$ 28	\$ 33
Cost/ Interview	\$ 238	\$ 14	\$ 17
Cost/ Functional Assessment	\$ 12	\$ 19	\$ 22
Cost/ Cognitive or Visual Assessment***	\$ 50	\$ 55	\$ 60
% Interviews	90%	85%	80%
% Functionals	8%	10%	10%
% Cognitive/ Visual	2%	5%	10%

**SANTA CRUZ METRO - RECERT. SOLICITATION BUDGET**

Tasks	Staff	Total Team Hours		Total Labor Cost (\$)	Mail Phone Fax	Travel	Translations Printing Supplies	Total Cost/Task	Subconsultant				
		Weiner	Production						Perrone	5% Fee on	Subs and	Total Cost	
		Hourly Billing Rate:							\$65	Direct Costs			
									Labor	Expenses	Total Cost		
1 Four meetings/ Presentations		32	4	\$3,039	\$40	\$300	\$40	\$3,419	4	20	\$280	\$185	\$3,884
2 Development of Solicitation Materials		36	10	\$3,746	\$40			\$3,786	16	20	\$1,060	\$242	\$5,089
3 Evaluation of proposals		20	0	\$1,750	\$0			\$1,750	6	20	\$410	\$108	\$2,268
Total Hours by Staff		88	14	102					26				\$0
Total Budget (\$)		\$7,702	\$834	\$8,536	\$80	\$300	\$40	\$8,956		\$60	\$1,750	\$535	\$11,241