

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA MAY 11, 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. Patricia Spence RE: ADA Accessibility of Council Chambers
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 4/13/01 AND 4/20/01 AND SPECIAL BOARD MEETING MINUTES OF 4/13/01
Minutes: Attached
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
Report: Attached
- 7-3. ACCEPT AND FILE PASSENGER LIFT REPORT FOR APRIL 2001
Report: Attached
- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the claims of: State Farm Insurance (Subro. Mathew Smith); Dorothy Gray; Ray Polanco
Claims: Attached
- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 4/19/01
Minutes: Attached
- 7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 4/18/01
Minutes: Attached

* Please note: Location of Meeting Place

- 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
Staff Report: Attached
- 7-8. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR MARCH 2001
Staff Report: To Be Included in the Add-On Packet
- 7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR MARCH 2001
Staff Report: Attached
- 7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE STATUS REPORT
Staff Report: Attached

REGULAR AGENDA

- 8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS
Presented by: Sheryl Ainsworth, Chair
Staff Report: Attached
- 9. CONSIDERATION OF REPORT ON FINANCIAL IMPACTS OF RESTRICTING BUS ADVERTISING
Presented By: Kim Chin, Planning & Marketing Manager
Staff Report: Attached
- 10. CONSIDERATION OF REQUEST TO OPERATE THE HOMELESS SHUTTLE NOVEMBER 15, 2001, TO APRIL 15, 2002
Presented By: Les White, General Manager
Staff Report: Attached
- 11. PUBLIC HEARING ON FY 2001-2002 DRAFT FINAL BUDGET
Presented By: Elisabeth Ross, Finance Manager
Staff Report: Attached
PUBLIC HEARING WILL TAKE PLACE AT 5/18/01 BOARD MEETING
- 12. CONSIDERATION OF RECOMMENDATION TO APPROVE ASSESSMENT FOR COOPERATIVE RETAIL MANAGEMENT DISTRICT
Presented By: Mark Dorfman, Assistant General Manager
Staff Report: Attached

13. CONSIDERATION OF AUTHORIZATION TO OPERATE THE SANTA CRUZ BEACH SHUTTLE PROGRAM
Presented By: Mark Dorfman, Assistant General Manager
Staff Report: Attached
14. CONSIDERATION OF RENEWAL OF SAN JOSE STATE UNIVERSITY CONTRACT FOR SUBSIDY OF HIGHWAY 17 EXPRESS
Presented By: Mark Dorfman, Assistant General Manager
Staff Report: Attached
15. CONSIDERATION OF RESOLUTION OF SUPPORT FOR EXPANSION OF CAPACITY ON HIGHWAY 1
Presented By: Les White, General Manager
Staff Report: Attached
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
Presented By: Les White, General Manager
Staff Report: Attached
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
Presented By: Margaret Gallagher, District Counsel
Staff Report: Attached
18. CONSIDERATION OF COMPLIANCE WITH FEDERAL REGULATIONS REGARDING BUS STOP ANNOUNCEMENTS
Presented By: Bryant Baehr, Operations Manager
Staff Report: Attached
19. CONSIDERATION OF AWARD OF CONTRACT FOR FINANCIAL AUDIT AND TAX SERVICES
Presented By: Tom Stickel, Fleet Maintenance Manager
Staff Report: To Be Included in the Add-On Packet
20. CONSIDERATION OF REQUEST FOR AUTHORIZATION TO USE STATE CONTRACT FOR PURCHASE OF PARATRANSIT VAN
Presented By: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached

21. CONSIDERATION OF AWARD OF CONTRACTS FOR WINDOWS 2000 SERVERS, NETWORK-ATTACHED STORAGE AND SOFTWARE
Presented By: Tom Stickel, Fleet Maintenance Manager
Staff Report: To Be Included In The Add-On Packet
22. CONSIDERATION OF CONTRACT EXTENSION WITH TRANSIT INFORMATION PRODUCTS
Presented By: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
23. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING BUS AIR, FUEL AND OIL FILTERS
Presented By: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
24. CONSIDERATION OF RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE A MASTER AGREEMENT AND SUPPLEMENTAL AGREEMENTS WITH CALTRANS FOR GRANT AWARDS
Presented By: Mark Dorfman, Assistant General Manager
Staff Report: Attached
25. CONSIDERATION OF APPROVAL OF MODIFICATIONS TO CONDITIONS FOR BUS PURCHASE PROJECT
Presented By: Mark Dorfman, Assistant General Manager
Staff Report: To Be Included in the Add-On Packet
26. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel
27. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

SECTION II: CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6
 - a. Agency Negotiator: Paul Chandley

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

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

b. Agency Negotiator: Leslie R. White

Employee Organization: United Transportation Union (UTU)

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 #1 "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.

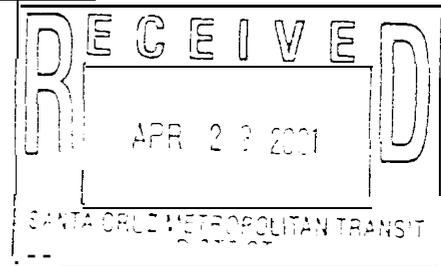
The Santa Cruz Metropolitan Transit District does not discriminate on the basis of disability. The Encinal Conference Room is located in an accessible facility. If you wish to attend this meeting and require special assistance in order to participate, please contact Dale Carr at 426-6080 at least 72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



WORKING FOR SOLUTIONS

April 26, 2001

Santa Cruz City Council
c/o Mayor Tim Fitzmaurice
809 Center Street
Santa Cruz, CA 95060



Dear City Council members,

It is very rewarding when elected officials respond to concerns of the public. The actions taken by city officials and the building department head to remedy the non-compliant access concerns in the Santa Cruz City Hall Council Chambers and the adjacent women's restroom is greatly appreciated.

On March 4th I have received an acknowledgement call to the initial letter from Martin Bernal in the City Manager's office. Thanks also to Emily Reilly for introducing city manager Richard Wilson to me at the March 16th Metro Board meeting.

At the most recent Metro Board meeting, Director Keogh asked if the men's restroom met accessibility requirements and if the suggested modifications to the women's restroom would bring it into compliance. I am not an expert in the application of access regulations but the city staff should be knowledgeable in properly interpreting, applying and enforcing regulations in buildings as well as public parking lots and roadways. Would these modifications make the restrooms compliant? It appears to take care of the women's but the men's restroom requires the same scrutiny and modifications adjusted to the specific needs.

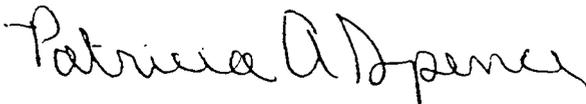
Dick Stubendorff, head of the building department, called on April 20th and offered the following on the women's restroom:

- Two automatically opening doors with push pads are on order and would be installed in the women's restroom.
- Special attention needs to be given to the timing of the opening and closing of the automatic doors to allow people in wheelchairs time to navigate the ramp and exit both doors and not to have either door literally close on them or before they are clear. Are the buttons on both the inside and outside of the doors? Would both doors open with the same or two push buttons? You might want to consider the lighting in the interior hall. It could be that someone would be caught suddenly in the dark between the two doors during a power outage. Can the push button pads be manually overridden and opened in power failures or other emergencies?
- The ramped transition area between the exterior door and interior door would be modified so there is a compliant 1:12 slope and a level landing on the inside of the exterior door. Spaces permitting, the ramp and level landing should be the measurements specified in California building code figure 118-39 that was enclosed in my first letter. (Mr. Stubendorff also mentioned that the City of Santa Cruz used the standard of 1:15 for ramp slopes when spaces permits. Would it be that both the ADA and California Title 24 regulation were written with a 1:15 because a 1:12 is still very difficult for manual wheelchair users!)

I only have a rudimentary knowledge of access regulations and must rely on other people or resources. One of these is a web site that has a "Checklist for Readily Achievable Barrier Removal". The web address is: <http://www.usdsoj.gov/crt/ada/checkweb.htm>. It gives a very quick method for most people to understand and apply accessibility features. It is a copyrighted site and can be downloaded as many times as wanted by individuals, but cannot be copied for distribution. I am also enclosing a list of web sites that I have relied on and encourage you to personally visit them to become more aware of simply written basic access requirements. Please note the site for the ADA "Small Business Guide" as it can be beneficial to business or property owners.

Again, thank you for your attention to the needs of persons with disabilities and helping to assure access to the City Hall Council Chambers and allied areas.

Sincerely,



Patricia A. Spence
720 Oregon Street
Watsonville, CA 95076

✓ CC: Les White/Metro Board

WEB PAGE ADDRESSES FOR ADA INFORMATION

Reproduction of pages is encouraged by the *s/tes*

ADA Home Page Contains links to: ADA Technical Assistance Materials, Settlement Agreements, and others.	http://www.usdoj.gov/crt/ada/adahom1.html
Checklist for readily Achievable Barrier Removal	http://www.usdoj.gov/crt/ada/checkweb.htm
Toll Free ADA Information Line. Answers to general and technical question - 1-800-514-0301 (voice), 1-800-514-0383 (TTD)	
The ADA and City Governments: Common problems	http://www.usdoj.gov/crt/ada/comprob.html
ADA Guide for Small Businesses	http://www.pueblo.gsa.gov/cic/_text/smbuss/ada/adaguide.txt
A Guide to Disability Rights Laws	http://www.pueblo.gsa.gov/cic_text/misc/disability/disrits.html
Americans with Disabilities Act Questions and Answers	http://www.pueblo.gsa.gov/cic_text/fed_prog/diab_actdisab.tex
Certification of State Building and local Codes	http://www.usdoj.gov/crt/ada/certcode.html
Checklist for New Lodging Facilities (Although specified as lodging facilities, this site may give an overview of ADA regulations in most areas)	http://www.usdoj.gov/crt/ada/lodgesur.html
Enforcing the ADA	http://usdoj.gov/crt/ada/octdec99.html
Restriping Parking Lots, ADA Design Guide 1	http://www.usdoj.gov/crt/ada/restripe.html

OTHER SITES REGARDING DISABILITIES

About Dealing with Disability	http://pueblo.gsa.gov/cic_text/misc/deal-disability
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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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 unanimously.

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

Minutes- Board of Directors

April 20, 2001

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, April 20, 2001 at the at the City Hall Council Chambers, 809 Center Street, Santa Cruz, California.

Chairperson Ainsworth called the meeting to order at 8:35 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Jeff Almquist
Tim Fitzmaurice
Bruce Gabriel
Michelle Hinkle
Mike Keogh
Christopher Krohn
Emily Reilly

DIRECTORS ABSENT

Jan Beautz (arrived at 8:43 a.m.)
Rafael Lopez (arrived at 8:58 a.m.)
Dennis Norton
Ex-Officio Mike Rotkin

STAFF PRESENT

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

Margaret Gallagher, District Counsel
Tom Hiltner, Grants/Legis. Analyst
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
Mary Ferrick, PSA
Mark Hartunian, Lift Line

Don Hubbard, Harvey West Association
Jeff LeBlanc, Bus Rider
John Mellon, VMU

2. REVIEW OF ITEMS TO BE DISCUSSED INCLOSED SESSION

Margaret Gallagher stated that the Board would be discussing the District's potential action against Food and Nutrition Services.

3. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None

SECTION II: CLOSED SESSION

Chairperson Ainsworth adjourned to Closed Session at 8:36 a.m. and reconvened to Open Session at 8:51 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.

THE CONSENT AGENDA WAS TAKEN OUT OF ORDER.

Chairperson Ainsworth informed the audience that in order to expedite the Board meetings, selected items would be moved from the Consent Agenda to the Regular Agenda after being discussed at the Board's Workshop Meeting held on the second Friday of each month. Items 10, 12 and 14 were moved to the Consent Agenda at last week's meeting. If anyone would like to discuss any of these items, please inform the Board and it will be moved back to the Regular Agenda for discussion.

CONSENT AGENDA

- 7-1. **APPROVE REGULAR BOARD MEETING MINUTES OF 3/9/01 AND 3/16/01**
- 7-2. **ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS**
- 7-3. **ACCEPT AND FILE PASSENGER LIFT REPORT FOR MARCH 2001**
- 7-4. **CONSIDERATION OF TORT CLAIMS: Amended Recommendation: Deny the Claim of Michael Roberts**
- 7-5. **ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 3/15/01**
- 7-6. **ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 3/14/01**
- 7-7. **ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR FEBRUARY 2001, APPROVAL OF BUDGET TRANSFERS**
- 7-8. **ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR FEBRUARY 2001**
- 7-9. **ACCEPT AND FILE QUARTERLY RIDERSHIP REPORT, SECOND QUARTER 00/01**
- 7-10. **ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JANUARY 2001**
- 7-11. **CONSIDERATION OF EXTENSION OF CONTRACT FOR NATIONWIDE AUCTION SYSTEM**
- 7-12. **CONSIDERATION OF EXTENSION OF CONTRACT FOR AMPAC BUILDING MAINTENANCE**
- 7-13. **CONSIDERATION OF APPROVAL TO PURCHASE FOUR PARATRANSIT VANS USING THE STATE PROCUREMENT PROCESS**

3. LABOR ORGANIZATION COMMUNICATIONS

None

4. METRO USERS GROUP (MUG) COMMUNICATIONS

Sharon Barbour reported that at the last MUG Meeting there was discussion of MetroBase and how more service could not be put on the road without a place to put the buses. The MUG Committee feels it is imperative to move forward with the MetroBase project. MUG also discussed adding Greyhound to the Metro Center. Ms. Barbour also informed the Board that there are rumors circulating that the bus operators are worried about their job security if MetroBase is not approved.

The following Motion was made by MUG at its April 18th meeting:

MUG will submit written correspondence to the Board in support of Harvey West as the preferred location for MetroBase. MUG recommends that the development plans include the ability for Metro to operate at an expanded level of service consistent with future service plans.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

Deborah Lane stated that the following Motion was passed at the MASTF meeting of 4/19/01:

MASTF approves of the existing talking bus technology and requests that the technology be installed in all current Metro buses that are wired for it.

Ms. Lane urged the Board to take an aggressive attitude towards civil rights for passengers with disabilities.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

SECTION III

ADD TO ITEM #2

ORAL AND WRITTEN COMMUNICATIONS

- | | | |
|----|-----------------------------------|---------------|
| b. | Leona B. Gobbo | RE: MetroBase |
| c. | Amanda Harrington | RE: MetroBase |
| d. | Michael Paul, Goodwill Industries | RE: MetroBase |
- (Add written communications)**

CONSENT AGENDA:

DELETE ITEM #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 taken at 4/13/01 Board Meeting)

ADD TO ITEM #7-22

ACCEPT AND FILE REPORT OF ACTION IN CLOSED SESSION
ON MARCH 16, 2001, REGARDING CHRISTINE JONES VS.
MACERICH COMPANY; SANTA CRUZ METROPOLITAN TRANSIT
DISTRICT AS INTERVENOR

(Add Staff Report)

DELETE ITEM #8

CONSIDERATION OF CHANGE IN GFI GENFARE FAREBOX
CONTRACT

(Action taken at 4/13/01 Board Meeting)

ADD TO ITEM #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, **AND A SET TIME FOR BEGINNING OPEN
SESSIONS AT THE REGULAR BOARD MEETINGS**

(Add additional task to existing item)

MOVE ITEM #10

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

**(Moved to Consent Agenda as Item No. 7-19 at 4/13/01 Board
Meeting. Staff Report retained original numbering as Item No.
10)**

MOVE ITEM #12

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

**(Moved to Consent Agenda as Item No. 7-20 at 4/13/01 Board
Meeting. Staff Report retained original numbering as Item No.
12)**

MOVE ITEM #14

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

**(Moved to Consent Agenda as Item No. 7-21 at 4/13/01 Board
Meeting. Staff Report retained original numbering as Item No.
14)**

ADD TO ITEM #17

CONSIDERATION OF HOLDING A SPECIAL MEETING FOR THE
BOARD OF DIRECTORS TO DETERMINE ISSUES AND
ALTERNATIVES FOR SCOPE OF METROBASE
ENVIRONMENTAL IMPACT REPORT (EIR) IN LIEU OF

DISCUSSING THIS MATTER AT THE REGULAR BOARD
MEETING ON MAY 18, 2001
(Oral Staff Report)

REGULAR AGENDA

8. **DELETED - ACTION TAKEN AT 4/13/01 BOARD 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:

Chairperson Ainsworth explained that this item would set a time for the beginning of the Open Session for the regular Board meetings scheduled for the third Friday of each month. Margaret Gallagher proposed that Open Session for the Consent and Regular agendas and Oral Communications begin at 9:00 for the third Friday Board meeting. Director Fitzmaurice suggested that the meetings should simply begin at 9:00 a.m.

Discussion:

Numerous Directors stated their preferences as to beginning times for Open Session and Closed Session. Members of the audience also spoke regarding having to wait outside while Closed Session is conducted.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR LOPEZ

Bring this item back to the May Board Meeting with language for the Bylaws stating that Open Session at both monthly Board meetings will begin at 9:00 a.m. with ending times. Also, investigate the possibility of using the City Hall Conference Room for Closed Session.

Motion passed unanimously.

10. **MOVED TO CONSENT AGENDA AS ITEM 7-19.**
11. **CONSIDERATION OF REDUCING PARKING LOT LIGHTING AT SCOTTS VALLEY TRANSIT CENTER**

Summary:

David Konno stated that at the 4/13/01 Board Meeting, there was discussion about reducing lighting and working with the Scotts Valley Police Dept. to determine if the current lighting at the Scotts Valley Transit Center could be reduced. Staff performed additional tests and proposes to take one of the lamps out of each fixture. This would equate to 2.2 candles and would meet the

standard directly under the lights. Chairperson Ainsworth asked about the ballast and if lower wattage ballasts would be beneficial. Mr. Konno quoted a cost of \$11,000 to replace the ballasts and this still may not meet the 1.5 candle foot required by the City of Scotts Valley, however, it was determined that there is no City Ordinance requiring a specific candle foot.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR LOPEZ

Remove one lamp and ballast at each fixture for a cost of \$1,688.00.

David Konno added that the District may save one-third of the power by removing one lamp and ballast per fixture or approximately \$1,200 per year. Chairperson Ainsworth stated that the Scotts Valley City Council prefers not to be in the middle of this decision and they do not want the City to be held liable for any injuries that occur because of the lighting. Scotts Valley would prefer that the District act independently on this matter.

Motion passed unanimously.

12. MOVED TO CONSENT AGENDA AS ITEM 7-20.

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

Summary:

Mark Dorfman stated that due to anticipated construction the July through October Board Meetings were relocated to the County Board of Supervisor Chambers. Staff received notice from the City that the construction would be delayed and the Board Meetings could return to the City Hall Council Chambers. Staff is proposing that the Board Meetings continue to be held at the City Hall Council Chambers for the remainder of 2001. This issue was further delayed by a letter stating that the restroom facilities at the City Hall Council Chambers were not ADA compliant. Changes were made at this facility as a result of that letter.

Discussion:

Each Director gave his/her preference for where the Board Meetings should be held. Mr. Martine Bernal, Assistant City Manager for the City of Santa Cruz, informed the Board that the threshold into the Chambers has been replaced, and contractors are in the process of converting the women's restroom door to an automatic one. Mr. Bernal will check the men's restroom as well to ensure its compliance with ADA. During the construction phase that will take place this year, the contractor has been given a schedule of meetings held in the Chambers so he will be noise sensitive. Director Fitzmaurice requested a copy of the construction plans and building layout for this Board. Director Krohn requested public input on this decision and also on whether or not evening Board meetings would be more convenient. Margaret Gallagher distributed a listing of other agency Board Meetings which was compiled in an effort to show which evenings would be suitable for the METRO Board to meet. This information will be put into calendar form and be resubmitted to the Board prior to requesting the public's input. When the Board Meeting location list is reissued, the starting time will be changed to 9:00 a.m.

Sharon Barbour commented that various meeting locations would make it difficult for the public to find the meetings. Director Keogh stated that evening meetings would require overtime and comp time for the staff to attend. There was discussion regarding bus riders being able to catch transportation home after an evening meeting.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR KROHN

Continue having the Board Meetings in the City Hall Council Chambers for the remainder of 2001 depending on the ADA accessibility of the restrooms. Send this issue to MUG and MASTF for input. Return to the Board with the information on other agency's meetings in calendar format.

AYES: Directors - Ainsworth, Almquist, Beautz, Fitzmaurice, Hinkle, Krohn, Lopez, Reilly

NOES: Directors - Gabriel, Keogh

ABSTAIN: Directors - None

ABSENT: Directors - Norton

14. MOVED TO CONSENT AGENDA AS ITEM 7-21.

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

Summary:

Mark Dorfman stated that Staff is requesting permission to submit a grant application in the amount of \$200,000 for the AB2766 Motor Vehicle Emissions Reduction Grant Program. This is an annual program offered by the Air District. These funds would be to construct a slow-fill CNG fueling facility and would allow Staff to fuel non-revenue equipment and the eight CNG buses that are currently out to bid. No additional gas line is needed for this facility.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR LOPEZ

Adopt a resolution authorizing Staff to submit an application for \$200,000 to the Air District for CNG facilities.

Motion passed unanimously.

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

Summary:

Kim Chin reported that the Board approved the Recertification Program last month and requested three items. They are: 1) Estimated costs of ADA Paratransit Recertification Program, 2) Recertification timeline, 3) Budget proposal for amendment to contract to complete solicitation process. Mr. Chin added that the process has begun for hiring an in-house eligibility coordinator who will oversee the eligibility portion of the Recertification. Solicitation materials will be sent out to the community once this position has been filled. Mr. Chin estimated January of 2002 as the commencement of the recertification process. Projected costs for the ADA Eligibility Certification Program were attached to the Staff Report. Mr. Chin estimated that the District would fall between the low and medium costs.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR GABRIEL

Approve contract amendment with Nelson Nygaard to complete additional items related to Recertification.

Motion passed unanimously.

17. CONSIDERATION OF HOLDING A SPECIAL MEETING FOR THE BOARD OF DIRECTORS TO DETERMINE ISSUES AND ALTERNATIVES FOR SCOPE OF METROBASE ENVIRONMENTAL IMPACT REPORT (EIR) IN LIEU OF DISCUSSING THIS MATTER AT THE REGULAR BOARD MEETING ON MAY 18, 2001

Summary:

Mark Dorfman reported that some Directors cannot attend the May 18, 2001, Board Meeting and inquired if the Board would like to designate a date for a special Board Meeting which would be devoted only to determining issues and alternatives for the scope of the MetroBase EIR.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR REILLY

Set the evening of May 23, 2001, for a special Board Meeting to focus on this one issue.

Discussion:

Staff was directed to reserve the Board of Supervisors Chambers for the evening of May 23rd, if available.

Motion passed unanimously.

Chairperson Ainsworth reminded the Board and audience of the Scoping Meeting scheduled for Wednesday, April 25th, 7:00 p.m., at the Board of Supervisor Chambers.

Minutes– Board of Directors

April 20, 2001

Page 10

Director Krohn referred to a Written Communication from Michael Paul of Goodwill Industries and recommended that he be invited to the next meeting between Directors and City Council members.

ADJOURN

There being no further business, Chairperson Ainsworth adjourned the meeting at 10:02 a.m.

Respectfully submitted,

DALE CARR

Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

April 13, 2001

A Special 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 10:36 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Jeff Almquist
Jan Beautz
Bruce Gabriel
Michelle Hinkle
Mike Keogh
Christopher Krohn
Rafael Lopez
Dennis Norton
Emily Reilly
Ex-Officio Mike Rotkin

DIRECTORS ABSENT

Tim Fitzmaurice

STAFF PRESENT

Kim Chin, Planning & Marketing Manager
Mark Dorfman, Asst. General Manager
Margaret Gallagher, District Counsel
Elisabeth Ross, Finance Manager

Judy Souza, Base Superintendent
Tom Stickel, Fleet Maint. Manager
Leslie R. White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

Marion Taylor, League of Women Voters

2. CONSIDERATION OF FORMAT OF SCOPING MEETING SCHEDULED FOR APRIL 25, 2001:

Summary:

Les White indicated that at the first Scoping Meeting concern had been expressed over whether the meeting should also be a Special Board Meeting. There was concern that the public would not participate in the Scoping Meeting if they thought it was a formal Board Meeting. Therefore, the Scoping Meeting of April 11th was set up with a facilitator and the Board of Directors seated

in the audience. Les White also advised that the Scoping Meetings would be broadcast live by Community Television. Les White reviewed how the public, various groups and interested individuals were notified of the meeting

Each Director voiced his/her opinion on the Scoping Meeting of April 11th. Some Directors commented that a brief presentation showing the maps, which were attached to the Notice of Preparation and an overlay of where the current buildings are, would be helpful to the audience. Also, the names of the current businesses which would be affected should also be mentioned. Margaret Gallagher added that if a majority of Board members are present and hear, deliberate or discuss an issue within the jurisdiction of the District, then it is considered a meeting for Brown Act purposes.

Mr. White informed the Board that Mike Rotkin agreed to facilitate the meeting after Staff contacted Eileen Goodwin, Scott Kennedy and Katherine Beiers. Director Almquist suggested that anyone who spoke at the April 11th Scoping Meeting should be allowed to speak again on the 25th, however, they should be placed at the end of the speakers' list. The Board was pleased with Mike Rotkin as the facilitator and directed that he facilitate the April 25th Scoping Meeting as well.

The Board also asked that the foam core maps be placed on easels during the meeting on April 25th.

ADJOURN

There being no further business, Vice Chairperson Reilly adjourned the meeting at 11:03 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: 04/01/01 THRU 04/30/01

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
3201	04/06/01	9,094.20	001045	VIS ON SERVICE PLAN		73267	APRIL VISION INS.	9,094.20	
3202	04/06/01	396.91	001052	MID VALLEY SUPPLY		73268	CLEANING SUPPLIES	396.91	
3203	04/06/01	2,112.53	001063	NEW FLYER INDUSTRIES LIMITED		73156	REV VEH PARTS 92	92.16	
						73157	REV VEH PARTS 4046	4,045.88	
						73158	REV VEH PARTS 684	684.00	
						73159	PARTS & SUPPLY 2	1.50	
						73160	REV VEH PARTS 1399	1,398.55	
						73161	REV VEH PARTS 893	893.16	
						73162	REV VEH PARTS 1018	1,017.51	
						73163	REV VEH PARTS 2632	2,632.02	
						73164	REV VEH PARTS 574	573.72	
						73165	REV VEH PARTS 13	13.34	
						73166	REV VEH PARTS 726	760.24	
3204	04/06/01	731.4	001230	CAPITOL CLU CH AND BRAKE. NC		73167	REV VEH PARTS	201.71	
						73168	REV VEH PARTS	529.70	
3205	04/06/01	61.67	001315	WASTE MANAGEMEN OF S C		7316	JAN-MAR MT LERMON/KV	46.72	
						73170	FEB KINGS VILLAGE	111.95	
3206	04/06/01	88,099.53	001316	DEVCO OIL		73269	MARCH FUEL	88,099.53	
3207	04/06/01	1,802.50	001492	EVERGREEN		73270	HAZ WASTE DISPOSAL	1,802.50	
3208	04/06/01	757.27	001590	A SIGN ASAF		73271	METRO STICKERS AND	757.27	
3209	04/06/01	32,088.37	001616	UNUM		73171	APRIL LTD INSUR. E	32,088.37	
3210	04/06/01	644.45	001711	MOHAWK MFG. & SUPPLY CO.		73272	REV VEH PARTS 644	644.45	
3211	04/06/01	4,263.00	001745	ITT HARTFORD		73273	APRIL LIFE INSURANCE	4,263.00	
3212	04/06/01	1,087.93	001812	GARDEN STATE INT'L TRUCK INC.		73172	REV VEH PARTS	1,087.93	
3213	04/06/01	75.57	001896	NATIONAL BUSINESS INSTITUTE		73173	REFERENCE MANUAL	75.57	
3214	04/06/01	1,434.05	001976	SPORTWORKS NORTHWEST, INC.		73174	NON REV VEH FLEET	984.14	
						73284	REV VEH PARTS 443	449.91	
3215	04/06/01	5,217.66	001991	BAY STAFFING		73175	TEMPS W/E 3/11 HRD	1,401.40	
						73176	TEMPS W/E 3/11 FLEET	1,461.76	
						73177	TEMPS W/E 3/11 FLEET	1,662.50	
						73178	TEMPS W/E 3/11 ADMFN	672.00	
3216	04/06/01	850.50	002021	HALL KINION		73179	TIME W/E 3/9 LEGR'I	850.50	
3217	04/06/01	942.45	002063	COSTCO		73180	PHOTO PROCESS - OP	41.32	
						73181	PHOTO PROCESS - OPS	27.15	
						73182	BESTAR CORNER DESK	436.99	
						73183	BESTAR CORNER DESK	436.99	
3218	04/06/01	215.00	002084	BIG SUR BOTTLED WATER, INC		73184	MARCH WATER ADMIN	142.00	
						73292	MARCH WATER PLANNING	73.00	
3219	04/06/01	301.70	002158	PEREZ, J. ASSOCIATES, INC.		73185	REV VEH PARTS	301.70	
3220	04/06/01	2,260.50	002247	DINERS CLUB		73186	3988-300190-3702	2,260.50	
3221	04/06/01	6,685.39	002326	ELEVATOR SERVICE CO., INC.		73294	ADVERT TO 2/23/01	6,685.39	
3222	04/06/01	150.81	002353	BATTERIES PLUS		73187	RECHARGE BATTERIES	150.81	
3223	04/06/01	134.69	002380	MOBILE STORAGE GROUP, INC.		73188	3/12-4/9 CONT RENTAL	134.69	
3224	04/06/01	351.95	002458	EASTERDAY JANITORIAL SUPPLY CO		73189	CUSTODIAL SUPPLY	351.95	
3225	04/06/01	600.00	002527	SOLAR DESIGN		73274	FEB & MAR S,TC	600.00	
						73275	JAN-MAR WTC LANDSCP	300.00	
3226	04/06/01	51.98	002571	ARROW STAR		73190	REPAIRS/MAINT FAC	51.98	
3227	04/06/01	48.00	002607	CTC ANALYTICAL SERVICES INC.		73191	OUT REPAIR REV VEH	48.00	
3228	04/06/01	70.51	002607	CLEANSOURCE		73192	CLEANING SUPPLIES	70.51	
3229	04/06/01	1,676.17	002626	NELSON\NYGAARD		73293	PARATRANS RECERT	1,676.17	

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

DATE: 04/01/01 THRU 04/30/01

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
3230	04/06/01	1,672.02	002627 CDW GOVERNMENT, INC.	73193	OFFICE SUPPLY MIS	21.52	
				73194	TAPE DRIVE - MIS	1,148.84	
				73195	MONITOR/SOFTWARE MIS	501.66	
3231	04/06/01	51.08	002634 PITNEY BOWES PURCHASE POWER	73295	POSTAGE PLANNING	51.08	
3232	04/06/01	535.62	002659 NEXTEL COMMUNICATIONS	73196	1/26-2/25 PHONES	535.62	
3233	04/06/01	10,621.59	002686 WATERLEAF ARCHITECTURE	73197	PROF SVCS TO 2/23/01	10,621.59	
3234	04/06/01	40.96	002694 RAMCO ENGINEERING, INC.	73198	REV VEH PARTS 36	40.96	
3235	04/06/01	1,512.06	002713 SANTA CRUZ AUTO TECH, INC	73199	REPAIR VEH 8018	1,014.01	
				73200	REPAIR VEH #9600	498.05	
3236	04/06/01	481.00	002720 METRO SANTA CRUZ NEWSPAPER	73201	DISPLAY AD - ADMIN	481.00	
3237	04/06/01	273.99	007 UNITED PARCEL SERVICE	73202	FREIGHT OUT-FLEET	273.99	
3238	04/06/01	70.50	009 PACIFIC GAS & ELECTRIC	73203	2/14-3/16 PAUL SWEET	60.00	
				73276	2/28-3/28 SAKATA LN	10.50	
3239	04/06/01	3,040.72	018 SALINAS VALLEY FORD SALES	73204	REV VEH PARTS	3,040.72	
3240	04/06/01	311.68	020 ADT SECURITY SYSTEMS.	73205	APRIL ALARM-DUB	32.08	
				73206	APRIL ALARM-MDF	87.54	
				73207	APRIL ALARM- OPS	40.33	
				73208	APRIL ALARM- METRO	42.00	
				73209	APRIL ALARM - SVT	29.36	
				73210	APRIL ALARM- MMF	48.29	
				73211	APRIL ALARM - WTC	32.08	
3241	04/06/01	1,338.65	023 PACIFIC TRUCK PARTS, INC.	73212	REV VEH PARTS	295.71	
				73213	REV VEH PARTS	1,042.94	
3242	04/06/01	335.67	045 ROYAL WHOLESALE ELECTRIC	73214	REV VEH PARTS	335.67	
3243	04/06/01	3,574.74	057 U.S. BANK	73215	4251-2400-0554-7229	2,525.27	
				73216	4251-2400-0574-2697	1,049.47	
3244	04/06/01	1,169.47	074 KENVILLE & SONS LOCKSMITH	73217	FEB/MAR KEYS/SUPPLY	1,169.47	
3245	04/06/01	111.40	081 KAR PRODUCTS	73218	PARTS & SUPPLIES	111.40	
3246	04/06/01	117.13	083 THYSSENKRUPP ELEVATOR -042	73219	MARCH ELEVATOR SVC	117.13	
3247	04/06/01	21,263.42	085 DIXON & SON, INCORPORATED	73277	MARCH TIRES & TUBES	21,263.42	
3248	04/06/01	93.58	095 SCMTD PETTY CASH/ B&B	73220	DEC-MAR PETTY CASH	93.58	
3249	04/06/01	101,468.30	101 EOS CLAIMS SERVICES, INC.	73285	MARCH W/C TRUST ACCT	101,468.30	
3250	04/06/01	116.75	104 STATE STEEL COMPANY	73221	REV VEH PARTS/SUPPLY	116.75	
3251	04/06/01	624.37	107 SAN LORENZO LUMBER CO., INC.	73276	MARCH SUPPLIES - FAC	624.37	
3252	04/06/01	91.33	113 SCMTD PETTY CASH - FLEET	73222	NOV-MAR PETTY CASH	91.33	
3253	04/06/01	2,450.00	116 SANTA CRUZ COMMUNITY	73223	12/1-2/28 EMP ASST.	2,450.00	
3254	04/06/01	1,342.95	117 GILLIS CORPORATION	73224	REV VEH PARTS	1,342.95	
3255	04/06/01	173.67	122 SCMTD PETTY CASH - OPS	73286	PETTY CASH-OPS	173.67	
3256	04/06/01	425.92	131 CUMMINGS-ALLISON CORPORATION	73225	MAINTENANCE AGREEMNT	425.92	
3257	04/06/01	10,858.58	134 DAY WIRELESS SYSTEMS	73226	DUT REPAIR EQUIPT	10,858.58	
3258	04/06/01	1,613.94	135 SANTA CRUZ AUTO PARTS, INC.	73227	FEB PARTS/SUPPLIES	1,613.94	
3259	04/06/01	138.00	136 DANCING MAN IMAGERY	73228	PHOTO PROCESS-PLANS	138.00	
3260	04/06/01	629.48	147 ZEE MEDICAL SERVICE	73229	SAFETY SUPPLIES	629.48	
3261	04/06/01	1,136.75	148 ZEP MANUFACTURING COMPANY	73230	REV VEH PARTS	1,136.94	
				73231	CLEANING SUPPLIES	577.81	
3262	04/06/01	268.75	166 HOSE SHOP, INC.,THE	73232	REPAIRS/MAINT	268.75	
3263	04/06/01	1,489.89	170 TOWNSEND'S AUTO PARTS	73233	REV VEH PARTS/JUARY	1,489.89	
3264	04/06/01	15,264.40	173 AGN RISK SERVICES INC.	73234	3/01-3/02 LIABILITY	15,264.40	
3265	04/06/01	725.20	216 LABOR READY, INC.	73235	TEMPS W/E 3/16 FAC	518.00	
				73236	TEMPS W/E 3/9 FAC	207.20	

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CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
3266	04/06/01	740.42	221	VEHICLE MAINTENANCE PROGRAM		73237	REV VEH PARTS	740.42	
3267	04/06/01	526.48	282	GRAINGER INC, W. W.		73238	REPAIRS & MAINT	254.16	
						73239	HEATER - HRD	130.92	
						73240	REPAIRS & MAINT	141.40	
3268	04/06/01	1,687.50	314	GOODWIN, EILEEN		73241	OCT-JAN PROF SVCS	1,687.50	
3269	04/06/01	912.50	315	JB ASSOCIATES		73276	11/6-2/14 PROF SVCS	912.50	
3270	04/06/01	964.45	316	WATSONVILLE AUTO SUPPLY		73242	REV VEH PARTS	964.45	
3271	04/06/01	129.78	372	FEDERAL EXPRESS		73279	MARCH POSTAGE	129.78	
3272	04/06/01	2,287.87	37%	STEWART & STEVENSON		73243	REV VEH PARTS	561.48	
						73244	REV VEH PARTS	481.98	
						73245	REV VEH PARTS	777.49	
						73246	MACHINERY/EQUIPT	466.92	
3273	04/06/01	1,920.00	385	WESTAFF		73247	TEMPS W/E 3/17 FAC	960.00	
						73248	TEMPS W/E 3/3 FAC	960.00	
3274	04/06/01	281.29	399	SEARS		73249	SMALL TOOLS- FAC	281.29	
3275	04/06/01	111.85	405	JOHN'S ELECTRIC MOTOR		73250	MECHANICAL SUPPLY	111.85	
3276	04/06/01	1,896.00	432	EXPRESS PERSONNEL SERVICES		73251	TEMPS W/E 3/2 HRD	948.00	
						73252	TEMPS W/E 3/13 HRD	948.00	
3277	04/06/01	294.47	434	VERIZON WIRELESS MESSAGING		73280	APRIL PAGERS	141.97	
						73281	APRIL REPEATER	152.50	
3278	04/06/01	100.00	436	WEST GROUP PAYMENT CTR		73287	FEB INTERNET ACCESS	100.00	
3279	04/06/01	783.56	440	SAFETY ENVIRONMENTAL CONTROL		73253	CLEANING SUPPLIES	783.56	
3280	04/06/01	160.00	481	PIED PIPER EXTERMINATORS, INC.		73254	MARCH PEST CONTROL	160.00	
3281	04/06/01	147,108.45	502	PUBLIC EMPLOYEES'		73288	APRIL MEDICAL INS	147,108.45	
3282	04/06/01	71.79	520	LIBRARY OF COMPUTER & INFO.		73255	WINDOWS REGISTRY-MIS	71.79	
3283	04/06/01	10,120.00	550	EARTHWORKS		73256	REPAIRS & MAINT	10,120.00	
3284	04/06/01	52.26	552	CALIFORNIA WORKERS' COMP INST.		73257	W/C PAMPHLETS	52.26	
3285	04/06/01	948.75	553	YELLOW FREIGHT SYSTEM, INC.		73258	SENT REVENUE BOXES	948.75	
3286	04/06/01	267.33	570	SCMTD PETTY CASH -CUST SVC		73297	DEC-MAR PETTY CASH	267.33	
3287	04/06/01	5,832.64	601	ENERGY CONTROL GROUP LLC		73282	YIELD TO BUS SIGNS	5,832.64	
3288	04/06/01	38,413.73	633	PRUDENTIAL HEALTHCARE		73289	APRIL DENTAL INS	38,413.73	
3289	04/06/01	49.62	637	FOSTER BROTHERS		73259	ELECTRICAL SUPPLY	49.62	
3290	04/06/01	92,742.08	647	BFI BENFARE		73260	10% CONTRACT-INSTALL	92,742.08	
3291	04/06/01	131.95	667	CITY OF SCOTTS VALLEY		73261	1/15-3/15 KINGS VLG	131.95	
3292	04/06/01	163.59	788	SCMTD PETTY CASH - FINANCE		73262	2/17-4/2 PETTY CASH	163.59	
3293	04/06/01	611.68	854	AMERICAN SEATING COMPANY		73263	REV VEH PARTS	611.68	
3294	04/06/01	234.16	973	SANTA CRUZ DODGE		73264	REV VEH PARTS	234.16	
3295	04/06/01	86.07	E 387	FLARA, PAULA R.		73301	SUPPLIES-COMMERCIAL	86.07	
3296	04/06/01	15.14	E002	STICKEL, TOM		73290	TRAVEL EXP-BUS TRNSF	15.14	
3297	04/06/01	12.92	E076	HANSEN, MARK		73265	OVERTIME MEAL 3/26	12.92	
3298	04/06/01	36.52	E131	CHIN, KIM		73298	SUPPLIES-COMMERCIAL	36.52	
3299	04/06/01	16.69	E164	HERNANDEZ, VICKI		73299	SUPPLIES-COMMERCIAL	16.69	
3300	04/06/01	23.03	E176	DAUGHERTY - JOHN		73300	SUPPLIES-COMMERCIAL	23.03	
3301	04/06/01	34.00	E794	OWENS, ROLAND		73283	DMV FEES - FLEET	34.00	
3302	04/06/01	240.00	M014	HARRELL, LAURA		73266	APRIL PDF INSURANCE	240.00	
3303	04/06/01	1,143.00	R342	INDEPENDENCE SQUARE		73291	SETTLEMENT	1,143.00	
3304	04/10/01	400.00	439	SKILLPATH SEMINARS		73302	A/P SEMINAR 4/19-20	400.00	MANUAL
							A/P SEMINAR 4/19, 20		
3305	04/20/01	2,296.89	001	PACIFIC BELL/SAC		73305	SUMMARY PHONES APRIL	1,706.54	
						73306	APRIL PHONE LINE MIS	251.90	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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					73307	APRIL PHONE LINE MIS	338.45	
3306	04/20/01	148.70	001052	MID VALLEY SUPPLY	73308	VEH CLEANING SUPPLY	148.70	
3307	04/20/01	529.70	001230	CAPITOL CLUTCH AND BRAKE, INC	73309	REV VEH PARTS	529.70	
3308	04/20/01	1,357.22	001263	ABBOTT STREET RADIATOR	73310	REPAIR RADIATOR	415.71	
					73311	REPAIR RADIATOR	941.51	
3309	04/20/01	161.15	001315	WASTE MANAGEMENT OF S C	73312	APR-JULY MT HERMON R	49.20	
					73313	MARCH SVC KINGS VLG	111.95	
3310	04/20/01	797.28	001346	CITY OF SANTA CRUZ	73314	PARKING DEF FEES	797.28	
3311	04/20/01	255.00	001365	BORTNICK, ROBERT S. & ASSOC.	73315	PROF SVCS 1/19-2/26	125.00	
					73316	TRANSLATION SVCS	130.00	
3312	04/20/01	757.48	001407	RED WING SHOE STORE	73465	MARCH BOOTS	757.48	
3313	04/20/01	1,000.00	001573	SCOTT P.E., ROBERT W.	73317	PROF SVS JAN-FEB	1,000.00	
3314	04/20/01	32.67	001648	STEVE'S UNION	73318	MARCH FUEL - FLEET	32.67	
3315	04/20/01	171,627.64	001762	FOOD & NUTRITION SERVICES, INC	73319	MARCH DISPATCH FEE	40,716.00	
					73466	FEB ADA PARATRANSIT	130,911.84	
3316	04/20/01	5,812.41	001800	THERMO KING OF SALINAS, INC	73320	MARCH REPAIRS REV VE	5,812.41	
3317	04/20/01	421.00	001844	BRINKS INCORPORATED	73321	APRIL SECURITY	421.00	
3318	04/20/01	706.51	001936	WORLDCOM TECHNOLOGIES, INC.	73322	MARCH LONG DISTANCE	306.51	
3319	04/20/01	5,822.25	001991	BAY STAFFING	73323	TEMPS W/E 3/25 ADMIN	560.00	
					73324	TEMPS W/E 3/23 HRD	1,804.95	
					73325	TEMPS W/E 3/25 FLEET	1,344.00	
					73326	TEMPS W/E 3/25 FLEET	1,058.40	
					73327	TEMPS W/E 3/18 ADMIN	560.00	
					73328	TEMPS W/E 3/18 HRD	494.90	
3320	04/20/01	74.89	001996	JAMES PUBLISHING, INC	73329	CA LEGAL SECRETARY	74.89	
3321	04/20/01	548.88	002005	TRANSIT RESOURCES, INC.	73330	REV VEH PARTS	548.88	
3322	04/20/01	699.84	002021	HALL KINION	73331	TEMPS W/E 3/23 LEGAL	699.84	
3323	04/20/01	3,026.25	002035	BOWMAN & WILLIAMS	73332	PROF SVCS 1/26-2/25	3,026.25	
3324	04/20/01	899.05	002063	COBJCO	73333	COFFEE SUPPLIES	129.83	
					73334	SPRING BID LUNCH	446.98	
					73335	PHOTO PROCESS-LEGAL	6.36	
					73336	PHOTO PROCESS-DPS	53.70	
					73337	HEPA AIR CLEANER-HRD	262.18	
3325	04/20/01	81.95	002069	A JOCY SHED, INC.	73338	EQUIPT RENTAL-FAC	81.95	
3326	04/20/01	505.00	002168	DSL.NET	73339	APRIL CENTREX LINE	505.00	
3327	04/20/01	10,810.97	002192	BAY EQUIPMENT & REPAIR	73340	OUT REPAIR REV VEH	10,810.97	
3328	04/20/01	2,733.41	002196	STOKES SIGNS	73341	OUT REPAIR REV VEH	2,733.41	
3328P04/20/01		-2,733.41	002196	STOKES SIGNS	73503	VOID CHECK	-2,733.41	PRE-PAID
						VOID CHECK		
3329	04/20/01	2,000.00	002267	SHAW & YODER	73342	MAR LEGISLATIVE REP	2,000.00	
3330	04/20/01	5,929.36	002287	CALIFORNIA SERVICE EMPLOYEE	73343	APRIL MEDICAL INS	5,929.36	
3331	04/20/01	78.97	002323	NORTHERN SAFETY CO., INC.	73344	SAFETY SUPPLIES 59	78.97	
3332	04/20/01	3,750.00	002346	CHANEY, CAROLYN & ASSOC., INC.	33345	APRIL PROF SVCS	3,750.00	
3333	04/20/01	6057.50	002394	INDUSTRIAL METALWORKING	73346	REPAIR DATA READER	291.35	
					73347	REPAIR DATA READER	311.95	
3334	04/20/01	129.57	002459	EASTERDAY JANITORIAL SUPPLY CO	73348	CLEANING SUPPLIES	129.57	
3335	04/20/01	460.18	002474	ELECTRICAL DISTRIBUTORS CO.	73349	ELECTRICAL SUPPLIES	460.18	
3336	04/20/01	260.00	002486	SANTA CRUZ CINEMA 9 THEATERS	73350	EMPLOYEE INCENTIVE	260.00	
3337	04/20/01	110.48	002618	KETTLE CREEK CORPORATION	73351	REPAIRS & MAINT	110.48	
3338	04/20/01	6,885.39	002626	NELSON\NYGAARD	43304	ADA CERT TO 2/23/01	6,885.39	

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3339	04/20/01	646.81	002639 NEXTEL COMMUNICATIONS	73352		MARCH PHONES	646.81	
3340	04/20/01	253.80	002643 IOS CAPITAL	73353		4/22-5/21 COPIER	253.80	
3341	04/20/01	395.00	002680 FEDERAL PUBLICATIONS	73354		SEMINAR 6/14/01	395.00	
3342	04/20/01	325.00	002707 FITNEY BOWES CREDIT CORP	73355		3/30-6/30 RENTAL	325.00	
3343	04/20/01	4,794.84	002713 SANTA CRUZ AUTO TECH. INC	73356		REPAIRVEH #8020	580.60	
				73357		REPAIR VEH #906	311.69	
				73358		REPAIR VEH #8014	1,817.16	
				73359		REPAIR VEH #908	1,223.14	
				73360		REPAIR VEH #8023	540.69	
				73361		REPAIR VEH #9601	321.56	
3344	04/20/01	163.78	004 NORTH BAY FORD LINC-MERCURY	73362		REV VEH PARTS	163.78	
3346	04/20/01	10,248.91	009 PACIFIC GAS & ELECTRIC	73363		3/8-4/5 PACIFIC AVE	293.37	
				73364		3/8-4/5 PACIFIC AVE	449.20	
				73365		3/8-4/5 PACIFIC AVE	304.38	
				73366		3/8-4/5 PACIFIC AVE	612.93	
				73367		3/8-4/5 PACIFIC AVE	372.04	
				73368		3/2-4/2 BEACH ST	68.06	
				73369		3/2-4/2 RODRIGUEZ ST	834.67	
				73370		3/2-4/2 RODRIGUEZ	110.06	
				73371		3/2-4/3 111 DUBOIS	505.75	
				73372		3/2-4/3 111 DUBOIS	1,282.08	
				73373		3/3-4/3 ENCINAL ST	1,535.18	
				73374		3/3-4/3 ENCINAL ST	505.22	
				73375		3/5-4/2 RIVER ST	1,045.69	
				73376		3/5-4/2 GOLF CLUB	897.29	
				73377		3/5-4/2 GOLF CLUB	946.13	
				73378		3/5-4/2 RIVER ST	204.81	
				73379		2/28-3/28 SAKATA LN	76.05	
3347	04/20/01	175.96	013 MDI SERVICE PARTS, INC.	73380		REV VEH PARTS	106.46	
				73381		REV VEH PARTS	69.50	
3348	04/20/01	89.50	036 KELLY-MOORE PAINT CO INC.	73382		REPAIRS & MAINT	89.50	
3349	04/20/01	1,449.69	039 KINKO'S INC.	73467		PRINTING-FLEET	317.66	
				73468		PRINTING-PLANNING	34.87	
				73469		PRINTING ADMIN	757.28	
				73470		PRINTING-PLANNING	339.68	
3350	04/20/01	2,350.98	041 MISSION UNIFORM	73383		MAR UNIFORMS/LAUNDRY	2,006.82	
				73384		MAR UNIFORMS/LAUNDRY	344.16	
3351	04/20/01	1,417.50	043 PALACE ART & OFFICE SUPPLY	73471		OFFICE SUPPLY-PLANNING	106.91	
				73472		OFFICE SUPPLY-HRD	186.46	
				73473		OFFICE SUPPLY-HRD	82.96	
				73474		OFFICE SUPPLY PLANNING	41.99	
				73475		OFFICE SUPPLY FLEET	198.90	
				73476		OFFICE SUPPLY-OPS	35.38	
				73477		OFFICE SUPPLY-PLANNING	124.49	
				73478		OFFICE SUPPLY-LEGAL	59.51	
				73479		OFFICE SUPPLY-OPS	318.89	
				73480		OFFICE SUPPLY -FIN	103.18	
				73481		OFFICE SUPPLY-FAC	135.14	
				73482		OFFICE SUPPLY-LEGAL	23.69	
3352	04/20/01	524.00	056 GREEN LINE	73385		OUT REPAIR BLDG/INF	293.00	

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						73386	OUT REPAIR BLDG/IMPR	303.00	
3353	04/20/01	1,373.82	059	BATTERIES U.S.A. INC.		73387	REV VEH PARTS	1,373.82	
3354	04/20/01	80.00	067	ROTO-ROOTER SEWER/PLUMBING		73388	OUT REPAIR BLDG/IMPR	80.00	
3355	04/20/01	1,745.43	068	UNITED LABORATORIES		73389	CUSTODIAL SUPPLY	1,745.43	
3356	04/20/01	132.53	075	COAST PAPER & SUPPLY INC.		73390	CUSTODIAL SUPPLY	132.53	
3357	04/20/01	1,821.00	080	STATE BOARD OF EQUALIZATION		73463	JAN-MAR USE TAX	1,821.00	
3358	04/20/01	2,301.01	080A	STATE BOARD OF EQUALIZATION		73391	JAN-MAR FUEL TAX	2,301.01	
3359	04/20/01	447.06	088	BRULIN CORPORATION		73392	VEH CLEANING SUPPLY	447.06	
3360	04/20/01	20.00	097	SCOTTS VALLY BANNER		73464	ONE YR SUBSCRIPTION	20.00	
3361	04/20/01	4,886.15	117	GILLIG CORPORATION		73393	REV VEH PARTS	1,562.45	
						73394	REV VEH PARTS	389.69	
						73395	REV VEH PARTS	694.02	
						73396	REV VEH PARTS	1,179.12	
						73397	REV VEH PARTS	1,059.87	
3362	04/20/01	35.56	120	OFFICE DYNAMICS INC.		73398	OUT REPAIR EQUIPT	35.56	
3363	04/20/01	89.58	130	WATSONVILLE CITY WATER DEPT.		73399	3/1-4/2 SAKATA LN	12.45	
						73400	3/1-4/2 RODRIGUEZ	8.80	
						73401	3/1-4/2 SAKATA LN	68.33	
3364	04/20/01	6,408.54	134	DAY WIRELESS SYSTEMS		73402	OUT REPAIR EQUIPT	6,408.54	
3365	04/20/01	3,336.47	135	SANTA CRUZ AUTO PARTS, INC.		73403	REV VEH PARTS/SUPPLY	3,336.47	
3366	04/20/01	122.30	147	ZEE MEDICAL SERVICE		73404	SAFETY SUPPLIES	122.30	
3367	04/20/01	1,001.46	149	SANTA CRUZ SENTINEL		73405	CLASSIFIED ADS	515.70	
						73406	LEGAL ADS	485.76	
3368	04/20/01	1,847.12	156	PRINT GALLERY, THE		73407	PRINTING -PLANING	1,520.56	
						73408	ADVERTISING-PROMO	226.56	
3369	04/20/01	6.99	161	OCEAN CHEVROLET INC		73409	REV VEH PARTS	6.99	
3370	04/20/01	668.86	166	HOSE SHOP, INC., THE		73410	REV VEH PARTS/SUPPLY	668.86	
3371	04/20/01	582.18	170	TOWNSEND'S AUTO PARTS		73411	REV VEH PARTS/SUPPLY	582.18	
3372	04/20/01	111.79	172	CENTRAL WELDERS SUPPLY, INC.		73412	PARTS & SUPPLIES	111.79	
3373	04/20/01	24,301.94	195	NEOPART		73413	ERGO DRIVERS SEATS	24,301.94	
3374	04/20/01	7,501.14	196	LIFT-U-INC.		73414	REV VEH PARTS	7,501.14	
3375	04/20/01	494.03	210	HOLIDAY MUFFLER SERVICE		73415	OUT REPAIR OTHER VEH	94.65	
						73502	REPAIR VEH #904	399.38	
3376	04/20/01	2,252.01	211	BOWMAN DISTRIBUTION		73416	PARTS & SUPPLY 2159	2,252.01	
3377	04/20/01	575.00	213	DAVIS, MARK		73417	OUT REPAIR BLDG/IMP	575.00	
3378	04/20/01	211.04	215	IKON OFFICE SOLUTIONS		73418	4/1-5/1 COPIER	211.04	
3379	04/20/01	1,053.43	216	LABOR READY, INC.		73419	TEMPS W/E 3/30 FAC	567.43	
						73420	TEMPS W/E 3/23	519.00	
3380	04/20/01	197.70	221	VEHICLE MAINTENANCE PROGRAM		73421	REV VEH PARTS 198	197.70	
3381	04/20/01	114.89	261	OFFICE MAX		73422	OFFICE SUPPLY	114.89	
3382	04/20/01	378.23	282	BRAINBER LANC. M. W.		73423	SMALL TOOLS-FAC	378.23	
3383	04/20/01	1,085.56	294	ANDY'S AUTO SUPPLY		73424	REV VEH PARTS	1,085.56	
3384	04/20/01	53.55	331	PHILL'S SMOS		73425	OUT REPAIR OTHER VEH	53.55	
3385	04/20/01	356.00	382	AIRTEC SERVICE		73426	OUT REPAIR BLDG/IMPR	356.00	
3386	04/20/01	613.23	395	APPLIED GRAPHICS, INC.		73427	LETTERHEAD ENVELOPES	109.30	
						73428	TRANSIT-FAREBOX FLYER	503.93	
3387	04/20/01	192.84	405	JOHN'S ELECTRIC MOTOR		73429	REBUILD MOTOR	192.84	
3388	04/20/01	12,030.36	410	TRANSIT INFORMATION PRODUCTS		73430	GRAPHIC SVDS	5,542.59	
						73431	GRAPHIC SVDS	1,104.07	
						73432	PRINTING-BUS STOPS	5,383.67	

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

DATE: 04/01/01 THRU 04/30/01

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	TRANSACTION COMMENT
3389	04/20/01	758.40	432 EXPRESS PERSONNEL SERVICES	73433	TEKPS W/E 3/18 HRD	758.40	
3390	04/20/01	2,000.00	433 AMPAC BUILDING MAINTENANCE	73434	MAR SVC- SVTC	2,000.00	
3391	04/20/01	23,512.80	500 PAIGE'S SECURITY SERVICES, INC	73435	MARCH SECURITY	23,512.80	
3392	04/20/01	194.87	510 ASDOM HASLER LEASING	73436	POSTAGE METER-ADMIN	194.87	
3393	04/20/01	192.00	525 KIDONTV	73437	DUBS OF COMMERCIALS	192.00	
3394	04/20/01	279.05	527 REDCARD NORTH AMERICA, INC.	73438	REV VEH PARTS 272	279.05	
3395	04/20/01	798.92	530 OFFICE FURNITURE.COM	73439	DESKS- FINANCE	798.92	
3396	04/20/01	5,670.00	531 KATHY'S LIFT TRUCK AND	73440	4 STREET LIGHTS	5,670.00	
3397	04/20/01	166.45	541 SHEPARD-THOMASON CO.	73441	OUT REPAIR EQUIPT	166.45	
3398	04/20/01	17.54	546 GRANITE ROCK COMPANY	73442	REPAIRS/MAINT	17.54	
3399	04/20/01	453.27	547 TWI PRESS, INC.	73443	OFFICE SUPPLIES 453	453.27	
3400	04/20/01	358.00	549 NTX INC.	73444	SMALL TOOLS 359	358.00	
3401	04/20/01	9,674.00	555 SPIESS ELECTRIC	73445	INSTALL GENERATOR	9,674.00	
3402	04/20/01	752.89	594 CRYSTAL CITY MARRIOTT	73446	HOTEL-5/23-27 CONF.	752.89	
3403	04/20/01	589.36	594A CRYSTAL CITY MARRIOTT	73447	HOTEL 5/22-25 CONF.	589.36	
3404	04/20/01	990.00	596 PUBLIC-SECTOR SOLUTIONS	73448	REGISTRATION-5/23-25	990.00	
3405	04/20/01	2,459.99	597 CURVED GLASS DISTRIBUTORS	73449	REV VEH PARTS 1440	1,440.00	
				73450	REV VEH PARTS 1020	1,019.99	
3406	04/20/01	5,791.56	599 SOUTHWEST OFFSET PRINTING	73451	PRINTING-PLANNING	5,791.56	
3407	04/20/01	55,332.10	601 ENERGY CONTROL GROUP LLC	73452	YIELD TO BUS SIGNS	55,332.10	
3408	04/20/01	510.00	884 UNITED STATES POSTAL SERVICE	73453	1500 - .34 STAMPS	510.00	
3409	04/20/01	51.99	932 LEASE CO., A.L. INC.	73454	REPAIRS/MAINT	51.99	
3410	04/20/01	160.00	E030 FENN, MARJI YN	73455	CONFERENCE 5/23-25	160.00	
3411	04/20/01	10.00	E149 SMITH, DONNA	73456	DMV/VTT FEES	10.00	
3412	04/20/01	10.00	E150 ARC, ELAINE	73457	DMV/VTT FEES	10.00	
3413	04/20/01	10.00	E157 ABREGO, EULALIO	73458	DMV/VTT FEES	10.00	
3414	04/20/01	20.97	E165 HILTNER, EILEEN	73459	GRAPHICS SUPPLIES	20.97	
3415	04/20/01	64.00	E169 HERNANDEZ, JUAN ULLOA	73460	DMV FEES	64.00	
3416	04/20/01	64.00	E173 RHODES, BRUCE	73461	DMV FEES	64.00	
3417	04/20/01	120.00	E323 GALE, TERRY	73462	CONFERENCE 5/23-25	120.00	
3418	04/20/01	300.00	E390 CANALES, DONNA	73463	JAN-MAR MEDICAL INS.	300.00	
3419	04/20/01	34.00	E391 NORTH, JEFFREY	73463	DMV/VTT FEES	34.00	
3420	04/20/01	300.00	E394 MILBURN, PETER	73466	JAN-MAR MEDICAL INS.	300.00	
3421	04/20/01	300.00	E409 TRAYLOR, SOOZIE	73467	JAN-MAR MEDICAL INS.	300.00	
3422	04/20/01	37.65	E501 BAEHR, BRYANT	73501	CELL PHONE BILL	37.65	
3423	04/20/01	130.00	M001 HORTON, JOSEPH	73488	MAY MEDICAL PREMIUM	130.00	
3424	04/20/01	130.00	M002 RACKLEY, EARL	73489	MAY MEDICAL PREMIUM	130.00	
3425	04/20/01	65.00	M003 WYANT, JUDI	73490	MAY MEDICAL PREMIUM	65.00	
3426	04/20/01	65.00	M004 PORTILLA, EARLENE	73491	MAY MEDICAL PREMIUM	65.00	
3427	04/20/01	65.00	M005 ROSS, ENERY	73492	MAY MEDICAL PREMIUM	65.00	
3428	04/20/01	169.00	M006 VAN DER ZANDE, ED	73493	MAY MEDICAL PREMIUM	169.00	
3429	04/20/01	122.00	M007 BLAIR-ALWARD, GREGORY	73494	MAY MEDICAL PREMIUM	122.00	
3430	04/20/01	122.00	M008 CAMPOS, ARVILLA	73495	MAY MEDICAL PREMIUM	122.00	
3431	04/20/01	339.00	M009 FREEMAN, MARY	73496	MAY MEDICAL PREMIUM	339.00	
3432	04/20/01	122.00	M010 SHORT, SUDAN	73497	MAY MEDICAL PREMIUM	122.00	
3433	04/20/01	46.00	M011 LAWSON, LOIS	73498	MAY MEDICAL PREMIUM	46.00	
3434	04/20/01	46.00	M012 ROSE, JACK	73499	MAY MEDICAL PREMIUM	46.00	
3435	04/20/01	38.00	M013 JAHNKE, EILEEN	73500	MAY MEDICAL PREMIUM	38.00	
3436	04/20/01	650.42	R343 ARMANINO, ANDY	73464	SETTLEMENT OF CLAIM	650.42	
3437	04/27/01	1,326.28	001119 MACERICH PARTNERSHIP, L.P. THE	73505	MAY-CAPITOLA MALL	1,326.28	

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

DATE: 04/01/01 THRU 04/30/01

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	TRANSACTION COMMENT
3438	04/27/01	900.00	001887	HUMPHREY, YVONNE A.		73506	MAY LEASE-VERNON ST.	900.00	
3439	04/27/01	28,761.47	002116	HINSHAW, EDWARD & BARBARA		73507	MAY LEASE-120 DUBOIS	5,661.19	
						73508	MAY LEASE-370 ENCINA	22,900.28	
3440	04/27/01	10,173.30	002117	IULIANO, NICK		73509	MAY LEASE-111 DUBOIS	10,173.30	
3441	04/27/01	2,733.41	002192	BAY EQUIPMENT & REPAIR		73504	OUT REPAIR/REV VEH	2,733.41	
3442	04/27/01	2,217.30	002610	FREDERICK ELECTRONICS CORP.		73510	MAY LEASE-375 ENCINA	2,217.30	
3443	04/27/01	2,100.00	110	TRANSMART		73511	MAY CUSTODIAN SVCS	2,100.00	
TAL		1,162,653.70		COAST COMMERCIAL BANK			TOTAL CHECKS	243	1,162,653.70

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

<u>ACCESSIBLE ROUTES</u>	<u>CURRENT MONTH</u>	<u>LAST MONTH</u>
ROUTE #1/7 UCSC Beach	39	20
ROUTE #8/1 EMELINE/UCSC -WEEKDAYS	9	14
ROUTE #12 SEABRIGHT/UCSC - WEEKDAYS	5	0
ROUTE #30/31/6/36 SCOTTS VALLEY/SEABRIGHT - WEEKDAYS	41	62
ROUTE #33/34 FELTON/LOMPICO/ZAYANTE	0	1
ROUTE #35/35A/36 SANTA CRUZ/BOULDER CREEK	82	115
ROUTE #40/41/42 DAVENPORT/BONNY DOON - WEEKDAYS	1	0
ROUTE #40/41/42 DAVENPORT/BONNY DOON - WEEKENDS	0	3
ROUTE #51/52/60/63/81 CAPITOLA/SOQUEL/DOMINICAN - WEEKDAYS	204	185
ROUTE #54/59/60 LA SELVA/CAPITOLA/SOQUEL - WEEKENDS	4	16
ROUTE #2/3A/3B/3N/4/7/7N/65/66/67/69N MISSION/WESTERN/ HARVEY WEST/BEACH/LIVE OAK	408	364
ROUTE #1/3N/42/54/69/69N/69W APTOS/CABRILLO - WEEKDAYS	366	368
ROUTE #69A/69W SANTA CRUZ/WATSONVILLE - WEEKENDS	50	50
ROUTE #70/71/81/36 CABRILLO/SANTA CRUZ/CAPITOLA MALU WATSONVILLE -WEEKDAYS	124	148
ROUTE #71 SANTA CRUZ/WATSONVILLE	337	413
ROUTE #42/72/73/75/78/79 WATSONVILLE/LOCAL	140	223
ROUTE #91/81 COMMUTER EXPRESS/CAPITOLA MALU WATSONVILLE - WEEKDAYS	34	47
HOMELESS SHELTER SHUTTLE	3	2
<u>TOTAL LIFT PASSENGERS</u>	1847	2122

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

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

VEHICLE CATEGORY	TOTAL BUSES	AVG # DEAD IN GARAGE	AVG #AVAIL. FOR SERVICE	AVG # IN SERVICE	AVG # SPARE BUSES	AVG # LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLYER	63	10	53	50	3	50	100%
GILLIG	48	9	39	28	11	28	100%
GMC	8	2	6	4	2	4	100%
CHAMPION	4	0	4	1	3	1	100%

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

VEHICLE CATEGORY	TOTAL BUSES	AVG # DEAD IN GARAGE	AVG #AVAIL. FOR SERVICE	AVG # IN SERVICE	AVG # SPARE BUSES	AVG # LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLYER	63	N/A	N/A	45	N/A	45	100%
GILLIG	48	N/A	N/A	10	N/A	10	100%
GMC	8	N/A	N/A	3	N/A	3	100%
CHAMPION	4	N/A	N/A	1	N/A	1	100%

BIKE REPORT

THIS MONTH LAST MONTH

TOTAL BIKES CARRIED	17611	16410
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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PASSENGER LIFT PROBLEMS

MONTH OF APRIL, 2001

DATE	DAY	BUS #	REASON
04/01/01	SUNDAY	98366	Need to push a little when stowing
04/02/01	MONDAY	8057G	Inside barrier does not go down
04/04/01	WEDNESDAY	8110C	Lift not working
04/05/01	THURSDAY	8305GM	Barrier shot out & had to be pushed back when it wouldn't stow
04/05/01	THURSDAY	8911 LF	Bus will not kneel
04/05/01	THURSDAY	80526	Lift does not raise with w/c passenger on it
04/06/01	FRIDAY	8080F	When bus leaning to right it won't stow w/out someone pushing it
04/07/01	SATURDAY	8110C	Cover over lift motor is loose, not attached properly
04/08/01	SUNDAY	8089F	Dr-reeling switch is not working properly
04/09/01	MONDAY	8912LF	Kneel does not work
04/12/01	THURSDAY	8087F	Passenger lift won't stow
04/13/01	FRIDAY	98336	Kneel very slow
04/14/01	SATURDAY	8110C	Lift will not deploy
04/17/01	TUESDAY	8087F	Passenger lift broken
04/19/01	THURSDAY	8308GM	Problem with lift
04/23/01	MONDAY	8063G	Lift not operating properly
04/24/01	TUESDAY	8305GM	Lift would not deploy
04/26/01	THURSDAY	8080F	Kneel switch doesn't always hold bus down
04/27/01	FRIDAY	8911G	Barrier would not go down
04/26/01	FRIDAY	8080F	Kneel switch doesn't always hold bus down

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

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

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

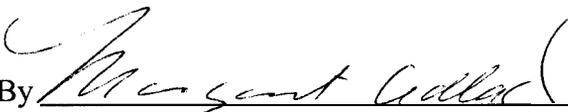
TO: Board of Directors

FROM: District Counsel

RE: Claim of: State Farm Insurance (Subro. Mathew Smith) Received: 04/11/01
Claim #: 01-0007 Occurrence Report No. SC 11-00-02
Date of Incident: 11/02/00

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

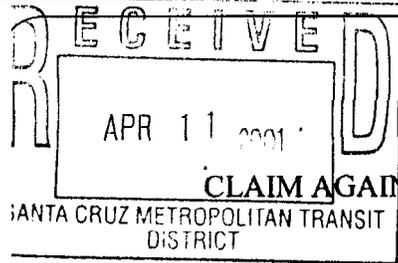
Date: April 30, 2001

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 May 18, 2001.

Dale Carr
Recording Secretary

Date

MG/eg



Santa Cruz Metropolitan Transit District

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (Pursuant to Section 910 et Seq., Government Code) Claim # 00-0029

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: State Farm Ins as subrogee FOR: Matthew Smith #55-5320-4230
Claimant's Address/Post Office Box: PO Box 22200 Bakersfield, CA 93390-2200
Claimant's Phone Number: (888) 663-7324
2. Address to which notices are to be sent: Same
3. Occurrence:

Date: 11-2-00 Time: 6:15pm Place: Pinesweet / Scauel in Santa Cruz
Circumstances of occurrence or transaction giving rise to claim: Matthew Smith was rear-ended by Santa Cruz Transit bus

- 4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: PD -1210.37 (car rental) - 239.99 (insd's out of pocket expense) \$ 1450.36 total property and rental expenses Please address injuries directly with Mr. Smith
5. Name or names of public employees or employees causing injury, damage, or loss, if known: unknown

6. Amount claimed now \$ 1450.36
Estimated amount of future loss, if known \$unk
TOTAL \$ 1450.36

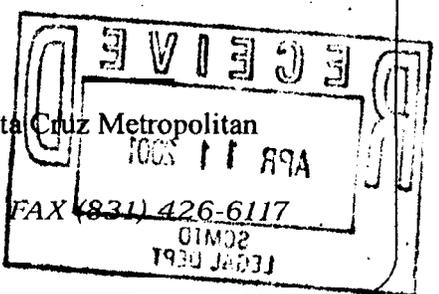
7. Basis of above computations: estimate rental bill

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

DATE 4-6-01

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

370 Encinal Street, Suite 100, Santa Cruz, CA 95060 (831) 426-6080



*Santa Cruz Metropolitan
Transit District*

March 27, 2001

State Farm Insurance
P.O. Box 22200
Bakersfield, CA 93390



Date of Incident: 11/02/00
Your claim #: 55-S320423
Your insured: Mathew Smith

Dear State Farm Insurance:

Enclosed is a form which, should you choose to file a claim, must be returned to our office filled out in its entirety before it can be submitted to the Santa Cruz Metropolitan Transit District's Board of Directors for their consideration. Providing you with this information and form should not be construed as an admission of liability by the District.

Please be advised that the Santa Cruz Metropolitan Transit District investigates each claim fully. If it is determined that neither the bus operator nor the Santa Cruz Metropolitan Transit District caused or contributed to the incident which resulted in your personal injury and/or property damage, your claim will be sent to the Board with a recommendation that the claim be denied.

In order to file a claim for money or damages against the Santa Cruz Metropolitan Transit District you must comply with Government Code Section 911.2 which provides:

"A claim relating to a cause of action for death or for injury to person or to personal property or growing crops shall be presented as provided in Article 2 (commencing with Section 915) of this chapter not later than six months after the accrual of the cause of action. A claim relating to any other cause of action shall be presented as provided in Article 2 (commencing with Section 915) of this chapter not later than one year after the accrual of the cause of action."

While the Santa Cruz Metropolitan Transit District has investigated or will investigate the accident/incident and may possibly enter into settlement negotiations with you, the District does not waive your obligation to comply with Government Code Section 911.2.

If you have any questions or concerns regarding this, please feel free to contact me at 426-6080, ext. 121.

Very truly yours,

Margaret Gallagher, District Counsel
Santa Cruz Metropolitan Transit District

MG/rd

Enclosed 370 Encinal Street, Suite 100, Santa Cruz, CA 95060 (831) 426-6080 FAX (831) 426-6117

METRO OnLine at <http://www.scmtd.com>



RBZ0006Z
date: 04-03-01

page: 1

route to: Michelle Toro

STATE FARM MUTUAL AUTOMOBILE INSURANCE COMPANY

AUTO PAYMENTS BY COL

claim number
55-8320-423

policy number
D513-834-55E

named insured
SMITH, MATTHEW C

date of loss
11-02-00

COL 400

C denotes consolidated payment
P denotes previous data

COL	indemnity:	amount	status	COL	pay code	reporting party
COL: 400	710.37	710.37	PAID	400	1	Named Insu
		500.00	PAID	400	R	Named Insu

AVIS

AVIS

AVIS

END: 502 RESERVATIONS/RATES, DOC H/C DS560821 RE 8
 CR FAC T/A CTR WE WONT RENT IF THE DRIVING RECORD
 AGENT ID 80842 PIN SHOWS SERIOUS TRAFFIC VIOLATIONS.
 AND WIZ RES OK
 CPN AGE DOB RES NO. 1086-3279-US-0
 FIN RENTAL IS SUBJECT TO A VLF TAX NOT
 STA 5718 ETA 01FEB01/1000 THU TO EXCEED \$1.98 PER RENTAL DAY
 VIA SAC GROUP CONFIRMED C
 ILC 5718 ETT 08FEB01/1700 THU CDS/NO APT HR C/IN
 EQP C M/M CITRUS HEIGHTS
 NJM SMITH, PLAINHEM COUNTRY = US
 KAT X-ELL MPA PAY CV
 OLD CXC RATE SELECTED = 2M
 CEX GCI GROUP C RATES CURRENCY = USD
 N/C QUOTE RATES FOR 8 DAY PERIOD 239.99
 AD1 19.04 40.00 199.99
 AD2
 AD3
 LIC
 SOB
 CON
 RMK

N MORE

Date: 11/ 8/00 12:19 PM
 Estimate ID: 3316
 Estimate Version: 0
 Preliminary
 Profile ID: CUSTOMIZED

NOTE: VEHICLE HAS VIBRATION DURING OPERATION. POSSIBLE ADDITIONAL DAMAGE.

Gambon's Body & Frame
 965 Riverside Ave Roseville, CA 98678
 (916) 784-1172
 Fax: (916) 784-8922

Damage Assessed By: JOHN LEVMASTER

Appraised For: MATTHEW SMITH

Type of Loss: Collision
 Deductible: UNKNOWN

Owner: MATTHEW SMITH
 Address: 6604 SKYVIEW DRIVE ORANGEVALE, CA 96662
 Telephons: Home Phone: (916) 722-1772

Mitchell Service: 914821

Description: 1994 Ford Thunderbird LX
 Body Style: 2D Cpr
 VIN: 1FALP6248RH121147
 Mileage: 136,702
 OEM/ALT: 0
 Color: SILVER

Drive Train: 3.8L Inj 6 Cyl AO
 License: 3G5F714 C A

Search Code: None

Line	Entry	Labor	Operation	Line Item	Part Type/ Part Number	Dollar	Labor
Item	Number	Type		Description		Amount	Units
1	AUTO	BDY	OVERHAUL	REAR COVER ASSY			2.0
2	426249	BDV	REMOVE/REPLACE	REAR BUMPER COVER	F4S2 17K835 A	424.32	INC
3	AUTO	REF	REFINISH	REAR BUMPER COVER			C 2.8
4	426270	BDY	REMOVE/REPLACE	REAR BUMPER COVER SUPPORT	E9S2 17D995 A	33.33	INC
5	900500	FRM'	REPAIR	SET UP & MEASURE	Existing		0.0
6	900500	REF *	REFINISH/REPAIR	PREP PLASTIC BUMPER	Existing		0.6"
7	400152	BDY	REMOVE/REPLACE	REAR BUMPER IMPACT ABSORBER	F4S2 17906 A	148.33	INC
8	AUTO	REF	ADD'L OPR	CLEAR COAT			1.1
9	933003	REF	ADD'L OPR	TINT COLOR			0.8'
10	AUTO		ADD'L COST	PAINT/MATERIALS		142.10	.
11	AUTO		ADD'L COST	HAZARDOUS WASTE DISPOSAL		10.90	"

. - Judgement item
 C -Included in Clear Coat Calc

ESTIMATE RECALL NUMBER: 1116100 12:19:46 9316

Mitchell Data Version:
 UltraMate Version:

OCT_00_A
 4.6.004

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Date: 11/07/00 12:19 PM
 Estimate ID: 3315
 Estimate Version: 0
 Preliminary Profile ID: CUSTOMIZED

I. Labor Subtotals						II. Part Replacement Summary			Amount
	Units	Rate	Add'l Labor Amount	Sublet Amount	Totals	Taxable Parts			
Body	2.0	58.00	0.00	0.00	116.00	Sales Tax	@ 7.250%	43.70	
Refinish	4.9	58.00	0.00	0.00	284.20				
Non-Taxable Labor					400.20	Total Replacement Parts Amount		847.77	
Labor Summary	6.9				400.20				
III. Additional Costs						IV. Adjustments			Amount
					Amount	Customer Responsibility		0.00	
Taxable Costs					142.10				
Sales Tax			@ 7.250%		16.30				
Non-Taxable Costs					10.00				
Total Additional Costs					168.40				
						I. Total Labor:		400.20	
						II. Total Replacement Parts:		847.77	
						III. total Additional Costs:		168.40	
						Gross Total:		1,210.37	
						IV. Total Adjustments:		0.00	
						Net Total:		1,210.37	

This is a preliminary estimate.
Additional changes to the estimate may be required for actual repair.

Point(s) of Impact
 @ Rear Center (P)

ESTIMATE RECALL NUMBER: 11/07/00 12:19:48 3315

Mitchell Data Version: OCT_00_A
 UltraMate Version: 4.8.004

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GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Dorothy Gray Claim #: 0 1-0008 Received: 04/16/0 1
Date of Incident: 1 0/24/00 Occurrence Report No.: SC 1 0-00-2 1

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

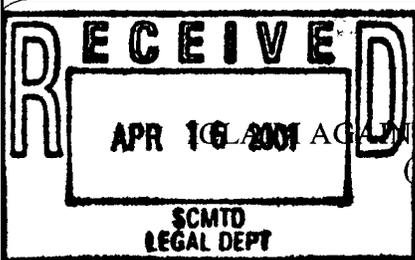
: _____ April 30, 2001

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 May 18, 2001.

Dale Carr
Recording Secretary

Date

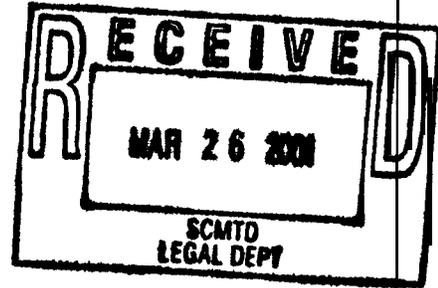
MG/eg



Santa Cruz Metropolitan Transit District

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

Claim # _____



TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

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

- 1. Claimant's Name: Dorothy K. Gray
609 Frederick St #173
Claimant's Address/Post Office Box: (831) 427-0495
Claimant's Phone Number:
2. Address to which notices are to be sent: 609 Frederick St #173
Santa Cruz, CA 95062
3. Occurrence: Fall while exiting City bus
Date: Oct 24 Time: afternoon Place: Capital Mall
Circumstances of occurrence or transaction giving rise to claim: THEY DID NOT LOWER THE STEP OR Pull close enough TO THE CURB, AND I FELL EXITING THE BUS. PLEASE SEE ATTACHED LETTER.
4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as known: OFFERED A contusion TO MY Hip AND A sprained wrist PLEASE SEE ATTACHED LETTER AND NOTES FROM Doctors
5. Name or names of public employees or employees causing injury, damage, or loss, if known: MR. MOREAU
6. Amount claimed now \$224,900.00
Estimated amount of future loss, if known \$0
TOTAL \$24,900.00
7. Basis of above computations: pain and suffering.

Dorothy K. Gray
CLAIMANT'S SIGNATURE OR
COMPANY REPRESENTATIVE'S SIGNATURE OR
PARENT OF MINOR CLAIMANT'S SIGNATURE

3/24/01
DATE

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

370 Encinal Street, Suite 100, Santa Cruz, CA 95060 (831) 426-6080 FAX (831) 426-6117

PROOF OF SERVICE

METRO OnLine at http://www.scmted.com

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

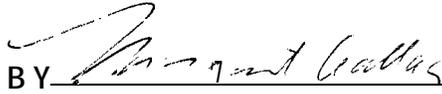
TO: Board of Directors

FROM: District Counsel

RE: Claim of: Ray Polanco Received: 04/06/01 Claim #: 01-0009
Date of Incident: 03/22/01 Occurrence Report No.: SC03-10-21

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 4, 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 May 18, 2001.

Dale Carr
Recording Secretary

Date

MG/eg

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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

Claim # _____

TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

ATTN: Secretary to the Board of Directors
230 Walnut Avenue
Santa Cruz, CA 95060

1. Company Representative's Name/Claimant's Name: Andres Polanco

Claimant's Address/Post Office Box: 4424 Cortez Drive
Sequel CA 95073 3

Claimant's Phone Number: 831-462-1778

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

3. Occurrence: Van #002 made contact with my car

Date: 3/22/01 Time: 8:50pm Place: 1200 River

Circumstances of occurrence or transaction giving rise to claim: while backing out of parking spot and after checking all mirrors I heard a loud noise and stopped immediately. The Van collided with the back end of my car.

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: left rear corner + tail light area, and side panel and corner of trunk.

5. Name or names of public employees or employees causing injury, damage, or loss, if known: Richard Orozco

6. Amount claimed now	\$2049.46 - Vehicle
Estimated amount of future loss, if known .	Rental Car up to 10 days \$ 300.00 - Estimated
TOTAL	\$2349.46

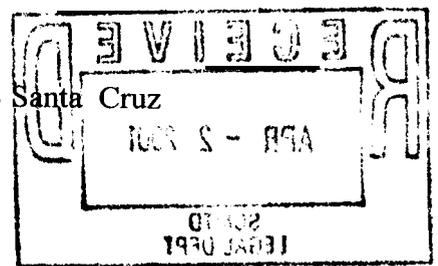
7. Basis of above computations: Repairs to Personal Vehicle
Rental Car while Repairs Are Completed.

Andres Polanco

Andres Polanco
PARENT'S/CLAIMANT'S SIGNATURE or
COMPANY REPRESENTATIVE'S SIGNATURE

3/30/01
DATE

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



CARMAT COLLISION CENTER

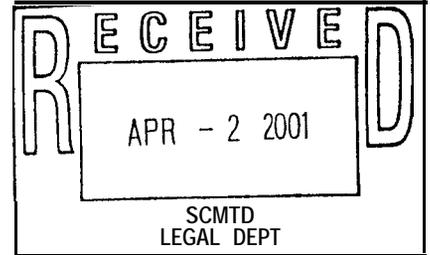
1650 MANSFIELD STREET SANTA CRUZ, CA 95062-1766
 (831) 464-0338
 Fax: (831) 464-8036
 Tax ID: 77-0500590 BAR #: AK207919 EPA #: CAL000045297

Damage Assessed By: MATTHEW KOUE

Condition Code: Good
 Deductible: UNKNOWN

Insured: ANDRES POLANCO
 Address: 4424 CORTEZ DR SOQUEL, CA 95073
 Telephone: Work Phone: (831) 425-5284

Home Phone: (831) 462-1778



Mitchell Service: 917224

Description: 1986 BMW L7
 Body Style: 4D Sed
 VIN: WBAFG2415G1090865
 OEM/ALT: 0
 Color: CHARCOAL

Drive Train: 3.5L Inj 6 Cyl 4A
 License: 2SXB493 CA
 Search Code: None

Line Item	Entry Number	Labor Type	Operation	Line Item Description	Part Type/ Part Number	Dollar Amount	Labor Units
	715990	BDY	REPAIR	L QUARTER OUTER PANEL	Existing		7.5*#
2	AUTO	REF	REFINISH	L QUARTER PANEL OUTSIDE			C 2.4
3	716220	BDY	REMOVE/INSTALL	L FRT QUARTER PROTECT MOULDING	Existing		0.3'
4	900500	BDY *	REMOVE/REPLACE	REAR BODY SILL PLATE	51461851580	25.75	. 0.2'
5	900500	BDY .	REMOVE/REPLACE	RESTORE CORROSION PROTECTION	**Qual Repl Part	5.00	. 0.4'
6	900500	BDY .	REMOVE/REPLACE	PAINTED STRIPE	Sublet	95.00	. 0.4'
7	900500	BDY .	REPAIR	SET UP AND PULL LT REAR SHEETMETAL	Existing		1.5'
8	716550	BDY	REPAIR	LUGGAGE LID PANEL	Existing		1.0*
9	AUTO	REF	REFINISH	LUGGAGE LID OUTSIDE			c 2.2
10				REPAIR LT LOWER EDGE OF TRUNK LID			
11	716610	BDY	REMOVE/INSTALL	LUGGAGE LID NAMEPLATE	Existing		0.2*
12				L7			
13	716620	BDY	REMOVE/INSTALL	LUGGAGE LID EMBLEM	Existing		0.2'
14	716630	BDY	REMOVE/REPLACE	LUGGAGE LID WEATHERSTRIP	51711847098	58.00	0.7
15	716720	BDY	REMOVE/INSTALL	LUGGAGE LID LOCK CYLINDER & KEYS	Existing		0.4'
16	718830	BDY	REPAIR	LWR REAR BODY PANEL	Existing		4.0*#
17	AUTO	REF	REFINISH	LWR REAR BODY PANEL			c 1.1
18	719150	BDY	REMOVE/INSTALL	R COMBINATION LAMP ASSEMBLY	Existing		0.5"
19	719160	BDY	REMOVE/REPLACE	L COMBINATION LAMP ASSEMBLY	63211364549	167.00	0.5
20	719308	BDY	REMOVE/REPLACE	L BACKUP LAMP BULB	07509063574	1.10	INC*
21	719320	BDY	REMOVE/REPLACE	L TAIL/STOP/SIGNAL LAMP BULB	07509063573	1.20	INC*
22	719820	BDY	REMOVE/INSTALL	REAR BUMPER ASSY			0.8
23	936012		ADD'L COST	HAZARDOUS WASTE DISPOSAL		3.00	.
24	AUTO	REF	ADD'L OPR	CLEAR COAT			1.6
25	933003	REF	ADD'L OPR	TINT COLOR			0.5'
26	933018	REF	ADD'L OPR	MASK FOR OVERSPRAY		4.50'	0.2"
27	AUTO		ADD'L COST	PAINT/MATERIALS		187.20	.

ESTIMATE RECALL NUMBER: 3/26/01 14:59:35 6026

Mitchell Data Version: MAR_01_A
 UltraMate Version: 4.6.004

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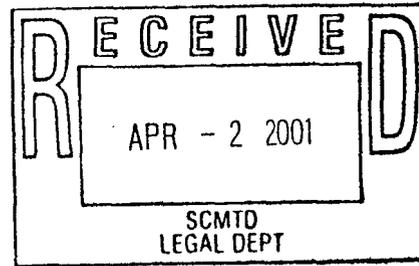
* - Judgement Item
 # - Labor Note Applies
 C - Included in Clear Coat Calc

I. Labor Subtotals	Units	Rate	Add'l Labor Amount	Sublet Amount	Totals	II. Part Replacement Summary	Amount
Body	18.2	56.00	0.00	0.00	1,019.20	Taxable Parts	258.05
Refinish	8.0	56.00	4.50	0.00	452.50	Sales Tax @ 7.750%	20.00
	Non-Taxable Labor				1,471.70	Non-Taxable Parts	95.00
Labor Summary	26.2				1,471.70	Total Replacement Parts Amount	373.05
III. Additional Costs						IV. Adjustments	Amount
					Amount		
Taxable Costs					187.20	Customer Responsibility	0.00
Sales Tax			@ 7.750%		14.51		
Non-Taxable Costs					3.00		
Total Additional Costs					204.71		
						I. Total Labor:	1,471.70
						II. Total Replacement Parts:	373.05
						III. Total Additional Costs:	204.71
						Gross Total:	2,049.46
						IV. Total Adjustments:	0.00
						Net Total:	2,049.46

This is a preliminary estimate.
Additional changes to the estimate may be required for the actual repair.

Point(s) of Impact
 7 Left Rear Corner(P)

Escort 22.99/day
Corolla 25.99/day
Malibu 28.99/day
Taurus 32.99/day



Gilroy
847-4001
Watsonville
761-2800
Morgan Hill
779-3390

Santa Cruz
426-7799
Hollister
637-5300
Capitola
464- 1900

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 April 19, 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, Julie Eason, Michael Edwards, Kasandra Fox, Norm Hagen, Mark Hartunian, Michelle Hinkle, Ed Kramer, Deborah Lane, Jeff LeBlanc, Fahmy Ma'Awad, Thom Onan, Gary Peterson, Camille Pierce, Pop, 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
Mark Dorfman, Assistant General Manager
Eileen Hiltner, S.E.I.U. Representative/Secretary, Planning and Marketing Department
David Konno, Facilities Maintenance Department Manager
Steve Paulson, U.T.U. Representative
Tom Stickel, Fleet Maintenance Department Manager

BOARD MEMBERS PRESENT:

Michelle Hinkle

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

MASTF approves of the existing Talking Sign technology and requests that the technology be installed in all current METRO buses wired for it.

RELEVANT ATTACHMENTS: E

***MASTF MOTIONS RELATED TO METRO MANAGEMENT**

MASTF approves of the existing Talking Sign technology and requests that the technology be installed in all current METRO buses wired for it.

I. CALL TO ORDER AND INTRODUCTIONS

Chairperson Kasandra Fox called the meeting to order at 2:07 p.m. Ms. Fox said that she was sorry to announce that a portable microphone would not be available today. She asked that group members not interrupt the person recognized to speak. She also noted that after a person has been recognized to speak on a topic that person will not be recognized again until all other persons wanting to speak take their turn.

Ms. Fox thanked Kim Chin for the funds that provided the refreshments available today.

II. APPROVAL OF THE MARCH 15, 2001 MASTF MINUTES

MASTF Motion: That the March 15, 2001 MASTF Minutes be approved as submitted.
M/S/PU: Lane, Pop

III. AMENDMENTS TO THE AGENDA

John Daugherty reported that during last Thursday the MASTF Executive Committee added three items to the Agenda: 1) The subtitle to the Ongoing Business item Call Stops and Talking Signs: "Progress Report and Committee Formation"; 2) New Business item 6.3: "Metro Base: How Can We Help?" and 3) One sub section for New Business item 6.7: "a) Report on Disability Awareness Training Proposal".

Deborah Lane requested that New Business item 6.1, "Announcement of Bus Route Numbers and Destinations at Transit Centers", be tabled until next month.

Patricia Spence requested that Ongoing Business item 5.1 b), "MASTF Recommendations: Watsonville and South County Bus Service" be tabled until next month. She also asked that the Paratransit Services Committee Report be moved up the Agenda from the New Business section to after Oral Communication and Correspondence.

IV. ORAL COMMUNICATION AND CORRESPONDENCE

Ms. Fox shared that she had nominated Mr. Daugherty for an award from the Santa Cruz County Regional Transportation Commission. She announced that he would receive an award during the ceremony set to begin at 8 a.m. on Thursday May 3rd at the Capitola City Hall. She noted that breakfast refreshments would be provided.

Ms. Fox circulated flyers (Attachment A) announcing International Peace Day on Sunday May 20, 2001.

Ms. Spence described a letter she had written to METRO General Manager Les White on March 21st. She followed up on concerns expressed by Cabrillo College Stroke Center Executive Director Carolyn Bliss-Isberg during the METRO Board meeting on March 16th. One concern expressed by Ms. Bliss-Isberg was that she was not adequately notified about proposed changes to paratransit service. Ms. Spence noted that the letter described the involvement of Ms. Spence in the process of public input and review of paratransit service. She noted that she had met with Ms. Bliss-Isberg. She read aloud the following excerpt from the letter:

"I will also take this opportunity to let you know that METRO is very fortunate to have Kim Chin in his position. His knowledge and experience in paratransit combined with his respectful approach to individuals has been a great asset for all concerned. John Daugherty has also been an important resource for me. I appreciate his politeness, to finding answers to questions and to replying to my many letters."

Ms. Spence observed that Management and MASTF have worked very well together during the paratransit review process. She believed that many organizations would be "envious of the cooperation and positive spirit." She suggested that the group take a moment "to give these people a round of applause." Applause followed the remarks from Ms. Spence.

Michael Edwards passed along a request forwarded to him by several bus operators. They noted that some passengers with disabilities had gotten “out of the habit” of telling bus operators what their destinations are. Mr. Edwards noted that destination information helps operators plan to handle full busloads and other situations.

Mr. Daugherty noted two articles that the group might include with the meeting packet for next month. One article, handed over by Barbara Schaller, is an opinion piece published in the *Santa Cruz Sentinel* during February. METRO Board Chairperson Sheryl Ainsworth wrote the article (Attachment B) titled, “We must find somewhere to build a Metro bus yard.” The second article, published in the April 10, 2001 edition of *Transit Access Report*, is titled, “Bus Driver Apparently Thought Blind Rider Had to Sit Up Front.” The article (Attachment C) describes resolution of a complaint filed by a bus rider in Salt Lake City, Utah.

Ms. Lane shared that Ms. Fox had received a letter from Santa Cruz Mayor Tim Fitzmaurice. The letter (Attachment D) noted the commitment and dedication of Ms. Fox. Ms. Lane concluded: “Please read it; it’s lovely.”

Ms. Lane explained that refreshments were available today to help celebrate the new series of METRO commercials. She described the first commercial – “Grace” – which was screened twice for the group. Sharon Barbour asked if the two other completed commercials could also be shown. Mr. Chin responded that those commercials could be shown next month. He also noted that the commercials lay the foundation for a marketing campaign. He thanked METRO employees Mr. Daugherty and Eileen Hiltner along with MASTF members Ms. Fox and Jeff LeBlanc for their participation in “Grace.” He shared that MASTF members might be asked to participate during September in commercials that highlight facets of METRO service.

V. ONGOING BUSINESS

5.1 Paratransit Services Committee Report (Pat Spence)

Ms. Spence reported that she had created a poster to advertise METRO’s sale of prepaid paratransit ride coupons. She noted that students at the Cabrillo College Stroke Center have seen the poster. She noted that Mr. Chin has told her that so far sales of the coupons are not brisk. She shared that she was working with Mark Hartunian to expand and refine the advertising.

5.2 MASTF Consideration of Bus Service Priorities

Bryant Baehr shared that currently METRO is staffed 10 to 12 bus operators short of its staffing need. One result is that there is “nothing happening” as far as bus service changes for the summer bid. Mr. Baehr noted that now was a good time for MASTF input on service changes.

a) MASTF Recommendations: Holiday Bus Service

Highlights of comments included:

- 1) Camille Pierce shared that she travels to UC Santa Cruz (UCSC) to audit classes. She has noticed that she has waited 10 to 15 minutes for a bus, compared to 5 or 6 minutes in the past. She asked Mr. Baehr if the hiring of more bus operators could increase bus service to UCSC. Mr. Baehr

responded that despite the bus operator shortage, no UCSC service has been dropped. He shared that the addition of accessible bus stops on campus will allow bi-directional bus service to begin for UCSC in September. Service travelling in two directions could help spread out the effects of full busloads on campus.

- 2) Laura Scribner shared that the preliminary lists of bus service improvements had excited her. She noted that the absence of holiday service from the list of improvements suggested that “We need a strategy for holidays.” She noted that petitions and public presentations to the METRO Board could be part of such strategy.
- 3) Ms. Schaller noted that her fellow members of the Santa Cruz County Seniors Commission had been “shocked” by the omission of bus service for the 4th of July. She noted that restoration of bus service on that holiday was one of her priorities.
- 4) Sharon Barbour asked Mr. Baehr what holidays are not covered by bus service and if the cost per holiday varied. Mr. Baehr responded that Sunday level/holiday service for the 4th of July and Labor Day would cost about \$26,000 per day for each holiday. Since labor contracts specify that covered employees providing service on Thanksgiving, Christmas Day and New Year’s Day would be paid triple time, Mr. Baehr estimated that the cost for Sunday level/holiday service would cost \$50,000 per day for those holidays.
- 5) Responding to questions from Thom Onan, Mr. Baehr noted that there is approximately \$100,000 to \$150,000 available in the budget for further service improvements. He also noted that METRO plans to “over hire” more bus operators by September to meet current demand.
- 6) Fahmy Ma’Awad suggested that METRO start over with its approach to holidays. He proposed that holiday service be created that provides once an hour coverage by bus for most of the service area. Ed Kramer stated that it would be prudent for METRO to create a holiday schedule that allows for hourly bus service coverage rather than none on holidays.
- 7) Mr. Daugherty asked if there was a timeline to restore holiday service that had been cut in the past. Mr. Baehr responded that holiday service was on the list for service improvements.
- 8) “When you take the money and put it into holidays,” Mr. Baehr observed, “it serves a group of people, no doubt. But you’re looking for your bang for your buck. We’re running out of buses, we’re running out of space, we’re running out of time. And so, if I’ve got to put a bus out there, I really want to maximize the time and move the maximum amount of people. Where do I put that? Maybe that is 4th of July. Maybe it is Labor Day.” He added that it is a “balancing act “ between funds available and bus service needed.
- 9) Ms. Spence shared that bus service changes also affect Watsonville residents. “People in Watsonville want to go someplace too,” she noted. Norm Hagen shared that more regular Watsonville bus service (such as Route 79) was more important to him than holiday service.
- 10) Discussion on this topic concluded after Ms. Barbour suggested that persons who want to work toward a prioritized list of holidays meet with her after the meeting. Mr. Baehr offered to assist the group with cost estimates and other service information.

b) MASTF Recommendations: Watsonville and South County Bus Service

Tabled until next month.

c) Other MASTF Bus Service Recommendations

No report.

5.3 Call Stops and Talking Signs: Progress Report and Committee Formation

Mr. Ma'Awad stated that formation of a committee was not necessary since there was agreement all ready about what needs to be done. He referred to a meeting last year with MASTF members and Mr. Baehr that reviewed bus specifications.

Ms. Lane shared that during the MASTF Executive Committee meeting last Thursday call stops and audible technology were discussed. She noted that Steve Paulson, Mr. White, Mr. Chin, and Mr. Ma'Awad and Mr. Kramer attended the meeting. She said productive meeting discussion covered topics including "how to make audible technology livable for the drivers" and "how do we get compliance with this very important civil rights law." She noted that issues discussed are "still in process."

Mr. Ma'Awad expressed his appreciation for what Mr. Baehr, Mr. White and Mr. Chin are trying to do. He recalled that agreement had been reached in the past on several concerns:

- 1) Expansion of the use of the sign technology currently used in three buses.
- 2) Elimination of the extra "ding" heard in stop announcements.
- 3) Announcement volume needs to be controlled.
- 4) Elimination of the automated route introduction speech.
- 5) That as many stops be called as possible.

Mr. Ma'Awad also shared that it had been a pleasure to take a recent bus ride from Cabrillo College to downtown Santa Cruz with the Talking Sign system. He noted that one flaw with the current system was that every requested stop was not announced by the system.

Ms. Barbour recalled that two points of view had been expressed during the Executive Committee meeting last week. One point of view was to go ahead and expand use of the current Talking Sign technology. Another point of view was to use a couple of available months to look at all available technology and then make a recommendation for the technology used in the next new bus order from METRO. Ms. Lane recalled a third point of view that included modifications needed by bus operators in the audible technology.

Mark Dorfman explained that METRO has set aside funds to purchase 50 new buses that will be equipped with audible sign technology. He noted that 30 buses currently part of the bus fleet are wired for the technology, but do not have it. He noted that METRO would pursue funds to purchase audible technology for those 30 buses in the fleet. He expected that the two vendors of sign technology – Clever

Devices and Digital Recorders – would bid for part of the new bus order contract. He noted that METRO has the opportunity to establish the audible technology standard for the entire bus fleet.

Mr. Baehr and Mr. Dorfman noted that the currently used Talking Signs are not set up to announce every requested stop. Mr. Dorfman noted that an anticipated change in radio technology could expand the capability of the Signs to announce every requested stop.

Ms. Spence shared that another important aspect from the Executive Committee meeting. She noted that it is important for passengers to acknowledge and thank the driver who does announce call stops.

Jeff LeBlanc thanked Mr. Ma'Awad and Mr. Kramer for moving the call stop issue forward and getting Mr. White to commit to try to find the funds to retrofit the 30 buses wired for audible technology.

The following Motion to the Board and Management emerged from discussion:

MASTF Motion: MASTF approves of the existing Talking Sign technology and requests that the technology be installed in all current METRO buses wired for it.

M/S/C: Ma'Awad, Schaller (Mr. Hagen voted "No")

Mr. Daugherty distributed the METRO list of call stops requested by Ms. Schaller last month. Note: After the meeting, Ms. Fox requested that the list of call stops and other background information distributed to the Executive Committee in April be included with the MASTF packet for the May meeting (Attachment E).

Ms. Fox noted that due to the absence of the portable microphone today, she was having difficulty hearing meeting participants. She delegated the duties of Chairperson to Ms. Lane.

Mr. Ma'Awad said the Motion just passed by MASTF was "loose." He presented a Motion to the group that recommended that METRO Management report to MASTF within 60 days on the progress in retrofitting buses wired for audible technology with Talking Signs. He shared that METRO Management has all ready had one year to make progress with the technology. "'Let's not stall it any more," he stated.

Discussion following the Motion from Mr. Ma'Awad included what the law requires and the difference between the time frame noted by Mr. White last Thursday to choose a brand of Talking Sign (two months) and the time frame noted by Mr. Dorfman for METRO to assess its budget (three months). Comments included a suggestion from Ms. Barbour: "Let (METRO) look at their checkbook before they try to tell us where the money is coming from."

The following Motion directed to METRO Management failed:

MASTF Motion: MASTF recommends to METRO Management regarding the calling of stops that METRO Management report to MASTF regarding their progress on retrofitting the technology within 60 days.

M/S/F: Ma'Awad, C. Day (Three "Yes" votes, all others "No")

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

Tabled until next month.

6.2 MASTF Recommendation: MASTF Participation at International Peace Day Event on May 20, 2001

Ms. Fox reported that MASTF has free space reserved to set up an information table at the International Peace Day Event near Holy Cross Church on May 20th. She noted that MASTF needs the table, chairs and volunteers to activate the information table at the event. Ms. Lane suggested that interested volunteers contact Ms. Fox after the meeting.

6.3 Metro Base: How Can We Help?

Ms. Lane opened discussion on the topic by noting that MASTF needed to adopt a strategy with the Metro Base project. Michelle Hinkle and Mr. Dorfman noted that the METRO Board would receive input from two scoping meetings during their May 18th meeting. The Board faced choices on three interrelated topics: 1) Whether to move forward with an Environmental Impact Report (EIR); 2) Directing consultants to update the economic study; 3) Directing architects to go ahead with the design process for Metro Base.

Michael Edwards asked where MASTF members should direct their energies and support. Mr. Dorfman responded that Board members need to know what users want and to keep moving forward on the project. Ms. Hiltner shared that she was working informally with other employees and neighbors to let decision-makers know that making the decision to consolidate METRO facilities is needed. She suggested that those present consider writing letters to the newspapers, circulating petitions, attending decision making meetings and asking friends and neighbors to join in. Mr. Edwards asked Ms. Hiltner for copies of materials that she was distributing.

Mr. LeBlanc encouraged people to attend the next Scoping Meeting on April 25th at the Board of Supervisors Chambers. Ms. Barbour shared that MUG had approved a letter of support for Metro Base at the Harvey West location. Mr. Dorfman shared that more information on the Metro Base project is available online at www.scmtd.com/metrobases.

The following Motion from MASTF membership emerged from discussion:

MASTF Motion: MASTF directs the Chairperson to write letters to the METRO Board and the Santa Cruz City Council to bring across, "We need Metro Base!"

M/S/PU: Pop, Fox

MASTF COMMITTEE REPORTS

6.4 Training and Procedures Committee Report (Pop)

Pop reported that the training of the new class of bus operators had just ended. The next training cycle for new bus operators would begin in September.

6.5 Bus Service Committee Report (Sharon Barbour)

Ms. Barbour reminded persons interested in preparing a prioritized list of requested holiday service to meet with her after the meeting.

a) Metro Users Group (MUG)

Ms. Barbour noted that the two main topics discussed by MUG had been covered today during the MASTF meeting.

b) MASTF Recommendation: Summer Bus Route Service Changes

No report.

6.6 Bus Stop Improvement Committee Report (Pop)

a) Bus Stop Advisory Committee (BSAC)

Pop circulated a copy of new signage for bus stops that includes notification that No Smoking is permitted within 40 feet of the bus stop. He suggested that, as another air pollution control measure, bus operators turn off buses waiting at transit centers. Mr. Paulson responded that he and other bus operators are trained to turn off buses waiting longer than three minutes. Mr. Paulson noted that exceptions to that training are allowed for buses that don't start up easily.

Ms. Spence passed information over to Pop about a bus stop on Graham Hill at Sims Road. The information included a letter from Ms. Spence published in the *Santa Cruz Sentinel* (Attachment F). Pop noted that the bus stop had been photographed and that plans were developing to improve it.

b) Accessible Bus Stop at Capitola Road and Clares Street

No report.

c) Report on Cabrillo College Bus Stops

Pop reported that there are plans to install a new outbound bus stop near the Sesnon House at Cabrillo College. He noted that he did not have a timeline for installation of the new bus stop.

6.7 Paratransit Services Committee Report (Pat Spence)

The report from Ms. Spence followed Oral Communication and Correspondence.

a) Report on Disability Awareness Training Proposal

Ms. Spence reported that the working draft of the training proposal had been discussed during the Executive Committee meeting last Thursday. She noted that she might arrange a "brainstorming" session to revise the training proposal. Mr. Daugherty and Mr. Onan provided Ms. Spence with copies of an earlier training proposal from Michael Bradshaw of the Central Coast Center for Independent Living (CCCIL). Ms. Spence noted that she would share the earlier proposal with members of the Paratransit Services Committee.

OTHER REPORTS

6.8 Paratransit Update

a) ADA Paratransit Update (Mark Hartunian)

Mr. Hartunian reported:

- 1) There is a renewed relationship between Lift Line/CTSA and subcontractors Courtesy Cab and Yellow Cab. Mr. Hartunian has met with the owners of both companies. Computer terminals have been installed at one cab company. Results include METRO receiving information requested in its contract with Lift Line.
- 2) Lift Line has hired six new drivers and has requested additional vehicles for its fleet.
- 3) Mr. Hartunian was preparing to meet with Ian McFadden of United Transportation Union (UTU) Local 23 to further labor relations. Mr. Hartunian viewed this meeting as an opportunity to improve transportation “product” and acknowledge the workforce providing it.
- 4) He also reported that since last December, 27 turndowns of paratransit service have occurred.
- 5) Ms. Lane asked Mr. Hartunian if he would continue working for Lift Line/CTSA. He noted that the principal METRO staff working on paratransit have been “very tolerant” during this transition time. “We’re working very hard towards agreement,” he shared. Applause followed the report from Mr. Hartunian.

b) Transportation Advocacy (Thom Onan)

Mr. Onan recalled that he had met with Scott Bugental during August or September of 1999 to discuss signage to be placed inside vehicles used for paratransit trips. A letter with proposed language had emerged from that meeting. Last month Mr. Onan met with Jim Bosso to discuss language for signs. Mr. Onan reported that Mr. Bosso appeared “happy” with the proposed language and was willing to mount signs inside cabs and other vehicles delivering paratransit rides.

Mr. Onan read aloud the following language for signs:

“Lift Line Riders

If you have any problems, complaints or compliments about Lift Line service you can call the Central Coast Center for Independent Living at 462-8720 and say you are calling about Lift Line. Or you can call Lift Line at 425-1558 or 688-9663 and ask to talk with Client Relations.”

Mr. Onan sought input on the language for the signs. Mr. Dorfman asked for a copy of the language so that METRO’s legal staff could review it.

Mr. Onan shared that the role of CCCIL appeared to be a contact Lift Line users can call “without fear of being disregarded or retaliated against.” He offered two suggestions:

- 1) That a new clear process of how a complaint is transmitted is devised.

- 2) That CCCIL pass complaints to METRO instead of the current process where CCCIL passes complaints to Lift Line.

Those suggestions sparked discussion. Highlights of discussion included:

- 1) Ms. Scribner asked Mr. Onan what the perceived gain would be if CCCIL passed complaints directly to METRO. Mr. Onan responded that he did not know all gains, but that change could help complaints be addressed in a timely manner and resolved.
- 2) Mr. LeBlanc and Mr. Chin noted that upcoming changes to paratransit service include the hiring of a Paratransit Manager to oversee the paratransit contract. Mr. Chin noted that Mr. Onan's concern about complaint handling – whom a complaint goes to – is a “clearly evident” area for review. He recommended that Lift Line continue to be notified about complaints until a Paratransit Manager is hired.
- 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.

6.9 Commission on Disabilities Report (Pat Spence)

Ms. Spence suggested that persons with disabilities get acquainted with the brochure on language she mentioned during her report last month. Mr. Daugherty noted that the brochure (Attachment G) could be included with the MASTF May meeting packet.

6.10 Elderly and Disabled Transportation Advisory Committee Report

6.11 U.T.U. Report (Steve Paulson)

6.12 S.E.I.U. Report (Eileen Hiltner)

No reports on the three Agenda items above.

6.13 Next Month's Agenda Items

Mr. Daugherty recalled the items tabled during the meeting today: MASTF Recommendations: Watsonville and South County Bus Service and Announcement of Bus Route Numbers and Bus Destinations at Transit Centers.

Mr. Edwards requested that “MASTF Membership Drive” be placed on the Agenda for next month.

VII ADJOURNMENT

The meeting was adjourned at 4:10 p.m.

M/S/PU: Pop, Edwards

NOTE: NEXT MAST MEETING IS: Thursday May 17, 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 May 11, 2001 at 8:30 a.m. at the S.C.M.T.D. Administrative Offices, 370 Encinal Street in Santa Cruz, CA.

MASTF Minutes

April 19, 2001

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NOTE: THE FOLLOWING S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday May 18, 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

April 18, 2001

The Santa Cruz Metropolitan Transit District Metro Users Group met at 2:14 p.m., Wednesday, April 18, 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

VISITORS PRESENT

None

SCMTD STAFF PRESENT

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

MUG RESOLUTIONS TO METRO BOARD OF DIRECTORS

1. MUG will submit written correspondence to the Board in support of Harvey West as the preferred location for MetroBase. MUG recommends that the development plans include the ability for Metro to operate at an expanded level of service consistent with future service plans.

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

A letter from Margaret Gallagher, District Counsel, was included in the MUG packet.

4. CONSENT AGENDA

ACTION: MOTION: Sharon Barbour SECOND: Sandra Coley

Approve the following items accepted by the Committee:

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

The following corrections will be made to the MUG minutes:

G. Ted Chatterton's name was misspelled in two areas of the Minutes. This will be corrected.

Motion passed unanimously.

5. ON-GOING ITEMS

5a) Review of *Headways* Redesign Issues

Kim Chin stated Staff is still making subtle improvements. Route Locator information will be included next to the map in the middle of the *Headways*. Chairperson Gabriel mentioned the Comprehensive Accessible Transportation brochure received from the Transportation Commission and asked if this is a duplication of service. Mr. Chin stated that if the "cart" service were included in the *Headways*, our ridership would assume this service is always available. Once this service is available at all times, this information will be included in the *Headways*. Chairperson Gabriel responded that now that Cabrillo College has the stop above the hill, "cart" service might not be necessary. Bryant Baehr added that dispatch receives a few calls a day for "cart" service.

Sandra Coley stated that if the *Headways* is more effective for our riders, it should be promoted in our advertising. Mr. Chin added that it is his objective to increase the font on the schedule information from 5/6 point to 10/12 point, and

even 14/16-point font in some places. Mr. Chatterton stated that the *Headways* should indicate what route number a specific bus turns into. Mr. Chin responded that the routes would be color-coded which would be easier than to rely on route numbers. Bryant Baehr added that route numbers may change on the next bid, therefore, it would complicate matters for riders to rely on the route numbers. Kim Chin informed the Committee that when the *Headways* is at a certain point, it will be incorporated into the print ads and advertising.

5b) Service and Planning Update

Bryant Baehr explained that \$500,000 worth of service improvements have been implemented. The additional extension on Highway 17 received positive comments. Due to the high usage of the Scotts Valley Park & Ride, Staff is trying to extend more trips into the under-utilized Soquel Park & Ride lot, which is more centrally located. Mr. Baehr stated that as of June 11th, bus operators would maintain a daily ridership count on all routes utilizing the new fareboxes. This will bring valuable information to the MUG and MASTF committees.

Beginning next week, Staff is interviewing for 10-12 bus operator positions. Approaching MUG, MASTF and the Board about summer service changes will not take place as Staff does not want to put service on the street that cannot be supported due to a lack of bus operators. It has come to Staff's attention that VTA is advertising in the Santa Cruz area for bus operators, of which they need 70. Staff is currently working on schedules and a service plan for Fall. Mr. Chatterton suggested obtaining feedback from our current bus operators, as they are concerned about job security with the MetroBase issue being unsolved at this time.

Kim Chin stated that the public and the MUG Committee are invited to participate in the Scoping Process by identifying issues to be studied in the Environmental Impact Report (EIR). The last Scoping Meeting is scheduled for April 25th from 7-10:00 p.m. On May 18th the Board of Directors will review input from the public and decide which is the preferred site for MetroBase.

Chairperson Gabriel asked for input from MUG Committee members regarding the Harvey West site for the MetroBase project. Sharon Barbour stated that she feels the Harvey West location was chosen for the wrong reasons. Mr. Chatterton added that he can't understand why the County agrees with the Westsiders regarding the MetroBase site since the Lipton location already has a natural gas line, and this site would be less expensive to convert to the MetroBase facility. Bryant Baehr commented that it would cost \$1.8M for a 4" stainless line to upgrade the CNG line in the Harvey West area to meet District requirements. Chairperson Gabriel thinks Harvey West is the best site due to the center of service. MUG will recommend to the Board that the Harvey West site

be the preferred alternative. Sharon Barbour stated that the Board should buy enough land to accommodate expansion of the MetroBase facility when needed.

ACTION: MOTION: Sharon Barbour SECOND: Connie Day

Write a letter to the Board in support of the Harvey West site as the preferred location for MetroBase. Development plans should include the ability for METRO to operate an expanded level of service consistent with future service plans.

Motion carried unanimously.

5c) Marketing

Kim Chin reported that Staff is in Phase One of the Marketing Program. Three commercials have been completed: Hello Grace, Board Members, and Unions. The remaining three commercials will involve higher education; Federal and State governments and Local agencies; and local Transportation agencies. Mr. Chin played the three completed commercials for the MUG Committee members.

Connie Day mentioned the bad language used by some riders while on the buses. Bryant Baehr responded that if this behavior becomes disruptive, the bus operator could take appropriate actions. Ms. Day was encouraged to say something to the offenders or to the bus operators the next time this occurs.

The question arose as to whether the District would sell BART passes. Mr. Chin outlined the various ways in which these passes can already be easily obtained. Sharon Barbour suggested that the District begin selling monthly bus passes two weeks prior to the next month to make it easier for riders and was informed that riders would then attempt to use the passes early. This may cause a confrontation between the bus operator and passenger. Monthly passes are currently made available for purchase one week prior to the beginning of the month. Discounts are not offered on monthly passes purchased into the current month.

Mr. Chin noted that the continuation of the ADA prepaid ticket program has been in place since April 2nd, however, no sales have been made to date. Prepaid passes are available by mail and at the Metro Center. If a group of people want prepaid passes, District Staff will go to their facility. The purchaser's name and I.D. number will be on the prepaid pass.

5d) Cabrillo College

Cliff Nichols reported that the Transportation Committee is still working on the plan to reduce the number of trips in private cars to the Aptos and Watsonville campuses. He is hopeful that this plan will be finished by the end of the month. Bryant Baehr mentioned that he had a meeting with Rachel Mayo about options at the Watsonville campus. There are 5,000 new students coming in with no parking.

5e) Bus Procurement

A pre-bid meeting was held last Monday. The District has an allocation of \$17M for bus acquisition. Mr. Baehr hopes to go to the Board in May or June for authorization for this procurement. This issue will remain on the MUG agenda. Forty local buses and ten Highway 17 buses will be purchased when approved. Lead-time is 9 months for the Highway 17 buses and 9-24 months for the local buses. New buses will be diesel, however, at the first engine overhaul, the engines will be converted to either CNG or LNP. LNP is still being discussed.

Sharon Barbour inquired as to why there are different buses for Highway 17 when it takes almost as long to get to San Lorenzo Valley. Bryant Baehr informed her that Highway 17 is a longer trip with no stops and this route offers premium, commuter service to highly professional riders. Mr. Baehr stated that he has a meeting in two weeks to take over the AMTRAK service. This will encompass weekend service and will bring it into the Metro Center. There will be a need to have bike storing capabilities.

6. UPDATES

6a) ADA Recertification/Audit

A letter from Margaret Gallagher regarding her presentation was included in the April MUG Agenda Packet.

6b) Bus Stop Signs

David Konno reported that his staff began installing the no smoking signs at the bus stops last month. Preventive maintenance is taking place at the same time. Mr. Konno anticipates completion of these projects in two months.

A bus signalization device has been installed at specific stops on Freedom Blvd. This LED light shines for one-quarter mile and alerts the bus operator that there is person at that stop for pickup. Staff is working closely with the manufacturer

and the District's logo and signage will be used at their exhibit at the APTA Bus and Paratransit Conference in Calgary.

Solar powered lighting is being installation at some bus stops and shelters on Highway 9. Completion of this project should be this summer.

Bryant Baehr reported that the "Yield to Bus" signs are working great. Drivers are stopping even when the yield light is not lit. Mr. Baehr will check to see if any tickets have been issued for not yielding for a bus.

6c) MetroBase

There was a lengthy discussion regarding MetroBase and a Motion was made to the Board as indicated under the "Resolutions to the Board" section.

7. NEW BUSINESS

7a) Metro Center

Last month MUG made a recommendation to the Board to agendize the Metro Center renovation and Greyhound property acquisition. Senator Bruce McPherson obtained \$4.2M in funding for bus acquisition and Greyhound property acquisition. This should be on the May Board agenda.

Mr. Chatterton asked about the status of renovations at the Metro Center. Kim Chin responded that the District is engaged in numerous capital projects at this time. There is no timeframe developed at this time for the renovations, however, phases of this project should be laid out shortly. Staff's goal is to make the Metro Center a multi-modal facility.

Sandra Coley asked about funding for the capital expansion plan and was informed that funding comes from various sources, such as, \$4.2M from Senator McPherson, \$1M for acquisition and initial engineering. The balance of the funds was used for purchasing of Highway 17 buses. Mr. Baehr noted that the District needs to expand as there are not enough lockers for the Operations staff.

8. OPEN DISCUSSION

David Konno gave an update on short-term projects slated for the Spring, as follows: Sushi Now is a new tenant at the Metro Center and is located in a kiosk. There is a new owner of the Mexican restaurant who will bring in a Chinese restaurant. Staff is out to bid to give a "face lift" to the Metro Center building. The District will hire a design person who will work with the Downtown Association to ensure design continuity with

the rest of Pacific Garden Mall. The Watsonville Transit Center is being upgraded with the District colors.

Sharon Barbour asked that a memo be sent to the drivers ensuring their job security. Bryant Baehr will speak with Les White about this.

Purchase of the Greyhound property will be included in one of the development phases for the Metro Center renovation. Chairperson Gabriel stated that this issue would remain on the MUG Committee agenda.

9. ADJOURNMENT

The meeting adjourned at 3:42 p.m.

Respectfully submitted,

DALE CARR
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 18, 2001

TO: Board of Directors

FROM: Elisabeth Ross, Manager of Finance

SUBJECT: 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

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve the budget transfers for the period of April 1-30, 2001, and approve a change in authorized personnel in the Human Resources Department from one part-time Administrative Specialist to one full-time Administrative Secretary.

II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$23,124,026 or \$17,802 over the amount of revenue expected to be received during the first nine 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 \$18,927,226, are at 61.0% of the revised budget. Day to day operating expenses total \$18,563,448 or 62.1% of the revised budget.
- A total of \$1,886,738 has been expended through March 31st for the FY 00-01 Capital Improvement Program.
- With a current vacancy in the position of Administrative Specialist in the Human Resources Department, staff is proposing to convert the 30-hour per week position to a full-time Administrative Secretary, to better meet the needs of the department.

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 March 31, 2001. The fiscal year is 75% elapsed.

A. Operating Revenues

Revenues are \$17,802 over the amount projected to be received for the period, based on the revised budget adopted by the Board last month. 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 \$18,563,448 or 62.1% of the revised budget, with 75% of the year elapsed. Variances are explained in the notes following the report.

C. Capital Improvement Program

For the year to date, a total of \$1,886,738 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 capital projects has been received in the amount of \$707,981 for the year to date.

D. Change in Authorized Personnel

The Human Resources Department has a need for full-time clerical support. At this time, the part-time position of Administrative Specialist is vacant. Staff is proposing to convert the 30-hour per week position to a full-time Administrative Secretary. Since the pay range for Administrative Secretary is 5% below that of Administrative Specialist and the former incumbent was at the top step, the financial impact of the change is minimal. The change is requested at this time to allow immediate recruitment and it has been reflected in the draft final budget. The Human Resources Manager has notified SEIU of the proposed change.

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 March 2001, and Budget Transfers

MONTHLY REVENUE AND EXPENSE REPORT
OPERATING REVENUE - MARCH 2001

Operating Revenue	FY 00-01 Budgeted for Month	FY 00-01 Actual for Month	FY 00-01 Budgeted YTD	FY 99-00 Actual YTD	FY 00-01 Actual YTD	YTD Variance from Budgeted	
Passenger Fares	\$ 276,655	\$ 264,181	\$ 2,367,414	\$ 2,288,269	\$ 2,368,831	\$ 1,417	See Note 1
Paratransit Fares	\$ 21,197	\$ 15,210	\$ 167,543	\$ 115,150	\$ 115,740	\$ (51,803)	See Note 1
Special Transit Fares	\$ 154,685	\$ 158,255	\$ 1,207,034	\$ 1,203,353	\$ 1,240,939	\$ 33,905	See Note 1
Highway 17 Revenue	\$ 73,424	\$ 75,356	\$ 613,320	\$ 565,128	\$ 643,876	\$ 30,556	See Note 1
Advertising Income	\$ 14,000	\$ 14,000	\$ 114,000	\$ 96,000	\$ 114,000	\$ -	
Other Aux Transp Rev	\$ 917	\$ 871	\$ 8,250	\$ 8,829	\$ 9,181	\$ 931	
Rent Income	\$ 14,449	\$ 13,741	\$ 107,121	\$ 101,966	\$ 107,770	\$ 649	
Interest - General Fund	\$ 109,502	\$ 109,502	\$ 907,849	\$ 648,090	\$ 907,849	\$ -	
Non-Transportation Rev	\$ 533	\$ 643	\$ 4,800	\$ 46,654	\$ 6,947	\$ 2,147	
Sales Tax Income	\$ 1,663,030	\$ 1,526,058	\$ 12,357,140	\$ 11,060,388	\$ 12,357,140	\$ -	
TDA Funds	\$ -	\$ -	\$ 4,689,908	\$ 3,505,547	\$ 4,689,908	\$ -	
MBUARC Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Local Funding	\$ -	\$ -	\$ 16,534	\$ -	\$ 16,534	\$ -	
State Guideway Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other State Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FTA Op Asst - Sec 5303	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FTA Op Asst - Sec 5307	\$ 505,614	\$ 505,614	\$ 505,614	\$ 505,614	\$ 505,614	\$ -	
FTA Op Asst - Sec 5311	\$ -	\$ -	\$ 39,697	\$ 36,604	\$ 39,697	\$ -	
Other Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Operating Revenue	\$ 2,834,006	\$ 2,683,431	\$ 23,106,225	\$ 20,161,592	\$ 23,124,026	\$ 17,802	

MONTHLY REVENUE AND EXPENSE REPORT
OPERATING EXPENSE SUMMARY - MARCH 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	\$ 554,021	\$ 300,799	\$ 361,897	65.3%	
Finance	\$ 526,041	\$ 510,663	\$ 294,012	\$ 326,928	64.0%	
Planning & Marketing	\$ 799,773	\$ 858,773	\$ 506,567	\$ 503,124	58.6%	
Human Resources	\$ 419,954	\$ 424,454	\$ 269,069	\$ 254,479	60.0%	
Information Technology	\$ 346,012	\$ 346,112	\$ 154,254	\$ 229,487	66.3%	
District Counsel	\$ 294,577	\$ 271,776	\$ 132,772	\$ 151,761	55.8%	
Facilities Maintenance	\$ 955,338	\$ 919,838	\$ 586,951	\$ 594,302	64.6%	
Operations	\$ 1,785,628	\$ 1,706,628	\$ 1,122,084	\$ 1,212,125	71.0%	
Bus Operators	\$ 10,088,130	\$ 10,721,858	\$ 6,721,033	\$ 7,438,101	69.4%	
Fleet Maintenance	\$ 3,371,075	\$ 3,494,425	\$ 1,925,944	\$ 2,161,612	61.9%	
Retired Employees Benefits	\$ 354,602	\$ 354,602	\$ 183,942	\$ 264,454	74.6%	
Total Personnel	\$ 19,527,151	\$ 20,163,152	\$ 12,197,426	\$ 13,498,270	66.9%	
NON-PERSONNEL ACCOUNTS						
Administration	\$ 539,600	\$ 563,165	\$ 375,144	\$ 382,836	68.0%	
Finance	\$ 464,325	\$ 463,960	\$ 283,680	\$ 289,221	62.3%	
Planning & Marketing	\$ 188,425	\$ 186,725	\$ 114,476	\$ 74,709	40.0%	
Human Resources	\$ 92,740	\$ 104,960	\$ 68,624	\$ 60,143	57.3%	
Information Technology	\$ 95,925	\$ 125,796	\$ 92,771	\$ 87,896	69.9%	
District Counsel	\$ 311,405	\$ 184,405	\$ 88,129	\$ 72,349	39.2%	
Facilities Maintenance	\$ 201,791	\$ 280,444	\$ 143,121	\$ 154,924	55.2%	
Wats TC Operation	\$ 89,244	\$ 96,644	\$ 50,491	\$ 51,848	53.6%	
Santa Cruz Metro Center	\$ 253,030	\$ 268,780	\$ 158,374	\$ 176,338	65.6%	
Scotts Valley TC	\$ 122,535	\$ 107,035	\$ 72,246	\$ 63,728	59.5%	
Paratransit Program	\$ 3,244,666	\$ 3,308,336	\$ 1,333,200	\$ 1,548,722	46.8%	See Note 2
Operations	\$ 201,891	\$ 228,457	\$ 565,092	\$ 139,220	60.9%	
Bus Operators	\$ 6,000	\$ 6,000	\$ 2,762	\$ 5,565	92.8%	See Note 3
Fleet Maintenance	\$ 2,747,222	\$ 3,267,644	\$ 1,576,588	\$ 1,972,883	60.4%	
Op Prog/SCCIC	\$ 1,300	\$ 8,054	\$ 80	\$ 3,644	45.2%	
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	\$ -	\$ -	\$ (146,243)	\$ (18,848)		See Note 4
Total Non-Personnel	\$ 8,710,099	\$ 9,735,903	\$ 4,778,535	\$ 5,065,178	52.0%	
Subtotal Operating Expense	\$ 28,237,250	\$ 29,899,055	\$ 16,975,961	\$ 18,563,448	62.1%	
Grant Funded Studies/Programs	\$ 43,750	\$ 97,496	\$ 37,518	\$ 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%	
Total Operating Expense	\$ 28,731,000	\$ 31,010,000	\$ 17,020,120	\$ 18,927,226	61.0%	
YTD Operating Revenue Over YTD Expense				\$ 4,196,800		

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

	FY 00-01 Final Budget	FY 00-01 Revised Budget	FY 99-00 Expended YTD	FY 00-01 Expended YTD	YTD of Budget	
LABOR						
Operators Wages	\$ 5,275,946	\$ 5,618,731	\$ 3,636,931	\$ 3,937,667	70.1%	
Operators Overtime	\$ 687,958	\$ 841,378	\$ 560,416	\$ 644,646	76.6%	See Note 5
Other Salaries & Wages	\$ 5,551,026	\$ 5,420,174	\$ 3,209,768	\$ 3,496,857	64.5%	
Other Overtime	\$ 211,271	\$ 241,271	\$ 224,199	\$ 193,758	80.3%	See Note 6
	\$ 11,726,200	\$ 12,121,554	\$ 7,631,314	\$ 8,272,928	68.2%	
FRINGE BENEFITS						
Medicare/Soc Sec	\$ 96,120	\$ 115,727	\$ 64,442	\$ 76,753	66.3%	
PERS Retirement	\$ 855,952	\$ 878,067	\$ 517,027	\$ 570,038	64.9%	
Medical Insurance	\$ 1,858,621	\$ 1,943,838	\$ 1,111,378	\$ 1,319,918	67.9%	
Dental Plan	\$ 501,187	\$ 523,466	\$ 280,553	\$ 345,461	66.0%	
Vision Insurance	\$ 122,065	\$ 127,470	\$ 73,828	\$ 79,750	62.6%	
Life Insurance	\$ 64,318	\$ 66,295	\$ 37,032	\$ 38,071	57.4%	
State Disability Ins	\$ 106,904	\$ 112,047	\$ 30,362	\$ 55,158	49.2%	
Long Term Disability Ins	\$ 444,702	\$ 458,425	\$ 187,463	\$ 282,907	61.7%	
Unemployment Insurance	\$ 27,692	\$ 28,895	\$ 25,871	\$ 26,087	90.3%	See Note 7
Workers Comp/Incurred WC	\$ 1,373,821	\$ 1,436,541	\$ 721,176	\$ 808,343	56.3%	
Absence w/Pay	\$ 2,325,929	\$ 2,325,929	\$ 1,383,247	\$ 1,605,638	69.0%	
Other Fringe Benefits	\$ 23,640	\$ 24,898	\$ 16,674	\$ 17,218	69.2%	
	\$ 7,800,951	\$ 8,041,598	\$ 4,449,053	\$ 5,225,344	65.0%	
SERVICES						
Acctng/Admin/Bank Fees	\$ 413,210	\$ 413,010	\$ 159,382	\$ 281,006	68.0%	
Prof/Legis/Legal Services	\$ 284,475	\$ 433,121	\$ 152,129	\$ 165,302	38.2%	
Temporary Help	\$ 12,534	\$ 162,598	\$ 98,593	\$ 115,245	70.9%	
Uniforms & Laundry	\$ 38,497	\$ 43,997	\$ 26,969	\$ 27,575	62.7%	
Security Services	\$ 297,843	\$ 324,843	\$ 190,618	\$ 210,521	64.8%	
Outside Repair - Bldgs/Eqmt	\$ 160,444	\$ 165,098	\$ 96,891	\$ 108,694	65.8%	
Outside Repair - Vehicles	\$ 245,000	\$ 223,450	\$ 151,120	\$ 99,724	44.6%	
Waste Disp/Ads/Other	\$ 163,855	\$ 148,945	\$ 96,280	\$ 89,688	60.2%	
	\$ 1,615,858	\$ 1,915,062	\$ 971,982	\$ 1,097,758	57.3%	
CONTRACT TRANSPORTATION						
Contract Transportation	\$ 400	\$ 400	\$	\$ 22	5.5%	
Paratransit Service	\$ 3,033,966	\$ 3,033,966	\$ 1,333,200	\$ 1,376,371	45.4%	See Note 2
Hwy 17 Service	\$ -	\$ -	\$ 412,827	\$	0.0%	
	\$ 3,034,366	\$ 3,034,366	\$ 1,746,027	\$ 1,376,393	45.4%	
MOBILE MATERIALS						
Fuels & Lubricants	\$ 1,190,637	\$ 1,628,417	\$ 660,666	\$ 888,295	54.5%	
Tires & Tubes	\$ 150,000	\$ 150,000	\$ 109,020	\$ 95,152	63.4%	
Body/Upholstery Supplies	\$ 7,500	\$ 8,500	\$ 2,300	\$ 5,227	61.5%	
Revenue Vehicle Parts	\$ 603,885	\$ 603,885	\$ 390,958	\$ 465,363	77.1%	See Note 8
Inventory Adjustment			\$ (70,611)			
	\$ 1,952,022	\$ 2,390,802	\$ 1,092,333	\$ 1,454,038	60.8%	

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

	FY 00-01 Final Budget	FY 00-01 Revised Budget	FY 99-00 Expended YTD	FY 00-01 Expended YTD	% Exp YTD of Budget	
OTHER MATERIALS						
Postage & Mailing/Freight	\$ 17,100	\$ 17,225	\$ 11,275	\$ 13,029	75.6%	
Printing	\$ 86,411	\$ 97,696	\$ 44,381	\$ 39,074	40.0%	
Office/Computer Supplies	\$ 68,318	\$ 75,429	\$ 48,346	\$ 49,040	65.0%	
Safety Supplies	\$ 17,928	\$ 17,828	\$ 9,419	\$ 9,293	52.1%	
Cleaning Supplies	\$ 70,400	\$ 66,400	\$ 49,610	\$ 37,069	55.8%	
Repair & Maint Supplies	\$ 72,780	\$ 109,140	\$ 47,440	\$ 76,142	69.8%	
Parts, Non-Inventory	\$ 50,000	\$ 50,000	\$ 37,216	\$ 37,993	76.0%	See Note 9
Tools/Tool Allowance	\$ 19,780	\$ 21,680	\$ 14,263	\$ 13,050	60.2%	
Photos/Mktg/Other Supplies	\$ 15,862	\$ 16,312	\$ 5,214	\$ 7,966	48.8%	
	\$ 418,579	\$ 471,710	\$ 267,164	\$ 282,654	59.9%	
UTILITIES	\$ 312,079	\$ 331,529	\$ 200,146	\$ 194,475	58.7%	
CASUALTY & LIABILITY						
Insurance - Prop/PL & PD	\$ 175,000	\$ 175,000	\$ 81,604	\$ 112,739	64.4%	
Settlement Costs	\$ 250,000	\$ 100,000	\$ 30,815	\$ 29,913	29.9%	
Repairs to Prop	\$ 11,750	\$ 11,750	\$ (25,555)	\$ (8,398)		See Note 10
Prof/Other Services	\$ 30,500	\$ 30,500	\$ 33,261	\$ 8,497	27.9%	
	\$ 467,250	\$ 317,250	\$ 120,125	\$ 142,750	45.0%	
TAXES	\$ 41,872	\$ 44,272	\$ 29,484	\$ 28,795	65.0%	
MISC EXPENSES						
Dues & Subscriptions	\$ 50,564	\$ 45,814	\$ 30,469	\$ 33,505	73.1%	
Media Advertising	\$ 46,400	\$ 59,900	\$ 9,077	\$ 5,297	8.8%	
Employee Incentive Program	\$ 15,000	\$ 15,135	\$ 9,214	\$ 8,514	56.3%	
Training	\$ 42,170	\$ 42,170	\$ 22,172	\$ 22,428	53.2%	
Travel & Local Meetings	\$ 61,025	\$ 72,625	\$ 45,401	\$ 39,869	54.9%	
Other Misc Expenses	\$ 13,500	\$ 11,500	\$ 21,344	\$ 12,309	107.0%	See Note 11
	\$ 228,659	\$ 247,144	\$ 137,678	\$ 121,921	49.3%	
OTHER EXPENSES						
Leases & Rentals	\$ 533,164	\$ 545,766	\$ 368,173	\$ 403,390	73.9%	
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	\$ 299,730	56.2%	
Pass Through Programs	\$ 450,000	\$ 480,000	\$ -	\$ 27,000	5.6%	
	\$ 1,133,164	\$ 2,094,713	\$ 374,814	\$ 730,170	34.9%	
Total Operating Expense	\$ 28,731,000	\$ 31,010,000	\$ 17,020,120	\$ 18,927,226	61.0%	

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

CAPITAL PROJECTS	Program Budget	Expended in March	YTD Expended
Grant Funded Projects			
Consolidated Operating Facility	\$ 8,104,770	\$ 24,521	\$ 127,090
Urban Bus Replacement	\$ 7,600,591	\$ 7,833	\$ 136,351
Engine Repower Project	\$ 3,037,000		
ADA Paratransit Vehicles	\$ 430,000	\$ 37,096	\$ 255,742
Farebox Replacement	\$ 1,000,000	\$ 95,655	\$ 884,806
Computer System	\$ 152,500	\$ 1,237	\$ 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	\$ 21,791	\$ 27,649
Yield Signs for Buses	\$ 56,000		
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	\$ 350	\$ 13,810
Machinery/Equipment Repair/Impr	\$ 99,350	\$ 6,356	\$ 92,079
Non-Revenue Vehicle Replacement	\$ 160,000	\$ 1,054	\$ 102,566
Office Equipment	\$ 22,429		\$ 11,419
	\$ 1,606,367		
TOTAL CAPITAL PROJECTS	\$ 22,102,228	\$ 195,893	\$ 1,886,738
CAPITAL FUNDING SOURCES			
	Budget	Received in March	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	\$ 195,893	\$ 414,327
Transfer from Bus Stop Improvement Reserve	\$ 248,500		
TOTAL CAPITAL FUNDING	\$ 22,102,228	\$ 195,893	\$ 1,886,738

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

1. Passenger fares (farebox and pass sales) are \$1,417 over the revised budget ,amount for the year to date. Paratransit fares are \$51,803 or 31% under budget for the period because the February revenue is not included in this report. Also, ridership is below projected levels. Special transit fares (contracts) are \$33,905 or 3% over the budgeted amount. Highway 17 Express revenue is \$30,556 or 5% over the year to date budgeted amount. Together, all four passenger revenue accounts are over the budgeted amount for the first nine months of the fiscal year by a net \$14,075 or 0.3%.
2. Paratransit program expense is only at 46.8% of the budget because the February and March contractor billings were not available by the report deadline. If these payments were included, year-to-date expense would be closer to 58% of the budget.
3. Bus Operator non-personnel expense is at 92.8% of the budget due to annual payments for uniform patches.
4. 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.
5. Bus Operator overtime is at 76.6% 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.
6. Other overtime is at 80.3% of the budget due to high overtime in Operations as a result of additional training for Transit Supervisors as well as staff absences. Total payroll for non-Operators is within budget.
7. Unemployment insurance is at 90.3% of the budget due to additional hiring and turnover.
8. Revenue vehicle parts expense is at 77.1% of the budget due to purchase of replacement engines.
9. Non-inventory parts expense is at 76.0% of the budget due to volume purchases.
10. 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.
11. Other miscellaneous expense is at 107.0% of the budget due to write-offs of uncollectable debts.

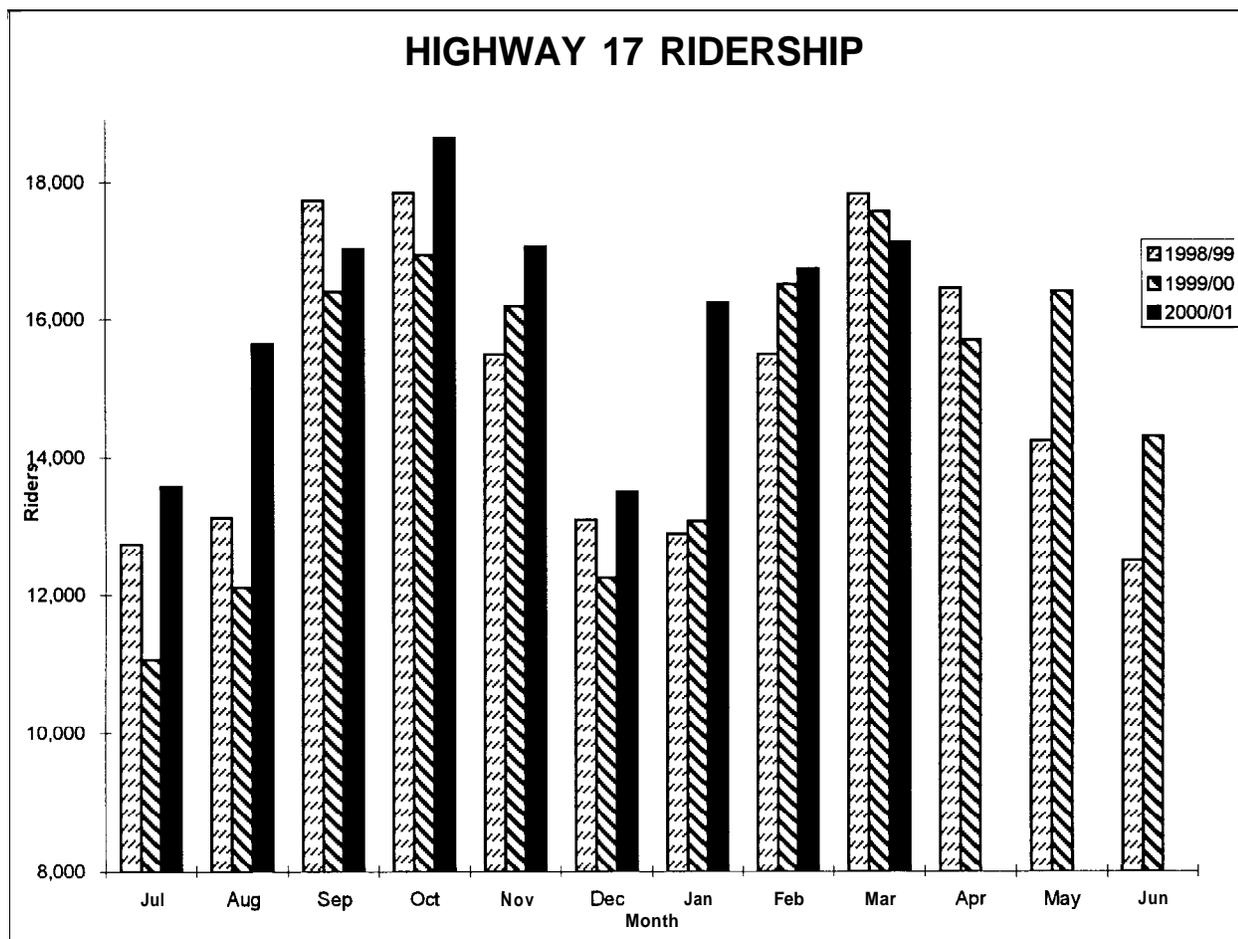
FY 00-01 BUDGET TRANSFERS

4/1/01 - 4/30/01

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # 01-060			
TRANSFER FROM:	1300-504215	Printing	\$ (1,700)
TRANSFER TO:	3100-504215	Printing	\$ 1,700
REASON:	To allocate funds for paratransit ticket printing from Customer Service to Paratransit department.		
TRANSFER # 01-061			
TRANSFER FROM:	4100-503353	Revenue Vehicle Repair - Out	\$ (1,200)
	4100-501021	Other Salaries	\$ (10,000)
			\$ (11,200)
TRANSFER TO:	4100-503041	Temporary Help	\$ 10,000
	4100-502999	Other Fringe Benefits	\$ 200
	4100-504181	Upholstery Supplies	\$ 1,000
			\$ 11,200
REASON:	To cover expected costs for Fleet Maintenance through remainder of fiscal year.		
TRANSFER # 01-062			
TRANSFER FROM:	2200-501021	Other Salaries	\$ (20,000)
TRANSFER TO:	2200-503041	Temporary Help	\$ 20,000
REASON:	To cover cost of temporary help until recruitment completed in the Facilities Maintenance Department,		
TRANSFER # 01-063			
TRANSFER FROM:	2200-503352	Outside Repair - Equipment	\$ (300)
TRANSFER TO:	2200-504213	Marketing/Graphics	\$ 200
	2200-504311	Office Supplies	\$ 100
			\$ 300
REASON:	To cover account shortages for remainder of fiscal year in the Facilities Maintenance Department.		
TRANSFER # 01-064			
TRANSFER FROM:	2400-504311	Office Supplies	\$ (350)
TRANSFER TO:	2200-504311	Office Supplies	\$ 350
REASON:	To cover account shortages for remainder of fiscal year in the Facilities Maintenance Department.		
TRANSFER # 01-065			
TRANSFER FROM:	4100-503353	Revenue Vehicle Repair - Out	\$ (350)
TRANSFER TO:	4100-503222	Legal Ads	\$ 350
REASON:	To cover expected expenditures for remainder of fiscal year for the Fleet Maintenance Department.		

HIGHWAY 17 - MARCH 2001

	March			YTD		
	2000/01	1999/00	%	2000/01	1999/00	%
FINANCIAL						
Cost	\$ 109,690	\$ 107,650	1.9%	\$ 947,320	\$ 992,142	(4.5%)
Farebox	\$ 38,588	\$ 38,173	1.1%	\$ 322,822	\$ 309,272	4.4%
Operating Deficit	\$ 68,668	\$ 66,407	3.4%	\$ 607,555	\$ 663,537	(8.4%)
Santa Clara Subsidy	\$ 34,334	\$ 27,471	25.0%	\$ 303,778	\$ 299,617	1.4%
METRO Subsidy	\$ 34,334	\$ 38,936	(11.8%)	\$ 303,778	\$ 485,440	(37.4%)
San Jose State Subsidy	\$ 2,433	\$ 3,071	(20.8%)	\$ 16,943	\$ 19,333	(12.4%)
STATISTICS						
Passengers	17,114	17,554	(2.5%)	145,466	132,049	10.2%
Revenue Miles Hours	32,918			285,781	287,280	(0.5%)
Revenue Miles Hours	1,280	34,414,1338	(4.3%) (4.3%)	200,11,137	201,17200	(0.5%)
PRODUCTIVITY						
Cost/Passenger	\$ 6.41	\$ 6.13	4.5%	\$ 6.51	\$ 7.51	(13.3%)
Revenue/Passenger	\$ 2.25	\$ 2.17	3.7%	\$ 2.22	\$ 2.34	(5.2%)
Subsidy/Passenger	\$ 4.15	\$ 3.96	5.0%	\$ 4.29	\$ 5.17	(17.0%)
Passengers/Mile	0.52	0.51	1.9%	0.51	0.46	10.7%
Passengers/Hour	13.37	13.12	1.9%	13.09	11.82	10.7%
Recovery Ratio	35.2%	35.5%	(0.8%)	34.1%	31.2%	9.3%



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 18, 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 3.7%.
- Year to date faculty / staff billable trips are up by 9.7%
- March 2001 posted the highest faculty / staff ridership in history.

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 March 2001 were 139,767 vs. 127,438 for March 2000.
- Faculty / staff billable trips for the month of March 2001 were 11,358 vs. 10,326 for March 2000.
- Year to date, student billable trips are up 3.7% and faculty billable trips are up by 9.7%. March 2001 posted the highest faculty / staff ridership in history.
- Five (5) of the last nine months have exhibited the highest total monthly billable 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, 1W, 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

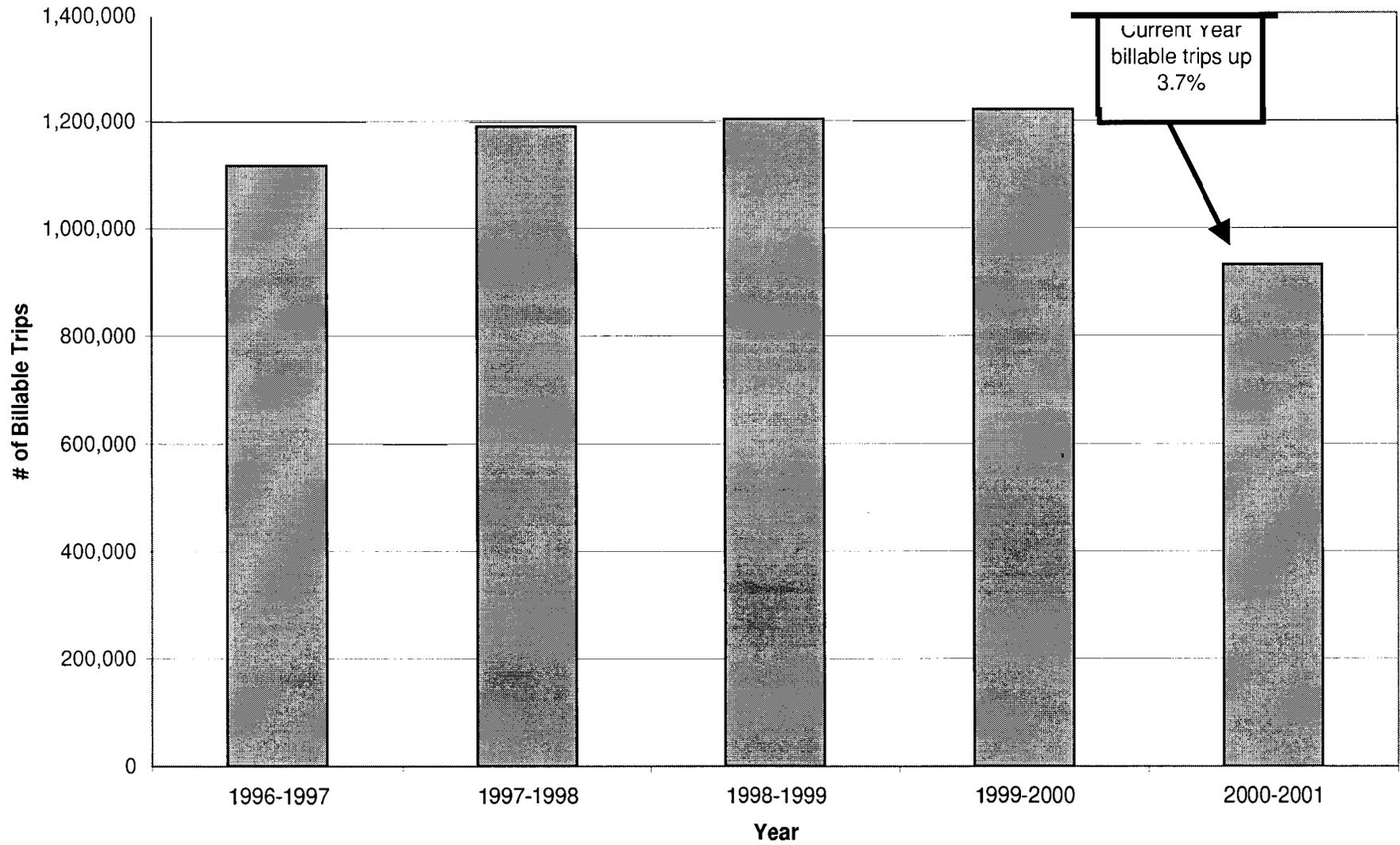
NONE

V. ATTACHMENTS

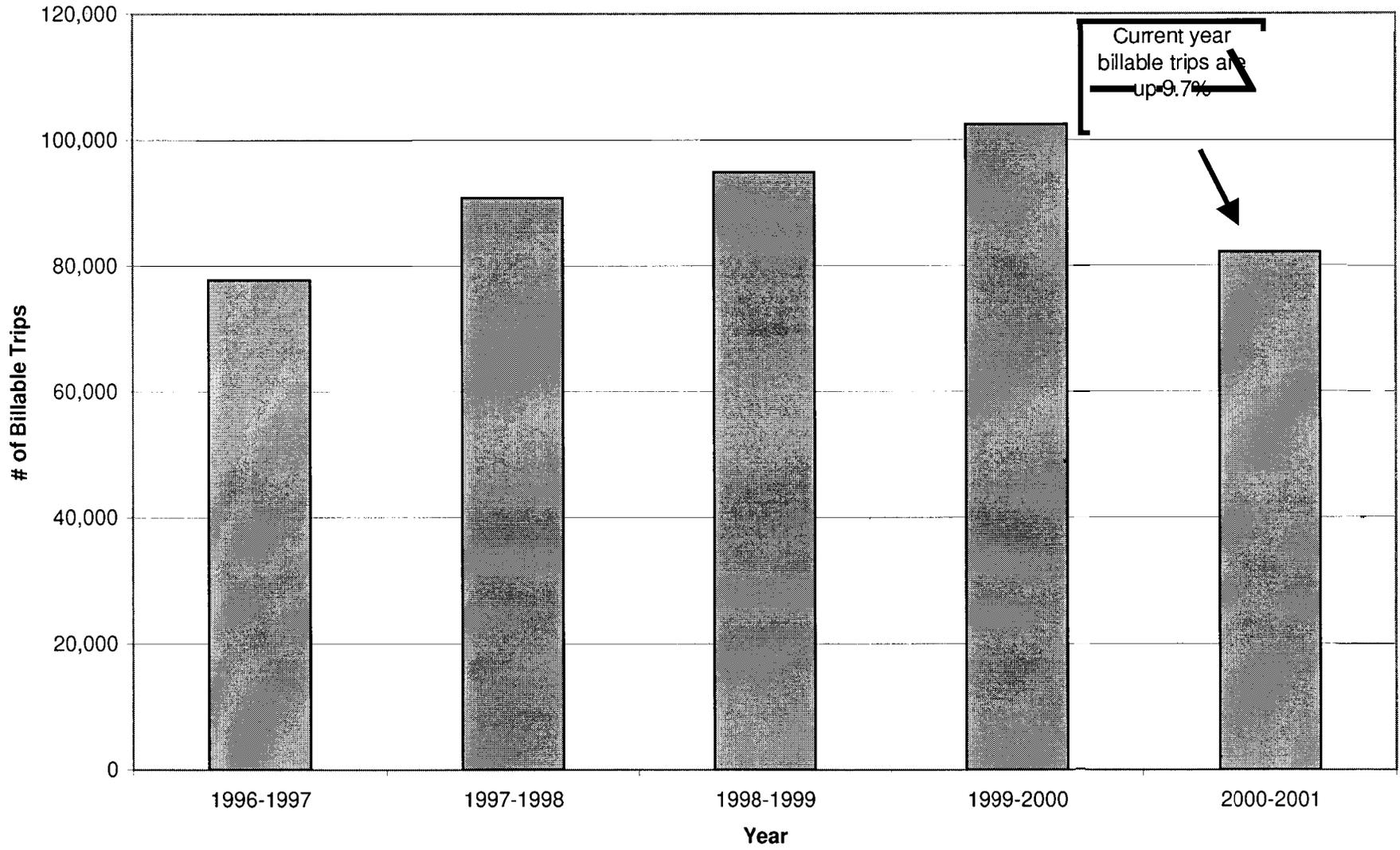
Attachment A: UCSC Student Billable Trips

Attachment B: UCSC Faculty / Staff Billable Trips

UCSC Student Billable Trips



UCSC Faculty / Staff Billable Trips



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 18, 2001
TO: Board of Directors
FROM: Paul Chandley, Human Resources Manager
SUBJECT: PRESENTATION OF ANNIVERSARY AWARDS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors recognize the anniversaries of those District employees named on the attached list and that the Chairperson present them with awards.

II. SUMMARY OF ISSUES

- None.

III. DISCUSSION

Many employees have provided dedicated and valuable years to the Santa Cruz Metropolitan Transit District. In order to recognize these employees, anniversary awards are presented at five-year increments beginning with the tenth year. In an effort to accommodate those employees that are to be recognized, a limited number will be invited to attend Board meetings from time to time to receive their awards.

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Employee Recognition List

ATTACHMENT A
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
EMPLOYEE RECOGNITION

TEN YEAR

None

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

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 18, 2001
TO: Board of Directors
FROM: Kim Chin, Planning and Marketing Manager
SUBJECT: CONSIDERATION OF REPORT ON FINANCIAL IMPACTS OF BUS ADVERTISING

I. RECOMMENDED ACTION

Consider the financial impacts of bus advertising contracted to Obie Advertising, Inc.

II. SUMMARY OF ISSUES

- Metro currently contracts with Obie Advertising to sell advertising on the buses.
- The five-year contract with Obie Advertising began in December 1997 and will end in December 2002. METRO and Obie are currently in the fourth year of the five-year contract.
- METRO has experienced paint damage on some buses resulting from the installation and removal of advertising decals.
- The Board has expressed concern over the content and quality of some of the advertising.

III. DISCUSSION

In the past year, METRO has experienced some damage from the installation and removal of advertising decals. Some of these have been mitigated by using METRO promotional advertisements produced by Obie Advertising to cover up the damaged areas. Due to staffing problems, Obie has had some difficulty in maintaining installers dedicated to METRO. The Board has also expressed concerns over the content and quality of some of the advertising produced by Obie.

Last year at the February 11, 2000 Board meeting, the Board expressed concerns regarding the use of bus window advertising and its resulting aesthetic effects. Obie Advertising uses a material called Contravision for this purpose. Contravision appears opaque when viewed from the exterior of the bus, but allows limited vision for bus operators and passengers looking out the windows. The Board at that time decided to continue the contract with allowing the use of Contravision, while monitoring the situation to ensure that it did not interfere with the safe operation of the buses.

Obie currently guarantees METRO a minimum amount each year which is a percentage of total advertising sales revenues. If the Board decides not to continue with the contract with Obie Advertising, there will be a financial impact to the District's annual budget. The amount will depend on when the termination takes effect, and will be negotiated with Obie.

IV. FINANCIAL CONSIDERATIONS

The financial impact will depend on when and what action that the Board takes regarding the contract with Obie Advertising. The projected revenue for FY '01/02 is \$174,000, and is based on the minimum annual guarantee that spans two contract years (July '01 to December '01 = \$84,000; January '02 to June '02 = \$90,000)

V. ATTACHMENTS

Attachment A: Minimum Annual Guarantee

Attachment A

Minimum Annual Guarantee

<u>Contract Year</u>	<u>Guaranteed Minimum</u>
December '97 - November '98	\$100,000
December '98 - November '99	\$120,000
December '99 - November '00	\$144,000
December '00 - November '01	\$168,000
December '01 - November '02	\$180,000
Total	\$712,000

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 18, 2001

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF REQUEST TO OPERATE THE HOMELESS SHUTTLE NOVEMBER 15, 2001 TO APRIL 15, 2002.

I. RECOMMENDED ACTION

The Board of Directors authorize the operation of the Homeless Shuttle from November 15, 2001 through April 15, 2002 contingent upon receiving \$10,000.00 in financial support from the City of Santa Cruz and the County of Santa Cruz.

II. SUMMARY OF ISSUES

- In 2001 METRO operated a shuttle service to the Santa Cruz National Guard Armory from the Homeless Shelter.
- The cost to METRO to operate the Homeless Shuttle from February 5th 2001 through April 15th 2001 was \$18,760.00
- METRO received \$9,238.00 in fare revenue from the Homeless Shuttle resulting in a deficit to METRO of \$9,522.00
- The Board of Directors agreed to operate the Homeless Shuttle in 2001 on a temporary basis to respond to an emergency situation.
- The Homeless Services Center has requested that METRO operate the Homeless Shuttle from November 15th 2001 through April 15th 2002.
- The anticipated costs of the November / April Homeless Shuttle is \$37,164.00
- It is anticipated with the contribution of \$8,548.00 from METRO and \$18,582.00 from fares, that the unfunded deficit for the April / November Homeless Shuttle will be \$10,034.00

III. DISCUSSION

In January 2001 METRO received a letter from the Homeless Services Center indicating that transportation between the Homeless Community Resource Center and the National Guard Armory was becoming a severe problem. In response to this request, the Board of Directors authorized METRO to operate an emergency shuttle from February 5th, 2001 through April 15th 2001. The cost of operating the emergency shuttle was \$18,760.00. Revenue received from the Homeless Services Center was \$9,238.00, which was calculated on the basis of passenger usage. The operating deficit for the shuttle was \$9,522.00.

METRO has received a letter from Ken Cole, Executive Director of the Homeless Services Center, requesting that METRO operate a shuttle between the Homeless Community Resource Center and the National Guard Armory for the period of November 15, 2001 to April 15, 2002. It is anticipated that it will cost \$37,164.00 to operate this service. This cost is based upon 163 days of operation and does not include costs associated with operating on Thanksgiving Day, Christmas Day or New Years Day. Passenger revenue for the requested service is anticipated to be \$18,582.00 based upon the experience of the 2001 shuttle. Currently, METRO typically participates at a rate of 23% for special services that are requested by a particular jurisdiction. This 23% participation has been consistently applied to events such as the Strawberry Shuttle in Watsonville, the Beach Shuttle in Santa Cruz and the Fireworks Shuttle for the Monte Foundation. Twenty-three percent (23%) of the cost of the Homeless Shuttle would be \$8,548.00 which, when coupled with fare revenue, would leave an unfunded amount of \$10,034.00

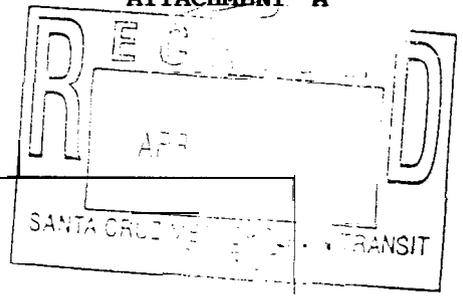
Staff recommends that the Board of Directors authorize the Chair to transmit letters to the City of Santa Cruz and Santa Cruz County requesting participation in the cost of the Homeless Shuttle in an amount not to exceed \$5,000.00 each. Staff further recommends that contingent upon receiving commitments from the City and the County, the Board of Directors authorize the operation of the Homeless Shuttle for the period November 15, 2001 through April 15, 2002, excluding Thanksgiving, Christmas, and New Years. The cost to provide service on Thanksgiving, Christmas, and New Years would be estimated at an additional \$3,840.00

IV. FINANCIAL CONSIDERATIONS

It is anticipated that METRO would pay \$8,548.00 as its share of the operation of the Homeless Shuttle.

V. ATTACHMENTS

- Attachment A:** Letter from Ken Cole
- Attachment B:** Memorandum outlining Shuttle Costs
- Attachment C:** Homeless Shelter Shuttle Funding Proposal



Homeless Services Center
 115 Coral Street
 Santa Cruz, CA 95060
 (83 1) 458-6020
 (83 1) 458-6023 (FAX)

Page Smith Community House Interfaith Satellite Shelter Program
 Homeless Community Resource Center

April 4, 2001

Mr. Les White
 General Manager
 Santa Cruz Metropolitan Transit District
 270 Encinal Street
 Santa Cruz, CA 95060

Re: Formal request for the resumption of the bus service for the Santa Cruz National Guard
 Armory-w Winter Shelter Program

Dear Mr. White,

This letter is written to serve as our formal request that the bus service meeting the needs of homeless clients using the Santa Cruz National Guard Armory Winter Shelter Program be continued this coming winter season. We understand that the METRO budget process is underway and we want to make sure that we provide the information and support that is needed to ensure that this vital service is continued.

From our standpoint this route/service has been a total success. Our clients have had dignified and dependable transportation service. Our agency has purchased and paid the individual client fares. Our program records show that during the month of March an average of 72 men, women and children used this resource each day. The daily usage during the month of March ranged from 45 to 110 people using the shelter and the transportation.

I have attached a copy of my original request for service (1/9/01) that includes the basic need for the service. We are planning to operate the Santa Cruz National Guard Armory Winter Shelter Program again from November 15, 2001 through April 15, 2002 and request that METRO resume the recently established bus service/route. Please let me know if you need any further information to consider this request.

Sincerely,

Ken Cole
 Executive Director

Copy: Jeff Almquist
 Tim Fitzmaurice
 Bonnie Morr

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

M E M O R A N D U M

Date: **April 30, 2001**
 To: Les White, General Manager
 From: Bryant J. Baehr, Manager of **Operations** 
 Subject: Shelter Shuttle

On April 15, 2001 we completed the Shelter Shuttle Assignment. Listed below was the cost to operate the Shelter Shuttle from February 05, 2001 through April 15, 2001.

Days of Operation	Hours of Operation	Cost per hr	Total Cost	Revenue Rcvd	Operating Deficit
70	280 (4 hrs per day * # of days)	\$67.00 (overtime rate based on notice rcvd)	\$18,760.00	\$9,238.00	\$9,522

I reviewed the letter that Mr. Cole sent to you regarding Shelter Shuttle service from November 15, 2001 through April 15, 2002. Listed below are the anticipated cost / revenue for that service,

Days of Operation	Hours of Operation	Cost per hr	Total Cost	Anticipated Revenue	Estimated Deficit
163*	652 (4 hrs per day * # of days)	\$57.00	\$37,164.00	\$18,582	\$18,582

(* this excludes Thanksgiving Day, Christmas Day and New Years Day. The costs to operate on these three (3) days would be estimated at **\$3,840.00** or \$1,280 per day.)

If I can provide any further information, please let me know.

HOMELESS SHUTTLE FUNDING

November 15, 2001 -- April 15, 2002*

Estimated Cost	\$37,164
Metro Funding (23%)	8,548
Fares	<u>18,582</u>
Additional Funds Required	<u>\$10,034</u>

*Excludes Thanksgiving Day, Christmas Day, and New Year's Day.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 18, 2001
TO: Board of Directors
FROM: Elisabeth Ross, Manager of Finance
SUBJECT: PUBLIC HEARING ON FY 01-02 DRAFT FINAL BUDGET

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors take input on the draft final budget at the public hearing and provide additional direction to staff as necessary regarding the contents of the draft final budget.

II. SUMMARY OF ISSUES

- The FY 01-02 draft final budget is presented this month for Board and public review. A public hearing has been scheduled for 9:00 a.m., May 18, 2001.
- A budget review with Union representatives will be held at 1:00 p.m. on Monday, May 14, 2001, in the Encinal Conference Room.
- The draft final budget (Attachment A) maintains basically the same level of transit service to the public as of June 2001. The operating budget includes a few minor service improvements originally scheduled for FY 00-01.
- The operating budget totals \$31,800,000. This represents a 2.5% increase over the total FY 00-01 Revised Budget and a 7.7% increase over day-to-day expenses.
- Sales tax revenue is budgeted at 5.0% over projected revenue in FY 00-01, and passenger fare revenue (farebox and pass sales) is budgeted at 4.0% over projected revenue in FY 00-01, based on year-to-date trends.
- Staffing tables of proposed authorized positions (Attachment B) show a slight increase in staffing from 316.30 employee equivalents in FY 00-01 to 318.55 in FY 01-02.
- The draft capital improvement program totals \$20,901,723, of which \$13,611,289 will be provided through grant funds. District-funded projects in the amount of \$1,624,362 (Attachment C) will be funded through reserves, along with bus stop improvements in the amount of \$422,100.
- The proposed operating budget and capital improvement program are consistent with the Board's adopted five-year plan.
- Staff will continue to refine revenue and expense projections as updated information becomes available, and will present a final budget recommendation to the Board in June.

III. DISCUSSION

A. Operating Revenue

The FY 01-02 draft final budget provides for \$31,800,000 in operating revenue. The passenger revenue accounts have been adjusted to reflect the most recent revenue data and trends, through March 31, 2001. Passenger fares (farebox and pass sales) are budgeted to increase 4% over FY 00-01 projected actual. The four categories of special transit fares are budgeted to increase by a net 24.5% over FY 00-01 projected actual as shown below:

	FY 00-01 Projected	FY 01-02 Budgeted	Change
UCSC Contract	\$1,317,981	\$1,726,555	+31%
Cabrillo College Contract	\$197,366	\$187,498	-5%
Employer Bus Pass Programs	\$73,156	\$76,082	+4%
Special Shuttle Services	\$51,803	\$51,803	+0%

The 31% increase in UCSC contract revenue is contingent upon implementation of bi-directional service on the UC campus effective September 2001. If this is delayed, there will be an adverse impact on the District's operating revenues.

Highway 17 Express revenue is based on the agreement with VTA. Paratransit fares have been projected based on an estimate of 114,385 trips to be taken during FY 01-02, an increase of 12,256 trips or 12% over FY 00-01 projected trips.

Sales tax, the District's largest single source of operating revenue, is budgeted at \$16,934,400 which represents a 5.0% increase over the amount expected to be received in FY 00-01. Sales tax has performed very well for the first nine months of FY 00-01. Receipts are up 11.7% over one year ago. However, as reported last year, one potential impact of increased Internet sales is a decrease in sales tax receipts, since Internet sales are currently exempt from sales tax. It is unlikely that Internet sales will substantially affect District sales tax receipts in the immediate future, but there may be an impact at some point in time.

Transportation Development Act (TDA) funds have been budgeted in the amount of \$6,242,303, which represents a 5.0% increase over the amount received in FY 00-01. However, the current allocation proposed by the Santa Cruz County Regional Transportation Commission (SCCRTC) is only \$5,767,827. By law, the Commission must use TDA estimates prepared by the County Auditor-Controller, and the estimates have not been updated since December 2000. If the estimate is not updated, resulting in no increase in the allocation by the Commission prior to adoption of the District's budget in June, the operating revenue shortfall from TDA funds will total \$474,476.

Advertising income is budgeted at \$174,000, the amount set by the current contract provisions with OBIE Media. Rent income has been projected based on current occupancy and assuming that the Scotts Valley Transit Center will not produce rent income.

Interest income is slightly lower than FY 00-01 since more reserves will be expended to fund capital projects in FY 01-02 and interest rates are falling.

The two types of Federal operating assistance are budgeted at \$548,062, the same level as FY 00-01.

The budget includes \$70,000 in approved planning grant funding for two carryover projects: a multi-year strategic implementation plan and a customer information services and marketing plan.

B. Operating Expenses

The draft final budget assumes continuation of level of service at the level operated in June 2001. In addition, several small service improvements originally planned for FY 00-01 will be implemented in FY 01-02. The District's joint Union-staff Service Review Committee and District advisory committees have been involved in the development of recommendations to the Board for these improvements.

The paratransit program expense is based upon 114,385 projected trips during FY 01-02. For the first nine months of FY 00-01, a total of 75,000 trips have been taken. Approximately 102,000 trips are now projected for FY 00-01. The 114,385 trips next year represent a 12% increase in number of trips over the current year.

Attachment B contains the staffing tables for each department showing the positions funded in the draft final budget and a comparison with the last three fiscal years. District-wide employee equivalents for FY 01-02 total 318.55, compared with 316.30 for FY 00-01. The only changes from current authorized staffing levels are:

- The addition of a Paratransit Manager and Eligibility Coordinator for the ADA Paratransit Program.
- The conversion of the Human Resources Analyst position to Assistant Human Resources Manager.
- The increase in one clerical support position in Human Resources from 30 hours per week to full-time (recommended to be effective May 2001).

The new job specifications for these positions will be presented to the Board in June for approval.

Additional staffing was requested by department managers in Planning & Marketing, Human Resources, Facilities Maintenance, Operations and Fleet Maintenance, but revenues do not support addition of new positions this year other than for the paratransit program.

The departmental expense summary sheet in the budget (directly following the operating revenue) lists all departments and the percentage increase or decrease from the FY 00-01 revised budget. Most changes are due to personnel cost increases such as pay adjustments and benefit program increases.

District-wide consolidated expenses follow the departmental expense summary. In order to simplify budgeting and accounting processes, several accounts have been combined in FY 01-02. The most significant changes in expenses from FY 00-01 are described in Attachment D.

Overall, personnel costs are up 8.4% from FY 00-01 and non-personnel costs are up 6.9%.

There will be an opportunity for a detailed discussion of operating expenses at the meeting with Union representatives on Monday, May 14th.

C. Capital Improvement Program

The FY 01-02 draft final capital improvement program contains fifteen projects as shown in the capital improvement program budget at the end of Attachment A. Grant-funded projects are listed separately from projects funded 100% by the District. The largest capital project, Consolidated Operating Facility, requires a District share of \$1,620,954 for the next phase. The second largest project, purchase of replacement buses, requires \$1,520,118 in District funding.

The grant-funded projects are described briefly below:

Consolidated Operating Facility	Allocation towards upcoming phases of the Metrobase project. Full project cost is budgeted in the five year plan.
Urban Bus Replacement	Purchase of replacement buses.
Engine Repower Project	Cost of repowering existing transit buses. Project approved by Board; to be completed in FY 01-02.
Computer System Upgrade	Final phase of multi-year grant-funded computer system upgrade. To be completed in FY 01-02.
CNG Facilities for Santa Cruz Maintenance (Golf Club) and Operations (River Street)	Construction of CNG fueling facilities for two District facilities. Additional grant funding sought which may decrease District share.

The District-funded projects are described briefly below:

Bus Stop Improvements	Implementation of bus stop improvement program approved by the Board of Directors. <i>(Carryover from FY 00-01.)</i>
Software for HR, Facilities Maint, Fleet Maint	Allocation towards purchase of software for Human Resources, Facilities Maintenance, and Fleet Maintenance Departments. <i>(Carryover from FY 00-01.)</i>
Automated Telephone Info System	Purchase of an automated system for providing bus route and schedule information to the public. Originally funded from TDA demo funds. <i>(Carryover from FY 00-01.)</i>
ADA Recertification Program Capital Costs	Purchase of software and bus mock-ups to implement ADA recertification program.
Ridecheck Upgrade Project	Purchase of software and equipment to upgrade the outdated Ridecheck program for collecting passenger data on bus routes.
Facilities Repair and Improvements	Cost of repairs and improvements to District facilities, as detailed in Attachment C.
Machinery/Equipment Repair and Improvements	Cost of new and replacement machinery and equipment, as detailed in Attachment C.
Non-Revenue Vehicle Replacement	Cost of replacing three driver vans, one transit supervisor vehicle, four staff cars and two trucks; and replacement of engine in another truck, as detailed in Attachment C.
Office Equipment	Purchase of one fireproof file cabinet and one portable laptop computer, as detailed in Attachment C.
Reserve for CNG Conversion	Installment #2 of 6 installments to fund the conversion of 42 bus engines to CNG.
Contingency for District-Funded Projects	This year, a contingency fund of approximately 3.5% is being included since all of the project costs are estimated.

The District's State Transit Assistance (STA) allocation has increased substantially this year, from \$787,198 in FY 00-01 to \$1,549,626 in FY 01-02. Since the District may only use STA funds for capital purposes, the funding increase will be used for the annual allocation for the CNG bus engine conversion project and purchase of non-revenue vehicles.

IV. FINANCIAL CONSIDERATIONS

The FY 01-02 draft final budget, as presented, is balanced. Projected operating revenues cover projected operating expenses. The proposed capital improvement program requires \$7,290,434 in District funding. This is available from reserves and STA funds.

V. ATTACHMENTS

- Attachment A:** FY 01-02 Draft Final Budget
- Attachment B:** FY 01-02 Proposed Authorized Personnel
- Attachment C:** District-Funded Capital Budget Requests
- Attachment D:** Major Changes in Operating Expense Accounts

ATTACHMENT A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY 01-02

DRAFT FINAL BUDGET

MAY 2001

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

REVENUE SOURCE	PROJECTED REVENUE FY 00-01	DRAFT 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	\$ 2,041,938	24.5%
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	\$ 6,242,303	5.0%
14 Special TDA Allocation	\$ 649,889	\$ -	-100.0%
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	\$ 31,800,000	3.8%

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

DEPARTMENT	FY 00-01 REVISED	FY 01-02 DRAFT FINAL	% CHANGE	
			FROM FY 00-01	% OF TOTAL FY 01-02
1100 Administration	1,117,186	1,190,512	6.6%	3.74%
1200 Finance	974,623	1,063,623	9.1%	3.34%
1300 Planning & Marketing	1,045,268	1,148,365	9.9%	3.61%
1400 Human Resources	529,414	580,501	9.6%	1.83%
1500 Information Technology	471,908	479,153	1.5%	1.51%
1700 District Counsel	456,181	476,973	4.6%	1.50%
2200 Facilities Maintenance	1,200,282	1,274,160	6.2%	4.01%
2400 Watsonville TC	96,644	97,312	0.7%	0.31%
2500 Santa Cruz Metro Center	268,780	285,605	6.3%	0.90%
2600 Scotts Valley TC	107,035	123,692	15.6%	0.39%
3100 Paratransit Program	3,308,336	3,593,150	8.6%	11.30%
3200 Operations	1,935,085	2,033,450	5.1%	6.39%
3300 Bus Operators	10,727,858	11,279,672	5.1%	35.47%
4100 Fleet Maintenance	6,762,069	7,667,496	13.4%	24.11%
9005 Retired Employee Benefits	354,602	433,892	22.4%	1.36%
Additional Operating Programs	8,284	2,445	-70.5%	0.01%
District Grant Programs/Studies	97,496	70,000	-28.2%	0.22%
Reserve for New Positions	73,498		-100.0%	0.00%
SUBTOTAL OPERATING EXPENSE	29,534,550	31,800,000	7.7%	100.00%
Pass Through Grant Programs	480,000		-100.0%	0.00%
Reserve for CNG Conversion	462,000		-100.0%	0.00%
Transfer to Capital Program	533,449		-100.0%	0.00%
TOTAL OPERATING EXPENSES	31,010,000	31,800,000	2.5%	100.00%

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

ACCOUNT	FY 00-01 REVISED	FY 01-02 DRAFT 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 DRAFT 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	1,867,094	24.6%
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	2,917,829	22.0%
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 Office 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%
50502 1 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 DRAFT 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%
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	<u>317,250</u>	<u>351,750</u>	10.9%
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	<u>44,272</u>	<u>45,280</u>	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	<u>246,994</u>	<u>245,454</u>	-0.6%
LEASES & RENTALS			
512011 Facility Lease	520,747	548,650	5.4%
512061 Equipment Rental	25,019	17,649	-29.5%
Totals	<u>545,766</u>	<u>566,299</u>	3.8%

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

ACCOUNT	FY 00-01 REVISED	FY 01-02 DRAFT 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	9,935,071	6.9%
DEPARTMENT TOTALS	29,534,550	31,800,000	7.7%
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	31,800,000	2.5%

ADMINISTRATION

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

ACCOUNT	FY 00-01 REVISED	FY 01-02		% CHANGE FROM FY 00-01
		DRAFT	FINAL	
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%
502021 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 DRAFT 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	<u>47,700</u>	<u>45,850</u>	-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	55,820	-1.6%
509125 Other Misc. Expenses	2,975	8,659	191.1%
509127 Board Fees	11,200	13,200	17.9%
Totals	<u>108,305</u>	<u>115,611</u>	6.7%
LEASES & RENTALS			
512011 Facility Lease	265,000	278,925	5.3%
512061 Equipment Rental	1,500	2,568	71.2%
Totals	<u>266,500</u>	<u>281,493</u>	5.6%
 PERSONNEL TOTAL	 554,021	 590,330	 6.6%
 NON-PERSONNEL TOTAL	 563,165	 600,182	 6.6%
 DEPARTMENT TOTALS	 <u><u>1,117,186</u></u>	 <u><u>1,190,512</u></u>	 <u><u>6.6%</u></u>

FINANCE

SANTA CRUZ METRO FY 01-02 OPERATING BUDGET

Finance - 1200

ACCOUNT	FY 00-01 REVISED	FY 01-02 DRAFT 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%
502021 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			

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

ACCOUNT	FY 00-01	FY 01-02	% CHANGE
	REVISED	DRAFT FINAL	FROM FY 00-01
506011 Insurance - Property	60,000	60,000	0.0%
506015 Insurance - PUPD	100,000	130,000	30.0%
506021 Insurance - Other	15,000	20,000	33.3%
Totals	175,000	210,000	20.0%
TAXES			
507201 Licenses & Permits	200	200	0.0%
Totals	200	200	0.0%
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	4,770	3,700	-22.4%
PERSONNEL TOTAL	510,663	544,423	6.6%
NON-PERSONNEL TOTAL	463,960	519,200	11.9%
DEPARTMENT TOTALS	974,623	1,063,623	9.1%

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

ACCOUNT	FY 00-01 REVISED	FY 01-02 DRAFT FINAL	% CHANGE FROM FY 00-01
TAXES			
507201 Licenses & Permits	1,400	3,360	140.0%
Totals	1,400	3,360	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	49,700	51,956	4.5%
LEASES & RENTALS			
512061 Equipment Rental	4,790	4,200	-12.3%
Totals	4,790	4,200	-12.3%
 PERSONNEL TOTAL	 858,773	 928,464	 8.1%
 NON-PERSONNEL TOTAL	 186,495	 219,901	 17.9%
 DEPARTMENT TOTALS	 <u>1,045,268</u>	 <u>1,148,365</u>	 <u>9.9%</u>

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

ACCOUNT			FY 00-01	FY 01-02	% CHANGE	
-----			REVISED	DRAFT FINAL	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%
502061	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	1	68,886	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	Off ice 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 DRAFT 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	2,925	1362.5%
509125 Other Misc. Expenses	500	700	40.0%
Totals	<u>30,830</u>	<u>35,400</u>	<u>14.8%</u>
 PERSONNEL TOTAL	 424,454	 472,659	 11.4%
 NON-PERSONNEL TOTAL	 104,960	 1 07,842	 2.7%
 DEPARTMENT TOTALS	 <u><u>529.414</u></u>	 <u><u>580.501</u></u>	 <u><u>9.6%</u></u>

IT

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

ACCOUNT	FY 00-01 REVISED	FY 01-02 DRAFT 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%
502021 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	12,666	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

5/3/01

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

ACCOUNT	FY 00-01 REVISED	FY 01-02 DRAFT 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	1,500	900.0%
Totals	15,500	14,700	-5.2%
PERSONNEL TOTAL	346,112	355,728	2.8%
NON-PERSONNEL TOTAL	125,796	123,425	-1.9%
DEPARTMENT TOTALS	<u>471,908</u>	<u>479,153</u>	1.5%

Counsel

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

ACCOUNT	% CHANGE		
	FY 00-01 REVISED	FY 01-02 DRAFT FINAL	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%
50202 1 Retirement	15,218	17,014	11.a%
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 DRAFT 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	1 84,405	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		% CHANGE FROM FY 00-01
		DRAFT	FINAL	
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%
502061 Worker's Comp	40,969		40,969	0.0%
502101 Holiday Pay	7,1a7		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	a33		909	9.1%
Totals	a33		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%

SANTACRUZ METRO FY 01-02 OPERATING BUDGET
Facilities Maintenance - 2200

ACCOUNT	FY 00-01	FY 01-02	% CHANGE
	REVISED	DRAFT FINAL	FROM FY 00-01
504409 Repair/Maint Supply	66,160	57,679	42.8%
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	a,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 DRAFT 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 Off ice 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			
509061 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 DRAFT 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 DRAFT 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	1 97,389	212,076	7.4%
OTHER MATERIALS & SUPPLIES			
504213 Mktg/Graphics Supp	50		-100.0%
504311 Off ice 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	a99		-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%
505021 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			
509061 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 DRAFT 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 DRAFT 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 Off ice 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%
504511 Small Tools	200	200	0.0%
Totals	4,522	9,772	116.1%
UTILITIES			
505011 Gas & Electric	9,788	9,346	-4.5%
50502 1 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			
509061 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 DRAFT 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>

ADA

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

ACCOUNT	FY 00-01 REVISED	FY 01-02 DRAFT 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%
502051 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	4.2%
DEPARTMENT TOTALS		3,308,336	3,593,150
			8.6%

OPERATIONS

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

ACCOUNT	FY 00-01 REVISED	FY 01-02 DRAFT 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 Office 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 DRAFT 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	34,717	1.6%
512061 Equipment Rental	2,900	300	-89.7%
Totals	<u>37,061</u>	<u>35,017</u>	-5.5%
PERSONNEL TOTAL	1,706,628	1,883,433	10.4%
NON-PERSONNEL TOTAL	228,457	150,017	-34.3%
DEPARTMENT TOTALS	<u><u>1,935,085</u></u>	<u><u>2,033,450</u></u>	5.1%

BUS OPERATORS

SANTA CRUZ METRO FY 01-02 OPERATING BUDGET

Bus Operators - 3300

ACCOUNT			% CHANGE
	FY 00-01 REVISED	FY 01-02 DRAFT FINAL	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	6,460,109	6,840,652	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	4,261,749	4,432,980	4.0%
SERVICES			
503162 Uniforms/Laundry	4,025	4,040	0.4%
Totals	4,025	4,040	0.4%
MISC EXPENSE			
509101 Incentive Program	1,975	2,000	1.3%
Totals	1,975	2,000	1.3%
PERSONNEL TOTAL	10,721,858	11,273,632	5.1%
NON-PERSONNEL TOTAL	6,000	6,040	0.7%
DEPARTMENT TOTALS	10,727,858	11,279,672	5.1%

FLEET MAINTENANCE

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

ACCOUNT	FY 00-01 REVISED	FY 01-02		% CHANGE FROM FY 00-01
		DRAFT	FINAL	
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%
50202 1 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	1,867,094		24.6%
50402 1 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	2,913,735		22.1%

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

ACCOUNT	FY 00-01 REVISED	FY 01-02 DRAFT 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	235,008	6.1%
512061 Equipment Rental	2,874	3,050	6.1%
Totals	224,460	238,058	6.1%
PERSONNEL TOTAL	3,494,425	3,883,760	11.1%
NON-PERSONNEL TOTAL	3,267,644	3,783,736	15.8%
DEPARTMENT TOTALS	6,762,069	7,667,496	13.4%

Retirees

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

ACCOUNT	FY 00-01 REVISED	FY 01-02 DRAFT FINAL	% CHANGE FROM FY 00-01
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	354,602	433,892	22.4%
PERSONNEL TOTAL	354,602	433,892	22.4%
NON-PERSONNEL TOTAL			0.0%
DEPARTMENT TOTALS	354,602	433,892	22.4%

SCCIC

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

ACCOUNT	FY 00-01 REVISED	FY 01-02 DRAFT 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 DRAFT 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>	<u>-20.0%</u>
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>	<u><u>-20.0%</u></u>

MASTF

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

ACCOUNT	FY 00-01 REVISED	FY 01-02 DRAFT FINAL	% CHANGE FROM FY 00-01
SERVICES			
503031 Professional/Technical & Fees	25		-100.0%
Totals	25		-100.0%
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	705	500	-29.1%
MISC EXPENSE			
509125 Other Misc. Expenses		1,400	100.0%
Totals		1,400	100.0%
PERSONNEL TOTAL			0.0%
NON-PERSONNEL TOTAL	730	1,900	160.3%
DEPARTMENT TOTALS	730	1,900	160.3%

SERVICE & MARKETING PLAN

SANTA CRUZ METRO FY 01-02 OPERATING BUDGET
Customer Information Services & Marketing Plan - 9030

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

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

PROJECT	FEDERAL SHARE	LOCAL SHARE	DISTRICT SHARE	TOTAL
<u>Grant-Funded Projects</u>				
Consolidated Operating Facility	\$ 6,483,816	\$ -	\$ 1,620,954	\$ 8,104,770
Urban Bus Replacement	\$ 6,080,473	\$ -	\$ 1,520,118	\$ 7,600,591
Engine Repower Project	\$ 912,000	\$ -	\$ 2,125,000	\$ 3,037,000
Computer System Upgrade	\$ 35,000	\$ -	\$ 100,000	\$ 135,000
CNG Facilities for SCM, Ops	\$ -	\$ 100,000	\$ 300,000	\$ 400,000
Subtotal				\$ 19,277,361
<u>District-Funded Projects</u>				
Bus Stop Improvements			\$ 422,100	\$ 422,100
Software for HR, Facil Maint, Fleet Maint			\$ 75,000	\$ 75,000
Automated Telephone Info System			\$ 35,000	\$ 35,000
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			\$ 313,000	\$ 313,000
Off ice Equipment			\$ 5,000	\$ 5,000
Reserve for CNG Conversion, Installment #2			\$ 462,000	\$ 462,000
Contingency for District-Funded Projects			\$ 55,562	\$ 55,562
Subtotal				\$ 1,624,362
TOTAL CAPITAL PROJECTS	\$ 13,511,289	\$ 100,000	\$ 7,290,434	\$ 20,901,723

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

CAPITAL PROGRAM FUNDING

Federal Grants	\$ 13,511,289
State Grants	\$ -
Local Grants	\$ 100,000
STA Funding	\$ 1,549,626
District Reserves	\$ 5,492,308
Transfer from Bus Stop Improvement Reserve	\$ 248,500
<hr/>	
TOTAL CAPITAL FUNDING	\$ 20,901,723

FY 01-02 DRAFT FINAL BUDGET
 Authorized Personnel
 Administration - 1100

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01	Draft FY 01-02	Final
General Manager	1	1	1	1	1
Assistant General Manager	1	1	1	1	1
Admin Services Coordinator (confidential)	1	1	1	1	1
Administrative Secretary	1	2	2	2	2
Grants/Legislative Analyst	1	1	1	1	1
Administrative Clerk I-II	1	0	0	0	0
Administrative Specialist	0.5	0	0	0	0
Total Full-Time Equivalents	6.50	6.00	6.00	6.00	6.00

FY 01-02 DRAFT FINAL BUDGET
Authorized Personnel
Finance - 1200

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01	Draft Final FY 01-02
Manager of Finance	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 01-02 DRAFT FINAL BUDGET
Authorized Personnel
Planning & Marketing - 1300

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01	Draft Final FY 01-02
Manager of Planning & Marketing	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 DRAFT FINAL BUDGET
Authorized Personnel
Human Resources - 1400

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01	Draft Final FY 01-02
Manager of Human Resources	1	1	1	1
Asst Human Resources Manager	0	0	0	1
Human Resources Analyst	1	1	1	0
Personnel Technician (confidential)	1	1	1	1
Benefits Coordinator (confidential)	0.75	0.75	1	1
Human Resources Specialist (confidential)	1	1	1	1
Admin Specialist (confidential)	0	0.50	0.75	0
Admin Secretary (confidential)	0	0	0	1
Total Full-Time Equivalents	4.75	5.25	5.75	6.00

FY 01-02 DRAFT FINAL BUDGET
Authorized Personnel
Information Technology - 1500

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01	Draft Final FY 01-02
Manager of Info Technology	1	1	1	1
Database Administrator/Sr	0	1	1	1
Sr 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 DRAFT FINAL BUDGET
Authorized Personnel
District Counsel - 1700

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01	Draft FY 01-02	Final
District Counsel	1	1	1	1	1
Paralegal (confidential)	1	1	0	0	0
Claims Investigator (confidential)	0	0	1	1	1
Legal Secretary (confidential)	1	1.5	1.5	1.5	1.5
Total Full-Time Equivalents	3.00	3.50	3.50	3.50	3.50

FY 01-02 DRAFT FINAL BUDGET
Authorized Personnel
Facilities Maintenance - 2200

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01	Draft FY 01-02	Final FY 01-02
Manager of Facilities Maintenance	1	1	1	1	1
Facilities Maintenance Supervisor	1	1	1	1	1
Facilities Maint Worker III	1	1	1	1	1
Facilities Maint Worker II	3	3	3	3	3
Facilities Maint Worker I	3	4	4	4	4
Custodial Services Worker II	1	1	1	1	1
Custodial Services Worker I	4	5	5	5	5
Administrative Secretary	1	1	1	1	1
Total Full-Time Equivalents	15.00	17.00	17.00	17.00	17.00

FY 01-02 DRAFT FINAL BUDGET
Authorized Personnel
Operations - 3 100/3200/3300

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01	Draft Final FY 01-02
Manager of Operations	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 Manager	0	0	0	1
Eligibility Coordinator	0	0	0	1
Bus Operator (total on payroll)	156	174	180	180
Total Full-Time Equivalents	177.00	197.00	203.00	205.00

FY 01-02 DRAFT FINAL BUDGET
Authorized Personnel
Fleet Maintenance - 4100

Position	Authorized FY 98-99	Authorized FY 99-00	Authorized FY 00-01	Draft Final FY 01-02
Manager of Fleet Maintenance	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

LOCAL CAPITAL BUDGET REQUESTS					
FY 01-02					
R/N	DEPT PRIORITY	ITEM	COST	PRIORITY 2 - UNFUNDED	PRIORITY 1 - DRAFT FINAL BUDGET
ADMINISTRATION					
N	I 1	Computer Slide Projector	\$ 8,000	\$ -	\$ -
Subtotal Administration:			\$ 0 0	\$ -	\$ -
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 :			\$ 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 - DRAFT FINAL BUDGET
3. 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	\$ -
2. Encinal Office					
N	1	Flag Pole and Flags	\$ 2,200		
N	2	Office Modification	\$ 1,500		
Subtotal Facilities Maint - Encinal Facility:			\$ 3,700	\$ -	\$ -
1. 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
3. Metro Center					
R	1	Steam Cleaner Replacement	\$ 8,900	\$ 8,900	
R	2	Manual Door Replacement	\$ 3,100		
R	3	Paint Building	\$ 9,600		
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
2. 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
3. Watsonville TC					
N	1	Trash Can New & Replacement (12)	\$ 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
1. 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 - DRAFT FINAL BUDGET
Sakata					
		None	\$ -		
		Subtotal Facilities Maint- Sakata:	\$ -	\$ -	\$ -
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	\$ -	\$ -
LEET 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	\$ 481,500	\$ 378,800
		GRAND TOTAL:	\$ 1,451,150	\$ 712,000	\$ 469,700

Major Changes in Operating Expense Accounts

- **Bus Operator Overtime:** Overtime is increased by 19.1% based on year-to-date trends in usage.
- **Other Salaries:** Salary expense of non-operators is increased by 16.2% to reflect two new paratransit positions, fully staffed positions (not temporary help), cost of living increases, merit step increases, and longevity step increases.
- **Dental, Vision and Life Insurance:** These benefit accounts have decreased due to favorable premium renewal rates.
- **State Disability Insurance:** This payroll tax has increased due to a large rate increase for all employers.
- **Accounting/Audit Fees:** This expense has decreased by 40.3% due to the completion of the original paratransit program audit.
- **Professional/Technical Services & Fees:** This expense has decreased by 19.8% because the recertification study was completed in FY 00-01.
- **Temporary Help:** This expense has been decreased by 87.3% since staff vacancies are being filled, reducing the need for temporary help.
- **Classified/Legal Ads:** Two accounts, Classified Ads and Legal Ads, have been combined into this new account.
- **Outside Building Repair:** This account has been decreased by 16.9% because some repair projects are being funded from the capital program.
- **Outside Equipment Repair:** This account has increased by 26.4% primarily because of higher computer maintenance costs.
- **Outside Revenue Vehicle Repair:** The 29.0% increase is due to additional paint and body work.
- **Waste Oil Disposal and Hazardous Waste Disposal:** These two accounts have been combined into Waste Oil Disposal.
- **Revenue Vehicle Fuels:** This account has increased by 24.6% due to projected higher diesel costs and a full year of service improvements.
- **Other Mobile Supplies and Upholstery Supplies:** These two accounts have been combined into Other Mobile Supplies.
- **Revenue Vehicle Parts:** The 23.4% increase is due to the planned purchase of 20 lift overhaul kits.
- **Marketing/Graphics Supply:** This account has been deleted.
- **Computer Supplies:** This account has been combined with Office Supplies.
- **Custodial Supplies:** This account has been combined with Cleaning Supplies.
- **Electrical Supplies, Plumbing Supplies, Mechanical Supplies, and Landscaping Supplies:** These accounts have all been combined with Repair/Maintenance Supplies.
- **PL & PD Insurance:** This account has increased by 30% because the District used pool credits to reduce the CalTIP premium in FY 00-01.
- **Other Insurance:** This account is increased by 33.3% because it is anticipated that employment liability insurance premiums will increase next year.
- **Other Professional Fees:** This is a special insurance-related account that has been combined with Other Casualty Expense.

- **Licenses and Permits:** This account is increased by 25.6% due to the increased cost for parking lot fees for the Planning & Marketing Department.
- **Other Miscellaneous Expense:** This account is increased by 105.9% because it has been combined with Local Meeting Expense.
- **Board Fees:** Board member fees are increased based on the assumption that each Board member will attend at least two Board meetings every month and be reimbursed accordingly.
- **Equipment Rental:** This account is decreased by 29.5% due to cost reductions in Planning & Marketing and Operations.
- **Reserve for New Positions:** This was a temporary allocation for FY 00-01 and has been deleted since the paratransit portions are funded in the new budget.
- **Transfer to Capital:** No operating funds are proposed to be transferred to the capital equipment program since all projected operating revenue is required to fund operating expenses in FY 01-02.
- **Reserve for CNG Conversion:** The first installment was funded from operating revenue in FY 00-01. In FY 01-02, the second installment is to be funded from STA capital funding.
- **Pass-Through Programs:** No pass-through programs have been requested of the District in FY 01-02.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 18, 2000

TO: Board of Directors

FROM: Mark J. Dorfman, Assistant General Manager

**SUBJECT: RECOMMENDATION TO APPROVE ASSESSMENT FOR
COOPERATIVE RETAIL MANAGEMENT DISTRICT**

I. RECOMMENDED ACTION

The purpose of this communication is to request approval for the assessment on property owners for the support of the Cooperative Retail Management District in Downtown.

II. SUMMARY OF ISSUES

- The District owns property in the Downtown area that is subject to an assessment for the Downtown Host Program.
- The assessment needs to be renewed for the fiscal year.
- Total cost to the District for the assessment is \$2,547.75, no increase from last year.

III. DISCUSSION

The District recently received correspondence from the City of Santa Cruz regarding the Cooperative Retail Management Business Real Property Improvement District. Since the District owns property in the downtown area, there is an assessment that is being requested for the coming fiscal year. This assessment funds the Downtown Host Program.

It is recommended that the District support the continued assessment of the levy for this important Downtown project. Total funds for this assessment amount to \$2,547.75.

IV. FINANCIAL CONSIDERATIONS

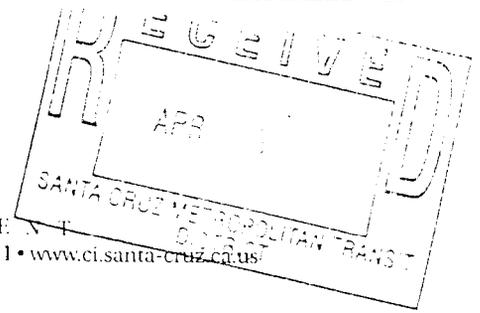
There are two assessments for property owned by the District, one for \$1,797.75 and one for \$750.00, for a total of \$2,547.75.

V. ATTACHMENTS

Attachment A: Letters from City of Santa Cruz



CITY CLERKS DEPARTMENT
 809 Center Street, Room 9, Santa Cruz, CA 95060 • 831 420-5030 • Fax: 831 420-5031 • www.ci.santa-cruz.ca.us



**CITY COUNCIL
 CITY OF SANTA CRUZ
 NOTICE OF PUBLIC HEARINGS**

April 6, 2001

SANTA CRUZ METROPOLITAN TRANSIT
 370 ENCINAL ST. #100
 SANTA CRUZ CA 95060-2101

Dear Santa Cruz Property Owner:

RE: Assessor Parcel Number ("APN"): 05-152-05

NOTICE IS HEREBY GIVEN that the City Council of the City of Santa Cruz will hold a public meeting to consider: 1) the annual report for the 2001-2002 fiscal year prepared by the advisory board to the Cooperative Retail Management (CRM) Business Real Property Improvement District; and, 2) the adoption of a Resolution of Intention to levy an assessment for the period July 1, 2001 through June 30, 2002 for the District and a public hearing to consider the levy of an annual assessment for the District.

The amount of the proposed annual assessment on the entire district will be \$114,881. The rate of business promotion assessment shall be imposed on business property owners according to the formulas set forth below:

1. Properties located on Pacific Avenue between Laurel Street and Mission/Water Street shall be assessed \$ 15.00 per linear foot of property on Pacific Avenue.
2. Properties between Cedar and Front Streets and located on Locust, Cooper, Church, Walnut, Soquel, Lincoln, Cathcart, Elm and Maple Streets; Plaza, Locust, Commerce, Elm and Birch Lanes; Pearl Alley; Lincoln-Cathcart and Pacific-Front alleyways shall be assessed \$12.00 per linear foot of property on the above-mentioned side streets and alleyways.

The purpose of the assessment is to fund the Downtown Host Program created to enhance safety and security and improve public perceptions of the district. The assessment will also be used to revien- the need for, and establishment of, common hours for retail merchants and maintenance of private property within the district.

SANTA CRUZ METROPOLITAN TRANSIT
Notice of Public Hearing- Page 2

The amount of the proposed annual assessment for APN 05- 152-05 is set forth below:

Pacific Avenue footage: 50 x \$15.00	\$750
Side street or alleyway footage: 0 feet x \$12.00/linear foot	\$0.00
TOTAL Assessment for Fiscal Year 2001-2002:	\$750.00

Properties with frontage on both Pacific Avenue and a side street or alley will only be assessed an additional fee for the side street or alley frontage where a separate business uses the side street or alley as its main entrance.

A public meeting regarding the consideration of the annual report and adoption of a Resolution of Intention to levy an annual assessment will be held on **Tuesday, April 24, 2001**, after the hour of 3:00 p.m. If the Resolution of Intention is adopted, a second public hearing will be held on **Tuesday, May 22, 2001**, after the hour of 3:00 p.m., at which time the Council will decide the amount of the assessments to be levied. Both public hearings will be held in the Council Chambers, City Hall, 809 Center Street, Santa Cruz, California.

If the Resolution of Intention is adopted, property owners in the proposed assessment district may file written protests in the City Clerk's office between April 24, 2001 and May 22, 2001 before the close of the public hearing. If protests are submitted by property owners representing 50% or more of the assessments proposed to be levied and protests are not withdrawn so as to reduce the protests to less than 50%, no further proceedings to create the district shall be taken for at least one year.

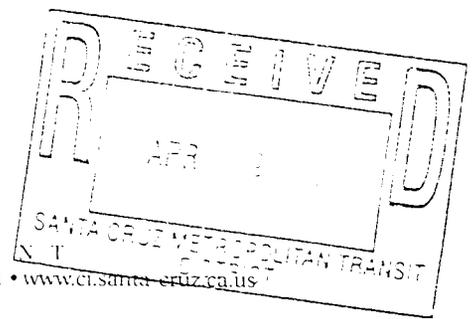
If the Resolution of Intention is not adopted, the May 22, 2001 public hearing will be cancelled. All interested persons are invited to present their oral or written statements at these hearings. Further information is available from the City Redevelopment Department, 323 Church Street, 2nd Floor, Santa Cruz, California, (83 1) 420-5 150.



LESLIE COOK, City Clerk
City of Santa Cruz



CITY CLERK'S DEPARTMENT
809 Center Street, Room 9, Santa Cruz, CA 95060 • 831 420-5030 • Fax: 831 420-5031 • www.ci.santa-cruz.ca.us



**CITY COUNCIL
CITY OF SANTA CRUZ
NOTICE OF PUBLIC HEARINGS**

April 6, 2001

SANTA CRUZ METROPOLITAN TRANSIT
230 WALNUT AVE
SANTA CRUZ CA 95060

Dear Santa Cruz Property Owner:

RE: Assessor Parcel Number ("APN"): 05-152-31

NOTICE IS HEREBY GIVEN that the City Council of the City of Santa Cruz will hold a public meeting to consider: 1) the annual report for the 2001-2002 fiscal year prepared by the advisory board to the Cooperative Retail Management (CRM) Business Real Property Improvement District; and, 2) the adoption of a Resolution of Intention to levy an assessment for the period July 1, 2001 through June 30, 2002 for the District and a public hearing to consider the levy of an annual assessment for the District.

The amount of the proposed annual assessment on the entire district will be \$ 1,14,881. The rate of business promotion assessment shall be imposed on business property owners according to the formulas set forth below:

1. Properties located on Pacific Avenue between Laurel Street and Mission/Water Street shall be assessed \$15.00 per linear foot of property on Pacific Avenue.
2. Properties between Cedar and Front Streets and located on Locust, Cooper, Church, Walnut, Soquel, Lincoln, Cathcart, Elm and Maple Streets; Plaza, Locust, Commerce, Elm and Birch Lanes; Pearl Alley; Lincoln-Cathcart and Pacific-Front alleyways shall be assessed \$12.00 per linear foot of property on the above-mentioned side streets and alleyways.

The purpose of the assessment is to fund the Downtown Host Program created to enhance safety and security and improve public perceptions of the district. The assessment will also be used to review the need for, and establishment of, common hours for retail merchants and maintenance of private property within the district.

SANTA CRUZ METROPOLITAN TRANSIT
Notice of Public Hearing- Page 2

The amount of the proposed annual assessment for APN 05-152-3 1 is set forth below:

Pacific Avenue footage: 119.85 x \$15.00	\$1797.75
Side street or alleyway footage: 0 feet x \$12.00/linear foot	\$0.00
TOTAL Assessment for Fiscal Year 2001-2002:	\$1797.75

Properties with frontage on both Pacific Avenue and a side street or alley will only be assessed an additional fee for the side street or alley frontage where a separate business uses the side street or alley as its main entrance.

A public meeting regarding the consideration of the annual report and adoption of a Resolution of Intention to levy an annual assessment will be held on **Tuesday, April 24, 2001**, after the hour of 3:00 p.m. If the Resolution of Intention is adopted, a second public hearing will be held on **Tuesday, May 22, 2001**, after the hour of 3:00 p.m., at which time the Council will decide the amount of the assessments to be levied. Both public hearings will be held in the Council Chambers, City Hall, SO9 Center Street, Santa Cruz, California.

If the Resolution of Intention is adopted, property owners in the proposed assessment district may file written protests in the City Clerk's office between April 24, 2001 and May 22, 2001 before the close of the public hearing. If protests are submitted by property owners representing 50% or more of the assessments proposed to be levied and protests are not withdrawn so as to reduce the protests to less than 50%, no further proceedings to create the district shall be taken for at least one year.

If the Resolution of Intention is not adopted, the May 22, 2001 public hearing will be cancelled. All interested persons are invited to present their oral or written statements at these hearings. Further information is available from the City Redevelopment Department, 323 Church Street, 2nd Floor, Santa Cruz, California, (831) 420-5150.



LESLIE COOK, City Clerk
City of Santa Cruz

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 18, 2001
TO: Board of Directors
FROM: Mark J. Dorfman, Assistant General Manager
SUBJECT: CONSIDER SANTA CRUZ BEACH SHUTTLE PROGRAM

I. RECOMMENDED ACTION

Staff is recommending that the Board of Directors authorize staff to operate the Santa Cruz Beach Shuttle for this summer.

II. SUMMARY OF ISSUES

- In order to provide the Santa Cruz Beach Shuttle this year, committed funding needs to be in place.
- The Beach Shuttle operation has continued to improve, with an 11% ridership growth over the prior year.
- The District has provided 23% funding for these types of services in the past.
- The City of Santa Cruz has agreed to provide the remainder of the funding.

III. DISCUSSION

Last year, for the second year, the Board authorized the operation of the Santa Cruz Beach Shuttle. It was restarted after not operating for a few years. Ridership on the service continued to improve, growing 11% over the prior year

The projected cost for this year is \$37,265, up from \$35,900 last year. The District share at 23% amounts to \$8,571; with the City share totaling \$28,694. As shown in Attachment A, they have allocated \$45,000 for the program this year.

IV. FINANCIAL CONSIDERATIONS

The District share of the program is \$8,571.

V. ATTACHMENTS

Attachment A: Letter from City of Santa Cruz



PUBLIC WORKS DEPARTMENT
809 Center Street, Room 201. Santa Cruz, CA 95060 • 831 420-5160 • Fax: 831 420-5161 • citypw@ci.santa-cruz.ca.us

May 2, 2001

Mr. Mark Dorfman
Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz, CA 95060

RE: 2001 Summer Shuttle

Dear Mark,

This letter confirms the City's intent to run the 2001 summer shuttle. We have allocated funds in the amount of \$45,000. for next year's service.' This originally included funds for wrapping additional buses. At this point, we are only interested in repairing the current vehicle that is currently wrapped with the woodie design.

Because the Transportation Commission has recommended postponing the implementation of the Beach Street bikeway until October 2001, we do not anticipate needing additional service beyond that included in your letter.

Please call me if you have any questions or need additional information to provide this year's service.

Sincerely,

Matt Farrell
Parking Programs Manager

Cc: City Council
Assistant Director of Public Works



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 18, 2001
TO: Board of Directors
FROM: Mark J. Dorfman, Assistant General Manager
SUBJECT: AUTHORIZATION TO EXTEND SAN JOSE STATE UNIVERSITY CONTRACT

I. RECOMMENDED ACTION

The purpose of this agenda item is to authorize the General Manager to negotiate and execute an extension to the Purchase of Service Agreement with San Jose State University for the continuation of two (2) evening trips on the Highway 17 Express should the University desire to continue the Agreement.

II. SUMMARY OF ISSUES

- The District has a Purchase of Service agreement with San Jose State University for two late night trips on Highway 17. This agreement has been extended on a regular basis by the University to continue the project.
- The ridership has continued to remain fairly steady and is well utilized.
- University staff is pleased with the service, but a policy level decision is required to continue the contract.
- This action will allow the District to respond in a timely manner.

III. DISCUSSION

In January of 1994, the District entered into a Purchase of Service Agreement with San Jose State University to fund two evening trips on the Highway 17 Express. Each year, San Jose State University has continued the program. It was modified in August of 1994 to only provide service Monday through Thursday, the days San Jose State is in service.

The Highway 17 Express is a jointly funded service paid for by both the Santa Clara and Santa Cruz Transit Districts. Funding is provided through a JPA, with both parties sharing the deficit. Prior to the agreement, the last bus leaving the San Jose State University campus was at 8:00 p.m., leaving students taking evening classes without a transit alternative. Over the years there have been requests to add later service, but financial constraints have prevented this from occurring.

Passenger counts are taken on these trips and the revenue attributable to them is credited to the

cost of the service. While San Jose State staff is pleased with the service, the cost of the program continues to remain a concern to them. It will be necessary for the administration at the university to make a policy level decision as to whether to continue the service for the Fall Term. The action requested today will authorize the General Manager to extend the Purchase of Service Agreement with San Jose State University should the university wish to continue funding the agreement. This contract was approximately \$26,000 for the past year. Since the District began operating this service in-house, we operate these trips five days a week, and San Jose State subsidizes the Monday through Thursday trips.

IV. FINANCIAL CONSIDERATIONS

Should the University continue the funding agreement, these funds will offset the deficit on the Highway 17 Express.

V. ATTACHMENTS

Attachment A: None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 18, 2001

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF RESOLUTION OF SUPPORT FOR EXPANSION OF CAPACITY ON HIGHWAY 1

I. RECOMMENDED ACTION

That the Board of Directors adopt the attached Resolution identifying support for the expansion of capacity on Highway 1, as identified in the strategies adopted as a part of the Major Transportation Investment Study (MTIS).

II. SUMMARY OF ISSUES

- In 1999, the Santa Cruz County Regional Transportation Commission adopted a number of investment strategies as a part of the conclusion of the Major Transportation Investment Study.
- Included in the adopted investment strategies was the expansion of Highway 1 through the addition of either High-Occupancy Toll (HOT) or High-Occupancy Vehicle (HOV) lanes in each direction of travel.
- Currently, the SCCRTC, in cooperation with Caltrans and local jurisdictions, is conducting a feasibility study with regard to the High-Occupancy Toll lane strategy.
- Currently, the SCCRTC is in the process of updating the Regional Transportation Plan, which will identify projects to be undertaken over the course of the next twenty years.

III. DISCUSSION

In 1999, Santa Cruz County Regional Transportation Commission adopted investment strategies as a result of the completion of the Major Transportation Investment Study. Included in the adopted strategies was the expansion of Highway 1 through the addition of either High-Occupancy Toll lanes or High-Occupancy Vehicle lanes in each direction of travel. Both the High-Occupancy Toll and High-Occupancy Vehicle lane projects could result in improved mobility for METRO buses traveling along Highway 1. The improved travel times on Highway 1 would assist METRO in providing more frequent, cost-effective service, including the connections to Highway 17.

May 18, 2001
Page Two

Currently, the SCCRTC, in conjunction with Caltrans and local agencies, is conducting a feasibility study with regard to the addition of High-Occupancy Toll lanes. The SCCRTC is also in the process of updating the Regional Transportation Plan which will identify projects to be implemented over the course of the next twenty years.

The Resolution attached to this staff report would indicate that the Board of Directors supports and encourages the Transportation Commission to include expansion of capacity on Highway 1 as a part of the Regional Transportation Plan update. The Resolution would further encourage the Transportation Commission to aggressively pursue potential funding sources which would contribute to the implementation of an adopted capacity expansion project.

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Resolution supporting the actions taken by the Santa Cruz County Regional Transportation Commission to improve the Highway 1 corridor, including expansion of lanes.

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:

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
SUPPORTING THE ACTIONS TAKEN BY THE
SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
TO IMPROVE THE HIGHWAY 1 CORRIDOR, INCLUDING EXPANSION OF LANES**

WHEREAS, the increased traffic congestion on Highway 1 has developed to the degree that it impedes the flow of bus service at certain times of the day; and

WHEREAS, the investment strategies adopted by the Santa Cruz County Regional Transportation Commission at the conclusion of the Major Transportation Investment Study identified Highway 1 traffic congestion as a problem; and

WHEREAS, the Santa Cruz County Transportation Commission is currently conducting the feasibility study with regard to the addition of High-Occupancy Toll (HOT) or High-Occupancy Vehicle (HOV) lanes in each direction of travel to alleviate traffic congestion; and

WHEREAS, the addition of High-Occupancy Toll (HOT) or High-Occupancy Vehicle (HOV) lanes could enhance the ability of METRO to improve bus travel times; and

WHEREAS, the Santa Cruz County Regional Transportation Commission is currently evaluating projects to be included in the update of the Regional Transportation Plan:

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Santa Cruz Metropolitan Transit District supports the action taken by the Santa Cruz County Regional Transportation Commission to improve the Highway 1 corridor, including the addition of either High-Occupancy Toll (HOT) or High-Occupancy Vehicle (HOV) lanes.

BE IT FURTHER RESOLVED that the Board of Directors encourages the Transportation Commission to pursue potential funding sources for Highway 1 options, and to include capacity expansion options in the update of the Regional Transportation Plan.

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

Resolution No. _____

Page 2

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED _____
SHERYL AINSWORTH
Chairperson

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 18, 2001

TO: Board of Directors

FROM: Leslie R. White, General Manager

**SUBJECT: 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.**

I. RECOMMENDED ACTION

The Board of Directors authorize the Chair to transmit a letter of support for Senate Bill 465 authorizing the Santa Cruz County Regional Transportation Commission to act as a Rail/Trail authority and adding two voting members to the Commission.

II. SUMMARY OF ISSUES

- The Santa Cruz County Regional Transportation Commission has expressed a desire to establish itself as a Rail/Trail authority.
- The purpose of establishing a Rail/Trail authority is to purchase the Watsonville / Santa Cruz right-of-way currently owned by Union Pacific.
- It is anticipated that the Rail/Trail authority would reconfigure the Union Pacific right-of-way into a freight rail/bike/pedestrian facility. Senate Bill 465, introduced by Senator Bruce McPherson, would establish the Santa Cruz County Regional Transportation Commission as a Rail/Trail authority and add a fifth County Board of Supervisors Representative and a fourth City representative.

III. DISCUSSION

In 1999 the members of the Santa Cruz County Regional Transportation Commission adopted strategies for the implementation of the findings of the Major Transportation Investment Study (MTIS). Included in the strategies was the acquisition of the Rail right-of-way between Watsonville and Santa Cruz currently owned by the Union Pacific Railroad. The MTIS strategies envisioned utilizing the Union Pacific right-of-way for the purpose of developing a pedestrian/bike trail while maintaining the freight rail capacity for Union Pacific Railroad.

In order to implement the acquisition of the Union Pacific right-of-way, the members of the Regional Transportation Commission elected to request legislation establishing the RTC as a Rail/Trail authority. Additionally, the Commission Members supported the addition of a fifth representative from the County Board of Supervisors and a fourth City representative.

May 18, 2001
Page Two

Senator Bruce McPherson has introduced Senate Bill 465, which would accomplish both the Rail/Trail authority goal and the reorganization of the Commission membership goal.

With the enactment of Senate Bill 465 into law, it would no longer be necessary for METRO to utilize the transit seats on the Commission to balance the representation from the cities in Santa Cruz County.

Currently, Senate Bill 465 is under consideration by the California State Legislature. It is recommended that the Board of Directors authorize the Chair to send a letter of support to Senator Bruce McPherson, Assemblymember Fred Keeley and other members of the Legislature where appropriate in order to assist the Legislature in its consideration of this measure.

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Letter from Linda Wilshusen

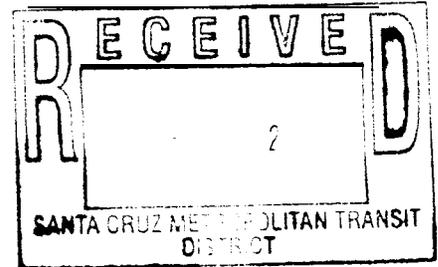

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

1523 PACIFIC AVENUE, SANTA CRUZ, CALIFORNIA 95060-3911 (831) 460-3200 FAX (831) 460-3215 OR (831) 371.1290

April 12, 2001

 SERVICE AUTHORITY
FOR FREEWAY
EMERGENCIES
(SAFE)


Les White, General Manager
Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz, CA 95060


 CONGESTION
MANAGEMENT
AGENCY

c i

RE: SB 465

Dear Mr. White:

 COMMUTE
SOLUTIONS

c i

At the request of the Regional Transportation Commission, Senator Bruce McPherson has introduced SB 465 to add powers to the Regional Transportation Commission in connection with rail road rights-of-way within the Santa Cruz County area.

 TRANSPORTATION
POLICY COMMITTEE

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At its April 5, 2001 meeting, the Regional Transportation Commission voted unanimously to reaffirm its support for SB 465 and to request that Senator Bruce McPherson add language to SB 465 to add two new members to the Regional Transportation Commission: a fifth member of the Board of Supervisors and the fourth city.

 RAIL OVERSIGHT
COMMITTEE

 BUDGET &
ADMINISTRATION
PERSONNEL
COMMITTEE


Senator Bruce McPherson's office has informed Commission staff that letters of support for SB 465 would help ensure passage of the bill. Therefore, on behalf of the Regional Transportation Commission, I am requesting that the Santa Cruz Metropolitan Transit District consider sending a letter of support for SB 465 to Senator Bruce McPherson.

 INTERAGENCY
TECHNICAL
ADVISORY
COMMITTEE


SB 465 currently contains the following language:

"Sec. 6794 1. Powers

BICYCLE COMMITTEE



(a) The commission has the power of eminent domain and the power to preserve, acquire, construct, improve, and oversee multimodal transportation projects and services on rail rights of way within Santa Cruz County in any manner that facilitates recreational, commuter, intercity, and intercounty travel. An action in eminent domain to acquire property or property interests within any incorporated city or within the unincorporated area of the county may not be commenced unless the governing body of the affected city of county has consented by resolution to the acquisition.

 ELDERLY & DISABLED
TRANSPORTATION
ADVISORY COMMITTEE

c i

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

(b) The commission may contract for any services that accomplish its purposes.”

SB 465 will be amended to include the following changes to existing statutes:

“Sec. 67940. Creation; name; governing body

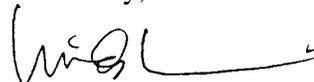
(a) The Santa Cruz County Regional Transportation Commission is hereby created, as a local area ~~planning~~ agency, and not as part of the executive branch of state government, to provide regional transportation planning and development for the area of Santa Cruz County. The commission may be known by any other name it chooses and is the legal successor to the Santa Cruz County Regional Transportation Commission, established pursuant to Section 29535, for all purposes, including those set forth in Section 67941 below. ~~in part 11.5 (commencing with Section 99600) of Division 10 of the Public Utilities Code, and particularly Section 99640.~~

(b) The governing body shall be composed of all five members of three members ~~appointed by the board of supervisors, one member appointed by each of the cities in three members appointed by the city selection committee of the county, and three members appointed by the Santa Cruz Metropolitan Transit District.~~ 7 ~~appointed by the board of supervisors representing, collectively, the other transit operators in the county~~

(c) The appointing authority, for each regular member it appoints, and the board of supervisors for each of its members, may appoint an alternate ember to serve in the place of the regular member when the regular member is absent or disqualified from participating in a meeting of the governing body.”

SB 465 is scheduled for hearing before the Senate Transportation Committee on May 1, 2001. Senator McPherson’s office needs your letter of support by April 23 to ensure that it is included in the support list prepared for the Senate Transportation Committee. Please send a copy of your letter to the Regional Transportation Commission. If you have any question or comments regarding this legislation, please contact me at (83 1) 460-32 13 or Luis Mendez of my staff at (83 1) 460-32 12. Thank you for your consideration of SB 465.

Sincerely,



Linda Wilshusen
Executive Director

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 18, 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 is being solicited to be presented to the Board of Directors.

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.

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

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- In 1991 the Americans with Disabilities Act (ADA) became law. Several sections of the ADA pertain to the provision of transit service.
- The ADA requires that transit systems purchase buses with a public address system and that the system be maintained. Bus operators are required to make stops announcements, announce any stop upon request of an individual with a disability and identify the bus route so an individual with a visual impairment can identify which bus to board.
- Stop and bus route announcements are a requirement of the Transit District's bus operators. Bus operators are given a list of pre-designated stops to announce along with instructions to announce stops as requested by an individual with a disability. Training classes are conducted regularly to emphasize the bus operators responsibility under the law.
- Currently the District is testing an automated bus stop announcement system manufactured by Digital Recorders. This system announces bus stops, transit centers and routes. Positive comments have been received from the public.

III. DISCUSSION

In 1991 the Americans with Disabilities Act (ADA) became law. Several sections of the ADA pertain to the procurement of buses and the provision of transit services. The following is a summary of the requirements as it relates to stop announcements.

Procuring and maintaining buses

Code of Federal Regulations Section 38.35 (in part)

Buses in excess of 22 feet in length, used in multiple-stop, fixed-route service, shall be equipped with a public address system permitting the driver, or recorded or digitized

human speech messages, to announce stops and provide other passenger information within the vehicle.

Code of Federal Regulations Section 37.161 (in part)

Public and private entities providing transportation services shall maintain in operative condition those features of facilities and vehicles that are required to make the vehicles and facilities readily accessible to and usable by individuals with disabilities. These features include, but are not limited to, lifts and other means of access to vehicles, securement devices, elevators, signage and systems to facilitate communications with persons with impaired vision or hearing.

Accessibility features shall be repaired promptly if they are damaged or out of order. When an accessibility feature is out of order, the entity shall take reasonable steps to accommodate individuals with disabilities who would otherwise use the feature.

Operating Fixed Route Service

Code of Federal Regulations Section 37.167 (in part)

On fixed route systems, the entity shall announce stops as follows:

The entity shall announce at least at transfer points with other fixed routes, other major intersections and destination points, and intervals along a route sufficient to permit individuals with visual impairments or other disabilities to be oriented to their location. The announcement can be made personally by the vehicle operator or can be made by a recording system. If the vehicle is small enough so that the operator can make himself or herself heard without a P.A. system, it is not necessary to use the system.

The entity shall announce any stop on request of an individual with a disability.

Where vehicles or other conveyances for more than one route serve the same stop, the entity shall provide a means by which an individual with a visual impairment or other disability can identify the proper vehicle to enter or be identified to the vehicle operator as a person seeking a ride on a particular route.

The entity shall ensure that vehicle operators and other personnel make use of accessibility-related equipment or features required by part 38 of this title.

Code of Federal Regulations 37.173 (in part)

Each public or private entity which operates a fixed route or demand responsive system shall ensure that personnel are trained to proficiency, as appropriate to their duties, so that they operate vehicles and equipment safely and properly assist and treat individuals with disabilities who use the service in a respectful and courteous way, with appropriate attention to the difference among individuals with disabilities.

Transit District Actions

Buses purchased by the Transit District are in compliance with the ADA.

The Fleet Maintenance Department maintains ADA equipment on the buses. ADA equipment is repaired promptly and returned to service.

Stop announcement orientation is part of new bus operator training, state mandated VTT training and refresher training. On-board evaluations are conducted and stop announcements are part of the evaluation. Customer comments that are received concerning stop announcements are promptly discussed with the bus operator. Each bus operator is aware of their responsibility to make stop announcements. The bus operators are given a list of the stop announcement to make that was revised on November 04, 1999.

A demonstration project was launched with Digital Recorders. Digital Recorders makes an automated stop announcement system for mass transit vehicles. This system uses GPS technology to “map” bus stops along a route. When the bus approaches a “mapped” bus stop, an automated announcement announces the stop. When the bus opens the front door, an announcement announces the route number and destination. An announcement is played at the departure point (Metro Center, Capitola Mall and the Watsonville Transit Center) in English and Spanish.

Three (3) buses are equipped with the Digital Recorder system covering the route 69 and route 71. Response from customers has been positive. This system is very flexible, includes internal and external announcements, and the programming options include announcements at specific bus stops, specific locations (transit centers – street intersections), general announcements, safety announcements and route location reminders.

The District’s current bus procurement includes an automated announcement system as part of the baseline bid. Current automated announcement systems cost approximately \$6,000 per bus with the programming station costing approximately \$25,000.

IV. FINANCIAL CONSIDERATIONS

The District is in the process of procuring approximately 50 new buses. The cost to equip the new buses with an automated stop announcement system is projected at \$325,000.00. The announcement system on the new buses is being paid for with a mix of Federal and State funding sources.

Staff is exploring the retrofit twenty-seven (27) 1998 low floor flyer buses, currently owned by the Transit District, with an automated stop announcement system. The cost to retrofit the twenty-seven (27) low floor buses is projected at \$162,000. The funding source for this project has yet to be identified.

V. ATTACHMENTS

Attachment A: ADA Call Stop Announcement Locations

**Santa Cruz Metropolitan Transit District
Operations Department**

ADA CALL STOP ANNOUNCEMENTS

Major Stops, Destinations, and Transfer Points to be routinely announced by operators (inbound and outbound):

Route 1 University (via Laurel, Walnut, and Lower Bay):

Santa Cruz Metro Center (SCMC)
Mission/Bay
Bay/High (*UCSC Entrance*)
Applied Sciences (*UCSC*)

Route 1 University (via High):

SCMC
Bay/High (*UCSC Entrance*)
Applied Sciences (*UCSC*)

Route 2 Mission/Western:

SCMC
Mission/Bay
Bay/High (*UCSC Entrance*)

Route 3A Mission/Lighthouse:

SCMC
Mission/Bay

Route 3B Mission/Natural Bridges:

SCMC
Mission/Bay

Route 3N Mission Night:

SCMC
Mission/Bay

Route 4 Harvey West Park:

SCMC
Harvey West Park

Route 6 Seabright:

SCMC
Frederick/Gault (*La Posada*)

Route 7 Beach:

SCMC
The Boardwalk

Route 7N Beach Night/Capitola Mall:

SCMC
The Boardwalk
Capitola Mall

Beach Shuttle:

SCMC
The Boardwalk
Water/Ocean (*Government Center*)

Route 8 Emeline/Morrissey:

SCMC
Water/Ocean (*Government Center*)
Emeline Complex

Route 9 Stroke Center:

SCMC
Water/Ocean (*Government Center*)

Route 12A/12B University/East Side Direct:

Mission/Bay
Bay/High (*UCSC Entrance*)
Applied Sciences (*UCSC*)
SCMC

Highway 17 Service:

Soquel Park and Ride
Scotts Valley Transit Center
Fruitdale Park and Ride
Cal-Train Depot
San Jose State University

Route 30 Scotts Valley/Graham Hill:

SCMC
Water/Ocean (*Government Center*)
Scotts Valley Transit Center

Route 31 Scotts Valley/Santa Cruz via Hwy 17:

SCMC
Water/Ocean (*Government Center*)
Scotts Valley Transit Center

Route 33 Lompico SLV/Felton Faire:

Felton Faire

Route 34 South Felton:

Felton Faire

Route 35 San Lorenzo Valley:

SCMC
Water/Ocean (*Government Center*)
Scotts Valley Transit Center
Felton Faire
Ben Lomond
Boulder Creek
The Mountain Store

Route 35A Scotts Valley Dr./San Lorenzo Valley:

SCMC
Water/Ocean (*Government Center*)
Scotts Valley Transit Center
Felton Faire
Ben Lomond
Boulder Creek
The Mountain Store

Route 36 Valley/Santa Cruz Express:

SCMC
Water/Ocean (*Government Center*)
Kings Village
Felton Faire
Ben Lomond
Boulder Creek

Route 40 Davenport/North Coast Beaches:

SCMC
Mission/Bay
Davenport

Route 41 Bonny Doon:

SCMC
Mission/Bay
Bay/High (*UCSC Entrance*)

Route 42 Davenport/Bonny Doon:

SCMC
Mission/Bay
Davenport
Bay/High (*UCSC Entrance*)

Route 51 Soquel/Clares:

Capitola Mall
Soquel Dr./4 1st Ave.
Soquel Village

Route 52 Capitola/Soquel:

Capitola Mall
Capitola Village
Soquel Village

Route 54 Aptos/La Selva Beach:

Capitola Mall
Capitola Village
Cabrillo College
Soquel Dr./State Park Dr.
La Selva Beach
Soquel Dr./Freedom Blvd.

Route 59 Capitola/Soquel:

Capitola Mall
Soquel Dr./4 1st Ave.
Soquel Village
Capitola Village

Route 60 Soquel:

Capitola Mall
Soquel Dr./4 1st Ave.
Soquel Village

Route 63 Dominican:

Capitola Mall
Dominican Hospital
Soquel Dr./4 1st Ave.

Route 65 Live Oak via 30th:

SCMC
Water/Ocean (*Government Center*)
Soquel/Frederick
Capitola Mall

Route 66 Live Oak via 17th:

SCMC
Water/Ocean (*Government Center*)
Soquel/Frederick
Capitola Mall

Route 67 Live Oak via East Cliff:

SCMC
Capitola Mall

Route 69 Cabrillo/Capitola Road-Santa Cruz:

Cabrillo College
Soquel Village
Soquel Dr./4 1st Ave.
Capitola Mall
Capitola Rd./1 7th Ave. (*Senior Center*)
Soquel/Frederick
SCMC

Route 69A Capitola Rd. to Watsonville:

SCMC
Soquel/Frederick
Capitola Rd./1 7th Ave. (*Senior Center*)
Capitola Mall
Watsonville Community Hospital
Watsonville Transit Center

Route 69A Capitola Rd. to Santa Cruz:

Watsonville Transit Center
Watsonville Community Hospital
Capitola Mall
Capitola Rd./1 7th Ave. (*Senior Center*)
Soquel/Frederick
SCMC

Route 69/69L Capitola Road/Cabrillo:

SCMC
Soquel/Frederick
Capitola Rd./1 7th Ave. (*Senior Center*)
Capitola Mall
Soquel Dr./4 1st Ave.
Soquel Village
Cabrillo College

Route 69N Capitola Rd./Cabrillo:

SCMC
Soquel/Frederick
Capitola Rd./1 7th Ave. (*Senior Center*)
Capitola Mall
Soquel Dr./4 1st Ave.
Soquel Village
Cabrillo College

Route 69N Cabrillo/Capitola Rd./Santa Cruz:

Cabrillo College
Capitola Village
Capitola Mall
Capitola Rd./1 7th Ave. (*Senior Center*)
Soquel/Frederick
SCMC

Route 69W Capitola Road to Santa Cruz:

Watsonville Transit Center
Main/Green Valley
Soquel Dr./State Park Dr.
Cabrillo College
Soquel Village
Soquel Dr./4 1st Ave.
Capitola Mall
Capitola Rd./1 7th Ave. (*Senior Center*)
Soquel/Frederick
SCMC

Route 69W Capitola Road to Watsonville:

SCMC
Soquel/Frederick
Capitola Rd./1 7th Ave. (*Senior Center*)
Capitola Mall
Soquel Dr./4 1st Ave.
Soquel Village
Cabrillo College
Soquel Dr./State Park Dr.
Main/Green Valley
Watsonville Transit Center

Route 70 Santa Cruz/Cabrillo:

SCMC
Water/Ocean (*Government Center*)
Soquel/Frederick
Dominican Hospital
Soquel Dr./4 1st Ave.
Soquel Village
Cabrillo College
Soquel Dr./State Park Dr.

Route 71 Santa Cruz to Watsonville:

SCMC
Water/Ocean (*Government Center*)
Soquel/Frederick
Dominican Hospital
Soquel Dr./4 1st Ave.
Soquel Village
Cabrillo College
Soquel Dr./State Park Dr.
Soquel Dr./Freedom Blvd.
Freedom Centre
Crestview Shopping Center
Watsonville Transit Center

Route 71 Watsonville to Santa Cruz:

Watsonville Transit Center
Crestview Shopping Center
Freedom Centre
Soquel Dr./Freedom Blvd.
Soquel Dr./State Park Dr.
Cabrillo College
Soquel Village
Soquel Dr./4 1st Ave.
Dominican Hospital
Soquel/Frederick
Water/Ocean (*Government Center*)
SCMC

Route 72 Corralitos:

Watsonville Transit Center
Main/Green Valley
Freedom Centre

Route 73 Airport/Buena Vista:

Watsonville Transit Center
Crestview Shopping Center
Watsonville Community Hospital
Freedom Centre
Main/Green Valley

Route 75 Green Valley

Watsonville Transit Center
Freedom Centre
Main/Green Valley

Route 78 East Lake/Fairgrounds:

Watsonville Transit Center
Santa Cruz County Fairgrounds
Crestview Shopping Center

Route 79 East Lake:

Watsonville Transit Center
Crestview Shopping Center

Route 81 Capitola Mall/Watsonville:

Capitola Mall
Cabrillo College
Soquel Dr./State Park Dr.
Watsonville Community Hospital
Freedom Centre
Watsonville Transit Center

Route 81 Watsonville/Capitola Mall:

Watsonville Transit Center
Freedom Centre
Watsonville Community Hospital
Soquel Dr./State Park Dr.
Cabrillo College
Capitola Mall

Route 91 Commuter Express to Watsonville:

Bay/High (*UCSC Entrance-selected trips*)
Applied Sciences (*UCSC-selected trips*)
SCMC
Water/Ocean (*Government Center*)
Cabrillo College
Soquel Dr./State Park Dr.
Main/Green Valley
Watsonville Transit Center

Route 91 Commuter Express to Santa Cruz:

Watsonville Transit Center
Main/Green Valley
Soquel Dr./State Park Dr.
Cabrillo College
Dominican Hospital (*selected trips*)
Capitola Mall
Water/Ocean (*Government Center*)
SCMC
Bay/High (*UCSC Entrance-selected trips*)
Applied Sciences (*UCSC-selected trips*)

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 18, 2001
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
SUBJECT: REQUEST AUTHORIZATION TO USE STATE CONTRACT FOR PURCHASE OF PARATRANSIT VAN

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- The District has funding for the purchase of one (1) additional Paratransit Van.
- The State of California Department of General Services has a current bid for Modified Mini-Vans and Paratransit Buses.
- The Federal Circular that governs procurement for federally funded purchases encourages joint purchasing when the procurement includes the applicable federally mandated clauses.
- The District wishes to use the State Contract for this procurement as a means of streamlining the procurement process.
- Vans will be gasoline-powered.
- Vans exceed FMVSS safety standards and are less subject to rollover.

III. DISCUSSION

The District has received a federal grant that would allow for the purchase of one (1) additional Paratransit van. Each year the State of California prepares a bid for Modified Mini-Vans and Paratransit Buses. This is to assist smaller agencies in complying with all federal requirements. Additionally, this process allows for better pricing than the District would normally get due to the greater quantities requested in the state bid. Another benefit to the District is that the State of California will inspect the vehicles for an additional fee that is less expensive than utilizing a separate contractor for a small quantity of vehicles.

The federal government encourages grant recipients to utilize cooperative purchasing agreements whenever it is practical as a means of saving money. In this instance, since the State of California is doing this for FTA funded vehicles, the procurement will fully qualify by containing all of the required federal clauses. There will be an additional State administrative fee of 1% of the order before sales tax to cover the State's expenses as part of the procurement

process. Any option required by the District will be provided at dealer cost plus a mark-up per the terms and conditions of the State contract.

It is recommended that the Board authorize the General Manager to use the State Procurement Process for the purchase of one (1) additional Paratransit van. It is important for this project to proceed to add additional capacity for the ADA Paratransit System.

According to the vendor, these vans exceed the FMVSS safety and crash test standards. Since modification of the vehicle for paratransit use lowers the floor structure, and lowers the center of gravity, these vans are less subject to rollover.

IV. FINANCIAL CONSIDERATIONS

Funds are available in the federal grant, with a local match, for this purchase.

V. ATTACHMENTS

Attachment A: Summary of unit costs for Paratransit Vans.

Attachment A
Summary of unit costs for Paratransit Vans

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

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 18, 2001
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
SUBJECT: CONSIDER AMENDING TRANSIT INFORMATION PRODUCTS CONTRACT

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- The District has a contract (#99-25) with Transit Information Products for graphic design and print coordination services for the production of Headways.
- At the option of the District, this contract may be renewed for four (4) additional one-year terms.
- Transit Information Products has indicated that they are interested in extending the contract an additional one-year period to June 15, 2002.

III. DISCUSSION

The District's contract with Transit Information Products for graphic design and print coordination services in the production of Headways is due to expire on June 15, 2001. Transit Information Products has provided excellent service under this contract. An extension of the contract would be favorable to the District. Section 4.01 of the contract allows the District the option to renew the contract for four (4) additional one-year terms upon mutual written consent. Transit Information Products has also reviewed the contract and has indicated their desire to extend the contract for one additional year. It is recommended that the Board of Directors authorize the General Manager to execute an amendment to the contract with Transit Information Products to extend the contract one (1) additional year.

IV. FINANCIAL CONSIDERATIONS

Funds are available in the Planning and Marketing budget for this amendment.

V. ATTACHMENTS

Attachment A: Letter from Transit Information Products

TRANSIT INFORMATION PRODUCTS



Attachment A

April 24, 2001

Mr. Lloyd Longnecker
District Buyer
SANTA CRUZ METROPOLITAN TRANSIT
120 Du Bois St.
Santa Cruz. CA 95060

Dear Lloyd:

This letter is to serve as our letter of intent to extend the existing contract (that expires June 15, 2001) for an additional year.

Please feel free to call if you have any questions.

Sincerely,

John Webb

enclosures
cc: file

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 18, 2001
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
**SUBJECT: CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING
BUS AIR, FUEL AND OIL FILTERS**

I. RECOMMENDED ACTION

District staff is recommending that the Board authorize the General Manager to enter into a contract with Vehicle Maintenance Program for the purchase of bus air, fuel and oil filters.

II. SUMMARY OF ISSUES

- At its August 15, 1997 board meeting, the Board of Directors authorized the District's participation in the Regional Transit Coordinating Council (RTCC) cooperative purchase agreements.
- The RTCC Procurement Committee released a bid for bus air, fuel and oil filters on January 16, 2001. The District is a participating transit agency in this bid.
- Bids were opened on February 27, 2001.
- RTCC Contract No. 2001-RTCC-1 was awarded to Vehicle Maintenance Program for the purchase of bus air, fuel and oil filters.
- District staff recommends that the Board authorize the General Manager to enter into a contract with Vehicle Maintenance Program for the purchase of bus air, fuel and oil filters in reference to the RTCC contract.

III. DISCUSSION

In order to obtain the best prices by combining annual quantities from several participating transit agencies, the RTCC Procurement Committee actively participates in joint procurements for commodities that are commonly used by RTCC member agencies.

RTCC filter bid documents were prepared and mailed in January to prospective bidders. On February 27, 2001 eight bids were opened. Bids were evaluated and a recommendation was approved that the contract be awarded to Vehicle Maintenance Program.

IV. FINANCIAL CONSIDERATIONS

The necessary funds for the procurement of bus filters are contained within the Fleet Maintenance budget. Annual estimated budget for filters is \$18,000.

V. ATTACHMENTS

Attachment A: Summary of bids received for RTCC Contract 2001-RTCC-1

ATTACHMENT A

**SUMMARY OF BIDS FOR 2001-RTCC-1
BUS AIR, FUEL AND OIL FILTERS**

BIDDER	GRAND TOTAL BID PRICE CATEGORY A	GRAND TOTAL BID PRICE CATEGORY B
VEHICLE MAINTENANCE PROGRAM – Rockville, MD	\$111,473.67	\$ 53,482.10
STEWART & STEVENSON San Leandro, CA	\$146,776.67	\$ 62,826.40
HOLT DISTRIBUTING MFG. CO. Fresno, CA	\$160,030.68	\$ 60,725.50
CUMMINS WEST INC. San Leandro, CA	\$165,428.44	NON-RESPONSIVE
MUNCIE TRANSIT SUPPLY Muncie IN	\$182,767.27	\$ 66,085.50
PACIFIC MARINE & INDUSTRIAL – Novato, CA	\$183,093.04	BID WITHDRAWN
AUTO DIESEL ELECTRIC Reno, NV	\$208,958.20	NO BID
CITY AUTO SUPPLY San Francisco, CA	\$238,993.25	\$ 96,675.50

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 18, 2001

TO: Board of Directors

FROM: Mark Dorfman, Assistant General Manager

SUBJECT: CONSIDER A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE A MASTER AGREEMENT AND SUPPLEMENTAL AGREEMENTS WITH CALTRANS FOR GRANT AWARDS

I. RECOMMENDED ACTION

Adopt a resolution authorizing the General Manager to execute a Master Agreement and Supplemental Agreements with the California Department of Transportation for grant funds allocated to the District.

II. SUMMARY OF ISSUES

- Caltrans has implemented a new process to award grants to the District.
- The new process requires that the District execute a Master Agreement and designate a District official to execute future Supplemental Agreements for grants to the District.
- The attached Master Agreement includes two current grant awards for bus procurement.
- Adopting the attached resolution will authorize the General Manager to execute a Master Agreement and Supplemental Agreements with Caltrans.

III. DISCUSSION

The California Department of Transportation (Caltrans) adopted a new procedure to award grant funds from the State to recipients such as the Santa Cruz Metropolitan Transit District. The new process is formatted using a Master Agreement with Supplemental Agreements. The Master Agreement serves as an umbrella contract governing all agreements between the District and Caltrans while the Supplemental Agreements will include only details specific to subsequent grant-funded projects. The new procedure will reduce paperwork and simplify grant execution.

The District has two current allocations from Caltrans through the California Traffic Congestion Relief Program to purchase new buses. These two grants are included in the Master Agreement. Subsequent projects for which Caltrans will allocate grant funds to the District, such as the Santa Cruz Metro Center renovation and the annual rural operating assistance award, will require execution of a Supplemental Agreement.

Adopting the attached resolution authorizes the General Manager to execute a Master Agreement with Caltrans and authorizes the General Manager to execute any Supplemental Agreements with Caltrans for the award of grant funds to the District.

IV. FINANCIAL CONSIDERATIONS

The Master Agreement allocates \$6.75 Million from Caltrans to the District for bus procurement. Supplemental Agreements will allocate subsequent grant awards to the District.

V. ATTACHMENTS

Attachment A: Resolution

Attachment B: Master Agreement - To Be Included in the Add-On Packet

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:

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AUTHORIZING THE EXECUTION OF A DISTRICT-BASED
MASTER AGREEMENT
FOR STATE FUNDED TRANSIT PROJECTS**

WHEREAS, the Santa Cruz Metropolitan Transit District may receive funding from the State of California now or sometime in the future for transit related projects; and

WHEREAS, substantial revisions were made to the programming and funding process for the transportation projects programmed in the State Transportation Improvement Program, by Chapter 622 (SB 45) of the Statutes of 1997.

WHEREAS, the Traffic Congestion Relief Act of 2000 (the Act) was established by Chapters 91 (AB 2928) and 92 (SB 496), as amended by SB 1662, of the statutes of 2000, creating the Traffic Congestion Relief Program (TCRP); and

WHEREAS, these statutes related to state funded transit projects require a local or regional implementing agency to execute a cooperative agreement with Caltrans before it can be reimbursed for project expenditures; and

WHEREAS, the California Transportation Commission (CTC) guidelines for the Traffic Congestion Relief Program, encourages Caltrans and the implementing agency to maximize the use of existing agreements such as Master Agreements and Program Supplements to expedite development and execution of cooperative agreements; and

WHEREAS, the CTC, which governs the administration of transit related projects, requires a cooperative agreement for TCRP projects to include a certification by resolution of the governing board of the Santa Cruz Metropolitan Transit District, as required by statutes, that the level of expenditures for transportation purposes will be sustained at a level of expenditure consistent with the average of annual expenditures during the fiscal year(s) the allocation provided for transit project(s) is (are) available for use; and

WHEREAS, it is within the control of the Santa Cruz Metropolitan Transit District to assure that this level of expenditures continues; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Santa Cruz Metropolitan Transit District that the District agrees to comply with all conditions and requirements set forth in this agreement and applicable statues, regulations and guidelines for all state funded transit projects; and,

BE IT FURTHER RESOLVED that the level of expenditures for public transit projects will be sustained at a level of expenditure consistent with the average of annual expenditures during the life of this agreement, including funds reserved for transit related purposes, during the fiscal years that the allocation provided for this project is available for use.

NOW, THEREFORE, BE IT RESOLVED, the Santa Cruz Metropolitan Transit District wishes to delegate authorization to execute these agreements and any amendments thereto to the *General Manager*; and

BE IT FURTHER RESOLVED that the *General Manager* be authorized to execute all Supplemental Agreements for State Funded Transit Projects and any amendments thereto with the California Department of Transportation.

PASSED AND ADOPTED this 18th day of May 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