

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA NOVEMBER 9, 2001 (Second Friday of Each Month) SCMTD ENCINAL CONFERENCE ROOM *370 ENCINAL STREET, SUITE 100* SANTA CRUZ, CALIFORNIA

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION
 - a. Dorothy LeNormand RE: Route #3B
3. LABOR ORGANIZATION COMMUNICATIONS
4. METRO USERS GROUP (MUG) COMMUNICATIONS
5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS
6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 10/12/01 AND 10/19/01
Minutes: To be included in the Add-On Packet
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
Report: Attached
- 7-3. ACCEPT AND FILE OCTOBER 2001 RIDERSHIP REPORT
Report: Attached (Page 1 with Ridership figures will be in Add-On Packet)
- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the Claim of: Sheila Solano
Claims: Attached
- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 10/18/01
Minutes: Attached
- 7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 10/17/01
Minutes: Attached

* Please note: Location of Meeting Place

- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR SEPTEMBER 2001, APPROVAL OF BUDGET TRANSFERS
Staff Report: Attached
- 7-8. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE
Staff Report: Attached
- 7-9. ACCEPT AND FILE STATUS ON CALL STOP ISSUE PROGRESS
Staff Report: Attached
- 7-10. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR SEPTEMBER 2001
Staff Report: To be included in the Add-On Packet
- 7-11. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR SEPTEMBER 2001
Staff Report: Attached
- 7-12. CONSIDERATION OF AUTHORIZATION TO PARTICIPATE IN CAL-CARD PROGRAM
Staff Report: Attached
- 7-13. ACCEPT AND FILE STAFF REPORT ON THE INVESTIGATION OF BIO-DIESEL AS AN INTERIM FUEL
Staff Report: Attached
- 7-14. a. CONSIDERATION OF APPROVAL OF REVISION TO BY-LAWS OF SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC) TO CHANGE ANNUAL MEETING DATE TO THIRD FRIDAY IN OCTOBER AND CHANGE CORPORATION ADDRESS TO 370 ENCINAL, SANTA CRUZ;
- b. CONSIDERATION OF APPROVAL OF CONTRACT WITH SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FOR TAX ACCOUNTING SERVICES FOR SCCIC WITH BROWN ARMSTRONG, CPA, FOR FISCAL YEARS ENDING JUNE 30, 2001, 2002 AND 2003.
Presented by: Elisabeth Ross, Finance Manager
Staff Report: Attached

REGULAR AGENDA

8. ANNOUNCEMENT: NOTIFICATION OF MEETING LOCATION FOR NOVEMBER 16, 2001 – Watsonville City Council Chambers, 250 Main Street, Watsonville
Presented by: Sheryl Ainsworth, Chair

9. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS
Presented by: Sheryl Ainsworth, Chair
Staff Report: Attached
10. CONSIDERATION OF AUTOMATED ANNOUNCEMENT SPECIFICATIONS
Presented by: Bryant Baehr, Operations Manager
Staff Report: Attached
11. CONSIDERATION OF MONITORING CALL STOP COMPLIANCE
Presented by: Bryant Baehr, Operations Manager
Staff Report: Attached
12. CONSIDERATION OF BUS STOP ADVISORY COMMITTEE (BSAC)
RECOMMENDATIONS REGARDING BUS STOP IMPROVEMENTS
Presented by: David Konno, Facilities Maintenance Manager
Staff Report: To be included in the Add-On Packet
13. FIRST READING OF REVISED FARE ORDINANCE FOR HIGHWAY 17 EXPRESS
SERVICE
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
14. CONSIDERATION OF 2002 REGULAR BOARD MEETING SCHEDULE
Presented by: Margaret Gallagher, District Counsel
Staff Report: Attached
15. CONSIDERATION OF RENEWAL OF CONTRACT FOR REVENUE AND NON-
REVENUE TIRES
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
16. CONSIDERATION OF AWARD OF CONTRACT FOR VEHICLE BODY REPAIR AND
PAINTING
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
17. CONSIDERATION OF AMENDING CONTRACT TO REPOWER UP TO FORTY-TWO (42)
DIESEL ENGINE ASSEMBLIES
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
18. CONSIDERATION OF AWARD OF REGIONAL TRANSIT COORDINATING COUNCIL
(RTCC) CONTRACT FOR ENGINE OIL
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached

19. CONSIDERATION OF AWARD OF CONTRACT FOR DENTAL INSURANCE
COVERAGE
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
20. CONSIDERATION OF RENEWAL OF CONTRACT FOR LONG-TERM DISABILITY
INSURANCE
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
21. CONSIDERATION OF AUTHORIZATION TO OPERATE WATSONVILLE HOLIDAY
SHUTTLE
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
22. CONSIDERATION OF MEMORANDUM OF UNDERSTANDING WITH THE CITY OF
SANTA CRUZ FOR PROJECT MANAGEMENT FOR METRO CENTER
RENOVATION/EXPANSION
Presented by: Les White, General Manager
Staff Report: Attached (The MOU will be distributed at the 11/9/01 Meeting)
23. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING ONE NEW DETROIT
DIESEL SERIES 50 ENGINE ASSEMBLY
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached

ADJOURN

NOTICE TO PUBLIC

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

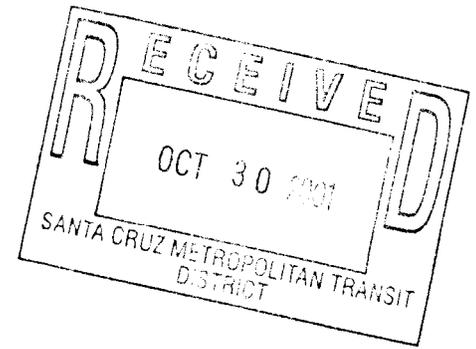
Members of the public may address the Board of Directors on a topic on the agenda by approaching the Board immediately after presentation of the staff report but before the Board of Directors' deliberation on the topic to be addressed. Presentations will be limited in time in accordance with District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

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

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.

October 29, 2001

Board of Directors
SCMTD
370 Encinal Street Ste. 100
Santa Cruz CA 95060



To whom it may concern:

I am responding to the proposed elimination of #3B weekend routing outbound along Cedar to Mission and inbound along Mission to Front Street.

The weekend 7:40 a.m. – 12:40 p.m. #3B is the only day time route, weekend or weekday, that runs along the expanse of Mission Street between Cedar/Front and Fair. This weekend routing provides the only direct bus transportation to and from the Westside to the beginning of Mission at Cedar/Front. Many Westside passengers including myself use this route as pre 1:40 p.m. weekend direct transportation to the clock tower end of downtown. Over the years when I have asked other #3B passengers where they are traveling on weekend mornings, many passengers state that what is most important to them is being able to travel directly from the Westside to a Santa Cruz church such as Holy Cross or to the Cedar/Front at Mission downtown area. Some of the weekend #3B passengers are seniors traveling from De Anza Mobile Home Park and they depend upon this weekend routing. Route #3B is the only bus service for De Anza. Bus passengers have stated that the weekend #3B service was originally changed to cover Mission at Cedar/Front due to passenger transportation needs.

On the weekends I rely on the 7:40 a.m. – 12:40 p.m. #3B routing to travel from Mission/Miramar to the following areas: Mission/King, Mission Santa Cruz, and businesses near Cedar/Front at Mission. I volunteer at Mission Santa Cruz generally on the weekends. If I catch the 8:40 a.m. weekend #3B I can depend on being able to stop and pick up keys at King/Mission prior to a start time of 10:00 a.m.

The SCMTD rider alert notice for #3B mentions that an elimination of morning weekend service to Cedar/Front at Mission would hopefully allow #3B to run on time and enable passengers to make transfer connections. While it is a common experience to catch the #3B from the Westside and return to the Metro beyond 20 minutes after the hour, the exception to this phenomenon is the weekend morning runs. Weekend mornings generally offer less traffic, less passengers, and despite the routing to Cedar/Front at Mission, passengers are more likely to return to the Metro before 20 minutes after the hour. Recently on Sunday October 28, I caught the 8:40 a.m. #3B at Mission/Miramar in order to transfer at the Metro. Despite a detour along Mission/Water to Ocean, Ocean to Soquel, Soquel to Front, Front to the Metro Center, the bus arrived at the Metro at 9:11 a.m. This early arrival time was possible due to an absence of traffic and construction and a total of three passengers who needed no assistance. Early morning runs are generally fastest. Reverting to a normal weekday Laurel Street outbound/inbound routing will not necessarily provide passengers with enough time to make transfers because the weekend afternoon #3B already follows the Laurel Street route from 1:40 p.m. – 6:40 p.m. and this bus often runs late. In comparison to other bus routes, with the exception of the added time for the Live Oak runs, the majority of the bus running times are antiquated. The buses are unable to run on time because they have not been scheduled with enough time in order to function. There is insufficient time for the drivers and for the passengers. Route #3B's running time has not been revised in at least the

past five years. During the past five years as a #3B passenger it is an exception for this route to run as scheduled according to Headways with a departure of 40 minutes after the hour and an arrival time of 13 minutes after the hour. Time of day or day of the week are not the only factors that impede #3B and other routes; the routes do not have enough scheduled time to allow for a combination of detours, construction, traffic, wheelchairs, bikes, passengers, bus breakdowns or anything else that can happen along the way. The weekday and weekend inbound #3B evolves into the #67 which travels East Cliff to the Capitola Mall. The #67 is scheduled to depart at 20 minutes after the hour and generally it is the only bus #3B passengers can count on catching simply because they have arrived on the same bus in which they will be departing.

I have listed the weekend bus routes in which a late #3B might inhibit passenger transfers. Due to the potential range of late running time I have included routes that leave as early as 15 minutes after the hour and as late as 30 minutes after the hour. Because only the weekend 7:40 a.m. - 12:40 p.m. #3B running time is in question, the departure time frame pertains only to this weekend morning schedule.

Route	Departs	Description	Affected Departures	Notes
#2	:20	Western Drive	8:20 a.m. – 1:20 p.m.	Travels Mission between Laurel and Swift
#7	:20	Beach	8:20 a.m. – 1:20 p.m.	
#10	:25	University via High	8:25 a.m. – 12:25 p.m.	
#16	:30	University via Laurel	12:30 p.m. and 1:30 p.m.	Travels Mission between Laurel and Bay
#30	:20	Scotts Valley	8:20 a.m. – 12:20 p.m. only every two hours (even hours) between 8-12	
#35A	:30	Scotts Valley/SLV	8:30 a.m. – 1:30 p.m.	
#40	:30	Davenport	8:30 a.m.	Travels Mission from Laurel out and back along Hwy 1
#41	:30	Bonny Doon	9:30 a.m.	Travels Mission from Laurel to Bay
#71	:15	Watsonville	8:15 a.m. – 1:15 p.m.	#71 also runs weekends at :45; additional Watsonville service includes 69A at :07 and 69W at :37

I would like to know which connections passengers have complained about missing

Throughout the week I use #3B in order to travel from Miramar/Mission inbound to the Metro for bus transfers or from the Metro outbound to Safeway or to Natural Bridges. Despite my almost daily use of #3B I did not see a rider alert notice about the proposed elimination of service until after the scheduled Friday October 19, 2001 board meeting. Please post all proposed routing changes at the Metro and in all buses-not only inside the potentially affected buses-in order to better advertise to passengers who might be affected by an elimination of service. It would also be helpful if a direct mailing service was established to best reach interested passengers. Another passenger-friendly option would be to offer more time for a response to proposed changes. If the information could be presented at the beginning of the bid prior to the following bid in which voting takes place, the extra time would offer a greater opportunity in which to respond.

Please do not eliminate service in an attempt to meet unrealistically timed schedules. Please revise outdated running times for all routes in order to benefit both drivers and passengers.

Sincerely,

A handwritten signature in black ink that reads "Dorothy LeNormand". The signature is written in a cursive style with a large, prominent 'D' at the beginning.

Dorothy LeNormand
433 Miramar Drive
Santa Cruz CA 95060
8314597606

cc: Bryant

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

DATE: 10/01/01 THRU 10/31/01

CHK NUMBER	CHECK DATE	CHECK AMOUNT VENDOR	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	TRANSACTION COMMENT
4107P	10/29/01	-2,000.00	002267 SHAW & YODER VOID CHECK	75392	VOID CHECK	-2,000.00	PRE-PAID
4109P	10/01/01	-249.60	332313 HARTSELL & OLIVIERI VOID CHECK	75676	VOID CHECK	-249.60	PRE-PAID
4681F	10/01/01	-240.00	B011 REILLY, EMILY VOID CHECK	75674	VOID CHECK	-240.00	PRE-PAID
4836	10/05/01	9,674.12	001043 VISION SERVICE PLAN	75646	OCT VISION INS.	9,674.12	
4837	10/05/01	5,091.43	001063 NEW FLYER INDUSTRIES LIMITED	75334	REV VEH PARTS 1333	1,333.12	
				75335	RN VEH PARTS 2247	2,247.19	
				75536	REV VEH PARTS 259	259.38	
				75537	REV VEH PARTS 1252	1,251.74	
4838	10/05/01	27.95	001230 CAPITOL CLUTCH AND BRAKE, INC	75538	REV VEH PARTS	27.93	
4839	10/05/01	69.60	001315 WASTE MANAGEMENT OF S C	75535	SEPT-DEC HIGHWAY 9	34.80	
				75540	SEPT-DEC HIGHWAY 9	34.80	
4840	10/05/01	84,502.95	001316 DEVCO OIL	75647	SEPTEMBER FUEL	84,502.95	
4841	10/05/01	64.80	001420 CALIFORNIAN	75541	AD 8/22-CLAIMS INVES	64.80	
4942	10/05/01	874.00	001523 SANTA CRUZ MEDICAL CLINIC	75542	AUGUST EXAMS	874.00	
4843	10/05/01	35,897.03	001616 UNUM	75648	OCTOBER LTD INS.	35,897.03	
4644	10/05/01	4,459.66	001745 ITT HARTFORD	75543	OCT LIFE INS.	4,459.68	
4845	10/05/01	194,104.92	001762 COMMUNITY BRIDGES	75649	AUGUST DISPATCH FEE	43,710.00	
				75650	AUGUST ADA PARATRAN.	150,394.92	
4846	10/05/01	399.13	001800 THERM! KING OF SALINAS, INC	75544	REV VEH PARTS/SUPPLY	399.13	
4847	10/05/01	1,752.24	001991 BAY STAFFING	75545	TEMPS W/E 8/26 FLEET	1,752.24	
4848	10/05/01	581.97	002063 COSTCO	75546	COFFEE CLUB SUPPLY	131.03	
				75547	FALL BID LUNCH	406.95	
				75548	PHOTO PROCESS - OPS	24.41	
				75549	PHOTO PROCESS - OPS	19.58	
4649	10/05/01	301.70	002153 SHERMAN SUPERSONIC IND. CORP.	75551;	PARTS/SUPPLIES FLEET	301.70	
4849P	10/05/01	-301.70	002153 SHERMAN SUPERSONIC IND. CORP. VOID CHECK	75670	VOID CHECK	-301.70	PRE-PAID
4850	10/05/01	7,647.99	002192 BAY EQUIPMENT & REPAIR	75551	OUT REPAIR REV VEH	7,647.99	
4851	10/05/01	1,060.00	002238 CRANE CERTIFICATION CU.	75552	ANNUAL INSPECTIONS	1,060.00	
4352	10/05/01	1,347.31	G02240 KLEEN-RI TE	75553	REPAIR STEAM CLEANER	1,347.31	
4853	10/05/01	5,997.88	002287 CALIFORNIA SERVICE EMPLOYEE	75551	OCTOBER MEDICAL INS	5,997.88	
4854	10/05/01	90.00	002388 DOGHERRA'S	75554	OUT REPAIR OTHER VEH	90.00	
4855	10/05/01	235.00	002448 CLEARVIEW WINDOWS	75555	WINDOW CLEANING WTC	235.00	
4856	10/05/01	330.00	002564 WESTERN DESIGN FLOOR	75652	REPAIR CARPET- ENCLNL	330.00	
4857	10/05/01	32.00	002567 DEPARTMENT OF JUSTICE	75556	AUG FINGERPRINTING	32.00	
4653	10/05/01	149.98	002609 CLEANSOURCE	75557	LAVE SOAP - FAC	149.99	
4859	10/05/01	365.53	002627 CDW GOVERNMENT, INC.	75556	LOGITECH TRACKMAN	365.53	
4860	10/05/01	737.64	002634 PITNEY BOWES PURCHASE POWER	75559	POSTAGE BY PHONE	737.64	
4861	10/05/01	450.00	002683 TRUCK-TRAILER-TRANSIT	75560	REV VEH PARTS 150	150.00	
				75561	REV VEH PARTS 300	300.00	
4862	10/05/01	7,256.42	002686 WATERLEAF ARCHITECTURE	75653	PROF SVCS TO 8/31/01	7,256.42	
4863	10/05/01	344.50	002707 PITNEY BOWES CREDIT CORP	75562	SEPT-DEC RENTAL	344.50	
4864	10/05/01	517.00	002720 METRO SANTA CRUZ NEWSPAPER	75654	AD SEPT 5- 12 ISSUE	517.00	
4865	10/05/01	240.16	007 UNITED PARCEL SERVICE	75563	FREIGHT OUT- FLEE;	240.16	
4866	10/05/01	109.46	009 PACIFIC GAS & ELECTRIC	75564	8/15-9/13 PAUL SWEET	96.04	
				75655	7/31-8/31 CNG	13.42	
4867	10/05/01	17.00	014 CABRILLO COLLEGE	75533	AUG FINGERPRINTING	17.00	

DATE: 10/01/01 THRU 10/31/01

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
4868	10/05/01	775.50	SALINAS VALLEY FORD SALES	75565	REV VEH PARTS	775.80	
4869	10/05/01	323.69	ADT SECURITY SYSTEMS.	75566	OCTOBER SECURITY	323.69	
4870	10/05/01	412.90	ROYAL WHOLESALE ELECTRIC	75567	REPAIRS/MAINT	412.90	
4871	10/05/01	2,301.03	U.S. BANK	75656	4251-2400-0554-7229	448.97	
				75657	4251-2400-0574-2697	1,852.06	
4672	10/05/01	957.69	BATTERIES U.S.A. INC.	75568	REV VEH PARTS	857.69	
4873	10/05/01	139.25	REGISTER PAJARONIAN	75658	ADVERTISING	109.25	
4374	10/05/01	es. 99	ROTO-ROOTER SEWER/PLUMBING	75569	OUT REPAIR BLDG/IMP	85.00	
4875	10/05/01	149.08	KENVILLE & SONS LOCKSMITH	75659	SEPT KEYS	149.08	
4876	10/05/01	875.01	KAR PRODUCTS	75570	PARTS/SUPPLIES	875.01	
4877	10/05/01	11,736.61	DIXON & SON, INCORPORATED	75660	AUG TIRES	11,736.61	
4878	10/05/01	320.99	STATE STEEL COMPANY	75571	REPAIRS/MAINT	73.81	
				75572	PARTS/SUPPLIES FLEET	247.18	
4679	10/05/01	1,492.11	SAN LORENZO LUMBER CO., INC.	75661	SEPT SUPPLIES	1,464.46	
				75662	SEPT PARTS/SUPPLIES	27.65	
4880	10/05/01	6,187.61	GILLIG CORPORATION	75573	REV VEH PARTS	553.4s	
				75574	REV VEH PARTS	5,634.12	
4881	10/05/01	167.49	SCMTD PETTY CASH - OPS	75575	PETTY CASH 7/19-9/26	167.49	
4862	10/05/01	1,894.68	WATSONVILLE CITY WATER DEPT.	75576	7/3-9/5 RODRIGUEZ	69.60	
				75577	7/3-9/5 RODRIGUEZ	57.56	
				75578	7/3-9/5 RODRIGUEZ	537.52	
				75579	CONTAINER RODRIGUEZ	1,230.00	
4683	10/05/01	138.00	JOBS AVAILABLE	75580	AD-CLAIMS INVEST.	138.00	
4684	10/05/01	2,153.50	DAY WIRELESS SYSTEMS	75581	OUT REPAIR REV VEH	2,153.50	
4885	10/05/01	18.00	DANCING HAN IMAGERY	75502	PHOTO SUPPLIES	18.00	
4886	10/05/01	2x234.56	ZEP MANUFACTURING COMPANY	75583	PARTS/SUPPLIES FLEET	1,656.77	
				75584	CLEANING SUPPLY	577.81	
4887	10/05/01	176.73	SENTINEL NEWSPAPER	75667	SUBSCRIPTION-ADMIN	176.73	
4888	10/05/01	1,974.41	PRINT GALLERY, THE	75585	PRINTING - PLANNING	2,233.01	
				75586	CREDIT UN ACCT	-258.60	
4889	10/05/01	57.26	HOSE SHOP, INC., THE	75587	PARTS / SUPPLIES	57.26	
4890	10/05/01	592.00	SAYLOR & HILL COMPANY	75588	FIDELITY BONDS 01/02	592.00	
4891	10/05/01	5,275.17	MANPOWER TEMPORARY SERVICE INC	75569	TEMPS W/E 9/2 PLN6	930.05	
				75590	TEMPS W/E 8/26 PLAN6	676.40	
				75591	TEMPS W/E 9/19 HRD	1,517.76	
				75592	TEMPS W/E 9/16 PLNG	676.40	
				75593	TEMPS W/E 8/26 HRD	921.60	
				75594	TEMPS W/E 9/2 HRD	552.96	
4692	10/05/01	692.95	WILSON, GEORGE H., INC.	75595	REPAIRS/MAINT	692.95	
4893	10/05/01	1,334.29	LABOR READY, INC.	75596	TEMPS W/E 9/14 FAC	766.19	
				75597	TEMPS W/E 9/21 FAC	568.10	
4694	10/05/01	2,237.36	VEHICLE MAINTENANCE PROGRAM	75598	REV VEH PARTS 315	326.99	
				75599	REV VEH PARTS 1820	1,908.37	
4895	10/05/01	465.38	OFFICE MAX	75663	OFFICE SUPPLIES	465.38	
4896	10/05/01	49.09	CARLSON, BRENT D., M.D., INC.	75600	SEPT EXAMS - HRD	40.00	
4897	10/05/01	143.86	GRAINGER INC. W. W.	75601	REPAIRS/MAINT	27.53	
				75602	PARTS/SUPPLIES	96.93	
				75603	PARTS / SUPPLIES	19.49	
4898	10/05/01	105.00	GOOD TIMES	75604	AD 9/20 DATABASE ADM	105.00	
4899	10/05/01	202.00	APPLIED DIGITAL SOLUTIONS	75605	PRINTER MAIN?	202.00	

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

DATE: 10/01/01 THRU 10/31/01

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
4900	10/05/01	5,158.49	395 APPLIED GRAPHICS, I NC.		75606	BUS STOP SIGN DECAL	5,117.87	
					75607	ENVELOPES - RR5	40.61	
4901	10/05/01	844.70	399 SEARS		75606	PARTS/SUPPLIES 84	84.36	
					75609	PARTS/SUPPLIES 735	760.34	
4902	10/05/01	5,271.20	410 TRANSIT INFORMATION PRODUCTS		75610	GRAPHICS SVCS	2,840.82	
					75611	GRAPHICS SVCS	1,221.74	
					75612	GRAPHIC SVCS	1,208.64	
4903	10/05/01	716.80	432 EXPRESS PERSONNEL SERVICES		75613	TEMPS W/E 9/9 HRD	716.80	
4904	10/05/01	139.47	434 VERIZON WIRELESS-PAGERS		75415	OCTOBER PAGERS	139.47	
4905	10/05/01	150.00	434A VERIZON WIRELESS		75614	OCT EQUIP RACK	150.00	
4906	10/05/01	630.00	478 BEE CLEAN		75616	CLEAN CARPETS UPS	630.00	
4987	10/05/01	1,287.07	489 DIESEL MARINE ELECTRIC		75617	REV VEH PARTS	1,287.07	
4908	10/05/01	580.00	481 PESTICIDE EXTERMINATORS, I NC.		75618	MONTHLY SERVICE	160.00	
					75619	OPS TERMITE TREATMENT	420.00	
4909	10/05/01	42.18	486 BRENTON SAFETY, I NC.		75620	EARPLUGS - FLEET	42.18	
4910	10/05/01	472.00	497A AMERICAN PUBLIC TRANSPORTATION		75668	CID-PARATRANSIT	472.00	
4911	10/05/01	155,980.03	502 PUBLIC EMPLOYEES'		75664	OCTOBER MEDICAL INS	155,980.03	
4912	10/05/01	350.00	511 LUMINATOR		75621	OUT REPAIR EQUIP 350	350.00	
4913	10/05/01	153.17	566 CALISTOGA SPRING WATER CO.		75622	AUG WATER - PLANNING	153.17	
4914	10/05/01	1,044.75	575 JAGUA OF CALIFORNIA		75623	CONCRETE BENCH LEGS	1,044.75	
4915	10/05/01	1,608.28	583 SBC DATA COMM		75665	COMPUTER SUPPLIES	1,608.28	
4916	10/05/01	8,185.81	587 JAGUAR DESIGN STUDIO		75624	BROCHURES - PLANNING	3,085.81	
					75625	BROCHURES - PLANNING	5,100.00	
4917	10/05/01	5,500.00	617 WOOD'S PAINTING & DECORATING		75626	WTC PAINTING - FINAL	5,500.00	
4518	10/05/01	230.00	632 GOVERNMENT FINANCE OFFICERS		75627	MEMBERSHIP RENEWAL	230.00	
4919	10/05/01	1.00	638 PINTO LAKE MOBILE HOME PARK		75628	PROPERTY USE	1.00	
4920	10/05/01	1,175.00	650 CENTRAL COAST LANDSCAPE		75629	LANDSCAPING SVT. WTC	1,175.00	
4921	10/05/01	1,081.86	662 HAWKINS TRAFFIC SAFETY SUPPLY		75630	REPAIRS / MAINT	1,081.86	
4921P	10/05/01	-1,081.86	662 HAWKINS TRAFFIC SAFETY SUPPLY		75672	VOID CHECK	-1,081.86	PRE-PAID
						VOID CHECK		
4922	10/05/01	131.95	667 CITY OF SCOTTS VALLEY		75631	7/15-9/15 KINGS VLG	131.95	
4923	10/05/01	100.00	B001 AINSWORTH, SHERYL		75632	SEPT BOARD MEETINGS	100.00	
4924	10/05/01	100.00	B002 ALMQUIST, JEFF		75633	SEPT BOARD MEETINGS	100.00	
4925	10/05/01	100.00	B003 BEAUTZ, JAN		75634	SEPT BOARD MEETINGS	100.00	
4926	10/05/01	50.00	3004 FITZMAURICE, TIM		75635	SEPT BOARD MEETINGS	50.00	
4927	10/05/01	100.00	B005 GABRIEL, ERUGE		75636	SEPT BOARD MEETINGS	100.00	
4928	10/05/01	50.00	B006 HINKLE, MICHELLE		15637	SEPT BOARD MEETINGS	50.00	
4929	10/05/01	100.00	B007 KEOGH, MICHAEL		75638	SEPT BOARD MEETINGS	100.00	
4930	10/05/01	100.00	EC08 KROHN, CHRISTOPHER		75639	SEPT BOARD MEETINGS	100.00	
4931	10/05/01	50.00	B009 LOPEZ, RAFAEL		75640	SEPT BOARD MEETINGS	50.00	
4932	10/05/01	50.00	B010 NORTON, DENNIS		75641	SEPT BOARD MEETINGS	50.00	
4933	10/05/01	100.00	B011 REILLY, EMILY		75642	SEPT BOARD MEETINGS	100.00	
4534	10/05/01	16.00	E025 CRUTCH, SHELTON		75643	OT MEAL - OPS	16.00	
4935	10/05/01	156.85	E103 LONGNECKER, LLOYD		75644	MILEAGE VTA - MTS	24.54	
					75666	NTI TRAINING	132.01	
4936	10/05/01	29.95	E325 GALE, TERRY		75669	MODIFY DOMAIN NAME	29.95	
4937	10/05/01	725.00	R361 CSE INSURANCE		75645	SETTLEMENT / CLAIM	725.00	
4938	10/05/01	301.70	002158 PEREZ, J. ASSOCIATES, INC.		75671	PARTS/SUPPLIES	301.70	
4939	10/05/01	1,081.86	002674 WESTERN HIGHWAY PRODUCTS, I NC.		75673	REPAIRS/MAINT	1,081.86	
4940M	10/12/01	6,500.00	654 GIAIER, JOHN & ASSOC.		75675	PRODUCTION SVCS	6,500.00	MANUAL

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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CHK NUMBER	CHECK DATE	CHECK VENDOR AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION COMMENT AMOUNT
4741	10/19/01	3,169.36 00	PRODUCT ON SERVI CS PAIFIC BELL/SAC	75678	OCT PHONE LINE MIS	784.01
				75835	OCT SUMMARY PHONE	2,385.35
4742	0/19/01	408.91 001052	MI VLL EY SU PLY	75679	CLEANING-SUPPLIES	59.80
				75680	CLEANING SUPPLIES	349.11
4743	10 /9/01	5,018.26 001063	NEW YER INDU TIES LIM TED	75681	REV VEH PARTS 1557	1,557.25
				75682	REV VEH PARTS 3535	3,535.49
				75683	REV VEH PARTS 221	221.26
				75684	REV VEH PARTS -296	-295.74
4744	10 19/01	75.00 001091	LONGORIA, MAURICIO	75685	TESTING	75.00
4745	10 19/01	326.28 001119	MACERICH PARTNERSHIP, LP, THE	75836	NOV CAPITOLA MALL	1,326.28
4746	10 19/01	434.00 001257	DOMINICAN HOSPITAL OF S C	75686	AUG EXAMS	434.00
4747	10 19/01	128.35 001315	WASTE MANAGEMENT OF S C	75687	SEPT KINGS VLG	16.40
				75688	SEPT KINGS VLG RD	111.95
4748	10/19/01	821.20 001346	CITY OF SANTA CRUZ	75689	PARKING DEF FEES	821.20
4749	10/19/01	1,491.20 001379	SAFETY-KLEEN CORP	75690	PARTS CLEANER	1,491.20
4750	10/19/01	832.00 001523	SANTA CRUZ MEDICAL CLINIC	75837	SEPT EXAMS	832.00
4751	10/19/01	1,137.06 001589	STATEWIDE RENT-A-FENCE INC	75691	RENT FENCE- 01/02	1,137.06
4752	10/19/01	686.28 001711	MOHAWK MFG. & SUPPLY CO.	75692	REV VEH PARTS 333	332.94
				75693	REV VEH PARTS 155	155.40
				75694	REV VEH PARTS 185	184.98
				75695	REV VEH PARTS 13	12.96
4753	10/19/01	105.97 001733	STOODLEY'S SMALL ENGINE SERVIC	75696	REPAIRS & MAINT	105.97
4754	10/19/01	3,314.40 001800	THERMO KING OF SALINAS. INC	75697	OUT REPAIR REV VEH	3,314.40
4755	10/19/01	421.00 001844	BRINKS INCORPORATED	75698	JUNE SECURITY	421.00
4756	10/19/01	127.35 001856	BAY COMMUNICATIONS	75699	OUT REPAIR EQUIPT	127.35
4757	10/19/01	500.00 001857	SWRCB/AFRS FEES	75838	STORM WATER PERMIT	500.00
4758	10/19/01	900.00 001887	HUMPHREY, YVONNE A.	75839	NOV -VERNON ST LOT	900.00
4759	10/19/01	528.43 001936	WORLDCOM TECHNOLOGIES, INC.	75700	SEPTEMBER LONG DIST.	528.43
4760	10/19/01	2,301.27 002005	TRANSIT RESOURCES, INC.	75701	REV VEH PARTS	2,301.27
4761	10/19/01	2,457.50 002035	BOWMAN & WILLIAMS	75702	OUT REPAIR BLDG/IMP	2,415.00
				75703	ENGINEERING SVCS	42.50
4762	10/19/01	185.56 002063	COSTCO	75704	PHOTO PROCESS - OPS	32.99
				75705	PHOTO PROCESS - OPS	24.78
				75706	POLAROID FILM	127.79
4763	10/19/01	28,761.47 002116	HINSHAW, EDWARD & BARBARA	75840	NOV -370 ENCINAL	22,900.28
				75841	NOV- 120 DUBOIS	5,861.19
4764	10/19/01	10,173.30 002117	IULIANO, NICK	75842	NOV - 111 DUBOIS	10,173.30
4765	10/19/01	333.16 002161	APPLIED INDUSTRIAL TECH	75707	REPAIRS & MAINT.	6.26
				75708	REPAIRS & MAINT	79.79
				75709	REPAIRS & MAINT.	247.09
4766	10 19/01	2,000.00 002267	SHAW & YODER	75710	AUGUST LEGISLATIVE	2,000.00
4767	10 19 01	249.60 002313	HARTSELL & OLIVIERI	75677	TRANSCRIPTS	249.60
4768	10 19/01	3,750.00 002346	CHANEY, CAROLYN & ASSOC., INC.	75712	OCT PROF SVCS	3,750.00
4769	10 19/01	2,000.00 002352	UNITED STATES POSTAL SERVICE	75843	POSTAGE FOR METER	2,000.00
4770	10/19/01	134.69 002380	MOBILE STORAGE GROUP, INC.	75711	9/24-10/22 EQUIPT	134.69
4771	10 19 01	39.95 002411	BIG O TIRE	75713	OUT REPAIR OTHER VEH	39.95
4772	10 19 01	21.55 002433	IMPACT PRODUCTIONS	75844	VHS COPIES	21.55
4773	10 19 01	372.00 002602	GOLDEN GATE UNIVERSITY	75845	TEAM BUILDING	372.00
4774	10/19 01	2,217.30 002610	FREDERICK ELECTRONICS CORP.	75846	NOV -375 ENCINAL ST	2,217.30

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4975	10/19/01	571.40	002626	NELSON\NYGAARD	75714		PARATRANSIT SOFTWARE	577.40	
4976	10/19/01	626.11	002639	NEXTELCOMMUNICATIONS	75715		8/26-9/25 PHONES	626.11	
4977	10/19/01	266.49	002643	IOS CAPITAL	75847		COPIER RENTAL	266.49	
4978	10/19/01	24,000.00	002672	USL FINANCIALS	75716		USL ANNUAL RAI NT.	24,000.00	
4979	10/19/01	11.46	002689	B & B SMALL ENGINE REPAIR	75717		REPAIRS & MAINT	11.46	
4980	10/19/01	1,038.60	002713	SANTA CRUZ AUTO TECH, INC	75718		OUT REPAIR OTHER VEH	485.21	
					75719		OUT REPAIR OTHER VEH	149.60	
					75720		OUT REPAIR OTHER VEH	403.59	
4981	10/19/01	2,919.54	004	NORTH BAY FORD LINC-MERCURY	75721		OUT REPAIR REV VEH	2,919.54	
4983	10/19/01	14,854.01	009	PACIFIC GAS & ELECTRIC	75722		8/30-9/28 RODRIGUEZ	1,345.34	
					75723		8/30-9/28 RODRIGUEZ	19.49	
					75724		8/29-9/28 BEACH ST	121.51	
					75725		8/28-9/27 SAKATA LN	10.50	
					75726		8/28-9/27 SAKATA LN	8.54	
					75727		8/29-9/28 RIVER ST	38.50	
					75728		8/29-9/28 GOLF CLUB	196.45	
					75729		8/29-9/28 GOLF CLUB	2,012.75	
					75730		8/30-10/02 DUBOIS	954.57	
					75731		8/30-10/02 DUBOIS	159.81	
					75732		8/29-9/28 RIVER ST	2,263.23	
					75733		8/30-10/02 ENCINAL	3,368.63	
					75734		8/30-10/02 ENCINAL	40.71	
					75735		8/30-10/2 HARVEY WST	40.78	
					75736		9/5-10/4 PACIFIC	286.95	
					75737		9/5-10/4 PACIFIC	1,181.68	
					75738		9/5-10/4 PACIFIC	1,128.35	
					75739		9/5-10/4 PACIFIC	92.70	
					75740		9/5-10/4 PACIFIC	719.45	
					75741		8/31-9/30 CNG FUEL	13.42	
					75848		9/11-10/10 KINGS VLG	13.29	
					75849		9/11-10/10 KINGS VLG	11.23	
					75850		9/11-10/10 KINGS VLG	796.03	
4984	10/19/01	489.31	013	MCI SERVICE PARTS, INC.	75742		REV VEH PARTS	469.51	
4985	10/19/01	17.00	014	CABRILLO COLLEGE	75743		SEPT FINGERPRINTING	17.00	
4986	10/19/01	18,972.85	018	SALINAS VALLEY FORD SALES	75744		REV VEH PARTS/SUPPLY	718.83	
					75745		FUELS & LUBRICANTS	490.48	
					75746		TRANSMISSION ASMBL.	17,617.13	
					75747		REV VEH PARTS	146.41	
4787	10/19/01	45.25	021	WHOLY WATER PURIFICATION SERV.	75746		OUT REPAIR EQUIPT	45.25	
4988	10/19/01	566.82	023	PACIFIC TRUCK PARTS, INC.	75744		REV VEH PARTS	568.82	
4989	10/19/01	19.38	036	KELLY-MORE PAINT CO INC.	75750		REPAIRS & MAINT	19.38	
4990	10/19/01	1,113.39	039	KINKO'S INC.	75851		SPET COPIES	1,113.39	
4991	10/19/01	2,398.78	041	MISSION UNIFORM	75751		EEFTUNIFORM/LAUNDRY	1,967.61	
					75752		SEPTUNIFORM/LAUNDRY	431.17	
4992	10/19/01	645.01	043	PALACE ART & OFFICE SUPPLY	75852		PAPER - FLEET	18.49	
					75853		TONER - FLEET	45.38	
					75854		OFFICE SUPPLIES OPS	315.83	
					75855		OFFICESUPPLIES-HRD	35.16	
					75856		OFFICE SUPPLIES-AM	42.83	
					75857		OFFICE SUPPLIES-ADMN	29.09	

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						75858	OFFICESUPPLY-PLNE	78.23	
4993	10/19/01	298.24	045	ROYAL WHOLESALE ELECTRIC		7575.3	REPAIRS & MAINT	298.24	
4994	10/19/01	2x346.19	061	REGISTERPAJARDONIAN		75754	CLASSIFIED/LEGAL ADS	120.42	
						75755	CLASSIFIEDADS	35.59	
						75756	CLASSIFIED ADS	86.97	
						75757	CLASSIFIEDADS	35.59	
						75758	CLASSIFIED ADS	414.23	
						75859	ADVERTISING	1,449.79	
						75860	ADVERTISING	205.60	
4395	10/19/01	177.34	075	COAST PAPER & SUPPLY INC.		75759	CLEANING SUPPLY	177.34	
4996	10/19/01	1,678.00	080	STATE BOARD OF EQUALIZATION		75760	JULY-SEPT USE TAX	1,678.00	
4997	10/19/01	2,238.71	080A	STATE BOARD OF EQUALIZATION		75761	JULY-SEPT DIESEL TAX	2,238.71	
4998	10/19/01	14,436.33	085	DIXON & SON, INCORPORATED		75762	TIRES & TUBES	14,061.28	
						75763	OUT REPAIR REV VEH	375.05	
4999	10/19/01	141.58	087	RECOGNITION SERVICES LTD.		75764	EMPLOYEE INCENTIVE	141.58	
5000	10/19/01	252.25	090	CRYSTAL SPRINGS WATER CU.		75765	SEPT WATER DUBOIS	252.25	
5001	10/19/01	34.00	098	SANTA CRUZ SAW WORKS		75766	OUT REPAIR EQUIPT	34.00	
5002	10/19/01	45,064.70	101	EOS CLAIMS SERVICES, INC.		75767	SEPT TRUST ACCT	45,064.70	
5003	10/19/01	2,238.60	110	TRANSMART		75861	CUSTODIAN SVCS	2,238.60	
5004	10/19/01	1,859.58	117	GILLIS CORPORATION		75768	REV VEH PARTS	194.92	
						75769	REV VEH PARTS	1,293.59	
						75770	REV VEH PARTS	274.45	
						75771	REV VEH PARTS	2h. 11	
						75772	REV VEH PART6	70.51	
5005	10/19/01	91.73	130	WATSONVILLE CITY WATER DEPT.		75773	9/1-10/1SAKATA	12.80	
						75774	9/1-10/1RODRIGUEZ	9.95	
						75775	8/31-10/1SAKATA	69.67	
5006	10/19/01	156.49	133	JOBS AVAILABLE		75774	ADVERTISING	156.40	
5007	10/19/01	4,712.56	134	DAY WIRELESS SYSTEMS		75777	OUT REP EQUIPT 1423	4,712.56	
5008	10/19/01	1,457.04	135	SANTA CRUZ AUTO PARTS, INC.		75778	SEPTPARTS/SUPPLY	1,457.04	
5009	10/19/01	512.86	149	SANTA CRUZ SENTINEL		75779	SEPT ADVERTISING	512.88	
5010	10/19/01	176.73	149A	SENTINEL NEWSPAPER		75062	SUBSCRIPTION -PLNG	176.73	
5011	10/19/01	75.00	150	U.C. REGENTS		75863	AUG ROOM RENTAL	75.00	
5012	10/19/01	34.60	152	BALDWIN COOKE		75780	EXECUTIVE PLANNER 26	34.60	
5013	10/19/01	102.36	156	PRINT GALLERY, THE		75781	PRINTING - PLANNING	102.36	
5014	10/19/01	Ebb. 81	166	HOSE SHOP. INC., THE		75782	REPAIRS & MAINT	75.56	
						75783	SEPT PARTS & SUPPLY	791.31	
5015	10/19/01	1,376.00	170	TOWNSEND'S AUTO PARTS		75764	REV VEH PARTS/SUPPLY	1,376.00	
5016	10/19/01	14.60	172	CENTRAL WELDERS SUPPLY, INC.		75785	SAFETY SUPPLIES	14.60	
5017	10/19/01	2,171.16	183	BAYSHORE TRUCK EQUIPMENT CU.		75786	OUT REPAIR REV VEH	2,171.16	
5018	10/19/01	9,832.79	191	GOLDEN GATE PETROLEUM		75767	JULY-SEPT FUELS	9,832.79	
5019	10/19/01	53.24	192	ALWAYS UNDER PRESSURE		75788	REPAIRS/MAINT	63.24	
5020	10/19/01	2,228.62	211	BOWMAN DISTRIBUTION		75789	PARTS & SUPPLIES	2,228.62	
5021	10/19/01	211.04	215	IKON OFFICE SOLUTIONS		75790	COPIER RENTAL-UFS	211.04	
5022	10/19/01	598.00	216	LABOR READY, INC.		75791	TEMPS W/E 9/28	598.00	
5023	10/19/01	1,789.84	221	VEHICLE MAINTENANCE PROGRAM		75792	REV VEH PARTS 1790	1,789.84	
5024	10/19/01	445.00	292	NORTH COUNTY RECOVERY & TOWING		75793	SIGN FUR TOWING	70.00	
						75794	OUT REPAIR REV VEH	375.00	
5025	10/19/01	2,239.10	294	ANDY'S AUTO SUPPLY		75795	REV VEH PARTS/SUPPLY	2,239.10	
5026	10/19/01	888.00	309	GOOD TIMES		75796	ADVERTISING	888.00	

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5927	10/19/01	1,647.42	316	WATSONVILLE AUTO SUPPLY	75797	REV VEH PARTS	1,647.42	
5028	10/19/01	130.00	367	COMMUNITY TELEVISION OF	75799	TAPING OF MTG 9/21	139.99	
5029	10/19/01	100.78	372	FEDERAL EXPRESS	75865	SEPT MAILINGS	100.78	
5939	10/19/01	3,062.50	375	MULTISYSTEMS, I NC	75866	SOFTWARE MAINT.	3,062.50	
5931	10/19/01	1,384.12	378	STEWART & STEVENSON	75799	REV VEH PARTS	306.65	
					75800	REV VEH PARTS	1,077.47	
5932	10/19/01	6,510.35	395	APPLIED GRAPHICS, INC.	75891	BUSINESS CARDS	90.08	
					75892	LETTERHEAD-ENCINAL	316.59	
					75867	PROMO ITEMS	4,964.93	
					75868	TSHIRTS-PLANNING	1,138.84	
5933	19119191	828.89	432	EXPRESS PERSONNEL SERVICES	75803	TEMPS W/E 9/16 HRD	828.80	
5934	10/19/01	2,062.00	433	AMPAC BUILDING MAINTENANCE	75804	SEPT SVCT MAINT.	2,062.00	
5935	10/19/01	286.59	451	VULTRON NC.	75895	PROGRAM 22 EPROMS	286.50	
5036	10/19/01	2,602.16	489	DI ESEL MARINE ELECTRIC	75896	REV VEH PARTS	2,602.16	
5937	10/19/01	29.83	486	BRENTON SAFETY, I NC.	75807	RESPIRATOR-FLEET	29.83	
5938	10/19/01	20,849.08	500	PALEE'S SECURITY SERVICES, INC	75808	SEPT SECURITY	20,849.08	
5939	10/19/01	873.88	594	CUMMINS WEST, I NC	75809	ENGINE WIRING REPAIR	873.88	
5940	10/19/01	134,553.99	508	COMPLETE COACH WORKS	75810	OUT REPAIR REV VEH	134,553.00	
5941	10/19/01	389.11	511	LUMINATOR	75811	REV VEH PARTS 378	389.11	
5942	10/19/01	139.40	524	JIM'S BUSINESS MACHINES CO.	75812	OUT REPAIR EQUIPT	139.49	
5943	10/19/01	478.00	531	KATHY'S LIFT TRUCK AND	75813	REPAIR STREET LIGHTS	478.90	
5944	10/19/01	72.05	546	GRANITE ROCK COMPANY	75814	BASE ROCK - FAC HTNC	18.01	
					75015	REPAIRS/MAINT	54.04	
5945	10/19/01	165.86	582	TOYOTA OF SANTA CRUZ	75816	REV VEH PARTS 166	165.86	
5045P	10/19/01	-165.86	582	TOYOTA OF SANTA CRUZ	75890	VOID CHECK	-165.86	PRE-PAID
						VOID CHECK		
5046	10/19/01	5,955.34	599	SOUTHWEST OFFSET PRINTING	75817	PRINTING - PLANNING	5,955.34	
5047	10/19/01	15,603.00	515	BROWN ARMSTRONG	75818	AUDIT FEES	15,603.00	
5048	10/19/01	39,551.89	633	PRUDENTIAL HEALTHCARE	75819	OCT DENTAL INS.	39,551.89	
5941	10/19/01	53.88	642	FRI DAY'S FURNITURE	75329	STRIP METAL SENS	53.88	
5059	10/19/01	718.59	643	HSC SYSTEMS, I NC.	75821	STORAGE TANK	718.50	
5951	10/19/01	94.82	644	CHANNINS L. BETE CO., INC.	75869	DRUG FREE WORKPLACE	14.35	
5052	10/19/01	59.22	646	DESIGN & CONSTRUCTION RESOURCE	75822	GUIDE TO CONST. COST	59.22	
5953	10/19/01	131.59	552	LEPORE, GREGORY	75823	INVESTIGATIVE SVCS	131.50	
5954	10/19/01	720.00	653	U.C.S.C. REGENTS	75824	REFUND 48 CARDS	729.00	
5955	10/19/01	1,562.50	655	RANKIN, LANDSNESS, LAHDE.	75870	PROF SERVICES	1,562.50	
5056	10/19/01	248.95	684	UNISTRUT DISTRIBUTION	75825	REPAIRS/MAINT	248.06	
5957	10/19/01	203.61	788	SCMTD PETTY CASH - FINANCE	75871	PETTY CASH SEPT/OCT	2193.61	
5958	10/19/01	34.99	884	UNITED STATES POSTAL SERVICE	75872	POSTAGE STAMPS	34.00	
5059	10/19/01	230.02	989	MASTER-CARR SUPPLY CO	75826	REPAIRS MAINT	239.92	
5969	10/19/01	169.09	E992	STICKEL, TOM	75673	APTA MAINT CONF.	160.94	
5961	10/19/01	299.99	E073	LOGUIDICE, FRED	75827	ENGINE TRAINING	200.00	
5942	10/19/01	16.00	E083	TOLINE, DONALD	75828	OVERTIME MEAL	16.00	
5953	10/19/01	31.66	E238	PALACIOS, HERBERT	75874	TAPE DUPLICATION	31.66	
5064	10/19/01	70.00	E373	DORFMAN, MARK	75875	APTA MTG EXPENSES	70.00	
5065	10/19/01	399.99	E399	CANALES, DONNA	75830	MEDICAL INS WAIVER	300.00	
5965	10/19/01	300.00	E394	MILBURN, FETER	75831	MEDICAL INS WAIVER	300.00	
5967	10/19/01	309.00	E409	TRAYLOR, SOOZIE	75832	MEDICAL 1% WAIVER	300.00	
5068	10/19/01	47.39	E492	RICHARDS, MELANIE	75876	DESK FADS - FINANCE	47.39	
5069	10/19/01	52.16	E501	BAEHR, BRYANT	75833	LUNCH - CCCTA MTG	52.16	

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

DATE: 10/01/01 THRU 10/31/01

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
5070	10/19/01	130.00	M001 HORTON, JOSEPH	75877		NOV MEDICAL PREMIUM	130.00	
5071	10/19/01	130.00	M002 RACKLEY, EARL	75878		NW MEDICAL PREMIUM	130.00	
5072	10/19/01	65.00	M003 WYANT, JUDI	75879		NOV MEDICAL PREMIUM	65.00	
5073	10/19/01	65.00	M005 ROSS, EKERY	75880		NOV MEDICAL PREMIUM	65.00	
5074	10/19/01	169.00	M006 VAN DER ZANDE, ED	75881		NOV MEDICAL PREMIUM	169.00	
5075	10/19/01	122.00	M007 BLAIR-ALWARD, GREGORY	75882		NOV MEDICAL PREMIUM	122.00	
5076	10/19/01	122.00	M008 CAMPOS, ARVILLA	75803		NOV KEDI CAL PREMIUM	122.00	
5077	10/19/01	339.00	M009 FREEMAN, MARY	75884		NOV KEDI CAL PREMIUM	339.00	
5078	10/19/01	122.04	M010 SHORT, SLOAN	75885		NW KEDI CAL PREMIUM	122.00	
5079	10/19/01	46.00	M011 LAWSON, LOIS	75886		NOV KEDI CAL PREMIUM	46.00	
5080	10/19/01	46.00	M012 ROSE, JACK	75887		NOV KEDI CAL PREMIUM	46.00	
5081	10/19/01	38.00	M013 JAHNKE, ELLEN	75888		WOV MEDICAL PREMIUM	38.00	
5082	10/19/01	242.00	M014 HARRELL, LAURA	75869		OCT KEDI CAL PREMIUM	242.00	
5083	10/19/01	776.00	R362 GRAY, DOROTHY K.	75834		SETTLEKENT - CLAIM	776.00	
5084	10/19/01	178.71	582 TOYOTA OF SANTA CRUZ	75891		REV VEH PARTS	178.71	
TOTAL		1,097,921.07	COAST COMMERCIAL BANK			TOTAL CHECKS	254	1,097,921.07

OCTOBER 2001

printed 11/01/2001

SERVICE INTERRUPTION SUMMARY REPORT
L I F T P R O B L E M S
10/01/2001 TO 10/31/2001

DATE	BLOCK	ROUTE	TIME	DIRBUS	REASON	N:BUS	A:BUS	HR:MN	MILE	LOST	DELAY
10/02/2001	16910	10	0155P	0B8913	P/L MALFUNCTIONED	8913		00:45			
									9.66	0045	0000
								00:45	08.56		
								AM Peak	00:00	00.00	
								Midday	00:45	08.66	
								PM Peak	00:00	00.00	
								Other	00:00	00.00	
								Weekday	00:45	08.66	
								Sat urday	00 :00	00.00	
								Sunday	00:00	00.00	

ACCESS IN AND OUT

OCTOBER 2001

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	15	48	46	2	46	100%
GILLIG	48	12	36	27	9	27	100%
GMC	8	1	7	3	4	3	100%
CHAMPION	4	1	3	1	2	1	100%

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

VEHICLE CATEGORY	TOTAL BUSES	AVG # DEAD IN GARAGE	AVG # AVAIL. FOR SERVICE	AVG # IN SERVICE	AVG # SPARE BUSES	AVG # LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLYER	63	N/A	N/A	43	N/A	43	100%
GILLIG	48	N/A	N/A	17	N/A	17	100%
GMC	8	N/A	N/A	4	N/A	4	100%
CHAMPION	4	N/A	N/A	1	N/A	1	100%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PASSENGER LIFT PROBLEMS

MONTH OF OCTOBER, 2001

DATE	DAY	BUS #	REASON
10/01/01	MONDAY	8062G	.ift will not stow
10/02/01	TUESDAY	8112C	.ift does not engage, temperamental
10/02/01	TUESDAY	8065G	omething hanging down from lift under bus
10/03/01	WEDNESDAY	8068G	.ift does not have enough power
10/05/01	FRIDAY	8913LF	Y/L won't lift electric wheelchair
10/05/01	FRIDAY	89076	Jo passenger lift
10/05/01	FRIDAY	891 OG	Jo passenger lift
10/09/01	TUESDAY	8911G	.ift will not lower
10/09/01	WEDNESDAY	8911G	Jo passenger lift
10/09/01	WEDNESDAY	89136	.ift does not work with a passenger on lift
10/12/01	FRIDAY	8062G	.ift worked only after repeated tries with lift passenger
10/12/01	FRIDAY	8304GM	.ift down
10/16/01	TUESDAY	8912G	.ift inoperative
10/16/01	TUESDAY	8111C	Yires that lead into wheel chair control are coming out
10/16/01	TUESDAY	80626	inner barrier waves
10/18/01	THURSDAY	8915G	Outer barrier non-op
10/19/01	FRIDAY	80676	Passenger lift vibrated when lowering with passenger loaded
10/26/01	FRIDAY	8087F	Wheel chair lift is slow/Bus exchange at 5:30pm
10/26/01	FRIDAY	8918G	Lead Lift & Kneel
10/26/01	FRIDAY	9818LF	Kneel switch is bad, will not go out of kneel
10/26/01	FRIDAY	8062G	.ift works in "D"
10/29/01	MONDAY	8062G	.ift is too jerky to use (un-safe)
10/29/01	MONDAY	8084F	Jo power to the lift
10/30/01	TUESDAY	8091 F	.ift had to be pushed in manually
10/31/01	WEDNESDAY	8112C	Y/C lift stalls once in awhile as if it has a short in it
10/31/01	WEDNESDAY	8090F	Y/L power will only activate if coach is shut down and re-started

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

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



GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Sheila Solano Received: 11/01/01 Claim #: 01-0029
Date of Incident: 06/29/01 Occurrence Report No.: MISC 01-23

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
Margaret Gallagher
DISTRICT COUNSEL

Date: November 2, 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 _____, 2001.

Dale Carr
Recording Secretary

Date

MG/hp

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
(Pursuant to Section 910 et Seq., Government Code)
Claim # 01-0029

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: Sheila Solano

Claimant's Address/Post Office Box: 306 Park Place
Santa Cruz, CA 95060

Claimant's Phone Number: 831/429-8590

2. Address to which notices are to be sent: 306 Park Place
Santa Cruz, CA 95060

3. Occurrence: Bus Incident

Date: 6/29/01 Time: 2 PM Place: Soquel Ocean

Circumstances of occurrence or transaction giving rise to claim: Please see attached description of occurrence.

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: By obeying the commands of the bus driver I injured my right shoulder, lower back and both knees.

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

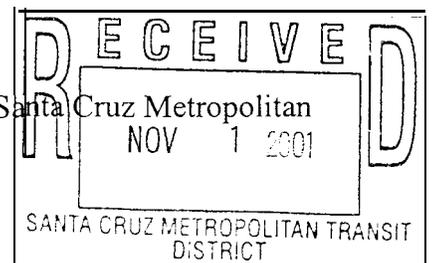
6. Amount claimed now	\$2,672.10
Estimated amount of future loss, if known	\$1,484.15
TOTAL	\$4,156.60

7. Basis of above computations: Please see attached statement and letter from my care provider.

Sheila D. Solano
CLAIMANT'S SIGNATURE OR
COMPANY REPRESENTATIVE'S SIGNATURE OR
PARENT OF MINOR CLAIMANT'S SIGNATURE

October 26, 2001
DATE

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



To: Board of Directors, Santa Cruz Metropolitan Transit District

From: Sheila Solano, 306 Park Place, Santa Cruz CA 95060

I was on the Santa Cruz Metro bus that was involved in the shooting incident on Ocean and Soquel on Friday, June 29, 2001. I entered the #69 bus at the stop near Albertsons on Soquel Avenue. The bus was coming back into downtown Santa Cruz. As we approached Soquel and Ocean Streets, the bus driver (Dennis Baldwin) called out, "everyone down on the floor, there's a man with a gun!" He had spotted the man driving into the parking lot near Radio Shack.

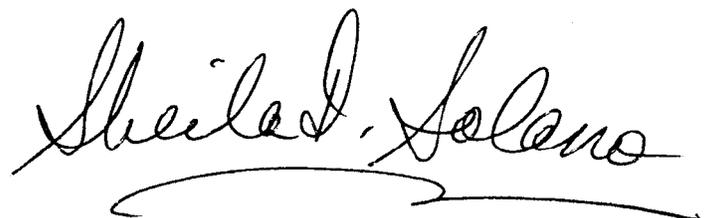
I immediately dropped down on my knees. My shoulders were jammed between the two front seats and I couldn't get all the way down on the floor. I was stuck in that position for at least 10 minutes. A couple of the other passengers and I tried to release the seat that is usually pulled up when a wheelchair comes on board, but with no success. I yelled for the driver to release the seat. I was then able to get down on the floor of the bus.

Several minutes later the bus driver told everyone to get out of the bus through the back door. We were told to keep low (I was in a crouching position as I left the bus) and move quickly.

Then I heard a rash of gunshots. I was terrified!!! A police officer told us that if we wanted to get out of the area, to move quickly towards Water Street, which I did. I took a bus back into the Metro Center where I asked a Metro supervisor (Randy Yag) to bring me peroxide for my knees and left elbow which were badly scraped and bleeding. My hands were shaking when I gave my water bottle to one of the Metro security guards and requested some water so that I could take a couple of tylenol.

I injured my right shoulder, my low back and both knees during this incident on the bus. I have been going for acupuncture treatments to relieve the pain.

My claim is for payments of my medical expenses. I am enclosing documentation of current expenses and estimated future expenses.

A handwritten signature in black ink that reads "Sheila J. Solano". The signature is written in a cursive style with a long, sweeping underline that extends across the width of the signature.



Dale Strawhacker, L.Ac.

HEALING ARTS

*Licensed Acupuncturist
Chinese Herbal Medicine*

5297 Scotts Valley Drive
Scotts Valley, CA 95066
(831) 439-5145

Santa Cruz Metro
To Whom It May Concern,

Sheila Solano is currently under acupuncture treatment for low back, shoulder, and knee pain that resulted during the shooting incident on June 29th while on a Santa Cruz Metro bus.

During this incident, Sheila was required to crouch down, kneeling for an extended period of time in a small space between the seats that resulted in injury to her body, specifically her low back, shoulder, and knees. She was also made to exit the bus in a manner that put further strain on her body.

When these injuries did not resolve, Sheila began treatments on July 14th. Since beginning treatment, we have cleared up the low back spasms and soreness, relieved the shoulder pain, and significantly improved the problems with the knee strains.

However, we still need to treat Sheila for her right knee injury. We foresee another 8-10 treatments, once a week to affect a complete recovery.

Sincerely,

Dale Strawhacker L. ac.

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 October 18, 2001 in Room 223 of the University Town Center, 1101 Pacific Avenue, Santa Cruz CA.

MASTF MEMBERS PRESENT: April Axton, Sharon Barbour, Jim Bosso, Deana Davidson, Mark
Hartunian, Daniel Kostelec, Ed Kramer, Deborah Lane, Thom Onan, Pop Papadopulo, Patricia Spence,
Vicki L. Weddington and John Wood.

METRO STAFF PRESENT:

John Aspesi, Fleet Maintenance Department Supervisor
Bryant Baehr, Operations Department Manager
Michael Boyd, SEA/SEIU Representative
Kim Chin, Planning and Marketing Department Manager
A. John Daugherty, Accessible Services Coordinator
David Konno, Facilities Maintenance Department Manager
Randy Yagi, Senior Customer Service Representative

BOARD MEMBERS PRESENT:

None.

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

None.

RELEVANT ATTACHMENTS: None.

***MASTF MOTIONS RELATED TO METRO MANAGEMENT**

None.

I. CALL TO ORDER AND INTRODUCTIONS

Vice Chairperson Deborah Lane called the meeting to order at 2:08 p.m.

II. APPROVAL OF THE SEPTEMBER 20, 2001 MASTF MINUTES

**MASTF Motion: That the September 20, 2001 MASTF Minutes be approved as submitted.
M/S/PU: Papadopulo, Spence**

III. AMENDMENTS TO THE AGENDA

John Daugherty reported that the MASTF Executive Committee had added Agenda item 5.4, "Progress
on Call Stop Committee Recommendations (Bryant Baehr)", to Ongoing Business.

IV. ORAL COMMUNICATION AND CORRESPONDENCE

Mark Hartunian introduced the new Program Director for Lift Line, Deana Davidson, to the group.

Ms. Lane shared the following four announcements:

- 1) She noted that Mr. Daugherty had been elected to serve as Vice Chair of the Elderly and Disabled Transportation Advisory Committee (E&D TAC) earlier this month.
- 2) She shared that “our legendary Chair Kasandra Fox” was featured in an article published in the local *Good Times* magazine last Thursday. The article was part of a cover story (Attachment A) titled “Hell on Wheels” that chronicled a reporter spending one day using a wheelchair in Santa Cruz.
- 3) She read from a newspaper article (Attachment B) that describes highlights of a legal settlement between bus riders with disabilities and the transit system (RTD) in Denver, Colorado. She noted that highlights of the settlement included that RTD is now one of only three districts in the country that allows wheelchair users to choose whether or not to be secured. She described the settlement as “a great move ahead for the disability rights movement.”
- 4) In response to concerns raised by Thom Onan, Ms. Lane reiterated guidelines from Roberts Rules of Order. She noted that a person would be recognized to speak a second time on an issue after all persons wanting a first turn are recognized. She also requested that persons observing that meeting process in not properly followed call for a “point of order” to the Chairperson or call out “Hey you, stop!”

Mr. Daugherty reported that the MASTF authorized letter to Ofelia Gomez (Attachment C) had been mailed. Bryant Baehr shared that this passenger had suggested that cultural sensitivity be part of the training for bus operators. He noted that he had spoken to three transit supervisors about her concerns about how she was treated by a bus operator. He noted that his assistant Judy Souza was “looking into” increasing the cultural sensitivity part of training. He also shared that, regarding the incident with the bus operator, “from our end, it was resolved.” He added that he would be happy to share some further information with the MASTF Executive Committee, being certain that some details are kept confidential. In response to a question from Pat Spence, Mr. Baehr noted that bus operators had been briefed on the time periods during which Cabrillo College bus passes are honored by METRO.

“What constitutes a quorum for this group?” Mr. Onan asked. Ms. Lane responded that Laws do not specify a quorum in the MASTF. She offered to check several sources, including the METRO District By Laws, to answer his question.

Mr. Onan then shared concerns about a Motion passed during the MASTF meeting last month that recommended standard ¾ mile boundaries for the Americans with Disabilities Act (ADA) paratransit service area. “I was disappointed that the Motion was passed on such a small voting membership there last month, Mr. Onan stated, “There (were) seven votes cast, four in favor and three opposed... I feel there was a fairly small representation for what to me was an important Motion.”

“... The main thing I want to say is,” Mr. Onan stated, “My impression was the vote was more concerned with the financial outlook of the transit district than it was of the disabled user of paratransit. I want to remind the MASTF members here we’re not METRO employees. (We) represent the disabled

rider. We don't represent METRO. The vote, I feel, was supporting not the disabled rider who needs these services. And so, my oral communication is that I think we, as MASTF representatives, need to remember who we represent... And the vote that we supported last month, I think, brings shame to MASTF, to the position they took which was not in favor of the disabled rider."

Mr. Hartunian noted that he had compassion for Mr. Onan's view. "We advocate for the challenged individuals seeking a transportation alternative," he shared. He noted that the responsibility (and funding) for ADA paratransit and Consolidated Transportation Services Agency (CTSA) services need to be reviewed.

Dennis Papadopulo noted that he knew several persons who wanted to come to MASTF meetings. But they lived outside the paratransit service area.

The needs of persons traveling and living outside the paratransit service area require a community response, Mr. Hartunian pointed out. "How do we reach out and extend the paratransit alternative to those people who would not qualify under taxi scrip programs because of their indigence status or economic privilege," he asked the group, "or they don't qualify (for) the trip because it's not subject to the qualifications for a TDA medical voucher trip?"

"So there is this other need out there and that's what we need to be critical of," he continued, "And I don't know that we can attach that need to the (METRO) and expect them to fund that side of the program when the onus of their responsibility is simple: Where you lay a fixed route bus, you must provide an alternative paratransit vehicle. This community (MASTF, the people who are in the decision process, the people who make funding decisions) have to come to terms with the fact that this need set is there. There are people relying on this form of transportation, and they must come forward and attach the responsibility of funding that type of need."

Mr. Hartunian described the METRO Board's decisions to define METRO's responsibility to ADA paratransit as a positive development. "I think it is a step in the right direction," he noted, "We have to acknowledge there are certain segments of responsibility and then decide who takes on new efforts and ... determine how those efforts get funded." He noted that next steps could include community interaction with the Santa Cruz County Regional Transportation Commission and possibly a feasibility study to help locate needed funding.

Kim Chin offered a review of METRO's "inclusive and interactive approach" to improve ADA paratransit service. He recalled that over the last 40 months there have been approximately 40 public meetings and several mailings to 87 organizations to get feedback on paratransit service.

Mr. Chin pointed out that 40 months ago the rate of growth for paratransit service was more than twice the rate of growth for fixed route bus service. Back then, denials of requests for paratransit trips was a problem. Looking ahead, the need to maintain (and not cut) fixed route bus service is a concern.

"I just want to emphasize the point that rather than (looking) at this issue (having) sides with clearly marked lines, it's a lot more complex than that," Mr. Chin shared, "It's not an issue where the transit district is coming down and holding on to one position and being intractable. That's not the case... I would be happy to address any example where that has happened. We've worked very hard to really sit down and listen and talk with folks."

Mr. Daugherty described three free handouts to the group:

- 1) Two publications distributed last month by Ms. Spence – a *Guide to Disability Rights Law* and a consumer information catalog – were still available.
- 2) A press release announcing four days of protest in San Francisco. Various disability rights groups – including ADAPT and the California Coalition of Independent Living Centers – welcome interested persons to come to Laguna Honda from Sunday, October 21st through Wednesday, October 24th. Laguna Honda, as the largest nursing home in the country, is the focal point for drawing attention on the need to implement the (Federal) Olmstead decision that supports integration of persons with disabilities in our communities.

Randy Yagi distributed sample pages of the new *Headways* design. Mr. Yagi noted that the revised format for the next issue is easier to read. He asked that feedback on the design by given to Mr. Daugherty.

V. ONGOING BUSINESS

5.1 Status of Ridership Survey and Prioritization of Changes for Watsonville Bus Service

Mr. Chin reported that a working group with members from the United Transportation Union (UTU) Local 23 and METRO's Service Planning and Review Committee were working on a grant project. He expected that a detailed outline of activity would be brought back to MASTF next month.

Mr. Chin also reported on proposed bus service changes for the winter bid. He noted that "fine tuning", not service additions, were being proposed to the METRO Board.

"My electric wheelchair is on order," Ms. Spence noted, "Can I get to Long's (Drugs) in Watsonville in less than two hours?" "Yes," Mr. Chin responded. He explained that the upcoming "latent demand study" of bus service would examine need in Watsonville as well as other destinations in the county.

Mr. Baehr answered other questions about demand for bus service. For example, he noted that farebox information showed that the Routes 71 and 35 were heavily utilized.

5.2 Discussion of Possible Changes to Transit Center at Capitola Mall – Action Item

Daniel Kostelec reported that a proposed path of travel between the back entrance of the new *Macy's* location and the bus stop on Clares Street was "ready for permit issue." He explained that Mall Management and the City of Capitola had discussed options to meet accessibility requirements, get the City permit and proceed with the development of *Macy's*. Mr. Kostelec noted that he was preparing a letter to the Mall Management to reiterate points of discussion that included the probable triggering of accessibility requirements for the existing transit center when future tenants open for business closer to the transit center.

Mr. Chin reported that consultants hired by METRO had completed a survey of the existing transit center. "We paid for the evaluation of a property we don't own," he pointed out. He noted that one change METRO was considering giving partial financial support to is creation of an accessible path of

travel from the west end of the transit center island (Lane 2) to the *Sears* entrance closest to the transit center. He noted that this possible project would require some assistance from Mall Management.

Questions about the proposal followed the remarks from Mr. Chin. Ms. Spence, noting concern about the “usability” of that path of travel, asked if the angle created by the crosswalk, ramp and turn to the doorway could be lessened. Mr. Kostelec noted that changing the angle would require design review. Mr. Papadopulo asked if an electric door was being considered for that *Sears* entrance. Mr. Chin noted that an electric sliding door was being discussed. Ms. Lane and Mr. Onan asked if there were plans to move the transit center. “We are remaining where we are,” Mr. Chin responded, “At least for now.”

No Motions emerged from discussion of this item.

5.3 Proposed Revisions to MASTF By Laws: Category of Persons Eligible to Vote on MASTF Business – Action Item

Mr. Daugherty read aloud the proposed amendment and noted that the proposal was included in the September MASTF meeting packet. Ms. Lane noted that the purpose of the proposal adding to the By Laws prohibition of voting privilege for persons who receive financial compensation from METRO. Currently the By Laws state that METRO staff are prohibited from voting on MASTF business.

Discussion included Mr. Onan’s question to Mr. Hartunian and Jim Bosso of how approval of the amendment would affect their participation in MASTF. Mr. Hartunian and Mr. Bosso noted that they had abstained from voting on matters affecting their businesses in the past. Discussion also included questions about MASTF membership and the variety of topics addressed by MASTF.

The following Motion emerged from discussion:

MASTF Motion: That the proposed By Law amendment be tabled until it is reconsidered and possibly revised by the MASTF Executive Committee.
M/S/PU: Onan, Spence

5.4 Progress on Call Stop Committee Recommendations (Bryant Baehr)

Mr. Baehr explained that the METRO Board approved recommendations from the Call Stop Committee on August 17, 2001. He reported several developments on those recommendations:

- 1) METRO staff is still working on locating funding for talking bus technology.
- 2) Specifications for the Talking Bus (Talking Signs) equipment could be on the Board Agenda next month. Within 30 to 45 days after Board approval of the specifications, METRO could have prices for the technology. Mr. Baehr noted that the specifications could be brought back to MASTF next month.
- 3) Mr. Baehr noted that METRO Counsel Peggy Gallagher is awaiting a response from the Office of Civil Rights on whether the revised list of METRO Call Stops comply with the ADA.
- 4) Signs now posted in buses (four signs per bus) inform the public about Call Stop requirements.

- 5) The development of signage for bus stop has been referred to METRO's Bus Stop Advisory Committee (BSAC).
- 6) Bus operator training is being developed. Mr. Baehr noted that he met with MASTF members and other persons on September 5th to discuss training. He has also consulted the National Call Stop Center. He noted that the training would be designed for "reinitializing the conversation" with bus operators on the importance of the law. He expected that training would be completed before the end of December.

Mr. Baehr answered questions during and after his report. He noted that he would check with Mr. Daugherty on how the Call Stop recommendation reports received by the METRO Board might be provided to MASTF members. He also noted that he would contact METRO staffperson Rebecca Daniel to check on the date for the next SCCRTC meeting where funding for Talking Bus technology would be discussed and ask Ms. Daniel to update interested persons on METRO's email list. Discussion of the merits, problems and new developments with Talking Bus technology followed Mr. Baehr's report.

Note: The report received by the Board during October (Attachment D) is included in the MASTF November meeting packet.

VI NEW BUSINESS

6.1 MASTF Nominations for December 2001 Certificates of Appreciation

Mr. Daugherty noted that the time to accept nominations of individuals and groups for MASTF Certificates of Appreciation has begun. Ms. Lane explained that the MASTF Executive Committee would review the nominations. Recipients chosen by the Executive Committee would be announced during the MASTF meeting next month.

Discussion on this topic concluded after Ms. Lane suggested that interested persons forward nominations to members of the Executive Committee or Mr. Daugherty (email address jdaugher@scmtd.com) by November 6, 2001. That "cut off date" is the day before the next Executive Committee meeting.

MASTF COMMITTEE REPORTS

6.2 Training and Procedures Committee Report (Pop Papadopulo)

No report.

6.3 Bus Service Committee Report (Sharon Barbour)

Vicki Weddington described difficulties she experiences travelling from Cabrillo College to make connection with a second bus to get home. She noted that the inbound Route 70 was "cut out" after 2 p.m. She asked if the Route 71 inbound could travel every 15 minutes to handle passenger loads and traffic delays. If that was not possible, she asked if the Route 70 could be in place. Mr. Baehr offered to check details with Ms. Weddington after the meeting.

6.4 Bus Stop Improvement Committee Report (Pop Papadopulo)

Mr. Papadopulo reported that bus stop shelter design would be discussed at the BSAC meeting later this month. Ms. Lane suggested that local artists be used to create shelter designs. She also asked Mr. Papadopulo if an issue raised by Ed Kramer – the use of tactile signage – could be discussed at BSAC. Mr. Papadopulo responded that he would raise the issue.

Michael Boyd shared that suggestions on shelter design and signage could be mailed to him or David Konno. In response to a question from Ms. Lane, he gave out his email address (mboyd@scmtd.com) as another way to forward suggestions.

6.5 Paratransit Services Committee Report (Pat Spence)

Ms. Spence reported that wrap up details remain for the “Living the Paratransit Experience” project. Among those details is the presentation of certificates to participants and supporters of the project during the MASTF meeting in December. Ms. Spence noted she was working on the certificates. She also asked if arrangements could be made so a photographer was present during the December meeting.

OTHER REPORTS

6.6 Paratransit Update

a) ADA Paratransit Update (Mark Hartunian)

Mr. Hartunian reported that the METRO Board would consider staff recommendations tomorrow that extend the ADA paratransit contract with Community Bridges from January to June 2002. He asked that an emergency action item – a recommendation that the Board accept the staff report as published – be considered by the group.

Discussion of the request included description of the staff recommendations: 1) Time extension of the ADA paratransit contract; 2) Change in the taxi rate charged to METRO and 3) Change in the distribution percentage (70% for taxi subcontractors, 30% for Lift Line) of paratransit trips.

Discussion also included concern about the late meeting time for MASTF review and the preparation of MASTF members considering these issues.

The following Motion emerged from discussion:

MASTF Motion: That “staff report on ADA paratransit contract” become an emergency action Agenda item.

M/S/C: Papadopulo, Wood (2 votes in favor, 1 vote opposed and no abstentions)

Discussion after approval of the Motion included Mr. Chin’s invitation to interested persons to attend the Board meeting tomorrow to express concerns or support for staff recommendations on the contract. No Motion emerged from discussion of the emergency action Agenda item.

b) Transportation Advocacy (Thom Onan)

Mr. Onan reported that he has received a few phone calls from ADA paratransit eligible persons that have noticed service change. They are no longer able to book rides to some formerly approved destinations that are now beyond the paratransit service area.

Discussion of the report from Mr. Onan included an update from Mr. Chin. Mr. Chin noted that one action included with Board approval of change to the paratransit service area was direction to staff to identify persons who pick up or destination are beyond service area boundaries. Once identified, those persons would be contacted by METRO and presented with transportation options available to them.

Lift Line employee April Axton commented that incomplete information about handling trips booked outside the service area has been passed down to persons scheduling paratransit trips. "It was told to us that if they (ADA paratransit riders) rode frequently to continue giving them rides. If they rode infrequently, and they were out of the service area ... We didn't have any definition of frequent."

Ms. Axton also noted that Lift Line had "a definite list of places that had been frequented outside the service area." Further discussion included the suggestion from Mr. Chin that METRO and Lift Line staff look at the handling of trip booking together.

6.7 Elderly and Disabled Transportation Advisory Committee (E&D TAC) Report

Mr. Daugherty reported that Fred Keeley is the featured speaker at the next E&D TAC meeting on December 11, 2001. Mr. Keeley would be answering questions on the topic of transportation issues affecting seniors and persons with disabilities.

6.8 U.T.U. Report

6.9 S.E.I.U. Report (Michael Boyd)

No reports on these two items.

6.10 Next Month's Agenda Items

Noted: Nomination and Election of MASTF Executive Committee, Quorum questions and the need for additional Route 70 and/or 71 bus service. Under this item, Ms. Barbour requested that "Prioritization of MASTF Projects" be placed on the Agenda and that her proposed list (Attachment E) be included with the November MASTF meeting packet.

VII ADJOURNMENT

The meeting was adjourned at 4:25 p.m.
M/S/ PU: Papadopulo, Barbour

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

NOTE: NEXT MASTF MEETING IS: Thursday November 15, 2001 from 2:00-4:00 p.m., in Room 223 of the University Town Center, 1101 Pacific Avenue, Santa Cruz, CA.

MASTF Minutes
October 18, 2001
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NOTE: NEXT S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday November 9, 2001 at 9:00 a.m. at the S.C.M.T.D. Administrative Offices, 370 Encinal Street in Santa Cruz, CA.

NOTE*: THE FOLLOWING S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday November 16, 2001 at 9:00 a.m. at the Watsonville City Council Chambers, 250 Main Street, Watsonville, CA.

***Please Note Location for this meeting**

Santa Cruz Metropolitan Transit District

Minutes-Metro Users Group

October 17, 2001

The Santa Cruz Metropolitan Transit District Metro Users Group met at 2:23 p.m., Wednesday, October 17, 2001, at the District's Encinal Conference Room, 370 Encinal Street, Suite 100, Santa Cruz.

MEMBERS PRESENT

Bruce Gabriel, Chair
G. Ted Chatterton, Transit User
Ron Goodman, Bicycle/Transit User
Michelle Hinkle, Alternate Board Member
Carolyn O'Donnell, SC TMA

VISITORS PRESENT

SCMTD STAFF PRESENT

Bryant Baehr, Operations Manager
Kim Chin, Planning & Marketing Mgr.
David Konno, Fac. Maint. Manager
Randy Yagi, Sr. Cust. Service Rep
John Aspesi, Fleet Maint. Supervisor

MUG MOTIONS TO METRO BOARD OF DIRECTORS

None.

MUG MOTIONS TO METRO MANAGEMENT

None.

1. CALL TO ORDER AND INTRODUCTION

2. ORAL AND WRITTEN COMMUNICATIONS AND ANNOUNCEMENTS

Ron Goodman proposed that "Bikes *in* Buses" be on the next agenda.

3. ADDITIONS AND DELETIONS TO THE AGENDA

None.

4. CONSENT AGENDA

- a) Receive and Accept September Meeting Minutes:
- b) Monthly Attendance Report
- c) Review of Minutes of Board of Directors Meeting
- d) Review Monthly Ridership Report for August and September

ACTION: MOTION: Carolyn O'Donnell SECOND: Michelle Hinkle

APPROVE CONSENT AGENDA

Motion passed unanimously.

5. ON-GOING ITEMS

On-going items were taken out of order as follows:

5d) Marketing

Kim Chin passed around a new Bus Stop Announcement sign that will be posted in buses.

5c) Service and Planning Update

Kim Chin reported on efforts being made in continuing to not leave riders behind and improving scheduling consistency. Mr. Chin then reviewed the service changes for the Winter Bid, which were included in last month's minutes. Mr. Chin also handed out a timeline for the Spring 2002 Service Changes, which is attached as a part of these minutes.

5b) Review of Headways Redesign Issues

Randy Yagi handed out copies of the new information portion of Headways, which is easier to read and use. Randy noted the improved readability and how it is broken up in several sections. Further improvements, including the route information section should be completed by Spring 2002. Kim Chin reported that the font size will eventually be increased and that a large-print version is available.

5a) Review of Current Board Agenda Items

Bryant Baehr reported that the District has a \$1.4million budget deficit due to sales tax revenue and TDA funding being less than expected. Raising fares on the Highway 17 route will be reviewed in November. Another item on the Board agenda is a contract extension for Paratransit services.

5e) Cabrillo College

Carolyn O'Donnell reported that fall pass sales are up over last year's sales. A Community College bus pass is being developed; this will likely be a swipeable card and good for one semester at a discounted rate. Also, an informational handout, similar to the "Come & Go" at UCSC is in the works. Carolyn went on to report that free bus passes will be available to students enrolled in the "Intersession" classes in January. Next week, a modal-mix study will be done which includes having students counting the number of people arriving by carpool, by themselves, on bicycles and buses. Monterey Salinas Transit has been contacted to coordinate service for students who reside in Monterey County. Watsonville routes will be looked at to get service closer to the Watsonville Campus. Carolyn also reported that Cliff Nichols is no longer a MUG member and should be removed from the list. If no replacement is made, she will continue to be Cabrillo's representative.

5f) Bus Procurement

Bryant Baehr reported that changes to the CNG buses order would be going before the Board this Friday. The Board will also be looking at authorizing a contract to start on the District's mini CNG station. The Hwy 17 buses should go before the Board in November-December, and the fixed route buses in January. Anything the District buys needs to be convertible to CNG.

6. UPDATES

6a) Paratransit Issues

Kim Chin reported that the RFP for Paratransit operators is expected to be released on Friday of this week or Monday. Once a contractor is selected, that contractor will have approximately 6 months to prepare, as the new contract will begin in July 2002. Also, the RFP for ADA recertification is being completed now. This process has 2 parts: recertification and eligibility software. The recertification process is scheduled to start between February and April 2002.

6b) Bus Stop Signs

David Konno reported that there have been no Bus Stop Committee meetings for the past two months. However, there will be one this month and the major topic will be bus stop shelters.

6c) MetroBase

Bryant reported that the site is still in the EIR/Feasibility phase, which generally takes 7-9 months

CAROLYN O'DONNELL LEFT AT 2:59 P.M., WHICH RESULTED IN LOSING QUORUM

7. ADJOURNMENT

Chair adjourned the meeting at 2:59 p.m.

Respectfully submitted,

Cindi Thomas
Administrative Secretary

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 16, 2001
TO: Board of Directors
FROM: Elisabeth Ross, Finance Manager
SUBJECT: MONTHLY BUDGET STATUS REPORT FOR SEPTEMBER 2001, AND APPROVAL OF BUDGET TRANSFERS

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$7,598,635 or \$314,340 under the amount of revenue expected to be received during the first three months of the fiscal year, based on the final budget.
- Total operating expenses for the year to date, in the amount of \$6,423,898, are at 20.3% of the final budget.
- A total of \$593,851 has been expended through September 30th for the FY 01-02 Capital Improvement Program.
- The budget revision that the Board adopted on October 19, 2001, will be reflected in next month's report.

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 01-02 budget as of September 30, 2001. The fiscal year is 25.0% elapsed.

A. Operating Revenues

Revenues are \$314,340 under the amount projected to be received for the period. Sales tax revenue is \$233,882 under final budget projections as of September 30, 2001. As reported to the Board last month, the September wrap-up payment was very low so that the quarter's receipts were flat from one year ago. 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 \$6,423,898 or 20.3% of the final budget, with 25% 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 \$593,851 has been expended on the Capital Improvement Program. The largest expenditure was for the Engine Repower Project in the amount of \$363,256.

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 September 2001, and Budget Transfers

MONTHLY REVENUE AND EXPENSE REPORT
OPERATING REVENUE - SEPTEMBER 2001

Operating Revenue	FY 01-02	FY 01-02	FY 01-02		FY 01-02	YTD Variance from Budgeted
	Budgeted for Month	Actual for Month	Budgeted YTD	FY 00-01 Actual YTD	Actual YTD	
Passenger Fares	\$ 290,685	\$ 253,976	\$ 839,775	\$ 828,808	\$ 820,022	\$ (41,936)
Paratransit Fares	\$ 20,299	\$ 18,488	\$ 839,775	\$ 35,306	\$ 36,792	\$ (2,983)
Special Transit Fares	\$ 157,552	\$ 177,606	\$ 239,428	\$ 217,010	\$ 247,659	\$ 8,231
Subtotal 17 Revenue Rev	\$ 77,019	\$ 70,089	\$ 213,809	\$ 208,378	\$ 214,608	\$ 799
Passenger	545,555	520,159	\$ 1,354,972	\$ 1,289,502	\$ 1,319,081	\$ (35,891) See Note 1
Advertising Income	\$ 14,000	\$ 14,000	\$ 42,000	\$ 36,000	\$ 42,000	\$ -
Other Aux Transp Rev	\$ 1,000	\$ 778	\$ 3,000	\$ 3,268	\$ 2,912	\$ (88)
Rent Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest - General Fund	\$ 94,234 11,345	\$ 83,776 11,081	\$ 289,063 33,919	\$ 311,148 32,686	\$ 267,080 35,752	\$ (21,933) See Note 2
Non-Transportation Rev	\$ 150	\$ 7,250	\$ 450	\$ 1,119	\$ 12,012	\$ 11,562
Sales Tax Income	\$ 1,784,109	\$ 1,328,327	\$ 4,206,109	\$ 4,005,809	\$ 3,972,227	\$ (233,882) See Note 3
TDA Funds	\$ 1,441,957	\$ 1,441,957	\$ 1,441,957	\$ 1,249,300	\$ 1,441,957	\$ -
MBUAPCD Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Local Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Guideway Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other State Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FTA Op Asst - Sec 5303	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FTA Op Asst - Sec 5307	\$ -	\$ -	\$ 505,614	\$ -	\$ 505,614	\$ -
FTA Op Asst - Sec 5311	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Revenue	\$ 3,892,349	\$ 3,407,328	\$ 7,877,084	\$ 6,928,835	\$ 7,598,635	\$ (314,340)

MONTHLY REVENUE AND EXPENSE REPORT
OPERATING EXPENSE SUMMARY - SEPTEMBER 2001

	FY 01-02 Final Budget	FY 01-02 Revised Budget	FY 00-01 Expended YTD	FY 01-02 Expended YTD	Percent Expended of Budget
PERSONNEL ACCOUNTS					
Administration	\$ 590,330	\$ 590,330	\$ 120,579	\$ 123,709	21.0%
Finance	\$ 544,423	\$ 544,423	\$ 108,053	\$ 114,932	21.1%
Planning & Marketing	\$ 472,659	\$ 925,762	\$ 170,342	\$ 183,854	19.9%
Human Resources		\$ 441,659	\$ 81,775	\$ 77,523	17.6%
Information Technology	\$ 355,728	\$ 351,628	\$ 73,575	\$ 83,278	23.7%
District Counsel	\$ 317,568	\$ 317,568	\$ 44,380	\$ 64,304	20.2%
Facilities Maintenance	\$ 1,033,696	\$ 1,023,696	\$ 209,291	\$ 226,555	22.1%
Paratransit Program	\$ 147,345	\$ 147,345	\$ -	\$ -	0.0% See Note 4
Operations	\$ 1,883,433	\$ 1,883,433	\$ 391,617	\$ 433,995	23.0%
Bus Operators	\$ 11,273,632	\$ 11,273,632	\$ 2,391,681	\$ 2,640,336	23.4%
Fleet Maintenance	\$ 3,883,760	\$ 3,870,760	\$ 695,874	\$ 827,767	21.4%
Retired Employees Benefits	\$ 433,892	\$ 433,892	\$ 77,192	\$ 95,038	21.9%
Total Personnel	\$ 21,864,930	\$ 21,804,128	\$ 4,364,359	\$ 4,870,731	22.3%
NON-PERSONNEL ACCOUNTS					
Administration	\$ 604,207	\$ 604,207	\$ 121,885	\$ 136,951	22.7%
Finance	\$ 524,400	\$ 524,400	\$ 140,305	\$ 199,711	38.1% See Note 5
Planning & Marketing	\$ 219,901	\$ 222,603	\$ 25,209	\$ 54,433	24.5%
Human Resources	\$ 105,117	\$ 1,356,177	\$ 22,250	\$ 37,202	27.4% See Note 6
Information Technology	\$ 122,125	\$ 126,725	\$ 32,398	\$ 19,986	15.8%
District Counsel	\$ 159,405	\$ 159,405	\$ 31,284	\$ 31,138	19.5%
Facilities Maintenance	\$ 489,234	\$ 499,234	\$ 102,515	\$ 103,560	20.7%
Paratransit Program	\$ 3,445,805	\$ 3,445,805	\$ 464,855	\$ 470,359	13.7% See Note 7
Operations	\$ 435,240	\$ 435,240	\$ 43,052	\$ 79,626	18.3%
Bus Operators	\$ 6,040	\$ 6,040	\$ 34	\$ -	0.0%
Fleet Maintenance	\$ 3,633,153	\$ 3,646,153	\$ 626,522	\$ 528,641	14.5%
Op Prog/SCCIC	\$ 2,445	\$ 2,445	\$ 2,561	\$ 150	6.1%
Prepaid Expense	\$ -	\$ -	\$ (97,007)	\$ (108,649)	0.0% See Note 8
Total Non-Personnel	\$ 9,747,070	\$ 9,807,872	\$ 1,515,863	\$ 1,553,108	15.8%
Subtotal Operating Expense	\$ 31,612,000	\$ 31,612,000	\$ 5,880,222	\$ 6,423,839	20.3%
Grant Funded Studies/Programs	\$ 70,000	\$ 70,000	\$ 9,995	\$ -	0.0%
Transfer to/from Cap Program	\$ -	\$ -	\$ -	\$ -	0.0%
Pass Through Programs	\$ -	\$ -	\$ -	\$ -	0.0%
Total Operating Expense	\$ 31,682,000	\$ 31,682,000	\$ 5,890,219	\$ 6,423,838	20.3%
YTD Operating Revenue Over YTD Expense				\$ 1,174,737	

CONSOLIDATED OPERATING EXPENSE
SEPTEMBER 2001

	FY 01-02 Final Budget	FY 01-02 Revised Budget	FY 00-01 Expended YTD	FY 01-02 Expended YTD	% Exp YTD of Budget	
LABOR						
Operators Wages	\$ 5,838,840	\$ 5,838,840	\$ 1,276,817	\$ 1,468,990	25.2%	See Note 9
Operators Overtime	\$ 1,001,812	\$ 1,001,812	\$ 171,071	\$ 207,457	20.7%	
Other Salaries & Wages	\$ 6,297,182	\$ 6,236,380	\$ 1,140,316	\$ 1,312,450	20.0%	
Other Overtime	\$ 254,900	\$ 254,900	\$ 55,923	\$ 91,471	35.9%	See Note 10
	\$ 13,392,734	\$ 13,331,932	\$ 2,644,127	\$ 3,080,377	23.1%	
FRINGE BENEFITS						
Medicare/Soc Sec	\$ 124,935	\$ 124,935	\$ 24,640	\$ 30,905	24.7%	
PERS Retirement	\$ 954,700	\$ 954,700	\$ 189,221	\$ 211,544	22.2%	
Medical Insurance	\$ 2,056,360	\$ 2,056,360	\$ 427,978	\$ 462,594	22.5%	
Dental Plan	\$ 507,311	\$ 507,311	\$ 108,227	\$ 117,102	23.1%	
Vision Insurance	\$ 114,499	\$ 114,499	\$ 26,432	\$ 27,866	24.3%	
Life Insurance	\$ 60,639	\$ 60,639	\$ 12,742	\$ 13,110	21.6%	
State Disability Ins	\$ 137,494	\$ 137,494	\$ 20,454	\$ 29,054	21.1%	
Long Term Disability Ins	\$ 499,190	\$ 499,190	\$ 93,245	\$ 103,983	20.8%	
Unemployment Insurance	\$ 27,692	\$ 27,692	\$ 1,045	\$ 1,498	5.4%	
Workers Comp	\$ 1,438,541	\$ 1,438,541	\$ 221,525	\$ 191,236	13.3%	
Absence w/Pay	\$ 2,522,426	\$ 2,522,426	\$ 587,408	\$ 597,544	23.7%	
Other Fringe Benefits	\$ 28,408	\$ 28,408	\$ 7,315	\$ 3,981	14.0%	
	\$ 8,472,195	\$ 8,472,195	\$ 1,720,233	\$ 1,790,414	21.1%	
SERVICES						
Acctng/Admin/Bank Fees	\$ 325,220	\$ 325,220	\$ 26,707	\$ 54,519	16.8%	
Prof/Legis/Legal Services	\$ 376,400	\$ 357,600	\$ 45,279	\$ 28,342	7.9%	
Temporary Help	\$ 19,340	\$ 80,142	\$ 43,641	\$ 50,954	63.6%	See Note 11
Uniforms & Laundry	\$ 34,496	\$ 34,496	\$ 9,266	\$ 5,649	16.4%	
Security Services	\$ 277,438	\$ 277,438	\$ 47,474	\$ 44,568	16.1%	
Outside Repair - Bldgs/Eqmt	\$ 195,261	\$ 195,261	\$ 32,653	\$ 34,566	17.7%	
Outside Repair - Vehicles	\$ 272,600	\$ 270,600	\$ 57,654	\$ 59,005	21.8%	
Waste Disp/Ads/Other	\$ 168,947	\$ 181,747	\$ 23,795	\$ 31,149	17.1%	
	\$ 1,669,702	\$ 1,722,504	\$ 286,471	\$ 308,750	17.9%	
CONTRACT TRANSPORTATION						
Contract Transportation	\$ 300	\$ 300	\$ -	\$ -	0.0%	
Paratransit Service	\$ 3,297,605	\$ 3,297,605	\$ 441,940	\$ 464,467	14.1%	See Note 7
	\$ 3,297,905	\$ 3,297,905	\$ 441,940	\$ 464,467	14.1%	
MOBILE MATERIALS						
Fuels & Lubricants	\$ 1,881,130	\$ 1,881,130	\$ 294,929	\$ 240,485	12.8%	
Tires & Tubes	\$ 160,000	\$ 160,000	\$ 22,540	\$ 22,700	14.2%	
Other Mobile Supplies	\$ 8,500	\$ 8,500	\$ 123	\$ 2,618	30.8%	See Note 12
Revenue Vehicle Parts	\$ 745,000	\$ 745,000	\$ 158,240	\$ 97,089	13.0%	
Inventory statement			\$ (46,169)			
	\$ 2,794,630	\$ 2,794,630	\$ 429,663	\$ 362,892	13.0%	

**CONSOLIDATED OPERATING EXPENSE
SEPTEMBER 2001**

	FY 01-02 Final Budget	FY 01-02 Revised Budget	FY 00-01 Expended YTD	FY 01-02 Expended MD	% tpx YTD of Budget	
OTHER MATERIALS	\$					
Postage & Mailing/Freight	\$ 19,522	\$ 19,822	\$ 3,301	\$ 4,484	22.6%	
Printing	113,031	112,731	16,246	15,188	13.5%	
Office/Computer Supplies	\$ 76,495	\$ 76,495	\$ 16,770	\$ 15,608	20.4%	
Safety Supplies	\$ 31,713	\$ 31,713	\$ 2,831	\$ 5,068	16.0%	
Cleaning Supplies	\$ 86,556	\$ 86,556	\$ 9,274	\$ 10,871	12.6%	
Repair/Maint Supplies	\$ 77,404	\$ 77,404	\$ 17,271	\$ 18,289	23.6%	
Parts, Non-Inventory	\$ 58,000	\$ 58,000	\$ 13,654	\$ 8,831	15.2%	
Tools/Tool Allowance	\$ 23,467	\$ 25,467	\$ 1,858	\$ 5,028	19.7%	
Promo/Photo Supplies	\$ 19,355	\$ 19,355	\$ 5,048	\$ 511	2.6%	
	\$ 505,543	\$ 507,543	\$ 86,255	\$ 83,878	16.5%	
UTILITIES	\$ 335,310	\$ 341,310	\$ 47,225	\$ 74,786	21.9%	
CASUALTY & LIABILITY						
Insurance - Prop/PL & PD	\$ 215,200	\$ 215,200	\$ 34,509	\$ 43,122	20.0%	
Settlement Costs	\$ 100,000	\$ 100,000	\$ 11,757	\$ 8,059	8.1%	
Repairs to Prop	\$ 11,750	\$ 11,750	\$ (282)	\$ 360	0.0%	See Note 13
Prof/Other Services	\$ 30,000	\$ 30,000	\$ 8,292	\$ 21,607	72.0%	See Note 14
	\$ 356,950	\$ 356,950	\$ 54,276	\$ 73,147	20.5%	
TAXES	\$ 45,280	\$ 45,280	\$ 7,271	\$ 2,458	5.4%	
MISC EXPENSES						
Dues & Subscriptions	\$ 46,093	\$ 58,593	\$ 9,257	\$ 20,507	35.0%	See Note 15
Media Advertising	\$ 50,000	\$ 37,500	\$ 1,000	\$ 7,922	21.1%	
Employee Incentive Program	\$ 15,892	\$ 15,892	\$ 1,412	\$ 1,224	7.7%	
Training	\$ 45,615	\$ 45,615	\$ 11,404	\$ 2,775	6.1%	
Travel & Local Meetings	\$ 74,354	\$ 74,354	\$ 7,978	\$ 6,373	8.6%	
Other Misc Expenses	\$ 13,500	\$ 13,500	\$ 3,212	\$ 2,378	17.6%	
	\$ 245,454	\$ 245,454	\$ 34,262	\$ 41,180	16.8%	
OTHER EXPENSES	\$					
Leases & Rentals	\$ 566,298	\$ 566,298	\$ 138,497	\$ 141,550	25.0%	
Transfer to Capital	-	-	-	-	0.0%	
Pass Through Programs	\$ -	\$ -	\$ -	\$ -	0.0%	
	\$ 566,298	\$ 566,298	\$ 138,497	\$ 141,550	25.0%	
Total Operating Expense	\$ 31,682,000	\$ 31,682,000	\$ 5,890,219	\$ 6,423,898	20.3%	

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

CAPITAL PROJECTS	Program Budget	Expended in, September	YTD Expended
Grant Funded Projects			
Consolidated Operating Facility	\$ 7,948,083	\$ 7,256	\$ 25,671
Urban Bus Replacement	\$ 7,439,939		\$ 23,020
Engine Repower Project	\$ 3,037,000	\$ 201,830	\$ 363,256
ADA Paratransit Vehicles	\$ 149,000		
Computer System	\$ 135,000		
CNG Facilities for SCM. Ops	\$ 400,000		
Farebox Replacement (CO)	\$		\$ 10,428
	\$ 19,109,022		
District Funded Projects			
Bus Stop Improvements	\$ 379,000	\$ 444	
ADA Recertification Program	\$ 65,000		
Ridecheck Upgrade Project	\$ 40,000		
Facilities Repair & Improvements	\$ 84,000	\$ 98,393	\$ 110,333
Machinery/Equipment Repair/Impr	\$ 67,700		
Non-Revenue Vehicle Replacement	\$ 219,000	\$ 10,273	\$ 32,414
Off ice Equipment	\$ 5,000		
IT Projects	\$ 225,000	\$ 33	\$ 28,285
Automated Telephone Info System	\$ 35,000		
Foothill Bus Improvements	\$ 171,000		
SVTC Tenant Improvements	\$ 9,000		
Metro Center Improvements	\$ 20,000		
Reserve for CNG Conversion	\$ 462,000		
Contingency for District Funded Projects	\$ 1,070		
	\$ 1,782,770		
TOTAL CAPITAL PROJECTS	\$ 20,891,792	\$ 317,785	\$ 593,851
CAPITAL FUNDING SOURCES			
	Budget	Received in September	YTD Received
Federal Capital Grants	\$ 13,382,417		
State Capital Grants	\$		
STA Funding	\$ 1,401,134		
Local Capital Grants	\$ 100,000		
District Reserves	\$ 5,759,740	\$ 317,785	\$ 593,851
Transfer from Bus Stop Improvement Reserve	\$ 248,500		
TOTAL CAPITAL FUNDING	\$ 20,891,791	\$ 317,785	\$ 593,851

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

1. Passenger fares (farebox and pass sales) are \$41,938 or 5% under the final budget amount for the year to date. Paratransit fares are \$2,983 or 7% under budget for the period due to fewer rides for July and August than projected. Special transit fares (contracts) are \$8,231 or 3% over the budgeted amount. Highway 17 Express revenue is \$799 or 0.4% over the year to date budgeted amount. Together, all four passenger revenue accounts are under the budgeted amount for the first three months of the fiscal year by a net \$35,891 or 2.6%.
2. Interest income is \$21,983 or 8% under the final budget amount due to lower interest rates. The funds earned interest at a rate of 4.9% in July, 4.7% in August, and 4.5% in September, while a rate of 5.5% was projected, down from the average rate of 6.3% in FY 00-01. The budget has since been revised to address this shortfall.
3. Sales tax income is \$233,882 or 5.6% under budget for the first three months of the fiscal year due to a low September wrap-up payment. The budget has since been revised to address this shortfall.
4. Paratransit program personnel expense is at zero for the year-to-date since program staff has not yet been hired.
5. Finance non-personnel expense is at 38.1% of the budget due to the annual payment of insurance premiums.
6. Human Resources non-personnel expenses are at 27.4% of the budget due to payments for temporary help to cover vacant staff positions.
7. Paratransit program expense is only at 13.7% of the budget because the September billing information was not available by the report deadline and no paratransit personnel costs have been incurred to date.
8. 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.
9. Operators wages are at 25.2% of the budget due to the hiring of extra Bus Operator trainees to provide for later attrition.
10. Other overtime is at 35.9% of the budget due to high overtime costs in Facilities Maintenance (to cover employee absences), Operations (due to staff absences), and Fleet Maintenance (to cover employee absences, to complete campaigns, to bring the Foothill buses on line and to cover parts staffing on weekends).
11. Temporary help is at 63.6% of the budget due to hire of temporary workers during recruitment of new employees in the departments of Human Resources and Facilities Maintenance.

12. Other mobile supplies expense is at 30.8% of the budget due to a volume purchase of driver seat material.
13. Repairs to property is a casualty and liability account to which repairs to District vehicles and property are charged when another party is liable for the damage. All collections made from other parties for property repair are applied to this account to offset the District's repair costs. Collections have been applied for the year to date, but some repairs have yet to be charged to the account.
14. Professional/other services for casualty and liability expense is at 72.0% of the budget due to unanticipated costs related to new lawsuits. This has been addressed in the budget revision.
15. Dues and subscriptions are at 35.0% of the budget due to the annual payment for the APTA PT2 program.

FY 00-01 BUDGET TRANSFERS
10/1/01 - 10/31/01

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # 02-011			
TRANSFER FROM:	501021-1400	Other Salaries	\$ (5,000)
TRANSFER TO:	50304 1 - 1400	Temporary Help	\$ 5,000
REASON:	To cover costs for temporary help in the Human Resources Department during recruitment.		
TRANSFER # 02-012			
TRANSFER FROM:	503353-4100	Revenue Vehicle - Outside Repair	\$ (2,000)
TRANSFER TO:	504511-4100	Small Tools	\$ 2,000
REASON:	To cover account overrun and expected expenditures in the Fleet Maintenance Department.		
TRANSFER # 02-013			
TRANSFER FROM:	501021-I 500	Other Salaries	\$ (4,100)
TRANSFER TO:	503041-1500	Temporary Help	\$ 4,100
REASON:	To cover costs for temporary help during recruitment process in the IT Department.		
TRANSFER # 02-014			
TRANSFER FROM:	501021-I 300	Other Salaries	\$ (2,702)
TRANSFER TO:	503041-1300	Temporary Help	\$ 2,702
REASON:	To cover costs for Temporary Help in the Planning and Marketing Department during staff absence.		
TRANSFER # 02-015			
TRANSFER FROM:	501021-I 400	Other Salaries	\$ (4,000)
TRANSFER TO:	503041-1400	Temporary Help	\$ 4,000
REASON:	To cover costs for temporary help in the Human Resources Department during recruitment.		
TRANSFER # 02-016			
TRANSFER FROM:	504215-1400	Printing	\$ (300)
TRANSFER TO:	504211-1400	Postage & Mailing	\$ 300
REASON:	To cover account overruns for Postage & Mailing in the Human Resources Department.		

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 16, 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

- Student billable trips for September 2001 increased by 13.7% versus September 2000. Year to date student billable trips have increased by 3.7%.
- Faculty/staff billable trips for September 2001 increased by 21.3% versus September 2000. Year to date faculty/staff billable trips have increased by 34.4%.
- Since there were 20 days of billing last year and only 19 days this year, student billings are up 19.6% this year and faculty and staff billings are up 34.4%. Combined, UC revenue is up 20.9% for the month of September.

III. DISCUSSION

Full school-term transit service to the University of California Santa Cruz started on September 19, 2001. Attached are charts detailing student and faculty / staff billable trips. A summary of the results are as follows:

- Student billable trips for the month of September 2001 were 99,860 vs. 87,865 for September 2000 an increase of 13.7%.
- Faculty / staff billable trips for the month of September 2001 were 10,443 vs. 8,182 for September 2000 an increase of 21.3%.
- Year to date Student billable trips increased by 3.7% and faculty/staff billable trips increased by 34.4%.

The table below compares the actual billings for the month of September with those from last year.

	September 2001	September 2000	% Change
Students	\$105,115.79	\$ 87,865.00	19.6%
Faculty/Staff	\$ 10,992.63	\$ 8,182.00	34.4%
TOTAL	\$116,108.42	\$ 96,047.00	20.9%

Bi-directional service started on September 17, 2001. Bus stop issues have been resolved and the service is being operated. Positive comments continued to be received. No operational issues exist.

Reports have been received that on Tuesday/Thursday between 7:00pm and 8:30pm buses are filled to capacity and leaving UCSC customers to wait for the next bus. Waiting times can range from 15 minutes to 45 minutes. Staff conducted a survey and analyzed farebox data determining that between 7:00pm and 8:30pm buses are filled to capacity on many trips. Steps are being taken to divert additional resources to alleviate the overcrowding issue.

IV. FINANCIAL CONSIDERATIONS

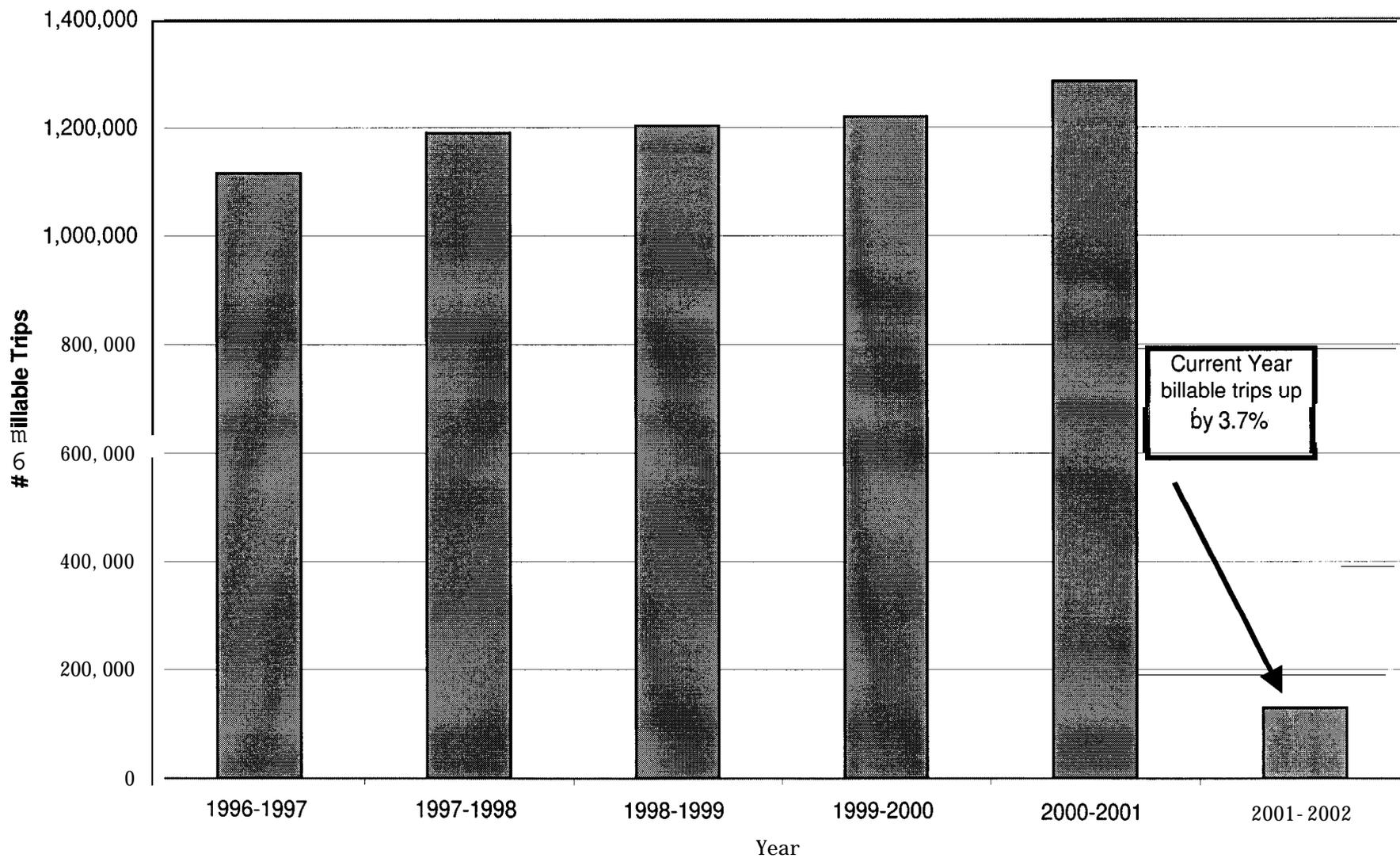
NONE

V. ATTACHMENTS

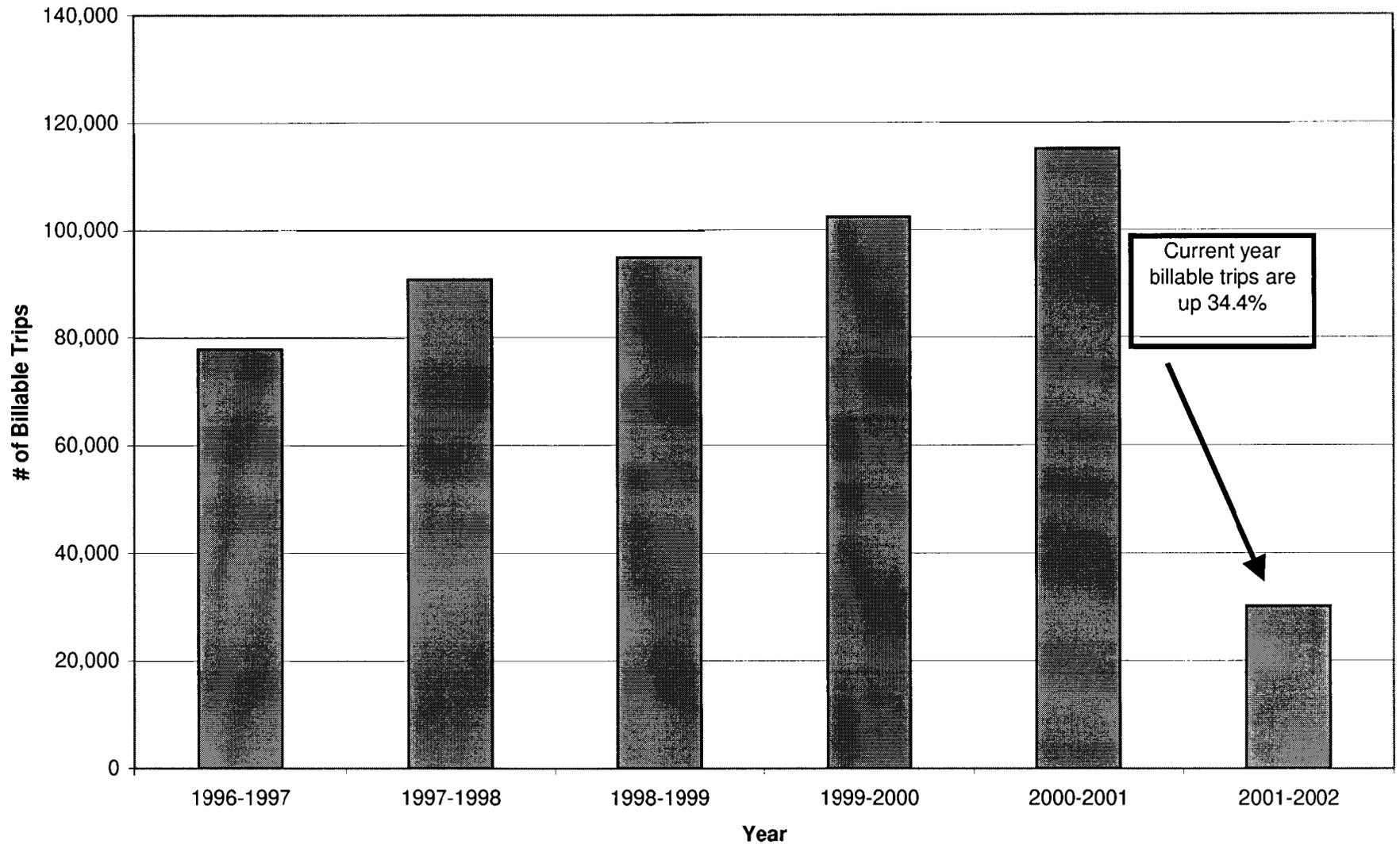
Attachment A: UCSC Student Billable Trips

Attachment B: UCSC Faculty / Staff Billable Trips

UCSC Student Billable Trips



UCSC Faculty / Staff Billable Trips



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 19, 2001
TO: Board of Directors
FROM: Bryant J. Baehr, Manager of Operations
SUBJECT: ACCEPT AND FILE STATUS ON CALL STOP ISSUE PROGRESS

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- On August 17, 2001 the Board of Directors adopted a series of action items relating to call stops.
- Listed below is an update on each of the action items.

III. DISCUSSION

On August 17, 2001 the Board of Director adopted a series of action items relating to call stops. This report will detail the status of those items.

Action items:

Recommend that the Board of Directors move to obtain funding for and arrange for the purchase of the “Talking Buses” technology as soon as possible and provide a timeline for when the technology might be in place.

- The General Manager and Assistant General Manager are working on obtaining the funding. Several potential sources have been identified. Staff will report to the Board of Directors on a monthly basis and MASTF Executive Committee on a bi-monthly basis concerning funding progress and implementation schedule. Specifications for the “Taking Bus” have been developed and it is anticipated that a bid will be distributed by the end of November 2001.

Recommend that the expanded list of call stops be implemented as soon as possible, and that an assessment be arranged through FTA, or some other source, to ensure that the list meets the ADA requirements.

- The call stop list adopted by the Board of Directors on August 17, 2001 has been distributed to the bus operators with instructions on ADA compliance. District Counsel was advised by Easter Seals to send the call stop list to the Office of Civil Rights for a compliance review. A letter was sent and District Counsel is waiting for a response.

Recommend that the public be informed of the changes to call stops and that the changes be advertised as soon as possible through Headways and other sources of advertising.

- The Marketing Department has completed the internal posters, notification of the press and information for the public. The call stop list will be published in the "Headways" in mid-December 2001.

Recommend that the bus stop signage be delegated to the Bus Stop Advisory Committee with the request for participation from John Wood (Doran Center for the Blind) for input.

- Completed. The Bus Stop Advisory Committee has been advised to address this issue.

Recommend that a bus operator training program be implemented as soon as possible in order to create awareness of the need for ADA compliance.

- A meeting was held on September 5, 2001 with several members of the call stop committee to discuss training techniques. An internal training meeting was held on October 25, 2001 and a format developed. It is anticipated that the training will start in mid to late November and be completed by the end of December 2001.

IV. FINANCIAL CONSIDERATIONS

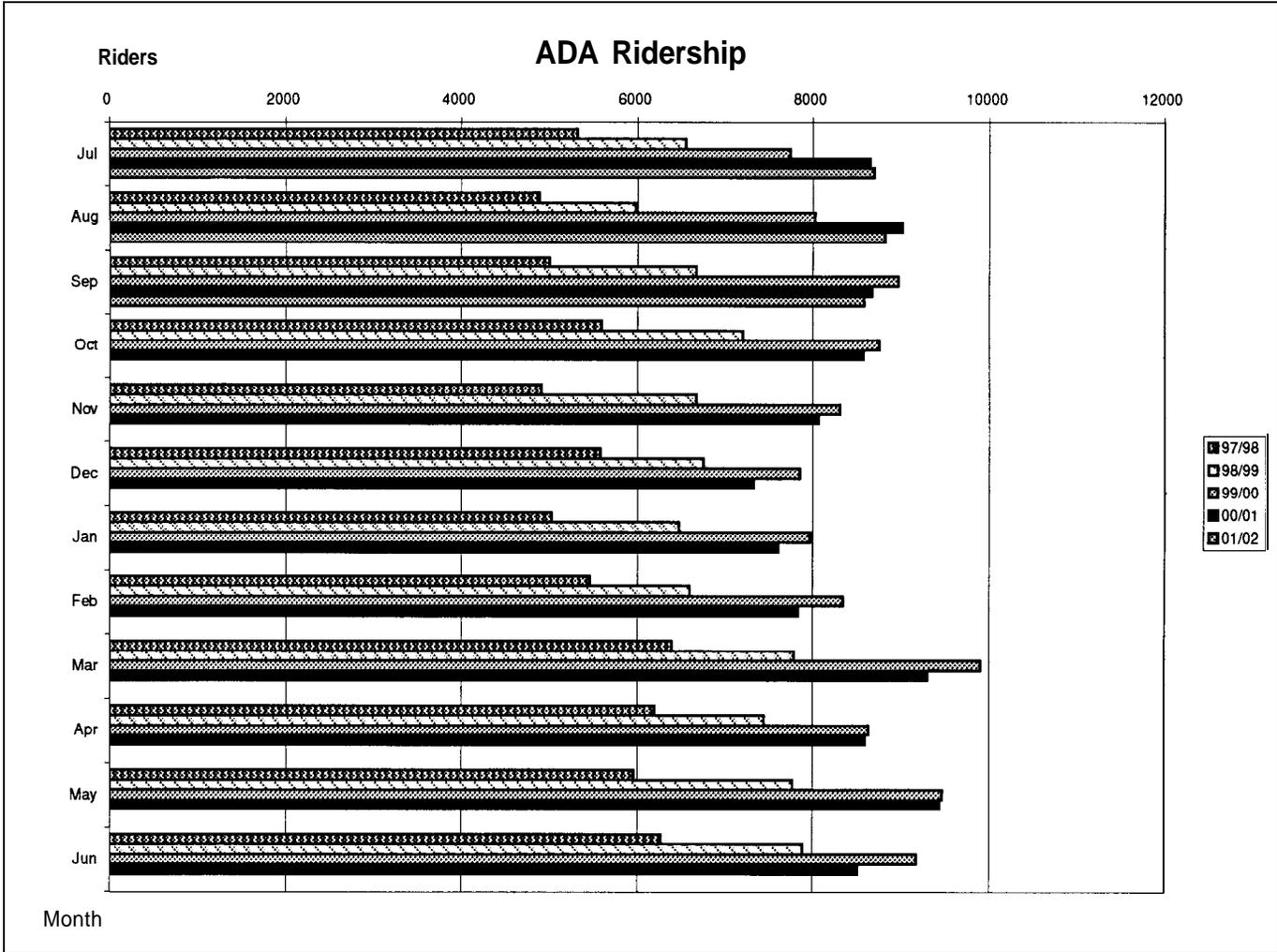
NONE

V. ATTACHMENTS

NONE

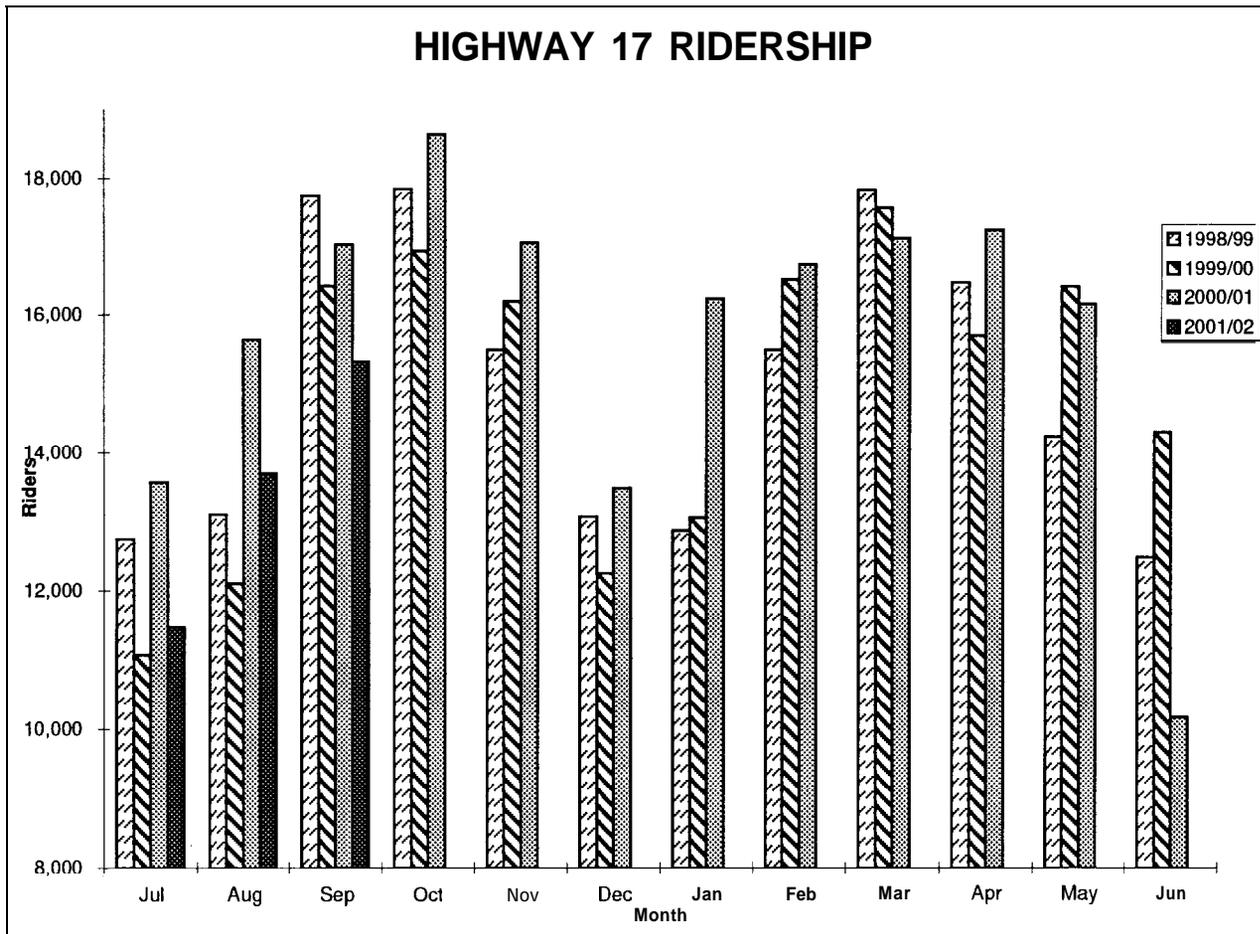
**ADA Paratransit Program
Monthly Status Report**

	This September	Last September	% Change	This YTD	Last YTD	% Change
Cost	\$ 205,771	\$ 201,659	2.0%	\$ 626,528	\$ 604,449	3.7%
Revenue	\$17,144	\$17,322	-1.0%	\$52,146	\$52,628	-0.9%
Subsidy	\$188,627	\$184,337	2.3%	\$574,382	\$551,821	4.1%
Passengers	8,572	9,009	-4.9%	26,073	26,314	-0.9%
Cost/Ride	\$24.01	\$22.38	7.5%	\$24.03	\$ 22.97	5.1%
Subsidy/Ride	\$22.01	\$20.46	7.5%	\$22.03	\$20.97	5.1%
Operating Ratio	8.3%	8.6%	-3.0%	8.3%	8.7%	-4.4%
% Rides on Taxi	69.0%	70.2%	-1.8%	68.3%	69.0%	-1.0%
Program Registrants	9,051	7,817	15.8%	9,051	7,817	15.8%
Rides/Registrant	0.9	1.2	-17.8%	2.9	3.4	-14.4%



HIGHWAY 17 - SEPTEMBER 2001

	September			YTD		
	2000/01	1999/00	%	2000/01	1999/00	%
FINANCIAL						
Cost	\$ 100,620	\$ 99,718	0.9%	\$ 333,633	\$ 314,111	6.2%
Farebox	\$ 36,514	\$ 38,553	(5.3%)	\$ 91,875	\$ 99,075	(7.3%)
Operating Deficit	\$ 61,060	\$ 58,523	4.3%	\$ 238,001	\$ 211,468	12.5%
Santa Clara Subsidy	\$ 30,530	\$ 29,261	4.3%	\$ 119,000	\$ 105,734	12.5%
METRO Subsidy	\$ 30,530	\$ 29,261	4.3%	\$ 119,000	\$ 105,734	12.5%
San Jose State Subsidy	\$ 3,045	\$ 2,642	15.3%	\$ 3,758	\$ 3,569	5.3%
STATISTICS						
Passengers	15,324	17,019	(10.0%)	40,482	46,226	(12.4%)
Revenue Miles	29,925	29,925	0.0%	95,760	94,264	1.6%
Revenue Hours	1,164	1,164	0.0%	3,724	3,666	1.6%
PRODUCTIVITY						
Cost/Passenger	\$ 6.57	\$ 5.86	12.1%	\$ 8.24	\$ 20.54	(59.9%)
Revenue/Passenger	\$ 2.38	\$ 2.27	5.2%	\$ 2.27	\$ 6.41	(64.6%)
Subsidy/Passenger	\$ 4.18	\$ 3.59	16.4%	\$ 5.97	\$ 14.13	(57.7%)
Passengers/Mile	0.51	0.57	(10.0%)	0.42	1.48	(71.4%)
Passengers/Hour	13.17	14.62	(10.0%)	10.87	37.97	(71.4%)
Recovery Ratio	36.3%	38.7%	(6.1%)	27.5%	31.5%	(12.7%)



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 16, 2001
TO: Board of Directors
FROM: Elisabeth Ross, Finance Manager
SUBJECT: AUTHORIZATION TO PARTICIPATE IN CAL-CARD PROGRAM

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors authorize District participation in the CAL-Card purchase card program offered by the State of California.

II. SUMMARY OF ISSUES

- The State CAL-Card purchase card program is available to State and local agencies and is similar to credit card programs with added benefits.
- The District's current bankcard provider has been unwilling to be flexible on late payment charges which have been unreasonably imposed.
- Instead of obtaining a new bankcard provider, the District can participate in the CAL-Card program which will provide a VISA bankcard along with detailed recordkeeping, control procedures, no administrative fee and a 45 day payment cycle.

III. DISCUSSION

District Purchasing and Finance staff recently attended a workshop on the CAL-Card program. After a review of the program, it appears that participation would benefit the District's purchasing, accounts payable and administrative functions. Staff has been considering changing to a new bankcard provider since the current provider only allows a five to seven day turnaround for payment from receipt of the monthly statement and refuses to reverse late charges for receiving a payment even one day "late". Payment terms for the CAL-Card program are 45 days from the statement date, which better fits the District's fourteen day payables cycle. In addition, the CAL-Card program provides itemized expenses (available on-line) with various controls and limits set by the individual agencies. This will allow for better budgetary control and account coding. The District currently uses credit cards for travel expenses and limited purchasing.

IV. FINANCIAL CONSIDERATIONS

The District will realize a slight savings in administrative fees and late charges currently being imposed, and could qualify for prompt payment rebate revenue.

V. ATTACHMENTS

None.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 16, 2001
TO: Board of Directors
FROM: Tom Stickel, Fleet Maintenance Manager
SUBJECT: ACCEPT AND FILE STATUS REPORT ON THE INVESTIGATION OF BIO-DIESEL AS AN INTERIM FUEL

I. RECOMMENDED ACTION

This is a status report only, no action required at this time.

II. SUMMARY OF ISSUES

- In January 2001, the Board of Directors selected the alternate fuel path in compliance with regulations issued by the California Air Resources Board (CARB).
- On May 23, 2001, the Board of Directors instructed staff to investigate the feasibility of using biodiesel as an interim fuel to meet CARB requirements.
- In June 2001, District staff reported to the Board of Directors their initial findings regarding using biodiesel as an interim fuel.
- Cummins engine company recently issued a Field Announcement, stating the company's position on the use of biodiesel.

III. DISCUSSION

Staff is continuing to research the bio-diesel issue. There are no new developments to report at this time.

IV. FINANCIAL CONSIDERATIONS

Nothing to report at this time.

V. ATTACHMENTS

Attachment A: None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 16, 2001

TO: Board of Directors

FROM: Elisabeth Ross, Finance Manager

SUBJECT: APPROVAL OF REVISION TO BY-LAWS OF SANTA CRUZ CIVIC IMPROVEMENT CORPORATION TO CHANGE ANNUAL MEETING DATE TO THIRD FRIDAY IN OCTOBER AND CHANGE CORPORATION ADDRESS TO 370 ENCINAL STREET, SANTA CRUZ; AND APPROVAL OF CONTRACT WITH SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FOR TAX ACCOUNTING SERVICES WITH BROWN ARMSTRONG, CPA, FOR FISCAL YEARS ENDING JUNE 30, 2001, 2002 AND 2003

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve the revision to the by-laws of the Santa Cruz Civic Improvement Corporation to change the annual meeting date to the third Friday in October and change the corporation address to 370 Encinal Street, Santa Cruz; and approve the contract with the Santa Cruz Metropolitan Transit District for tax accounting services with Brown Armstrong, CPA, for fiscal years ending June 30, 2001, 2002 and 2003.

II. SUMMARY OF ISSUES

- In accordance with the by-laws of the Santa Cruz Civic Improvement Corporation (SCCIC), the Santa Cruz Metropolitan Transit District must approve any amendment to the by-laws of the SCCIC.
- The SCCIC Board of Directors amended the by-laws on October 19, 2001, to change the annual meeting date and the location of the principal office of the SCCIC.
- At the annual meeting on October 19, 2001, the SCCIC Board of Directors approved a contract with the District for tax accounting services which must also be approved by the District (Attachment A).

III. DISCUSSION

The by-laws of the SCCIC provide that the District approve any amendment to the by-laws. At the annual meeting on October 19, 2001, the SCCIC Board of Directors approved two amendments to the by-laws: a change in the annual meeting date from the second Friday in October to the third Friday in October, and a change in the location of the principal office of the Corporation from 230 Walnut Avenue, Santa Cruz, to 370 Encinal Street, Santa Cruz.

The District must also approve a contract with the SCCIC for tax accounting services to be provided by the District's contractor, Brown Armstrong, CPA, for preparation of the SCCIC's tax returns for the fiscal years ending June 30, 2001, 2002 and 2003.

IV. FINANCIAL CONSIDERATIONS

There is no net financial impact from these actions.

V. ATTACHMENTS

Attachment A: Professional Services Agreement with SCCIC

**PROFESSIONAL SERVICES AGREEMENT WITH
SANTA CRUZ CIVIC IMPROVEMENT CORPORATION**

This Agreement is made on _____, 2001 between the SANTA CRUZ CIVIC IMPROVEMENT CORPORATION, a Corporation, hereinafter referred to as "Corporation" and the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California, hereinafter called "District."

I. RECITALS

- 1.01 The Santa Cruz Civic Improvement Corporation (Corporation) is a non-profit public benefit corporation whose purpose is to provide financial assistance to the Santa Cruz Metropolitan Transit District by acquiring, constructing and financing various public facilities, land and equipment and the leasing of facilities, land and equipment for the use, benefit and enjoyment of the public served by the District. The principal office of the Corporation is located at 370 Encinal Street, Suite 100, Santa Cruz, California 95060.
- 1.02 District is a public entity whose primary objective is providing public transportation and has its principal office at 370 Encinal Street, Suite 100, Santa Cruz, California 95060.
- 1.03 It is in the interest of the Corporation to procure financial audit services and tax services from District.
- 1.04 District has included in its contract with Brown Armstrong, CPA a provision for the firm to provide the services for Corporation as required by this Agreement.

Corporation and District agree as follows:

II. SCOPE OF SERVICES

- 2.01 District will contract with Brown Armstrong, CPA to provide the following services for Corporation:
 - a. Prepare and file Federal tax returns for fiscal years ending 2001, 2002, and 2003 for Corporation;
 - b. Prepare and file State tax returns for fiscal years ending 2001, 2002, and 2003 for Corporation.

III. COMPENSATION

3.01 For the services set forth in Article II above, District shall be reimbursed by Corporation for the total amount of \$2,250 upon completion of the services at the rate of \$750 per year.

IV. GENERAL PROVISIONS

4.01 Time is of the essence.

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

SANTA CRUZ CIVIC IMPROVEMENT CORPORATION

By: _____
Tim Fitzmaurice, President

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

By: _____
Leslie R. White, General Manager

Approved as to form:

By: _____
Margaret Gallagher, District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 16, 2001
TO: Board of Directors
FROM: Paul Chandley, Human Resources Manager
SUBJECT: PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- None.

III. DISCUSSION

Many employees have provided dedicated and valuable years to the Santa Cruz Metropolitan Transit District. In order to recognize these employees, anniversary awards are presented at five-year increments beginning with the tenth year. In an effort to accommodate those employees that are to be recognized, 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

None

TWENTY YEARS

Carolyn (Coco) Conklin, Bus Operator
Bruce Grobman, Bus Operator
Linda Tarsky, Bus Operator

TWENTY-FIVE YEARS

Mary Kohama, Bus Operator
Maurice Jemison, Bus Operator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 16, 2001
TO: Board of Directors
FROM: Bryant J. Baehr, Manager of Operations
SUBJECT: CONSIDERATION OF AUTOMATED ANNOUNCEMENT SPECIFICATIONS

I. RECOMMENDED ACTION

Staff is recommending that the Board of Directors approve the specification for the Automated Announcement System and authorize the General Manager to issue a Request for Proposals (RFP).

II. SUMMARY OF ISSUES

- On August 17, 2001 the Board of Directors adopted a series of action items as it relates to the ADA provision of call stop announcements.
- Attached are the draft technical specifications for an automated announcement system.
- Staff is recommending that the General Manager be authorized to issue the attached specifications in order to determine market availability and price.

III. DISCUSSION

On August 17, 2001 the Board of Directors adopted a series of action items as it relates to call stop provisions contained in the Americans with Disabilities Act (ADA). One of the action items was:

- Recommendation that the Board move to obtain funding for and arrange for the purchase of the "Talking Buses" technology as soon as possible and provide a timeline for when the technology might be in place.

The first step in acquiring the automated announcement system is to issue a Request for Proposal to determine market availability and price. Attached to this report is a set of specifications for an Automated Announcement System.

IV. FINANCIAL CONSIDERATIONS

No cost to issue a Request for Proposal.

V. ATTACHMENTS

Attachment A: Technical Specifications for an Automated Announcement System

Automated Bus Stop Announcement System

1. Scope

The Santa Cruz Metropolitan Transit District is seeking an automated bus announcement system. This system will announce pre-designated bus stops or other fixed locations both internally and externally. The system shall meet or exceed all ADA requirements found in 49CFR Parts 37.167 and 38.35 and shall provide audio announcements to riders on board and waiting curbside. This is a turnkey procurement that includes programming, script development, installation and the mapping of pre-designated locations.

Minimum requirements:

1. The bidder shall install the automated announcement system in each bus either at the point of manufacture or buses currently owned and on-property by the Transit District. Installation shall include all cables, antenna's, configuration of system, mounting system – keypad and internal text display message, internal / external speakers (some of the District's buses have internal / external speakers and some will need speakers installed), flexible microphone and a lapel microphone.
2. The automated announcement system shall integrate with third party electronics on transit vehicles and shall be of a robust - open software and hardware architecture. Integration includes the bus headsign, fare collection system and radio system. The system shall comply with SAE J1708 vehicle communications protocol.
3. The system shall provide a control capability for integrating present and future electronics on the bus. The system shall also incorporate ease of programming and updates of all operating information. The system shall have the capability of hardware and software extension to include new or additional features.
4. The automated announcement system shall be capable of providing a single log-on for other in-vehicle electronics systems (e.g.; destination/header signs systems, fare collection systems, 2-way radio systems, etc.). The system shall include an easy-to-use means of specifying whether log-on and/or passwords are required, and what vehicle operator ID's and passwords are acceptable for each sub-system. The single log-on unit shall provide a display and keypad that are specifically adapted for transit operations. Single log-on unit shall have the functionality to update the destination/header signs systems, fare collection systems, 2-way radio systems, etc.
5. The system shall allow the operator to select the route and shall display the route and the next stop to be announced on the operator control unit. The operator shall have the ability to scroll forward or backward within the selected route's list of announcements. Internal announcements are intended for on-board riders and external announcements shall play automatically when the door is opened for a stop. The system shall have dual channel audio capable of playing different messages simultaneously both on internal and external speakers. The system shall also allow the bus operator to make manual announcements using the internal / external speaker system using a microphone / lapel microphone.
6. The system shall have the capability to play a pre-recorded message at a pre-designated location as determined by an on-board Global Positioning System, a heading sensor, odometer sensor

and/or other sensors which will ensure accurate announcement at pre-designated locations and which will provide continuous location information and automatic correction to the automated announcement system. GPS dropouts and/or signal errors shall not operationally degrade on-route system performance. The system shall detect off-route excursions and remain silent when off route. The system shall detect reacquisition of the route, at any point along the route, and automatically determine and announce the next valid bus stop. Off-route and on-route detection and recovery shall be automatic and not require operator intervention or action, nor shall it require the vehicle to be driven to special reacquisition points.

7. The system shall also provide the ability to define and play up to 50 special announcements and 100 announcements which play at pre-defined times of day, depending upon the amount of memory available. The system shall provide the ability to play external announcements on a repeating "loop" at regular time intervals until canceled by the operator.
8. The system shall provide an easy-to-use means of updating the programmed database in the in-vehicle stop announcement system's vehicle logic unit. Automated announcement system shall include audio diagnostics for all currently integrated electronics and capability for electronics that may be integrated in the future. This includes diagnostics for the destination sign system, internal passenger information signs, single log-on unit, internal speaker system, external speaker system, navigation system and vehicle maintenance devices. The single log-on unit shall confirm proper communications with each of these devices and provide audio messages describing any failures.
9. The system shall include a noise-sensing device for each audio channel and shall automatically and independently adjust each channel's audio volume as appropriate in response to ambient noise detected. Volume adjustment shall be made independently on each audio channel. The system shall also be capable of volume adjustment based on a time parameter.
10. The vendor shall provide ten (10) detailed technical manuals and three hundred (300) bus operator training materials of professionally-produced quality. The vendor shall provide three (3) days of training in the use of the on-site recording system (if purchased) and of the bus automated announcement system which shall include the training of maintenance personnel during various shifts throughout the day. Vendor shall provide telephone and fax support for a period of one (1) year free of charge.
11. The internal display sign shall display coordinating text for next stop and other audio announcements. The sign shall meet all ADA requirements for internal signage. The sign shall be a Light Emitting Diode (LED) type sign with 16 characters per line. Sign shall be no larger than 27" x 2 1/8" x 4 1/8" (single line) or 6 1/8" (double line). The sign shall be coordinated with the automated stop announcement system. The audio announcement and text display shall work together to provide the maximum information possible to the Transit District customers. Messages can be shown streaming or by any of 3 single frame modes with automatic centering. Speed, delays, and looping shall be programmable. Sign shall be constructed to withstand the harsh environmental conditions found in transit applications and designed to reduce glare.
12. Route Mapping Services shall include a collection of GPS trigger points for each stop announcement and verification of same. The number of routes and stops to be mapped shall be provided by the Transit District. The coding of individual announcement points shall be performed by the vendor.

13. Vendor shall detail costs to produce automated announcements unless a recording station is procured as an option. The stop announcement script shall be completed prior to the installation of the automated announcement system. Updates shall be completed by the vendor at a pre-designated price and shall be easily downloaded into bus system unless the recording station is purchased. Announcements may be in English and Spanish as determined by the Transit District. The vendor shall detail the pricing structure for automated announcement script.
14. Warranty shall commence and be for a period of one (1) year upon completion of installation and acceptance by the Transit District. Vendor shall provide an acceptance procedure acceptable to the Transit District. Warranty shall include parts, freight (back and forth) and labor. In-house labor costs shall be reimbursed at \$65 per hour.

Options

Vendor shall supply a price for the following optional equipment that may be purchased at the Transit District discretion valid for a period of one (1) year from award of contract.

1. An on-site recording system that will provide an easy-to-use means to record announcement audio and to define route-stop structures. This system shall have the ability to display (though audio and text) to the programmer the message recorded and the display to the bus operator on the single log-in unit. The system shall include a desktop PC configured with all software and hardware required to easily program the system database which would then be transferred to the bus unit. In order to ensure the maximum flexibility of use, including easy and cost-effective integration of commercially available music and sound effects into public service announcements, the on-site recording system shall capture all audio data in an industry standard format and no vendor-proprietary hardware may be used
2. The Route Mapping System shall include a mobile route mapping kit and software that enables the Transit District to create and edit GPS geocodes for the purposes of automatic voice announcements. The mobile route mapping system shall consist of GPS, GPS antenna, a laptop computer with PCMCIA card slot, maps, bidder mapping software and all necessary hardware / software to make additions / deletions to the fixed announcement locations and download that information to the on-board bus automated announcement system.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 16, 2001
TO: Board of Directors
FROM: Bryant J. Baehr, Manager of Operations
SUBJECT: CONSIDERATION OF MONITORING CALL STOP COMPLIANCE

I. RECOMMENDED ACTION

Staff is seeking direction from the Board of Directors as to which option to proceed with as it relations to call stop compliance.

II. SUMMARY OF ISSUES

- At the October 19, 2001 Board of Directors meeting, staff was asked to provide options as it relates to monitoring / reporting the compliance of bus operators making call stop announcements as required by the Americans with Disabilities Act (ADA).
- Staff has identified three (3) options. They are: Customer Service Reports, Trained Customers and National / Local investigator firms.
- The Operations Department is currently undertaking a refresher training program centering on ADA call stops and their importance.
- The United Transportation Union / District labor agreement allows for an operator to face their accuser when a deficient report is filed.
- Cost options range from no-cost to \$500 - \$650 per day of monitoring.

III. DISCUSSION

At the October 19, 2001 Board of Directors meeting, staff was asked to provide options as it relates to monitoring and reporting the compliance of bus operators making call stop announcements as required by the Americans with Disabilities Act (ADA).

Staff has identified three (3) options as it relates to monitoring call stops.

Customer Service Reports

The call stop list will be displayed in the "Headways" effective in mid-December 2001. Customers will be aware of the locations that call stops are made and can call into the Customer Service Department and file a complaint / compliment based on the job performed by the bus operator. This is a no-cost program.

Trained Customers

A group of trained customers can be put together and offered a free monthly pass in return for monitoring call stop compliance. The trained group would monitor the call stops made by bus operators and report to the Manager of Operations. The cost to the District would be value of the monthly pass per inspector.

National monitoring company or local investigators

A national company or a local investigator firm can be hired to monitor bus operator call stop compliance and report the findings to the Manager of Operations. Training would occur concerning the items to be monitored and reports generated. The cost of this program for a national company general ranges from \$500-\$650 per day of monitoring per inspector. The price is all-inclusive. Local investigator firms might be more cost effective due to being local.

Once the reports are generated, several options exist. They include:

- During the call stop committee meetings, several positive reinforcement programs were mentioned relating to call stop compliance. For example, when an operator's performance meets the expectation of the organization, the bus operator is rewarded or their name is placed in a pool of other operators that meet the organizations expectation and are eligible for a free dinner or some other reward. An award can be given once a month. Other positive programs can be developed with input from the bus operators, staff and Board members.
- Some transit systems use the reports in an effort to correct deficiencies. They include counseling, letters of reprimand and other corrective measures when a bus operator is not meeting the organizations performance standard.

Staff contacted the Valley Transportation Authority and Monterey – Salinas Transit to see what program they had in place to monitor operator performance.

Monterey – Salinas Transit (MST)

MST uses a mix of two (2) national companies and a local private investigator. Monitors are hired three (3) to four (4) times per year and report the results to the Manager of Operations directly. If deficiencies are found, corrective measures are taken which can include letters of reprimand, re-training and/or further disciplinary measures.

Valley Transportation Authority

The Valley Transportation Authority (VTA) is in the process of developing a specification for a "Mystery Shopper" program. Currently, VTA uses supervisors to evaluate bus operator performance.

As it relates to using Customer Service Reports, trained customers or a national / local firms for corrective action, the existing labor agreement between the United Transportation Union and the Transit District Section 16.05 paragraph # A states in part "The operators representative or the operator if not represented will allowed to question all witnesses." This statement is also reiterated in Article 16.06 section #E and section #G stating "An operator can not be suspended as a result of a passenger complaint, unless the operator has the right to face her accusers or

witness in person.” Using a national firm could become costly if the Transit District was to pursue disciplinary action based on a report that detailed deficiencies. If corrective measures are taken and the need exists to interview or provide the investigator for a discipline hearing, costs to transport a national firm representative can exceed \$1,000 per visit. This would include travel and lodging. Trained customers might be intimidated by the hearing process and not want to participate. Local investigator firms would be best suited as it relates to cost and availability.

The Operations Department is currently undertaking a refresher-training program on ADA call stop announcements, their importance and the law. This training cycle is expected to be completed by December 2001. It is recommended that any monitoring program begin after the refresher training is completed.

IV. FINANCIAL CONSIDERATIONS

The cost to use a National Firm for call stop compliance monitoring can range from \$500 - \$650 per day per person. A local firm might negotiate a lower price due to location. The cost for trained local customers would be the value of a monthly pass.

V. ATTACHMENTS

Attachment A: None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 16, 2001
TO: Board of Directors
FROM: Mark J. Dorfman, Assistant General Manager
SUBJECT: FIRST READING OF REVISED FARE ORDINANCE FOR HIGHWAY 17 EXPRESS SERVICE

I. RECOMMENDED ACTION

Staff recommends that the Board introduce the fare ordinance as presented that will raise the fares on the Highway 17 Express. No action will be taken at this meeting

II. SUMMARY OF ISSUES

- In October the Board approved changes to the budget to bring it into balance.
- One of the actions was to raise the fares on the Highway 17 Express.
- Fares were last raised in 1993.
- Two Public Hearings will be held.

III. DISCUSSION

At the October Board Meeting the Board approved a series of actions to bring the Operating Budget into balance. As part of that action, staff was directed to increase the fares on the Highway 17 Express. The last time fares were raised on the Highway 17 Express was in 1993.

The proposed changes are as follows:

	Existing	Proposed
Regular Express Bus Fare (One Way)	\$ 2.25	\$ 3.00
Discount Bus Fare*	\$ 1.00	\$ 1.50
Regular Day Pass	\$ 4.50	\$ 6.00
Regular Day Pass with SCMTD/VTA Day Pass	\$ 3.50	\$ 3.50
Regular Day Pass with CalTrain Ticket	\$ 2.50	\$ 3.50
Monthly Pass	\$65.00	\$80.00

*Senior Passenger/Individual with Disability

Staff has coordinated this increase with the staff of the Valley Transportation Authority. After input from VTA, it was decided to hold two public hearings. Normally the Public Hearing is held as part of the Board Meeting. Since the primary users of the Highway 17 Express would not be available during a morning meeting, staff is holding an evening Public Hearing on Wednesday, November 28, 2001 at 7:00 p.m., at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, California 95060. The second Public Hearing will be Wednesday, November 28, 2001 -- 11:30 a.m. to 1:30 p.m., Umunhum Room, Student Union, San Jose State University, One Washington Square, San Jose, CA 95192. Transcriptions will be provided to the Board at the time of the Second Reading of the Ordinance. Board Members are welcome to attend the Public Hearing.

Staff will also be advertising the Public Hearing on the buses to alert passengers of the pending fare increase. In addition, a special e-mail address – hwy17@scmtd.com has been set up to receive comments from the public.

If no ridership is lost as a result of the fare increases, staff projects additional revenue in FY 01-02 in the amount of \$28,890.

IV. FINANCIAL CONSIDERATIONS

Staff projects an increase of \$28,890 for the remainder of the year based upon a January 1, 2002 implementation.

V. ATTACHMENTS

Attachment A: Fare Ordinance

ORDINANCE NO. 84-2-1 As Amended

AN ORDINANCE OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
ESTABLISHING SCHEDULE FOR BUS FARES

Be it enacted by the Board of Directors of the Santa Cruz Metropolitan Transit District as follows:

SECTION I: FARE SCHEDULE - SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

A. Fixed Route Service

Regular Bus Fare	1.00
Discount Bus Fare - Senior Passenger/Individual with Disability *	.40
Regular Day Pass	3.00
Discount Day Pass - Senior Passenger/Individual with Disability *	1.10
Regular Five Day Pass	15.00
Discount Five Day Pass - Senior Passenger/Individual with Disability *	5.00
Student Five Day Pass	15.00
Regular Monthly Pass	40.00
Discount Monthly Pass - Senior Passenger/Individual with Disability *	14.00
Student Monthly Pass	30.00
School Student Field Trip Rate	17.00

* To obtain Discount Fare passenger must produce District Photo I.D. Card or other approved identification.

B. Highway 17 Express Bus Service Options

Regular Express Bus Fare (One Way)	3.00
Discount Bus Fare-Senior Passenger/Individual with Disability	1.50
Regular Day Pass	6.00
Regular Day Pass with surrender of SCMTD Day Pass	3.50
Regular Day Pass with surrender of T.A. Day Pass	3.50
Regular Day Pass with Cal Train Monthly Ticket & Peninsula Pass	3.50
Monthly Pass	80.00

C. Paratransit Service

Regular Paratransit Fare (One Way)	2.00
------------------------------------	------

D. Group Pass Contract Rate

Fares for individuals of the group are determined through negotiations between the group and the District and are set forth in the contract.

E. Service Charge on Return Checks

The service charge on returned checks is \$15.00.

Ordinance No. 84-2-1 of the Santa Cruz Metropolitan Transit District is hereby amended and shall become effective on February 16, 2001.

Passed and adopted by the Board of Directors on this 16th day of February 2001, by the following vote:

AYES: Directors -

NOES: Directors -

ABSENT: Directors -

ABSTAIN: Directors -

ATTEST: _____

LESLIE R. WHITE
Secretary/General Manager

APPROVED: _____

SHERYL AINSWORTH
Chairperson

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 16, 2001

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF 2002 REGULAR BOARD MEETING SCHEDULE

I. RECOMMENDED ACTION

Adopt the attached schedule for the regular meetings of the Board of Directors.

II. SUMMARY OF ISSUES

- The Santa Cruz Metropolitan Transit District Bylaws set forth the Board of Directors' meeting schedule in a general way stating that the regular meetings shall be on the second and third Fridays of the month.
- Attached is a specific schedule of the dates and locations of the Board of Directors' regular meetings for the 2002 year.

III. DISCUSSION

The Santa Cruz Metropolitan Transit District Bylaws set forth the Board of Directors' meeting schedule in a general way stating that the regular meetings shall be on the second and third Fridays of the month. For planning and scheduling purposes, Dale Carr, the Administrative Services Coordinator, has prepared a specific schedule detailing the actual dates and locations of the Board of Directors' regular meetings for the 2002-year.

The meetings scheduled for the second Friday of the month will be located in the Santa Cruz Metropolitan Transit District's administrative offices and the meetings scheduled for the third Friday of the month will usually be held at the Santa Cruz City Council Chambers. However, the Bylaws were recently amended to allow for regular meetings in Capitola (May), Scotts Valley (August) and Watsonville (November) once a year.

IV. FINANCIAL CONSIDERATIONS

The local jurisdictions whose facilities are used by the Transit District for meeting purposes do not charge a fee.

V. ATTACHMENTS

Attachment A: Santa Cruz Metropolitan Transit District Board of Directors' meetings 2002

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
BOARD OF DIRECTORS MEETINGS
2002**

January Meetings

- January 11, 2002 - SCMTD Administrative Offices, 370 Encinal St., Santa Cruz, CA
- January 18, 2002 - Santa Cruz City Council Chambers*

February Meetings

- February 8, 2002 - SCMTD Administrative Offices
- February 15, 2002 - Santa Cruz City Council Chambers*

**Santa Cruz City
Council Chambers
809 Center St.
Santa Cruz, CA*

March Meetings

- March 8, 2002 - SCMTD Administrative Offices
- March 15, 2002 - Santa Cruz City Council Chambers*

April Meetings

- April 12, 2002 - SCMTD Administrative Offices
- April 19, 2002 - Santa Cruz City Council Chambers*

May Meetings

- May 10, 2002 - SCMTD Administrative Offices
- May 17, 2002 – **Capitola City Council Chambers** →

*Capitola City Council
Chambers
420 Capitola Avenue
Capitola, CA*

June Meetings

- June 14, 2002 - SCMTD Administrative Offices
- June 21, 2002 - Santa Cruz City Council Chambers*

July Meetings

- July 12, 2002 - SCMTD Administrative Offices
- July 19, 2002 - Santa Cruz City Council Chambers*

August Meetings

- August 9, 2002 - SCMTD Administrative Offices
- August 16, 2002 – **Scotts Valley City Council Chambers** →

*Scotts Valley City
Council Chambers
One Civic Center Dr.
Scotts, Valley, CA*

September Meetings

- September 13, 2002 - SCMTD Administrative Offices
- September 20, 2002 - Santa Cruz City Council Chambers*

October Meetings

- October 11, 2002 - SCMTD Administrative Offices
- October 18, 2002 – Santa Cruz City Council Chambers*

November Meetings

- November 8, 2002 - SCMTD Administrative Offices
- November 15, 2002 – **Watsonville City Council Chambers** →

*Watsonville City
Council Chambers
250 Main St.
Watsonville, CA*

December Meetings

- December 13, 2002 - SCMTD Administrative Offices
- December 20, 2002 - Santa Cruz City Council Chambers*

NOTE: ALL MEETINGS BEGIN AT 9:00 A.M.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 16, 2001
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
SUBJECT: CONSIDER AMENDING CONTRACT FOR REVENUE AND NON-REVENUE TIRES

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to execute an amendment to the contract with Dixon and Son, Inc. to extend the term of the contract for one (1) additional year.

II. SUMMARY OF ISSUES

- The District has a contract (#00-08) with Dixon & son, Inc. for revenue and non-revenue tires.
- At the option of the District, this contract may be renewed for four (4) additional one-year terms.
- Dixon & Son, Inc. has indicated that they are interested in extending the contract an additional year to December 14, 2002 with no increase in price to new tires and valve stems. There will be an increase in the price of retread tires equal to the Consumer Price Index rate increase.

III. DISCUSSION

The District's current contract with Dixon & Son, Inc. for revenue and non-revenue tires is due to expire on December 14, 2001. Dixon & Son, Inc. has provided good service under this contract. An extension of the contract would be favorable to the District. Section 3.02 of the contract allows the District the option to renew the contract for four (4) additional one-year terms. Dixon & Son, Inc. has also reviewed the contract and has indicated their desire to extend the contract for one additional year with no increase in price to new tires and valve stems. There will be an increase in the price of retread tires equal to the Consumer Price Index rate increase.

It is recommended that the Board of Directors authorize the General Manager to execute an amendment to the contract with Dixon & Son, Inc. to extend the contract one (1) additional year.

IV. FINANCIAL CONSIDERATIONS

Funds are available in the Fleet Maintenance budget for this amendment.

V. ATTACHMENTS

Attachment A: Letter from Dixon & Son, Inc.



PRECURED RETREADS

Dixon and Son, Inc. - Tires

125 WALKER STREET • WATSONVILLE, CA 35076

Attachment A

Nov 1, 2001

Santa Cruz Metropolitan
Transit District
120 Du Bois Street
Santa Cruz, Ca 95060

Attn: Lloyd Lonynecker

Rc: Letter of Intent to Extend **Revenue** and Non Revenue Vehicle Tires Contract.

Dixon & Son Tire would like to extend the current Tire Contract with the Santa Cruz Metro for an additional year. The contract price on new tire and valve stem will remain the same. With a price increase equal to the Consumer Price **Index** For San Francisco Bay Area on **Retrading** and Labor to offset are utility and fuel costs.

We look forward to continuing doing business with you, and if you have any questions Or comments, please call me at (831) 722-4 197.

Thank you,

A handwritten signature in black ink, appearing to read "David Dixon".

David Dixon

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 16, 2001

TO: Board of Directors

FROM: Tom Stickel, Manager of Fleet Maintenance

**SUBJECT: CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING
VEHICLE BODY REPAIR AND PAINT SERVICES**

I. RECOMMENDED ACTION

District staff is recommending that the Board authorize the General Manager to enter into a contract with Bay Equipment and Repair for vehicle body repair and paint services.

II. SUMMARY OF ISSUES

- The District has a need to have vehicle body repair and paint services of District vehicles when required.
- The Purchasing Office sent out an Invitation for Bid 01-08, and received two responses.
- It is requested that the Board approve this contract and authorize the General Manager to execute the necessary contract documents.

III. DISCUSSION

On September 25, 2001, an Invitation for Bid, 01-08, was released for vehicle body repair and paint services of District vehicles when required. Bids were mailed out to several vendors and the bid was legally advertised.

On October 25, 2001, two bids were received and opened. The bidders were Bay Equipment and Repair of Hayward, and Hiller Aircraft Corporation of Marina. Bay Equipment and Repair was the low bidder. The District has had a contract with Bay Equipment and Repair for the last five years and the performance has been satisfactory.

IV. FINANCIAL CONSIDERATIONS

The annual budget for vehicle body repair and paint services is \$ 75,000.

V. ATTACHMENTS

Summary of bids received.

**SUMMARY OF BIDS RECEIVED FOR
DISTRICT IFB 01-08 VEHICLE BODY REPAIR AND PAINT SERVICES**

Hourly Labor Rate for Vehicle Body Repair and Paint Services:

\$ 38.00/hour Bay Equipment and Repair, Hayward, CA

\$ 49.75/hour Hiller Aircraft Corporation, Marina, CA

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 16, 2001

TO: Board of Directors

FROM: Tom Stickel, Manager of Fleet Maintenance

SUBJECT: CONSIDERATION OF AMENDING CONTRACT TO RE-POWER UP TO FORTY-TWO DIESEL ENGINE ASSEMBLIES

I. RECOMMENDED ACTION

District staff is recommending that the Board authorize the General Manager to execute an amendment to the contract with Complete Coach Works to extend the term of the contract through February 28, 2002.

II. SUMMARY OF ISSUES

- The District entered into a contract with Complete Coach Works to re-power up to forty-two (42) buses on December 15, 2000.
- Contractor has completed approximately 52% of the contract.
- The contract has an expiration date of December 14, 2001.
- It is requested that the Board approve the extension of the contract through February 28, 2002 and authorize the General Manager to execute the necessary contract documents.

III. DISCUSSION

In February 2000, the California Air Resources Board adopted emission standards which will require all buses manufactured prior to 1990 be retrofitted with new engines and particulate traps or be deadlined.

On December 15, 2000, the District entered into a contract with Complete Coach Works of Riverside, CA to re-power up to forty-two buses. Contractor has completed approximately 52% of the contract. The term of this contract will expire on December 14, 2001. Delays have been caused by engineering changes required to install new engines in older buses. Another delay stemmed from a programming change required on the Engine Control Module. These issues have been resolved and Complete Coach Works has indicated they expect to have the project completed within the amended timeline. Under section 3.02 of the contract, District may extend the term of the Contract at any time for any reason upon mutual written consent. It is requested that the Board approve the extension of the contract through February 28, 2002 and authorize the General Manager to execute the necessary contract documents.

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 16, 2001
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
**SUBJECT: CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING
ENGINE OIL**

I. RECOMMENDED ACTION

District staff is recommending that the Board authorize the General Manager to enter into a contract with Bay Counties Pitcock Petroleum, Inc. for the purchase of engine oil.

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 engine oil on August 28, 2001. The District is a participating transit agency in this bid.
- Bids were opened on September 25, 2001.
- RTCC Contract No. 2001-777RTCC was awarded to Bay Counties Pitcock Petroleum, Inc. U.S.A., Inc. for the purchase of engine oil.
- District staff recommends that the Board authorize the General Manager to enter into a contract with Bay Counties Pitcock Petroleum, Inc. for the purchase of engine oil 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 bid documents were prepared and mailed in August to prospective bidders. On September 25, 2001 three bids were opened. Bids were evaluated and a recommendation was approved that the contract be awarded to Bay Counties Pitcock Petroleum, Inc.

IV. FINANCIAL CONSIDERATIONS

The necessary funds for the procurement of engine oil are contained within the Fleet Maintenance budget. Annual estimated budget for Bay Counties Pitcock Petroleum, Inc. is \$15,000.

V. ATTACHMENTS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 16, 2001
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
SUBJECT: CONSIDERATION OF AWARD OF CONTRACT FOR DENTAL INSURANCE COVERAGE

I. RECOMMENDED ACTION

Staff recommends that the Board authorize the General Manager to execute a contract for Dental Insurance Coverage with Delta Dental Plan of California.

II. SUMMARY OF ISSUES

- The current contract for dental insurance coverage expires on December 31, 2001.
- A request for proposals was processed to solicit proposals from qualified dental insurance companies.
- Twenty-two proposals were mailed to interested contractors.
- Three firms submitted proposals by the deadline of October 18, 2001.
- A selection committee comprising of the Fleet Manager, the District Buyer, the Human Resources Manager, the Assistant Human Resources Manager and SEIU representatives evaluated all proposals received. The selection committee gave the highest rating to Delta Dental Plan of California.
- District staff recommends that the Board authorize the General Manager to execute a two-year contract with Delta Dental Plan of California for dental insurance coverage.

III. DISCUSSION

The District provides dental insurance coverage for its employees. The current contract with Prudential HealthCare will expire on December 31, 2001. A request for proposals was processed and submitted to twenty-two dental insurance companies and legally advertised.

Three firms submitted proposals for evaluation. A selection committee evaluated all proposals and gave the highest rating to Delta Dental Plan of California. This firm has a directory listing of over 18,000 dentists in California with over 150 general dentists and specialists located in Santa Cruz County.

The three-tier monthly rates are as follows: Employee only - \$46.32; Employee plus one dependent - \$82.81; Employee plus two or more dependents - \$142.72. Contract pricing is guaranteed for a two-year period.

The recommendation is based on an evaluation by the selection committee according to criteria contained in the Request for Proposals:

Criteria	Priority
Qualifications and Experience of Firm including resources, references and geographical service area	20%
Provide requested coverages/benefits in response to the RFP	30%
Cost/Price Proposal	50%

IV. FINANCIAL CONSIDERATIONS

The contract rates are within this year's budgeted amounts.

V. LIST OF FIRMS THAT SUBMITTED PROPOSALS

Delta Dental Plan of California, San Francisco, California

Aetna US Healthcare, San Francisco, California

Interplan Corporation, Stockton, California

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 16, 2001
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
SUBJECT: CONSIDER AMENDING CONTRACT FOR LONG TERM DISABILITY SERVICE

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- The District has a contract (#97-11) with UNUM Provident Corporation for long-term disability insurance.
- District labor contracts require the District to provide this benefit coverage.
- At the option of the District, this contract may be renewed for three (3) additional one-year terms under the same terms and conditions.
- UNUM Provident Corporation has indicated that they are interested in extending the contract an additional year through December 31, 2002 with no increase in rates for the new period.

III. DISCUSSION

The District's current contract with UNUM Provident Corporation for long-term disability insurance is due to expire on December 31, 2001. Article 4.01 of the contract allows the District the option to renew the contract for three (3) additional one-year terms. UNUM Provident Corporation has also reviewed the contract and has indicated their desire to extend the contract with no rate increase for one additional year. It is recommended that the Board of Directors authorize the General Manager to execute an amendment to the contract with UNUM Provident Corporation to extend the contract one (1) additional year with no increase in rates for the new period.

IV. FINANCIAL CONSIDERATIONS

The necessary funds for this renewal are contained within the Operating Budget.

V. ATTACHMENTS

Attachment A: Letter from UNUM Provident Corporation.



Attachment A

U N U M .

Protecting everything you work for

October 24, 2001

Paul Chandley
Santa Cruz Metropolitan Transit District
370 Encinal St., Suite 100
Santa Cruz, CA 95060

Re: Santa Cruz Metropolitan Transit District
LTD Policy No. 359237

Dear Paul,

This letter will confirm that the above policy will renew with "no change" effective January 1, 2002. The rates will be guaranteed for one year.

Sincerely,

Robyn A. Hackbarth
Senior Sales Consultant
Employee Benefits
CA Lic. 0B60767

Cc. Jeff Calder



UNUMPROVIDENT CORPORATION
1277 Treat Boulevard, Suite 300, Walnut Creek, California 94596
925.944.4700 Fax 925.937.9568

Unum is the marketing brand of UnumProvident Corporation

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 16, 2001
TO: Board of Directors
FROM: Mark J. Dorfman, Assistant General Manager
SUBJECT: CONSIDER AUTHORIZATION TO OPERATE WATSONVILLE HOLIDAY SHUTTLE

I. RECOMMENDED ACTION

Staff is recommending that the District be authorized to operate a fare-free Holiday Shuttle for the City of Watsonville with a level of financial support of 23% from the District.

II. SUMMARY OF ISSUES

- For the last two years the District operated the Holiday Shuttle for the City of Watsonville.
- The Holiday Shuttle serves downtown Watsonville and major shopping areas.
- In 1999 ridership was 4,769 and in 2000, it was 2,827 with a fare of \$.25.
- City of Watsonville staff applied for funding from the Santa Cruz County Regional transportation Commission to fund the shuttle. Watsonville City staff has asked that the Transit District fund a portion of the cost of operation.
- The SCCRTC funding is contingent upon the service being operated fare-free.
- The District will work with the City of Watsonville to develop the routing for the shuttle.

III. DISCUSSION

For the past two years the Board of Directors has authorized the operation of the Watsonville Holiday Shopper Shuttle. Funds were received from the City of Watsonville and the Regional Transportation Commission. Again this year, the City of Watsonville staff is requesting that the District pay a portion of the cost. The City of Watsonville has already approved the operation of the shuttle to operate the same as last year.

The City of Watsonville applied to the SCCRTC for funding and was awarded \$5,000 for a Holiday Shuttle contingent on the service being free-fare. This requirement was made as a result of the ridership going down last year as a result of the institution of a fare. Ridership in 1999 was 4,769 and last year it was 2,827 when a fare of \$.25 was charged. This represented a

decrease of 40.7%. The Board of Directors has previously agreed to fund shuttles at a rate of 23% District share and 77% from other non-District funds.

III. FINANCIAL CONSIDERATIONS

The District's share of the operation of the Holiday Shuttle is limited to 23% of the total cost of the Holiday Shuttle.

IV. ATTACHMENTS

Attachment A: Santa Cruz Regional Transportation Commission FY 2001-2002 Sponsorships

**Santa Cruz County Regional Transportation Commission
FY 2001-2002 Sponsorships
Approved September 6, 2001**

1. \$2,000 to AMBAG to support the Central Coast Reporter
2. \$1,000 to the County of Santa Cruz for the Monterey Bay Marine Sanctuary Task Force
3. up to \$5,000 to SCMTD for bus shuttle service for the Monte Foundation fundraising event
4. up to \$5,000 to First Night Santa Cruz for SCMTD bus service
5. \$5,000 to the City of Watsonville for the Holiday Shuttle to be provided by SCMTD, contingent on the service being free of charge
6. \$5,000 for the UCLA Public Policy Symposium

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 9, 2001

TO: Board of Directors

FROM: Leslie White, General Manager

SUBJECT: CONSIDERATION OF MEMORANDUM OF UNDERSTANDING WITH THE CITY OF SANTA CRUZ FOR PROJECT MANAGEMENT FOR THE METRO CENTER RENOVATION/EXPANSION

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to sign a Memorandum of Understanding with the City of Santa Cruz for project management services for the Santa Cruz METRO Center Renovation/Expansion Project.

II. SUMMARY OF ISSUES

- The Santa Cruz METRO Center is in need of renovation and expansion.
- In order to meet capacity requirements, METRO currently leases adjacent property from the Greyhound Corporation.
- In 2000, the California State Legislature enacted a Traffic Congestion Reduction Program (TCRP).
- The TCRP included a grant of \$1,000,000 for the first phase of the Santa Cruz METRO Center Renovation/Expansion Project.
- Phase I of the METRO Center project includes conceptual design, project scope, environmental review, and project budget development.
- In order to maximize joint use development opportunities as a part of the METRO Center Project, staff proposes that the City of Santa Cruz act as the project manager.
- The City of Santa Cruz has indicated that it will apply for grant funds under the Downtown Rebound Program to further support the exploration of joint use opportunities, including a housing component.
- METRO and City staff members have developed a proposed Memorandum of Understanding which defines the terms and conditions under which the City would act as the project manager and the funds that METRO would pay for such services.

III. DISCUSSION

The current Santa Cruz METRO Center was completed in 1984. The facility is in need of renovation and expansion. Currently, METRO leases the adjacent property from Greyhound to provide additional parking capacity for buses.

In 2000, the California State Legislature enacted the Traffic Congestion Reduction Program (TCRP) which provided grant funds for transportation projects. Included in the projects funded by the TCRP was the first phase of the Santa Cruz METRO Center Renovation/Expansion Project. The TCRP provided \$1,000,000 for the conceptual design, project scope, environmental review, budget development, and right-of-way acquisition activities. In reviewing potential development opportunities which could take place as a part of the improvement of METRO Center, the issues of expanded joint use, public/private partnerships was raised. Additionally, the potential of including a housing component was raised.

In evaluating the best method to address the wide range of opportunities presented by the METRO Center Project, staff approached the City of Santa Cruz who has extensive experience in downtown joint use public/private redevelopment projects. The City of Santa Cruz indicated receptivity to acting as the project manager for the METRO Center Project. A Memorandum of Understanding has been developed between the City of Santa Cruz and METRO and is attached to this staff report as Attachment A. A project budget has been developed and is attached to the Memorandum of Understanding as Exhibit D.

Attached to this staff report, please find Attachment B which is an outline of a grant proposal which the City of Santa Cruz is considering submitting for funding under the California Department of Housing and Community Development Downtown Rehabilitation Program. The grant funds, if approved, would provide \$75,000 to assist in the evaluation of commercial and residential components in the METRO Center Renovation/Expansion Project. It is anticipated that this evaluation would be completed in May 2002.

IV. FINANCIAL CONSIDERATIONS

Exhibit D of the proposed Memorandum of Understanding with the City of Santa Cruz, outlines a cost of \$60,000.00 for project management services for the METRO Center Renovation/Expansion Project. Funds to support this activity are available under the grant received by METRO from the State of California TCRP.

V. ATTACHMENTS

Attachment A: Proposed Memorandum of Understanding and Attachments

Attachment B: Proposal for Downtown Rebound Planning Grants Program

Metro Center Renovation

Proposal for
Downtown Rebound Planning Grants Program
California Department of Housing and Community Development

October 31, 2001

In order to garner sufficient funds for prerequisite tasks leading to the award of an architectural contract for rebuilding Metro Center, METRO proposes that the City of Santa Cruz submit an application for \$75,000 on behalf of METRO to the California Department of Housing and Community Development for the Downtown Rebound Planning Grant Program. This grant, if awarded, will fund detailed and specific products to assist implementation of commercial and residential development in the Metro Center renovation project.

Products

- *Alternatives Analysis for MetroCenter Redevelopment*
 - o Assess the market demand for commercial, residential and retail space at MetroCenter.
 - o Review existing plans including the General Plan, Downtown Redevelopment Plan and housing needs assessments to determine a range of alternatives which could be developed within existing land-use regulations.
 - o Conduct a public participation process to obtain input from involved governmental agencies and to promote higher-density, mixed-use development on Pacific Avenue.
 - o Produce a review draft and final report: *Alternatives Analysis for MetroCenter Redevelopment*

- *Metro Center Redevelopment Strategy*
 - o Select preferred project(s) from the *Alternatives Analysis*
 - o Assess alternative financial plans including:
 - . Private, for profit development to fund construction
 - Bond financing
 - . State Infrastructure Bank loans
 - . Transportation agency grants, including Caltrans and the FTA
 - . Lease of Public Land or air rights
 - . Public/Private partnership including any combinations of the above
 - o Create a development schedule
 - . Environmental Review period
 - . Architectural and Engineering Design, including permitting process
 - . Property acquisition/Business relocation
 - . Construction timeline
 - o Define public agencies' responsibilities in redevelopment
 - o Continue the public participation process begun for the *Alternatives Analysis* and solicit comments on the *Redevelopment Strategy*.
 - o Produce the draft and final plan: *Metro Center Redevelopment Strategy*

Budget

\$75,000 maximum for staff hours and consultant contract to deliver the products specified above.

Schedule

December, 2001: Staff responsible positions, initiate consultant selection.

January-February 2002: Complete *Alternatives Analysis for MetroCenter Redevelopment*

March-May 2002: Complete *Metro Center Redevelopment Strategy* plan

Resources

The Santa Cruz Metropolitan Transit District: Serve as the lead agency to write the grant application, reimburse work performed and monitor grant compliance.

The City of Santa Cruz Redevelopment Agency: Complete tasks and manage product delivery under the terms of the Memorandum of Understanding between the City of Santa Cruz and the Santa Cruz Metropolitan Transit District.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 16, 2001
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
SUBJECT: CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING ONE NEW DETROIT DIESEL SERIES 50 ENGINE ASSEMBLY

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to enter into a contract with Salinas Valley Ford to purchase one new Detroit Diesel series 50 engine assembly.

II. SUMMARY OF ISSUES

- The District has a need to purchase a spare engine assembly.
- The Purchasing Office sent out an Invitation for Bid 01-09, and received responses from 3 firms.
- It is requested that the Board of Directors approve this request and authorize the General Manager to execute the necessary contract documents to proceed with the purchase of a new Detroit Diesel Series 50 engine assembly.

III. DISCUSSION

The District is in need of a spare engine that fits the 1998 low floor fleet. This engine will allow quicker turnaround time in the event of a scheduled overhaul or engine failure for the thirty buses in that fleet.

On October 5, 2001, an Invitation for Bid, 01-09, was released for the purchase of one new Detroit Diesel Series 50 engine assembly. Bids were mailed out to several vendors and the bid was legally advertised.

On November 2, 2001, bids were received and opened from three responsive bidders. They are: Complete Coach Works of Riverside, Stewart and Stevenson of San Leandro and Salinas Valley Ford of Salinas. A summary of the bids received is enclosed as Attachment A.

District Staff recommends that the Board of Directors approve a contract with Salinas Valley Ford for the purchase of a new Detroit Diesel Series 50 engine assembly for a total amount not to exceed \$ 28,284.37.

IV. FINANCIAL CONSIDERATIONS

Funds are available for this procurement within the capital budget.

V. ATTACHMENTS

Attachment A: Summary of bids received for IFB 01-09

ATTACHMENT A

Bid results for IFB 01-09 Purchase of a new Detroit Diesel Series 50 Engine Assembly.

Total	Company
\$ 28,284.37	Salinas Valley Ford of Salinas CA
\$ 29,334.94	Stewart and Stevenson of San Leandro, CA
\$ 34,618.38	Complete Coach Works of Riverside, CA