

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA JUNE 8, 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. None
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 5/11/01 AND 5/18/01 AND REVISED BOARD MEETING MINUTES OF 4/13/01 (See Item 7-15 for vote revision)
Minutes: Attached
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
Report: Attached
- 7-3. ACCEPT AND FILE PASSENGER LIFT REPORT FOR MAY 2001
Report: To be included in the Add-On Packet
- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the claim of: Douglas Overton
Claim: Attached
- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 5/17/01
Minutes: Attached
- 7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 5/16/01
Minutes: Attached

* Please note: Location of Meeting Place

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- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR APRIL 2001,
APPROVAL OF BUDGET TRANSFERS
Staff Report: Attached
- 7-8. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR
MARCH AND APRIL 2001
Staff Report: March Report Attached
April Report is to Be Included in Add-On Packet
- 7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR APRIL 2001
Staff Report: Attached
- 7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE STATUS
REPORT
Staff Report: Attached
- 7-11. CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF TWO PHOTOCOPIERS
Staff Report: Attached
- 7-12. CONSIDERATION OF RENEWAL OF LIABILITY AND PHYSICAL DAMAGE
INSURANCE COVERAGE WITH CALTIP FOR FY 01-02
Staff Report: Attached
- 7-13. CONSIDERATION OF RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY
01-02
Staff Report: Attached
- 7-14. CONSIDERATION OF APPROVAL OF A LEASE AMENDMENT FOR MC DONALD'S
FOOD RESTAURANT AT THE WATSONVILLE TRANSIT CENTER FOR A RENT
REDUCTION AND A CHANGE IN THE TERM OF THE EXTENSION
Staff Report: Attached
- 7-15.a. CONSIDERATION OF AMENDING BYLAWS THROUGH APPROVAL OF
RESOLUTION NO. 69-2-1 TO SET REGULAR BOARD MEETINGS TO BEGIN
AT 9:00 A.M., TO ADD ENDING TIMES TO THE REGULAR BOARD
MEETINGS, AND TO ENSURE BI-LINGUAL INTERPRETERS ARE PRESENT
AT PUBLIC HEARINGS, WHEN APPROPRIATE
Action Required at the June 8, 2001 Meeting
- b. CONSIDERATION OF ALTERNATE MEETING LOCATIONS AND NIGHT
MEETINGS FOR THE REGULAR BOARD MEETING
Staff Report: Included with Staff Report for 7-15a.
- 7-16. CONSIDERATION OF A REQUEST TO CONSTRUCT ONE KIOSK AT THE
WATSONVILLE TRANSIT CENTER
Staff Report: Attached

- 7-17. CONSIDERATION OF APPROVAL OF LEASE FOR SCOTTS VALLEY TRANSIT CENTER TENANT
Staff Report: Attached
- 7-18. CONSIDERATION OF STATUS OF CALIFORNIA TRAFFIC CONGESTION REDUCTION PROGRAM (TCRP)
Staff Report: Attached
- 7-19. CONSIDERATION OF AUTHORIZATION TO RENEW AGREEMENT WITH SANTA CRUZ COUNTY FOR ACQUISITION AND RELOCATION ASSISTANCE SERVICE
Staff Report: Attached
- 7-20. CONSIDERATION OF AUTHORIZATION TO RENEW CONTRACT WITH UNIVERSITY OF CALIFORNIA, SANTA CRUZ
Staff Report: Attached
- 7-21. ACCEPT AND FILE QUARTERLY PERFORMANCE REPORT, THIRD QUARTER 2000/01
Staff Report: To be included in the Add-On Packet
- 7-22. ACCEPT AND FILE QUARTERLY RIDERSHIP REPORT, THIRD QUARTER 2000/01
Staff Report: Attached

REGULAR AGENDA

- 8. CONSIDERATION OF ADOPTION OF RESOLUTION APPROVING FY 01-02 FINAL BUDGET; AUTHORIZATION OF BOARD MEMBER TRAVEL; APPROVAL OF EMPLOYEE INCENTIVE PROGRAM; AUTHORIZATION OF STAFFING LEVELS; AND APPROVAL OF JOB SPECIFICATIONS AND SALARY RANGES FOR ASSISTANT HUMAN RESOURCES MANAGER, PARATRANSIT ADMINISTRATOR, AND ELIGIBILITY COORDINATOR
Presented by: Elisabeth Ross, Finance Manager
Staff Report: Attached
- 9. CONSIDERATION OF USING BIO-DIESEL TO MEET THE INTERIM FUEL REQUIREMENTS OF THE CALIFORNIA AIR RESOURCES BOARD
Presented by: Les White, General Manager
Staff Report: Attached
- 10. AUTHORIZATION TO EXERCISE OPTION TO PURCHASE EIGHT COMPRESSED NATURAL GAS BUSES FROM PIERCE TRANSIT WITH NEW FLYER OF AMERICA
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached

11. CONSIDERATION OF COMPLIANCE WITH FEDERAL REGULATIONS REGARDING BUS STOP ANNOUNCEMENTS (SUPPLEMENTAL II)
Presented by: Bryant Baehr, Operations Manager
Staff Report: Attached
12. CONSIDERATION OF CHANGE IN CONTRACT WITH THE SANTA CRUZ POLICE DEPARTMENT TO PROVIDE ADDITIONAL SECURITY SERVICES IN AND AROUND METRO CENTER
Presented by: Bryant Baehr, Operations Manager
Staff Report: Attached
13. CONSIDERATION OF THE SERVICE REVIEW AND PLANNING COMMITTEE COMPOSITION
Presented by: Les White, General Manager
Staff Report: Attached
14. CONSIDERATION OF REQUEST BY MASTF FOR SENSITIVITY TRAINING FOR MEMBERS OF THE BOARD OF DIRECTORS AND METRO MANAGEMENT
Presented by: Kim Chin, Planning and Marketing Manager
Staff Report: Attached
15. CONSIDERATION OF AWARD OF CONTRACT FOR REPAIRS TO OPERATIONS PARKING LOT
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
16. CONSIDERATION OF AWARD OF CONTRACT FOR HEATING, VENTILATION AND AIR CONDITIONING (HVAC) REPLACEMENT AT SANTA CRUZ METRO CENTER
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
17. CONSIDERATION OF AWARD OF CONTRACT FOR PREPARATION OF PARATRANSIT POLICIES AND PROCEDURES
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
Action required at the June 8, 2001 Meeting
18. CONSIDERATION OF POLICY REGARDING THE PARATRANSIT SERVICE AREA AND THE PROVISION OF TRANSPORTATION SERVICE OUTSIDE OF THE AREA
Presented by: Les White, General Manager
Staff Report: Attached
19. CONSIDERATION OF WORKSHOP MEETING ON SEPTEMBER 14, 2001, TO DISCUSS REVENUE ENHANCEMENT
Presented by: Les White, General Manager
Staff Report: Attached

20. CONSIDERATION OF LEASING A TROLLEY REPLICIA SPECIALTY VEHICLE FOR DEMONSTRATION PROJECT ON THE SANTA CRUZ BEACH SHUTTLE
Presented by: Les White, General Manager
Staff Report: Attached
21. CONSIDERATION OF AUTHORIZING STAFF TO NEGOTIATE WITH FOOD AND NUTRITION SERVICES FOR THE ASSIGNMENT OF PARATRANSIT VANS FOR THE PROVISION OF COMPLIMENTARY ADA PARATRANSIT SERVICE
Presented by: Les White, General Manager
Staff Report: Attached
22. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel
23. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

SECTION II: CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL - THREATENED LITIGATION
Pursuant to Government Code Section 54956.9 (b)(3)(E).
 - a. Fahmey Ma'Awad
 - b. Deborah Lane

SECTION III: RECONVENE TO OPEN SESSION

1. REPORT OF CLOSED SESSION

ADJOURN

NOTICE TO PUBLIC

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

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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 contact Dale Carr at 426-6080 at least 72 hours in advance of the Board of Directors meeting.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

May 11, 2001

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, May 11, 2001 at the District Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice-Chairperson Reilly called the meeting to order at 8:30 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Bruce Gabriel
Michelle Hinkle
Mike Keogh
Christopher Krohn
Dennis Norton
Emily Reilly

DIRECTORS ABSENT

Jeff Almquist
Jan Beautz (arrived at 8:50 a.m.)
Tim Fitzmaurice
Rafael Lopez
Ex-Officio Mike Rotkin (arrived at 8:50 a.m.)

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
Mary Ferrick, Transit Supervisor
Terry Gale, IT Manager

Margaret Gallagher, District Counsel
Tom Hiltner, Grants/Legis. Analyst
David Konno, Fac. Maint. Manager
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

Patti Korba, SEA
Ian McFadden, UTU
Gillian McGlaze, PSA
John Mellon, VMU
Bonnie Morr, UTU

Barbie Schaller
Candace Ward, UCSC
Peggy Weaver, SEIU
Linda Wilshusen, SCCRTC

THE CONSENT AGENDA WAS TAKEN OUT OF ORDER.

CONSENT AGENDA

7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 4/13/01 AND 4/20/01 AND SPECIAL BOARD MEETING MINUTES OF 4/13/01

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 APRIL 2001

No questions or comments.

7-4. CONSIDERATION OF TORT CLAIMS: Deny the claims of: State Farm Insurance (Subro. Mathew Smith); Dorothy Gray; Ray Polanco

No questions or comments.

7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 4/19/01

No questions or comments.

7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 4/18/01

Director Gabriel stated that the Board meeting locations and times have been added to the MUG agenda for their May meeting.

7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR MARCH 2001, APPROVAL OF BUDGET TRANSFERS, AND APPROVAL OF CHANGE IN AUTHORIZED PERSONNEL IN HUMAN RESOURCES DEPARTMENT FROM ONE PART-TIME ADMINISTRATIVE SPECIALIST TO ONE FULL-TIME ADMINISTRATIVE SECRETARY

Pattie Korba stated that she is happy to see the job description for the HRD secretary is for full time, thus allowing more support to the entire department.

7-8. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR MARCH 2001

No questions or comments.

7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR MARCH 2001

No questions or comments.

7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE STATUS REPORT

No questions or comments.

ITEMS 8, 9 AND 10 WERE TAKEN OUT OF ORDER.

8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

No questions or comments.

9. CONSIDERATION OF REPORT ON FINANCIAL IMPACTS OF RESTRICTING BUS ADVERTISING

Summary:

Kim Chin explained that there are three categories regarding performance: paint damage resulting from installation and removal of advertising, a full-time local installer, content and quality of some of the ads. The District's contract with Obie Advertising commenced in 1997 and is for five years, expiring in November 2002. The District is currently in Year 4 of the contract. To mitigate the damage to the paint, Obie has produced promotional ads at no charge, which will conceal the paint damage. Mr. Chin outlined the financial implications of discontinuing the contract on the attachment to his staff report. Mr. Chin further noted that the contract is based on the calendar year so this may affect two fiscal year periods.

Discussion:

Chairperson Ainsworth inquired about "framed" ads instead of "wraps" and was informed that Monterey-Salinas Transit (MST) has recently opted not to renew their contract with Obie Advertising as they were interested in "framed" advertising and Obie was not. Staff will return to the Board on 5/18/01 with the cost of "framed" advertising on a per bus basis. Ian McFadden suggested that ads be approved prior to placing them on the buses. Director Reilly asked if there were other cities who discontinued bus advertising and what effect this had on their ridership. Mr. Dorfman suggested an option of not allowing advertising on the new buses as they arrive and to adjust the budget over time to accommodate for the gradual loss of revenue. Chairperson Ainsworth discussed public service announcements in lieu of advertising. Director Krohn asked if other communities limit any other types of advertising besides tobacco, alcohol and pornography. Mr. White responded that this is a controversial topic due to the Free Speech Amendment.

**10. CONSIDERATION OF REQUEST TO OPERATE THE HOMELESS SHUTTLE
NOVEMBER 15, 2001, TO APRIL 15, 2002**

Summary:

Les White informed the Board that he received a request in January from the Homeless Services Center for the homeless shuttle to operate. This was an emergency request. The District provided a homeless shuttle from February 5th, 2001, through April 15th, 2001, at a cost of \$18,760.00. Fare revenue was received in the amount of \$9,238.00 with the District absorbing the deficit of \$9,522.00.

Another request was received recently for the homeless shuttle to operate from November 15, 2001, through April 15, 2002. The estimated cost for this shuttle is \$37,164.00. The deficit for this shuttle is anticipated to be \$18,582.00. Staff recommends that the City and County be approached for a contribution of \$5,000 each with the District paying 23%, which the Board had previously established as its portion to fund various shuttles.

Discussion:

Director Krohn inquired as to the "cost per rider" on this shuttle. This information will be supplied to him. He further asked that Staff request contributions from other City Councils and the Board of Supervisors for this shuttle. Ian McFadden asked about the old bus that was previously sold to the Homeless Services Center and was informed by Ex Officio Rotkin to contact Ken Cole about possibly selling the bus back to the District.

**VICE-CHAIRPERSON REILLY RETURNED TO ORAL AND WRITTEN COMMUNICATIONS
AT THIS TIME.**

2. ORAL AND WRITTEN COMMUNICATION

Not Prior to 9:00 a.m.

a. Patricia Spence RE: ADA Accessibility of Council Chambers

Oral:

Peggy Weaver, SEIU Local 415, reported that the collective bargaining process has begun with the District. It is anticipated that the negotiations will be concluded by June 30, 2001. Ms. Weaver added that all the economic proposals are aimed at retaining current employees and recruiting new employees.

Barbie Schaller submitted two letters to the Board requesting holiday bus service on July 4, 2001. This service is needed to transport County seniors to the 4th of July celebration being held at the Harvey West Park. Ms. Schaller obtained over 100 signatures from seniors who are interested in this service.

Laura Scribner, Seniors Recreation Supervisor and Supervisor at the Loudon Nelson Community Center, also submitted letters requesting this July 4th service. Ms. Scribner also asked the Board to put this item on the June agenda for discussion. Mr. White

recommended that this be agendized for the May 18th Board meeting when Staff will return with a recommendation after discussing this with UTU. Director Beautz asked Staff to look at all the holidays in this regard.

Mr. Fahmy Ma'Awad stated that there are fireworks in Watsonville for which people would like transportation and that the bus schedule would not need to be the same as regular days of service. He agreed that the Harvey West event is good for seniors but not for everyone.

ACTION: MOTION: DIRECTOR GABRIEL SECOND: DIRECTOR KROHN

Agendize this item for the Board Meeting of May 18, 2001.

Motion passed unanimously with Directors Almquist, Fitzmaurice and Lopez absent.

3. LABOR ORGANIZATION COMMUNICATIONS - Not Prior to 9:00 a.m.

No questions or comments.

4. METRO USERS GROUP (MUG) COMMUNICATIONS - Not Prior to 9:00 a.m.

No questions or comments.

**5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS
Not Prior to 9:00 a.m.**

No questions or comments.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None

REGULAR AGENDA

**11. PUBLIC HEARING ON FY 2001-2002 DRAFT FINAL BUDGET
PUBLIC HEARING WILL TAKE PLACE AT 5/18/01 BOARD MEETING**

Summary:

Elisabeth Ross pointed out that there was an error on the agenda. This item is for public input only and not for action at this point. Final approval would not be until the June Board Meeting. Staff will meet with Union representatives on Monday, May 14th, to review the budget. Board members are invited to attend this meeting. This budget proposes the same level of service with no service specified on July 4th. There were some minor service improvements that were deleted until next year. The only new staff position would be for the Paratransit Program Manager and Eligibility Service Coordinator. Ms. Ross reviewed the TDA revenues.

Discussion:

Linda Wilshusen, SCCRTC, added that the County Auditor recommended that the Transportation Commission increase the TDA reserves to 5%, which could affect the amount that goes out to the claimants. Ms. Ross identified Attachment C to the staff report as outlining the capital needs of the District. Mr. White referred the Board to the "operating revenues - special transit fares" and noted that fares from UCSC are projected to increase by 24.5% due to implementation of bi-directional service on campus. Improvements on campus to facilitate bi-directional service are anticipated to be completed this Fall. This revenue line will be monitored on a month-by-month basis. Ex Officio Director Rotkin inquired as to why the draft final budget anticipates a 12% increase in paratransit fares when the District is experiencing a flat demand increase. Ms. Ross responded that with the recertification process, it is anticipated that ridership will once again pick up. Director Keogh asked Staff to be careful on the sales tax expectations. There was a discussion on the Highway 17 service and anticipated increases in "reverse" commutes. Bryant Baehr added that Staff is emphasizing the Soquel Park and Ride lot to increase ridership on Highway 17. Director Norton asked for a cost/benefit analysis on what increased service at UCSC is costing the public and was informed that service is not increasing, it is only going bi-directional, which is revenue without expense. Chairperson Ainsworth asked Staff for an in-depth analysis of the Highway 17 corridor, as the fare seems low to her. Mr. White added that if the District takes over the Amtrak connector service, it would be eligible for State revenue in the amount of approximately \$500,000 to support this service. Then, discussions should take place on changes to the Highway 17 service. Staff will bring the decision to the Board in June or July as to whether there will be an agreement with Amtrak/Caltrans/VTA and METRO or if METRO will run independently thereby initiating service discussions with VTA. If this occurs, the METRO Board and VTA Board will need to meet for discussions.

Ms. Ross stated that she had checked with other agencies regarding their sales tax expectations. Candace Ward inquired about the aggregate billing system and when it would be implemented for the university. Mr. Dorfman responded that with the installation of the new farebox system, Staff will use the aggregate billing system with faculty and staff for the coming year. However, the passes would need to be a swipe card. Ms. Ward asked that Staff discuss this with her in the near future.

12. CONSIDERATION OF RECOMMENDATION TO APPROVE ASSESSMENT FOR COOPERATIVE RETAIL MANAGEMENT DISTRICT

Summary:

Mark Dorfman reported that the District has two properties in the downtown area. The District's assessment for the Downtown Host Program is \$2,547.75.

ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR AINSWORTH

Move this item to the Consent Agenda for the Regular Board Meeting of 5/18/01.

Motion passed unanimously with Directors Almquist, Fitzmaurice and Lopez absent.

13. CONSIDERATION OF AUTHORIZATION TO OPERATE THE SANTA CRUZ BEACH SHUTTLE PROGRAM

Summary:

Mark Dorfman confirmed that the District has received a letter from the City stating that they intend to run the Summer Beach Shuttle and that they have allocated \$45,000 for next year's service. The District's share of 23% would be \$8,571; the City's share would be \$28,694.

ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR BEAUTZ

Move to Consent Agenda for the Regular Board Meeting of 5/18/01.

Motion passed unanimously with Directors Almquist, Fitzmaurice and Lopez absent.

Discussion:

There was discussion regarding the "full wrap" advertising on one of the buses on this route and also of the contra flow bike lane on Beach Street. Mark Dorfman pointed out that the City still hasn't reimbursed the District for this service last year. It should be brought to the City's attention that payment should be made by the conclusion of service for the year.

**ACTION: AMENDMENT TO MOTION: DIRECTOR KEOGH
SECOND: DIRECTOR BEAUTZ**

Strongly urge the City to pay the amount in arrears and to pay for future service in a timely manner.

There was further discussion regarding specialty vehicles, such as trolleys with a potential conversion to electric power. Directors Krohn and Norton will obtain ridership figures for the last three years as it relates to specialty vehicles being used in their jurisdictions. Mr. Dorfman stated that Staff would contact other districts regarding their shuttles. Mr. Ma'Awad asked the Board to consider rear-loading capabilities to accommodate wheelchairs for any new shuttles acquired.

Motion passed unanimously with Directors Almquist, Fitzmaurice and Lopez absent.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR AINSWORTH

Direct Staff to draft a sample letter of what the Board would say to the City Council regarding a dedicated bus lane and place this on the June Board Meeting agenda. If this issue comes before the Santa Cruz City Council prior to the June Board Meeting, Staff is authorized to state the Board's general concerns to the City Council.

Motion passed unanimously with Directors Almquist, Fitzmaurice and Lopez absent.

14. CONSIDERATION OF RENEWAL OF SAN JOSE STATE UNIVERSITY CONTRACT FOR SUBSIDY OF HIGHWAY 17 EXPRESS

Summary:

DIRECTOR BEAUTZ LEFT THE MEETING.

Mark Dorfman reported that the District set up a system with VTA through a Joint Powers Agreement to provide service to the San Jose State University (SJSU) corridor. SJSU asked that two late evening trips be added. SJSU subsidizes these trips Monday through Thursday, when the university is in session, in the amount of \$26,000. Staff is requesting Board authorization to request SJSU's subsidy for these additional trips.

ACTION: MOTION: DIRECTOR GABRIEL SECOND: DIRECTOR KEOGH

Move to Consent Agenda for the Regular Board Meeting of 5/18/01.

Chairperson Ainsworth expressed concern that this issue needs analysis, but she would support the Motion.

Motion passed unanimously with Directors Almquist, Beautz Fitzmaurice and Lopez absent.

15. CONSIDERATION OF RESOLUTION OF SUPPORT FOR EXPANSION OF CAPACITY ON HIGHWAY 1

Discussion:

Ex Officio Director Rotkin asked that Staff keep the Board informed as to any information from the Transportation Commission regarding High-Occupancy Toll (HOT) lanes vs. High-Occupancy Vehicle (HOV) lanes and the number of vehicles predicted to use these, and whether it would affect transit service. Director Reilly asked for a status report on the feasibility study currently being conducted. Director Norton stated it may be premature to send a letter to the Commission as the feasibility study is still being conducted and that information regarding the HOT/HOV lanes will be ready in 4-5 months at which time a clear decision could be made. Linda Wilshusen of the SCCRTC stated that she would provide a status report to the Board from the Commission.

ACTION: MOTION: DIRECTOR NORTON SECOND: DIRECTOR KROHN

Table this issue until the feasibility study is received by the Transportation Commission and the project study report is received regarding HOT and HOV lanes.

AYES: Directors: Ainsworth, Krohn, Norton
NOES: Directors: Keogh, Hinkle, Gabriel, Reilly
ABSTAIN: Directors: None
ABSENT: Directors: Almquist, Beautz, Fitzmaurice, Lopez

The Motion failed.

16. CONSIDERATION OF LETTER OF SUPPORT FOR SB 465 AUTHORIZING THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION TO ACT AS A RAIL/TRAIL AUTHORITY AND ADDING TWO VOTING MEMBERS TO THE COMMISSION

Summary:

Les White reported that the action would be that the Board support the endorsement of the Transportation Commission and to communicate to Senator McPherson that SB 465, amended to deal with both the authorization of the Commission to act as rail/trail authority and to add two voting members to the Commission, is something that the Board would support.

Linda Wilshusen added that the SB 465, technically, adds powers and authority to the Commission in connection with rail right-of-ways in the County but that the Commission has already established itself as a rail/trail authority. Chairperson Ainsworth stated being that this issue is so controversial, she would not support a Motion to move it to the Consent Agenda.

17. DELETED - To Be Brought Back Before the Board in June

18. CONSIDERATION OF COMPLIANCE WITH FEDERAL REGULATIONS REGARDING BUS STOP ANNOUNCEMENTS

Summary:

Bryant Baehr reported that the staff report states the Federal Regulation (in part), what Staff is currently doing to be in compliance with the law, and information regarding current technologies. Chairperson Ainsworth asked for more information on this topic, specifically, other vendor who provide this technology. This information will be brought to next week's Board Meeting. There is no requirement on how the stops are called out, only that it occurs.

Discussion:

Fahmy Ma'Awad stated that the drivers should worry about driving and the passengers' safety. Technology should call the stops. Mr. Dorfman stated that Staff is asking for this technology on the current bus bids. He believes Mr. Ma'Awad is referring to the thirty low-floor buses that are already wired for this technology.

19. CONSIDERATION OF AWARD OF CONTRACT FOR FINANCIAL AUDIT AND TAX SERVICES

Summary:

Tom Stickel reported that background checks and investigations are still being conducted and that Staff would have a report for next week's meeting.

20. CONSIDERATION OF REQUEST FOR AUTHORIZATION TO USE STATE CONTRACT FOR PURCHASE OF PARATRANSIT VAN

Summary:

Tom Stickel reported that the District has received funding for one additional paratransit van. Mr. Stickel also checked into the rollover factor and stated that this vehicle has passed the bus rollover test.

ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR NORTON

Move this item to the Consent Agenda for the 5/18/01 Board Meeting.

Motion passed unanimously with Directors Almquist, Beautz Fitzmaurice and Lopez absent.

21. CONSIDERATION OF AWARD OF CONTRACTS FOR WINDOWS 2000 SERVERS, NETWORK-ATTACHED STORAGE AND SOFTWARE

Summary:

Tom Stickel reported that the District needs to upgrade the servers for its computer system. Results and tabulations of the bidders will be presented to the Board at next week's meeting.

22. CONSIDERATION OF CONTRACT EXTENSION WITH TRANSIT INFORMATION PRODUCTS

Summary:

Mr. Stickel reported that this is an annual renewal for graphic services from Transit Information Products for production of the *Headways*. This vendor is doing a good job at a good price.

ACTION: MOTION: DIRECTOR AINSWORTH SECOND: DIRECTOR KEOGH

Move this item to Consent Agenda for the 5/18/01 Board Meeting.

Motion passed unanimously with Directors Almquist, Beautz Fitzmaurice and Lopez absent.

23. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING BUS AIR, FUEL AND OIL FILTERS

Summary:

Mr. Stickel reported that the District's participation in the Regional Transit Coordinating Council (RTCC) allows it to increase purchase power through volume. The RTCC went out to contract

with Vehicle Maintenance Program for bus air, fuel and oil filters. Staff is requesting authorization to enter into a contract with Vehicle Maintenance Program for the purchase of these filters.

ACTION: MOTION: DIRECTOR AINSWORTH SECOND: DIRECTOR KEOGH

Move to Consent Agenda for the 5/18/01 Board Meeting.

Motion passed unanimously with Directors Almquist, Beautz Fitzmaurice and Lopez absent.

24. CONSIDERATION OF RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE A MASTER AGREEMENT AND SUPPLEMENTAL AGREEMENTS WITH CALTRANS FOR GRANT AWARDS

Summary:

Mark Dorfman reported that the District is a sub-grantee to the State. In order for Staff to purchase buses contained in two grant agreements, they need a master agreement with the State of California to allow us to proceed with these projects and all other projects in the future.

ACTION: MOTION: DIRECTOR AINSWORTH SECOND: DIRECTOR NORTON

Move to Consent Agenda for the 5/18/01 Board Meeting, with a unanimous roll call by the Board for the Resolution.

Motion passed unanimously with Directors Almquist, Beautz Fitzmaurice and Lopez absent.

25. CONSIDERATION OF APPROVAL OF MODIFICATIONS TO CONDITIONS FOR BUS PURCHASE PROJECT

Summary:

Mr. Dorfman stated that the Board would have a staff report at next week's meeting on this item. There are two requirements: a bid bond, and a performance bond which ensures that the vendor follows through with this bus purchase project. Staff is in the "request for approved equals phase" of the bus procurement. Staff is attempting to receive information from other transit districts in this area as to what they have done in this regard.

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

Margaret Gallagher stated that the Board will discuss with their Labor negotiations with regard to Service Employees International Union (SEIU) and the United Transportation Union (UTU).

27. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None

SECTION II: CLOSED SESSION

Vice-Chair Reilly adjourned to Closed Session at 10:45 a.m. and reconvened to Open Session at 11:35 a.m.

SECTION III: RECONVENE TO OPEN SESSION

1. REPORT OF CLOSED SESSION

Margaret Gallagher stated that there is nothing to report from the Closed Session at this time.

ADJOURN

There being no further business, Vice-Chair Reilly adjourned the meeting at 11:35 a.m.

Respectfully submitted,

DALE CARR
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

May 18, 2001

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, May 18, 2001 at the City Hall Council Chambers, 809 Center Street, Santa Cruz, California.

Chairperson Ainsworth called the meeting to order at 8:34 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Tim Fitzmaurice
Bruce Gabriel
Michelle Hinkle
Christopher Krohn
Dennis Norton
Emily Reilly
Ex-Officio Mike Rotkin

DIRECTORS ABSENT

Jeff Almquist
Jan Beautz (arrived at 8:39 a.m.)
Mike Keogh
Rafael Lopez

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
Linda Garbez, Personnel Technician
Mike Goodell, Sr. Database Administrator
David Konno, Fac. Maint. Manager
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

Sharon Barbour, MUG
Bart Cavallaro
Jim Conklin, S.C. Business Council
Mark Hartunian, Liftline
Patti Korba, SEA
Jeff LeBlanc
Debra Lane, MASTF

Fahmy Ma'Awad
Ian McFadden, UTU
Gillian McGlaze, PSA
John Mellon, VMU
Carolyn O'Donnell, TMA
Tom Onan, CCCIL
Barbie Schaller
Candace Ward, UCSC

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

Margaret Gallagher stated that the Board will speak with their Labor Negotiator regarding Service Employees International Union (SEIU) Local 415 regarding labor negotiations. Ms. Gallagher requested that the conference regarding Food and Nutrition Services (FNS) be continued for one month in order to finalize information for that report.

3. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None

SECTION II: CLOSED SESSION

Chairperson Ainsworth adjourned to Closed Session at 8:36 and reconvened to Open Session at 9:11 a.m.

SECTION III: RECONVENE TO OPEN SESSION

1. REPORT OF CLOSED SESSION

Chairperson Ainsworth informed the audience that Closed Session was recessed and that the Closed Session discussion will be concluded at the end of the meeting.

Chairperson Ainsworth reported that Items 12, 13, 14, 20, 22, 23 and 24 were moved to the Consent Agenda at the 5/11/01 Board Meeting.

2. ORAL AND WRITTEN COMMUNICATION

- a. Patricia Spence RE: ADA Accessibility of Council Chambers
- b. Tracy Ackerman RE: MetroBase

3. LABOR ORGANIZATION COMMUNICATIONS

Ian McFadden reported that this week President Bush signed an order revoking General Managers' of public agencies ability to sign project labor agreements in order to have certain facilities built. Mr. McFadden is asking that the Board join the union to encourage Congressman Sam Farr and other Washington representatives to request that Congress overturn this order.

Mr. McFadden also stated that he is taking a leave of absence as UTU's representative to take the position of Transit Planner. Wally Brondstatter will replace Ian as UTU's representative. Mr. McFadden spoke on behalf of Les White and his efforts since being hired. Director Gabriel thanked Ian McFadden and Les White for the cooperative leadership between management and labor.

Diana Dunn introduced herself as the new representative for SEIU Local 415. Peggy Weaver will continue with the SEIU negotiations. Ms. Dunn will resume these duties as new labor issues arise.

4. METRO USERS GROUP (MUG) COMMUNICATIONS

Sharon Barbour reported that the MUG Committee made two motions at their recent meeting, as follows:

1. MUG recommends that the Board approach the United Transportation Union (UTU) regarding a change to their Labor Agreement to allow a member from MUG and MASTF to join the Service Review Committee to provide user input.
2. MUG recommends to the Board that the Board of Directors meetings remain in the same Santa Cruz location each month, rather than rotating locations, and that the meetings remain scheduled during the day, rather than in the evenings.

Director Fitzmaurice requested a report from Staff on the current composition of the Service Review Committee. Ex Officio Director Rotkin asked for a recommendation from management regarding MUG's request for representation from MUG and MASTF on the Service Review Committee.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

Debra Lane reported that the MASTF Committee made four Motions at its recent meeting, as follows:

1. MASTF requests that management conduct an independent survey of Watsonville ridership. Set tentative dates of the survey and report back to MASTF with the status each month. This would then be brought to the Board for approval.
2. MASTF requests that a representative from MASTF be included on the Service Review Committee.
3. MASTF requests Sunday level service for July 4, 2001 and Labor Day 2001. If this is not possible, MASTF requests a firm commitment of restoration of July 4th and Labor Day service for 2002.
4. MASTF hereby informs the Board that they prefer Sunday level service for July 4th but would accept and appreciate three buses for July 4th service this year.

Director Fitzmaurice requested clarification on the Watsonville ridership survey. Sharon Barbour stated that MASTF feels Watsonville is receiving less service than it needs but the Committee doesn't know how much less and in what areas. This survey would be to understand where Watsonville residents feel extra service is needed. Ex Officio Director Rotkin asked management for their recommendation on when it would be appropriate to do this survey, in light of the fact that there is a shortage of both buses and drivers at this time. Director Beutz asked if Watsonville is getting their fair share of service and if there is a fair distribution of the service they are receiving.

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

SECTION III

ADD TO ITEM #2 ORAL AND WRITTEN COMMUNICATIONS
b. Tracy Ackerman RE: MetroBase
(Add written communication)

CONSENT AGENDA:

ADD TO ITEM 7-4 Consideration of Tort Claims: Deny the claims of: Deborah Giguere; Lorraine Pyne
(Add claims)

ADD TO ITEM #7-8 ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR MARCH 2001
(Add Staff Report)

ADD TO ITEM #7-17 CONSIDERATION OF RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE A MASTER AGREEMENT AND SUPPLEMENTAL AGREEMENTS WITH CALTRANS FOR GRANT AWARDS
(Add Attachment B to Staff Report which was originally numbered Item #24)

ADD TO ITEM #11 PUBLIC HEARING ON FY 2001-2002 DRAFT FINAL BUDGET
(Replace Pages 11-C-4 & 11-C-5 with Pages 11-D-1 and 11-D-2)

DELETE ITEM #17 CONSIDERATION OF AMENDING BYLAWS THROUGH APPROVAL OF THE ATTACHED RESOLUTION NO. 69-2-1 TO SET REGULAR BOARD MEETINGS TO BEGIN AT 9:00 A.M., TO ADD ENDING TIMES TO THE REGULAR BOARD MEETINGS, AND TO INSURE BI-LINGUAL INTERPRETERS ARE PRESENT AT PUBLIC HEARINGS WHEN APPROPRIATE. CONSIDERATION OF ALTERNATE MEETING LOCATIONS AND NIGHT MEETINGS FOR THE REGULAR BOARD MEETINGS
(Item postponed to June 15, 2001 Board Meeting)

ADD TO ITEM #18 CONSIDERATION OF COMPLIANCE WITH FEDERAL REGULATIONS REGARDING BUS STOP ANNOUNCEMENTS
(Add Supplemental Staff Report)

ADD TO ITEM #19 CONSIDERATION OF AWARD OF CONTRACT FOR FINANCIAL AUDIT AND TAX SERVICES
(Add Staff Report)

- ADD TO ITEM #21** CONSIDERATION OF AWARD OF CONTRACTS FOR WINDOWS
2000 SERVERS, NETWORK-ATTACHED STORAGE AND
SOFTWARE
(Add Staff Report)
- ADD TO ITEM #25** CONSIDERATION OF APPROVAL OF MODIFICATIONS TO
CONDITIONS FOR BUS PURCHASE PROJECT
(Add Staff Report)
- ADD TO ITEM #26** BUS SERVICE ON THE 4TH OF JULY
(Add Staff Report)

CONSENT AGENDA

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 4/13/01 AND 4/20/01 AND SPECIAL BOARD MEETING MINUTES OF 4/13/01
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
- 7-3. ACCEPT AND FILE PASSENGER LIFT REPORT FOR APRIL 2001
- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the claims of: State Farm Insurance (Subro. Mathew Smith); Dorothy Gray; Ray Polanco, Deborah Giguere; Lorraine Pyne
- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 4/19/01
- 7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 4/18/01
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR MARCH 2001, APPROVAL OF BUDGET TRANSFERS, AND APPROVAL OF CHANGE IN AUTHORIZED PERSONNEL IN HUMAN RESOURCES DEPARTMENT FROM ONE PART-TIME ADMINISTRATIVE SPECIALIST TO ONE FULL-TIME ADMINISTRATIVE SECRETARY
- 7-8. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR MARCH 2001
- 7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR MARCH 2001
- 7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE STATUS REPORT
- 7-11. CONSIDERATION OF RECOMMENDATION TO APPROVE ASSESSMENT FOR COOPERATIVE RETAIL MANAGEMENT DISTRICT
- 7-12. CONSIDERATION OF AUTHORIZATION TO OPERATE THE SANTA CRUZ BEACH SHUTTLE PROGRAM
Staff Report: Attached
- 7-13. CONSIDERATION OF RENEWAL OF SAN JOSE STATE UNIVERSITY CONTRACT FOR SUBSIDY OF HIGHWAY 17 EXPRESS
Staff Report: Attached
- 7-14. CONSIDERATION OF REQUEST FOR AUTHORIZATION TO USE STATE CONTRACT FOR PURCHASE OF PARATRANSIT VAN
Presented By: Tom Stickel, Fleet Maintenance Manager
- 7-15. CONSIDERATION OF CONTRACT EXTENSION WITH TRANSIT INFORMATION PRODUCTS

- 7-16. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING BUS AIR, FUEL AND OIL FILTERS
7-17. CONSIDERATION OF RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE A MASTER AGREEMENT AND SUPPLEMENTAL AGREEMENTS WITH CALTRANS FOR GRANT AWARDS

ACTION: MOTION: DIRECTOR GABRIEL SECOND: DIRECTOR REILLY

Approve Consent Agenda

Motion passed unanimously with Directors Almquist, Keogh and Lopez absent.

REGULAR AGENDA

8. **PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**

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

FIFTEEN YEARS

George Cawaling, Receiving Parts Clerk
Linda Garbez, Personnel Technician

TWENTY YEARS

Bartholomew Barry, Bus Operator
Kathleen Bryant, Bus Operator
James Davidson, Bus Operator
Thomas Forrester, Bus Operator

TWENTY-FIVE YEARS

Robert Gouveia, Transit Supervisor
Elisabeth Ross, Finance Manager

9. **CONSIDERATION OF REPORT ON FINANCIAL IMPACTS OF RESTRICTING BUS ADVERTISING**

Summary:

Kim Chin discussed the Obie Media contract and contract problems. Obie Media has one year left on its five-year contract. Mr. Chin displayed projected advertising revenues utilizing decals vs. frames. Concerns with Obie Media involve a dedicated installer and judgement issues regarding advertising content. Monterey-Salinas Transit (MST) has moved from utilizing Obie Media to framed advertising. Projected revenues received from utilizing decals only are \$168,000; decals and frames - \$127,192; frames only - \$105,504. Estimated costs of installing

the frames is \$300 per bus for acquisition of frames, plus \$300 per bus for installation. Currently, the District prohibits ads for alcohol, tobacco, firearms and pornography. There was discussion regarding First Amendment rights of free speech and how it relates to bus advertising. The benefit to framed advertising is that there is no damage to the bus paint when the ad is removed. Also, if the ad expires or is damaged, the flipside of the advertising cards could be used to promote METRO. Director Krohn asked about utilizing a sole source for bus advertising. Les White added that now would be an appropriate time to switch to frames as the District would receive federal funds up to 80% of the cost of installation. If the contract with Obie Media is changed, the District may need to renegotiate Obie's revenue guarantee.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR KROHN

Move to undo the advertising program.

AYES: Directors: Fitzmaurice, Krohn, Norton, Reilly
NOES: Directors: Ainsworth, Beautz, Gabriel, Hinkle
ABSTAIN: Directors: None
ABSENT: Directors: Almquist, Keogh, Lopez

Motion failed.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR BEAUTZ

Negotiate with Obie Media to move to frames now.

Motion passed unanimously with Directors Almquist, Keogh and Lopez absent.

Director Fitzmaurice requested a report back on Obie Media's position on the content of the advertising. Director Reilly requested a report on the affect on the budget if the District did not advertise on the new buses. Director Krohn requested a report on exclusive advertising (i.e. dealing with only one or a limited number of advertisers). Director Norton stated that Staff should tell Obie Media that the District expects the same revenue return with framed advertising. Les White informed the Board that the decision on advertising on new buses could be changed up until they are in production, and that negotiations with Obie Media could begin immediately. Mr. White will return to next month's Board Meeting with information regarding what ads can and cannot be placed on buses. It was suggested that advertising of alternate transportation be incentivized. Pattie Korba of SEA and John Mellon of VMU both expressed concern over the lost revenue with the conversion to framed advertising.

ITEM #15 WAS TAKEN OUT OF ORDER.

15. CONSIDERATION OF RESOLUTION OF SUPPORT FOR EXPANSION OF CAPACITY ON HIGHWAY 1

ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR GABRIEL

Table this issue until studies are received from the Transportation Commission.

Motion passed unanimously with Directors Almquist, Keogh and Lopez absent.

ITEM #11 WAS TAKEN OUT OF ORDER.

11. PUBLIC HEARING ON FY 2001-2002 DRAFT FINAL BUDGET

Summary:

Elisabeth Ross presented the draft final budget in the amount of \$31.8M. Staff met with Union representatives on Monday to review this draft final budget. Ms. Ross reviewed the Revenue Sources, citing sales tax revenue as 52% of the budget and passenger fares as 13% of the budget. She added that the County Auditor revised his TDA funds estimation for next year. These will be higher than what Staff was originally notified by the Commission. This change will be brought to the Board in June. Ms. Ross went on to review the Operating Expense and stated that labor and benefits consist of 69% of the budget. Total Capital projects equal \$21M with \$13M of this being in grant form. Mr. White added that the STA funds may be defunded by the State government and that the District may not receive the \$7.25M in TCRP Program funding.

Ms. Ross further added that the talking bus technology is not included in the budget for the entire fleet, just for the 27 low-floor buses. Director Reilly inquired about the Board brainstorming to increase revenues and was informed that the Board typically has workshops to deal with specific issues such as this. Patti Korba stated that the two additional staff positions that are in the budget do not include support staff positions.

Chairperson Ainsworth asked Staff to move toward increasing the Highway 17 fares now. There was discussion regarding increased revenue from extending the Highway 17 service to the Metro Center. The State is currently paying Amtrak \$600,000 for its connector service; these funds would be paid to the District if it took over the connector service and extended it to Metro Center. Staff was directed to return to the Board in June with recommendation of how much to increase the Highway 17 fares. Director Beautz asked for a report back with the amount of revenue realized if the Highway 17 fare was increased to \$3.00. Director Reilly asked Staff to make a recommendation on a date and location for a Board workshop to increase District revenue. Ex Officio Rotkin would like preliminary information regarding the agenda for this workshop. Director Norton would like to discuss decreasing expenditures as well.

THE PUBLIC HEARING WAS OPENED AT 11:02 A.M.

Ian McFadden agreed with bringing the Highway 17 service to the Metro Center to increase fares. Mark Hartunian stated that the paratransit costs are being contained and that things are very positive. He added that there has been a 2% decrease in paratransit rides due to the recertification, however, Medicare rides have doubled. He stated that the MultiSystems audit did a great deal of good and that for the first time in history, Liftline completed 600 rides in one day approximately two weeks ago. There were no "turn downs" in April. Ex Officio Director Rotkin thanked the Liftline staff for proceeding with ideas on the paratransit service.

THE PUBLIC HEARING WAS CLOSED AT 11:09 A.M.

The final budget will be brought back to the Board in June. Ms. Ross will give Director Norton a copy of the audited statements.

**10. CONSIDERATION OF REQUEST TO OPERATE THE HOMELESS SHUTTLE
NOVEMBER 15, 2001, TO APRIL 15, 2002**

Summary:

Les White reported that Staff was approached by the Homeless Services Center to provide transportation between the Center and the National Guard Armory from November 15, 2001, to April 15, 2002. The cost of this service would be \$37,164. The District's 23% of the cost equals \$8,548, leaving a deficit of \$10,034. Staff recommends that the Board Chair contact the City and County of Santa Cruz to solicit their participation in offsetting this deficit.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR NORTON

Authorize the operation of the Homeless Shuttle from November 15, 2001 through April 15, 2002 contingent upon receiving \$10,000 in financial support from the City of Santa Cruz and the County of Santa Cruz.

Motion passed unanimously with Director Gabriel voting "no" and Directors Almquist, Keogh and Lopez absent.

Director Krohn asked for the exact passenger count for the Homeless Shuttle service from February 5, 2001 to April 15, 2001. Sharon Barbour stated this is a valid route due to the ridership figures and due to full fares being paid by the Homeless Services Center. She added that this route should be implemented even if there is no City and/or County financial participation.

12. MOVED TO CONSENT AGENDA AS ITEM # 7-11.

13. MOVED TO CONSENT AGENDA AS ITEM #7-12.

14. MOVED TO CONSENT AGENDA AS ITEM #7-13.

**16. CONSIDERATION OF LETTER OF SUPPORT FOR SB 465 AUTHORIZING THE
SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION TO ACT AS
A RAIL/TRAIL AUTHORITY AND ADDING TWO VOTING MEMBERS TO THE
COMMISSION**

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR FITZMAURICE

Motion passed unanimously with Directors Almquist, Keogh and Lopez absent.

17. DELETED

18. CONSIDERATION OF COMPLIANCE WITH FEDERAL REGULATIONS REGARDING BUS STOP ANNOUNCEMENTS

Summary:

Chairperson Ainsworth stated that the bus operators are the key component to these call stops whether the buses are equipped with the current system or new technology.

Discussion:

Director Beautz stated that this is a Federal requirement and is not optional. Ian McFadden stated that he thought the compliance rate by the bus operators is 80%. He added that in the VTT classes, the bus operators are informed of this requirement, but that some of the operators turn off the automatic system either by passenger request or to call the stops themselves. There was an extensive discussion regarding this requirement, whether or not the operators should use the microphones, and the passengers' civil rights.

Fahmy Ma'Awad informed the Board that even after requesting the operator to call the Cabrillo College stop, it didn't happen. He stated that the District is hereby given 90 days, until August 18, 2001, to comply with the ADA and Civil Rights Act. After August 18th, any member of the community is free to take this issue to court. He further added that the Union would be asked to pay all legal fees if a court action takes place. Deborah Lane also threatened litigation if operators failed to comply with the ADA legal requirements for calling out stops.

DIRECTOR GABRIEL LEFT THE MEETING.

Numerous members of the disabled community, along with members who are not disabled, spoke in favor of installing the electronic technology necessary to announce stops. The Directors asked for a demonstration of the current talking technology. Mr. White will arrange for the demonstration to take place either at the June Board Meeting or at a time specified by the Board. Director Beautz urged passengers to call the Customer Service Dept. to complain when announcements are not made.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR KROHN

Continue this issue to Closed Session, post the Federal regulation on each bus immediately and include a phone number for passengers to call for failure to comply.

Bryant Baehr will report to the Board on the cost of installing this technology. Ex Officio Rotkin asked that Staff return to the Board with a recommendation.

Motion passed unanimously with Directors Almquist, Gabriel, Keogh and Lopez absent.

ITEM #26 WAS TAKEN OUT OF ORDER.

26. BUS SERVICE ON THE 4TH OF JULY

Summary:

Bryant Baehr reported that three buses could be in service on July 4th, 2001, with no adjustments to labor, for a cost of approximately \$1,600.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR REILLY

Provide three buses each operating eight hours to be used to provide limited service throughout the County to the Metro Center and Harvey West Park on July 4, 2001. Refer the petition submitted by Ms. Schaller to the District's Service Planning and Review Committee for inclusion in the service planning process.

Motion passed unanimously with Directors Almquist, Gabriel, Keogh and Lopez absent.

DIRECTOR KROHN LEFT THE MEETING.

19. CONSIDERATION OF AWARD OF CONTRACT FOR FINANCIAL AUDIT AND TAX SERVICES

Summary:

Tom Stickel reported that the District had a contract with Grant Thornton for the past three years. This firm no longer audits public agencies. A Request for Proposals was mailed out.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR NORTON

Authorize the General Manager to enter into a contract with Brown, Armstrong, Randall, Reyes, Paulden & McCown, Accounting Corporation, for financial audit and tax services.

Motion passed unanimously with Directors Almquist, Gabriel, Keogh, Krohn and Lopez absent.

Ms. Ross informed the Board that the contract was awarded by a point system and not just by the low bid. The selected firm has audited fourteen transit agencies and received good references.

20. MOVED TO CONSENT AGENDA AS ITEM NO. 7-14

21. CONSIDERATION OF AWARD OF CONTRACTS FOR WINDOWS 2000 SERVERS, NETWORK-ATTACHED STORAGE AND SOFTWARE

Summary:

Tom Stickel reported that this item would replace aging District equipment that is long past due for replacement.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR REILLY

Motion passed unanimously with Directors Almquist, Gabriel, Keogh, Krohn and Lopez absent.

22. MOVED TO CONSENT AGENDA AS ITEM NO. 7-15

23. MOVED TO CONSENT AGENDA AS ITEM NO. 7-16

24. MOVED TO CONSENT AGENDA AS ITEM NO. 7-17

25. CONSIDERATION OF APPROVAL OF MODIFICATIONS TO CONDITIONS FOR BUS PURCHASE PROJECT

Summary:

Mark Dorfman reported that Staff is currently in the "request for approved equals phase" of the bus procurement. Staff is requesting that the Board consider deleting the bid bond and either deleting or reducing the performance bond, as the Federal rules require these on construction projects only. Staff was notified by New Flyer that they would be unable to bid on the bus that MASTF wants if the performance bond was 100%. Staff recommends that the performance bond be dropped down to 25%. This bond would be reduced for all bidders.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR HINKLE

Delete the bid bond and reduce the performance bond to 25%.

Motion passed unanimously with Directors Almquist, Gabriel, Keogh, Krohn and Lopez absent.

ADJOURN

There being no further business, Chairperson Ainsworth adjourned the meeting at 12:35 a.m.

Respectfully submitted,

DALE CARR
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Revised Minutes- Board of Directors

April 13, 2001

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, April 13, 2001 at the District Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice-Chairperson Reilly called the meeting to order at 8:37 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Bruce Gabriel
Michelle Hinkle
Mike Keogh
Dennis Norton
Emily Reilly
Ex-Officio Mike Rotkin

DIRECTORS ABSENT

Jeff Almquist (arrived at 8:45 a.m.)
Jan Beautz (arrived at 8:46 a.m.)
Tim Fitzmaurice
Christopher Krohn (arrived at 8:44 a.m.)
Rafael Lopez (arrived at 8:38 a.m.)

STAFF PRESENT

Paul Chandley, Human Resource Manager
Kim Chin, Planning & Marketing Manager
Mark Dorfman, Asst. General Manager
Terry Gale, IT Manager
Margaret Gallagher, District Counsel
Tom Hiltner, Grants/Legis. Analyst

David Konno, Fac. Maint. Manager
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

Patti Korba, SEA
John Mellon, VMU
Marion Taylor, League of Women Voters

THE CONSENT AGENDA WAS TAKEN OUT OF ORDER.

CONSENT AGENDA

7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 3/9/01 AND 3/16/01

Pattie Korba, President of SEA, requested clarification of Item #14 in the 3/9/01 Minutes as it relates to the dollar figure approved by the Board for generation of a job description for the Paratransit Manager position. Mark Dorfman responded that a purchase order was issued to MultiSystems for creation of the job description project at a cost of approximately \$9,000. The remainder of the work required by MultiSystems will be in a separate Request For Proposals.

7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS

No questions or comments.

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

No questions or comments.

7-4. CONSIDERATION OF TORT CLAIMS: Amended Recommendation: Deny the Claim of Michael Roberts

No questions or comments.

7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 3/15/01

No questions or comments.

7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 3/14/01

No questions or comments.

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

No questions or comments.

7-8. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR FEBRUARY 2001

No questions or comments.

7-9. ACCEPT AND FILE QUARTERLY RIDERSHIP REPORT, SECOND QUARTER 00/01

No questions or comments.

7-10. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JANUARY 2001

No questions or comments.

7-11. CONSIDERATION OF EXTENSION OF CONTRACT FOR NATIONWIDE AUCTION SYSTEM

No questions or comments.

7-12. CONSIDERATION OF EXTENSION OF CONTRACT FOR AMPAC BUILDING MAINTENANCE

No questions or comments.

7-13. CONSIDERATION OF APPROVAL TO PURCHASE FOUR PARATRANSIT VANS USING THE STATE PROCUREMENT PROCESS

These four vans are gas powered since there are no fueling facilities available for CNG vehicles and they will join the seven vans already received. Once fueling facilities are available, all paratransit vans will be CNG powered. Chairperson Ainsworth asked Staff to research the "roll over" factor to ensure that our passengers are protected. Director Lopez was informed that the air conditioning is a standard feature of the base vehicle at no charge.

7-14. CONSIDERATION OF EXTENDING THE VERNON STREET PARKING LOT LEASE AGREEMENT FOR AN ADDITIONAL THREE-YEAR TERM

This parking lot holds approximately 25 buses.

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 ACTION TO BE TAKEN AT 4/13/01 MEETING

Chairperson Ainsworth asked if five years is a standard lease and was informed that the District requires approval from FTA for this lease because it includes a five year primary term and three to five year option period extension. Approval was received. Director Lopez met with McDonald's and expressed concern that they may leave the Transit Center over the length of the term in the lease agreement, as they are not happy with their financial projections. Director Lopez will send a letter to the McDonald's representative who will forward it to their corporate office. He stated that a two-year term would be helpful in dealing with the corporation.

ACTION: MOTION: DIRECTOR AINSWORTH SECOND: DIRECTOR LOPEZ

Approve a 90-day extension of the lease and empower District staff to negotiate a lesser term if it would increase the chances of McDonald's staying at the Transit Center.

Motion passed with Director Krohn voting "no".

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

Les White stated that the owner of La Mission Restaurant is experiencing a downturn in business since a competitor moved in across the street. He is requesting approval to transfer his lease to the owners of China Express. A change in the menu to eliminate competition might be more successful at this location.

7-17. CONSIDERATION OF CONTRACT RENEWALS WITH JB ASSOCIATES AND APEX STRATEGIES FOR OUTREACH SERVICES

Chairperson Ainsworth inquired as to the effectiveness of these organizations and was informed that each possesses different strengths. Apex Strategies' strengths are working with the business community and facilitating meetings. JB Associates' strengths include web page design and neighborhood outreach. These firms communicate and facilitate meetings in an ordered fashion. Director Krohn asked what the total amounts of the contracts are. Mark Dorfman said he would provide this information directly to Director Krohn.

7-18. CONSIDERATION OF ADOPTING MAY 2001 AS "CLEAN AIR" MONTH

No questions or comments.

THE FOLLOWING ITEMS WERE TAKEN OUT OF ORDER:

REGULAR AGENDA

8. CONSIDERATION OF CHANGE IN GFI GENFARE FAREBOX CONTRACT ACTION WILL BE TAKEN AT 4/13/01 MEETING

Summary:

There are two changes to the existing contract: remote keypads have been added at a cost of \$27,000, and 36" high fareboxes at a cost of \$92,942. The vendor will modify the pedestals at no charge provided that the District pays for the installation in advance. Otherwise a 20% restocking fee will be charged. With advance payment, the changes would be made in May. Each farebox costs approximately \$8,600; the cost of installation per farebox is approximately \$1,450. There was a six-month completion time in the original contract, however, since the delay was the District's fault, the contract's completion date needs to be extended by four

months. An additional \$70,000 in options was granted to the District by the vendor in exchange for advance payment.

Discussion:

Director Norton expressed concern regarding such a large up-front payment. Mr. Dorfman assured him that the District is in possession of the equipment and staff could install the fareboxes if the company went out of business. However, this vendor is reputable and is used nationwide for transit district fareboxes. Mr. White stated that Staff would return to the Board for direction regarding disposition of the old fareboxes.

DIRECTOR KROHN LEFT THE MEETING.

ACTION: MOTION: DIRECTOR GABRIEL SECOND: DIRECTOR BEAUTZ

Modify the contract with GFI Genfare for the provision and installation of fareboxes as follows: 1) Payment of \$92,742.08 representing the 10% installation charge prior to installation; 2) Authorize the purchase of thirty (30) remote keypads for the low floor fleet (\$26,829.75); 3) Extend contract performance period by four (4) months.

Motion passed unanimously with Director Krohn absent.

DIRECTOR KROHN RETURNED TO THE 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**

Summary:

Margaret Gallagher recommended that the ending time of the Board Workshop Meeting held the second Friday of each month be 11:00 a.m. and 12:00 noon for the Regular Board Meeting held the third Friday of each month. It is further recommended that the Oral and Written Communications be held prior to 9:00 a.m. at the Workshop Meeting.

Discussion:

Director Beautz suggested that the Regular Meeting should start at 9:00 a.m. with the Closed Session held from 8:30 to 9:00 a.m. However, if the Closed Session is not completed by 9:00 a.m., it should be continued until after the close of Regular Session.

Vice-Chairperson Reilly informed the audience that once discussed at the Workshop Meeting, some items may be moved to the Consent Agenda for the Regular Board Meeting. Les White added that on the agenda for the Regular Board Meeting (2nd meeting) there would be a cross

reference showing which items had been moved from the Regular Agenda to the Consent Agenda.

Direction was given to Staff that each Board Meeting would start at 9:00 a.m. with the Closed Session beginning at 8:30 a.m. It was further agreed that the Workshop Meeting would have an ending time of 11:00 a.m. and the Regular Board Meeting at 12:00 noon. A vote would be necessary to extend the ending times when needed.

Several Directors inquired about holding evening Board Meetings to allow City Council people and more public to attend. Mr. Dorfman mentioned that many attendees rely on METRO service to attend the meetings and this service is more limited in the evenings. A report will be brought back to the Board on when various other agency meetings take place, which would affect the attendance of our Board members.

10. CONSIDERATION OF APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH THE CITY OF WATSONVILLE FOR PRIVATE SECURITY SERVICES AT THE WATSONVILLE TRANSIT CENTER

Summary:

The District currently has an arrangement with the City of Watsonville for private security services at the Watsonville Transit Center. Director Lopez added that this saves money for both the City and the District.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR LOPEZ

Move this item to the Consent Agenda for the Regular Board Meeting of 4/20/01.

Director Krohn mentioned that the Santa Cruz Police Dept. is concerned that the District utilizes a private security firm at the Santa Cruz Metro Center rather than utilizing Police officers. Discussions are taking place between District staff and the Police Dept. This item will be brought back to the Board after discussions take place.

DIRECTOR FITZMAURICE LEFT THE MEETING.

Director Lopez stated that there is a police satellite office at the Watsonville Transit Center and the presence of officers walking this site reduces calls to the Police Dept., which saves the City money. Mr. White added that Staff would be interested in having a satellite office in the Santa Cruz Metro Center as well.

Motion passed unanimously with Director Fitzmaurice absent.

11. CONSIDERATION OF REDUCING PARKING LOT LIGHTING AT SCOTTS VALLEY TRANSIT CENTER

Summary:

David Konno stated that he was asked to look into the possible reduction in lighting at the Scotts Valley Transit Center. The initial plan was to eliminate one lamp per fixture; however, this did not meet the candle requirement set forth by the Scotts Valley Planning and Police Departments. Staff is requesting approval of \$1,500 to hire an electrical engineer to conduct a photoelectric analysis.

Discussion:

Several suggestions included having District Staff and a Board Member determine if visibility is adequate, purchasing a light meter for \$50 to determine results before having an engineer certify it. Chairperson Ainsworth stated that 1.5 candlepower is too high and that conditions do not specify 1.5 candles. This is a judgement call. Director Almquist asked if the City of Scotts Valley would do anything if Staff took out every other fixture. Chairperson Ainsworth stated that the City would do nothing if this occurred.

CONSIDERATION OF RESOLUTION AUTHORIZING A REVISION TO THE FY 00-01 BUDGET

Summary:

Elisabeth Ross stated that this would be the last revision and is due to the sales tax revenue coming in high.

Discussion:

Chairperson Ainsworth inquired about the PG&E expense of \$19,000 and asked if this could be cut back by conserving. Mr. White responded that this is being reviewed facility by facility, lights are off during off hours, employees have been directed to turn computer terminal monitors off when leaving work, all lights and heat are on timers. Ms. Ross added that the \$19,000 is based on trends year-to-date and is just an estimate at this point.

ACTION: MOTION: DIRECTOR GABRIEL SECOND: DIRECTOR LOPEZ

Move this item to the Consent Agenda for the Regular Board Meeting of 4/20/01.

Motion passed unanimously with Director Fitzmaurice absent.

12. CONSIDERATION OF AMENDING BOARD OF DIRECTOR MEETING LOCATIONS FOR 2001 BOARD MEETINGS

Summary:

Mark Dorfman stated that after the initial Board Meeting Schedule was adopted, the July through October meetings were relocated due to anticipated construction at the City Hall Council Chambers. Due to a delay in the construction schedule, the Board meetings can now return to the City Hall Council Chambers for the remainder of 2001, however, the issue of ADA accessibility in the restrooms is still a concern.

Discussion:

Director Lopez reiterated his desire to hold Board Meetings at different locations around the County and suggested that this four-month period would be a good time to do this. Ex Officio Director Rotkin mentioned that this might create commute problems for those coming from south county if the meeting is being held in the San Lorenzo Valley, for instance. Director Almquist observed that most of the audience is comprised of staff members, and expressed concern about the cost to the District for its staff to extend their commute time to attend meetings around the county. Ex Officio Director Rotkin suggested that a Board Meeting be held in a specific location when there is an issue affecting that area. Director Gabriel requested that the Board meetings be held at the County Building, which is a central location for those attendees who ride the bus. He also mentioned that the restrooms at the City Hall Chambers are not up to code. Director Beautz was concerned about other locations not having a sound system. Director Lopez added that the Board should outreach to the public instead of always having the public comes to the Board. Director Almquist requested that this item be agendized to another meeting.

13. CONSIDERATION OF FY 01-02 STATE TRANSIT ASSISTANCE (STA) CLAIM AMENDMENTS

Summary:

Mark Dorfman commented that an amended STA Claim for FY 2002 would correct the under-claim previously submitted by the District due to an oversight by the Finance Department regarding an influx of funds from the gasoline tax. This Resolution would allow the District to claim the full funds of \$1,549,626.

DIRECTOR KEOGH LEFT THE MEETING.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR BEAUTZ

Move this item to the Consent Agenda for the Regular Board Meeting of 4/20/01.

Motion passed unanimously with Director Fitzmaurice and Keogh absent.

14. CONSIDERATION OF GRANT APPLICATION TO THE AIR DISTRICT FOR AB 2766 FUNDS FOR METRO CNG FACILITIES

Summary:

Mark Dorfman stated that funds are available on an annual basis from the Air District via the AB 2766 Motor Vehicle Emissions Reduction Program. Staff is requesting approval from the Board to submit an application for the maximum amount of \$200,000 to fund a small CNG fueling facility to fuel eight buses. There is no need to extend the CNG line since this will be a "slow" or "low pressure" fueling facility. Mr. Dorfman further stated that since there are no Board Members on the Air Pollution Control District this year, Directors are needed to speak to the Air

District members regarding this issue. Funds are divided up by County, therefore, it is important that the members of Santa Cruz County place high priority on this project. Mr. Dorfman will supply the Board with a list of Air District Board members.

Discussion:

Chairperson Ainsworth requested specifics regarding this facility. A fact sheet will be submitted to the Directors.

DIRECTOR KEOGH RETURNED TO THE MEETING.

There is \$400,000 in the budget for the Minor Maintenance Facility (MMF) retrofit and CNG fueling facility.

16. CONSIDERATION OF APPROVAL FOR AMENDING THE CONTRACT WITH NELSON NYGAARD TO COMPLETE ADDITIONAL ITEMS FOR RECERTIFICATION

Summary:

Kim Chin reported that Staff is requesting Board approval to amend the contract with Nelson Nygaard to complete additional items related to Recertification. For the sum of \$11,241 Nelson Nygaard would develop solicitation materials, assist in the community outreach process, and assist with technical evaluation of the received proposals for the interview and functional components.

Discussion:

Mr. Chin added that between 40%-75% of the current registrants would qualify for recertification. Only a few registrants would go through the assessment stage; most registrants would be approved during the interview stage, with an estimation of 130-150 new applications per month. Staff hopes to have an eligibility coordinator hired by July. An Estimated Recertification Timeline is attached to the Staff Report.

Director Almquist inquired about the three different prices for the certification software and was informed that as more people are added into the system, there are other components to be added to the software to make it functional.

The Board asked about the prepaid coupons in the ADA program and was informed that since the program implementation in April, not one prepaid ticket has been sold.

VICE-CHAIRPERSON REILLY RETURNED TO ORAL AND WRITTEN COMMUNICATIONS AT THIS TIME.

2. ORAL AND WRITTEN COMMUNICATION

- a. Doug & Rita Bochner RE: MetroBase

Director Lopez stated that Don Hubbard attended the Watsonville City Council Meeting and also wrote a letter. Mr. Hubbard also made a short presentation to the Santa Cruz City Council. He was referred to the Scoping Meeting. Mr. White will contact Lorraine Washington regarding a presentation to the City Council on its efforts for MetroBase. Director Lopez stated that it is not appropriate for any particular interest group to take presentation time from the City Council prior to the Scoping Meeting.

3. LABOR ORGANIZATION COMMUNICATIONS

Patti Korba reported that SEA has formed a MetroBase support group which will conduct a letter writing campaign and community outreach. This support group will meet on personal time rather than during working hours. SEA, PSA, VMU unions will go to the SEIU Executive Committee to request support for MetroBase. SEA, PSA, VMU will also request meeting time with the City Council members through SEIU. Suggestions included talking with the Central Labor Council and with groups whom normally would not speak out.

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

None

ADJOURN

There being no further business, Vice Chairperson Reilly adjourned the meeting at 10:36 a.m.

Respectfully submitted,

DALE CARR
Administrative Services Coordinator

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

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

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	VENDOR TRANS. TYPE	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
3444	05/04/01	9,041.48	001043	VISION SERVICE PLAN	73663	MAY VISION INS.	9,041.48	
3445	05/04/01	13,344.19	001063	NEW FLYER INDUSTRIES LIMITED	73512	REV VEH PARTS 1303	1,302.54	
					73513	REV VEH PARTS 143	142.97	
					73514	REV VEH PARTS 708	708.48	
					73515	REV VEH PARTS 1894	1,894.28	
					73516	REV VEH PARTS 954	954.46	
					73517	REV VEH PARTS 1086	1,085.51	
					73518	REV VEH PARTS 1866	1,944.37	
					73519	REV VEH PARTS 2832	2,831.50	
					73529	REV VEH PARTS 2368	2,368.19	
					73521	REV VEH PARTS 42	41.56	
					73522	REV VEH PARTS 79	79.33	
3446	05/04/01	1,355.60	001230	CAPITOL CLUTCH AND BRAKE, INC	73523	REV VEH PARTS	1,355.60	
3447	05/04/01	1,275.00	001257	DOMINICAN HOSPITAL OF S C	73524	FEB & MAR DRUG TEST	1,275.99	
3448	05/04/01	415.71	001263	ABBOTT STREET RADIATOR	73525	REPAIR RADIATOR	415.71	
3449	05/04/01	90,327.99	001316	DEVCO OIL	73664	APRIL FUEL	90,327.99	
3459	05/04/01	646.50	001335	BAY CITIES BATTERY SERVICE	73525	REV VEH PARTS	646.50	
3451	05/04/01	42.98	001349	FRY'S ELECTRONICS, INC.	73527	OFFICE SUPPLY MS	42.98	
3452	05/04/01	784.83	001379	SAFETY-KLEEN CORP	73528	HAZ WASTE DISPOSAL	784.83	
3453	05/04/01	605.00	991492	EVERGREEN	73665	HAZ WASTE DISPOSAL	605.00	
3454	05/04/01	31,949.13	001616	UNUM	73666	MAY LTD INSURANCE	31,949.13	
3455	05/04/01	2,792.43	991711	MOHAWK MFG. & SUPPLY CO.	73529	REV VEH PARTS 249	249.14	
					73539	REV VEH PARTS 1739	1,730.00	
					73531	REV VEH PARTS 1b?	160.38	
					73532	REV VEH PARTS 257	256.71	
					73533	REV VEH PARTS 395	396.29	
3456	05/04/01	4,240.25	001745	ITT HARTFORD	73667	MAY LIFE INSURANCE	4,249.25	
3457	05/04/01	40,716.00	001762	FOOD & NUTRITION SERVICES, INC	73534	APRIL DISPATCH-ADA	40,716.00	
3458	05/04/01	5,950.00	001774	EOS CLAIMS SERVICES, INC.	73535	5/24-6/23 WC SVC FEE	5,950.00	
3459	05/04/01	500.00	001857	SMRCB/AFRS FEES	73536	ANNUAL PERMIT-MMF	599.99	
3460	05/04/01	239.97	001896	NATIONAL BUSINESS INSTITUTE	73537	MANUAL & AUDIO TAPES	239.97	
3461	05/04/01	24.95	001988	PC WORLD	73538	ONE YR SUBSCRIPTION	24.95	
3462	05/04/01	4,909.52	001991	BAY STAFFING	73539	TEMPS ADMIN W/E 4/15	1,568.00	
					73540	TEMPS FLEET W/E 4/15	1,375.92	
					73541	TEMPS FLEE? W/E 4/15	1,965.60	
3463	05/04/01	1,365.66	992921	HALL KINION	73542	TEMP LEGAL W/E 4/13	1,365.66	
3464	05/04/01	165.18	992925	WESTCOAST LEGAL SERVICE	73092	MEDICAL RECORDS	165.18	
3465	05/04/01	1,015.00	992935	BOWMAN & WILLIAMS	73543	2/26-3/25 PROF SVCS	1,015.00	
3466	05/04/01	227.02	002063	COSTCO	73544	TV/VCR PLANNING	163.86	
					73545	PHOTO PROCESS-OPS	32.99	
					73546	PHOTO PROCESS-OPS	30.17	
3467	05/04/01	2510.99	992984	BIG SUR BOTTLED WATER, INC	73547	APRIL WATER ADMIN	162.99	
					73668	APRIL WATER PLANNIGN	89.01	
3468	05/04/01	1,735.50	002192	BAY EQUIPMENT & REPAIR	73548	OUT REPAIR REV VEH	1,735.50	
3469	05/04/01	2,210.04	002247	DINERS CLUB	73545	3888-300190-3702	2,210.04	
3470	05/04/01	134.69	002380	MOBILE STORAGE GROUP, I N C .	73550	4/9-5/7 EQUIP RENT	134.69	
3471	05/04/01	960.00	002385	OPTIMUM BUSINESS MACHINES	73551	COPIER MAINT 1 YR	969.99	
3472	05/04/01	266.87	002394	INDUSTRIAL METALWORKING	73552	REPAIR DIAGNOSTIC R D	266.87	
3473	05/04/01	547.94	992412	BORDEN DECAL CO., INC.	73553	REV VEH PARTS	547.94	
3474	05/04/01	197.75	992433	IMPACT	73554	CONVERSION O F TAPES	107.75	

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

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
3475	05/04/01	202.85	992447 SETON IDENTIFICATION PRODUCTS	73555		DOOR SIGNS @ METRO	202.85	
3476	05/04/01	154.00	002512 SANTA CRUZ TRANSPORTATION, INC	73556		TAXI SVC 4/10	154.00	
3477	05/04/01	55,682.38	992555 S & C FORD OF SAN FRANCISCO	73557		2992 FORD EXPLORERS	55,682.38	
3478	05/04/01	96.99	002567 DEPARTMENT OF JUSTICE	73558		MARCH FINGERPRINTS	96.99	
3479	05/04/01	890.25	002607 CTC ANALYTICAL SERVICES INC.	73554		GUT REPAIR REV VEH	890.25	
3489	05/04/01	256.17	002609 CLEANSOURCE	73560		BUCKET/WRINGERS	172.83	
				73561		VEH CLEANING SUPPLY	83.34	
3481	05/04/01	22,045.65	002626 NELSON\NYGAARD	73669		ADA CERT TO 3/30/01	3,057.65	
				73693		ROUTE SURVEY WORK	18,988.00	
3482	05/04/01	240.89	992159 NEXTEL NEXTDAY ACCESSORIES	73552		7 BATTERIES-PHONES	249.69	
3463	05/04/01	399.99	992583 TRUCK-TRAILER-TRANSIT	73553		REV VEH PGRTS 399	399.99	
3484	05/04/01	17,676.61	002686 WATERLEAF ARCHITECTURE	73554		PROF SVCS TO 3/30/01	17,676.61	
3485	05/04/01	517.00	992729 METRO SANTA CRUZ NEWSPAPER	73565		ADVERTISING-ADMIN	517.00	
3486	05/04/01	249.98	007 UNITED PARCEL SERVICE	73566		FREIGHT OUT-FLEET	249.98	
3487	05/04/01	627.91	999 PACIFIC GAS & ELECTRIC	73567		3/16-4/14 PAUL SWEET	56.02	
				73563		3/14-4/12 KINGS VLB	135.22	
				73569		3/14-4/12 KINGS VLB	11.23	
				73570		3/14-4/12 KINGS VLS	411.12	
				73571		2/28-3/31 NAT GAS	13.42	
3488	05/04/01	5,399.97	913 MCI SERVICE PARTS, INC.	73572		REV VEH PARTS	516.49	
				73573		REV VEH PARTS	3,964.19	
				13574		REV VEH PARTS	155.95	
				73575		REV VEH PGRTS	342.29	
				73670		REV VEH PARTS	331.95	
3489	05/04/01	3,337.78	917 SUN MICROSYSTEMS, INC.	73576		4/1-6/30 OUT REPGIR	999.99	
				73577		3 YR MINT-SUN SERV	2,437.78	
3499	05/04/01	1,496.62	018 SALINAS VRLLEY FORD SALES	73578		REV VEH PGRTS	1 x496.62	
3491	05/04/01	381.49	929 AD? SECURITY SYSTEMS,	73579		MAY ALARM-DUBOIS	32.98	
				73569		MAY ALARM-WTC	32.98	
				73581		MAY ALARM-SVTC	29.36	
				73582		MAY ALARM-SMC	44.31	
				73503		MAY ALARM-OPS	49.33	
				73594		MAY ALARM-MOF	87.54	
				73585		MAY ALARM-MMF	48.29	
				73694		BROKEN ALARM REPAIR	67.50	
3492	05/04/01	139.39	937 USOP NORTHERN CALIFORNIA	73585		STORAGE LOCKERS-OPS	139.39	
3493	05/04/01	89.83	942 ORCHARD SUPPLY HGRDUGRE	73597		MARCH SUPPLIES	89.83	
3494	05/04/01	292.31	945 ROYAL WHOLESALE ELECTRIC	73672		ELECTRICAL SUPPLY	292.31	
3495	05/04/01	4,327.43	057 U. S. BANK	73595		4251-2499-9574-2697	6.35	
				73696		4251-2499-9554-7229	4,321.08	
3496	05/04/01	328.31	961 REGISTER PAJARONIAN	73588		LEGAL ADS	38.13	
				73589		LEGAL ADS	133.43	
				73590		LEGAL ADS	156.75	
3497	05/04/01	65.99	067 ROTD-ROOTER SEWER/PLUMBING	73673		REPAIR VALVE-MOF	65.00	
3499	05/04/01	213.12	974 KENVILLE & SONS LOCKSMITH	73591		MECHANICAL SUPPLY	213.12	
3499	05/04/01	15.59	079 SANTA CRUZ MUNICIPAL UTILITY	73592		MARCH LANDFILL	16.59	
3599	05/04/01	049.79	981 KGR PRODUCTS	73593		PGRTS & SUPPLIES	847.79	
3591	05/04/01	117.13	963 THYSSENKRUPP ELEVATOR -042	73674		ELEVATOR MAINTENANCE	117.13	
3592	05/04/01	445.46	987 RECOGNITION SERVICES LTD.	73594		EMPLOYEE INCENT, 446	445.46	
3503	05/04/01	30.99	088 BRULIN CORPORATION	73595		VEH CLEANING SUPPLY	30.00	

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

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

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
3504	05/04/01	144.17	089 MOTION INDUSTRIES INC..		73596	PARTS & SUPPLIES	144.17	
3505	05/04/01	185.25	999 CRYSTAL SPRINGS WATER CO.		73597	MARCH WATER-FLEET	185.25	
3506	05/04/01	72,873.74	101 EOS CLAIMS SERVICES INC.		73675	GFRIL TRUST ACCOUNT	72,873.74	
3507	05/04/01	202.50	104 STATE STEEL COMPANY		73598	PARTS & SUPPLIES	87.06	
					73599	REPAIRS & MAINT.	57.72	
					73676	REPAIRS/MAINTENANCE	57.72	
3508	05/04/01	1,074.65	197 SAN LORENZO LUMBER CO., INC.		73577	REV VEH PARTS/SUPPLY	261.04	
					73678	APRIL SUPPLIES	813.61	
3509	05/04/01	114.62	115 SNAP-ON TOOLS CORPORATION		73600	SMALL TOOLS-FLEET	49.71	
					73639	PARTS & SUPPLIES	64.91	
3510	05/04/01	2,842.89	117 BILLIE CORPORATION		73601	REV VEH PGRTS	1,742.65	
					73602	REV VEH PARTS	38.79	
					73603	REV VEH PARTS	389.17	
					73604	REV VEH PARTS	672.28	
3511	05/04/01	579.59	134 DAY WIRELESS SYSTEMS		73605	OUT REPAIR EQUIPT	579.59	
3512	05/04/01	299.75	146 NATIONAL NOTARY ASSOCIATION		73680	NOTARY SEMINAR	299.76	
3513	05/04/01	399.65	147 ZEE MEDICAL SERVICE		73606	SAFETY SUPPLIES	399.65	
3514	05/04/01	577.81	148 ZEP MANUFACTURING COMPANY		73607	CLEANING SUPPLIES	577.81	
3535	05/04/01	75.00	159 U.C. REGENTS		73608	JAN ROOM RENTAL	75.99	
3516	05/04/01	475.99	162 WASHINGTON LETTER ON TRANSPORT		73609	WA LETTER TRANSPORT	475.00	
3517	95194191	14.14	186 WILSON, GEORGE H., INC.		73610	PLUMBING SUPPLIES	14.14	
3518	05/04/01	694.68	191 GOLDEN GATE PETROLEUM		73611	MARCH FUELS -FLEET	694.68	
3519	05/04/01	205.88	211 BOWMAN DISTRIBUTION		73612	PGRTS & SUPPLIES 183	295.88	
3529	05/04/01	1,249.59	216 LABOR READY, INC.		73613	TEMPS U/E 415 FAC	407.93	
					73014	TEMPS U/E 4/12 FAC	527.71	
					73615	TEMPS W/E 4/13 FAC	313.95	
3521	05/04/01	3,099.48	221 VEHICLE MAINTENANCE PROGRAM		73616	REV VEH PARTS 3099	3,099.48	
3522	05/04/01	316.95	224 C & H DISTRIBUTORS, INC.		73691	SAFETY SUPPLIES	316.95	
3523	05/04/01	486.00	252 Et!! IMAGING SYSTEMS		73617	MICROFICHE MAINTENCE	486.99	
3524	05/04/01	452.33	261 OFFICE MAX		73618	29 BOXES COPY PAPER	452.33	
3525	05/04/01	129.30	278 BUDGET OFFICE FURNITURE		73619	OFFICE SUPPLIES	129.39	
3526	05/04/01	226.49	282 GRAINGER INC, W. W.		73529	PARTS & SUPPLIES	226.48	
3527	05/04/01	4,165.18	288 MUNCIE RECLAMATION & SUPPLY		73521	REV VEH PARTS	4,165.18	
3528	05/04/01	521.71	291 STANLEY MAGIC DOOR, INC		73622	REPAIR DOORS @ METRO	521.71	
3529	05/04/01	291.59	292 NORTH COUNTY RECOVERY & TOWING		73623	OUT REPAIR REV VEH	291.50	
3539	05/04/01	2,025.00	314 GOODWIN, EILEEN		73682	2/7-3/29 PROF SVCS	2,025.00	
3531	05/04/01	1,577.00	315 JB ASSOCIATES		73683	2/15-3/30 PROF SVCS	1,577.00	
3532	05/04/01	396.95	316 WATSONVILLE AUTO SUPPLY		73624	REV VEH FGRTS	396.95	
3533	05/04/01	5,100.00	359 NEW HORIZONS		73625	CITRIX TRAINING (3)	5,100.00	
3534	05/04/01	68.00	372 FEDERAL EXPRESS		73626	BID DOCUMENTS MAILED	68.00	
3535	05/04/01	4,848.98	375 STEWART & STEVENSON		73127	REV VEH PGRTS	1,536.75	
					73628	MACHINERY/EQUIPT	814.15	
					73629	REV VEH PGRTS	21.05	
					73639	REV VEH PARTS	173.27	
					73684	REV VEH PARTS/SUPPLY	2,303.76	
3536	05/04/01	500.00	384 DIRECT SAFETY		73631	PARTS & SUPPLIES 599	599.99	
3537	05/04/01	1,640.83	365 WESTAFF		73632	TEMPS W/E 4/7 FAC	680.83	
					73633	TEMPS U/E 3/31 FAC	960.00	
3538	05/04/01	563.62	389 KENS AUTO PARTS, INC.		73634	REV VEH PARTS	563.62	
3539	05/04/01	1,080.09	395 GFFLIED GRAPHICS, INC.		73635	LETTERHEAD ENVELOPES	117.88	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
					73636	PRINTING-A/P CHECKS	412.41	
					73685	PROMO ITEMS	549.80	
3540	05/04/01	2,452.95	432 EXPRESS PERSONNEL SERVICES		73637	TEMPS W/E 4/8 HRD	556.95	
					73638	TEMPS W/E 4/1 HRD	1,896.00	
3541	05/04/01	52.50	434 VERIZON WIRELESS MESSAGING		73697	MAY REPEATER	152.50	
3542	05/04/01	91.09	436 WEST GROUP PAYMENT CTR		73639	MARCH INTERNET ACCES	91.09	
3543	05/04/01	80.00	456 CLARK, MIKE		73640	TRANSLATION SVCS	80.00	
3544	05/04/01	698.15	461 VULTRON INC.		73686	OUT REPAIR REV VEH	698.15	
3545	05/04/01	4,992.89	480 DIESEL MARINE ELECTRIC		73641	REV VEH PARTS	1,634.57	
					73642	REV VEH PARTS	2,176.01	
					73643	REV VEH PARTS	1,182.31	
3546	05/04/01	160.00	481 PIED PIPER EXTERMINATORS, INC.		73687	APRIL PEST CONTROL	160.00	
3547	05/04/01	308.17	493 IMAGING PRODUCTS, INTERNATIONL		73644	PHOTO SUPPLY/PROCESS	308.17	
3548	05/04/01	43,904.64	502 PUBLIC EMPLOYEES'		73688	MAY MEDICAL INS.	143,904.64	
3549	05/04/01	35.40	521 NECX DIRECT		73689	USB READER	35.40	
3550	05/04/01	374.58	536 RIVERSIDE LIGHTING & EEC T/C		73645	REV VEH PARTS	374.58	
3551	05/04/01	214.00	538 BARCO PRODUCTS COMPANY		73646	REPAIRS/MAINT 190	214.00	
3552	05/04/01	243.00	540 SUPERIOR ALARM		73647	OUT REPAIR EQUIPT	168.00	
					73648	OUT REPAIR EQUIPT	75.00	
3553	05/04/01	95.00	559 BLUE SHUTTLE		73649	SHUTTLE MAY 22, 2001	95.00	
3554	05/04/01	95.00	559A BLUE SHUTTLE		73650	SHUTTLE MAY 25, 2001	95.00	
3555	05/04/01	614.00	560 U.C. REGENTS		73651	ADVERTISING	614.00	
3556	05/04/01	5.00	561 CITY OF SANTA CRUZ-POLICE DEPT		73652	ANNUAL ALARM REGIST.	5.00	
3557	05/04/01	40.00	562 SECRETARY OF STATE		73690	NOTARY TEST	40.00	
3558	05/04/01	250.00	563 AMBAG - ATTN:RIDESHARE WEEK		73698	CA RIDESHARE WEEK	250.00	
3559	05/04/01	56.64	602 SA-SO		73653	VAN ACCESS SIGN 48	56.64	
3560	05/04/01	50.00	632 GOVERNMENT FINANCE OFFICERS		73654	GAAFR REVIEW	50.00	
3561	05/04/01	38,157.77	633 PRUDENTIAL HEALTHCARE		73691	MAY DENTAL INS	38,157.77	
3562	05/04/01	1,479.72	779 STAR MACHINE & TOOL CO.		73655	MACH/EQUIPT 1461	1,479.72	
3563	05/04/01	199.99	788 SCMTD PETTY CASH - FINANCE		73656	PETTY CASH 4/3-4/30	199.99	
3564	05/04/01	34.00	884 UNITED STATES POSTAL SERVICE		73657	100 STAMPS @ .34 EA	34.00	
3565	05/04/01	20.49	E002 STICKEL, TOM		73658	PARKING FEE/MTG REF.	20.49	
3566	05/04/01	240.00	E002A STICKEL, TOM		73659	APTA MAY 5-10	240.00	
3567	05/04/01	121.52	E088 O'DONNELL, SHAWN		73660	EMPLOYEE INCENTIVE	121.52	
3568	05/04/01	29.67	E320 GARBEZ, LINDA		73699	MILEAGE -SAN JOSE	29.67	
3569	05/04/01	10.00	E391 NORTH, JEFFREY		73661	DMV/VIT FEES OPS	10.00	
3570	05/04/01	240.00	E501 BAEHR, BRYANT		73662	APTA MAY 5-10	240.00	
3571	05/04/01	240.00	M014 HARRELL, LAURA		73700	MAY PDP INSURANCE	240.00	
3572	05/11/01	100.00	B006 HINKLE, MICHELLE		73894	APRIL BOARD MEETINGS	100.00	
						APRIL BOARD MEETINGS		
3573	05/18/01	2,333.33	001 PACIFIC BELL/SAC		73701	MAY SUMMARY PHONE	2,333.33	
3574	05/18/01	1,326.28	001119 MACERICH PARTNERSHIP, LP, THE		73728	JUNE- CAPITOLA MALL	1,326.28	
3575	05/18/01	2,498.03	001230 CAPITOL CLUTCH AND BRAKE, INC		73729	REV VEH PARTS	365.55	
					73730	REV VEH PARTS	2,132.48	
3576	05/18/01	863.76	00 263 ABBOTT STREET RAD ATOR		73731	OUT REPAIR REV VEH	431.88	
					73732	REPAIR RADIATOR	431.88	
3577	05/18/01	544.59	001296 BENDER & CO. INC., MATTHEW		73846	CA LABOR LAW -LEGAL	544.59	
3578	05/18/01	181.55	001315 WASTE MANAGEMENT OF S C		73733	APRIL- KINGS VLG	111.95	
					73734	APRIL-JUNE LOMOND/HW	34.80	
					73735	APRIL-JUNE BIG BASIN	34.80	

SGNTG CRUZ METROPOLITAN TRANSIT DISTRICT
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3579	05/18/01	936.00	001346	CITY OF SANTA CRUZ	73847	9 PARKING STICKERS	936.00	
3580	05/18/01	101.49	001349	FRY'S ELECTRONICS, INC.	73736	OFFICE SUPPLY-MIS	101.49	
3581	05/18/01	1,040.14	001407	RED WING SHOE STORE	73348	APRIL BOOTS	1,040.14	
3582	05/18/01	348.93	001503	SGFELITE GLASS CORP.	73737	REFGIR VEH #909	348.93	
3583	05/18/01	1,943.23	001573	SCOTT P.E., ROBERT W.	73733	3/1-4/30 PROF SVCS	1,043.23	
3584	05/18/01	16.64	991548	STEVE'S UNION	73850	APRIL FUEL	16.64	
3585	05/18/01	43,717.44	001762	FOOD & NUTRITION SERVICES, I N C	73851	MAY DISPATCH FEE	43,717.44	
3586	05/18/01	94.90	991837	VIKING OFFICE PRODUCTS	73739	OFFICE SUPPLY-PLANG	94.00	
3537	05/18/01	421.00	991644	BRINKS INCORPORATED	73889	APRIL SECURITY	421.00	
3588	05/18/01	259.99	001856	BGY COMMUNICATIONS	73749	GPRIL PHONE REPAIRS	250.00	
3589	05/18/01	999.99	991837	HUMPHREY, YVONNE A.	73741	JUNE- VERNON ST LOT	900.00	
3590	05/18/01	219.00	001896	NATIONAL BUSINESS INSTITUTE	73852	EMP LEAVE RIGHTS	219.00	
3591	05/18/01	2,712.50	991931	LITTLER MENDELSON	73853	LEGAL SVCS	2,712.50	
3592	05/18/01	645.61	001936	WORLDCOM TECHNOLOGIES, INC.	73742	APRIL LONG DISTANCE	645.61	
3593	05/18/01	17.80	001944	SGNTG CRUZ COUNTY LAW LIBRARY	73854	COPIES - LEGAL	17.80	
3594	05/18/01	715.69	99197b	SPORTWORKS NORTHWEST, INC.	73743	REV VEH PGRT 796	715.69	
3595	05/18/01	3,910.90	001991	PAY STAFFING	73744	TEMPS W/E 4/22 ADMIN	535.50	
					73745	TEMPS W/E 4/29 ADMIN	560.00	
					73746	TEMPS W/E 4/30 HRD	2,815.40	
3596	05/18/01	1,582.08	002095	TRANSIT RESOURCES, INC.	73792	REV VEH PARTS	424.55	
					73793	REV VEH PARTS	1,157.53	
3597	05/18/01	3,208.56	992928	WESTCOAST LEGAL SERVICE	73855	MEDICAL RECORDS	3,208.56	
3598	05/18/01	157.59	002035	BOWMAN & WILLIAMS	73704	TENANT IMPROV. WTC	157.50	
3599	05/18/01	533.17	002063	COSTCO	73795	PHOTO PROCESS-W	55.56	
					73796	DESK - HRD	436.99	
					73707	OFFICE SUPPLIES	130.52	
					73856	PHOTO PROCESS-LEGAL	19.16	
3600	05/18/01	28,761.47	002116	HINSHAW, EDWARD & BGRBGRG	73708	JUNE- 129 DUBOIS	5,861.19	
					73794	JUNE- 370 ENCINAL	22,900.28	
3601	05/18/01	10,173.30	992117	IULIANO, NICK	73710	JUNE- 111 DUBOIS	10,173.30	
3602	05/18/01	199.99	992146	DASH, JOHN A. & ASSOCIATES	73857	PUS OPS WAGE GHGLYIS	100.00	
3693	05/18/01	595.99	992168	DSL.NET	73711	MAY CENTREX LINE	595.09	
3604	05/18/01	5,731.82	002192	BGY EQUIPMENT & REPGIR	73712	OUT REPGIR REV VEH	5,731.82	
3595	95119191	1,240.00	992212	CONFLICT RESOLUTION PROGRAM	73713	PROF/TECH PLANNING	1,000.00	
					73358	MEDIATION SVCS	240.09	
3696	05/18/01	2,000.00	992267	SHAW & YODER	73714	GPRIL LEGISLATIVE	2,000.00	
3607	05/18/01	225.99	092338	BURTON, DEBORAH LCSW MFCC	73859	SAP SVCS DEC 2999	225.90	
3608	05/18/01	3,995.54	002346	CHANEY, CAROLYN & ASSOC., INC.	73715	MAY PROF SVCS	3,995.54	
3609	05/18/01	194.69	002459	SCOTT'S VALLEY WATER DISTRICT	73715	2/7-4/9 KINGS VLG	166.85	
					73717	2/7-4/9 KINGS VLG	28.64	
3619	05/18/01	18.00	992556	STATE OF CALIFORNIA	73860	SEMINAR-5/25/01	18.00	
3610	05/18/01	-18.99	992556	STATE OF CALIFORNIA	73895	VOID CHECK	-19.99	PRE-PAID
						VOID CHECK		
3611	05/18/01	1,460.00	002564	WESTERN DESIGN FLOOR	73719	INSTALL CARPET LOUNG	1,310.00	
					73729	REPLACE CARPET PIECE	150.00	
3612	05/18/01	2,217.30	002610	FREDERICK ELECTRONICS CORP.	73718	JUNE- 375 ENCINAL	2,217.30	
3613	05/18/01	853.01	992627	CDW GOVERNMENT, INC.	73721	OFFICE SUPPLIES-MIS	853.01	
3114	05/18/01	591.79	002639	NEXTEL COMMUNICATIONS	73861	APRIL PHONES	591.79	
3615	05/18/01	4,025.80	002713	SGNTG CRUZ AUTO TECH, INC	73722	REPAIR GIR COND.VEH	916.90	
					73723	REPAIR GIR COND.VEH	683.17	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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						73724	REPAIR VEH #808	1,258.81	
						73725	REPAIR VEH #8027	271.46	
						73726	REPAIR VEH #8025	388.01	
						73727	REPAIR VEH #909	507.45	
3616	05/18/01	544.15	004	NORTH BGY FORD LINC-MERCURY		73747	REY VEH PARTS	544.15	
3618	05/18/01	9,842.03	009	PACIFIC GAS & ELECTRIC		73748	4/2-4/30 RIVER ST	231.57	
						73749	4/2-4/30 GOLF CLUB	990.94	
						73750	4/3-5/1 111 DUBOIS	515.00	
						73751	4/3-5/1 111 DUBOIS	1,064.70	
						73752	4/3-5/1 ENCINAL	1,377.56	
						73753	4/3-5/1 ENCINAL	380.12	
						73754	4/2-4/30 BEACH S T	57.85	
						73755	4/2-4/30 RODRIGUEZ	134.49	
						73756	4/2-4/30 RODRIGUEZ	749.99	
						73757	4/2-4/30 GOLF CLUB	879.15	
						73758	4/2-4/30 RIVER ST	1,123.72	
						73759	3/28-4/26 SAKATA	19.59	
						73760	3/28-4/26 SAKATA	35.26	
						73761	4/6-5/7 PACIFIC GVE	264.15	
						73762	4/5-5/7 PACIFIC AVE	435.05	
						73763	4/5-5/7 PACIFIC GVE	342.52	
						73764	4/5-5/7 PACIFIC GVE	299.79	
						73765	4/5-5/7 PACIFIC AVE	949.57	
3619	05/18/01	76.00	036	KELLY-MORE PAINT CO INC.		73760	REPAIRS/MAINT	76.00	
3620	05/18/01	2,021.58	038	KINKO'S INC.		73890	APRIL COPIES	2,021.58	
3621	05/18/01	2,160.49	041	MISSION UNIFORM		73767	APRIL UNIFORMS/LAUND	349.32	
						73862	APRIL LGUNBRY-FLEET	476.37	
						73863	APRIL LAUNDRY-FLEET	1,334.80	
3622	05/18/01	467.05	042	ORCHARD SUPPLY HARDWARE		73768	SMALL TOOLS - OPS	136.65	
						73769	APRIL SUPPLIES-FGC	330.40	
3623	05/18/01	2,077.98	043	PGLGCE GRT & OFFICE SUPPLY		73864	UTILITY STAND-PLANNG	185.32	
						73365	OFFICE SUPPLY-HRD	83.55	
						73866	OFFICE SUPPLY-HRD	141.09	
						73867	TONER-FLEET	51.66	
						73868	OFFICE SUPPLY	39.10	
						73869	GRAPHICS SUPPLIES	86.77	
						73870	OFFICE SUPPLY-PLGNG	64.25	
						73871	GRAPHICS SUPPLIES	72.18	
						73872	OFFICE SUPPLIES	210.52	
						73873	OFFICE SUPPLY-FLEET	309.44	
						73874	OFFICE SUPPLY-FAC	49.90	
						73875	OFFICE SUPPLY-OPS	725.87	
						73876	OFFICE SUPPLY-OPS	64.33	
3524	05/18/01	1,504.19	059	BATTERIES U.S.A. INC.		73770	REV VEH PARTS	1,504.19	
3525	05/18/01	103.22	074	KENVILLE & SONS LOCKSMITH		73771	MECHANICAL SUPPLY	103.22	
3626	05/18/01	33.55	075	COAST PAPER & SUPPLY INC.		73772	CUSTODIAL CLEANING	33.55	
3627	05/18/01	12,739.84	079	SGNTG CRUZ MUNICIPAL UTILITY		73773	3/3-4/30 PACIFIC GVE	6,196.85	
						73774	3/3-4/30 PACIFIC	65.90	
						73775	3/3-4/30 PACIFIC GVE	223.55	
						73776	3/2-4/27 GOLF CLUB	1,337.76	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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					73777	3/2-4/27 111 DUBOIS	1,096.00	
					73778	3/2/4/27 ENCINAL	617.40	
					73779	3/2-4/27 ENCINAL	160.34	
					73780	3/2-4/27 RIVER ST	2,898.50	
					73877	APRIL LANDFILL	143.54	
3628	05/18/01	573.30	097 SCOTTS VALLEY BANNER/		73781	METROBASE ADS	573.30	
3629	05/18/01	2,100.00	110 TRANSMART		73782	JUNE CUSTODIAN SVCS	2,100.00	
3630	05/18/01	63.48	115 SNAP-ON TOOLS CORPORAT ON		73876	PARTS & SUPPLIES	63.48	
3631	05/18/01	2,142.10	117 GILLIG CORPORATION		73783	REV VEH PARTS	839.63	
					73784	REV VEH PARTS/SUPPLY	1,302.47	
3632	05/18/01	165.70	134 DAY WIRELESS SYSTEMS		73785	OFFICE SUPPLY-OPS	165.70	
3633	05/18/01	1,910.13	135 SANTA CRUZ AUTO PARTS, NC.		73879	APRIL PARTS/SUPPLIES	1,910.13	
3634	05/18/01	4,386.70	149 SANTA CRUZ SENTINEL		73880	APRIL ADVERTISING	4,386.70	
3635	05/18/01	1,355.50	156 PRINT GALLERY, THE		73786	PRINTING - PLANNING	1,355.50	
3636	05/18/01	110.55	161 OCEAN CHEVROLET INC		73881	REV VEH PARTS	110.55	
3637	05/18/01	43.53	166 HOSE SHOP, INC., THE		73787	REPAIRS/MAINT FAC	43.53	
3638	05/18/01	38.48	172 CENTRAL WELDERS SUPPLY, INC		73788	PARTS/SUPPLIES FLEET	9.81	
					73789	REPAIRS/MAINT FAC	28.67	
3639	05/18/01	1,296.72	180 MANPOWER TEMPORARY SERVICE NC		73790	TEMPS W/E 4/15 HRD	878.40	
					73791	TEMPS W/E 4/15 ADMIN	418.32	
3640	05/18/01	6,305.77	191 GOLDEN GATE PETROLEUM		73792	APRIL FUEL-FLEET	974.56	
					73882	APRIL FUEL	5,331.21	
3641	05/18/01	23.67	192 ALWAYS UNDER PRESSURE		73793	REPAIRS & MAINT	123.67	
3642	05/18/01	67.16	195 NEOPART		73794	REV VEH PARTS	11.36	
					73795	REV VEH PARTS	55.80	
3643	05/18/01	215.39	211 BOWMAN DISTRIBUTION		73796	PARTS & SUPPLIES 193	215.39	
3644	05/18/01	211.04	215 IKON OFFICE SOLUTIONS		73797	5/1-6/1 MAINTENANCE	211.04	
3645	05/18/01	1,643.71	216 LABOR READY, INC.		73798	TEMPS W/E 4 17 FAC	598.00	
					73799	TEMPS W/E 4/19 FAC	518.00	
					73801	TEMPS W/E 4/20 FAC	527.71	
3646	05/18/01	377.10	26 OFF CMAX		73802	HON FILE CABINET	161.61	
					73803	OFFICE CHAIR OPS	215.49	
3647	05/18/01	108.66	267 B & R MANUFACTURING, INC.		73883	REV VEH PARTS	108.66	
3648	05/18/01	114.75	298 ERGOMETRICS		73804	EMPLOYMENT TESTS	114.75	
3649	05/18/01	3,217.00	309 GOOD TIMES		73891	APRIL ADVERTISING	3,217.00	
3650	05/18/01	504.53	316 WATSONVILLE AUTO SUPPLY		73884	REV VEH PARTS 11	504.53	
3651	05/18/01	130.00	367 COMMUNITY TELEVISION OF		73885	BROADCAST 4/11/01	130.00	
3652	05/18/01	250.70	372 FEDERAL EXPRESS		73886	APRIL POSTAGE	250.70	
3653	05/18/01	228.21	389 KENS AUTO PARTS, INC.		73806	PARTS & SUPPLIES	228.21	
3654	05/18/01	2,326.75	395 APPLIED GRAPHICS, INC.		73807	PRINTING-FLEET	109.55	
					73808	TICKET PRINTING	1,709.53	
					73809	FOLDERS W/LOGO	507.67	
3655	05/18/01	241.93	405 JOHN'S ELECTRIC MOTOR		73810	MECHANICAL SUPPLIES	241.93	
3656	05/18/01	45,450.00	413 COLUMBIA EQUIPMENT COMPANY INC		73811	BUS SHELTERS	45,450.00	
3657	05/18/01	2,000.00	433 AMPAC BUILDING MAINTENANCE		73812	APRIL SVTC MAINT	2,000.00	
3658	05/18/01	85.98	486 BRENTON SAFETY, INC.		73813	SAFETY SUPPLIES	85.98	
3659	05/18/01	22,502.48	500 PAIGE'S SECURITY SERVICES, INC		73892	APRIL SECURITY	22,502.48	
3660	05/18/01	194.87	510 ASCOM HASLER LEASING		73814	POSTAGE METER	194.87	
3661	05/18/01	1,040.00	525 KION TV		73815	PRODUCTION SERVICES	1,040.00	
3662	05/18/01	1,050.00	531 KATHY'S LIFT TRUCK AND		73816	INSTALL METER BASE	1,050.00	

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

DATE: 05/01/0 THRU 05/31/0

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
3663	05/18/01	75.00	540	SUPERIOR ALARM		73817	OUT REPAIR EQUIPT	75.00	
3664	05/18/01	18.48	546	GRANITE ROCK COMPANY		73818	REPAIRS & MAINTS	18.48	
3665	05/18/01	134.77	551	TONY & ALBA'S PIZZA		73819	PROMO ITEMS	134.77	
3666	05/18/01	96.59	558	CALIFORNIA CONNECTION, THE		73820	RETRIEVAL-NEWS STORY	96.59	
3667	05/18/01	19.00	564	UPS CUSTOMHOUSE BROKERAGE, INC.		73821	FREIGHT FOR ITEMS	19.00	
3668	05/18/01	324.67	566	CALISTOGA SPRING WATER CO.		73893	APRIL WATER-ADMIN	324.67	
3669	05/18/01	2,711.19	601	ENERGY CONTROL GROUP LLC		73822	REV VEH PARTS	2,711.19	
3670	05/18/01	100.00	B001	AINSWORTH, SHERYL		73823	APRIL BOARD MEETINGS	100.00	
3671	05/18/01	100.00	B002	ALMQUIST, JEFF		73824	APRIL BOARD MEETINGS	100.00	
3672	05/18/01	100.00	B003	BEAUTZ, JAN		73825	APRIL BOARD MEETINGS	100.00	
3673	05/18/01	100.00	B004	FITZMAURICE, TIM		73826	APRIL BOARD MEETINGS	100.00	
3674	05/18/01	100.00	B005	GABRIEL, BRUCE		73827	APRIL BOARD MEETINGS	100.00	
3675	05/18/01	100.00	B007	KEDGH, MICHAEL		73828	APRIL BOARD MEETINGS	100.00	
3676	05/18/01	100.00	B008	KROHN, CHRISTOPHER		73829	APRIL BOARD MEETINGS	100.00	
3677	05/18/01	100.00	B009	LOPEZ, RAFAEL		73830	APRIL BOARD MEETINGS	100.00	
3678	05/18/01	100.00	B010	NORTON, DENNIS		73831	APRIL BOARD MEETINGS	100.00	
3679	05/18/01	100.00	B011	REILLY, EMILY		73832	APRIL BOARD MEETINGS	100.00	
3680	05/18/01	48.82	E002	STICKEL, TOM		73887	REIM EXPENSES 5/13	48.82	
3681	05/18/01	130.00	M001	HORTON, JOSEPH		73833	JUNE MEDICAL PREMIUM	130.00	
3682	05/18/01	130.00	M002	RACKLEY, EARL		73834	JUNE MEDICAL PREMIUM	130.00	
3683	05/18/01	65.00	M003	WYANT, JUDI		73835	JUNE MEDICAL PREMIUM	65.00	
3684	05/18/01	65.00	M004	PORTILLA, EARLENE		73836	JUNE MEDICAL PREMIUM	65.00	
3685	05/18/01	65.00	M005	ROSS, EMERY		73837	JUNE MEDICAL PREMIUM	65.00	
3686	05/18/01	169.00	M006	VAN DER ZANDE, ED		73838	JUNE MEDICAL PREMIUM	169.00	
3687	05/18/01	122.00	M007	BLAIR-ALWARD, GREGORY		73839	JUNE MEDICAL PREMIUM	122.00	
3688	05/18/01	122.00	M008	CAMPOS, ARVILLA		73840	JUNE MEDICAL PREMIUM	122.00	
3689	05/18/01	339.00	M009	FREEMAN, MARY		73841	JUNE MEDICAL PREMIUM	339.00	
3690	05/18/01	122.00	M010	SHORT, SLOAN		73842	JUNE MEDICAL PREMIUM	122.00	
3691	05/18/01	46.00	M011	LAWSON, LOIS		73843	JUNE MEDICAL PREMIUM	46.00	
3692	05/18/01	46.00	M012	ROSE, JACK		73844	JUNE MEDICAL PREMIUM	46.00	
3693	05/18/01	38.00	M013	JAHNKE, EILEEN		73845	JUNE MEDICAL PREMIUM	38.00	
3694	05/18/01	25.00	R344	SIMKIN, JOSEFA		73888	COPIES MEDICAL FILES	25.00	
3695	05/18/01	18.00	002556	STATE OF CALIFORNIA		73896	SEMINAR 5/25/01	18.00	
3695P	05/18/01	-18.00	002556	STATE OF CALIFORNIA VOID CHECK		73897	VOID CHECK	-18.00	PRE-PAID
3696	05/18/01	18.00	002656	SANTA CRUZ COUNTY BAR ASSOC.		73898	SEMINAR 5/25/01	18.00	
3697M	05/22/01	2,072.00	080	STATE BOARD OF EQUALIZATION APRIL USE TAX PREPAY		73899	APRIL USE TAX PREPAY	2,072.00	MANUAL
3698M	05/23/01	5,929.39	002287	CALIFORNIA SERVICE EMPLOYEE MAY MEDICAL INS		73900	MAY MEDICAL INS.	5,929.39	MANUAL
TOTAL		920,283.43		COAST COMMERCIAL BANK			TOTAL CHECKS 256	920,283.43	

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

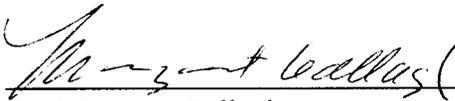
TO: Board of Directors

FROM: District Counsel

RE: Claim of: Douglas Overton Received: 05/11/01 Claim #: 01-0012
Date of Incident: 04/20/01 Occurrence Report No.: SC 04-01-09

In regard to the above-referenced Claim, this is 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: May 29, 2001

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 June 15, 2001.

Dale Carr
Recording Secretary

Date

MG/eg

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

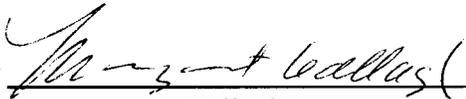
TO: Board of Directors

FROM: District Counsel

RE: Claim of: Douglas Overton Received: 05/11/01 Claim #: 01-0012
Date of Incident: 04/20/01 Occurrence Report No.: SC 04-01-09

In regard to the above-referenced Claim, this is 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: May 29, 2001

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 June 15, 2001.

Dale Carr
Recording Secretary

Date

MG/eg

<< Interrupted Transmission >>
 CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 (Pursuant to Section 910 et Seq., Government Code)
 Claim # SC04-01-09

TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

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

1. Claimant's Name: Douglas Garcia Overton

Claimant's Address/Post Office Box: 9020 Rolling Green Terrace
Coronado Bay Ca 95746

Claimant's Phone Number: 797 916 -0501

2. Address to which notices are to be sent: Same

3. Occurrence: Bus side sign hit passenger window & door

Date: 4-20-01 Time: 11? Place: TRESCANY, MISSION

Circumstances of occurrence or transaction giving rise to claim: Bus sign had hit our passenger side window & door

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: damage to passenger side window needs replacement bare rock, section done in Santa Cruz

5. Name or names of public employees or employees causing injury, damage, or loss, if known: Santa Cruz Buss - # 2061

6. Amount claimed now... \$ 1526.95 Truck Repair
 *Estimated amount of future loss, if known: 100.00 Gas, 100 Room \$ 200.00
 TOTAL... \$ 1726.95 1726.95

7. Basis of above computations: est + mileage + Room

Douglas Garcia Overton
 CLAIMANT'S SIGNATURE OR

5-07-01
 DATE

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

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

100.00 Gas driving + est search.
100.00 Room - MOTEL - SUPER 8 MOTEL - Sunil's Brief owners - 601 Riverside Santa Cruz.
RECORDS show we had to stay another

Date: 6/3/01 11:20 AM
 Estimate ID: 5241
 Estimate Version: 0
 Preliminary
 Profile ID: Standard

Gamboa's Body & Frame
 985 Riverside Ave Roseville, CA 95678
 (916) 784-1172
 Fax: (916) 784-8922

Damage Assessed By: JOHN LEYMASTER

Appraised For: DOUGLAS OVERTON

Type of Loss: Collision
 Deductible: UNKNOWN

Owner DOUGLAS OVERTON
 Address: 9020 ROLLING GREENS TERRACE GRANITE BAY, CA 36746
 Telephone: Home Phone: (916) 797-0531

Mitchell Service: 816489

Description: 1991 GMC Pickup CI500
 Body Style: 2D Pkup 8' Bed 131" WB
 VIN: 1GTEC14H8ME540661
 Mileage: 122,319
 OEMIALT: 0
 Color: WHITE

Drive Train: 5.0L Inj 9 Cyl 2WD
 License: RAINCHK C A

Search Code: None

Line Hem	Entry Number	Labor Type	Operation	Line Item Description	Part Type/Port Number	Dollar Amount	Labor Units
1	530570	BDY	REMOVE/INSTALL	R CAB DRIP FINISH MOULDING	Existing		0.2'
2	900600	BDY *	REMOVE/INSTALL	BED SET BACK	Existing		1.7'
3	900500	BDY .	ADD'L LABOR OP	ROPE REAR GLASS	Existing		0.5
4	900500	BDY *	REMOVE/INSTALL	CAMPER SHELL	Existing		1.6'
5	300500	BDY *	REMOVE/REPLACE	ENERGYSURCHARGE	Sublet		
6	530700	BOY	REMOVE/REPLACE	R CAB ADHESIVE MOULDING	16631686 GM PART		
7	531000	B D Y	REMOVE/REPLACE	R CAB NAMEPLATE	15333636 GM PART	26.60	0.2
8	501739	BDV	REPAIR	R FRT DOOR SHELL	Existing		4.0*#
9	AUTO REF	REFINISH		R FRT DOOR OUTSIDE			C 2.7
10	533510	BDY	REMOVE/REPLACE	R FRT DOOR ADHESIVE MOULDING	15607288 GM PART	35.80	0.2
11	500427	BDV	REMOVE/INSTALL	R FRT REAR VIEW MIRROR			0.2 #
12	501297	BDY	REMOVE/INSTALL	R FRT DOOR TRIM PANEL			INC
13	545442	BDY	REMOVE/INSTALL	R FRT OTR DOOR HANDLE			0.3 #
14	536160	GLS	REMOVE/REPLACE	R FRT DOOR MOVEABLE GLASS	15612362 GM PART	286.60	0.8 #
15	300500	REF *	REFINISH/REPAIR	BLEND R CAB CORNER	Existing		0.0'
16	536430	BDV	REMOVE/INSTALL	R FRT DOOR GLASS RUN	Existing		0.2*#
17	900500	BDY *	REMOVE/INSTALL	R DOOR SHADE	Existing		0.2'
18	536480	BDY	REMOVE/INSTALL	R FRT OTR DOOR GLASS BELT W/STRIP	Existing		0.2'
19	AUTO REF	ADD'L OPR		CLEAR COAT			1.1'
20	933003	REF	ADD'L OPR	TINT COLOR			0.5*
21	93301.3	REF	ADD'L OPR	MASK FOR OVERSPRAY		8.00'	0.3'
22	AUTO	ADD'L C O S T		PAINT/MATERIALS		163.00 *	
23	AUTO	ADD'L C O S T		HAZARDOUS WASTE DISPOSAL		10.00 .	

* - Judgement Item
 # - Labor Note Applier
 C - Included in Clear Coat Calc

ESTIMATE RECALL NUMBER: 5/3/01 11:20:14 5241

Mitchell Data Version: APR_01_A
 UltraMate Version: 4.6.004

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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 May 17, 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, Glen Eldred, Kasandra Fox, Bruce Gabriel, Mark Hartunian, Michelle Hinkle, Ed Kramer, Deborah Lane, Jeff LeBlanc, Fahmy Ma'Awad, Thom Onan, Pop Papadopulo, Barbara Schaller, Laura Scribner and Patricia Spence.

METRO STAFF PRESENT:

Bryant Baehr, Operations Department Manager
Kim Chin, Planning and Marketing Department Manager
John Daugherty, Accessible Services Coordinator
David Konno, Facilities Maintenance Department Manager
Tom Stickel, Fleet Maintenance Department Manager

BOARD MEMBERS PRESENT:

Bruce Gabriel
Michelle Hinkle

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

1) MASTF requests that METRO management plan to conduct a survey of Watsonville ridership. This might be accomplished by:

- 1) An independent survey
 - 2) Devised by staff
 - 3) Set tentative date for survey
 - 4) To report to back to MASTF as to the progress at each meeting until completed
 - 5) When the project is ready, present it to the METRO Board for approval
- MASTF Minutes

May 17, 2001

Page Two

2) MASTF requests representation from MASTF be included on the Service Planning and Review Committee.

3) MASTF requests Sunday level service for the Fourth of July and Labor Day this year. If that is not possible, MASTF requests a firm commitment for restoration of Fourth of July and Labor Day service next year.

4) MASTF informs the Board that MASTF prefers Sunday level service for the Fourth of July. But MASTF accepts and appreciates the staff recommendation for three buses for Fourth of July service this year.

RELEVANT ATTACHMENTS: I

***MASTF MOTIONS RELATED TO METRO MANAGEMENT**

MASTF requests that METRO management plan to conduct a survey of Watsonville ridership. This might be accomplished by:

- 1) An independent survey
- 2) Devised by staff
- 3) Set tentative date for survey
- 4) To report to back to MASTF as to the progress at each meeting until completed
- 5) When the project is ready, present it to the METRO Board for approval

I. CALL TO ORDER AND INTRODUCTIONS

Chairperson Kasandra Fox called the meeting to order at 2:10 p.m. Ms. Fox requested that persons seated around the walls of the room come up to the table. She noted that a person would be recognized to speak a second time on an agenda item after all persons have their turn to speak.

II. APPROVAL OF THE APRIL 19, 2001 MASTF MINUTES

Patricia Spence offered a clarification for the last paragraph of Item 6.8 b) "Transportation Advocacy".

MASTF Minutes

The paragraph in the Minutes reads:

“3) Ms. Spence shared that the former Director of Lift Line left 31 letters from her unanswered. She noted that Mr. Hartunian has addressed issues raised in those letters and taken care of them.”

Deborah Lane read the following correction aloud:

“The words that are written in the Minutes are what was said, but I would like to clarify by adding what was written in a letter to Scott Bugental putting the statement in to more context. The letter was dated May 12, 2001 and mailed May 14th. The clarification is: From the period 9/99 to 7/1/2000, I wrote 31 letters regarding paratransit service as provided by Lift Line and subcontracting taxi companies. Some of these were to METRO staff with 17 of the total either copied or addressed to the Director of Lift Line.”

MASTF Motion: That the April 19, 2001 MASTF Minutes be approved as corrected.

M/S/PU: Spence, Papadopulo

III. AMENDMENTS TO THE AGENDA

Ms. Lane requested that an emergency action item, “MASTF Consideration of Staff Recommendation for Fourth of July Bus Service”, be added to the Bus Service Committee Report. She explained that the METRO Board would consider and then vote on the staff recommendation tomorrow.

MASTF Motion: That “MASTF Consideration of Staff Recommendation for Fourth of July Bus Service” be added to the Agenda under the Bus Service Committee Report as an emergency action item.

M/S/PU: Lane, LeBlanc

Ms. Lane requested that Ongoing Business item 5.3, “Call Stops and Talking Signs: Compliance with Americans with Disabilities Act (ADA)” be tabled until next month. She explained that the METRO Board was reviewing the MASTF Minutes

May 17, 2001

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issue tomorrow and that a progress report could be made to the group next month.

MASTF Motion: That Agenda item “Call Stops and Talking Signs: Compliance with the Americans with Disabilities Act (ADA)” be tabled until next month.

M/S/PU: Lane, Ma’Awad

IV. ORAL COMMUNICATION AND CORRESPONDENCE

Thom Onan announced:

- 1) That the Assistive Technology program provided by the Central Coast Center for Independent Living (CCCIL) has information available that might be appropriate for transportation purposes. One example provided by Mr. Onan was a talking digital map.
- 2) On Tuesday May 22, 2001 CCCIL will make a presentation on Solutions for Persons with Visual Impairments at the Blind and Visually Impaired Center in Pacific Grove.
- 3) On Saturday June 16, 2001, at a location to be chosen in either San Juan Bautista or Holister. CCCIL will host an Assistive Technology in the Community Day. Mr. Onan noted that persons wanting more information can contact CCCIL (462-8720) or speak with him after the MASTF meeting.

Fahmy Ma’Awad shared that the METRO Board would discuss and possibly vote on the future of Talking Signs tomorrow. He encouraged all supporters of Signs to come out and speak to the Board on the issue. “We support each other,” he noted, “and here’s our chance.”

Ms. Lane read excerpts from a letter (Attachment A) written by Ms. Spence on April 26th and sent to the Santa Cruz City Council. The letter begins: "It is very rewarding when elected officials respond to concerns of the public. The MASTF Minutes

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actions taken by city officials and the building department head to remedy the non-compliant access concerns in the in the Santa Cruz City Hall Council Chambers and adjacent women's restroom is greatly appreciated.”

Ms. Fox shared with Mr. Ma'Awad that MASTF supports law contained in the ADA. She believed that the law did not require the calling out of every bus stop.

John Daugherty shared that MASTF had received six letters (Attachments B-G) since its last meeting:

- 1) A note from Pasatiempo Drive resident Sonia O'Brien about access problems at a bus stop at Graham Hill and Sims Road. Also a follow up letter with information from MASTF member Pop Papadopulo.
- 2) The letter written by Ms. Fox on behalf of MASTF to support progress of the Metro Base project.
- 3) Two letters from METRO District Counsel Margaret Gallagher to Ms. Fox requesting MASTF input on two topics: Proposed changes in time and place for METRO Board meetings and input on a new kiosk proposed for the Watsonville Transit Center. Both items were referred to the Agenda for the meeting next month.
- 4) A letter from Scott Bugental to MASTF in response to comments from Ms. Spence during the April MASTF meeting. The letter contains highlights of Mr. Bugental's work with MASTF while he was Director of Lift Line.

Michelle Hinkle shared that discussion tomorrow by the Board of Call Stops was part of an information item.

Bryant Baehr shared details that affected METRO's purchase of new buses that he had just learned of yesterday. He noted that a grant (through "Moyer funds") METRO had secured to purchase eight alternate fuel vehicles would expire within two months. Some bus specifications agreed to by MASTF

MASTF Minutes

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members and METRO staff would not be available for manufacturers to bid on for six to eight months. “If we don’t spend the Moyer money by July 15th we lose the Moyer money,” he noted, “which means we lose eight buses.”

Mr. Baehr noted that METRO was negotiating with another transit district to “piggy back” on its bus purchase order. He noted that a report was being prepared for Board consideration next month. He asked that this issue be placed on the MASTF Agenda for next month for discussion of trade-offs.

Ms. Fox showed the group a copy of the Certificate of Merit (Attachment H) awarded to Mr. Daugherty during the Santa Cruz County Regional Transportation Commission’s Excellence Awards ceremony earlier this month.

Ms. Fox shared that due to a lack of volunteers MASTF would postpone its participation in the International Peace Day event until next year.

V. ONGOING BUSINESS

5.1 MASTF Consideration of Bus Service Priorities

a) MASTF Recommendations: Watsonville and South County Bus Service

Ms. Spence recalled that during discussion last year about Holiday shuttle service in Watsonville she had asked about the use of tools – including a survey – to ask Watsonville ridership what the ridership wants from METRO. Recently, while planning for future use of an electric power wheelchair, Ms. Spence had received assistance from Kim Chin and METRO Customer Service Coordinator Donna Canales to map out bus trip planning. She discovered that the three to four mile round trip between her home and Longs Drugs in Watsonville would take two hours to complete using the bus.

She believed that current bus routing does not support travel to major destinations in Watsonville. As a paratransit service rider who looked to use MASTF Minutes

fixed route bus service when possible in the future, Ms. Spence presented a Motion to the METRO Board and Management.

After discussion, the following Motion to METRO Board and Management was approved:

MASTF Motion: MASTF requests that METRO management plan to conduct a survey of Watsonville ridership. This might be accomplished by:

- 1) An independent survey**
- 2) Devised by staff**
- 3) Set tentative date for survey**
- 4) To report to back to MASTF as to the progress at each meeting until completed**
- 5) When the project is ready, present it to the METRO Board for approval**

M/S/PU: Spence, LeBlanc

Sharon Barbour shared that one task she hoped to carry out through her Bus Service sub committee was discussion of bus service priorities among MASTF members. She invited persons interested in sorting out bus service priorities to meet with her after the MASTF meeting.

Ms. Spence shared that she had seen a “phantom” bus stop at Martinelli and Washington streets on the south side of the street. She wondered about the process to activate and close down a bus stop. Mr. Papadopulo noted that he would investigate that bus stop.

b) Other MASTF Bus Service Recommendations

No report.

5.2 Metro Base: How Can We Help?

Ms. Lane announced that an additional METRO Board meeting was set for next Wednesday, May 23rd. The topic for the meeting – that begins at 7 p.m. at the Santa Cruz County Board of Supervisors Chambers at 701 Ocean Street in Santa Cruz – is Metro Base. Mr. Daugherty shared that the *Santa Cruz Sentinel* had published letters (Attachment I) of support for Metro Base from Ms. Lane and Ms. Fox on May 10th.

5.3 Call Stops and Talking Signs: Compliance with Americans with Disabilities Act (ADA)

This item was tabled until next month.

VI NEW BUSINESS

6.1 Announcement of Bus Route Numbers and Bus Destinations at Transit Centers

No report.

6.2 MASTF Membership Drive

Ms. Fox asked for volunteers to assist her in the creation of a recruitment brochure for MASTF. She shared that she pictured a brochure that could be handed out to bus passengers and other interested persons. Barbara Schaller and Mr. Papadopulo offered their assistance. Laura Scribner suggested that the material handed out be postcard size.

The following Motion to MASTF Membership emerged from discussion:

MASTF Motion: To proceed with development of a recruitment brochure.

M/S/PU: Barbour, C. Day

MASTF COMMITTEE REPORTS

6.3 Training and Procedures Committee Report (Pop Papadopulo)

No report.

6.4 Bus Service Committee Report (Sharon Barbour)

Sharon Barbour reported that the sub committee formed last month had ranked the order for preferred restoration of Holiday service and discussed other issues. She noted that the following priority list was influenced by the prospect that service on the Fourth of July and Labor Day would be easier to obtain than other holidays:

- 1) Fourth of July
- 2) Labor Day
- 3) Thanksgiving
- 4) Christmas
- 5) New Year's Day

Ms. Barbour also reported that the sub committee had noted that there are no MASTF and Metro Users Group (MUG) representatives on METRO's Service Planning and Review Committee. Discussion following her remarks included background about the Committee and acknowledgement that working out MASTF and MUG representation would be difficult. Ms. Scribner noted: "MASTF needs to make sure, that whether we get a seat on that [committee] or not, that our recommendations are heard at that committee loud and clear."

The following Motion to the METRO Board emerged from discussion:

MASTF Motion: MASTF requests representation from MASTF be included on the Service Planning and Review Committee.
M/S/PU: Barbour, LeBlanc

Ms. Barbour reintroduced the topic of Holiday service for further discussion. Discussion included the concern expressed by Ms. Spence that any bus service improvements serve the entire county. Jeff LeBlanc noted: "We can say these (bus service improvements) are important to us. We would like to see them

addressed. We don't have to fight. It's not our job to fight the either/or battle. I'd like us to try to avoid that if we can."

The following Motion to the Board emerged from discussion:

MASTF Motion: MASTF requests Sunday level service for the Fourth of July and Labor Day this year. If that is not possible, MASTF requests a firm commitment for restoration of Fourth of July and Labor Day service next year.

M/S/PU: Barbour, Chatterton

a) Metro Users Group (MUG)

Ms. Barbour reported that MUG had passed a Motion of support for a MUG representative on the Service Planning and Review Committee. She also noted that MUG supported the staff recommendation for bus service on the Fourth of July this year.

b) MASTF Consideration of Staff Recommendation for Fourth of July Bus Service

Discussion before and after the Motion on this topic included background on the staff recommendation for 24 hours of service through use of three buses and reactions to the recommendation. Comments included the explanation from Ms. Scribner that the recommendation calls for creation of a committee to determine where and how the bus service is deployed. She also shared that she and Ms. Schaller would serve on the committee and welcomed input on what the bus service (if approved) should include. Ted Chatterton believed it was an act of discrimination to have only three buses covering the entire county during the holiday. Mr. Daugherty circulated copies of two pages describing MASTF activity on Holiday Service and the staff recommendation (Attachment J).

The following Motion to the Board emerged from discussion:

MASTF Motion: MASTF informs the Board that MASTF prefers Sunday level service for the Fourth of July. But MASTF accepts and appreciates the staff recommendation for three buses for Fourth of July service this year.

M/S/C: Barbour, Schaller (Mr. Chatterton voted “No”, two abstentions)

6.5 Bus Stop Improvement Committee Report (Pop Papadopulo)

a) Bus Stop Advisory Committee (BSAC)

Mr. Papadopulo reported the bus stop at Graham Hill and Sims Road had been “brought up to standard” and was more accessible. He also noted that bus stops along Capitola Road – including the bus stop at the Senior Center at 17th Avenue – would be improved in the future.

Mr. Papadopulo also reported that METRO was considering new colors for bus stops and shelters. Mr. Chin explained that METRO sought colors that are brighter and more inviting than the current brown color. Mr. Papadopulo requested that recommendations on color selection be an item for the Agenda next month.

b) Accessible Bus Stop at Capitola Road and Clares Street

Mr. Papadopulo reported that the bus stop would be improved during this summer.

c) Report on Cabrillo College Bus Stops

David Konno reported that two bus turnouts at Cabrillo College had been completed. He noted that work was still being done on “shelterization” at the campus. He shared that METRO was moving ahead with plans for an outbound bus stop near the Sesnon House. He noted that the outbound bus stop was not in the original Cabrillo College plans.

6.6 Paratransit Services Committee Report (Pat Spence)

a) Report on Disability Awareness Training Proposal

Ms. Spence reported that MASTF would develop the training proposal on its own. She noted that Michael Bradshaw of CCCIL had offered support. She was planning for the Paratransit Services Committee to meet and have a proposal ready for Board review during June.

OTHER REPORTS

6.7 Paratransit Update

a) ADA Paratransit Update (Mark Hartunian)

Mr. Hartunian reported:

- 1) He was excited to be working with MASTF on paratransit awareness training that would involve the METRO Board.
- 2) There were no turndowns of requests for paratransit service during April.
- 3) He was working with METRO staff to “shore up some of our resource issues with subcontractors”. He expected that those issues could be worked out by next month.
- 4) Last week, for the first time, Lift Line vehicles carried out 600 paratransit rides.
- 5) In response to questions from Ms. Barbour, Mr. Hartunian noted that paratransit service is available every day of the year except for Thanksgiving, Christmas and New Year’s Day. In response to a question from Ms. Fox, Jim Bosso noted that Handicab service would be available on the Fourth of July. Ms. Barbour and Mr. LeBlanc noted that METRO and Lift Line should be thanked for providing paratransit service beyond the requirements of the ADA.

b) Transportation Advocacy (Thom Onan)

Mr. Onan reported:

- 1) He received no phone calls from persons with concerns about METRO or Lift Line service this month.
- 2) METRO staff had presented language they “were more comfortable with” for the Signs discussed last month. Mr. Hartunian informed Mr. Onan that the revised language signs would be posted inside all CTSA/Lift Line vehicles in the near future.
- 3) He would be meeting soon with Lift Line and METRO staff to work out a “smoother system” for complaint handling.

6.8 Commission on Disabilities Report (Pat Spence)

Ms. Spence shared a detailed report with the group. Highlights of the report included:

“... I have resigned my appointment to the Commission effective May 11th... (In) my second and last report I would like to give a very brief synopsis of what I have learned in the areas of accessibility...”

It is virtually impossible to separate disability and access concerns into separate issues. What occurs in one area effects the others. Accessible transportation does not receive full benefit and credit without curb cuts so persons with disabilities can get to the bus stop and then enter and use the building and the facilities at their destination.

... Access regulations have been in effect in California well before the ADA with the passage of the Unruh Act in 1969. California’s regulations are covered under State Title 24 and are the only codes enforceable in the State and Santa Cruz County. In some areas State codes are greater than the ADA and the more strict code is applied. ADA may be thought of as “the bigger

gun” but it is only enforceable at the Federal level by the Department of Justice (that) no doubt takes on only those cases that effect large groups or big businesses in order to establish case laws.

Enforcing access regulations is a complaint driven process that now can be done only by individuals filing in court. I have found that I have had a certain measured response by informing (establishments of non-compliance) by writing letters, pointing out violations and requesting remedies... The University Town Center parking lot does not have compliant accessible parking in the correct location... The exterior doorsill and weight of the door exceed limits...

The Checklist for Readily Achievable Barrier Removal and ***Small Business Guide*** are simply written and easy to understand... I urge MASTF members to become familiar with access codes and start talking to management of facilities about lack of access and then follow up with letters requesting compliance.”

Ms. Spence gave Mr. Daugherty a one page of list of websites (Attachment K) that included ***The Checklist*** to circulate to the group.

Later during the meeting Ms. Spence added to this report the recommendation that one goal of long range planning be effort from METRO’s Planning and Marketing to interface with new businesses and shopping centers. She noted that one new shopping center in Watsonville did not have a bus stop near the center because its owners did not contact METRO. Mr. Chin shared that METRO will be working with Watsonville and other local jurisdictions to educate them and improve METRO service.

6.9 Elderly and Disabled Transportation Advisory Committee Report

No report.

6.10 U.T.U. Report

Ms. Scribner read aloud a letter (Attachment L) from Steve Paulson to MASTF. The letter announced that Ian McFadden, Chair of the United Transportation Union (UTU) Local 23 Committee of Adjustment, was offered and accepted the position of Transit Planner with METRO yesterday. The duties of Chair would be taken over temporarily by UTU member Wally Brondstatter.

The letter also shared concerns about the issue of Call Stops and Talking Signs. "... (It) is critical that MASTF understand that there is significant concern over how the Talking Bus is programmed... Since Call Stop compliance is on the Board agenda tomorrow and I am seeking a solution that all parties can live with, I respectfully request that MASTF consider rescinding the recommendation to the Board that all stops be called, and address it to the Board without delay."

Mr. LeBlanc stated:

"That issue was raised a year or so ago, towards the end of the meeting that I was chairing. I didn't want to get in a brouhaha with the people who were making the proposal.

Their interpretation of the ADA does not match what I have read. The assertion was made that the ADA requires that every stop be called out. I have never read anything that even comes close to that. However, that Motion was ramroded through MASTF under what I consider to be misinformation.

I would be willing to propose a Motion rescinding that Motion and recommending that bus stops be called out in compliance with the ADA and leave it at that."

Discussion after the statement from Mr. LeBlanc included the observation from Mr. Baehr that the issue of Call Stops had been tabled until the meeting next month. He also shared that the Board was only reviewing costing information on the Talking Bus system and not implementation of policy. Ms. Fox thanked Ms. Scribner for reading the report.

6.11 S.E.I.U. Report

No report.

6.12 Next Month's Agenda Items

Mr. Daugherty noted: Report on the status of Call Stops and Talking Signs, Feedback on proposed changes in the dates, times and places of METRO Board meetings and MASTF feedback on a proposed kiosk at the Watsonville Transit Center.

Mr. LeBlanc requested that "Bus Service in Watsonville" and the priority for that service be placed on the next agenda.

VII ADJOURNMENT

The meeting was adjourned at 3:46 p.m.
M/S/PU: Papadopulo, Eldred

NOTE: NEXT MAST MEETING IS: Thursday June 14, 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 June 8, 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 June 15, 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

May 16, 2001

The Santa Cruz Metropolitan Transit District Metro Users Group met at 2:17 p.m., Wednesday, May 16, 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
Sandra Coley, Pajaro TMA
Connie Day, Transit User
Michelle Hinkle, Alternate Board Member
Cliff Nichols, Cabrillo College
Barbie Schaller, Seniors Council

VISITORS PRESENT

None

SCMTD STAFF PRESENT

Bryant Baehr, Operations Manager
Kim Chin, Planning & Marketing Mgr.
Tom Stickel, Fleet Maint. Manager

MUG RESOLUTIONS TO METRO BOARD OF DIRECTORS

1. MUG recommends that the Board approach the United Transportation Union (UTU) regarding a change to their Labor Agreement to allow a member from MUG and MASTF to join the Service Review Committee to provide user input.
2. MUG recommends to the Board that the Board of Directors meetings remain in the same Santa Cruz location each month, rather than rotating locations, and that the meetings remain scheduled during the day, rather than in the evenings.

.....
MUG RESOLUTIONS TO METRO MANAGEMENT

None.

1. **CALL TO ORDER AND INTRODUCTION**
2. **ADDITIONS AND DELETIONS TO THE AGENDA**

None

3. ORAL AND WRITTEN COMMUNICATIONS AND ANNOUNCEMENTS

Chairman Gabriel added as a Regular New Business Item the Board Meeting agenda items. This will be an on-going item.

There were two letters from Margaret Gallagher, District Counsel, which were distributed to the Committee. Those letters are made a part of these Minutes and attached hereto.

4. CONSENT AGENDA

ACTION: MOTION: Sharon Barbour SECOND: Sandra Coley

Approve Items 4a and 4b accepted by the Committee, with the change of LNP to LNG under Bus Procurement in the April Minutes:

- a) Receive and Accept April Meeting Minutes:
(Attached)
- b) Monthly Attendance Report
(Attached)

Motion passed unanimously.

ACTION: MOTION: Barbie Schaller SECOND: Bruce Gabriel

Approve Items 4c and 4d-1.

- c) Review of Minutes of Board of Directors Meeting
(Attached)
- d) Review of Board meeting Agenda Items:
 - 1. Quarterly Performance Report

Motion passed unanimously.

5. ON-GOING ITEMS

5a) Review of Board Agenda Items

This item will allow the MUG Committee to review any Board agenda items that arise after the original Board Agenda is distributed. Mr. Baehr referred to a supplemental report on the talking bus technology, which details the Federal regulations regarding call stop announcements, what staff is required to do, what

staff currently does in this regard, and information regarding new technologies. Mr. Baehr went on to detail the costs of the available technologies and to define the difference between the talking bus and the talking sign technologies. The talking bus technology is included in the base systems of the fifty low-floor and ten Highway 17 buses currently on order. The cost of including this technology in the fifty-bus purchase is approximately \$7,000 per bus, including installation and mapping. Mapping is when a representative codes in each major intersection and stop. The total number of buses to be purchased will be affected because of the \$7,000 per bus expenditure for this technology.

The thirty low-floor buses which the District currently owns can be retrofitted for a cost range of \$189,000 to \$250,000. Mark Dorfman is working toward finding funding to accomplish this. This is currently considered an "unfunded" project.

DAVID KONNO ARRIVED AT THE MEETING.

Mr. Baehr explained the difference between a bid bond, which is a penalty fee to the manufacturer if it doesn't follow through with the contract, and a performance bond, which is a penalty to the manufacturer if it doesn't deliver the buses. The performance bond allows the District to recover "uncovered" damages. The bus vendors requested that the District delete the bid bond altogether and to lower the performance bond to 25%. Since the performance bond is built into the price of each bus, if the performance bond is lower, the cost of each bus will be lower as well.

Chairman Gabriel noted three items of interest to the Committee which were added to the Board agenda. They are: Talking buses, July 4th service, and Board Meeting locations.

Talking Buses: Has the pilot program been successful? Mr. Baehr responded that the visually impaired community is pleased with it. Some riders who are not visually impaired stated that it is disruptive. The program can be modified to make the announcements more concise. The details of this technology have been reviewed by Bryant Baehr in the previous section of these Minutes.

July 4th Service: Bryant Baehr reported that there is a staff report going before the Board at its 5/18/01 meeting requesting three buses for July 4th. The cost of this service would be \$1,600. The service would entail routes in the Santa Cruz, Live Oak and Capitola areas which would bring riders to the Metro Center and to the Harvey West Park holiday festivities. A group will be formed to devise routing to maximize these three buses. The petition submitted by Barbie Schaller will be sent to the Service Review Committee for consideration of next year's holiday service. This item will be placed on next month's agenda.

As a side to this discussion, Bryant Baehr informed the Committee that ten applicants were tested for the bus operator positions. Only two applicants were hired. In total, however, eighteen new bus operators will begin work by July 26 and will be released by the Fall bid.

SANDRA COLEY DEPARTED THE MEETING.

Sharon Barbour reported that the MASTF Committee is requesting service on July 4th and Labor Day for this year. The Holiday Committee will make a report to MASTF requesting a firm commitment from the Board for next year that service would be considered for Thanksgiving, Christmas Day, and New Year's Day.

Ms. Barbour stated that she would like to form a sub-committee to address the priority of talking signs, holiday service and increased service in Watsonville. Also, there was discussion of the Motion to the Board requesting MUG and MASTF representation on the Service Review Committee. Mr. Baehr informed the Committee that the Service Review Committee is a union-negotiated committee through UTU. UTU defines the membership and any change would require a change to the UTU Labor Agreement.

ACTION: MOTION: Sharon Barbour SECOND: Barbie Schaller

MUG recommends that the Board approach the United Transportation Union (UTU) regarding a change to their Labor Agreement to allow a member from MUG and MASTF to join the Service Review Committee to provide user input.

AYES: Sharon Barbour, Connie Day, Bruce Gabriel, Michelle Hinkle, Barbie Schaller

NOES: Ted Chatterton, Cliff Nichols

ABSTAIN: None

ABSENT: Sandra Coley

The Motion passed.

It was requested that the issues of Watsonville service, talking buses, and holiday service be placed on next month's agenda. An update on the Service Review Committee will be included under Item 5c of next month's agenda.

Board Meeting Locations: Chairman Gabriel reported that Director Norton and Lopez would like the Board meetings to rotate to different jurisdictions each month.

ACTION: MOTION: Sharon Barbour SECOND: Connie Day

Recommend to the Board that the Board of Directors meetings remain in the same Santa Cruz location each month, rather than rotating locations.

AMENDMENT:

ACTION: MOTION: Ted Chatterton SECOND: Bruce Gabriel

Amend Motion to stipulate that Board Meetings also remain scheduled during the day, rather than in the evenings.

Motion passed unanimously.

5b) Review of *Headways* Redesign Issues

Kim Chin reported that the next issue of the *Headways* should be out in the next few weeks.

5b) Service and Planning Update

Bryant Baehr will give an application to Sharon Barbour to show the qualifications needed to be a bus driver. There is nothing to report on the Service and Planning Update at this time.

5c) Marketing

Kim Chin showed the Committee the six commercials which were produced to develop a positive image of the District. These commercials are currently being aired on Channels 46 and 8. There will be 9 commercial in total. In the Fall of 2001, specific ads will be developed for mobility training services, and services to the University and Cabrillo. As of July 1, 2001, staff will explore the use of new ID cards which will contain a photo, ID number and expiration date. He also discussed ID cards for reduced fare seniors and the disabled and that these could be extended to monthly passes. There will be a magnetic strip on the back of each new ID card.

Chairman Gabriel moved Items 5e, 5f and 5g to next month for discussion as well as Items 6a, 6b and 6c.

- 5e) Cabrillo College**
- 5f) Bus Procurement**
- 5g) Metro Center**

6. UPDATES

- 6a) ADA Recertification/Audit**
- 6b) Bus Stop Signs**
- 6c) MetroBase**

7. NEW BUSINESS

7a) Strollers on Buses

There was discussion regarding strollers in the wheelchair securement area of the buses and the liability that the District would face. Strollers are not designed to be placed in the securement area. Bryant Baehr stated that parents should hold their child in case of an accident, in addition to controlling what they bring onto the bus. Sharon Barbour asked about a child in a carrier on his/her parent's lap. Bryant Baehr and Sharon Barbour will discuss this further.

7b) Advertising

Kim Chin covered this item under 5c) Marketing.

8. OPEN DISCUSSION

9. ADJOURNMENT

The meeting adjourned at 3:45 p.m.

Respectfully submitted,

DALE CARR
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 15, 2001
TO: Board of Directors
FROM: Elisabeth Ross, Manager of Finance
SUBJECT: MONTHLY BUDGET STATUS REPORT FOR APRIL 2001, AND APPROVAL OF BUDGET TRANSFERS

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$24,765,639 or \$38,063 over the amount of revenue expected to be received during the first ten months of the fiscal year, based on the budget revised in April.
- Total operating expenses for the year to date, including grant programs, in the amount of \$21,191,609, are at 68.3% of the revised budget. Day to day operating expenses total \$20,827,833 or 69.7% of the revised budget.
- A total of \$2,120,006 has been expended through April 30th 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 April 30, 2001. The fiscal year is 83.3% elapsed.

A. Operating Revenues

Revenues are \$38,063 over the amount projected to be received for the period, based on the budget revised in April. 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 \$20,827,833 or 69.7% of the revised budget, with 83.3% of the year elapsed. Variances are explained in the notes following the report.

C. Capital Improvement Program

For the year to date, a total of \$2,120,006 has been expended on the Capital Improvement Program. The largest expense has been the farebox replacement at a cost of \$884,806. Federal funding for the purchase has been received in the amount of \$707,981.

D. Top 25 Retailers

The District has received the annual report from the State Board of Equalization listing the top 25 retailers paying the District's half cent sales tax for the period October 1999 through December 2000. They are listed below in alphabetical order.

Beacon Service Station
Big Creek Lumber Company
Circuit City Stores
Costco Wholesale Corporation
Dept. of Motor Vehicles Allocation Account for BOE
Gottschalks Inc.
Granite Rock Co.
K-Mart Corporation
Long's Drug Store
Lucky Stores Inc.
Marina Motor Company
Mervyn's
North Bay Ford, Lincoln, Mercury
Ocean Chevrolet
Orchard Supply Hardware
Pacific Coast Imports Inc.
Ross Stores Inc.
Safeway Inc.
San Lorenzo Lumber Co. Inc.
Santa Cruz Datsun
Sears-Roebuck and Co.
Staples the Office Superstore
Target Stores
Texas Instruments Inc.
Toyota of Santa Cruz

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 April 2001, and Budget Transfers

MONTHLY REVENUE AND EXPENSE REPORT
OPERATING REVENUE - APRIL 2001

Operating Revenue	FY 00-01 Budgeted for Month	FY 99-00 Actual for Month	FY 00-01 Budgeted YTD	FY 99-00 Actual YTD	FY 00-01 Actual YTD	YTD Variance from Budgeted	
Passenger Fares	\$ 256,401	\$ 259,771	\$ 2,623,815	\$ 2,537,682	\$ 2,628,602	\$ 4,787	See Note 1
Paratransit Fares	\$ 25,149	\$ 15,972	\$ 192,692	\$ 151,616	\$ 131,712	\$ (60,980)	See Note 1
Special Transit Fares	\$ 174,747	\$ 183,548	\$ 1,381,781	\$ 1,375,233	\$ 1,424,486	\$ 42,705	See Note 1
Highway 17 Revenue	\$ 71,579	\$ 75,713	\$ 684,899	\$ 626,704	\$ 719,589	\$ 42,705	See Note 1
Advertising Income	\$ 14,000	\$ 14,000	\$ 128,000	\$ 108,000	\$ 128,000	\$	
Other Aux Transp Rev	\$ 917	\$ 1,029	\$ 9,167	\$ 9,597	\$ 10,210	\$ 1,043	
Rent income	\$ 11,151	\$ 7,784	\$ 112,898	\$ 88,642	\$ 115,554	\$ 2,656	
Interest - General Fund	\$ 89,649	\$ 101,064	\$ 997,498	\$ 733,049	\$ 1,008,914	\$ 11,416	See Note 3
Non-Transportation Rev	\$ 533	\$ 1221			\$ 7,079	\$ 1,746	
Sales Tax Income	\$ 982,600	\$ 982,600	\$ 13,339,740	\$ 11,964,588	\$ 13,339,740	\$	
TDA Funds	\$ -	\$ -	\$ 4,689,908	\$ 3,505,547	\$ 4,689,908	\$	
MBUAPCD Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$	
Other Local Funding	\$ -	\$ -	\$ 16,534	\$ -	\$ 16,534	\$	
State Guideway Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$	
Other State Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$	
FTA Op Asst - Sec 5303	\$ -	\$ -	\$ -	\$ 30,015	\$ -	\$	
FTA Op Asst - Sec 5307	\$ -	\$ -	\$ 505,614	\$ 505,614	\$ 505,614	\$	
FTA 00 Asst - Sec 5311	\$ -	\$ -	\$ 39,697	\$ 36,604	\$ 39,697	\$	
Other Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$	
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$	
Total Operating Revenue	\$ 1,626,726	\$ 1,641,613	\$ 24,727,577	\$ 21,719,766	\$ 24,765,639	\$ 38,063	

**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING EXPENSE SUMMARY - APRIL 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	
PERSONNEL ACCOUNTS						
Administration	\$ 586,021	\$ 548,921	\$ 336,162	\$ 397,568	72.4%	
Finance	\$ 526,041	\$ 510,663	\$ 325,491	\$ 362,322	71.0%	
Planning & Marketing	\$ 799,773	\$ 858,773	\$ 561,998	\$ 555,782	64.7%	
Human Resources	\$ 419,954	\$ 399,454	\$ 294,220	\$ 275,253	68.9%	
Information Technology	\$ 346,012	\$ 346,112	\$ 171,244	\$ 253,849	73.3%	
District Counsel	\$ 294,577	\$ 271,776	\$ 143,012	\$ 172,295	63.4%	
Facilities Maintenance	\$ 955,338	\$ 919,838	\$ 649,829	\$ 653,103	71.0%	
Operations	\$ 1,785,628	\$ 1,676,628	\$ 1,238,376	\$ 1,336,964	79.7%	
Bus Operators	\$ 10,088,130	\$ 10,721,858	\$ 7,437,750	\$ 8,288,703	77.3%	
Fleet Maintenance	\$ 3,371,075	\$ 3,494,425	\$ 2,130,881	\$ 2,397,760	68.6%	
Retired Employees Benefits	\$ 354,602	\$ 354,602	\$ 210,333	\$ 298,747	84.2%	See Note 3
Total Personnel	\$ 19,527,151	\$ 20,103,052	\$ 13,499,296	\$ 14,992,346	74.6%	
NON-PERSONNEL						
Administration	\$ 539,600	\$ 568,265	\$ 410,797	\$ 439,476	77.3%	
Finance	\$ 464,325	\$ 463,960	\$ 284,142	\$ 291,111	62.7%	
Planning & Marketing	\$ 188,425	\$ 186,495	\$ 135,276	\$ 118,346	63.5%	
Human Resources	\$ 92,740	\$ 129,960	\$ 76,716	\$ 73,990	56.9%	
Information Technology	\$ 95,925	\$ 125,796	\$ 96,256	\$ 99,629	79.2%	
District Counsel	\$ 311,405	\$ 184,405	\$ 103,488	\$ 81,931	44.4%	
Facilities Maintenance	\$ 201,791	\$ 280,444	\$ 169,734	\$ 177,870	63.4%	
Watts TC Operation	\$ 89,244	\$ 94,644	\$ 55,344	\$ 57,196	60.4%	
Santa Cruz Metro Center	\$ 253,030	\$ 270,780	\$ 184,697	\$ 210,605	77.8%	
Scotts Valley TC	\$ 122,535	\$ 107,035	\$ 82,266	\$ 74,316	69.4%	
Paratransit Program	\$ 3,244,666	\$ 3,308,336	\$ 1,708,088	\$ 1,781,834	53.9%	See Note 4
Operations	\$ 201,891	\$ 258,457	\$ 587,722	\$ 169,643	65.6%	
Bus Operators	\$ 6,000	\$ 6,000	\$ 2,762	\$ 5,565	92.8%	See Note 5
Fleet Maintenance	\$ 2,747,222	\$ 3,267,644	\$ 1,832,882	\$ 2,257,819	69.1%	
Op Prog/SCCIC	\$ 1,300	\$ 8,284	\$ 80	\$ 5,710	68.9%	
Reserve for Service Additions	\$ 150,000	\$ -	\$ -	\$ -	0.0%	
Reserve for New Positions	\$ -	\$ 73,498	\$ -	\$ -	0.0%	
Reserve for Repower Project	\$ -	\$ 462,000	\$ -	\$ -	0.0%	
Pre-Paid Exp Adj/Incurred W/C	\$ -	\$ -	\$ (19,458)	\$ (9,554)		See Note 6
Total Non-Personnel	\$ 8,710,099	\$ 9,796,003	\$ 5,710,792	\$ 5,835,487	59.6%	
Subtotal Operating Expense	\$ 28,237,250	\$ 29,899,055	\$ 19,210,088	\$ 20,827,833	69.7%	
Grant Funded Studies/Programs	\$ 43,750	\$ 97,496	\$ 43,703	\$ 36,995	37.9%	
Transfer to/from Cap Program	\$ -	\$ 533,449	\$ 6,641	\$ 299,780	56.2%	
Pass Through Programs	\$ 450,000	\$ 480,000	\$ -	\$ 27,000	5.6%	See Note 7
Total Operating Expense	\$ 28,731,000	\$ 31,010,000	\$ 19,260,432	\$ 21,191,609	68.3%	
YTD Operating Revenue Over YTD Expense				\$ 3,574,030		

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

	FY 00-01 Final Budget	FY 00-01 Revised Budget	FY 99-00 Expended YTD	FY 00-01 Expended YTD	% tpx YTD of Budget	
LABOR						
Operators Wages	\$ 5,275,946	\$ 5,618,731	\$ 4,025,738	\$ 4,389,096	78.1%	
Operators Overtime	\$ 687,958	\$ 841,378	\$ 628,980	\$ 746,858	88.8%	See Note 8
Other Salaries & Wages	\$ 5,551,026	\$ 5,360,074	\$ 3,544,575	\$ 3,883,653	72.5%	
Other Overtime	\$ 211,271	\$ 271,271	\$ 243,585	\$ 209,732	77.3%	
	\$ 11,726,200	\$ 12,091,454	\$ 8,442,878	\$ 9,229,340	76.3%	
FRINGE BENEFITS						
Medicare/Soc Sec	\$ 96,120	\$ 115,727	\$ 71,366	\$ 85,762	74.1%	
PERS Retirement	\$ 855,952	\$ 878,067	\$ 571,256	\$ 632,419	72.0%	
Medical Insurance	\$ 1,858,621	\$ 1,943,838	\$ 1,222,997	\$ 1,474,364	75.8%	
Dental Plan	\$ 501,187	\$ 523,466	\$ 317,193	\$ 383,602	73.3%	
Vision Insurance	\$ 122,065	\$ 127,470	\$ 82,444	\$ 88,830	69.7%	
Life Insurance	\$ 64,318	\$ 66,295	\$ 41,422	\$ 42,145	63.6%	
State Disability Ins	\$ 106,904	\$ 112,047	\$ 36,954	\$ 65,034	58.0%	
Long Term Disability Ins	\$ 444,702	\$ 458,425	\$ 217,362	\$ 314,996	68.7%	
Unemployment Insurance	\$ 27,692	\$ 28,895	\$ 26,349	\$ 26,373	91.3%	See Note 9
Workers Comp/Incurred WC	\$ 1,373,821	\$ 1,436,541	\$ 938,406	\$ 881,216	61.3%	
Absence w/Pay	\$ 2,325,929	\$ 2,325,929	\$ 1,513,424	\$ 1,750,567	75.3%	
Other Fringe Benefits	\$ 23,640	\$ 24,898	\$ 17,246	\$ 17,698	71.1%	
	\$ 7,800,951	\$ 8,041,598	\$ 5,056,419	\$ 5,763,007	71.7%	
SERVICES						
Acctng/Admin/Bank Fees	\$ 413,210	\$ 413,010	\$ 159,588	\$ 281,026	68.0%	
Prof/Legis/Legal Services	\$ 284,475	\$ 433,121	\$ 168,897	\$ 188,582	43.5%	
Temporary Help	\$ 12,534	\$ 191,698	\$ 113,138	\$ 161,039	84.0%	See Note 10
Uniforms & Laundry	\$ 38,497	\$ 43,997	\$ 32,224	\$ 33,856	77.0%	
Security Services	\$ 297,843	\$ 324,843	\$ 233,358	\$ 257,762	79.3%	
Outside Repair - Bldgs/Eqmt	\$ 160,444	\$ 167,098	\$ 102,919	\$ 125,462	75.1%	
Outside Repair - Vehicles	\$ 245,000	\$ 223,450	\$ 168,667	\$ 140,316	62.8%	
Waste Disp/Ads/Other	\$ 163,855	\$ 148,945	\$ 111,889	\$ 108,041	72.5%	
	\$ 1,615,858	\$ 1,946,162	\$ 1,090,681	\$ 1,296,084	66.6%	
CONTRACT TRANSPORTATION						
Contract Transportation	\$ 400	\$ 400	\$ -	\$ 176	44.0%	
Paratransit Service	\$ 3,033,966	\$ 3,033,966	\$ 1,708,088	\$ 1,604,377	52.9%	See Note 4
Hwy 17 Service	\$ -	\$ -	\$ 412,827	\$ -	0.0%	
	\$ 3,034,366	\$ 3,034,366	\$ 2,120,915	\$ 1,604,553	52.9%	
MOBILE MATERIALS						
Fuels & Lubricants	\$ 1,190,637	\$ 1,628,417	\$ 747,441	\$ 985,721	60.5%	
Tires & Tubes	\$ 150,000	\$ 150,000	\$ 130,161	\$ 95,152	63.4%	
Body/Upholstery Supplies	\$ 7,500	\$ 8,500	\$ 2,329	\$ 5,391	63.4%	
Revenue Vehicle Parts	\$ 603,885	\$ 603,885	\$ 467,053	\$ 546,075	90.4%	See Note 11
Inventory Adjustment			\$ (64,666)			
	\$ 1,952,022	\$ 2,390,802	\$ 1,282,318	\$ 1,632,339	68.3%	

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

	FY 00-01 Final Budget	FY 00-01 Revised Budget	FY 99-00 Expended YTD	FY 00-01 Expended YTD	% tpx YTD of Budget	
OTHER MATERIALS						
Postage & Mailing/Freight	\$ 17,100	\$ 17,225	\$ 12,841	\$ 14,141	82.1%	
Printing	\$ 86,411	\$ 96,546	\$ 53,696	\$ 59,771	61.9%	
Office/Computer Supplies	68,318	\$ 77,420	\$ 52,941	\$ 59,554	76.9%	
Safety Supplies	\$ 17,928	\$ 17,828	\$ 14,039	\$ 11,340	63.6%	
Cleaning Supplies	\$ 70,400	\$ 54,400	\$ 53,812	\$ 41,159	75.7%	
Repair & Maint Supplies	\$ 72,780	\$ 119,140	\$ 57,841	\$ 79,702	66.9%	
Parts, Non-Inventory	\$ 50,000	\$ 50,000	\$ 44,303	\$ 45,672	91.3%	See Note 12
Tools/Tool Allowance	19,780	\$ 21,680	\$ 15,785	\$ 15,378	70.9%	
Photos/Mktg/Other Supplies	\$ 15,862	\$ 16,512	\$ 5,889	\$ 9,083	55.0%	
	\$ 418,579	\$ 470,751	\$ 311,148	\$ 335,800	71.3%	
UTILITIES						
	\$ 312,079	\$ 331,529	\$ 220,371	\$ 224,106	67.6%	
CASUALTY & LIABILITY						
Insurance - Prop/PL & PD	\$ 175,000	\$ 175,000	\$ 89,981	\$ 120,765	69.0%	
Settlement Costs	\$ 250,000	\$ 100,000	\$ 34,219	\$ 31,706	31.7%	
Repairs to Prop	\$ 11,750	\$ 11,750	\$ (26,373)	\$ (9,060)		See Note 13
Prof/Other Services	\$ 30,500	\$ 30,500	\$ 34,590	\$ 12,002	39.4%	
	\$ 467,250	\$ 317,250	\$ 132,417	\$ 155,413	49.0%	
TAXES						
	\$ 41,872	\$ 44,272	\$ 32,522	\$ 32,394	73.2%	
MISC EXPENSES						
Dues & Subscriptions	\$ 50,564	\$ 47,423	\$ 32,974	\$ 35,978	75.9%	
Media Advertising	\$ 46,400	\$ 59,900	\$ 14,785	\$ 8,198	13.7%	
Employee Incentive Program	\$ 15,000	\$ 15,135	\$ 9,812	\$ 10,213	67.5%	
Training	\$ 42,170	\$ 42,170	\$ 22,434	\$ 29,313	69.5%	
Travel & Local Meetings	\$ 61,025	\$ 70,975	\$ 49,360	\$ 46,568	65.6%	
Other Misc Expenses	\$ 13,500	\$ 11,500	\$ 22,143	\$ 13,400	116.5%	See Note 14
	\$ 228,659	\$ 247,103	\$ 151,508	\$ 143,670	58.1%	
OTHER EXPENSES						
Leases & Rentals	\$ 533,164	\$ 545,766	\$ 412,612	\$ 448,122	82.1%	
Service Reserve	\$ 150,000			\$ -	0.0%	
New Position Reserve	\$ -	\$ 73,498		\$ -	0.0%	
Repower Project Reserve	\$ -	\$ 462,000	\$ -	\$ -	0.0%	
Transfer to Capital	\$ -	\$ 533,449	\$ 6,641	\$ 299,780	56.2%	
Pass Through Programs	\$ 450,000	\$ 480,000	\$ -	\$ 27,000	5.6%	
	\$ 1,133,164	\$ 2,094,713	\$ 419,253	\$ 774,902	37.0%	
Total Operating Expense	\$ 28,731,000	\$ 31,010,000	\$ 19,260,432	\$ 21,191,609	68.3%	

**MONTHLYREVENUEANDEXPENSEREPORT
FY 00-01 CAPITAL IMPROVEMENT PROGRAM**

CAPITAL PROJECTS	Expended in		
	Program Budget	April	YTD Expended
Grant Funded Projects			
Consolidated Operating Facility	\$ 8,104,770	\$ 29,598	\$ 156,687
Urban Bus Replacement	\$ 7600,591	\$ 24,302	\$ 160,653
Engine Repower Project	\$ 3,037,000		
ADA Paratransit Vehicles	\$ 436,500		\$ 255,742
Farebox Replacement	\$ 1,000,000		\$ 884,806
Computer System	\$ 152,500		\$ 57,095
Benches with Bike Storage (MBUAPCD)	\$ 30,000		\$ 19,164
Non-Revenue Vehicle Replacement CNG	\$ 130,000		
Talking Bus	\$ 4,500		\$ 4,500
	\$ 20,495,861		
District Funded Projects			
Purchase of Buses	\$ 299,780		\$ 128,518
Bus Stop Improvements	\$ 452,100	\$ 45,450	\$ 73,099
Yield Signs for Buses	\$ 56,000	\$ 55,332	\$ 55,332
IT Projects	\$ 225,000		
Bike Racks for Buses	\$ 4,500	\$	3,885
Scotts Valley Transit Center Construction	\$ 9,000		
Metro Center Repairs	\$ 22,348		\$ 22,065
Facilities Repair & Improvements	\$ 255,860	\$ 20,498	\$ 34,308
Machinery/Equipment Repair/Impr	\$ 99,350	\$ 2,407	\$ 94,486
Non-Revenue Vehicle Replacement	\$ 160,000	\$ 55,682	\$ 158,248
Office Equipment	\$ 22,429		\$ 11,419
	\$ 1,606,367		
TOTAL CAPITAL PROJECTS	\$ 22,102,228	\$ 233,269	\$ 2,120,006
CAPITAL FUNDING SOURCES	Received in		
	Budget	April	YTD Received
Federal Capital Grants	\$ 14,679,489		\$ 707,981
State Capital Grants	\$		
STA Funding	\$ 787,198		\$ 413,419
Local Capital Grants	\$ 60,481		\$ 481
Transfer from Operating Budget	\$ 533,449		\$ 299,780
Interest Income	\$ 50,750		\$ 50,750
District Reserves	\$ 5,742,361	\$ 233,269	\$ 647,595
Transfer from Bus Stop Improvement Reserve	\$ 248,500		
TOTAL CAPITAL FUNDING	\$ 22,102,228	\$ 233,269	\$ 2,120,006

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

1. Passenger fares (farebox and pass sales) are \$4,787 over the revised budget amount for the year to date. Paratransit fares are \$60,980 or 32% under budget for the period because the March revenue is not included in this report. Also, ridership is below projected levels. Special transit fares (contracts) are \$42,705 or 3% over the budgeted amount. Highway 17 Express revenue is \$34,690 or 5% over the year to date budgeted amount. Together, all four passenger revenue accounts are over the budgeted amount for the first ten months of the fiscal year by a net \$21,202 or 0.4%.
2. Interest income is \$11,416 over the revised budget for the year to date due to higher interest rates and a higher treasury balance than anticipated due to expenditure delays.
3. Retired employee benefit expense is at 84.2% of the budget due to more retirees this year than projected.
4. Paratransit program expense is only at 53.9% of the budget because the March and April contractor billings were not available by the report deadline. If these payments were included, year-to-date expense would be closer to 62% of the budget.
5. Bus Operator non-personnel expense is at 92.8% of the budget due to annual payments for uniform patches.
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. Pass through program expense is only at 5.6% of the budget since the largest project, fixed guideway studies, in the amount of \$450,000, has been delayed. This was a project budgeted on behalf of the Transportation Commission wherein revenues completely offset any expenses.
8. Bus Operator overtime is at 88.8% 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. Unemployment insurance is at 91.3% of the budget due to additional hiring and turnover.
10. Temporary help is at 84.0% of the revised budget due to vacancies in several departments necessitating the use of temporary staffing. These expenses are covered by transfers from salary savings.
11. Revenue vehicle parts expense is at 90.4% of the budget due to purchase of replacement engines.
12. Non-inventory parts expense is at 91.3% of the budget due to volume purchases.

13. 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.
14. Other miscellaneous expense is at 116.5% of the budget due to write-offs of uncollectable debts. However, this only represents an overrun of \$1,900.

**FY 00-01 BUDGET TRANSFERS
5/1/01 - 5/31/01**

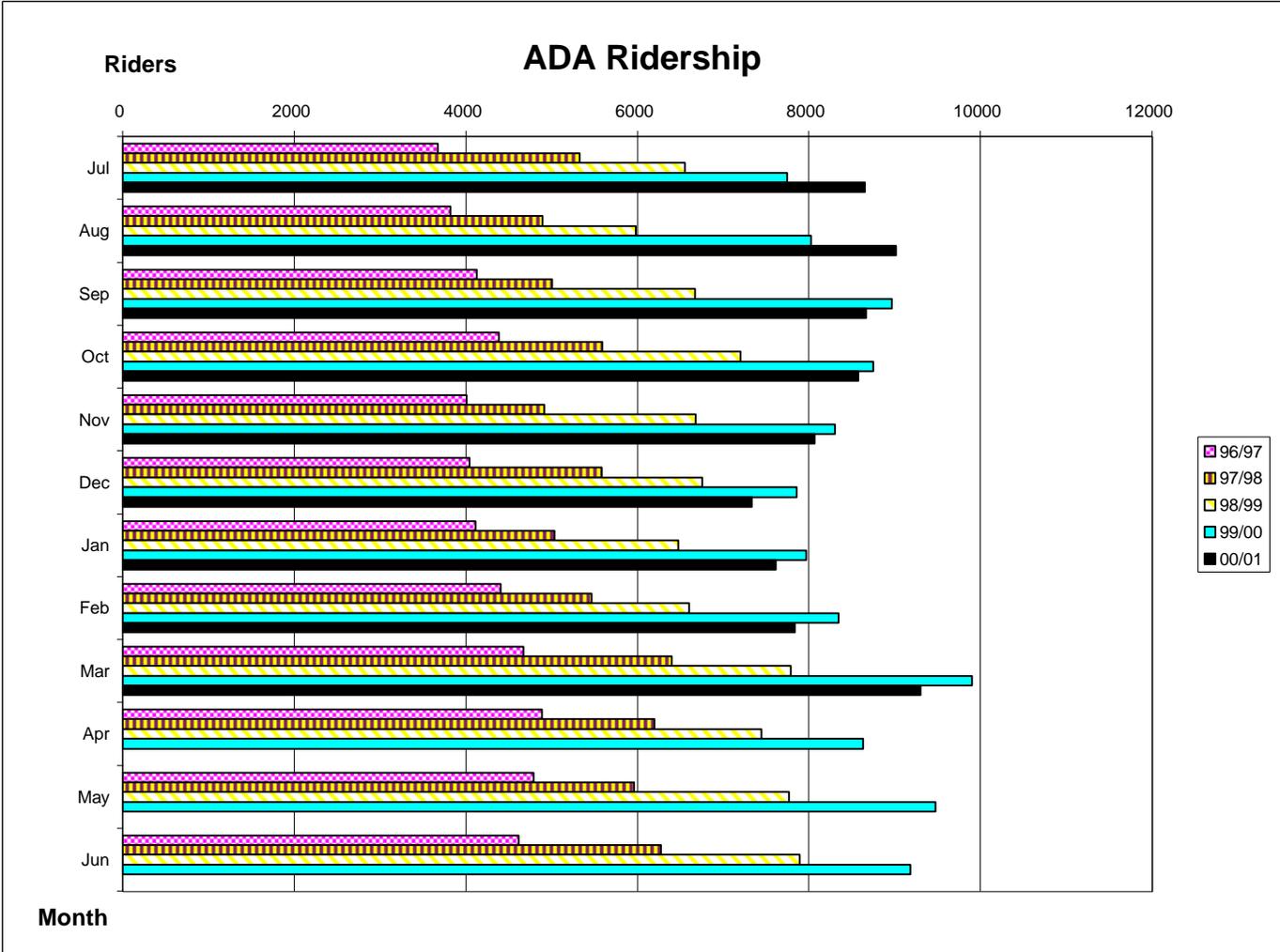
	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # 01-066			
TRANSFER FROM:	1100509125	Local Meeting Expense	\$ (1,500)
TRANSFER TO:	1100-509011	Dues & Subscriptions	\$ 1,500
REASON:	To cover additional costs due to CTA special assessment in Administration Department.		
TRANSFER # 01-067			
TRANSFER FROM:	1300-504215	Printing	\$ (230)
	9021-509123	Travel	\$ (50)
	9021-509125	Local Meeting Expense	\$ (100)
			\$ (380)
TRANSFER TO:	9021-504215	Printing	\$ 280
	9021-504311	Off ice Supplies	\$ 100
			\$ 380
REASON:	To allocate funds for MASTF expenses in proper department.		
TRANSFER # 01-068			
TRANSFER FROM:	1400-501021	Other Salaries	\$ (25,000)
	1400-504215	Printing	\$ (1,200)
			\$ (26,200)
TRANSFER TO:	1400-503041	Temporary Help	\$ 25,000
	1400-504311	Off ice Supplies	\$ 1,000
	1400-504217	Photo Supplies	\$ 200
			\$ 26,200
REASON:	To cover account overruns in the Human Resources Department for the remainder of the fiscal year.		
TRANSFER # 01-069			
TRANSFER FROM:	2200-504417	Mechanical Supplies	\$ (2,000)
TRANSFER TO:	2200-504413	Electrical Supplies	\$ 2,000
REASON:	To cover account shortages for remainder of fiscal year in the Facilities Maintenance Department.		
TRANSFER # 01-070			
TRANSFER FROM:	3200-501021	Other Salaries	\$ (30,000)
	3200-509125	Local Meeting Expense	\$ (50)
			\$ (30,050)
TRANSFER TO:	3200-501023	Other Overtime	\$ 30,000
	3200-509123	Travel	\$ 50
			\$ 30,050
REASON:	To cover account overruns in the Operations Department.		

FY 00-01 BUDGET TRANSFERS
5/1/01 - 5/31/01

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # 01-071			
TRANSFER FROM:	1200-503041	Temporary Help	\$ (1,000)
TRANSFER TO:	1200-504311	Office Supplies	\$ 1,000
REASON:	To cover cost of year end supplies for the Finance Department.		
TRANSFER # 01-072			
TRANSFER FROM:	1100-501021	Other Salaries	\$ (5,100)
TRANSFER TO:	1100-503041	Temporary Help	\$ 5,100
REASON:	To cover account overruns during recruitment of two positions in the Administration Department.		
TRANSFER # 01-073			
TRANSFER FROM:	1100-504311	Office Supplies	\$ (109)
TRANSFER TO:	1100-509011	Dues & Subscriptions	\$ 109
REASON:	To cover cost of yearly subscriptions renewals for the Administration Department.		
TRANSFER # 01-074			
TRANSFER FROM:	2200-504319	Custodial Supplies	\$ (10,000)
TRANSFER TO:	2200-504409	Repairs & Maintenance	\$ 10,000
REASON:	To cover account overruns for remainder of fiscal year for the Facilities Maintenance Department.		
TRANSFER # 01-075			
TRANSFER FROM:	2600-503352	Outside Repair - Equip	\$ (1,000)
TRANSFER TO:	2600-503351	Outside Repair - Bldg	\$ 1,000
REASON:	To cover account overruns for remainder of fiscal year for the Scotts Valley Transit Center.		
TRANSFER # 01-076			
TRANSFER FROM:	2400-504319	Custodial Supplies	\$ (2,000)
TRANSFER TO:	2500-503351	Outside Repair - Bldg	\$ 2,000
REASON:	To cover account overruns for remainder of fiscal year for Metro Center.		

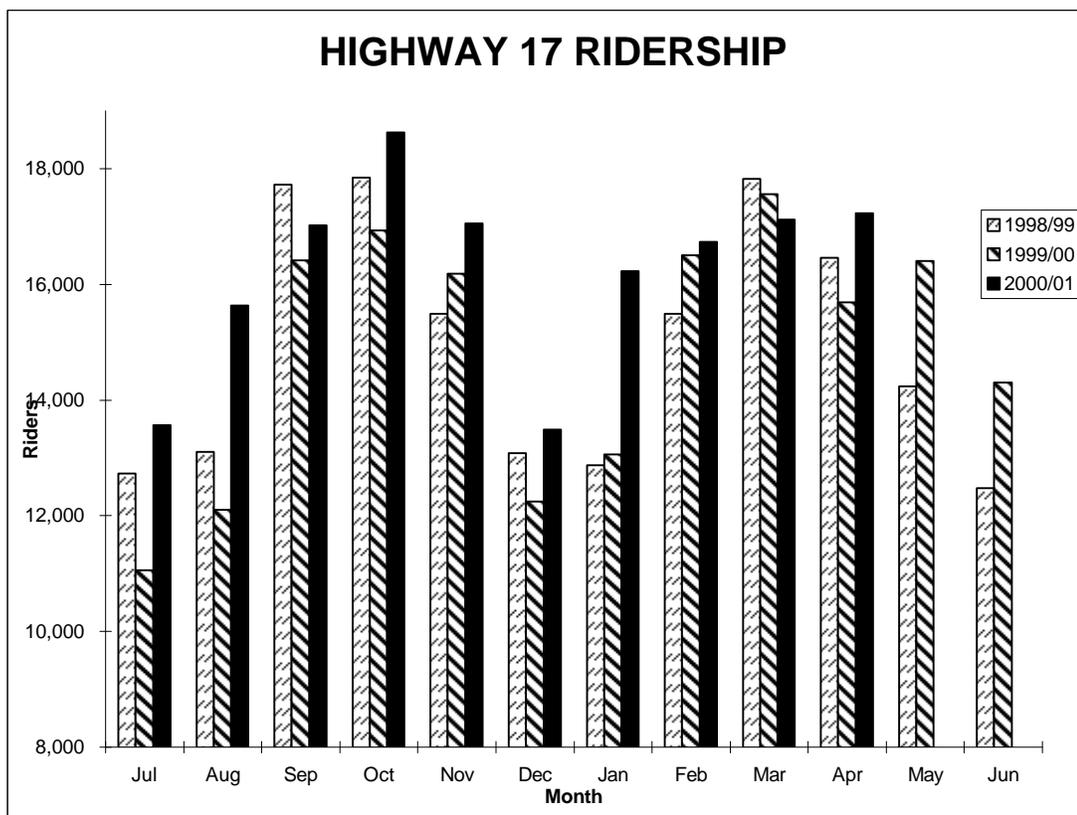
**ADA Paratransit Program
Monthly Status Report**

	This March	Last March	% Change	This YTD	Last YTD	% Change
Cost	\$ 220,717	\$ 220,771	0.0%	\$1,745,647	\$ 1,654,104	5.5%
Revenue	\$18,592	\$19,788	-6.0%	\$149,994	\$151,616	-1.1%
Subsidy	\$202,125	\$200,983	0.6%	\$1,595,653	\$1,502,488	6.2%
Passengers	9,296	9,894	-6.0%	74,997	75,808	-1.1%
Cost/Ride	\$23.74	\$22.31	7.0%	\$23.28	\$ 21.82	7.3%
Subsidy/Ride	\$21.74	\$20.31	7.0%	\$21.28	\$19.82	7.3%
Operating Ratio	8.4%	9.0%	-6.0%	8.6%	9.2%	-6.3%
% Rides on Taxi	67.2%	71.3%	-5.7%	67.9%	71.0%	-4.3%
Program Registrants	8,415	7,111	18.3%	8,415	7,111	18.3%
Rides/Registrant	1.1	1.4	-20.6%	8.9	10.7	-16.4%



HIGHWAY 17 - APRIL 2001

	April			YTD	
	2000/01	1999/00	%	2000/01	1999/00
FINANCIAL					
Cost	\$ 111,211	\$ 94,606	17.6%	\$ 1,058,531	\$ 1,086,748
Farebox	\$ 36,862	\$ 36,328	1.5%	\$ 359,684	\$ 345,600
Operating Deficit	\$ 71,617	\$ 55,091	30.0%	\$ 679,172	\$ 718,629
Santa Clara Subsidy	\$ 35,808	\$ 22,062	62.3%	\$ 339,586	\$ 321,680
METRO Subsidy	\$ 35,808	\$ 33,029	8.4%	\$ 339,586	\$ 518,469
San Jose State Subsidy	\$ 2,733	\$ 3,186	(14.2%)	\$ 19,676	\$ 22,520
OPERATIONAL					
Passengers	17,232	15,693	9.8%	162,698	147,742
Revenue Miles	31,421	32,918	(4.5%)	317,205	320,198
Revenue Hours	1,222	1,280	(4.5%)	12,336	12,453
PERFORMANCE					
Cost/Passenger	\$ 6.45	\$ 6.03	7.1%	\$ 6.51	\$ 7.36
Revenue/Passenger	\$ 2.14	\$ 2.31	(7.6%)	\$ 2.21	\$ 2.34
Subsidy/Passenger	\$ 4.31	\$ 3.71	16.2%	\$ 4.30	\$ 5.02
Passengers/Mile	0.55	0.48	15.0%	0.51	0.46
Passengers/Hour	14.10	12.26	15.0%	13.19	11.86
Recovery Ratio	33.1%	38.4%	(13.7%)	34.0%	31.8%



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 15, 2001
TO: Board of Directors
FROM: Bryant J. Baehr, Manager of Operations
SUBJECT: UNIVERSITY OF CALIFORNIA - SANTA CRUZ SERVICE UPDATE

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- Year to date student billable trips are up by 5.2%.
- Year to date faculty / staff billable trips are up by 10.9%

III. DISCUSSION

Full school-term transit service to the University of California – Santa Cruz started on September 18, 2000. Attached are charts detailing student and faculty / staff billable trips. A summary of the results is as follows:

- Student billable trips of the month of April 2001 were 153,873 vs. 134,093 for April 2000.
- Faculty / staff billable trips for the month of April 2001 were 11,194 vs. 9,253 for April 2000.
- Year to date, student billable trips are up 5.2% and faculty billable trips are up by 10.9%. April 2001 posted the highest faculty / staff ridership in history.

Bi-directional service is expected to start in fall quarter - September 2001. Construction is scheduled to begin in June 2001.

The Mission Street Widening Project will begin construction of Stage 2 - from Otis to Bay Street - in early May, with completion anticipated during August. Traffic delays caused by construction may result in longer travel times for SCMTD routes traveling along this corridor, including those to UCSC: Routes 1L, 1 W, 2, 3, 12, 40, 41, 42 and the 91. The majority of this work coincides with UCSC's Summer Session, and all Stage 2 work is expected to be completed before the start of UCSC's Fall 2001 academic quarter.

IV. FINANCIAL CONSIDERATIONS

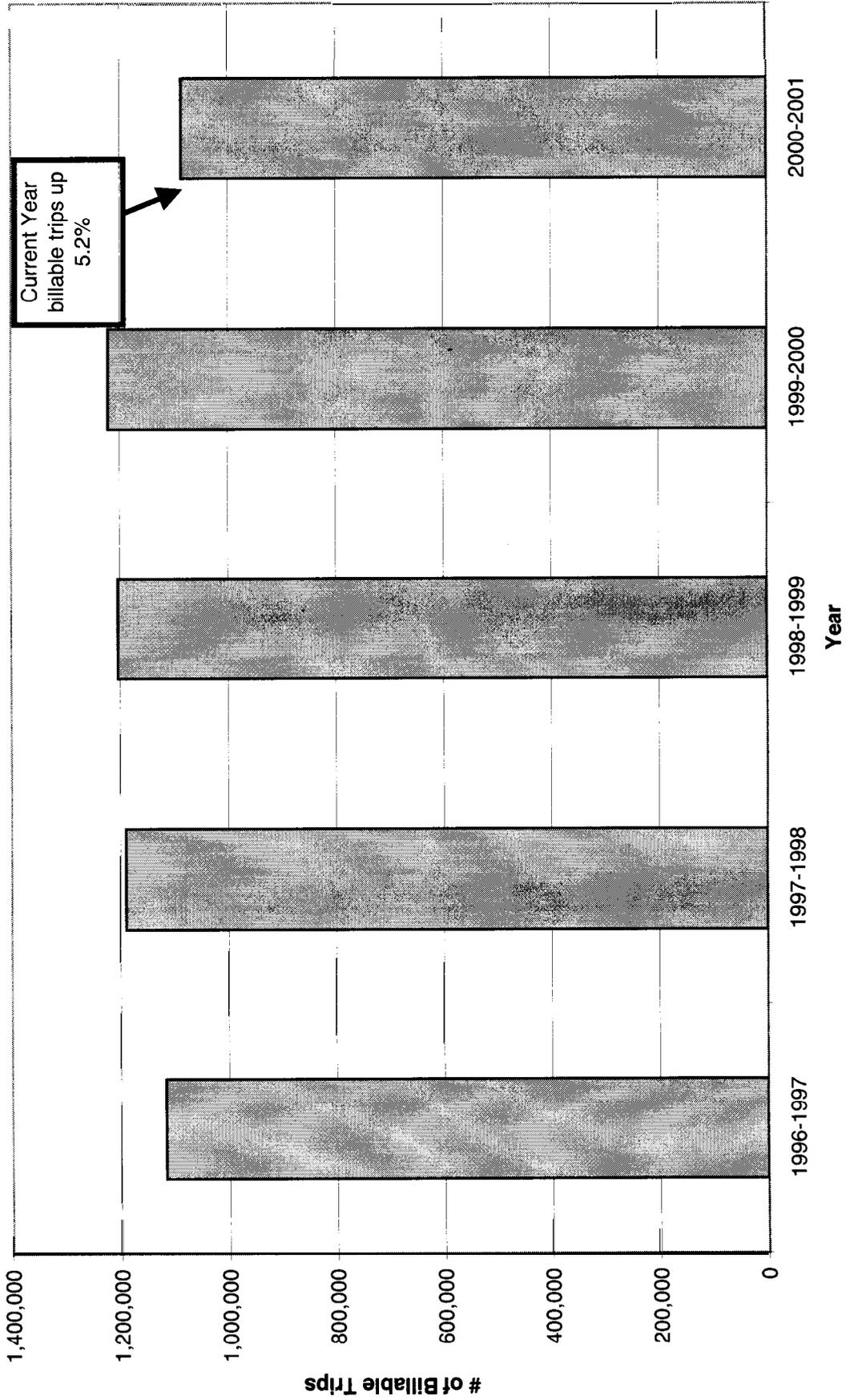
NONE

V. ATTACHMENTS

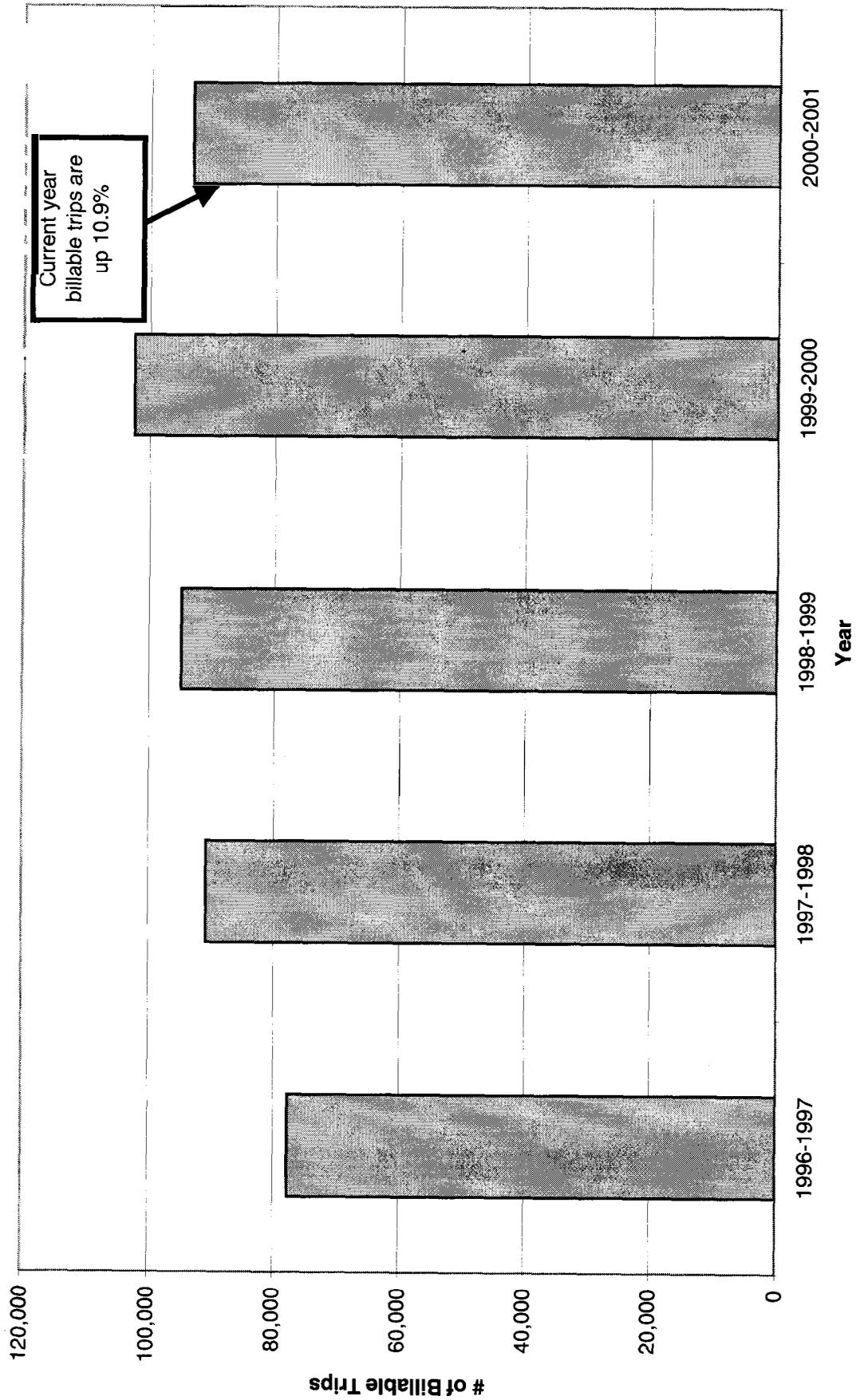
Attachment A: UCSC Student Billable Trips

Attachment B: UCSC Faculty / Staff Billable Trips

UCSC Student Billable Trips



UCSC Faculty / Staff Billable Trips



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 15, 2001
TO: Board of Directors
FROM: Elisabeth Ross, Manager of Finance
SUBJECT: AUTHORIZATION FOR DISPOSAL OF TWO PHOTOCOPIERS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors declare the attached list of assets as excess and authorize disposal.

II. SUMMARY OF ISSUES

- In accordance with the District's policy on disposal of fixed assets and inventoriable items, at least once per year the Finance Manager shall recommend to the Board of Directors a list of items to be declared excess with appropriate action for disposal.
- At this time, staff is requesting that the Board declare two photocopiers as excess.

III. DISCUSSION

The estimated current market value of the two photocopiers recommended for disposal is zero. One copier has been traded in and the other is broken and not economically repairable.

IV. FINANCIAL CONSIDERATIONS

The current net book value of one photocopier is zero and the other is \$627.45. This amount will be recorded as a loss on the District's books.

V. ATTACHMENTS

Attachment A: Assets Designated for Disposal as of June 15, 2001

ATTACHMENT A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 Assets Designated For Disposal As Of June 152001

ASSET NUMBER	DESCRIPTION	PURCHASE DATE	ACQUISITION COST	NET BOOK VALUE	MARKET VALUE	REASON FOR DISPOSAL
02595.00A	Copier (Minolta) -- OPS	08/28/92	\$12,446.60	\$ 627.45	\$0.00	TRADED IN
02641.00A	Copier (Minolta) -- MET	12/22/92	\$5,953.75	\$0.00	\$0.00	BROKEN / NER
TOTALS			\$18,400.35	\$ 527.45	\$0.00	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 15, 2001
TO: Board of Directors
FROM: Elisabeth Ross, Manager of Finance
**SUBJECT: RENEWAL OF LIABILITY AND PHYSICAL DAMAGE INSURANCE
COVERAGE FOR FY 01-02**

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors authorize payment to the California Transit Insurance Pool (CalTIP) in the net amount of \$134,892 for participation in the FY 01-02 program.

II. SUMMARY OF ISSUES

- The District carries general liability and vehicle insurance through CalTIP, a pool of California public transit properties established in 1987.
- The renewal for FY 01-02 is in the amount of \$129,781 for liability insurance, including an additional \$10 million in excess coverage; and \$5,111 for vehicle physical damage insurance.

III. DISCUSSION

The District has been a member of CalTIP since its inception in 1987. Each member agency has a representative on CalTIP's Board of Directors. Assistant General Manager Mark Dorfman is the District's representative. Coverage limits are \$20 million general and vehicular liability with a \$100,000 deductible per occurrence.

Vehicle physical damage coverage is for actual cash value of the vehicle with a \$25,000 deductible on buses and a \$500 deductible on non-revenue vehicles. The District received credits this year from the previous year so the premium of \$32,466 has been reduced to \$5,111.

Pool loss experience has been very good and the net cost of this coverage has been very favorable to the District. The liability coverage includes errors and omissions coverage.

IV. FINANCIAL CONSIDERATIONS

The insurance cost is included in the FY 01-02 final budget.

V. ATTACHMENTS

Attachment A: Invoice for Liability Program

Attachment B: Invoice for Vehicle Physical Damage Program



1414 K Street
Suite 320
Sacramento, CA
95814

ATTACHMENT A
p. 916-446-4656
f. 916-446-4318
www.CalTIP.org
Info@CalTIP.org

May 1, 2001

INVOICE

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT:
2001-02 LIABILITY PROGRAM

CalTIP Administrative Deposit	\$ 40,484
CalTIP Loss Fund Deposit	\$ 35,176
Retrospective Credit/Debit [1993-94 Adjustment]	(\$ 942)
Retrospective Credit/Debit [1994-95 Adjustment]	(\$ 6,997)
Retrospective Credit/Debit [1995-96 Adjustment]	(\$ 15,802)
Offset Reserve Fund Credit	<u>\$ -0-</u>
Subtotal	\$ 51,919
Royal \$ 5.0 M Excess of \$500,000 Premium	\$ 61,418
Royal \$ 4.5 M Excess of \$ 5.5 M Premium	\$ 8,618
Royal \$10.0 M Excess of \$10.0 M Premium	\$ 7,826
Subtotal	<u>\$ 77,862</u>
<u>TOTAL AMOUNT DUE:</u>	<u>\$ 129,781</u>

INVOICE NO. 01-02-L-11

Payment is due no later than July 31, 2001. Make checks payable to "CalTIP"

Mail payment to:

CalTIP
1414 K Street, Suite 320
Sacramento, CA 95814



ATTACHMENT B
1414 K Street p. 916-446-4656
Suite 30 f. 916-446-4318
Sacramento, CA www.CalTIP.org
95814 Info@CalTIP.org

INVOICE

May 1, 2001

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT:
2001-02 VEHICLE PHYSICAL DAMAGE PROGRAM**

1. Loss Fund Deposit:	\$ 24,423	
2. Excess Insurance Premium:	<u>\$ 8,043</u>	
Subtotal:		\$ 32,466
3. Less Credit for Retained Earnings for Program Year:		
1999-00:	\$ -0-	
Retained Earnings Credit Total:	<u>\$ -0-</u>	
4. Less Credit from 2000-01 Program Year:	\$ (27,355)	
5. Total Due:	Net Total Due:	<u>\$ 5,111</u>

Payment of "Net Total Due" is due no later than **July 31, 2001**. Please make checks payable to "CalTIP".

Mail payment to:

CalTIP
1414 K Street, Suite 320
Sacramento, CA 95814

INVOICE NUMBER: 01-02-PD-6

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 15, 2001
TO: Board of Directors
FROM: Elisabeth Ross, Manager of Finance
SUBJECT: RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY 01-02

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors authorize renewal of property insurance coverage with the Greenwich Insurance Company at a premium cost not to exceed \$30,000.

II. SUMMARY OF ISSUES

- The District carries property insurance on all its owned facilities and on leased facilities in accordance with lease agreements, as well as on building contents.
- The premium renewal for FY 01-02 is not expected to exceed \$30,000.

III. DISCUSSION

Saylor & Hill, the District's property insurance broker, is arranging for renewal of property insurance coverage with the Greenwich Insurance Company after obtaining three quotes. This is all risk coverage, excluding earthquake and flood, and includes buildings and contents, employee tools, telephone system, and other equipment, with a \$5,000 deductible. The District carries flood insurance on one location, 1200 River Street, under a separate policy. The Greenwich Insurance Company is rated A+ XV by Best.

IV. FINANCIAL CONSIDERATIONS

The insurance cost is included in the FY 01-02 final budget.

V. ATTACHMENTS

None.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 15, 2001

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF APPROVAL OF A LEASE AMENDMENT FOR MCDONALD'S FOOD RESTAURANT IN THE WATSONVILLE TRANSIT CENTER FOR A RENT REDUCTION AND A CHANGE IN THE TERM OF THE EXTENSION

I. RECOMMENDED ACTION

Consider the proposed Lease Amendment for McDonald's Food Restaurant in the Watsonville Transit Center for a rent reduction and a change in the term of the extension.

II. SUMMARY OF ISSUES

- McDonald's previously requested and was granted a 90-day extension of the requirement for notification to determine whether or not they are going to renew their existing lease for an additional five years. The term currently will end on October 24, 2001.
- McDonald's now has requested an amendment to the original lease to split the upcoming 5-year lease option into a two-year extension with three 1-year options, and to reduce the rent for the extension and option periods to \$1,000.00 per month. Presently, the rent on the current lease is \$1,953.00 per month with a CPI % adjustment increase scheduled for the date beginning the option period.

III. DISCUSSION

The Santa Cruz Metropolitan Transit District and McDonald's Corporation entered into a lease agreement for approximately 800 square feet of 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.

Rent for restaurant space in Watsonville varies based on the location according to a local commercial property management company. Space in the downtown area and on Freedom Boulevard generally rents for \$1.00 to \$1.25 per square foot while restaurant space in the Overlook Shopping Center can be as high as \$2.00 per square foot.

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. The Transit District received a faxed letter dated May 16, 2001 proposing to amend the lease as follows:

1. Split the upcoming 5-year lease option into a two-year extension and three 1-year options.
2. The rent for the two-year extension and each of the three 1-year options would be reduced to \$1,000.00 a month.
3. All other terms of the lease would remain the same.

One alternative to the McDonald's proposal is to issue requests for proposals for the space now leased by McDonald's, in order to determine if any other business would provide more revenue to the District.

Mr. Ali Gharahgozloo currently owns and operates Transmart at the Watsonville Transit Center. He and his family have expressed interest in opening a Chinese Restaurant in the Transit Center. Another item on this agenda is Mr. Gharahgozloo's request for the build-out of a kiosk.

Another alternative would be to agree to a base rent of \$1000 in exchange for 6% of sales as a percentage rent. Therefore, if McDonald's business increases, the Transit District will benefit in the increase as well as McDonalds.

I am attempting to negotiate a more favorable rent arrangement. I will report the results of these negotiations at the Board Meetings.

IV. FINANCIAL CONSIDERATIONS

The Transit District will receive \$953.00 per month less on this lease if it accepts the proposed amendments. This does not take into consideration the loss of the CPI adjustment scheduled for October of 2001. This is an annual loss to the Transit District of \$11,436.00.

V. ATTACHMENTS

Attachment A: Letter dated May 16, 2001 from Thomas Brzezinski,
Real Estate Asset Manager – West Division for McDonald's Corporation

McDonald's Corporation
2527 Camino Ramon, Suite 300
San Ramon, California 94583
9251904-3000
Fax: 925/904-3086

McDonald's

®

VIA FAX 831-426-6117

May 16, 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, WC: 004-258 1

Dear Ms. Gallagher:

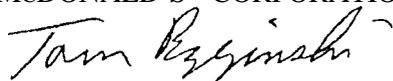
This letter is in regard to the lease at the above referenced location. As you are aware, sales at this location have never meet McDonald's expectations. The site is operating at a loss for both McDonald's and its franchisee. McDonald's is concerned about exercising the upcoming lease option and locking ourselves into a losing situation. Therefore, after extensive discussions with McDonald's regional management and our franchisee, McDonald's proposes to amend the lease as follows:

1. Split the upcoming 5-year lease option into a two-year extension and three 1-year options.
2. The rent for the two-year extension and each of the three 1-year options will be \$1,000 a month.
3. All other terms of the lease will remain the same.

This is a fair proposal for both parties since it allows you to keep a triple AAA credit tenant and for McDonald's to remain at this location while monitoring sales. Please call me at 925-904 3058 if you have any questions or wish to discuss this in further detail. Thank you for your prompt attention to this matter.

Yours truly,

McDONALD'S CORPORATION



Thomas J. Brzezinski
Real Estate Asset Manager-West Division

ATTACHMENT A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 8, 2001

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDER AMENDING BYLAWS THROUGH APPROVAL OF THE ATTACHED RESOLUTION NO. 69-2-1 TO SET REGULAR BOARD MEETINGS TO BEGIN AT 9:00 A.M., TO ADD ENDING TIMES TO THE REGULAR BOARD MEETINGS AND TO INSURE BILINGUAL INTERPRETERS ARE PRESENT AT PUBLIC HEARINGS WHEN APPROPRIATE

CONSIDER ALTERNATE MEETING LOCATIONS AND NIGHT MEETINGS FOR THE REGULAR BOARD MEETINGS

I. RECOMMENDED ACTION

Amend the District's Bylaws to set Regular Board Meetings to begin at 9:00 a.m., to add ending times to Regular Board Meetings and to insure bilingual interpreters are present at public hearings when appropriate through approval of Resolution No. 69-2-1 as amended. Also provide District staff with direction regarding alternate meeting locations and night meetings for the regular Board Meetings.

II. SUMMARY OF ISSUES

- Setting 9:00 a.m. for the commencement of Regular Board Meetings provides the public with a consistent start time.
- 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.
- In order for the concerns of the public to be heard at public hearings bilingual interpreters should be present when appropriate.
- Consideration of alternate meeting locations and night meetings for the regular Board Meetings with input from the District's advisory groups is warranted.

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 rules for its meetings.

Government Code §54954 requires that legislative bodies of local agencies provide by ordinance, resolution, or bylaws or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings. At a recent Board meeting the Board of Directors discussed this matter and suggested that the regular Board meetings begin at 9:00 a.m. This will provide for a consistent start time for its Board of Directors' regular meetings. Starting the meetings at 9:00 a.m. appears to be acceptable to the public.

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.

At a recent Scoping Meeting for MetroBase two people needed Spanish interpreters in order to make their concerns known to the Board of Directors and the environmental consultants. It was suggested at that time that bilingual interpreters be present for public hearings. Language has been incorporated into the Bylaws to allow for bilingual interpreters when appropriate.

The Bylaws Resolution with the recommended modifications set forth in bold is attached as Attachment A.

Attached as Attachment B is the monthly meeting schedule for various public agencies throughout the County of Santa Cruz.

Input from the District's advisory groups has been solicited for presentation to the Board of Directors. MUG has represented that no changes be made to the meeting locations or times. MASTF requested additional time in which to submit recommendations.

IV. FINANCIAL CONSIDERATIONS

NONE

V. ATTACHMENTS

Attachment A: Resolution No. 69-2-1

Attachment B: Meeting Schedule

**RESOLUTION NO. 69-2-1
Amended 1-21-83, 6-16-89, 8-21-92,
4-15-94, 4-21-95, 4-27-97, 9-18-98,
4-16-99, 11-19-99, 6-16-00, 5-18-01
On the Motion of Director:
Duly Seconded by Director:
Is Hereby Amended:**

**A RESOLUTION OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT BOARD OF DIRECTORS
ESTABLISHING RULES, REGULATIONS, AND PROCEDURES FOR,
AND THE TIME AND PLACE OF MEETINGS OF THE BOARD; AND
CREATION OF OTHER OFFICES**

I. REGULAR MEETINGS

1.01 Regular Meetings; Time

- (a) Regular meetings of the Board of Directors shall be held on the second and third Friday of each month ~~at 8:30 a.m. from 9:00 a.m. to not later than 11:00 a.m. and on the third Friday of each month from 9:00 a.m. to not later than noon.~~ **The Board of Directors may extend the meeting times as necessary through Board action.**
- (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 for the third Friday of the month shall not be scheduled before 9:00 a.m.~~

1.02 Regular Meetings; Place

- (a) The Regular meeting of the Board of Directors on the second Friday of the month shall be convened in the Encinal Conference Room at Santa Cruz Metropolitan Transit District, 370 Encinal Street, Suite 100, Santa Cruz, CA 95060. The Regular meetings of the Board of Directors on the

third Friday of the month shall be convened in the Santa Cruz City Council Chambers, City Hall, 809 Center Street, Santa Cruz, California.

- (b) If, by reason of fire, flood, earthquake or other emergency, it shall be unsafe to meet in the place designated above, the meeting shall be held for the duration of the emergency or unsafe condition at the place designated by the Chair of the Board of Directors in a notice to the local media that have requested notice in writing, by the most rapid means of communication available at the time. A notification advising the public of the changed meeting location during the emergency or unsafe condition shall be posted on the door of the regular meeting room by the Secretary/General Manager, unless circumstances prevent her/him from doing so.
- (c) The Board of Directors shall not conduct any meeting in any facility that prohibits the admittance of any person, or persons, on the basis of race, religious creed, color, national origin, ancestry, sex, age, marital status, sexual orientation, veteran status, or which is inaccessible to disabled persons, or where members of the public may not be present without making a payment or purchase.

1.03 Regular Meetings; Open to the Public

Meetings of the Board of Directors shall be open and public and all persons shall be permitted to attend except as otherwise allowed by law or when a closed session is authorized pursuant to applicable state law and properly noticed in accordance therewith.

1.04 Closed Sessions: State Reasons and Legal Authority; Scope of Coverage; Notice; Reporting Out

- (a) Prior to holding any closed session, the Board of Directors shall disclose, in an open meeting, the item or items to be discussed in the closed session. The disclosures may take the form of a reference to the item or items as they are listed by number or letter on the agenda. In the closed session, the Board of Directors may consider only those matters covered in its statement. Nothing in this section shall require or authorize a disclosure of information prohibited by state or federal law.
- (b) After any closed session, the Board of Directors shall convene into open session prior to adjournment and shall make any disclosures required by state law of action taken in the closed session.

II. AGENDA

2.01 Agenda; Notification and Posting

- (a) In order to facilitate the orderly conduct of the business of the Board of Directors, all reports, communications, resolutions, or other matters to be submitted to the Board of Directors shall be submitted to the Secretary/General Manager not later than 12:00 noon on the Friday two weeks prior to the date of the regular Board of Director's meeting scheduled for the second Friday of the month.
- (b) The Chair, in consultation with the Secretary/General Manager, shall arrange the agenda and shall furnish a copy of it to each member of the Board, to the District Counsel, to the County Administrative Officer, and to the City Manager of Santa Cruz, Capitola, Watsonville and Scotts Valley not later than the Tuesday in the week of a Regular Board meeting; the agenda shall be posted on the Official Bulletin Board for the public at the Administrative Office of the Santa Cruz Metropolitan Transit District at least 72 hours preceding each regular Board meeting.
- (c) The agenda shall contain a brief description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public.

2.02 Agenda; Public Input

Every agenda for regular open meetings shall provide an opportunity for members of the public to directly address the Board of Directors on items of interest to the public, before or during the Board's consideration of the item, that is within the subject matter jurisdiction of Santa Cruz Metropolitan Transit District, provided that no action shall be taken on any item not appearing on the agenda unless the Board complies with Section 2.03 below.

2.03 Agenda; Action Taken Not on Agenda

- (a) No action or discussion shall be taken on any item not appearing on the posted agenda except that members of the Board of Directors present at

the meeting or District staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights. In addition, on their own initiative, or in response to questions posed by the public, Directors or District staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a Director or the Board itself may, subject to the District's rules and regulations, provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or, take action to direct staff to place a matter of business on a future agenda.

- (b) Notwithstanding subdivision (a) above, the Board of Directors may take action on items of business not appearing on the posted agenda under any of the conditions stated below. Prior to discussing any item pursuant to this section, the Chair of the Board of Directors shall publicly identify the item.
 - (i) Upon a determination by a majority vote of the Board of Directors that an emergency situation exists, as defined in Section 4.01(b) herein;
 - (ii) Upon a determination by a two-thirds vote of the Directors present at the meeting, or, if less than two-thirds of the members present at the meeting, a unanimous vote of those member present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted; or
 - (iii) The item was posted pursuant to a prior meeting of the Board of Directors occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

2.04 Agenda; Other Distributed Writings

- (a) Agendas and any other writings when distributed to all or a majority of all, the members of the Board of Directors by any person in connection with a matter subject to discussion or consideration at a public meeting are public records and shall be made available without delay unless the writing is exempt from disclosure pursuant to the Public Records Act.
- (b) Writings which are public records as set forth above and which are

distributed during a public meeting shall be made available for public inspection at the meeting if prepared by the District or a Director or after the meeting if prepared by some other person.

III. SPECIAL MEETINGS

3.01 Special Meetings; Notice and Purpose

A special meeting may be called at any time by the Chair or by a majority of the members of the Board of Directors, by delivering personally or by any other means, at least 24 hours in advance, written notice to each member of the Board of Directors, and to each local newspaper of general circulation, radio or television station requesting notice in writing. The call and written notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at the special meeting. The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public. Every notice for a special meeting at which action is proposed to be taken on an item shall provide an opportunity for members of the public to directly address the Board of Directors concerning that item prior to action on that item. The written notice may be dispensed with by any member of the Board of Directors, who at or prior to the time of the meeting convenes, files with the Secretary/General Manager a written waiver of notice. The waiver may be given by telegram. Written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. Notice shall be required pursuant to this section regardless of whether any action is taken at the special meeting.

IV. EMERGENCY MEETINGS

4.01 Emergency Meetings; Notice and Purpose

- (a) In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency open meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement of Section 3.01 herein.
- (b) For purposes of this section, "emergency situation" means any of the following:

- (i) Work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board of Directors.
- (ii) Crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the members of the Board of Directors.
- (c) Although no notice to the public is required, each local newspaper of general circulation and radio or television station which has requested notice of special meetings shall be notified by the presiding Chair of the Board of Directors, or designee thereof, one hour prior to the emergency meeting by telephone and all telephone numbers provided in the most recent request of such newspaper or station for notification of special meetings shall be exhausted. In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and the Chairperson of the Board of Directors, or designee thereof, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

4.02 Emergency Meetings; Open to the Public

Emergency meetings are always open meetings regardless of the subject matter.

4.03 Emergency Meetings; Requirements

All special meetings requirements, as prescribed in Section 3.01 herein, shall be applicable to a meeting called pursuant to this section, with the exception of the 24-hour notice requirement.

4.04 Emergency Meetings; Minutes

The minutes of a meeting called pursuant to this section, a list of persons who the presiding chair of the Board of Directors, or its designee notified or attempted to notify, a copy of the roll call vote and any actions taken at the meeting shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

V. DIRECTORS

5.01 The Board of Directors

The District shall be governed by a Board of Directors of eleven members because such membership is necessary to insure adequate representation to all of the areas in the County of Santa Cruz.

5.02 Appointment

The membership of the Board of Directors shall be composed of one member appointed by each City Council of Santa Cruz, Capitola, Scotts Valley, Watsonville and any other incorporated area of the District to represent the incorporated area and one member appointed by the Board of Supervisors of the County of Santa Cruz to represent the unincorporated area. Other appointments shall be made in accordance with the proportionate population within the District. The apportionment shall be based upon the population distribution within the District and the Board shall reapportion its membership whenever any part of the District is excluded or new territory is added or unincorporated territory within the District incorporates and as a result of the exclusion, annexation, or incorporation, representation on the Board no longer reflects the population distribution within the District. The Board shall also reapportion whenever the County Clerk advises the Board that the latest official census indicates a need for reapportionment.

5.03 Term of Office

- (a) The term of office for each Director shall be four years.
- (b) If the appointee of any legislative body is one of its own members the appointee may serve only as long as the appointee is a member of the legislative body.
- (c) An appointment to fill a vacancy on the Board or an appointment made after the expiration of the preceding term shall be for the unexpired portion of the term.
- (d) The failure of a Board member to attend three consecutive meetings of the Board without good cause shall create a vacancy in the office of the Board member.

5.04 Directors' Code of Ethics

A Directors' Code of Ethics is attached as Exhibit A to these Bylaws and shall serve as a guideline for the Directors in the work that they perform on behalf of the District.

5.05 Director Compensation

Each Director shall receive \$50 for attendance at a meeting of the Board of Directors, attendance as a committee member at a committee meeting of the Board of Directors, attendance as a Board member at an Advisory Committee, attendance at an American Public Transit Association meeting, attendance at a California Transit Association meeting or when performing District business in lieu of attendance at any of the above-stated meetings, up to a maximum of \$100 per month.

5.06 District Travel And Personal Expenditures

A District Director shall obtain Board authorization to perform or participate in District business prior to actual attendance if such involves the expenditure of District funds. A Director shall receive reimbursement for meals, transportation and other expenses incurred on behalf of the District in accordance with the District's expense list which is attached hereto as Exhibit B. Invoices shall be submitted to the Chair of the Board of Directors for approval. After approval is obtained from the Chair the reimbursement request shall be forwarded to the Finance Department for reimbursement. Reimbursement shall not be necessary when a District staff member pays directly for a Director's expenses. Advances based on internal revenue service rates will be made upon a director's request, however, receipts of expenditures must be provided to the Chair of the Board of Directors for approval. All advanced funds shall be returned to the Administrative Services Coordinator if the trip is cancelled or the funds are not used. A complete report of all expenses incurred by the Director while engaging in District business shall be submitted by the Director to the Board of Directors for review. Such report may be prepared by District staff upon request. District Directors shall not include any expenditure for spouses, friends, or others as a District expense. The District's Administrative Services Coordinator shall schedule all conferences, hotel accommodations and transportation for a Director.

VI. PRESIDING OFFICERS

6.01 Election

- (a) The Directors shall in December nominate members of the Board of Directors to serve as Chair and as Vice-Chair of the Board of Directors. The Board of Directors shall, at their first regular meeting in January of each year, choose one of its members to serve as Chair and one of its members to serve as Vice-Chair to serve for the balance of the calendar year or until the selection of their successors.
- (b) Should the office of Chair or Vice-Chair become vacant during the calendar year, the Board of Directors shall choose a successor to fill the vacancy for the balance of that calendar year, or until the selection of a successor.
- (b) In the event of a vacancy of both the Chair and Vice-Chair positions, the Directors shall meet in order to nominate members of the Board of Directors for the vacant positions.

6.02 Chair to Preside

The Chair shall preside at all meetings of the Board of Directors. The Chair shall have authority to preserve order at all meetings and to remove or cause the removal of any person from any meeting of the Board of Directors for disorderly conduct, to enforce the rules of the Board of Directors and to determine the order of business under the rules of the Board of Directors.

6.03 Absence of Chair

If the Chair is absent or unable to act, the Vice-Chair shall serve until the Chair returns or is able to act. The Vice-Chair has all of the powers and duties of the Chair while acting as Chair. In the absence of both the Chair and the Vice-Chair, the Directors shall nominate and elect a director to serve as chair pro tempore during such absences. —

VII. CONDUCT OF MEETING

7.01 Call to Order

The Chair shall at the hour appointed for the meeting immediately call the Board of Directors to order when a quorum is present. The Chair shall preserve strict decorum at all meetings. She/he shall state every question coming before the Board of Directors, call for the vote, announce the decisions of the Board of Directors, and decide all questions of order, subject, however, to an appeal to the Board of Directors, in which a majority vote of the Board of Directors shall govern and conclusively determine such question of order.

7.02 Rights of Chair

The Chair, or such other member of the Board as may be presiding, may second and debate, subject only to such limitation of debates as are by these rules imposed on all members; the Chair shall not be deprived of any of the rights and privileges of a Director by reason of holding the position of Chair.

7.03 Rules of Debate

- (a) Every Director desiring to speak shall address the Chair, and upon recognition by the presiding officer, shall be confined to the question under debate, avoiding all references to personalities and indecorous language.
- (b) A Director, once recognized, shall not be interrupted when speaking unless it is to call her/him to order. If a Director, while speaking, is called to order, she/he shall cease speaking until a question of order is determined and, if in order, she/he shall be permitted to proceed.
- (c) A Director may request, through the presiding officer, the privilege of having an abstract of her/his statement on any subject under consideration by the Board of Directors entered into the minutes. If the Board of Directors consents thereto, such statement shall be entered; provided, however, that any Director, without the Board's consent, shall have the right to have the reasons for her/his dissent from, or protest against, any action of the Board of Directors entered into the minutes.
- (d) The Secretary/General Manager may be directed by the Chair, with the

consent of the Board, to enter in the minutes a synopsis of the discussion of any question coming properly before the Board of Directors.

7.04 Disruption of Meeting; Clearing Room

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the Board of Directors conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. In order to readmit individuals who were not disruptive, the following procedure shall be used:

- a. When a meeting is disrupted to the point that it cannot be continued, the Chair shall order those persons causing the disruption to leave the meeting.
- b. If those causing the disruption fail or refuse to leave the meeting, the Chair shall recess the meeting, order the meeting room cleared and summon law enforcement.
- c. Upon the arrival of law enforcement, the Chair shall reconvene the meeting.
- d. District Staff shall be directed to readmit those members of the public who did not engage in the disorderly conduct on an individual and intermittent basis.
- e. If the meeting is again disrupted, the Chair shall cause the meeting room to be cleared and the meeting will continue with only the press in attendance if they have not engaged in any disruption.

VIII. QUORUM

8.01 Transaction of Business; Quorum

A six member majority of the regular members of the Board of Directors shall constitute a quorum for the transaction of business.

IX. ADJOURNMENT/CONTINUANCES

9.01 Adjournment of Meeting

- (a) The Board of Directors may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment.
- (b) Less than a quorum may adjourn any meeting.
- (c) In the absence of all Directors from any meeting, the Secretary/General Manager may declare the meeting adjourned to a stated day and hour. If she/he does, she/he shall then cause written notice of the adjournment to be given in the same manner as provided for Special Meetings set forth herein.
- (d) A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regularly adjourned regular, special, or adjourned special meeting was held within 24 hours after the time of adjournment.
- (e) When a regular or adjourned regular meeting is adjourned as provided herein, the resulting adjourned meeting is a regular meeting for all purposes.
- (f) When an order of adjournment of any meeting fails to state the hour which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings of the Board of Directors.
- (g) Any hearing being held, or noticed or ordered to be held, by the Board of Directors at any meeting may by order or notice of continuance be continued or recontinued to any subsequent meeting of the Board of Directors in the same manner and to the same extent set forth above for the adjournment of meetings; provided that, if the hearing is continued to a time less than 24 hours after the time specified in the order or notice of hearing, a copy of the order or notice of continuance of hearing shall be posted immediately following the meeting at which the order or declaration of continuance was adopted or made.

X. MINUTES

10.01 Minute Book Record of Open Sessions

- (a) The Secretary/General Manager, or her/his designee, shall attend all open meetings of the Board of Directors and record and maintain a full and true record of all of the proceedings of the Board of Directors in books that shall bear appropriate titles and be devoted to such purpose. Such books shall have a general index sufficiently comprehensive to enable a person readily to ascertain matters contained therein.
- (b) Unless reading of the minutes of a Board of Directors meeting is requested by the Board of Directors by a majority vote, such minutes may be approved without reading if the Secretary/General Manager has previously furnished each member with a synopsis thereof.

10.02 Minute Book Record of Closed Sessions

The Secretary/General Manager shall attend each closed session of the Board of Directors unless otherwise directed by the Board of Directors and shall keep and enter in a minute book a record of topics discussed and decisions made at the meeting. The closed session minute book is not a public record and shall be kept confidential. This minute book shall be available only to members of the Board of Directors of Santa Cruz Metropolitan Transit District or, if a violation of the Ralph M. Brown Act is alleged to have occurred at a closed session, to a court of general jurisdiction.

10.03 Protests and Dissents by Directors Entered in Minutes

Any Director shall have the right to have the reasons for the Director's dissent from, or protest against any action of the Board entered in the minutes.

XI. PUBLIC'S ROLE IN MEETINGS/PUBLIC HEARINGS

11.01 Public Addressing the Board

Each person addressing the Board may but is not required to give his/her name and shall speak in an audible tone of voice for the record, and unless further time is granted by the Board, shall limit his/her address to five minutes; if more

than five people wish to address the Board of Directors on any one issues, each individual shall be limited to three minutes. All remarks shall be addressed to the Board of Directors as a body and not to any member thereof. No person, other than the Chair and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Board, without permission of the Chair. No question shall be asked of a Board member except through the Chair. Additionally, any person may submit written materials to the Board of Directors for its consideration.

11.02 Public Hearings

- a) Requests for public hearings shall be in writing and shall be submitted to the Administrative Services Coordinator no later than five (5) days before the last day permitted for announcing the public hearing. All public hearings shall be noticed in local newspaper(s) of general circulation by the Administrative Services Coordinator at the direction of the Secretary/General Manager. A bilingual interpreter shall be retained for public hearings as appropriate.
- b) The department manager requesting the public hearing shall investigate all applicable requirements for posting of public hearing notices and shall communicate such requests to the Administrative Services Coordinator to ensure that all public hearings are noticed sufficiently in advance of the date of consideration by the Board of Directors.
- c) A public hearing will be held before the Board of Directors when required by federal, state, or local laws or regulations or when it is asked to take action on any of the following projects:
 - (i) A change in 25% or more to the service mileage of any route.
 - (ii) A change in District fares.
 - (iii) Adoption of a Resolution authorizing application for federal funds, state or local funds when required by the funding source.
 - (iv) Adoption of any action taken relating to the adoption of any plan, environmental document, property acquisition, resolution, condemnation resolution or other action relating to a project or property where such public hearing is required by state, federal or local law.
 - (v) Adoption of the Annual Budget.
 - (vi) Adoption of the Short Range Transit Plan.
 - (vii) Adoption of an Ordinance.

XII. RESOLUTIONS, ORDINANCES AND MOTIONS

12.01 Acts of Board

The acts of the Board of Directors shall be expressed by Motion, Resolution or Ordinance. No Ordinance, Resolution or Motion shall have any validity or effect unless passed by the affirmative votes of six directors. The Board of Directors shall not take action by secret ballot, whether preliminary or final in an open or closed session.

12.02 Resolution

No resolution shall be adopted by the Board unless it is presented before the Board in writing or read aloud. Where copies of the resolution have been presented to each Director, the reading of the resolution is automatically waived unless a Director specifically requests that it be read. Resolutions must be adopted by a roll call vote; however, routine resolutions may be placed on the consent agenda. In the event that a Director wishes to dissent or abstain, the resolution will be removed from the consent agenda and be placed on the Regular Agenda. Resolutions may also be passed by unanimous voice vote.

12.03 Ordinance

- (a) No ordinance shall be passed until a public hearing has been held on it, which hearing shall be advertised in a newspaper of general circulation or posted in at least three public places at least 15 days prior to the hearing. No ordinance shall be adopted by the Board of Directors on the day of introduction. Ordinances must be adopted by a roll call vote.
- (b) All ordinances shall be printed after passage, and maintained in the District Administrative Offices.
- (c) The enacting clause of all ordinances shall be as follows:

"Be it enacted by the Board of Directors of the Santa Cruz Metropolitan Transit District:...".
- (d) All ordinances shall be signed by the Chair of the Board or Vice-Chair and attested by the Secretary/General Manager.

XIII. METHOD OF VOTING

13.01 Voice Vote

Unless a roll call vote is specifically requested by a Director, all matters, except the voting on Resolutions and Ordinances, shall be decided by voice vote. All actions of the Board of Directors shall be approved by affirmative vote of a minimum of six voting members of the Board of Directors unless otherwise specifically required.

13.02 Silence Recorded as Affirmative Vote

A member's silence shall be recorded as an affirmative vote.

13.03 Duty to Vote

Each Director has a duty to vote when present at a meeting on matters coming before the Board of Directors or a Board Committee unless he/she has notified the Board of Directors of a legal conflict of interest in accordance with California state law and has made a full public disclosure regarding such conflict of interest. If a conflict of interest is disclosed, the Director shall abstain from voting, unless otherwise required by law to vote.

13.04 Unanimous Voice Votes in Lieu of Roll Call for Resolutions

A Director can move the passage of a Resolution by a unanimous voice vote in lieu of a roll call. If a dissent is registered then a roll call vote shall be taken.

XIV. COMMITTEES AND APPOINTMENTS

14.01 Creation of Committees

The Board of Directors may establish committees for a stated purpose. All committees and their members shall comply with the Ralph M. Brown Open Meeting Act and these Rules and Regulations. The Secretary/General Manager shall provide adequate staffing to assist the committees in doing their work.

Directors who are not committee members may attend committee meetings as long as they attend only as observers when a majority of the Board of Directors is in attendance at the committee meeting. The committees shall include the following:

- (a) Working committees or subcommittees of the Board of Directors analyze, review, and make recommendations to the Board of Directors on items to be presented to the full Board. The Chair of the Board shall appoint members of the Board to such committees or subcommittees and shall also appoint a Board member to chair the committees or subcommittees. If a vacancy occurs, the Board Chair shall appoint a Director to fill the vacancy.
- (b) Minutes shall be taken at each committee and shall be prepared and distributed to the Directors at least two days prior to the regular Board meeting.
- (c) The Board of Directors may from time to time create advisory committees who shall be charged with giving advice to the Board of Directors regarding an issue relevant to the Transit District's business. Appointments to advisory committees may be made by the Chair, or the Board of Directors. Directors, employees or members of the public may sit on an advisory committee. The following are permanent advisory committees of the Board of Directors:

(i) Metro Accessible Services Transit Forum (MASTF)

The Metro Accessible Services Transit Forum (MASTF) is an independent volunteer organization that advises the Santa Cruz Metropolitan Transit District Board of Directors and District management and staff regarding the best methods and resources for providing accessible transportation services to the public. MASTF reviews Metro programs for compliance with §504 of the Vocational Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 and all other appropriate local, state and federal laws and regulations.

(ii) Metro Users Group (MUG)

The Metro Users Group (MUG) is an official advisory committee of the Santa Cruz Metropolitan Transit District Board of Directors. Its purpose is to review, advise, and recommend to the Board of Directors on issues pertaining to the Transit routes , schedules,

marketing and other issues pertaining to the provision of transit services and support services from the users' perspective. MUG shall make recommendations to the Board of Directors for its membership appointments.

14.02 Appointment to Santa Cruz County Regional Transportation Commission

- a) The Board of Directors shall annually in January appoint three of its members to represent the Transit District on the Santa Cruz County Regional Transportation Commission (SCCRTC) for a one year term commencing in February. These Directors shall be nominated by the Board Chair. Three alternates to this commission designated in priority order shall also be selected by the Board of Directors. It is the policy of the Board of Directors of establishing as a priority for SCCRTC appointments, appointment of a Board member from the "off rotation city" taking into consideration other factors at the time of appointment.
- b) The Board of Directors may provide its transportation Commission representatives with guidance on issues coming before the Commission to assist the director/commissioner in serving the best interests of the Transit District.

XV. OFFICIAL BULLETIN BOARD

15.01 Posting of Notices

For purposes of posting official notices of the Board of Directors, notices of public hearings, and any other official papers of the Santa Cruz Metropolitan Transit District where posting is required by the law, the Official Bulletin Board of the Santa Cruz Metropolitan Transit District shall be the bulletin board at the entrance of the District Administrative Office. Should the Board of Directors hold a public hearing at any location other than its regular place of meeting, then, in addition to the posting of the notice on the Official Bulletin Board above listed, posting shall also be made upon or near the door of the place of meeting.

- 15.02 All advisory committees created by the Board of Directors are required to post any and all official notices including those notices required by law at the official bulletin board so designated for that purpose at the Santa Cruz Metro Center, 920 Pacific Avenue, Santa Cruz, CA 95060.

XVI. OTHER OFFICES

16.01 General Manager; Powers and Duties

In addition to the powers, duties and obligations of the General Manager, as set forth above, and the applicable Public Utilities Code pertaining to the Santa Cruz Metropolitan Transit District, the powers and duties of the General Manager shall include the following:

- (a) To have charge, subject to the direction and control of the Board of Directors, of the acquisition, construction, maintenance, and operation of the facilities of the District.
- (b) To have charge, subject to the direction and control of the Board of Directors, of the administration of the business affairs of the District.
- (c) To insure that all ordinances of the District are enforced.
- (d) To administer the personnel system and collective bargaining agreements adopted by the Board of Directors and, except for officers appointed by the Board, to appoint, discipline or remove all officers and employees subject to the rules and regulations adopted by the Board, and the applicable provisions of any adopted collective bargaining agreement.
- (e) To prepare and submit or cause to be prepared and submitted to the Board of Directors within 90 days after the end of each fiscal year a complete report of the finances and the administrative activities of the District for the preceding year, and the financial status of the District on the last day thereof.
- (f) To keep the Board of Directors advised as to the needs of the District.
- (g) To formulate and present to the Board of Directors all plans and specifications for the construction of the works of the District and the means to finance them.
- (h) To have no business interest which interferes with his/her duties and responsibilities to the District.
- (i) To cause to be installed and maintained a system of auditing and

accounting which shall completely and at all times show the financial condition of the District.

- (j) Attend meetings of the Board of Directors as directed by the Board, and act as Secretary to the Board.
- (k) To perform such other and additional duties as the Board may require.

16.02 General Manager; Qualifications and Experience

The General Manager shall be chosen on the basis of his/her qualifications with special reference to his/her actual experience in or knowledge of accepted practices and respect to the duties of his/her office as herein above set forth.

16.03 General Manager; Pro Tempore Appointments

The Board of Directors may appoint a General Manager pro tempore during any absence or disability of the General Manager.

16.04 General Manager; Resident Requirement

The General Manager need not be a resident of this State at the time of his/her appointment, however /he/she shall establish a California residency within 30 days of the commencement of his or her duties with the Transit District.

16.05 District Counsel; Appointment, Powers and Duties

The District Counsel shall be admitted to the practice of law in all courts of this State. The District Counsel shall have the power and be required to:

- (a) Represent and advise, if authorized and directed by the Board of Directors, the Board of Directors and all District officers, committees or departments in all matters pertaining to their office.
- (b) Represent and appear, if authorized and directed by the Board of Directors, for the District and any officer or employee, in any and all actions and proceedings in which the District or any officer or employee, in or by reason of their official capacity, is concerned or is a party; however, the Board of Directors shall have control of all legal business

and proceedings and may employ other attorneys to take charge of any litigation or matter, or to assist the District Counsel therein.

- (c) Attend all meetings of the Board of Directors as directed by the Board of Directors and give legal advice or opinions in writing whenever requested to do so by the Board of Directors, or by any of the committees or officers of the District.
- (d) Review all contracts to be made by the District and provide the Board of Directors, its officers and staff with legal advice regarding same.
- (e) Prepare any and all proposed ordinances or resolutions for the District and amendments thereto.
- (f) Perform such other acts relating to the office as the Board of Directors shall require; and
- (g) On vacating the office, surrender all books, papers, files, and documents pertaining to the District's affairs.

PASSED AND ADOPTED this 18th day of May 2001, by the following vote:

AYES: Directors –

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors –

APPROVED _____
Chairperson

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER, District Counsel

Regulation Number: 1004

Computer Title: Director’s Code of Ethics

Effective Date: April 16, 1999

Pages: 4

TITLE: Santa Cruz Metropolitan Transit District Director’s Code of Ethics

Procedure History		
REVISION DATE	SUMMARY OF REVISION	APPROVED
April 16, 1999	Policy Implemented	

I. POLICY

1.01 District Directors are public servants and, as such, are expected to be impartial and responsible in fulfilling the public trust placed in them. The public expects the highest standard of ethical conduct from all those in public service. District Directors are expected to demonstrate personal integrity, honesty, and truthfulness in all their public activities in order to inspire public confidence and trust in the District.

II. APPLICABILITY

2.01 This policy is applicable to all District Directors.

2.02 Notwithstanding any provision of this Code every District Director shall comply with applicable Federal, State and local laws.

III. RESPONSIBILITIES OF PUBLIC SERVICE

3.01 District Directors are bound to discharge faithfully the duties of their offices, recognizing that the lives, safety, health, and welfare of the general public must be their primary concern. Their conduct in their official and private affairs should be above reproach to assure that their public office is not used for personal gain.

IV. CONFLICT OF INTEREST

- 4.01** District Directors are prohibited from making, participating in, or in any way attempting to use their District offices to influence a District decision in which they know or have reason to know they have a financial interest.
- 4.02** District Directors shall not engage in outside employment, activities, or enterprises for compensation that are inconsistent with, incompatible to, or in conflict with their duties as District Directors. The outside employment, activities or enterprises inconsistent with, incompatible to, or in conflict with an Director's District duties include those which:
- (1) involve the use for private gain or advantage of (a) a Director's District work, District facilities, District equipment and District supplies; or (b) the influence or prestige of his or her position with the District; or
 - (2) involve receipt or acceptance by a District Director of any money or other consideration from anyone other than the District for the performance of an act which the Director would be required or expected to render in the regular course of his or her District obligations as a Director; or
 - (3) involve the performance of an act in other than his or her capacity as a District Director which act may later be subject directly or indirectly to control, inspection, review, audit, or enforcement by the District.
- 4.03** No District Director shall solicit or accept gratuities, favors or anything of monetary value including personal loans, from contractors, subcontractors, consultants, potential contractors, potential consultants, or potential subcontractors, except an unsolicited gift of nominal intrinsic value. "Nominal intrinsic value" for purposes of this section shall mean a value of less than \$250, within a twelve-month period from a single source.
- 4.04** No current or former District Director shall disclose, permit disclosure or otherwise use confidential information acquired by virtue of his or her position with the District for his or her or another person's private gain or for any purpose except in the performance of his/her official duties and responsibilities for the District or as may be required by law. No District Director shall reveal information received in a lawful closed session of the District's Board of Directors unless such information is required by law to be disclosed. No District Director shall take any action or provide any

information for or on behalf of any prospective contractor or vendor that interferes with free and open competition for District contracts.

- 4.05** No District Director shall engage in or permit the unauthorized use of District-owned property, including but not limited to facilities, vehicles, materials, equipment, licensed software and information. Use of District property for purposes other than District business shall be considered an unauthorized use unless a Director has received prior approval for such use by the Board of Directors. Use of District property for non-District business will only be authorized when the Board of Directors determines it is in the best interest of the District to do so.
- 4.07** District Directors shall immediately report to the Board of Directors the existence of a conflict of interest, including a financial interest in making or participating in making of any governmental decision, so that appropriate action be taken.

V. POLITICAL ACTIVITY

- 5.01** Except as herein otherwise provided, or as necessary to meet requirements of federal or state law, no restriction shall be placed on the political activities of any District Director.
- 5.02** No District Director who holds, or who is seeking election or appointment to, any office or employment in a state or local agency shall, directly or indirectly, use, promise, threaten or attempt to use any office, authority, or influence, whether then possessed or merely anticipated, to confer upon or secure for any person, or to aid, obstruct, or to prevent any person from securing, any position, nomination, confirmation, promotion, or change in compensation or position within the District.
- 5.03** No District Director shall directly or indirectly solicit a political contribution from a District employee, except if such solicitation is part of a solicitation made to a significant segment of the public, which may include District employees.
- 5.04** No District Director who holds, or is seeking election or appointment to, any office shall offer or arrange for any increase in compensation or salary

for a District employee in exchange for, or promise of, a contribution or loan for the person who holds, or who is seeking election or appointment to such office.

- 5.05** No District Director shall engage in political activity while acting in his/her capacity as a Director for the District.

VI. NONDISCRIMINATION

- 6.01** District Directors shall not, in the performance of their District responsibilities, engage in unlawful discrimination of any sort under any applicable federal, state, county or municipal law or ordinance, including without limitation discrimination against any person on the basis of race, sex, color, national origin, religion, disability, age, marital status, sexual orientation, or veteran status, and they shall make good faith efforts to support and comply with the District's equal opportunity and affirmative action goals and objectives.

VII. STATEMENTS OF ECONOMIC INTEREST

- 7.01** Directors shall file assuming office statements, annual statements and leaving office statements of economic interests with the District as required by state law. Assuming office statements for Directors shall include disclosure of investments and interests in real property and business but also income, gifts and loans income received during the 12 months prior to the date of assuming office. Upon receipt of these statements the District shall make and retain a copy and forward the original of these statements to the appropriate public agency.

VIII. REPORTING OF IMPROPER GOVERNMENT ACTIVITIES

- 8.01** District Directors are encouraged to serve the public interest by disclosing to the Board of Directors to the extent not in conflict with the attorney-client privilege or the physician-patient privilege, information concerning District activities where the Director has reasonable cause to believe that the information discloses a violation of state or federal statute, or violation or noncompliance with state or federal regulation. No Director of the District shall use or attempt to use his or her authority to interfere with such disclosure made by another Director or a District employee or to retaliate against a Director or District employee for such disclosure.

■ DAY MEETING
 ■ NIGHT MEETING

June 2001

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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3		4 Library JPA - Night	5 Board of Sups - Day	6 Scotts Valley – Night	7 SCCRTC – Day	8 SCMTD – Day	9
10	11	12 Board of Sups - Day Watsonville - Night Santa Cruz - AM/PM	13 AMBAG – Night	14 Capitola – Night	15 SCMTD – Day	16	
17	18	19 Board of Sups - Day	20 Scotts Valley – Night Air District – Day	21	22	23	
24	25	26 Board of Sups - Day Watsonville - Night Santa Cruz - AM/PM	27	28 Capitola – Night	29	30	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 15, 2001

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF A REQUEST TO CONSTRUCT ONE KIOSK AT THE WATSONVILLE TRANSIT CENTER

I. RECOMMENDED ACTION

Deny the request to construct one kiosk at the Watsonville Transit Center.

II. SUMMARY OF ISSUES

- Mr. Ali Gharahgozloo, currently a tenant, d.b.a. Transmart at the Watsonville Transit Center, has formally requested an additional lease for the purpose of opening an Asian food restaurant. Mr. Gharahgozloo letter request is enclosed as Attachment A for your review.
- According to Mr. Gharahgozloo, the Environmental Health Department requires 350 square feet to house the required equipment necessary to run the business. Unfortunately, the existing kiosks do not have enough square footage to comply with the regulation.
- Mr. Gharahgozloo has requested that the District build on an additional 130 square feet to an existing kiosk (220 square feet) to comply with the Environmental Health Department's regulation.

III. DISCUSSION

Memos and letters were distributed to all the Transit District managers, Watsonville Transit Center tenants and special interest groups (including MUG, MASTF, UTU, Local 23 and SEIU, Local 415) notifying them of the request of Mr. Ali Gharahgozloo detailed above, and asking for input regarding the viability of an additional food service at the Watsonville Transit Center.

A response have been received from David Konno, Facilities Maintenance Manager, which is enclosed as Attachment B for your review. Mr. Konno doubts that there is patronage to support another food provider. Additionally, the Mexican restaurant has provided a similar response. See Attachment C.

According to Mr. Konno, the work detailed in Mr. Gharahgozloo's memo would cost approximately \$2,300.00 with an increase in the annual operating cost of the Transit Center by approximately \$600.00. While Mr. Gharahgozloo has offered to pay for the costs of the build-

out, he has requested that the Transit District pay for the initial costs and that he pay an additional base rent charge as a pay-off over the term of the lease.

At this time all the current kiosks are leased, so this request would require the actual build-out of a kiosk in addition to the additional square footage necessary to comply with the Environmental Health Department requirements.

Currently, there are two restaurant establishments at the Center: a Mexican Tacqueria and McDonald's. Additionally, snacks and beverages can be purchased at the Transmart. It is difficult to imagine that a new restaurant would be successful and not also have an adverse impact on the businesses already at the Center. In another Board Report on this agenda, McDonald's is asking for a rent reduction because of lower than expected sales.

IV. FINANCIAL CONSIDERATIONS

Initial costs paid by the Transit District would be approximately \$2,300.00. This would be reimbursed on a monthly basis by the tenant. Additionally, the Transit District's operating costs would increase by \$600.

There is a question of the viability of an additional food service at the Watsonville Transit Center. If the business does not make a profit, the costs for the build-out would be a loss to the District. If the business does make a profit, the Transit District would realize an additional monthly rent of approximately \$450.00 for an annual financial increase of approximately \$5,400.00.

V. ATTACHMENTS

- Attachment A:** May 10, 2001 Request Letter from Mr. Ali Gharahgozloo
- Attachment B:** May 16, 2001 Memo from David Konno, Manager of Facilities Maintenance
- Attachment C:** May 30, 2001 letter from Taqueria El Dandy

May 10, 2001

*Margaret Gallagher
Santa Cruz Metro Transit District
370 Encinal St., #100
Santa Cruz, CA. 95060*

Dear Ms. Gallagher;

Per our recent conversation, I am formally requesting that the Transit District lease one of the kiosks to me for an Asian food restaurant. Due to Environmental Health Department regulations, the minimum square footage requirement to house the required equipment is 350 square feet. Their regulations also require that this square footage be in one contiguous building.

My request is that the District build on an additional 130 SF +/- to an existing kiosk, (220 SF). I offer to pay for this buildout, but would prefer the payout to be a monthly amount paid over the term of the lease and added to the base rent charge.

Please review this request and let me how if the District is able to provide this buildout.

Sincerely,

*Ali Gharahgozloo
TransMart*

ATTACHMENT A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

M E M O R A N D U M

Date: May **29, 2001**
To: Peggy Gallagher
From: David J. Konno
Subject: WTC kiosks

There are two shelters that could be built out to accommodate this request. Cost of construction in 1995/96 was approximately \$1800. The Shelter facing Rodriguez does not have a natural gas stub out while the one facing the bus lanes does. In speaking with Ali he has told me that he needs a gas line and would like to be in the Rodriguez facing location, Installation of a gas line to the Rodriguez shelter will be another additional \$400-600 cost. We will also be required to pump the grease trap more often increasing the annual operating cost of the Center by approximately \$600.

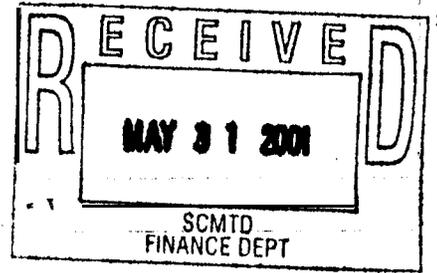
Both McDonald's and El Dandy have expressed that they are marginal operations and that the Transit Center will not support an additional food operation, However, if the Cabrillo College annex project and the Daycare facility are completed, another food service may be profitable. At this time I would doubt that we have the patronage to support another food provider,

Currently each site is being heavily used to park bicycles and the Rodriguez shelter is also being used to provide shelter for persons waiting for taxi services, Construction of the kiosk would require relocation of these two alternative transit services,

ATTACHMENT B

05-30-01

Taqueria El Dandy
475 Rodriguez
Watsonville Metro Center



According to the copy letter I received at May 15, 2001, I'm sending the Taqueria El Dandy's input. By our experience A.- Watsonville Metro business, I can assure that an additional food service in Watsonville Metro is a high risk to take for the Taqueria and it'll be a risk for the new food service too.

Eventhough the Taqueria has a steady income, there hasn't been enough profit to say we're no going out of business if our sales decreased.

Sincerely

Maria Uribe

Juan R. Valdivia

M. de Lourdes Valdivia.

ATTACHMENT C

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 15, 2001

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

**SUBJECT: CONSIDERATION OF APPROVAL OF LEASE FOR SCOTTS VALLEY
TRANSIT CENTER TENANT**

I. RECOMMENDED ACTION

Authorize the General Manager to execute a 3-year Lease Agreement for the Scotts Valley Transit Center with Tony Karis dba Café Metro

II. SUMMARY OF ISSUES

- The Santa Cruz Metropolitan Transit District has been advertising for leased space at the Scotts Valley Transit Center. Currently, the building is not occupied by a tenant. It has been vacant for the last two years. The Transit District is currently paying \$33,280.00 annually for security services to keep the facility open in order for the passengers to have access to the restrooms and heat.
- The Park and Ride Facility has a need for a Transit District representative to sell tickets, provide transit information, monitor and keep open the public restrooms on the site, and notify the Transit District of any problems or occurrences.
- The hours of use that would necessitate someone keeping the facility open begins at 5:00 a.m., as the early morning commuters arrive to catch the 17 Express at that time. The facility needs to be opened and monitored from 5:00 a.m. to 10:00 a.m. and again from 2:00 p.m. until 7:00 p.m.

III. DISCUSSION

Tony Karis is a Santa Cruz County resident. His food service experience began with military training in cooking school. He acquired the necessary management and leadership skills when he later was a manager of operations for a golf course restaurant and facilities.

Mr. Karis is interested in providing a service to patrons riding the Santa Cruz County transit system. His new business, Café Metro, would focus on selling and serving food and drink that is prepared quickly with quality. Quantity and prices would be moderate with items ranging from less than \$1.00 to a maximum price of just under \$5.00. A

sample menu has items from pastries and donuts, to sandwiches and omelettes and beverages such as coffee, tea, fruit juices, smoothies and sodas.

Mr. Karis is able to establish a presence beginning at the hour of 5:00 a.m. with a closing hour of 7:00 p.m. This would make the business available to the majority of the transit ridership. The business would not be open between 10:00 a.m. and 2:00 p.m. to allow food preparation and business promotion.

In the future, Mr. Karis would like to provide an Internet café, with terminals providing email and Internet access.

In exchange for providing customer and transit service to patrons during the hours of operation, Mr. Karis would receive free rent to operate and promote his business.

Currently, the Transit District pays \$33,280 annually for security services to keep the bathrooms open for passengers as well as to provide security to the facility. Beginning July 1, 2001, this amount is projected to be \$38,200.00 for the fiscal year, 2001-2002.

Mr. Karis is currently reviewing the proposed lease and a meeting to finalize the agreement is scheduled for Monday, June 4, 2001. The results of this meeting will be reported at the Board meeting.

IV. FINANCIAL CONSIDERATIONS

Although there will be no rent collected on this lease, the speculation is that ticket sales will increase and the presence of Café Metro will have a positive financial impact on the Transit District.

Additionally, the Transit District will realize a savings of \$38,200.00 for the next fiscal year as Mr. Karis will provide security to the Center and the current security services will be discontinued.

V. ATTACHMENTS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 18, 2001

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF STATUS OF CALIFORNIA TRAFFIC CONGESTION RELIEF PROGRAM (TCRP)

I. RECOMMENDED ACTION

That the Board of Directors review information regarding the status of the California Traffic Congestion Relief Program (TCRP)

II. SUMMARY OF ISSUES

- In the 2000/2001 Legislative Session, Governor Gray Davis proposed a program of transportation investment projects, which became known as the Traffic Congestion Relief Program (TCRP).
- The majority of funding for the TCRP was derived from redirecting the sales tax on gasoline from the General Fund to the transportation projects for a period of six (6) years.
- The original list of projects proposed by Governor Davis contained no funding for Santa Cruz.
- Assemblymember Fred Keeley and Senator Bruce McPherson were successful in adding \$6.75M in funding for buses and \$1M in funding for Phase I Metro Center to the list of projects included in the TCRP.
- The May revision to the projected revenues and expenditures for the 2001/2002 State budget has been released and identifies a \$3.5B deficit in the General Fund, largely attributable to expenditures related to the current energy situation.
- Governor Davis has proposed to suspend the redirection of the sales tax on gasoline to transportation projects for a two-year period of time and use the funds to support and balance the General Fund.
- Governor Davis and Caltrans staff members have indicated that there are sufficient funds available from other sources to meet the cash requirements for the 2001/2002 TCRP projects.

III. DISCUSSION

In the 2000/2001 Legislative Session, Governor Gray Davis proposed a comprehensive list of transportation projects as an alternative to the State Constitutional Amendment No. 3 (SCA 3), which was under consideration by the Legislature. The SCA 3 proposal had encountered opposition as a result of provisions which lowered the two-thirds voter approval requirement for local transportation taxes and the fact that the projects envisioned in the program required increased tax levels in order to be fully implemented. Governor Davis indicated that he preferred to redirect the existing sales tax on gasoline revenues from the General Fund to a program of transportation projects. The Governor submitted a list of transportation projects to the Legislature along with a proposal to redirect the sales tax on gasoline revenues to the transportation projects for six years. This program became known as the Traffic Congestion Relief Program (TCRP).

While Santa Cruz was not included in the original project list developed by Governor Davis, actions taken by Senator Bruce McPherson and Assemblymember Fred Keeley resulted in additions to the list. The additions to the TCRP list included \$6.75M for new buses and \$1.0M for the Santa Cruz Metro Center Phase I project. METRO is currently soliciting bids for the procurement of the buses funded by the TCRP. It is anticipated that delivery of these buses could begin occurring as soon as the Summer of 2002 and continue through the Summer 2003. Currently, METRO staff members are holding discussions with the City of Santa Cruz Redevelopment Agency staff members to develop a structure for the management and implementation of the Metro Center Phase I project.

Entering into the 2001/2002-budget process for the State of California, a substantial General Fund surplus was expected to occur. As a result of the energy expenditures which have occurred and are expected to occur, the May revision of expected revenues and expenditures has identified a \$3.5B projected deficit in the General Fund. In order to address the General Fund deficit problem, Governor Davis has proposed to suspend the redirection of the sales tax revenues on gasoline and allow those revenues to continue to flow into the General Fund. The Governor proposes to use the \$280M surplus in the Public Transportation Account (PTA) along with \$180M from the State Highway Account (SHA), as well as borrowing \$100M from the Motor Vehicle Account (MVA) to meet the cash requirements for TCRP projects currently underway. Staff members from Caltrans have assured me that all TCRP project cash requirements have been analyzed and the needs of the projects underway can be met by the Legislature implementing the Governor's proposal. Caltrans staff members are urging METRO to move forward expeditiously to implement the TCRP projects, including both the buses and the Metro Center project.

IV. FINANCIAL CONSIDERATIONS

If the Caltrans calculations are correct and the Governor's proposal is implemented by the Legislature, sufficient funds should be available when the bus procurement and Metro Center projects require cash from the State of California.

V. ATTACHMENTS

Attachment A: California Transit Association analysis of the May revisions to the 2001/2002 State budget.

1, May Revisions to the 2001-02 State Budget

Analysis - The Governor's revised 2001-02 Budget was made publicly available on May 14. Staff orally presented an analysis of the major changes, as they related to transportation, on last week's conference call. However, given the significance to transit, staff would like to have another conversation on the impact of the Governor's proposal. Attached is:

- a copy of the transportation-related items from the Governor's May revised Budget
- a copy of the Legislative Analyst's Office analysis of the entire program
- a four-page document obtained from the Department of Finance, showing how the Governor's proposal will effect transportation for the next seven years
- and, the draft bill language necessary to implement this proposal.

The key features of this proposal are as follows:

- Proposed to suspend for 2001-02 and 2002-03 the transfer of about \$1.2 billion per year in sales tax on gasoline proceeds from the General Fund that would otherwise flow to the Transportation Investment Fund (TIF). The TIF provides funding to the 140+ projects in the Traffic Congestion Relief Program, as well as the 40% / 40% / 20% split to the State Transportation Improvement Program (STIP), local streets & roads, and the Public Transportation Account.
- Proposes to "add on" two new years of TIF transfers, in 2006-07 and 2007-08.
- Provides "sufficient" cash to meet all expected demands from currently programmed projects in the STIP, the State Highway Operations and Protection Program, and the Traffic Congestion Relief Program (TCRP) based on Caltrans' latest estimates.
- The May Revision proposes that uncommitted funds in the State Highway Account (SHA) be used to maintain allocations for local street and road maintenance for the two-year deferral period. Because cities and counties will be held harmless during the two-year deferral, they will not participate in the extension of the program to 2006-07 and 2007-08. Instead, the allocation to the STIP from the TTF will be increased.
- Uncommitted funds from the Public Transportation Account (PTA) will be used to maintain the State Transit Assistance Program at a level of \$171 million in 2001-02 and increasing amounts in following years. However, this level is maintained artificially, by capping the "spillover" revenue to the PTA from the General Fund that would otherwise flow according to 20-year old law. The effects on all PTA programs are shown in the attached document entitled "PTA - 10-Year Fund Estimate." The current-year (2000-01) STA Program is estimated to be \$116,000; the Governor's proposed 2001-02 Budget on January 10 included \$189 million for STA.

- In order to leave sufficient funds available to meet projected cash flows in 2004-05 and 2005-06, the revised plan uses \$280 million from the PTA for eligible congestion relief projects. These funds are available due to increased revenues resulting from increases in fuel prices and previously unprogrammed balances. Additionally, \$180 million will be advanced from the SHA to pay eligible congestion project costs. The revised plan also includes authority to borrow \$100 million from the Motor Vehicle Account and standby authority to borrow from the General Fund if needed, to meet cash flow requirements in 2004-05 and subsequent years.
- Due to expected growth in the sales tax on gasoline in the two additional years of the revised plan, all funds derived from the SHA will be restored, with an increase of an estimated \$473 million. All the PTA funds will also be restored by 2007-08 with an increase of \$119 million. Additionally, the PTA will receive about \$228 million in increased revenues through 2007-08 from other sources, so the impact of the early years of the revised plan is “mitigated.”
- According to the Governor’s Office, the overall value of the plan-\$8.6 billion-will be increased by over \$500 million as compared to existing law.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 15, 2001

TO: Board of Directors

FROM: Mark J. Dorfman, Assistant General Manager

SUBJECT: AUTHORIZATION TO RENEW AGREEMENT WITH SANTA CRUZ COUNTY FOR ACQUISITION AND RELOCATION ASSISTANCE SERVICE

I. RECOMMENDED ACTION

The purpose of this communication is to request authorization for the General Manager to renew the agreement with the County of Santa Cruz for Land Acquisition and Relocation Services.

II. SUMMARY OF ISSUES

- In 1999 the District entered into an agreement with the County of Santa Cruz for the provision of Real Estate Acquisition and Relocation Services.
- Last year the Board authorized the first of four one-year extensions.
- It is more cost-effective to use the County for this work.

III. DISCUSSION

The District has utilized the services of the County of Santa Cruz for Land Acquisition and Relocation Services. This arrangement has proved beneficial to the District as the training necessary to comply with all of the federal and state requirements for land acquisition does not exist on staff. In 1999, the District entered into a new agreement with the County to provide these services. Last year the Board authorized the first of four one-year extensions.

This agreement continues the relationship the District has had with the County for these services. It is not cost-effective for the District to develop this expertise on staff, as the number of times these services are required is minimal. It is necessary to continue the relationship with the County at this time to complete the purchase of the land for the Consolidated Operations Facility. It is recommended that the District continue this inter-governmental cooperation and that the General Manager be authorized to renew the agreement for one additional year.

IV. FINANCIAL CONSIDERATIONS

Funds are available in existing capital grants for this work.

V. ATTACHMENTS

Attachment A: **2nd** Amendment to Acquisition and Relocation Services Agreement

2nd AMENDMENT TO ACQUISITION AND RELOCATION ASSISTANCE SERVICES AGREEMENT

This 2nd Amendment to Acquisition to Services and Relocation Assistance Services Agreement is dated **June 15, 2001** and is made and entered into by and between SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, hereinafter called "DISTRICT" and the County of Santa Cruz, hereinafter called "COUNTY". County and District currently have an ACQUISITION AND RELOCATION ASSISTANCE SERVICES AGREEMENT executed on **August 8, 1999** ("The Services Agreement").

RECITALS

DISTRICT has determined that it requires the Acquisition and Relocation Assistance Services provided by COUNTY in the Acquisition and Relocation Assistance Agreement dated August 8, 1999.

NOW, WHEREFORE, the parties hereto agree as follows:

1. Paragraph 18 is revised to read as follows: The term of this agreement shall be through August 7, 2002 with two one-year renewal periods.
2. All other terms and conditions of The Services Agreement shall remain in effect.

In WITNESS WHEREOF, the parties have executed this Amendment to Services as of the _____ day of _____, 2001.

COUNTY OF SANTA CRUZ

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

By _____
Director of Public Works

By _____
General Manager

Approved as to Form:

Approved as to Form:

Chief Assistant County Counsel

District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 15, 2001

TO: Board of Directors

FROM: Mark J. Dorfman, Assistant General Manager

SUBJECT: AUTHORIZATION TO RENEW CONTRACT WITH UCSC

I. RECOMMENDED ACTION

The purpose of this communication is to request authorization for the General Manager to renew the existing contract with UCSC for the coming year.

II. SUMMARY OF ISSUES

- The District has a contract with the University of California Santa Cruz for the provision of Bus Service.
- This contract has been annually renewed.
- The contract needs to be extended to continue operation of the program.

III. DISCUSSION

For the past thirty years, the Santa Cruz Metropolitan Transit District has had a relationship with the University of California Santa Cruz for the provision of transit services. This year, service will be redesigned to allow for the operation of Bi-Directional Service on campus.

The District and UCSC representatives meet on a regular basis and agree that it is in the best interest of both parties to continue the agreement for an additional fiscal year.

IV. FINANCIAL CONSIDERATIONS

There is no fiscal impact from renewing this agreement. Failure to renew the agreement would result in a loss of UCSC contract revenue, adversely impacting District operations.

V. ATTACHMENTS

None

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

	Jan.-March 2001	Oct.-Dec. 2000	% Change	Jan.-March 2000	% Change	FY 2000-2001 To Date	FY 1999-00 To Date	% Change
Passenger Counts*								
Urban Collector	1,810,214	1,765,746	2.5%	1,795,782	0.8%	5,124,697	5,081,708	0.8%
Urban Local	255,560	273,270	-6.5%	250,574	2.0%	768,515	709,075	8.4%
Rural	63,890	63,062	1.3%	41,763	53.0%	182,264	118,180	54.2%
Shuttles**		4,957	-100.0%			30,887	19,027	62.3%
Total Passenger Counts	2,129,664	2,107,035	1.1%	2,088,119	2.0%	6,106,363	5,927,990	3.0%
Contract Trips								
Cabrillo: Total	84,477	100,221	-15.7%	101,960	-17.1%	247,258	282,666	-12.5%
Cabrillo: Billed	56,337	67,158	-16.1%	70,658	-20.3%	165,364	192,649	-14.2%
UCSC: Total	583,446	498,795	17.0%	546,958	6.7%	1,288,267	1,204,024	7.0%
UCSC: Billed	473,432	391,600	20.9%	449,879	5.2%	1,014,348	973,678	4.2%
Contracts	18,039	17,102	5.5%	17,201	4.9%	77,569	54,326	42.8%
Total Contract Trips	685,962	616,118	11.3%	666,119	3.0%	1,613,094	1,541,016	4.7%
Operations Information								
Service Miles	773,105	759,403	1.8%	750,086	3.1%	2,244,235	2,183,046	2.8%
Service Hours	58,115	56,958	2.0%	55,275	5.1%	167,361	162,495	3.0%
Passengers per Mile	2.75	2.77	-0.7%	2.78	-1.0%	2.72	2.72	0.2%
Passengers per Hour	36.65	36.99	-0.9%	37.78	-3.0%	36.49	36.48	0.0%

*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*

	Jan.-March 2001	Oct.-Dec. 2000	% Change	Jan.-March 2000	% Change	FY 2000-2001	FY 1999-00	% Change
Passenger Trips	50,075	49,165	1.9%	47,121	6.3%	145,466	132,049	10.2%
Service Miles	113,907	112,044	1.7%	109,738	3.8%	336,147	310,916	8.1%
Service Hours	4,202	4,075	3.1%	4,036	4.1%	12,266	10,764	14.0%
Passengers per Mile	0.44	0.44	0.2%	0.43	2.4%	0.43	0.42	1.9%
Passengers per Hour	11.92	12.06	-1.2%	11.68	2.1%	11.86	12.27	-3.3%

*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.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 15, 2001
TO: Board of Directors
FROM: Elisabeth Ross, Manager of Finance
SUBJECT: ADOPTION OF FY 01-02 FINAL BUDGET

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors adopt a resolution approving the final budget for FY 01-02 as presented in Attachment B; authorize Board member travel in FY 01-02 as described in Attachment C; approve the Employee Incentive Program as presented in Attachment D; authorize staffing levels as listed in Attachment G; approve the salary ranges and job specifications for the management positions of Assistant Human Resources Manager and Paratransit Administrator as presented in Attachment I; and approve the salary range and job specification for Paratransit Eligibility Coordinator as presented in Attachment I, subject to the meet and confer process with SEIU.

II. SUMMARY OF ISSUES

- The recommended final budget for FY 01-02 provides for continuation of the current level of transit service to the public as of June 2001.
- The recommended final operating budget totals \$31,682,000, a \$118,000 decrease from the draft final budget.
- Several changes have been made to the draft final budget in operating revenue and operating expense to balance the final budget.
- The TDA allocation has been reduced to match the Transportation Commission's budgeted allocation, with the resulting shortfall projected to be met at the September Commission budget revision.
- The UCSC passenger revenue has been reduced from a 31% increase to a 22% increase in fares from the new bi-directional service to be implemented in September.
- The recommended final capital improvement program totals \$20,891,791, and includes several carryover projects from FY 00-01.
- The salary ranges and job specifications for three new staff positions are included in the budget recommendation in order to begin recruitment as soon as possible.

III. DISCUSSION

The final budget for FY 01-02 is presented this month for adoption by the Board of Directors, for implementation July 1, 2001, the first day of the new fiscal year. The authorizing resolution is included as Attachment A, with the recommended final budget as Attachment B.

State law requires that all Board member travel be formally authorized by the Board of Directors. To satisfy this requirement, all anticipated Board member travel during FY 01-02 has been listed in Attachment C for consideration and approval by the Board. Additional travel needs, should they arise, will be brought to the Board for approval during the year.

The proposed Employee Incentive Program, recognizing employee achievement and promoting effective working relationships, is included as Attachment D.

The recommended final line item budget provides for \$31,682,000 in operating revenues. This includes sales tax at 5.0% above FY 00-01 projected actual due to continued high levels of construction activity and healthy sales in the County; Transportation Development Act (TDA) funding in the amount of \$5,767,827 as approved by the Santa Cruz County Regional Transportation Commission (SCCRTC); \$1,170,000 in interest income; and passenger revenue based on trends through April 30.

Operating expenses for FY 01-02 total \$31,682,000, including \$3,593,150 for continued operation of the ADA paratransit program.

In order to balance the final budget, staff proposes a number of actions which have been incorporated into the recommended final budget document (Attachment B) and are detailed in Attachment E. The actions are summarized below:

- Reduce special transit fare revenue by \$118,000 to reflect year-to-date trends and a decrease in projected UCSC contract revenue. Originally, the UCSC revenue was projected at a 31% increase as a result of the bi-directional service to be implemented in September. However, after further review, this projection has been reduced to a 22% increase.
- Budget \$474,476 as operating revenue from the TDA special allocation expected to be received by the District in September.
- Reduce diesel fuel expense by \$123,199, which still allows for a 43% increase over the year-to-date average fuel price.
- Increase the vehicle physical damage insurance expense from zero to \$5,200, based on the invoice just received from CalTIP.
- Adjust various accounts in the departmental operating budgets to reflect the appropriate location for the expenses.

Advertising revenue has not been changed from the contractual amount since the negotiations with OBIE are not yet underway.

A topic that arose in the budget study session with the Union representatives was the proposed consolidation of all the transit center budgets into the Facilities Maintenance budget, 2200. The individual center costs are not tracked for any purpose and all costs are not truly spread to the centers since personnel costs are contained entirely within 2200. Therefore, the consensus of the group was to consolidate the four departments into one to simplify the budget and more easily track total Facilities Maintenance expenses. If the Board has no objection, this change will be accomplished in the final budget document to be published later this month.

Departmental descriptions and objectives for FY 01-02 are included as Attachment F. A total of 318.55 full-time employee equivalents are funded in the FY 01-02 budget, as highlighted in Attachment G.

Staff was recently notified that State Transit Assistance (STA) capital funding for FY 01-02 has been reduced by \$148,492 to \$1,401,124. Therefore, several capital items were reduced or deleted from the program, as follows:

Reduce contingency fund from \$55,562 to \$1,070	\$54,492
Delete purchase of replacement shop truck	\$65,000
Delete purchase of one replacement transit supervisor vehicle	\$29,000
TOTAL SAVINGS	\$148,492

The revised list of District-funded items is included as Attachment H.

The only other change to the draft final capital improvement program is the addition of carryover projects from FY 00-01 in the amount of \$138,560.

The recommended final budget includes three new positions. The Assistant Human Resources Manager replaces the current unoccupied management position of Human Resources Analyst. The management position of Paratransit Administrator and the SEIU-represented position of Paratransit Eligibility Coordinator are required for effective operation of the paratransit program and have been approved in concept by the Board of Directors. In order to proceed with recruitment as soon as possible, staff is including approval of the job specifications and salary ranges with the budget recommendation. The proposed job specifications are contained in Attachment I. The proposed hourly salary ranges are as follows:

Assistant Human Resources Manager	\$26.92 - \$32.61
Paratransit Administrator	\$26.92 - \$32.61
Paratransit Eligibility Coordinator	\$18.73 - \$22.80

The salary range for the two management positions is at the same level as the existing management positions of Assistant Finance Manager and Base Superintendent. The proposed salary range for the Paratransit Eligibility Coordinator is proposed at the level of Administrative Services Coordinator, Buyer, Accountant I, and Paralegal.

The salary range and job specification for the Paratransit Eligibility Coordinator is subject to the meet and confer process with SEIU. This is planned prior to July 1, 2001.

IV. FINANCIAL CONSIDERATIONS

The recommended final budget for FY 01-02 is balanced, and requires \$5,759,740 in reserves for the District's share of the capital improvement program.

V. ATTACHMENTS

- Attachment A:** Budget Resolution.
- Attachment B:** Recommended FY 01-02 Final Budget.
- Attachment C:** Board Member Travel.
- Attachment D:** Employee Incentive Program.
- Attachment E:** Recommended Changes to Draft Final Budget.
- Attachment F:** Department Descriptions and Objectives.
- Attachment G:** FY 01-02 Authorized Personnel.
- Attachment H:** Local Capital Budget Requests.
- Attachment I:** Job Specifications.

ATTACHMENT A

FY 01-02

BUDGET RESOLUTION

**BEFORE THE BOARD OF DIRECTORS OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

Resolution No. _____
On the Motion of Director: _____
Duly Seconded by Director: _____
The Following Resolution is Adopted:

**A RESOLUTION OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
ADOPTING A BUDGET FOR FISCAL YEAR 2001-2002**

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

WHEREAS, a budget for capital and operating expenses and revenues has been developed for fiscal year 2001-2002;

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

BE IT FURTHER RESOLVED, that the Board member travel attached hereto as Exhibit B is hereby adopted this 15th day of June, 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

ATTACHMENT B

FY 01-02

RECOMMENDED FINAL BUDGET

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY 01-02 FINAL BUDGET
OPERATING REVENUE**

REVENUE SOURCE	PROJECTED REVENUE FY 00-01	FINAL BUDGET FY 01-02	PERCENT CHANGE
1 Passenger Fares	\$ 3,210,755	\$ 3,339,122	4.0%
2 Special Transit Fares	\$ 1,640,306	\$ 1,923,938	17.3%
3 Paratransit Fares	\$ 204,258	\$ 228,770	12.0%
4 Highway 17 Revenue	\$ 819,413	\$ 886,838	8.2%
5 Commissions	\$ 12,000	\$ 12,000	0.0%
6 Advertising Income	\$ 156,000	\$ 174,000	11.5%
7 Rent Income - SC Metro Center	\$ 84,000	\$ 89,658	6.7%
8 Rent Income - Watsonville TC	\$ 48,800	\$ 53,909	10.5%
9 Rent Income - General	\$ 7,200	\$ 7,200	0.0%
10 Interest Income	\$ 1,171,249	\$ 1,170,000	-0.1%
11 Other Non-Transportation Revenue	\$ 4,500	\$ 1,800	-60.0%
12 Sales Tax	\$ 16,128,000	\$ 16,934,400	5.0%
13 Transp Dev Act (TDA) Funds	\$ 5,945,050	\$ 5,767,827	-3.0%
14 Projected September TDA Allocation	\$ 649,889	\$ 474,476	-27.0%
15 Other Local Funding	\$ -	\$ -	0.0%
16 FTA Sec 5303 - Strategic Imp Plan	\$ -	\$ 35,000	100.0%
17 FTA Sec 5303 - Cust Info Serv Plan	\$ -	\$ 35,000	100.0%
18 FTA Sec 5307 - Op Assistance	\$ 505,614	\$ 505,614	0.0%
19 FTA Sec 5311 - Rural Op Assistance	\$ 42,448	\$ 42,448	0.0%
20 Other Funding	\$ -	\$ -	0.0%
TOTAL OPERATING REVENUE	\$ 30,629,482	\$ 31,682,000	3.4%

**SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
DEPARTMENTAL EXPENSES**

DEPARTMENT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01	% OF TOTAL FY 01-02
1100 Administration	1,117,186	1,194,537	6.9%	3.8%
1200 Finance	974,623	1,068,823	9.7%	3.4%
1300 Planning & Marketing	1,045,268	1,148,365	9.9%	3.6%
1400 Human Resources	529,414	577,776	9.1%	1.8%
1500 Information Technology	471,908	477,853	1.3%	1.5%
1700 District Counsel	456,181	476,973	4.6%	1.5%
2200 Facilities Maintenance	1,200,282	1,274,160	6.2%	4.0%
2400 Watsonville TC	96,644	97,312	0.7%	0.3%
2500 Santa Cruz Metro Center	268,780	285,605	6.3%	0.9%
2600 Scotts Valley TC	107,035	123,692	15.6%	0.4%
3100 Paratransit Program	3,308,336	3,593,150	8.6%	11.3%
3200 Operations	1,935,085	2,060,833	6.5%	6.5%
3300 Bus Operators	10,727,858	11,279,672	5.1%	35.6%
4100 Fleet Maintenance	6,762,069	7,516,913	11.2%	23.7%
9005 Retired Employee Benefits	354,602	433,892	22.4%	1.4%
Additional Operating Programs	8,284	2,445	-70.5%	0.0%
District Grant Programs/Studies	97,496	70,000	-28.2%	0.2%
Reserve for New Positions	73,498		-100.0%	0.0%
SUBTOTAL OPERATING EXPENSE	29,534,550	31,682,000	7.3%	100.0%
Pass Through Grant Programs	480,000		-100.0%	0.0%
Reserve for CNG Conversion	462,000		-100.0%	0.0%
Transfer to Capital Program	533,449		-100.0%	0.0%
TOTAL OPERATING EXPENSES	31,010,000	31,682,000	2.2%	100.0%

**SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
CONSOLIDATED EXPENSES**

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE
			FROM FY 00-01
LABOR			
501011 Bus Operator Pay	5,618,731	5,838,840	3.9%
501013 Bus Operator OT	841,378	1,001,812	19.1%
501021 Other Salaries	5,420,174	6,297,182	16.2%
501023 Other OT	241,271	254,900	5.6%
Totals	12,121,553	13,392,734	10.5%
FRINGE BENEFITS			
502011 Medicare/SS	115,727	124,935	8.0%
502021 Retirement	878,066	954,700	8.7%
502031 Medical Ins	1,943,838	2,056,360	5.8%
502041 Dental Ins	523,466	507,311	-3.1%
502045 Vision Ins	127,470	114,499	-10.2%
502051 Life Ins	66,295	60,639	-8.5%
502060 State Disability	111,547	137,494	23.3%
502061 Disability Ins	458,424	499,190	8.9%
502071 State Unemployment	29,395	27,692	-5.8%
502081 Worker's Comp	1,436,541	1,438,541	0.1%
502101 Holiday Pay	258,729	281,745	8.9%
502103 Floating Holiday	49,300	56,600	14.8%
502109 Sick Leave	598,511	651,581	8.9%
502111 Vacation	1,286,920	1,381,397	7.3%
502121 Other Paid Absence	132,469	151,103	14.1%
502251 Phys. Exam - Renewal	6,072	8,404	38.4%
502253 Driver Lic Renewal	3,658	4,436	21.3%
502999 Other Fringe Benefits	15,168	15,568	2.6%
Totals	8,041,597	8,472,195	5.4%
SERVICES			
503011 Accting/Audit Fees	218,500	130,500	-40.3%
503012 Admin/Bank Fees	194,510	194,720	0.1%
503031 Professional/Technical & Fees	362,575	290,700	-19.8%
503032 Legislative Services	70,300	75,700	7.7%
503033 Legal Services	10,000	10,000	0.0%
503034 Employment Exams	12,490	13,380	7.1%
503041 Temp Help	152,844	19,340	-87.3%
503161 Custodial Services	72,820	76,379	4.9%
503162 Uniforms/Laundry	43,997	34,496	-21.6%
503171 Security Services	324,843	277,438	-14.6%
503221 Classified/Legal Ads	7,000	24,950	256.4%
503222 Legal Ads	8,850		-100.0%
503225 Graphics Services	27,000	30,000	11.1%
503351 Building Repair - Out	30,893	25,680	-16.9%
503352 Equip Repair - Out	134,205	169,581	26.4%
503353 Rev Veh Repair - Out	153,450	197,900	29.0%
503354 Other Veh Repair - Out	70,000	74,700	6.7%
503361 Waste Oil Disposal			0.0%
503363 Haz Waste Disposal	20,785	24,238	16.6%
Totals	1,915,062	1,669,702	-12.8%

**SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
CONSOLIDATED EXPENSES**

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
PURCHASED TRANSPORTATION			
503405 Contract Transp	400	300	-25.0%
503406 Contract/Paratransit	3,033,966	3,297,605	8.7%
Totals	3,034,366	3,297,905	8.7%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	130,417	137,235	5.2%
504012 Fuels & Lubricants - Rev Veh	1,498,000	1,743,895	16.4%
504021 Tires & Tubes	150,000	160,000	6.7%
504161 Other Mobile Supplies	2,500	8,500	240.0%
504181 Upholstery Supplies	6,000		-100.0%
504191 Rev Vehicle Parts	603,885	745,000	23.4%
504192 Inventory Adjustment			0.0%
Totals	2,390,802	2,794,630	16.9%
OTHER MATERIALS & SUPPLIES			
504205 Freight Out	2,650	2,475	-6.6%
504211 Postage & Mailing	14,575	17,047	17.0%
504213 Mktg/Graphics Supp	1,957		-100.0%
504214 Promotional Items	5,650	6,450	14.2%
504215 Printing	97,746	113,031	15.6%
504217 Photo Supp/Process	8,705	12,905	48.2%
504311 Off ice Supplies	70,029	76,495	9.2%
504313 Computer Supplies	5,500		-100.0%
504315 Safety Supplies	17,828	31,713	77.9%
504317 Cleaning Supplies	26,000	86,556	232.9%
504319 Custodial Supplies	40,400		-100.0%
504409 Repair/Maint Supply	71,362	77,404	8.5%
504413 Electrical Supplies	13,353	-	-100.0%
504415 Plumbing Supplies	10,879	-	-100.0%
504417 Mechanical Supplies	10,333	-	-100.0%
504419 Landscaping Supplies	3,213		-100.0%
504421 Non-Inventory Parts	50,000	58,000	16.0%
504511 Small Tools	9,500	10,557	11.1%
504515 Employee Tools	3,600	4,000	11.1%
504517 Tool Allowance	8,580	8,910	3.8%
Totals	471,860	505,543	7.1%
UTILITIES			
505011 Gas & Electric	157,362	171,475	9.0%
505021 Water & Garbage	90,764	85,582	-5.7%
505031 Telecommunications	83,403	78,252	-6.2%
Totals	331,529	335,309	1.1%

**SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
CONSOLIDATED EXPENSES**

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
CASUALTY & LIABILITY COSTS			
506011 Insurance - Property	60,000	60,000	0.0%
506015 Insurance - PL/PD	100,000	130,000	30.0%
506017 Ins - Vehicle Phys Damage		5,200	0.0%
506021 Insurance - Other	15,000	20,000	33.3%
506123 Settlement Costs	100,000	100,000	0.0%
506127 Repair - District Prop	11,750	11,750	0.0%
506129 Other Prof Fees	30,000		-100.0%
506999 Other Casualty Exp	500	30,000	5900.0%
Totals	317,250	356,950	12.5%
TAXES			
507051 Fuel Tax	11,200	9,984	-10.9%
507201 Licenses & Permits	10,350	12,995	25.6%
507999 Other Taxes	22,722	22,301	-1.9%
Totals	44,272	45,280	2.3%
MISC EXPENSE			
509011 Dues/Subscriptions	47,314	46,093	-2.6%
509081 Advertising-Promo	59,900	50,000	-16.5%
509101 Incentive Program	15,135	15,892	5.0%
509121 Employee Training	42,170	45,615	8.2%
509123 Travel	65,700	63,495	-3.4%
509125 Other Misc. Expenses	5,275	10,859	105.9%
509127 Board Fees	11,200	13,200	17.9%
509150 Contributions	300	300	0.0%
Totals	246,994	245,454	-0.6%
LEASES & RENTALS			
512011 Facility Lease	520,747	548,649	5.4%
512061 Equipment Rental	25,019	17,649	-29.5%
Totals	545,766	566,298	3.8%

**SANTA'CRUZ METRO FY 01-02 OPERATING BUDGET
CONSOLIDATED EXPENSES**

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
RESERVE FOR NEW POSITIONS	73,498		-100.0%
PERSONNEL TOTAL	20,163,150	21,864,929	8.4%
NON-PERSONNEL TOTAL	9,297,901	9,817,071	5.6%
DEPARTMENT TOTALS	29,534,550	31,682,000	7.3%
TRANSFER TO CAPITAL	533,449		-100.0%
RESERVE FOR CNG CONVERSION	462,000		-100.0%
PASS-THROUGH PROGRAMS	480,000		-100.0%
TOTAL OPERATING EXPENSE	31,010,000	31,682,000	2.2%

ADMINISTRATION

**SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
Administration - 1100**

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
LABOR			
501021 Other Salaries	350,646	383,524	9.4%
501023 Other OT	2,400	2,400	0.0%
Totals	353,046	385,924	9.3%
FRINGE BENEFITS			
502011 Medicare/SS	6,118	6,160	0.7%
50202 1 Retirement	29,579	31,769	7.4%
502031 Medical Ins	33,324	33,673	1.0%
502041 Dental Ins	10,662	9,711	-8.9%
502045 Vision Ins	2,524	1,898	-24.8%
502051 Life Ins	1,373	1,247	-9.2%
502060 State Disability	1,992	2,562	28.6%
502061 Disability Ins	11,029	11,618	5.3%
502071 State Unemployment	516	516	0.0%
502081 Worker's Comp	34,316	34,316	0.0%
502101 Holiday Pay	4,516	4,746	5.1%
502103 Floating Holiday	9,600	10,600	10.4%
502109 Sick Leave	18,062	18,985	5.1%
502111 Vacation	32,740	32,981	0.7%
502121 Other Paid Absence	4,000	3,000	-25.0%
502999 Other Fringe Benefits	624	624	0.0%
Totals	200,975	204,406	1.7%
SERVICES			
503012 Admin/Bank Fees	100	100	0.0%
503031 Professional/Technical & Fees	26,000	30,000	15.4%
503032 Legislative Services	70,300	75,700	7.7%
503041 Temp Help	2,784	5,040	81.0%
503221 Classified/Legal Ads		9,450	100.0%
503222 Legal Ads	4,500		-100.0%
503352 Equip Repair - Out	7,611	7,000	-8.0%
Totals	111,295	127,290	14.4%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	400	530	32.5%
Totals	400	530	32.5%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	9,000	10,000	11.1%
504215 Printing	11,000	10,000	-9.1%
504217 Photo Supp/Process	100	100	1.0%
504311 Office Supplies	8,865	9,308	5.0%
Totals	28,965	29,408	1.5%

SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
Administration - 1100

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
UTILITIES			
505011 Gas & Electric	30,000	26,585	-11.4%
505021 Water & Garbage	4,100	4,305	5.0%
505031 Telecommunications	13,600	14,960	10.0%
Totals	47,700	45,850	-3.9%
MISC EXPENSE			
509011 Dues/Subscriptions	32,700	31,900	-2.4%
509101 Incentive Program	4,730	6,032	27.5%
509123 Travel	56,700	59,845	5.5%
509125 Other Misc. Expenses	2,975	8,659	191.1%
509127 Board Fees	11,200	13,200	17.9%
Totals	108,305	119,636	10.5%
LEASES & RENTALS			
512011 Facility Lease	265,000	278,925	5.3%
512061 Equipment Rental	1,500	2,568	71.2%
Totals	266,500	281,493	5.6%
 PERSONNEL TOTAL	 554,021	 590,330	 6.6%
 NON-PERSONNEL TOTAL	 563,165	 604,207	 7.3%
 DEPARTMENT TOTALS	 1,117,186	 1,194,537	 6.9%

FINANCE

SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
Finance - 1200

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
LABOR			
501021 Other Salaries	330,242	363,845	10.2%
501023 Other OT	1,000	1,000	0.0%
Totals	331,242	364,845	10.1%
FRINGE BENEFITS			
502011 Medicare/SS	2,688	2,963	10.2%
50202 1 Retirement	27,676	30,346	9.6%
502031 Medical Ins	40,188	31,475	-21.7%
502041 Dental Ins	11,956	12,338	3.2%
502045 Vision Ins	2,903	2,531	-12.8%
502051 Life Ins	1,729	1,571	-9.1%
502060 State Disability	2,656	3,416	28.6%
502061 Disability Ins	10,319	11,098	7.5%
502071 State Unemployment	688	688	0.0%
502081 Worker's Comp	12,865	12,865	0.0%
502101 Holiday Pay	4,200	4,470	6.4%
502103 Floating Holiday	6,100	6,700	9.8%
502109 Sick Leave	16,799	17,880	6.4%
502111 Vacation	34,830	37,414	7.4%
502121 Other Paid Absence	3,200	3,200	0.0%
502999 Other Fringe Benefits	624	624	0.0%
Totals	179,421	179,578	0.1%
SERVICES			
503011 Accting/Audit Fees	68,000	80,000	17.6%
503012 Admin/Bank Fees	194,400	194,600	0.1%
503031 Professional/Technical & Fees	12,000	20,000	66.7%
503041 Temp Help	1,000	1,000	0.0%
503352 Equip Repair - Out	1,000	1,000	0.0%
Totals	276,400	296,600	7.3%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	325	400	23.1%
Totals	325	400	23.1%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	315	200	-36.5%
504215 Printing	1,350	1,500	11.1%
504311 Office Supplies	4,000	5,000	25.0%
Totals	5,665	6,700	18.3%
UTILITIES			
505031 Telecommunications	1,600	1,600	0.0%
Totals	1,600	1,600	0.0%
CASUALTY & LIABILITY COSTS			

SANTACRUZ METRO FY 01-02 OPERATING BUDGET
Finance - 1200

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
506011 Insurance - Property	60,000	60,000	0.0%
506015 Insurance - PL/PD	100,000	130,000	30.0%
506017 Ins-Veh- Phys Damage		5,200	100.0%
506021 Insurance - Other	15,000	20,000	33.3%
Totals	<u>175,000</u>	<u>215,200</u>	<u>23.0%</u>
TAXES			
507201 Licenses & Permits	200	200	0.0%
Totals	<u>200</u>	<u>200</u>	<u>0.0%</u>
MISC EXPENSE			
509011 Dues/Subscriptions	1,500	1,200	-20.0%
509101 Incentive Program	2,770	2,000	-27.8%
509123 Travel	500	500	0.0%
509999 Other Misc Expense			0.0%
Totals	<u>4,770</u>	<u>3,700</u>	<u>-22.4%</u>
PERSONNEL TOTAL	510,663	544,423	6.6%
NON-PERSONNEL TOTAL	463,960	524,400	13.0%
DEPARTMENT TOTALS	<u><u>974,623</u></u>	<u><u>1,068,823</u></u>	<u><u>9.7%</u></u>

PLANNING & MARKETING

SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
Planning & Marketing - 1300

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
LABOR			
501021 Other Salaries	512,225	575,644	12.4%
501023 Other OT	1,700	2,000	17.6%
Totals	513,925	577,644	12.4%
FRINGE BENEFITS			
502011 Medicare/SS	4,553	5,174	13.6%
502021 Retirement	42,735	47,840	11.9%
502031 Medical Ins	73,272	66,154	-9.7%
502041 Dental Ins	24,026	20,243	-15.7%
502045 Vision Ins	5,835	4,745	-18.7%
502051 Life Ins	2,825	2,569	-9.1%
502060 State Disability	4,980	6,405	28.6%
502061 Disability Ins	15,934	17,496	9.8%
502071 State Unemployment	1,290	1,290	0.0%
502081 Worker's Comp	70,810	70,810	0.0%
502101 Holiday Pay	6,469	6,994	8.1%
502103 Floating Holiday	3,500	3,700	5.7%
502109 Sick Leave	25,876	27,978	8.1%
502111 Vacation	58,431	63,110	8.0%
502121 Other Paid Absence	4,000	6,000	50.0%
502999 Other Fringe Benefits	312	312	0.0%
Totals	344,848	350,820	1.7%
SERVICES			
503031 Professional/Technical & Fees	20,000	20,000	0.0%
503041 Temp Help	3,000	3,000	0.0%
503225 Graphics Services	27,000	30,000	11.1%
503352 Equip Repair - Out	1,500	1,800	20.0%
Totals	51,500	54,800	6.4%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	325	325	0.0%
Totals	325	325	0.0%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	3,400	4,730	39.1%
504213 Mktg/Graphics Supp	200		-100.0%
504214 Promotional Items	5,000	6,000	20.0%
504215 Printing	50,980	69,900	37.1%
504217 Photo Supp/Process	4,000	6,100	52.5%
504311 Office Supplies	7,100	10,430	46.9%
Totals	70,680	97,160	37.5%
UTILITIES			
505031 Telecommunications	8,100	8,100	0.0%
Totals	8,100	8,100	0.0%

SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
Planning & Marketing - 1300

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
TAXES			
507201 Licenses & Permits	1,400	3,360	140.0%
Totals	<u>1,400</u>	<u>3,360</u>	140.0%
MISC EXPENSE			
509011 Dues/Subscriptions	1,300	1,356	4.3%
509081 Advertising-Promo	46,400	50,000	7.8%
509101 Incentive Program	300	300	0.0%
509125 Other Misc. Expenses	1,400		-100.0%
509150 Contributions	300	300	0.0%
Totals	<u>49,700</u>	<u>51,956</u>	4.5%
LEASES & RENTALS			
512061 Equipment Rental	4,790	4,200	-12.3%
Totals	<u>4,790</u>	<u>4,200</u>	-12.3%
PERSONNEL TOTAL	858,773	928,464	8.1%
NON-PERSONNEL TOTAL	186,495	219,901	17.9%
DEPARTMENT TOTALS	<u><u>1,045,268</u></u>	<u><u>1,148,365</u></u>	9.9%

SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
Human Resources - 1400

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
LABOR			
501021 Other Salaries	252,268	293,982	16.5%
501023 Other OT	3,300	1,500	-54.5%
Totals	255,568	295,482	15.6%
FRINGE BENEFITS			
502011 Medicare/SS	4,250	4,720	11.1%
502021 Retirement	21,972	24,373	10.9%
502031 Medical Ins	33,984	32,674	-3.9%
502041 Dental Ins	8,516	9,101	6.9%
502045 Vision Ins	2,002	1,898	-5.2%
502051 Life Ins	1,373	1,247	-9.2%
502060 State Disability	1,992	2,562	28.6%
502061 Disability Ins	8,193	8,914	8.8%
502071 State Unemployment	516	516	0.0%
502081 Worker's Comp	25,842	25,842	0.0%
502101 Holiday Pay	3,379	3,697	9.4%
502103 Floating Holiday	6,000	6,800	13.3%
502109 Sick Leave	13,517	14,787	9.4%
502111 Vacation	23,026	26,522	15.2%
502121 Other Paid Absence	3,200	2,400	-25.0%
502999 Other Fringe Benefits	11,124	11,124	0.0%
Totals	168,886	177,177	4.9%
SERVICES			
503031 Professional/Technical & Fees	29,530	29,500	-0.1%
503034 Employment Exams	12,490	13,380	7.1%
503041 Temp Help	13,250	4,800	-63.8%
503221 Classified/Legal Ads	7,000	10,000	42.9%
503352 Equip Repair - Out	650	650	0.0%
Totals	62,920	58,330	-7.3%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	1,000	1,000	0.0%
Totals	1,000	1,000	0.0%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	360	492	36.7%
504215 Printing	1,750	4,220	141.1%
504217 Photo Supp/Process	300	600	100.0%
504311 Office Supplies	5,000	5,000	0.0%
Totals	7,410	10,312	39.2%
UTILITIES			
505031 Telecommunications	2,800	2,800	0.0%
Totals	2,800	2,800	0.0%

SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
Human Resources - 1400

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
MISC EXPENSE			
509011 Dues/Subscriptions	2,760	2,960	7.2%
509081 Advertising-Promo	3,000		-100.0%
509121 Employee Training	24,370	28,815	18.2%
509123 Travel	200	200	0.0%
509125 Other Misc. Expenses	500	700	40.0%
Totals	30,830	32,675	6.0%
PERSONNEL TOTAL	424,454	472,659	11.4%
NON-PERSONNEL TOTAL	104,960	105,117	0.1%
DEPARTMENT TOTALS	529,414	577,776	9.1%

IT

SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
Information Technology - 1500

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
LABOR			
501021 Other Salaries	230,296	251,963	9.4%
501023 Other OT	1,800	1,500	-16.7%
Totals	232,096	253,463	9.2%
FRINGE BENEFITS			
502011 Medicare/SS	3,773	4,072	7.9%
50202 1 Retirement	19,258	20,909	8.6%
502031 Medical Ins	26,220	12,963	-50.6%
502041 Dental Ins	5,978	3,149	-47.3%
502045 Vision Ins	1,452	1,265	-12.9%
502051 Life Ins	1,016	922	-9.3%
502060 State Disability	1,328	1,708	28.6%
502061 Disability Ins	7,180	7,647	6.5%
502071 State Unemployment	444	344	-22.5%
502081 Worker's Comp	1,926	1,926	0.0%
502101 Holiday Pay	3,033	3,167	4.4%
502103 Floating Holiday	6,600	6,900	4.5%
502109 Sick Leave	12,133	12,668	4.4%
502111 Vacation	21,051	22,001	4.5%
502121 Other Paid Absence	2,000	2,000	0.0%
502999 Other Fringe Benefits	624	624	0.0%
Totals	114,016	102,265	-10.3%
SERVICES			
503031 Professional/Technical & Fees	30,500	7,000	-77.0%
503352 Equip Repair - Out	43,675	74,500	70.6%
Totals	74,175	81,500	9.9%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	350	500	42.9%
Totals	350	500	42.9%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	25	100	300.0%
504215 Printing	584	125	-78.6%
504311 Office Supplies	17,662	14,000	-20.7%
504313 Computer Supplies	5,500		-100.0%
Totals	23,771	14,225	-40.2%
UTILITIES			
505031 Telecommunications	12,000	12,500	4.2%
Totals	12,000	12,500	4.2%

MISC EXPENSE

6/1/01

SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
Information Technology - 1500

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
509011 Dues/Subscriptions	350	200	-42.9%
509121 Employee Training	15,000	13,000	-13.3%
509123 Travel	150	200	33.3%
Totals	15,500	13,400	-13.5%
PERSONNEL TOTAL	346,112	355,728	2.8%
NON-PERSONNEL TOTAL	125,796	122,125	-2.9%
DEPARTMENT TOTALS	471,908	477,853	1.3%

Counsel

SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
Counsel - 1700

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
LABOR			
501021 Other Salaries	161,371	207,001	28.3%
501023 Other OT	3,500	3,500	0.0%
Totals	164,871	210,501	27.7%
FRINGE BENEFITS			
502011 Medicare/SS	2,954	3,319	12.4%
502021 Retirement	15,218	17,014	11.8%
502031 Medical Ins	34,824	29,030	-16.6%
502041 Dental Ins	7,362	7,969	8.2%
502045 Vision Ins	1,755	1,265	-27.9%
502051 Life Ins	865	785	-9.2%
502060 State Disability	1,328	1,708	28.6%
502061 Disability Ins	5,674	6,222	9.7%
502071 State Unemployment	544	344	-36.8%
502081 Worker's Comp	3,036	3,036	0.0%
502101 Holiday Pay	2,369	2,587	9.2%
502103 Floating Holiday	4,900	5,400	10.2%
502109 Sick Leave	9,478	10,348	9.2%
502111 Vacation	14,286	15,727	10.1%
502121 Other Paid Absence	2,000	2,000	0.0%
502999 Other Fringe Benefits	312	312	0.0%
Totals	106,905	107,067	0.2%
SERVICES			
503031 Professional/Technical & Fees	2,000	2,000	0.0%
503033 Legal Services	10,000	10,000	0.0%
503041 Temp Help	25,000	500	-98.0%
503352 Equip Repair - Out	70	70	0.0%
Totals	37,070	12,570	-66.1%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	230	230	0.0%
Totals	230	230	0.0%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	100	100	0.0%
504215 Printing	300	300	0.0%
504217 Photo Supp/Process	500	500	0.0%
504311 Off ice Supplies	2,100	2,100	0.0%
Totals	3,000	3,000	0.0%
UTILITIES			
505031 Telecommunications	600	600	0.0%
Totals	600	600	0.0%

SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
Counsel - 1700

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
CASUALTY & LIABILITY COSTS			
506123 Settlement Costs	100,000	100,000	0.0%
506129 Other Prof Fees	30,000		-100.0%
506999 Other Casualty Expense	500	30,000	5900.0%
Totals	<u>130,500</u>	<u>130,000</u>	-0.4%
TAXES			
507201 Licenses & Permits	55	55	0.0%
Totals	<u>55</u>	<u>55</u>	0.0%
MISC EXPENSE			
509011 Dues/Subscriptions	7,000	7,000	0.0%
509121 Employee Training	2,800	3,800	35.7%
509123 Travel	3,150	2,150	-31.7%
Totals	<u>12,950</u>	<u>12,950</u>	0.0%
PERSONNEL TOTAL	271,776	317,568	16.8%
NON-PERSONNEL TOTAL	184,405	159,405	-13.6%
DEPARTMENT TOTALS	<u><u>456,181</u></u>	<u><u>476,973</u></u>	4.6%

FACILITIES MAINTENANCE

SANTA CRUZ METRO FY 01-02 OPERATING BUDGET Facilities Maintenance - 2200

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
LABOR			
501021 Other Salaries	530,781	629,641	18.6%
501023 Other OT	17,571	16,500	-6.1%
Totals	548,352	646,141	17.8%
FRINGE BENEFITS			
502011 Medicare/SS	4,278	4,120	-3.7%
502021 Retirement	47,755	52,679	10.3%
502031 Medical Ins	98,484	102,271	3.8%
502041 Dental Ins	28,088	28,026	-0.2%
502045 Vision Ins	6,822	5,377	-21.2%
502051 Life Ins	3,181	2,894	-9.0%
502060 State Disability	6,640	7,259	9.3%
502061 Disability Ins	17,806	19,266	8.2%
502071 State Unemployment	1,720	1,462	-15.0%
502081 Worker's Comp	40,969	40,969	0.0%
502101 Holiday Pay	7,187	7,637	6.3%
502103 Floating Holiday	2,800	3,000	7.1%
502109 Sick Leave	28,750	30,546	6.2%
502111 Vacation	67,694	71,737	6.0%
502121 Other Paid Absence	9,000	10,000	11.1%
502999 Other Fringe Benefits	312	312	0.0%
Totals	371,486	387,555	4.3%
SERVICES			
503031 Professional/Technical & Fees	8,200	8,200	0.0%
503041 Temp Help	38,000	4,000	-89.5%
503161 Custodial Services	7,000	7,841	12.0%
503162 Uniforms/Laundry	8,436	6,200	-26.5%
503171 Security Services	3,113	4,322	38.8%
503351 Building Repair - Out	9,493	12,823	35.1%
503352 Equip Repair - Out	7,700	27,107	252.0%
503361 Waste Oil Disposal			0.0%
503363 Haz Waste Disposal	19,000	22,409	17.9%
Totals	100,942	92,902	-8.0%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	833	909	9.1%
Totals	833	909	9.1%
OTHER MATERIALS & SUPPLIES			
504205 Freight Out	50	75	50.0%
504213 Mktg/Graphics Supp	900		-100.0%
504215 Printing	11,411	4,036	-64.6%
504217 Photo Supp/Process	155	155	0.0%
504311 Office Supplies	3,287	4,600	39.9%
504315 Safety Supplies	6,400	11,800	84.4%
504317 Cleaning Supplies		39,000	100.0%
504319 Custodial Supplies	29,000		-100.0%

SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
Facilities Maintenance - 2200

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
504409 Repair/Maint Supply	66,160	57,679	-12.8%
504413 Electrical Supplies	9,863		-100.0%
504415 Plumbing Supplies	7,654		-100.0%
504417 Mechanical Supplies	7,838		-100.0%
504419 Landscaping Supplies	2,105		-100.0%
504511 Small Tools	5,500	5,832	6.0%
Totals	150,323	123,177	-18.1%
UTILITIES			
505011 Gas & Electric	1,000	960	-4.0%
505021 Water & Garbage	2,200	1,634	-25.7%
505031 Telecommunications	5,800	5,800	0.0%
Totals	9,000	8,394	-6.7%
CASUALTY & LIABILITY COSTS			
506127 Repair - District Prop	1,000	1,000	0.0%
Totals	1,000	1,000	0.0%
TAXES			
507201 Licenses & Permits	6,859	7,319	6.7%
Totals	6,859	7,319	6.7%
MISC EXPENSE			
509011 Dues/Subscriptions	404	404	0.0%
509101 Incentive Program	340	340	0.0%
509123 Travel	200	200	0.0%
Totals	944	944	0.0%
LEASES & RENTALS			
512061 Equipment Rental	10,543	5,819	-44.8%
Totals	10,543	5,819	-44.8%
PERSONNEL TOTAL	919,838	1,033,696	12.4%
NON-PERSONNEL TOTAL	280,444	240,464	-14.3%
DEPARTMENT TOTALS	<u>1,200,282</u>	<u>1,274,160</u>	<u>6.2%</u>

WATSONVILLE TRANSIT CENTER

**SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
WTC - 2400**

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
SERVICES			
503031 Professional/Technical & Fees			0.0%
503041 Temp Help			0.0%
503161 Custodial Services	34,420	26,330	-23.5%
503162 Uniforms/Laundry	350	450	28.6%
503171 Security Services	15,500	20,000	29.0%
503351 Building Repair - Out	7,400	4,895	-33.9%
503352 Equip Repair - Out	800	1,785	123.1%
503363 Haz 'Waste Disposal	460	600	30.4%
Totals	58,930	54,060	-8.3%
OTHER MATERIALS & SUPPLIES			
504213 Mktg/Graphics Supp	50		-100.0%
504311 Office Supplies		150	0.0%
504315 Safety Supplies	700	700	0.0%
504317 Cleaning Supplies		7,582	100.0%
504319 Custodial Supplies	4,000		-100.0%
504409 Repair/Maint Supply	1,848	5,915	220.1%
504413 Electrical Supplies	900		-100.0%
504415 Plumbing Supplies	900		-100.0%
504417 Mechanical Supplies	1,300		-100.0%
504419 Landscaping Supplies	108		-100.0%
504511 Small Tools	100	1,125	1025.0%
Totals	9,906	15,472	56.2%
UTILITIES			
505011 Gas & Electric	13,788	16,546	20.0%
505021 Water & Garbage	9,464	9,937	5.0%
505031 Telecommunications	400	341	-14.8%
Totals	23,652	26,824	13.4%
CASUALTY & LIABILITY COSTS			
506127 Repair - District Prop	250	250	0.0%
Totals	250	250	0.0%
TAXES			
507201 Licenses & Permits	106	106	0.0%
Totals	106	106	0.0%
MISC EXPENSE			
509081 Advertising-Promo	3,500		-100.0%
Totals	3,500		-100.0%
LEASES & RENTALS			
512061 Equipment Rental	300	600	100.0%
Totals	300	600	100.0%

**SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
WTC - 2400**

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
PERSONNEL TOTAL			0.0%
NON-PERSONNEL TOTAL	96,644	97,312	0.7%
DEPARTMENT TOTALS	<u>96,644</u>	<u>97,312</u>	<u>0.7%</u>

SANTA CRUZ METRO CENTER

SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
Santa Cruz Metro Center - 2500

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
SERVICES			
503031 Professional/Technical & Fees	3,500		-100.0%
503161 Custodial Services	600	3,550	491.7%
503162 Uniforms/Laundry	1,436	1,056	-26.5%
503171 Security Services	180,160	202,416	12.4%
503351 Building Repair - Out	10,000	3,426	-65.7%
503352 Equip Repair - Out	493	524	6.3%
503363 Haz Waste Disposal	1,200	1,104	-8.0%
Totals	197,389	212,076	7.4%
OTHER MATERIALS & SUPPLIES			
504213 Mktg/Graphics Supp	50		-100.0%
504311 Office Supplies	100	150	50.0%
504315 Safety Supplies	808	1,018	26.0%
504317 Cleaning Supplies		7,968	0.0%
504319 Custodial Supplies	6,300		-100.0%
504409 Repair/Maint Supply	2,600	8,451	225.0%
504413 Electrical Supplies	1,000		-100.0%
504415 Plumbing Supplies	2,000		-100.0%
504417 Mechanical Supplies	899		-100.0%
504419 Landscaping Supplies	500		-100.0%
504511 Small Tools	300	300	0.0%
Totals	14,557	17,887	22.9%
UTILITIES			
505011 Gas & Electric	25,172	24,902	-1.1%
50502 1 Water & Garbage	15,000	17,635	17.6%
505031 Telecommunications	650	593	-8.8%
Totals	40,822	43,130	5.7%
CASUALTY & LIABILITY COSTS			
506127 Repair - District Prop	250	250	0.0%
Totals	250	250	0.0%
TAXES			
507201 Licenses & Permits	1,500	1,500	0.0%
507999 Other Taxes	10,000	10,000	0.0%
Totals	11,500	11,500	0.0%
MISC EXPENSE			
509081 Advertising-Promo	3,500		-100.0%
Totals	3,500		-100.0%
LEASES & RENTALS			
512061 Equipment Rental	762	762	0.0%
Totals	762	762	0.0%

SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
Santa Cruz Metro Center - 2500

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
PERSONNEL TOTAL			0.0%
NON-PERSONNEL TOTAL	268,780	285,605	6.3%
DEPARTMENT TOTALS	<u>268,780</u>	<u>285,605</u>	<u>6.3%</u>

SCOTTS VALLEY TRANSIT CENTER

SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
Scotts Valley Transit Center - 2600

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
SERVICES			
503031 Professional/Technical & Fees	100	2,500	2400.0%
503161 Custodial Services	30,800	38,658	25.5%
503162 Uniforms/Laundry	250	250	0.0%
503171 Security Services	33,280	38,200	14.8%
503351 Building Repair - Out	4,000	4,536	13.4%
503352 Equip Repair - Out	1,945	1,945	0.0%
503363 Haz Waste Disposal	125	125	0.0%
Totals	70,500	86,214	22.3%
OTHER MATERIALS & SUPPLIES			
504213 Mktg/Graphics Supp	757		-100.0%
504311 Office Supplies		757	100.0%
504315 Safety Supplies		550	100.0%
504317 Cleaning Supplies		2,906	100.0%
504319 Custodial Supplies	100		-100.0%
504409 Repair/Maint Supply	754	5,359	610.7%
504413 Electrical Supplies	1,590		-100.0%
504415 Plumbing Supplies	325		-100.0%
504417 Mechanical Supplies	296		-100.0%
504419 Landscaping Supplies	500		-100.0%
5045 11 Small Tools	200	200	0.0%
Totals	4,522	9,772	116.1%
UTILITIES			
505011 Gas & Electric	9,788	9,346	-4.5%
505021 Water & Garbage	4,000	4,677	16.9%
505031 Telecommunications	353	458	29.7%
Totals	14,141	14,480	2.4%
CASUALTY & LIABILITY COSTS			
506127 Repair - District Prop	250	250	0.0%
Totals	250	250	0.0%
TAXES			
507201 Licenses & Permits	100	325	225.0%
507999 Other Taxes	12,672	12,301	-2.9%
Totals	12,772	12,626	-1.1%
MISC EXPENSE			
509081 Advertising-Promo	3,500		-100.0%
Totals	3,500		-100.0%
LEASES & RENTALS			
512061 Equipment Rental	1,350	350	-74.1%
Totals	1,350	350	-74.1%

SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
Scotts Valley Transit Center - 2600

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
PERSONNEL TOTAL			0.0%
NON-PERSONNEL TOTAL	107,035	123,692	15.6%
DEPARTMENT TOTALS	<u>107,035</u>	<u>123,692</u>	<u>15.6%</u>

SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
Paratransit Program - 3100

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
LABOR			
501021 Other Salaries		97,679	100.0%
501023 Other OT		500	100.0%
Totals		98,179	100.0%
FRINGE BENEFITS			
502011 Medicare/SS		1,574	100.0%
502021 Retirement		7,972	100.0%
502031 Medical Ins		12,391	100.0%
502041 Dental Ins		3,984	100.0%
502045 Vision Ins		633	100.0%
50205 1 Life Ins		461	100.0%
502060 State Disability		854	100.0%
502061 Disability Ins		2,916	100.0%
502071 State Unemployment		172	100.0%
502081 Worker's Comp		2,000	100.0%
502101 Holiday Pay		1,248	100.0%
502103 Floating Holiday		2,800	100.0%
503109 Sick Leave		4,993	100.0%
502111 Vacation		6,168	100.0%
502121 Other Paid Absence		1,000	100.0%
502999 Other Fringe Benefits			0.0%
Totals		49,166	100.0%
SERVICES			
503011 Accting/Audit Fees	150,000	50,000	-66.7%
503031 Professional/Technical & Fees	121,970	96,000	-21.3%
Totals	271,970	146,000	-46.3%
PURCHASED TRANS.			
503406 Contract/Paratransit	3,033,966	3,297,605	8.7%
Totals	3,033,966	3,297,605	8.7%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	100	100	0.0%
504215 Printing	2,200	2,000	-9.1%
504311 Office Supplies	100	100	0.0%
Totals	2,400	2,200	-8.3%
PERSONNEL TOTAL		147,345	100.0%
NON-PERSONNEL TOTAL	3,308,336	3,445,805	4.2%
DEPARTMENT TOTALS	<u>3,308,336</u>	<u>3,593,150</u>	8.6%

OPERATIONS

SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
Operations - 3200

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
LABOR			
501021 Other Salaries	1,046,459	1,185,010	13.2%
501023 Other OT	75,000	79,000	5.3%
Totals	1,121,459	1,264,010	12.7%
FRINGE BENEFITS			
502011 Medicare/SS	4,129	3,468	-16.0%
502021 Retirement	91,395	99,827	9.2%
502031 Medical Ins	115,265	123,176	6.9%
502041 Dental Ins	33,214	34,549	4.0%
502045 Vision Ins	8,131	7,275	-10.5%
502051 Life Ins	4,402	4,303	-2.2%
502060 State Disability	7,636	10,248	34.2%
502061 Disability Ins	34,077	36,508	7.1%
502071 State Unemployment	1,978	2,064	4.3%
502081 Worker's Comp	54,455	54,455	0.0%
502101 Holiday Pay	13,826	14,546	5.2%
502103 Floating Holiday	6,400	7,000	9.4%
502109 Sick Leave	55,303	58,184	5.2%
502111 Vacation	141,652	149,356	5.4%
502121 Other Paid Absence	12,000	12,000	0.0%
502251 Phys. Exam - Renewal	462	924	100.0%
502253 Driver Lic Renewal	220	616	180.0%
502999 Other Fringe Benefits	624	924	48.1%
Totals	585,169	619,423	5.9%
SERVICES			
503031 Professional/Technical & Fees	2,000	4,000	100.0%
503162 Uniforms/Laundry	500	500	0.0%
503171 Security Services	92,790	12,500	-86.5%
503352 Equip Repair - Out	2,800	4,200	50.0%
Totals	98,090	21,200	-78.4%
PURCHASED TRANS.			
503405 Contract Transp	400	300	-25.0%
Totals	400	300	-25.0%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	200	200	0.0%
Totals	200	200	0.0%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	800	800	0.0%
504214 Promotional Items	400	200	-50.0%
504215 Printing	13,666	15,000	9.8%
504217 Photo Supp/Process	3,000	5,000	66.7%
504311 Off ice Supplies	11,800	13,000	10.2%
504315 Safety Supplies	300	500	66.7%
504317 Cleaning Supplies		100	100.0%

SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
Operations - 3200

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
504511 Small Tools	400	100	-75.0%
Totals	<u>30,366</u>	<u>34,700</u>	14.3%
UTILITIES			
505011 Gas & Electric	16,000	19,200	20.0%
505021 Water & Garbage	26,000	24,000	-7.7%
505031 Telecommunications	16,000	11,000	-31.3%
Totals	<u>58,000</u>	<u>54,200</u>	-6.6%
MISC EXPENSE			
509011 Dues/Subscriptions	200		-100.0%
509101 Incentive Program	3,940	4,100	4.1%
509123 Travel		200	100.0%
509125 Other Misc. Expenses	200	100	-50.0%
Totals	<u>4,340</u>	<u>4,400</u>	1.4%
LEASES & RENTALS			
512011 Facility Lease	34,161	62,100	81.8%
512061 Equipment Rental	2,900	300	-89.7%
Totals	<u>37,061</u>	<u>62,400</u>	68.4%
PERSONNEL TOTAL	1,706,628	1,883,433	10.4%
NON-PERSONNEL TOTAL	228,457	177,400	-22.3%
DEPARTMENT TOTALS	<u><u>1,935,085</u></u>	<u><u>2,060,833</u></u>	6.5%

BUS OPERATORS

SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
Bus Operators - 3300

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
LABOR			
501011 Bus Operator Pay	5,618,731	5,838,840	3.9%
501013 Bus Operator OT	841,378	1,001,812	19.1%
Totals	<u>6,460,109</u>	<u>6,840,652</u>	5.9%
FRINGE BENEFITS			
502011 Medicare/SS	62,497	68,773	10.0%
502021 Retirement	407,771	428,348	5.0%
502031 Medical Ins	888,593	931,705	4.9%
502041 Dental Ins	268,345	243,564	-9.2%
502045 Vision Ins	65,056	56,938	-12.5%
502051 Life Ins	32,804	29,192	-11.0%
502060 State Disability	64,403	76,860	19.3%
502061 Disability Ins	283,071	306,696	8.3%
502071 State Unemployment	16,683	15,480	-7.2%
502081 Worker's Comp	966,231	966,231	0.0%
502101 Holiday Pay	188,521	205,390	8.9%
502109 Sick Leave	314,202	342,317	8.9%
502111 Vacation	633,395	683,084	7.8%
502121 Other Paid Absence	63,069	69,503	10.2%
502251 Phys. Exam - Renewal	4,290	5,280	23.1%
502253 Driver Lic Renewal	2,718	3,520	29.5%
502999 Other Fringe Benefits	100	100	0.0%
Totals	<u>4,261,749</u>	<u>4,432,980</u>	4.0%
SERVICES			
503162 Uniforms/Laundry	4,025	4,040	0.4%
Totals	<u>4,025</u>	<u>4,040</u>	0.4%
MISC EXPENSE			
509101 Incentive Program	1,975	2,000	1.3%
Totals	<u>1,975</u>	<u>2,000</u>	1.3%
PERSONNEL TOTAL	10,721,858	11,273,632	5.1%
NON-PERSONNEL TOTAL	6,000	6,040	0.7%
DEPARTMENT TOTALS	<u><u>10,727,858</u></u>	<u><u>11,279,672</u></u>	5.1%

FLEET MAINTENANCE

SANTA CRUZ METRO FY 01-02 OPERATING BUDGET Fleet Maintenance - 4100

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
LABOR			
501021 Other Salaries	2,005,886	2,308,893	15.1%
501023 Other OT	135,000	147,000	8.9%
Totals	2,140,886	2,455,893	14.7%
FRINGE BENEFITS			
502011 Medicare/SS	20,487	20,592	0.5%
502021 Retirement	174,707	193,623	10.8%
502031 Medical Ins	296,988	310,307	4.5%
502041 Dental Ins	89,477	90,515	1.2%
502045 Vision Ins	21,698	17,714	-18.4%
502051 Life Ins	9,955	9,219	-7.4%
502060 State Disability	18,592	23,912	28.6%
502061 Disability Ins	65,141	70,811	8.7%
502071 State Unemployment	5,016	4,816	-4.0%
502081 Worker's Comp	226,091	226,091	0.0%
502101 Holiday Pay	25,229	27,263	8.1%
502103 Floating Holiday	3,400	3,700	8.8%
502109 Sick Leave	104,391	112,895	8.1%
502111 Vacation	259,815	273,297	5.2%
502121 Other Paid Absence	30,000	40,000	33.3%
502251 Phys. Exam - Renewal	1,320	2,200	66.7%
502253 Driver Lic Renewal	720	300	-58.3%
502999 Other Fringe Benefits	512	612	19.5%
Totals	1,353,539	1,427,867	5.5%
SERVICES			
503031 Professional/Technical & Fees	2,500	1,500	-40.0%
503041 Temp Help	69,810	1,000	-98.6%
503162 Uniforms/Laundry	29,000	22,000	-24.1%
503221 Classified/Legal Ads		5,500	100.0%
503222 Legal Ads	4,350		-100.0%
503352 Equip Repair - Out	65,961	49,000	-25.7%
503353 Rev Veh Repair - Out	153,450	197,900	29.0%
503354 Other Veh Repair - Out	70,000	74,700	6.7%
Totals	395,071	351,600	-11.0%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	126,754	133,141	5.0%
504012 Fuels & Lubricants - Rev Veh	1,498,000	1,743,895	16.4%
504021 Tires & Tubes	150,000	160,000	6.7%
504161 Other Mobile Supplies	2,500	8,500	240.0%
504181 Upholstery Supplies	6,000		-100.0%
504191 Rev Vehicle Parts	603,885	745,000	23.4%
Totals	2,387,139	2,790,536	16.9%

SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
Fleet Maintenance - 4100

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
OTHER MATERIALS & SUPPLIES			
504205 Freight Out	2,600	2,400	-7.7%
504211 Postage & Mailing	450	500	11.1%
504215 Printing	4,200	5,850	39.3%
504217 Photo Supp/Process	600	400	-33.3%
504311 Office Supplies	9,900	11,800	19.2%
504315 Safety Supplies	9,620	17,145	78.2%
504317 Cleaning Supplies	26,000	29,000	11.5%
504319 Custodial Supplies	1,000		100.0%
504421 Non-Inventory Parts	50,000	58,000	16.0%
504511 Small Tools	3,000	3,000	0.0%
504515 Employee Tools	3,600	4,000	11.1%
504517 Tool Allowance	8,580	8,910	3.8%
Totals	119,550	141,005	17.9%
UTILITIES			
505011 Gas & Electric	61,614	73,937	20.0%
505021 Water & Garbage	30,000	23,394	-22.0%
505031 Telecommunications	21,500	19,500	-9.3%
Totals	113,114	116,831	3.3%
CASUALTY & LIABILITY COSTS			
506127 Repair - District Prop	10,000	10,000	0.0%
Totals	10,000	10,000	0.0%
TAXES			
507051 Fuel Tax	11,200	9,984	-10.9%
507201 Licenses & Permits	130	130	0.0%
Totals	11,330	10,114	-10.7%
MISC EXPENSE			
509011 Dues/Subscriptions	1,100	1,073	-2.5%
509101 Incentive Program	1,080	1,120	3.7%
509123 Travel	4,600	200	-95.7%
509125 Other Misc. Expenses	200		-100.0%
Totals	6,980	2,393	-65.7%
LEASES & RENTALS			
512011 Facility Lease	221,586	207,624	-6.3%
512061 Equipment Rental	2,874	3,050	6.1%
Totals	224,460	210,674	-6.1%
PERSONNEL TOTAL	3,494,425	3,883,760	11.1%
NON-PERSONNEL TOTAL	3,267,644	3,633,153	11.2%
DEPARTMENT TOTALS	6,762,069	7,516,913	11.2%

Retirees

SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
Retired Employee Benefits - 9005

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
<hr/>			
FRINGE BENEFITS			
502031 Medical Ins	302,696	370,541	22.4%
502041 Dental Ins	35,842	44,162	23.2%
502045 Vision Ins	9,292	12,960	39.5%
502051 Life Ins	6,772	6,229	-8.0%
Totals	<u>354,602</u>	<u>433,892</u>	<u>22.4%</u>
PERSONNEL TOTAL	354,602	433,892	22.4%
NON-PERSONNEL TOTAL			0.0%
DEPARTMENT TOTALS	<u><u>354,602</u></u>	<u><u>433,892</u></u>	<u><u>22.4%</u></u>

SCCIC

**SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
SCCIC/COPS - 700**

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
SERVICES			
503011 Accting/Audit Fees	500	500	0.0%
503012 Admin/Bank Fees	10	20	100.0%
Totals	<u>510</u>	<u>520</u>	2.0%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	25	25	0.0%
504311 Office Supplies	15		-100.0%
Totals	<u>40</u>	<u>25</u>	-37.5%
TAXES			
507999 Other Taxes	50		-100.0%
Totals	<u>50</u>		-100.0%
MISC EXPENSE			
509123 Travel	200		-100.0%
Totals	<u>200</u>		-100.0%
PERSONNEL TOTAL			0.0%
NON-PERSONNEL TOTAL	800	545	-31.9%
DEPARTMENT TOTALS	<u><u>800</u></u>	<u><u>545</u></u>	-31.9%

SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
Multi-Year Strategic Implementation Plan - 9014

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
SERVICES			
503031 Professional/Technical & Fees	43,750	35,000	-20.0%
Totals	<u>43,750</u>	<u>35,000</u>	-20.0%
 PERSONNEL TOTAL			0.0%
 NON-PERSONNEL TOTAL	43,750	35,000	-20.0%
 DEPARTMENT TOTALS	<u><u>43,750</u></u>	<u><u>35,000</u></u>	-20.0%

MASTF

**SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
MASTF - 9021**

ACCOUNT	FY 00-01 REVISED	FY 01-02 FINAL	% CHANGE FROM FY 00-01
SERVICES			
503031 Professional/Technical & Fees	25		-100.0%
Totals	<u>25</u>		<u>-100.0%</u>
OTHER MATERIALS & SUPPLIES			
504214 Promotional Items	250	250	0.0%
504215 Printing	305	100	-67.2%
504217 Photo Supp/Process	50	50	0.0%
504311 Off ice Supplies	100	100	0.0%
Totals	<u>705</u>	<u>500</u>	<u>-29.1%</u>
MISC EXPENSE			
509125 Other Misc. Expenses		1,400	100.0%
Totals		<u>1,400</u>	<u>100.0%</u>
PERSONNEL TOTAL			0.0%
NON-PERSONNEL TOTAL	730	1,900	160.3%
DEPARTMENT TOTALS	<u><u>730</u></u>	<u><u>1,900</u></u>	<u><u>160.3%</u></u>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY 01-02 FINAL BUDGET
CAPITAL IMPROVEMENT PROGRAM**

PROJECT	FEDERAL SHARE	LOCAL SHARE	DISTRICT SHARE	TOTAL
<u>Grant-Funded Projects</u>				
Consolidated Operating Facility	\$ 6,358,466	\$ -	\$ 1,589,617	\$ 7,948,083
Urban Bus Replacement	\$ 5,951,951	\$ -	\$ 1,487,988	\$ 7,439,939
Engine Repower Project	\$ 912,000	\$ -	\$ 2,125,000	\$ 3,037,000
Computer System Upgrade	\$ 35,000	\$ -	\$ 100,000	\$ 135,000
ADA Paratransit Vehicles (4)	\$ 125,000	\$ -	\$ 24,000	\$ 400,000 149,000
CNG Facilities for SCM, Ops	\$	\$100,000	\$ 300,000	
Subtotal				\$ 19,109,021
<u>District-Funded Projects</u>				
Bus Stop Improvements			\$ 379,000	\$ 379,000
ADA Recertification Program Capital Costs			\$ 65,000	\$ 65,000
Ridecheck Upgrade Project			\$ 40,000	\$ 40,000
Facilities Repair & Improvements			\$ 84,000	\$ 84,000
Machinery/Equipment Repair & Improvements			\$ 67,700	\$ 67,700
Non-Revenue Vehicle Replacement			\$ 219,000	\$ 219,000
Off ice Equipment			\$ 5,000	\$ 5,000
IT Projects (carryover)			\$ 225,000	\$ 225,000
Automated Telephone Info System (carryover)			\$ 35,000	\$ 35,000
Foothill Bus Improvements (carryover)			\$ 171,000	\$ 171,000
Scotts Valley Transit Center Tenant Imp (carryover)			\$ 9,000	\$ 9,000
Metro Center Improvements (carryover)			\$ 20,000	\$ 20,000
Reserve for CNG Conversion, Installment #2			\$ 462,000	\$ 462,000
Contingency for District-Funded Projects			\$ 1,070	\$ 1,070
Subtotal				\$ 1,782,770
TOTAL CAPITAL PROJECTS	\$ 13,382,417	\$100,000	\$ 7,409,374	\$ 20,891,791

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY 01-02 FINAL BUDGET
CAPITAL IMPROVEMENT PROGRAM**

CAPITAL PROGRAM FUNDING

Federal Grants	\$ 13,382,417
State Grants	\$ -
Local Grants	\$ 100,000
STA Funding	\$ 1,401,134
District Reserves	\$ 5,759,740
Transfer from Bus Stop Improvement Reserve	\$ 248,500

TOTAL CAPITAL FUNDING	\$ 20,891,791
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ATTACHMENT C

FY 01-02

BOARD MEMBER TRAVEL

BOARD MEMBER TRAVEL

FY 01-02

American Public Transportation Association (APTA) Meetings

Annual Meeting
September 30 – October 4, 2001
Philadelphia, PA
Two Board Members

Legislative Conference
March 2002
Washington, DC
Two Board Members

California Transit Association (CTA) Meetings

Annual Conference
November 7–9, 2001
San Jose, CA
Four Board Members

Additional Travel

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

ATTACHMENT D

FY 01-02

EMPLOYEE INCENTIVE PROGRAM

**EMPLOYEE INCENTIVE PROGRAM
FY 01-02**

EVENT/ACTIVITY	BUDGET ALLOCATION
District Service Awards	\$ 2,000
Certificates of Commendation	\$ 50
Newsletter Prizes	\$ 120
Holiday Dinner Dance	\$ 5,302
Safe Driver Pins and Certificates	\$ 2,000
Departmental Programs	
<u>Administrative Facility (370 Encinal)</u>	
Employee Recognition/Appreciation Events	\$ 560
<u>Planning & Marketing</u>	
Employee Recognition/Appreciation Events	\$ 300
<u>Facilities Maintenance</u>	
Employee Recognition/Appreciation Events	\$ 340
<u>Operations</u>	
Employee Recognition/Appreciation Events and Shift Bid Refreshments	\$ 4,100
<u>Fleet Maintenance</u>	
Employee Recognition/Appreciation Events and Shift Bid Refreshments	\$ 1,120
TOTALS	\$ 15,892

ATTACHMENT E

FY 01-02

RECOMMENDED CHANGES TO DRAFT FINAL BUDGET

**RECOMMENDED CHANGES TO
FY 01-02 OPERATING REVENUE**

REVENUE SOURCE	DRAFT FINAL BUDGET	REC CHANGE	REASON
Special Transit Fares	\$ 2,041,938	\$ (118,000)	Lower projection for UC revenue.
TDA Funds	\$ 6,242,303	\$ (474,476)	SCCRTC approved allocation.
Projected Sept. TDA Allocation	\$ -	\$ Estimated	September allocation.
TOTAL CHANGE		\$ (118,000)	

**RECOMMENDED CHANGES TO
FY 01-02 OPERATING EXPENSES**

DEPT/ACCT	EXPENSE	DRAFT FINAL	REC CHANGE	REASON
1100 509123	Travel	\$ 55,820	\$ 4,025	Move expenses from 1400 and 1500.
1200 506017	Insurance - Veh Phys	\$ -	\$ 5,200	Add new insurance cost.
1300	-None			
1400 509123	Travel	\$ 2,925	\$ (2,725)	Move travel for training to 1100.
1500 509123	Travel	\$ 1,500	\$ (1,300)	M&travel for training to 1100.
1700	None			
2200	None			
2400	None			
2500	None			
2600	None			
3100	None			
3200 512011	Facility Lease	\$ 34,717	\$ 27,384	Move bus parking lot lease from 4100.
3300	None			
4100 504012	Rev Vehicle Fuel	\$ 1,867,094	\$ (123,199)	Reduce diesel fuel cost.
512011	Facility Lease	\$ 235,008	\$ (27,384)	Move bus parking lot lease to 3200.
TOTAL CHANGE			\$ (118,000)~	

ATTACHMENT F

FY 01-02

DEPARTMENT DESCRIPTIONS AND OBJECTIVES

ADMINISTRATION DEPARTMENT
OFFICE OF THE GENERAL MANAGER

MAJOR FUNCTIONS OF THE DEPARTMENT

The Administration Department/Office of the General Manager is responsible for all administrative activities of the District. This includes Board activities, application for and administering of grants, legislative activities, maintaining official District records, planning and managing capital projects, managing the District's ADA service, and coordinating with other local agencies regarding public transportation.

DEPARTMENT OBJECTIVES FOR FY 2001-2002

- Comprehensive and complete file retention system for the District's official records.
- Timely preparation, delivery and posting of Board agenda packets.
- Administration and preparation of federal, state and local grants.
- Monitor federal and state legislative activities.
- Implement procurement of new buses.
- Oversee completion of MetroBase Environmental Impact Report (EIR).
- Oversee compliance with Urban Bus Rule issued by the California Air Resources Board (CARB).
- Oversee procurement process for new contract for the provision of ADA paratransit service.

FINANCE DEPARTMENT

MAJOR FUNCTIONS OF THE DEPARTMENT

The Finance Department is responsible for general ledger, accounts payable, accounts receivable, grant accounting, payroll, fixed asset control, investment, audit, debt service, financial forecasting and financial reporting functions of the District. The Finance Department also develops and monitors the District's annual operating budget and capital improvement program; develops and updates short-range and long-range financial plans; purchases and maintains property and liability insurance; processes collections; and disseminates a wide variety of information to other departments and the public.

DEPARTMENT OBJECTIVES FOR FY 2001-2002

- Continue to strengthen the controller function through the development and revision of policies and procedures to provide guidance, measure performance and insure conformance with the highest standards of financial accounting.
- Work with the IT Department to complete the conversion to new accounting system software which will improve financial reporting and access to financial information.
- Complete a thorough review of the fixed asset system, including verifying actual fixed assets against the records, insuring adequate documentation for all assets, and revising forms as necessary.
- Explore alternatives for development of a cost allocation plan for reimbursement of allowable expenses under grant programs, and integration of the plan with the computerized accounting system.

PLANNING & MARKETING DEPARTMENT

MAJOR FUNCTIONS OF THE DEPARTMENT

The Planning & Marketing Department is responsible for a wide range of activities. The Marketing portion of the department handles outreach activities, implements marketing activities and public relations projects, The Customer Service function handles information requests, sells tickets and passes to our passengers at Metro Center and is involved in the production of Headways. The Planning section handles compliance with federal planning requirements, data collection and service planning and analysis of the system.

DEPARTMENT OBJECTIVES FOR FY 2001-2002 – Service Planning

- Implement quarterly service changes to reflect service and ridership needs.
- Develop service-planning strategies to address system bottlenecks and improve system efficiency.
- Review and update system performance measures and objectives.
- Review and develop improved service costing measures.
- Review data collection and management to develop improved procedures consistent with state and local requirements.
- Evaluate GIS capability for geo-coded service planning.
- Develop short and long range service plans.

DEPARTMENT OBJECTIVES FOR FY 2001-2002 – Customer Service, Pass Sales & Marketing

- Develop and implement improved and consistent customer service contact and follow-up procedures.
- Develop and implement curriculum-based school outreach program.
- Develop and implement marketing programs for college promotion.
- Develop and implement marketing programs for major employer pass sales.
- Develop and implement marketing programs for targeted route promotions.
- Develop and implement marketing programs for Rideshare activities.

- Develop and implement marketing programs for Major popular destinations.
- Review Headways and implement design improvements.
- Review printed materials and implement design improvements.
- Develop product-oriented advertising and promotional programs to encourage ridership.

HUMAN RESOURCES DEPARTMENT

MAJOR FUNCTIONS OF THE DEPARTMENT

The Human Resources Department is responsible for a wide variety of functions including: employee recruitment and merit examination; equal employment opportunity; classification and compensation; labor relations; administration of employee benefits and insurance, including workers' compensation; employee drug and alcohol testing; and consulting with managers regarding labor contract application, District rules and regulations, and employee performance and training.

DEPARTMENT OBJECTIVES FOR FY 2001-2002

- Assist in the implementation of a new SEIU Local 415 Memorandum of Understanding and prepare for UTU Local 23 labor negotiations.
- Review results of FTA mandated drug and alcohol testing program, provide supervisory training, and renew provider contracts.
- Identify and coordinate training for department managers and supervisors with an emphasis on safety in the workplace.
- Coordinate with the IT Department for the review and recommendation of new human resources software.
- Monitor and implement federal and state regulatory changes in the areas of human resources administration and compliance.
- Evaluate and recommend insurance provider contract renewals and revisions.

INFORMATION TECHNOLOGY DEPARTMENT

MAJOR FUNCTIONS OF THE DEPARTMENT

The IT Department is responsible for the Districts Information Systems needs including equipment and software maintenance, planning and purchases, as well as end-user technical support. IT personnel write and modify database and other software as needed. District Data is backed up on-site for quick recovery and off-site for emergency reconstruction. The District's computer needs are continually being evaluated with plans being developed/implemented to improve employee efficiency through computing at the lowest long-term cost.

DEPARTMENT OBJECTIVES FOR FY 2001-2002

- Implement clustered NT load-balanced server farm for very high reliability and performance.
- Support installation and implementation of paratransit software, and on-line access to paratransit service provider's data.
- Evaluate best methods to improve HRD database interface and begin implementation,
- Complete conversion to new run-cutting (Hastus) and Scheduling/Dispatch software (Multisystems).
- Complete implementation of USL Purchasing & Accounting package.
- Maintain computers at 99% or better up-time, including printers, terminals, PCs and communications equipment.
- Work with other departments to implement company-wide intranet platform for more efficient knowledge and forms sharing.

OFFICE OF THE DISTRICT COUNSEL

MAJOR FUNCTIONS OF THE DEPARTMENT

The Office of the District Counsel is responsible for providing professional legal services to the District, representing the District in civil litigation, and providing legal opinions and interpretations.

DEPARTMENT OBJECTIVES FOR FY 2001-2002

- Complete and implement Legal Department Handbook.
- Revamp legal department filing and computer filing system including labeling and storing of FEMA/OES files.
- Continue to assist General Manager with MetroBase Project.
- Continue to manage and administer the District's potential claims, claims and collection files.
- Assist the District department managers with legal issues as they arise.
- Represent the District in litigation matters.
- Assist in the administration and management of the worker's compensation claims, as directed by the Board of Directors.
- Catalogue legal books, pamphlets and periodicals.
- In conjunction with the Human Resources Manager, develop an Employee Leave Policy.

‘FACILITIES MAINTENANCE DEPARTMENT

MAJOR FUNCTIONS OF THE DEPARTMENT

The Facilities Maintenance Department’s primary mission is to provide 24-hour support to both Transit Operations and Fleet Maintenance. Facilities Maintenance maintains seven transit facilities, three transit centers, three parking lots and 1100 bus stops. Facilities Maintenance staff works with land use planners to develop transit improvements. The staff develops/implements/administers local, State and Federal regulatory compliance programs such as the storm water program. Staff develops specifications and supervises work performed at District facilities by contractors. Facilities Maintenance participates in the Service Review Committee, Injury Prevention Program and staffs the Bus Stop Advisory Committee. Facilities Maintenance Department provides a positive image of public transit to the community.

DEPARTMENT OBJECTIVES FOR FY 2001-2002

1. Projects for 2001 - 2002

- Implement alternate bus shelter design/Low floor platforms for rural bus stops
- Install and evaluate solar lighting systems at 25 rural bus stops
- Install and evaluate bus signalization devices at ten rural bus stops
- Replace 25 damaged wood shelters with prefabricated metal shelters
- Assist in the acquisition and remodel of the Greyhound Facility
- Assist with the modification of two facilities for CNG

2. General Services

- Scheduled maintenance and repair of District facilities, equipment and bus stops.
- Unscheduled maintenance and repair of all District facilities and equipment within 24 hours of notification or provide an acceptable alternative
- Respond immediately to safety problems upon notification
- Remove graffiti within 24 hours of notification
- Facility modifications and equipment installations
- Review and update District’s Disaster Preparedness Plan
- Support Santa Cruz County’s Youth Employment and Training Program
- Review land use plans and request bus stop improvements

FACILITIES MAINTENANCE DEPARTMENT

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- Review land use plans and request bus stop improvements

OPERATIONS DEPARTMENT

MAJOR FUNCTIONS OF THE DEPARTMENT

The Operations Department is responsible for providing safe, efficient, effective, reliable and courteous transit service to the residents and visitors of Santa Cruz County.

DEPARTMENT OBJECTIVES FOR FY 2001-2002

- Enhance the Transit Supervisor accident investigation/reporting procedure. This will be accomplished through internal and external training programs.
- Enhance our service by collecting information from current customers, potential new customers and the service review and planning members. The result will be new and innovative service proposals for the Board of Directors to consider.
- Prepare for the overhaul of the software systems used by the Operations Department,
- Enhance our Bus Operator training and retraining programs.
- Continue to keep a positive line of communication open between all members of the Operations Department and all members of the District.
- Continue to examine our safety role at the Metro Center with the goal of providing a safe and positive experience for our customers.
- Continue to cross-train the Operations staff in all departmental duties.

FLEET MAINTENANCE DEPARTMENT

MAJOR FUNCTIONS OF THE DEPARTMENT

The Fleet Maintenance Department provides safe, reliable clean buses, staff vehicles and equipment, in support of transit service to the public through the optimum use of all resources available to the Department.

DEPARTMENT OBJECTIVES FOR FY 2001-2002

- Increase leadership skills for those departmental personnel holding leadership positions, i.e. supervisors and shift lead positions. This will require additional training in both transit and maintenance specific areas.
- Increased technical training for our mechanics. As we invest in new equipment we must match the capital investment with an investment in training. Vehicle, engine and transmission technology is so advanced that training must be on going. Introduction of CNG powered vehicles requires an extensive training program to maintain these units safely.
- Provide improved operational support in both vehicle maintenance and vehicle servicing through filling currently budgeted positions. The maintenance department should be able to support the Operations Department during like hours of operations.
- Repaint one third of the 1988 high floor New Flyers with our new paint scheme to move toward a uniform looking fleet, and enhance appearance. This repaint will include a retrofit to LED exterior lighting. Repaint six high floor New Flyers in the Highway 17 fleet with the new paint scheme, in conjunction with the re-power project.
- Continue the retrofit project on the high floor New Flyer passenger lifts to increase reliability of these units.
- Complete the re-power project on ten 1984 Gillig buses, twenty-five 1988 New Flyer buses, and seven 1989 New Flyer buses to bring the fleet into compliance with CARB emission requirements.
- Continued restoration to our 195 1 GMC coach for historical purposes and to build morale.
- Acquire a modern, Windows based MIS system to better schedule maintenance requirements and monitor fleet performance criteria.

PARATRANSIT OFFICE

MAJOR FUNCTIONS

The Paratransit Office oversees the administration of contracted paratransit operations and eligibility/certification.

DEPARTMENT OBJECTIVES FOR FY 2001-2002

- Develop and implement outreach program.
- Develop and implement paratransit policy and procedures, performance standards, management protocols and customer service initiatives.
- Administer paratransit operations contract with selected providers.
- Develop and implement certification/recertification procedures and eligibility standards, oversee contract with firms conducting interviews and functional testing.

ATTACHMENT G

FY 01-02

AUTHORIZED PERSONNEL

FY 01-02 FINAL BUDGET
Authorized Personnel
Administration - 1100

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01	Authorized FY 01-02
General Manager	1	1	1	1
Assistant General Manager	1	1	1	1
Admin Services Coordinator	1	1	1	1
Administrative Secretary	1	2	2	2
Grants/Legislative Analyst	1	1	1	1
Administrative Clerk I-II	1	0	0	0
Administrative Specialist	0.5	0	0	0
Total Full-Time Equivalent	6.50	6.00	6.00	6.00

FY 01-02 FINAL BUDGET
Authorized Personnel
Finance - 1200

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01	Authorized FY 01-02
Finance Manager	1	1	1	1
Assistant Finance Manager	1	1	1	1
Senior Accountant	1	1	0.5	0.5
Accounting Specialist	1	1	1	1
Accounting Tech/Sr Acctng Tech	2.75	2	2	2
Payroll & Benefits Coordinator	1	1	1	1
Administrative Secretary	0	1	1	1
Accountant I-II	0.5	0	0	0
Total Full-Time Equivalents	8.25	8.00	7.50	7.50

FY 0 1-02 FINAL BUDGET
Authorized Personnel
Planning & Marketing - 1300

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01	Authorized FY 01-02
Planning & Marketing Manager	1	1	1	1
Service Planning Supervisor	1	1	1	1
Transit Planner	1	1	1	1
Transit Surveyor	1.25	1.25	1.25	1.25
Customer Service Coordinator	1	1	1	1
Senior Customer Service Rep	1	1	1	1
Customer Service Representative	3	4	4	4
Ticket & Pass Program Specialist	1	1	1	1
Administrative Secretary	1	1.25	1.30	1.3
Accessible Services Coordinator	1	1	1	1
Total Full-Time Equivalents	12.25	13.50	13.55	13.55

FY 01-02 FINAL BUDGET
Authorized Personnel
Human Resources - 1400

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01	Authorized FY 01-02
Human Resources Manager	1	1	1	1
Asst Human Resources Manager	0	0	0	1
Human Resources Analyst	1	1	1	0
Personnel Technician	1	1	1	1
Benefits Coordinator	0.75	0.75	1	1
Human Resources Specialist	1	1	1	1
Admin Specialist	0	0.50	0.75	0
Admin Secretary	0	0	0	1
Total Full-Time Equivalent	4.75	5.25	5.75	6.00

FY 01-02 FINAL BUDGET
Authorized Personnel
Information Technology - 1500

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01	Authorized FY 01-02
Information Technology Manager	1	1	1	1
Database Administrator&	0	1	1	1
Systems Administrator&	1	1	1	1
IT Technician/Sr IT Tech	1	1	1	1
Total Full-Time Equivalents	3.00	4.00	4.00	4.00

FY 01-02 FINAL BUDGET
Authorized Personnel
District Counsel - 1700

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01	Authorized FY 01-02
District Counsel	1	1	1	1
Paralegal	1	1	0	0
Claims Investigator	0	0	1	1
Legal Secretary	1	1.5	1.5	1.5
Total Full-Time Equivalents	3.00	3.50	3.50	3.50

FY 01-02 FINAL BUDGET
 Authorized Personnel
 Facilities Maintenance - 2200

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01	Authorized FY 01-02
Facilities Maintenance Manager	1	1	1	1
Facilities Maintenance Supervisor	1	1	1	1
Facilities Maint Worker III	1	1	1	1
Facilities Maint Worker II	3	3	3	3
Facilities Maint Worker I	3	4	4	4
Custodial Services Worker II	1	1	1	1
Custodial Services Worker I	4	5	5	5
Administrative Secretary	1	1	1	1
Total Full-Time Equivalents	15.00	17.00	17.00	17.00

FY 01-02 FINAL BUDGET
Authorized Personnel
Operations - 3 100/3 200/3 300

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01	Authorized FY 01-02
Operations Manager	1	1	1	1
Base Superintendent	1	1	1	1
Transit Supervisor	13	14	14	14
Schedule Analyst	1	1	1	1
Supervisor of Revenue Collection	1	1	1	1
Safety & Training Coordinator	1	1	1	1
Admin Secretary/Supervisor	1	1	1	1
Administrative Clerk I	1	1	1	1
Pay-roll Specialist	1	1	1	1
Revenue Specialist	0	1	1	1
Paratransit Administrator	0	0	0	1
Paratransit Eligibility Coordinator	0	0	0	1
Bus Operator (total on pay-roll)	156	174	180	180
Total Full-Time Equivalents	177.00	197.00	203.00	205.00

FY 01-02 FINAL BUDGET
Authorized Personnel
Fleet Maintenance - 4100

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01	Authorized FY 01-02
Fleet Maintenance Manager	1	1	1	1
Fleet Maint Supervisor	2	2	2	2
Lead Mechanic	5	6	6	6
Mechanic III	4	4	4	4
Mechanic I - II	11	14	16	16
Body Repair Mechanic	1	1	1	1
Upholsterer I - II	1	1	1	1
Supervisor of Parts & Materials	1	1	1	1
Lead Parts Clerk	1	1	1	1
Parts Clerk	1	1	1	1
Receiving Parts Clerk	1	1	1	1
Admin Secretary/Supervisor	1	1	1	1
Accounting Tech	1	1	1	1
Administrative Clerk I	1	1	1	1
Buyer	1	1	1	1
Senior Accounting Tech	1	1	1	1
Vehicle Service Technician	2	2	2	2
Detailer	2	2	2	2
Vehicle Service Worker I - II	8	12	12	12
Total Full-Time Equivalents	46.00	54.00	56.00	56.00

ATTACHMENT H

FY 01-02

LOCAL CAPITAL BUDGET REQUESTS

LOCAL CAPITAL BUDGET REQUESTS					
FY 01-02					
R/N	DEPT PRIORITY	ITEM	COST	PRIORITY 2 - UNFUNDED	PRIORITY 1 - FINAL BUDGE
ADMINISTRATION					
N	1	Computer Slide Projector	\$ 8,000	\$ -	\$ -
Subtotal Administration:			\$ 8,000	\$ -	\$ -
FINANCE					
N	1	Fireproof File Cabinet for Fixed Asset Files	\$ 2,000	\$ -	\$ 2,000
Subtotal Finance:			\$ - 2,000	\$ -	\$ 2,000
PLANNING & MARKETING					
N	1	Color Printer	\$ 500		
N	2	Scanner	\$ 350		
N	3	Digital Camera, Text Card Printer, Digital Software	\$ 6,000	\$ 6,000	
N	4	PC for GIS	\$ 3,000	\$ 3,000	
N	5	GIS License	\$ 2,500	\$ 2,500	
N	6	Powerpoint Projector	\$ 7,000		
N	7	Photo ID Camera - WTC	\$ 1,500	\$ 1,500	
N	8	Photo ID Camera - Scotts Valley Transit Center	\$ 1,500	\$ 1,500	
Subtotal Planning/Marketing:			\$ \$ 22,350	\$ 14,500	
HRD					
N		None.			
Subtotal HRD:			\$ -	\$ -	\$ -
INFORMATION TECHNOLOGY					
N	1	Two (2) NT Servers	\$ 45,000		
N	2	Computer Based Fax Program	\$ 3,500		
N	3	Portable Laptop	\$ 3,000		\$ 3,000
Subtotal IT:			\$ 51,500	\$ -	\$ 3,000
COUNSEL					
N		None	\$ -	\$ -	\$ -
Subtotal Counsel:			\$ -	\$ -	\$ -
FACILITIES MAINTENANCE					
A. General					
N	1	Shop Insulation	\$ 15,000	\$ 15,000	
N	2	Trash Compactor - Metro Center	\$ 9,000	\$ 9,000	
R	3	Computer Software - Plant System	\$ 30,000		
R	4	Vacuum Sweeper - Sidewalks	\$ 1,800		
R	5	Carpet Cleaner	\$ 2,300		
N	6	Trailer Mounted Steam Cleaner	\$ 10,000	\$ 10,000	
Subtotal Facilities Maint- General:			\$ 68,100	\$ 34,000	\$

LOCAL CAPITAL BUDGET REQUESTS					
FY 01-02					
R/N	DEPT PRIORITY	ITEM	COST	PRIORITY 2 - UNFUNDED	PRIORITY 1 - FINAL BUDGE
Bus Stops					
N	1	Rural Bus Stop Platforms - Lowfloor	\$ 60,000		
N	2	Solar Powered Lighting	\$ 18,000		
N	3	Bus Signalization Equipment	\$ 5,000		
N	4	Simme Seats	\$ 7,000		
N	5	Shelter - Steel (20)	\$ 80,000	\$ 80,000	
Subtotal Facilities Maint- Bus Stops:			\$ 170,000	\$ 80,000	\$ -
Encinal Office					
N	1	Flag Pole and Flags	\$ 2,200		
N	2	Office Modification	\$ 1,500		
Subtotal Facilities Maint - Encinal Facility:			\$ 3,700	\$ -	\$ -
Ops Facility					
R	1	Security System - Fire Monitoring	\$ 5,000		\$ 5,000
R	2	Bus Washer Brushes (30)	\$ 2,600	\$ 2,600	
R	3	Office Carpeting	\$ 7,000		
N	4	Air Conditioning System	\$ 10,000		
N	5	Canopy Extension and Lighting	\$ 35,000	\$ 35,000	
N	6	Automatic Stormwater Collector	\$ 5,000		
Subtotal Facilities Maint- Ops Facility:			\$ 64,600	\$ 37,600	\$ 5,000
Metro Center					
R	1	Steam Cleaner Replacement	\$ 8,900	\$ 8,900	
R	2	Manual Door Replacement	\$ 3,100		
R	3	Paint Building	\$ 9,500		
N	4	Sunshade Survey Area	\$ 5,000		
R	5	Linoleum Floor Mezzanine Hallway	\$ 6,200		\$ 6,200
R	6	Carpet Replacement Offices	\$ 12,000		\$ 12,000
R	7	Trash Cans	\$ 2,450		
Subtotal Facilities Maint- Metro Center:			\$ 47,150	\$ 8,900	\$ 18,200
Dubois					
R	1	Oil Filter Crusher	\$ 4,600		\$ 4,600
N	2	Gerber Sign Maker	\$ 15,000	\$ 15,000	
R	3	Plantronics Lot Improvements	\$ 10,000	\$ 10,000	
R	4	(2) Roll Up Bay Doors	\$ 3,000		
N	5	Automatic Stormwater Collector	\$ 5,000		
Subtotal Facilities Maint- Dubois Facility:			\$ 37,600	\$ 25,000	\$ 4,600
Watsonville TC					
N		Trash Can New & Replacement (1 2)	\$ 7,500	\$ 7,500	
N	2	Re-Key Building for Security	\$ 2,800		
N	3	Floor Machine	\$ 3,100		\$ 3,100
N	4	Mercado Cover	\$ 15,000	\$ 15,000	
R	5	Security System Installation	\$ 8,000	\$ 8,000	
Subtotal Facilities Maint- WTC:			\$ 36,400	\$ 30,500	\$ 3,100
SC Maint					
N	1	Automatic Stormwater Collector	\$ 5,000		
R	2	Drinking Fountain	\$ 1,200		
R	3	Roof Repairs	\$ 35,000		\$ 35,000
Subtotal Facilities Maint- SC Maint:			\$ 41,200	\$ -	\$ 35,000

LOCAL CAPITAL BUDGET REQUESTS					
FY 01-02					
R/N	DEPT PRIORITY	ITEM	COST	PRIORITY 2 - UNFUNDED	PRIORITY 1 - FINAL BUDGET
I. Sakata					
		None	\$ -		
		Subtotal Facilities Maint- Sakata:	\$ -	\$ -	\$ -
J. Scotts Vly TC					
N	1	Security System - Bldg/Parking Lot	\$ 8,000		
N	2	A/C Equipment	\$ 20,000		\$ 20,000
N	3	Coin & Pass Machine	\$ 4,000		
		Subtotal Facilities Maint- SVTC:	\$ 32,000	\$ -	\$ 20,000
OPERATIONS					
N	1	Color Printer	\$ 250		
		Subtotal Operations:	\$ 250	\$ -	\$ -
FLEET MAINT					
R	1	Driver Van #904 Replacement	\$ 28,000		\$ 28,000
R	2	Driver Van #905 Replacement	\$ 28,000		\$ 28,000
R	3	Driver Van #906 Replacement	\$ 28,000		\$ 28,000
R	4	Transit Supervisor Vehicle (#9601) Replacement	\$ 29,000	\$ 29,000	
N	5	Oil Drum Storage Unit (111 Dubois)	\$ 5,800		\$ 5,800
N	6	Ventilation Hood for 138 Golf Club	\$ 6,000	\$ 6,000	
R	7	Fax for Fleet/Purchasing	\$ 1,500		
R	8	Staff Car #8014 Replacement	\$ 24,000		\$ 24,000
R	9	Staff Car #8015 Replacement	\$ 24,000		\$ 24,000
R	10	Staff Car #8016 Replacement	\$ 24,000		\$ 24,000
N	11	Pressure Washer for Bus Wheels	\$ 1,500		
R	12	Facilities Truck #907 Replacement	\$ 28,000	\$ 28,000	
R	13	Facilities Service Body Truck #8029 Replacement	\$ 29,000		\$ 29,000
N	14	Welder for 111 Dubois	\$ 3,000		
R	15	Staff Car #893 Replacement	\$ 24,000		\$ 24,000
R	16	Shop Truck #808 Replacement	\$ 65,000	\$ 65,000	
R	17	Fleet/Facilities Software	\$ 350,000	\$ 350,000	
R	18	Engine/Trans Assy for Lowfloor	\$ 60,000		\$ 60,000
N	19	Trash Packer Truck	\$ 97,500	\$ 97,500	
R	20	Truck 8026 - Replace Engine	\$ 10,000		\$ 10,000
		Subtotal Fleet Maint.:	\$ 866,300	\$ 575,500	\$ 284,800
		GRAND TOTAL:	\$ 1,451,150	\$ 806,000	\$ 375,700

ATTACHMENT I

JOB SPECIFICATIONS

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

ASSISTANT HUMAN RESOURCES MANAGER

DEFINITION

Under direction, assists the manager in planning, organizing, administering, coordinating and directing Human Resources Department functions including: Equal Employment Opportunity; recruitment and merit examination; classification and compensation; labor relations; employee insurance and benefit programs; workers' compensation; and employee training; conducts research and analysis; supervises assigned staff; and performs other related duties as assigned.

EXAMPLE OF DUTIES

- Assists in writing and administering the District's Equal Employment Opportunity Plan including compliance monitoring and community outreach and may be designated as the District's Equal Employment Opportunity Officer.
- Performs labor relations activities including investigating and resolving employee grievances and discrimination complaints; negotiations preparation and participation; and assisting department supervisors and managers in employee relations.
- Provides professional, analytical and administrative support to the Human Resources Department Manager. Assists the Department Manager in the development of the departmental budget. Acts in the absence of the Human Resources Manager.
- Performs job analysis, evaluation, and classification studies; writes classification specifications and conducts compensation surveys; and compiles and analyzes compensation data; and makes recommendations and presentations.
- Provides supervision and guidance over the recruitment, testing, merit selection, record management, employee insurance and benefits, and workers' compensation functions. May prepare proposals, bids, specifications and technical documents.
- Participates in selection of staff; trains and evaluates staff; assigns and reviews work. Recommends improvements to the department's operations and systems.
- Performs research and analysis for a variety of human resources programs and projects. Stays current on state and federal regulations affecting public sector human resources. Develops, revises, analyzes and interprets human resources policies and procedures. Conducts research and analyses for management activities, recommendations, programs and projects; and makes written and oral presentations.
- Develops and conducts recruitment activities, examination development and test administration, and certify eligibility lists to the appointing departments.

- Prepares and reviews a variety of human resources documents, reports and correspondence.
- Provides administrative and technical advice and assistance to department supervisors and managers regarding human resource management.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of labor laws and employee relations.
- Applicable state and federal laws and regulations.
- Recruitment and selection techniques including merit principles.
- Principles of Equal Employment Opportunity and DFEH/EEOC regulations.
- Principles and practices of workers' compensation and employee benefits.
- Principles and practices of effective supervision, motivation, performance evaluation, progressive discipline and grievance resolution.
- Research and analysis methodologies including Job analysis and statistical analysis.
- Principles and operation of management information systems

Ability to:

- Act as a facilitator in resolving employee relations problems.
- Prepare and present both oral and written comprehensive and concise reports and recommendations.
- Interpret and apply laws, regulations, labor agreements, policies and procedures.
- Plan and coordinate the implementation of new procedures and projects.
- Develop and maintain effective human resources systems, programs and procedures.
- Operate an office computer including word processing and applicable software.
- Establish and maintain effective working relationship with employees and the public.

Training and Experience

Any combination of training and experience equivalent to:

Bachelor's degree from an accredited college in public or business administration, industrial psychology, or related field. Experience which demonstrates substantial knowledge and abilities pertinent to specific job functions may be substituted for the education on a year-for-year basis.

AND

Four years professional experience in human resources administration including one year supervision.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PARATRANSIT ADMINISTRATOR

DEFINITION

Under general direction, develops, administers, coordinates, monitors and evaluates the District's Americans with Disabilities Act (ADA) programs and accessible services functions and performs other related duties as assigned.

EXAMPLE OF DUTIES

- Develops contract documents to support performance of ADA complementary paratransit service in compliance with the Department of Transportation regulations implementing the Americans with Disabilities Act of 1990 (ADA).
- Develops contract documents to support ADA complementary paratransit eligibility determination process in compliance with the Department of Transportation regulations implementing the ADA.
- Develops reporting standards that are comparable within the transit industry and are meaningful measures of performance of the contractors.
- Prepares Request for Proposals for contractors to perform ADA complementary paratransit operations, monitoring, maintenance, and reporting.
- Participates in the evaluation of bids and awards contracts in conjunction with Senior Management for ADA complementary service provision and eligibility determination process.
- Monitors performance of contractors based on contractual requirements and policy changes made from time to time.
- Develops and monitors the SCMTD budget for paratransit programs.
- Monitors the contractors' budgets and expenses.
- Develops demand projections and updates these projections as needed for planning and budgeting purposes. Prepares technical reports.
- Participates in the hiring process for, and supervision of assigned staff.
- Meets regularly with advisory groups including Metro Accessible Services Task Force (MASTF) and Metro User's Group (MUG), and the Elderly and Disabled Technical Advisory Committee (E/D TAC) to present system performance, listen to comments, and address policy issues.
- Meets with management regularly to discuss performance issues, and develop approaches to addressing problems as they arise.
- Presents paratransit performance data, issues, policy change recommendations and other information to the Board of Directors regularly.
- Develops and manages the appeals process for eligibility decisions and service policy decisions affecting the services received by customers.
- Reviews training programs and makes recommendations in the areas of sensitivity to the disabled community.

EMPLOYMENT STANDARDS

Knowledge of:

- Thorough knowledge of the US Department of Transportation regulations implementing the public transit provisions of the Americans with Disabilities Act of 1990 (49CFR Parts 37 and 38).
- Working knowledge of the ADA in the broader context of public accommodations and employment requirements.
- Knowledge of contract management practices in a transit setting.
- Excellent customer service skills.
- Excellent written and oral communication skills.
- Working familiarity with office software packages such as Microsoft Office
- Working familiarity with paratransit scheduling and reporting software in use in the industry such as Trapeze PASS.
- Knowledge of the principles and practices of supervision.

Ability to:

- Prepare and present both oral and written comprehensive and concise reports and recommendations.
- Interpret and apply laws, regulations, policies and procedures.
- Plan and coordinate the implementation of new procedures and projects.
- Operate an office computer including word processing and applicable software.
- Establish and maintain effective working relationship with employees and the public.

Training and Experience:

Any combination of training and experience equivalent to:

- Bachelors degree and 4 years professional experience in a relevant operating environment, with a minimum of two years in a management position.
- Experience managing an ADA complementary paratransit operation service, either publicly operated or privately operated.
- Experience managing an ADA complementary paratransit eligibility determination process
- Experience managing contracts in a public transit setting.
- Experience interacting with the public and advisory committees comprised of customers, contractors, advocates and agency representatives effectively.
- Experience communicating with a Board of Directors in a context relevant to a public transit operation.
- Experience developing and managing a budget for operation of a relevant service or program.
- Training in paratransit management, passenger assistance techniques, paratransit scheduling software, and management are desirable.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PARATRANSIT ELIGIBILITY COORDINATOR

DEFINITION

Under general supervision, responsible for ADA related paratransit eligibility functions, assuring compliance with federal guidelines, developing and maintaining effective relationships within the community, interpreting eligibility policy and implementing cost effective services through staff and eligibility contractor(s) performance, and performs other related duties as assigned.

EXAMPLE OF DUTIES

- Coordinate and perform eligibility determination for the District's paratransit services including passenger certification, appeals, and recertification services.
- Monitor performance of Contractor(s) assuring full compliance with federal ADA standards, established policies and procedures, and specific contractual terms. Undertake performance reviews and recommend appropriate action as needed.
- Perform data collection for performance measurements; reviews adequacy of service policies and procedures; and assists in the review if the impacts of service changes.
- Maintain detailed and accurate records of all eligibility determination activities. Provide department management with complete passenger data for all eligible riders in a timely manner.
- Produce periodic statistical summaries and analytical reports for District Administration, Board of Directors, and others as required.
- Serve as the District's liaison for matters relating to paratransit eligibility. Host and attend public meetings and produce correspondence as needed with all stakeholders including, but not limited to, eligible passengers, applicants, disability services agencies, federal and local officials, professional associations and others.
- Review and approve immediate needs certification and other special requests as deemed appropriate.
- Responds to customer service issues in the paratransit program.
- Assist in preparation of the program budget and monitor costs throughout the year.

EMPLOYMENT STANDARDS

Knowledge of:

- Federal ADA transit and paratransit regulations and accepted practices within the field.
- Demonstrated competence to organize, analyze, interpret and clearly explain operational and technical policy information in simple terms.
- Proficient in the use of MS Windows and other software programs, including familiarity with routing and scheduling and routing software desirable.
- Research and analysis methodologies including statistical analysis.

Ability to:

- Speak and write in a clear, concise manner and to develop and maintain effective working relationships with members of the public, special interest groups, elected and appointed officials, SCMTD staff and contractors.
- Ability to manage and direct multiple tasks with critical deadlines.
- Ability to perform assessments for paratransit eligibility.
- Work with people with disabilities and elderly individuals and be sensitive to their needs.
- Establish and maintain effective working relationship with employees and the public.

Training and Experience

Any combination of training and experience equivalent to:

Bachelor's degree from an accredited college in the field of social sciences, human sciences or related field. Experience which demonstrates substantial knowledge and abilities pertinent to specific job functions may be substituted for the education on a year-for-year basis. (Graduate degree preferred)

AND

Two years professional experience in program administration and monitoring. Experience in working with programs serving persons with disabilities is preferred.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 8, 2001

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF USING BIODIESEL TO MEET THE INTERIM FUEL REQUIREMENTS OF THE CALIFORNIA AIR RESOURCES BOARD

I. RECOMMENDED ACTION

That the Board of Directors authorize the METRO staff to continue to pursue the viability of implementing biodiesel as an alternative to "green diesel" to meet the interim fuel requirements of the California Air Resources Board

II. SUMMARY OF ISSUES

- In January 2001, the Board of Directors selected the alternate fuel path in compliance with regulations issued by the California Air Resources Board.
- The alternate fuel path is a binding decision on METRO for fifteen (15) years.
- The California Air Resources Board regulations require that METRO implement the use of "green diesel" no later than July 1, 2002.
- As METRO currently does not have fueling facilities for "green diesel", it will be necessary to negotiate the modification of facilities at Devco Oil to comply with the California Air Resources Board regulations.
- On May 23, 2001, the Board of Directors instructed staff to investigate the feasibility of utilizing biodiesel as a substitute for "green diesel" to meet the interim fuel requirements of the California Air Resource Board.
- METRO staff members have contacted the California Air Resources Board staff to gain information with regard to the use of biodiesel to meet the interim fuel requirements.
- At this time the California Air Resources Board has not formally certified biodiesel as an approved fuel for use in meeting the fuel requirements outlined in the Urban Bus Rule.

III. DISCUSSION

In January 2001, the METRO Board of Directors selected the alternate fuel path pursuant to regulations issued by the California Air Resources Board (CARB). The selection of fuel path by the Board of Directors was a fifteen (15) year irrevocable decision. METRO must take certain

actions during the course of the next few years in order to continue to be in compliance with the CARB regulations. Members of the staff of the California Air Resources Board will monitor the progress of METRO in the installation of fueling facilities, acquisition of vehicles which are convertible to alternate fuel, and implementation of an alternate fuel program. With METRO complying with these requirements, CARB issued a modification of their Urban Bus Rule to allow METRO a "one-time" purchase of new buses powered by diesel fuel but convertible to an alternate fuel at the first overhaul cycle.

The regulations issued by CARB also contain a requirement that transit agencies utilizing diesel fuel convert to what is commonly referred to as "green diesel" by July 1, 2002. Additionally, transit agencies must modify buses older than 1990 to meet emission requirements. The current forty-two bus repower program underway at METRO is one of the components of compliance implemented to address the CARB regulations. The other component is the negotiation of an arrangement with Devco Oil to provide fueling capacity for a diesel fuel that meets the requirements of CARB by July 1, 2002. As METRO is the only fleet operator required to use this type of fuel, the modifications required to be made will only benefit us. Due to the anticipated price differential, it is unlikely that any other fleets in Santa Cruz County will be converted to the "green diesel" type of fuel.

On May 23, 2001, the Board of Directors instructed staff to evaluate the option of utilizing a blend of biodiesel with "green diesel" to meet the interim fuel requirements issued by CARB. Consistent with the direction of the Board, staff has held discussions with Gary Yee at CARB to examine the biodiesel alternative. Mr. Yee's informal response was that biodiesel can be used if it complies with the diesel specification requirements issued by CARB. Currently, CARB staff is working to establish an emission equivalent model and examining the viability of biodiesel. CARB staff will be meeting in the near future to develop guidance for transit operators with regard to the use of biodiesel to meet the interim fuel requirements. One of the issues that CARB needs to address relates to the percentage of blend with "green diesel" that can be utilized and the viability of 100% biodiesel in meeting the emission requirements. The issue of blending biodiesel with "green diesel" arises as a result of concerns expressed by engine manufacturers Detroit Diesel and Cummins. Both manufacturers have expressed concerns regarding the use of biodiesel in a blend greater than 20%.

Discussions with Devco Oil indicate that they are willing to remove their mid-grade gasoline tank and substitute a special diesel fuel tank which can be used by METRO to meet the July 1, 2002, fuel requirements. Staff is currently discussing the actions which will be necessary to blend biodiesel with "green diesel" should the use of biodiesel prove to be desirable.

Currently, METRO is paying approximately \$1.50 for diesel fuel at Devco Oil. This price fluctuates up and down with market trends. Major fuel suppliers have indicated that the "green diesel" price is anticipated to be approximately fifteen cents per gallon higher than the current diesel price. Information received with regard to biodiesel indicates that a 80/20 blend could be thirty to forty cents per gallon more than the current diesel price. METRO staff members are soliciting information from fuel suppliers to determine price, based upon projected quantities of biodiesel which METRO would use upon implementation. In evaluating the Team Green San

Jose Refuse Collection contract, it appears that there is an ample supply of biodiesel should METRO elect to implement it.

Current testing indicates that in an 80/20 blend of "green diesel"/biodiesel, results in a reduction of particulate matter but does not significantly reduce the NOx emissions.

At this point it does not appear that any engine modifications will be necessary to implement a blended biodiesel program.

Staff recommends that the Board of Directors authorize staff to continue examining biodiesel and to formally request a certification of biodiesel as an acceptable interim fuel by the California Air Resources Board. Staff further recommends that staff identify vendors who can supply sufficient quantities of biodiesel to support a blended fuel program at METRO should acquisition costs prove favorable and if emission testing results in biodiesel being certified by CARB.

IV. FINANCIAL CONSIDERATIONS

It is anticipated that an 80/20 blend of biodiesel/"green diesel" will result in an acquisition cost of approximately thirty to forty percent per gallon more than METRO currently pays for regular diesel. The impact on the METRO operating budget would be between \$300,000 and \$400,000 annually.

V. ATTACHMENTS

Attachment A: Letter from Vinod K. Duggal, Cummins West, Inc.

Attachment B: Letter from Danny E. Larkin, Detroit Diesel Corp.

Cummins west, Inc.
14775 Wicks Blvd.
San Leandro, CA 94577-6779
(510) 351-6101 . Fax (510) 357-3432



ATTACHMENT A

October 5, 2000

Kavin Shanahan
President
Cummins West, Inc.
14775 Wicks Blvd
San Leandro. CA 94577-6779

Subject: **Natural Gas and Bio diesel engine emissions**

Dear Kevin:

Natural gas engines **operate** on spark Ignition principle while biodiesel engines operate on a **diesel** cycle. Biodiesel may be used as 100% or a lower proportion **mixed** With **the** diesel fuel. Following emissions **profile is from Cummins C8.3G natural gas engine and anticipated biodiesel emissions.**

Natural gas: We expect **C8.3G+** engine now under development to come in at or below 2.0 g NOx and 0.02 - 0.03 g PM against the emissions standards at 4.0 g /bhp-hr and 0.1 g/bhp hr respectively for those constituents. Current natural gas **C8.3G** engine, with catalyst, **is certified** at the following emissions levels.

NOx:	2.24 g/bhp-hr
NMHC:	0.16
PM	0.011
CO	0.78

Biodiesel: Use of 100 % **biodiesel fuel is likely to increase NOx by about 10% and reduce PM by about 30 %** relative to diesel **emissions.** A 20 **percent biodiesel mixed** with diesel will result in no change in **NOx** emissions **and about 10-15 percent lower PM** relative to base diesel engine emissions. To **illustrate** these data, a **diesel engine certified to 4 g NOx & 0.1 g PM standard is likely to yield 4 g NOx and 0.08 g PM with 20 % biodiesel.**

Please **be aware,** that **a consortium of fuel system suppliers (Bosch, Standyne and Delphi) has issued a position paper, which essentially states that use of biodiesel above 5 % will void, their warranty.** If 5% or less **biodiesel** is used to overcome the **above concern, the emissions from such an engine would essentially be identical to diesel.** As far as I know, no engine manufacturer has yet certified an **engine to use biodiesel fuel.**

I hope this is helpful. Please **let me know if there are any questions.**

Yours truly,

Vinod K duggal
Director, Advanced Engineering

Customer Assistance
(800) 595-5050

San Leandro, CA
(510) 351-6101

Arcata, CA
(800) 595-5050

Bakersfield, CA
(805) 325-9404

Redding, CA
(800) 595-5050

Fresno, CA
(800) 595-5050

W. Sacramento, CA
(916) 371-0630

DETROIT DIESEL

CORPORATION



NO: 01 TS - 08
January 31, 2001

TO: All Distributors - Worldwide

ATTN: Service Managers
Dealer Coordinators

FROM: D. E. Larkin

SUBJECT: Use of Biodiesel Fuel

Biodiesel fuel is broadly defined in ASTM specification PS 121, however this specification does not restrict feedstock types, nor does it include all the properties necessary to assure trouble-free operation. Detroit Diesel permits the use of biodiesel derived from virgin soy methyl ester and rapeseed methyl ester when blended up to 20% maximum in diesel fuel. The resulting mixture must meet the fuel properties shown in Table 5 of DDC publication 7SE270.

Little long term use data exists, but concerns from combustion deposits, fuel injection system durability, and accelerated engine oil degradation warrant a cautious approach when considering the use of biodiesel. Failures attributed to the use of biodiesel fuel, or blends of biodiesel will not be covered by the Detroit Diesel product warranty.

Sincerely,

A handwritten signature in cursive script that reads "Danny E. Larkin".

Danny E. Larkin
Fuels and Lubricants

CC: All Regional Product Support Managers



4-C-1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 15, 2001

TO: Board of Directors

FROM: Mark Dorfman, Assistant General Manager

SUBJECT: AUTHORIZATION TO EXERCISE OPTION TO PURCHASE EIGHT COMPRESSED NATURAL GAS BUSES FROM PIERCE TRANSIT WITH NEW FLYER OF AMERICA

I. RECOMMENDED ACTION

It is recommended that the Board authorize the General Manager to take the necessary steps to inform Pierce Transit and New Flyer of America of the Santa Cruz Metropolitan Transit District's intent to exercise Pierce Transit's option for the purchase of eight (8) Compressed Natural Gas 40-foot low-floor transit buses, and to negotiate and sign a contract with New Flyer of America to purchase these eight (8) buses.

II. SUMMARY OF ISSUES

- The District currently has a bid out to purchase new buses.
- Part of the purchase is for eight (8) CNG low-floor buses.
- The CNG portion of these buses are funded with Air District funds.
- The District was advised that Pierce Transit in Washington had options for this type of vehicle that they were unable to use.
- Pierce is willing to allow the District to purchase eight (8) buses using their contract options.

III. DISCUSSION

The District currently has a contract out for the purchase of approximately 50 buses. This bid is for Highway 17 Express Buses, CNG Low-Floor Buses and for Convertible Diesel Low-Floor Buses. The time frame for this bid has been compressed in order to try and make a contract award in time to avoid losing the Carl Moyer Funds from the Monterey Bay Unified Air Pollution Control District. These funds are paying for the CNG portion of these buses. If there is no contract in place for these buses by early July, the funds will lapse.

As part of the procurement process, the District has received a great deal of "Approved Equal Requests" and these have been very time consuming to deal with. This is due to the fact that there are multiple types of buses being procured. Rather than risk losing the Moyer funds, the District has attempted to identify other transit agencies that have available options under existing

bus purchase contracts that they are not exercising. This process is referred to as “piggy-backing” on another agency’s order. During the APTA Bus Conference in Vancouver, District staff was advised that Pierce Transit had some options for 40-foot low-floor CNG buses that they were not going to use this year. District staff has talked with officials at Pierce Transit and they have agreed to assign to the District the right to purchase eight (8) buses (Attachment A).

Among the reasons to proceed with the purchase of these buses in this manner is the fact that the District is assured of meeting the Air District deadline for the use of the Moyer funds. Additionally, the delivery of these buses will be quicker than if the District was to purchase them in a separate procurement. We have tentatively been told that if the District is able to proceed in a timely manner that delivery might be as soon as April of next year. This process has the benefit of knowing the base price for the buses since the options were tied to the Producer Price Index (PPI) for Heavy Duty Trucks of over 10,000 pounds. Originally, the base price of the bus for Pierce Transit was \$284,435 in May of 1999. Using the formula in the contract with Pierce, when the District signs a contract with New Flyer, the price for the bus will be tied to the PPI for the month the contract is signed. Negotiations will occur with New Flyer to add options to the bus that are desired by the District such as Air Conditioning, etc. In this way, the cost of the bus will be substantially less than if we were to bid the bus at this time with 2001 pricing. A further advantage in this approach is that we will add eight (8) additional buses of the same manufacturer, New Flyer of America, and this will make it easier to maintain the buses by not requiring new parts to maintain the buses.

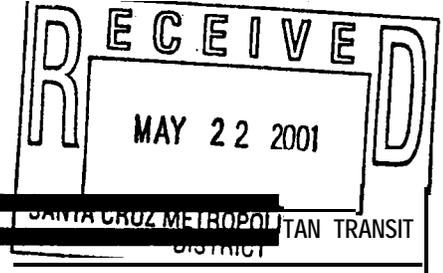
It is therefore recommended that the Board authorize the General Manager to take the necessary steps to inform Pierce Transit and New Flyer of America of the Santa Cruz Metropolitan Transit District’s intent to exercise Pierce Transit’s option for the purchase of eight (8) Compressed Natural Gas 40-foot low-floor transit buses, and to negotiate and sign a contract with New Flyer of America to purchase these eight (8) buses.

IV. FINANCIAL CONSIDERATIONS

Funds are available for the purchase of these vehicles in the Capital program. These are funded with FTA funds, Moyer funds, and local funds.

V. ATTACHMENTS

Attachment A: May 18, 2001 Letter from Pierce Transit



May 18, 2001

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

RE: **ASSIGNMENT OF PURCHASE OPTIONS**

Dear Mr. White:

In response to your letter we are pleased to assign to Santa Cruz Metropolitan Transit District the right to purchase eight (8) compressed natural gas coaches from the unused options of Pierce Transit's multi-year contract with New Flyer of America.

It is understood that 'Santa Cruz Metropolitan Transit District shall work independently with New Flyer of America for order placement, any necessary negotiations, pre-award and post-delivery Buy America audits and shall be responsible for all costs resulting from such order.

I will forward to Mark Dorfman by e-mail and regular mail, as appropriate, all information required to satisfy the FTA's piggy-backing guidelines, including our specifications, addenda, proposal evaluation, best and final offer, Buy America and other certifications, the results of our pre-award and post-delivery audits and the contract.

If you have any questions or need additional information, please, call me at (253) 581-8086 or e-mail to gratajski@piercetransit.org.

Sincerely,

Gisela Ratajski
 Purchasing Manager

c: **Don S. Monroe**, Chief Executive Officer
 Ron Shipley, Vice President, Maintenance
 Mark Dorfman, Assistant General Manager, SCMTD
 Paul Smith, New Flyer of America

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 15, 2001

TO: Board of Directors

FROM: Bryant J. Baehr, Manager of Operations

SUBJECT: CONSIDERATION OF COMPLIANCE WITH FEDERAL REGULATIONS REGARDING BUS STOP ANNOUNCEMENTS (SUPPLEMENTAL II)

I. RECOMMENDED ACTION

Staff is recommending that the Board of Directors authorize the General Manager to retro-fit thirty (30) 1998 New Flyer Low Floor buses and the forty-two (42) re-powered New Flyer / Gillig buses with an automated announcement system.

II. SUMMARY OF ISSUES

- At the May 18, 2001 Board of Directors meeting, staff was asked to provide additional information concerning the reliability of the “Talking Bus” technology, additional cost information and how the District would ensure compliance with this technology.
- Several transit agencies that use the automated talking bus technology were contacted and overall they found the technology reliable. Houston Metro conducted an extensive pilot program with findings that showed a 99.9% reliability factor.
- Cost ranges vary based on manufacturer and options ordered. Estimates to retro-fit 30 New Flyer Low Floor buses range from \$235,000 to \$367,000. The estimates to retrofit 42 re-powered buses range from \$398,388 to \$548,072.
- There are several ways to monitor the system and bus operator compliance. They include: on-board supervisor evaluations, public outreach, MUG and MASTF involvement, operator controls and independent evaluations.

III. DISCUSSION

At the May 18, 2001 Board of Directors meeting, staff was asked to provide additional information concerning the reliability of the “Talking Bus” technology, additional cost information and how the District would ensure compliance with this technology.

Reliability of “Talking Bus” technology

There are two (2) companies that produce “Talking Bus” technology. They are Digital Recorders and Clever Devices. Each company was asked to submit a listing of clients with similar systems under consideration by the District. The following contacts were made:

Digital Recorders	Clever Devices
Miami – Dade Transit Agency	Dallas Area Rapid Transit
Metro Transit Authority of Harris County	Santa Monica
Charlotte Transit	Oahu Transit
San Francisco Muni	

Each system contacted reported that the system performed reliably. The contact for the Metro Transit Authority of Harris County reported that the “Talking Bus” system had 99.99% accuracy rate. Harris County conducted an extensive pilot program of the “Talking Bus” system detailing unit performance. Overall, the transit systems contracted were happy with the technology and reported that no major complaints were received concerning reliability.

Additional cost information for retrofitting thirty (30) New Flyer Low floor buses:

Description	Approximate Cost (variable based on vendor)
Recorder – computer	\$189,000 - \$276,000 (27 – 30 units at \$7,000 to \$9,200each)
Installation	\$22,000 to 35,000 (27 – 30 units at \$814 to \$1,166 per unit)
Portable Mapping Equipment	\$24,000 to 31,000
Recording Station	\$0 to \$25,000 (one (1) vendor recommended the unit the other did not)

The cost for retrofitting 30 low floor New Flyer buses will range from approximately \$235,000 to \$367,000. There would be a competitive procurement and costs may be lower, or higher, based on the options ordered. A complete specification would be developed detailing the components desired which will produce accurate costs. Detailed costs, should a Request for Proposal be completed, would be returned to the Board of Directors for award.

Additional cost information for retrofitting forty-two (42) re-powered New Flyer High Floor / Gillig buses (these buses will remain in active service for a period exceeding two (2) years):

Description	Approximate Cost (variable based on vendor)
Recorder – computer	\$294,000 - \$386,400 (42 units at \$7,000 to \$9,200each)
Installation	\$80,388 to 105,672 (42 units at \$1,100 to \$1,350 per unit for speakers, microphone and amplifier) - (42 units at \$814 to \$1,166 per unit for Automated Announcement system)
Portable Mapping Equipment	\$24,000 to 31,000
Recording Station	\$0 to \$25,000 (one (1) vendor recommended the unit the other did not)

The cost for retrofitting forty-two (42) re-powered New Flyer and Gillig buses will range from \$398,388 to \$548,072. The cost is approximately \$1,100 to \$1,350 higher because these buses do not have internal / external speakers, microphone or an amplifier installed. These buses were produced prior to the Americans with Disabilities Act. There would be a competitive procurement and costs may be lower, or higher, based on the options ordered. A complete specification would be developed detailing the components desired which will produce accurate costs. Detailed costs, should a Request for Proposal be completed, would be returned to the Board of Directors for award.

Cost Summary:

Cost range for twenty-seven to thirty (27-30) Low Floor New Flyer buses:

\$235,000 to \$367,000

Cost range for forty-two (42) High-floor New Flyer / Gillig buses:

\$398,388 to \$548,072.

Compliance issues

Bus Operators are required to ensure that call stops are made, as detailed in the Americans with Disabilities Act, whether technology or the bus operator performs this function. Current methods of ensuring compliance are as follows:

On-board supervisor evaluations -

Supervisors ride the bus and ensure that call-stops are conducted along with other performance criteria.

Encouraging the public to report call stops compliance -

Providing internal signage that encourages customers to call if call stops are not made. Also encouraging customers to call when the job is performed well.

Working with user groups to audit call stop announcements -

Provide training to the user groups so information can be received concerning compliance. This includes positive and negative comments.

Wiring the control unit so the bus operator does not have the ability to turn off the automated announcement system –

Staff can work with the automated announcement vendor to investigate the possibility of not allowing the operator to turn off the announcement system.

Mystery riders or “Spotters” -

Hiring specifically trained individuals, or a company, to randomly ride buses documenting call stops announcement compliance and report the results to staff.

IV. FINANCIAL CONSIDERATIONS

Cost range for twenty-seven to thirty (27-30) Low Floor New Flyer buses:

\$235,000 to \$367,000

Cost range for forty-two (42) High-floor New Flyer / Gillig buses:

\$398,388 to \$548,072.

This is an un-funded project. Should the Board of Directors decide to proceed, staff will look for funding sources.

V. ATTACHMENTS

Attachment A: Consideration of Compliance with Federal Regulations regarding Bus Stop Announcements (Supplemental) – May 18, 2001

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 18, 2001
TO: Board of Directors
FROM: Bryant J. Baehr, Manager of Operations
SUBJECT: **CONSIDERATION OF COMPLIANCE WITH FEDERAL REGULATIONS REGARDING BUS STOP ANNOUNCEMENTS (SUPPLIMENTAL)**

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- At the May 11th, 2001 Board of Directors meeting staff was asked to provide additional information concerning “Talking Bus” technology and costs.
- There are two (2) different types of automated announcement technology. They are the “Talking Bus” and “Talking Sign”. “Talking Sign” technology is currently not suitable on moving vehicles at this time.
- There are two (2) companies that utilize “Talking Bus” technology. The estimated cost range is \$375,000 to \$460,000 for new buses currently being bid. The estimated cost ranges from \$189,00 to \$276,000 to retrofit the existing thirty (30) low floor buses.
- Funds for the retrofit of the thirty (30) existing low floor buses have not been identified. Funds for the buses currently being bid are a mix of federal, state and local sources. Funds for the system on the new buses will reduce the funds available for the bus purchase.

III. DISCUSSION

At the May 11, 2001 Board of Directors meeting, staff was asked to provide additional information concerning automated stop announcement technology and costs.

Currently there are two (2) different technologies as it relates to automated announcement systems. The first is called the “Talking Sign” and the other is called “Talking Bus.” A brief description of each is:

Talking Sign

This technology, currently being used in parts of San Francisco, places an infrared transmitter on a fixed object (such as a building or bus stop). This transmitter sends out a constant signal that can be received by a hand-held receiver. As a person with a receiver comes in close proximity to a transmitter, the receiver will announce a pre-designated message. This allows the person with the receiver to move towards the transmitter and ultimately their destination. Talking Sign technology has not been implemented in a moving object to staffs knowledge. Staff talked with the company that produces this technology and found that the system works well on fixed objects however, it can not gather the signal from the transmitter and relay that to the receiver fast enough to accommodate a moving vehicle.

Talking Bus

This technology uses a global positioning system (GPS) to announce pre-designated messages once a moving object passes a certain position. Mounted on a bus the GPS system plays a message through the internal / external speakers of the bus and displays text using an LED sign mounted in the bus at locations designated by the programming. Bus stops and major intersections are “mapped” using GPS coordinates and when the bus reaches those coordinates, the announcement starts.

The District was able to obtain funding for three (3) demonstration “Talking Bus” systems, manufactured by Digital Recorders, which were installed in the summer of 2000. The route 7 1 and 69 were “mapped” and the system tested. The Metro Accessible Services Transit Forum (MASTF) created a sub-group to evaluate the Digital Recorders equipment. The MASTF sub-group looked at the Talking Sign and Talking Bus technology. The Talking Sign technology was not available on moving vehicles and the Talking Bus received support from the MASTF sub-group.

There are two (2) companies that produce Talking Bus technology. They are Digital Recorders and Clever Devices. The estimated costs for talking bus technology are summarized below:

Company	Est. cost per bus	Retrofit total	Bus Bid Total	Exclusions
Digital Recorders	\$7,000	27 units (three (3) units are currently in service) \$189,000	Approximately 50 units for bus bid – \$350,000	<ul style="list-style-type: none"> • Mapping services • Programming station - \$25,000 • Installation
Clever Devices	\$9,200	30 units – \$276,000	Approximately 50 units for bus bid – \$460,000	<ul style="list-style-type: none"> • Mapping Services • Programming station not required by Clever Devices • Installation

Cost Summary:

New Bus Procurement: \$375,000 to \$460,000 depending upon manufacturer
Retrofit of existing buses \$189,000 to 276,000 depending upon manufacturer. This is an unfunded project.

IV. FINANCIAL CONSIDERATIONS

Funds for the new buses (currently in the bid phase) have been identified through a combination of federal, state and local funding. This is an allowable expense under the federal procurement guidelines. However, the cost for the automatic announcement system will result in a lower number of buses the district can purchase. The Board of Directors will be reviewing the bus purchase amounts when the contracts are awarded.

Funds have not been identified for the retrofit of the 30 low-floor buses. This cost is estimated at between \$189,000 to \$276,000. The 2001 – 2002 budget is under consideration should the Board of Directors wish to modify the capital budget reflecting this project.

V. ATTACHMENTS

Attachment A: None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 15, 2001

TO: Board of Directors

FROM: Bryant J. Baehr, Manager of Operations

SUBJECT: CONSIDERATION OF CHANGE IN CONTRACT WITH THE SANTA CRUZ POLICE DEPARTMENT.

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors deny the request from the City of Santa Cruz to modify the existing contract to fund one (1) additional part-time police officer position.

II. SUMMARY OF ISSUES

- On May 28, 2001 the Board of Directors authorized staff to enter into an agreement with SCPD for the provision of one (1) part-time police officer with a patrol area from Cathcart to Laurel and Front to Pacific emphasizing the Metro Center.
- A letter was received from the City of Santa Cruz Mayor asking staff to investigate the use of District contract security personnel to patrol Pacific Avenue to the Youth Center on Laurel and Pacific.
- Staff has concerns centering on additional liability issues the District may be exposed to should the security officer leave District property. Staff met with the SCPD Chief Belcher to discuss this issue.
- SCPD is recommending that the District fund a part-time police officer position to assist with security issues outside of the District's jurisdiction. The annual cost for a part-time police officer would be approximately \$37,000 per year with 3% to 5% increase per year thereafter. SCPD would ask for a long-term commitment primarily for staffing needs. Staff will need to find the funds to accommodate the contract change.

III. DISCUSSION

On May 28, 1999 the Board of Directors authorized staff to enter into an agreement with the Santa Cruz Police Department for the provision of police service. The agreement stipulates, in summary, that the District will pay the City of Santa Cruz \$35,000, with a 3% to 5% increase thereafter, for a police officer with a patrol zone from Cathcart Street to Laurel Street along Pacific Avenue and Front Street, with particular emphasis in and around the Metro Center.

On March 06, 2001 a letter was received from City of Santa Cruz Mayor Tim Fitzmaurice concerning general safety issues along Pacific Avenue from the Metro Center to Laurel and the Youth Center, located at Laurel and Pacific. Mayor Fitzmaurice asked District staff to investigate extending the range of the District's contract security officers to cover Pacific Avenue from the Metro Center to the Youth Center.

District staff discussed this issue and had the following concerns:

1. Metro Center is a busy environment. Security is stationed at the Metro Center twenty-four (24) hours per day seven (7) days per week. Removing the security officer from the Metro Center for any length of time might impair the duties that they are currently assigned.
2. Should the District's contract security officer leave the Metro Center, while in the capacity of a District contract security officer, actions that they may take could expose the District to additional liability. The security company currently retained by the Transit District is insured, however, the District is potentially liable for their actions while in contract status.

As a result of these concerns, a meeting was scheduled with City of Santa Cruz Police Chief to discuss the Youth Center and security concerns. At that meeting it was recommended that an additional Police Officer might assist with increased security issues along Pacific Avenue and at the Youth Center. The City of Santa Cruz Police Department is proposing that the Transit District fund an additional part-time Police Officer position to patrol the Pacific Avenue area from the Metro Center to the Youth Center. The cost is estimated at \$37,000 for a part-time police officer.

The City of Santa Cruz Police Department would ask that if the District was interested in this arrangement that the funding be in place for several years. This is based on SCPD's staffing and training needs.

The Santa Cruz Police Department reports that they would be able to respond quickly to this item if approved by the Board of Directors and the Santa Cruz City Council.

IV. FINANCIAL CONSIDERATIONS

The cost to fund a part-time police officer position would be approximately \$37,000 per year with a 3% to 5% yearly increase thereafter. This is an un-funded item. There are no provisions in the 2001-2002 budget for this expense. Should the Board of Directors approve this item, a funding source will need to be identified.

V. ATTACHMENTS

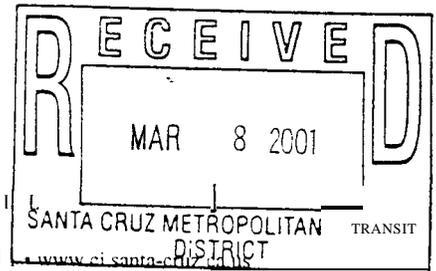
Attachment A: Letter received from the Mayor of Santa Cruz dated March 06, 2001

Attachment B: Existing contract for the provision of Police Service with SCPD



MAYOR AND CITY COUNCIL

809 Center Street, Room 10, Santa Cruz, CA 95060 • (831) 420-5020 • Fax: (831) 420-5011



March 6, 2001

Mr. Les White
 Santa Cruz Metropolitan
 Transit District
 370 Encinal
 Santa Cruz, CA 95060

RE: Security at Downtown Metro Center

Dear Les:

I was in a city/schools meeting last week, and while discussing the teen center, I heard a specific suggestion that the Metro security patrol might extend its range to the planned youth center. It will obviously be a destination for young transit users and a route that ought to be safe for pedestrians who are intending to use the bus, perhaps late at night.

I would, therefore, like you to consider the deployment of security staff of the downtown Metro Center to an area that includes occasional and regular walks to the new youth center on the corner of Laurel and Pacific, about two blocks from the downtown Metro Center. Please let me know what the obstacles might be to doing this.

Sincerely, ,

Tim Fitzmaurice
 Mayor

cc: Dannettee Shoemaker

File

Memorandum of Understanding

Assignment of Santa Cruz City Police Officer
to
Santa Cruz Metropolitan Transit District Facilities

I. PURPOSE

This Memorandum of Understanding is entered into by and between the Santa Cruz Metropolitan Transit District (“District”) and the Santa Cruz City Police Department (“City”) to set the terms and conditions pursuant to which City will assign the equivalent of one Police Officer to serve as District Resource Officer (DRO) and work with the District. The DRO’s primary work site shall be at, or within the vicinity of, the Metro Transit Center on Pacific Avenue in the City. The DRO shall not be employed beyond City limits.

RECITALS

- A. Representatives of the City and the District have for some time recognized the need for additional police patrol services in and around the Metro Transit Center located on Pacific Avenue. A number of people who abuse alcohol, cause disturbances and/or deal narcotics have chosen to frequent the area in and around the transit center. This circumstance has increased the public perception that the area is not safe.
- B. A policing difficulty stems from the fluidity of movement by people from the Metro Transit Center property, historically policed by private security patrol officers, onto the City streets patrolled by City police officers. The private security officers who patrol the Metro Transit Center often ask people who are in violation of various laws or ordinances to leave the property. When these persons leave the Metro Transit Center property, they immediately end up on City streets. These persons often do not stop the illegal or socially uncivil activity which initially brought them to the attention of the private security officer. The City police officers

then have to deal with them.

C. Within the last four months both the City Council and the District Board of Directors have recommended that the District and the City enter into an agreement to jointly fund one police officer position to continuously patrol the area in and around the Metro Transit Center on Pacific Avenue. Such an arrangement would further the City's policing efforts and be beneficial to the District, the City and law-abiding citizens who visit the downtown area. The officer assigned would patrol the area from Cathcart Street to Laurel street along Pacific Avenue and Front Street, with a particular emphasis in and around Metro Transit Center property.

D. In addition to constructively addressing the real and perceived safety concerns, the City would end up working more closely with the District which, in turn, would improve the daily communication between the City and the District, and increase the quality of life in the greater downtown area.

E. This proposal was taken to the City Council Public Safety Committee on October 12, 1998. A representative of the District, Manager of Operations Bryant Baehr, attended the meeting and spoke in favor of the joint project. The City Council Public Safety Committee unanimously recommended adoption of this proposal to the full City Council and on November 24, 1998 the City Council approved the project. Subsequently on January 15, 1999, the District Board of Directors approved the proposal. Staff has now therefore been directed to formulate and execute this Memorandum of Understanding which expresses the intent of the City Council and District Board of Directors.

Now Therefore The City And The District Agree As Follows:

1. The City agrees to provide police patrol services equivalent to that provided by one full-time police patrol officer ("DRO") to patrol District facilities within the City and the

public streets and sidewalks in the immediate vicinity of said facilities. The parties acknowledge that most, if not all, of these police patrol services will be provided at and about the Metro Transit Center on Pacific Avenue within the City and that none of these services will be provided beyond City jurisdictional limits.

2. In providing the services called for in paragraph 1, the City's DRO will be guided by the following objectives and act in the following manner:

a. The DRO shall work to facilitate, increase and improve communication between City police, District staff, District private security patrol officers, neighborhood residents and the downtown community in general.

b. The DRO shall work to reduce criminal activity and enforce district rules at and about District facilities and be immediately available to take direct action in response to said activity.

c. The DRO shall work to minimize the number of police calls for service to District facilities.

d. The DRO shall work to create an atmosphere of public safety at and about the District facilities.

e. The DRO shall provide input and suggestions to District staff which might assist in the attainment of these objectives.

3. The City reserves the right to approve the selection and assignment of any specific Police Department employee working as DRO under this MOU. The DRO's assigned under this agreement shall receive their work assignments from, and be supervised in the performance of their duties by, the Chief of the City's Police Department or the Chief's designee.

4. The District Manager of Operations or designee will regularly

provide input concerning DRO performance to assist the Police Chief in appraising the DRO's performance. This duty will include alerting the Police Chief to any disciplinary problems or improprieties allegedly involving any DRO assigned under this MOU. The parties agree on the importance of evaluating the efficacy and quality of DRO service provided under this agreement. The two jurisdictions will therefore work together to develop and implement procedures to provide periodic feedback and evaluation data for the purpose of measuring the program's effectiveness and usefulness in meeting objectives under this MOU.

5. The City and District agree that they will work together to adjust program criteria in order to be as responsive as possible to evolving District and City requirements for the type of services required of DRO's.

6. The City and the District are each responsible for the acts of their respective employees, and shall respectively incur all liability arising out of the services and activities of their respective employees conducting activities and providing services under this agreement. DRO's assigned to the District facilities shall be deemed to be employees of the City Police Department and shall have the same powers, duties, privileges, responsibilities and immunities to function in District facilities as they do on public property in the City by virtue of their status as sworn police officers.

7. The District will make available office space, phone service and minimal office support at the Metro Transit Center for the DRO to use in carrying out the activities described under the MOU. All equipment necessary for the DRO to function in a law enforcement/police patrol capacity will otherwise be provided by the City.

8. The District and the City will each pay one half of a City Patrol Officer's salary and benefits to cover the DRO's cost until such time that this MOU is either modified or

terminated. For the first year of this agreement it is anticipated that each party's cost will approximate \$35,000. The District shall remit its cost payment to the City in one annual installment no later than January 31st. The District's first payment, however, shall be remitted within 30 days after execution of this Agreement and shall be pro-rated to reflect that services have been provided under this Agreement for only a portion of 1999.

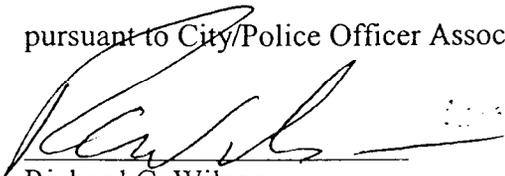
9.

a. City shall exonerate, indemnify, defend and hold harmless DISTRICT which shall include, without limitation, its officers, agents, employees and volunteers and the property of DISTRICT from and against any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which DISTRICT may sustain or incur or which may be imposed upon it for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the City of Santa Cruz/ Santa Cruz Metropolitan Transit District Agreement Re Police Officer at the Metro Center including any condition of the Premises or any portion thereof. Such indemnification includes any damage to the person(s), or property(ies) of CITY and third persons. Notwithstanding the foregoing DISTRICT shall be solely responsible for claims, demands, losses, damages, defense costs or liability of any kind or nature arising from its own transit operation at the Center so long as such claim, demand, loss, damage, defense costs or liability is not due to CITY's negligence, intentional act or omission or due to CITY's failure to meet its obligations under the Agreement.

b. DISTRICT shall exonerate, indemnify, defend, and hold harmless the CITY which shall include, without limitation, its officers, agents, employees and volunteers and the property of CITY from and against any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which CITY may sustain or incur or which may be imposed

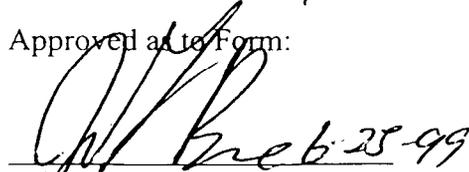
upon it for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the City of Santa Cruz/Santa Cruz Metropolitan Transit District Agreement Re Police Officer at the Metro Center including any condition of the Premises or any portion thereof. Such indemnification includes any damage to the person(s) or property(ies) of DISTRICT and third persons. Notwithstanding the foregoing, CITY shall be solely responsible for claims, demands, losses, damages, defense costs or liability of any kind or nature arising from its own DRO operation at the Center so long as such claim, demand, intentional act or omission is not due to DISTRICT'S negligence, intentional act or omission or due to DISTRICT'S failure to meet it's obligations under the Agreement.

10. This MOU shall go into effect upon execution of this agreement and will remain in effect for a period of no longer than five (5) years effective July 01, 1999 and can be terminated by either party with thirty (30) days written notice. it is understood that the District's annual 50% DRO compensation contribution may increase on an annual basis in an amount reflective of 50% of the City's increased costs for compensation of police patrol officers resulting from salary/benefit increase conferred pursuant to City/Police Officer Association collective bargaining agreements.


Richard C. Wilson
City Manager
City of Santa Cruz

Date 6-25-99

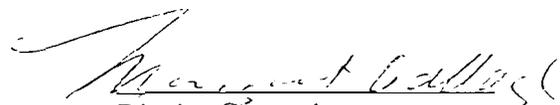
Approved as to Form:


City Attorney


Leslie R. White
General Manager – Santa Cruz
Metropolitan Transit District

Date 6-23-99

Approved as to Form:


District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 15, 2001

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF THE SERVICE REVIEW AND PLANNING COMMITTEE COMPOSITION

I. RECOMMENDED ACTION

Staff is recommending that the Service Planning and Review Committee maintain its current membership.

II. SUMMARY OF ISSUES

- At the May 18, 2001 Board of Directors meeting, staff was asked to provide information concerning the Service Planning and Review Committee, its composition and to provide a recommendation as to whether a MUG and MASTF should be allowed representation at that meeting.
- The Service Planning and Review Committee is a contractual meeting with staff and members of the United Transportation Union (UTU) Local 23. The membership of the committee is defined in the UTU agreement in Article 35 – section 35.01.
- To modify the membership of the committee, the District and the United Transportation Committee would need to agree to open the current labor / management contract and change Article 35 – section 35.01.

III. DISCUSSION

At the May 18, 2001 Board of Directors meeting, staff was asked to provide information to the Board of Directors concerning the Service Planning and Review Committee.

The Service Planning and Review Committee is a contractually mandated meeting between District staff and members of UTU Local 23. The committee is comprised of four (4) union representatives and three (3) staff representatives. Additional staff representatives may attend the meeting at the discretion of the District. Each party has four (4) votes. The committee convenes monthly and makes recommendations to the General Manager on running times, interlining of routes, schedules, time points and bus stops.

The Manager of Operations, Base Superintendent, Transit Planner / Service Planning Supervisor and the Manager of Marketing and Planning are the staff representatives. The United Transportation Union - Chair of the Committee of Adjustment sits on the committee and the other union positions are rotated as determined by the union leadership. One (1) Customer Service representative is invited but they do not have a vote.

This committee analyzes ridership trends, customer requests for service, running times, on-time performance and then prepares a service plan to address customer needs. When a service plan is completed, the Service Planning and Review committee forwards that recommendation to the General Manager for his review and comment. Once approved, the plan is submitted to the Metro Users Group (MUG) and the Metro Accessible Services Transit Forum (MASTF) for their review and comment. Once completed the service plan is forwarded to the Board of Directors.

MASTF and MUG have asked that they be allowed official voting representation on the Service Planning and Review Committee. To accommodate that request, the labor agreement between the United Transportation Union and the District would need to be modified reflecting that change. To modify the labor agreement both the United Transportation Union and the District would have to agree to open the contract and agree to the change.

Staff recommends that the membership of the Service Planning and Review Committee continue as provided for in Article 35 of the current UTU/METRO labor agreement. Staff further recommends that a formal procedure for MASTF and MUG to review and comment on service issue be developed. The procedure to be developed should permit for the comments of both MASTF and MUG to be considered prior to the development of a final recommendation to the Board of Directors.

IV. FINANCIAL CONSIDERATIONS

NONE

V. ATTACHMENTS

Attachment A: Article 35 – Operating Policy Section 35.01 UTU Labor Agreement

ARTICLE 35
OPERATING POLICY

35.0 1 Service Planning and Review Committee

The Union and the District shall convene a Service **Planning and Review Committee** which shall study and make recommendations on running times and interlining of routes, schedules; time points, and bus stops. **The Service Planning and Review Committee** shall meet monthly and shall make recommendations **to the General Manager** for implementation of operating changes.

The Service Planning and Review Committee shall consist of four (4) Union representatives and three (3) District representatives. At the District's discretion additional staff representatives may be added. Both parties shall have four (4) votes on the Committee.

The District shall release from work without loss of compensation four (4) designated Union representatives for time lost in meetings of the Service **Planning and Review Committee**.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 15, 2001

TO: Board of Directors

FROM: Kim Chin, Planning and Marketing Manager

SUBJECT: CONSIDERATION OF REQUEST BY MASTF FOR SENSITIVITY TRAINING FOR MEMBERS OF THE BOARD OF DIRECTORS AND METRO MANAGEMENT

I. RECOMMENDED ACTION

The purpose of this staff report is to consider a proposal by MASTF to establish a paratransit sensitivity training program for Board Members and METRO management.

II. SUMMARY OF ISSUES

- The Comprehensive Operational and Financial Audit (COFA) of paratransit services completed earlier this year identified a series of difficulties that eligible passengers experienced in reserving trips and taking rides on paratransit vehicles.
- MASTF has adopted a motion to on January 18, 201 to recommend that Board members and staff participate in a disability awareness training program.
- MASTF presented the concept of sensitivity training to the Board in a letter at their January 19, 2001 meeting.
- The Board requested that MASTF develop the concept further and present a proposal for future consideration.
- MASTF amended its By-Laws to create the position of Paratransit Services Committee Chairperson. The Chairperson has convened a subcommittee -- the Disability Awareness Training Subcommittee -- to address training issues.
- This Subcommittee has developed a proposal that provides an opportunity for the Board and METRO management to participate in a paratransit sensitivity training program.
- Attached is a memorandum from MASTF outlining the proposal with estimated costs.

III. DISCUSSION

During the course of conducting the Comprehensive Operational and Financial Audit (COFA) of paratransit services, the consultants interviewed many passengers to identify operational and ride

quality problems associated with the eligibility and certification process, trip booking, ride quality and customer service resolution. As a result of the interviews and direct observation, the consultants noted a number of service-related problems and subsequently developed recommendations to address them. A number of these recommendations have been implemented including a more streamlined application and approval process, greater communication between Lift Line and the taxi subcontractors, and a higher level of management oversight to ensure that non-ADA trips were correctly charged to the respective programs.

Over the last few months, MASTF has discussed ways to provide the METRO Board and management with first-hand experience on using the paratransit system. MASTF has indicated that they believe that there is more to paratransit than laws and regulations. They believe that there is an important "human element" that passengers experience while using the system.

The proposal by the Disability Awareness Training Subcommittee of MASTF as communicated to METRO staff, is to provide Board members and METRO management with a paratransit sensitivity training program that would involve participants assuming various disabilities, booking and taking trips on paratransit, and completing an evaluation of their experience. MASTF believes that this experience will assist Board members and staff in making informed decisions regarding paratransit issues.

MASTF has agreed that preference will always be given to eligible ADA passengers to avoid denying a trip.

IV. FINANCIAL CONSIDERATIONS

Estimated costs for this program is \$3,697.44. METRO has not budgeted for this program in the 2001/2002 budget.

V. ATTACHMENTS

Attachment A: MASTF Disability Awareness Training Subcommittee Proposal

TO: SCMTD Board of Directors

FROM: MASTF Disability Awareness Training Subcommittee

DATE: May 31, 2001

RE: Transportation Activity

“Living the Paratransit Experience”

INTRODUCTION

On October 25, 2000, Multisystems, Inc. concluded the ADA Complementary Paratransit Comprehensive Operational and Financial Audit. This audit was the first of its kind to be performed for SCMTD to assess the ADA complementary paratransit program. The Santa Cruz Metropolitan Transit District received the Draft Report of Findings. The issues identified during the audit and public meetings are described throughout the report. This report is divided by Task. Tasks include service issues from eligibility to service performance, administrative issues; including accounting, billing, reporting, and insurance.

However, there is much more to paratransit service than just meeting particular laws and regulations. This service is provided for individuals in our community who have disabilities, and this human element should not be ignored. Safe, reliable transportation is a vital aspect for people with disabilities.

With the above in mind, the concept for this proposal originated at the Metro Accessible Services Forum meeting on January 18, 2001. It was presented to the Metro Board of Directors the following day. The minutes from that board meeting stated the following: *“MASTF recommends that the Board and Management members participate in disability awareness training as it relates to paratransit.”*

PROPOSAL

and management

It is requested that board members participate in a training activity, in order to increase their individual knowledge of our county's paratransit system.

GOALS

The goals of this training activity are to provide the participants with a necessary awareness of the paratransit system and to help each of them make more informed decisions on matters that affect the service. This awareness will be gained by actually “living the paratransit experience.” The committee's objective is to provide the participants with a realistic view of what paratransit passengers in our community actually encounter.

PARTICIPANTS:

The following individuals are encouraged to participate:

Metro Board of Directors

1. Sheryl Ainsworth, Chair City of Scotts Valley
2. Emily Reilly, Vice Chair City of Santa Cruz
3. Tim Fitzmaurice, City of Santa Cruz
4. Jeff Almquist, Board of Supervisors
5. Jan Beautz, Board of Supervisors
6. Bruce Gabriel, Community Member
7. Michelle Hinkle, Community Member
8. Mike Keogh, Community Member
9. Christopher Krohn, City of Santa Cruz
10. Dennis Norton, City of Capitola
11. Raphael Lopez, City of Watsonville
12. Michael Rotkin, UCSC

Metro Management

13. Les White, General Manager
14. Mark Dorfman, Assistant Manager
15. Kim Chin, Planning and Marketing
16. Bryant Baehr, Operations Manager
17. Margaret Gallagher, General Counsel
18. Tom Stickel, Fleet Maintenance
19. David Konno, Facilities Maintenance Department Manager

PROCESS OUTLINE:

Each participant will involve themselves in the following activities:

1. Application Process

- Each participant will complete an initial questionnaire.
- An alias will be chosen for each participant in order to avoid recognition and consequent preferential treatment.
- A particular disability will be assigned for each individual.
- The participant will call the Lift Line reservation line at (831) 425-4664, or SCMTD at (831) 425-8600 to apply for service under the alias.
- The participant will receive a SCMTD paratransit application in the mail, and it shall be completed and returned at a date to be specified.

2. Transportation Process

- Once service approval is secured, the participant will schedule transportation as needed.

- Each participant shall schedule and experience three (3) round trips, and will participate in one (1) group trip. All groups and times will be determined at a later date.
- The participant will determine trip purpose and schedule time. Trip purpose may include any transportation required for personal appointments, business meetings, and all other daily activities.
- The participant may schedule for a will call return, personal care attendant, guest, next day ride, or any other ADA Transportation Service provided by Lift Line.
- The program operates from 6:00 am to 10:30 pm seven days a week.
- Each participant must schedule transportation to take place between August 11 and August 24, 2001.

Passenger Simulation

In an effort to mirror the experience of actual paratransit riders, participants should recognize the following guidelines throughout this activity:

- The committee formed to administer the “Living the Paratransit Experience” will assign a particular artificial disability to each participant. These disabilities will vary, and should be reasonably acted out during the transportation process.
- A thorough description of the physical or mental challenges associated with each participant’s assigned disability will be provided in a disability profile packet.
- Wheelchairs, crutches, canes, walkers, and vision loss simulators will be assigned to each participant. The device assigned shall be used throughout each experience encountered during this activity.
- Participants shall read and adhere to rules and information provided in service brochures.

Additional Activities

- To further enhance the experience, participants are encouraged to volunteer to spend an extended portion of their day maintaining their assigned disability. This will provide the participants with an invaluable education, for the participant will have fully recognized their paratransit experience.
- Fixed route bus service may be utilized as a supplement to the activity. For example, METRO may be used for transportation needs in addition to paratransit trips.
- At the conclusion of the paratransit experience, participants will be asked to complete a follow-up questionnaire, and survey.

CONCLUSION

This committee would like to commend and thank each person who played a part in the proposal development process. We would also like to acknowledge the efforts of the MASTF, MUG, E/D TAC members, residents throughout the county, and the SCMTD Executive Staff in the ADA audit/recertification development process.

With these efforts in mind, we respectfully recommend your favorable consideration of the proposed "LIVING THE PARATRANSIT EXPERIENCE" transportation activity.

Respectively Submitted,

MASFT Disability Awareness Training Subcommittee

“LIVING THE PARATRANSIT EXPERIENCE” EXPENSES

NOTE: The projected ride costs are based on 19 participants.

****It is not possible to project ride cost with any degree of accuracy due to the fact that some rides will be performed by sub-contracting taxi companies. Those charges will be on the meter rate. The cost below is based on fees if Lift Line were to perform all of the rides.**

RIDES COSTS

# people	One way	2 way	total rides	Lift Line	total	\$2 fee	**taxi rides	Total
19	3	6	114	\$ 23.00	\$ 2,622.00	\$ 228.00	?	\$ 2,850.00

GROUP TRIP

Group rides at \$68.00 per hour	3 hours	2 trips		\$ 408.00			
Mileage at .48 per mile	64 miles each times 2 rides			\$ 61.44		Subtotal	\$ 469.44

ADMINISTRATIVE AND SUPPLIES

Item	cost		
2 rolls stamps	\$ 68.00		
toner cartridge	\$ 60.00		
miscellaneous items	\$ 150.00		
		Subtotal	\$ 278.00

Recognitions	\$ 100.00
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TOTAL ESTIMATED EXPENSES

\$ 3,697.44

DURABLE MEDICAL EQUIPMENT (wheelchairs, walkers, canes, etc.)

To be furnished complimentary by Horsnyders Pharmacy

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 15, 2001

TO: Board of Directors

FROM: Tom Stickel, Manager of Fleet Maintenance
David Konno, Manager of Facilities Maintenance

SUBJECT: CONSIDERATION OF AWARD OF CONTRACT FOR REPAIR OF THE OPERATIONS PARKING LOT AT 1200 RIVER STREET

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to enter into a contract with Earthworks for repairs of the bus parking lot located at 1200 River Street.

II. SUMMARY OF ISSUES

- The District has budgeted for the repair of the bus parking lot at 1200 River Street.
- The Purchasing Office sent out an Invitation for Bid 00-17, and received responses from five firms to provide the necessary parking lot repairs.
- It is requested that the Board of Directors approve this request and authorize the General Manager to execute the necessary contract documents to proceed with repair work.

III. DISCUSSION

The 1200 River Street facility is the District's primary pull out yard, providing parking for approximately 100 transit buses. Asphalt in the circulation areas has deteriorated and now requires repair.

On April 5, 2001, an Invitation for Bid, 00-17, was released for repairs to this parking lot. Bids were mailed out to several contractors and the bid was legally advertised. Bids were requested on four specific areas of the parking lot. There were also two optional areas for contractors to bid on.

On May 4, 2001, bids were received and opened from five responsive bidders. They are Earthworks, Granite Construction, The Don Chapin Company, Monterey Peninsula Engineering, and Santa Cruz Engineering. A summary of the bids received is enclosed as Attachment A. District Staff recommends that the Board of Directors approve a contract with Earthworks for the bus parking lot repairs at 1200 River Street for Areas A, B, C, E and option Area D for a total amount not to exceed \$100,000 including contingencies.

IV. FINANCIAL CONSIDERATIONS

Funds were budgeted for this procurement under Facilities Repairs & Improvements, budget department #110002, budget account #503351.

V. ATTACHMENTS

Attachment A: Summary of bids received for IFB 00-17

Attachment B: Diagram of Operations Facility and Work Area

ATTACHMENT A

Bid results for IFB 00-17 Repairs to Parking Lot at 1200 River Street

Base Bid: Areas A, B, C, and E

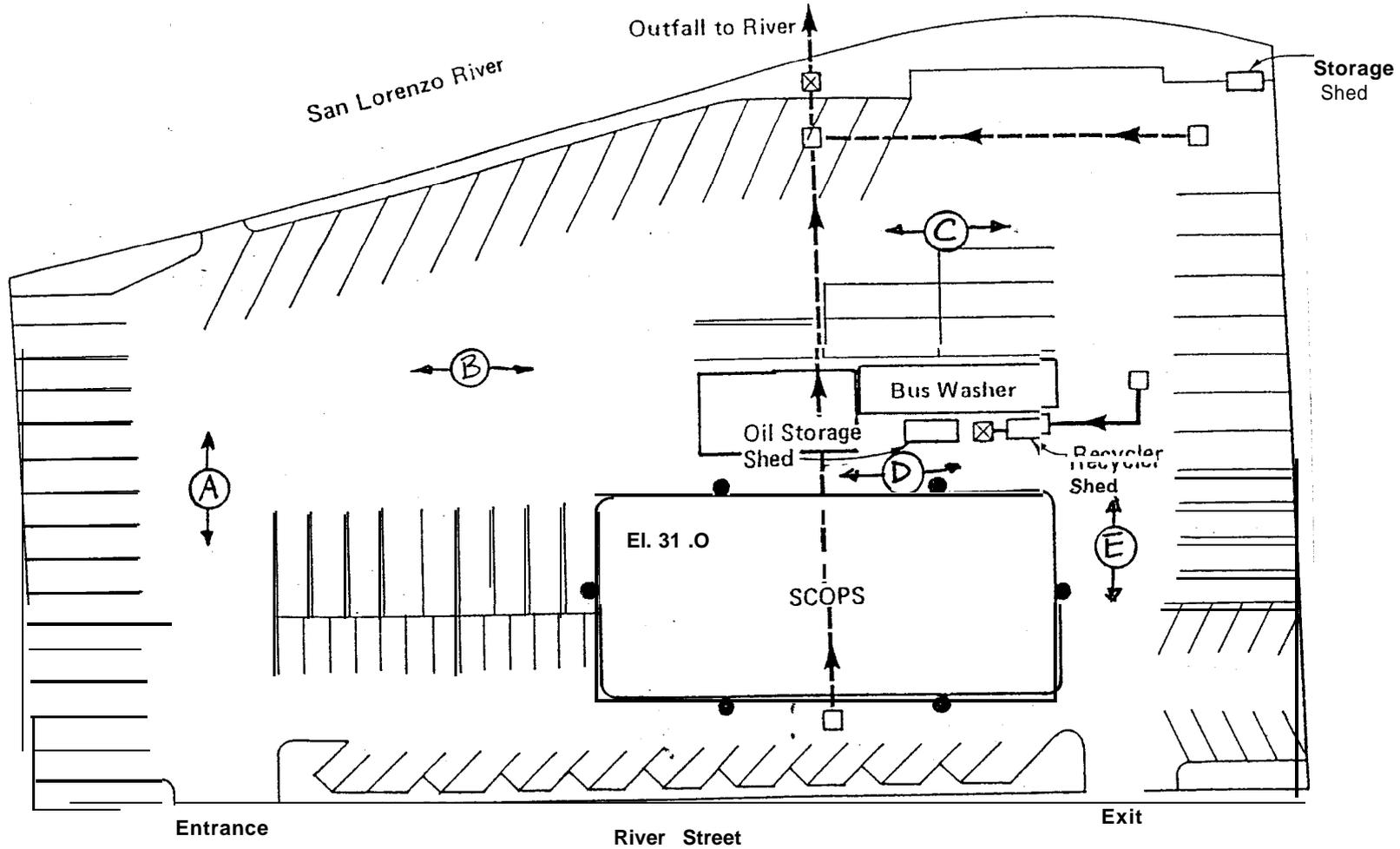
Award of the bid is based on totals provided for the Base Items. Options shall not be used in the determination of low bid.

Base Bid

Total	Company
\$ 46,575.40	Earthworks, Santa Cruz, CA
\$ 57,119.00	Monterey Peninsula Engineering, Monterey, CA
\$ 66,761.00	The Don Chapin Company, Salinas, CA
\$ 77,749.10	Granite Construction Company, Watsonville, CA
\$101,651.00	Santa Cruz Engineering, Watsonville, CA

Option Bid

Area D	Company
\$ 42,754.10	Earthworks, Santa Cruz, CA
\$ 30,086.00	Monterey Peninsula Engineering, Monterey, CA
\$ 29,082.00	The Don Chapin Company, Salinas, CA
\$ 33,521.00	Granite Construction Company, Watsonville, CA
\$ 33,775.00	Santa Cruz Engineering, Watsonville, CA



Attachment B -

LEG END:

- Catch Basin
- Roof Drain Spout
- ⊠ Sump
- Direction of Storm Water Flow
- Flow from Wash Water Recycling Unit



NOT TO SCALE

Kennedy/Jenks Consultants,

Santa Cruz Metropolitan Transit District
Santa Cruz Operations Facility
 1200 River Street
 Santa Cruz, California

Site Map

K/J 920094
 December 1992

Figure 2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 15, 2001

TO: Board of Directors

FROM: Tom Stickel, Manager of Fleet Maintenance
David Konno, Manager of Facilities Maintenance

**SUBJECT: CONSIDERATION OF AWARD OF CONTRACT FOR PARTIAL
REPLACEMENT OF HVAC SYSTEMS AT METRO CENTER**

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to enter into a contract with Air Logics, Inc. for partial replacement of HVAC system at Metro Center.

II. SUMMARY OF ISSUES

- The District has budgeted for the partial replacement of the HVAC system at the Santa Cruz Metro Center.
- The Purchasing Office sent out an Invitation for Bid 00-20, and received responses from four firms to provide the contracted work.
- It is requested that the Board of Directors approve this request and authorize the General Manager to execute the necessary contract documents to proceed with the partial replacement of the HVAC system at the Santa Cruz Metro Center.

III. DISCUSSION

Built in 1985 the Santa Cruz Metro Center's HVAC system is in need of substantial repair and replacement of ducts and equipment. The underside of the rectangular ductwork has become a refuge for wild life (pigeons and rodents) and the air conditioning units are unable to keep up with the heat gain from rooms with skylights.

On April 13, 2001, an Invitation for Bid, 00-20, was released for the partial replacement of the HVAC system at the Santa Cruz Metro Center. Bids were mailed out to several contractors and the bid was legally advertised.

On May 11, 2001, bids were received and opened from four responsive bidders. They are Air Logics, Inc., Airtec Service, Bogner Sheet Metal, and Geo H. Wilson, Inc. A summary of the bids received is enclosed as Attachment A. District Staff recommends that the Board of Directors approve a contract with Air Logics, Inc. for the partial replacement of the HVAC system at the Santa Cruz Metro Center for a total amount not to exceed \$ 39,875 (includes 5% contingency amount for any Administration approved change orders).

IV. FINANCIAL CONSIDERATIONS

Funds were budgeted for this procurement under Facilities Repairs & Improvements, budget department #110007, budget account #503351. Additional funds from Capital Reserves were added to meet the budget requirements for this procurement.

V. ATTACHMENTS

Attachment A: Summary of bids received for IFB 00-20

ATTACHMENT A

**Bid results for IFB 00-20 For Partial Replacement of
HVAC System at 920 Pacific Ave, Santa Cruz**

Bid	Company
\$ 37,975.00	Air Logics, Inc., Scotts Valley, CA
\$ 50,034.00	Airtec Service, Freedom, CA
\$ 61,010.00	Bogner Sheet Metal, Santa Cruz, CA
\$ 79,775.00	Geo H. Wilson, Inc., Santa Cruz, CA

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 15, 2001

TO: Board of Directors

FROM: Tom Stickel, Manager of Fleet Maintenance
Kim Chin, Manager of Planning and Marketing

SUBJECT: CONSIDERATION OF AWARD OF CONTRACT FOR DEVELOPMENT OF PARATRANSIT POLICIES AND PROCEDURES/SERVICE OPERATIONS

I. RECOMMENDED ACTION

Staff recommends that the Board authorize the General Manager to execute a contract for the development of Paratransit policies and procedures/service operations with Multisystems Inc.

II. SUMMARY OF ISSUES

- As a result of a recently completed Comprehensive Operational and Financial Audit (COFA) there is a need to develop Paratransit policies and procedures/service operations.
- A competitive procurement was conducted to solicit proposals from qualified companies.
- Forty-one proposals were mailed to interested contractors.
- Two firms submitted proposals by the deadline of May 25, 2001.
- A five-member selection committee comprising of representatives from the METRO Accessible Services Transit Forum (MASTF), the Metro User's Group (MUG), the Elderly and Disabled Technical Advisory Committee (E&D TAC) and METRO staff reviewed and evaluated the proposals.
- The selection committee is recommending that a contract be established with Multisystems Inc. to develop Paratransit policies and procedures/service operations.

III. DISCUSSION

There are two main objectives of this procurement. The first is to develop a set of Policies and Procedures for paratransit operations. The second is to use these Policies and Procedures to serve as the foundation for the development of a Request of Proposal (RFP) for the operation of ADA Paratransit Services.

Contractor is required to incorporate sufficient community outreach efforts consistent with past efforts, to develop both the Policies and Procedures, and the RFP for paratransit operations.

The following tasks are to be completed:

Task 1: Review Consultant Recommendations for the Comprehensive Operational and Financial Audit (COFA) of Paratransit Services

- Review the recommendations for the COFA for their applicability in developing policies and procedures including performance standards, financial controls, and subcontractor monitoring.

Task 2: Review Consultant Recommendations for the development of the Recertification Program

- Review the recommendations for the Recertification Program for their applicability in developing policies and procedures including performance standards, financial controls, and subcontractor monitoring.

Task 3: Initiate and manage sufficient community outreach to develop the Policies and Procedures, and the Request for Proposals (RFP) for the operation of paratransit services

- Review past community outreach efforts related to the COFA and the Recertification Program including the list of agencies and individuals contacted.
- Initiate and manage community outreach with stakeholders including the Metro Users Group (MUG), the Metro Accessible Services Transit Forum (MASTF), the Elderly and Disabled Technical Advisory Committee (E&D TAC), paratransit operators and others.
- Utilize community input in the development of the Policies and Procedures, and the Request for Proposals (RFP) for the operation of paratransit services
- Review proposals and recommendations with the METRO Board of Directors to obtain approval.

Task 4: Develop Policies and Procedures, related documentation and forms for Paratransit Operations

- Develop reporting and communication protocols for liaison with METRO Paratransit Manager.
- Develop policies and procedures developed for a paratransit Rider's Guide/Bill of Rights.
- Develop operational standards including fare collection, complaints, on-time performance, late pick-ups and drop-offs, missed trips, no-shows.
- Develop performance measures including productivity, complaints, on-time performance, and in-vehicle travel time.
- Develop schedule for penalties for non-performance .
- Develop full certification procedures for the operator and subcontractors regarding compliance with the US DOT regulations for ADA complementary paratransit .
- Develop customer service standards, complaint resolution procedures and reporting.
- Develop trip reporting and accounting procedures for contractor and subcontractors.
- Develop auditing and monitoring of contractor and subcontractors for service performance.
- Develop service billing and payment structure.

- Develop estimated schedule of trip demand by month for the first year (for budgeting purposes).
- Develop termination clauses.
- Identify and incorporate required FTA certifications and District requirements.
- Develop all appropriate reporting forms, reports, and operating documentation necessary for management oversight on paratransit operations.

Task 5: Develop Request for Proposals (RFP) and provide technical assistance in evaluation of proposals

- Develop RFP to solicit qualified firms for the multi-year operation and management of ADA paratransit services.
- Provide technical assistance in the evaluation of proposals from qualified firms.
- Assist in the development of a draft contract for the operation of paratransit services.

Task 6: Develop Project Timeline

- Develop implementation timeline for critical milestones including policies and procedures, community outreach, Paratransit Operations RFP and commencement of new operational contract.

A five-member selection committee comprising representatives from the METRO Accessible Services Transit Forum (MASTF), the Metro User’s Group (MUG), the Elderly and Disabled Technical Advisory Committee (E&D TAC), and METRO staff have reviewed and evaluated the proposals.

The recommendation of the selection committee is based on an evaluation according to criteria contained in the Request for Proposals:

Criteria	Priority
Qualifications of Project Team and Proposed Work scope	1
Project Understanding, Familiarity with Area and Approach	2
Previous Work in this Field (References)	3
Quality of Submittal	4
Ability to Meet Project Timelines	5
Project Cost	6

The proposal from Urbitran Associates Inc. is for a total cost of \$ 49,825.37. The proposal from Multisystems, Inc. is for a total cost of \$34,396.00.

Based on the above criteria, the selection committee is recommending that Multisystems Inc. be awarded a contract to perform the tasks as outlined above.

IV. FINANCIAL CONSIDERATIONS

The budget to develop Paratransit policies and procedures/service operations as offered by Multisystems Inc. is \$ 34,396.00.

V. LIST OF FIRMS THAT SUBMITTED PROPOSALS

Multisystems, Inc., Cambridge, MA

Urbitran Associates Inc., New Haven, CT

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 4, 2001

TO: Board of Directors

FROM: Leslie R. White, General Manager

**SUBJECT: CONSIDERATION OF POLICY REGARDING THE
PARATRANSIT SERVICE AREA AND THE PROVISION OF
TRANSPORTATION SERVICE OUTSIDE OF THE AREA**

I. RECOMMENDED ACTION

That the Board of Directors review the policy with regard to providing ADA Paratransit service outside of the ADA required service area as identified in the METRO ADA plan.

II. SUMMARY OF ISSUES

- The Americans With Disabilities Act requires that public transit agencies provide complimentary paratransit service in conjunction with a fixed route service.
- The ADA required service area is a three-quarter mile around each fixed route.
- The METRO ADA plan reflects the required boundary with some areas added.
- As a result of the Paratransit Comprehensive Operational and Financial Audit findings, METRO was made aware that trips were being provided by Lift Line outside of the service area.
- METRO instructed Lift Line to allow existing trips outside of the service area to continue, but to discontinue adding new trips and destinations.
- METRO has received a series of requests from J. R. Whiteagle to allow Lift Line to provide service to him to travel to church services outside of the paratransit service area.

III. DISCUSSION

In January 1992, the METRO Paratransit Plan was implemented. The Paratransit Plan was developed to comply with the regulations issued by the United States Department of Transportation as a result of the enactment of the Americans With Disabilities Act. The

Paratransit Plan has been updated on numerous occasions since its original implementation. Part of the regulations issued by the U.S. Department of Transportation require public transit agencies to provide Paratransit service in conjunction with the fixed route network. The area of service required is defined as a three-quarter mile around each fixed route and Paratransit service must parallel the fixed route in both operating hours and operating days. The only fixed route service exempted from the Paratransit requirements is commuter express service like the Highway 17 route.

In implementing the Paratransit plan, METRO added geographical areas to the paratransit service area to address gaps. Specific extensions were made for Branciforte Drive, Glen Canyon Road, Corralitos, Old San Jose Road, and the Lake View areas.

The completion of the Comprehensive Operational and Financial Audit resulted in METRO becoming aware that trips were being provided by Lift Line outside of the designated paratransit service area. METRO staff members directed Lift Line to continue providing trips outside of the area to those individuals who are receiving service, but to discontinue adding any new individuals or destinations to those areas outside of the Paratransit service area.

On January 25, 2001, METRO received a letter from J. R. Whiteagle indicating that he would like to have Lift Line provide service to 2013 Eureka Canyon Road, so that he and his wife could attend church. As the requested destination is outside of the METRO Paratransit service boundary, Mr. Whiteagle was informed that the ADA program could not pay for his service. Mr. Whiteagle then sent a letter to Director Jeff Almquist and to me. Subsequently, Mr. Whiteagle has contacted a number of the members of the Board of Directors to request extended Paratransit service.

While Mr. Whiteagle's request for service does not qualify for funding under the METRO ADA Paratransit Program, it is possible for Lift Line to accommodate his transportation needs. The 2001/2002 budget for the Santa Cruz County Regional Transportation Commission contains an allocation of \$566,664.00 in Transportation Development Act funds (TDA) for the Consolidated Transportation Services Agency (CTSA), which is Lift Line. The TDA funds allocated by the Regional Transportation Commission are not guided by the same regulations as those funds which are administered by METRO under the ADA. Therefore, it would be possible for Lift Line to consider accommodating Mr. Whiteagle's request using the Regional Transportation Commission TDA funds.

Staff recommends that the Board of Directors uphold the paratransit service area boundaries defined in the ADA Paratransit Plan. Additionally, Staff recommends that the Board of Directors communicate the "out-of-service-area" paratransit problem to the Regional Transportation Commission and suggest that guidelines be established which would direct the TDA funds allocated to the CTSA be used for this type of "gap filler" service. Staff further recommends that the Board of Directors establish a date of January 1, 2002 as the deadline for all "out-of-service-area" trips (including those currently provided) to be transitioned to the TDA funding provided to the CTSA by the Regional

Transportation Commission. Staff also recommends that METRO meet with Lift Line and Mr. Whiteagle to identify a program where he would be eligible to receive the transportation service which he needs.

IV. FINANCIAL CONSIDERATIONS

The proposed 2001/2002 METRO budget anticipates an expenditure of \$3,297,605.00 for contracted ADA paratransit service. This represents approximately 11% of the total METRO Operating Budget. If the paratransit service area boundaries are expanded, or if additional “out-of-service-area” trips are provided, the funding level for this program will increase.

V. ATTACHMENTS

Attachment A:	Excerpt from METRO ADA Paratransit Plan
Attachment B:	METRO Email to Lift Line regarding “out-of-area-trips”
Attachment C:	J. R. Whiteagle correspondence and replies
Attachment D:	Excerpt from SCCRTC 2001/2002 budget

*Santa Cruz Metropolitan
Transit District*



January 27, 2001

Mr. J.R. Whiteagle
P.O. Box 795
Santa Cruz, CA 95061

Dear Mr. Whiteagle:

Thank you for your recent letter regarding the situation you are experiencing with Lift Line and your transportation request for travel to church. The Santa Cruz Metropolitan Transit District is the agency responsible for providing Americans With Disabilities Act (ADA) Paratransit Service to Santa Cruz. The requirements for this service are clearly spelled out in federal regulations, as well as the Paratransit Plan that was adopted by the Board of the Santa Cruz Metropolitan transit District.

In accordance with Federal laws, this Paratransit Plan requires the District to provide Complementary Paratransit Service within $\frac{3}{4}$ mile of its existing fixed route service. The intent of this program is to provide a service to people who are unable to use our existing fixed route service. Lift Line has advised that the location that you wish to travel to is outside of the service area for the Paratransit Program, and as such, the District is not able to pay for this trip under the program.

The program we operate does not prioritize by trip purpose. Riders are free to use the service for any trip purpose, as long as the trip is within our service area, and the individual is eligible to use the program. Once a ride is determined to not be eligible for our program, we have no rulemaking powers over the program. Any fares charged for service beyond our program is up to Lift Line.

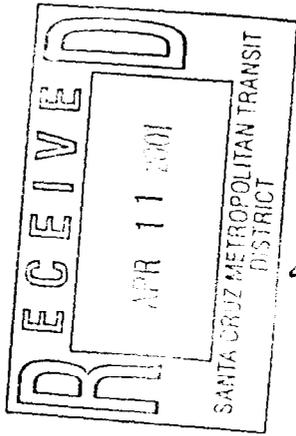
The ADA Paratransit Program costs the District \$3 million per year and the District is not in a position to extend coverage for this program beyond what is required. Your options are, if you are qualified for ADA Paratransit, to utilize the service for a trip within our service area, or to work with Lift Line to make arrangements for the ride you wish to take.

The District is committed to provide excellent service to the disabled community within our service area and will continue to do so.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark J. Doffman", written over a horizontal line.

Mark J. Doffman
Assistant General Manager



Metro Transit
General Manager Les White
Santa Cruz 4-4-01

Dear Mr. White,

My wife and I are American citizens with severe disabilities. We're OK'd for lift-lime but Metro has banned lift lined yellow cab and courtesy cab) from taking us 14 miles, 52 times a year, 728 miles, beyond bus stop at Corralitos Market, to take us to Church at Vijayaram Foundation, 2013 Eureka Canyon Rd.

We are barred by Metro from church. We cannot afford the \$60 extra / trip to be dropped

at Corralitos Market by lift
line, stand in main platform, wait
for Country Cab, \$30 each way
back to Corralitos Market, then
Metro or lift line home -
a 3 hour trip from home
1 1/2 hours.

I cannot use my legs
3 hours riding + standing.

Please revoke your harsh
and cruel policy against the
disabled. We pay our taxes and
get little or nothing.

Please write your response
and give copies of my letter to
Board members. Please enclose a
copy of the laws hindering you to

4-9-01

discriminate against disabled American citizens. Please enclose a list of your Board of Directors and their addresses and meeting place and time.

I understand this is an appeal of my first letter to Mr. Dukendorf. Please explain your appeal process and send forms if necessary. Metro is causing us a great deal of suffering by assuming church is of no importance to disabled American citizens - or being in-
different to suffering. Yours,

Mr. J. R. Whiteagle
P.O. Box 795 Santa Cruz 95061-0795



County of Santa Cruz

BOARD OF SUPERVISORS

701 OCEAN STREET, SUITE 500, SANTA CRUZ, CA 95060-4069

(831) 454-2200 FAX: (831) 454-3262 TDD: (831) 454-2123

JANET K. BEAUTZ
FIRST DISTRICT

ELLEN PIRIE
SECOND DISTRICT

MARDI WORMHOUDT
THIRD DISTRICT

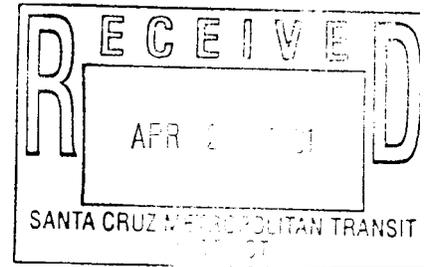
TONY CAMPOS
FOURTH DISTRICT

JEFF ALMQUIST
FIFTH DISTRICT

April 24, 2001

Jonah R. Whiteagle
P.O. Box 795
Santa Cruz, CA 95061-0795

Dear Mr. Whiteagle:



Thank you for your letter dated April 14, 2001. The Santa Cruz Metropolitan Transit District (SCMTD), as the provider of fixed route transit services in the County of Santa Cruz, is obligated under the Americans with Disabilities Act (ADA) to provide complementary paratransit. For many years, the cost of providing paratransit has been increasing more than 20% annually. When the service started, it had a very modest impact on the budget of the Transit District. However, as reflected by the growth in cost, ridership grew to over 100,000 rides in fiscal year 2000, and a cost of over \$2 million per year, which directly impacts the District's ability to provide fixed route service.

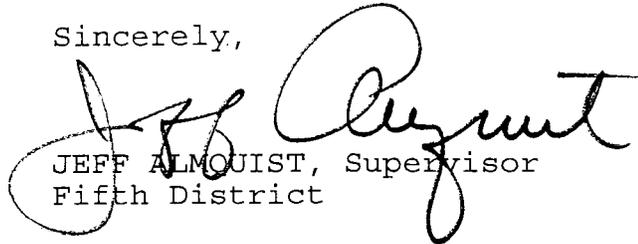
In light of this, the Transit District Board of Directors is evaluating its current service offering to ensure that it complies with the requirements of the ADA. One requirement is that the paratransit service "complement," or essentially parallel, fixed route service; this requires that the paratransit service pick up and drop off any eligible rider within three-quarters of a mile of any existing fixed route service. Beyond that distance, the District is not obligated to provide paratransit service.

In order to enable the District to continue providing high quality service in accordance with the entitlement of the disability community, it is necessary to monitor and avoid the extension of this heavily subsidized service to those who are not eligible and in ways which are not required by law.

April 24, 2001
Page 2

Unfortunately, that means that the Transit District has taken the position that it has. I am sorry it creates a difficult impact on your activities, and I hope that you are able to find other means, such as carpooling, of getting to your church's location up Eureka Canyon.

Sincerely,



JEFF ALMQUIST, Supervisor
Fifth District

JA:pmp

cc: ✓ Les White, General Manager, SCMTD

2857C5

ATTACHMENT D

SCCRTC
 APPORTIONMENT SUMMARY
 FY01-01

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	FY00-01 ADOPTED 11/00	FY01-01 PROPOSED 2/01	DIFFERENCE	Notes
CLAIMANT				
TDA FUNDS				
TDA Administration	JJO,582	437,200	66,618	- See page 11 for detail
TDA Planning	349,518	393,252	43,734	- Includes 6100,000 for Community Traffic Safety Coalition and \$40,000 for Bike-to-Work
SCMTD	6,410,211	5,767,827	-642,384	- fy00-01 allocations included surplus funds (\$929,761) from prior years.
Specialized Transit (CTSA)	629,775	566,664	-63,111	
Volunteer Center	74,973	67,460	-7,513	
Demo Program	50,000	50,000	0	
City of Capitola	14,640	12,893	-1,747	
City of Santa Cruz - Non Transit	73,251	64,628	-8,623	
City of Scotts Valley	14,065	12,534	-1,530	
City of Watsonville	49,320	43,915	-5,404	
County of Santa Cruz	181,088	160,075	-21,013	
TOTAL TDA APPORTIONED	8,217,423	7,576,449	-640,974	
STATE TRANSIT ASSISTANCE TO SCMTD	826,838	826,838	0	
PLANNING FUNDS/OTHER				
SCCRTC	1,777,167	892,493	-884,674	
Santa Cruz Area TMA	25,000	98,000	33,000	
Planning Subtotal	1,802,167	950,493	-851,674	
SAFE	230,000	250,000	20,000	
FREEWAY SERVICE PATROL (FSP) (Net of SAFE Local Share)	205,300	207,300	2,000	
RAIL/TRAIL AUTHORITY	698,000	426,570	-271,430	
STP EXCHANGE PROGRAM	(1) 4,675,057	0	-4,675,057	
CMAQ/STP/TSM TO LOCAL JURISDICTIONS (2)	132,609	64,385	-68,224	
	16,787,394	10,302,035	-6,485,359	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 4, 2001
TO: Board of Directors
FROM: Leslie R. White, General Manager
SUBJECT: CONSIDERATION OF WORKSHOP MEETING ON SEPTEMBER 14, 2001 TO DISCUSS REVENUE ENHANCEMENT

I. RECOMMENDED ACTION

That the Board of Directors schedule a Workshop Meeting on September 14, 2001 to explore additional revenue options to support expanded transit service

II. SUMMARY OF ISSUES

- METRO has received numerous requests for expanded fixed route and special services.
- Current revenue projections indicate that there will not be adequate funds available to respond positively to the requests for service.
- Vice-Chair Emily Reilly expressed an interest in scheduling a Board Workshop to explore revenue enhancement options.
- September 14, 2001 is a regular Board Workshop Meeting.

III. DISCUSSION

Over the past year, METRO has received numerous requests for additional service. The requests for service have included expanded hours of operation, improved frequencies, holiday service, special shuttles, and special event service. METRO has received specific requests from University of California Santa Cruz, Cabrillo College, and the City of Watsonville. Current projections for operating revenues do not indicate that there will be sufficient funds available to respond to the request for expanded service. New sources of revenue will need to be found for METRO to expand service. The known revenue enhancement opportunities at this time are Caltrans funding of expanded Highway 17 service associated with METRO operating the Amtrak connector, and for a potential fare increase on the Highway 17 Express Service. An examination of other potential revenue enhancement options will be conducted by METRO staff in advance of the Board Workshop.

Staff recommends that the September 14, 2001 Board Workshop Meeting be expanded to a full day session with the afternoon devoted to financial issues focusing on revenue enhancement.

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 15, 2001

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF LEASING A TROLLEY REPLICIA SHUTTLE VEHICLE FOR A DEMONSTRATION PROJECT ON THE SANTA CRUZ BEACH SHUTTLE

I. RECOMMENDED ACTION

That the Board of Directors authorize Staff to seek vendors to lease a trolley replica shuttle vehicle for use on the Santa Cruz Beach Shuttle and to seek financial sponsors to offset the associated costs.

II. SUMMARY OF ISSUES

- METRO currently operates the Santa Cruz Beach Shuttle.
- Several individuals, including METRO Directors, have suggested that the effectiveness of the Santa Cruz Beach Shuttle would be improved by using a trolley replica-type vehicle.
- The City of Capitola currently uses a trolley replica vehicle, which it leases from Santa Cruz Transportation Company, to operate their summer shuttle.
- METRO currently uses a standard bus with a custom wrapped exterior design to operate the Santa Cruz Beach Shuttle.
- The cost of the custom designed exterior for the Beach Shuttle bus was paid for by the City of Santa Cruz.
- Staff has identified potential suppliers who could lease a trolley replica vehicle to METRO for a demonstration program.
- Funding for leasing a trolley replica vehicle is not included in the proposed 2001/2002 METRO budget.

III. DISCUSSION

The Santa Cruz Beach Shuttle was reinstated by METRO in 1999. The funding for the operation of the shuttle comes primarily from the City of Santa Cruz. METRO pays approximately twenty-three (23%) percent of the operating cost. The capital cost for the special exterior design of the bus and the cost of signage have been paid by the City of Santa Cruz. Ridership on the Beach Shuttle has varied significantly. Generally, ridership has reflected the activity level at the Boardwalk as well as weather conditions. Recently, individuals and some members of the Board

have suggested that the use of a trolley replica specialty-type vehicle would provide a clearer identity for the Beach Shuttle and increase its effectiveness. The City of Capitola currently operates a trolley replica-type vehicle on their summer shuttle route. This vehicle is owned and operated by Santa Cruz Transportation Company for the City of Capitola.

METRO staff members have contacted various coach supply companies to see if trolley replica vehicles are available for short-term leases. Currently, it appears that there may be some of these vehicles available which METRO could lease. It is likely that the minimum lease period would be for six months, however, it is possible that the companies could require a one-year lease with lower lease payments. It is anticipated that the monthly lease rates for trolley replica-type vehicle would be approximately six thousand dollars (\$6,000) per month for a short-term lease if the vehicle could be located. Therefore, the lease cost is anticipated to range from a low of approximately thirty-six thousand dollars (\$36,000) to a high of approximately forty-eight thousand dollars (\$48,000).

The proposed 2001/2002 METRO budget does not contain funding for trolley demonstration projects. If a sponsor for this project can be found, the lease cost expected to occur could be offset.

Staff recommends that the Board of Directors authorize staff to obtain firm quotes from vendors for leasing a trolley replica vehicle for use on the Santa Cruz Beach Shuttle for the remainder of the Summer 2001, contingent upon receiving sponsorship funding which would totally offset the costs so that there would be no impact on the METRO budget.

IV. FINANCIAL CONSIDERATIONS

If METRO is able to identify a sponsor for the trolley replica shuttle project, there will be no financial impact on the budget.

V. ATTACHMENTS

Attachment A: Illustration of trolley replica vehicle

ATTACHMENT A

ILLUSTRATION OF A TROLLEY BUS



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 4, 2001

TO: Board of Directors

FROM: Leslie R. White

SUBJECT: CONSIDERATION OF AUTHORIZING STAFF TO NEGOTIATE WITH FOOD AND NUTRITION SERVICES FOR THE ASSIGNMENT OF PARATRANSIT VANS FOR THE PROVISION OF COMPLIMENTARY ADA PARATRANSIT SERVICE

I. RECOMMENDED ACTION

That the Board of Directors authorize Staff to enter into negotiations with Food and Nutrition Services for the assignment of twelve new paratransit vans for use in providing complimentary ADA paratransit Service.

II. SUMMARY OF ISSUES

- METRO currently contracts with Food and Nutrition Services to provide complimentary paratransit service as required by the Americans With Disabilities Act.
- Currently, Food and Nutrition Services uses their own vehicles to provide the METRO complimentary paratransit service. The cost of these vehicles is built into the rate charged to METRO.
- Vehicles used in providing METRO complimentary paratransit service bear the colors/logo of the operating agency.
- Food and Nutrition Services staff has indicated that additional vehicles would assist in meeting service demands.
- METRO has purchased twelve paratransit vans to be used for complimentary ADA paratransit service.
- The absence of METRO-owned vehicles is a limiting factor for potential bidders on the complimentary paratransit service contract, as bidders must capitalize a new fleet of vehicles to compete.
- The use of METRO-owned vehicles could lower trip cost as the need for agencies to amortize equipment cost would be limited.

- The use of METRO-owned vehicles fitted with METRO colors and logos would provide a better identity for the paratransit program to the public and service users.

III. DISCUSSION

The Americans With Disabilities Act requires that public transit agencies provide complimentary paratransit service in conjunction with the fixed route system. METRO currently contracts with Food and Nutrition Services to provide the required complimentary paratransit service. Food and Nutrition Services contracts with Santa Cruz Transportation Company and Courtesy Cab Company to assist them in providing the required service. Current contractual provisions between METRO and Food and Nutrition Services require that 70% of the complimentary paratransit trips provided be assigned to the taxi cab companies. The proposed 2001/2002 METRO budget anticipates a cost of \$3,297,605.00 to provide complimentary paratransit service. Representatives of Food and Nutrition Services have indicated to METRO that new vehicles would greatly assist them in meeting service demands.

In previous years, METRO has purchased paratransit vans and leased them to local taxi cab service providers with very little guidance. This has resulted in the vans being used for general purpose taxi cab service as well as for the complimentary ADA paratransit service. With the expansion of demand for paratransit service, Staff recommends that paratransit vans purchased by METRO be used exclusively for ADA complimentary paratransit. Staff further recommends that the vans be identified as METRO vehicles so that the public and the service users are more aware of the service.

The contract with Food and Nutrition Services for the provision of complimentary paratransit service expires at the end of this year. Request for proposals will be developed to solicit interest in providing paratransit service for METRO in subsequent years. With METRO providing vehicles as a part of the paratransit contract, it is anticipated that the number of potential proposers will increase.

Staff recommends that the Board of Directors authorize Staff to negotiate a contract amendment to the current paratransit service contract with Food and Nutrition Services to provide for the assignment of the twelve paratransit vans as a part of the current contract. Future contracts with service providers would include the provision of these twelve vans as a part of the consideration in the contract. Staff recommends that the contract amendment specify that the vans are to be used exclusively for ADA paratransit service and that any sub-assignment of the vans to taxi cab companies carry the same requirement. It is also recommended that consideration be given to the impact of providing vehicles on the rate charged to METRO for the provision of paratransit service. The terms and conditions contained in a proposed paratransit contract amendment would be submitted to the Board of Directors for consideration.

IV. FINANCIAL CONSIDERATIONS

The provision of vehicles for the ADA complimentary paratransit service could result in a lowering of the vehicle amortization cost built into the current rate charged to METRO.

V. ATTACHMENTS

Attachment A: Photo of METRO paratransit van

ATTACHMENT A

