

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA
JUNE 27, 2008 (Fourth Friday of Each Month)
****SANTA CRUZ CITY COUNCIL CHAMBERS****
809 CENTER STREET
SANTA CRUZ, CALIFORNIA
9:00 a.m. – 12:00 p.m.

THE BOARD AGENDA PACKET CAN BE FOUND ONLINE AT WWW.SCMTD.COM

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS
 - a. Robert R. Smith Re: ParaCruz Service
 - b. E/D TAC Re: METRO's Short Range Transit Plan
 - c. Special Parents Information Network Re: Disability Service Provider Award
3. LABOR ORGANIZATION COMMUNICATIONS
4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

- 5-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF MAY 2008
- 5-2. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR APRIL 2008
- 5-3. CONSIDERATION OF TORT CLAIMS: NONE
- 5-4. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR JUNE 18, 2008 AND MINUTES OF APRIL 16, 2008
- 5-5. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF MARCH 2008
- 5-6. ACCEPT AND FILE METROBASE PROJECT STATUS REPORT
- 5-7. **DELETED – WILL BE INCLUDED ON A FUTURE AGENDA**
(CONSIDERATION OF ADOPTING THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S AMENDED RECORDS RETENTION SCHEDULE)

- 5-8. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FOR APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE MAY 2008 MEETING(S)
- 5-9. CONSIDERATION OF RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY 09
- 5-10. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH VISION SERVICE PLAN FOR EMPLOYEE VISION CARE INSURANCE
- 5-11. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR FEBRUARY 2008
- 5-12. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH ALLIANT INSURANCE SERVICES FOR INSURANCE BROKER SERVICES AND CONTINUING PARTICIPATION IN THE CALIFORNIA PUBLIC ENTITY INSURANCE AUTHORITY JOINT POWERS AGREEMENT IN ORDER TO ACCESS EXCESS WORKERS' COMPENSATION INSURANCE WITH CSAC

REGULAR AGENDA

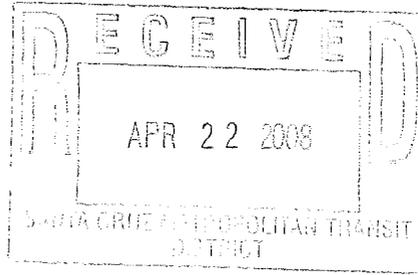
- 6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS
Presented by: Chair Beutz
- 7. CONSIDERATION OF RESOLUTION APPROVING **REVISED** FY 09 & FY 10 FINAL BUDGET
Presented By: Angela Aitken, Finance Manager
- 8. CONSIDERATION OF METRO'S STAFF RESPONSE TO FINAL REPORT OF ADA/504 REVIEW OF METRO'S PROGRAMS, ACTIVITIES AND SERVICES TO DETERMINE WHETHER THEY ARE ACCESSIBLE TO INDIVIDUALS WITH DISABILITIES
Presented By: Margaret Gallagher, District Counsel
- 9. CONSIDERATION OF APPROVAL OF RESOLUTION OF APPRECIATION FOR THE SERVICES OF WALLY BRONDSTATTER AS ACTING PARATRANSIT ADMINISTRATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
Presented By: Chair Beutz
- 10. CONSIDERATION OF APPROVAL OF RESOLUTION OF APPRECIATION FOR THE SERVICES OF ALBERTO C. BARRAGAN AS BUS OPERATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
Presented By: Chair Beutz

11. CONSIDERATION OF AN INCREASE IN RATES FOR ADVERTISING ON METRO BUSES
Presented By: Mark Dorfman, Assistant General Manager
12. CONSIDERATION OF APPROVING OFFER FROM NEW FLYER OF AMERICA FOR LIQUIDATED DAMAGES DUE TO A DELAY IN DELIVERY IN THE CONTRACT WITH NEW FLYER OF AMERICA FOR THE PURCHASE OF FIVE 40 FOOT COMPRESSED NATURAL GAS BUSES FOR HIGHWAY 17 AND EIGHT 40 FOOT COMPRESSED NATURAL GAS BUSES FOR LOCAL ROUTE SERVICE
Presented By: Mark Dorfman, Assistant General Manager
13. CONSIDERATION OF AUTHORIZATION TO TRANSFER SLOW-FILL CNG EQUIPMENT TO THE MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT
Presented By: Mark Dorfman, Assistant General Manager
14. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT FOR A CHANGE ORDER IN THE AMOUNT OF NOT-TO-EXCEED \$602,640 FROM RNL DESIGN, INC. TO PROVIDE ADDITIONAL FUNDS TO THE ARCHITECTURAL & ENGINEERING CONTRACT TO ACCOMMODATE COSTS RELATING TO OPERATIONS BUILDING RE-PACKAGE, RE-BID & CONSTRUCTION SERVICES FOR THE METROBASE PROJECT
Presented By: Frank Cheng, Project Manager
15. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT FOR A CHANGE ORDER IN THE AMOUNT OF NOT-TO-EXCEED \$1,401,713 FROM HARRIS & ASSOCIATES TO PROVIDE ADDITIONAL FUNDS TO THE CONSTRUCTION MANAGEMENT CONTRACT TO ACCOMMODATE COSTS RELATING TO OPERATIONS BUILDING SERVICES DURING BIDDING AND CONSTRUCTION, AND SPECIALTY INSPECTION SERVICES FOR THE METROBASE PROJECT
Presented By: Frank Cheng, Project Manager
16. CONSIDERATION OF CHANGES REQUIRED AS A RESULT OF THE ISSUANCE OF THE FEDERAL TRANSIT ADMINISTRATION CHARTER SERVICE RULE
Presented By: Mark Dorfman, Assistant General Manager
17. ORAL ANNOUNCEMENT: NOTIFICATION OF MEETING LOCATION FOR JULY 25, 2008 – SCOTTS VALLEY CITY COUNCIL CHAMBERS, ONE CIVIC CENTER DRIVE, SCOTTS VALLEY
Presented By: Chair Beautz
18. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel
19. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

which these services are needed. This meeting will be broadcast live by Community Television of Santa Cruz on Channel 26.

April 21, 2008

Board of Directors
Santa Cruz Metropolitan Transit District
370 Encinal St.
Santa Cruz CA 95060



Dear members of the Board of Directors:

I am very dissatisfied with the service I received from your ParaCruz staff while attempting to apply for service.

I became temporarily disabled after suffering a fall and breaking bones in both ankles. After surgery and a week in the hospital, I was released to my home with instructions to not walk for the next two-three months. Friends and acquaintances suggested that I contact the ParaCruz service and sign up for the service.

I first called the ParaCruz office on March 21. At that time, the receptionist promised to mail an application and information about the service. I waited several days and contacted the office again. This time, I was told that applications are never mailed out but information would be sent. I was also first told that I would have to come to your office for an evaluation to determine if I met the eligibility requirements. After pointing out that I could not drive and had no convenient way of getting to your office, I was informed that ParaCruz would pick me up and take me to an appointment. At no time was I offered an appointment for this evaluation.

A week later, I called again because I had not received the promised information. At this time, I asked to speak to the person in charge of determining eligibility. I was shunted into a voice mail system where I left my name, address and telephone number, and requested a return telephone call.

As of this date, I have not had the courtesy of a response by your staff.

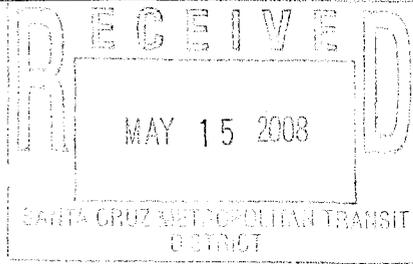
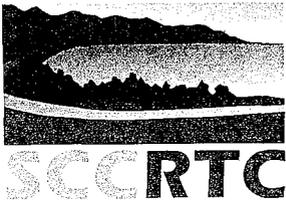
Although I have another 6-10 weeks of being non-ambulatory and facing numerous physical therapy appointments, I have given up trying to get service from ParaCruz.

I would like members of the Board of Directors to consider why the ParaCruz staff requires applicants to make the trip to your offices to be screened for eligibility for the service. Why not either accept a physician's statement (as the Department of Motor Vehicles does when issuing handicapped parking placards) or send your staff to the applicant's residence to make the assessment. I doubt that the number of applications received is so great as to make this a burden on your staff.

Sincerely,

Robert R. Smith

2-a.1



May 13, 2008

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

RE: E/D TAC Request for Input on METRO's Short Range Transit Plan

Dear Chair Beautz:

The Elderly & Disabled Transportation Advisory Committee (E/D TAC) advises the Santa Cruz County Regional Transportation Commission (SCCRTC) and the Santa Cruz Metropolitan Transit District (METRO) on transportation needs for people with disabilities, seniors and persons with limited means.

At their May 13 meeting, the E/D TAC requested that the METRO provide information to the E/D TAC about the Short Range Transit Plan including:

- Email notification when the document is released for public review and presentations are made to the METRO and/or RTC boards
- Staff or consultant presentation to E/D TAC reviewing the contents and recommendations of the document
- Adequate review time for E/D TAC input

The next E/D TAC meetings are scheduled for June 10 and August 12.

Sincerely,

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

cc: Les White, General Manager, Metro
Ciro Aquirre, Operations Manager, Metro
Naomi Gunther, Chair, MAC

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**Special
Parents
Information
Network**

*...Nurturing Special
Kids' Potential*

A Family Empowerment
Center on Disability

info@spinsc.org
www.spinsc.org

Mailing Address:
P.O. Box 2367
Santa Cruz, CA
95063-2367

North Santa Cruz County
740 Front St. Ste. 175
Santa Cruz, CA 95060
(831) 423-7713

South Santa Cruz County
294 Green Valley Rd., Suite
313
Watsonville, CA 95076
(831) 722-2800
Fax: (831) 722-2580

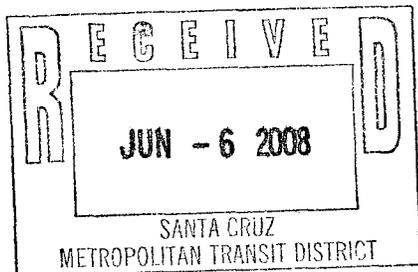
San Benito County
Mailing Address:
P.O. Box 2367
Santa Cruz, CA
95063-2367
(831) 630-6358

BOARD MEMBERS

Rhea DeHart
Margaret Gallagher
Eileen Fuller
John Kaster
Ken Kulpa
Amanda Owens
Anita Wray Pearson
Kimberly Schehrer

*"Alone we can do so
little. Together we can
do so much."*

Helen Keller



May 30, 2008

Jan Beautz, Chair
Santa Cruz Metropolitan Transit District
370 Encinal Street
Santa Cruz, California 95060

Dear Chair Beautz:

Santa Cruz Metropolitan Transit District has been nominated for the 2008 Special Parents Information Network's (SPIN) Community Spinner Lucky 8 Award for Best Disability Service Provider. As you can imagine, SPIN received many qualified nominations in this category. On May 29, 2008, **SPIN selected Santa Cruz Metropolitan Transit District as the winner in the Best Disability Service Provider category!** SPIN will be making these awards on an annual basis.

Please attend and receive your award on behalf of the Santa Cruz Metropolitan Transit District at the Community Spinners-The Lucky 8 Awards Event on Saturday, August 23, 2008, from 3:30pm to 6:30pm at the Watsonville YWCA, 340 East Beach Street, Watsonville, California. Winners are our honored guests and do not have to pay.

Please encourage Santa Cruz Metropolitan Transit District's Directors, employees, friends and supporters to attend and witness your receipt of this award. Tickets can be purchased for \$15. by contacting SPIN at (831) 722-2800 or e-mail cpinheiro@spinsc.org

Thank you again for all you do for SPIN. We will see you at the Awards Event.

Please don't hesitate to call if you have any questions.

Sincerely,

Cece Pinheiro
Executive Director
Special Parents Information Network
P.O. Box 2367
Santa Cruz, CA 95063
(831) 722-2800
cpinheiro@spinsc.org

www.spinsc.org

2-c.1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS FOR ACCOUNTS PAYABLE

DATE: 05/01/08 THRU 05/31/08

| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 25429 | 05/08/08 | -156.89 | 002069 | A TOOL SHED, INC. | | 18376 | EQUIP RENTAL | -156.89 | **VOID |
| 25703 | 05/02/08 | 17.79 | 932 | A.L. LEASE COMPANY, INC. | | 18999 | REPAIRS/MAINTENANCE | 17.79 | |
| 25704 | 05/02/08 | 1,848.42 | 382 | AIRTEC SERVICE | | 18887 | OUT RPR-BLDG & IMP | 1,848.42 | |
| 25705 | 05/02/08 | 2,272.00 | 002575 | AMERICA'S FLOOD SERVICES | | 19216 | FLOOD INS/1200 RIVER | 2,272.00 | |
| 25706 | 05/02/08 | 2,269.80 | 002874 | AMERICAN TECHNICAL FABRICATORS | | 18996 | REV VEH PARTS | 2,269.80 | |
| 25707 | 05/02/08 | 24.64 | 123 | BAY PHOTO LAB | | 19177 | PHOTO PROCESS/PT | 12.32 | |
| | | | | | | 19178 | PHOTO PROCESS/PT | 12.32 | |
| 25708 | 05/02/08 | 212.39 | 001112 | BRINKS AWARDS & SIGNS | 7 | 19238 | NAME BADGE/OPS | 212.39 | |
| 25709 | 05/02/08 | 132.76 | 002189 | BUS & EQUIPMENT | | 19250 | REV VEH PARTS | 132.76 | |
| 25710 | 05/02/08 | 623.07 | 983 | CENTRAL MAINTENANCE COMPANY | | 19258 | APR JANITORIAL/PT | 623.07 | |
| 25711 | 05/02/08 | 791.81 | 739 | CENTURY CHEVROLET | | 19166 | REV VEH PARTS | 113.49 | |
| | | | | | | 19167 | REV VEH PARTS | 678.32 | |
| 25712 | 05/02/08 | 4,659.65 | 909 | CLASSIC GRAPHICS | | 19111 | OUT RPR REV VEH | 4,659.65 | |
| 25713 | 05/02/08 | 53,194.63 | 001124 | CLEAN ENERGY | | 19284 | LNG/FLT | 53,194.63 | |
| 25714 | 05/02/08 | 116.53 | 075 | COAST PAPER & SUPPLY INC. | | 19231 | CLEANING SUPPLIES | 116.53 | |
| 25715 | 05/02/08 | 251.59 | R522 | CORREA, GABRIEL | | 19219 | SETTLEMENT/RISK | 251.59 | |
| 25716 | 05/02/08 | 124.41 | 002063 | COSTCO | | 18928 | LOCAL MEETING EXP | 13.68 | |
| | | | | | | 18931 | OFFICE SUPPLY/OPS | 93.44 | |
| | | | | | | 18932 | PHOTO PROCESS/OPS | 6.05 | |
| | | | | | | 18933 | PHOTO PROCESS/OPS | 6.65 | |
| | | | | | | 18934 | PHOTO PROCESS/OPS | 4.59 | |
| 25717 | 05/02/08 | 9.14 | 418 | COUNTY OF SANTA CRUZ | | 18982 | CNG # 9850 | 9.14 | |
| 25718 | 05/02/08 | 333.70 | 504 | CUMMINS WEST, INC. | | 18946 | REV VEH PARTS | 333.70 | |
| 25719 | 05/02/08 | 39,859.24 | 800 | DELTA DENTAL PLAN | | 19217 | MAY DENTAL | 39,859.24 | |
| 25720 | 05/02/08 | 30,830.10 | 001316 | DEVCO OIL | | 19290 | FUEL/FLT | 30,830.10 | |
| 25721 | 05/02/08 | 1,995.07 | 085 | DIXON & SON TIRE, INC. | | 19174 | TIRES & TUBES | 56.78 | |
| | | | | | | 19225 | TIRES & TUBES | 633.15 | |
| | | | | | | 19226 | TIRES & TUBES | 1,305.14 | |
| 25722 | 05/02/08 | 45.00 | 002388 | DOGHERRA'S | 7 | 19186 | TOW # 313 | 45.00 | |
| 25723 | 05/02/08 | 771.25 | 001492 | EVERGREEN OIL INC. | | 18952 | HAZ WASTE DISP | 535.00 | |
| | | | | | | 19088 | HAZ WASTE DISP | 156.25 | |
| | | | | | | 19162 | HAZ WASTE DISP | 80.00 | |
| 25724 | 05/02/08 | 38.10 | 372 | FEDERAL EXPRESS | | 19286 | APRIL MAIL | 38.10 | |
| 25725 | 05/02/08 | 2,337.75 | 117 | GILLIG CORPORATION | | 18968 | REV VEH PARTS | 1,968.76 | |
| | | | | | | 19114 | REV VEH PARTS | 368.99 | |
| 25726 | 05/02/08 | 273.94 | 282 | GRAINGER | | 19151 | REV VEH PARTS | 273.94 | |
| 25727 | 05/02/08 | 17.25 | 546 | GRANITEROCK COMPANY | | 19205 | REPAIRS/MAINTENANCE | 10.82 | |
| | | | | | | 19206 | REPAIRS/MAINTENANCE | 6.43 | |
| 25728 | 05/02/08 | 177.26 | 422 | IMAGE SALES INC. | | 19002 | PHOTO SUPPLIES/HRD | 177.26 | |
| 25729 | 05/02/08 | 463.77 | 1117 | KELLEY'S SERVICE INC. | | 18942 | REV VEH PARTS | 325.50 | |
| | | | | | | 18943 | REV VEH PARTS | 138.27 | |
| 25730 | 05/02/08 | 960.00 | 878 | KELLY SERVICES, INC. | | 19288 | TEMP/ADM W/E 4/20 | 960.00 | |
| 25731 | 05/02/08 | 244.33 | 036 | KELLY-MOORE PAINT CO., INC. | | 18980 | REPAIRS/MAINTENANCE | 244.33 | |
| 25732 | 05/02/08 | 47.55 | 107A | LUMBERMENS | | 18871 | REPAIRS/MAINTENANCE | 7.20 | |
| | | | | | | 18978 | REPAIRS/MAINTENANCE | 17.95 | |
| | | | | | | 18979 | REPAIRS/MAINTENANCE | 9.85 | |
| | | | | | | 19161 | REPAIRS/MAINTENANCE | 12.55 | |
| 25733 | 05/02/08 | 845.00 | 001145 | MANAGED HEALTH NETWORK | | 19268 | MAY EAP PREMIUM | 845.00 | |
| 25734 | 05/02/08 | 51.00 | T156 | MARGOLIN, CYNTHIA | | 19221 | 17 UNUSED PT COUPONS | 51.00 | |
| 25735 | 05/02/08 | 779.34 | 041 | MISSION UNIFORM | | 18841 | UNIF/LAUNDRY/FLT | 330.94 | |

5-1.1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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 ALL CHECKS FOR ACCOUNTS PAYABLE

DATE: 05/01/08 THRU 05/31/08

| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR | VENDOR NAME | TRANS. TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| | | | | | | 18842 | UNIF/LAUNDRY/FLT | 58.68 | |
| | | | | | | 18843 | UNIF/LAUNDRY/FLT | 170.03 | |
| | | | | | | 18844 | UNIF/LAUNDRY/FLT | 54.05 | |
| | | | | | | 18867 | UNIF/LAUNDRY/FAC | 97.14 | |
| | | | | | | 18869 | UNIF/LAUNDRY/FAC | 8.00 | |
| | | | | | | 19105 | UNIF/LAUNDRY/FLT | 7.50 | |
| | | | | | | 19164 | UNIF/LAUNDRY/PT | 53.00 | |
| 25736 | 05/02/08 | 802.95 | 288 | MUNCIE TRANSIT SUPPLY | | 18947 | REV VEH PARTS | 802.95 | |
| 25737 | 05/02/08 | 366.13 | 001173 | MURPHCO OF FLORIDA, INC | | 19233 | OUT RPR EQUIP | 366.13 | VOIDED |
| 25737 | 05/08/08 | -366.13 | 001173 | MURPHCO OF FLORIDA, INC | | 19233 | OUT RPR EQUIP | -366.13 | **VOID |
| 25738 | 05/02/08 | 3,091.42 | 001063 | NEW FLYER INDUSTRIES LIMITED | | 19144 | REV VEH PARTS | 265.80 | |
| | | | | | | 19145 | REV VEH PARTS | 6.44 | |
| | | | | | | 19146 | REV VEH PARTS | 479.65 | |
| | | | | | | 19147 | REV VEH PARTS | 80.50 | |
| | | | | | | 19148 | REV VEH PARTS | 155.27 | |
| | | | | | | 19149 | REV VEH PARTS | 28.85 | |
| | | | | | | 19150 | REV VEH PARTS | 752.31 | |
| | | | | | | 19260 | REV VEH PARTS | 1,322.60 | |
| 25739 | 05/02/08 | 8.03 | 043 | PALACE ART & OFFICE SUPPLY | | 19001 | OFFICE SUPPLY/HRD | 8.03 | |
| 25740 | 05/02/08 | 151.81 | 950 | PARADISE LANDSCAPE INC | 0 | 19208 | SERVICE/VERNON | 55.00 | |
| | | | | | | 19209 | SERVICE/VERNON | 96.81 | |
| 25741 | 05/02/08 | 574.00 | 481 | PIED PIPER EXTERMINATORS, INC. | | 18859 | APR PEST CONTROL | 53.00 | |
| | | | | | | 18860 | APR PEST CONTROL | 48.50 | |
| | | | | | | 18861 | APR PEST CONTROL | 48.50 | |
| | | | | | | 18862 | APR PEST CONTROL | 241.00 | |
| | | | | | | 18863 | APR PEST CONTROL | 183.00 | |
| 25742 | 05/02/08 | 1,855.35 | 156 | PRINT GALLERY, THE | | 19003 | PRINTING/MTC | 1,855.35 | |
| 25743 | 05/02/08 | 313.57 | 882 | PRINT SHOP SANTA CRUZ | 7 | 19004 | PROPERTY RECIEPT/MTC | 313.57 | |
| 25744 | 05/02/08 | 145.76 | 061 | REGISTER PAJARONIAN | | 18930 | 4/10 PUB HEAR NOTICE | 145.76 | |
| 25745 | 05/02/08 | 26,530.66 | 966 | S.C. FUELS | 0 | 18998 | DIESEL/FLT | 26,530.66 | |
| 25746 | 05/02/08 | 2,702.27 | 018 | SALINAS VALLEY FORD SALES | | 18963 | REV VEH PARTS | 1,470.35 | |
| | | | | | | 19118 | REV VEH PARTS | 1,231.92 | |
| 25747 | 05/02/08 | 3,064.95 | 002713 | SANTA CRUZ AUTO TECH, INC. | | 19158 | OUT RPR OTH VEH | 774.57 | |
| | | | | | | 19184 | OUT RPR REV VEH | 1,035.58 | |
| | | | | | | 19185 | OUT RPR REV VEH | 1,254.80 | |
| 25748 | 05/02/08 | 313.99 | 135 | SANTA CRUZ AUTO PARTS, INC. | | 18941 | REV VEH PARTS | 143.22 | |
| | | | | | | 19169 | REV VEH PARTS | 85.42 | |
| | | | | | | 19170 | REV VEH PARTS | 74.90 | |
| | | | | | | 19172 | REV VEH PARTS | 10.45 | |
| 25749 | 05/02/08 | 5,076.52 | 079 | SANTA CRUZ MUNICIPAL UTILITIES | | 19222 | 3/21-4/21 ENCINAL | 150.83 | |
| | | | | | | 19223 | 3/21-4/21 RIVER ST | 2,246.66 | |
| | | | | | | 19277 | 3/21-4/21 1217 RIVER | 349.85 | |
| | | | | | | 19278 | 3/21-4/21 VERNON | 392.37 | |
| | | | | | | 19279 | 3/21-4/21 VERNON | 133.60 | |
| | | | | | | 19280 | 3/21-4/21 GOLF CLB | 953.10 | |
| | | | | | | 19281 | 3/21-4/21 DUBOIS | 366.83 | |
| | | | | | | 19282 | 3/21-4/21 DUBOIS | 111.29 | |
| | | | | | | 19283 | 3/21-4/21 1122 RIVER | 371.99 | |
| 25750 | 05/02/08 | 160.00 | 001817 | SOCIETY FOR HUMAN RESOURCE | | 19247 | MEMBERSHIP DUES | 160.00 | |
| 25751 | 05/02/08 | 525.00 | 001165 | THANH N. VU MD | 7 | 19239 | MEDICAL EXAM | 75.00 | |

5-1.2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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|--------------|------------|--------------|--------|---------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| | | | | | | 19240 | MEDICAL EXAM | 75.00 | |
| | | | | | | 19241 | MEDICAL EXAM | 75.00 | |
| | | | | | | 19242 | MEDICAL EXAM | 75.00 | |
| | | | | | | 19243 | MEDICAL EXAM | 75.00 | |
| | | | | | | 19244 | MEDICAL EXAM | 75.00 | |
| | | | | | | 19245 | MEDICAL EXAM | 75.00 | |
| 25752 | 05/02/08 | 74.00 | 001752 | THOMPSON PUBLISHING GROUP, INC. | | 19019 | FMLA REGS | 74.00 | |
| 25753 | 05/02/08 | 95.87 | 002504 | TIFCO INDUSTRIES | | 19190 | PARTS & SUPPLIES | 95.87 | |
| 25754 | 05/02/08 | 157,277.98 | 002829 | VALLEY POWER SYSTEMS, INC. | | 18949 | REV VEH PARTS | 191.39 | |
| | | | | | | 18950 | REV VEH PARTS | 39.80 | |
| | | | | | | 18951 | REV VEH PARTS | 18.85 | |
| | | | | | | 19089 | MANUALS | 141.91 | |
| | | | | | | 19090 | REV VEH PARTS | 518.63 | |
| | | | | | | 19213 | REV VEH PARTS | 47.20 | |
| | | | | | | 19214 | FILTER CLEANING | 2,654.72 | |
| 25755 | 05/02/08 | 809.58 | 221 | VEHICLE MAINTENANCE PROGRAM | | 19253 | ENG REPOWER # 2230 | 153,665.48 | |
| | | | | | | 19153 | REV VEH PARTS | 362.64 | |
| | | | | | | 19236 | CREDIT MEMO | -366.92 | |
| | | | | | | 19237 | REV VEH PARTS | 813.86 | |
| 25756 | 05/02/08 | 53.21 | 434B | VERIZON CALIFORNIA | | 19276 | MT BIEWLASKI | 53.21 | |
| 25757 | 05/02/08 | 11,243.34 | 001043 | VISION SERVICE PLAN | | 19218 | MAY VISION INS | 11,243.34 | |
| 25758 | 05/02/08 | 463.29 | 001506 | WESTERN STATES OIL CO., INC. | | 19120 | FUEL & LUBE | 463.29 | |
| 25759 | 05/02/08 | 123.69 | 147 | ZEE MEDICAL SERVICE CO. | | 19207 | SAFETY SUPPLIES | 123.69 | |
| 25760 | 05/09/08 | 156.89 | 002069 | A TOOL SHED, INC. | | 18376 | EQUIP RENTAL | 156.89 | |
| 25761 | 05/09/08 | 1,813.55 | 763 | ALEXANDER ELECTRIC | | 19364 | GENERATOR REPAIR/MTC | 157.50 | |
| | | | | | | 19366 | GENERATOR REPAIR/MTC | 792.05 | |
| | | | | | | 19367 | OUT RPR EQUIP | 864.00 | |
| 25762 | 05/09/08 | 38.00 | 886 | ALL PURE WATER | 0 | 19525 | OFFICE SUPPLIES | 38.00 | |
| 25763 | 05/09/08 | 700.00 | 001016 | ALLARD'S SEPTIC SERVICE | 7 | 19474 | HAZ WASTE DISP | 350.00 | |
| | | | | | | 19475 | HAZ WASTE DISP | 350.00 | |
| 25764 | 05/09/08 | 18.85 | 294 | ANDY'S AUTO SUPPLY | 0 | 19234 | PARTS & SUPPLIES | 18.85 | |
| 25765 | 05/09/08 | 17,894.50 | 941 | ASSURANT EMPLOYEE BENEFITS | | 19496 | MAY LTD INS | 17,894.50 | |
| 25766 | 05/09/08 | 3,864.34 | 001A | AT&T/MCI | | 19425 | APRIL PHONES | 1,855.71 | |
| | | | | | | 19452 | MARCH PHONES/PT | 48.05 | |
| | | | | | | 19495 | MAR PHONES/PT | 492.99 | |
| | | | | | | 19500 | MARCH PHONES/IT | 1,467.59 | |
| 25767 | 05/09/08 | 742.32 | 876 | ATCHISON, BARISONE, CONDOTTI & | 7 | 19544 | LEGAL SVCS/425 FRONT | 742.32 | |
| 25768 | 05/09/08 | 200.00 | B003 | BEAUTZ, JAN | 7 | 19338 | APR BOARD MTGS | 100.00 | |
| | | | | | | 19533 | MARCH BOARD MTGS | 100.00 | |
| 25769 | 05/09/08 | 132.63 | 002189 | BUS & EQUIPMENT | | 19248 | REV VEH PARTS | 132.63 | |
| 25770 | 05/09/08 | 200.00 | B018 | BUSTICHI, DENE | 7 | 19339 | APR BOARD MTGS | 100.00 | |
| | | | | | | 19534 | MARCH BOARD MTGS | 100.00 | |
| 25771 | 05/09/08 | 80.00 | E441 | CASTILLO, TONY | | 19549 | 5/15-5/16 TRAVEL | 80.00 | |
| 25772 | 05/09/08 | 27.39 | 172 | CENTRAL WELDER'S SUPPLY, INC. | | 19511 | REPAIRS/MAINTENANCE | 27.39 | |
| 25773 | 05/09/08 | 398.02 | 739 | CENTURY CHEVROLET | | 19165 | REV VEH PARTS | 398.02 | |
| 25774 | 05/09/08 | 200.00 | B014 | CITY OF WATSONVILLE | | 19347 | APR BOARD MTGS | 100.00 | |
| | | | | | | 19542 | MARCH BOARD MTGS | 100.00 | |
| 25775 | 05/09/08 | 366.92 | 001182 | CLARION HOTEL CAL EXPO | | 19546 | 5/13-5/16 S. NJAA | 366.92 | |
| 25776 | 05/09/08 | 223.84 | 075 | COAST PAPER & SUPPLY INC. | | 19480 | PARTS & SUPPLIES | 223.84 | |
| 25777 | 05/09/08 | 348.50 | 002870 | COLE SUPPLY COMPANY, INC. | | 19368 | CLEANING SUPPLIES | 348.50 | |

5-1.3

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS FOR ACCOUNTS PAYABLE

DATE: 05/01/08 THRU 05/31/08

| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------|-------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 25778 | 05/09/08 | 29,119.74 | 002569 | COMERICA BANK | | 19399 | WORK COMP FUND | 29,119.74 | |
| 25779 | 05/09/08 | 79.03 | 002063 | COSTCO | | 19390 | PHOTO PROCESS/OPS | 7.25 | |
| | | | | | | 19391 | PHOTO PROCESS/OPS | 19.79 | |
| | | | | | | 19392 | PHOTO PROCESS/OPS | 8.30 | |
| | | | | | | 19393 | PHOTO PROCESS/OPS | 12.35 | |
| | | | | | | 19462 | PHOTO PROCESS/OPS | 8.91 | |
| | | | | | | 19463 | PHOTO PROCESS/OPS | 7.78 | |
| | | | | | | 19464 | PHOTO PROCESS/OPS | 5.10 | |
| | | | | | | 19465 | PHOTO PROCESS/OPS | 9.55 | |
| 25780 | 05/09/08 | 10,079.80 | 504 | CUMMINS WEST, INC. | | 19152 | REV VEH PARTS | 1,133.36 | |
| | | | | | | 19199 | REV VEH PARTS | 1,158.54 | |
| | | | | | | 19235 | REV VEH PARTS | 383.59 | |
| | | | | | | 19271 | OUT RPR # 2205 | 7,404.31 | |
| 25781 | 05/09/08 | 501.06 | 131 | CUMMINS-ALLISON CORP. | | 19396 | MAINTENANCE CONTRACT | 501.06 | |
| 25782 | 05/09/08 | 80.00 | E443 | CUREA, JULIO | | 19552 | 5/15-5/16 TRAVEL | 80.00 | |
| 25783 | 05/09/08 | 3.04 | 001000 | DAIMLER BUSES N. AMERICA INC. | | 19108 | CREDIT MEMO | -6.51 | |
| | | | | | | 19358 | REV VEH PARTS | 9.55 | |
| 25784 | 05/09/08 | 1,851.27 | 001316 | DEVCO OIL | | 19476 | FUEL/FLT | 1,851.27 | |
| 25785 | 05/09/08 | 1,226.05 | 480 | DIESEL MARINE ELECTRIC, INC. | | 19154 | REV VEH PARTS | 1,226.05 | |
| 25786 | 05/09/08 | 1,224.95 | 085 | DIXON & SON TIRE, INC. | | 19414 | TIRES & TUBES | 633.15 | |
| | | | | | | 19419 | TIRES & TUBES | 591.80 | |
| 25790 | 05/09/08 | 1,080.00 | 916 | DOCTORS ON DUTY | | 19292 | DRUG TEST | 30.00 | |
| | | | | | | 19293 | DRUG TEST | 5.00 | |
| | | | | | | 19294 | DRUG TEST | 30.00 | |
| | | | | | | 19295 | DRUG TEST | 5.00 | |
| | | | | | | 19296 | DRUG TEST | 30.00 | |
| | | | | | | 19297 | DRUG TEST | 5.00 | |
| | | | | | | 19298 | DRUG TEST | 30.00 | |
| | | | | | | 19299 | DRUG TEST | 5.00 | |
| | | | | | | 19300 | DRUG TEST | 30.00 | |
| | | | | | | 19301 | DRUG TEST | 5.00 | |
| | | | | | | 19302 | DRUG TEST | 30.00 | |
| | | | | | | 19303 | DRUG TEST | 5.00 | |
| | | | | | | 19304 | DRUG TEST | 30.00 | |
| | | | | | | 19305 | DRUG TEST | 5.00 | |
| | | | | | | 19306 | DRUG TEST | 30.00 | |
| | | | | | | 19307 | DRUG TEST | 35.00 | |
| | | | | | | 19308 | DRUG TEST | 5.00 | |
| | | | | | | 19309 | DRUG TEST | 30.00 | |
| | | | | | | 19310 | DRUG TEST | 5.00 | |
| | | | | | | 19311 | DRUG TEST | 30.00 | |
| | | | | | | 19312 | DRUG TEST | 35.00 | |
| | | | | | | 19313 | DRUG TEST | 5.00 | |
| | | | | | | 19314 | DRUG TEST | 30.00 | |
| | | | | | | 19315 | DRUG TEST | 5.00 | |
| | | | | | | 19316 | DRUG TEST | 35.00 | |
| | | | | | | 19317 | DRUG TEST | 30.00 | |
| | | | | | | 19318 | DRUG TEST | 5.00 | |
| | | | | | | 19319 | DRUG TEST | 30.00 | |
| | | | | | | 19320 | DRUG TEST | 5.00 | |

5-14

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS FOR ACCOUNTS PAYABLE

DATE: 05/01/08 THRU 05/31/08

| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------|-----------------------------|-------------|---------------|-------------------------|--------------------|---------|
| | | | | | | 19321 | DRUG TEST | 30.00 | |
| | | | | | | 19322 | DRUG TEST | 5.00 | |
| | | | | | | 19323 | DRUG TEST | 30.00 | |
| | | | | | | 19324 | DRUG TEST | 5.00 | |
| | | | | | | 19325 | DRUG TEST | 30.00 | |
| | | | | | | 19326 | DRUG TEST | 5.00 | |
| | | | | | | 19327 | DRUG TEST | 30.00 | |
| | | | | | | 19328 | DRUG TEST | 5.00 | |
| | | | | | | 19329 | DRUG TEST | 30.00 | |
| | | | | | | 19330 | DRUG TEST | 5.00 | |
| | | | | | | 19331 | DRUG TEST | 120.00 | |
| | | | | | | 19332 | DRUG TEST | 5.00 | |
| | | | | | | 19333 | DRUG TEST | 120.00 | |
| | | | | | | 19334 | DRUG TEST | 30.00 | |
| | | | | | | 19335 | DRUG TEST | 35.00 | |
| | | | | | | 19336 | DRUG TEST | 5.00 | |
| | | | | | | 19337 | DRUG TEST | 30.00 | |
| 25791 | 05/09/08 | 5,053.00 | 001492 | EVERGREEN OIL INC. | | 19163 | HAZ WASTE DISP | 93.75 | |
| | | | | | | 19254 | HAZ WASTE DISP | 4,124.50 | |
| | | | | | | 19255 | HAZ WASTE DISP | 834.75 | |
| 25792 | 05/09/08 | 176.92 | 447 | FERRIS HOIST & REPAIR, INC. | | 19157 | HOIST REPAIR | 176.92 | |
| 25793 | 05/09/08 | 123.00 | 117 | GILLIG CORPORATION | | 19092 | REV VEH PARTS | 123.00 | |
| 25794 | 05/09/08 | 18,695.00 | 002123 | GIRO, INC. | | 19498 | HASTUS AGREEMENT 617 | 18,695.00 | |
| 25795 | 05/09/08 | 426.92 | 711 | GLASS DOCTOR | 7 | 19252 | GLASS RPR # 319 | 426.92 | |
| 25796 | 05/09/08 | 1,275.07 | 282 | GRAINGER | | 19159 | PARTS & SUPPLIES | 273.94 | |
| | | | | | | 19371 | REPAIRS/MAINTENANCE | 195.69 | |
| | | | | | | 19372 | REPAIRS/MAINTENANCE | 49.82 | |
| | | | | | | 19373 | REPAIRS/MAINTENANCE | 71.09 | |
| | | | | | | 19374 | REPAIRS/MAINTENANCE | 684.53 | |
| 25797 | 05/09/08 | 96,175.80 | 341 | GRANITE CONSTRUCTION CO. | | 19375 | CHINA GRADE-TRNARND | 96,175.80 | |
| 25798 | 05/09/08 | 200.00 | B021 | HAGEN, DONALD N. | 7 | 19340 | APR BOARD MTGS | 100.00 | |
| | | | | | | 19535 | MARCH BOARD MTGS | 100.00 | |
| 25799 | 05/09/08 | 63,780.25 | 001035 | HARRIS & ASSOCIATES | | 19527 | 3/1-3/31 PROF SVCS | 63,780.25 | |
| 25800 | 05/09/08 | 2,081.00 | 002313 | HARTSELL & OLIVIERI | 7 | 19351 | TRANSCRIPTS/HRD | 684.50 | |
| | | | | | | 19352 | TRANSCRIPTS/HRD | 603.75 | |
| | | | | | | 19353 | TRANSCRIPTS/HRD | 792.75 | |
| 25801 | 05/09/08 | 100.00 | B006 | HINKLE, MICHELLE | 7 | 19341 | APR BOARD MTGS | 50.00 | |
| | | | | | | 19536 | MARCH BOARD MTGS | 50.00 | |
| 25802 | 05/09/08 | 766.07 | 215 | IKON OFFICE SOLUTIONS | | 19453 | 1/1-3/31 MAINT/PT | 766.07 | |
| 25803 | 05/09/08 | 10.00 | E407 | JONES, CHRISTINE M. | | 19389 | DMV FEES | 10.00 | |
| 25804 | 05/09/08 | 960.00 | 878 | KELLY SERVICES, INC. | | 19528 | TEMP/ADM W/E 4/27 | 960.00 | |
| 25805 | 05/09/08 | 47.41 | 074 | KENVILLE LOCKSMITHS | 7 | 19160 | REPAIRS/MAINTENANCE | 17.47 | |
| | | | | | | 19227 | REV VEH PARTS | 14.97 | |
| | | | | | | 19228 | REV VEH PARTS | 14.97 | |
| 25806 | 05/09/08 | 415.43 | 167 | KEYSTON BROTHERS | | 19117 | OTH MOB SUPP/SM TOOL | 415.43 | |
| 25807 | 05/09/08 | 91.27 | 107A | LUMBERMENS | | 19115 | REPAIRS/MAINTENANCE | 70.44 | |
| | | | | | | 19116 | REPAIRS/MAINTENANCE | 24.17 | |
| | | | | | | 19408 | CREDIT MEMO | -3.34 | |
| 25808 | 05/09/08 | 110.00 | 001358 | MARINA MOTOR COMPANY | | 19249 | OUT RPR # 318 | 110.00 | |
| 25809 | 05/09/08 | 36.24 | E429 | MCINTYRE, WILLIAM | | 19400 | 08 MED DEDUCTIONS | 36.24 | |

5-1.5

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS FOR ACCOUNTS PAYABLE

DATE: 05/01/08 THRU 05/31/08

| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR | VENDOR NAME | TRANS. TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------|------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 25810 | 05/09/08 | 607.60 | 001052 | MID VALLEY SUPPLY | | 19106 | CLEANING SUPPLIES | 607.60 | |
| 25811 | 05/09/08 | 717.75 | 041 | MISSION UNIFORM | | 18988 | UNIF/LAUNDRY/FAC | 95.43 | |
| | | | | | | 19101 | UNIF/LAUNDRY/FLT | 54.05 | |
| | | | | | | 19102 | UNIF/LAUNDRY/FLT | 135.27 | |
| | | | | | | 19103 | UNIF/LAUNDRY/FLT | 63.13 | |
| | | | | | | 19104 | UNIF/LAUNDRY/FLT | 329.78 | |
| | | | | | | 19526 | UNIF/LAUNDRY/FLT | 40.09 | |
| 25812 | 05/09/08 | 85.00 | E368 | MORR, BONNIE | | 19349 | DMV MEDICAL EXAM | 85.00 | |
| 25813 | 05/09/08 | 1,308.64 | 288 | MUNCIE TRANSIT SUPPLY | | 19361 | REV VEH PARTS | 39.06 | |
| | | | | | | 19362 | REV VEH PARTS | 211.60 | |
| | | | | | | 19514 | REV VEH PARTS | 1,057.98 | |
| 25814 | 05/09/08 | 26,798.19 | 002891 | NCLN20, INC. | | 19397 | MARCH SECURITY | 26,798.19 | |
| 25815 | 05/09/08 | 6,176.21 | 001063 | NEW FLYER INDUSTRIES LIMITED | | 19261 | REV VEH PARTS | 731.30 | |
| | | | | | | 19262 | REV VEH PARTS | 314.08 | |
| | | | | | | 19263 | REV VEH PARTS | 11.52 | |
| | | | | | | 19264 | REV VEH PARTS | 1,438.95 | |
| | | | | | | 19265 | REV VEH PARTS | 1,165.56 | |
| | | | | | | 19266 | REV VEH PARTS | 408.44 | |
| | | | | | | 19267 | REV VEH PARTS | 157.04 | |
| | | | | | | 19269 | REV VEH PARTS | 953.32 | |
| | | | | | | 19354 | REV VEH PARTS | 531.00 | |
| | | | | | | 19355 | REV VEH PARTS | 87.12 | |
| | | | | | | 19356 | REV VEH PARTS | 377.88 | |
| 25816 | 05/09/08 | 7,837.88 | 001170 | NEWCO PRODUCTS | | 19251 | TRACTION SPRINGS | 7,837.88 | |
| 25817 | 05/09/08 | 6,857.91 | 002721 | NEXTEL COMMUNICATIONS | | 19543 | 1/26-4/25 PHONES/OPS | 6,857.91 | |
| 25818 | 05/09/08 | 200.00 | B020 | NICOL, KIRBY | 7 | 19342 | APR BOARD MTGS | 100.00 | |
| | | | | | | 19537 | MARCH BOARD MTGS | 100.00 | |
| 25819 | 05/09/08 | 160.00 | E629 | NJAA, SHELDON | | 19545 | 5/13-5/16 TRAVEL | 160.00 | |
| 25820 | 05/09/08 | 301.98 | 004 | NORTH BAY FORD LINC-MERCURY | | 18997 | REV VEH PARTS | 104.16 | |
| | | | | | | 19155 | REV VEH PARTS | 25.78 | |
| | | | | | | 19156 | REV VEH PARTS | 25.78 | |
| | | | | | | 19229 | REV VEH PARTS | 25.64 | |
| | | | | | | 19359 | REV VEH PARTS | 32.90 | |
| | | | | | | 19360 | REV VEH PARTS | 87.72 | |
| 25821 | 05/09/08 | 80.00 | E288 | OJEDA, ROBERTO | | 19551 | 5/15-5/16 TRAVEL | 80.00 | |
| 25822 | 05/09/08 | 11,014.86 | 009 | PACIFIC GAS & ELECTRIC | | 19398 | 3/28-4/26 ENCINAL | 2,584.97 | |
| | | | | | | 19401 | 3/28-4/26 111 DUBOIS | 64.50 | |
| | | | | | | 19402 | 3/28-4/28 111 DUBOIS | 15.18 | |
| | | | | | | 19403 | 3/28-4/28 111 DUBOIS | 159.08 | |
| | | | | | | 19404 | 3/27-4/28 1200 RIVER | 1,783.54 | |
| | | | | | | 19429 | 3/27-4/28 1217 RIVER | 176.97 | |
| | | | | | | 19477 | 3/27-4/28 VERNON | 1,574.81 | |
| | | | | | | 19478 | 3/27-4/28 DUBOIS | 4,655.81 | |
| 25823 | 05/09/08 | 943.21 | 043 | PALACE ART & OFFICE SUPPLY | | 19098 | CREDIT MEMO | -25.51 | |
| | | | | | | 19433 | OFFICE SUPPLIES/PT | 865.18 | |
| | | | | | | 19434 | OFFICE SUPPLIES/PT | 25.51 | |
| | | | | | | 19435 | CREDIT MEMO | -25.51 | |
| | | | | | | 19436 | OFFICE SUPPLIES/PT | 103.54 | |
| 25824 | 05/09/08 | 887.00 | 950 | PARADISE LANDSCAPE INC | 0 | 19432 | MAY MAINTENANCE | 887.00 | |
| 25825 | 05/09/08 | 44.00 | E041 | PRINCE. PETER | | 19458 | DMV FEES | 44.00 | |

5-1-6

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS FOR ACCOUNTS PAYABLE

DATE: 05/01/08 THRU 05/31/08

| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR | VENDOR NAME | TRANS. TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 25826 | 05/09/08 | 672.70 | 882 | PRINT SHOP SANTA CRUZ | 7 | 19246 | PRINTING/ADM | 672.70 | |
| 25827 | 05/09/08 | 250.48 | 883 | RCR FABRICATION AND DESIGN | | 19230 | SMALL TOOLS | 250.48 | |
| 25828 | 05/09/08 | 200.00 | B011 | REILLY, EMILY | 7 | 19343 | APR BOARD MTGS | 100.00 | |
| | | | | | | 19538 | MARCH BOARD MTGS | 100.00 | |
| 25829 | 05/09/08 | 200.00 | B015 | ROTKIN, MIKE | 7 | 19344 | APR BOARD MTGS | 100.00 | |
| | | | | | | 19539 | MARCH BOARD MTGS | 100.00 | |
| 25830 | 05/09/08 | 154.73 | 045 | ROYAL WHOLESALE ELECTRIC | | 19363 | REPAIRS/MAINTENANCE | 154.73 | |
| 25831 | 05/09/08 | 28,714.38 | 966 | S.C. FUELS | 0 | 19202 | DIESEL/FLT | 28,714.38 | |
| 25832 | 05/09/08 | 1,279.76 | 018 | SALINAS VALLEY FORD SALES | | 19107 | REV VEH PARTS | 1,279.76 | |
| 25833 | 05/09/08 | 564.55 | 002713 | SANTA CRUZ AUTO TECH, INC. | | 19437 | OUT RPR REV VEH | 50.15 | |
| | | | | | | 19438 | OUT RPR REV VEH | 56.60 | |
| | | | | | | 19439 | OUT RPR REV VEH | 56.60 | |
| | | | | | | 19442 | OUT RPR REV VEH | 50.15 | |
| | | | | | | 19443 | OUT RPR REV VEH | 50.15 | |
| | | | | | | 19444 | OUT RPR REV VEH | 50.15 | |
| | | | | | | 19445 | OUT RPR REV VEH | 50.15 | |
| | | | | | | 19446 | OUT RPR REV VEH | 50.15 | |
| | | | | | | 19447 | OUT RPR REV VEH | 50.15 | |
| | | | | | | 19448 | OUT RPR REV VEH | 50.15 | |
| | | | | | | 19449 | OUT RPR REV VEH | 50.15 | |
| 25834 | 05/09/08 | 300.08 | 135 | SANTA CRUZ AUTO PARTS, INC. | | 18995 | REV VEH PARTS | 35.44 | |
| | | | | | | 19091 | PARTS & SUPPLIES | 24.74 | |
| | | | | | | 19109 | PARTS & SUPPLIES | 31.95 | |
| | | | | | | 19110 | REV VEH PARTS | 27.75 | |
| | | | | | | 19168 | REV VEH PARTS | 126.63 | |
| | | | | | | 19424 | CREDIT MEMO | -11.38 | |
| | | | | | | 19428 | REV VEH PARTS | 64.95 | |
| 25835 | 05/09/08 | 16.00 | 001523 | SANTA CRUZ MEDICAL CLINIC | 7 | 19459 | MEDICAL EXAM | 16.00 | |
| 25836 | 05/09/08 | 3,530.38 | 079 | SANTA CRUZ MUNICIPAL UTILITIES | | 19430 | 3/22-4/22 PACIFIC | 112.25 | |
| | | | | | | 19431 | 3/22-4/22 PACIFIC | 2,600.49 | |
| | | | | | | 19497 | 3/21-4/21 ENCINAL | 817.64 | |
| 25837 | 05/09/08 | 364.33 | 788 | SCMTD PETTY CASH - FINANCE | | 19457 | 2/13-4/30 PETTY CASH | 364.33 | |
| 25838 | 05/09/08 | 574.63 | 681 | SCOTTS BODY SHOP | 7 | 19203 | OUT RPR OTH VEH | 574.63 | |
| 25839 | 05/09/08 | 152.77 | 002459 | SCOTTS VALLEY WATER DISTRICT | | 19426 | 2/7-4/8 KINGS VLG | 152.77 | |
| 25840 | 05/09/08 | 200.00 | B012 | SPENCE, PAT | 7 | 19345 | APR BOARD MTGS | 100.00 | |
| | | | | | | 19540 | MARCH BOARD MTGS | 100.00 | |
| 25841 | 05/09/08 | 3,914.90 | 001036 | STANDARD INSURANCE COMPANY | | 19348 | MAY LIFE/AD&D INS. | 3,914.90 | |
| 25842 | 05/09/08 | 150.00 | B017 | STONE, MARK | 7 | 19346 | APR BOARD MTGS | 50.00 | |
| | | | | | | 19541 | MARCH BOARD MTGS | 100.00 | |
| 25843 | 05/09/08 | 366.13 | 001733 | STOODLEY'S SMALL ENGINE SERVIC | 7 | 19548 | OUT RPR EQUIP | 366.13 | |
| 25844 | 05/09/08 | 24,849.94 | 002805 | TELEPATH CORPORATION | | 19224 | RADIO REPAIRS | 2,252.56 | |
| | | | | | | 19272 | MAY MAINTENANCE | 2,707.41 | |
| | | | | | | 19460 | 2-WAY RADIO SYSTEM | 19,889.97 | |
| 25845 | 05/09/08 | 76.35 | 002504 | TIFCO INDUSTRIES | | 19377 | PARTS & SUPPLIES | 76.35 | |
| 25846 | 05/09/08 | 587.96 | 170 | TOWNSEND'S AUTO PARTS | | 19381 | PARTS & SUPPLIES | 71.65 | |
| | | | | | | 19383 | REV VEH PARTS | 271.47 | |
| | | | | | | 19384 | REV VEH PARTS | 162.88 | |
| | | | | | | 19385 | REV VEH PARTS | 81.96 | |
| 25847 | 05/09/08 | 267.33 | 068 | UNITED LABORATORIES | | 19256 | REPAIRS/MAINTENANCE | 267.33 | |
| 25848 | 05/09/08 | 154,314.28 | 002829 | VALLEY POWER SYSTEMS, INC. | | 19210 | REV VEH PARTS | 32.47 | |

5-17

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS FOR ACCOUNTS PAYABLE

DATE: 05/01/08 THRU 05/31/08

| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------|------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| | | | | | | 19211 | CREDIT MEMO | -38.18 | |
| | | | | | | 19212 | REV VEH PARTS | 609.77 | |
| | | | | | | 19270 | REV VEH PARTS | 44.74 | |
| | | | | | | 19472 | ENG REPOWER | 153,665.48 | |
| 25849 | 05/09/08 | 80.00 | E442 | VASQUEZ, CATALINO | | 19550 | 5/15-5/16 TRAVEL | 80.00 | |
| 25850 | 05/09/08 | 13,020.00 | 449 | WESTERN APPLIANCE | | 19087 | VEHICLE LIFT | 13,020.00 | VOIDED |
| 25851 | 05/09/08 | 360.02 | 042 | WFCB-OSH COMMERCIAL SERVICES | | 19503 | REPAIRS/MAINTENANCE | 76.02 | |
| | | | | | | 19504 | REPAIRS/MAINTENANCE | 12.28 | |
| | | | | | | 19505 | REPAIRS/MAINTENANCE | 215.89 | |
| | | | | | | 19506 | REPAIRS/MAINTENANCE | 61.39 | |
| | | | | | | 19507 | CASH BACK CREDIT | -5.56 | |
| 25852 | 05/09/08 | 101.52 | 186 | WILSON, GEORGE H., INC. | | 18994 | REPAIRS/MAINTENANCE | 101.52 | |
| 25853 | 05/16/08 | 405.00 | T157 | AARON MORSE, MD | | 19643 | MEDICAL EXAM | 405.00 | |
| 25854 | 05/16/08 | 444.65 | 001263 | ABBOTT STREET RADIATOR, INC. | | 19200 | OUT RPR # 9807 | 444.65 | |
| 25855 | 05/16/08 | 398.29 | 763 | ALEXANDER ELECTRIC | | 19608 | REPAIRS/MAINTENANCE | 398.29 | |
| 25856 | 05/16/08 | 192.14 | 002828 | ALLIED ELECTRONICS | | 19595 | PARTS & SUPPLIES | 192.14 | |
| 25857 | 05/16/08 | 225.23 | 002861 | AMERICAN MESSAGING SVCS, LLC | | 19635 | MAY PAGERS | 225.23 | |
| 25858 | 05/16/08 | 27.13 | 294 | ANDY'S AUTO SUPPLY | 0 | 19142 | REV VEH PARTS | 27.13 | |
| 25859 | 05/16/08 | 151.25 | 001A | AT&T/MCI | | 19571 | MAY PHONES/RIVER | 151.25 | |
| 25860 | 05/16/08 | 267.50 | 247 | AUTOMATIC DOOR SYSTEMS, INC. | | 19257 | SERVICE CALL/PACIFIC | 267.50 | |
| 25861 | 05/16/08 | 436.11 | 002189 | BUS & EQUIPMENT | | 19427 | REV VEH PARTS | 436.11 | |
| 25862 | 05/16/08 | 4,870.50 | 909 | CLASSIC GRAPHICS | | 19481 | OUT RPR REV VEH | 4,870.50 | |
| 25863 | 05/16/08 | 13,532.50 | 001124 | CLEAN ENERGY | | 19285 | LNG/FLT | 13,532.50 | |
| 25864 | 05/16/08 | 384.25 | 075 | COAST PAPER & SUPPLY INC. | | 19576 | CLEANING SUPPLIES | 187.49 | |
| | | | | | | 19577 | PARTS & SUPPLIES | 196.76 | |
| 25865 | 05/16/08 | 74.87 | 002389 | DARCO PRINTING | 7 | 19395 | OFFICE SUPPLY/OPS | 74.87 | |
| 25866 | 05/16/08 | 16,622.31 | 001316 | DEVCO OIL | | 19597 | 5/1-5/8 FUEL/FLT | 16,622.31 | |
| 25867 | 05/16/08 | 4,411.63 | 085 | DIXON & SON TIRE, INC. | | 19415 | TIRES & TUBES | 652.57 | |
| | | | | | | 19416 | TIRES & TUBES | 1,055.25 | |
| | | | | | | 19417 | TIRES & TUBES | 422.89 | |
| | | | | | | 19418 | TIRES & TUBES | 232.25 | |
| | | | | | | 19420 | TIRES & TUBES | 430.21 | |
| | | | | | | 19421 | TIRES & TUBES | 326.29 | |
| | | | | | | 19422 | TIRES & TUBES | 633.15 | |
| | | | | | | 19423 | TIRES & TUBES | 659.02 | |
| 25868 | 05/16/08 | 45.00 | 002388 | DOGHERRA'S | 7 | 19489 | TOW # 320 | 45.00 | |
| 25869 | 05/16/08 | 166.61 | 002307 | EWING IRRIGATION PRODUCTS | | 19520 | REPAIRS/MAINTENANCE | 166.61 | |
| 25870 | 05/16/08 | 125.00 | 490 | FAST RESPONSE ON-SITE | | 19259 | RESPIRATOR TRAINING | 125.00 | |
| 25871 | 05/16/08 | 38.10 | 372 | FEDERAL EXPRESS | | 19668 | MAY MAIL/ADM | 38.10 | |
| 25872 | 05/16/08 | 11.40 | 001172 | FERGUSON ENTERPRISES INC. | | 19518 | REPAIRS/MAINTENANCE | 11.40 | |
| 25873 | 05/16/08 | 10.00 | E436 | FERNANDEZ, JUAN | | 19663 | DMV FEES | 10.00 | |
| 25874 | 05/16/08 | 10.00 | E634 | FORTHUN, PATRICK | | 19662 | DMV FEES | 10.00 | |
| 25875 | 05/16/08 | 591.78 | 001029 | GOLDEN GATE SYSTEMS | 0 | 19499 | LEXMARK MAINT KIT | 591.78 | |
| 25876 | 05/16/08 | 592.01 | 282 | GRAINGER | | 19521 | REPAIRS/MAINTENANCE | 592.01 | |
| 25877 | 05/16/08 | 22.79 | 546 | GRANITEROCK COMPANY | | 19454 | REPAIRS/MAINTENANCE | 22.79 | |
| 25878 | 05/16/08 | 445.27 | 001097 | GREENWASTE RECOVERY, INC. | | 19657 | APRIL/246 KINGS VLG | 170.71 | |
| | | | | | | 19658 | APRIL/MT HERMON | 70.45 | |
| | | | | | | 19659 | APRIL/RESEARCH PARK | 204.11 | |
| 25879 | 05/16/08 | 1,160.75 | 002313 | HARTSELL & OLIVIERI | 7 | 19666 | TRANSCRIPTS/HRD | 591.00 | |
| | | | | | | 19667 | TRANSCRIPTS/HRD | 569.75 | |

8-1-8

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR | VENDOR NAME | VENDOR TRANS. TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------|------------------------------|--------------------|---------------|-------------------------|--------------------|---------|
| 25880 | 05/16/08 | 10.00 | E444 | HERSHEY, ANDREA | | 19661 | DMV FEES | 10.00 | |
| 25881 | 05/16/08 | 311.75 | 166 | HOSE SHOP, THE | | 19413 | PARTS & SUPPLIES | 48.14 | |
| | | | | | | 19558 | REPAIRS/MAINTENANCE | 263.61 | |
| 25882 | 05/16/08 | 10.00 | E445 | ITALIA, MAURIZIO | | 19665 | DMV FEES | 10.00 | |
| 25883 | 05/16/08 | 29.12 | 1117 | KELLEY'S SERVICE INC. | | 19143 | REV VEH PARTS | 34.55 | |
| | | | | | | 19412 | CREDIT MEMO | -5.43 | |
| 25884 | 05/16/08 | 936.00 | 878 | KELLY SERVICES, INC. | | 19673 | TEMP/ADM W/E 5/4 | 936.00 | |
| 25885 | 05/16/08 | 69.81 | 036 | KELLY-MOORE PAINT CO., INC. | | 19204 | PAINT SUPPLIES | 69.81 | |
| 25886 | 05/16/08 | 19.53 | 074 | KENVILLE LOCKSMITHS | 7 | 19275 | REPAIRS/MAINTENANCE | 19.53 | |
| 25887 | 05/16/08 | 343.00 | 001093 | KROLL LABORATORY SPECIALISTS | | 19554 | APRIL DRUG TESTS | 343.00 | |
| 25888 | 05/16/08 | 131.94 | 001050 | LADD INDUSTRIES | | 19641 | PARTS & SUPPLIES | 131.94 | |
| 25889 | 05/16/08 | 1,180.37 | 196 | LIFT-U-INC. | | 19488 | REV VEH PARTS | 1,180.37 | |
| 25890 | 05/16/08 | 50.71 | 107A | LUMBERMENS | | 19191 | REPAIRS/MAINTENANCE | 24.40 | |
| | | | | | | 19192 | PARTS & SUPPLIES | 10.70 | |
| | | | | | | 19387 | REPAIRS/MAINTENANCE | 15.61 | |
| 25891 | 05/16/08 | 674.28 | 041 | MISSION UNIFORM | | 19195 | UNIF/LAUNDRY/FLT | 295.13 | |
| | | | | | | 19196 | UNIF/LAUNDRY/FLT | 50.60 | |
| | | | | | | 19197 | UNIF/LAUNDRY/FLT | 127.26 | |
| | | | | | | 19198 | UNIF/LAUNDRY/FLT | 51.78 | |
| | | | | | | 19232 | UNIF/LAUNDRY/FAC | 67.57 | |
| | | | | | | 19450 | UNIF/LAUNDRY/PT | 4.16 | |
| | | | | | | 19451 | UNIF/LAUNDRY/PT | 53.78 | |
| | | | | | | 19568 | UNIF/LAUNDRY/FAC | 8.00 | |
| | | | | | | 19569 | UNIF/LAUNDRY/FAC | 8.00 | |
| | | | | | | 19570 | UNIF/LAUNDRY/FAC | 8.00 | |
| 25892 | 05/16/08 | 24,655.00 | 001757 | MOUNTAIN SERVICE COMPANY | 7 | 19656 | COOLING SYSTEM/PT | 24,655.00 | |
| 25893 | 05/16/08 | 10.00 | E606 | MULLIS, MICHAEL | | 19664 | DMV FEES | 10.00 | |
| 25894 | 05/16/08 | 1,609.03 | 001178 | N/S CORPORATION | | 19274 | BUS WASHER REPAIR | 1,609.03 | |
| 25895 | 05/16/08 | 10.00 | E631 | NEVIN, JOHN | | 19660 | DMV FEES | 10.00 | |
| 25896 | 05/16/08 | 9,758.77 | 001063 | NEW FLYER INDUSTRIES LIMITED | | 19482 | REV VEH PARTS | 216.18 | |
| | | | | | | 19483 | REV VEH PARTS | 8,094.70 | |
| | | | | | | 19484 | REV VEH PARTS | 233.60 | |
| | | | | | | 19485 | REV VEH PARTS | 196.70 | |
| | | | | | | 19486 | REV VEH PARTS | 98.90 | |
| | | | | | | 19487 | REV VEH PARTS | 870.98 | |
| | | | | | | 19516 | REV VEH PARTS | 13.67 | |
| | | | | | | 19640 | REV VEH PARTS | 34.04 | |
| 25897 | 05/16/08 | 1,520.93 | 002721 | NEXTEL COMMUNICATIONS | | 19669 | APR PHONES/PT | 1,520.93 | |
| 25898 | 05/16/08 | 268.57 | 004 | NORTH BAY FORD LINC-MERCURY | | 19410 | REV VEH PARTS | 11.94 | |
| | | | | | | 19411 | REV VEH PARTS | 256.63 | |
| 25899 | 05/16/08 | 1,826.51 | 009 | PACIFIC GAS & ELECTRIC | | 19596 | CNG/FLT | 158.74 | |
| | | | | | | 19637 | 4/1-5/1 PACIFIC | 1,667.77 | |
| 25900 | 05/16/08 | 641.58 | 043 | PALACE ART & OFFICE SUPPLY | | 19215 | OFFICE SUPPLIES/HRD | 447.20 | |
| | | | | | | 19220 | OFFICE SUPPLIES/FIN | 59.57 | |
| | | | | | | 19289 | OFFICE SUPPLIES/ADM | 123.98 | |
| | | | | | | 19350 | OFFICE SUPPLY/HRD | 10.83 | |
| 25901 | 05/16/08 | 194.75 | 002634 | PITNEY BOWES PURCHASE POWER | | 19007 | POSTAGE METER/MTC | 121.60 | |
| | | | | | | 19008 | POSTAGE SCALE/MTC | 73.15 | |
| 25902 | 05/16/08 | 194.83 | 087 | RECOGNITION SERVICES | | 19287 | EMP INCENTIVE | 194.83 | |
| 25903 | 05/16/08 | 28,102.55 | 966 | S.C. FUELS | 0 | 19273 | DIESEL/FLT | 28,102.55 | |

5-1.9

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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|--------------|------------|--------------|--------|-----------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 25904 | 05/16/08 | 1,346.19 | 002713 | SANTA CRUZ AUTO TECH, INC. | | 19440 | OUT RPR REV VEH | 969.55 | |
| | | | | | | 19441 | OUT RPR REV VEH | 376.64 | |
| 25905 | 05/16/08 | 955.25 | 135 | SANTA CRUZ AUTO PARTS, INC. | | 19140 | REV VEH PARTS | 882.76 | |
| | | | | | | 19141 | REV VEH PARTS | 5.00 | |
| | | | | | | 19193 | PARTS & SUPPLIES | 39.14 | |
| | | | | | | 19380 | REV VEH PARTS | 28.35 | |
| 25906 | 05/16/08 | 50.00 | 960 | SANTA CRUZ COUNTY EAC | | 19532 | EMP TRAINING | 50.00 | |
| 25907 | 05/16/08 | 2,500.00 | 002267 | SHAW & YODER, INC. | | 19529 | APR LEGISLATIVE SVCS | 2,500.00 | |
| 25908 | 05/16/08 | 122.19 | 001976 | SPORTWORKS NORTHWEST, INC. | | 19517 | REV VEH PARTS | 122.19 | |
| 25909 | 05/16/08 | 527.07 | 002805 | TELEPATH CORPORATION | | 19557 | REV VEH PARTS | 527.07 | |
| 25910 | 05/16/08 | 353.30 | 002504 | TIFCO INDUSTRIES | | 19512 | PARTS & SUPPLIES | 317.94 | |
| | | | | | | 19591 | PARTS & SUPPLIES | 35.36 | |
| 25911 | 05/16/08 | 516.55 | 170 | TOWNSEND'S AUTO PARTS | | 19194 | PARTS & SUPPLIES | 66.71 | |
| | | | | | | 19201 | OTH MOB SUPPLIES | 251.29 | |
| | | | | | | 19382 | REV VEH PARTS | 62.82 | |
| | | | | | | 19386 | REV VEH PARTS | 135.73 | |
| 25912 | 05/16/08 | 188.03 | 582 | TOYOTA OF SANTA CRUZ | | 19388 | OUT RPR OTH VEH | 188.03 | |
| 25913 | 05/16/08 | 6,266.40 | 057 | U.S. BANK | | 19652 | 4246044555645971 | 1,546.98 | |
| | | | | | | 19653 | 4246044555645971 | 633.61 | |
| | | | | | | 19654 | 4246044555645971 | 449.00 | |
| | | | | | | 19655 | 4246044555645971 | 3,636.81 | |
| 25914 | 05/16/08 | 10.83 | 946 | UNITED SITE SERVICES | | 19587 | FENCE RENTAL/DUBOIS | 10.83 | |
| 25915 | 05/16/08 | 156,044.53 | 002829 | VALLEY POWER SYSTEMS, INC. | | 19376 | SMALL TOOLS | 212.00 | |
| | | | | | | 19490 | REV VEH PARTS | 9.55 | |
| | | | | | | 19491 | REV VEH PARTS | 395.65 | |
| | | | | | | 19492 | REV VEH PARTS | 158.33 | |
| | | | | | | 19623 | ENG REPOWER | 153,665.48 | |
| | | | | | | 19624 | REV VEH PARTS | 1,603.52 | |
| 25916 | 05/16/08 | 70.00 | 682 | WEISS, AMY L. | 7 | 19530 | APRIL INTERPRETER | 70.00 | |
| 25917 | 05/16/08 | 61.74 | 147 | ZEE MEDICAL SERVICE CO. | | 19573 | SAFETY SUPPLIES | 21.81 | |
| | | | | | | 19574 | SAFETY SUPPLIES | 39.93 | |
| 25918 | 05/23/08 | 34.62 | M143 | ADAMS, ELLEN | | 19862 | MED PYMT SUPP | 34.62 | |
| 25919 | 05/23/08 | 734.15 | 020 | ADT SECURITY SERVICES INC. | | 19697 | ANNUAL BILL/RIVER | 110.59 | |
| | | | | | | 19822 | JUNE ALARMS | 46.66 | |
| | | | | | | 19823 | JUNE ALARMS | 285.00 | |
| | | | | | | 19824 | JUNE ALARMS | 42.71 | |
| | | | | | | 19825 | JUNE ALARMS | 64.46 | |
| | | | | | | 19826 | JUNE ALARMS | 58.67 | |
| | | | | | | 19827 | JUNE ALARMS | 79.40 | |
| | | | | | | 19828 | JUNE ALARMS | 46.66 | |
| 25920 | 05/23/08 | 53.29 | M033 | BAILEY, NEIL | 0 | 19764 | MED PYMT SUPP | 53.29 | |
| 25921 | 05/23/08 | 36.42 | M068 | BASS, BETTY | 0 | 19786 | MED PYMT SUPP | 36.42 | |
| 25922 | 05/23/08 | 307.54 | 002412 | BORDEN DECAL | | 19510 | PARTS & SUPPLIES | 307.54 | |
| 25923 | 05/23/08 | 49.88 | M077 | BRADFORD, THOMAS | 0 | 19765 | MED PYMT SUPP | 49.88 | |
| 25924 | 05/23/08 | 60.30 | M072 | BRIDINGER, CHRIS | 0 | 19795 | MED PYMT SUPP | 60.30 | |
| 25925 | 05/23/08 | 38.37 | M078 | BRIDINGER, DENISE | 0 | 19766 | MED PYMT SUPP | 38.37 | |
| 25926 | 05/23/08 | 38.37 | M079 | BROGDON, ROY | | 19767 | MED PYMT SUPP | 38.37 | |
| 25927 | 05/23/08 | 435,957.24 | 502 | CA PUBLIC EMPLOYEES' | | 19819 | JUN MEDICAL INS | 435,957.24 | |
| 25928 | 05/23/08 | 135.50 | M022 | CAPELLA, KATHLEEN | 0 | 19787 | MED PYMT SUPP | 135.50 | |
| 25929 | 05/23/08 | 19.19 | M080 | CARR, DALE | 0 | 19768 | MED PYMT SUPP | 19.19 | |

5-1.10

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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|--------------|------------|--------------|--------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 25930 | 05/23/08 | 67.76 | M073 | CENTER, DOUG | 0 | 19796 | MED PYMT SUPP | 67.76 | |
| 25931 | 05/23/08 | 10.80 | 172 | CENTRAL WELDER'S SUPPLY, INC. | | 19572 | REPAIRS/MAINTENANCE | 10.80 | |
| 25932 | 05/23/08 | 319.88 | 739 | CENTURY CHEVROLET | | 19494 | REV VEH PARTS | 319.88 | |
| 25933 | 05/23/08 | 26.65 | M036 | CERVANTES, GLORIA | 0 | 19769 | MED PYMT SUPP | 26.65 | |
| 25934 | 05/23/08 | 5,000.00 | 002346 | CHANEY, CAROLYN & ASSOC., INC. | | 19456 | MAY LEGISLATIVE SVCS | 5,000.00 | |
| 25935 | 05/23/08 | 17.31 | M090 | CLARKE, PATRICIA | 0 | 19797 | MED PYMT SUPP | 17.31 | |
| 25936 | 05/23/08 | 1,480.00 | 001113 | CLARKE, SUSAN | 7 | 19748 | EXT BUS ANNOUNC/AUD | 1,480.00 | |
| 25937 | 05/23/08 | 979.44 | 909 | CLASSIC GRAPHICS | | 19524 | OUT RPR REV VEH | 979.44 | |
| 25938 | 05/23/08 | 27,883.97 | 001124 | CLEAN ENERGY | | 19555 | LNG/FLT | 13,980.71 | |
| | | | | | | 19721 | LNG/FLT | 13,903.26 | |
| 25939 | 05/23/08 | 184.00 | 367 | COMMUNITY TELEVISION OF | | 19873 | TV COVERAGE 4/25 | 184.00 | |
| 25940 | 05/23/08 | 437.79 | 002063 | COSTCO | | 19394 | POSTAGE & MAILING | 413.61 | |
| | | | | | | 19455 | OFFICE SUPPLIES/FLT | 24.18 | |
| 25941 | 05/23/08 | 60.30 | M116 | CRAMBLETT, LAWRENCE | | 19798 | MED PYMT SUPP | 60.30 | |
| 25942 | 05/23/08 | 67.76 | M092 | CRAWFORD, TERRI | 0 | 19799 | MED PYMT SUPP | 67.76 | |
| 25943 | 05/23/08 | 336.80 | 001048 | CRUZ CAR WASH | | 19620 | APRIL VEH WASH/PT | 336.80 | |
| 25944 | 05/23/08 | 1,804.85 | R523 | CSAA-IBB | | 19869 | SETTLEMENT/RISK | 1,804.85 | |
| 25945 | 05/23/08 | 609.19 | 001000 | DAIMLER BUSES N. AMERICA INC. | | 19561 | REV VEH PARTS | 243.26 | |
| | | | | | | 19581 | REV VEH PARTS | 365.93 | |
| 25946 | 05/23/08 | 11.00 | M128 | DAVIDSON, JAMES | | 19800 | MED PYMT SUPP | 11.00 | |
| 25947 | 05/23/08 | 26.65 | M039 | DAVILA, ANA MARIA | 0 | 19770 | MED PYMT SUPP | 26.65 | |
| 25948 | 05/23/08 | 128.00 | 002567 | DEPARTMENT OF JUSTICE | | 19747 | APRIL FINGERPRINTS | 128.00 | |
| 25949 | 05/23/08 | 13,481.27 | 001316 | DEVCO OIL | | 19821 | 5/9-5/15 FUEL/FLT | 13,481.27 | |
| 25950 | 05/23/08 | 3,639.69 | 085 | DIXON & SON TIRE, INC. | | 19601 | TIRES & TUBES | 422.89 | |
| | | | | | | 19602 | TIRES & TUBES | 843.42 | |
| | | | | | | 19603 | TIRES & TUBES | 419.67 | |
| | | | | | | 19604 | TIRES & TUBES | 211.05 | |
| | | | | | | 19605 | TIRES & TUBES | 1,305.14 | |
| | | | | | | 19612 | TIRES & TUBES | 437.52 | |
| 25951 | 05/23/08 | 13.05 | M095 | DIXON, GEORGE | 0 | 19801 | MED PYMT SUPP | 13.05 | |
| 25952 | 05/23/08 | 55.00 | 002388 | DOGHERRA'S | 7 | 19713 | TOWING/PT | 55.00 | |
| 25953 | 05/23/08 | 67.76 | M096 | DRAKE, JUDITH | 0 | 19802 | MED PYMT SUPP | 67.76 | |
| 25954 | 05/23/08 | 500.00 | 002862 | ECOLOGICAL CONCERNS INC. | | 19531 | WATER DRAINAGE/MB | 500.00 | |
| 25955 | 05/23/08 | 157.10 | 372 | FEDERAL EXPRESS | | 19755 | APRIL MAIL/ADM | 32.68 | |
| | | | | | | 19756 | APRIL MAIL/ADM | 23.16 | |
| | | | | | | 19757 | APRIL MAIL/FLT | 20.70 | |
| | | | | | | 19758 | MAY MAIL/ADM | 30.24 | |
| | | | | | | 19759 | MAY MAIL/FIN | 17.88 | |
| | | | | | | 19760 | MAY MAIL/ADM | 32.44 | |
| 25956 | 05/23/08 | 650.00 | 001172 | FERGUSON ENTERPRISES INC. | | 19502 | REPAIRS/MAINTENANCE | 77.94 | |
| | | | | | | 19519 | REPAIRS/MAINTENANCE | 220.38 | |
| | | | | | | 19636 | WATER CLOSET | 351.68 | |
| 25957 | 05/23/08 | 67.76 | M099 | FIKE, LOUIS | 0 | 19803 | MED PYMT SUPP | 67.76 | |
| 25958 | 05/23/08 | 134.83 | M074 | GABRIELE, BERNARD | 0 | 19804 | MED PYMT SUPP | 134.83 | |
| 25959 | 05/23/08 | 26.65 | M040 | GARBEZ, LINDA | 0 | 19771 | MED PYMT SUPP | 26.65 | |
| 25960 | 05/23/08 | 53.29 | M100 | GARCIA, SANTIAGO | 0 | 19772 | MED PYMT SUPP | 53.29 | |
| 25961 | 05/23/08 | 110.59 | 647 | GFI GENFARE | | 19378 | REV VEH PARTS | 38.44 | |
| | | | | | | 19379 | CREDIT MEMO | -181.74 | |
| | | | | | | 19509 | REV VEH PARTS | 253.89 | |
| 25962 | 05/23/08 | 485.97 | 117 | GILLIG CORPORATION | | 19560 | REV VEH PARTS | 485.97 | |

5-111

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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DATE: 05/01/08 THRU 05/31/08

| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------|------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 25963 | 05/23/08 | 67.76 | M101 | GOES, ALAN | 0 | 19805 | MED PYMT SUPP | 67.76 | |
| 25964 | 05/23/08 | 53.29 | M041 | GOUVEIA, ROBERT | 0 | 19773 | MED PYMT SUPP | 53.29 | |
| 25965 | 05/23/08 | 184.81 | 282 | GRAINGER | | 19709 | SAFETY SUPPLIES | 184.81 | |
| 25966 | 05/23/08 | 3.10 | 546 | GRANITEROCK COMPANY | | 19609 | REPAIRS/MAINTENANCE | 3.10 | |
| 25967 | 05/23/08 | 53.29 | M081 | HALL, JAMES | 0 | 19774 | MED PYMT SUPP | 53.29 | |
| 25968 | 05/23/08 | 89.87 | 510A | HASLER, INC. | | 19715 | JUNE RENTAL/PT | 41.04 | |
| | | | | | | 19872 | 6/1-6/30 RENTAL/ADM | 48.83 | |
| 25969 | 05/23/08 | 26.65 | M082 | HINDIN, LENORE | 0 | 19775 | MED PYMT SUPP | 26.65 | |
| 25970 | 05/23/08 | 29,000.00 | 002116 | HINSHAW, EDWARD & BARBARA | 7 | 19865 | RENT/370 ENCINAL | 29,000.00 | |
| 25971 | 05/23/08 | 49.88 | M043 | HOLODNICK, JAMES | 0 | 19776 | MED PYMT SUPP | 49.88 | |
| 25972 | 05/23/08 | 46.31 | 166 | HOSE SHOP, THE | | 19559 | PARTS & SUPPLIES | 46.31 | |
| 25973 | 05/23/08 | 60.30 | M075 | HOWARD, CAROL | 0 | 19806 | MED PYMT SUPP | 60.30 | |
| 25974 | 05/23/08 | 162.28 | 215 | IKON OFFICE SOLUTIONS | | 19871 | 3/19-4/18 MAINT/ADM | 162.28 | |
| 25975 | 05/23/08 | 15,308.20 | 002117 | IULIANO | 7 | 19866 | RENT/111 DUBOIS | 12,036.59 | |
| | | | | | | 19867 | RENT/115 DUBOIS | 3,271.61 | |
| 25976 | 05/23/08 | 67.76 | M069 | JACOBS, KENNETH | 0 | 19788 | MED PYMT SUPP | 67.76 | |
| 25977 | 05/23/08 | 17.31 | M103 | JEMISON, MAURICE | 0 | 19807 | MED PYMT SUPP | 17.31 | |
| 25978 | 05/23/08 | 2,706.85 | 110 | JESSICA GROCERY STORE, INC. | | 19868 | CUSTODIAN SERVICES | 2,706.85 | |
| 25979 | 05/23/08 | 67.76 | M104 | JUSSEL, PETE | 0 | 19808 | MED PYMT SUPP | 67.76 | |
| 25980 | 05/23/08 | 314.36 | M061 | KAMEDA, TERRY | 0 | 19789 | MED PYMT SUPP | 314.36 | |
| 25981 | 05/23/08 | 924.00 | 878 | KELLY SERVICES, INC. | | 19874 | TEMP/ADM W/E 5/11 | 924.00 | |
| 25982 | 05/23/08 | 1,640.11 | 002240 | KLEEN-RITE | 7 | 19473 | REPAIRS/MAINTENANCE | 1,640.11 | |
| 25983 | 05/23/08 | 17.31 | M105 | KOHAMA, MARY | 0 | 19809 | MED PYMT SUPP | 17.31 | |
| 25984 | 05/23/08 | 30.00 | 880 | LEXISNEXIS | | 19762 | PROF/TECH SVC/RISK | 30.00 | |
| 25985 | 05/23/08 | 988.00 | 107A | LUMBERMENS | | 19405 | REPAIRS/MAINTENANCE | 42.34 | |
| | | | | | | 19406 | REPAIRS/MAINTENANCE | 10.43 | |
| | | | | | | 19564 | REPAIRS/MAINTENANCE | 36.53 | |
| | | | | | | 19565 | REPAIRS/MAINTENANCE | 898.70 | |
| 25986 | 05/23/08 | 17.31 | M106 | LYALL, JOHN DAVID | 0 | 19810 | MED PYMT SUPP | 17.31 | |
| 25987 | 05/23/08 | 1,407.05 | 001119 | MACERICH PARTNERSHIP LP | 7 | 19864 | RENT/CAPITOLA MALL | 1,407.05 | |
| 25988 | 05/23/08 | 118.09 | 001358 | MARINA MOTOR COMPANY | | 19616 | REV VEH PARTS | 118.09 | |
| 25989 | 05/23/08 | 67.76 | M108 | MILLER, FOREST | 0 | 19811 | MED PYMT SUPP | 67.76 | |
| 25990 | 05/23/08 | 491.10 | 041 | MISSION UNIFORM | | 19407 | UNIF/LAUNDRY/FAC | 64.97 | |
| | | | | | | 19467 | UNIF/LAUNDRY/FLT | 41.33 | |
| | | | | | | 19468 | UNIF/LAUNDRY/FLT | 71.64 | |
| | | | | | | 19470 | UNIF/LAUNDRY/FLT | 49.06 | |
| | | | | | | 19471 | UNIF/LAUNDRY/FLT | 264.10 | |
| 25991 | 05/23/08 | 211.60 | 288 | MUNCIE TRANSIT SUPPLY | | 19513 | REV VEH PARTS | 211.60 | |
| 25992 | 05/23/08 | 27,709.94 | 002891 | NCLN20, INC. | | 19754 | APRIL SECURITY | 27,709.94 | |
| 25993 | 05/23/08 | 9,942.66 | 001063 | NEW FLYER INDUSTRIES LIMITED | | 19357 | CREDIT MEMO | -483.36 | |
| | | | | | | 19677 | REV VEH PARTS | 217.80 | |
| | | | | | | 19678 | REV VEH PARTS | 27.81 | |
| | | | | | | 19680 | REV VEH PARTS | 8,094.70 | |
| | | | | | | 19700 | REV VEH PARTS | 323.97 | |
| | | | | | | 19701 | REV VEH PARTS | 100.60 | |
| | | | | | | 19702 | REV VEH PARTS | 1,661.14 | |
| 25994 | 05/23/08 | 73.61 | 004 | NORTH BAY FORD LINC-MERCURY | | 19523 | REV VEH PARTS | 73.61 | |
| 25995 | 05/23/08 | 26.65 | M050 | O'MARA, KATHLEEN | 0 | 19777 | MED PYMT SUPP | 26.65 | |
| 25996 | 05/23/08 | 484.30 | 161 | OCEAN CHEVROLET | | 19501 | REV VEH PARTS | 484.30 | |
| 25997 | 05/23/08 | 3,012.74 | 009 | PACIFIC GAS & ELECTRIC | | 19829 | 4/11-5/9 RESEARCH | 975.11 | |

5-1.12

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS FOR ACCOUNTS PAYABLE

DATE: 05/01/08 THRU 05/31/08

| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------|---------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 25998 | 05/23/08 | 956.72 | 043 | PALACE ART & OFFICE SUPPLY | | 19830 | 3/26-5/6 KINGS VLG | 2,037.63 | |
| | | | | | | 19584 | OFFICE SUPPLIES/OPS | 945.89 | |
| | | | | | | 19585 | OFFICE SUPPLY/OPS | 10.83 | |
| 25999 | 05/23/08 | 125.19 | 950 | PARADISE LANDSCAPE INC | 0 | 19729 | SERVICE/WTC | 125.19 | |
| 26000 | 05/23/08 | 284.66 | M057 | PARHAM, WALLACE | 0 | 19790 | MED PYMT SUPP | 284.66 | |
| 26001 | 05/23/08 | 38.37 | M051 | PENDRAGON, LINDA | 0 | 19778 | MED PYMT SUPP | 38.37 | |
| 26002 | 05/23/08 | 1,557.13 | 001171 | PENINSULA BUSINESS INTERIORS | | 19682 | STEEL CASES/MB | 1,557.13 | |
| 26003 | 05/23/08 | 53.29 | M109 | PEREZ, CHERYL | | 19779 | MED PYMT SUPP | 53.29 | |
| 26004 | 05/23/08 | 247.54 | M064 | PETERS, TERRIE | 0 | 19791 | MED PYMT SUPP | 247.54 | |
| 26005 | 05/23/08 | 67.76 | M070 | PICARELLA, FRANCIS | 0 | 19792 | MED PYMT SUPP | 67.76 | |
| 26006 | 05/23/08 | 239.74 | 050 | PITNEY BOWES INC. | | 19730 | OFFICE SUPPLIES/MTC | 239.74 | |
| 26007 | 05/23/08 | 67.76 | M117 | POLANCO, ANDRES | | 19812 | MED PYMT SUPP | 67.76 | |
| 26008 | 05/23/08 | 284.66 | M058 | POTEETE, BEVERLY | 0 | 19793 | MED PYMT SUPP | 284.66 | |
| 26009 | 05/23/08 | 526.23 | 882 | PRINT SHOP SANTA CRUZ | 7 | 19461 | 6000 TIME CARDS/OPS | 526.23 | |
| 26010 | 05/23/08 | 136.65 | 061 | REGISTER PAJARONIAN | | 19686 | PUB NOTICE ADM 5/8 | 136.65 | |
| 26011 | 05/23/08 | 246.60 | M005 | ROSS, EMERY | 0 | 19785 | MED PYMT SUPP | 246.60 | |
| 26012 | 05/23/08 | 53.29 | M085 | ROSSI, DENISE | 0 | 19780 | MED PYMT SUPP | 53.29 | |
| 26013 | 05/23/08 | 26.65 | M030 | ROWE, RUBY | | 19781 | MED PYMT SUPP | 26.65 | |
| 26014 | 05/23/08 | 29,135.69 | 966 | S.C. FUELS | 0 | 19593 | DIESEL/FLT | 29,135.69 | |
| 26015 | 05/23/08 | 209.81 | 018 | SALINAS VALLEY FORD SALES | | 19493 | REV VEH PARTS | 209.81 | |
| 26016 | 05/23/08 | 17.31 | M111 | SANCHEZ, FELIX | 0 | 19813 | MED PYMT SUPP | 17.31 | |
| 26017 | 05/23/08 | 1,355.69 | 002713 | SANTA CRUZ AUTO TECH, INC. | | 19600 | OUT RPR OTH VEH | 818.97 | |
| | | | | | | 19618 | OUT RPR REV VEH | 536.72 | |
| 26018 | 05/23/08 | 114.61 | 135 | SANTA CRUZ AUTO PARTS, INC. | | 19409 | REV VEH PARTS | 30.90 | |
| | | | | | | 19469 | PARTS & SUPPLIES | 71.37 | |
| | | | | | | 19508 | PARTS & SUPPLIES | 12.34 | |
| 26019 | 05/23/08 | 1,406.00 | 002700 | SANTA CRUZ COUNTY | | 19820 | HEALTH PERMIT/RIVER | 1,406.00 | |
| 26020 | 05/23/08 | 59.24 | 973 | SANTA CRUZ DODGE | | 19466 | REV VEH PARTS | 59.24 | |
| 26021 | 05/23/08 | 272.71 | 149 | SANTA CRUZ SENTINEL | 0 | 19687 | PUB NOTICE ADM 4/10 | 272.71 | |
| 26022 | 05/23/08 | 290.89 | M010 | SHORT, SLOAN | 0 | 19794 | MED PYMT SUPP | 290.89 | |
| 26023 | 05/23/08 | 67.76 | M112 | SILVA, EDUARDO | 0 | 19814 | MED PYMT SUPP | 67.76 | |
| 26024 | 05/23/08 | 100.00 | B016 | SKILLICORN, DALE | 7 | 19870 | MAY BOARD MTGS | 100.00 | |
| 26025 | 05/23/08 | 53.29 | M054 | SLOAN, FRANCIS | 0 | 19782 | MED PYMT SUPP | 53.29 | |
| 26026 | 05/23/08 | 11,651.11 | 001075 | SOQUEL III ASSOCIATES | 7 | 19863 | RENT/RESEARCH PARK | 11,651.11 | |
| 26027 | 05/23/08 | 2,350.00 | 080 | STATE BOARD OF EQUALIZATION | | 19878 | APR USE TAX PREPAY | 2,350.00 | |
| 26028 | 05/23/08 | 35.70 | 104 | STATE STEEL COMPANY | 0 | 19575 | PARTS & SUPPLIES | 35.70 | |
| 26029 | 05/23/08 | 15,134.46 | 001648 | STEVE'S UNION SERVICE | | 19718 | APR FUEL/PT | 15,134.46 | |
| 26030 | 05/23/08 | 2,254.17 | 002805 | TELEPATH CORPORATION | | 19479 | OUT RPR EQUIP | 2,254.17 | |
| 26031 | 05/23/08 | 375.00 | 001165 | THANH N. VU MD | 7 | 19749 | MEDICAL EXAM/OPS | 75.00 | |
| | | | | | | 19750 | MEDICAL EXAM/OPS | 75.00 | |
| | | | | | | 19751 | MEDICAL EXAM/OPS | 75.00 | |
| | | | | | | 19752 | MEDICAL EXAM/OPS | 75.00 | |
| | | | | | | 19753 | MEDICAL EXAM/OPS | 75.00 | |
| 26032 | 05/23/08 | 59,161.01 | 970 | THE MECHANICS BANK | | 19877 | APR RETAINAGE | 59,161.01 | |
| 26033 | 05/23/08 | 847.00 | 001752 | THOMPSON PUBLISHING GROUP, INC. | | 19817 | FMLA HANDBOOK | 418.50 | |
| | | | | | | 19818 | DISABILITY HANDBOOK | 428.50 | |
| 26034 | 05/23/08 | 26.65 | M086 | TOLINE, DONALD | 0 | 19783 | MED PYMT SUPP | 26.65 | |
| 26035 | 05/23/08 | 494.39 | 170 | TOWNSEND'S AUTO PARTS | | 19650 | REV VEH PARTS | 231.60 | |
| | | | | | | 19651 | REV VEH PARTS | 262.79 | |
| 26036 | 05/23/08 | 277.18 | 068 | UNITED LABORATORIES | | 19522 | REPAIRS/MAINTENANCE | 277.18 | |

5-1-13

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--|-------------|---------------|-------------------------|--------------------|---------|
| 26037 | 05/23/08 | 334.44 | 007 UNITED PARCEL SERVICE | | 19831 | FRT OUT/FLT | 40.38 | |
| | | | | | 19832 | FRT OUT/FLT | 76.25 | |
| | | | | | 19833 | FRT OUT/FLT | 86.66 | |
| | | | | | 19834 | FRT OUT/FLT | 44.16 | |
| | | | | | 19835 | FRT OUT/FLT | 38.13 | |
| | | | | | 19836 | FRT OUT/FLT | 48.86 | |
| 26038 | 05/23/08 | 4,000.00 | 002873 USPS-HASLER | | 19547 | POSTAGE FOR METER | 2,000.00 | VOIDED |
| | | | | | 19582 | POSTAGE FOR METER | 2,000.00 | |
| 26039 | 05/23/08 | 100.82 | 434 VERIZON WIRELESS | 0 | 19875 | 2 WIRELESS PC CARDS | 100.82 | |
| 26040 | 05/23/08 | 134.83 | M076 VONWAL, YVETTE | 0 | 19815 | MED PYMT SUPP | 134.83 | |
| 26041 | 05/23/08 | 11,568.12 | 001083 WATSONVILLE TRANSPORTATION, INC | | 19614 | APRIL PT SERVICES | 11,568.12 | |
| 26042 | 05/23/08 | 532,449.09 | 002887 WEST BAY BUILDERS, INC. | | 19876 | CONST SVC MB TO 4/30 | 532,449.09 | |
| 26043 | 05/23/08 | 60.30 | M115 WILLIAMS, CHRIS | 0 | 19816 | MED PYMT SUPP | 60.30 | |
| 26044 | 05/23/08 | 777.73 | 186 WILSON, GEORGE H., INC. | | 19566 | REPAIRS/MAINTENANCE | 777.73 | |
| 26045 | 05/23/08 | 26.65 | M088 YAGI, RANDY | 0 | 19784 | MED PYMT SUPP | 26.65 | |
| 26047 | 05/30/08 | 720.19 | 002069 A TOOL SHED, INC. | | 19632 | EQUIP RENTAL | 46.94 | |
| | | | | | 19642 | EQUIP RENTAL | 673.25 | |
| 26048 | 05/30/08 | 105.00 | 001088 ADVANCED MECHANICAL SERVICES | 7 | 19639 | BACKFLOW TESTING | 105.00 | |
| 26049 | 05/30/08 | 250.00 | 001062 ALLTERRA ENVIRONMENTAL INC. | | 19670 | APR/MAY INSPECTIONS | 250.00 | |
| 26050 | 05/30/08 | 1,035.00 | 001128 ALWAYS TOWING & RECOVERY, INC | | 19704 | TOW # 8100 | 517.50 | |
| | | | | | 19705 | TOW # 2307 | 517.50 | |
| 26051 | 05/30/08 | 9.46 | 294 ANDY'S AUTO SUPPLY | 0 | 19556 | PARTS & SUPPLIES | 9.46 | |
| 26052 | 05/30/08 | 6,093.36 | 059 BATTERIES USA, INC. | | 19853 | REV VEH PARTS | 6,093.36 | |
| 26053 | 05/30/08 | 240.00 | E271 BAUER, FRANK | | 19989 | 6/23-6/27 EMP TRAVEL | 240.00 | |
| 26054 | 05/30/08 | 10,381.16 | 664 BAY COUNTIES PITCOCK PETROLEUM | | 19910 | FUEL/FLT | 10,381.16 | |
| 26055 | 05/30/08 | 100.00 | B003 BEAUTZ, JAN | 7 | 19946 | MAY BOARD MTGS | 100.00 | |
| 26056 | 05/30/08 | 166.01 | 002189 BUS & EQUIPMENT | | 19712 | REV VEH PARTS | 166.01 | |
| 26057 | 05/30/08 | 50.00 | B018 BUSTICHI, DENE | 7 | 19947 | MAY BOARD MTG | 50.00 | |
| 26058 | 05/30/08 | 160.99 | 172 CENTRAL WELDER'S SUPPLY, INC. | | 19671 | PARTS & SUPPLIES | 160.99 | |
| 26059 | 05/30/08 | 498.02 | 739 CENTURY CHEVROLET | | 19615 | REV VEH PARTS | 498.02 | |
| 26060 | 05/30/08 | 71.50 | R524 CHARTONE, INC. | | 19991 | PROF SVCS/RISK | 71.50 | |
| 26061 | 05/30/08 | 366.75 | 001346 CITY OF SANTA CRUZ | | 19988 | MAR-APR INSP SVC/MB | 366.75 | |
| 26062 | 05/30/08 | 10.34 | 130 CITY OF WATSONVILLE UTILITIES | | 19928 | 4/1-5/1 RODRIGUEZ | 10.34 | |
| 26063 | 05/30/08 | 100.00 | B014 CITY OF WATSONVILLE | | 19955 | MAY BOARD MTGS | 100.00 | |
| 26064 | 05/30/08 | 1,479.50 | 909 CLASSIC GRAPHICS | | 19598 | OUT RPR REV VEH | 1,479.50 | |
| 26065 | 05/30/08 | 26,040.21 | 001124 CLEAN ENERGY | | 19837 | LNG/FLT | 12,616.38 | |
| | | | | | 19931 | LNG/FLT | 13,423.83 | |
| 26066 | 05/30/08 | 172.42 | 002063 COSTCO | | 19586 | OFFICE SUPPLY/OPS | 142.99 | |
| | | | | | 19588 | PHOTO SUPPLIES/OPS | 5.05 | |
| | | | | | 19589 | PHOTO SUPPLIES/OPS | 2.53 | |
| | | | | | 19590 | PHOTO SUPPLIES/OPS | 5.42 | |
| | | | | | 19672 | LOCAL MTG EXP | 14.19 | |
| | | | | | 19761 | PHOTO PROCESS/RISK | 2.24 | |
| 26067 | 05/30/08 | 333.70 | 504 CUMMINS WEST, INC. | | 19592 | REV VEH PARTS | 333.70 | |
| 26068 | 05/30/08 | 4,800.00 | 002624 DIGITAL RECORDERS | | 19843 | REV VEH PARTS | 4,800.00 | |
| 26069 | 05/30/08 | 6,491.10 | 085 DIXON & SON TIRE, INC. | | 19889 | TIRES & TUBES | 839.34 | |
| | | | | | 19890 | TIRES & TUBES | 860.41 | |
| | | | | | 19891 | TIRES & TUBES | 326.29 | |
| | | | | | 19892 | TIRES & TUBES | 211.05 | |
| | | | | | 19893 | TIRES & TUBES | 959.17 | |

5-1-14

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS FOR ACCOUNTS PAYABLE

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| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------|------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| | | | | | | 19894 | TIRES & TUBES | 1,285.64 | |
| | | | | | | 19895 | TIRES & TUBES | 696.75 | |
| | | | | | | 19896 | TIRES & TUBES | 329.51 | |
| | | | | | | 19897 | TIRES & TUBES | 326.29 | |
| | | | | | | 19898 | TIRES & TUBES | 422.89 | |
| | | | | | | 19899 | TIRES & TUBES | 233.76 | |
| 26072 | 05/30/08 | 1,020.00 | 916 | DOCTORS ON DUTY | | 19957 | 4/22 DRUG TEST | 30.00 | |
| | | | | | | 19958 | 4/22 DRUG TEST | 35.00 | |
| | | | | | | 19959 | 4/22 DRUG TEST | 5.00 | |
| | | | | | | 19960 | 4/22 DRUG TEST | 120.00 | |
| | | | | | | 19961 | 4/22 DRUG TEST | 5.00 | |
| | | | | | | 19962 | 4/23 DRUG TEST | 120.00 | |
| | | | | | | 19963 | 4/23 DRUG TEST | 5.00 | |
| | | | | | | 19964 | 4/29 DRUG TEST | 30.00 | |
| | | | | | | 19965 | 4/29 DRUG TEST | 35.00 | |
| | | | | | | 19966 | 4/29 DRUG TEST | 5.00 | |
| | | | | | | 19967 | 4/30 DRUG TEST | 30.00 | |
| | | | | | | 19968 | 4/30 DRUG TEST | 35.00 | |
| | | | | | | 19969 | 4/30 DRUG TEST | 5.00 | |
| | | | | | | 19970 | 5/05 DRUG TEST | 30.00 | |
| | | | | | | 19971 | 5/05 DRUG TEST | 5.00 | |
| | | | | | | 19972 | 5/05 DRUG TEST | 30.00 | |
| | | | | | | 19973 | 5/05 DRUG TEST | 5.00 | |
| | | | | | | 19974 | 5/05 DRUG TEST | 120.00 | |
| | | | | | | 19975 | 5/5 DRUG TEST | 5.00 | |
| | | | | | | 19976 | 5/5 DRUG TEST | 120.00 | |
| | | | | | | 19977 | 5/6 DRUG TEST | 30.00 | |
| | | | | | | 19978 | 5/6 DRUG TEST | 35.00 | |
| | | | | | | 19979 | 5/6 DRUG TEST | 5.00 | |
| | | | | | | 19980 | 5/7 DRUG TEST | 30.00 | |
| | | | | | | 19981 | 5/7 DRUG TEST | 35.00 | |
| | | | | | | 19982 | 5/7 DRUG TEST | 5.00 | |
| | | | | | | 19983 | 5/13 DRUG TEST | 30.00 | |
| | | | | | | 19984 | 5/13 DRUG TEST | 5.00 | |
| | | | | | | 19985 | 5/15 DRUG TEST | 30.00 | |
| | | | | | | 19986 | 5/15 DRUG TEST | 35.00 | |
| | | | | | | 19987 | 5/15 DRUG TEST | 5.00 | |
| 26073 | 05/30/08 | 45.00 | 002388 | DOGHERRA'S | 7 | 19714 | TOWING # 318 | 45.00 | |
| 26074 | 05/30/08 | 854.24 | 001185 | DOUBLETREE GUEST SUITES | | 19990 | 6/23-6/28/F.BAUER | 854.24 | |
| 26075 | 05/30/08 | 3,070.12 | 001183 | ECOLAB VEHICLE CARE DIVISION | | 19997 | REPAIRS/MAINTENANCE | 3,070.12 | |
| 26076 | 05/30/08 | 2,701.53 | 001172 | FERGUSON ENTERPRISES INC. | | 19854 | WATER CLOSETS | 2,487.97 | |
| | | | | | | 19857 | REPAIRS/MAINTENANCE | 213.56 | |
| 26077 | 05/30/08 | 3,934.14 | 447 | FERRIS HOIST & REPAIR, INC. | | 19599 | HOIST REPAIR | 702.94 | |
| | | | | | | 19720 | ROLLING JACK | 3,231.20 | |
| 26078 | 05/30/08 | 2,205.58 | 647 | GPI GENFARE | | 19852 | REV VEH PARTS | 1,634.50 | |
| | | | | | | 19881 | REPAIRS/MAINTENANCE | 581.89 | |
| | | | | | | 19882 | CREDIT MEMO | -10.81 | |
| 26079 | 05/30/08 | 358.57 | 282 | GRAINGER | | 19999 | PARTS & SUPPLIES | 358.57 | |
| 26080 | 05/30/08 | 10,686.20 | 341 | GRANITE CONSTRUCTION CO. | | 19996 | CHINA GRADE | 10,686.20 | |
| 26081 | 05/30/08 | 100.00 | B021 | HAGEN, DONALD N. | 7 | 19948 | MAY BOARD MTGS | 100.00 | |

5-1-15

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 26082 | 05/30/08 | 86,407.59 | 001035 | HARRIS & ASSOCIATES | | 19902 | 4/1-4/30 PROF SVCS | 86,407.59 | |
| 26083 | 05/30/08 | 699.25 | 002313 | HARTSELL & OLIVIERI | 7 | 19879 | TRANSCRIPTS/HRD | 699.25 | |
| 26084 | 05/30/08 | 50.00 | B006 | HINKLE, MICHELLE | 7 | 19949 | MAY BOARD MTGS | 50.00 | |
| 26085 | 05/30/08 | 71.49 | 166 | HOSE SHOP, THE | | 19859 | REPAIRS/MAINTENANCE | 71.49 | |
| 26086 | 05/30/08 | 24.95 | 074 | KENVILLE LOCKSMITHS | 7 | 19633 | PARTS & SUPPLIES | 14.97 | |
| | | | | | | 19674 | REPAIRS/MAINTENANCE | 9.98 | |
| 26087 | 05/30/08 | 549.41 | 167 | KEYSTON BROTHERS | | 19707 | OTH MOB SUPPLIES | 379.49 | |
| | | | | | | 19708 | OTH MOB SUPPLIES | 169.92 | |
| 26088 | 05/30/08 | 2,041.38 | 002240 | KLEEN-RITE | 7 | 19733 | OUT RPR EQUIP | 2,041.38 | |
| 26089 | 05/30/08 | 165.00 | 852 | LAW OFFICES OF MARIE F. SANG | 7 | 19732 | WORKERS COMP CLAIM | 165.00 | |
| 26090 | 05/30/08 | 106.51 | 107A | LUMBERMENS | | 19563 | REPAIRS/MAINTENANCE | 27.79 | |
| | | | | | | 19621 | REPAIRS/MAINTENANCE | 3.11 | |
| | | | | | | 19648 | REPAIRS/MAINTENANCE | 19.65 | |
| | | | | | | 19675 | REPAIRS/MAINTENANCE | 55.96 | |
| 26091 | 05/30/08 | 1,548.64 | 001358 | MARINA MOTOR COMPANY | | 19617 | REV VEH PARTS | 220.72 | |
| | | | | | | 19619 | OUT RPR REV VEH | 1,327.92 | |
| 26092 | 05/30/08 | 478.49 | 001296 | MATTHEW BENDER & CO., INC. | | 19945 | CA EMP LAW # 37 | 478.49 | |
| 26093 | 05/30/08 | 650.00 | 764 | MERCURY METALS | | 19842 | RAMP REPAIR | 650.00 | |
| 26094 | 05/30/08 | 552.54 | 041 | MISSION UNIFORM | | 19567 | UNIF/LAUNDRY/FAC | 66.68 | |
| | | | | | | 19644 | UNIF/LAUNDRY/FLT | 277.39 | |
| | | | | | | 19645 | UNIF/LAUNDRY/FLT | 52.03 | |
| | | | | | | 19646 | UNIF/LAUNDRY/FLT | 50.60 | |
| | | | | | | 19647 | UNIF/LAUNDRY/FLT | 71.64 | |
| | | | | | | 19710 | UNIF/LAUNDRY/PT | 34.20 | |
| 26095 | 05/30/08 | 390.33 | 288 | MUNCIE TRANSIT SUPPLY | | 19676 | REV VEH PARTS | 390.33 | |
| 26096 | 05/30/08 | 2,752.39 | 001063 | NEW FLYER INDUSTRIES LIMITED | | 19679 | REV VEH PARTS | 156.94 | |
| | | | | | | 19703 | REV VEH PARTS | 60.30 | |
| | | | | | | 19844 | REV VEH PARTS | 946.74 | |
| | | | | | | 19845 | REV VEH PARTS | 51.30 | |
| | | | | | | 19846 | REV VEH PARTS | 40.20 | |
| | | | | | | 19847 | REV VEH PARTS | 484.58 | |
| | | | | | | 19848 | REV VEH PARTS | 95.20 | |
| | | | | | | 19849 | REV VEH PARTS | 453.00 | |
| | | | | | | 19850 | REV VEH PARTS | 79.80 | |
| | | | | | | 19851 | REV VEH PARTS | 384.33 | |
| 26097 | 05/30/08 | 100.00 | B020 | NICOL, KIRBY | 7 | 19950 | MAY BOARD MTGS | 100.00 | |
| 26098 | 05/30/08 | 949.15 | 004 | NORTH BAY FORD LINC-MERCURY | | 19578 | REV VEH PARTS | 23.14 | |
| | | | | | | 19716 | OUT RPR REV VEH | 323.44 | |
| | | | | | | 19717 | REV VEH PARTS | 602.57 | |
| 26099 | 05/30/08 | 14,842.00 | 001176 | NORTHSTAR, INC. | | 19638 | APR MAINT/RIVER | 14,842.00 | |
| 26100 | 05/30/08 | 761.23 | 043 | PALACE ART & OFFICE SUPPLY | | 19553 | OFFICE SUPPLIES/HRD | 92.60 | |
| | | | | | | 19562 | OFFICE SUPPLIES/FAC | 159.71 | |
| | | | | | | 19583 | OFFICE SUPPLY/ADM | 442.55 | |
| | | | | | | 19681 | OFFICE SUPPLIES/FAC | 66.37 | |
| 26101 | 05/30/08 | 70.00 | 481 | PIED PIPER EXTERMINATORS, INC. | | 19932 | MAY PEST CONTROL | 70.00 | |
| 26102 | 05/30/08 | 100.00 | B011 | REILLY, EMILY | 7 | 19951 | MAY BOARD MTGS | 100.00 | |
| 26103 | 05/30/08 | 28,917.43 | 904 | RNL DESIGN | | 19942 | SVCS THRU 3/31 MB | 1,338.94 | |
| | | | | | | 19943 | SVCS THRU 3/31 MB | 27,578.49 | |
| 26104 | 05/30/08 | 100.00 | B015 | ROTKIN, MIKE | 7 | 19952 | MAY BOARD MTGS | 100.00 | |
| 26105 | 05/30/08 | 28,009.79 | 966 | S.C. FUELS | 0 | 19722 | DIESEL/FLT | 28,009.79 | |

5-11-16

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS FOR ACCOUNTS PAYABLE

DATE: 05/01/08 THRU 05/31/08

| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR | VENDOR NAME | TRANS. TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 26106 | 05/30/08 | 375.50 | 018 | SALINAS VALLEY FORD SALES | | 19594 | PARTS & SUPPLIES | 375.50 | |
| 26107 | 05/30/08 | 982.94 | 002713 | SANTA CRUZ AUTO TECH, INC. | | 19711 | OUT RPR REV VEH | 859.44 | |
| | | | | | | 19841 | OUT RPR REV VEH | 123.50 | |
| 26108 | 05/30/08 | 70.79 | 135 | SANTA CRUZ AUTO PARTS, INC. | | 19622 | PARTS & SUPPLIES | 38.63 | |
| | | | | | | 19649 | REV VEH PARTS | 32.16 | |
| 26109 | 05/30/08 | 15.00 | 001944 | SANTA CRUZ COUNTY LAW LIBRARY | | 19941 | QUARTERLY MINIMUM | 15.00 | |
| 26110 | 05/30/08 | 11,985.16 | 977 | SANTA CRUZ TRANSPORTATION, LLC | 7 | 19613 | APRIL PT SVCS | 11,985.16 | |
| 26111 | 05/30/08 | 500.08 | 001 | SBC | | 19900 | APR REPEATERS/OPS | 412.07 | |
| | | | | | | 19901 | APR REPEATERS/OPS | 88.01 | |
| 26112 | 05/30/08 | 246.00 | 957 | SECURITY SHORING & STEEL PLT | | 19746 | 3/28-4/27 RENTAL | 246.00 | |
| 26113 | 05/30/08 | 11.42 | 115 | SNAP-ON INDUSTRIAL | | 19913 | EMP TOOLS | 11.42 | |
| 26114 | 05/30/08 | 100.00 | B012 | SPENCE, PAT | 7 | 19953 | MAY BOARD MTGS | 100.00 | |
| 26115 | 05/30/08 | 100.00 | B017 | STONE, MARK | 7 | 19954 | MAY BOARD MTGS | 100.00 | |
| 26116 | 05/30/08 | 593.64 | 001165 | THANH N. VU MD | 7 | 19683 | MEDICAL EXAM/FLT | 75.00 | |
| | | | | | | 19684 | MEDICAL EXAM/FLT | 75.00 | |
| | | | | | | 19685 | MEDICAL EXAM/FLT | 75.00 | |
| | | | | | | 19691 | MEDICAL EXAM | 92.16 | |
| | | | | | | 19692 | MEDICAL EXAM | 92.16 | |
| | | | | | | 19693 | MEDICAL EXAM | 92.16 | |
| | | | | | | 19694 | MEDICAL EXAM | 92.16 | |
| 26117 | 05/30/08 | 124.05 | 002504 | TIFCO INDUSTRIES | | 19911 | PARTS & SUPPLIES | 38.65 | |
| | | | | | | 19992 | PARTS & SUPPLIES | 85.40 | |
| 26118 | 05/30/08 | 383.77 | 582 | TOYOTA OF SANTA CRUZ | | 19606 | TIRES & TUBES | 383.77 | |
| 26119 | 05/30/08 | 166.48 | 007 | UNITED PARCEL SERVICE | | 19886 | FRT OUT/FLT | 56.00 | |
| | | | | | | 19887 | FRT OUT/FLT | 55.57 | |
| | | | | | | 19888 | FRT OUT/FLT | 54.91 | |
| 26121 | 05/30/08 | 458,230.91 | 002829 | VALLEY POWER SYSTEMS, INC. | | 19515 | REV VEH PARTS | 20.52 | |
| | | | | | | 19579 | REV VEH PARTS | 485.90 | |
| | | | | | | 19580 | REV VEH PARTS | 20.52 | |
| | | | | | | 19607 | SMALL TOOLS | 174.65 | |
| | | | | | | 19625 | REV VEH PARTS | 1,366.21 | |
| | | | | | | 19626 | CREDIT MEMO | -1,079.58 | |
| | | | | | | 19627 | CREDIT MEMO | -1,079.58 | |
| | | | | | | 19628 | CREDIT MEMO | -1,079.58 | |
| | | | | | | 19629 | CREDIT MEMO | -1,079.58 | |
| | | | | | | 19630 | CREDIT MEMO | -1,079.58 | |
| | | | | | | 19631 | CREDIT MEMO | -1,079.58 | |
| | | | | | | 19634 | CREDIT MEMO | -1,079.58 | |
| | | | | | | 19688 | REV VEH PARTS | 379.99 | |
| | | | | | | 19689 | REV VEH PARTS | 888.09 | |
| | | | | | | 19690 | REV VEH PARTS | 357.45 | |
| | | | | | | 19699 | REV VEH PARTS | 38.15 | |
| | | | | | | 19723 | OUT RPR REV VEH | 663.61 | |
| | | | | | | 19920 | ENG REPOWER | 153,665.48 | |
| | | | | | | 19921 | ENG REPOWER | 153,665.48 | |
| | | | | | | 19922 | ENG REPOWER | 153,665.48 | |
| | | | | | | 19993 | REV VEH PARTS | 169.50 | |
| | | | | | | 19998 | REV VEH PARTS | 226.94 | |
| 26122 | 05/30/08 | 279.91 | 436 | WEST PAYMENT CENTER | | 19944 | APR ACCESS CHARGES | 279.91 | |
| 26123 | 05/30/08 | 629.30 | 001184 | WESTERN ELECTRICAL PRODUCTS | 7 | 19858 | REPAIRS/MAINTENANCE | 629.30 | |

S-117

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS FOR ACCOUNTS PAYABLE

DATE: 05/01/08 THRU 05/31/08

| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR | VENDOR NAME | TRANS. TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------|---------------------------|-------------|---------------|-------------------------|--------------------|--------------|
| 26124 | 05/30/08 | 273.04 | 147 | ZEE MEDICAL SERVICE CO. | 19994 | | SAFETY SUPPLIES | 74.65 | |
| | | | | | 19995 | | SAFETY SUPPLIES | 198.39 | |
| 26125 | 05/30/08 | 1,636.87 | 148 | ZEP MANUFACTURING COMPANY | 19741 | | REV PARTS/CLEANING | 1,400.87 | |
| | | | | | 19856 | | CLEANING SUPPLIES | 236.00 | |
| 26126 | 05/30/08 | 5,200.00 | 141 | ZULIM, DAVID B., INC. | 19903 | | FLOOR PLAN/VERNON | 4,500.00 | |
| | | | | | 19904 | | FLOOR PLAN/VERNON | 700.00 | |
| TOTAL | | 3,220,357.73 | | ACCOUNTS PAYABLE | | | TOTAL CHECKS | 419 | 3,220,357.73 |

811-5

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2008
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
SUBJECT: MONTHLY BUDGET STATUS REPORTS FOR APRIL 2008.

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors accept and file the budget status reports for April 2008.

II. SUMMARY OF ISSUES

- **Operating Revenues** for the month of April 2008 were \$150K or 8% over the amount of revenues expected.
- **Consolidated Operating Expenses** for the month of April 2008 were \$322K or 10% under budget.
- **Capital Budget** spending for the month of April 2008 was \$15,323K or 43% of the Capital budget.

III. DISCUSSION

An analysis of the District's budget status is prepared monthly in order to apprise the Board of Directors of the District's actual revenues, expenses and capital in relation to the adopted operating and capital budgets for the fiscal year. The attached monthly revenue, expense and capital reports represent the status of the District's FY08 operating and capital budgets versus actual expenditures for the month.

The fiscal year has elapsed 83%.

A. Operating Revenue

For the month of April 2008 were \$150K or 8% over the amount of revenues expected. Revenue variances are explained in the notes at the end of the revenue report.

B. Operating Expense by Department

Total Operating Expenses by Department for the month of April 2008 were \$322K or 10% under budget; 6% above where we were YTD in FY07. Majority of the variance is due to lower than anticipated Personnel, Admin & Bank Fees, Prof & Tech Fees, and Settlement Costs.

C. Consolidated Operating Expenses

Consolidated Operating Expenses for the month of April 2008 were \$322K or 10% under budget. Majority of the variance is due to Personnel Expenses, Admin & Bank Fees, Prof & Tech Fees, and Settlement Costs. Further explanation of these variances is contained in the notes following the report.

D. Capital Budget

A total of \$15,323K or 43% has been expended in the Capital Budget YTD. Of this, \$4,850K or 47% has been spent of the MetroBase line item, \$3,998K or 57% has been spent on the 110 Vernon Purchase & Renovation line item, and \$3,690K or 54% has been spent on the CNG Bus Conversions.

IV. FINANCIAL CONSIDERATIONS

None

IV. ATTACHMENTS

- Attachment A:** FY08 Operating Revenue for the month ending – 04/30/08
 FY08 Operating Expenses by Department for the month ending – 04/30/08
 FY08 Consolidated Operating Expenses for the month ending – 04/30/08
 FY08 Capital Budget Reports for the month ending – 04/30/08

FY2008
Operating Revenue
For the month ending - April 30, 2008

Percent of Year Elapsed - 83%

| Revenue Source | Current Period | | | | Year to Date | | | | YTD Year Over Year Comparison | | | | Notes |
|-----------------------------------|---------------------|---------------------|-------------------|------------|----------------------|----------------------|---------------------|------------|-------------------------------|----------------------|-------------------|-----------|----------|
| | Actual | Budget | \$ Var | % Var | Actual | Budget | \$ Var | % Var | Actual | | \$ Var | % Var | |
| | | | | | | | | | FY08 | FY07 | | | |
| Passenger Fares | \$ 326,679 | \$ 287,507 | \$ 39,172 | 14% | \$ 2,929,812 | \$ 2,875,070 | \$ 54,742 | 2% | \$ 2,929,812 | \$ 2,796,566 | \$ 133,246 | 5% | |
| Paratransit Fares | \$ 17,946 | \$ 20,800 | \$ (2,854) | -14% | \$ 186,713 | \$ 208,000 | \$ (21,287) | -10% | \$ 186,713 | \$ 189,266 | \$ (2,553) | -1% | |
| Special Transit Fares | \$ 351,763 | \$ 235,271 | \$ 116,492 | 50% | \$ 2,484,799 | \$ 2,352,710 | \$ 132,089 | 6% | \$ 2,484,799 | \$ 2,217,289 | \$ 267,510 | 12% | |
| Highway 17 Fares | \$ 85,796 | \$ 70,310 | \$ 15,486 | 22% | \$ 716,293 | \$ 703,100 | \$ 13,193 | 2% | \$ 716,293 | \$ 681,246 | \$ 35,047 | 5% | |
| Highway 17 Payments | \$ 39,220 | \$ 38,544 | \$ 676 | 2% | \$ 416,010 | \$ 385,440 | \$ 30,570 | 8% | \$ 416,010 | \$ 366,480 | \$ 49,530 | 14% | |
| Subtotal Passenger Revenue | \$ 821,404 | \$ 652,432 | \$ 168,972 | 26% | \$ 6,733,627 | \$ 6,524,320 | \$ 209,307 | 3% | \$ 6,733,627 | \$ 6,250,847 | \$ 482,780 | 8% | 1 |
| Commissions | \$ 3 | \$ 500 | \$ (497) | -99% | \$ 3,519 | \$ 5,000 | \$ (1,481) | -30% | \$ 3,519 | \$ 4,881 | \$ (1,362) | -28% | |
| Advertising Income | \$ 10,820 | \$ 12,083 | \$ (1,263) | -10% | \$ 208,707 | \$ 120,830 | \$ 87,877 | 73% | \$ 208,707 | \$ 184,431 | \$ 24,276 | 13% | 2 |
| Rent Income - SC Pacific Station | \$ 7,378 | \$ 7,087 | \$ 291 | 4% | \$ 67,046 | \$ 70,870 | \$ (3,824) | -5% | \$ 67,046 | \$ 69,155 | \$ (2,109) | -3% | |
| Rent Income - Watsonville TC | \$ 4,167 | \$ 4,124 | \$ 43 | 1% | \$ 37,426 | \$ 41,240 | \$ (3,814) | -9% | \$ 37,426 | \$ 43,777 | \$ (6,351) | -15% | |
| Rent Income - General | \$ 5,087 | \$ - | \$ 5,087 | 0% | \$ 10,177 | \$ - | \$ 10,177 | 0% | \$ 10,177 | \$ 4,800 | \$ 5,377 | 112% | |
| Interest Income | \$ 53,940 | \$ 89,667 | \$ (35,727) | -40% | \$ 843,871 | \$ 896,670 | \$ (52,799) | -6% | \$ 843,871 | \$ 1,125,503 | \$ (281,632) | -25% | 3 |
| Other Non-Transp Revenue | \$ 173 | \$ 23,583 | \$ (23,410) | -99% | \$ 127,974 | \$ 235,830 | \$ (107,856) | -46% | \$ 127,974 | \$ 253,723 | \$ (125,749) | -50% | 4 |
| Sales Tax Revenue | \$ 1,065,300 | \$ 1,028,545 | \$ 36,755 | 4% | \$ 14,117,933 | \$ 14,511,465 | \$ (393,532) | -3% | \$ 14,117,933 | \$ 14,311,896 | \$ (193,963) | -1% | 5 |
| Transp Dev Act (TDA) - Op Asst | \$ - | \$ - | \$ - | 0% | \$ 4,771,527 | \$ 4,771,527 | \$ - | 0% | \$ 4,771,527 | \$ 4,624,376 | \$ 147,151 | 3% | |
| FTA Sec 5307 - Op Asst | \$ - | \$ - | \$ - | 0% | \$ 3,153,552 | \$ 3,153,552 | \$ - | 0% | \$ 3,153,552 | \$ 3,004,546 | \$ 149,006 | 5% | |
| Repay FTA Advance | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | |
| FTA Sec 5311 - Rural Op Asst | \$ - | \$ - | \$ - | 0% | \$ 149,335 | \$ 149,335 | \$ - | 0% | \$ 149,335 | \$ 168,582 | \$ (19,247) | -11% | |
| Transfer from Capital/Proj Mgr | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | |
| Subtotal Revenue | \$ 1,968,272 | \$ 1,818,021 | \$ 150,251 | 8% | \$ 30,224,694 | \$ 30,480,639 | \$ (255,945) | -1% | \$ 30,224,694 | \$ 30,046,517 | \$ 178,177 | 1% | |
| One-Time Revenue | | | | | | | | | | | | | |
| Carryover from Previous Year | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | |
| Transfer from insurance Reserves | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | |
| FTA Sec 5317 - Op Assistance | \$ - | \$ - | \$ - | 0% | \$ 17,785 | \$ - | \$ 17,785 | 0% | \$ 17,785 | \$ - | \$ 17,785 | 0% | |
| AMBAG Funding | \$ - | \$ - | \$ - | 0% | \$ 40,578 | \$ - | \$ 40,578 | 0% | \$ 40,578 | \$ - | \$ 40,578 | 0% | |
| Subtotal One-Time Revenue | \$ - | \$ - | \$ - | 0% | \$ 58,363 | \$ - | \$ 58,363 | 0% | \$ 58,363 | \$ - | \$ 58,363 | 0% | |
| Total Operating Revenue | \$ 1,968,272 | \$ 1,818,021 | \$ 150,251 | 8% | \$ 30,283,057 | \$ 30,480,639 | \$ (197,582) | -1% | \$ 30,283,057 | \$ 30,046,517 | \$ 236,540 | 1% | |
| Total Operating Expenses | \$ 2,910,717 | | | | \$ 28,626,568 | | | | \$ 28,626,568 | \$ 26,932,721 | | | |
| Variance | \$ (942,445) | | | | \$ 1,656,489 | | | | \$ 1,656,489 | \$ 3,113,796 | | | |

Current Period Notes:

- 1) **Passenger Revenue** is over budget due to straight lining of the budget, use of accrual basis, and increase in rider ship.
- 2) **Advertising Income** is under budget due to more ad revenue than budgeted in April 2008.
- 3) **Interest Income** is under budget due to Metro Base spending of district funds.
- 4) **Other Non-Transp Revenue** is behind for the month and YTD due to UTU PERS reimbursement from the County, which is collected on a quarterly basis.
- 5) **Sales Tax Revenue** is over budget for the month due to higher than anticipated receipts in April 2008. YTD we are 3% behind budget.

S-2-a1

Attachment A

FY2008
Consolidated Operating Expenses
For the month ending - April 30, 2008

| | Current Period | | | | Year to Date | | | | YTD Year Over Year Comparison | | | | Notes |
|-----------------------------------|---------------------|---------------------|---------------------|-------------|----------------------|----------------------|-----------------------|-------------|-------------------------------|----------------------|-------------------|-----------|-------|
| | Actual | Budget | \$ Var | % Var | Actual | Budget | \$ Var | % Var | Actual | | \$ Var | % Var | |
| | | | | | | | | | FY08 | FY07 | | | |
| LABOR | | | | | | | | | | | | | |
| 501011 Bus Operator Pay | \$ 668,916 | \$ 687,597 | \$ (18,681) | -3% | \$ 6,190,152 | \$ 6,875,970 | \$ (685,818) | -10% | \$ 6,190,152 | \$ 6,046,857 | \$ 143,295 | 2% | |
| 501013 Bus Operator Overtime | \$ 142,992 | \$ 102,083 | \$ 40,909 | 40% | \$ 1,174,296 | \$ 1,020,830 | \$ 153,466 | 15% | \$ 1,174,296 | \$ 1,055,103 | \$ 119,193 | 11% | |
| 501021 Other Salaries | \$ 526,211 | \$ 541,357 | \$ (15,146) | -3% | \$ 4,967,672 | \$ 5,413,570 | \$ (445,898) | -8% | \$ 4,967,672 | \$ 4,624,500 | \$ 343,172 | 7% | |
| 501023 Other Overtime | \$ 33,824 | \$ 19,684 | \$ 14,140 | 72% | \$ 258,208 | \$ 196,840 | \$ 61,368 | 31% | \$ 258,208 | \$ 231,767 | \$ 26,441 | 11% | |
| Total Labor - | \$ 1,371,943 | \$ 1,350,721 | \$ 21,222 | 2% | \$ 12,590,328 | \$ 13,507,210 | \$ (916,882) | -7% | \$ 12,590,328 | \$ 11,958,227 | \$ 632,101 | 5% | |
| FRINGE BENEFITS | | | | | | | | | | | | | |
| 502011 Medicare/Soc. Sec. | \$ 17,992 | \$ 20,139 | \$ (2,147) | -11% | \$ 171,669 | \$ 201,390 | \$ (29,721) | -15% | \$ 171,669 | \$ 158,718 | \$ 12,951 | 8% | |
| 502021 Retirement | \$ 172,596 | \$ 185,973 | \$ (13,377) | -7% | \$ 1,672,017 | \$ 1,859,730 | \$ (187,713) | -10% | \$ 1,672,017 | \$ 1,493,753 | \$ 178,264 | 12% | |
| 502031 Medical Insurance | \$ 394,774 | \$ 438,530 | \$ (43,756) | -10% | \$ 3,878,818 | \$ 4,385,300 | \$ (506,482) | -12% | \$ 3,878,818 | \$ 3,768,567 | \$ 110,251 | 3% | |
| 502041 Dental Insurance | \$ 40,177 | \$ 40,928 | \$ (751) | -2% | \$ 391,844 | \$ 409,279 | \$ (17,435) | -4% | \$ 391,844 | \$ 371,851 | \$ 19,993 | 5% | |
| 502045 Vision Insurance | \$ 10,709 | \$ 11,336 | \$ (627) | -6% | \$ 108,317 | \$ 113,359 | \$ (5,042) | -4% | \$ 108,317 | \$ 107,130 | \$ 1,187 | 1% | |
| 502051 Life Insurance | \$ 3,859 | \$ 4,414 | \$ (555) | -13% | \$ 34,557 | \$ 44,140 | \$ (9,583) | -22% | \$ 34,557 | \$ 38,855 | \$ (4,298) | -11% | |
| 502060 State Disability | \$ 12,302 | \$ 30,599 | \$ (18,297) | -60% | \$ 105,035 | \$ 305,990 | \$ (200,955) | -66% | \$ 105,035 | \$ 126,637 | \$ (21,602) | -17% | |
| 502061 Disability Insurance | \$ 17,236 | \$ 15,926 | \$ 1,310 | 8% | \$ 170,964 | \$ 159,260 | \$ 11,704 | 7% | \$ 170,964 | \$ 155,703 | \$ 15,261 | 10% | |
| 502071 State Unemp. Ins | \$ 411 | \$ 8,019 | \$ (7,608) | -95% | \$ 53,638 | \$ 80,190 | \$ (26,552) | -33% | \$ 53,638 | \$ 53,990 | \$ (352) | -1% | |
| 502081 Worker's Comp. Ins | \$ 38,166 | \$ 116,390 | \$ (78,224) | -67% | \$ 847,794 | \$ 1,163,900 | \$ (316,106) | -27% | \$ 847,794 | \$ 750,554 | \$ 97,240 | 13% | |
| 502083 Worker's Comp IBNR | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | |
| 502101 Holiday Pay | \$ 1,445 | \$ 28,652 | \$ (27,207) | -95% | \$ 255,797 | \$ 286,520 | \$ (30,723) | -11% | \$ 255,797 | \$ 254,263 | \$ 1,534 | 1% | |
| 502103 Floating Holiday | \$ 1,237 | \$ 5,467 | \$ (4,230) | -77% | \$ 19,126 | \$ 54,670 | \$ (35,544) | -65% | \$ 19,126 | \$ 17,329 | \$ 1,797 | 10% | |
| 502109 Sick Leave | \$ 45,413 | \$ 63,400 | \$ (17,987) | -28% | \$ 466,765 | \$ 634,000 | \$ (167,235) | -26% | \$ 466,765 | \$ 418,014 | \$ 48,751 | 12% | |
| 502111 Annual Leave | \$ 98,365 | \$ 125,133 | \$ (26,768) | -21% | \$ 1,306,520 | \$ 1,251,330 | \$ 55,190 | 4% | \$ 1,306,520 | \$ 1,370,242 | \$ (63,722) | -5% | |
| 502121 Other Paid Absence | \$ 18,369 | \$ 13,692 | \$ 4,677 | 34% | \$ 103,553 | \$ 136,919 | \$ (33,366) | -24% | \$ 103,553 | \$ 156,640 | \$ (53,087) | -34% | |
| 502251 Physical Exams | \$ 1,125 | \$ 3,019 | \$ (1,894) | -63% | \$ 6,829 | \$ 30,190 | \$ (23,361) | -77% | \$ 6,829 | \$ 5,743 | \$ 1,086 | 19% | |
| 502253 Driver Lic Renewal | \$ 157 | \$ 433 | \$ (276) | -64% | \$ 1,517 | \$ 4,330 | \$ (2,813) | -65% | \$ 1,517 | \$ 1,637 | \$ (120) | -7% | |
| 502999 Other Fringe Benefits | \$ 8,418 | \$ 8,027 | \$ 391 | 5% | \$ 85,327 | \$ 80,270 | \$ 5,057 | 6% | \$ 85,327 | \$ 94,505 | \$ (9,178) | -10% | |
| Total Fringe Benefits - | \$ 882,751 | \$ 1,120,077 | \$ (237,326) | -21% | \$ 9,680,087 | \$ 11,200,767 | \$ (1,520,680) | -14% | \$ 9,680,087 | \$ 9,344,131 | \$ 335,956 | 4% | |
| Total Personnel Expenses - | \$ 2,254,694 | \$ 2,470,798 | \$ (216,104) | -9% | \$ 22,270,415 | \$ 24,707,977 | \$ (2,437,562) | -10% | \$ 22,270,415 | \$ 21,302,358 | \$ 968,057 | 5% | |

5-2.a2

FY2008
Consolidated Operating Expenses
For the month ending - April 30, 2008

| | Current Period | | | | Year to Date | | | | YTD Year Over Year Comparison | | | | Notes |
|--|-------------------|-------------------|--------------------|-------------|---------------------|---------------------|---------------------|-------------|-------------------------------|---------------------|-------------------|------------|-------|
| | Actual | Budget | \$ Var | % Var | Actual | Budget | \$ Var | % Var | Actual | | \$ Var | % Var | |
| | | | | | | | | | FY08 | FY07 | | | |
| SERVICES | | | | | | | | | | | | | |
| 503011 Acctg & Audit Fees | \$ 484 | \$ 8,333 | \$ (7,849) | -94% | \$ 39,149 | \$ 83,582 | \$ (44,433) | -53% | \$ 39,149 | \$ 35,875 | \$ 3,274 | 9% | |
| 503012 Admin & Bank Fees | \$ 332 | \$ 19,669 | \$ (19,337) | -98% | \$ 131,622 | \$ 196,690 | \$ (65,068) | -33% | \$ 131,622 | \$ 114,438 | \$ 17,184 | 15% | 2 |
| 503031 Prof & Tech Fees | \$ 6,681 | \$ 32,126 | \$ (25,445) | -79% | \$ 115,728 | \$ 321,260 | \$ (205,532) | -64% | \$ 115,728 | \$ 160,869 | \$ (45,141) | -28% | 3 |
| 503032 Legislative Services | \$ 7,500 | \$ 8,084 | \$ (584) | -7% | \$ 75,470 | \$ 80,840 | \$ (5,370) | -7% | \$ 75,470 | \$ 73,833 | \$ 1,637 | 2% | |
| 503033 Legal Services | \$ - | \$ 4,306 | \$ (4,306) | -100% | \$ 1,259 | \$ 43,060 | \$ (41,801) | -97% | \$ 1,259 | \$ 1,120 | \$ 139 | 12% | |
| 503034 Pre-Employ Exams | \$ 2,672 | \$ 2,083 | \$ 589 | 28% | \$ 10,325 | \$ 20,830 | \$ (10,505) | -50% | \$ 10,325 | \$ 17,454 | \$ (7,129) | -41% | |
| 503041 Temp Help | \$ 4,769 | \$ 1,375 | \$ 3,394 | 247% | \$ 88,364 | \$ 13,750 | \$ 74,614 | 543% | \$ 88,364 | \$ 37,935 | \$ 50,429 | 133% | 4 |
| 503161 Custodial Services | \$ 4,748 | \$ 6,120 | \$ (1,372) | -22% | \$ 55,862 | \$ 61,200 | \$ (5,338) | -9% | \$ 55,862 | \$ 53,912 | \$ 1,950 | 4% | |
| 503162 Uniform & Laundry | \$ 3,076 | \$ 3,743 | \$ (667) | -18% | \$ 32,591 | \$ 37,430 | \$ (4,839) | -13% | \$ 32,591 | \$ 32,931 | \$ (340) | -1% | |
| 503171 Security Services | \$ 28,214 | \$ 36,994 | \$ (8,780) | -24% | \$ 276,438 | \$ 369,940 | \$ (93,502) | -25% | \$ 276,438 | \$ 335,739 | \$ (59,301) | -18% | 5 |
| 503221 Classified/Legal Ads | \$ 1,046 | \$ 2,383 | \$ (1,337) | -56% | \$ 11,907 | \$ 23,830 | \$ (11,923) | -50% | \$ 11,907 | \$ 12,083 | \$ (176) | -1% | |
| 503222 Legal Advertising | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | |
| 503225 Graphic Services | \$ - | \$ 1,717 | \$ (1,717) | -100% | \$ - | \$ 17,170 | \$ (17,170) | -100% | \$ - | \$ 15,810 | \$ (15,810) | -100% | |
| 503351 Repair - Bldg & Impr | \$ 4,337 | \$ 3,542 | \$ 795 | 22% | \$ 69,680 | \$ 35,420 | \$ 34,260 | 97% | \$ 69,680 | \$ 46,377 | \$ 23,303 | 50% | |
| 503352 Repair - Equipment | \$ 18,533 | \$ 26,236 | \$ (7,703) | -29% | \$ 145,634 | \$ 262,360 | \$ (116,726) | -44% | \$ 145,634 | \$ 123,794 | \$ 21,840 | 18% | |
| 503353 Repair - Rev Vehicle | \$ 28,350 | \$ 24,255 | \$ 4,095 | 17% | \$ 238,793 | \$ 242,550 | \$ (3,757) | -2% | \$ 238,793 | \$ 217,491 | \$ 21,302 | 10% | |
| 503354 Repair - Non Rev Vehicle | \$ 2,191 | \$ 4,652 | \$ (2,461) | -53% | \$ 26,255 | \$ 46,520 | \$ (20,265) | -44% | \$ 26,255 | \$ 24,280 | \$ 1,975 | 8% | |
| 503363 Haz Mat Disposal | \$ 6,174 | \$ 2,042 | \$ 4,132 | 202% | \$ 29,494 | \$ 20,420 | \$ 9,074 | 44% | \$ 29,494 | \$ 27,401 | \$ 2,093 | 8% | 6 |
| Total Services - | \$ 119,107 | \$ 187,660 | \$ (68,553) | -37% | \$ 1,348,571 | \$ 1,876,852 | \$ (528,281) | -28% | \$ 1,348,571 | \$ 1,331,342 | \$ 17,229 | 1% | |
| MOBILE MATERIALS AND SUPPLIES | | | | | | | | | | | | | |
| 504011 Fuels & Lube Non Rev Veh | \$ 13,129 | \$ 10,226 | \$ 2,903 | 28% | \$ 123,093 | \$ 102,260 | \$ 20,833 | 20% | \$ 123,093 | \$ 84,540 | \$ 38,553 | 46% | |
| 504012 Fuels & Lube Rev Veh | \$ 260,595 | \$ 269,649 | \$ (9,054) | -3% | \$ 2,002,395 | \$ 2,678,490 | \$ (676,095) | -25% | \$ 2,002,395 | \$ 1,667,920 | \$ 334,475 | 20% | 7 |
| 504021 Tires & Tubes | \$ 18,607 | \$ 18,700 | \$ (93) | 0% | \$ 155,788 | \$ 187,000 | \$ (31,212) | -17% | \$ 155,788 | \$ 136,200 | \$ 19,588 | 14% | |
| 504161 Other Mobile Supplies | \$ 397 | \$ 667 | \$ (270) | -40% | \$ 5,760 | \$ 6,670 | \$ (910) | -14% | \$ 5,760 | \$ 7,135 | \$ (1,375) | -19% | |
| 504191 Rev Vehicle Parts | \$ 69,609 | \$ 56,800 | \$ 12,809 | 23% | \$ 619,872 | \$ 568,000 | \$ 51,872 | 9% | \$ 619,872 | \$ 523,509 | \$ 96,363 | 18% | 8 |
| Total Mobile Materials & Supplies - | \$ 362,337 | \$ 356,042 | \$ 6,295 | 2% | \$ 2,906,908 | \$ 3,542,420 | \$ (635,512) | -18% | \$ 2,906,908 | \$ 2,419,304 | \$ 487,604 | 20% | |

5-2.93

FY2008
Consolidated Operating Expenses
For the month ending - April 30, 2008

| | Current Period | | | | Year to Date | | | | YTD Year Over Year Comparison | | | | Notes |
|---|------------------|------------------|--------------------|-------------|-------------------|-------------------|---------------------|-------------|-------------------------------|-------------------|-------------------|-------------|-------|
| | Actual | Budget | \$ Var | % Var | Actual | Budget | \$ Var | % Var | Actual | | \$ Var | % Var | |
| | | | | | | | | | FY08 | FY07 | | | |
| OTHER MATERIALS & SUPPLIES | | | | | | | | | | | | | |
| 504205 Freight Out | \$ 334 | \$ 412 | \$ (78) | -19% | \$ 3,688 | \$ 4,120 | \$ (432) | -10% | \$ 3,688 | \$ 1,766 | \$ 1,922 | 109% | |
| 504211 Postage & Mailing | \$ 718 | \$ 1,867 | \$ (1,149) | -62% | \$ 12,990 | \$ 18,670 | \$ (5,680) | -30% | \$ 12,990 | \$ 10,346 | \$ 2,644 | 26% | |
| 504214 Promotional Items | \$ - | \$ 2 | \$ (2) | -100% | \$ - | \$ 20 | \$ (20) | -100% | \$ - | \$ - | \$ - | 0% | |
| 504215 Printing | \$ 3,368 | \$ 7,401 | \$ (4,033) | -54% | \$ 56,847 | \$ 74,010 | \$ (17,163) | -23% | \$ 56,847 | \$ 36,540 | \$ 20,307 | 56% | |
| 504217 Photo Supply/Processing | \$ 320 | \$ 754 | \$ (434) | -58% | \$ 3,408 | \$ 7,539 | \$ (4,131) | -55% | \$ 3,408 | \$ 5,356 | \$ (1,948) | -36% | |
| 504311 Office Supplies | \$ 4,669 | \$ 7,184 | \$ (2,515) | -35% | \$ 66,998 | \$ 71,840 | \$ (4,842) | -7% | \$ 66,998 | \$ 51,996 | \$ 15,002 | 29% | |
| 504315 Safety Supplies | \$ 604 | \$ 1,521 | \$ (917) | -60% | \$ 21,060 | \$ 15,210 | \$ 5,850 | 38% | \$ 21,060 | \$ 11,150 | \$ 9,910 | 89% | |
| 504317 Cleaning Supplies | \$ 3,250 | \$ 4,090 | \$ (840) | -21% | \$ 39,925 | \$ 40,900 | \$ (975) | -2% | \$ 39,925 | \$ 32,025 | \$ 7,900 | 25% | |
| 504409 Repair/Maint Supplies | \$ 9,487 | \$ 3,750 | \$ 5,737 | 153% | \$ 64,350 | \$ 37,500 | \$ 26,850 | 72% | \$ 64,350 | \$ 42,669 | \$ 21,681 | 51% | 9 |
| 504421 Non-Inventory Parts | \$ 3,535 | \$ 3,605 | \$ (70) | -2% | \$ 40,241 | \$ 36,050 | \$ 4,191 | 12% | \$ 40,241 | \$ 24,893 | \$ 15,348 | 62% | |
| 504511 Small Tools | \$ 1,067 | \$ 824 | \$ 243 | 29% | \$ 8,101 | \$ 8,240 | \$ (139) | -2% | \$ 8,101 | \$ 4,821 | \$ 3,280 | 68% | |
| 504515 Employee Tool Rplcmt | \$ 177 | \$ 215 | \$ (38) | -18% | \$ 1,196 | \$ 2,150 | \$ (954) | -44% | \$ 1,196 | \$ 1,389 | \$ (193) | -14% | |
| Total Other Materials & Supplies - | \$ 27,529 | \$ 31,625 | \$ (4,096) | -13% | \$ 318,804 | \$ 316,249 | \$ 2,555 | 1% | \$ 318,804 | \$ 222,951 | \$ 95,853 | 43% | |
| UTILITIES | | | | | | | | | | | | | |
| 505011 Gas & Electric | \$ 14,441 | \$ 15,151 | \$ (710) | -5% | \$ 173,210 | \$ 151,510 | \$ 21,700 | 14% | \$ 173,210 | \$ 148,340 | \$ 24,870 | 17% | |
| 505021 Water & Garbage | \$ 8,635 | \$ 9,274 | \$ (639) | -7% | \$ 97,557 | \$ 92,740 | \$ 4,817 | 5% | \$ 97,557 | \$ 74,951 | \$ 22,606 | 30% | |
| 505031 Telecommunications | \$ 12,809 | \$ 8,021 | \$ 4,788 | 60% | \$ 83,980 | \$ 80,210 | \$ 3,770 | 5% | \$ 83,980 | \$ 58,498 | \$ 25,482 | 44% | 10 |
| Total Utilities - | \$ 35,885 | \$ 32,446 | \$ 3,439 | 11% | \$ 354,747 | \$ 324,460 | \$ 30,287 | 9% | \$ 354,747 | \$ 281,789 | \$ 72,958 | 26% | |
| CASUALTY & LIABILITY | | | | | | | | | | | | | |
| 506011 Insurance - Property | \$ 5,838 | \$ 4,678 | \$ 1,160 | 25% | \$ 41,249 | \$ 46,780 | \$ (5,531) | -12% | \$ 41,249 | \$ 29,585 | \$ 11,664 | 39% | |
| 506015 Insurance - PL & PD | \$ 34,362 | \$ 35,000 | \$ (638) | -2% | \$ 343,619 | \$ 350,000 | \$ (6,381) | -2% | \$ 343,619 | \$ 421,079 | \$ (77,460) | -18% | |
| 506021 Insurance - Other | \$ - | \$ 151 | \$ (151) | -100% | \$ 1,007 | \$ 1,510 | \$ (503) | -33% | \$ 1,007 | \$ 593 | \$ 414 | 70% | |
| 506123 Settlement Costs | \$ 299 | \$ 12,500 | \$ (12,201) | -98% | \$ 44,305 | \$ 125,000 | \$ (80,695) | -65% | \$ 44,305 | \$ 60,028 | \$ (15,723) | -26% | 11 |
| 506127 Repairs - Dist Prop | \$ (4,093) | \$ - | \$ (4,093) | 0% | \$ (12,021) | \$ - | \$ (12,021) | 0% | \$ (12,021) | \$ (111,447) | \$ 99,426 | -89% | |
| Total Casualty & Liability - | \$ 36,406 | \$ 52,329 | \$ (15,923) | -30% | \$ 418,159 | \$ 523,290 | \$ (105,131) | -20% | \$ 418,159 | \$ 399,838 | \$ 18,321 | 5% | |
| TAXES | | | | | | | | | | | | | |
| 507051 Fuel Tax | \$ 1,856 | \$ 888 | \$ 968 | 109% | \$ 5,657 | \$ 8,880 | \$ (3,223) | -36% | \$ 5,657 | \$ 9,416 | \$ (3,759) | -40% | |
| 507201 Licenses & permits | \$ 672 | \$ 980 | \$ (308) | -31% | \$ 12,465 | \$ 9,800 | \$ 2,665 | 27% | \$ 12,465 | \$ 13,007 | \$ (542) | -4% | |
| 507999 Other Taxes | \$ 850 | \$ 2,058 | \$ (1,208) | -59% | \$ 14,165 | \$ 20,580 | \$ (6,415) | -31% | \$ 14,165 | \$ 16,334 | \$ (2,169) | -13% | |
| Total Utilities - | \$ 3,378 | \$ 3,926 | \$ (548) | -14% | \$ 32,287 | \$ 39,260 | \$ (6,973) | -18% | \$ 32,287 | \$ 38,757 | \$ (6,470) | -17% | |

5-2.94

FY2008
Consolidated Operating Expenses
For the month ending - April 30, 2008

| | Current Period | | | | Year to Date | | | | YTD Year Over Year Comparison | | | | Notes |
|--|---------------------|---------------------|---------------------|-------------|----------------------|----------------------|-----------------------|-------------|-------------------------------|----------------------|---------------------|------------|-------|
| | Actual | Budget | \$ Var | % Var | Actual | Budget | \$ Var | % Var | Actual | | \$ Var | % Var | |
| | | | | | | | | | FY08 | FY07 | | | |
| <u>PURCHASED TRANSPORTATION</u> | | | | | | | | | | | | | |
| 503406 Contr/Paratrans | \$ 7,762 | \$ 16,667 | \$ (8,905) | -53% | \$ 215,533 | \$ 166,670 | \$ 48,863 | 29% | \$ 215,533 | \$ 141,191 | \$ 74,342 | 53% | 13 |
| Total Purchased Transportation - | \$ 7,762 | \$ 16,667 | \$ (8,905) | -53% | \$ 215,533 | \$ 166,670 | \$ 48,863 | 29% | \$ 215,533 | \$ 141,191 | \$ 74,342 | 53% | |
| <u>MISC</u> | | | | | | | | | | | | | |
| 509011 Dues & Subscriptions | \$ 2,943 | \$ 4,768 | \$ (1,825) | -38% | \$ 17,639 | \$ 47,680 | \$ (30,041) | -63% | \$ 17,639 | \$ 59,993 | \$ (42,354) | -71% | |
| 509085 Advertising - Rev Product | \$ - | \$ 1,250 | \$ (1,250) | -100% | \$ - | \$ 12,500 | \$ (12,500) | -100% | \$ - | \$ - | \$ - | 0% | |
| 509101 Emp Incentive Prog | \$ 249 | \$ 2,135 | \$ (1,886) | -88% | \$ 14,159 | \$ 19,549 | \$ (5,390) | -28% | \$ 14,159 | \$ 514 | \$ 13,645 | 2655% | |
| 509121 Employee Training | \$ 649 | \$ 1,625 | \$ (976) | -60% | \$ 84,429 | \$ 86,250 | \$ (1,821) | -2% | \$ 84,429 | \$ 23,078 | \$ 61,351 | 266% | |
| 509123 Travel | \$ 140 | \$ 4,348 | \$ (4,208) | -97% | \$ 30,482 | \$ 43,480 | \$ (12,998) | -30% | \$ 30,482 | \$ 18,721 | \$ 11,761 | 63% | |
| 509125 Local Meeting Exp | \$ 382 | \$ 529 | \$ (147) | -28% | \$ 3,802 | \$ 5,290 | \$ (1,488) | -28% | \$ 3,802 | \$ 4,767 | \$ (965) | -20% | |
| 509127 Board Director Fees | \$ 1,000 | \$ 1,100 | \$ (100) | -9% | \$ 9,900 | \$ 11,000 | \$ (1,100) | -10% | \$ 9,900 | \$ 8,900 | \$ 1,000 | 11% | |
| 509150 Contributions | \$ - | \$ 54 | \$ (54) | -100% | \$ 248 | \$ 540 | \$ (292) | -54% | \$ 248 | \$ 240 | \$ 8 | 3% | |
| 509197 Sales Tax Expense | \$ - | \$ - | \$ - | 0% | \$ (52) | \$ - | \$ (52) | 0% | \$ (52) | \$ (4,866) | \$ 4,814 | -99% | |
| 509198 Cash Over/Short | \$ (103) | \$ - | \$ (103) | 0% | \$ 1,441 | \$ - | \$ 1,441 | 0% | \$ 1,441 | \$ (8,444) | \$ 9,885 | -117% | |
| Total Misc - | \$ 5,260 | \$ 15,809 | \$ (10,549) | -67% | \$ 162,048 | \$ 226,289 | \$ (64,241) | -28% | \$ 162,048 | \$ 102,903 | \$ 59,145 | 57% | |
| <u>LEASES & RENTALS</u> | | | | | | | | | | | | | |
| 512011 Facility Rentals | \$ 58,048 | \$ 59,560 | \$ (1,512) | -3% | \$ 581,595 | \$ 595,593 | \$ (13,998) | -2% | \$ 581,595 | \$ 629,322 | \$ (47,727) | -8% | |
| 512061 Equipment Rentals | \$ 306 | \$ 6,273 | \$ (5,967) | -95% | \$ 17,501 | \$ 62,730 | \$ (45,229) | -72% | \$ 17,501 | \$ 62,966 | \$ (45,465) | -72% | 13 |
| Total Leases & Rentals - | \$ 58,354 | \$ 65,833 | \$ (7,479) | -11% | \$ 599,096 | \$ 658,323 | \$ (59,227) | -9% | \$ 599,096 | \$ 692,288 | \$ (93,192) | -13% | |
| Total Non-Personnel Expenses - | \$ 656,018 | \$ 762,337 | \$ (106,319) | -14% | \$ 6,356,153 | \$ 7,673,813 | \$ (1,317,660) | -17% | \$ 6,356,153 | \$ 5,630,363 | \$ 725,790 | 13% | |
| TOTAL OPERATING EXPENSE - | \$ 2,910,717 | \$ 3,233,135 | \$ (322,418) | -10% | \$ 28,626,568 | \$ 32,381,790 | \$ (3,755,222) | -12% | \$ 28,626,568 | \$ 26,932,721 | \$ 1,693,847 | 6% | |

Current Period Notes:

- 1) Total Personnel Expenses are below budget due to not being at full complement.
- 2) Admin & Bank Fees are under budget due to Sales Tax Admin Fees paid quarterly, while the budget was straight lined.
- 3) Prof & Tech Fees are below budget due to website redesign being moved to FY09.
- 4) Temp Help is over budget due to vacancies and work loads.
- 5) Security Services are under budget due to the budget being straight lined and not knowing when additional security will be needed throughout the year.

5-2-05

FY2008
Consolidated Operating Expenses
For the month ending - April 30, 2008

| | Current Period | | | | Year to Date | | | | YTD Year Over Year Comparison | | | | |
|---|----------------|---------------|---------------|--------------|---------------|---------------|---------------|--------------|-------------------------------|------|---------------|--------------|--------------|
| | <u>Actual</u> | <u>Budget</u> | <u>\$ Var</u> | <u>% Var</u> | <u>Actual</u> | <u>Budget</u> | <u>\$ Var</u> | <u>% Var</u> | <u>Actual</u> FY08 | FY07 | <u>\$ Var</u> | <u>% Var</u> | <u>Notes</u> |
| 6) Haz Mat Disposal | | | | | | | | | | | | | |
| is over budget due to bulk expenses in April 2008 and the budget being straight lined. | | | | | | | | | | | | | |
| 7) Fuels & Lube Rev Veh | | | | | | | | | | | | | |
| is under budget. The budget was built on anticipating increased fuel prices for the year. | | | | | | | | | | | | | |
| 8) Rev Vehicle Parts | | | | | | | | | | | | | |
| are over budget due to bulk purchases of parts in Paratransit. | | | | | | | | | | | | | |
| 09) Repair/MaintSupplies | | | | | | | | | | | | | |
| are over budget due to bulk purchases of maint supplies and repairs in Facilities. | | | | | | | | | | | | | |
| 10) Telecommunications | | | | | | | | | | | | | |
| are under budget due to Nextel phones in Operations. | | | | | | | | | | | | | |
| 11) Settlement costs | | | | | | | | | | | | | |
| are under budget due to less than anticipated settlement costs for the year. | | | | | | | | | | | | | |
| 12) Contr/Paratrans | | | | | | | | | | | | | |
| is under budget. Less than budgeted rides were needed for the month. | | | | | | | | | | | | | |
| 13) Equipment Rental | | | | | | | | | | | | | |
| is under budget due to less than anticipated expenditures in April 2008. | | | | | | | | | | | | | |

5-2-06

FY2008
Operating Expenses by Department
For the month ending - April 30, 2008

| | Current Period | | | | Year to Date | | | | YTD Year Over Year Comparison | | | | Notes |
|--|---------------------|---------------------|---------------------|-------------|----------------------|----------------------|-----------------------|-------------|-------------------------------|----------------------|-------------------|------------|-------|
| | Actual | Budget | \$ Var | % Var | Actual | Budget | \$ Var | % Var | FY08 | FY07 | \$ Var | % Var | |
| Departmental Personnel Expenses | | | | | | | | | | | | | |
| 700 - SCCIC | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | |
| 1100 - Administration | \$ 78,311 | \$ 86,009 | \$ (7,698) | -9% | \$ 757,987 | \$ 860,090 | \$ (102,103) | -12% | \$ 757,987 | \$ 738,902 | \$ 19,085 | 3% | |
| 1200 - Finance | \$ 45,491 | \$ 51,760 | \$ (6,269) | -12% | \$ 444,133 | \$ 517,600 | \$ (73,467) | -14% | \$ 444,133 | \$ 400,907 | \$ 43,226 | 11% | |
| 1300 - Customer Service | \$ 34,634 | \$ 43,127 | \$ (8,493) | -20% | \$ 333,561 | \$ 431,270 | \$ (97,709) | -23% | \$ 333,561 | \$ 323,140 | \$ 10,421 | 3% | |
| 1400 - Human Resources | \$ 49,047 | \$ 49,317 | \$ (270) | -1% | \$ 431,400 | \$ 493,170 | \$ (61,770) | -13% | \$ 431,400 | \$ 318,086 | \$ 113,314 | 36% | |
| 1500 - Information Technology | \$ 39,087 | \$ 41,121 | \$ (2,034) | -5% | \$ 400,465 | \$ 411,210 | \$ (10,745) | -3% | \$ 400,465 | \$ 368,338 | \$ 32,127 | 9% | |
| 1700 - District Counsel | \$ 34,580 | \$ 38,234 | \$ (3,654) | -10% | \$ 331,601 | \$ 382,340 | \$ (50,739) | -13% | \$ 331,601 | \$ 309,292 | \$ 22,309 | 7% | |
| 1800 - Risk Management | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | |
| 2200 - Facilities Maintenance | \$ 71,033 | \$ 85,692 | \$ (14,659) | -17% | \$ 717,867 | \$ 856,920 | \$ (139,053) | -16% | \$ 717,867 | \$ 729,094 | \$ (11,227) | -2% | |
| 3100 - Paratransit Program | \$ 228,648 | \$ 251,797 | \$ (23,149) | -9% | \$ 2,297,063 | \$ 2,517,961 | \$ (220,898) | -9% | \$ 2,297,063 | \$ 2,171,405 | \$ 125,658 | 6% | |
| 3200 - Operations | \$ 162,776 | \$ 178,655 | \$ (15,879) | -9% | \$ 1,591,101 | \$ 1,786,550 | \$ (195,449) | -11% | \$ 1,591,101 | \$ 1,650,687 | \$ (59,586) | -4% | |
| 3300 - Bus Operators | \$ 1,074,596 | \$ 1,153,142 | \$ (78,546) | -7% | \$ 10,544,550 | \$ 11,531,420 | \$ (986,870) | -9% | \$ 10,544,550 | \$ 10,179,567 | \$ 364,983 | 4% | |
| 4100 - Fleet Maintenance | \$ 308,781 | \$ 347,443 | \$ (38,662) | -11% | \$ 3,191,057 | \$ 3,474,439 | \$ (283,382) | -8% | \$ 3,191,057 | \$ 2,890,123 | \$ 300,934 | 10% | |
| 9001 - Cobra Benefits | \$ (3,309) | \$ - | \$ (3,309) | 0% | \$ (6,621) | \$ - | \$ (6,621) | 0% | \$ (6,621) | \$ (415) | \$ (6,206) | 1495% | |
| 9005 - Retired Employee Benefits | \$ 131,018 | \$ 144,500 | \$ (13,482) | -9% | \$ 1,236,253 | \$ 1,445,000 | \$ (208,747) | -14% | \$ 1,236,253 | \$ 1,223,232 | \$ 13,021 | 1% | |
| 9014 - Operating Grants | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | |
| 110020 - Operating Grants | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | |
| Additional Operating Programs | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | \$ - | 0% | |
| Subtotal Personnel Expenses | \$ 2,254,693 | \$ 2,470,797 | \$ (216,104) | -9% | \$ 22,270,417 | \$ 24,707,970 | \$ (2,437,553) | -10% | \$ 22,270,417 | \$ 21,302,358 | \$ 968,059 | 5% | |
| Departmental Non-Personnel Expenses | | | | | | | | | | | | | |
| 700 - SCCIC | \$ - | \$ 21 | \$ (21) | -100% | \$ 260 | \$ 336 | \$ (76) | -23% | \$ 260 | \$ 280 | \$ (20) | -7% | |
| 1100 - Administration | \$ (3,220) | \$ 74,753 | \$ (77,973) | -104% | \$ 501,303 | \$ 742,726 | \$ (241,423) | -33% | \$ 501,303 | \$ 534,093 | \$ (32,790) | -6% | |
| 1200 - Finance | \$ 41,244 | \$ 68,287 | \$ (27,043) | -40% | \$ 600,113 | \$ 682,870 | \$ (82,757) | -12% | \$ 600,113 | \$ 512,260 | \$ 87,853 | 17% | |
| 1300 - Customer Service | \$ 4,700 | \$ 9,726 | \$ (5,026) | -52% | \$ 67,414 | \$ 97,260 | \$ (29,846) | -31% | \$ 67,414 | \$ 61,373 | \$ 6,041 | 10% | |
| 1400 - Human Resources | \$ 7,376 | \$ 8,131 | \$ (755) | -9% | \$ 34,552 | \$ 81,310 | \$ (46,758) | -58% | \$ 34,552 | \$ 74,280 | \$ (39,728) | -53% | |
| 1500 - Information Technology | \$ 4,258 | \$ 13,268 | \$ (9,010) | -68% | \$ 196,317 | \$ 202,700 | \$ (6,383) | -3% | \$ 196,317 | \$ 115,267 | \$ 81,050 | 70% | |
| 1700 - District Counsel | \$ 2,145 | \$ 1,512 | \$ 633 | 42% | \$ 19,354 | \$ 15,120 | \$ 4,234 | 28% | \$ 19,354 | \$ 15,593 | \$ 3,761 | 24% | |
| 1800 - Risk Management | \$ 374 | \$ 20,656 | \$ (20,282) | -98% | \$ 45,075 | \$ 206,560 | \$ (161,485) | -78% | \$ 45,075 | \$ 91,370 | \$ (46,295) | -51% | |
| 2200 - Facilities Maintenance | \$ 43,014 | \$ 44,532 | \$ (1,518) | -3% | \$ 414,360 | \$ 445,320 | \$ (30,960) | -7% | \$ 414,360 | \$ 318,515 | \$ 95,845 | 30% | |
| 3100 - Paratransit Program | \$ 73,417 | \$ 64,047 | \$ 9,370 | 15% | \$ 640,910 | \$ 640,479 | \$ 431 | 0% | \$ 640,910 | \$ 506,297 | \$ 134,613 | 27% | |
| 3200 - Operations | \$ 47,055 | \$ 53,692 | \$ (6,637) | -12% | \$ 457,835 | \$ 536,920 | \$ (79,085) | -15% | \$ 457,835 | \$ 464,116 | \$ (6,281) | -1% | |
| 3300 - Bus Operators | \$ 213 | \$ 500 | \$ (287) | -57% | \$ 5,006 | \$ 7,999 | \$ (2,993) | -37% | \$ 5,006 | \$ 2,615 | \$ 2,391 | 91% | |
| 4100 - Fleet Maintenance | \$ 380,842 | \$ 403,206 | \$ (22,364) | -6% | \$ 3,318,528 | \$ 4,014,051 | \$ (695,523) | -17% | \$ 3,318,528 | \$ 2,934,306 | \$ 384,222 | 13% | |
| 9001 - Cobra Benefits | \$ - | \$ - | \$ - | 0% | \$ 1,094 | \$ - | \$ 1,094 | 0% | \$ 1,094 | \$ - | \$ 1,094 | 0% | |
| 9005 - Retired Employee Benefits | \$ (2) | \$ - | \$ (2) | 0% | \$ (2) | \$ - | \$ (2) | 0% | \$ (2) | \$ - | \$ (2) | 0% | |
| 9014 - Operating Grants | \$ 48,466 | \$ - | \$ 48,466 | 0% | \$ 48,466 | \$ - | \$ 48,466 | 0% | \$ 48,466 | \$ - | \$ 48,466 | 0% | |
| 110020 - Operating Grants | \$ 6,142 | \$ - | \$ 6,142 | 0% | \$ 6,142 | \$ - | \$ 6,142 | 0% | \$ 6,142 | \$ - | \$ 6,142 | 0% | |
| Additional Operating Programs | \$ - | \$ - | \$ - | 0% | \$ (575) | \$ - | \$ (575) | 0% | \$ (575) | \$ - | \$ (575) | 0% | |
| Subtotal Non-Personnel Expenses | \$ 656,024 | \$ 762,331 | \$ (106,307) | -14% | \$ 6,356,152 | \$ 7,673,651 | \$ (1,317,499) | -17% | \$ 6,356,152 | \$ 5,630,365 | \$ 725,787 | 13% | |

5-2-07

FY2008
Operating Expenses by Department
For the month ending - April 30, 2008

| | Current Period | | | | Year to Date | | | | YTD Year Over Year Comparison | | | | Notes | |
|------------------------------------|---------------------|---------------------|---------------------|-------------|----------------------|----------------------|-----------------------|-------------|-------------------------------|----------------------|---------------------|-----------|-------|--|
| | Actual | Budget | \$ Var | % Var | Actual | Budget | \$ Var | % Var | FY08 | FY07 | \$ Var | % Var | | |
| Total Departmental Expenses | | | | | | | | | | | | | | |
| 700 - SCCIC | \$ - | \$ 21 | \$ (21) | -100% | \$ 260 | \$ 336 | \$ (76) | -23% | \$ 260 | \$ 280 | \$ (20) | -7% | | |
| 1100 - Administration | \$ 75,091 | \$ 160,762 | \$ (85,671) | -53% | \$ 1,259,290 | \$ 1,602,816 | \$ (343,526) | -21% | \$ 1,259,290 | \$ 1,272,995 | \$ (13,705) | -1% | 1 | |
| 1200 - Finance | \$ 86,735 | \$ 120,047 | \$ (33,312) | -28% | \$ 1,044,246 | \$ 1,200,470 | \$ (156,224) | -13% | \$ 1,044,246 | \$ 913,167 | \$ 131,079 | 14% | 2 | |
| 1300 - Customer Service | \$ 39,334 | \$ 52,853 | \$ (13,519) | -26% | \$ 400,975 | \$ 528,530 | \$ (127,555) | -24% | \$ 400,975 | \$ 384,513 | \$ 16,462 | 4% | 3 | |
| 1400 - Human Resources | \$ 56,423 | \$ 57,448 | \$ (1,025) | -2% | \$ 465,952 | \$ 574,480 | \$ (108,528) | -19% | \$ 465,952 | \$ 392,366 | \$ 73,586 | 19% | | |
| 1500 - Information Technology | \$ 43,345 | \$ 54,389 | \$ (11,044) | -20% | \$ 596,782 | \$ 613,910 | \$ (17,128) | -3% | \$ 596,782 | \$ 483,605 | \$ 113,177 | 23% | | |
| 1700 - District Counsel | \$ 36,725 | \$ 39,746 | \$ (3,021) | -8% | \$ 350,955 | \$ 397,460 | \$ (46,505) | -12% | \$ 350,955 | \$ 324,885 | \$ 26,070 | 8% | | |
| 1800 - Risk Management | \$ 374 | \$ 20,656 | \$ (20,282) | -98% | \$ 45,075 | \$ 206,560 | \$ (161,485) | -78% | \$ 45,075 | \$ 91,370 | \$ (46,295) | -51% | 4 | |
| 2200 - Facilities Maintenance | \$ 114,047 | \$ 130,224 | \$ (16,177) | -12% | \$ 1,132,227 | \$ 1,302,240 | \$ (170,013) | -13% | \$ 1,132,227 | \$ 1,047,609 | \$ 84,618 | 8% | 5 | |
| 3100 - Paratransit Program | \$ 302,065 | \$ 315,844 | \$ (13,779) | -4% | \$ 2,937,973 | \$ 3,158,440 | \$ (220,467) | -7% | \$ 2,937,973 | \$ 2,677,702 | \$ 260,271 | 10% | 6 | |
| 3200 - Operations | \$ 209,831 | \$ 232,347 | \$ (22,516) | -10% | \$ 2,048,936 | \$ 2,323,470 | \$ (274,534) | -12% | \$ 2,048,936 | \$ 2,114,803 | \$ (65,867) | -3% | 7 | |
| 3300 - Bus Operators | \$ 1,074,809 | \$ 1,153,642 | \$ (78,833) | -7% | \$ 10,549,556 | \$ 11,539,419 | \$ (989,863) | -9% | \$ 10,549,556 | \$ 10,182,182 | \$ 367,374 | 4% | 8 | |
| 4100 - Fleet Maintenance | \$ 689,623 | \$ 750,649 | \$ (61,026) | -8% | \$ 6,509,585 | \$ 7,488,490 | \$ (978,905) | -13% | \$ 6,509,585 | \$ 5,824,429 | \$ 685,156 | 12% | 9 | |
| 9001 - Cobra Benefits | \$ (3,309) | \$ - | \$ (3,309) | 0% | \$ (5,527) | \$ - | \$ (5,527) | 0% | \$ (5,527) | \$ (415) | \$ (5,112) | 1232% | | |
| 9005 - Retired Employee Benefits | \$ 131,016 | \$ 144,500 | \$ (13,484) | -9% | \$ 1,236,251 | \$ 1,445,000 | \$ (208,749) | -14% | \$ 1,236,251 | \$ 1,223,232 | \$ 13,019 | 1% | 10 | |
| 9014 - Operating Grants | \$ 48,466 | \$ - | \$ 48,466 | 0% | \$ 48,466 | \$ - | \$ 48,466 | 0% | \$ 48,466 | \$ - | \$ 48,466 | 0% | | |
| 110020 - Operating Grants | \$ 6,142 | \$ - | \$ 6,142 | 0% | \$ 6,142 | \$ - | \$ 6,142 | 0% | \$ 6,142 | \$ - | \$ 6,142 | 0% | | |
| Additional Operating Programs | \$ - | \$ - | \$ - | 0% | \$ (575) | \$ - | \$ (575) | 0% | \$ (575) | \$ - | \$ (575) | 0% | | |
| Total Operating Expenses | \$ 2,910,717 | \$ 3,233,128 | \$ (322,411) | -10% | \$ 28,626,569 | \$ 32,381,621 | \$ (3,755,052) | -12% | \$ 28,626,569 | \$ 26,932,723 | \$ 1,693,846 | 6% | | |

Current Period Notes:

- 1) Administration is under budget due to an annual contract paid for in FY07 and a web site redesign being moved to FY09.
- 2) Finance is under budget due to Sales Tax Admin Fees paid quarterly and the budget being straight lined.
- 3) Customer Service is under budget due to less personnel expenses, graphic services and printing costs incurred in April 2008.
- 4) Risk Management is under budget due to below budgeted settlement costs paid in April.
- 5) Facilities Maintenance is under budget due to not being at full complement.
- 6) Paratransit Program is under budget due to not being at full complement.
- 7) Operations is under budget due to not being at full complement and security expenses lower than anticipated.
- 8) Bus Operators is under budget due to not being at full complement.
- 9) Fleet Maintenance is under budget due to not being at full complement and fuel expenses lower than anticipated.
- 10) Retired Employee Benefits is under budget due to the budget being straight lined. Increase will happen towards the end of FY08.

5-2-08

FY2008
CAPITAL BUDGET
For the month ending - April 30, 2008

| | <u>YTD Actual</u> | <u>FY08 Budget</u> | <u>Remaining Budget</u> | <u>% Spent YTD</u> |
|--|----------------------|----------------------|-------------------------|--------------------|
| <u>Grant-Funded Projects</u> | | | | |
| MetroBase | \$ 4,850,026 | \$ 10,300,000 | \$ 5,449,974 | 47% |
| Purchase 1217 River Street | \$ 1,239,443 | \$ 1,237,500 | \$ (1,943) | 100% |
| Purchase 1211 River Street | \$ 778,588 | \$ 775,000 | \$ (3,588) | 100% |
| CNG Bus Conversions (40 Buses) | \$ 3,690,131 | \$ 6,800,000 | \$ 3,109,869 | 54% |
| Local Bus Replacement (8) | \$ - | \$ 3,400,000 | \$ 3,400,000 | 0% |
| Pacific Station Project | \$ 20,991 | \$ 2,729,494 | \$ 2,708,503 | 1% |
| H17 Bus Replacement (5) | \$ - | \$ 2,262,000 | \$ 2,262,000 | 0% |
| Hwy 17 Wireless (Air District) | \$ 41,362 | \$ 42,500 | \$ 1,139 | 97% |
| Transmission | \$ 12,365 | \$ 15,000 | \$ 2,635 | 82% |
| Subtotal Grant Funded Projects | \$ 10,632,907 | \$ 27,561,494 | \$ 16,928,587 | 39% |
| <u>District Funded Projects</u> | | | | |
| <u>IT Projects</u> | | | | |
| ATP - Hastus Run Time Analysis Program - IT/OPS | \$ 18,979 | \$ 40,000 | \$ 21,021 | 47% |
| Qquest Time Clocks | \$ 7,678 | \$ 9,000 | \$ 1,322 | 85% |
| ABS Financial System & Modules | \$ 10,877 | \$ 8,000 | \$ (2,877) | 136% |
| ABS Laser Printer & Software for Checks | \$ 2,940 | \$ 7,200 | \$ 4,260 | 41% |
| Laptops (2) Fleet & Finance | \$ 4,598 | \$ 4,000 | \$ (598) | 115% |
| FAS - Fixed Asset Mgmt. Software | \$ 3,191 | \$ 4,000 | \$ 809 | 80% |
| Web Access Control Appliance | \$ 3,275 | \$ 3,000 | \$ (275) | 109% |
| Printer - Ops | \$ 1,665 | \$ 1,800 | \$ 135 | 93% |
| <u>Facilities Repair & Improvements</u> | | | | |
| Bus Stop Improvements (20 total) | \$ 10,000 | \$ 164,251 | \$ 154,251 | 6% |
| Bus Stop Improvements (China Grade Turnout) ** | \$ 112,551 | \$ 121,000 | \$ 8,449 | 93% |
| Bus Shelters - LNI | \$ 42,371 | \$ 45,000 | \$ 2,629 | 94% |
| 2-way Radio & Telephone Recording System (Exacom System) | \$ 19,890 | \$ 30,000 | \$ 10,110 | 66% |
| Reseal Operations Facility Roof | \$ 23,963 | \$ 25,600 | \$ 1,637 | 94% |
| ParaCruz Vehicle Hoist | \$ 13,020 | \$ 17,500 | \$ 4,480 | 74% |
| Replace HVAC at ParaCruz Facility | \$ - | \$ 14,500 | \$ 14,500 | 0% |
| Repair Parking Lots (Greyhound, Soquel Park & Ride) | \$ 2,500 | \$ 5,000 | \$ 2,500 | 50% |
| Repair Sidewalks & Bus Lanes (Pacific Station) | \$ 4,480 | \$ 5,000 | \$ 520 | 90% |
| Cubicle Walls (ParaCruz) | \$ - | \$ 10,000 | \$ 10,000 | 0% |
| Digital ID Card Processing Equip. for Pacific Station | \$ - | \$ 15,000 | \$ 15,000 | 0% |
| Replace Toilets at Pacific Station & (1) Waterless | \$ 1,775 | \$ 9,600 | \$ 7,825 | 18% |
| Bus Operators Lockers | \$ 4,222 | \$ 4,800 | \$ 578 | 88% |
| Two-way Radio Portable Radio Hand-paks (4) | \$ 3,803 | \$ 3,500 | \$ (303) | 109% |
| Coin Machine Replacement - Pacific Station | \$ 4,539 | \$ 5,000 | \$ 461 | 91% |
| Money Counting Program - OPS | \$ 2,214 | \$ 2,500 | \$ 286 | 89% |

5-2-09

FY2008
CAPITAL BUDGET
For the month ending - April 30, 2008

| | <u>YTD Actual</u> | | <u>FY08 Budget</u> | | <u>Remaining Budget</u> | <u>% Spent YTD</u> |
|---|----------------------|-----------|--------------------|-----------|-------------------------|--------------------|
| <u>Revenue Vehicle Replacement</u> | | | | | | |
| Purchase ParaCruz Vans (3) | \$ 108,828 | \$ | 216,303 | \$ | 107,475 | 50% |
| Rebuild Bus Engines (16 remaining) 1998 Fleet | \$ 41,698 | \$ | 168,000 | \$ | 126,302 | 25% |
| New John Deere Engines (2) | \$ 76,434 | \$ | 76,435 | \$ | 1 | 100% |
| <u>Non-Revenue Vehicle Replacement</u> | | | | | | |
| ParaCruz Staff Car | \$ 25,600 | \$ | 20,000 | \$ | (5,600) | 128% |
| Facility Service Body Truck (2) | \$ 55,099 | \$ | 60,000 | \$ | 4,901 | 92% |
| Pickup for Fleet (2) | \$ 33,118 | \$ | 35,000 | \$ | 1,882 | 95% |
| Hybrid - Admin | \$ 26,293 | \$ | 30,500 | \$ | 4,207 | 86% |
| Supervisor Vehicle | \$ - | \$ | 29,500 | \$ | 29,500 | 0% |
| Shuttle Van | \$ 21,981 | \$ | 27,500 | \$ | 5,519 | 80% |
| <u>Maint Equipment</u> | | | | | | |
| Replace Repeater - Davenport | \$ - | \$ | 15,000 | \$ | 15,000 | 0% |
| Wire Welder | \$ 1,649 | \$ | 2,039 | \$ | 390 | 81% |
| Forklift (Purchased from Casey Printing) | \$ 1,250 | \$ | 1,250 | \$ | - | 100% |
| <u>Office Equipment</u> | | | | | | |
| ADD - Ergonomic Desk - ADD | \$ 1,966 | \$ | - | \$ | (1,966) | 100% |
| <u>Admin</u> | | | | | | |
| Purchase & Renovation of Vernon Bldg | \$ 3,997,564 | \$ | 6,964,902 | \$ | 2,967,338 | 57% |
| <hr/> | | | | | | |
| Subtotal District Funded Projects | \$ 4,690,013 | \$ | 8,201,680 | \$ | 3,511,667 | 57% |
| <hr/> | | | | | | |
| TOTAL CAPITAL PROJECTS | \$ 15,322,919 | \$ | 35,763,174 | \$ | 20,440,255 | 43% |

5-2-08

FY2008
CAPITAL BUDGET
For the month ending - April 30, 2008

| | <u>YTD Actual</u> | <u>FY08 Budget</u> | <u>Remaining Budget</u> | <u>% Spent YTD</u> |
|--|----------------------|----------------------|-------------------------|--------------------|
| <u>CAPITAL FUNDING</u> | | | | |
| Federal Capital Grants | \$ 2,021,340 | \$ 3,798,527 | \$ 1,777,187 | 53% |
| State/Other Capital Grants | \$ 3,752,483 | \$ 12,919,865 | \$ 9,167,382 | 29% |
| AB 3090 | \$ 3,143,274 | \$ 6,363,000 | \$ 3,219,726 | 49% |
| STA Funding (Current Year & Prior Year Deferred) | \$ 4,690,928 | \$ 7,087,337 | \$ 2,396,409 | 66% |
| Alternative Fuel Conversion Fund | \$ - | \$ 462,000 | \$ 462,000 | 0% |
| Bus Stop Improvement Reserves | \$ - | \$ 100,000 | \$ 100,000 | 0% |
| District Reserves | \$ 1,714,894 | \$ 5,032,445 | \$ 3,317,551 | 34% |
| TOTAL CAPITAL FUNDING | \$ 15,322,919 | \$ 35,763,174 | \$ 20,440,255 | 43% |

5-2-08



AGENDA

JUNE 18, 2008 - 6:00 PM

**PACIFIC STATION CONFERENCE ROOM
920 PACIFIC AVENUE, SANTA CRUZ, CALIFORNIA**

- 1. ROLL CALL**
- 2. AGENDA ADDITIONS/DELETIONS**
- 3. ORAL/WRITTEN COMMUNICATION**
- 4. CONSIDERATION OF MINUTES OF MAY 2008**
- 5. RIDERSHIP REPORT FOR MARCH 2008**
- 6. PARACRUZ OPERATIONS STATUS REPORT FOR FEBRUARY 2008**
- 7. REPORT BY MAC REPRESENTATIVE TO OTHER TRANSIT-RELATED MEETINGS**
- 8. DISCOUNTED BUS PASS PROGRAM - POLICY CHANGES**
- 9. DISCUSSION OF A METRO CAREER DAY**
- 10. DISTRIBUTION OF MAC VOUCHERS**
- 11. COMMUNICATIONS TO METRO GENERAL MANAGER**
- 12. COMMUNICATIONS TO METRO BOARD OF DIRECTORS**
- 13. ITEMS FOR NEXT MEETING AGENDA**
- 14. ADJOURNMENT**

*NEXT MEETING: WEDNESDAY, JULY 16, 2008, AT 6:00 PM
PACIFIC STATION CONFERENCE ROOM*

5-4.1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes - METRO Advisory Committee (MAC)

April 16, 2008

The METRO Advisory Committee (MAC) met on Wednesday, April 16, 2008 in the METRO Center Conference Room located at 920 Pacific Avenue in Santa Cruz, California.

Chair Naomi Gunther called the meeting to order at 6:05 p.m.

1. **ROLL CALL:**

MEMBERS PRESENT

Dave Williams
Dennis "Pop" Papadopulo
Heidi Curry
Mara Murphy, Vice Chair
Naomi Gunther, Chair
Robert Yount
Stuart Rosenstein

STAFF PRESENT

April Warnock, Acting Asst. Paratransit Superint.
Ciro Aguirre, Operations Manager
Mary Ferrick, Fixed Route Superintendent

VISITORS PRESENT

Steve Prince, UTU
Paula Ward

2. **AGENDA ADDITIONS/DELETIONS**

Chair Naomi Gunther asked that the item regarding educating the public be postponed due to the absence of Vice-Chair Mara Murphy.

3. **ORAL/WRITTEN COMMUNICATION**

Dennis Papadopulo asked about the status of a friend's application to MAC. Mr. Papadopulo requested that all METRO documents refer to him as "Pop."

4. **CONSIDERATION OF MINUTES OF MARCH 19, 2008**

ACTION: MOTION: ROBERT YOUNT SECOND: DAVE WILLIAMS

ACCEPT AND FILE MINUTES OF THE MARCH 2008 MEETING AS PRESENTED.

Motion passed unanimously.

5. **RIDERSHIP REPORT FOR JANUARY 2008**

Vice-chair Mara Murphy asked when the reports would be formatted to look alike. Ciró Aguirre asked if anyone needed a key to the Ridership report and distributed a copy. Chair Naomi Gunther said that she did not believe there were plans to reformat the previous reports.

6. **PARACRUZ OPERATIONS STATUS REPORT FOR DECEMBER 2007**

Robert Yount remarked that ParaCruz statistics continue to improve. Vice-Chair Mara Murphy asked for an explanation for the complaints received. April Warnock gave a brief explanation of the complaints and described how they were resolved. Pop Papadopulo asked about the ParaCruz dispatchers and said that he was unable to reach them on a few occasions. Ms. Warnock briefly described how the communications at ParaCruz worked.

5-4.2

7. DISCUSSION OF MAC REPRESENTATION AND OUTREACH TO OTHER TRANSIT-RELATED COMMITTEE MEETINGS

Pop Papadopulo said that when he was a member of MASTF he used to report back on the meetings he attended. Chair Naomi Gunther asked how many MAC members currently attend other meetings. Robert Yount replied that he attended the BSAC meeting. Mr. Papadopulo asked how many other committees there were. Mr. Yount said there was the ED&TAC, but that no one seemed to want to attend. Mara Murphy said that she was thinking of attending ED&TAC, but that the meeting time was not convenient for her. Mr. Yount said that ED&TAC had good representation from different facets of the community, and suggested visiting the RTC website for more information. Mr. Papadopulo volunteered to attend ED&TAC. Chair Naomi Gunther asked if Mr. Papadopulo was participating in training and she suggested that a Report Of MAC Representation To Other Transit-related Committee Meetings become a standing agenda item.

Mr. Yount referred to a survey conducted by AMBAG to gather info on service. Mr. Yount suggested that members access the survey on the AMBAG website.

8. DISCUSSION OF CREATING A PLANNED SCHEDULE OF EVENTS FOR THE 2008 MAC MEETINGS

This item was moved to the next meeting.

9. CUSTOMER SERVICE REPORT RE: BIKE RACK OVERLOADS ON HIGHWAY 17 EXPRESS

Ciro Aguirre distributed a customer service report that complained of bikes inside a Highway 17 Express coach. Mr. Aguirre asked the committee for a recommendation to revise or retain the current District policy allowing bikes to be brought onboard in the event that the bike rack is full. Mr. Aguirre explained that H17 Express is experiencing a huge amount of growth, enough so that METRO may need to ask the Joint Powers Authority for more service. Mr. Aguirre said that the complaint has arisen because passengers with bicycles board and secure their bicycles at the beginning of the route when the coach is relatively empty, but when more passengers board down the line, they are forced to stand because the bicycles are occupying a seating area.

Ciro Aguirre said that a new configuration on future buses would not allow for bicycles inside the coach, but that a remedy is needed for current buses. Chair Naomi Gunther asked if two bicycles was the maximum allowed onboard. Vice-chair Mara Murphy asked if there were bike racks on the buses. Paula Ward asked if bikes could be stowed in the luggage compartment. Steve Prince said that the compartments couldn't accommodate bikes and luggage.

STUART ROSENSTEIN LEFT

Ciro Aguirre said that another consideration is whether to allow a passenger with a bicycle to take up three seats when there are passengers standing. Steve Prince said that he had never personally experienced the problem. Vice-chair Mara Murphy described

a time when she was unable to ride due to full bike racks and said that she understood why. Steve Prince said those were different circumstances—full bike capacity, and that he had never personally experienced the problem.

Robert Yount said that in other areas of the country people feel strongly about riding bicycles, and it seems that there is acceptance of not being able to board because of bikes on the bus. Mr. Yount said that many people with full-size bikes are unaware of the Folding Bike Program, and that perhaps buses should carry program brochures. Ciro Aguirre said that brochures had already been requested through Ecology Action and would soon be installed on the buses. Mr. Aguirre pointed out that the issue at hand is not folding bikes, and he said some options to consider are requiring that passengers with bikes stand with the bike when the bus is at capacity, or that bikes are prohibited outright. Pop Papadopulo said the issue had been ongoing for years, and that he believed that bus operators did not want to have bikes on board, because of the hazards involved.

Heidi Curry proposed that if the front bike rack is full, then full-size bikes couldn't be brought onboard. Robert Yount commented that riders should not be asked to get off the bus, and that it be noted in HEADWAYS that in these cases, being full due to bikes is the same as with people. Chair Naomi Gunther said that it seemed unfair that someone would have to stand for the trip because of a bicycle onboard, and that it seemed that it would be impossible to have the bus operators enforce the rule. Steve Prince said he appreciated the point, and said that it would not be too difficult to enforce.

Ciro Aguirre asked members to consider that the new buses would have a different configuration than the current buses, and that there would no longer be any room for bikes. Heidi Curry said that now that there are issues of insufficient space for passengers, she didn't think bikes should be allowed onboard unless they were folding bikes. Robert Yount asked about riders who may have invested in an expensive bike to get to work, and would now be barred from bringing the bike aboard. Chair Gunther said it seemed unfair to force passengers to stand, especially since they may have bought an expensive H17 pass and may not be willing to stand the entire trip.

Heidi Curry suggested that full size bikes not be allowed. Ciro Aguirre noted that METRO has increased bike capacity by 1/3 by introducing the third rack, and asked if we should continue to allow bicyclists to occupy the space if heavy loads are expected, and do they have the right to take two more spaces. Mara Murphy asked why local businesses could not adopt a bus. Mr. Aguirre said that due to the nature of public funds, it might not be possible to initiate such a program. Steve Prince asked about bikes on routes that have plenty of space. Paula Ward asked if the issue had arisen due to just one complaint. Mr. Aguirre said that it was due in part to his aversion to having people stand for the trip, and he noted that there is no money to expand service and purchase more buses.

ACTION: MOTION: ROBERT YOUNT SECOND: POP PAPADOPULO

RECOMMEND THAT THE BOD REVISE CURRENT METRO POLICY TO PROHIBIT FULL-SIZED BICYCLES INSIDE H17 EXPRESS COACHES AFTER SEPTEMBER 2008, AND THAT THE BOD HOLD A PUBLIC HEARING ON THE PROPOSED POLICY CHANGE.

Motion passed unanimously.

10. LETTER RE: 3/4/08 INCIDENT OF AGGRESSION ON HIGHWAY 17 EXPRESS

Ciro Aguirre described the 3/4/08 incident and asked the committee for a recommendation on how to address the issue of noise etiquette aboard METRO buses. Mr. Aguirre pointed out that cell phone users may increase their own volume due to road noise, and he asked if cellular phones should continue to be allowed on METRO buses. Robert Yount said that cellular phones should not be allowed because there is a responsibility to not disturb other passengers. Chair Naomi Gunther said that a majority of UC riders have cellular phones and the drivers would be unable to enforce such a ban. Robert Yount said that drivers have to deal with the noise constantly. Heidi Curry said that all talking would have to be banned, and said that it comes down to rudeness, not cellular phones. Steve Prince said he has had to ask that passengers lower their noise level. Robert Yount pointed out that cellular phones are not permitted in public meetings. Chair Naomi Gunther pointed out that universities are increasingly using instant messaging to notify students of safety alerts, and that she would be reluctant to ban cellular phones. Heidi Curry suggested an environment similar to a library where silence is encouraged, and suggested signage to notify riders.

ACTION: MOTION: HEIDI CURRY SECOND: ROBERT YOUNT

RECOMMEND THE INSTALLATION OF SIGNAGE INSIDE METRO COACHES TO CALL ATTENTION TO NOISE ETIQUETTE AND THE USE OF CELLULAR PHONES AND MUSIC PLAYERS.

Motion passed unanimously.

11. CONSIDERATION OF REVIEWING, REVISING, AND PRIORITIZING THE LIST OF UNMET TRANSIT AND PARATRANSIT NEEDS

The committee reviewed the List of Unmet Transit and Paratransit Needs and made recommendations for reprioritizing some items.

RECOMMEND RE-PRIORITIZING THE FOLLOWING ITEMS ON THE REVISED SCCRTC LIST OF UNMET SPECIALIZED TRANSPORTATION/TRANSIT NEEDS:

- #52. **M** – Expand bicycle capacity and access on the fixed route system by promoting the Folding Bikes in Buses Program to complement the recently installed 3 position bike racks on all fixed route service.

- #56. **H1** – Bus and ParaCruz service on all holidays.

#64. H1 – Braille and raised numbers on bus signage at bus stops indicating which bus routes are being offered at each stop.

#68. H1 – Fare free service to students under the age of 13.

Motion passed unanimously.

12. CONSIDERATION OF REVISED ELDERLY & DISABLED DISCOUNT FARE PROGRAM

13. DISTRIBUTION OF MAC VOUCHERS

Ciro Aguirre distributed METRO ride vouchers to the MAC members at this time.

14. COMMUNICATIONS TO METRO GENERAL MANAGER

None at this time.

15. COMMUNICATIONS TO METRO BOARD OF DIRECTORS

None at this time.

16. ITEMS FOR NEXT MEETING AGENDA

- Discussion of MAC representation and outreach to other transit-related committee meetings
- Discussion of marketing topics to increase ridership

ADJOURN

There being no further business, Chair Naomi Gunther thanked everyone for participating and adjourned the meeting at 7:57 p.m.

Respectfully submitted,

ANTHONY TAPIZ
Administrative Assistant

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27th, 2008
TO: Board of Directors
FROM: April Warnock, Paratransit Superintendent
SUBJECT: METRO PARACRUZ OPERATIONS STATUS REPORT

I. RECOMMENDED ACTION

This report is for information only- no action requested

II. SUMMARY OF ISSUES

- METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Transit District, providing shared ride, door-to-door demand-response transportation to customers certified as having disabilities that prevent them from independently using the fixed route bus.
- METRO assumed direct operation of paratransit services November 1, 2004.
- Operating Statistics and customer feedback information reported are for the month of March 2008.
- A breakdown of pick-up times beyond the ready window is included.

III. DISCUSSION

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

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

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

5-5.1

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

| | March 2007 | March 2008 |
|--|-------------------|-------------------|
| Total pick ups | 7735 | 7005 |
| Percent in “ready window” | 91.03% | 94.28% |
| 1 to 5 minutes late | 3.41% | .69% |
| 6 to 10 minutes late | 2.35% | .60% |
| 11 to 15 minutes late | 1.41% | .19% |
| 16 to 20 minutes late | .78% | .06% |
| 21 to 25 minutes late | .56% | .01% |
| 26 to 30 minutes late | .21% | .06% |
| 31 to 35 minutes late | .13% | .03% |
| 36 to 40 minutes late | .10% | .01% |
| 41 or more minutes late (excessively late/missed trips) | .026% | .01% |
| Total beyond “ready window” | 8.97% | 5.72% |

During the month of March 2008, ParaCruz received five (5) service complaints and one (1) compliment. Two (2) of the three (3) valid service complaints were related to scheduling errors, one (1) related to a Reservationist not passing information to the appropriate persons. One (1) complaint was un-verifiable. One complaint was resolved with the client receiving specialized travel training with their new mobility device.

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

| | March 07 | March 08 | Fiscal 06-07 | Fiscal 07-08 |
|---|-----------------|-----------------|---------------------|---------------------|
| Requested | 8843 | 7704 | 70,824 | 69693 |
| Performed | 7735 | 7005 | 62,177 | 64,457 |
| Cancels | 19.11% | 19.09% | 19.03% | 16.97% |
| No Shows | 2.32% | 2.09% | 2.91% | 2.37% |
| Total miles | 53,534 | 46,046 | 430,825 | 424,761 |
| Av trip miles | 5.16 | 4.95 | 5.07 | 5.10 |
| Within ready window | 91.03% | 94.28% | 90.58% | 93.84% |
| Excessively late/missed trips | 3 | 1 | 108 | 25 |
| Call center volume | 6144 | 6282 | 52,795 | 56,105 |
| Call average seconds to answer | 31 | 27 | 29 | 29 |
| Hold times less than 2 minutes | 95% | 98% | 96% | 96% |
| Distinct riders | 818 | 746 | 1,620 | 1599 |
| Most frequent rider | 55 rides | 45 rides | 384 rides | 377 rides |
| Shared rides | 64.7% | 70.4% | 65.7% | 65.7% |
| Passengers per rev hour | 2.45 | 2.12 | 1.81 | 2.41 |
| Rides by supplemental providers | 7.26% | 9.49% | 8.57% | 14.67% |
| Vendor cost per ride | \$24.88 | \$21.25 | \$24.02 | \$22.61 |
| ParaCruz driver cost per ride (estimated) | \$26.95 | \$24.91 | \$25.89 | \$23.96 |
| Rides < 10 miles | 80.89% | 70.45% | 82.25% | 71.79% |
| Rides > 10 | 19.11% | 29.55% | 17.75% | 28.21% |

IV. FINANCIAL CONSIDERATIONS

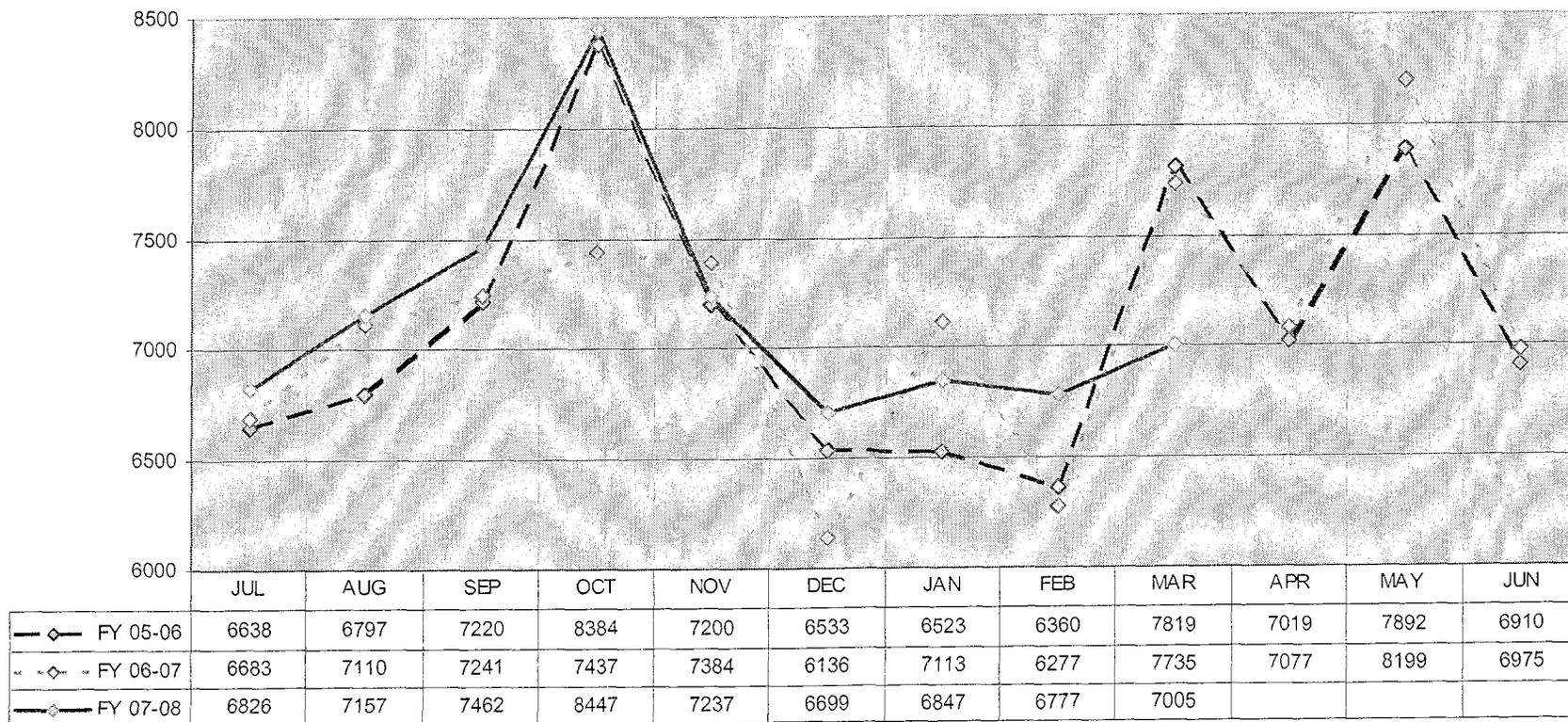
NONE

V. ATTACHMENTS

- Attachment A:** Number of Rides Comparison Chart
- Attachment B:** Shared vs. Total Rides Chart
- Attachment C:** Mileage Comparison Chart
- Attachment D:** Year To Date Mileage Chart
- Attachment E:** Daily Drivers vs. Subcontractor Chart

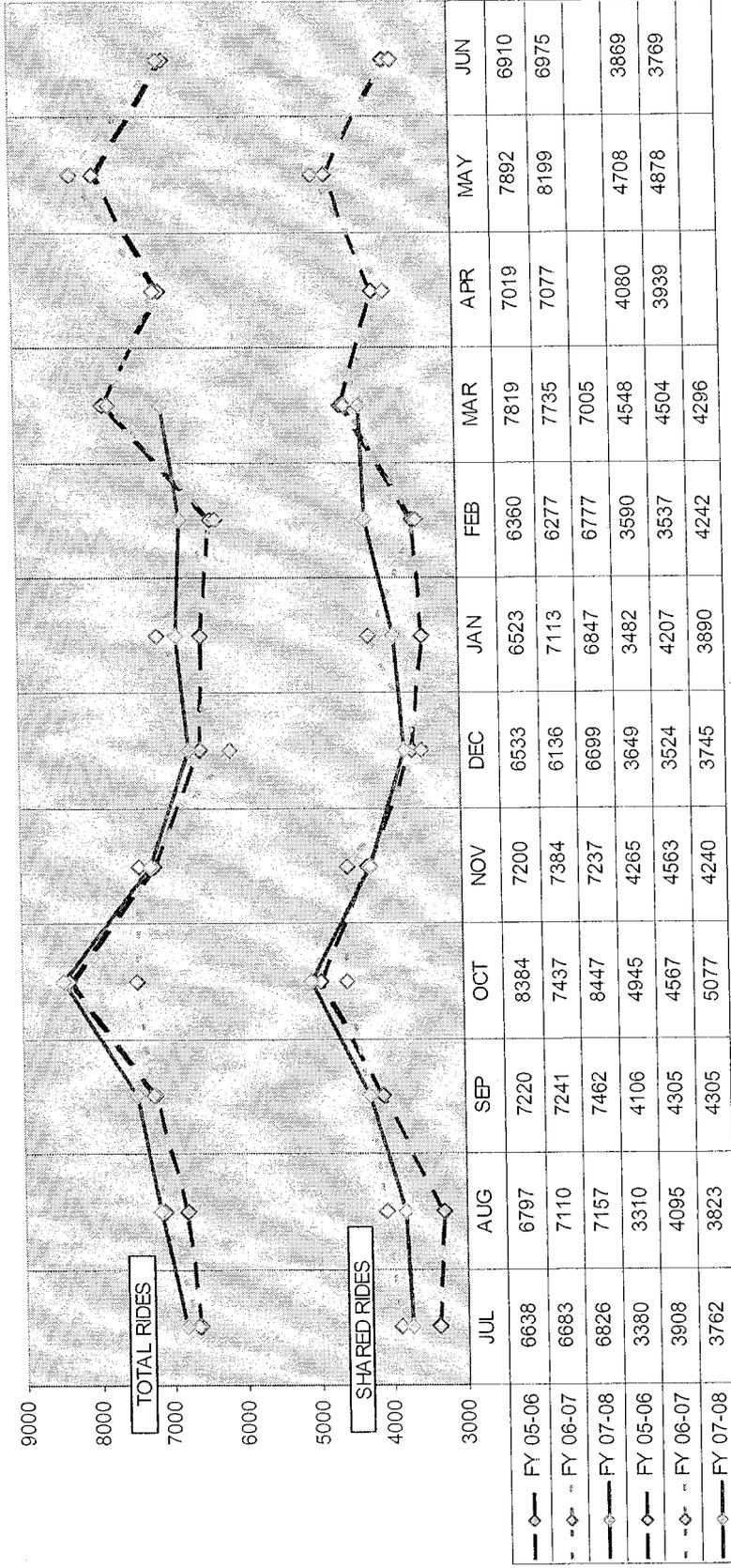
5-5.3

NUMBER OF RIDES COMPARISON



5-5.a.1

SHARED VS TOTAL RIDES

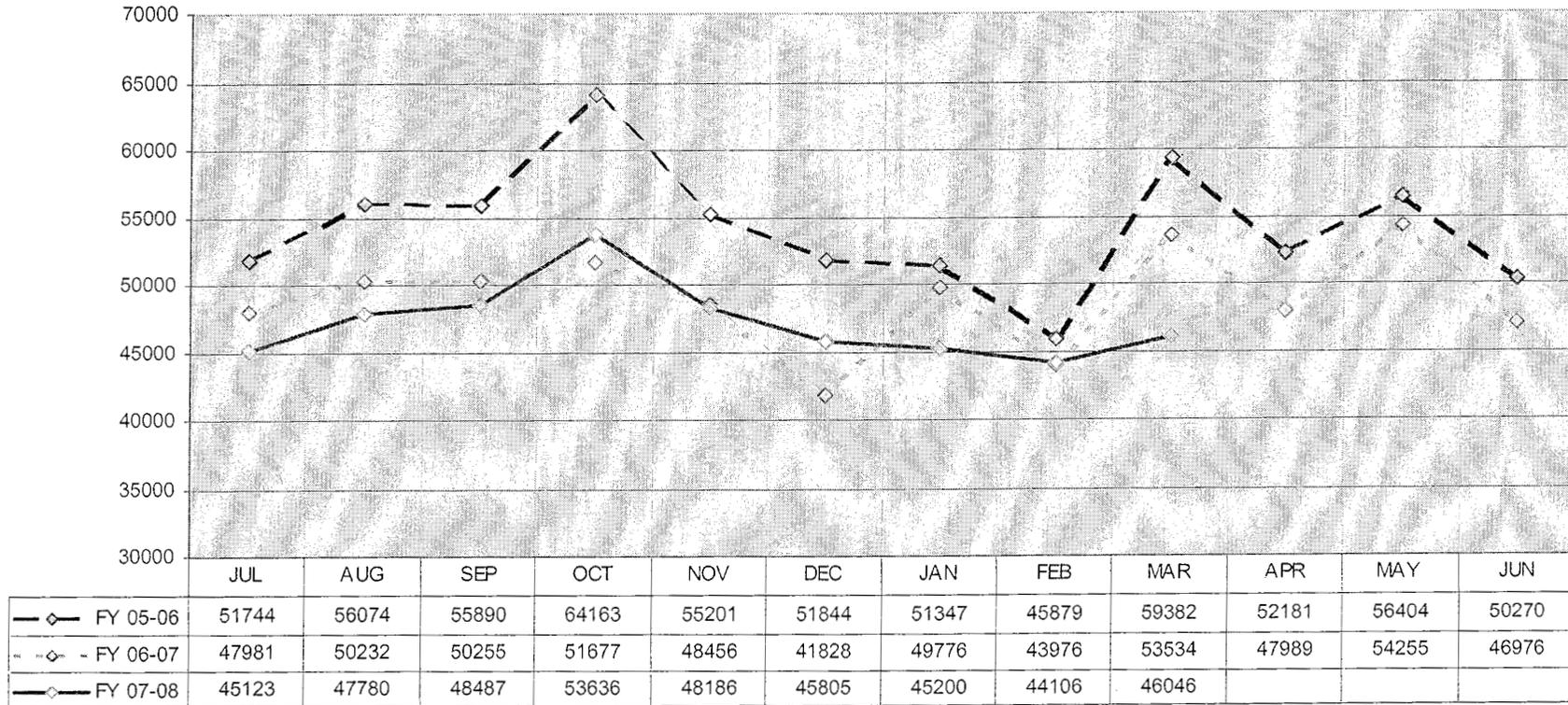


Board of Directors
 Board Meeting June 27th, 2008
 Page 2 of 5

Prepared by April Warnock
 6/6/2008

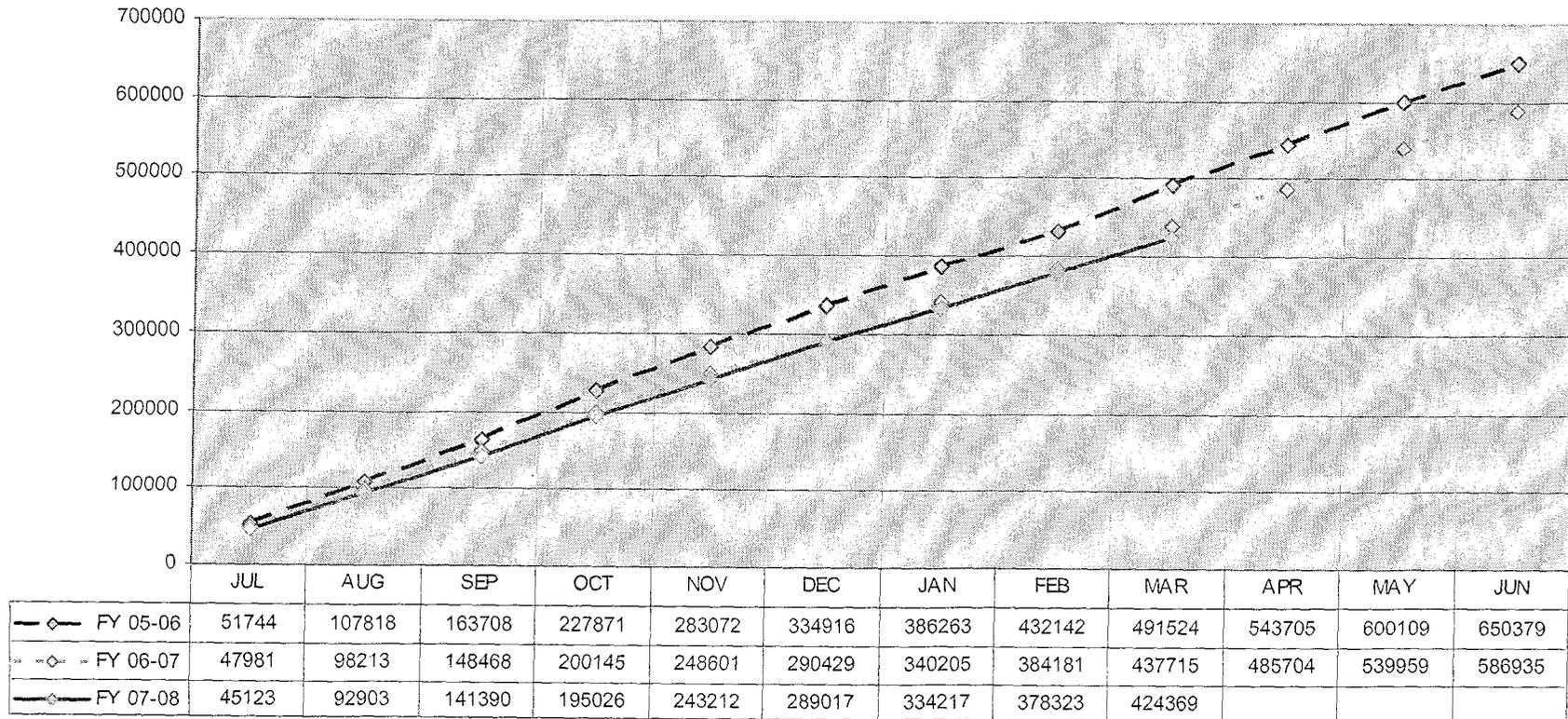
5-5.61

MILEAGE COMPARISON



5-5.e1

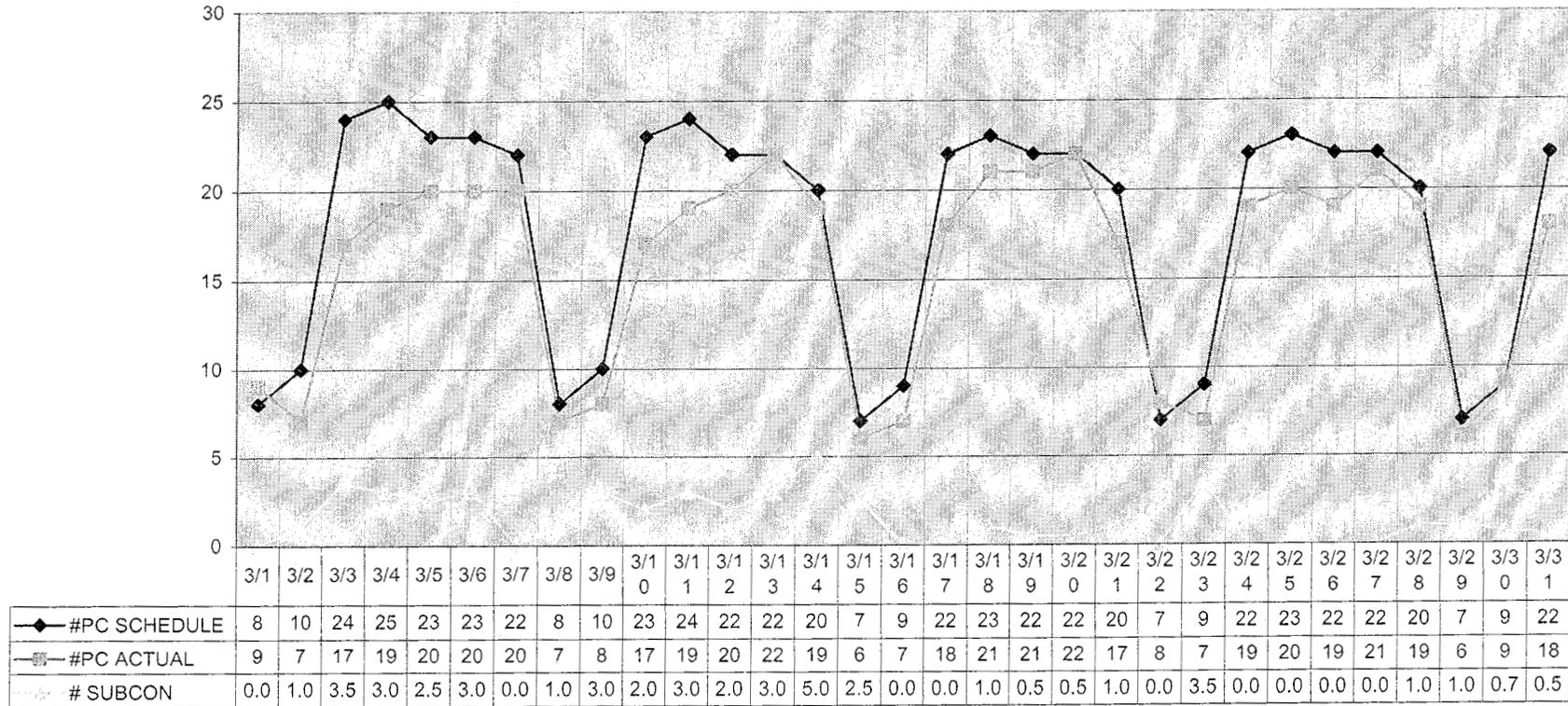
YEAR TO DATE MILEAGE COMPARISON



5-5.d1

Attachment D

DAILY DRIVERS VS. SUBCONS



5-5.e1

Attachment E

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2008
TO: Board of Directors
FROM: Frank L. Cheng, Project Manager
SUBJECT: CONSIDERATION OF METROBASE STATUS REPORT

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- Service Building work
 - METRO has completed relocation of revenue collection to the Service & Fueling Building.
- Maintenance Building
 - West Bay Builders continuing site work on 120 Golf Club Drive property. All major underground piping is complete for the first half of the Maintenance Building.
 - On May 14, 2008, PG&E installed a new pole for usage by METRO for the Maintenance Building. Next step for PG&E is to schedule the installation of a new transformer.
 - Concurrent work with AT&T to utilize the new PG&E pole for routing telecommunication wires.
 - Roof for the first half of the Maintenance Building is complete. Interior work such as windows, walls and insulation are continuing.
- Operations Building
 - METRO requested cost estimates from RNL Design for Re-package, Re-bid & Construction Administration.
 - METRO requested cost estimates from Harris & Associates for Construction Administration & Testing.
 - METRO is waiting for RNL Design to provide demolition package for Operations Building Bus Yard.

III. DISCUSSION

METRO has completed relocation of revenue collection to the Service & Fueling Building. Several items from the existing Operations Building were needed for relocation into the Service & Fueling Building. METRO is also waiting for RNL Design to provide demolition package for the Operations Building Bus Yard for removal of slow-fill CNG and bus wash. This will add more space for bus and vehicle parking.

5-6.1

West Bay Builders is continuing site work on 120 Golf Club Drive. All major underground piping is complete for the first half of the Maintenance Building. Building roof work is complete and interior items such as windows, walls, and insulation are continuing. On May 14, 2008, PG&E installed a new pole for usage by METRO for the Maintenance Building. Next step for PG&E is to schedule the installation of a new transformer on site. Current work with AT&T will utilize new PG&E Pole for routing cabling for communication.

METRO has requested cost estimates from RNL Design for Re-package, Re-bid & Construction Administration for the Operations Building portion of the MetroBase Project. METRO also requested Harris & Associates for Construction Administration & Testing for the Operations Building.

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

New updates on the MetroBase Project:

- METRO relocation of revenue collection to the Service & Fueling Building.
- West Bay Builders continuing site work on 120 Golf Club Drive property. Roof complete, working on windows, walls, and insulation.
- PG&E installed new pole and needs to schedule transformer installation.
- METRO requested cost estimates from RNL Design and Harris & Associates for the Operations Building
- METRO waiting for the demolition plan for the Operations Bus Parking area from RNL Design

Previous information regarding the MetroBase Project:

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

- Final Acceptance and release of retention on April 25, 2008.
- Substantial completion on February 14, 2008.
- Notice to Proceed issue effective January 9, 2006 with 365 calendar day construction period.

B. Maintenance Building (IFB 06-01)

- Site work piping and building roof complete. West Bay working on interior items, windows, walls & insulation.
- On May 14, 2008, PG&E installed new pole.
- IFB 06-01 Maintenance Building awarded to West Bay Builders for \$15,195,000.
- Weekly Construction Meetings.

5-6.2

IV. FINANCIAL CONSIDERATIONS

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

V. ATTACHMENTS

Attachment: NONE

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2008
TO: Board of Directors
FROM: Mark J. Dorfman, Assistant General Manager
SUBJECT: ACCEPT AND FILE VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR PREVIOUS MEETINGS

I. RECOMMENDED ACTION

That the Board of Directors accept and file the voting results from appointees to the Santa Cruz County Regional Transportation Commission.

II. SUMMARY OF ISSUES

- Per the action taken by the Board of Directors, staff is providing the minutes from the most recent meetings of the Santa Cruz County Regional Transportation Commission.
- Each month staff will provide the minutes from the previous month's SCCRTC meetings.

III. DISCUSSION

The Board requested that staff include in the Board Packet information relating to the voting results from the appointees to the Santa Cruz County Regional Transportation Commission. Staff is enclosing the minutes from these meetings as a mechanism of complying with this request.

IV. FINANCIAL CONSIDERATIONS

There is no cost impact from this action.

V. ATTACHMENTS

- Attachment A:** Minutes of the May 1, 2008 Regular SCCRTC Meeting
Attachment B: Minutes of the May 15, 2008 Transportation Policy Workshop

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

Minutes

Thursday, May 1, 2008
9:00 a.m.

Capitola City Council Chambers
420 Capitola Ave
Capitola CA 95010

1. Roll Call

| | | |
|------------------|-------------------------|-------------------|
| Members Present: | Jan Beautz | Ellen Pirie |
| | Dene Bustichi | Ed Porter (Alt.) |
| | Tony Campos | Antonio Rivas |
| | Neal Coonerty | Pat Spence |
| | Randy Johnson | Mark Stone |
| | Kirby Nicol | Marcela Tavantzis |
| | Aileen Loe (ex-officio) | Emily Reily |
| Staff Present: | George Dondero | Yesenia Parra |
| | Luis Mendez | Kim Shultz |
| | Gini Pineda | Karena Pushnik |
| | Rachel Moriconi | Tegan Speiser |

2. Oral Communications

Commissioner Stone reported on the California Council of Governments (CalCOG) Regional Issues Forum which he attended recently. He said that a major topic for discussion was regional blueprint planning and that smaller jurisdictions are struggling to find ways to incorporate land use policy with transportation planning. He said that CalCOG took a position on SB375 of "oppose unless amended" as proposed by CSAC and the League of Cities. SB375 deals with greenhouse gas emissions reductions by establishing stronger connections between land use and transportation planning decisions.

Commissioner Nicol welcomed the Commission to Capitola.

Bill Comfort asked that all reports, surveys, plans and other materials regarding the purchase of the rail line be provided to the public at least 60 days before a public hearing on the project.

Commissioner Beautz said that she is also concerned that the public has enough time to review the information and recommended that information be made public 60 days prior to any hearing.

Jack Nelson said that sometimes politicians don't connect with scientific conclusions regarding global warming and that climate change can reach a tipping point and then begin to develop very quickly.

Peter Scott, Campaign for sensible Transportation, said that there will be a forum on transportation and land use on 5/22 at the Live Oak Grange and invited Commissioners and staff to attend.

3. Additions or Deletions to Consent and Regular Agendas

Executive Director George Dondero said that there were handouts for Item 19 and a PowerPoint printout for Item 23. He corrected the title for Item 8 by removing the words "and Amend RTC FY07/08 Budget and to Reflect Updated TDA Revenue Projections."

CONSENT AGENDA (Pirie/Beautz)

4. Approved Minutes of the April 3, 2008 Regular SCCRTC Meeting (Commission Alternate Porter abstained.)

POLICY

No Consent Items

PROJECTS and PLANNING

5. Accepted Quarterly RTC Work Program Update
6. Accepted Update on the 2008 State Transportation Improvement Program (STIP)
7. Approved Staff Recommendation to Submit AB2766 Grant Applications to the Monterey Bay Unified Air Pollution Control District (Resolution 26-08)

COMMISSION BUDGET AND EXPENDITURES

8. Accepted Status Report on Transportation Development Act (TDA) Revenues

ADMINISTRATION

9. Accepted Elderly and Disabled Transportation Advisory Committee (E&D TAC) and Staff Recommendations Regarding Appointment to the E&D TAC.

COMMITTEE MINUTES

10. Accepted Draft Minutes of the March 10 and April 14, 2008 Bicycle Committee Meetings
11. Accepted Draft Minutes of the April 9, 2008 Elderly & Disabled Transportation Advisory Committee Meeting
12. Accepted Draft Minutes of the April 10, 2008 Budget and Administration/Personnel Committee Meeting

INFORMATION/OTHER

13. Accepted Monthly Meeting Schedule
14. Accepted Correspondence Log
15. Accepted Letters from SCCRTC Committees and Staff to Other Agencies
 - a. Letter from the Elderly and Disabled Transportation Advisory Committee Regarding transportation needs to/from the Dragonslayers Program in Aptos
 - b. Letter to the County of Santa Cruz Planning Department Regarding Notice of Preparation of a Negative Declaration for the Proposed Project on the Southwest Corner of Brommer Street and 17th Avenue in Santa Cruz
 - c. Letter of Opposition to The Honorable Jenny Oropeza, Senator, 28th District Regarding SB 1507 (Oropeza) Highway Construction
 - d. Letter from the Bicycle Committee to the City of Santa Cruz Regarding Mission Street Safety Improvements
 - e. Letter to Community Development Department in the City of Watsonville Regarding Notice of Intent to Adopt a Negative Declaration for the Proposed Jennings Business Park
16. Accepted Miscellaneous Written Comments from the Public on SCCRTC Projects and Transportation Issues
17. Accepted Information Items
 - a. CHP News, April 1, 2008: "Arrive Alive-Don't Drink and Drive"
 - b. Eugene Skoropowski, Managing Director, Capitola Corridor Joint Powers Authority: Transportation Research Board: Workshop 115, January 13, 2008: Measuring & Managing Shared Use-Today's Arrangement: What works
 - c. Open Letter to the Members of the 110th Congress from the Association for Commuter Transportation

SERVING AS THE SERVICE AUTHORITY FOR FREEWAY EMERGENCIES (SAFE)

No Consent Items

REGULAR AGENDA

18. Commissioner Reports – Taken under Oral Communications
19. Director's Report

Executive Director George Dondero announced that Bike Week is May10-17th. He reported that the Speakers Bureau is continuing to make presentations. He said that during an interactive presentation to the Santa Cruz Area Chamber of Commerce some recurring themes were heard including decisions to locate or re-locate businesses in response to increasing congestion. Mr. Dondero said that discussions regarding safety on Mission Street began with a meeting on April 18th convened by Assemblyman John Laird.

5-8.93

20. Caltrans Report

Aileen Loe, Caltrans District 5, said that the written report on highway projects is up to date. Ms. Loe reported that Director Kempton awarded \$260,000 to the AMBAG region for blueprint planning grants and that the California Transportation Commission (CTC) will consider, at its May meeting, an addendum to the 2007 Regional Plan Guidelines to address greenhouse gas and climate change. She added that the CTC will also consider the State Transportation Improvement Program (STIP) at the May meeting.

Commissioner Stone said that blueprinting, which started as a bottoms up effort, was most successful for regions that adopted the concept and incorporated it into their own planning. He said that the more the state pushes blueprinting from the top down, the more difficult it becomes for regions to implement blueprinting as they know their individual needs best and he cautioned against this approach from the state.

Commissioner Rivas arrived at 9:34 am.

21. SCCRTC Committee Appointments

Commissioner Beautz moved and Commissioner Pirie seconded to approve the staff recommendations to re-appoint Commissioners Beautz, Campos, Rivas, Pirie, Stone and Coonerty to the Budget and Administration/Personnel Committee and Commissioners Beautz, Campos, Stone, Nicol, Pirie, Coonerty and Bustichi to the Rail Acquisition Committee.

The motion carried unanimously.

22. Receive Presentation from the City of Capitola by Steve Jesberg, Director of Public Works

City of Capitola Public Works Director Steve Jesberg gave a PowerPoint presentation of planned transportation projects within the City of Capitola. Among the projects that he listed were an overpass lane addition on 41st Avenue which will add a third southbound lane; sidewalks on Bay Avenue; plans for traffic calming on Capitola Road and Clares Street; and reconstruction of a section of 38th Avenue. Mr. Jesberg said that Capitola intends to expand the summer shuttle service to include 41st Avenue and the Clares Street area. He said that the shuttle, which would operate every 15 minutes, is free to the public on weekends and holidays from Memorial Day to mid September

Commissioner Tavantzis asked where the right-of-way for the proposed southbound lane on 41st would come from. Mr. Jesberg said that the existing median would be reduced.

23. Highway 1 Projects Progress Report

Chris Metzger, Nolte Associates, presented a PowerPoint updating the Commission on the status of the Soquel to Morrissey Auxiliary Lanes and the Highway 1 HOV Lanes Projects.

Regarding the Soquel to Morrissey Auxiliary Lanes Project, Mr. Metzger said that the updated project report was re-submitted to Caltrans in April for review and that the administrative draft environmental document was also re-submitted. He said that a

proposed open house and public hearing is planned for September. He reviewed the current schedule and said that he anticipates construction in winter/spring 2010.

Commissioner Pirie asked how long after the Highway 1/17 Merge Lanes Project is finished would the Auxiliary Lanes Project construction begin. Mr. Metzger said that if both projects continue on schedule, that there would be about a one-year gap between the completion of the Highway 1/17 Merge Lanes project and the beginning of construction for the Auxiliary Lanes Project.

Mr. Metzger continued with his report on the Highway 1 HOV Lanes Project. He said that the environmental document will be submitted to Caltrans for review in May 2008 and to the Federal Highway Administration this summer. Mr. Metzger explained the methods currently being used to address global warming and greenhouse gas emissions in the environmental document and the requirements of the California Coastal Commission (CCC). He said that the CCC staff recognized the mobility advantages of the HOV alternative. Other engineering issues included median widths, the Soquel Avenue interchange, storm water runoff and the 41st Avenue/Porter Street Configuration. Mr. Metzger reviewed the project schedule.

Commissioners discussed the Environmental Protection Act, water quality controls, entrance to the freeway at 41st Avenue, locations of park and ride lots and the configuration of the Bay/Porter interchange. It was noted that turn pockets would provide a smaller footprint than loop ramps at the interchange.

When discussing the timeline for construction completion, Ms. Loe said a funding plan needs to be in place before FHWA will approve the environmental document.

24. Federal Legislative Update - Oral Presentation by Carolyn Chaney, RTC's Federal Assistant

Commissioner Reilly replaced Commission Alternate Porter at 10:20 am.

Senior Planner Rachel Moriconi introduced RTC Federal Legislative Assistant Carolyn Chaney. She said that staff works with Ms. Chaney on tracking legislative bills that originate in Washington and with securing federal earmarks. Ms. Moriconi also requested that Commissioners provide comments on the draft principles proposed by the California Consensus Group.

Ms. Chaney outlined current federal funding challenges as well as those that lay ahead for transportation projects and programs. She highlighted tracking efforts with the reauthorization of the federal transportation bill (SAFETEA-LU); the status of the Highway Trust Fund; proposals to suspend the federal gas tax; annual federal budget and appropriations; AMTRAK funding; climate change legislation and actions; and other issues identified in the RTC's 2008 Federal Legislative Agenda. She urged the RTC to send a letter to federal legislators opposing a suspension in federal gas taxes over the summer months due to the estimated impact to the State of California of almost \$665 million in revenues and the elimination of 20,000 jobs statewide.

Ms. Chaney reported that funding decisions will likely be postponed until after the presidential election. She stated that earmarks will probably continue and that the RTC's request for \$2.25 million for the Pajaro Station is among the FY09 requests.

Ms. Chaney described proposals in the Federal Aviation bill to shift funds from the General Fund to the Highway Trust Fund, but said that that the administration would likely oppose it. She said that the bill also proposes a tax credit to holders of qualified state-issued bonds for intercity passenger rail. She suggested that the RTC send a letter supporting these provisions of the aviation bill.

Ms. Chaney said that Congressman Farr will be involved in the transportation reauthorization bill and will testify before Congress and has asked for input from the Commission regarding his testimony.

She also said that there is talk of an infrastructure stimulus package that would apply to projects that are ready to go. This package may be run through state programs and would create jobs.

Responding to a question from Commissioner Beautz regarding the HOV Lanes project, Executive Director Dondero said that since the government is looking for projects that are ready to go, the environmental clearance must be complete. He added that since there wouldn't be enough money to fund the entire project, parts of the project that are ready could be broken out if this funding does materialize.

Commissioner Stone cautioned that the new authorization is programmatic and that the more that the transit agencies and highway agencies allocate the funds, the more difficult it may be for small regions to get a fair share of the funding.

25. Amendments to the FY07-08 and FY08-09 Budgets and Work Programs to Accommodate Transportation Development Act (TDA) Revenue Shortfalls

Deputy Director Luis Mendez gave the staff report. He said that because Transportation Development Act (TDA) revenues are not keeping up with estimates, staff obtained new estimates from the Auditor/Controller's office. The Budget and Administration/Personnel Committee discussed options for addressing the lower revenues in both FY 07-08 and FY 08-09 and made the recommendations shown in the staff report.

Les White, SCMTD, said that in addition to the lower TDA allocation from the RTC, their dedicated sales tax is generating less revenue than estimated, and SCMTD's ParaCruz service will have to add rides to dialysis centers for which MediCal will no longer provide funds. However, SCMTD does not anticipate service cuts at this time. He said that in FY 2010 the Metro will have to extract about \$1.8million out of reserves to avoid service cuts.

Commissioner Pirie moved and Commissioner Nicol seconded to approve the Budget and Administration/Personnel (B&A/P) Committee and staff recommendations that the Regional Transportation Commission (RTC):

1. Adopt a resolution amending the FY 07-08 Budget and Work Program to

- reduce the TDA revenue estimate and allocations and incorporate the reduced allocation to the RTC into the RTC's operating budget;
2. Adopt a resolution amending the FY 08-09 Budget and Work Program to reduce the TDA revenue estimate and allocations;
 3. Direct staff to return to a special meeting of the B&A/P Committee on May 22, 2008 with recommendations for incorporating the reduced FY 08-09 TDA allocation to the RTC into the RTC's operating budget.

The motion (Resolutions 27-08 and 28-08) was approved unanimously.

25. Review of Items to be Discussed in Closed Session – N/A
26. Oral and Written Communications Regarding Closed Session – N/A

CLOSED SESSION – Removed from Agenda

27. Conference with Real Property Negotiator Pursuant to Government Code 54956.8 for Acquisition of the Santa Cruz Branch Rail Line Property: Santa Cruz Branch Rail Line from Watsonville Junction to Davenport

Agency Negotiator: Kirk Trost, Miller, Owen & Trost

Negotiation Parties: SCCRTC, Union Pacific

Under Negotiation: Price and Terms

OPEN SESSION

28. Report on Closed Session – N/A
29. Next Meetings/Adjournment

The meeting adjourned at 11:06 am.

The next Transportation Policy Workshop is scheduled for Thursday, May 15, 2008 at 9:00 a.m. at the SCCRTC Offices, 1523 Pacific Avenue, Santa Cruz, CA.

The next SCCRTC meeting is scheduled for Thursday, June 5, 2008 at 9:00 a.m. at Santa Cruz County Board of Supervisor Chambers, 701 Ocean St., Santa Cruz, CA

Respectfully submitted,

Gini Pineda, Staff

5-8.a7

ATTENDEES

Mark Griffin
Bill Comfort
Peter Scott
Marc Adato
Les White
Cliff Walters
Chris Metzger
Jennifer Calate

AMBAG

CFST
Ecology Action
SCMTD
Sierra Railroad
Nolte
Caltrans

\\Rtcserv2\shared\RTC\TC2008\TC0508\TCMinutes0508.doc

Santa Cruz County Regional Transportation Commission (SCCRTC)

Transportation Policy Workshop

MINUTES

Thursday May 15 , 2008

9:00 a.m.

SCCRTC Conference Room
1523 Pacific Avenue, Santa Cruz

1. Introductions

Self-introductions were made.

2. Oral Communications

Tom Hiltner introduced Sam Mendez, currently interning at the Metro. The internship is funded by a Caltrans Transit Professional Development Grant. He will rotate positions in a few months with Erich Friedrich who is the RTC intern funded by the same grant.

Jack Nelson showed a bicycle brake pad and a rear sprocket cassette, to illustrate that bike maintenance is less expensive and less labor intensive than car maintenance.

3. Additions/Deletions to the Agenda

Executive Director George Dondero announced that there were add-on pages for Item 4. He also asked the Commission to add Item 6.1 regarding the California Transportation Commission (CTC) staff recommendations for the State Transportation Improvement Program (STIP) and the need to immediately re-prioritize projects in the Regional Transportation Improvement Program (RTIP).

County Counsel Rahn Garcia said that the Brown Act allows an item to be added to an agenda after the agenda was posted for the public if there is a need to deal with the item before the next scheduled meeting and if the item was not known prior to the time when the agenda was made public.

Commissioner Pirie moved and Commissioner Spence seconded to add Item 6.1 to the agenda. The motion carried unanimously.

5-8.61

Mr. Dondero announced that there would be no Closed Session on Item 8.

Consent Agenda

No Consent Items

Regular Agenda

4. State Legislative Overview and Proposed Positions on Bills

Senior Planner Rachel Moriconi gave the staff report providing an overview of current legislative activity. She said that staff recommends that the Commission take positions on several bills. She introduced state legislative assistants John Arriaga and Steve Schnaidt to discuss the current status of bills before the legislature and the Governor's proposed May revision to the state budget. Since SB 375 is being discussed in Item 6, Ms. Moriconi recommended that the Commission not vote on a position on that bill until after Item 6 was presented.

Mr. Schnaidt provided information and answered questions about several bills including bills addressing HOV lane access issues, dropping the threshold to 55% for voter approval of special taxes, gasoline fees, greenhouse gas emissions, and SB1507 which would prohibit new road construction, including road repair, of a state highway within ¼ mile of a school.

Commissioner Tavantzis moved to oppose SB 1507. Commissioner Nicol asked for a friendly amendment that the motion language state "strongly oppose" SB 1507. Commissioner Tavantzis accepted the suggestion.

Commissioner Pirie asked that the motion be revised to adopt the staff recommendations with the exception of the recommendation regarding SB 375 and to include the change to the recommended position on SB 1507 to "strongly oppose". Commissioner Tavantzis accepted the amendment and Commissioner Pirie seconded the motion. Commissioner Tavantzis asked if the motion should include alerting the local jurisdictions to the proposed bill. The Commissioners all agreed and the motion passed unanimously.

Ms. Moriconi and Mr. Schnaidt reviewed the add-on pages regarding the May revision to the state budget, and the Governor's proposed strategies to fill the budget gap, which include a plan to privatize the state lottery and borrow against future revenues. The state budget expands the transfer of transit funds to the General Fund and revenues from the fuel

5-8.62

tax are lower because people are purchasing less fuel. The Governor intends to fully fund Proposition 42.

Commissioners criticized borrowing against the lottery and taking money from transit at a time when more people are turning to public transportation.

Steve Schnaidt said that the state is going to run out of money by the beginning of summer.

Les White, SCMTD, said that it is expected that there will be an increase in ridership on the more heavily used routes, resulting in a demand for more buses and drivers which Metro cannot afford due to the reduction in transit funds. He said that at the same time, the MediCal cuts have put an increased burden on Metro to provide service for people needing dialysis. He noted that METRO has been forced to use old buses that had been retired to meet the needs.

5. Proposition 98 on June 2008 Ballot

Senior Planner Rachel Moriconi gave an overview of Propositions 98 and 99. In addition to eminent domain provisions, Proposition 98 would phase out rent control, negatively impacting many seniors who live in rent-controlled mobile home parks. She noted that many of these parks are located near transit stops. She said that Proposition 99 is an alternative eminent domain proposition.

Commissioner Pirie moved and Commissioner Tavantzis seconded to approve the staff recommendations that the Regional Transportation Commission adopt an "oppose" position on Proposition 98, which is on the June 3, 2008 statewide ballot.

The motion passed with Commissioner Nicol abstaining, saying that he thinks it inappropriate for the Commission to take a position on this type of legislation.

6. Senate Bill 375 Land Use and Transportation Coordination

Executive Director George Dondero highlighted the key concerns with SB 375 including the impacts on funding eligibility for transportation projects by requiring local agencies to make planning decisions consistent with a regional "sustainable communities strategy" (SCS). He said that the way the bill is written creates a significant increase for exposure to litigation for the Regional Transportation Plans (RTPs) and transportation projects. He added

5-8.63

that the bill only addresses new housing development and that while the intent of the bill is laudable, land use and transportation incentives to reduce emissions need to be coordinated with other activities and consistent with AB 32.

John Arriaga said that the bill is a flawed proposal and will probably be put on hold until after the June election.

Steve Schnaidt said that the League of Cities and Self-Help counties have made several suggested amendments and that the bill is probably stalled until August.

Commissioners discussed whether it would be better to directly oppose the bill, whether the Commission should define specific amendments, and the problems inherent with a top down approach from the state regarding land use.

Executive Director Dondero said that he will be at the CalCOG meeting in Sacramento on Monday and can bring Commission concerns to the meeting. Commissioner Campos volunteered to do the same at the CSAC meeting on Wednesday.

Commissioner Tavantzis said that she preferred language saying that the RTC "oppose the bill unless amended consistent with the suggestions made by CalCOG, CSAC and the League of Cities" instead of coming up with a specific list of amendments.

Mr. Dondero said that staff could break the bill into pieces and bring it back to the Commission in June for further discussion. He said that it is important to have positions ready when the bill is taken up again in Sacramento. Mr. Arriaga will help coordinate the positions taken by CalCOG, CSAC and the League of Cities.

Jack Nelson said that the Commission seems to be concerned about local autonomy issues, but that all state mandates are not bad. He cited the California Coastal Act as an example and said that the underlying principle of SB375 is to reduce greenhouse gas emissions.

Commissioner Johnson made the point that the word "sustainable" is nebulous.

Rick Longinetti said that what is needed is the kind of vision for density that Boulder Creek had and that this kind of density can be built around transit.

5-8.64

Aileen Loe, Caltrans District 5, said that the dialogue that the Commission is having is critical and that the state, with the blueprint process, is trying to provide some kind of leadership to help find new ways of doing business in a positive manner.

The Commission approved by consensus that staff return in June with more information regarding SB 375.

6.1 CTC Staff Recommendations for 2008 State Transportation Improvement Program

Senior Planner Rachel Moriconi said that the California Transportation Commission (CTC) staff released its recommendations on Friday and that it is not recommending 8 out of the 10 proposed projects in the RTC's Regional Transportation Improvement Program (RTIP). The CTC's rationale seems to be that if a county has any unmet highway needs, it is not recommending projects that do not address these unmet highway needs. She said that in discussions with Caltrans it was determined that the unmet highway needs for Santa Cruz County were not ready for inclusion in the State Transportation Improvement Program (STIP) and should not interfere with funding in other areas.

Executive Director George Dondero said that this is a statewide issue and that there were a billion dollars in requests beyond what the state could fund.

Ms. Moriconi said that without the funding some of the RTC's programs would be severely cut back or eliminated and that projects for local jurisdictions would be delayed. She said that the funding request for the HOV Lanes project was approved but that the CTC is recommending putting the project out until FY11-12. Since the environmental document is ready for release this calendar year, receiving funding three years from now will result in cost increases.

Ms. Moriconi said that although funding for the Rail Acquisition Project is also affected, it may be possible to make arrangements with Union Pacific to continue negotiations. She asked the Commission for direction to determine project priorities and recommended that returning the HOV Lanes project to the 2008 STIP be the top priority in order to avoid the cost increases that will impact other projects.

Mr. Dondero agreed that continuation of the HOV lane environmental document should be the top priority and suggested

5-8.65

that the second priority is to get the rail money to carry over to next fiscal year, due to the current stage of negotiations.

Commissioners discussed the various projects that were unfunded by the CTC. It was noted that the Rail Acquisition Project has the Coastal Conservancy loan as a contingency.

Commissioner Pirie moved and Commissioner Nicol seconded to make programming funding for the HOV Lanes project in FY 08-09 the first priority. The motion passed unanimously.

After further discussion, Commissioner Pirie moved and Commissioner Campos seconded to make obtaining the requested funding for the Varni, Carlton and Freedom roads projects as the second priority. The motion passed unanimously.

Commissioners Pirie, Tavantzis, Bustichi and Nicol departed the meeting at 11:10 am.

Senior Planner Moriconi discussed other impacts and said that the state budget dictates when money is actually available.

Commissioner Stone noted that the state's prioritization of projects according to its own criteria conflicts with SB45 which gives regions the ability to program their share of the STIP.

Closed Session

Chair Campos removed Item 7 from the Closed Session and rescheduled it for the TPW meeting on June 19th.

7. Annual Performance Review for Executive Director Pursuant to Government Code 54957 – N/A
8. Conference with Real Property Negotiator Pursuant to Government Code 54956.8 for Acquisition of the Santa Cruz Branch Rail Line Property: Santa Cruz Branch Rail Line from Watsonville Junction to Davenport – N/A
 - a. Agency Negotiator: Kirk Trost, Miller, Owen & Trost
 - b. Negotiation Parties: SCCRTC, Union Pacific
 - c. Under Negotiation: Price and Terms

Reconvene to Open Session

5-8.66

9. Report on Closed Session – N/A

10. Next Meetings / Adjournment

The meeting adjourned 11:14 am.

The next SCCRTC meeting is scheduled for Thursday, June 5, 2008 at 9:00 a.m. at the Watsonville City Council Chambers, 275 Main Street, Watsonville, CA

The next Transportation Policy Workshop is scheduled for Thursday, June 19, 2008 at 9:00 a.m. at the SCCRTC Offices, 1523 Pacific Avenue, Santa Cruz, CA

Respectfully submitted,

Gini Pineda, Staff

ATTENDEES

| | |
|-----------------|-------|
| Donald Hagen | |
| Mark Griffin | AMBAG |
| Les White | SCMTD |
| Jack Nelson | |
| Tom Hiltner | SCMTD |
| Sam Mendez | SCMTD |
| Rick Longinetti | |

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2008
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
SUBJECT: RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY09

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- The District carries property insurance on all its owned facilities and on leased facilities in accordance with lease agreements, as well as on building contents.
- The premium renewal for FY09 is \$42,132.

III. DISCUSSION

Saylor & Hill, the District's property insurance broker, has arranged for renewal of property insurance coverage with QBE Insurance Corporation. This is all risk coverage, excluding earthquake and flood, and includes buildings and contents, employee tools, telephone system, and other equipment, with a \$5,000 deductible. Coverage was added in August 2007 with the purchase of 110 Vernon Street at a prorated cost of \$5,879.32. The District carries flood insurance on one location, 1200 River Street, under a separate policy. The QBE Insurance Corporation is rated A, X by Best. The renewal quote has increased by less than 2% over last year's premium.

IV. FINANCIAL CONSIDERATIONS

The insurance cost of \$42,132 is included in the FY09 final budget.

V. ATTACHMENTS

None.

5-9.1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2008
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
SUBJECT: CONSIDER RENEWAL OF CONTRACT WITH VISION SERVICE PLAN FOR EMPLOYEE VISION CARE INSURANCE FOR AN ADDITIONAL TWO YEAR PERIOD

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to execute an amendment to the contract with Vision Service Plan to extend the term of the contract for two (2) additional years for employee vision care coverage with an 3.5% increase in the rates charged to the District.

II. SUMMARY OF ISSUES

- The District entered into a contract (#05-24) with Vision Service Plan for employee vision care coverage on August 1, 2006.
- At the option of the District, this contract may be renewed.
- Vision Service Plan has indicated that they are interested in extending the contract for an additional two-year term with a 3.5% increase in rates during the new effective period.

III. DISCUSSION

The District's current contract (#05-24) with Vision Service Plan for employee vision care coverage will expire on July 31, 2008. Vision Service Plan has provided good service under this contract for two years. An extension of the contract would be beneficial to the District. Section 4.01 of the contract allows the District the option to renew the contract. Vision Service Plan has also reviewed the contract and has indicated their desire to extend the contract for an additional two-year period with a 3.5% increase in rates during the new effective period. Currently the District pays a rate of \$26.58 per employee plus family per month. The new rate effective August 1, 2008 will be \$27.50 per employee plus family per month. It is recommended that the Board of Directors authorize the General Manager to execute a second amendment to the contract with Vision Service Plan to extend the contract for two (2) additional years with a 3.5% increase in rates during the new effective period.

5-10.1

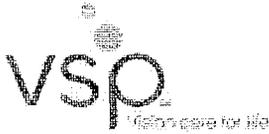
IV. FINANCIAL CONSIDERATIONS

Funds are available in the Human Resources budget for this amendment. This contract has a budget of approximately \$64,000 per year.

V. ATTACHMENTS

Attachment A: Letter from Vision Service Plan

Attachment B: Contract Amendment



June 6, 2008

Ms Robyn Slater
SANTA CRUZ METRO TRANSIT DISTRICT
370 Encinal St, Suite 100
Santa Cruz, CA 95060

RE: SANTA CRUZ METRO TRANSIT DISTRICT #12019717

Dear Ms. Robyn Slater

Vision Service Plan (VSP) appreciates your business, and is pleased to offer another period of quality coverage

VSP has reviewed your program and developed rates based on the experience of your vision care program. Many factors are considered when determining rates. These factors include utilization, claim frequency, retention, and trends. Please feel welcome to call me should you have any questions regarding this renewal information. My phone number is located on the second page

To renew your contract, please fill out the second page of this letter and fax it to VSP at 916-463-3926. Please file this letter with your VSP policy as it serves as your notice of renewal.

I look forward to working with you in the future.

Sincerely,

Cindy Holmes
Account Executive

CC: Mr. Lloyd Longnecker, SCMTD

5-10.91



RENEWAL NOTICE

Please fill out the below, and fax to 916-463-3926 to acknowledge acceptance of the renewal
VSP produces your Plan document upon receipt of your confirmation of renewal

| | |
|-----------------------------------|-----------------------------------|
| VSP Contact | Cindy Holmes |
| Phone Number | 800-852-7600 x 4801 |
| Fax Number | 916-463-3926 |
| Client Name: | SANTA CRUZ METRO TRANSIT DISTRICT |
| Client Number: | #12019717 |
| Current Rate: | \$26.58 |
| Current Plan: | Plan C (12/12/12) \$5 copayment |
| Current In-Network Frame and Ecl: | \$120 rfa and \$350 ecl |
| Renewal Rate: | \$27.50 |
| Renewal Plan: | Plan C (12/12/12) \$5 copayment |
| Renewal In-Network Frame and Ecl: | \$120 rfa and \$350 ecl |
| Renewal Period: | 08/01/08 - 07/31/10 |

By: _____
Authorized Group Representative Signature

Print Name: _____

Title: _____

Date: _____

5-10.a2



CLIENT UTILIZATION REPORT
FOR: SANTA CRUZ METRO TRANSIT DIST

CLIENT ID: 12019717 Summary
CONTRACT TYPE: Risk
CLIENT TYPE: Individually Rated

PAGE: 1
RUN DATE: 06 / 01 / 2008

| PERIOD | NBR COVERED | GROSS \$ | RETENTION \$ | RETN % | NET \$ | CLAIM \$ | GAIN/LOSS \$ | PLR % | AVG CLM COST | # CLMS PAID | PAID FREQ | REV/ MBR |
|--------|-------------|-----------|--------------|--------|-----------|-----------|--------------|-------|--------------|-------------|-----------|----------|
| 2005 | 4,642 | \$135,530 | \$21,685 | 16.0 | \$113,845 | \$100,955 | \$12890 | 88 | \$194.89 | 518 | 112 | \$29.20 |
| 2006 | 4,765 | \$133,964 | \$19,590 | 14.6 | \$114,374 | \$110,683 | \$3691 | 96 | \$204.21 | 542 | 114 | \$28.11 |
| 2007 | 4,937 | \$131,252 | \$16,407 | 12.5 | \$114,846 | \$116,875 | \$-2030 | 101 | \$200.82 | 582 | 118 | \$26.59 |
| JUN | 404 | \$10,738 | \$1,342 | 12.5 | \$9,396 | \$9,678 | \$-282 | 103 | \$175.97 | 55 | 136 | \$26.58 |
| JUL | 405 | \$10,765 | \$1,346 | 12.5 | \$9,419 | \$10,410 | \$-990 | 110 | \$189.27 | 55 | 136 | \$26.58 |
| AUG | 411 | \$10,924 | \$1,366 | 12.5 | \$9,559 | \$11,966 | \$-2407 | 125 | \$189.93 | 63 | 153 | \$26.58 |
| SEP | 413 | \$10,978 | \$1,372 | 12.5 | \$9,605 | \$7,565 | \$2040 | 78 | \$210.15 | 36 | 87 | \$26.58 |
| OCT | 419 | \$11,137 | \$1,392 | 12.5 | \$9,745 | \$10,578 | \$-833 | 108 | \$229.96 | 46 | 110 | \$26.58 |
| NOV | 412 | \$10,978 | \$1,372 | 12.5 | \$9,605 | \$10,833 | \$-1228 | 112 | \$221.09 | 49 | 119 | \$26.64 |
| DEC | 424 | \$11,270 | \$1,409 | 12.5 | \$9,861 | \$8,063 | \$1798 | 81 | \$212.19 | 38 | 90 | \$26.58 |
| JAN | 409 | \$10,871 | \$1,359 | 12.5 | \$9,512 | \$9,582 | \$-70 | 100 | \$208.31 | 46 | 112 | \$26.58 |
| FEB | 417 | \$11,190 | \$1,399 | 12.5 | \$9,791 | \$10,182 | \$-390 | 104 | \$216.63 | 47 | 113 | \$26.83 |
| MAR | 409 | \$10,871 | \$1,359 | 12.5 | \$9,512 | \$13,155 | \$-3643 | 138 | \$199.32 | 66 | 161 | \$26.58 |
| APR | 409 | \$10,871 | \$1,359 | 12.5 | \$9,512 | \$9,421 | \$92 | 99 | \$224.30 | 42 | 103 | \$26.58 |
| MAY | 423 | \$11,243 | \$1,405 | 12.5 | \$9,838 | \$5,432 | \$4406 | 55 | \$169.75 | 32 | 76 | \$26.58 |
| LTM | 4,955 | \$131,837 | \$16,480 | 12.5 | \$115,357 | \$116,865 | \$-1508 | 101 | \$203.24 | 575 | 116 | \$26.61 |
| ADJ | 0 | \$0 | \$0 | 0.0 | \$0 | \$0 | \$0 | 0 | \$0.00 | 0 | 0 | \$0.00 |
| CC | 8,987 | \$238,992 | \$29,874 | 12.5 | \$209,118 | \$209,100 | \$18 | 100 | \$202.03 | 1,035 | 115 | \$26.59 |
| YTD | 2,067 | \$55,047 | \$6,881 | 12.5 | \$48,166 | \$47,772 | \$395 | 99 | \$205.03 | 233 | 113 | \$26.63 |

| MEMBERSHIP AVERAGES | | | | | MEMBERS | | | | SPOUSE | | | | DEPENDENTS | | | | | |
|---------------------|----------|---------|----------|-------|---------|----------|--------|----------|--------|----------|--------|----------|------------|----------|--------|----------|-------|-----------|
| PERIOD | REV/ MBR | CLM \$ | IND RATE | PNL % | PERIOD | CLMS \$ | # CLMS | AVG COST | MBR % | CLMS \$ | # CLMS | AVG COST | SP % | CLMS \$ | # CLMS | AVG COST | DPT % | SP+ DEP % |
| 2005 | \$29.20 | \$21.75 | \$25.89 | 100 | JUN | \$4,668 | 25 | \$186.74 | 45 | \$3,591 | 19 | \$189.00 | 35 | \$1,419 | 11 | \$128.97 | 20 | 55 |
| 2006 | \$28.11 | \$23.23 | \$27.20 | 99 | JUL | \$5,260 | 27 | \$194.81 | 49 | \$2,932 | 19 | \$154.30 | 35 | \$2,218 | 9 | \$246.43 | 16 | 51 |
| 2007 | \$26.59 | \$23.67 | \$27.05 | 99 | AUG | \$4,655 | 24 | \$193.95 | 38 | \$3,498 | 17 | \$205.74 | 27 | \$3,813 | 22 | \$173.33 | 35 | 62 |
| Q1 | \$26.67 | \$26.66 | \$30.46 | 99 | SEP | \$3,327 | 16 | \$207.93 | 44 | \$2,127 | 11 | \$193.39 | 31 | \$2,111 | 9 | \$234.60 | 25 | 56 |
| Q2 | \$26.58 | \$17.85 | \$20.40 | 96 | OCT | \$6,478 | 26 | \$249.17 | 57 | \$3,294 | 15 | \$219.58 | 33 | \$806 | 5 | \$161.25 | 11 | 43 |
| Q3 | \$0.00 | \$0.00 | \$0.00 | 0 | NOV | \$7,020 | 33 | \$212.74 | 67 | \$2,217 | 9 | \$246.33 | 18 | \$1,596 | 7 | \$227.99 | 14 | 33 |
| Q4 | \$0.00 | \$0.00 | \$0.00 | 0 | DEC | \$3,135 | 15 | \$209.02 | 39 | \$2,558 | 12 | \$213.16 | 32 | \$2,370 | 11 | \$215.45 | 29 | 61 |
| LTM | \$26.61 | \$23.59 | \$26.95 | 99 | JAN | \$4,660 | 24 | \$194.15 | 52 | \$3,311 | 15 | \$220.72 | 33 | \$1,612 | 7 | \$230.28 | 15 | 48 |
| CC | \$26.59 | \$23.27 | \$26.59 | 99 | FEB | \$6,049 | 27 | \$224.03 | 57 | \$3,562 | 16 | \$222.65 | 34 | \$570 | 4 | \$142.58 | 9 | 43 |
| YTD | \$26.63 | \$23.11 | \$26.41 | 98 | MAR | \$7,891 | 37 | \$213.28 | 56 | \$2,905 | 16 | \$181.57 | 24 | \$2,359 | 13 | \$181.45 | 20 | 44 |
| | | | | | APR | \$5,147 | 21 | \$245.10 | 50 | \$2,354 | 11 | \$214.02 | 26 | \$1,919 | 10 | \$191.92 | 24 | 50 |
| | | | | | MAY | \$1,862 | 11 | \$169.24 | 34 | \$2,471 | 14 | \$176.50 | 44 | \$1,099 | 7 | \$157.06 | 22 | 66 |
| | | | | | TOT | \$60,152 | 286 | \$210.32 | 50 | \$34,820 | 174 | \$200.11 | 30 | \$21,893 | 115 | \$190.38 | 20 | 50 |

ADJ - Adjustments
CC - Current Contract
LTM - Last Twelve Months
YTD - Year To Date

This report is solely intended for the use of the contract holder and is not to be shared

5-10.03

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FIRST AMENDMENT TO CONTRACT NO. 05-24
FOR EMPLOYEE VISION CARE COVERAGE**

This First Amendment to Contract No. 05-24 for employee vision care coverage is made effective August 1, 2008 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California ("District") and Vision Service Plan ("Contractor").

I. RECITALS

- 1.1 District and Contractor entered into a Contract for employee vision care coverage ("Contract") on August 1, 2006.
- 1.2 The Contract allows for an extension of the contract upon mutual written consent.
- 1.3 Contractor requests a rate increase for the new contract period.

Therefore, District and Contractor amend the Contract as follows:

II. TERM

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

This Contract shall continue through July 31, 2010. This Contract may be mutually extended by agreement of both parties.

III. COMPENSATION

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

Effective August 1, 2008 through July 31, 2010, District agrees to increase the current Revenue per Member rate from \$26.58 (family composite) to \$27.50(family composite).

IV. REMAINING TERMS AND CONDITIONS

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

V. AUTHORITY

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

SIGNATURES ON NEXT PAGE

5-10.61

Signed on _____

DISTRICT
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
VISION SERVICE PLAN

By _____
Cindy Holmes
Account Executive

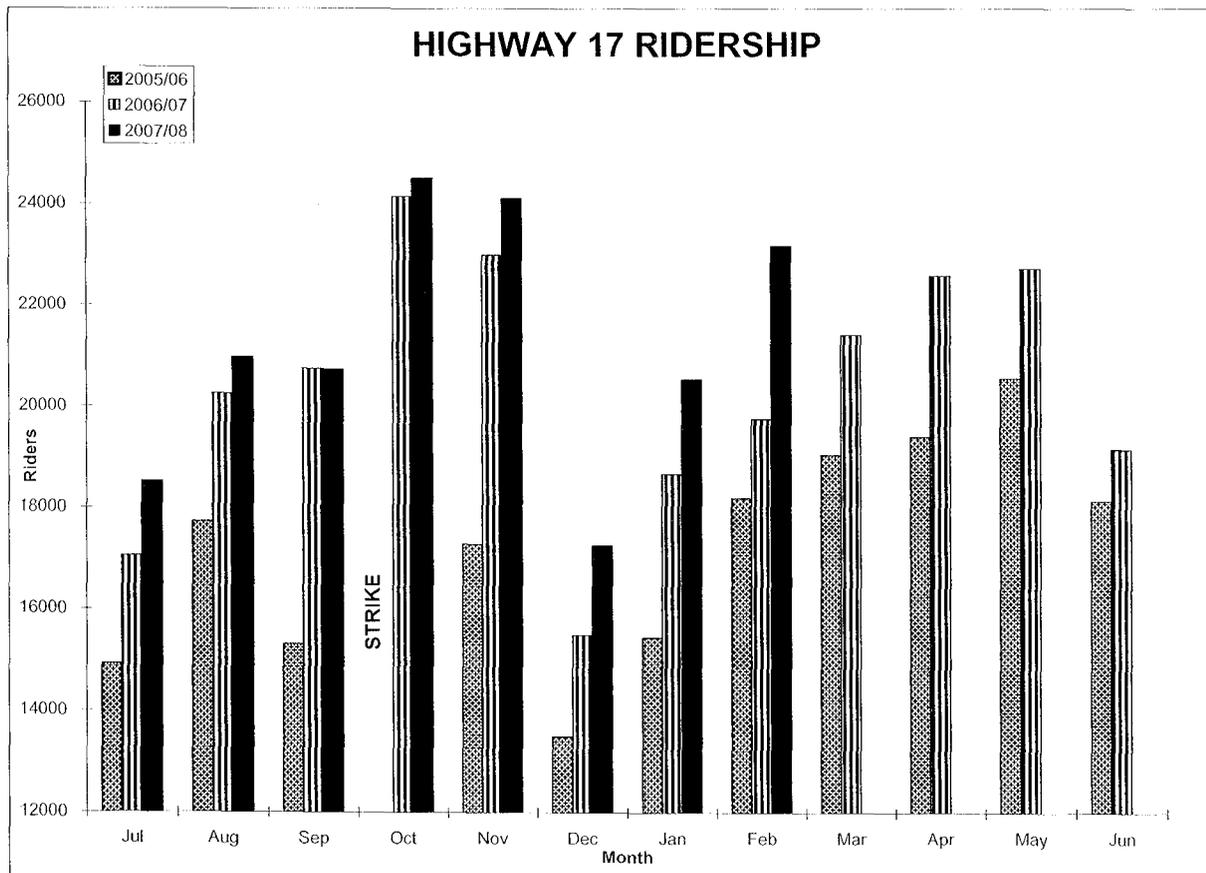
Approved as to Form:

Margaret R. Gallagher
District Counsel

5-10.62

HIGHWAY 17 - FEBRUARY 2008

| | FEBRUARY | | | YTD | | |
|------------------------|------------|------------|---------|-------------|-------------|--------|
| | This Year | Last Year | % | This Year | Last Year | % |
| FINANCIAL | | | | | | |
| Cost | \$ 139,773 | \$ 126,784 | 10.2% | \$1,137,776 | \$1,066,139 | 6.7% |
| Farebox | \$ 79,276 | \$ 68,785 | 15.3% | \$ 563,395 | \$ 534,181 | 5.5% |
| Operating Deficit | \$ 48,438 | \$ 51,255 | (5.5%) | \$ 481,971 | \$ 471,042 | 2.3% |
| Santa Clara Subsidy | \$ 24,219 | \$ 25,627 | (5.5%) | \$ 240,986 | \$ 235,521 | 2.3% |
| METRO Subsidy | \$ 24,219 | \$ 25,627 | (5.5%) | \$ 240,986 | \$ 235,521 | 2.3% |
| San Jose State Subsidy | \$ 2,026 | \$ 2,518 | (19.5%) | \$ 13,525 | \$ 13,249 | 2.1% |
| AMTRAK Subsidy | \$ 10,033 | \$ 4,226 | 137.4% | \$ 78,885 | \$ 47,667 | 65.5% |
| STATISTICS | | | | | | |
| Passengers | 23,174 | 19,755 | 17.3% | 169,836 | 159,133 | 6.7% |
| Revenue Miles | 40,061 | 38,384 | 4.4% | 329,893 | 326,071 | 1.2% |
| Revenue Hours | 1,502 | 1,439 | 4.4% | 12,371 | 12,228 | 1.2% |
| Passengers/Day | 799 | 706 | 13.3% | 696 | 655 | 6.3% |
| Passengers/Weekday | 941 | 845 | 11.4% | 828 | 805 | 3.0% |
| Passengers/Weekend | 427 | 357 | 19.6% | 392 | 326 | 20.3% |
| PRODUCTIVITY | | | | | | |
| Cost/Passenger | \$ 6.03 | \$ 6.42 | (6.0%) | \$6.70 | \$6.70 | (0.0%) |
| Revenue/Passenger | \$ 3.42 | \$ 3.48 | (1.8%) | \$3.32 | \$3.36 | (1.2%) |
| Subsidy/Passenger | \$ 2.18 | \$ 2.72 | (20.0%) | \$2.92 | \$3.04 | (4.1%) |
| Passengers/Mile | 0.58 | 0.51 | 12.4% | 0.51 | 0.49 | 5.5% |
| Passengers/Hour | 15.43 | 13.73 | 12.4% | 13.73 | 13.01 | 5.5% |
| Recovery Ratio | 56.7% | 54.3% | 4.5% | 49.5% | 50.1% | (1.2%) |



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2008

TO: Board of Directors

FROM: Tom Stickel, Manager of Maintenance

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

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to execute an amendment to the contract with Alliant Insurance Services, Inc. for licensed broker services to extend the term of the contract through June 30, 2009, and agree to continuing participation in the California Public Entity Insurance Authority joint powers agreement in order to access excess workers' compensation insurance.

II. SUMMARY OF ISSUES

- The District has a contract with Alliant Insurance Services, Inc. for Licensed Broker Services for Excess Workers' Compensation Coverage.
- In order to access the joint powers agreement with the California Public Entity Insurance Authority (CPEIA) for low rates for excess workers' compensation insurance, Metro must contract with the services of Alliant Insurance Services.
- Alliant Insurance Services, Inc. has indicated that they are interested in extending the contract for one additional year at the same broker service fee of \$12,000 for the new contract period.
- It is recommended that the Board of Directors authorize the General Manager to execute an amendment to the contract with Alliant Insurance Services, Inc. to extend the contract through June 30, 2009, and agree to continuing participation with the CPEIA joint powers agreement in order to access excess workers' compensation insurance.

III. DISCUSSION

The District's current contract with Alliant Insurance Services, Inc. for Licensed Broker Services for Excess Workers' Compensation Coverage is due to expire on June 30, 2008. An extension of the contract would be favorable to the District. Contractor has reviewed the contract and has

5-12.1

indicated their desire to extend the contract with no increase in the broker service fee of \$12,000 for the new contract period.

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

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

By belonging to the CSAC-CPEIA, METRO's annual insurance premium for excess workers' compensation insurance coverage for the new fiscal year will be \$74,467. The District will also be lowering the self-insured retention from \$500,000 to \$350,000. This represents a reduction of \$4,693 over last year's annual premium.

It is recommended that the Board of Directors authorize the General Manager to execute an amendment to the contract with Alliant Insurance Services, Inc. to extend the contract through June 30, 2009, and agree to continuing participation in the CPEIA joint powers agreement in order to access excess workers' compensation insurance.

IV. FINANCIAL CONSIDERATIONS

The licensed insurance brokers' fee for Alliant Insurance Services through June 30, 2009 is \$12,000. The annual premium for CPEIA workers compensation insurance coverage will be \$74,467.

V. ATTACHMENTS

- Attachment A:** Letter from Alliant Insurance Services
Attachment B: Contract Amendment



DRIVER SPECIALTY GROUP

June 23, 2008

Santa Cruz Metropolitan Transit District

Attn: Lloyd Longnecker

110 Vernon Street, Suite B

Santa Cruz, Ca 95060

Re: Renewal of Workers' Compensation Excess Coverage

Dear Mr. Longnecker

I have completed the renewal negotiations for the Santa Cruz Metropolitan Transit Districts' Excess Workers' Compensation coverage. I am pleased to tell you that the Districts' renewal costs have been reduced considerably and the program limits of coverage have increased from \$300,000,000 to "Statutory". I also have a viable option to lower your self insured retention (SIR) over 25%.

The District moved their workers' compensation excess insurance to our program 4 years ago. When the District initially moved their coverage to Alliant, they realized a significant rate savings. Since then, we have been able to lower your rate each year (from 5085 cents to the current 4062 cents) while increasing your coverage (from a \$100 million limit to the current \$300 million limit).

I am proposing renewal of your workers' compensation program with CSAC-EIA and renewal of our services fee. The service fee will remain at the current \$12,000. I have proposed CSAC-EIA renewal terms at both the current \$500,000 Self Insured Retention (SIR) and a recommended option 2 of lowering the SIR to \$350,000.

Please review the attached spreadsheet showing the history of our rates as well as the two SIR options. Thank you for your assistance with the renewal and please call me with any questions.

Sincerely,

Matt Gowan

Vice President, Alliant Insurance Services

Cc: Robyn Slater

5-12.91



**EXCESS WORKERS' COMPENSATION
INSURANCE PROPOSAL
FOR
SANTA CRUZ METROPOLITAN
TRANSIT DISTRICT**

July 1, 2008 to July 1, 2009

PRESENTED BY:
Matthew T. Gowan, Vice President
And
Kim Jacobsen, CISR Account Manager

ALLIANT INSURANCE SERVICES, INC
1792 Tribute Road, Suite 450
Sacramento, CA 95815
(916) 643-2700
(916) 643-2750 FAX
CORPORATE LICENSE #0C36861

5-12.a2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**INSURANCE PROPOSAL
JULY 1, 2008 – JULY 1, 2009**

**ALLIANT INSURANCE
SERVICE TEAM**

Account Executive:
Matthew Gowan

(800) 454-6787
916-643-2703 direct

Account Manager:
Kim Jacobsen

(800) 454-6787
916-643-2703 direct

5-12-03

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

INSURANCE PROPOSAL JULY 1, 2008 – JULY 1, 2009

EXCESS WORKERS' COMPENSATION

INDICATION – CSAC EIA

OPTION #1

| | <u>7/1/06-07</u> | <u>7/1/07-08</u> | <u>7/1/08-09</u> |
|---------------------------------|--|--|--|
| COVERAGE & LIMITS | \$200,000,000 WC Limit \$5,000,000/ \$5,000,000 EL Limit | \$300,000,000 WC Limit \$5,000,000/ \$5,000,000 EL Limit | \$Statutory WC Limit \$5,000,000/ \$5,000,000 EL Limit |
| *SIR (see options below) | \$500,000 | \$500,000 | \$500,000 |
| ESTIMATED ANNUAL PAYROLL | \$18,266,966 | \$19,485,946 | \$16,647,000 |
| ESTIMATED RATE PER \$100 | 4428 | 4062 | 3304 |
| ESTIMATED ANNUAL PREMIUM | \$80,901 | \$79,160 | \$55,008 |
| BROKER FEE | \$10,000 | \$12,000 | \$12,000 |
| TOTAL | \$90,901 | \$91,160 | \$67,008 |

OPTION #2 (\$350,000 SIR)

| | |
|---------------------------------|-----------|
| *SIR | \$350,000 |
| ESTIMATED RATE PER \$100 | 4473 |
| ESTIMATED ANNUAL PREMIUM | \$74,467 |
| BROKER FEE | \$12,000 |
| TOTAL | \$86,467 |

NOTE: THIS POLICY CHART IS ONLY AN OUTLINE OF COVERAGE THAT HAS BEEN PREPARED FOR YOUR CONVENIENCE. ACTUAL POLICY LANGUAGE MUST BE CONSULTED FOR ANY DEFINITIVE EVALUATION OF COVERAGE TERMS AND CONDITIONS.

5-12.94

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

INSURANCE PROPOSAL JULY 1, 2008 – JULY 1, 2009

THIS PROPOSAL OF INSURANCE IS PROVIDED AS A MATTER OF CONVENIENCE AND INFORMATION ONLY. ALL INFORMATION INCLUDED IN THIS PROPOSAL INCLUDING, BUT NOT LIMITED TO PERSONAL AND REAL PROPERTY VALUES, LOCATIONS, OPERATIONS, PRODUCT DATA, AUTOMOBILE SCHEDULES, FINANCIAL DATA AND LOSS EXPERIENCE, IS BASED ON FACTS AND REPRESENTATIONS SUPPLIED TO ALLIANT INSURANCE SERVICES, INC. BY YOU. THIS PROPOSAL DOES NOT REFLECT ANY INDEPENDENT STUDY OR INVESTIGATION BY ALLIANT INSURANCE SERVICES, INC., OR ITS AGENTS AND EMPLOYEES.

THIS PROPOSAL IS NOT CONFIRMATION OF INSURANCE AND DOES NOT ADD TO, EXTEND, AMEND, CHANGE OR ALTER ANY COVERAGE IN ANY ACTUAL POLICY OF INSURANCE YOU MAY HAVE. ALL POLICY TERMS, CONDITIONS, EXCLUSIONS AND LIMITATIONS APPLY. FOR SPECIFIC INFORMATION REGARDING YOUR INSURANCE COVERAGE, PLEASE REFER TO THE POLICY ITSELF. ALLIANT INSURANCE SERVICES, INC. WILL NOT BE LIABLE FOR ANY CLAIMS ARISING FROM OR RELATED TO INFORMATION INCLUDED OR OMITTED FROM THIS PROPOSAL OF INSURANCE.

Commissions are customarily paid by the insurance carriers to their agents and to brokers as a percentage of the premium. In addition to the commissions that Alliant Insurance Services, Inc. receives, its related entity, Alliant Underwriting Services (AUS) may receive compensation from Alliant Insurance and/or the carrier for providing underwriting services. The financial impact of the compensation received by AUS is a cost included in the premium. Additionally, the related entities of Alliant Business Services (ABS) and/or Strategic HR may receive compensation from Alliant Insurance and/or the carrier for providing designated, value-added services. Services contracted for by the client directly will be invoiced accordingly. Otherwise, services will be provided at the expense of Alliant Insurance and/or the carrier. Except as specifically directed by the client, AIS and its affiliates may also receive income as a result of contingent income agreements with insurance carriers.

Except as specifically directed by the client otherwise, the brokerage firm may also receive income as a result of a contingent income agreements with the insurance carriers. Further information is available upon written request directed to: Alliant Insurance Services Attention Chief Operating Officer, 1301 Dove Street, Suite 200, Newport Beach CA 92660.

Analyzing insurers' over-all performance and financial strength is a task that requires specialized skills and in-depth technical understanding of all aspects of insurance company finances and operations.

Insurance brokerages such as Alliant Insurance Services, Inc. typically rely upon rating agencies for this type of market analysis. Both A.M. Best and Standard and Poor have been industry leaders in this area for many decades, utilizing a combination of quantitative and qualitative analysis of the information available in formulating their ratings.

A.M. Best has an extensive database of nearly 6,000 Life/Health, Property Casualty and International companies. You can visit them at www.ambest.com.

For additional information regarding insurer financial strength ratings visit Standard and Poor's website at www.standardandpoors.com.

To learn more about companies doing business in California, visit the California Department of Insurance website at www.insurance.ca.gov.

5-12.05

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

This Fifth Amendment to the Contract for Licensed Broker Services for Excess Workers' Compensation Coverage is made effective July 1, 2008, between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California ("District") and Driver Alliant Insurance Services, Inc. ("Contractor").

I. RECITALS

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

Therefore, District and Contractor amend the Contract as follows:

II. TERM

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

This Contract shall continue through June 30, 2009. This Contract may be mutually extended by agreement of both parties.

III. REMAINING TERMS AND CONDITIONS

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

IV. AUTHORITY

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

SIGNATURES ON NEXT PAGE

5-12.61

Signed on _____

DISTRICT
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
DRIVER ALLIANT INSURANCE SERVICES, INC.

By _____
Matthew T. Gowan
Vice President

Approved as to Form:

Margaret R. Gallagher
District Counsel

5-12.62

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2008

TO: Board of Directors

FROM: Robyn Slater, 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 Board Chair 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, they will be invited to attend the Board meetings to receive their awards.

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Employee Recognition List

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
EMPLOYEE RECOGNITION**

TEN YEARS

None

FIFTEEN YEARS

None

TWENTY YEARS

None

TWENTY-FIVE YEARS

None

THIRTY YEARS

Lucere Whitney, Bus Operator

b.a.l

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT



DATE: June 27, 2008

TO: Board of Directors

FROM: Angela Aitken, Finance Manager

SUBJECT: CONSIDERATION OF RESOLUTION APPROVING FY09 AND FY10 FINAL BUDGET

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors adopt a resolution approving the FY09 and FY10 Final Budget as presented.

II. SUMMARY OF ISSUES

- The FY09 and FY10 Final Budget is a new two-year budget. The Board of Directors adopted the last two-year budget in June of 2006 for FY07 and FY08.
- The proposed two-year **FY09 and FY10 Final Operating Budget** Total Revenues are \$38,424,532 and \$39,739,717 respectively. The corresponding Total Expenses are \$38,933,457 and \$39,739,717 respectively. This two-year budget is balanced over a two (2) year period of time with a deficit in FY09 of \$508,925 carried over to FY10 and then balanced in FY10 with \$2,593,413 of Operating Reserves.
- Major **Operating Revenue** assumptions in the FY09 and FY10 Final Budget include:
 - 2% increase in Passenger Fares (fare box revenue) for FY09 and FY10
 - 7.4% increase in FY09 and 9.3% increase in FY10 for Special Transit Fares such as the UCSC and Cabrillo contracts
 - 8.4% increase in Paratransit Fares for FY09 and 2.4% increase in FY10 due to rides we are now required to provide for dialysis patients
 - A significant decrease in Interest Income over the level in the projected budget for FY08
 - .3% increase in Sales Tax revenue over the same projected revenue in FY08 and a 3% increase in FY10
 - The projected amount for the Transportation Development Act (TDA) allocation reflects a 5.3% decrease in FY09 over the current year allocation from the Santa Cruz County Regional Transportation Commission (SCCRTC). This represents the FY09 allocation proposed by the SCCRTC staff. A 3% increase is projected in FY10 similar to the Sales Tax revenue.



7.1



- Major balancing actions for **Operating Expenses** in the FY09 and FY10 Final Operating Budget include:
 - The full use of Federal Operating Assistance utilized to the maximum extent in both years; as has been done in previous budgets
 - The addition of three (3) Full time Equivalents (FTE) in Dept 3300 (Bus Operators) to sustain current level of service due to the amount of leaves employees are allowed to take by law
 - The use of Carryovers - \$2,058,086 in FY09; (\$508,925) in FY10
 - Eliminate funding for two (2) vacant positions – Vehicle Service Worker II and Lead Mechanic Day – Unit Rebuild
 - Projecting retirements and lower cost replacements
 - Assistant General Manager budgeted in FY09 for first six (6) months; not funded in last six (6) months of FY09 and all of FY10
 - Current Maintenance Manager retiring October 2008; new Maintenance Manager funded at lower level in last six (6) months of FY09 and all of FY10
 - Twelve (12) Bus Operators to retire after 6 months of FY09; another twelve (12) to retire after six (6) months of FY10; new Bus Operators funded at a lower level, in the corresponding months of FY09 and FY10
 - Transfers from reserves specifically for Retiree Payouts are \$167,413 in FY09 and \$103,017 in FY10.
 - \$150,000 transferred from the Insurance Reserves for Legal Settlements in FY09 and FY10, as has been done in previous operating budgets
 - Transfer \$2,593,413 from Operating Reserves to balance the two-year final budget in FY10
- The FY09 Final **Capital Budget** totals \$34,007,183, requiring \$10,556,100 from District Reserves and \$5,493,000 from State Transit Assistance (STA) funding to fund local projects





III. DISCUSSION

The Board of Directors must adopt a FY09 and FY10 Final Budget by June of 2008. The FY09 and FY10 Final Budget is a new two-year budget. The Board of Directors adopted the last two-year budget in June of 2006 for FY07 and FY08.

A. Operating Revenues

The proposed two-year **FY09 and FY10 Final Operating Budget** Total Revenues are \$38,424,532 and \$39,739,717 respectively. The corresponding Total Expenses are \$38,933,457 and \$39,739,717 respectively. This two-year budget is balanced over a two (2) year period of time with a deficit in FY09 of \$508,925 carried over to FY10 and then balanced in FY10 with \$2,593,413 of Operating Reserves.

Fare Revenue accounts have been projected based on data through February 2008. A 2% increase in Passenger Fares (fare box revenue) is projected for FY09 and FY10. Increases of 7.4% in FY09 and 9.3% in FY10 are projected for Special Transit Fares such as the UCSC and Cabrillo contracts. These contracts have built in CPI adjustments.

Paratransit Fares account has been increased by the amount of fares estimated from the dialysis rides we will now be required to perform. An 8.4% increase is projected for FY09 and 2.4% in FY10.

Interest Income is projected to have a significant decrease over the level in the projected budget for FY08 due to the principal being spent on MetroBase and a lower than budgeted interest rate projected from the County.

Sales Tax Revenues have been projected at a .3% increase over FY08 projected receipts and a 3% increase in FY10. These projections are based on actual sales tax receipts for the first eight (8) months of FY08, projections from the April 2008 report from the State Board of Equalization, and many other economic indicators from local County agencies, surrounding Cities and a neighboring transit agency. Staff projects that during FY10, the economy will start to recover.

TDA Funding is budgeted in the amount of \$5,978,465 in FY09; a 5.3% decrease from the FY08 allocation amount from the SCCRTC. This budgeted amount will require the approval of the SCCRTC and the Santa Cruz Auditor Controller. A 3% increase is projected in FY10 similar to the Sales Tax revenue.

The fourth and fifth installments for repayment of the \$350,000 one-time advance of the **FTA Operating Assistance** drawn in FY05 for Paratransit start-up costs is shown as a reduction in FTA Sec 5307 - Operating Assistance in the amount of \$70,000 each year. This is being paid back over five years with our final payment being in FY10.





Transfers include:

- The use of Carryovers - \$2,058,086 in FY09; (\$508,925) in FY10
- \$150,000 transferred from the Insurance Reserves for Legal Settlements in FY09 and FY10, as has been done in previous operating budgets
- \$2,593,413 from Operating Reserves to balance the two-year final budget in FY10
- Transfers from reserves specifically for Retiree Payouts of \$167,413 in FY09 and \$103,017 in FY10.

A **Transfer from Capital Reserves** of \$115,830 in FY09 and \$119,305 in FY10 is being shown to cover the Project Manager costs (salary and benefits). The expenses of the position will be capitalized as part of the grant-funded project. The Board of Directors approved the Project Manager position for the MetroBase project and these expenses are included in the operating budget for payroll purposes.

B. Operating Expenses

Operating Expenses are projected to be above the projected FY08 budget by 9.5% in FY09 and 2.1% in FY10. The major increases are due to increases included in the current union contracts, increased medical and retirement costs as well as fuel and maintenance expenses for FY09 and FY10.

The Final Operating Budget amounts for Casualty and Liability Insurance are estimates only, since the actual billings will not be received until July.

Significant **Departmental Expense** changes include:

- Decrease of 15.8% (\$271,595) in Admin due to movement of negotiation expenses to HR, movement of lease, utility and telecommunication expenses to Facilities Maint, and elimination of the Assistant General Manager position after the first six (6) months of FY09
- Increase of 23.7% (\$147,635) in HR is due to negotiation expenses being moved from Admin to HR, increased costs related to position advertising, and increased District wide training
- Increase of 80.3% (\$1,131,971) in Facilities Maint is due to movement of most utilities and leases from individual departments to the Facilities Maint Dept to consolidate these expenses in one department for better tracking purposes
- Increase of 11.8% (\$446,267) in Paratransit partially due to additional dialysis rides we are now required to perform, partially due to increased fuel costs and partially from the vehicle maintenance expenses we are incurring due to the advanced age of our Paratransit fleet



7.4



- Increase of 9.1% (\$718,865) in Fleet Maintenance partially due to increased fuel costs and partially due to maintenance expenses on our vehicles that are no longer on warranty

Major balancing actions for **Operating Expenses** in the FY09 and FY10 Final Operating Budget include:

- The full use of Federal Operating Assistance utilized to the maximum extent in both years; as has been done in previous budgets
- The addition of three (3) Full time Equivalents (FTE) in Dept 3300 (Bus Operators) to sustain current level of service due to the amount of leaves employees are allowed to take by law
- The use of Carryovers - \$2,058,086 in FY09; (\$508,925) in FY10
- Eliminate funding for two (2) vacant positions – Vehicle Service Worker I and Lead Mechanic Day – Unit Rebuild
- Projecting retirements and lower cost replacements:
 - Assistant General Manager budgeted in FY09 for first six (6) months; not funded in last six (6) months of FY09 and all of FY10
 - Current Maintenance Manager retiring October 2008; new Maintenance Manager funded at lower level last part of FY09 and all of FY10
 - Twelve (12) Bus Operators to retire after 6 months of FY09; another twelve (12) to retire after six (6) months of FY10; new Bus Operators funded at a lower level in the corresponding months of FY09 and FY10

C. Capital Budget

The FY09 Final **Capital Budget** totals \$34,007,183, requiring \$10,556,100 from District Reserves and \$5,493,000 from State Transit Assistance (STA) funding to fund local projects.

IV. FINANCIAL CONSIDERATIONS

The FY09 and FY10 Final Operating Budget, as presented, is balanced over the two-year period of time it covers through the use of reserves and carryover funding due to projected operating revenues not covering projected operating expenses.

The FY09 Final Capital Budget requires \$16,049,100 in District funding which is available from District Capital Reserves and STA funding.





V. ATTACHMENTS

- Attachment A:** FY09 and FY10 Budget Resolution
- Attachment B:** FY09 and FY10 Final Operating Budget
- Attachment C:** FY09 and FY10 Final Authorized and Funded Personnel
- Attachment D:** FY09 Final Capital Budget
- Attachment E:** FY09 Board Member Travel
- Attachment F:** FY09 and FY10 Employee Incentive Program
- Attachment G:** Schedule of Reserve Balances
- Attachment H:** FY09 Special Shuttle Rate





Attachment A

ATTACHMENT A

FY09 and FY10

BUDGET RESOLUTION



7.a1



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

Resolution No. _____
On the Motion of Director _____
Duly Seconded by Director _____
The following Resolution is adopted:

**A RESOLUTION OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
ADOPTING A BUDGET FOR FISCAL YEARS 2009 AND 2010**

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

WHEREAS, a budget for Capital and Operating expenses and revenues has been developed for fiscal years 2009 and 2010;

NOW, THEREFORE, BE IT RESOLVED, that the budget attached hereto as Attachment B – Attachment I and presented to the Board of Directors is hereby adopted.

PASSED AND ADOPTED this 27th day of June 2008, by the following vote:

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

Approved _____
JAN BEAUTZ
Board Chair

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel



7.a2



Attachment B

ATTACHMENT B

FY09 and FY10

FINAL OPERATING BUDGET



7.61

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
REVENUE SOURCES**

| REVENUE SOURCE | ACTUAL FY 07 | FINAL BUDGET FY08 | ACTUAL 2/29/08 FY 08 | PROJECTED BUDGET FY 08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---|-----------------------|-------------------------|----------------------------|---------------------------|---------------------------------------|--------------------------------------|----------------------|------------------------------------|----------------------|---------------------------------|
| 1 Passenger Fares | \$ 3,406,079 | \$ 3,450,078 | \$ 2,318,601 | \$ 3,450,078 | \$ 43,999 | 1.3% | \$ 3,519,080 | 2.0% | \$ 3,589,461 | 2.0% |
| 2 Special Transit Fares | \$ 2,837,936 | \$ 2,823,253 | \$ 1,866,751 | \$ 3,050,000 | \$ 212,064 | 7.5% | \$ 3,275,000 | 7.4% | \$ 3,578,000 | 9.3% |
| 3 Paratransit Fares | \$ 229,100 | \$ 249,600 | \$ 150,479 | \$ 229,644 | \$ 544 | 0.2% | \$ 248,907 | 8.4% | \$ 254,885 | 2.4% |
| 4 Highway 17 Fares | \$ 818,902 | \$ 843,723 | \$ 550,433 | \$ 842,000 | \$ 23,098 | 2.8% | \$ 852,000 | 1.2% | \$ 877,000 | 2.9% |
| 5 Highway 17 Payments | \$ 438,482 | \$ 462,526 | \$ 330,606 | \$ 509,000 | \$ 70,518 | 16.1% | \$ 548,000 | 7.7% | \$ 583,000 | 6.4% |
| 6 Commissions | \$ 5,695 | \$ 6,000 | \$ 3,261 | \$ 5,372 | \$ (323) | -5.7% | \$ 5,479 | 2.0% | \$ 5,589 | 2.0% |
| 7 Advertising Income | \$ 243,273 | \$ 145,000 | \$ 181,675 | \$ 236,774 | \$ (6,499) | -2.7% | \$ 92,400 | -61.0% | \$ 150,000 | 62.3% |
| 8 Rent Income - SC Pacific Station | \$ 85,935 | \$ 85,040 | \$ 52,290 | \$ 81,803 | \$ (4,132) | -4.8% | \$ 83,030 | 1.5% | \$ 84,275 | 1.5% |
| 9 Rent Income - Watsonville TC | \$ 50,644 | \$ 49,486 | \$ 29,092 | \$ 45,758 | \$ (4,886) | -9.6% | \$ 46,216 | 1.0% | \$ 46,678 | 1.0% |
| 10 Interest Income | \$ 1,327,929 | \$ 1,076,000 | \$ 727,076 | \$ 900,000 | \$ (427,929) | -32.2% | \$ 300,000 | -66.7% | \$ 300,000 | 0.0% |
| 11 Other Non-Transp Revenue | \$ 314,239 | \$ 283,000 | \$ 127,757 | \$ 136,000 | \$ (178,239) | -56.7% | \$ 132,000 | -2.9% | \$ 132,000 | 0.0% |
| 12 Sales Tax | \$ 17,652,773 | \$ 17,624,453 | \$ 11,889,556 | \$ 17,207,933 | \$ (444,840) | -2.5% | \$ 17,264,719 | 0.3% | \$ 17,782,660 | 3.0% |
| 13 Transp Dev Act (TDA) Funds | \$ 6,165,834 | \$ 6,362,037 | \$ 3,181,018 | \$ 6,313,334 | \$ 147,500 | 2.4% | \$ 5,978,465 | -5.3% | \$ 6,157,819 | 3.0% |
| 14 FTA Sec 5307 - Op Assistance | \$ 3,200,226 | \$ 3,223,552 | \$ 3,223,552 | \$ 3,223,552 | \$ 23,326 | 0.7% | \$ 3,496,293 | 8.5% | \$ 3,643,137 | 4.2% |
| 15 Repay FTA Advance (#4 and #5 of 5) | \$ (70,000) | \$ (70,000) | \$ (70,000) | \$ (70,000) | \$ - | 0.0% | \$ (70,000) | 0.0% | \$ (70,000) | 0.0% |
| 16 FTA Sec 5311 - Rural Op Asst | \$ 168,582 | \$ 149,335 | \$ 149,335 | \$ 149,335 | \$ (19,247) | -11.4% | \$ 161,615 | 8.2% | \$ 168,403 | 4.2% |
| SUBTOTAL REVENUE | \$ 36,875,629 | \$ 36,763,083 | \$ 24,731,482 | \$ 36,310,582 | \$ (565,047) | -1.5% | \$ 35,933,203 | -1.0% | \$ 37,282,908 | 3.8% |
| ONE-TIME REVENUES | | | | | | | | | | |
| 17 FTA Sec 5317 - New Freedom | \$ - | \$ 17,785 | \$ 17,785 | \$ 17,785 | \$ 17,785 | 100.0% | \$ - | -100.0% | \$ - | 0.0% |
| 18 AMBAG Funding | \$ - | \$ 100,000 | \$ 15,997 | \$ 43,746 | \$ 43,746 | 100.0% | \$ - | -100.0% | \$ - | 0.0% |
| SUBTOTAL ONE-TIME REVENUES | \$ - | \$ 117,785 | \$ 33,782 | \$ 61,531 | \$ 61,531 | 100.0% | \$ - | -100.0% | \$ - | 0.0% |
| TRANSFERS | | | | | | | | | | |
| 19 Carryover from Previous Year | \$ (649,817) | \$ 911,228 | \$ - | \$ 911,228 | \$ 1,561,045 | -240.2% | \$ 2,058,086 | 125.9% | \$ (508,925) | -124.7% |
| 20 Carryover from Current Year | \$ (261,411) | \$ - | \$ - | \$ (2,058,086) | \$ (1,796,675) | 687.3% | \$ - | -100.0% | \$ - | 0.0% |
| 21 Xfr from Ins Res-Legal Settlmnt | \$ - | \$ 150,000 | \$ - | \$ 30,000 | \$ 30,000 | 100.0% | \$ 150,000 | 400.0% | \$ 150,000 | 0.0% |
| 22 Transfer (to)/from Capital Reserves | \$ (892,273) | \$ 182,456 | \$ - | \$ 182,456 | \$ 1,074,729 | -120.4% | \$ 115,830 | -36.5% | \$ 119,305 | 3.0% |
| 23 Transfer (to)/from Operating Reserves | \$ (2,514,520) | \$ 723,448 | \$ (1,974,419) | \$ - | \$ 2,514,520 | -100.0% | \$ - | 0.0% | \$ 2,593,413 | 100.0% |
| 24 Transfer fr Op Res for Retiree Payouts | \$ - | \$ - | \$ - | \$ 113,413 | \$ 113,413 | 100.0% | \$ 167,413 | 47.6% | \$ 103,017 | -38.5% |
| SUBTOTAL TRANSFERS | \$ (4,318,021) | \$ 1,967,132 | \$ (1,974,419) | \$ (820,989) | \$ 3,497,032 | -81.0% | \$ 2,491,329 | -403.5% | \$ 2,456,810 | -1.4% |
| TOTAL REVENUE | \$ 32,557,608 | \$ 38,848,000 | \$ 22,790,845 | \$ 35,551,124 | \$ 2,993,516 | 9.2% | \$ 38,424,532 | 8.1% | \$ 39,739,717 | 3.4% |

REVENUE

7.1b2

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET**
Departmental Expenses

| DEPARTMENT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/2007 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---------------------------------|-------------------|-------------------------|------------------------------|-----------------------------|---------------------------------------|--------------------------------------|-------------------|------------------------------------|-------------------|---------------------------------|
| 1100 Administration | 1,594,999 | 1,924,342 | 1,039,691 | 1,714,445 | 119,446 | 7.5% | 1,442,850 | -15.8% | 1,314,889 | -8.9% |
| 1200 Finance | 1,288,812 | 1,440,569 | 830,739 | 1,535,634 | 246,822 | 19.2% | 1,527,021 | -0.6% | 1,563,321 | 2.4% |
| 1300 Customer Service | 462,017 | 634,236 | 315,922 | 511,806 | 49,789 | 10.8% | 556,134 | 8.7% | 563,748 | 1.4% |
| 1400 Human Resources | 495,997 | 689,381 | 363,742 | 622,739 | 126,742 | 25.6% | 770,374 | 23.7% | 730,065 | -5.2% |
| 1500 Information Technology | 599,945 | 722,666 | 490,370 | 697,658 | 97,713 | 16.3% | 625,056 | -10.4% | 640,736 | 2.5% |
| 1700 District Counsel | 413,258 | 476,956 | 278,785 | 434,264 | 21,006 | 5.1% | 460,419 | 6.0% | 470,399 | 2.2% |
| 1800 Risk Management | 52,872 | 247,876 | 41,589 | 247,782 | 194,910 | 368.6% | 250,000 | 0.9% | 250,000 | 0.0% |
| 2200 Facilities Maintenance | 1,254,880 | 1,562,686 | 910,255 | 1,408,861 | 153,981 | 12.3% | 2,540,832 | 80.3% | 2,360,968 | -7.1% |
| 3100 Paratransit Program | 3,169,853 | 3,790,123 | 2,368,225 | 3,793,443 | 623,590 | 19.7% | 4,239,710 | 11.8% | 4,500,155 | 6.1% |
| 3200 Operations | 2,538,896 | 2,788,167 | 1,633,559 | 2,539,584 | 688 | 0.0% | 2,674,125 | 5.3% | 2,760,263 | 3.2% |
| 3300 Bus Operators | 12,019,294 | 13,846,705 | 8,380,284 | 12,539,965 | 520,671 | 4.3% | 13,504,625 | 7.7% | 13,677,880 | 1.3% |
| 4100 Fleet Maintenance | 7,307,194 | 8,989,791 | 5,157,173 | 7,902,794 | 595,600 | 8.2% | 8,621,659 | 9.1% | 8,826,603 | 2.4% |
| 9001 Cobra Benefits | 1,289 | - | (2,116) | 13,876 | 12,587 | 976.5% | - | -100.0% | - | 0.0% |
| 9005 Retired Employee Benefits | 1,358,022 | 1,734,000 | 982,364 | 1,587,974 | 229,952 | 16.9% | 1,720,352 | 8.3% | 2,080,389 | 20.9% |
| 700 SCCIC/COPS | 280 | 500 | 260 | 300 | 20 | 7.1% | 300 | 0.0% | 300 | 0.0% |
| TOTAL OPERATING EXPENSES | 32,557,608 | 38,848,000 | 22,790,845 | 35,551,124 | 2,993,516 | 9.2% | 38,933,457 | 9.5% | 39,739,717 | 2.1% |

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REVISOR

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Consolidated Expenses

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-------------------------------------|-------------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|-------------------|------------------------------------|-------------------|---------------------------------|
| LABOR | | | | | | | | | | |
| 501011 Bus Operator Pay | 7,260,939 | 8,251,160 | 4,895,844 | 6,999,453 | (261,486) | -3.6% | 8,130,785 | 16.2% | 8,133,942 | 0.0% |
| 501013 Bus Operator OT | 1,264,259 | 1,225,000 | 901,988 | 1,345,646 | 81,387 | 6.4% | 1,373,512 | 2.1% | 1,405,553 | 2.3% |
| 501021 Other Salaries | 5,521,525 | 6,496,286 | 3,944,371 | 5,903,269 | 381,744 | 6.9% | 5,973,494 | 1.2% | 6,064,271 | 1.5% |
| 501023 Other OT | 263,221 | 236,208 | 195,493 | 285,668 | 22,447 | 8.5% | 295,932 | 3.6% | 303,394 | 2.5% |
| Totals | 14,309,944 | 16,208,654 | 9,937,696 | 14,534,036 | 224,092 | 1.6% | 15,773,724 | 8.5% | 15,907,159 | 0.8% |
| FRINGE BENEFITS | | | | | | | | | | |
| 502011 Medicare/Soc. Sec. | 201,850 | 241,666 | 136,794 | 208,485 | 6,635 | 3.3% | 205,924 | -1.2% | 208,253 | 1.1% |
| 502021 Retirement | 1,791,125 | 2,231,682 | 1,336,085 | 2,039,861 | 248,736 | 13.9% | 2,273,528 | 11.5% | 2,232,247 | -1.8% |
| 502031 Medical Ins | 4,124,365 | 5,262,356 | 3,071,497 | 5,002,678 | 878,313 | 21.3% | 5,533,393 | 10.6% | 6,308,796 | 14.0% |
| 502041 Dental Ins | 446,855 | 491,131 | 311,529 | 489,183 | 42,328 | 9.5% | 495,240 | 1.2% | 521,315 | 5.3% |
| 502045 Vision Ins | 127,981 | 136,028 | 87,008 | 132,439 | 4,458 | 3.5% | 139,094 | 5.0% | 141,666 | 1.8% |
| 502051 Life Ins/AD&D | 51,145 | 52,963 | 26,959 | 50,067 | (1,078) | -2.1% | 49,962 | -0.2% | 50,815 | 1.7% |
| 502060 State Disability Ins (SDI) | 144,352 | 367,188 | 81,108 | 170,430 | 26,078 | 18.1% | 179,054 | 5.1% | 185,535 | 3.6% |
| 502061 Long Term Disability Ins | 188,431 | 191,108 | 136,388 | 207,517 | 19,086 | 10.1% | 206,191 | -0.6% | 205,339 | -0.4% |
| 502071 State Unemployment Ins (SUI) | 50,088 | 96,229 | 52,357 | 52,808 | 2,720 | 5.4% | 53,372 | 1.1% | 53,321 | -0.1% |
| 502081 Worker's Comp Ins | 820,126 | 1,396,681 | 725,191 | 1,087,787 | 267,661 | 32.6% | 1,099,100 | 1.0% | 1,129,073 | 2.7% |
| 502101 Holiday Pay | 289,893 | 343,825 | 252,721 | 375,645 | 85,752 | 29.6% | 387,485 | 3.2% | 390,320 | 0.7% |
| 502103 Floating Holiday | 67,173 | 65,600 | 16,321 | 70,700 | 3,527 | 5.3% | 76,731 | 8.5% | 73,885 | -3.7% |
| 502109 Sick Leave | 610,578 | 760,800 | 377,711 | 762,276 | 151,698 | 24.8% | 868,678 | 14.0% | 834,418 | -3.9% |
| 502111 Annual Leave | 1,839,398 | 1,501,600 | 1,092,777 | 1,631,347 | (208,051) | -11.3% | 1,715,848 | 5.2% | 1,694,930 | -1.2% |
| 502121 Other Paid Absence | 173,636 | 164,300 | 75,852 | 139,225 | (34,411) | -19.8% | 141,883 | 1.9% | 142,524 | 0.5% |
| 502251 Phys. Exams | 7,193 | 36,231 | 4,053 | 12,848 | 5,655 | 78.6% | 13,281 | 3.4% | 13,300 | 0.1% |
| 502253 Driver Lic Renewal | 1,804 | 5,191 | 947 | 4,151 | 2,347 | 130.1% | 4,350 | 4.8% | 4,400 | 1.1% |
| 502999 Other Fringe Benefits | 107,971 | 96,319 | 70,488 | 117,820 | 9,849 | 9.1% | 126,231 | 7.1% | 137,443 | 8.9% |
| Totals | 11,043,964 | 13,440,898 | 7,855,786 | 12,555,267 | 1,511,303 | 13.7% | 13,569,346 | 8.1% | 14,327,581 | 5.6% |

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**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
Consolidated Expenses**

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---|------------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|------------------|------------------------------------|------------------|---------------------------------|
| SERVICES | | | | | | | | | | |
| 503011 Accting/Audit Fees | 71,716 | 100,250 | 38,665 | 180,250 | 108,534 | 151.3% | 100,250 | -44.4% | 103,250 | 3.0% |
| 503012 Admin/Bank Fees | 156,778 | 236,023 | 87,169 | 202,890 | 46,112 | 29.4% | 208,250 | 2.6% | 216,630 | 4.0% |
| 503031 Prof/Technical Fees | 222,077 | 385,512 | 91,870 | 311,384 | 89,307 | 40.2% | 387,576 | 24.5% | 237,550 | -38.7% |
| 503032 Legislative Services | 91,333 | 97,011 | 60,470 | 97,011 | 5,678 | 6.2% | 100,400 | 3.5% | 103,400 | 3.0% |
| 503033 Legal Services | 1,119 | 51,677 | 1,259 | 49,527 | 48,408 | 4326.0% | 55,000 | 11.1% | 55,000 | 0.0% |
| 503034 Pre-Employment Exams | 19,767 | 25,000 | 7,107 | 20,000 | 233 | 1.2% | 14,160 | -29.2% | 14,600 | 3.1% |
| 503041 Temp Help | 64,768 | 16,500 | 77,418 | - | (64,768) | -100.0% | - | 0.0% | - | 0.0% |
| 503161 Custodial Services | 65,150 | 73,439 | 45,654 | 63,000 | (2,150) | -3.3% | 67,700 | 7.5% | 70,000 | 3.4% |
| 503162 Uniforms/Laundry | 44,416 | 44,913 | 26,841 | 40,060 | (4,356) | -9.8% | 43,550 | 8.7% | 45,015 | 3.4% |
| 503171 Security Services | 392,183 | 443,930 | 220,929 | 361,330 | (30,853) | -7.9% | 409,000 | 13.2% | 421,200 | 3.0% |
| 503221 Classified/Legal Ads | 15,184 | 28,596 | 9,727 | 20,600 | 5,416 | 35.7% | 29,700 | 44.2% | 30,900 | 4.0% |
| 503222 Legal Ads | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503225 Graphic Services | 15,810 | 20,600 | - | 10,600 | (5,210) | -33.0% | 5,000 | -52.8% | 5,150 | 3.0% |
| 503351 Repair - Bldg & Impr | 52,672 | 42,500 | 61,390 | 80,000 | 27,328 | 51.9% | 90,000 | 12.5% | 91,500 | 1.7% |
| 503352 Repair - Equipment | 153,568 | 314,827 | 117,229 | 233,988 | 80,420 | 52.4% | 470,439 | 101.1% | 482,000 | 2.5% |
| 503353 Repair - Rev Vehicle | 165,984 | 291,061 | 188,780 | 283,993 | 118,009 | 71.1% | 360,000 | 26.8% | 407,300 | 13.1% |
| 503354 Repair - Non Rev Vehicle | 26,491 | 55,826 | 19,752 | 30,000 | 3,509 | 13.2% | 30,000 | 0.0% | 31,500 | 5.0% |
| 503363 Haz Mat Disposal | 34,825 | 24,500 | 21,759 | 29,000 | (5,825) | -16.7% | 30,200 | 4.1% | 31,000 | 2.6% |
| Totals | 1,593,841 | 2,252,165 | 1,076,019 | 2,013,633 | 419,792 | 26.3% | 2,401,225 | 19.2% | 2,345,995 | -2.3% |
| MOBILE MATERIALS & SUPPLIES | | | | | | | | | | |
| 504011 Fuels & Lubricants - Non Rev Veh | 113,527 | 122,715 | 102,341 | 165,100 | 51,573 | 45.4% | 197,000 | 19.3% | 201,600 | 2.3% |
| 504012 Fuels & Lubricants - Rev Veh | 2,110,238 | 3,217,783 | 1,527,090 | 2,417,783 | 307,545 | 14.6% | 3,150,000 | 30.3% | 3,257,500 | 3.4% |
| 504021 Tires & Tubes | 187,683 | 224,400 | 122,647 | 233,616 | 45,933 | 24.5% | 205,000 | -12.2% | 213,000 | 3.9% |
| 504161 Other Mobile Supplies | 7,580 | 8,000 | 4,604 | 9,500 | 1,920 | 25.3% | 10,000 | 5.3% | 10,300 | 3.0% |
| 504191 Rev Vehicle Parts | 695,062 | 681,600 | 479,078 | 692,262 | (2,800) | -0.4% | 777,000 | 12.2% | 799,000 | 2.8% |
| Totals | 3,114,090 | 4,254,498 | 2,235,760 | 3,518,261 | 404,171 | 13.0% | 4,339,000 | 23.3% | 4,481,400 | 3.3% |



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REVISED

Consolidated

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET**

Consolidated Expenses

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---------------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| OTHER MATERIALS & SUPPLIES | | | | | | | | | | |
| 504205 Freight Out | 2,232 | 4,944 | 2,415 | 4,500 | 2,268 | 101.6% | 3,500 | -22.2% | 3,600 | 2.9% |
| 504211 Postage & Mailing | 15,232 | 22,403 | 11,652 | 20,243 | 5,011 | 32.9% | 27,642 | 36.6% | 28,516 | 3.2% |
| 504214 Promotional Items | - | 26 | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504215 Printing | 59,927 | 88,810 | 34,635 | 71,369 | 11,442 | 19.1% | 98,800 | 38.4% | 102,837 | 4.1% |
| 504217 Photo Supp/Process | 6,171 | 9,044 | 3,010 | 6,630 | 459 | 7.4% | 9,700 | 46.3% | 9,900 | 2.1% |
| 504311 Office Supplies | 87,795 | 86,208 | 53,834 | 83,261 | (4,534) | -5.2% | 89,460 | 7.4% | 93,400 | 4.4% |
| 504315 Safety Supplies | 19,165 | 18,251 | 19,933 | 24,530 | 5,365 | 28.0% | 32,300 | 31.7% | 33,500 | 3.7% |
| 504317 Cleaning Supplies | 46,344 | 49,080 | 36,125 | 47,132 | 788 | 1.7% | 54,000 | 14.6% | 56,100 | 3.9% |
| 504409 Repair/Maint Supplies | 62,314 | 45,000 | 41,185 | 60,000 | (2,314) | -3.7% | 46,000 | -23.3% | 48,000 | 4.3% |
| 504421 Non-Inventory Parts | 33,133 | 43,259 | 32,389 | 48,600 | 15,467 | 46.7% | 47,000 | -3.3% | 48,400 | 3.0% |
| 504511 Small Tools | 7,754 | 9,887 | 6,927 | 11,574 | 3,820 | 49.3% | 10,000 | -13.6% | 10,500 | 5.0% |
| 504515 Employee Tool Replacement | 1,413 | 2,575 | 776 | 2,575 | 1,162 | 82.2% | 2,600 | 1.0% | 2,700 | 3.8% |
| Totals | 341,480 | 379,487 | 242,881 | 380,414 | 38,934 | 11.4% | 421,002 | 10.7% | 437,453 | 3.9% |
| UTILITIES | | | | | | | | | | |
| 505011 Gas & Electric | 187,710 | 181,812 | 143,378 | 218,834 | 31,124 | 16.6% | 221,011 | 1.0% | 229,212 | 3.7% |
| 505021 Water & Garbage | 89,320 | 111,283 | 77,905 | 117,931 | 28,611 | 32.0% | 123,755 | 4.9% | 128,171 | 3.6% |
| 505031 Telecommunications | 77,456 | 96,250 | 59,927 | 101,334 | 23,878 | 30.8% | 133,319 | 31.6% | 145,161 | 8.9% |
| Totals | 354,486 | 389,345 | 281,210 | 438,099 | 83,613 | 23.6% | 478,085 | 9.1% | 502,544 | 5.1% |
| CASUALTY & LIABILITY | | | | | | | | | | |
| 506011 Insurance - Property | 35,985 | 56,133 | 29,574 | 88,000 | 52,015 | 144.5% | 118,347 | 34.5% | 121,898 | 3.0% |
| 506015 Insurance - PL/PD | 489,802 | 420,000 | 274,894 | 488,000 | (1,802) | -0.4% | 510,000 | 4.5% | 525,300 | 3.0% |
| 506021 Insurance - Other | 711 | 1,814 | 1,007 | 1,000 | 289 | 40.6% | 800 | -20.0% | 800 | 0.0% |
| 506123 Settlement Costs | 21,239 | 150,000 | 41,005 | 150,000 | 128,761 | 606.2% | 150,000 | 0.0% | 150,000 | 0.0% |
| 506127 Repairs - District Prop | - | - | (7,203) | 370 | 370 | 100.0% | - | -100.0% | - | 0.0% |
| Totals | 547,737 | 627,947 | 339,277 | 727,370 | 179,633 | 32.8% | 779,147 | 7.1% | 797,998 | 2.4% |

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REVISED

Consolidated

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET**
Consolidated Expenses

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-----------------------------------|-------------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|-------------------|------------------------------------|-------------------|---------------------------------|
| TAXES | | | | | | | | | | |
| 507051 Fuel Tax | 9,416 | 10,656 | 3,578 | 9,000 | (416) | -4.4% | 11,000 | 22.2% | 11,300 | 2.7% |
| 507201 Licenses & Permits | 15,289 | 11,758 | 11,188 | 13,545 | (1,744) | -11.4% | 15,150 | 11.8% | 15,800 | 4.3% |
| 507999 Other Taxes | 16,334 | 24,700 | 13,314 | 24,700 | 8,366 | 51.2% | 25,000 | 1.2% | 25,750 | 3.0% |
| Totals | 41,039 | 47,114 | 28,080 | 47,245 | 6,206 | 15.1% | 51,150 | 8.3% | 52,850 | 3.3% |
| PURCHASED TRANS. | | | | | | | | | | |
| 503406 Contract/Paratransit | 200,482 | 200,000 | 188,500 | 392,740 | 192,258 | -95.9% | 250,000 | -36.3% | 257,500 | 3.0% |
| Totals | 200,482 | 200,000 | 188,500 | 392,740 | 192,258 | 95.9% | 250,000 | -36.3% | 257,500 | 3.0% |
| MISC EXPENSE | | | | | | | | | | |
| 509011 Dues/Subscriptions | 94,391 | 57,215 | 12,691 | 41,107 | (53,284) | -56.5% | 64,260 | 56.3% | 66,050 | 2.8% |
| 509085 Advertising - Rev Prod | - | 15,000 | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509101 Employee Incentive Program | 2,860 | 23,821 | 11,580 | 15,159 | 12,299 | 430.0% | 33,700 | 122.3% | 34,600 | 2.7% |
| 509121 Employee Training | 30,382 | 89,500 | 70,258 | 93,000 | 62,618 | 206.1% | 35,900 | -61.4% | 37,300 | 3.9% |
| 509123 Travel | 21,095 | 52,170 | 22,413 | 37,580 | 16,485 | 78.1% | 72,030 | 91.7% | 75,810 | 5.2% |
| 509125 Local Meeting Expense | 5,464 | 6,350 | 2,569 | 5,950 | 486 | 8.9% | 4,680 | -21.3% | 4,850 | 3.6% |
| 509127 Board Director Fees | 10,700 | 13,200 | 8,800 | 13,200 | 2,500 | 23.4% | 13,200 | 0.0% | 13,200 | 0.0% |
| 509150 Contributions | 240 | 650 | 98 | 350 | 110 | 45.8% | 650 | 85.7% | 650 | 0.0% |
| 509198 Cash Over/Short | (302) | - | 711 | 1,067 | 1,369 | -453.3% | 500 | -53.1% | 500 | 0.0% |
| Totals | 164,830 | 257,906 | 129,120 | 207,413 | 42,583 | 25.8% | 224,920 | 8.4% | 232,960 | 3.6% |
| LEASES & RENTALS | | | | | | | | | | |
| 512011 Facility Lease | 765,219 | 714,714 | 461,380 | 715,423 | (49,796) | -6.5% | 617,658 | -13.7% | 367,357 | -40.5% |
| 512061 Equipment Rental | 80,496 | 75,272 | 15,136 | 21,223 | (59,273) | -73.6% | 28,200 | 32.9% | 28,920 | 2.6% |
| Totals | 845,715 | 789,986 | 476,516 | 736,646 | (109,069) | -12.9% | 645,858 | -12.3% | 396,277 | -38.6% |
| PERSONNEL TOTAL | 25,353,908 | 29,649,552 | 17,793,482 | 27,089,303 | 1,735,395 | 6.8% | 29,343,070 | 8.3% | 30,234,740 | 3.0% |
| NON-PERSONNEL TOTAL | 7,203,700 | 9,198,448 | 4,997,363 | 8,461,821 | 1,258,121 | 17.5% | 9,590,387 | 13.3% | 9,504,977 | -0.9% |
| TOTAL OPERATING EXPENSES | 32,557,608 | 38,848,000 | 22,790,845 | 35,551,124 | 2,993,516 | 9.2% | 38,933,457 | 9.5% | 39,739,717 | 2.1% |

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
Administration - 1100

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-------------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| LABOR | | | | | | | | | | |
| 501011 Bus Operator Pay | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501013 Bus Operator OT | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501021 Other Salaries | 497,906 | 640,416 | 395,905 | 610,858 | 112,952 | 22.7% | 574,984 | -5.9% | 528,740 | -8.0% |
| 501023 Other OT | 496 | 520 | 185 | 278 | (218) | -44.0% | 517 | 85.8% | 526 | 1.9% |
| Totals | 498,402 | 640,936 | 396,090 | 611,136 | 112,734 | 22.6% | 575,501 | -5.8% | 529,267 | -8.0% |
| FRINGE BENEFITS | | | | | | | | | | |
| 502011 Medicare/Soc. Sec. | 8,966 | 10,400 | 6,069 | 9,500 | 534 | 6.0% | 8,830 | -7.1% | 7,953 | -9.9% |
| 502021 Retirement | 70,696 | 95,452 | 57,970 | 86,955 | 16,259 | 23.0% | 93,545 | 7.6% | 81,094 | -13.3% |
| 502031 Medical Ins | 78,576 | 102,496 | 61,867 | 94,790 | 16,214 | 20.6% | 97,199 | 2.5% | 100,800 | 3.7% |
| 502041 Dental Ins | 8,471 | 9,482 | 5,921 | 9,319 | 848 | 10.0% | 8,764 | -6.0% | 8,415 | -4.0% |
| 502045 Vision Ins | 2,539 | 2,800 | 1,914 | 2,870 | 331 | 13.0% | 2,847 | -0.8% | 2,679 | -5.9% |
| 502051 Life Ins/AD&D | 1,223 | 1,455 | 777 | 1,332 | 109 | 8.9% | 1,227 | -7.9% | 1,122 | -8.6% |
| 502060 State Disability Ins (SDI) | 3,537 | 9,362 | 2,123 | 4,677 | 1,140 | 32.2% | 4,590 | -1.9% | 4,484 | -2.3% |
| 502061 Long Term Disability Ins | 4,869 | 5,296 | 3,872 | 5,780 | 911 | 18.7% | 6,084 | 5.3% | 5,103 | -16.1% |
| 502071 State Unemployment Ins (SUI) | 1,464 | 2,454 | 1,811 | 1,449 | (15) | -1.0% | 1,369 | -5.5% | 1,288 | -5.9% |
| 502081 Worker's Comp Ins | 5,990 | 28,181 | 10,018 | 15,027 | 9,037 | 150.9% | 28,678 | 90.8% | 27,922 | -2.6% |
| 502101 Holiday Pay | 7,719 | 8,125 | 8,331 | 8,331 | 612 | 7.9% | 7,873 | -5.5% | 7,192 | -8.6% |
| 502103 Floating Holiday | 9,427 | 16,200 | 489 | 16,200 | 6,773 | 71.8% | 20,276 | 25.2% | 17,292 | -14.7% |
| 502109 Sick Leave | 25,508 | 32,500 | 8,555 | 32,500 | 6,992 | 27.4% | 76,258 | 134.6% | 73,151 | -4.1% |
| 502111 Annual Leave | 140,054 | 61,200 | 33,142 | 61,200 | (78,854) | -56.3% | 82,630 | 35.0% | 77,493 | -6.2% |
| 502121 Other Paid Absence | 4,782 | 4,000 | 586 | 4,000 | (782) | -16.4% | 3,636 | -9.1% | 3,199 | -12.0% |
| 502251 Phys. Exams | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502253 Driver Lic Renewal | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502999 Other Fringe Benefits | 2,883 | 1,764 | 3,609 | 5,100 | 2,217 | 76.9% | 5,115 | 0.3% | 5,268 | 3.0% |
| Totals | 376,704 | 391,167 | 207,054 | 359,030 | (17,674) | -4.7% | 448,921 | 25.0% | 424,455 | -5.5% |

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6/5/2008

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**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY09 & FY10 FINAL OPERATING BUDGET
 Administration - 1100**

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| SERVICES | | | | | | | | | | |
| 503011 Accting/Audit Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503012 Admin/Bank Fees | - | 1,133 | - | - | - | 0.0% | 1,200 | 100.0% | 1,300 | 8.3% |
| 503031 Prof/Technical Fees | 94,890 | 200,507 | 49,985 | 130,000 | 35,110 | 37.0% | 103,526 | -20.4% | 28,050 | -72.9% |
| 503032 Legislative Services | 91,333 | 97,011 | 60,470 | 97,011 | 5,678 | 6.2% | 100,400 | 3.5% | 103,400 | 3.0% |
| 503033 Legal Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503034 Pre-Employment Exams | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503041 Temp Help | 18,190 | 16,500 | 3,016 | - | (18,190) | -100.0% | - | 0.0% | - | 0.0% |
| 503161 Custodial Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503162 Uniforms/Laundry | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503171 Security Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503221 Classified/Legal Ads | 1,993 | 7,931 | 2,271 | 5,000 | 3,007 | 150.9% | 7,700 | 54.0% | 8,100 | 5.2% |
| 503222 Legal Ads | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503225 Graphic Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503351 Repair - Bldg & Impr | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503352 Repair - Equipment | 3,404 | 9,538 | 2,972 | 4,458 | 1,054 | 31.0% | 11,420 | 156.2% | 11,700 | 2.5% |
| 503353 Repair - Rev Vehicle | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503354 Repair - Non Rev Vehicle | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503363 Haz Mat Disposal | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 209,810 | 332,620 | 118,714 | 236,469 | 26,659 | 12.7% | 224,246 | -5.2% | 152,550 | -32.0% |
| MOBILE MATERIALS & SUPPLIES | | | | | | | | | | |
| 504011 Fuels & Lubricants - Non Rev Veh | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504012 Fuels & Lubricants - Rev Veh | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504021 Tires & Tubes | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504161 Other Mobile Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504191 Rev Vehicle Parts | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
Administration - 1100

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---------------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| OTHER MATERIALS & SUPPLIES | | | | | | | | | | |
| 504205 Freight Out | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504211 Postage & Mailing | 7,626 | 10,403 | 7,403 | 12,000 | 4,374 | 57.4% | 11,552 | -3.7% | 11,800 | 2.1% |
| 504214 Promotional Items | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504215 Printing | 525 | 2,843 | 296 | 2,000 | 1,475 | 281.0% | 2,900 | 45.0% | 10,487 | 261.6% |
| 504217 Photo Supp/Process | - | 103 | - | - | - | 0.0% | 100 | 100.0% | 100 | 0.0% |
| 504311 Office Supplies | 3,743 | 7,827 | 5,008 | 7,828 | 4,085 | 109.1% | 8,760 | 11.9% | 9,000 | 2.7% |
| 504315 Safety Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504317 Cleaning Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504409 Repair/Maint Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504421 Non-Inventory Parts | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504511 Small Tools | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504515 Employee Tool Replacement | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 11,894 | 21,176 | 12,707 | 21,828 | 9,934 | 83.5% | 23,312 | 6.8% | 31,387 | 34.6% |
| UTILITIES | | | | | | | | | | |
| 505011 Gas & Electric | 37,663 | 31,200 | 25,498 | 38,106 | 443 | 1.2% | - | -100.0% | - | 0.0% |
| 505021 Water & Garbage | 5,472 | 6,115 | 6,026 | 10,052 | 4,580 | 83.7% | - | -100.0% | - | 0.0% |
| 505031 Telecommunications | 4,695 | 5,910 | 2,595 | 5,000 | 305 | 6.5% | - | -100.0% | - | 0.0% |
| Totals | 47,830 | 43,225 | 34,119 | 53,158 | 5,328 | 11.1% | - | -100.0% | - | 0.0% |
| CASUALTY & LIABILITY | | | | | | | | | | |
| 506011 Insurance - Property | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506015 Insurance - PL/PD | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506021 Insurance - Other | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506123 Settlement Costs | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506127 Repairs - District Prop | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |

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**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
Administration - 1100**

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-----------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| TAXES | | | | | | | | | | |
| 507051 Fuel Tax | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 507201 Licenses & Permits | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 507999 Other Taxes | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| PURCHASED TRANS. | | | | | | | | | | |
| 503406 Contract/Paratransit | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| MISC EXPENSE | | | | | | | | | | |
| 509011 Dues/Subscriptions | 84,482 | 46,715 | 4,036 | 28,715 | (55,767) | -66.0% | 52,260 | 82.0% | 53,800 | 2.9% |
| 509085 Advertising - Rev Prod | - | 15,000 | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509101 Employee Incentive Program | 514 | 20,821 | 8,141 | 10,000 | 9,486 | 1845.5% | 30,200 | 202.0% | 31,100 | 3.0% |
| 509121 Employee Training | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509123 Travel | 20,811 | 50,000 | 20,800 | 35,000 | 14,189 | 68.2% | 70,030 | 100.1% | 73,810 | 5.4% |
| 509125 Local Meeting Expense | 5,444 | 5,500 | 2,291 | 5,500 | 56 | 1.0% | 4,580 | -16.7% | 4,700 | 2.6% |
| 509127 Board Director Fees | 10,700 | 13,200 | 8,800 | 13,200 | 2,500 | 23.4% | 13,200 | 0.0% | 13,200 | 0.0% |
| 509150 Contributions | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509198 Cash Over/Short | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 121,951 | 151,236 | 44,068 | 92,415 | (29,536) | -24.2% | 170,270 | 84.2% | 176,610 | 3.7% |
| LEASES & RENTALS | | | | | | | | | | |
| 512011 Facility Lease | 327,823 | 341,500 | 226,548 | 339,822 | 11,999 | 3.7% | - | -100.0% | - | 0.0% |
| 512061 Equipment Rental | 585 | 2,482 | 391 | 587 | 2 | 0.3% | 600 | 2.2% | 620 | 3.3% |
| Totals | 328,408 | 343,982 | 226,939 | 340,409 | 12,001 | 3.7% | 600 | -99.8% | 620 | 3.3% |
| PERSONNEL TOTAL | 875,106 | 1,032,103 | 603,144 | 970,166 | 95,060 | 10.9% | 1,024,422 | 5.6% | 953,722 | -6.9% |
| NON-PERSONNEL TOTAL | 719,893 | 892,239 | 436,547 | 744,279 | 24,386 | 3.4% | 418,428 | -43.8% | 361,167 | -13.7% |
| DEPARTMENT TOTALS | 1,594,999 | 1,924,342 | 1,039,691 | 1,714,445 | 119,446 | 7.5% | 1,442,850 | -15.8% | 1,314,889 | -8.9% |

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Admin - 1100

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET**

Finance - 1200

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-------------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| LABOR | | | | | | | | | | |
| 501011 Bus Operator Pay | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501013 Bus Operator OT | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501021 <u>Other Salaries</u> | 310,293 | 390,247 | 231,279 | 357,162 | 46,869 | 15.1% | 330,593 | -7.4% | 344,147 | 4.1% |
| 501023 Other OT | 3,232 | 520 | 231 | 347 | (2,885) | -89.3% | 365 | 5.2% | 380 | 4.1% |
| Totals | 313,525 | 390,767 | 231,510 | 357,509 | 43,984 | 14.0% | 330,958 | -7.4% | 344,527 | 4.1% |
| FRINGE BENEFITS | | | | | | | | | | |
| 502011 Medicare/Soc. Sec. | 6,430 | 6,000 | 4,632 | 6,948 | 518 | 8.1% | 5,743 | -17.3% | 5,977 | 4.1% |
| 502021 Retirement | 37,588 | 56,924 | 32,057 | 48,086 | 10,498 | 27.9% | 54,299 | 12.9% | 53,628 | -1.2% |
| 502031 Medical Ins | 41,501 | 68,395 | 39,995 | 58,221 | 16,720 | 40.3% | 64,043 | 10.0% | 71,119 | 11.0% |
| 502041 Dental Ins | 6,021 | 10,300 | 4,306 | 6,793 | 772 | 12.8% | 6,793 | 0.0% | 6,963 | 2.5% |
| 502045 Vision Ins | 1,740 | 2,200 | 1,276 | 1,914 | 174 | 10.0% | 2,009 | 5.0% | 2,009 | 0.0% |
| 502051 Life Ins/AD&D | 834 | 1,092 | 518 | 888 | 54 | 6.5% | 888 | 0.0% | 888 | 0.0% |
| 502060 State Disability Ins (SDI) | 3,423 | 7,282 | 2,453 | 3,118 | (305) | -8.9% | 3,240 | 3.9% | 3,363 | 3.8% |
| 502061 Long Term Disability Ins | 2,100 | 3,730 | 1,189 | 3,730 | 1,630 | 77.6% | 3,519 | -5.7% | 3,625 | 3.0% |
| 502071 State Unemployment Ins (SUI) | 1,483 | 1,909 | 1,199 | 966 | (517) | -34.9% | 966 | 0.0% | 966 | 0.0% |
| 502081 Worker's Comp Ins | 5,074 | 5,539 | 5,176 | 7,764 | 2,690 | 53.0% | 20,136 | 159.4% | 20,715 | 2.9% |
| 502101 Holiday Pay | 3,243 | 4,800 | 4,541 | 4,800 | 1,557 | 48.0% | 4,570 | -4.8% | 4,756 | 4.1% |
| 502103 Floating Holiday | 6,048 | 7,600 | 3,024 | 7,600 | 1,552 | 25.7% | 7,966 | 4.8% | 8,143 | 2.2% |
| 502109 Sick Leave | (1,296) | 19,000 | 4,357 | 19,000 | 20,296 | -1566.0% | 19,994 | 5.2% | 20,813 | 4.1% |
| 502111 Annual Leave | 44,418 | 28,600 | 17,133 | 28,600 | (15,818) | -35.6% | 30,096 | 5.2% | 31,330 | 4.1% |
| 502121 Other Paid Absence | 2,912 | 6,000 | - | 3,000 | 88 | 3.0% | 3,157 | 5.2% | 3,286 | 4.1% |
| 502251 Phys. Exams | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502253 Driver Lic Renewal | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502999 Other Fringe Benefits | 1,521 | 985 | 3,563 | 5,892 | 4,371 | 287.4% | 4,592 | -22.1% | 4,730 | 3.0% |
| Totals | 163,040 | 230,356 | 125,419 | 207,320 | 44,280 | 27.2% | 232,010 | 11.9% | 242,310 | 4.4% |

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6/5/2008

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Finance - 1200

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|--|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| SERVICES | | | | | | | | | | |
| 503011 <u>Accting/Audit Fees</u> | 71,466 | 100,000 | 38,415 | 180,000 | 108,534 | 151.9% | 100,000 | -44.4% | 103,000 | 3.0% |
| 503012 <u>Admin/Bank Fees</u> | 156,748 | 234,840 | 87,159 | 202,840 | 46,092 | 29.4% | 207,000 | 2.1% | 215,280 | 4.0% |
| 503031 <u>Prof/Technical Fees</u> | 6,937 | - | 37 | 74 | (6,863) | -98.9% | 18,000 | 24224.3% | - | -100.0% |
| 503032 <u>Legislative Services</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503033 <u>Legal Services</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503034 <u>Pre-Employment Exams</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503041 <u>Temp Help</u> | 42,579 | - | 36,020 | - | (42,579) | -100.0% | - | 0.0% | - | 0.0% |
| 503161 <u>Custodial Services</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503162 <u>Uniforms/Laundry</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503171 <u>Security Services</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503221 <u>Classified/Legal Ads</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503222 <u>Legal Ads</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503225 <u>Graphic Services</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503351 <u>Repair - Bldg & Impr</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503352 <u>Repair - Equipment</u> | - | 412 | - | 412 | 412 | 100.0% | - | -100.0% | - | 0.0% |
| 503353 <u>Repair - Rev Vehicle</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503354 <u>Repair - Non Rev Vehicle</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503363 <u>Haz Mat Disposal</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 277,730 | 335,252 | 161,631 | 383,326 | 105,596 | 38.0% | 325,000 | -15.2% | 318,280 | -2.1% |
| MOBILE MATERIALS & SUPPLIES | | | | | | | | | | |
| 504011 <u>Fuels & Lubricants - Non Rev Veh</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504012 <u>Fuels & Lubricants - Rev Veh</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504021 <u>Tires & Tubes</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504161 <u>Other Mobile Supplies</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504191 <u>Rev Vehicle Parts</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |

7.6.13
 6/5/2008
 REVISED

REVISED

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET**

Finance - 1200

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---------------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| OTHER MATERIALS & SUPPLIES | | | | | | | | | | |
| 504205 Freight Out | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504211 Postage & Mailing | 21 | 103 | 20 | 103 | 82 | 390.5% | 106 | 2.5% | 106 | 0.4% |
| 504214 Promotional Items | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504215 Printing | 173 | 206 | - | 206 | 33 | 19.1% | 2,000 | 870.9% | 2,100 | 5.0% |
| 504217 Photo Supp/Process | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504311 Office Supplies | 4,858 | 3,090 | 4,082 | 6,123 | 1,265 | 26.0% | 5,500 | -10.2% | 5,600 | 1.8% |
| 504315 Safety Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504317 Cleaning Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504409 Repair/Maint Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504421 Non-Inventory Parts | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504511 Small Tools | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504515 Employee Tool Replacement | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 5,052 | 3,399 | 4,102 | 6,432 | 1,380 | 27.3% | 7,606 | 18.2% | 7,806 | 2.6% |
| UTILITIES | | | | | | | | | | |
| 505011 Gas & Electric | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 505021 Water & Garbage | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 505031 Telecommunications | 1,572 | 1,638 | 1,257 | 2,000 | 428 | 27.2% | - | -100.0% | - | 0.0% |
| Totals | 1,572 | 1,638 | 1,257 | 2,000 | 428 | 27.2% | - | -100.0% | - | 0.0% |
| CASUALTY & LIABILITY | | | | | | | | | | |
| 506011 Insurance - Property | 35,985 | 56,133 | 29,574 | 88,000 | 52,015 | 144.5% | 118,347 | 34.5% | 121,898 | 3.0% |
| 506015 Insurance - PL/PD | 489,802 | 420,000 | 274,894 | 488,000 | (1,802) | -0.4% | 510,000 | 4.5% | 525,300 | 3.0% |
| 506021 Insurance - Other | 711 | 1,814 | 1,007 | 1,000 | 289 | 40.6% | 800 | -20.0% | 800 | 0.0% |
| 506123 Settlement Costs | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506127 Repairs - District Prop | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 526,498 | 477,947 | 305,475 | 577,000 | 50,502 | 9.6% | 629,147 | 9.0% | 647,998 | 3.0% |

7/1/08
REVISED

REVISED

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET**

Finance - 1200

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-----------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| TAXES | | | | | | | | | | |
| 507051 Fuel Tax | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 507201 Licenses & Permits | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 507999 Other Taxes | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| PURCHASED TRANS. | | | | | | | | | | |
| 503406 Contract/Paratransit | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| MISC EXPENSE | | | | | | | | | | |
| 509011 Dues/Subscriptions | 1,645 | 1,160 | 554 | 900 | (745) | -45.3% | 1,800 | 100.0% | 1,900 | 5.6% |
| 509085 Advertising - Rev Prod | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509101 Employee Incentive Program | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509121 Employee Training | - | - | 80 | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509123 Travel | 52 | 50 | - | 80 | 28 | 53.8% | - | -100.0% | - | 0.0% |
| 509125 Local Meeting Expense | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509127 Board Director Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509150 Contributions | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509198 Cash Over/Short | (302) | - | 711 | 1,067 | 1,369 | -453.3% | 500 | -53.1% | 500 | 0.0% |
| Totals | 1,395 | 1,210 | 1,345 | 2,047 | 652 | 46.7% | 2,300 | 12.4% | 2,400 | 4.3% |
| LEASES & RENTALS | | | | | | | | | | |
| 512011 Facility Lease | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 512061 Equipment Rental | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| PERSONNEL TOTAL | 476,565 | 621,123 | 356,929 | 564,829 | 88,264 | 18.5% | 562,968 | -0.3% | 586,837 | 4.2% |
| NON-PERSONNEL TOTAL | 812,247 | 819,446 | 473,810 | 970,805 | 158,558 | 19.5% | 964,053 | -0.7% | 976,484 | 1.3% |
| DEPARTMENT TOTALS | 1,288,812 | 1,440,569 | 830,739 | 1,535,634 | 246,822 | 19.2% | 1,527,021 | -0.6% | 1,563,321 | 2.4% |

7.615
REVERSE
6/8/2008

REVERSE

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Customer Service - 1300

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-------------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| LABOR | | | | | | | | | | |
| 501011 Bus Operator Pay | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501013 Bus Operator OT | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501021 Other Salaries | 220,398 | 254,416 | 149,585 | 232,178 | 11,780 | 5.3% | 236,822 | 2.0% | 241,558 | 2.0% |
| 501023 Other OT | 316 | 1,560 | 142 | 300 | (16) | -5.1% | 306 | 2.0% | 312 | 2.0% |
| Totals | 220,714 | 255,976 | 149,727 | 232,478 | 11,764 | 5.3% | 237,128 | 2.0% | 241,870 | 2.0% |
| FRINGE BENEFITS | | | | | | | | | | |
| 502011 Medicare/Soc. Sec. | 1,990 | 1,872 | 1,127 | 1,872 | (118) | -5.9% | 1,854 | -1.0% | 1,891 | 2.0% |
| 502021 Retirement | 32,256 | 39,148 | 23,042 | 39,148 | 6,892 | 21.4% | 38,187 | -2.5% | 36,962 | -3.2% |
| 502031 Medical Ins | 55,157 | 72,934 | 45,711 | 72,831 | 17,674 | 32.0% | 80,114 | 10.0% | 88,965 | 11.0% |
| 502041 Dental Ins | 7,628 | 8,749 | 5,333 | 8,573 | 945 | 12.4% | 8,573 | 0.0% | 8,788 | 2.5% |
| 502045 Vision Ins | 1,958 | 1,900 | 1,276 | 1,914 | (44) | -2.2% | 2,009 | 5.0% | 2,009 | 0.0% |
| 502051 Life Ins/AD&D | 780 | 728 | 410 | 702 | (78) | -10.0% | 702 | 0.0% | 702 | 0.0% |
| 502060 State Disability Ins (SDI) | 2,743 | 6,241 | 1,192 | 3,118 | 375 | 13.7% | 3,240 | 3.9% | 3,363 | 3.8% |
| 502061 Long Term Disability Ins | 3,202 | 3,035 | 2,312 | 3,456 | 254 | 7.9% | 3,243 | -6.2% | 3,340 | 3.0% |
| 502071 State Unemployment Ins (SUI) | 966 | 1,636 | 943 | 966 | - | 0.0% | 966 | 0.0% | 966 | 0.0% |
| 502081 Worker's Comp Ins | 6,294 | 71,026 | 4,714 | 7,071 | 777 | 12.3% | 19,373 | 174.0% | 19,927 | 2.9% |
| 502101 Holiday Pay | 3,029 | 3,200 | 2,681 | 3,200 | 171 | 5.6% | 3,378 | 5.6% | 3,446 | 2.0% |
| 502103 Floating Holiday | - | - | 24 | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502109 Sick Leave | 14,179 | 12,500 | 5,076 | 12,500 | (1,679) | -11.8% | 12,750 | 2.0% | 13,005 | 2.0% |
| 502111 Annual Leave | 33,193 | 34,300 | 21,204 | 34,300 | 1,107 | 3.3% | 34,986 | 2.0% | 35,686 | 2.0% |
| 502121 Other Paid Absence | 1,536 | 4,000 | 559 | 2,000 | 464 | 30.2% | 2,040 | 2.0% | 2,081 | 2.0% |
| 502251 Phys. Exams | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502253 Driver Lic Renewal | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502999 Other Fringe Benefits | 219 | 276 | 163 | 192 | (27) | -12.3% | 192 | 0.0% | 198 | 3.0% |
| Totals | 165,130 | 261,544 | 115,765 | 191,843 | 26,713 | 16.2% | 211,607 | 10.3% | 221,328 | 4.6% |

7.616
 REVISIONS

6/5/2008

REVISIONS

CusService - 1300

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Customer Service - 1300

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| SERVICES | | | | | | | | | | |
| 503011 Accting/Audit Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503012 Admin/Bank Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503031 <u>Prof/Technical Fees</u> | 10,500 | 15,450 | 7,730 | 15,450 | 4,950 | 47.1% | 14,000 | -9.4% | 14,500 | 3.6% |
| 503032 Legislative Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503033 Legal Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503034 Pre-Employment Exams | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503041 <u>Temp Help</u> | - | - | 5,546 | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503161 Custodial Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503162 Uniforms/Laundry | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503171 Security Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503221 Classified/Legal Ads | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503222 Legal Ads | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503225 <u>Graphic Services</u> | 15,810 | 20,600 | - | 10,600 | (5,210) | -33.0% | 5,000 | -52.8% | 5,150 | 3.0% |
| 503351 Repair - Bldg & Impr | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503352 <u>Repair - Equipment</u> | 880 | 1,800 | 1,012 | 1,800 | 920 | 104.5% | 2,000 | 11.1% | 2,100 | 5.0% |
| 503353 Repair - Rev Vehicle | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503354 Repair - Non Rev Vehicle | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503363 Haz Mat Disposal | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 27,190 | 37,850 | 14,288 | 27,850 | 660 | 2.4% | 21,000 | -24.6% | 21,750 | 3.6% |
| MOBILE MATERIALS & SUPPLIES | | | | | | | | | | |
| 504011 Fuels & Lubricants - Non Rev Veh | 10 | - | - | - | (10) | -100.0% | - | 0.0% | - | 0.0% |
| 504012 Fuels & Lubricants - Rev Veh | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504021 Tires & Tubes | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504161 Other Mobile Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504191 Rev Vehicle Parts | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 10 | - | - | - | (10) | -100.0% | - | 0.0% | - | 0.0% |



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6/5/2008



REVISED

CusService - 1300

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Customer Service - 1300

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---------------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| OTHER MATERIALS & SUPPLIES | | | | | | | | | | |
| 504205 Freight Out | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504211 Postage & Mailing | 1,589 | 5,150 | 1,547 | 2,500 | 911 | 57.3% | 7,700 | 208.0% | 7,800 | 1.3% |
| 504214 Promotional Items | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504215 Printing | 36,233 | 50,470 | 28,286 | 45,000 | 8,767 | 24.2% | 67,000 | 48.9% | 58,700 | -12.4% |
| 504217 Photo Supp/Process | 1,612 | 4,120 | 1,620 | 2,500 | 888 | 55.1% | 4,200 | 68.0% | 4,300 | 2.4% |
| 504311 Office Supplies | 3,100 | 4,635 | 627 | 2,000 | (1,100) | -35.5% | 3,700 | 85.0% | 4,000 | 8.1% |
| 504315 Safety Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504317 Cleaning Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504409 Repair/Maint Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504421 Non-Inventory Parts | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504511 Small Tools | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504515 Employee Tool Replacement | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 42,534 | 64,375 | 32,080 | 52,000 | 9,466 | 22.3% | 82,600 | 58.8% | 74,800 | -9.4% |
| UTILITIES | | | | | | | | | | |
| 505011 Gas & Electric | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 505021 Water & Garbage | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 505031 Telecommunications | 4,053 | 6,880 | 2,805 | 4,890 | 837 | 20.7% | - | -100.0% | - | 0.0% |
| Totals | 4,053 | 6,880 | 2,805 | 4,890 | 837 | 20.7% | - | -100.0% | - | 0.0% |
| CASUALTY & LIABILITY | | | | | | | | | | |
| 506011 Insurance - Property | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506015 Insurance - PL/PD | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506021 Insurance - Other | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506123 Settlement Costs | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506127 Repairs - District Prop | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |



6/5/2008



CusService - 1300

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Customer Service - 1300

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-----------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| TAXES | | | | | | | | | | |
| 507051 Fuel Tax | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 507201 Licenses & Permits | 1,344 | 1,545 | 672 | 1,545 | 201 | 15.0% | 1,800 | 16.5% | 1,900 | 5.6% |
| 507999 Other Taxes | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 1,344 | 1,545 | 672 | 1,545 | 201 | 15.0% | 1,800 | 16.5% | 1,900 | 5.6% |
| PURCHASED TRANS. | | | | | | | | | | |
| 503406 Contract/Paratransit | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| MISC EXPENSE | | | | | | | | | | |
| 509011 Dues/Subscriptions | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509085 Advertising - Rev Prod | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509101 Employee Incentive Program | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509121 Employee Training | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509123 Travel | - | 50 | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509125 Local Meeting Expense | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509127 Board Director Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509150 Contributions | 90 | 500 | 98 | 200 | 110 | 122.2% | 500 | 150.0% | 500 | 0.0% |
| 509198 Cash Over/Short | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 90 | 550 | 98 | 200 | 110 | 122.2% | 500 | 150.0% | 500 | 0.0% |
| LEASES & RENTALS | | | | | | | | | | |
| 512011 Facility Lease | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 512061 Equipment Rental | 952 | 5,516 | 487 | 1,000 | 48 | 5.0% | 1,500 | 50.0% | 1,600 | 6.7% |
| Totals | 952 | 5,516 | 487 | 1,000 | 48 | 5.0% | 1,500 | 50.0% | 1,600 | 6.7% |
| PERSONNEL TOTAL | 385,844 | 517,520 | 265,492 | 424,321 | 38,477 | 10.0% | 448,734 | 5.8% | 463,198 | 3.2% |
| NON-PERSONNEL TOTAL | 76,173 | 116,716 | 50,430 | 87,485 | 11,312 | 14.9% | 107,400 | 22.8% | 100,550 | -6.4% |
| DEPARTMENT TOTALS | 462,017 | 634,236 | 315,922 | 511,806 | 49,789 | 10.8% | 556,134 | 8.7% | 563,748 | 1.4% |

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 6/5/2008

REVISIO

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Human Resources - 1400

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-------------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| LABOR | | | | | | | | | | |
| 501011 Bus Operator Pay | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501013 Bus Operator OT | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501021 Other Salaries | 259,619 | 338,664 | 194,570 | 323,064 | 63,445 | 24.4% | 331,948 | 2.8% | 337,127 | 1.6% |
| 501023 Other OT | 1,249 | 1,040 | 877 | 1,300 | 51 | 4.1% | 1,336 | 2.8% | 1,357 | 1.6% |
| Totals | 260,868 | 339,704 | 195,447 | 324,364 | 63,496 | 24.3% | 333,284 | 2.8% | 338,483 | 1.6% |
| FRINGE BENEFITS | | | | | | | | | | |
| 502011 Medicare/Soc. Sec. | 4,536 | 5,430 | 3,422 | 5,430 | 894 | 19.7% | 5,650 | 4.1% | 5,737 | 1.5% |
| 502021 Retirement | 34,468 | 49,712 | 29,875 | 49,712 | 15,244 | 44.2% | 53,423 | 7.5% | 51,475 | -3.6% |
| 502031 Medical Ins | 34,439 | 57,513 | 46,840 | 59,975 | 25,536 | 74.1% | 72,079 | 20.2% | 80,041 | 11.0% |
| 502041 Dental Ins | 5,267 | 7,300 | 4,107 | 7,282 | 2,015 | 38.3% | 7,282 | 0.0% | 7,464 | 2.5% |
| 502045 Vision Ins | 1,448 | 1,928 | 1,116 | 1,914 | 466 | 32.2% | 2,009 | 5.0% | 2,009 | 0.0% |
| 502051 Life Ins/AD&D | 748 | 849 | 469 | 888 | 140 | 18.7% | 888 | 0.0% | 888 | 0.0% |
| 502060 State Disability Ins (SDI) | 2,309 | 5,202 | 1,450 | 3,118 | 809 | 35.0% | 3,240 | 3.9% | 3,363 | 3.8% |
| 502061 Long Term Disability Ins | 2,518 | 3,098 | 1,873 | 3,098 | 580 | 23.0% | 4,260 | 37.5% | 4,388 | 3.0% |
| 502071 State Unemployment Ins (SUI) | 811 | 1,364 | 947 | 966 | 155 | 19.1% | 966 | 0.0% | 966 | 0.0% |
| 502081 Worker's Comp ins | 6,928 | 39,283 | 12,647 | 18,971 | 12,043 | 173.8% | 20,136 | 6.1% | 20,715 | 2.9% |
| 502101 Holiday Pay | 2,844 | 3,500 | 4,202 | 4,202 | 1,358 | 47.7% | 4,496 | 7.0% | 4,565 | 1.5% |
| 502103 Floating Holiday | 4,599 | 6,200 | 1,395 | 6,200 | 1,601 | 34.8% | 8,137 | 31.2% | 8,137 | 0.0% |
| 502109 Sick Leave | 12,078 | 15,800 | 9,032 | 15,800 | 3,722 | 30.8% | 16,235 | 2.8% | 16,488 | 1.6% |
| 502111 Annual Leave | 30,603 | 28,600 | 20,245 | 29,280 | (1,323) | -4.3% | 30,085 | 2.8% | 30,555 | 1.6% |
| 502121 Other Paid Absence | 1,368 | 1,000 | 4,528 | 6,000 | 4,632 | 338.6% | 6,165 | 2.8% | 6,261 | 1.6% |
| 502251 Phys. Exams | - | 23,383 | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502253 Driver Lic Renewal | - | 1,040 | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502999 Other Fringe Benefits | 1,529 | 900 | 2,374 | 3,380 | 1,851 | 121.1% | 3,380 | 0.0% | 3,481 | 3.0% |
| Totals | 146,493 | 252,102 | 144,522 | 216,216 | 69,723 | 47.6% | 238,431 | 10.3% | 246,533 | 3.4% |

7.620



6/5/2008



HR - 1400

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Human Resources - 1400

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| SERVICES | | | | | | | | | | |
| 503011 Accting/Audit Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503012 Admin/Bank Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503031 <u>Prof/Technical Fees</u> | 35,532 | 35,000 | 3,997 | 35,000 | (532) | -1.5% | 135,800 | 288.0% | 75,800 | -44.2% |
| 503032 Legislative Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503033 Legal Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503034 <u>Pre-Employment Exams</u> | 19,767 | 25,000 | 7,107 | 20,000 | 233 | 1.2% | 14,160 | -29.2% | 14,600 | 3.1% |
| 503041 Temp Help | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503161 Custodial Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503162 Uniforms/Laundry | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503171 Security Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503221 <u>Classified/Legal Ads</u> | 8,403 | 15,000 | 3,394 | 10,000 | 1,597 | 19.0% | 15,000 | 50.0% | 15,500 | 3.3% |
| 503222 Legal Ads | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503225 Graphic Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503351 Repair - Bldg & Impr | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503352 Repair - Equipment | - | 206 | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503353 Repair - Rev Vehicle | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503354 Repair - Non Rev Vehicle | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503363 Haz Mat Disposal | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 63,702 | 75,206 | 14,498 | 65,000 | 1,298 | 2.0% | 164,960 | 153.8% | 105,900 | -35.8% |
| MOBILE MATERIALS & SUPPLIES | | | | | | | | | | |
| 504011 Fuels & Lubricants - Non Rev Veh | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504012 Fuels & Lubricants - Rev Veh | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504021 Tires & Tubes | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504161 Other Mobile Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504191 Rev Vehicle Parts | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |



6/5/2008



HR - 1400

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Human Resources - 1400

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---------------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| OTHER MATERIALS & SUPPLIES | | | | | | | | | | |
| 504205 Freight Out | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504211 Postage & Mailing | 248 | 464 | 52 | 250 | 2 | 0.8% | 1,150 | 360.0% | 1,200 | 4.3% |
| 504214 Promotional Items | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504215 Printing | 3,010 | 6,296 | - | 500 | (2,510) | -83.4% | 4,200 | 740.0% | 8,200 | 95.2% |
| 504217 Photo Supp/Process | 546 | 309 | (63) | 309 | (237) | -43.4% | - | -100.0% | - | 0.0% |
| 504311 Office Supplies | 1,730 | 1,854 | 2,250 | 3,500 | 1,770 | 102.3% | 4,000 | 14.3% | 4,200 | 5.0% |
| 504315 Safety Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504317 Cleaning Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504409 Repair/Maint Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504421 Non-Inventory Parts | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504511 Small Tools | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504515 Employee Tool Replacement | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 5,534 | 8,923 | 2,239 | 4,559 | (975) | -17.6% | 9,350 | 105.1% | 13,600 | 45.5% |
| UTILITIES | | | | | | | | | | |
| 505011 Gas & Electric | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 505021 Water & Garbage | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 505031 Telecommunications | 837 | 996 | 483 | 850 | 13 | 1.6% | - | -100.0% | - | 0.0% |
| Totals | 837 | 996 | 483 | 850 | 13 | 1.6% | - | -100.0% | - | 0.0% |
| CASUALTY & LIABILITY | | | | | | | | | | |
| 506011 Insurance - Property | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506015 Insurance - PL/PD | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506021 Insurance - Other | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506123 Settlement Costs | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506127 Repairs - District Prop | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |



6/5/2008



HR - 1400

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
Human Resources - 1400**

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-----------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| TAXES | | | | | | | | | | |
| 507051 Fuel Tax | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 507201 Licenses & Permits | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 507999 Other Taxes | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| PURCHASED TRANS. | | | | | | | | | | |
| 503406 Contract/Paratransit | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| MISC EXPENSE | | | | | | | | | | |
| 509011 Dues/Subscriptions | 605 | 1,500 | 385 | 1,300 | 695 | 114.9% | 1,350 | 3.8% | 1,400 | 3.7% |
| 509085 Advertising - Rev Prod | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509101 Employee Incentive Program | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509121 Employee Training | 17,912 | 10,000 | 5,891 | 10,000 | (7,912) | -44.2% | 22,900 | 129.0% | 24,000 | 4.8% |
| 509123 Travel | 38 | 100 | - | - | (38) | -100.0% | - | 0.0% | - | 0.0% |
| 509125 Local Meeting Expense | 8 | 850 | 278 | 450 | 442 | 5525.0% | 100 | -77.8% | 150 | 50.0% |
| 509127 Board Director Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509150 Contributions | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509198 Cash Over/Short | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 18,563 | 12,450 | 6,554 | 11,750 | (6,813) | -36.7% | 24,350 | 107.2% | 25,550 | 4.9% |
| LEASES & RENTALS | | | | | | | | | | |
| 512011 Facility Lease | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 512061 Equipment Rental | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| PERSONNEL TOTAL | 407,361 | 591,806 | 339,969 | 540,580 | 133,219 | 32.7% | 571,715 | 5.8% | 585,016 | 2.3% |
| NON-PERSONNEL TOTAL | 88,636 | 97,575 | 23,774 | 82,159 | (6,477) | -7.3% | 198,660 | 141.8% | 145,050 | -27.0% |
| DEPARTMENT TOTALS | 495,997 | 689,381 | 363,742 | 622,739 | 126,742 | 25.6% | 770,374 | 23.7% | 730,065 | -5.2% |

7123
REVISER
6/5/2008

REVISER

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Information Technology - 1500

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-------------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| LABOR | | | | | | | | | | |
| 501011 Bus Operator Pay | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501013 Bus Operator OT | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501021 Other Salaries | 278,035 | 304,941 | 196,357 | 275,841 | (2,194) | -0.8% | 285,385 | 3.5% | 291,178 | 2.0% |
| 501023 Other OT | 660 | 1,560 | 412 | 700 | 40 | 6.1% | 1,448 | 106.9% | 728 | -49.7% |
| Totals | 278,695 | 306,501 | 196,769 | 276,541 | (2,154) | -0.8% | 286,834 | 3.7% | 291,907 | 1.8% |
| FRINGE BENEFITS | | | | | | | | | | |
| 502011 Medicare/Soc. Sec. | 5,066 | 4,992 | 3,530 | 5,342 | 276 | 5.4% | 5,048 | -5.5% | 5,149 | 2.0% |
| 502021 Retirement | 38,565 | 45,285 | 29,233 | 45,285 | 6,720 | 17.4% | 47,733 | 5.4% | 46,202 | -3.2% |
| 502031 Medical Ins | 49,180 | 57,542 | 34,004 | 49,821 | 641 | 1.3% | 54,804 | 10.0% | 60,858 | 11.0% |
| 502041 Dental Ins | 5,664 | 6,400 | 3,839 | 6,041 | 377 | 6.7% | 6,041 | 0.0% | 6,192 | 2.5% |
| 502045 Vision Ins | 1,286 | 1,300 | 850 | 1,276 | (10) | -0.8% | 1,340 | 5.0% | 1,340 | 0.0% |
| 502051 Life Ins/AD&D | 708 | 728 | 381 | 654 | (54) | -7.6% | 654 | 0.0% | 654 | 0.0% |
| 502060 State Disability Ins (SDI) | 2,259 | 4,161 | 1,276 | 2,078 | (181) | -8.0% | 2,160 | 3.9% | 2,242 | 3.8% |
| 502061 Long Term Disability Ins | 2,837 | 3,395 | 1,916 | 3,395 | 558 | 19.7% | 3,474 | 2.3% | 3,578 | 3.0% |
| 502071 State Unemployment Ins (SUI) | 706 | 1,090 | 744 | 644 | (62) | -8.8% | 644 | 0.0% | 644 | 0.0% |
| 502081 Worker's Comp Ins | 2,918 | 3,294 | 3,072 | 4,608 | 1,690 | 57.9% | 13,424 | 191.3% | 13,810 | 2.9% |
| 502101 Holiday Pay | 3,355 | 4,000 | 3,883 | 4,000 | 645 | 19.2% | 4,017 | 0.4% | 4,098 | 2.0% |
| 502103 Floating Holiday | 8,685 | 8,700 | 3,418 | 8,700 | 15 | 0.2% | 8,850 | 1.7% | 8,850 | 0.0% |
| 502109 Sick Leave | 16,372 | 15,700 | 5,296 | 15,700 | (672) | -4.1% | 16,243 | 3.5% | 16,573 | 2.0% |
| 502111 Annual Leave | 35,733 | 27,500 | 28,821 | 43,232 | 7,499 | 21.0% | 44,728 | 3.5% | 45,636 | 2.0% |
| 502121 Other Paid Absence | 1,087 | 2,000 | 414 | 2,000 | 913 | 84.0% | 2,069 | 3.5% | 2,111 | 2.0% |
| 502251 Phys. Exams | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502253 Driver Lic Renewal | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502999 Other Fringe Benefits | 1,732 | 858 | 2,239 | 3,332 | 1,600 | 92.4% | 3,332 | 0.0% | 3,432 | 3.0% |
| Totals | 176,153 | 186,944 | 122,916 | 196,108 | 19,955 | 11.3% | 214,562 | 9.4% | 221,369 | 3.2% |

71624
 REVISIONS
 6/5/2008

REVISIONS

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Information Technology - 1500

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|--|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| SERVICES | | | | | | | | | | |
| 503011 <u>Accting/Audit Fees</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503012 <u>Admin/Bank Fees</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503031 <u>Prof/Technical Fees</u> | 270 | 2,472 | - | 300 | 30 | 11.1% | 9,000 | 2900.0% | 9,300 | 3.3% |
| 503032 <u>Legislative Services</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503033 <u>Legal Services</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503034 <u>Pre-Employment Exams</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503041 <u>Temp Help</u> | - | - | 23,175 | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503161 <u>Custodial Services</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503162 <u>Uniforms/Laundry</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503171 <u>Security Services</u> | 3,000 | 3,090 | - | 3,090 | 90 | 3.0% | - | -100.0% | - | 0.0% |
| 503221 <u>Classified/Legal Ads</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503222 <u>Legal Ads</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503225 <u>Graphic Services</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503351 <u>Repair - Bldg & Impr</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503352 <u>Repair - Equipment</u> | 64,530 | 92,597 | 53,506 | 92,597 | 28,067 | 43.5% | 80,800 | -12.7% | 83,200 | 3.0% |
| 503353 <u>Repair - Rev Vehicle</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503354 <u>Repair - Non Rev Vehicle</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503363 <u>Haz Mat Disposal</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 67,800 | 98,159 | 76,681 | 95,987 | 28,187 | 41.6% | 89,800 | -6.4% | 92,500 | 3.0% |
| MOBILE MATERIALS & SUPPLIES | | | | | | | | | | |
| 504011 <u>Fuels & Lubricants - Non Rev Veh</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504012 <u>Fuels & Lubricants - Rev Veh</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504021 <u>Tires & Tubes</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504161 <u>Other Mobile Supplies</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504191 <u>Rev Vehicle Parts</u> | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |

7-625
 REVISIONS

REVISIONS

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Information Technology - 1500

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---------------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| OTHER MATERIALS & SUPPLIES | | | | | | | | | | |
| 504205 Freight Out | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504211 Postage & Mailing | - | 206 | 110 | 220 | 220 | 100.0% | 210 | -4.5% | 210 | 0.0% |
| 504214 Promotional Items | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504215 Printing | - | 206 | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504217 Photo Supp/Process | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504311 Office Supplies | 50,356 | 32,510 | 20,955 | 32,510 | (17,846) | -35.4% | 25,500 | -21.6% | 26,300 | 3.1% |
| 504315 Safety Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504317 Cleaning Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504409 Repair/Maint Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504421 Non-Inventory Parts | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504511 Small Tools | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504515 Employee Tool Replacement | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 50,356 | 32,922 | 21,065 | 32,730 | (17,626) | -35.0% | 25,710 | -21.4% | 26,510 | 3.1% |
| UTILITIES | | | | | | | | | | |
| 505011 Gas & Electric | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 505021 Water & Garbage | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 505031 Telecommunications | 18,687 | 22,000 | 13,355 | 20,100 | 1,413 | 7.6% | - | -100.0% | - | 0.0% |
| Totals | 18,687 | 22,000 | 13,355 | 20,100 | 1,413 | 7.6% | - | -100.0% | - | 0.0% |
| CASUALTY & LIABILITY | | | | | | | | | | |
| 506011 Insurance - Property | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506015 Insurance - PL/PPD | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506021 Insurance - Other | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506123 Settlement Costs | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506127 Repairs - District Prop | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |

7.1526
 REVISED

6/5/2008

REVISED

IT - 1500

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Information Technology - 1500

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-----------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| TAXES | | | | | | | | | | |
| 507051 Fuel Tax | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 507201 Licenses & Permits | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 507999 Other Taxes | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| PURCHASED TRANS. | | | | | | | | | | |
| 503406 Contract/Paratransit | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| MISC EXPENSE | | | | | | | | | | |
| 509011 Dues/Subscriptions | 94 | 90 | 121 | 192 | 98 | 104.3% | 150 | -21.9% | 150 | 0.0% |
| 509085 Advertising - Rev Prod | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509101 Employee Incentive Program | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509121 Employee Training | 8,150 | 76,000 | 59,463 | 76,000 | 67,850 | 832.5% | 8,000 | -89.5% | 8,300 | 3.8% |
| 509123 Travel | 10 | 50 | - | - | (10) | -100.0% | - | 0.0% | - | 0.0% |
| 509125 Local Meeting Expense | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509127 Board Director Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509150 Contributions | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509198 Cash Over/Short | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 8,254 | 76,140 | 59,584 | 76,192 | 67,938 | 823.1% | 8,150 | -89.3% | 8,450 | 3.7% |
| LEASES & RENTALS | | | | | | | | | | |
| 512011 Facility Lease | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 512061 Equipment Rental | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| PERSONNEL TOTAL | 454,848 | 493,445 | 319,685 | 472,649 | 17,801 | 3.9% | 501,396 | 6.1% | 513,276 | 2.4% |
| NON-PERSONNEL TOTAL | 145,097 | 229,221 | 170,685 | 225,009 | 79,912 | 55.1% | 123,660 | -45.0% | 127,460 | 3.1% |
| DEPARTMENT TOTALS | 599,945 | 722,666 | 490,370 | 697,658 | 97,713 | 16.3% | 625,056 | -10.4% | 640,736 | 2.5% |

7,627
 6/5/2008
 REVISION

REVISION

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
District Counsel - 1700**

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-------------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| LABOR | | | | | | | | | | |
| 501011 Bus Operator Pay | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501013 Bus Operator OT | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501021 Other Salaries | 225,324 | 276,625 | 178,070 | 256,125 | 30,801 | 13.7% | 266,063 | 3.9% | 271,171 | 1.9% |
| 501023 Other OT | - | 520 | 181 | 520 | 520 | 100.0% | 540 | 3.9% | 551 | 1.9% |
| Totals | 225,324 | 277,145 | 178,251 | 256,645 | 31,321 | 13.9% | 266,603 | 3.9% | 271,722 | 1.9% |
| FRINGE BENEFITS | | | | | | | | | | |
| 502011 Medicare/Soc. Sec. | 4,383 | 4,436 | 2,927 | 4,436 | 53 | 1.2% | 4,678 | 5.4% | 4,766 | 1.9% |
| 502021 Retirement | 31,969 | 41,220 | 25,823 | 41,220 | 9,251 | 28.9% | 44,227 | 7.3% | 42,767 | -3.3% |
| 502031 Medical Ins | 42,584 | 62,627 | 23,892 | 37,641 | (4,943) | -11.6% | 41,405 | 10.0% | 45,979 | 11.0% |
| 502041 Dental Ins | 4,810 | 7,200 | 2,496 | 4,262 | (548) | -11.4% | 4,262 | 0.0% | 4,368 | 2.5% |
| 502045 Vision Ins | 1,233 | 1,300 | 771 | 1,276 | 43 | 3.5% | 1,340 | 5.0% | 1,340 | 0.0% |
| 502051 Life Ins/AD&D | 569 | 607 | 308 | 561 | (8) | -1.4% | 561 | 0.0% | 561 | 0.0% |
| 502060 State Disability Ins (SDI) | 1,489 | 4,161 | 930 | 2,078 | 589 | 39.6% | 2,160 | 3.9% | 2,242 | 3.8% |
| 502061 Long Term Disability Ins | 2,281 | 2,575 | 1,343 | 2,575 | 294 | 12.9% | 2,320 | -9.9% | 2,390 | 3.0% |
| 502071 State Unemployment Ins (SUI) | 643 | 1,090 | 805 | 644 | 1 | 0.2% | 644 | 0.0% | 644 | 0.0% |
| 502081 Worker's Comp Ins | 2,677 | 3,197 | 2,623 | 3,935 | 1,258 | 47.0% | 13,424 | 241.2% | 13,810 | 2.9% |
| 502101 Holiday Pay | 3,575 | 3,600 | 3,556 | 3,600 | 25 | 0.7% | 3,722 | 3.4% | 3,793 | 1.9% |
| 502103 Floating Holiday | 6,295 | 6,500 | - | 6,500 | 205 | 3.3% | 6,580 | 1.2% | 6,580 | 0.0% |
| 502109 Sick Leave | 23,698 | 14,100 | 2,788 | 14,100 | (9,598) | -40.5% | 14,647 | 3.9% | 14,928 | 1.9% |
| 502111 Annual Leave | 29,036 | 26,200 | 13,718 | 26,200 | (2,836) | -9.8% | 27,217 | 3.9% | 27,739 | 1.9% |
| 502121 Other Paid Absence | 13,656 | 2,300 | 2,428 | 4,426 | (9,230) | -67.6% | 4,598 | 3.9% | 4,686 | 1.9% |
| 502251 Phys. Exams | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502253 Driver Lic Renewal | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502999 Other Fringe Benefits | 1,004 | 551 | 1,217 | 1,732 | 728 | 72.5% | 1,732 | 0.0% | 1,784 | 3.0% |
| Totals | 169,902 | 181,664 | 85,625 | 155,185 | (14,717) | -8.7% | 173,516 | 11.8% | 178,377 | 2.8% |

7-16-08
REVISSED

REVISSED

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 District Counsel - 1700

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| SERVICES | | | | | | | | | | |
| 503011 Accting/Audit Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503012 Admin/Bank Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503031 <u>Prof/Technical Fees</u> | 4,773 | 500 | - | 500 | (4,273) | -89.5% | - | -100.0% | - | 0.0% |
| 503032 Legislative Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503033 <u>Legal Services</u> | 1,119 | 4,650 | 1,259 | 2,500 | 1,381 | 123.4% | 5,000 | 100.0% | 5,000 | 0.0% |
| 503034 Pre-Employment Exams | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503041 Temp Help | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503101 Custodial Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503162 Uniforms/Laundry | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503171 Security Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503221 Classified/Legal Ads | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503222 Legal Ads | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503225 Graphic Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503351 Repair - Bldg & Impr | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503352 Repair - Equipment | - | 103 | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503353 Repair - Rev Vehicle | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503354 Repair - Non Rev Vehicle | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503363 Haz Mat Disposal | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 5,892 | 5,253 | 1,259 | 3,000 | (2,892) | -49.1% | 5,000 | 66.7% | 5,000 | 0.0% |
| MOBILE MATERIALS & SUPPLIES | | | | | | | | | | |
| 504011 Fuels & Lubricants - Non Rev Veh | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504012 Fuels & Lubricants - Rev Veh | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504021 Tires & Tubes | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504161 Other Mobile Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504191 Rev Vehicle Parts | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |





**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
District Counsel - 1700**

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---------------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| OTHER MATERIALS & SUPPLIES | | | | | | | | | | |
| 504205 Freight Out | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504211 Postage & Mailing | - | 103 | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504214 Promotional Items | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504215 Printing | 65 | 103 | 15 | 103 | 38 | 58.5% | - | -100.0% | - | 0.0% |
| 504217 Photo Supp/Process | 24 | 31 | - | 31 | 7 | 29.2% | - | -100.0% | - | 0.0% |
| 504311 Office Supplies | 583 | 721 | 240 | 600 | 17 | 2.9% | 800 | 33.3% | 800 | 0.0% |
| 504315 Safety Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504317 Cleaning Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504409 Repair/Maint Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504421 Non-Inventory Parts | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504511 Small Tools | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504515 Employee Tool Replacement | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 672 | 958 | 255 | 734 | 62 | 9.2% | 800 | 9.0% | 800 | 0.0% |
| UTILITIES | | | | | | | | | | |
| 505011 Gas & Electric | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 505021 Water & Garbage | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 505031 Telecommunications | 202 | 601 | 112 | 200 | (2) | -1.0% | - | -100.0% | - | 0.0% |
| Totals | 202 | 601 | 112 | 200 | (2) | -1.0% | - | -100.0% | - | 0.0% |
| CASUALTY & LIABILITY | | | | | | | | | | |
| 506011 Insurance - Property | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506015 Insurance - PL/PD | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506021 Insurance - Other | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506123 Settlement Costs | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506127 Repairs - District Prop | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |

7.630
REVISED

REVISED

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 District Counsel - 1700

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-----------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| TAXES | | | | | | | | | | |
| 507051 Fuel Tax | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 507201 Licenses & Permits | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 507999 Other Taxes | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| PURCHASED TRANS. | | | | | | | | | | |
| 503406 Contract/Paratransit | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| MISC EXPENSE | | | | | | | | | | |
| 509011 Dues/Subscriptions | 6,940 | 6,335 | 6,846 | 9,000 | 2,060 | 29.7% | 7,500 | -16.7% | 7,500 | 0.0% |
| 509085 Advertising - Rev Prod | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509101 Employee Incentive Program | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509121 Employee Training | 4,170 | 3,500 | 4,824 | 7,000 | 2,830 | 67.9% | 5,000 | -28.6% | 5,000 | 0.0% |
| 509123 Travel | 156 | 1,500 | 1,613 | 2,500 | 2,344 | 1502.6% | 2,000 | -20.0% | 2,000 | 0.0% |
| 509125 Local Meeting Expense | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509127 Board Director Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509150 Contributions | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509198 Cash Over/Short | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 11,266 | 11,335 | 13,283 | 18,500 | 7,234 | 64.2% | 14,500 | -21.6% | 14,500 | 0.0% |
| LEASES & RENTALS | | | | | | | | | | |
| 512011 Facility Lease | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 512061 Equipment Rental | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| PERSONNEL TOTAL | 395,226 | 458,809 | 263,876 | 411,830 | 16,604 | 4.2% | 440,119 | 6.9% | 450,099 | 2.3% |
| NON-PERSONNEL TOTAL | 18,032 | 18,147 | 14,909 | 22,434 | 4,402 | 24.4% | 20,300 | -9.5% | 20,300 | 0.0% |
| DEPARTMENT TOTALS | 413,258 | 476,956 | 278,785 | 434,264 | 21,006 | 5.1% | 460,419 | 6.0% | 470,399 | 2.2% |

7.631
 REVISED

6/5/2008

REVISED

District Counsel - 1700

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Risk Management - 1800

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-------------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| LABOR | | | | | | | | | | |
| 501011 Bus Operator Pay | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501013 Bus Operator OT | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501021 Other Salaries | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501023 Other OT | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| FRINGE BENEFITS | | | | | | | | | | |
| 502011 Medicare/Soc. Sec. | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502021 Retirement | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502031 Medical Ins | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502041 Dental Ins | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502045 Vision Ins | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502051 Life Ins/AD&D | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502060 State Disability Ins (SDI) | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502061 Long Term Disability Ins | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502071 State Unemployment Ins (SUI) | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502081 Worker's Comp Ins | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502101 Holiday Pay | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502103 Floating Holiday | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502109 Sick Leave | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502111 Annual Leave | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502121 Other Paid Absence | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502251 Phys. Exams | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502253 Driver Lic Renewal | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502999 Other Fringe Benefits | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |

7.632
 REVISSED

6/5/2008

REVISSED

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Risk Management - 1800

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| SERVICES | | | | | | | | | | |
| 503011 Accting/Audit Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503012 Admin/Bank Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503031 Prof/Technical Fees | 31,494 | 49,955 | 561 | 49,955 | 18,461 | 58.6% | 50,000 | 0.1% | 50,000 | 0.0% |
| 503032 Legislative Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503033 Legal Services | - | 47,027 | - | 47,027 | 47,027 | 100.0% | 50,000 | 6.3% | 50,000 | 0.0% |
| 503034 Pre-Employment Exams | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503041 Temp Help | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503161 Custodial Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503162 Uniforms/Laundry | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503171 Security Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503221 Classified/Legal Ads | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503222 Legal Ads | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503225 Graphic Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503351 Repair - Bldg & Impr | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503352 Repair - Equipment | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503353 Repair - Rev Vehicle | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503354 Repair - Non Rev Vehicle | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503363 Haz Mat Disposal | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 31,494 | 96,982 | 561 | 96,982 | 65,488 | 207.9% | 100,000 | 3.1% | 100,000 | 0.0% |
| MOBILE MATERIALS & SUPPLIES | | | | | | | | | | |
| 504011 Fuels & Lubricants - Non Rev Veh | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504012 Fuels & Lubricants - Rev Veh | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504021 Tires & Tubes | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504161 Other Mobile Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504191 Rev Vehicle Parts | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |

7.633
 REVISED

REVISED

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Risk Management - 1800

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---------------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| OTHER MATERIALS & SUPPLIES | | | | | | | | | | |
| 504205 Freight Out | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504211 Postage & Mailing | - | 206 | - | 200 | 200 | 100.0% | - | -100.0% | - | 0.0% |
| 504214 Promotional Items | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504215 Printing | 13 | 206 | 3 | 200 | 187 | 1438.5% | - | -100.0% | - | 0.0% |
| 504217 Photo Supp/Process | 38 | 206 | 20 | 200 | 162 | 426.3% | - | -100.0% | - | 0.0% |
| 504311 Office Supplies | 88 | 206 | - | 200 | 112 | 127.3% | - | -100.0% | - | 0.0% |
| 504315 Safety Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504317 Cleaning Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504409 Repair/Maint Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504421 Non-Inventory Parts | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504511 Small Tools | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504515 Employee Tool Replacement | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 139 | 824 | 23 | 800 | 661 | 475.5% | - | -100.0% | - | 0.0% |
| UTILITIES | | | | | | | | | | |
| 505011 Gas & Electric | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 505021 Water & Garbage | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 505031 Telecommunications | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| CASUALTY & LIABILITY | | | | | | | | | | |
| 506011 Insurance - Property | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506015 Insurance - PL/PD | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506021 Insurance - Other | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506123 Settlement Costs | 21,239 | 150,000 | 41,005 | 150,000 | 128,761 | 606.2% | 150,000 | 0.0% | 150,000 | 0.0% |
| 506127 Repairs - District Prop | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 21,239 | 150,000 | 41,005 | 150,000 | 128,761 | 606.2% | 150,000 | 0.0% | 150,000 | 0.0% |


7.634
REVERSE

6/5/2008


REVERSE

Risk Mgmt - 1800

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Risk Management - 1800

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-----------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| TAXES | | | | | | | | | | |
| 507051 Fuel Tax | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 507201 Licenses & Permits | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 507999 Other Taxes | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| PURCHASED TRANS. | | | | | | | | | | |
| 503406 Contract/Paratransit | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| MISC EXPENSE | | | | | | | | | | |
| 509011 Dues/Subscriptions | - | 50 | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509085 Advertising - Rev Prod | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509101 Employee Incentive Program | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509121 Employee Training | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509123 Travel | - | 20 | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509125 Local Meeting Expense | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509127 Board Director Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509150 Contributions | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509198 Cash Over/Short | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | 70 | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| LEASES & RENTALS | | | | | | | | | | |
| 512011 Facility Lease | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 512061 Equipment Rental | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| PERSONNEL TOTAL | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| NON-PERSONNEL TOTAL | 52,872 | 247,876 | 41,589 | 247,782 | 194,910 | 368.6% | 250,000 | 0.9% | 250,000 | 0.0% |
| DEPARTMENT TOTALS | 52,872 | 247,876 | 41,589 | 247,782 | 194,910 | 368.6% | 250,000 | 0.9% | 250,000 | 0.0% |

7.635
 REVISER
 6/5/2008

REVISER

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Facilities Maintenance - 2200

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-------------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| LABOR | | | | | | | | | | |
| 501011 Bus Operator Pay | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501013 Bus Operator OT | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501021 Other Salaries | 443,693 | 554,614 | 287,418 | 424,614 | (19,079) | -4.3% | 467,389 | 10.1% | 480,662 | 2.8% |
| 501023 Other OT | 24,324 | 19,760 | 18,026 | 27,039 | 2,715 | 11.2% | 27,799 | 2.8% | 28,588 | 2.8% |
| Totals | 468,017 | 574,374 | 305,444 | 451,653 | (16,364) | -3.5% | 495,187 | 9.6% | 509,251 | 2.8% |
| FRINGE BENEFITS | | | | | | | | | | |
| 502011 Medicare/Soc. Sec. | 6,745 | 7,066 | 4,559 | 7,066 | 321 | 4.8% | 6,999 | -0.9% | 7,214 | 3.1% |
| 502021 Retirement | 66,366 | 84,929 | 47,545 | 75,200 | 8,834 | 13.3% | 81,841 | 8.8% | 79,885 | -2.4% |
| 502031 Medical Ins | 123,051 | 162,634 | 93,007 | 165,613 | 42,562 | 34.6% | 182,174 | 10.0% | 202,300 | 11.0% |
| 502041 Dental Ins | 16,110 | 18,600 | 11,396 | 19,371 | 3,261 | 20.2% | 19,371 | 0.0% | 19,856 | 2.5% |
| 502045 Vision Ins | 4,018 | 4,200 | 2,605 | 4,146 | 128 | 3.2% | 4,354 | 5.0% | 4,354 | 0.0% |
| 502051 Life Ins/AD&D | 1,579 | 1,576 | 829 | 1,521 | (58) | -3.7% | 1,521 | 0.0% | 1,521 | 0.0% |
| 502060 State Disability Ins (SDI) | 6,109 | 14,562 | 3,470 | 6,755 | 646 | 10.6% | 7,020 | 3.9% | 7,286 | 3.8% |
| 502061 Long Term Disability Ins | 6,365 | 6,666 | 4,389 | 6,666 | 301 | 4.7% | 5,467 | -18.0% | 5,631 | 3.0% |
| 502071 State Unemployment Ins (SUI) | 2,115 | 3,817 | 2,218 | 2,093 | (22) | -1.0% | 2,093 | 0.0% | 2,093 | 0.0% |
| 502081 Worker's Comp Ins | 26,935 | 35,416 | 12,198 | 18,297 | (8,638) | -32.1% | 43,628 | 138.4% | 44,881 | 2.9% |
| 502101 Holiday Pay | 6,388 | 7,000 | 6,197 | 7,000 | 612 | 9.6% | 6,888 | -1.6% | 7,085 | 2.9% |
| 502103 Floating Holiday | 811 | - | 383 | 600 | (211) | -26.0% | - | -100.0% | - | 0.0% |
| 502109 Sick Leave | 18,947 | 27,900 | 17,931 | 27,900 | 8,953 | 47.3% | 28,684 | 2.8% | 29,499 | 2.8% |
| 502111 Annual Leave | 71,247 | 70,900 | 57,187 | 85,781 | 14,534 | 20.4% | 88,191 | 2.8% | 90,696 | 2.8% |
| 502121 Other Paid Absence | 17,704 | 8,000 | 7,961 | 11,942 | (5,762) | -32.5% | 12,278 | 2.8% | 12,626 | 2.8% |
| 502251 Phys. Exams | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502253 Driver Lic Renewal | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502999 Other Fringe Benefits | 464 | 662 | 332 | 500 | 36 | 7.8% | 396 | -20.8% | 408 | 3.0% |
| Totals | 374,954 | 453,928 | 272,208 | 440,451 | 65,497 | 17.5% | 490,905 | 11.5% | 515,335 | 5.0% |

7.136
 REVERSED

REVERSED

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Facilities Maintenance - 2200

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| SERVICES | | | | | | | | | | |
| 503011 Accting/Audit Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503012 Admin/Bank Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503031 <u>Prof/Technical Fees</u> | 14,033 | 16,480 | 9,217 | 16,480 | 2,447 | 17.4% | 17,250 | 4.7% | 17,800 | 3.2% |
| 503032 Legislative Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503033 Legal Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503034 Pre-Employment Exams | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503041 Temp Help | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503161 <u>Custodial Services</u> | 65,150 | 73,439 | 45,654 | 63,000 | (2,150) | -3.3% | 67,700 | 7.5% | 70,000 | 3.4% |
| 503162 <u>Uniforms/Laundry</u> | 6,534 | 9,270 | 4,303 | 7,000 | 466 | 7.1% | 5,500 | -21.4% | 5,700 | 3.6% |
| 503171 <u>Security Services</u> | 5,704 | 8,240 | 4,676 | 8,240 | 2,536 | 44.5% | 9,000 | 9.2% | 9,200 | 2.2% |
| 503221 Classified/Legal Ads | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503222 Legal Ads | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503225 Graphic Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503351 <u>Repair - Bldg & Impr</u> | 52,672 | 42,500 | 61,390 | 80,000 | 27,328 | 51.9% | 90,000 | 12.5% | 91,500 | 1.7% |
| 503352 <u>Repair - Equipment</u> | 15,095 | 140,450 | 15,760 | 65,000 | 49,905 | 330.6% | 203,700 | 213.4% | 209,800 | 3.0% |
| 503353 Repair - Rev Vehicle | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503354 Repair - Non Rev Vehicle | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503363 <u>Haz Mat Disposal</u> | 34,825 | 24,500 | 21,759 | 29,000 | (5,825) | -16.7% | 30,200 | 4.1% | 31,000 | 2.6% |
| Totals | 194,013 | 314,879 | 162,759 | 268,720 | 74,707 | 38.5% | 423,350 | 57.5% | 435,000 | 2.8% |
| MOBILE MATERIALS & SUPPLIES | | | | | | | | | | |
| 504011 Fuels & Lubricants - Non Rev Veh | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504012 Fuels & Lubricants - Rev Veh | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504021 Tires & Tubes | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504161 Other Mobile Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504191 Rev Vehicle Parts | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |

71537
 REVISION

6/5/2008

REVISION

Fac Maint- 2200

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
Facilities Maintenance - 2200**

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY09 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---------------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| OTHER MATERIALS & SUPPLIES | | | | | | | | | | |
| 504205 Freight Out | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504211 Postage & Mailing | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504214 Promotional Items | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504215 Printing | - | 309 | 127 | 200 | 200 | 100.0% | 500 | 150.0% | 550 | 10.0% |
| 504217 Photo Supp/Process | - | 52 | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504311 Office Supplies | 2,010 | 1,545 | 3,966 | 4,500 | 2,490 | 123.9% | 6,000 | 33.3% | 6,300 | 5.0% |
| 504315 Safety Supplies | 7,139 | 5,500 | 3,914 | 6,000 | (1,139) | -16.0% | 6,100 | 1.7% | 6,200 | 1.6% |
| 504317 Cleaning Supplies | 22,669 | 25,750 | 21,297 | 27,000 | 4,331 | 19.1% | 29,000 | 7.4% | 30,000 | 3.4% |
| 504409 Repair/Maint Supplies | 62,236 | 45,000 | 41,185 | 60,000 | (2,236) | -3.6% | 46,000 | -23.3% | 48,000 | 4.3% |
| 504421 Non-Inventory Parts | 1,370 | 1,544 | 2,470 | 3,000 | 1,630 | 119.0% | 5,000 | 66.7% | 5,300 | 6.0% |
| 504511 Small Tools | 968 | 3,090 | 1,757 | 2,500 | 1,532 | 158.3% | 3,500 | 40.0% | 3,600 | 2.9% |
| 504515 Employee Tool Replacement | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 96,392 | 82,790 | 74,716 | 103,200 | 6,808 | 7.1% | 96,100 | -6.9% | 99,950 | 4.0% |
| UTILITIES | | | | | | | | | | |
| 505011 Gas & Electric | 39,285 | 45,000 | 29,139 | 45,000 | 5,715 | 14.5% | 221,011 | 391.1% | 229,212 | 3.7% |
| 505021 Water & Garbage | 41,523 | 47,500 | 33,315 | 49,973 | 8,450 | 20.4% | 123,755 | 147.6% | 128,171 | 3.6% |
| 505031 Telecommunications | 911 | 1,092 | 2,379 | 3,794 | 2,883 | 316.5% | 50,806 | 1239.1% | 53,957 | 6.2% |
| Totals | 81,719 | 93,592 | 64,833 | 98,767 | 17,048 | 20.9% | 395,572 | 300.5% | 411,340 | 4.0% |
| CASUALTY & LIABILITY | | | | | | | | | | |
| 506011 Insurance - Property | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506015 Insurance - PL/PD | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506021 Insurance - Other | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506123 Settlement Costs | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506127 Repairs - District Prop | - | - | 185 | 370 | 370 | 100.0% | - | -100.0% | - | 0.0% |
| Totals | - | - | 185 | 370 | 370 | 100.0% | - | -100.0% | - | 0.0% |

7.638
REMOVED

6/5/2008

REMOVED

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
Facilities Maintenance - 2200**

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-----------------------------------|------------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|------------------|------------------------------------|------------------|---------------------------------|
| TAXES | | | | | | | | | | |
| 507051 Fuel Tax | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 507201 Licenses & Permits | 13,945 | 9,373 | 10,516 | 12,000 | (1,945) | -13.9% | 12,500 | 4.2% | 13,000 | 4.0% |
| 507999 Other Taxes | 16,334 | 24,700 | 13,314 | 24,700 | 8,366 | 51.2% | 25,000 | 1.2% | 25,750 | 3.0% |
| Totals | 30,279 | 34,073 | 23,830 | 36,700 | 6,421 | 21.2% | 37,500 | 2.2% | 38,750 | 3.3% |
| PURCHASED TRANS. | | | | | | | | | | |
| 503406 Contract/Paratransit | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| MISC EXPENSE | | | | | | | | | | |
| 509011 Dues/Subscriptions | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509085 Advertising - Rev Prod | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509101 Employee Incentive Program | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509121 Employee Training | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509123 Travel | - | 50 | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509125 Local Meeting Expense | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509127 Board Director Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509150 Contributions | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509198 Cash Over/Short | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | 50 | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| LEASES & RENTALS | | | | | | | | | | |
| 512011 Facility Lease | - | - | - | - | - | 0.0% | 591,817 | 100.0% | 340,742 | -42.4% |
| 512061 Equipment Rental | 9,506 | 9,000 | 6,280 | 9,000 | (506) | -5.3% | 10,400 | 15.6% | 10,600 | 1.9% |
| Totals | 9,506 | 9,000 | 6,280 | 9,000 | (506) | -5.3% | 602,217 | 6591.3% | 351,342 | -41.7% |
| PERSONNEL TOTAL | 842,971 | 1,028,302 | 577,652 | 892,104 | 49,133 | 5.8% | 986,093 | 10.5% | 1,024,586 | 3.9% |
| NON-PERSONNEL TOTAL | 411,909 | 534,384 | 332,603 | 516,757 | 104,848 | 25.5% | 1,554,739 | 200.9% | 1,336,382 | -14.0% |
| DEPARTMENT TOTALS | 1,254,880 | 1,562,686 | 910,255 | 1,408,861 | 153,981 | 12.3% | 2,540,832 | 80.3% | 2,360,968 | -7.1% |

7.639
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**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET**

Paratransit - 3100

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-------------------------------------|------------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|------------------|------------------------------------|------------------|---------------------------------|
| LABOR | | | | | | | | | | |
| 501011 Bus Operator Pay | 1,071,120 | 1,232,967 | 711,536 | 1,016,991 | (54,129) | -5.1% | 1,336,007 | 31.4% | 1,402,950 | 5.0% |
| 501013 Bus Operator OT | 139,563 | 125,000 | 93,088 | 132,296 | (7,267) | -5.2% | 139,414 | 5.4% | 146,649 | 5.2% |
| 501021 Other Salaries | 245,440 | 253,398 | 168,212 | 253,398 | 7,958 | 3.2% | 267,031 | 5.4% | 280,890 | 5.2% |
| 501023 Other OT | 514 | 728 | 187 | 728 | 214 | 41.6% | 767 | 5.4% | 807 | 5.2% |
| Totals | 1,456,637 | 1,612,093 | 973,023 | 1,403,413 | (53,224) | -3.7% | 1,743,218 | 24.2% | 1,831,296 | 5.1% |
| FRINGE BENEFITS | | | | | | | | | | |
| 502011 Medicare/Soc. Sec. | 23,941 | 26,750 | 16,331 | 24,497 | 556 | 2.3% | 26,593 | 8.6% | 27,901 | 4.9% |
| 502021 Retirement | 180,220 | 221,406 | 131,912 | 197,868 | 17,648 | 9.8% | 263,442 | 33.1% | 262,175 | -0.5% |
| 502031 Medical Ins | 497,565 | 602,346 | 364,887 | 621,599 | 124,034 | 24.9% | 747,563 | 20.3% | 826,118 | 10.5% |
| 502041 Dental Ins | 52,524 | 64,600 | 35,542 | 58,777 | 6,253 | 11.9% | 66,421 | 13.0% | 68,251 | 2.8% |
| 502045 Vision Ins | 15,858 | 17,000 | 10,605 | 16,905 | 1,047 | 6.6% | 19,030 | 12.6% | 19,090 | 0.3% |
| 502051 Life Ins/AD&D | 6,461 | 6,791 | 3,525 | 6,387 | (74) | -1.1% | 6,855 | 7.3% | 6,877 | 0.3% |
| 502060 State Disability Ins (SDI) | 13,841 | 62,411 | 7,442 | 27,539 | 13,698 | 99.0% | 30,774 | 11.7% | 31,983 | 3.9% |
| 502061 Long Term Disability Ins | 18,876 | 17,366 | 12,745 | 19,116 | 240 | 1.3% | 19,494 | 2.0% | 20,106 | 3.1% |
| 502071 State Unemployment Ins (SUI) | 8,669 | 16,356 | 7,789 | 8,533 | (136) | -1.6% | 9,177 | 7.5% | 9,207 | 0.3% |
| 502081 Worker's Comp Ins | 75,103 | 100,000 | 88,641 | 132,962 | 57,859 | 77.0% | 177,871 | 33.8% | 182,980 | 2.9% |
| 502101 Holiday Pay | 32,046 | 49,800 | 27,512 | 49,800 | 17,754 | 55.4% | 56,606 | 13.7% | 59,366 | 4.9% |
| 502103 Floating Holiday | 7,525 | 7,000 | 7,499 | 11,500 | 3,975 | 52.8% | 6,217 | -45.9% | 6,280 | 1.0% |
| 502109 Sick Leave | 65,265 | 86,100 | 38,288 | 86,100 | 20,835 | 31.9% | 95,892 | 11.4% | 100,845 | 5.2% |
| 502111 Annual Leave | 130,740 | 99,400 | 118,964 | 141,234 | 10,494 | 8.0% | 153,992 | 9.0% | 161,960 | 5.2% |
| 502121 Other Paid Absence | 13,835 | 25,000 | 5,328 | 8,640 | (5,195) | -37.5% | 9,879 | 14.3% | 10,389 | 5.2% |
| 502251 Phys. Exams | 858 | 3,000 | 357 | 2,832 | 1,974 | 230.1% | 3,000 | 5.9% | 3,000 | 0.0% |
| 502253 Driver Lic Renewal | 484 | 720 | - | 720 | 236 | 48.8% | 1,000 | 38.9% | 1,000 | 0.0% |
| 502999 Other Fringe Benefits | 3,610 | 3,418 | 3,907 | 6,060 | 2,450 | 67.9% | 4,760 | -21.5% | 4,903 | 3.0% |
| Totals | 1,147,421 | 1,409,464 | 881,274 | 1,421,068 | 273,647 | 23.8% | 1,698,566 | 19.5% | 1,802,410 | 6.1% |

REVISOR
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REVISOR

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Paratransit - 3100

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|--|-----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| SERVICES | | | | | | | | | | |
| 503011 Accting/Audit Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503012 Admin/Bank Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503031 <u>Prof/Technical Fees</u> | 765 | 34,505 | 1,599 | 34,505 | 33,740 | 4410.5% | 7,000 | -79.7% | 8,000 | 14.3% |
| 503032 Legislative Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503033 Legal Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503034 Pre-Employment Exams | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503041 Temp Help | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503161 Custodial Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503162 <u>Uniforms/Laundry</u> | 1,742 | 1,545 | 869 | 1,545 | (197) | -11.3% | 3,500 | 126.5% | 3,600 | 2.9% |
| 503171 Security Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503221 Classified/Legal Ads | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503222 Legal Ads | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503225 Graphic Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503351 Repair - Bldg & Impr | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503352 <u>Repair - Equipment</u> | 3,787 | 3,090 | 1,555 | 3,090 | (697) | -18.4% | 7,500 | 142.7% | 8,000 | 6.7% |
| 503353 <u>Repair - Rev Vehicle</u> | (43,927) | 78,442 | 55,995 | 83,993 | 127,920 | -291.2% | 110,000 | 31.0% | 150,000 | 36.4% |
| 503354 Repair - Non Rev Vehicle | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503363 Haz Mat Disposal | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | (37,633) | 117,582 | 60,018 | 123,133 | 160,766 | -427.2% | 128,000 | 4.0% | 169,600 | 32.5% |
| MOBILE MATERIALS & SUPPLIES | | | | | | | | | | |
| 504011 <u>Fuels & Lubricants - Non Rev Veh</u> | 30 | 715 | - | 100 | 70 | 233.3% | 1,000 | 900.0% | 1,100 | 10.0% |
| 504012 <u>Fuels & Lubricants - Rev Veh</u> | 143,020 | 162,608 | 94,974 | 162,608 | 19,588 | 13.7% | 250,000 | 53.7% | 262,500 | 5.0% |
| 504021 <u>Tires & Tubes</u> | 17,490 | 10,400 | 12,028 | 19,616 | 2,126 | 12.2% | 25,000 | 27.4% | 26,000 | 4.0% |
| 504161 Other Mobile Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504191 <u>Rev Vehicle Parts</u> | 42,118 | 41,600 | 28,410 | 47,262 | 5,144 | 12.2% | 75,000 | 58.7% | 77,000 | 2.7% |
| Totals | 202,658 | 215,323 | 135,412 | 229,586 | 26,928 | 13.3% | 351,000 | 52.9% | 366,600 | 4.4% |



6/5/2008



Paratransit - 3100

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Paratransit - 3100

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---------------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| OTHER MATERIALS & SUPPLIES | | | | | | | | | | |
| 504205 Freight Out | - | 824 | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504211 Postage & Mailing | 4,765 | 4,120 | 2,030 | 4,120 | (645) | -13.5% | 5,125 | 24.4% | 5,500 | 7.3% |
| 504214 Promotional Items | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504215 Printing | 3,479 | 7,210 | 1,329 | 7,210 | 3,731 | 107.2% | 6,500 | -9.8% | 7,000 | 7.7% |
| 504217 Photo Supp/Process | 476 | 1,030 | 244 | 500 | 24 | 5.0% | 1,500 | 200.0% | 1,600 | 6.7% |
| 504311 Office Supplies | 6,326 | 12,360 | 4,530 | 7,000 | 674 | 10.7% | 11,500 | 64.3% | 12,500 | 8.7% |
| 504315 Safety Supplies | 771 | 1,030 | 430 | 1,030 | 259 | 33.6% | 1,200 | 16.5% | 1,300 | 8.3% |
| 504317 Cleaning Supplies | - | 876 | 66 | 132 | 132 | 100.0% | 1,000 | 657.6% | 1,100 | 10.0% |
| 504409 Repair/Maint Supplies | 78 | - | - | - | (78) | -100.0% | - | 0.0% | - | 0.0% |
| 504421 Non-Inventory Parts | - | 515 | 300 | 600 | 600 | 100.0% | 1,000 | 66.7% | 1,100 | 10.0% |
| 504511 Small Tools | 804 | 2,574 | 201 | 2,574 | 1,770 | 220.1% | 1,500 | -41.7% | 1,700 | 13.3% |
| 504515 Employee Tool Replacement | 850 | 1,030 | - | 1,030 | 180 | 21.2% | 1,000 | -2.9% | 1,000 | 0.0% |
| Totals | 17,549 | 31,569 | 9,130 | 24,196 | 6,647 | 37.9% | 30,325 | 25.3% | 32,800 | 8.2% |
| UTILITIES | | | | | | | | | | |
| 505011 Gas & Electric | 12,557 | 13,728 | 8,544 | 13,728 | 1,171 | 9.3% | - | -100.0% | - | 0.0% |
| 505021 Water & Garbage | 4,188 | 4,160 | 2,932 | 4,400 | 212 | 5.1% | - | -100.0% | - | 0.0% |
| 505031 Telecommunications | 29,991 | 36,036 | 16,108 | 32,000 | 2,009 | 6.7% | 37,000 | 15.6% | 38,200 | 3.2% |
| Totals | 46,736 | 53,924 | 27,584 | 50,128 | 3,392 | 7.3% | 37,000 | -26.2% | 38,200 | 3.2% |
| CASUALTY & LIABILITY | | | | | | | | | | |
| 506011 Insurance - Property | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506015 Insurance - PL/PD | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506021 Insurance - Other | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506123 Settlement Costs | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506127 Repairs - District Prop | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |





SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Paratransit - 3100

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-----------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| TAXES | | | | | | | | | | |
| 507051 Fuel Tax | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 507201 Licenses & Permits | - | 644 | - | - | - | 0.0% | 750 | 100.0% | 800 | 6.7% |
| 507999 Other Taxes | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | 644 | - | - | - | 0.0% | 750 | 100.0% | 800 | 6.7% |
| PURCHASED TRANS. | | | | | | | | | | |
| 503406 Contract/Paratransit | 200,482 | 200,000 | 188,500 | 392,740 | 192,258 | 95.9% | 250,000 | -36.3% | 257,500 | 3.0% |
| Totals | 200,482 | 200,000 | 188,500 | 392,740 | 192,258 | 95.9% | 250,000 | -36.3% | 257,500 | 3.0% |
| MISC EXPENSE | | | | | | | | | | |
| 509011 Dues/Subscriptions | - | 295 | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509085 Advertising - Rev Prod | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509101 Employee Incentive Program | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509121 Employee Training | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509123 Travel | - | 50 | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509125 Local Meeting Expense | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509127 Board Director Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509150 Contributions | 150 | 150 | - | 150 | - | 0.0% | 150 | 0.0% | 150 | 0.0% |
| 509198 Cash Over/Short | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 150 | 495 | - | 150 | - | 0.0% | 150 | 0.0% | 150 | 0.0% |
| LEASES & RENTALS | | | | | | | | | | |
| 512011 Facility Lease | 135,355 | 148,393 | 92,911 | 148,393 | 13,038 | 9.6% | - | -100.0% | - | 0.0% |
| 512061 Equipment Rental | 498 | 636 | 373 | 636 | 138 | 27.7% | 700 | 10.1% | 800 | 14.3% |
| Totals | 135,853 | 149,029 | 93,284 | 149,029 | 13,176 | 9.7% | 700 | -99.5% | 800 | 14.3% |
| PERSONNEL TOTAL | 2,604,058 | 3,021,557 | 1,854,297 | 2,824,481 | 220,423 | 8.5% | 3,441,785 | 21.9% | 3,633,705 | 5.6% |
| NON-PERSONNEL TOTAL | 565,795 | 768,566 | 513,928 | 968,962 | 403,167 | 71.3% | 797,925 | -17.7% | 866,450 | 8.6% |
| DEPARTMENT TOTALS | 3,169,853 | 3,790,123 | 2,368,225 | 3,793,443 | 623,590 | 19.7% | 4,239,710 | 11.8% | 4,500,155 | 6.1% |

7.643
 REVISSED
 5/2008

REVISSED

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Operations - 3200

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-------------------------------------|------------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|------------------|------------------------------------|------------------|---------------------------------|
| LABOR | | | | | | | | | | |
| 501011 Bus Operator Pay | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501013 Bus Operator OT | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501021 Other Salaries | 1,050,130 | 1,187,936 | 688,622 | 1,025,000 | (25,130) | -2.4% | 1,108,413 | 8.1% | 1,138,673 | 2.7% |
| 501023 Other OT | 172,717 | 140,000 | 112,435 | 168,782 | (3,935) | -2.3% | 174,841 | 3.6% | 179,614 | 2.7% |
| Totals | 1,222,847 | 1,327,936 | 801,057 | 1,193,782 | (29,065) | -2.4% | 1,283,254 | 7.5% | 1,318,287 | 2.7% |
| FRINGE BENEFITS | | | | | | | | | | |
| 502011 Medicare/Soc. Sec. | 13,703 | 13,520 | 8,907 | 13,520 | (183) | -1.3% | 13,267 | -1.9% | 13,637 | 2.8% |
| 502021 Retirement | 148,201 | 182,488 | 109,630 | 182,488 | 34,287 | 23.1% | 186,209 | 2.0% | 181,517 | -2.5% |
| 502031 Medical Ins | 195,650 | 243,458 | 143,065 | 243,439 | 47,789 | 24.4% | 267,783 | 10.0% | 297,366 | 11.0% |
| 502041 Dental Ins | 22,839 | 26,500 | 15,293 | 24,867 | 2,028 | 8.9% | 24,867 | 0.0% | 25,489 | 2.5% |
| 502045 Vision Ins | 6,159 | 6,400 | 4,040 | 6,379 | 220 | 3.6% | 6,698 | 5.0% | 6,698 | 0.0% |
| 502051 Life Ins/AD&D | 2,629 | 2,669 | 1,405 | 2,526 | (103) | -3.9% | 2,526 | 0.0% | 2,526 | 0.0% |
| 502060 State Disability Ins (SDI) | 10,859 | 20,804 | 5,844 | 10,392 | (467) | -4.3% | 10,799 | 3.9% | 11,210 | 3.8% |
| 502061 Long Term Disability Ins | 12,439 | 13,821 | 8,892 | 13,304 | 865 | 7.0% | 12,546 | -5.7% | 12,922 | 3.0% |
| 502071 State Unemployment Ins (SUI) | 3,273 | 5,452 | 3,041 | 3,220 | (53) | -1.6% | 3,220 | 0.0% | 3,220 | 0.0% |
| 502081 Worker's Comp Ins | 65,676 | 46,954 | 20,116 | 30,174 | (35,502) | -54.1% | 67,121 | 122.4% | 69,049 | 2.9% |
| 502101 Holiday Pay | 16,536 | 15,100 | 14,432 | 15,100 | (1,436) | -8.7% | 15,672 | 3.8% | 16,099 | 2.7% |
| 502103 Floating Holiday | 15,778 | 8,100 | 89 | 8,100 | (7,678) | -48.7% | 8,631 | 6.6% | 8,816 | 2.1% |
| 502109 Sick Leave | 19,768 | 60,400 | 21,989 | 60,400 | 40,632 | 205.5% | 62,568 | 3.6% | 64,276 | 2.7% |
| 502111 Annual Leave | 212,122 | 155,600 | 104,977 | 155,600 | (56,522) | -26.6% | 161,186 | 3.6% | 165,586 | 2.7% |
| 502121 Other Paid Absence | 5,975 | 12,000 | 13,588 | 12,000 | 6,025 | 100.8% | 12,431 | 3.6% | 12,770 | 2.7% |
| 502251 Phys. Exams | 526 | 396 | 348 | 564 | 38 | 7.2% | 581 | 3.1% | 500 | -14.0% |
| 502253 Driver Lic Renewal | - | 216 | 171 | 264 | 264 | 100.0% | - | -100.0% | - | 0.0% |
| 502999 Other Fringe Benefits | 2,357 | 2,044 | 2,746 | 3,800 | 1,443 | 61.2% | 3,800 | 0.0% | 3,914 | 3.0% |
| Totals | 754,490 | 815,921 | 478,572 | 786,137 | 31,647 | 4.2% | 859,905 | 9.4% | 895,596 | 4.2% |

7.644
 6/5/2008
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REVISED

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Operations - 3200

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| SERVICES | | | | | | | | | | |
| 503011 Accting/Audit Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503012 Admin/Bank Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503031 <u>Prof/Technical Fees</u> | 21,083 | 26,523 | 16,144 | 25,000 | 3,917 | 18.6% | 30,000 | 20.0% | 30,900 | 3.0% |
| 503032 Legislative Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503033 Legal Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503034 Pre-Employment Exams | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503041 <u>Temp Help</u> | - | - | 7,853 | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503161 Custodial Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503162 <u>Uniforms/Laundry</u> | 549 | 515 | 134 | 515 | (34) | -6.2% | 550 | 6.8% | 565 | 2.7% |
| 503171 <u>Security Services</u> | 383,479 | 432,600 | 216,253 | 350,000 | (33,479) | -8.7% | 400,000 | 14.3% | 412,000 | 3.0% |
| 503221 Classified/Legal Ads | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503222 Legal Ads | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503225 Graphic Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503351 Repair - Bldg & Impr | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503352 Repair - Equipment | 3,315 | 2,652 | 1,695 | 2,652 | (663) | -20.0% | 3,000 | 13.1% | 3,200 | 6.7% |
| 503353 Repair - Rev Vehicle | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503354 Repair - Non Rev Vehicle | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503363 Haz Mat Disposal | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 408,426 | 462,290 | 242,079 | 378,167 | (30,259) | -7.4% | 433,550 | 14.6% | 446,665 | 3.0% |
| MOBILE MATERIALS & SUPPLIES | | | | | | | | | | |
| 504011 Fuels & Lubricants - Non Rev Veh | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504012 Fuels & Lubricants - Rev Veh | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504021 Tires & Tubes | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504161 Other Mobile Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504191 Rev Vehicle Parts | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |

71945




SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Operations - 3200

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---------------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| OTHER MATERIALS & SUPPLIES | | | | | | | | | | |
| 504205 Freight Out | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504211 Postage & Mailing | 135 | 824 | 150 | 250 | 115 | 85.2% | 875 | 250.0% | 900 | 2.9% |
| 504214 Promotional Items | - | 26 | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504215 Printing | 15,850 | 15,450 | 4,310 | 15,450 | (400) | -2.5% | 15,000 | -2.9% | 15,000 | 0.0% |
| 504217 Photo Supp/Process | 3,475 | 3,090 | 1,189 | 3,090 | (385) | -11.1% | 3,500 | 13.3% | 3,500 | 0.0% |
| 504311 Office Supplies | 7,757 | 15,960 | 6,462 | 10,000 | 2,243 | 28.9% | 14,700 | 47.0% | 15,200 | 3.4% |
| 504315 Safety Supplies | 217 | 721 | 64 | - | (217) | -100.0% | - | 0.0% | - | 0.0% |
| 504317 Cleaning Supplies | - | 103 | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504409 Repair/Maint Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504421 Non-Inventory Parts | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504511 Small Tools | - | 103 | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504515 Employee Tool Replacement | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 27,434 | 36,277 | 12,175 | 28,790 | 1,356 | 4.9% | 34,075 | 18.4% | 34,600 | 1.5% |
| UTILITIES | | | | | | | | | | |
| 505011 Gas & Electric | 22,931 | 29,484 | 16,452 | 26,000 | 3,069 | 13.4% | - | -100.0% | - | 0.0% |
| 505021 Water & Garbage | 22,988 | 31,668 | 19,295 | 29,000 | 6,012 | 26.2% | - | -100.0% | - | 0.0% |
| 505031 Telecommunications | 10,515 | 12,012 | 17,031 | 26,000 | 15,485 | 147.3% | 32,500 | 25.0% | 33,500 | 3.1% |
| Totals | 56,434 | 73,164 | 52,778 | 81,000 | 24,566 | 43.5% | 32,500 | -59.9% | 33,500 | 3.1% |
| CASUALTY & LIABILITY | | | | | | | | | | |
| 506011 Insurance - Property | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506015 Insurance - PL/PD | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506021 Insurance - Other | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506123 Settlement Costs | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506127 Repairs - District Prop | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |

71946

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Operations - 3200

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-----------------------------------|------------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|------------------|------------------------------------|------------------|---------------------------------|
| TAXES | | | | | | | | | | |
| 507051 Fuel Tax | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 507201 Licenses & Permits | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 507999 Other Taxes | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| PURCHASED TRANS. | | | | | | | | | | |
| 503406 Contract/Paratransit | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| MISC EXPENSE | | | | | | | | | | |
| 509011 Dues/Subscriptions | - | 70 | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509085 Advertising - Rev Prod | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509101 Employee Incentive Program | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509121 Employee Training | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509123 Travel | - | 50 | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509125 Local Meeting Expense | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509127 Board Director Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509150 Contributions | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509198 Cash Over/Short | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | 120 | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| LEASES & RENTALS | | | | | | | | | | |
| 512011 Facility Lease | 66,547 | 64,821 | 44,325 | 67,208 | 661 | 1.0% | 25,841 | -61.6% | 26,615 | 3.0% |
| 512061 Equipment Rental | 2,718 | 7,638 | 2,573 | 4,500 | 1,782 | 65.6% | 5,000 | 11.1% | 5,000 | 0.0% |
| Totals | 69,265 | 72,459 | 46,898 | 71,708 | 2,443 | 3.5% | 30,841 | -57.0% | 31,615 | 2.5% |
| PERSONNEL TOTAL | 1,977,337 | 2,143,857 | 1,279,629 | 1,979,919 | 2,582 | 0.1% | 2,143,159 | 8.2% | 2,213,883 | 3.3% |
| NON-PERSONNEL TOTAL | 561,559 | 644,310 | 353,930 | 559,665 | (1,894) | -0.3% | 530,966 | -5.1% | 546,380 | 2.9% |
| DEPARTMENT TOTALS | 2,538,896 | 2,788,167 | 1,633,559 | 2,539,584 | 688 | 0.0% | 2,674,125 | 5.3% | 2,760,263 | 3.2% |

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Bus Operators - 3300

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-------------------------------------|------------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|------------------|------------------------------------|------------------|---------------------------------|
| LABOR | | | | | | | | | | |
| 501011 Bus Operator Pay | 6,189,819 | 7,018,193 | 4,184,308 | 5,982,462 | (207,357) | -3.3% | 6,794,779 | 13.6% | 6,730,992 | -0.9% |
| 501013 Bus Operator OT | 1,124,696 | 1,100,000 | 808,900 | 1,213,350 | 88,654 | 7.9% | 1,234,098 | 1.7% | 1,258,904 | 2.0% |
| 501021 Other Salaries | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501023 Other OT | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 7,314,515 | 8,118,193 | 4,993,208 | 7,195,812 | (118,703) | -1.6% | 8,028,877 | 11.6% | 7,989,895 | -0.5% |
| FRINGE BENEFITS | | | | | | | | | | |
| 502011 Medicare/Soc. Sec. | 98,817 | 130,000 | 65,783 | 98,675 | (143) | -0.1% | 96,496 | -2.2% | 96,502 | 0.0% |
| 502021 Retirement | 865,237 | 1,063,418 | 625,933 | 938,900 | 73,663 | 8.5% | 1,060,393 | 12.9% | 1,055,966 | -0.4% |
| 502031 Medical Ins | 1,380,707 | 1,738,182 | 1,005,528 | 1,648,454 | 267,747 | 19.4% | 1,834,663 | 11.3% | 2,049,726 | 11.7% |
| 502041 Dental Ins | 188,771 | 176,000 | 130,994 | 194,930 | 6,159 | 3.3% | 198,753 | 2.0% | 203,722 | 2.5% |
| 502045 Vision Ins | 52,075 | 50,000 | 34,527 | 50,715 | (1,360) | -2.6% | 53,920 | 6.3% | 53,920 | 0.0% |
| 502051 Life Ins/AD&D | 21,272 | 19,404 | 10,258 | 18,603 | (2,669) | -12.5% | 18,837 | 1.3% | 18,837 | 0.0% |
| 502060 State Disability Ins (SDI) | 77,967 | 176,832 | 43,299 | 82,616 | 4,649 | 6.0% | 86,993 | 5.3% | 90,237 | 3.7% |
| 502061 Long Term Disability Ins | 105,490 | 103,959 | 78,403 | 118,230 | 12,740 | 12.1% | 119,710 | 1.3% | 118,678 | -0.9% |
| 502071 State Unemployment Ins (SUI) | 22,580 | 46,341 | 25,000 | 25,599 | 3,019 | 13.4% | 25,921 | 1.3% | 25,921 | 0.0% |
| 502081 Worker's Comp Ins | 556,905 | 887,121 | 495,357 | 743,036 | 186,131 | 33.4% | 540,324 | -27.3% | 555,845 | 2.9% |
| 502101 Holiday Pay | 186,888 | 215,000 | 150,206 | 245,912 | 59,024 | 31.6% | 250,788 | 2.0% | 249,741 | -0.4% |
| 502103 Floating Holiday | 1,742 | - | - | - | (1,742) | -100.0% | - | 0.0% | - | 0.0% |
| 502109 Sick Leave | 322,761 | 358,000 | 204,940 | 359,476 | 36,715 | 11.4% | 362,767 | 0.9% | 354,617 | -2.2% |
| 502111 Annual Leave | 748,601 | 678,000 | 481,219 | 730,920 | (17,681) | -2.4% | 733,535 | 0.4% | 722,170 | -1.5% |
| 502121 Other Paid Absence | 58,523 | 60,000 | 22,795 | 60,217 | 1,694 | 2.9% | 60,817 | 1.0% | 59,722 | -1.8% |
| 502251 Phys. Exams | 3,948 | 8,000 | 3,066 | 8,000 | 4,052 | 102.6% | 8,000 | 0.0% | 8,000 | 0.0% |
| 502253 Driver Lic Renewal | 1,250 | 2,480 | 678 | 2,480 | 1,230 | 98.4% | 3,000 | 21.0% | 3,000 | 0.0% |
| 502999 Other Fringe Benefits | 5,795 | 6,774 | 4,298 | 9,732 | 3,937 | 67.9% | 13,332 | 37.0% | 13,732 | 3.0% |
| Totals | 4,699,329 | 5,719,512 | 3,382,284 | 5,336,494 | 637,165 | 13.6% | 5,468,248 | 2.5% | 5,680,335 | 3.9% |


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 6/5/2008




**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
Bus Operators - 3300**

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| SERVICES | | | | | | | | | | |
| 503011 Accting/Audit Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503012 Admin/Bank Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503031 Prof/Technical Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503032 Legislative Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503033 Legal Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503034 Pre-Employment Exams | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503041 Temp Help | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503161 Custodial Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503162 <u>Uniforms/Laundry</u> | 3,104 | 6,000 | 1,353 | 2,500 | (604) | -19.5% | 4,000 | 60.0% | 4,150 | 3.8% |
| 503171 Security Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503221 Classified/Legal Ads | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503222 Legal Ads | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503225 Graphic Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503351 Repair - Bldg & Impr | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503352 Repair - Equipment | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503353 Repair - Rev Vehicle | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503354 Repair - Non Rev Vehicle | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503363 Haz Mat Disposal | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 3,104 | 6,000 | 1,353 | 2,500 | (604) | -19.5% | 4,000 | 60.0% | 4,150 | 3.8% |
| MOBILE MATERIALS & SUPPLIES | | | | | | | | | | |
| 504011 Fuels & Lubricants - Non Rev Veh | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504012 Fuels & Lubricants - Rev Veh | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504021 Tires & Tubes | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504161 Other Mobile Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504191 Rev Vehicle Parts | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Bus Operators - 3300

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---------------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| OTHER MATERIALS & SUPPLIES | | | | | | | | | | |
| 504205 Freight Out | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504211 Postage & Mailing | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504214 Promotional Items | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504215 Printing | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504217 Photo Supp/Process | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504311 Office Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504315 Safety Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504317 Cleaning Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504409 Repair/Maint Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504421 Non-Inventory Parts | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504511 Small Tools | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504515 Employee Tool Replacement | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| UTILITIES | | | | | | | | | | |
| 505011 Gas & Electric | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 505021 Water & Garbage | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 505031 Telecommunications | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| CASUALTY & LIABILITY | | | | | | | | | | |
| 506011 Insurance - Property | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506015 Insurance - PL/PD | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506021 Insurance - Other | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506123 Settlement Costs | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506127 Repairs - District Prop | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |

71550

REVISION

6/5/2008

REVISION

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Bus Operators - 3300

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|--|-------------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|-------------------|------------------------------------|-------------------|---------------------------------|
| TAXES | | | | | | | | | | |
| 507051 Fuel Tax | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 507201 Licenses & Permits | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 507999 Other Taxes | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| PURCHASED TRANS. | | | | | | | | | | |
| 503406 Contract/Paratransit | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| MISC EXPENSE | | | | | | | | | | |
| 509011 Dues/Subscriptions | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509085 Advertising - Rev Prod | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509101 <u>Employee Incentive Program</u> | 2,346 | 3,000 | 3,439 | 5,159 | 2,813 | 119.9% | 3,500 | -32.2% | 3,500 | 0.0% |
| 509121 Employee Training | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509123 Travel | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509125 Local Meeting Expense | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509127 Board Director Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509150 Contributions | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509198 Cash Over/Short | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 2,346 | 3,000 | 3,439 | 5,159 | 2,813 | 119.9% | 3,500 | -32.2% | 3,500 | 0.0% |
| LEASES & RENTALS | | | | | | | | | | |
| 512011 Facility Lease | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 512061 Equipment Rental | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| PERSONNEL TOTAL | 12,013,844 | 13,837,705 | 8,375,492 | 12,532,306 | 518,462 | 4.3% | 13,497,125 | 7.7% | 13,670,230 | 1.3% |
| NON-PERSONNEL TOTAL | 5,450 | 9,000 | 4,792 | 7,659 | 2,209 | 40.5% | 7,500 | -2.1% | 7,650 | 2.0% |
| DEPARTMENT TOTALS | <u>12,019,294</u> | <u>13,846,705</u> | <u>8,380,284</u> | <u>12,539,965</u> | <u>520,671</u> | <u>4.3%</u> | <u>13,504,625</u> | <u>7.7%</u> | <u>13,677,880</u> | <u>1.3%</u> |

7151
 REVISSED
 6/5/2008

REVISSED

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Fleet Maintenance - 4100

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-------------------------------------|------------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|------------------|------------------------------------|------------------|---------------------------------|
| LABOR | | | | | | | | | | |
| 501011 Bus Operator Pay | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501013 Bus Operator OT | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501021 <u>Other Salaries</u> | 1,990,687 | 2,295,029 | 1,454,353 | 2,145,029 | 154,342 | 7.8% | 2,104,867 | -1.9% | 2,150,125 | 2.2% |
| 501023 Other OT | 59,713 | 70,000 | 62,817 | 85,674 | 25,961 | 43.5% | 88,013 | 2.7% | 90,530 | 2.9% |
| Totals | 2,050,400 | 2,365,029 | 1,517,170 | 2,230,703 | 180,303 | 8.8% | 2,192,880 | -1.7% | 2,240,655 | 2.2% |
| FRINGE BENEFITS | | | | | | | | | | |
| 502011 Medicare/Soc. Sec. | 27,273 | 31,200 | 19,507 | 31,200 | 3,927 | 14.4% | 30,767 | -1.4% | 31,527 | 2.5% |
| 502021 Retirement | 285,559 | 351,699 | 223,065 | 335,000 | 49,441 | 17.3% | 350,229 | 4.5% | 340,576 | -2.8% |
| 502031 Medical Ins | 458,694 | 569,229 | 352,220 | 549,025 | 90,331 | 19.7% | 576,014 | 4.9% | 639,650 | 11.0% |
| 502041 Dental Ins | 54,543 | 65,000 | 38,947 | 61,503 | 6,960 | 12.8% | 59,773 | -2.8% | 61,268 | 2.5% |
| 502045 Vision Ins | 14,413 | 15,000 | 10,047 | 15,310 | 897 | 6.2% | 15,406 | 0.6% | 15,406 | 0.0% |
| 502051 Life Ins/AD&D | 6,042 | 6,064 | 3,290 | 5,709 | (333) | -5.5% | 5,475 | -4.1% | 5,475 | 0.0% |
| 502060 State Disability Ins (SDI) | 19,816 | 56,170 | 11,629 | 24,941 | 5,125 | 25.9% | 24,838 | -0.4% | 25,782 | 3.8% |
| 502061 Long Term Disability Ins | 27,454 | 28,167 | 19,454 | 28,167 | 713 | 2.6% | 26,074 | -7.4% | 25,579 | -1.9% |
| 502071 State Unemployment Ins (SUI) | 7,378 | 14,720 | 7,860 | 7,728 | 350 | 4.7% | 7,406 | -4.2% | 7,406 | 0.0% |
| 502081 Worker's Comp Ins | 65,626 | 176,670 | 70,629 | 105,944 | 40,318 | 61.4% | 154,985 | 46.3% | 159,419 | 2.9% |
| 502101 Holiday Pay | 24,270 | 29,700 | 27,180 | 29,700 | 5,430 | 22.4% | 29,476 | -0.8% | 30,180 | 2.4% |
| 502103 Floating Holiday | 6,263 | 5,300 | - | 5,300 | (963) | -15.4% | 10,074 | 90.1% | 9,788 | -2.8% |
| 502109 Sick Leave | 93,298 | 118,800 | 59,459 | 118,800 | 25,502 | 27.3% | 162,639 | 36.9% | 130,223 | -19.9% |
| 502111 Annual Leave | 363,651 | 291,300 | 196,167 | 295,000 | (68,651) | -18.9% | 329,202 | 11.6% | 306,079 | -7.0% |
| 502121 Other Paid Absence | 52,258 | 40,000 | 17,665 | 25,000 | (27,258) | -52.2% | 24,815 | -0.7% | 25,393 | 2.3% |
| 502251 Phys. Exams | 1,861 | 1,452 | 282 | 1,452 | (409) | -22.0% | 1,700 | 17.1% | 1,800 | 5.9% |
| 502253 Driver Lic Renewal | 70 | 735 | 98 | 687 | 617 | 881.4% | 350 | -49.1% | 400 | 14.3% |
| 502999 Other Fringe Benefits | 2,568 | 3,087 | 2,398 | 3,100 | 532 | 20.7% | 3,100 | 0.0% | 3,193 | 3.0% |
| Totals | 1,511,037 | 1,804,294 | 1,059,897 | 1,643,566 | 132,529 | 8.8% | 1,812,322 | 10.3% | 1,819,144 | 0.4% |

7152
 6/5/2008
 REVISED

REVISED

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
Fleet Maintenance - 4100**

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---|------------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|------------------|------------------------------------|------------------|---------------------------------|
| SERVICES | | | | | | | | | | |
| 503011 Accting/Audit Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503012 Admin/Bank Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503031 Prof/Technical Fees | 1,800 | 4,120 | 2,600 | 4,120 | 2,320 | 128.9% | 3,000 | -27.2% | 3,200 | 6.7% |
| 503032 Legislative Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503033 Legal Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503034 Pre-Employment Exams | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503041 Temp Help | 3,999 | - | 1,808 | - | (3,999) | -100.0% | - | 0.0% | - | 0.0% |
| 503161 Custodial Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503162 Uniforms/Laundry | 32,487 | 27,583 | 20,182 | 28,500 | (3,987) | -12.3% | 30,000 | 5.3% | 31,000 | 3.3% |
| 503171 Security Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503221 Classified/Legal Ads | 4,788 | 5,665 | 4,062 | 5,600 | 812 | 17.0% | 7,000 | 25.0% | 7,300 | 4.3% |
| 503222 Legal Ads | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503225 Graphic Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503351 Repair - Bldg & Impr | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503352 Repair - Equipment | 62,557 | 63,979 | 40,729 | 63,979 | 1,422 | 2.3% | 162,019 | 153.2% | 164,000 | 1.2% |
| 503353 Repair - Rev Vehicle | 209,911 | 212,619 | 132,785 | 200,000 | (9,911) | -4.7% | 250,000 | 25.0% | 257,300 | 2.9% |
| 503354 Repair - Non Rev Vehicle | 26,491 | 55,826 | 19,752 | 30,000 | 3,509 | 13.2% | 30,000 | 0.0% | 31,500 | 5.0% |
| 503363 Haz Mat Disposal | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 342,033 | 369,792 | 221,918 | 332,199 | (9,834) | -2.9% | 482,019 | 45.1% | 494,300 | 2.5% |
| MOBILE MATERIALS & SUPPLIES | | | | | | | | | | |
| 504011 Fuels & Lubricants - Non Rev Veh | 113,487 | 122,000 | 102,341 | 165,000 | 51,513 | 45.4% | 196,000 | 18.8% | 200,500 | 2.3% |
| 504012 Fuels & Lubricants - Rev Veh | 1,967,218 | 3,055,175 | 1,432,116 | 2,255,175 | 287,957 | 14.6% | 2,900,000 | 28.6% | 2,995,000 | 3.3% |
| 504021 Tires & Tubes | 170,193 | 214,000 | 110,619 | 214,000 | 43,807 | 25.7% | 180,000 | -15.9% | 187,000 | 3.9% |
| 504161 Other Mobile Supplies | 7,580 | 8,000 | 4,604 | 9,500 | 1,920 | 25.3% | 10,000 | 5.3% | 10,300 | 3.0% |
| 504191 Rev Vehicle Parts | 652,944 | 640,000 | 450,668 | 645,000 | (7,944) | -1.2% | 702,000 | 8.8% | 722,000 | 2.8% |
| Totals | 2,911,422 | 4,039,175 | 2,100,348 | 3,288,675 | 377,253 | 13.0% | 3,988,000 | 21.3% | 4,114,800 | 3.2% |





SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Fleet Maintenance - 4100

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---------------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| OTHER MATERIALS & SUPPLIES | | | | | | | | | | |
| 504205 Freight Out | 2,232 | 4,120 | 2,415 | 4,500 | 2,268 | 101.6% | 3,500 | -22.2% | 3,600 | 2.9% |
| 504211 Postage & Mailing | 848 | 824 | 340 | 600 | (248) | -29.2% | 925 | 54.2% | 1,000 | 8.1% |
| 504214 Promotional Items | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504215 Printing | 579 | 5,511 | 269 | 500 | (79) | -13.6% | 700 | 40.0% | 800 | 14.3% |
| 504217 Photo Supp/Process | - | 103 | - | - | - | 0.0% | 400 | 100.0% | 400 | 0.0% |
| 504311 Office Supplies | 7,244 | 5,500 | 5,714 | 9,000 | 1,756 | 24.2% | 9,000 | 0.0% | 9,500 | 5.6% |
| 504315 Safety Supplies | 11,038 | 11,000 | 15,525 | 17,500 | 6,462 | 58.5% | 25,000 | 42.9% | 26,000 | 4.0% |
| 504317 Cleaning Supplies | 23,675 | 22,351 | 14,762 | 20,000 | (3,675) | -15.5% | 24,000 | 20.0% | 25,000 | 4.2% |
| 504409 Repair/Maint Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504421 Non-Inventory Parts | 31,763 | 41,200 | 29,619 | 45,000 | 13,237 | 41.7% | 41,000 | -8.9% | 42,000 | 2.4% |
| 504511 Small Tools | 5,982 | 4,120 | 4,969 | 6,500 | 518 | 8.7% | 5,000 | -23.1% | 5,200 | 4.0% |
| 504515 Employee Tool Replacement | 563 | 1,545 | 776 | 1,545 | 982 | 174.4% | 1,600 | 3.6% | 1,700 | 6.3% |
| Totals | 83,924 | 96,274 | 74,389 | 105,145 | 21,221 | 25.3% | 111,125 | 5.7% | 115,200 | 3.7% |
| UTILITIES | | | | | | | | | | |
| 505011 Gas & Electric | 75,274 | 62,400 | 63,745 | 96,000 | 20,726 | 27.5% | - | -100.0% | - | 0.0% |
| 505021 Water & Garbage | 15,149 | 21,840 | 16,337 | 24,506 | 9,357 | 61.8% | - | -100.0% | - | 0.0% |
| 505031 Telecommunications | 5,993 | 9,085 | 3,802 | 6,500 | 507 | 8.5% | 13,013 | 100.2% | 19,504 | 49.9% |
| Totals | 96,416 | 93,325 | 83,884 | 127,006 | 30,590 | 31.7% | 13,013 | -89.8% | 19,504 | 49.9% |
| CASUALTY & LIABILITY | | | | | | | | | | |
| 506011 Insurance - Property | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506015 Insurance - PL/PD | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506021 Insurance - Other | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506123 Settlement Costs | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506127 Repairs - District Prop | - | - | (7,388) | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | (7,388) | - | - | 0.0% | - | 0.0% | - | 0.0% |

7.954
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REVISSED

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Fleet Maintenance - 4100

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-----------------------------------|------------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|------------------|------------------------------------|------------------|---------------------------------|
| TAXES | | | | | | | | | | |
| 507051 Fuel Tax | 9,416 | 10,656 | 3,578 | 9,000 | (416) | -4.4% | 11,000 | 22.2% | 11,300 | 2.7% |
| 507201 Licenses & Permits | - | 196 | - | - | - | 0.0% | 100 | 100.0% | 100 | 0.0% |
| 507999 Other Taxes | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 9,416 | 10,852 | 3,578 | 9,000 | (416) | -4.4% | 11,100 | 23.3% | 11,400 | 2.7% |
| PURCHASED TRANS. | | | | | | | | | | |
| 503406 Contract/Paratransit | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| MISC EXPENSE | | | | | | | | | | |
| 509011 Dues/Subscriptions | 625 | 1,000 | 749 | 1,000 | 375 | 60.0% | 1,200 | 20.0% | 1,300 | 8.3% |
| 509085 Advertising - Rev Prod | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509101 Employee Incentive Program | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509121 Employee Training | 150 | - | - | - | (150) | -100.0% | - | 0.0% | - | 0.0% |
| 509123 Travel | 28 | 50 | - | - | (28) | -100.0% | - | 0.0% | - | 0.0% |
| 509125 Local Meeting Expense | 12 | - | - | - | (12) | -100.0% | - | 0.0% | - | 0.0% |
| 509127 Board Director Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509150 Contributions | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509198 Cash Over/Short | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 815 | 1,050 | 749 | 1,000 | 185 | 22.7% | 1,200 | 20.0% | 1,300 | 8.3% |
| LEASES & RENTALS | | | | | | | | | | |
| 512011 Facility Lease | 235,494 | 160,000 | 97,596 | 160,000 | (75,494) | -32.1% | - | -100.0% | - | 0.0% |
| 512061 Equipment Rental | 66,237 | 50,000 | 5,032 | 5,500 | (60,737) | -91.7% | 10,000 | 81.8% | 10,300 | 3.0% |
| Totals | 301,731 | 210,000 | 102,628 | 165,500 | (136,231) | -45.1% | 10,000 | -94.0% | 10,300 | 3.0% |
| PERSONNEL TOTAL | 3,561,437 | 4,169,323 | 2,577,067 | 3,874,269 | 312,832 | 8.8% | 4,005,202 | 3.4% | 4,059,799 | 1.4% |
| NON-PERSONNEL TOTAL | 3,745,757 | 4,820,468 | 2,580,106 | 4,028,525 | 282,768 | 7.5% | 4,616,457 | 14.6% | 4,766,804 | 3.3% |
| DEPARTMENT TOTALS | 7,307,194 | 8,989,791 | 5,157,173 | 7,902,794 | 595,600 | 8.2% | 8,621,659 | 9.1% | 8,826,603 | 2.4% |

71655
 REVISER
 6/5/2008

REVISER
 Fleet Maint- 4100

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 COBRA Benefits - 9001

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-------------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| LABOR | | | | | | | | | | |
| 501011 Bus Operator Pay | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501013 Bus Operator OT | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501021 Other Salaries | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501023 Other OT | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| FRINGE BENEFITS | | | | | | | | | | |
| 502011 Medicare/Soc. Sec. | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502021 Retirement | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502031 Medical Ins | 5,000 | - | 484 | 15,320 | 10,320 | 206.4% | - | -100.0% | - | 0.0% |
| 502041 Dental Ins | (2,770) | - | (2,161) | (1,196) | 1,574 | -56.8% | - | -100.0% | - | 0.0% |
| 502045 Vision Ins | (941) | - | (439) | (248) | 693 | -73.6% | - | -100.0% | - | 0.0% |
| 502051 Life Ins/AD&D | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502060 State Disability Ins (SDI) | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502061 Long Term Disability Ins | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502071 State Unemployment Ins (SUI) | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502081 Worker's Comp Ins | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502101 Holiday Pay | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502103 Floating Holiday | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502109 Sick Leave | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502111 Annual Leave | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502121 Other Paid Absence | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502251 Phys. Exams | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502253 Driver Lic Renewal | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502999 Other Fringe Benefits | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 1,289 | - | (2,116) | 13,876 | 12,587 | 976.5% | - | -100.0% | - | 0.0% |

71656
 REVISION

6/5/2008

REVISION

COBRA- 9001

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 COBRA Benefits - 9001

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| SERVICES | | | | | | | | | | |
| 503011 Accting/Audit Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503012 Admin/Bank Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503031 Prof/Technical Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503032 Legislative Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503033 Legal Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503034 Pre-Employment Exams | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503041 Temp Help | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503161 Custodial Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503162 Uniforms/Laundry | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503171 Security Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503221 Classified/Legal Ads | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503222 Legal Ads | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503225 Graphic Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503351 Repair - Bldg & Impr | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503352 Repair - Equipment | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503353 Repair - Rev Vehicle | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503354 Repair - Non Rev Vehicle | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503363 Haz Mat Disposal | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| MOBILE MATERIALS & SUPPLIES | | | | | | | | | | |
| 504011 Fuels & Lubricants - Non Rev Veh | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504012 Fuels & Lubricants - Rev Veh | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504021 Tires & Tubes | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504161 Other Mobile Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504191 Rev Vehicle Parts | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |

7.657
 4-8
 REVISED

6/5/2008

7.657
 4-8
 REVISED

COBRA- 9001

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 COBRA Benefits - 9001

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---------------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| OTHER MATERIALS & SUPPLIES | | | | | | | | | | |
| 504205 Freight Out | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504211 Postage & Mailing | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504214 Promotional Items | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504215 Printing | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504217 Photo Supp/Process | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504311 Office Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504315 Safety Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504317 Cleaning Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504409 Repair/Maint Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504421 Non-Inventory Parts | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504511 Small Tools | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504515 Employee Tool Replacement | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| UTILITIES | | | | | | | | | | |
| 505011 Gas & Electric | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 505021 Water & Garbage | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 505031 Telecommunications | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| CASUALTY & LIABILITY | | | | | | | | | | |
| 506011 Insurance - Property | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506015 Insurance - PL/PD | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506021 Insurance - Other | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506123 Settlement Costs | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506127 Repairs - District Prop | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |


7.658
REVISED

6/5/2008


REVISED

COBRA- 9001

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY09 & FY10 FINAL OPERATING BUDGET
 COBRA Benefits - 9001**

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 02/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-----------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| TAXES | | | | | | | | | | |
| 507051 Fuel Tax | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 507201 Licenses & Permits | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 507999 Other Taxes | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| PURCHASED TRANS. | | | | | | | | | | |
| 503406 Contract/Paratransit | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| MISC EXPENSE | | | | | | | | | | |
| 509011 Dues/Subscriptions | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509085 Advertising - Rev Prod | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509101 Employee Incentive Program | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509121 Employee Training | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509123 Travel | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509125 Local Meeting Expense | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509127 Board Director Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509150 Contributions | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509198 Cash Over/Short | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| LEASES & RENTALS | | | | | | | | | | |
| 512011 Facility Lease | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 512061 Equipment Rental | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| PERSONNEL TOTAL | 1,289 | - | (2,116) | 13,876 | 12,587 | 976.5% | - | -100.0% | - | 0.0% |
| NON-PERSONNEL TOTAL | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| DEPARTMENT TOTALS | 1,289 | - | (2,116) | 13,876 | 12,587 | 976.5% | - | -100.0% | - | 0.0% |

7.659
 6/5/2008
 REVISION

REVISION
 COBRA-9001

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Retired Employee Benefits - 9005

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 12/31/07 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-------------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| LABOR | | | | | | | | | | |
| 501011 Bus Operator Pay | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501013 Bus Operator OT | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501021 Other Salaries | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501023 Other OT | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| FRINGE BENEFITS | | | | | | | | | | |
| 502011 Medicare/Soc. Sec. | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502021 Retirement | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502031 Medical Ins | 1,162,261 | 1,525,000 | 859,997 | 1,385,949 | 223,688 | 19.2% | 1,515,552 | 9.4% | 1,845,874 | 21.8% |
| 502041 Dental Ins | 76,977 | 91,000 | 55,516 | 88,661 | 11,684 | 15.2% | 84,340 | -4.9% | 100,539 | 19.2% |
| 502045 Vision Ins | 26,195 | 32,000 | 18,420 | 28,068 | 1,873 | 7.2% | 28,132 | 0.2% | 30,812 | 9.5% |
| 502051 Life Ins/AD&D | 8,300 | 11,000 | 4,789 | 10,296 | 1,996 | 24.0% | 9,828 | -4.5% | 10,764 | 9.5% |
| 502060 State Disability Ins (SDI) | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502061 Long Term Disability Ins | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502071 State Unemployment Ins (SUI) | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502081 Worker's Comp Ins | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502101 Holiday Pay | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502103 Floating Holiday | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502109 Sick Leave | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502111 Annual Leave | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502121 Other Paid Absence | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502251 Phys. Exams | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502253 Driver Lic Renewal | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502999 Other Fringe Benefits | 84,289 | 75,000 | 43,642 | 75,000 | (9,289) | -11.0% | 82,500 | 10.0% | 92,400 | 12.0% |
| Totals | 1,358,022 | 1,734,000 | 982,364 | 1,587,974 | 229,952 | 16.9% | 1,720,352 | 8.3% | 2,080,389 | 20.9% |

7.660
 REVISED
 *6/5/2008

REVISED

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
Retired Employee Benefits - 9005**

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 12/31/07 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| SERVICES | | | | | | | | | | |
| 503011 Accting/Audit Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503012 Admin/Bank Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503031 Prof/Technical Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503032 Legislative Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503033 Legal Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503034 Pre-Employment Exams | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503041 Temp Help | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503161 Custodial Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503162 Uniforms/Laundry | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503171 Security Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503221 Classified/Legal Ads | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503222 Legal Ads | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503225 Graphic Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503351 Repair - Bldg & Impr | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503352 Repair - Equipment | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503353 Repair - Rev Vehicle | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503354 Repair - Non Rev Vehicle | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503363 Haz Mat Disposal | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| MOBILE MATERIALS & SUPPLIES | | | | | | | | | | |
| 504011 Fuels & Lubricants - Non Rev Veh | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504012 Fuels & Lubricants - Rev Veh | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504021 Tires & Tubes | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504161 Other Mobile Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504191 Rev Vehicle Parts | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |

1996
RECEIVED
6/5/2008

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6/5/2008

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Retired Employee Benefits - 9005

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 12/31/07 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---------------------------------------|----------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| OTHER MATERIALS & SUPPLIES | | | | | | | | | | |
| 504205 Freight Out | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504211 Postage & Mailing | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504214 Promotional Items | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504215 Printing | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504217 Photo Supp/Process | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504311 Office Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504315 Safety Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504317 Cleaning Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504409 Repair/Maint Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504421 Non-Inventory Parts | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504511 Small Tools | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504515 Employee Tool Replacement | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| UTILITIES | | | | | | | | | | |
| 505011 Gas & Electric | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 505021 Water & Garbage | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 505031 Telecommunications | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| CASUALTY & LIABILITY | | | | | | | | | | |
| 506011 Insurance - Property | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506015 Insurance - PL/PD | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506021 Insurance - Other | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506123 Settlement Costs | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506127 Repairs - District Prop | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |

71662
 REVISED

6/5/2008

REVISED

Retirees- 9005

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 Retired Employee Benefits - 9005

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 12/31/07 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07 PROJ FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-----------------------------------|------------------|-------------------------|----------------------------|-----------------------------|---------------------------------------|--------------------------------------|------------------|------------------------------------|------------------|---------------------------------|
| TAXES | | | | | | | | | | |
| 507051 Fuel Tax | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 507201 Licenses & Permits | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 507999 Other Taxes | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| PURCHASED TRANS. | | | | | | | | | | |
| 503406 Contract/Paratransit | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| MISC EXPENSE | | | | | | | | | | |
| 509011 Dues/Subscriptions | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509085 Advertising - Rev Prod | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509101 Employee Incentive Program | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509121 Employee Training | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509123 Travel | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509125 Local Meeting Expense | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509127 Board Director Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509150 Contributions | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509198 Cash Over/Short | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| LEASES & RENTALS | | | | | | | | | | |
| 512011 Facility Lease | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 512061 Equipment Rental | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| PERSONNEL TOTAL | 1,358,022 | 1,734,000 | 982,364 | 1,587,974 | 229,952 | 16.9% | 1,720,352 | 8.3% | 2,080,389 | 20.9% |
| NON-PERSONNEL TOTAL | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| DEPARTMENT TOTALS | 1,358,022 | 1,734,000 | 982,364 | 1,587,974 | 229,952 | 16.9% | 1,720,352 | 8.3% | 2,080,389 | 20.9% |

7.5.08
 REVISIONS
 9/5/2008

REVISIONS
 Retirees- 9005

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 SCCIC/COPS - 700

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 2/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07-FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-------------------------------------|----------------|-------------------------|---------------------------|-----------------------------|---------------------------------------|---------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| LABOR | | | | | | | | | | |
| 501011 Bus Operator Pay | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501013 Bus Operator OT | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501021 Other Salaries | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 501023 Other OT | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| FRINGE BENEFITS | | | | | | | | | | |
| 502011 Medicare/Soc. Sec. | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502021 Retirement | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502031 Medical Ins | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502041 Dental Ins | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502045 Vision Ins | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502051 Life Ins/AD&D | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502060 State Disability Ins (SDI) | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502061 Long Term Disability Ins | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502071 State Unemployment Ins (SUI) | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502081 Worker's Comp Ins | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502101 Holiday Pay | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502103 Floating Holiday | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502109 Sick Leave | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502111 Annual Leave | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502121 Other Paid Absence | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502251 Phys. Exams | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502253 Driver Lic Renewal | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 502999 Other Fringe Benefits | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |





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6/5/2008





SCCIC- 700

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
SCCIC/COPS - 700**

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 2/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07-FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---|----------------|-------------------------|---------------------------|-----------------------------|---------------------------------------|---------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| SERVICES | | | | | | | | | | |
| 503011 Accting/Audit Fees | 250 | 250 | 250 | 250 | - | 0.0% | 250 | 0.0% | 250 | 0.0% |
| 503012 Admin/Bank Fees | 30 | 50 | 10 | 50 | 20 | 66.7% | 50 | 0.0% | 50 | 0.0% |
| 503031 Prof/Technical Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503032 Legislative Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503033 Legal Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503034 Pre-Employment Exams | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503041 Temp Help | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503161 Custodial Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503162 Uniforms/Laundry | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503171 Security Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503221 Classified/Legal Ads | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503222 Legal Ads | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503225 Graphic Services | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503351 Repair - Bldg & Impr | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503352 Repair - Equipment | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503353 Repair - Rev Vehicle | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503354 Repair - Non Rev Vehicle | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 503363 Haz Mat Disposal | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | 280 | 300 | 260 | 300 | 20 | 7.1% | 300 | 0.0% | 300 | 0.0% |
| MOBILE MATERIALS & SUPPLIES | | | | | | | | | | |
| 504011 Fuels & Lubricants - Non Rev Veh | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504012 Fuels & Lubricants - Rev Veh | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504021 Tires & Tubes | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504161 Other Mobile Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504191 Rev Vehicle Parts | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |

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SCCIC-700

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 SCCIC/COPS - 700

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 2/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07-FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|---------------------------------------|----------------|-------------------------|---------------------------|-----------------------------|---------------------------------------|---------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| OTHER MATERIALS & SUPPLIES | | | | | | | | | | |
| 504205 Freight Out | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504211 Postage & Mailing | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504214 Promotional Items | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504215 Printing | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504217 Photo Supp/Process | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504311 Office Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504315 Safety Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504317 Cleaning Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504409 Repair/Maint Supplies | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504421 Non-Inventory Parts | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504511 Small Tools | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 504515 Employee Tool Replacement | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| UTILITIES | | | | | | | | | | |
| 505011 Gas & Electric | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 505021 Water & Garbage | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 505031 Telecommunications | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| CASUALTY & LIABILITY | | | | | | | | | | |
| 506011 Insurance - Property | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506015 Insurance - PL/PD | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506021 Insurance - Other | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506123 Settlement Costs | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 506127 Repairs - District Prop | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |



6/5/2008



SCCIC- 700

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 & FY10 FINAL OPERATING BUDGET
 SCCIC/COPS - 700

| ACCOUNT | ACTUAL FY07 | FINAL BUDGET FY08 | ACTUAL 2/29/08 FY08 | PROJECTED BUDGET FY08 | \$ CHANGE ACTUAL FY07 PROJ FY08 | % CHANGE ACTUAL FY07-FY08 | BUDGET FY09 | % CHANGE PROJ FY08 BUDG FY09 | BUDGET FY10 | % CHANGE BUDGET FY09-FY10 |
|-----------------------------------|----------------|-------------------------|---------------------------|-----------------------------|---------------------------------------|---------------------------------|----------------|------------------------------------|----------------|---------------------------------|
| TAXES | | | | | | | | | | |
| 507051 Fuel Tax | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 507201 Licenses & Permits | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 507999 Other Taxes | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| PURCHASED TRANS. | | | | | | | | | | |
| 503406 Contract/Paratransit | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| MISC EXPENSE | | | | | | | | | | |
| 509011 Dues/Subscriptions | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509085 Advertising - Rev Prod | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509101 Employee Incentive Program | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509121 Employee Training | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509123 Travel | - | 200 | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509125 Local Meeting Expense | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509127 Board Director Fees | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509150 Contributions | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 509198 Cash Over/Short | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | 200 | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| LEASES & RENTALS | | | | | | | | | | |
| 512011 Facility Lease | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| 512061 Equipment Rental | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| Totals | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| PERSONNEL TOTAL | - | - | - | - | - | 0.0% | - | 0.0% | - | 0.0% |
| NON-PERSONNEL TOTAL | 280 | 500 | 260 | 300 | 20 | 7.1% | 300 | 0.0% | 300 | 0.0% |
| DEPARTMENT TOTALS | 280 | 500 | 260 | 300 | 20 | 7.1% | 300 | 0.0% | 300 | 0.0% |

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ATTACHMENT C

FY09 and FY10

FINAL AUTHORIZED AND FUNDED PERSONNEL



FY09 & FY10 FINAL BUDGET
 Authorized and Funded Personnel - Full Time Equivalent (FTE)
 Summary

| Department | Authorized FY 08 | Funded FY 08 | Authorized FY 09 | Funded FY 09 | Authorized FY 10 | Funded FY 10 |
|---|---------------------|-----------------|---------------------|-----------------|---------------------|-----------------|
| Administration - 1100 | 9.00 | 9.00 | 9.00 | 8.50 | 9.00 | 8.00 |
| Finance - 1200 | 6.50 | 6.00 | 6.50 | 6.00 | 6.50 | 6.00 |
| Customer Service - 1300 | 10.25 | 5.75 | 10.25 | 5.75 | 10.25 | 5.75 |
| Human Resources - 1400 | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 |
| Information Technology - 1500 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| District Counsel - 1700 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| Facilities Maintenance - 2200 | 17.00 | 13.00 | 17.00 | 13.00 | 17.00 | 13.00 |
| Paratransit - 3100 | 54.00 | 53.00 | 54.00 | 56.00 | 54.00 | 56.00 |
| Operations - 3200 | 23.00 | 20.00 | 23.00 | 20.00 | 23.00 | 20.00 |
| Bus Operators - 3300 | 182.00 | 158.00 | 182.00 | 161.00 | 182.00 | 161.00 |
| Fleet Maintenance - 4100 | 57.00 | 48.00 | 57.00 | 46.00 | 57.00 | 46.00 |
| Total Full-Time Equivalents (FTEs) | 372.75 | 326.75 | 372.75 | 330.25 | 372.75 | 329.75 |

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FY09 & FY10 FINAL BUDGET
 Authorized and Funded Personnel - Full Time Equivalent (FTE)
 Administration - 1100

| Position Title | Authorized FY 08 | Funded FY 08 | Authorized FY 09 | Funded FY 09 | Authorized FY 10 | Funded FY 10 |
|---|---------------------|-----------------|---------------------|-----------------|---------------------|-----------------|
| General Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant General Manager | 1.00 | 1.00 | 1.00 | 0.50 | 1.00 | 0.00 |
| Project Manager* | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Admin Services Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Assistant | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Grants/Legislative Analyst | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Transit Planner | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Transit Surveyor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total Full-Time Equivalents (FTEs) | 9.00 | 9.00 | 9.00 | 8.50 | 9.00 | 8.00 |

* Funded by capital grant

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FY09 & FY10 FINAL BUDGET
 Authorized and Funded Personnel - Full Time Equivalent (FTE)
 Finance - 1200

| Position Title | Authorized FY 08 | Funded FY 08 | Authorized FY 09 | Funded FY 09 | Authorized FY 10 | Funded FY 10 |
|---|---------------------|-----------------|---------------------|-----------------|---------------------|-----------------|
| Finance Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant Finance Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Accountant | 0.50 | 0.00 | 0.50 | 0.00 | 0.50 | 0.00 |
| Accounting Specialist | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Sr Acctng Tech | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Financial Analyst | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total Full-Time Equivalents (FTEs) | 6.50 | 6.00 | 6.50 | 6.00 | 6.50 | 6.00 |





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FY09 & FY10 FINAL BUDGET
 Authorized and Funded Personnel - Full Time Equivalent (FTE)
 Customer Service - 1300

| Position Title | Authorized FY 08 | Funded FY 08 | Authorized FY 09 | Funded FY 09 | Authorized FY 10 | Funded FY 10 |
|---|---------------------|-----------------|---------------------|-----------------|---------------------|-----------------|
| Planning & Marketing Manager | 1.00 | 0.00 | 1.00 | 0.00 | 1.00 | 0.00 |
| Service Planning Supervisor | 1.00 | 0.00 | 1.00 | 0.00 | 1.00 | 0.00 |
| Customer Service Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior CSR/CSR | 5.00 | 3.00 | 5.00 | 3.00 | 5.00 | 3.00 |
| Ticket & Pass Program Specialist | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Assistant | 1.25 | 0.75 | 1.25 | 0.75 | 1.25 | 0.75 |
| Total Full-Time Equivalents (FTEs) | 10.25 | 5.75 | 10.25 | 5.75 | 10.25 | 5.75 |

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FY09 & FY10 FINAL BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Human Resources - 1400

| Position Title | Authorized FY 08 | Funded FY 08 | Authorized FY 09 | Funded FY 09 | Authorized FY 10 | Funded FY 10 |
|---|---------------------|-----------------|---------------------|-----------------|---------------------|-----------------|
| Human Resources Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Asst Human Resources Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Personnel Technician | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Benefits Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Human Resources Specialist | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Human Resources Tech | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total Full-Time Equivalents (FTEs) | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 |

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FY09 & FY10 FINAL BUDGET
 Authorized and Funded Personnel - Full Time Equivalent (FTE)
 Information Technology - 1500

| Position Title | Authorized FY 08 | Funded FY 08 | Authorized FY 09 | Funded FY 09 | Authorized FY 10 | Funded FY 10 |
|---|---------------------|-----------------|---------------------|-----------------|---------------------|-----------------|
| Information Technology Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Database Administrator/Sr | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Systems Administrator/Sr | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| IT Technician/Sr IT Tech | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total Full-Time Equivalents (FTEs) | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |









7.c7

FY09 & FY10 FINAL BUDGET
 Authorized and Funded Personnel - Full Time Equivalent (FTE)
 District Counsel - 1700

| Position Title | Authorized FY 08 | Funded FY 08 | Authorized FY 09 | Funded FY 09 | Authorized FY 10 | Funded FY 10 |
|---|---------------------|-----------------|---------------------|-----------------|---------------------|-----------------|
| District Counsel | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Claims Investigator I-II | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Paralegal | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Total Full-Time Equivalents (FTEs) | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |


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FY09 & FY10 FINAL BUDGET
 Authorized and Funded Personnel - Full Time Equivalent (FTE)
 Facilities Maintenance - 2200

| Position Title | Authorized FY 08 | Funded FY 08 | Authorized FY 09 | Funded FY 09 | Authorized FY 10 | Funded FY 10 |
|---|---------------------|-----------------|---------------------|-----------------|---------------------|-----------------|
| Facilities Maintenance Manager | 1.00 | 0.00 | 1.00 | 0.00 | 1.00 | 0.00 |
| Facilities Maintenance Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Sr. Facilities Maint Worker | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Facilities Maint Worker II | 4.00 | 3.00 | 4.00 | 3.00 | 4.00 | 3.00 |
| Facilities Maint Worker I | 3.00 | 2.00 | 3.00 | 2.00 | 3.00 | 2.00 |
| Lead Custodian | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Custodial Service Worker I | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 |
| Administrative Assistant | 1.00 | 0.00 | 1.00 | 0.00 | 1.00 | 0.00 |
| Total Full-Time Equivalents (FTEs) | 17.00 | 13.00 | 17.00 | 13.00 | 17.00 | 13.00 |

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FY09 & FY10 FINAL BUDGET
 Authorized and Funded Personnel - Full Time Equivalent (FTE)
 Paratransit - 3100

| Position Title | Authorized FY 08 | Funded FY 08 | Authorized FY 09 | Funded FY 09 | Authorized FY 10 | Funded FY 10 |
|---|---------------------|-----------------|---------------------|-----------------|---------------------|-----------------|
| Paratransit Superintendent | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant Paratransit Superintendent | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Accessible Services Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Paratransit Eligibility Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Reservation & Scheduling Coord | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Safety & Training Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Dispatcher/Scheduler & Dispatcher | 9.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 |
| Clerk I-II-III | 1.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Van Operator | 29.00 | 29.00 | 29.00 | 32.00 | 29.00 | 32.00 |
| Reservationist | 7.00 | 6.00 | 7.00 | 6.00 | 7.00 | 6.00 |
| Mechanic I-II | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Total Full-Time Equivalents (FTEs) | 54.00 | 53.00 | 54.00 | 56.00 | 54.00 | 56.00 |

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FY09 & FY10 FINAL BUDGET
 Authorized and Funded Personnel - Full Time Equivalent (FTE)
 Operations - 3200

| Position Title | Authorized FY 08 | Funded FY 08 | Authorized FY 09 | Funded FY 09 | Authorized FY 10 | Funded FY 10 |
|---|---------------------|-----------------|---------------------|-----------------|---------------------|-----------------|
| Operations Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Fixed Route Superintendent | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Transit Supervisor | 14.00 | 12.00 | 14.00 | 12.00 | 14.00 | 12.00 |
| Schedule Analyst | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Supervisor of Revenue Collection | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Safety & Training Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Admin Assistant/Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Clerk I | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Payroll Specialist | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Revenue Specialist | 1.00 | 0.00 | 1.00 | 0.00 | 1.00 | 0.00 |
| Total Full-Time Equivalents (FTEs) | 23.00 | 20.00 | 23.00 | 20.00 | 23.00 | 20.00 |

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FY09 & FY10 FINAL BUDGET
Authorized and Funded Personnel - Full Time Equivalent (FTE)
Bus Operators - 3300

| Position Title | Authorized FY 08 | Funded FY 08 | Authorized FY 09 | Funded FY 09 | Authorized FY 10 | Funded FY 10 |
|------------------------------------|---------------------|-----------------|---------------------|-----------------|---------------------|-----------------|
| Bus Operators | 182.00 | 158.00 | 182.00 | 161.00 | 182.00 | 161.00 |
| Total Full-Time Equivalents (FTEs) | 182.00 | 158.00 | 182.00 | 161.00 | 182.00 | 161.00 |


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FY09 & FY10 FINAL BUDGET
 Authorized and Funded Personnel - Full Time Equivalent (FTE)
 Fleet Maintenance - 4100

| Position Title | Authorized FY 08 | Funded FY 08 | Authorized FY 09 | Funded FY 09 | Authorized FY 10 | Funded FY 10 |
|---|---------------------|-----------------|---------------------|-----------------|---------------------|-----------------|
| Fleet Maintenance Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Fleet Maint Supervisor | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Lead Mechanic | 6.00 | 6.00 | 6.00 | 5.00 | 6.00 | 5.00 |
| Mechanic III | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| Mechanic I - II | 16.00 | 13.00 | 16.00 | 13.00 | 16.00 | 13.00 |
| Body Repair Mechanic | 1.00 | 0.00 | 1.00 | 0.00 | 1.00 | 0.00 |
| Upholsterer I - II | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Supervisor of Parts & Materials | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Lead Parts Clerk | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Parts Clerk | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Receiving Parts Clerk | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Buyer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Admin Assistant/Supervisor | 1.00 | 0.00 | 1.00 | 0.00 | 1.00 | 0.00 |
| Accounting Tech/Sr Acctng Tech | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Administrative Clerk I | 1.00 | 0.00 | 1.00 | 0.00 | 1.00 | 0.00 |
| Vehicle Service Technician | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Detailer | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Vehicle Service Worker I - II | 12.00 | 9.00 | 12.00 | 8.00 | 12.00 | 8.00 |
| Total Full-Time Equivalents (FTEs) | 57.00 | 48.00 | 57.00 | 46.00 | 57.00 | 46.00 |

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AB REVISED

Attachment D

ATTACHMENT D

FY09

FINAL CAPITAL BUDGET

AB REVISED

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**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 FINAL CAPITAL BUDGET**

| PROJECT/ACTIVITY | FEDERAL FUNDS | STATE/ OTHER FUNDS | DISTRICT FUNDS | TOTAL |
|---|---------------------|-----------------------|---------------------|----------------------|
| <u>Grant-Funded Projects</u> | | | | |
| 1) MetroBase Maintenance Facility | \$ 752,084 | | \$ 2,853,320 | \$ 3,605,404 |
| 2) MetroBase Operations Facility | | \$ 4,404,019 | \$ 5,000,000 | \$ 9,404,019 |
| Pacific Station Project | \$ 1,853,667 | \$ 1,336,633 | | \$ 3,190,300 |
| 3) CNG Bus Conversions | | \$ 3,410,000 | | \$ 3,410,000 |
| Local Bus Replacement | | \$ 3,372,932 | \$ 200,000 | \$ 3,572,932 |
| H17 Bus Replacement | | \$ 2,097,050 | \$ 262,000 | \$ 2,359,050 |
| Advanced Traveller Information System | | \$ 500,000 | | \$ 500,000 |
| Trapeze Pass Interactive Voice Response System | \$ 62,592 | \$ 28,549 | | \$ 91,141 |
| Subtotal | <u>\$ 2,668,343</u> | <u>\$ 15,149,183</u> | <u>\$ 8,315,320</u> | <u>\$ 26,132,846</u> |
| <u>IT Projects</u> | | | | |
| Replace Fleet & Facilities Maintenance Software | | \$ 470,000 | | \$ 470,000 |
| Upgrade District Phone System | | \$ 100,000 | | \$ 100,000 |
| GFI Data Warehouse Project: Phase I | | \$ 65,000 | | \$ 65,000 |
| Replace 4 Windows and 1 Sun Server | | \$ 50,000 | | \$ 50,000 |
| Trapeze Pass Customer Certification Software | | \$ 46,000 | | \$ 46,000 |
| ATP - Hastus Run Time Analysis Program - IT/OPS | | \$ 19,264 | | \$ 19,264 |
| Upgrade GFI software to System 7 Version 2 | | \$ 17,000 | | \$ 17,000 |
| (2) Laptops (1) IT (1) Financial Analyst | | \$ 4,500 | | \$ 4,500 |
| FMLA Tracking Software | | \$ 4,000 | | \$ 4,000 |
| Portable Projector w/case | | \$ 2,000 | | \$ 2,000 |
| Subtotal | | <u>\$ 777,764</u> | <u>\$ -</u> | <u>\$ 777,764</u> |





**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 FINAL CAPITAL BUDGET**

| PROJECT/ACTIVITY | FEDERAL FUNDS | STATE/ OTHER FUNDS | DISTRICT FUNDS | TOTAL |
|--|------------------|--------------------------|-------------------|---------------------|
| <u>Facilities Repair & Improvements</u> | | | | |
| Bus Camera Project | | \$ 205,000 | | \$ 205,000 |
| Facility Camera Security System | | \$ 220,000 | | \$ 220,000 |
| Bus Stop Improvements | | \$ 179,900 | | \$ 179,900 |
| Passenger Waiting Shelters - LNI (10) | | \$ 70,000 | | \$ 70,000 |
| Replace Roof - Watsonville Transit Center Main Building | | \$ 50,000 | | \$ 50,000 |
| Replace Dispatch Console | | \$ 25,000 | | \$ 25,000 |
| Patch, Reseal, and Restripe - Greyhound Lot | | \$ 21,390 | | \$ 21,390 |
| Digital ID Card Processing Equipment | | \$ 17,000 | | \$ 17,000 |
| Fencing - Service Bldg. 1200B River St. | | \$ 16,000 | | \$ 16,000 |
| Patch, Reseal, Restripe - Cavallaro Transit Center (SVT) | | \$ 7,550 | | \$ 7,550 |
| Patch, Reseal, Restripe - Soquel Park & Ride Lot | | \$ 5,650 | | \$ 5,650 |
| Spare Posi/Lock - 105 Nozzle Assembly | | \$ 1,208 | | \$ 1,208 |
| Subtotal | | <u>\$ 818,698</u> | <u>\$ -</u> | <u>\$ 818,698</u> |
| <u>Revenue Vehicle Replacement</u> | | | | |
| ParaCruz Van - Replacements (27) | | \$ 2,840,804 | | \$ 2,840,804 |
| ParaCruz Van - Expansion (3) | | \$ 300,000 | | \$ 300,000 |
| Rebuild Bus Engines - 1998 Fleet | | \$ 106,302 | | \$ 106,302 |
| Subtotal | | <u>\$ 3,247,106</u> | <u>\$ -</u> | <u>\$ 3,247,106</u> |
| <u>Non-Revenue Vehicle Replacement</u> | | | | |
| Supervisor Vehicle - Hybrid | | \$ 29,500 | | \$ 29,500 |
| Subtotal | | <u>\$ 29,500</u> | <u>\$ -</u> | <u>\$ 29,500</u> |
| <u>Maint Equipment</u> | | | | |
| Replace Repeater for Davenport | | \$ 15,000 | | \$ 15,000 |
| Portable Steam Cleaner - Transit Center cleaning | | \$ 11,207 | | \$ 11,207 |
| Battery Powered Walk Behind Sweeper - Pacific Station | | \$ 5,500 | | \$ 5,500 |
| Wet/Dry Vac - Pacific Station, & other Metro facilities | | \$ 1,400 | | \$ 1,400 |
| Decelerometer w/printer | | \$ 1,323 | | \$ 1,323 |
| 2000 Watt generator | | \$ 1,200 | | \$ 1,200 |
| Subtotal | | <u>\$ 35,630</u> | <u>\$ -</u> | <u>\$ 35,630</u> |

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**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 FINAL CAPITAL BUDGET**

| PROJECT/ACTIVITY | FEDERAL FUNDS | STATE/ OTHER FUNDS | DISTRICT FUNDS | TOTAL |
|--|---------------------|--------------------------|----------------------|----------------------|
| Office Equipment | | | | |
| Digital Cameras - Supervisors (12) | | \$ 3,500 | | \$ 3,500 |
| Subtotal | | <u>\$ 3,500</u> | <u>\$ -</u> | <u>\$ 3,500</u> |
| Admin Facility | | | | |
| ¹⁾ Purchase & Renovation of Vernon Bldg | | \$ 259,359 | \$ 2,702,780 | \$ 2,962,139 |
| Subtotal | | <u>\$ 259,359</u> | <u>\$ 2,702,780</u> | <u>\$ 2,962,139</u> |
| TOTAL CAPITAL PROJECTS | <u>\$ 2,668,343</u> | <u>\$ 20,320,740</u> | <u>\$ 11,018,100</u> | <u>\$ 34,007,183</u> |

- 1) This amount represents the estimated spending for FY09
- 2) Total estimated project cost is \$27,004,000. This amount represents the estimated spending for FY09. Advancing District funds in anticipation of reimbursement
- 3) This is to convert the 22 remaining buses and will complete the \$6.8M Diesel to CNG Conversion project

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7.24

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY09 FINAL CAPITAL BUDGET**

| PROJECT/ACTIVITY | FEDERAL FUNDS | STATE/ OTHER FUNDS | DISTRICT FUNDS | TOTAL |
|--|---------------------|--------------------------|----------------------|----------------------|
| CAPITAL PROGRAM FUNDING | | | | |
| Federal Grants | \$ 2,668,343 | | | \$ 2,668,343 |
| State/Other Grants | | \$ 14,387,235 | | \$ 14,387,235 |
| State Security Bond Funds (1B) | | \$ 440,505 | | \$ 440,505 |
| Alternative Fuel Conversion Fund | | | \$ 462,000 | \$ 462,000 |
| State Transit Assistance (STA) Funding (Carryover) | | \$ 574,325 | | \$ 574,325 |
| State Transit Assistance (STA) Funding Current | | \$ 4,918,675 | | \$ 4,918,675 |
| District Reserves | | | \$ 10,556,100 | \$ 10,556,100 |
| TOTAL CAPITAL FUNDING | \$ 2,668,343 | \$ 20,320,740 | \$ 11,018,100 | \$ 34,007,183 |

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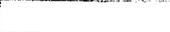
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Attachment E

ATTACHMENT E

FY09

BOARD MEMBER TRAVEL

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BOARD MEMBER TRAVEL

FY09

American Public Transportation Association (APTA) Meetings

Legislative Conference
March 2009
Washington, DC
Two Board Members

Annual Conference
October 2009
Charlotte, NC
Two Board Members

California Transit Association (CTA) Meetings

No attendance.

Additional Travel

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

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



7.e2

REVISED

ATTACHMENT F

FY09 and FY10

EMPLOYEE INCENTIVE PROGRAM

REVISED

7.f1

**EMPLOYEE INCENTIVE PROGRAM
FY09 and FY10**

 **REVISED**

| <u>EVENT/ACTIVITY</u> | <u># EMP</u> | <u>RATE</u> | <u>FY 09</u> | <u>FY 10</u> | <u>DEPT/ACCOUNT</u> |
|--|--------------|-------------|------------------|------------------|---------------------|
| District Service Awards | | | \$ 11,600 | \$ 11,940 | 1100-509101 |
| Certificates of Commendation | | | \$ - | \$ - | 1100-509101 |
| Wall of Fame Frames | 100 | \$ 6.00 | \$ 600 | \$ 620 | 1100-509101 |
| Safe Driver Pins and Certificates | | | \$ 3,500 | \$ 3,500 | 3300-509101 |
| Employee Incentive Program | | | \$ 18,000 | \$ 18,540 | 1100-509101 |
| Departmental Programs | | | | | |
| <u>Administrative Facility (370 Encinal)</u> | | | | | |
| Employee Recognition/Appreciation Events | | \$ - | \$ - | \$ - | 1200-509101 |
| <u>Customer Service (Metro Center)</u> | | | | | |
| Employee Recognition/Appreciation Events | | \$ - | \$ - | \$ - | 1300-509101 |
| <u>Facilities Maintenance</u> | | | | | |
| Employee Recognition/Appreciation Events | | \$ - | \$ - | \$ - | 2200-509101 |
| <u>ParaCruz</u> | | | | | |
| Employee Recognition/Appreciation Events | | \$ - | \$ - | \$ - | 3100-509101 |
| <u>Operations</u> | | | | | |
| Employee Recognition/Appreciation Events and Shift Bid Refreshments | | \$ - | \$ - | \$ - | 3200-509101 |
| <u>Fleet Maintenance</u> | | | | | |
| Employee Recognition/Appreciation Events and Shift Bid Refreshments | | \$ - | \$ - | \$ - | 4100-509101 |
| TOTALS | | | \$ 33,700 | \$ 34,600 | |

| | | |
|------|------------------|------------------|
| 1100 | \$ 30,200 | \$ 31,100 |
| 1200 | \$ - | \$ - |
| 1300 | \$ - | \$ - |
| 2200 | \$ - | \$ - |
| 3200 | \$ - | \$ - |
| 3300 | \$ 3,500 | \$ 3,500 |
| 4100 | \$ - | \$ - |
| | \$ 33,700 | \$ 34,600 |

 **REVISED**

7.f2

 REVISED

Attachment G

ATTACHMENT G

SCHEDULE OF RESERVE BALANCES

 REVISED

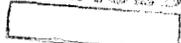
7.91

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
SCHEDULE OF RESERVE BALANCES
JUNE 30, 2007**

| | Board Adopted Minimum Balance | Proposed Minimum Balance | Reason | Balance at 6/30/06 | Proposed Addition/ (Withdrawal) | Balance at 6/30/07 | Comments: |
|---|-------------------------------------|--------------------------------|---|-----------------------|---------------------------------------|-----------------------|--|
| Bus Stop Improvement Reserve | \$ 400,000 | \$ 400,000 | To provide a dedicated source of funding for ADA improvements at bus stops | \$ 400,000 | \$ - | \$ 400,000 | |
| Alternative Fuel Conversion Fund | \$ 2,772,000 | \$ - | Board-approved program of allocating \$462,000 per year for six years to convert buses to CNG | \$ 462,000 | \$ - | \$ 462,000 | Funds will be used to offset the purchase of 8 Local and 5 Highway 17 Bus replacements in FY09 |
| Capital Funding Reserve | \$ 13,969,000 | \$ 13,969,000 | To cover District's share of capital project costs in the District's five year plan, plus MetroBase | \$ 13,250,790 | \$ 1,000,000 | \$ 14,250,790 | |
| Cash Flow Reserve | \$ 2,600,000 | \$ 5,225,000 | To cover two month's cash flow for fiscal or natural disaster or emergency | \$ 2,600,000 | \$ 2,625,000 | \$ 5,225,000 | |
| Workers Compensation Reserve | \$ 4,409,775 | \$ 3,651,291 | Long term portion of workers compensation liability per 6/30/07 audit | \$ 2,075,940 | \$ 66,364 | \$ 2,142,304 | Adjustment per 6/30/07 actuarial review - 59% funded |
| Liability Insurance Reserve | \$ 750,000 | \$ 750,000 | \$250,000 SIR plus estimated liability on outstanding cases | \$ 947,229 | \$ (197,229) | \$ 750,000 | |
| Sales Tax Carryover from Previous Year | N/A | N/A | Excess sales tax revenue to support operating expenses in subsequent year | \$ 649,817 | \$ 261,411 | \$ 911,228 | |
| Carryover for Sales Tax-Based UTU Wage Adjustment | N/A | N/A | Excess sales tax revenue designated for UTU wage adjustment per MOU | \$ 77,697 | \$ 178,440 | \$ 256,137 | Paid out in FY08 |

7.92

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B
REVISED

 **REVISED**


Attachment H

ATTACHMENT H

FY09

SPECIAL SHUTTLE RATE

 **REVISED**


7.41



SPECIAL SHUTTLE RATE

FY09

The hourly rate for providing special shuttle services has been established by the Board of Directors as follows:

\$83.00 per hour



7.62

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: June 27, 2008

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF METRO'S STAFF RESPONSE TO FINAL REPORT OF ADA/504 REVIEW OF METRO'S PROGRAMS, ACTIVITIES AND SERVICES TO DETERMINE WHETHER THEY ARE ACCESSIBLE TO INDIVIDUALS WITH DISABILITIES

I. RECOMMENDED ACTION

ADOPT THE PROPOSED TRANSITION PLAN SET FORTH IN ATTACHMENT C

II. SUMMARY OF ISSUES

- In December 2002, the Santa Cruz Metropolitan Transit District (METRO) modified its ADA Complaint Procedure to include a requirement that the General Manager or his/her designee evaluate METRO's programs, activities and services and the effects thereof to determine whether all the requirements of the ADA and the 504 statutes and regulations are met.
- In June 2005, the METRO Board of Directors authorized the award of a contract to Pat Piras Consulting to provide ADA/504 Review of METRO's programs, activities and services. Pat Piras Consulting completed its evaluation in February 2008, which is attached as Attachment A.
- Attachment B is METRO'S 504/ADA Regulation.
- Attachment C is METRO's responses to the recommendations made in the Piras report and the proposed Transition Plan for implementation of the recommended actions.

III. DISCUSSION

On December 13, 2002, METRO's Board of Directors modified the METRO's ADA/504 complaint procedures to include an evaluation of METRO's programs, activities and services to determine whether they are accessible to individuals with disabilities and met the requirements of the ADA/504 laws and regulations. This policy change was designed to ensure that METRO investigate and complete an evaluation of its current services, programs and activities.

On June 24, 2005, Santa Cruz METRO's Board of Directors awarded the contract for this project to Pat Piras Consulting. Pat Piras Consulting Final Report dated February 2008 prepared for Santa Cruz Metropolitan Transit District by Pat Piras Consulting is attached for the Board's

Review. Pat Piras reviewed her report with the Board of Directors at the regular meeting of the Board of Directors in February 2008.

Also attached is METRO's ADA/504 Regulation as well as METRO staff's Response to the recommendations in the report. Included within Attachment C is the proposed Transition Plan. This Transition Plan would put into effect the proposed modifications that staff believe are should be implemented. If the proposed Transition Plan is adopted, METRO will review the status of the implementation of the plan in December 2008.

IV. FINANCIAL CONSIDERATIONS

Unknown

V. ATTACHMENTS

Attachment A: Final Report February 2008 – ADA Review of METRO Programs, Activities, and Services to Determine Whether They are Accessible to Disabled Individuals

Attachment B: METRO's ADA/504 Regulation

Attachment C: METRO's Summary of the ADA/504 Review report's recommendations, METRO's responses to the recommendations and the proposed Transition Plan

PAT PIRAS CONSULTING

892 Grant Avenue San Lorenzo, CA 94580
Phone: (510) 278-1631 Fax: (510) 278-4429 Email: piras@ix.netcom.com

**ADA/504 REVIEW OF METRO
PROGRAMS, ACTIVITIES, AND SERVICES
TO DETERMINE WHETHER THEY ARE
ACCESSIBLE TO DISABLED INDIVIDUALS**

**Final Report
February 2008**

**Prepared for
Santa Cruz Metropolitan Transit District**

ADA/504 REVIEW OF METRO PROGRAMS, ACTIVITIES, AND SERVICES TO DETERMINE WHETHER THEY ARE ACCESSIBLE TO DISABLED INDIVIDUALS

Final Report February 2008

Table of Contents

| | |
|---|----|
| EXECUTIVE SUMMARY | i |
| BACKGROUND | 1 |
| PROJECT TEAM | 1 |
| OUTLINE of PROJECT REPORT | 2 |
| SUMMARY of FINDINGS and CONCLUSIONS | 2 |
| 1. FACILITIES | 3 |
| A Note About Detectable Warnings | 5 |
| Public Facilities | 5 |
| MetroCenter, opened in 1984 | 5 |
| Capitola Mall Transit Center, leased 1987 | 6 |
| Watsonville Transit Center, opened 1995 | 7 |
| Cavallaro Transit Center (Scotts Valley), opened 1998 | 7 |
| Administration Building (Encinal Street), leased 1999 | 8 |
| Employee Facilities | 8 |
| Minor Maintenance Facility (Golf Club Drive), opened 1983 | 9 |
| Operations Building (River Street), opened 1984 | 9 |
| Fleet Maintenance Facility (Dubois Street, 2 floors), leased 1995 | 9 |
| ParaCruz Office (Research Park Drive, Soquel), leased 2004 | 9 |
| Fleet Administration & Office (Vernon Street), leased 2005 | 10 |
| 2. PROGRAMS & POLICIES | 11 |
| Internal Administrative Services & Functions | 11 |
| Public (External) Services & Functions | 12 |
| Bus Stop Signage and Bus Curbing | 14 |
| Website Review | 14 |
| 3. CONCLUSION | 17 |
| 4. SUMMARY OF RECOMMENDATIONS | 18 |
| APPENDIX | 19 |
| A. PERSONS INTERVIEWED FOR THIS PROJECT | |
| B. FEDERAL ACTIVITY RELATING TO THE ADA DURING THE PROJECT PERIOD | |
| C. PROJECT TEAM | |
| D. PHOTOGRAPHS of FACILITIES & PROGRAMS | |
| E. (under separate cover) ADAAG REVIEW FORMS | |

8.02

ADA/504 REVIEW OF METRO PROGRAMS, ACTIVITIES, AND SERVICES TO DETERMINE WHETHER THEY ARE ACCESSIBLE TO INDIVIDUALS WITH DISABILITIES

EXECUTIVE SUMMARY

BACKGROUND

In March 2005, the Santa Cruz Metropolitan Transit District (hereafter referred to as SCMTD or METRO or the District) issued a Request for Proposals (RFP) for consultant assistance to conduct a review as to the compliance of Metro's "programs, activities, and services" (generally defined for this project as all matters except for actual on-the-street service) with the requirements of Section 504 of the Rehabilitation Act (Section 504) and with the Americans with Disabilities Act (ADA) of 1990. In effect, this project and report serves as an update to the "transition plan" required of public entities under Title II of the ADA.

In June 2005, the SCMTD Board authorized the award of a contract for the project to Pat Piras Consulting (Piras). A significant feature of the Piras proposal was the contracted employment of local college students with disabilities to do the majority of the field work.

As a caveat, it should be noted that this review did not, and was not intended to, address any differences between the federal ADA Accessibility Guidelines (ADAAG) and California Building Codes (Title 24, CCR), nor does this report address compliance with State requirements.

FACILITIES

This major focus of the project was intended to identify issues relating to access "to and throughout" Metro facilities, including public areas, employee areas, and "amenities" where available (including restrooms in the transit centers). Each site was visited by at least two teams of students, usually with several visits for the passenger facilities. Surveys were conducted using the detailed forms developed by the federal Access Board (officially the Architectural and Transportation Barriers Compliance Board) and contained in their "Checklist for Buildings and Facilities."

For purposes of the project, facilities were categorized as either "public" facilities or "employee" facilities, depending on the site's primary function(s). Under this approach, both Metro Center (Pacific Station) and the Administration Building on Encinal Avenue were identified as public sites, even though both include significant employee work areas. Other public sites -- primarily passenger-oriented -- include Capitola Mall Transit Center, Watsonville Transit Center, and Scotts Valley (Cavallaro) Transit Center.

At the time of our site visits, the ParaCruz office on Research Park Drive was used for paratransit eligibility assessments as well as operations and light maintenance purposes. Since this is no longer true, we have categorized this site as an employee facility. Other work sites -- primarily focused on bus operations, maintenance, and administration -- include the facilities on Golf Club Drive, River Street, Dubois Street, and Vernon Street

Facilities constructed before the effective date of the federal ADAAG (January 26, 1991) are generally not subject to those requirements, unless they are reconstructed or altered, which has not occurred. For METRO, these "pre-ADA" sites include:

- MetroCenter
- Capitola Mall
- Minor Maintenance Facility (Golf Course Drive)
- Operations Building (River Street),

The MetroBase site currently under construction will provide updated employee facilities to replace some of the current locations, and METRO staff is attentive to the accessibility requirements both in design and construction.

PROGRAMS & POLICIES

Regulation AR-1002 is SCMTD's ADA Complaint Procedure, most recently updated in January 2003. In it, METRO affirms its policy on non-discrimination and its commitment to the ADA/504 statutes and regulations with regard to the District's services, programs, and activities. The current review project was undertaken in furtherance of the policy.

This part of the assignment included both internal and externally-oriented processes and functions. We reviewed numerous documents, interviewed key personnel, and conducted additional field work.

Internal Administrative Services & Functions

Departments and functions evaluated under this category included:

- Finance Department (Payroll, Accounts Payable/Receivable, Auditing)
- Human Resources (Hiring, Benefits, Training, Reasonable Accommodation)
- Information Technology (Computer Applications for Employees)

Public (External) Services & Functions

Departments and functions evaluated under this category included:

- Administration Department (Board Meetings, Public Hearings & Notices, Press Releases)

- Marketing & Operations Information (“Headways”, Rider Alerts, Posters on Buses)
- Information Technology (Website)
- Fleet Maintenance Department (access in/on/out of vehicles). The formal project was defined to focus on lighting inside buses, but we also reviewed related practices such as calling out stops, bus stop signage, and “curbing” buses at stops.

SUMMARY OF KEY FINDINGS AND CONCLUSIONS

Overall, METRO should be commended for its consistent and conscientious attention to customer service for all passengers, employees, and taxpayers, both with and without disabilities. There is strong and ongoing evidence that the District, management and personnel are all committed to providing the best possible service within fiscal constraints that they can. This project itself is an example of SCMTD’s pro-active approach to ensuring non-discrimination and civil rights protections for persons with disabilities.

In general, we found few, or minor, issues with compliance with applicable rules and requirements. The major problems identified for passenger facilities were largely the results of time and weather. More regular ongoing maintenance and monitoring can address these situations, and attention to these issues is already underway.

“Public” Facilities

Five sites were included in this category, two of which pre-date the ADA.

MetroCenter, opened in 1984

- Well-utilized, both by transit patrons and other persons downtown
- Brown floor mats bunch up and can obstruct accessible path of travel
- Signage re: “guide dogs” is out of date
- Faded color markings on outside paths and travel areas detract from usefulness

Capitola Mall Transit Center, leased 1987

- Leased facility; property and ROW is under Mall jurisdiction, not SCMTD’s
- Layout of markings not conducive to pedestrian travel
- Tree gratings can be hazardous

Watsonville Transit Center, opened 1995

- Busy community site, but vendor furniture obstructs accessible travel
- Lighting and signage hard to see, especially when foliage obstructs route signs

Cavallaro Transit Center (Scotts Valley), opened 1998

- Facility is attractive but under-utilized, and the interior locked except for limited hours

- The automatic “accessible” swinging doors were inoperable during our visits, but have since been repaired.
- The location and layout for disabled parking spaces is compliant but curious, and we never observed any cars parked there during the study period

Administration Building (Encinal Street), leased 1999

- Multi-functional for public meetings and administrative staff, with shop functions in rear
- Disabled parking spot in front is several spaces away from the ramped entrance and requires a person to travel into traffic and around other cars to get to building
- All of the conference room seating can be easily moved to accommodate wheelchair users and other persons with disabilities
- Floor mat problem as with other sites

Employee Facilities

This category includes five facilities. Two are owned by the District and were acquired several years prior to the ADA. The three newer facilities are currently leased, with agreements signed post-ADA. The multi-phase MetroBase project is intended to gradually replace several of the District’s operating facilities, starting with service/fueling and maintenance functions. Not surprisingly, given the terrain and age of some buildings and their work purpose, the primary issues observed included natural sloping, wear and tear on parking areas, and heavy doors.

In several instances, Metro has modified a facility and/or working conditions once an employee with a disability is hired. We were informed anecdotally that the representative of one parts vendor is an individual with mobility impairments, who regularly visits the various maintenance and parts sites. Whether using crutches or a wheelchair, he can readily traverse both the shop areas and the parts storage areas.

Minor Maintenance Facility (Golf Club Drive), opened 1983

- Clearly a “shop,” but is generally clean, well-organized, and easy to traverse
- No accessible parking indicated
- Some obstructions to City ROW and sidewalk

Operations Building (River Street), opened 1984

- Older site with clearly utilitarian functions
- Most functions will be replaced by MetroBase

Fleet Maintenance Facility (Dubois Street, 2 floors), leased 1995

- Two-story building converted from a day care and recreational center
- As with other employee sites, parking and bathrooms were not fully compliant with ADAAG, but no one indicated any problem with their usability

ParaCruz Office (Research Park Drive, Soquel), leased 2004

- Parking out front is fairly crowded and the international symbol of accessibility on the asphalt is worn and faded
- Floor mat problem as with other sites

Fleet Administration & Office (Vernon Street), leased 2005

- METRO's newest facility; District is considering eventual purchase of the entire building. Current lease is only for the "second story" in back
- Modular furniture and cubicles allow ease of modification for access if needed
- METRO staff believe that, if needed, an elevator can be readily retrofitted to allow accessible travel between the two floors

Internal Administrative Functions

METRO has a clear and continuing commitment to quality for both passengers and employees. We identified no significant findings in any internal functions. Some Human Resources position classifications can be improved to better identify "essential job qualifications." For bus and ParaCruz operators, this would include the ability to help maneuver an occupied "common wheelchair."

Public (External) Services & Functions

All METRO meetings and functions are held at accessible locations, and sign language assistance is available upon request.

The "Headways" book of schedules and routes is readily available (free) throughout the County in its regular published format, and includes both English and Spanish information. However, information on how or where to obtain a copy in large-print or Braille is little known, and appears to be only in the Headways book itself. At a minimum, this information should be added to the website, and accessible formats available through the Administrative office.

The SCMTD website (www.scmtd.org) has evolved over time and clearly shows it. It contains a wealth of information, and generally conforms to current telecommunications and accessibility requirements, but often not in a readily-intuitive manner to navigate. Given the increasing public reliance on the Internet as a means of information, METRO should look upon the website as one of its key publishing media, not just as an adjunct technological tool. In addition, SAFETEA-LU has specified "the World Wide Web" as a required element of public participation for transportation planning activities.

No comments regarding availability or accessibility of other information on-board the buses were mentioned by any persons we interviewed, and no complaints regarding the current stop-announcement procedures (which exceed the DOT ADA requirements) were received. METRO staff have been very conscientious in ensuring that stop

announcements are regularly made without being overly intrusive or annoying to passengers who do not desire the information.

Several of the student workers, especially those with limited vision capability, expressed displeasure and discomfort about the “lighting” situation on board the buses at night, where interior levels are left to the discretion of the coach operator. We recognize that this is an issue of disagreement between District management and UTU, and we fully respect the safety aspects of minimizing glare that can affect operators’ driving. Nevertheless, some “happy medium” that ensures better comfort, safety, and ease of mobility for passengers should be pursued as a common goal.

One of our most serious observations that was brought to the District’s attention, and for which a solution is already underway, was actually outside the original scope of this project, but we believed that it was significant enough that it could not be overlooked. The ADAAG requirements which relate to bus stop signage state, in effect, that “all new bus route identification signs shall ... to the maximum extent practicable ... (have a minimum character height of) 3 inches.” The standard “route identification” on current Metro stops and signs is only approximately 1 inch in height, but new, compliant signage is already being installed.

Another observation we made at all of the transit centers, again not part of the project assignment, was consistent and well-performed “curbing” of buses for easier passenger entry and egress. This is a tribute both to the operators and their training.

SPECIAL NOTE: PRELIMINARY FINDINGS WHICH HAVE BEEN ADDRESSED BY METRO

This section summarizes issues which the project identified, and for which SCMTD has already made, or begun, corrections:

- METRO has submitted thoughtful comments to several federal dockets that address accessibility issues in public transportation.
- The automatic “accessible” door at Cavallaro Transit Center was out of order and has since been repaired.
- Current “route identification” for bus stop signs (i.e., the route number) should be 3 inches high “to the maximum extent practicable.” METRO has begun changing this information for its nearly 1,000 signs.

SUMMARY OF RECOMMENDATIONS

As a result of this project, the consultant team recommends the following actions, in an approximate priority order:

1. The SCMTD website should be updated for content, with improved contrasts and clarity of topics. The increasing public and industry reliance on this communication mode warrants the dedication of additional District resources.
2. The District's "ADA Coordinator" should be more clearly identified for public communication and/or correspondence. We were told that this function is currently performed by METRO's Legal Department, but this should be clarified, and made available to the public consistent with the adopted ADA Complaint Procedure.
3. Human Resources "Job Descriptions" for operators (both fixed route and paratransit) should specify minimum qualifications required to assist passengers in mobility devices (e.g., currently 600 pounds when occupied, possibly more in the future), including up vehicle ramps in areas without curbs.
4. More information should be more readily available on how/where to obtain large-print or Braille versions of *Headways*.
5. Entryway floor mats in buildings should be affixed to minimize slippage and/or "bunching".
6. Provisions should be added to lease contracts at transit centers (e.g., vendors & kiosks) that require "accessible path of travel" and reasonable accommodation for their customers (under Title III) to vendors' responsibilities.
7. Signage for passenger facilities should be up-to-date (e.g., references to service animals rather than guide dogs) and consistent across all facilities.
8. Whenever "permanent rooms and spaces" are designated by signs, there should be equivalent Braille indications.

ADA/504 REVIEW OF METRO PROGRAMS, ACTIVITIES, AND SERVICES TO DETERMINE WHETHER THEY ARE ACCESSIBLE TO DISABLED INDIVIDUALS

FINAL REPORT FEBRUARY 2008

BACKGROUND

In March 2005, the Santa Cruz Metropolitan Transit District (hereafter referred to as SCMTD or METRO or the District) issued a Request for Proposals (RFP) for consultant assistance to conduct a review as to the compliance of Metro's "programs, activities, and services" (generally defined for this project as all matters except for actual on-the-street service) with the federal requirements of Section 504 of the Rehabilitation Act (Section 504) and with the Americans with Disabilities Act (ADA) of 1990. In effect, this project and report serves as an update to the "transition plan" required of public entities under Title II of the ADA.

In June 2005, the SCMTD Board authorized the award of a contract for the project to Pat Piras Consulting (Piras). A significant feature of the Piras proposal was the contracted employment of local college students with disabilities to do the majority of the field work. During the course of the project, several notable occurrences, both at the national and local levels, affected the timing and course of the project. These are noted elsewhere in the report.

The startup of the project was significantly delayed by the strike of employees affiliated with the United Transportation Union (UTU), which in turn caused uncertainty and delay in the recruitment of student workers, and also lost the opportunity to identify "hot weather" circumstances that might have affected use of any of the facilities. Several significant federal regulatory proposals were introduced during the period since the study began, and METRO submitted formal comments to the dockets. None of the proposed rule changes have yet been finalized.

As a caveat, it should be noted that this review did not, and was not intended to, address any differences between the federal ADA Accessibility Guidelines (ADAAG) and California Building Codes (Title 24, Code of California Regulations).

PROJECT TEAM

A graduate student working on a degree in Human Resources and with extensive experience with disability issues was employed to act as local coordinator for the student workers. A total of six college students, with a variety of physical, visual and learning disabilities, performed much of the field work reviewing facilities and commenting on their day-to-day experiences in using the system and Metro's programs.

Two students dropped out over the course of the project due to other responsibilities, and by the end of the project, several had graduated and moved on to full-time “real” jobs. Their input was invaluable, and all commented that they felt that the experience was quite useful to their personal and professional development. The students generally worked in teams of two to visit the sites, taking measurements and recording their observations. The graduate student assisted with review of the District’s personnel job descriptions, and two of the students also contributed to the review of the SCMTD website.

OUTLINE of PROJECT REPORT

The body of this report consists of the following elements:

1. Facilities
 - A Note about Detectable Warnings
 - Public Facilities
 - Employee Facilities
2. Programs & Policies
 - Internal Administrative Services & Functions
 - Public (External) Services & Functions
 - Bus Stop Signage and Bus Curbing
 - Website Review
3. Conclusion
4. Summary of Recommendations
 - Appendix A: Persons Interviewed for this Project*
 - Appendix B: Federal Activity Relating to the ADA during the Project Period*
 - Appendix C: Project Team*

In addition, more than 600 photographs were taken during the project to document relevant facilities and materials. These were culled down to approximately 200 for inclusion as a supplement to this report, some of which were used as presentation to the METRO Advisory Committee (MAC) and the Board of Directors. A compilation of the detailed ADAAG Survey forms used for review of each facility has been submitted to METRO as a separate document. All of the Final Report materials are available in electronic format.

SUMMARY of FINDINGS and CONCLUSIONS

Overall, SCMTD has an exemplary commitment to, and success in, services for persons with disabilities, and Staff responded promptly and constructively to recommendations made throughout the course of this study. Some facilities date from before the ADA and are scheduled for replacement or other improvements; others are outside of METRO’s jurisdiction or control. In general, “issues” that were identified are minor, and can be addressed primarily by increased monitoring and/or slight increases in staff or budget.

1. FACILITIES

This major focus of the project was intended to identify issues relating to access “to and throughout” Metro facilities, including public areas, employee areas, and “amenities” where available (including restrooms in the transit centers). Each site was visited by at least two teams of students, usually with several visits for the passenger facilities. Surveys were conducted using the detailed forms developed by the federal Access Board and contained in their “Checklist for Buildings and Facilities” which is available at: <http://www.access-board.gov/adaag/checklist/pdf/a16.pdf>

These forms describe, in detail by topic and function, the specifics of the “ADA Accessibility Guidelines” (commonly known as ADAAG). It should be noted that the survey forms date back to 1992 and are based on what is often referred to as “old ADAAG.” The newer updated guidelines adopted by the Access Board in 2004 have not yet been adopted for general use by the Department of Justice, and comparable survey forms have not yet been made available. The Access Board is an interagency federal organization whose responsibility is to develop standards and guidelines for accessibility -- in effect, defining the specifications for what an accessible “whatever” is. Its formal title is the Architectural and Transportation Barriers Compliance Board.

For purposes of the project, facilities were categorized as either “public” facilities or “employee” facilities, depending on the site’s primary function(s). Under this approach, both Metro Center (Pacific Station) and the Administration Building on Encinal Avenue were identified as public sites, even though both include employee work areas. Other public sites – primarily passenger-oriented -- include Capitola Mall Transit Center, Watsonville Transit Center, and Scotts Valley (Cavallaro) Transit Center.

At the time of our site visits, the ParaCruz office on Research Park Drive was used for paratransit eligibility assessments as well as operations and light maintenance purposes. Since the eligibility function is no longer located here, we have categorized this site as an employee facility for this report, although the field work review treated it as a site commonly used by the public. Other work sites -- primarily focused on bus operations, maintenance, and administration -- include the facilities on Golf Club Drive, River Street, Dubois Street, and Vernon Street

Although the standards for accessibility features are identical in all cases, greater attention was given to locations more commonly used by members of the public. Within each of the categories, detailed documentation of the field work described below (descriptions, survey forms, and photographs) are arranged in chronological order (earliest to most recent) of METRO’s ownership or lease acquisition. The supplemental materials (survey forms and photographs) were provided to METRO under separate cover and are also available in electronic format.

Facilities constructed before the effective date of the federal ADAAG (January 26, 1991) are generally not subject to those requirements, unless they are reconstructed or altered, which has not occurred. For METRO, these "pre-ADA" sites include:

- MetroCenter
- Capitola Mall
- Minor Maintenance Facility (Golf Course Drive)
- Operations Building (River Street),

In each case, however, should the need arise, program accessibility or employee accommodation would be required.

The MetroBase site currently under construction will provide updated employee facilities to replace some of the current locations, and METRO staff is attentive to the accessibility requirements both in design and construction.

Students were directed to first visit several of the passenger facilities in their every-day role as persons with disabilities, and to provide a "qualitative" assessment of how the site did, or did not "work" for them. They subsequently visited all the sites using the formal survey instruments. In several cases, findings that were identified as "problems" during the qualitative visits were subsequently found to be quite legal, even though problematic or annoying for individuals. This simply points out the personal nature of individuals' interaction with their environment, and how alleged "non-compliance" may be primarily in the perception of semi-informed persons.

It should be noted that the ADAAG currently in effect are those first adopted by the Access Board in 1991, with relatively minor modifications through 2002. These are often referred to as "old ADAAG." In July 2004, the Access Board adopted "new ADAAG," which both re-format and in some cases change, the older provisions. However, the Access Board adoption does not, in and of itself, make these standards and guidelines legally binding. The majority of implementation issues, including a potential for retroactive modification, will be subject to the jurisdiction of the Department of Justice (DoJ), which issued an "Advance NPRM" (Notice of Proposed Rulemaking, primarily questions and requests for comments) in 2005. No proposed rule has yet been issued, and it is likely that it will be at least a year or two before any new DoJ regulations go into effect. However, in late 2006, USDOT issued a final rule requiring compliance with "new ADAAG" for future transportation facilities. Because MetroBase had been under construction before the effective date of this regulation, it is not subject to the changes (and it is primarily an employment site, anyway). Nevertheless, METRO staff is adhering to the best practices available for compliance.

A side-by-side comparison of the details of the old and new ADAAG (approximately 500 pages long) is available at:

<http://www.access-board.gov/ada-aba/comparison/index.htm>

A Note About Detectable Warnings

Detectable warnings are defined by the Access Board as “a distinctive patterns of domes detectable by cane or underfoot”, and are used to alert people with visual disabilities of their approach to streets and hazardous drop-offs – sometime referred to as “those yellow bumpy things.” There is a wide variance in opinions as to their usefulness, what patterns or technical specifications work best, and how they impact people with other (or no) disabilities. These differences occur within the blind community, between various regulatory agencies at the federal level, and between the federal and state governments (e.g., California). The ADAAG requirements for detectable warnings were temporarily suspended during the period of 1994 to 2001, with the exception of boarding platforms at transit stations. The topic of detectable warnings is both contentious and confusing. Senior staff at the federal Department of Justice generally oppose requiring their use, while DOT rulemakers favor them. METRO facilities use a combination of “truncated dome” warnings and grooved pavement markers to delineate areas where pedestrians should exercise caution.

It should be noted that the Access Board is currently updating a lengthy process regarding public rights-of-way (PROW). When this is finalized, and if subsequently adopted by the Department of Justice, it may have further significant impacts, not only for METRO, but for all the municipalities within Santa Cruz County.

Public Facilities

Five sites were included in this category, two of which pre-date the ADA. Section 3.08 of SCMTD’s ADA Complaint Procedure states that:

“Santa Cruz METRO shall provide signage at all inaccessible entrances to each of its facilities, directing users to an accessible entrance or to a location at which they can obtain information about accessible facilities. The international symbol for accessibility shall be used at each accessible entrance of a facility.”

With the exception of the Encinal facility, such signage was not readily discernible to the student field workers.

* *MetroCenter, opened in 1984*

This is a heavily-used site, with much bus traffic and transit passenger usage. Because of the downtown location and availability of restrooms, it appears to be a convenient location for other individuals to congregate as well. A convenience store is well-patronized, but is very small and crowded, has one locked door with the “usable” one not well-marked when it is closed, and it is very difficult to navigate inside. The restrooms are also well-utilized, and maintenance workers do their best to keep the facilities clean in spite of extensive usage.

Both here and at various other sites, we observed brown floor mats intended to help keep interior floors and doorways clear from rain and/or debris, but these are not attached to the floor and are often bunched or moved, which can create navigation problems both for people with disabilities or anyone seeking an opportunity to “slip and fall.” Some means of attaching them in place would be useful to risk management practices, as well as improving the accessible path of travel. Options to explore could include Velco™ or small flat weights at strategic places along the mats.

Access to the upper floors, which include employee offices, break and storage facilities, and a conference room used for occasional meetings, is via a locked elevator (important for security), but a guard is usually on-duty to deploy it if needed.

One door to the facility is marked “No dogs allowed except guide dogs.” This is an outmoded reference to service animals. Correct signage should be at all relevant facilities. Also, as with other facilities, color demarcations on sidewalks and street areas were faded, detracting from users’ awareness.

Key Recommendations:

- Update signage re service animals
- Affix mats more firmly to the floor
- Require vendors to maintain clear travel paths and access
- Improve color contrast for outside areas of travel

* *Capitola Mall Transit Center, leased 1987*

This site is leased from the Mall management firm, and was largely set into the existing structural layout. There are two bus lanes, one along the Mall side, and the other abutting the parking lot. Most of the markings on the roadway seem designed to delineate the “boundaries” of the overall transit center, rather than being guidelines for passenger or general public travel, and as a result are confusing and/or irrelevant for pedestrians. Some of what appear to be walkways lead directly to inaccessible curbs. The concrete areas, especially along the Mall-side right of way are deteriorating and may become dangerous for people with or without disabilities, although this is an issue within the jurisdiction of the private property, and subject to County occupancy permits. In particular, several of the protective tree gratings were somewhat “loose” from sidewalk level and could be a tripping danger. Because the site is leased, rather than owned, these issues are subject to the jurisdiction of the private owner and other public agencies, rather than METRO.

Of all the sites, this one seemed to experience the most obvious glare from the parking-lot-side canopies, which can be problematic for people with seizure disorders. While this condition is not subject to specific ADAAG requirements, it should be considered for future shelter construction.

Key Recommendations:

- Continue to work with Mall and public jurisdictions to improve and maintain safe access.
- Consider reduced-glare materials for future shelter construction.

* *Watsonville Transit Center, opened 1995*

This site is set into a busy community activity area, and the vendor/kiosk areas seem well-patronized. This can cause a problem, however, because the portable eating areas and display racks are often set up to obstruct what should be accessible paths of travel. Provisions to identify the vendors' responsibilities for access under Title III of the ADA should be written into the lease contracts, and SCMTD should monitor compliance.

Lighting and signage here seem difficult. Route information is placed very high up and sometimes obscured by seasonal foliage. Of all the passenger sites, this one seems to have the least marking and/or protective identification for "extraneous" utilities, bushes, etc., especially along the sidewalk areas surrounding the transit center, that could be tripping or access hazards for persons with visual disabilities.

Key Recommendations:

- Working with City regarding safety and access of adjacent public areas
- Require vendors to maintain clear travel paths and access
- Improve color contrast for outside areas of travel
- Keep foliage trimmed to avoid obstructing route signage

* *Cavallaro Transit Center (Scotts Valley), opened 1998*

This is an attractive facility, unfortunately under-utilized, that serves Metro local routes, as well as the Highway 17 Express and the Amtrak connector. The interior of the facility is only open during limited commute times, and seems seldom used, except perhaps for the restrooms. The one automatic "accessible" doorway to the building had become inoperable, but was marked as "out of order" after we brought it to METRO's attention. It has since been repaired and maintained.

The restrooms are available during limited hours. Their location is well-marked, but one of the accessible flush controls has not been working.

The most striking issue we identified here, which does not directly relate to ADA requirements, is the location and layout for disabled parking spaces. Although all on a level terrain, the location require users to cross the roadway used by both buses and autos in order for patrons to get to and from the bus loading areas. Whether because of this layout, or because there is not a dearth of other parking spaces, we never saw a single car parked in this area during the study, although one was observed in December 2007. A more direct and apparently shorter path of travel would be to use several spaces in the first row of the upper lot. The available ramps and pathways are nicely accessible, although some low-lying areas collect water and sand depending on weather conditions.

Key Recommendations:

- Monitor use and safety of disabled parking spaces.
- Repair accessible flush toilet.

* *Administration Building (Encinal Street), leased 1999*

This site is used for METRO's administrative offices and is the location for half of the regular meetings of the Board of Directors (the other half are held at various municipal offices). Various other meetings with the public and with contractors and other agencies also frequently occur at this site. In addition, the back part of the building serves as a shop for the District's signage and benches, and well as other light maintenance functions.

There is a small parking lot at the front of the building and a larger lot at the side, both of which are shared with other facilities in the complex. The disabled parking spot in front is several spaces away from the ramped entrance and requires a person to travel into traffic and around other cars. The accessible doorway is marked, although not very obviously, and on one occasion when we were visiting had been accidentally left locked during business hours.

As with other locations, the floor mats here bunch up and can cause tripping or be difficult to traverse. The restroom doors are a bit heavy to open, although they appear to comply with ADAAG provisions. Otherwise, the layout of the office facilities is easy to use, and is set up in a way that can be accessibly traveled. All of the conference room seating can be moved to accommodate wheelchair users and other persons with disabilities.

The shop area is easy to traverse.

Key Recommendations:

- Work with site ownership to relocate disabled parking closer to building entrance and out of path of traffic
- Affix mats more firmly to the floor

Employee Facilities

This category includes five facilities. Two are owned by the District and were acquired several years prior to the ADA. The three newer facilities are currently leased, with agreements signed post-ADA. The multi-phase MetroBase project is intended to gradually replace several of the District's operating facilities, starting with service/fueling and maintenance functions. Not surprisingly, given the terrain, age of some buildings, and functions performed, the primary issues observed included natural sloping, wear and tear on parking areas, and heavy doors.

In several instances, Metro has modified a facility and/or working conditions once an employee with a disability is hired. We were informed anecdotally that the representative of one parts vendor is an individual with mobility impairments, who regularly visits the various maintenance and parts sites. Whether using crutches or a wheelchair, he can readily traverse both the shop areas and the parts storage areas.

Minor Maintenance Facility (Golf Club Drive), opened 1983

This older facility is clearly a “shop,” but is generally quite clean, well-organized, and easy to traverse. No accessible parking is indicated. The student field workers indicated that a telephone pole and fire hydrant obstruct travel near the sidewalk area, although this public right-of-way is outside METRO’s control.

Operations Building (River Street), opened 1984

This also is an older site with clearly utilitarian functions. There is little signage to indicate the purpose or use of various spaces, and overall it appears a bit dark inside, although there have apparently not been any requests to increase the brightness. The students indicated that the distance for an office worker to the most accessible restrooms was lengthy. Because the building pre-dates ADA, no significant structural modifications are required, although if a worker with a disability requested reasonable accommodation, such a request would need to be considered. This site is planned to be replaced by MetroBase.

Fleet Maintenance Facility (Dubois Street, 2 floors), leased 1995

This building was converted from previous non-transit uses by other tenants and occupies two floors. The top story is primarily used for storage, and there is considerable empty space for expansion if needed. As with other employee sites, parking and bathrooms were not fully compliant with ADAAG, but no one indicated any problem with their usability.

ParaCruz Office (Research Park Drive, Soquel), leased 2004

This facility is located in a business/light industrial park with shared parking for other tenants. It is used as the scheduling/dispatch office for ParaCruz, with parking and light maintenance for the paratransit vehicles in the back. At the time of our site visit, it was also used as the main location for applicants to come in for eligibility determinations, although this is no longer true.

The parking out front is fairly crowded and the international symbol of accessibility on the asphalt is worn and faded. We were told by the Accessible Services Coordinator that it is a lengthy distance to reach the office from the closest fixed-route bus stop. METRO is planning to relocate this office along a bus line in the future.

As with other locations, the brown floor mats were bunched and hazardous. Braille signage was limited, except for restrooms. Any signage that designates “permanent rooms and spaces” should have equivalent Braille markings.

Fleet Administration & Office (Vernon Street), leased 2005

This is METRO's newest facility, and the District is considering eventual purchase of the entire building. Currently, the lease is only for the "second story", which is located off a separate entrance in what appears to be the back of the lot. It is not well-signed, and employees at the other tenancy (a printing office) appear to be somewhat weary of directing METRO visitors to the correct location.

The layout of the office is light, open and airy, with a few offices and a fair amount of modular furniture, which can be readily altered to accommodate changes in uses or users. METRO staff believe that, if the full building is purchased, an elevator can be readily retrofitted to allow accessible travel between the two floors. If this is not feasible, accommodation will be required, as needed, to ensure that employees and visitors receive full program accessibility.

Key Recommendations for Employee Facilities:

- Improve signage for disabled parking spaces
- Affix mats more firmly to the floor
- Be attentive to potential needs for accessibility improvements to restrooms
- When "permanent rooms and spaces" are designated by signs, there should be equivalent Braille indications.

2. PROGRAMS & POLICIES

Regulation AR-1002 is SCMTD's ADA Complaint Procedure, most recently updated in January 2003. The Procedure and Process are readily available to the public at <http://scmtd.com/ada.html>

In the introductory statement to the procedure, METRO affirms its policy on non-discrimination and its commitment to the ADA/504 statutes and regulations with regard to the District's services, programs, and activities. This review project was undertaken in furtherance of the policy.

The Procedures contain a few minor outdated references (e.g., MASTF §5.03 and a Front Street location §6.04d). It indicates that complaints (sometimes referred to as "grievances"), can be in writing submitted to the attention of the Assistant General Manager, the Accessible Services Coordinator, or the Customer Service Coordinator, or via telephone to the Claims Investigator (the current person in this position is Spanish-bilingual). A specific "ADA Coordinator" as required by Justice Department regulations (28 CFR part 35) is not clearly identified, although responsibility is vested in "the General Manager or his designee." It would be more helpful to the public if a specific individual or position were identified.

Internal Administrative Services & Functions

Departments and functions evaluated under this category included:

- Finance Department (Payroll, Accounts Payable/Receivable, Auditing)
- Human Resources (Hiring, Benefits, Training, Reasonable Accommodation)
- Information Technology (Computer Applications for Employees)

We interviewed several District personnel including the Human Resources Manager and the Safety & Training Coordinator. We also interviewed representatives from both UTU and SEIU. No issues were observed or identified regarding the Finance Department functions that are applicable to applicants or employees with disabilities. Nearly every person interviewed could readily recall one or more examples of "reasonable accommodation" that have been provided to assist employees in performing their job, or at a lighter-duty level. According to the Human Resources Manager, there have actually never been any "requests" for reasonable accommodation; rather, METRO has offered employee assistance if they become aware of a situation that may indicate such a need. In some cases, this has included computer modifications, work-space restructuring, or extended leave. Documentation of such actions is maintained in the HR Department. No problems were identified in dealing with reasonable accommodation under Title I of the ADA, although SCMTD should be careful to avoid a perception that accommodation must be "offered" by the District; an employee with a disability has an independent right to request reasonable accommodation.

The Human Resources function of position classifications deserves some discussion. We reviewed more than 60 job descriptions, covering nearly all of the positions available and/or filled at METRO. In general, compliance with the ADA may be more readily identifiable if categories in the position description such as “knowledge and abilities” were more clearly categorized as “essential job qualifications.”

We recommend one specific clarification of “essential functions” for the positions of coach and van operators. The DOT ADA regulations require that “where necessary or upon request, (transit system) personnel shall assist individuals with disabilities with the use of securement systems, ramps, and lifts” and that (the transit system) “shall ensure that vehicle operators and other personnel make use of accessibility-related equipment or features.” A “common wheelchair” is one that weighs up to 600 pounds when occupied, and which fits within specified size dimensions. One of the unintended consequences of the development of low-floor bus technology is that it turns out that the current ADAAG specification for slope on a deployed vehicle ramp simply does not work properly. This is a nation-wide issue, not just local. Under normal operating conditions, an “ADA compliant” bus ramp must usually rest on a curb to lessen the actual slope in order to allow a wheelchair user to board unassisted, and there are numerous parts of the Santa Cruz County service area without curbs. Further, given the ever-increasing size and weight of mobility devices in use, and to the extent that METRO allows passengers with wheelchairs that exceed the “common” dimensions of size and/or weight, the position classifications for coach and paratransit operator should be revised to clearly indicate the likely requirement to assist in pushing a wheelchair that weighs up to, or more than, 600 pounds, either on level terrain or up a ramp.

In the Spring of 2007, the Access Board issued a request for comments to precede a formal rulemaking regarding new ADAAG for Buses and Vans. It is anticipated that both the size and weight dimensions regarding mobility devices that must be transported may be increased. However, they have also suggested a change for ramps from a 1:4 slope to 1:8, which would make independent usage easier, but transit industry comments indicate that such a change may not be structurally feasible. The District also made comments to this docket, expressing several concerns.

Public (External) Services & Functions

Departments and functions evaluated under this category included:

- Administration Department (Board Meetings, Public Hearings & Notices, Press Releases)
- Marketing & Operations Information (“Headways”, Rider Alerts, Posters on Buses)
- Information Technology (Website)
- Fleet Maintenance Department (access in/on/out of vehicles). This was defined to in our project field work include:

Lighting inside buses
Calling out stops *
Bus stop signage *
"Curbing" buses at stops *

* topics added that were formally beyond project scope but relevant to this review

Public information regarding Board meetings, public hearings, and other District-sponsored functions carries a notice that states:

"The Santa Cruz Metropolitan Transit District does not discriminate on the basis of disability. The Encinal Conference Room is located in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, please contact Cindi Thomas at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting METRO regarding special requirements to participate in the Board meeting."

Staff indicates that such requests are very seldom received, but are accommodated if received in a timely manner. All SCMTD public meetings are held in accessible locations.

The "Headways" book of schedules and routes is readily available (free) throughout the County in its regular published format, and includes both English and Spanish information. However, information on how or where to obtain a copy in large-print or Braille is little known or available. The *Headways* book states only that "large print (11x17) copies of this HEADWAYS can be requested from the Accessibility Coordinator (831-423-3868)." If a person cannot read the *Headways* book, they would not be likely to find this information. At a minimum, availability information should be added to the website, and accessible formats should be available through the Administrative office.

No comments regarding availability or accessibility of other information on-board the buses were mentioned by any persons we interviewed, and no complaints regarding the current stop-announcement procedures (which exceed the DOT ADA requirements) were received. It appears that METRO staff have been very conscientious in ensuring that stop announcements are regularly made without being overly intrusive or annoying to passengers who do not desire the information. Based on a consultant study, METRO has invested in a "shielding" of the mechanism's wiring so that excess cross-noise is minimized.

Several of the student workers, especially those with limited vision capability, expressed displeasure and discomfort about the "lighting" situation on board the buses at night, where interior levels are left to the discretion of the coach operator. We recognize that this is an issue of disagreement between District management and UTU, and we fully respect the safety aspects of minimizing glare that can affect operators' driving. Nevertheless, some "happy medium" that ensures better comfort, safety, and ease of mobility for passengers should be pursued as a common goal. This could take a variety

of options, including use of reading lights onboard, translucent or colored “sleeves” to dim some lights, or a more formal practice that certain banks of lights stay on during operation. We urge that some mutually agreeable, consistent practice be decided on, so that passengers know what to expect. This may be an appropriate topic for MAC to provide advice about. It does not appear, at this time, that the Access Board intends to impose any standards for interior lighting in transit vehicles. The photographs taken for the project show very distinctive comparisons, from the outside of coaches, of the effect of interior lights on or off at night.

Bus Stop Signage and Bus Curbing

One of our most serious observations that was brought to the District’s attention, and which they are developing a means to address, was actually outside the original scope of this project, but we believed that it was significant enough that it could not be overlooked. The ADAAG requirements which relate to bus stop signage state, in effect, that “all new bus route identification signs shall ... to the maximum extent practicable ... (have a minimum character height of) 3 inches.” The “route identification” is generally construed to be the route number itself, and need not apply to any supplemental information. In addition, the ADAAG specifically states that “bus schedules, timetables, or maps that are posted at the bus stop or bus bay are not required to comply with this provision.” The standard “route identification” on current Metro stops and signs is only approximately 1 inch in height. It is our interpretation that every time a route or schedule is changed so that new information is posted, even at an “old” location, is sufficient to trigger the “new route identification” provision. METRO Maintenance staff has begun a program to implement this recommendation.

Another observation we made at all of the transit centers, again not part of the project assignment, was consistent and well-performed “curbing” of buses for easier passenger entry and egress. This is a tribute both to the operators and their training.

Website Review

The SCMTD website (www.scmttd.org) has evolved over time and clearly shows it. It contains a wealth of information, but often not in a readily-intuitive manner to navigate. Given the increasing public reliance on the Internet as a means of information, METRO should look upon the website as one of its key publishing media, not just as an adjunct technological tool. In addition, SAFETEA-LU has specified “the World Wide Web” as an element of public participation for transportation planning activities.

In general the SCMTD website conforms to the current technical requirements of section 508 of the Telecommunications Act (which are being updated by the Access Board), but it is not very user-friendly. It might be described as “non-discriminatory” in that it is equally difficult for just about anyone to use. Some information is totally out-of-

date, such as a 1996 comparison of "Transit vs. Automobile Costs" (assuming gasoline and oil costs of \$0.056/mile), while the State and Federal legislative programs relate to 2004. In contrast, we note that the District's summary operating budget for FY 2007-08 is current, while operating facts are available as of the most recent audit.

Staff indicates that the SCMTD website is one of the few in the country, to their knowledge, which presents route schedules both in *html* as well as *pdf* formats. The former is generally more compatible with screen readers that are used by people with visual disabilities or literacy problems. Some users do not like the "inverted" format, which shows timepoints on the left-column rather than across the top, but an investigation in 2001 by FTA's Office of Civil Rights in response to a complaint deemed the well-documented reasons for the approach as acceptable.

During the course of this project, notices and materials for monthly meetings of the Metro Advisory Committee (MAC) were added to the Board of Directors page, yet this presence is not readily discernible from the home page. A former "new" and unconstructed link reputedly to the now-defunct Metro Accessible Transit Services Forum has been removed. The order of topics on the home page properly has important passenger topics such as routes and fares up-front, but later topics do not seem to have any pattern. "How to Contact Us" and "Tell Us" previously appeared redundant, but have been changed to provide appropriate information; the latter includes links to the ADA Complaint Procedure and Complaint Form.

Contrast between the light blue background and dark blue font for links can be difficult for some people to discern. The "Return" button at the bottom of each page also lacks useful contrast. Some charts do not readily re-size text, which can be problematic for people who use a large-text screen. The use of AltaVista's Babel Fish translation site can be helpful, although the directions for use may be confusing for people whose primary language is not English. With the evolution of technology, it may be useful to consider adding "speech enabling" capability to the SCMTD website.

On the positive side, the existence of Board archives back to 1995 is a feature for which outside researchers have noted appreciation. Staff indicates that this is also a cost-saving feature which also allows requests for historical information to be responded to more quickly than by paper-and-postage methods.

One consultant resource (<http://www.schallerconsult.com/transitwebsite/principles.htm>) suggests "six principles for developing transit web sites":

- Focus on ease of use and service information
- Provide for the varying needs of different audience segments
- Count the audiences
- Test the site with users
- Promote the site
- Integrate the Web with Business Processes

Overall, we recommend that a comprehensive update of the SCMTD website should be a key priority for enhanced communication with all customers. Both perceptual/"artistic" and substantive elements have much room for improvement, which can also lead to an increased perception of METRO as a responsive and forward-thinking public agency. Again, this may be a topic on which MAC input could be solicited and helpful.

The current year METRO budget has funds allocated for consultant assistance to update the website, which may be useful. Over the longer term, however, we recommend that this function be maintained in-house, to ensure both consistency and commitment with overall District goals. Logically, this function should be staffed within the IT Department. For purposes of salary comparison, one Northern-California bus system that we checked with has a "Website Coordinator" position at a job classification level comparable to those of Planner, Office Manager, and Transportation Supervisor.

3. CONCLUSION

Overall, METRO should be commended for its consistent and conscientious attention to customer service for all passengers, employees, and taxpayers, both with and without disabilities. This project itself is an example of SCMTD's pro-active approach to ensuring non-discrimination and civil rights protections for persons with disabilities.

There is strong and ongoing evidence that the District, management and personnel are all committed to providing the best possible service within fiscal constraints that they can, for all passengers. This review largely provided a "fresh set of eyes" to help continue that mission.

In general, we found few, or minor, issues with compliance with applicable rules and requirements. The major problems identified for passenger facilities were largely the results of time and weather. More regular ongoing maintenance and monitoring can help to address these situations. Perhaps our most significant recommendation, although it was outside the intended scope of this project, was that bus stop signage should be changed to conform to ADAAG, at least for all new postings and schedule changes, and METRO has begun this process.

Another change that has already occurred as a result of this project includes repair of the automatic door at Cavallaro Transit Center.

As part of earlier discussion, we recommended that "Metro may wish to consider commenting to the Access Board as they update the Vehicle Specifications portion of ADAAG (now in 49CFR, part 38) over the next year or two." This item has been at least partially mooted by the Access Board's Request for Comments on Bus and Van Vehicle Specifications, which occurred in the spring of 2007, and to which METRO submitted comments. However, a formal Notice of Proposed Rulemaking will likely occur in the next year, and METRO should remain attentive to the topic. Depending on final actions taken by the Access Board and DOT, the results may have considerable impact on vehicle design, availability and cost.

As a reminder, it should be noted that this review did not, and was not intended to, address any differences between ADAAG and California Building Codes (Title 24, CCR), nor does it address compliance with California requirements. One topic where this may be particularly relevant regards different approaches to detectable warnings, which California emphasizes and the federal Department of Justice does not. METRO should be aware of differences in applicable interpretations, where these occur.

4. SUMMARY OF RECOMMENDATIONS

As a result of this project, the consultant team recommends the following actions, in an approximate priority order:

1. The SCMTD website should be updated for content, with improved contrasts and clarity of topics. The increasing public and industry reliance on this communication mode warrants the dedication of additional District resources.
2. The District's "ADA Coordinator" should be more clearly identified for public communication and/or correspondence. We were told that this function is currently performed by METRO's Legal Department, but this should be clarified, and made available to the public consistent with the adopted ADA Complaint Procedure.
3. Human Resources "Job Descriptions" for operators (both fixed route and paratransit) should specify minimum qualifications required to assist passengers in mobility devices (e.g., currently 600 pounds when occupied, possibly more in the future), including up vehicle ramps in areas without curbs.
4. More information should be more readily available on how/where to obtain large-print or Braille versions of *Headways*.
5. Entryway floor mats in buildings should be affixed to minimize slippage and/or "bunching".
6. Provisions should be added to lease contracts at transit centers (e.g., vendors & kiosks) that require "accessible path of travel" and reasonable accommodation for their customers (under Title III) to vendors' responsibilities.
7. Signage for passenger facilities should be up-to-date (e.g., references to service animals rather than guide dogs) and consistent across all facilities.
8. Whenever "permanent rooms and spaces" are designated by signs, there should be equivalent Braille indications.

APPENDIX

A. PERSONS INTERVIEWED FOR THIS PROJECT

B. FEDERAL ACTIVITY RELATING TO THE ADA DURING THE PROJECT PERIOD

C. PROJECT TEAM

D. PHOTOGRAPHS of FACILITIES & PROGRAMS

E. (under separate cover) ADAAG REVIEW FORMS for FACILITIES

**APPENDIX A
PERSONS INTERVIEWED FOR THIS PROJECT**

| | |
|-----------------------|---|
| Frank Bauer | Safety and Training Coordinator |
| John Daugherty | Accessible Services Coordinator |
| Mark Dorfman | Assistant General Manager |
| Margaret Gallagher | General Counsel |
| Gary Klemz | SEIU Local 415 (now 512) |
| Paul Marcelin-Sampson | (former) MAC Member |
| Bonnie Morr | Chairperson, UTU Local 23 |
| Steve Paulson | Paratransit Administrator |
| Robyn Slater | Human Resources Manager |
| Patricia Spence | Board Member, Santa Cruz County Appointment |
| Tom Stickel | Maintenance Manager |
| Les White | General Manager |

APPENDIX B FEDERAL ACTIVITY RELATING TO THE ADA DURING THE PROJECT PERIOD

Several significant events occurred during the course of the project that will, or are likely to, have an effect, which in some cases is still undetermined, on Metro's "programs, activities, and services."

In August 2005, President Bush signed the long-awaited reauthorization of the federal surface transportation programs (both transit and highway provisions), officially known as the "Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users" (SAFTEA-LU). This funding and programmatic authorization is effective through September 30, 2009, and includes significant expansions in available transit funding, as well as the initiation of several new programs, including a focus on "coordination" with human service transportation programs.

SAFETEA-LU also added a new requirement that before the Federal Transit Administration (FTA) issues any "substantive policy statement, rule or guidance" that will impose a "binding obligation" on grant recipients, the agency must follow applicable requirements for public notice and comment (49 U.S.C. §5334(l)). The public transportation industry had sought this provision to bring greater transparency and clarity to FTA actions and interpretations. However, both DOT and FTA have taken the position that this provision does not apply to DOT itself, or to DOT actions such as the ADA regulations.

In early September 2005, shortly after SAFETEA-LU went into effect, there suddenly appeared on the FTA website a page entitled "DOT Disability Law Guidance":
http://www.fta.dot.gov/civilrights/ada/civil_rights_3886.html

Each of the four new "guidance" documents bore a statement at the end that it "has been approved through the Department of Transportation's Disability Law Coordinating Council as representing the official views of the Department on this matter" (DLCC). Under applicable law, such "guidance" is legally deemed to be non-binding, but this critical status has seldom been clearly conveyed by USDOT or FTA representatives, and in fact the guidance itself, as well as a series of extra-regulatory expansions of interpretation have been deemed subject to enforcement by FTA, whose Civil Rights staff often refer to the guidance as "this is what's in effect."

In February 2006, USDOT issued a Notice of Proposed Rulemaking (NPRM) to amend its implementing regulations for the ADA. Most notably for METRO and most other public transit systems, these would include an expansion of the 504 and ADA regulations to require "reasonable modification" of policies and practices for passengers with disabilities, both on the fixed-route service and for complementary paratransit. In some cases as SCMTD well knows, this provision is already being subject to DOT and FTA oversight, even though it does not appear in any reasonably identifiable language in the regulations or in any historical documentation. The uncertainties that the proposed new interpretation would add, both for transit systems and the great majority

of passengers, created a flurry of comments to the docket during the period through July 2006. The NPRM would also make issuances from the DLCC “valid and binding,” even though this internal staff group appears to operate with no discernible public comment opportunities. In addition, comments were solicited on other controversial topics, such as whether (or how) the definition of a “common wheelchair” should be modified and how paratransit “trips” (or denials) should be counted. As of the date of this writing (September 2007), no further rule or clarification has been issued.

On October 30, 2006, USDOT issued a final rule to adopt the 2004 ADAAG updates relating to transportation facilities, such as bus stops, shelters, and passenger stations. These went into effect on November 29, 2006 and will affect any future passenger-related construction or renovation on which METRO embarks. However, this rulemaking also contains “guidance” that furthers the approach to “reasonable modification.” The Federal Register Notice for this action, which also contains a link to the ADAAG provisions, is available at <http://frwebgate1.access.gpo.gov/cgi-bin/waisgate.cgi?WAISdocID=704461348506+0+0+0&WAIAction=retrieve>

APPENDIX C PROJECT TEAM

Special acknowledgement is extended to the college students who assisted with the project and were responsible for much of the detailed facility field work and measurements.

Graduate Student Coordinator: Angela Holleman

The students who participated throughout the project work were:

Michelle Desmond
Armando Hernandez
Gavin Kassel
Gregory Spickard

In addition, Gavin Williamson and Zachary Woodford participated for part of the project.

APPENDIX D PHOTOGRAPHS of FACILITIES & PROGRAMS

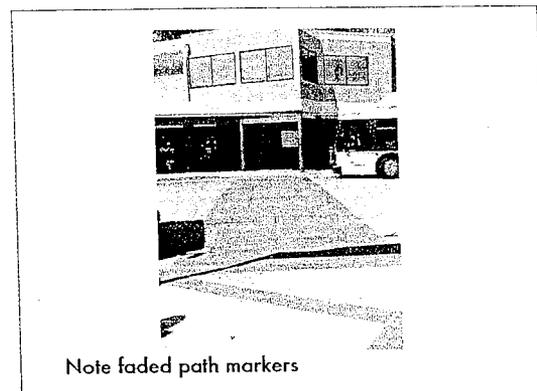
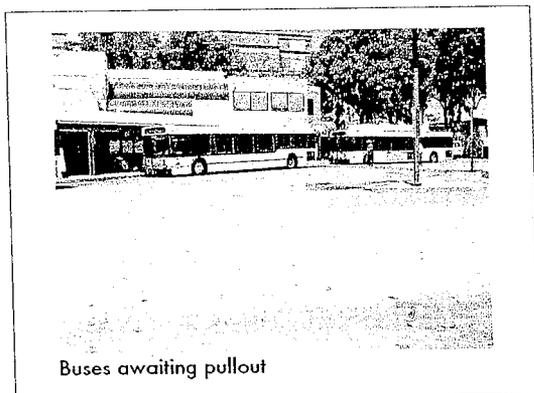
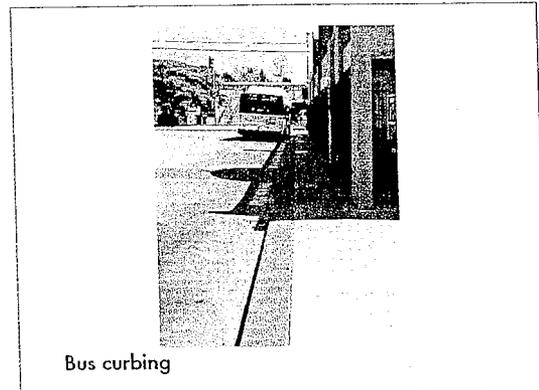
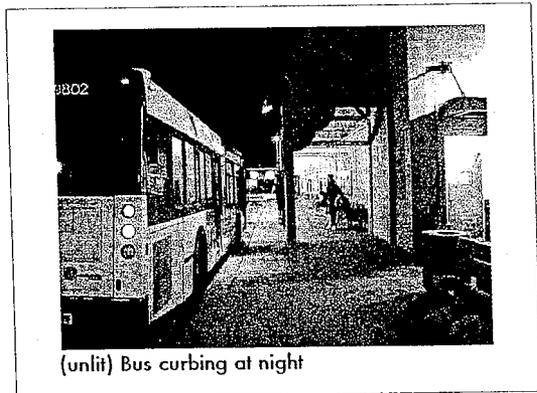
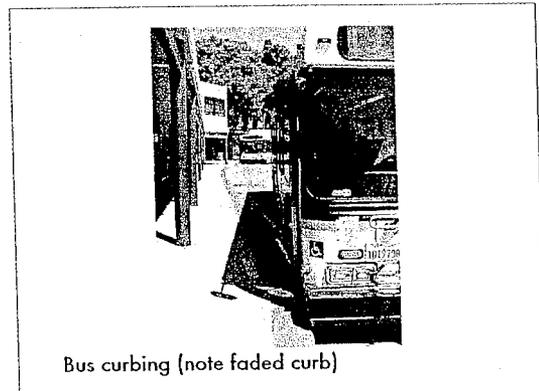
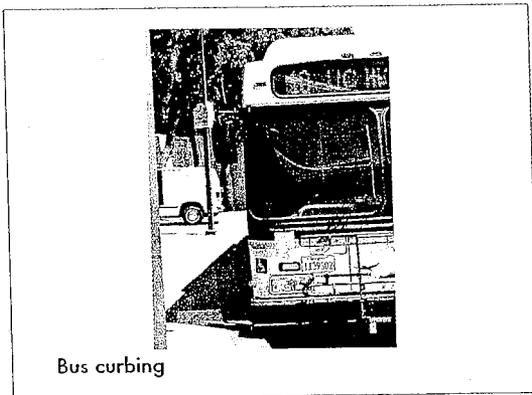
Public Facilities

- MetroCenter, opened in 1984
- Capitola Mall Transit Center, leased 1987
- Watsonville Transit Center, opened 1995
- Cavallaro Transit Center (Scotts Valley), opened 1998
- Administration Building (Encinal Street), leased 1999

Employee Facilities

- Minor Maintenance Facility (Golf Club Drive), opened 1983
- Operations Building (River Street), opened 1984
- Fleet Maintenance Facility (Dubois Street, 2 floors), leased 1995
- ParaCruz Office (Research Park Drive, Soquel), leased 2004
- Fleet Administration & Office (Vernon Street), leased 2005

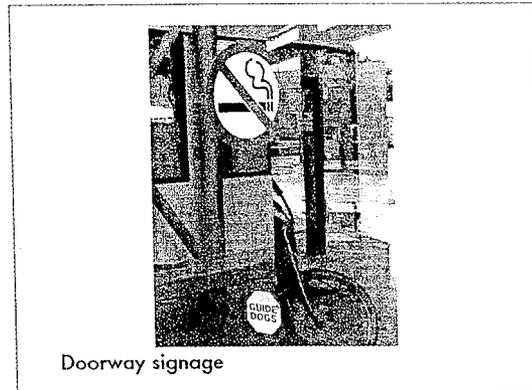
MetroCenter/Pacific Station (1984)



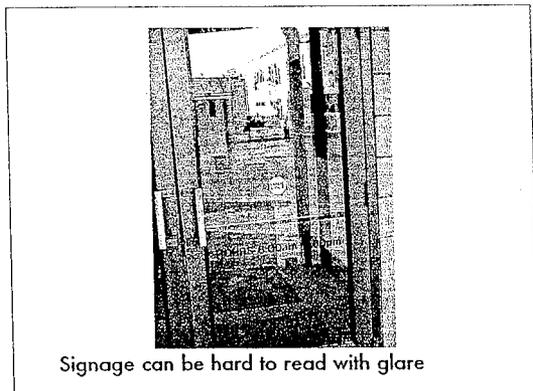
MetroCenter/Pacific Station (1984)



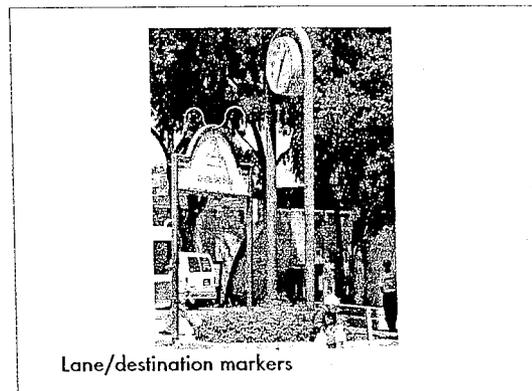
Outmoded signage for service animals



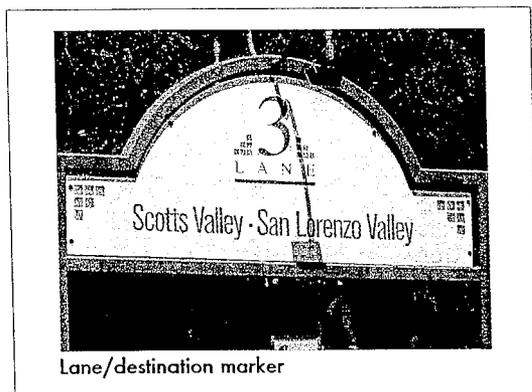
Doorway signage



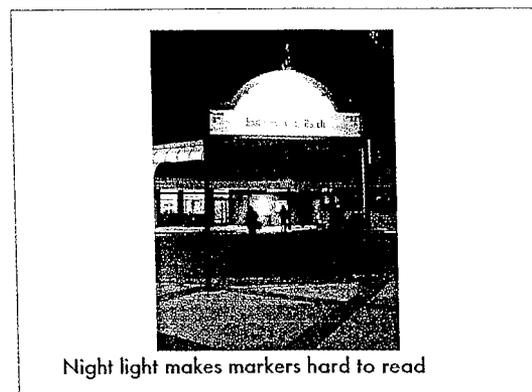
Signage can be hard to read with glare



Lane/destination markers

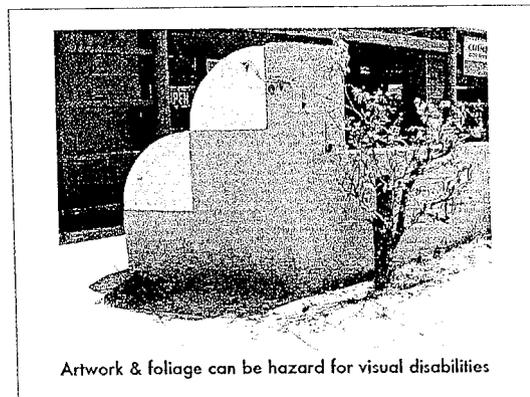
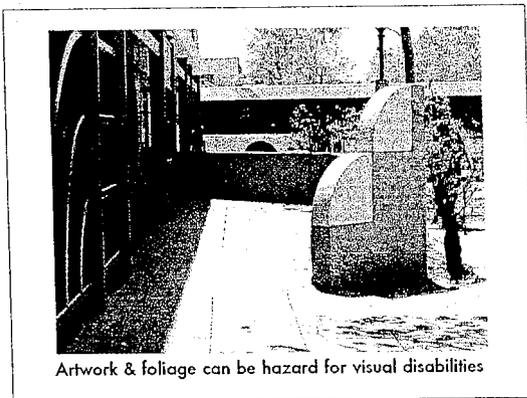
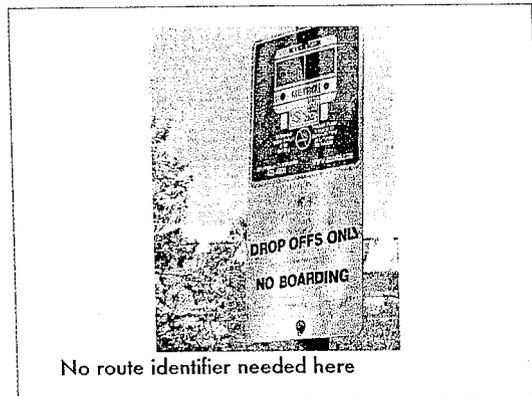
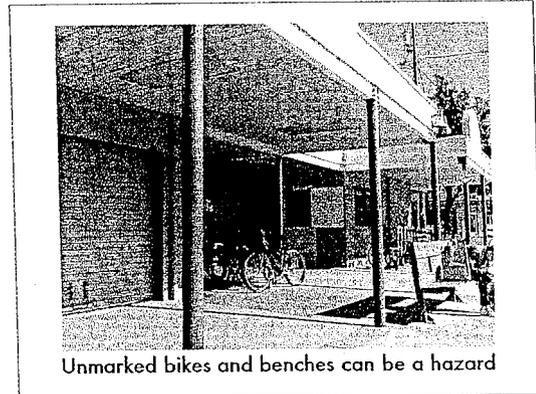
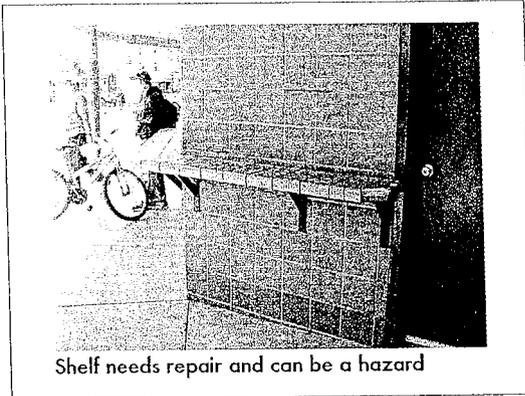


Lane/destination marker

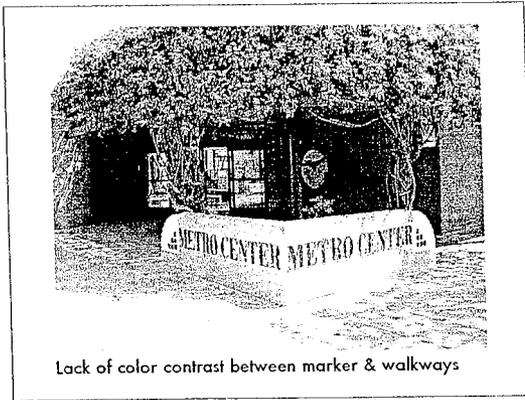


Night light makes markers hard to read

MetroCenter/Pacific Station (1984)



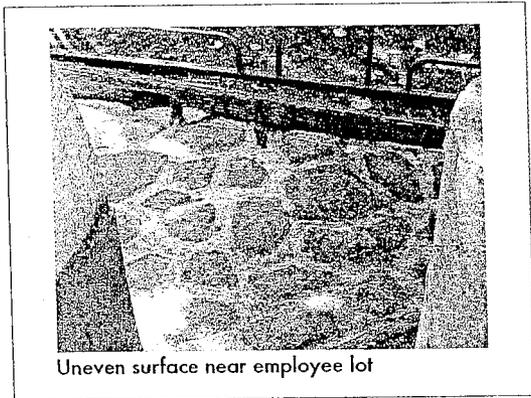
MetroCenter/Pacific Station (1984)



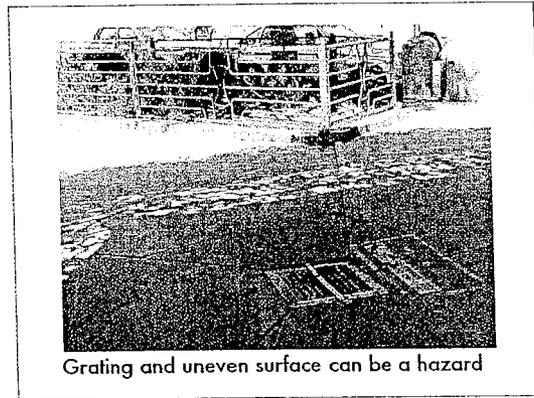
Lack of color contrast between marker & walkways



Lack of contrast can present hazards for some



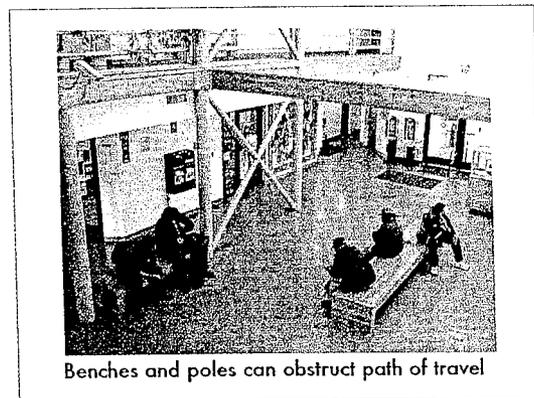
Uneven surface near employee lot



Grating and uneven surface can be a hazard

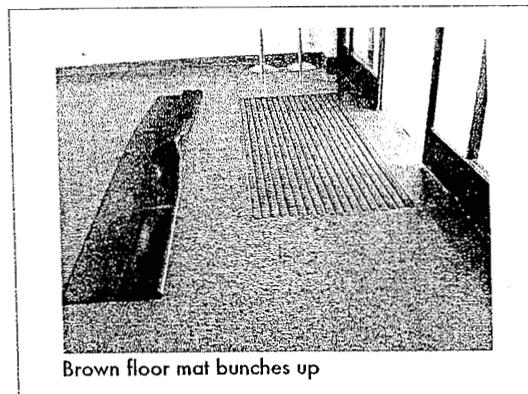
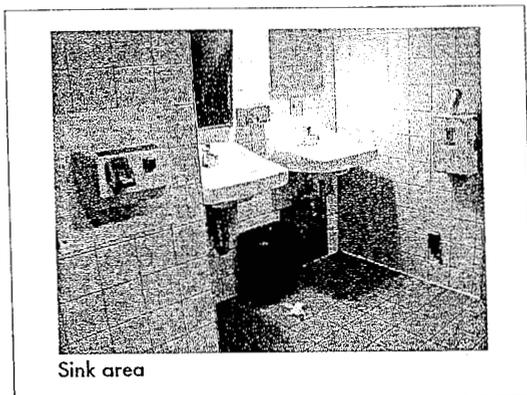
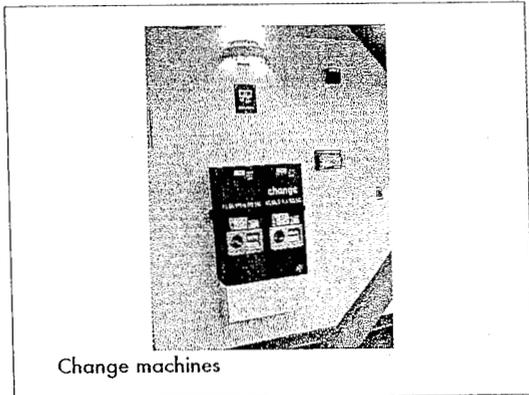
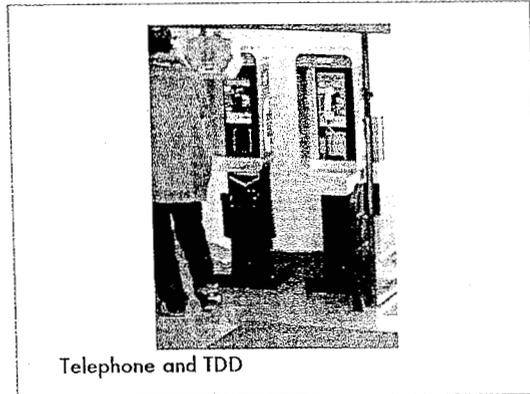


Interior - again, limited contrast in some areas

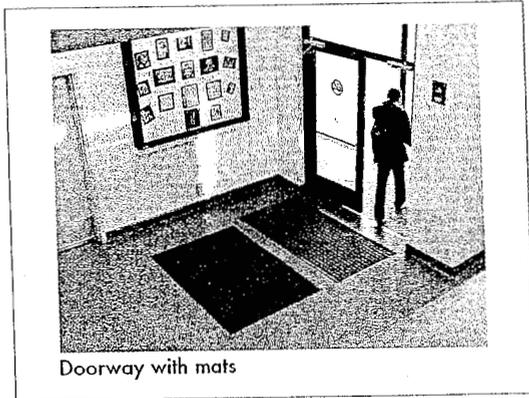


Benches and poles can obstruct path of travel

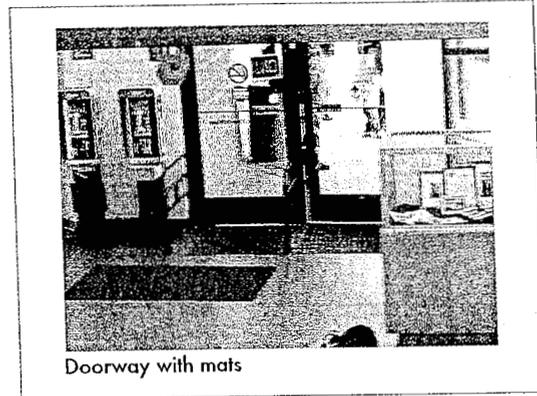
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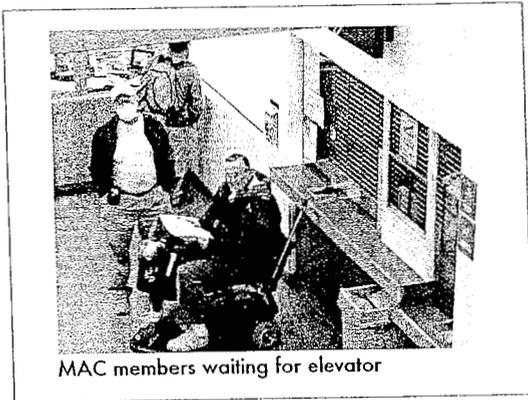
MetroCenter/Pacific Station (1984)



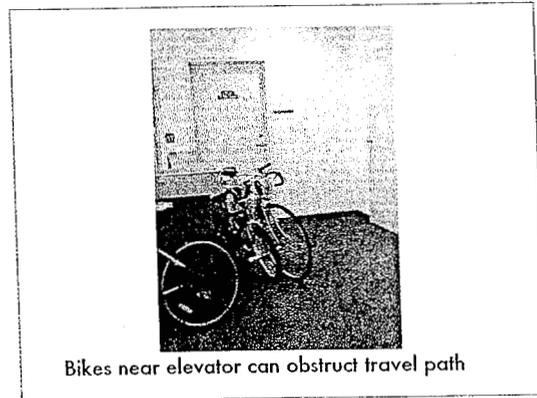
Doorway with mats



Doorway with mats

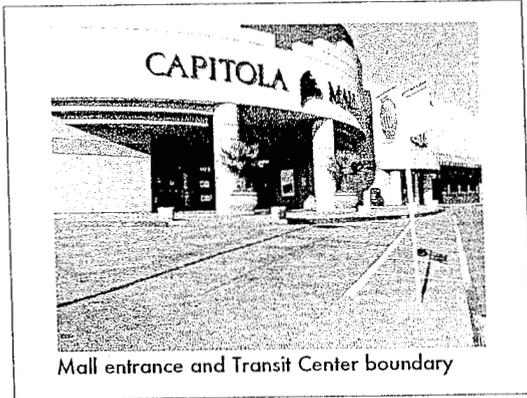


MAC members waiting for elevator

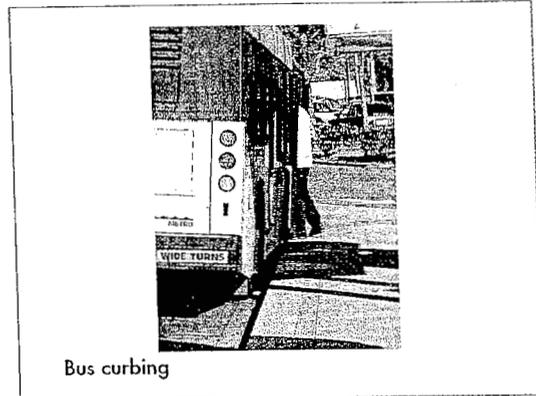


Bikes near elevator can obstruct travel path

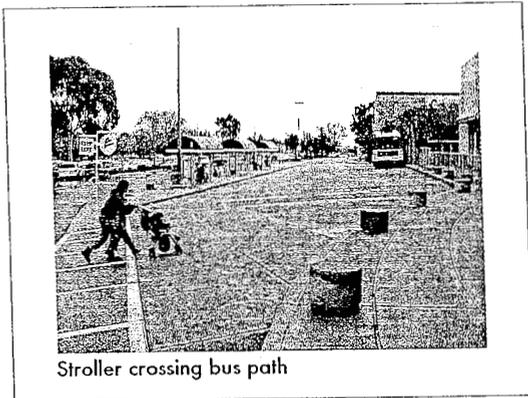
Capitola Mall Transit Center (1987)



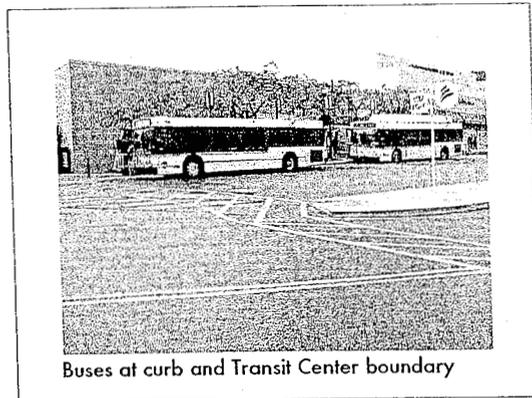
Mall entrance and Transit Center boundary



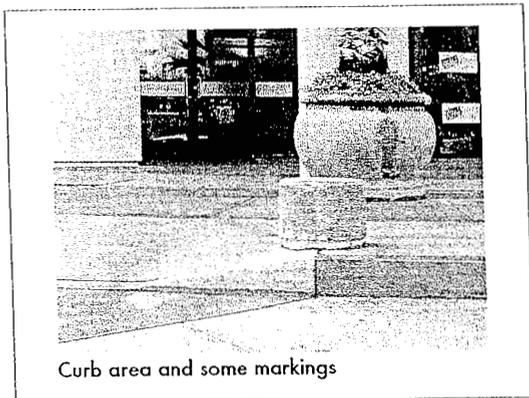
Bus curbing



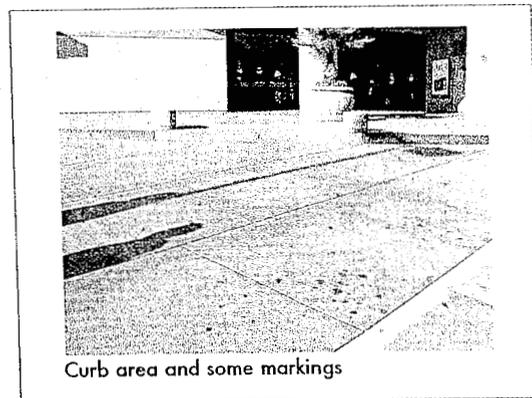
Stroller crossing bus path



Buses at curb and Transit Center boundary

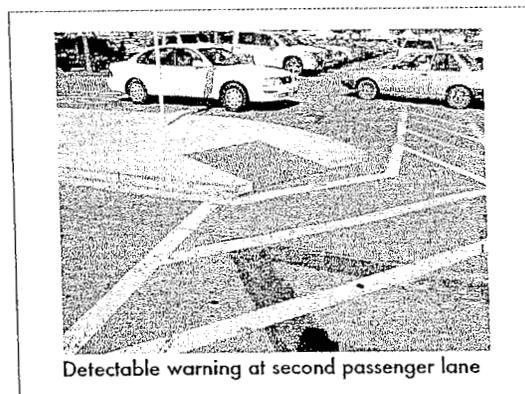
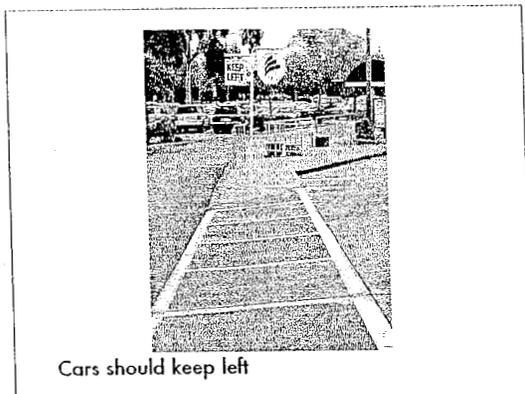
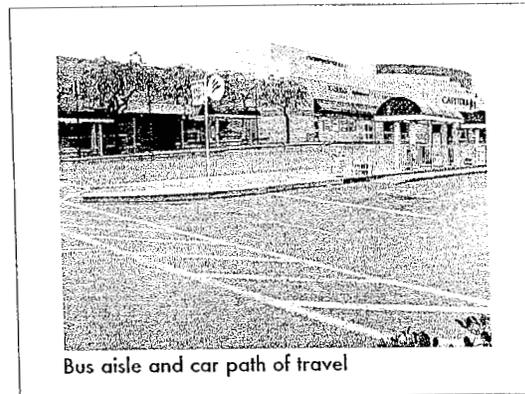
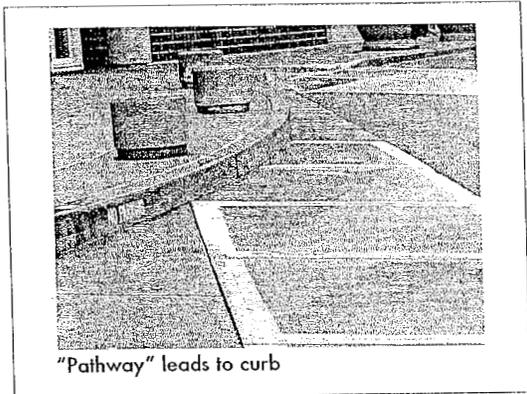
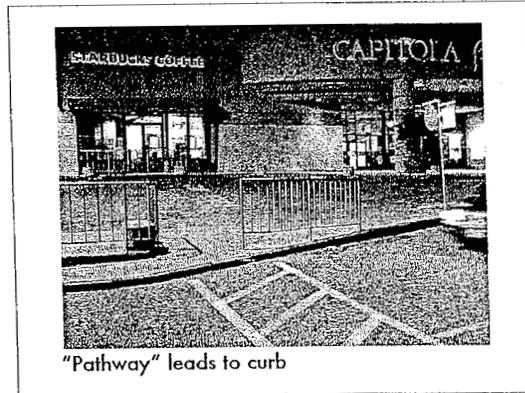
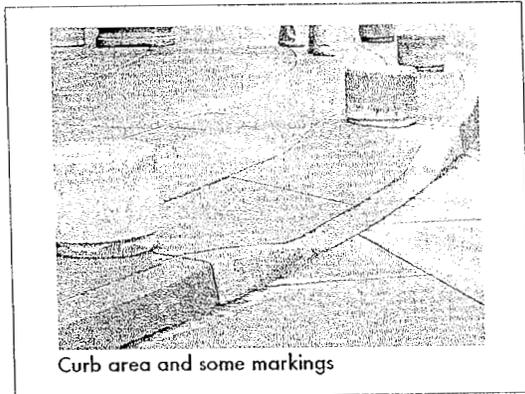


Curb area and some markings

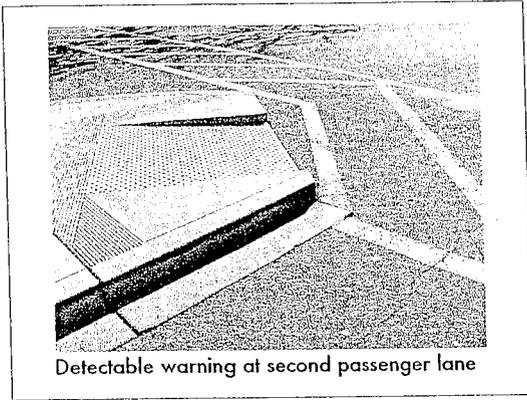


Curb area and some markings

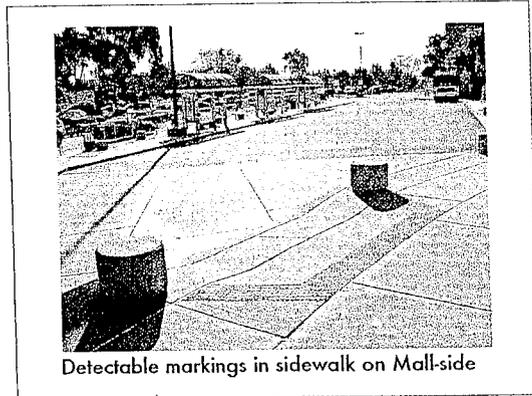
Capitola Mall Transit Center (1987)



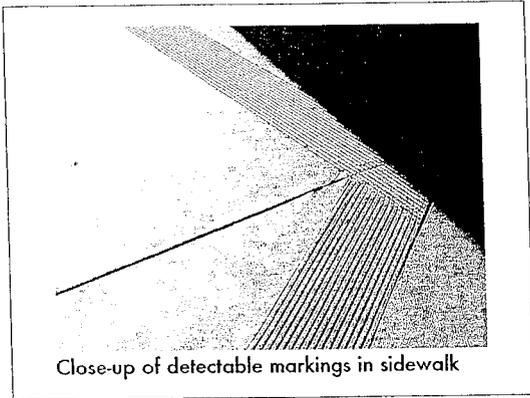
Capitola Mall Transit Center (1987)



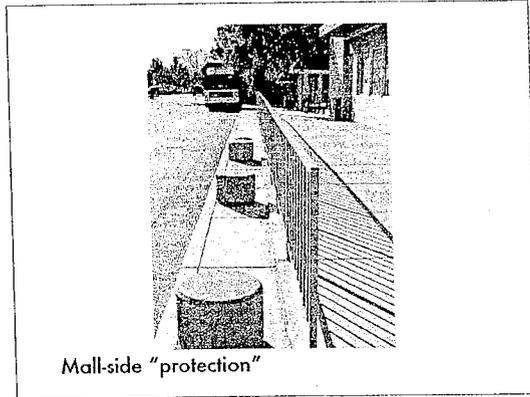
Detectable warning at second passenger lane



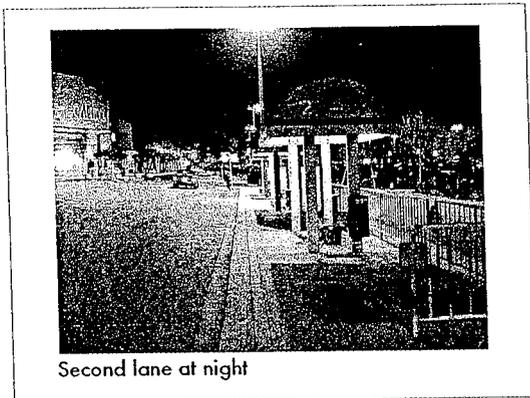
Detectable markings in sidewalk on Mall-side



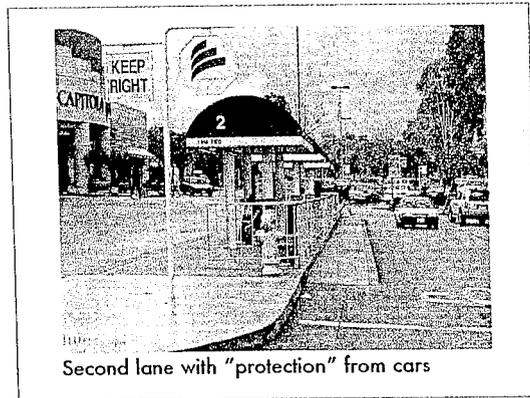
Close-up of detectable markings in sidewalk



Mall-side "protection"

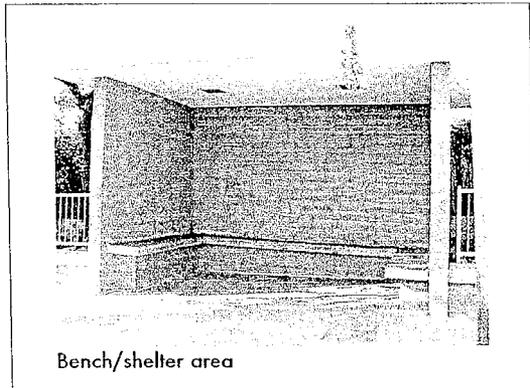


Second lane at night

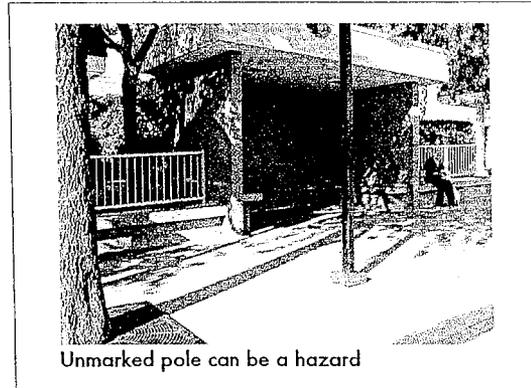


Second lane with "protection" from cars

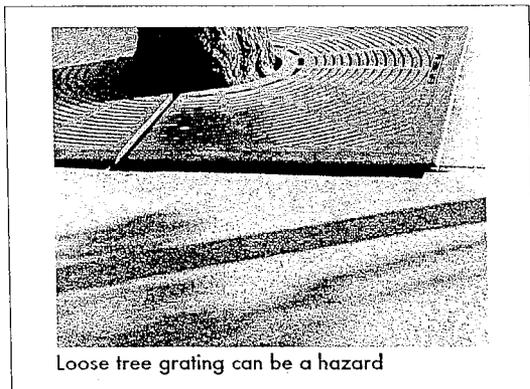
Capitola Mall Transit Center (1987)



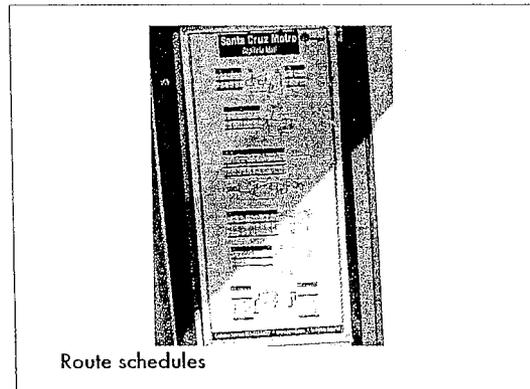
Bench/shelter area



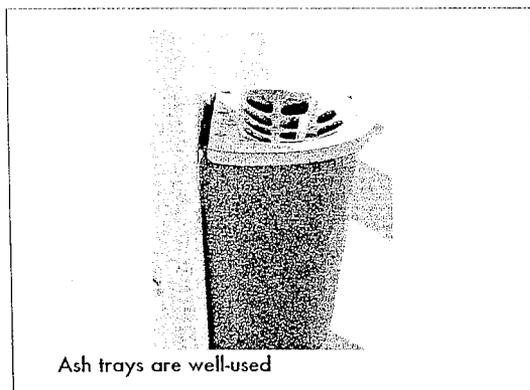
Unmarked pole can be a hazard



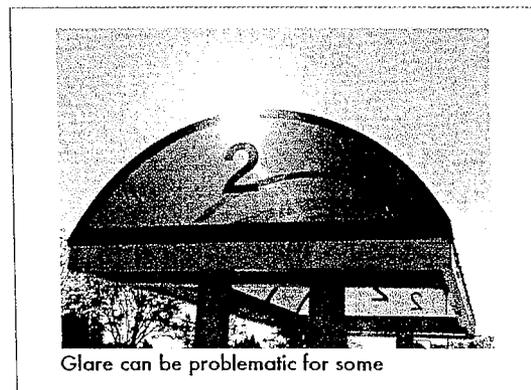
Loose tree grating can be a hazard



Route schedules

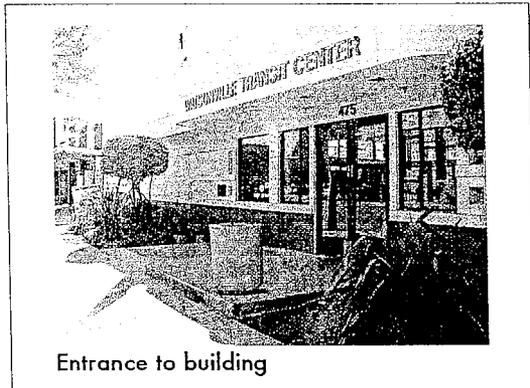


Ash trays are well-used

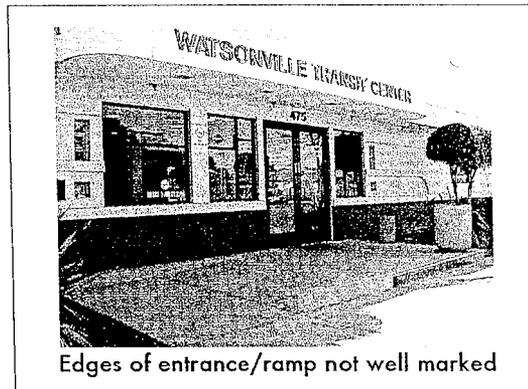


Glare can be problematic for some

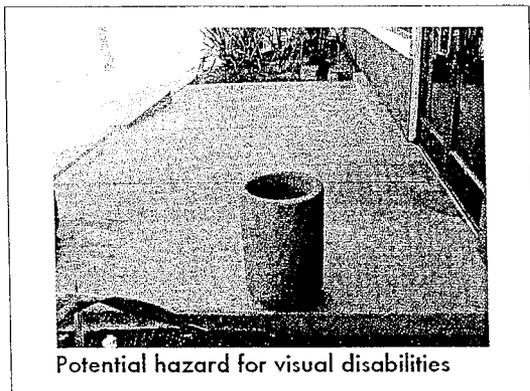
Watsonville Transit Center (1995)



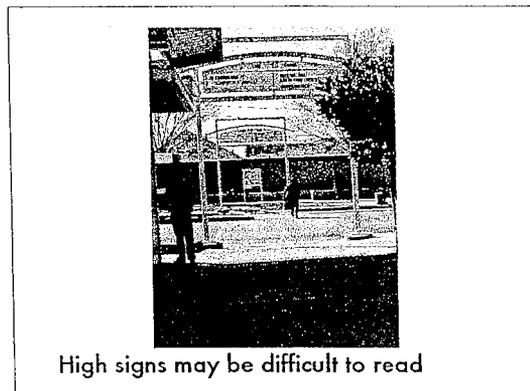
Entrance to building



Edges of entrance/ramp not well marked



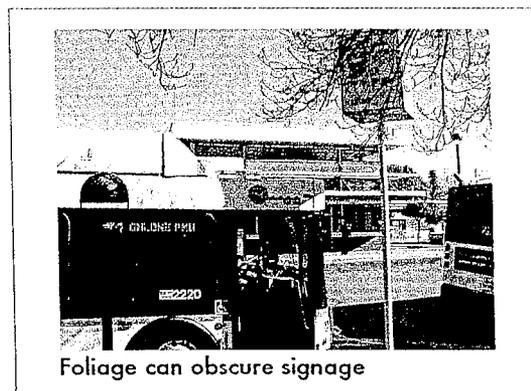
Potential hazard for visual disabilities



High signs may be difficult to read



High route signs

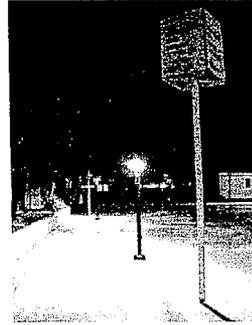


Foliage can obscure signage

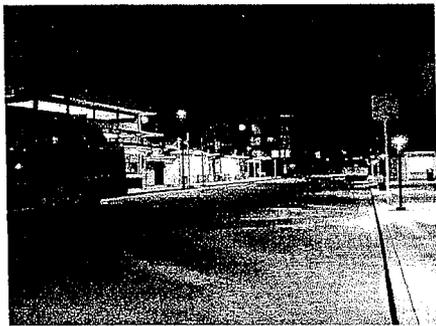
Watsonville Transit Center (1995)



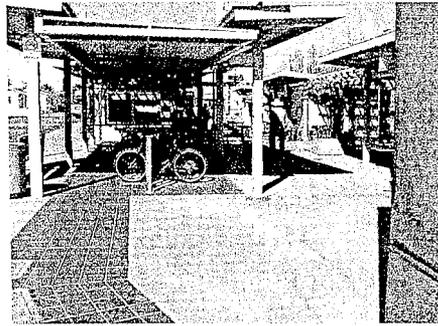
Signs hard to read at night



Another night scene



Night scene with unlit bus



What looks like a path - isn't

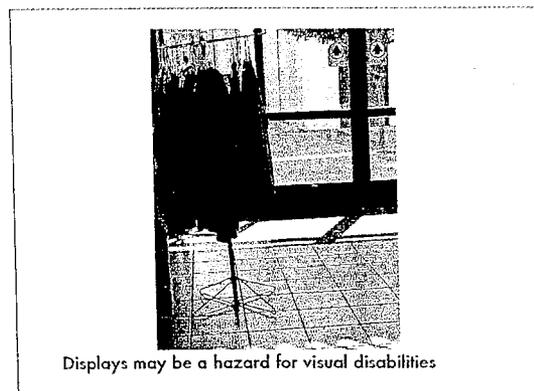
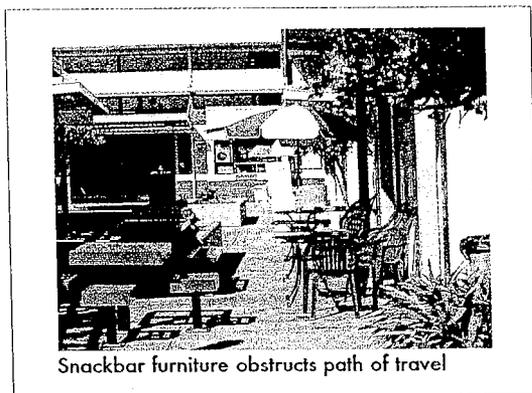
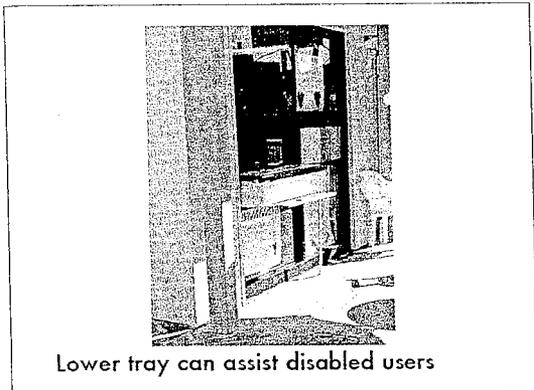
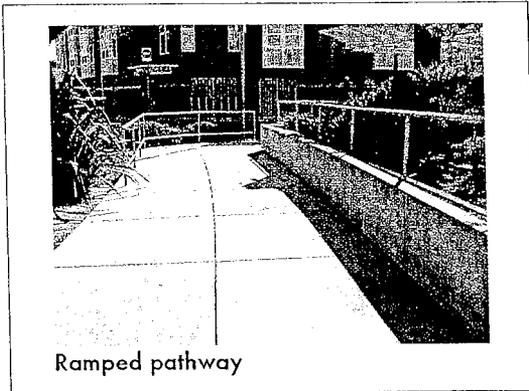


Decorative marking leads into obstruction

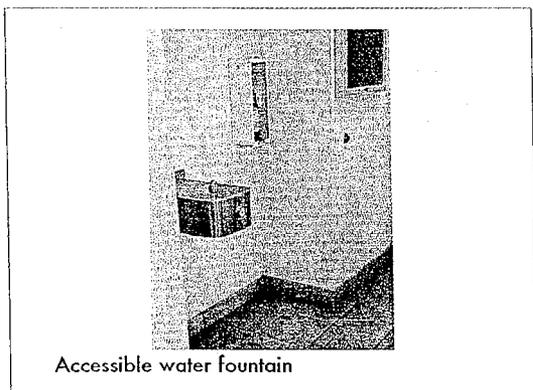
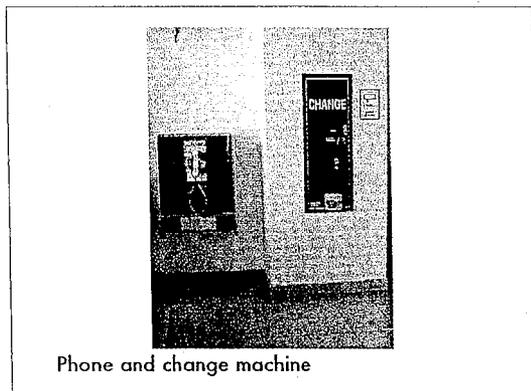
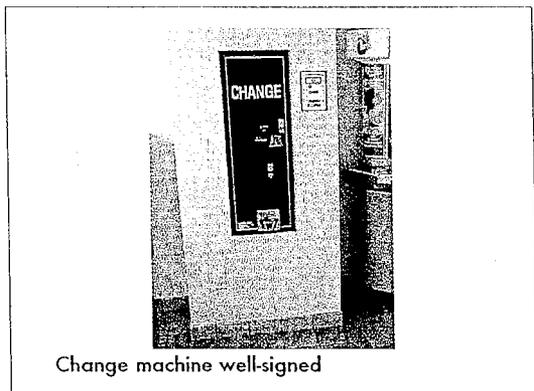
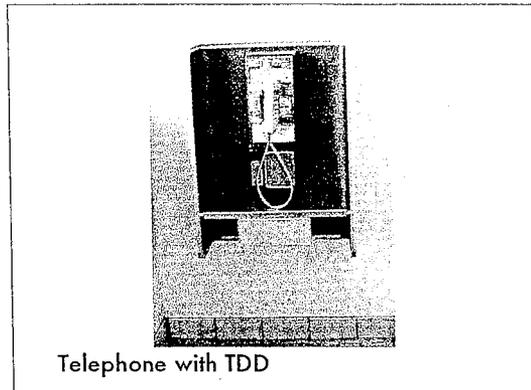
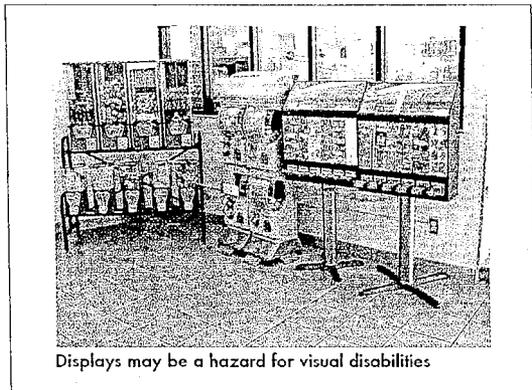


Shadows further obscure pathway

Watsonville Transit Center (1995)



Watsonville Transit Center (1995)



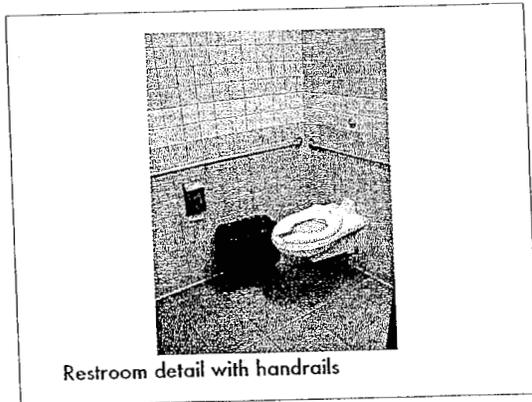
Watsonville Transit Center (1995)



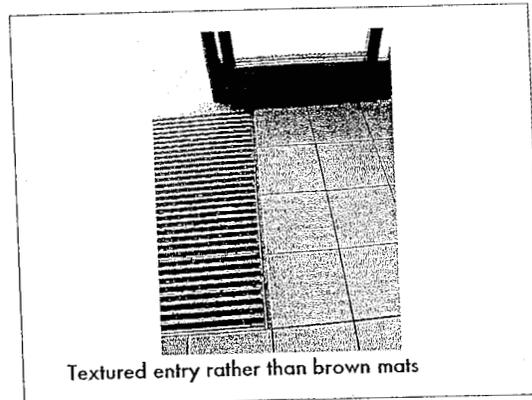
Restroom detail with handrails



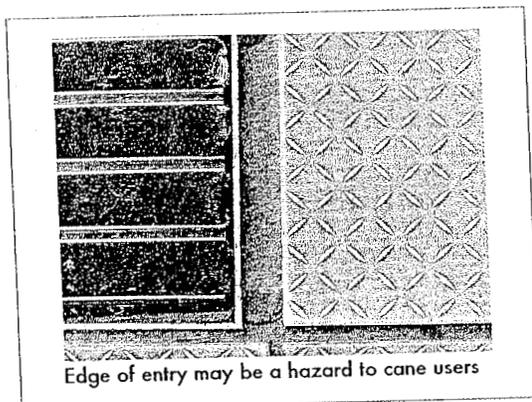
Sink area



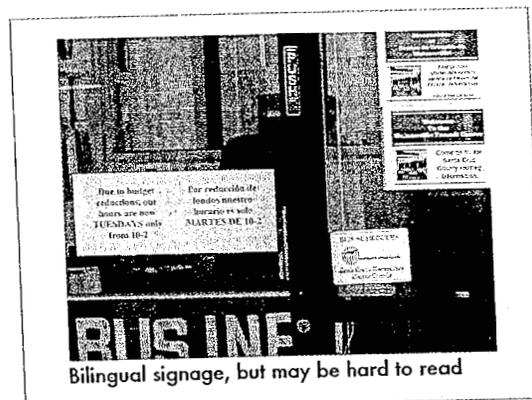
Restroom detail with handrails



Textured entry rather than brown mats

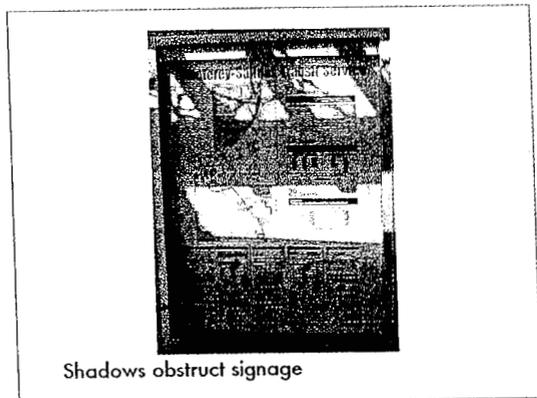
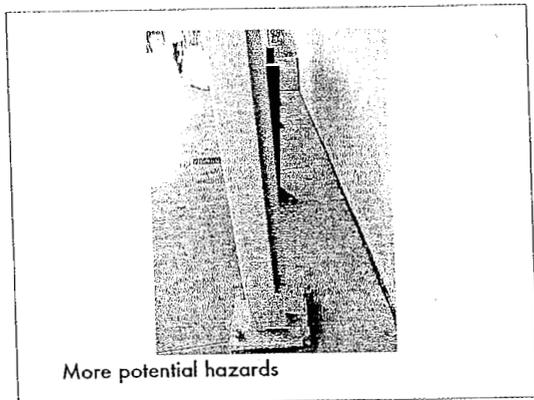
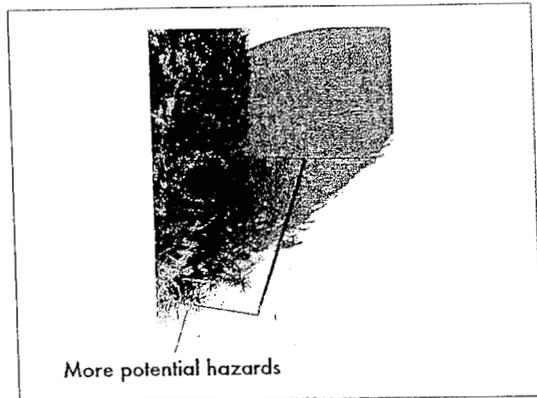
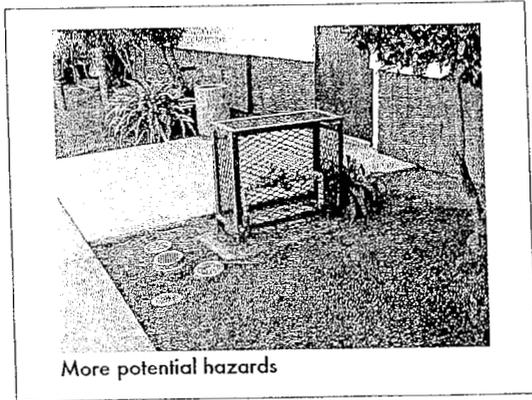
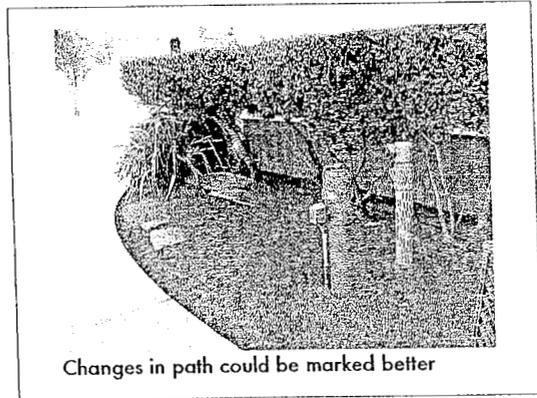
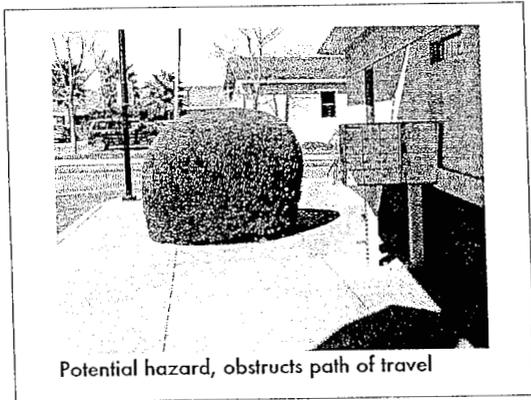


Edge of entry may be a hazard to cane users

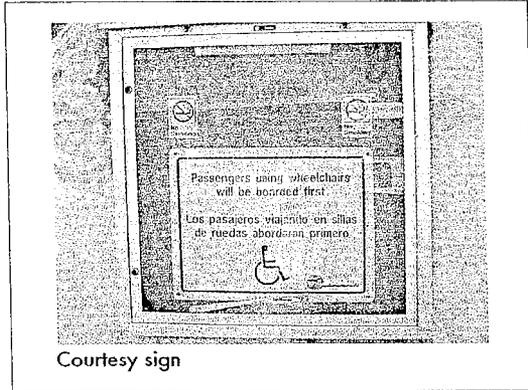


Bilingual signage, but may be hard to read

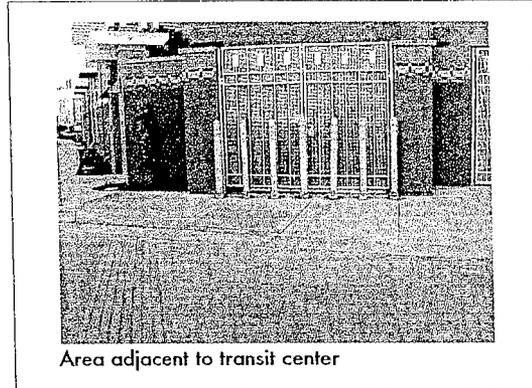
Watsonville Transit Center (1995)



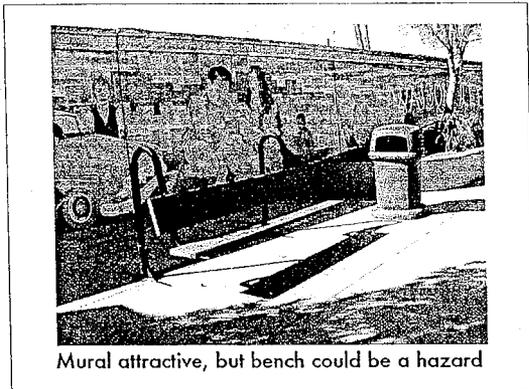
Watsonville Transit Center (1995)



Courtesy sign

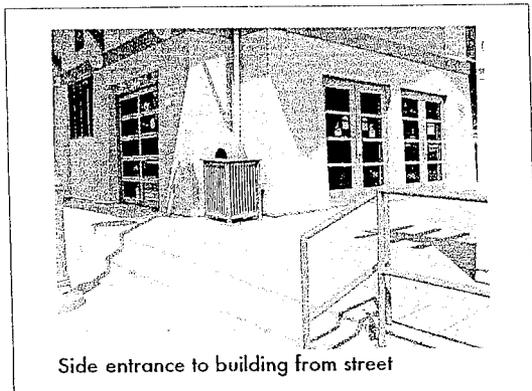


Area adjacent to transit center

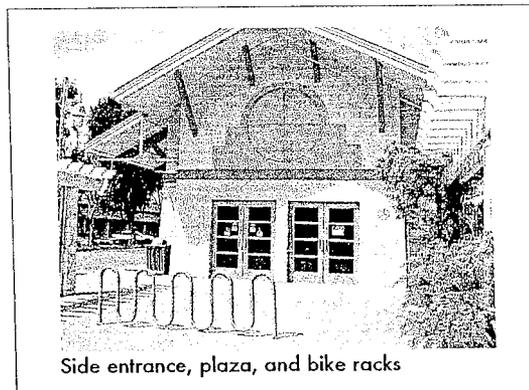


Mural attractive, but bench could be a hazard

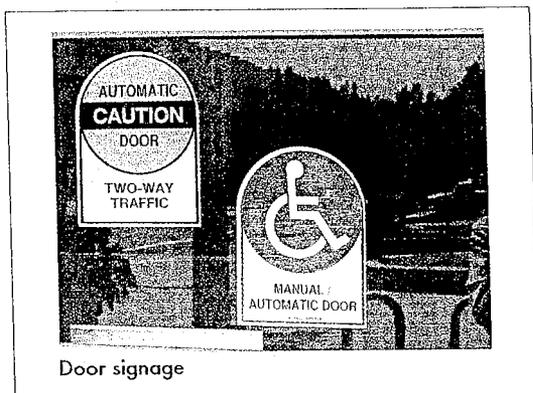
Scotts Valley/Cavallaro Transit Center
(1998)



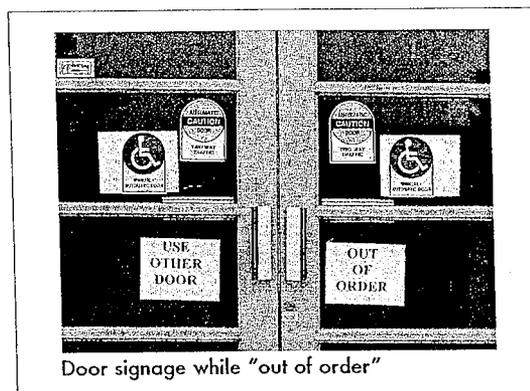
Side entrance to building from street



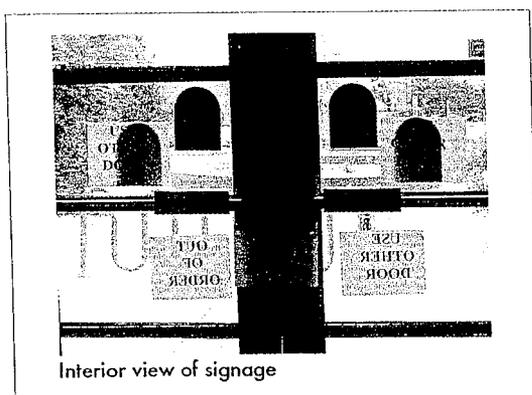
Side entrance, plaza, and bike racks



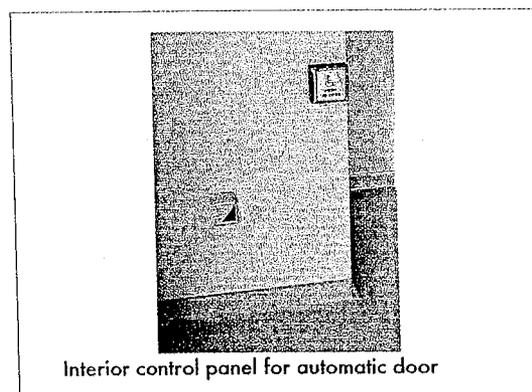
Door signage



Door signage while "out of order"

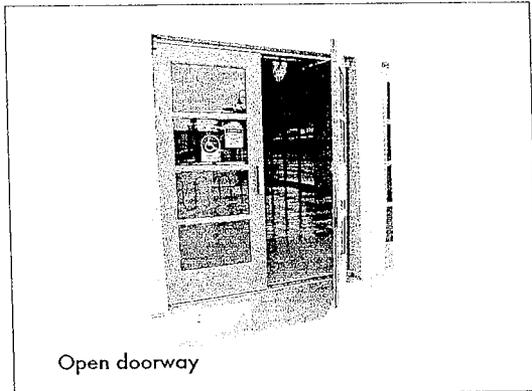


Interior view of signage

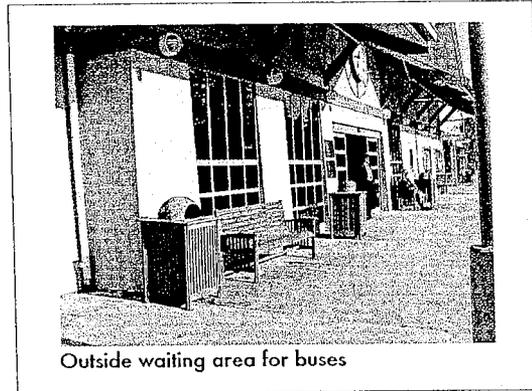


Interior control panel for automatic door

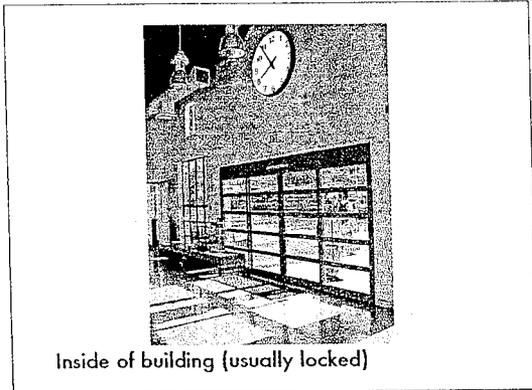
Scotts Valley/Cavallaro Transit Center
(1998)



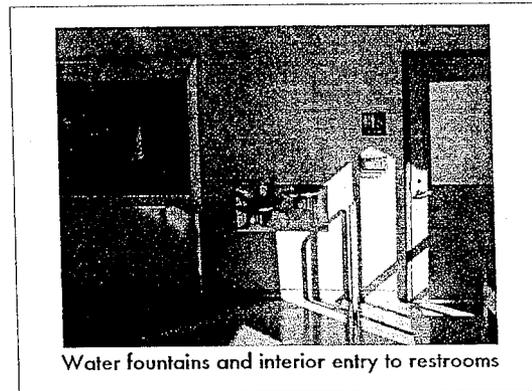
Open doorway



Outside waiting area for buses



Inside of building (usually locked)



Water fountains and interior entry to restrooms

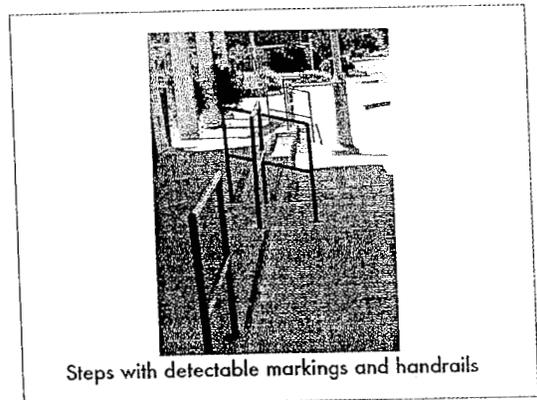
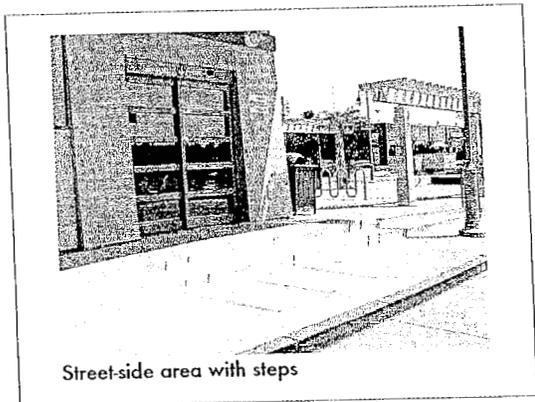
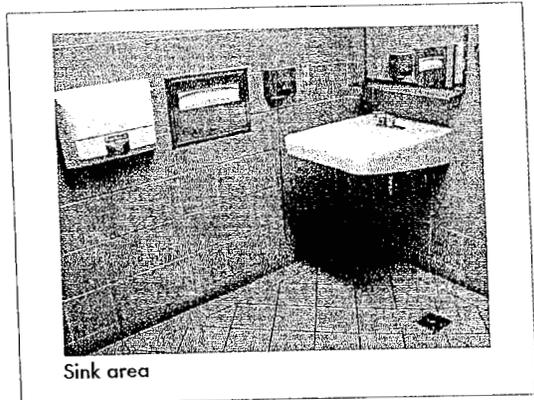
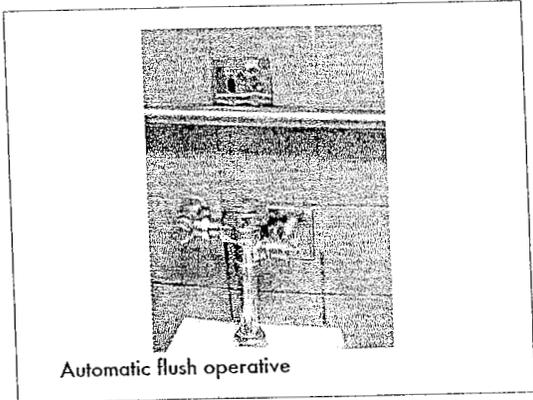
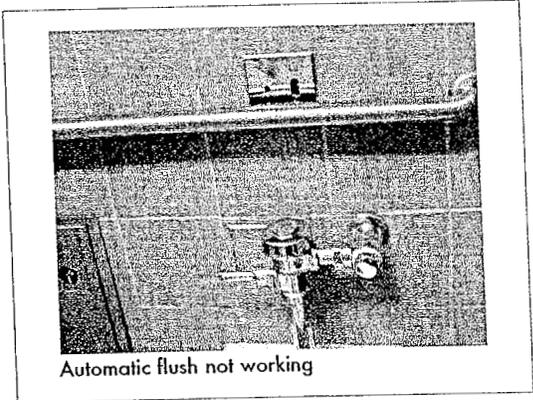


Restroom signage

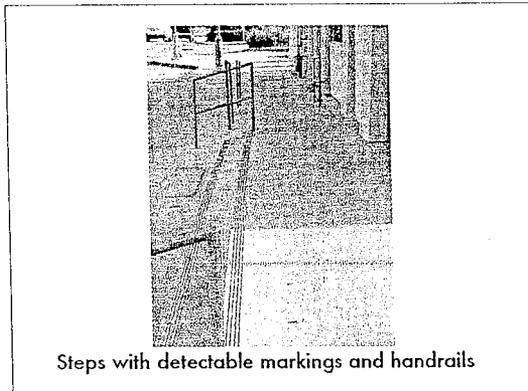


Restroom signage

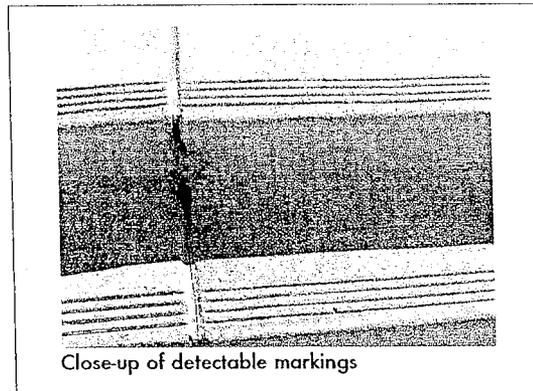
Scotts Valley/Cavallaro Transit Center
(1998)



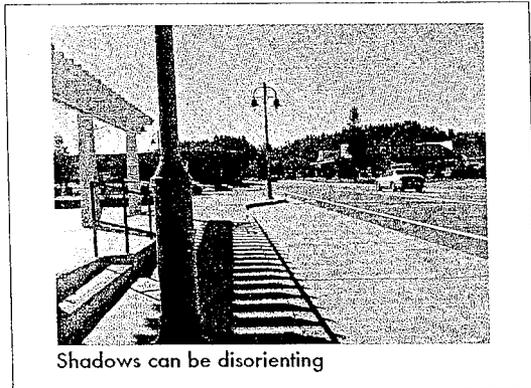
Scotts Valley/Cavallaro Transit Center
(1998)



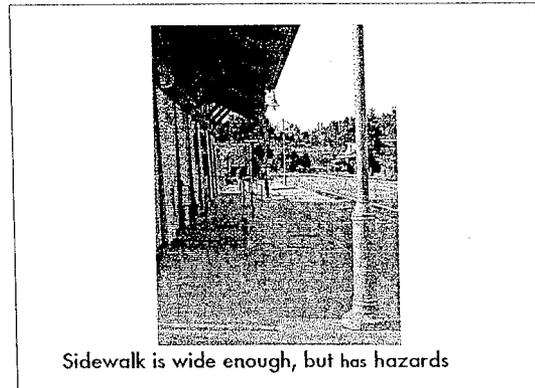
Steps with detectable markings and handrails



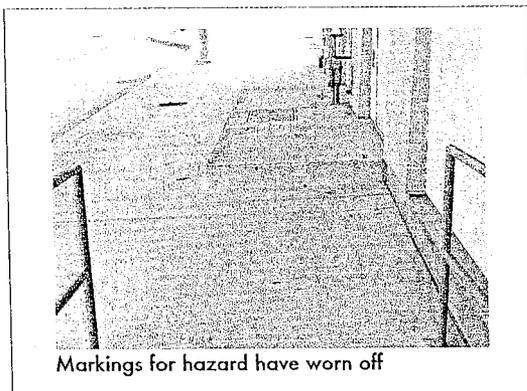
Close-up of detectable markings



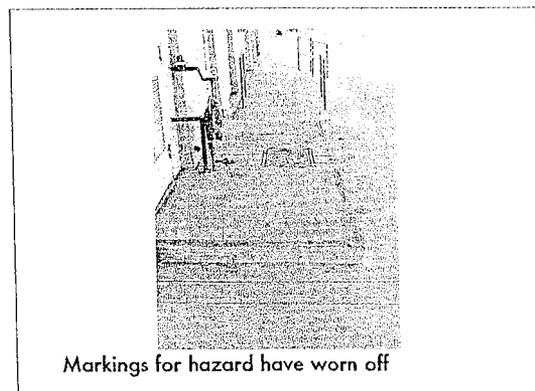
Shadows can be disorienting



Sidewalk is wide enough, but has hazards

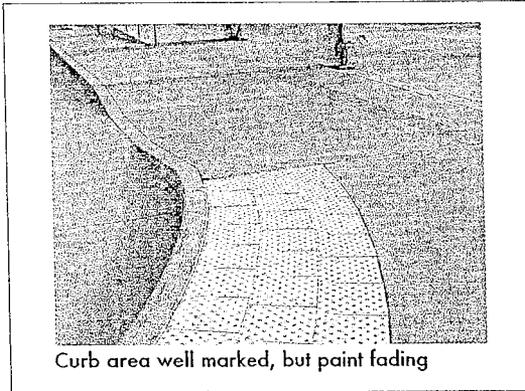


Markings for hazard have worn off

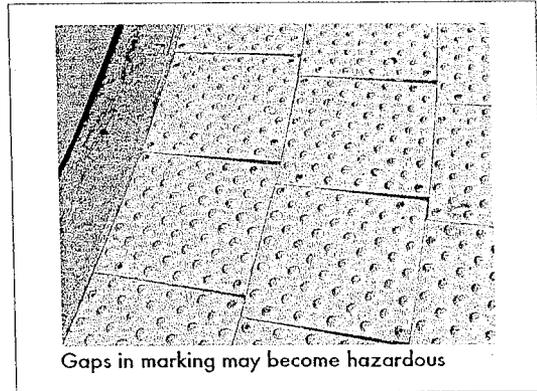


Markings for hazard have worn off

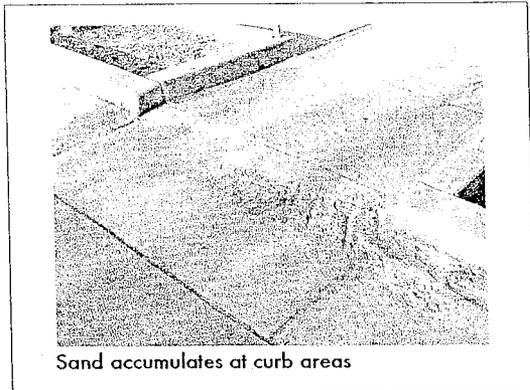
Scotts Valley/Cavallaro Transit Center
(1998)



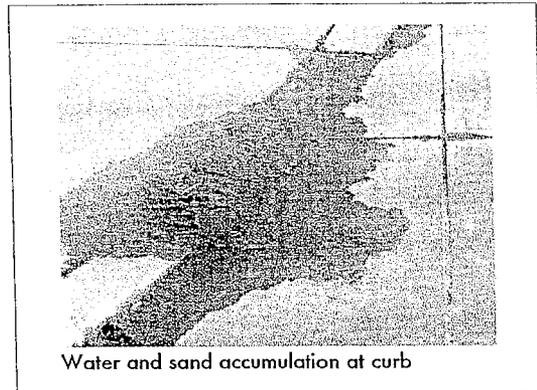
Curb area well marked, but paint fading



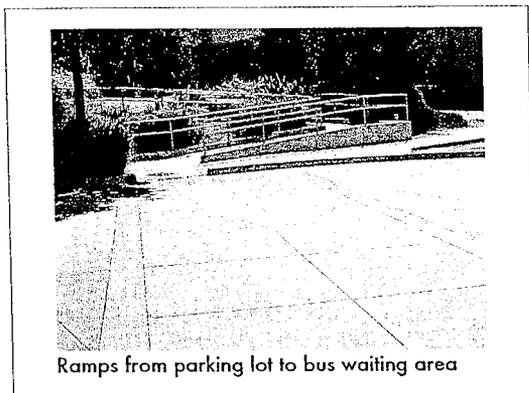
Gaps in marking may become hazardous



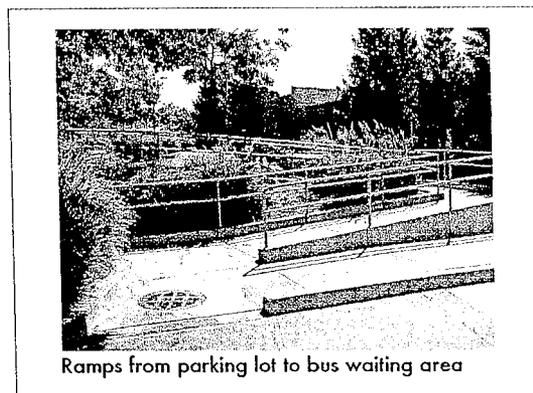
Sand accumulates at curb areas



Water and sand accumulation at curb



Ramps from parking lot to bus waiting area



Ramps from parking lot to bus waiting area

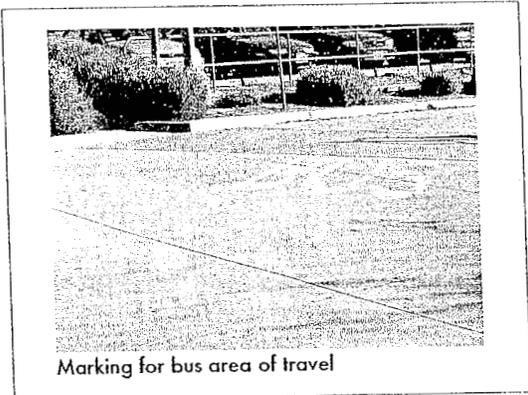
Scotts Valley/Cavallaro Transit Center
(1998)



Ramped path from parking lot to bus area



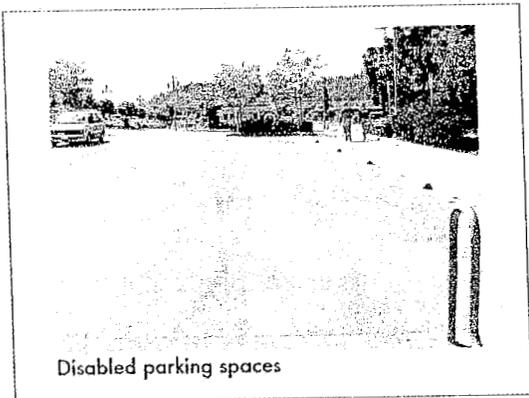
Ramped path from parking lot to bus area



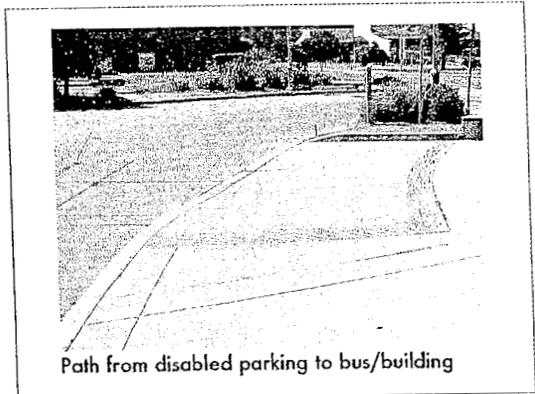
Marking for bus area of travel



Disabled parking spaces

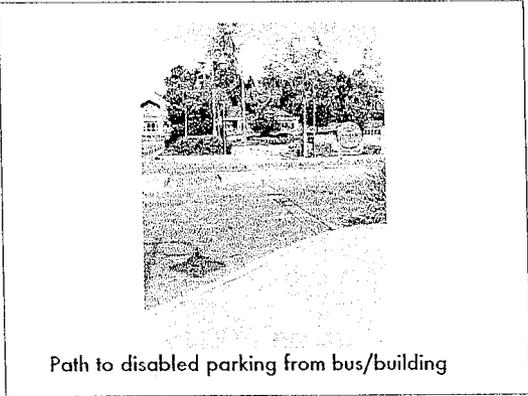
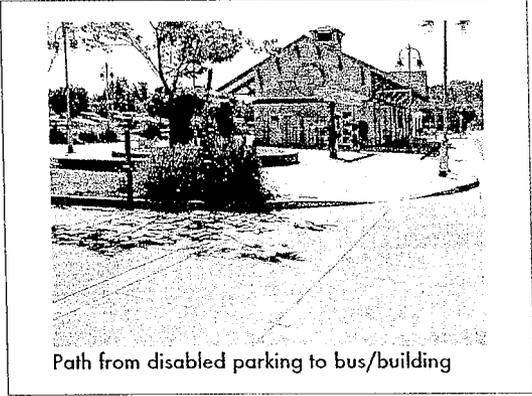
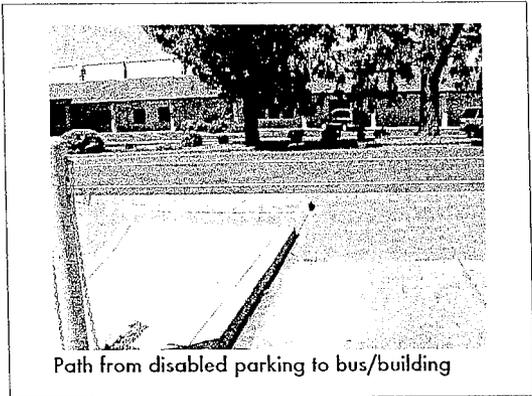


Disabled parking spaces



Path from disabled parking to bus/building

Scotts Valley/Cavallaro Transit Center
(1998)



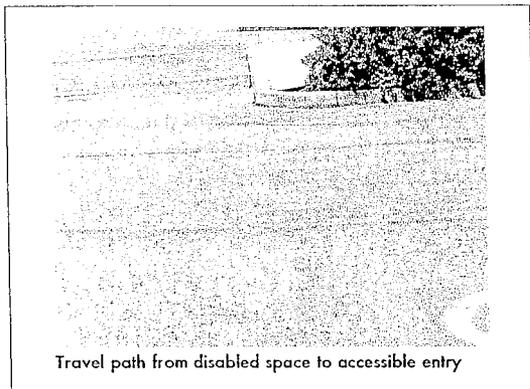
Administration Bldg & Shop (Encinal St,
1999)



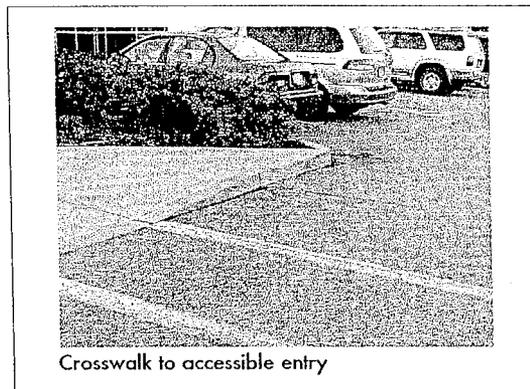
Main entrance to facility



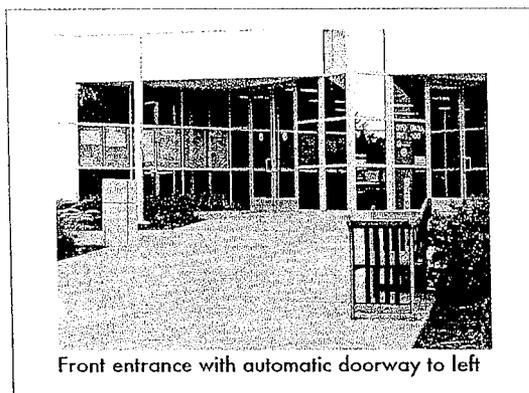
Disabled parking space at front



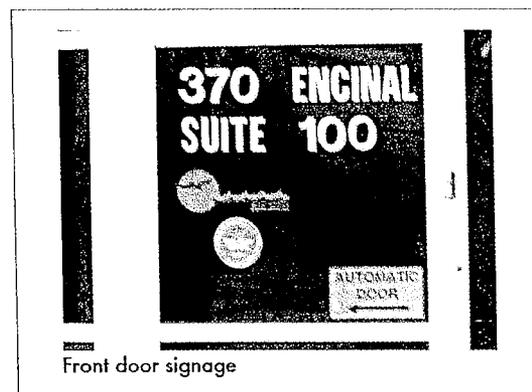
Travel path from disabled space to accessible entry



Crosswalk to accessible entry

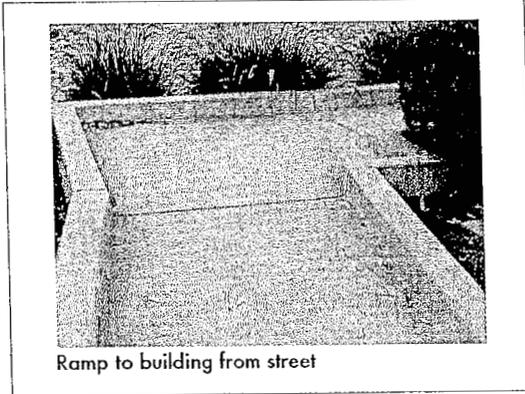


Front entrance with automatic doorway to left

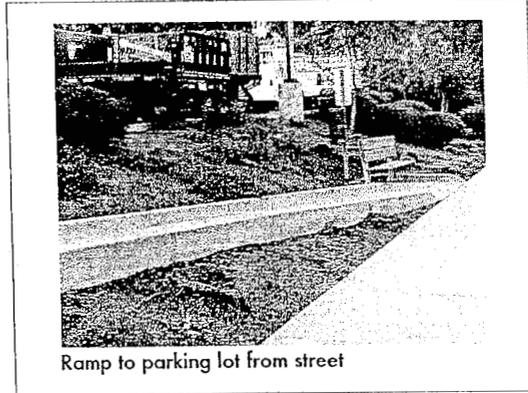


Front door signage

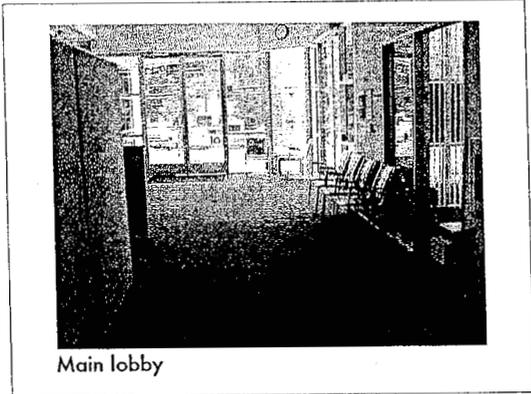
Administration Bldg & Shop (Encinal St,
1999)



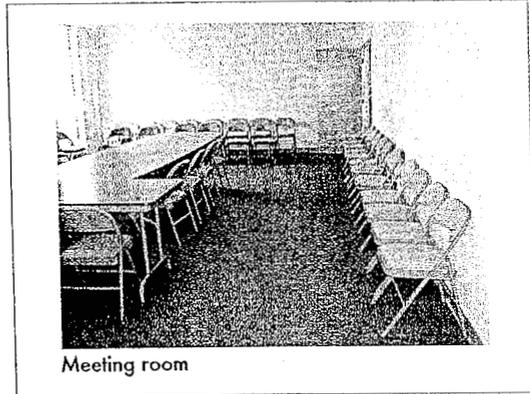
Ramp to building from street



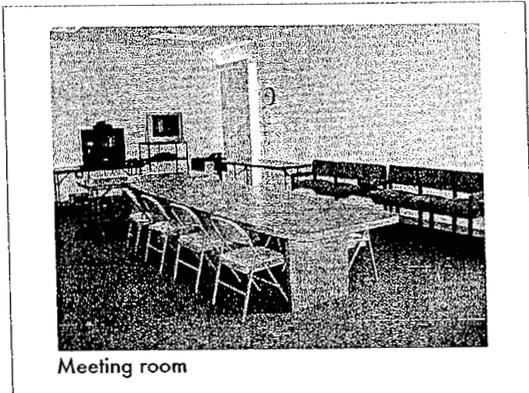
Ramp to parking lot from street



Main lobby



Meeting room

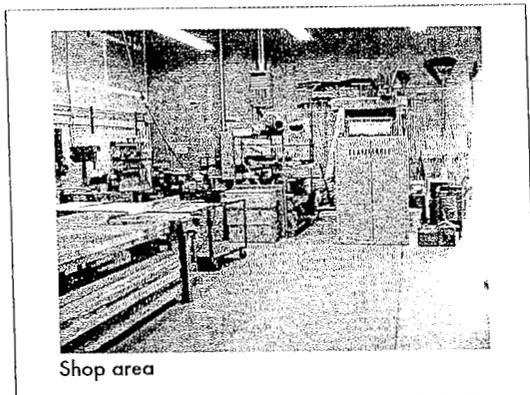
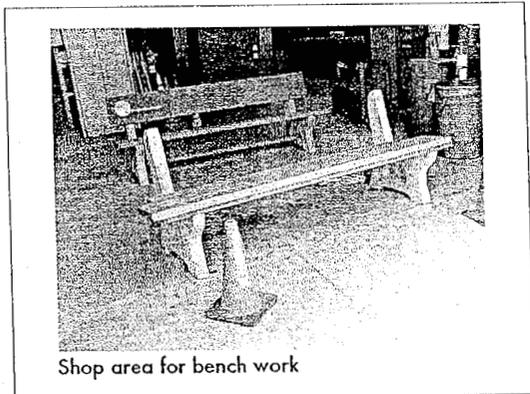
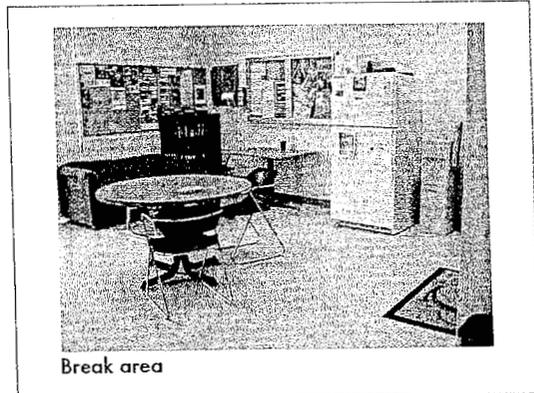
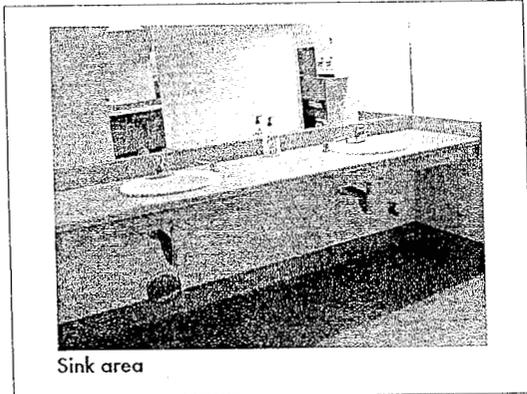


Meeting room

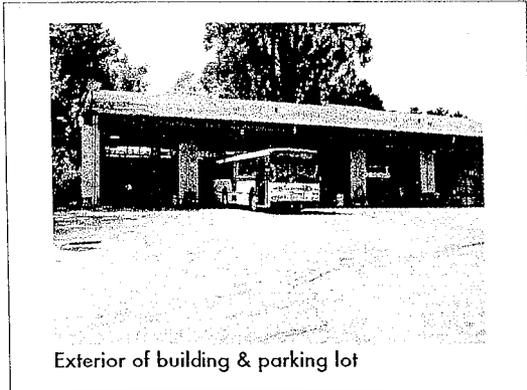


Restroom detail with handrails

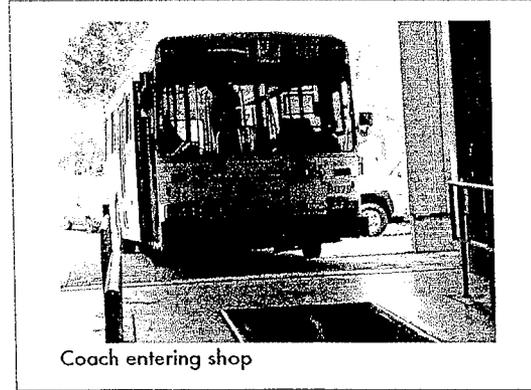
Administration Bldg & Shop (Encinal St,
1999)



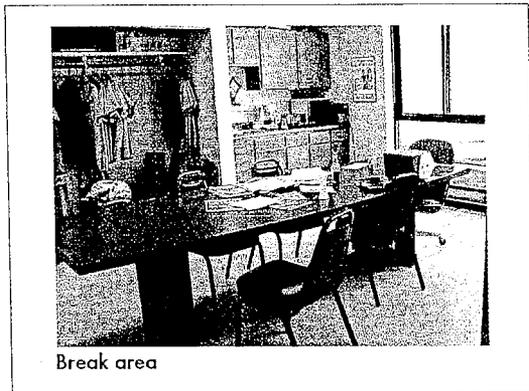
Minor Maintenance Facility (Golf Club Drive, 1983)



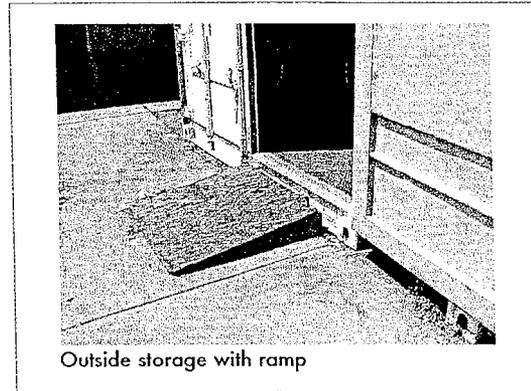
Exterior of building & parking lot



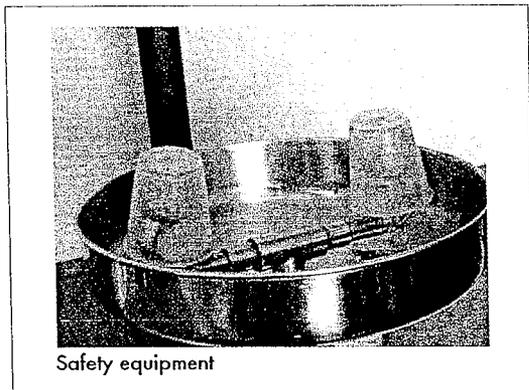
Coach entering shop



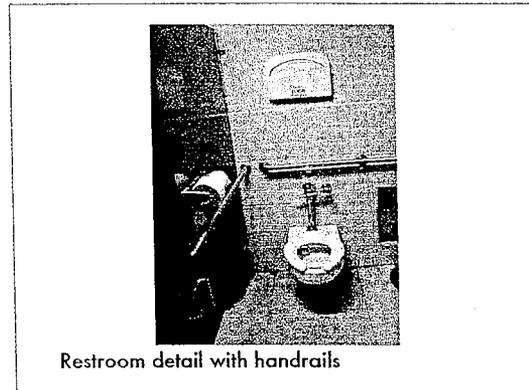
Break area



Outside storage with ramp

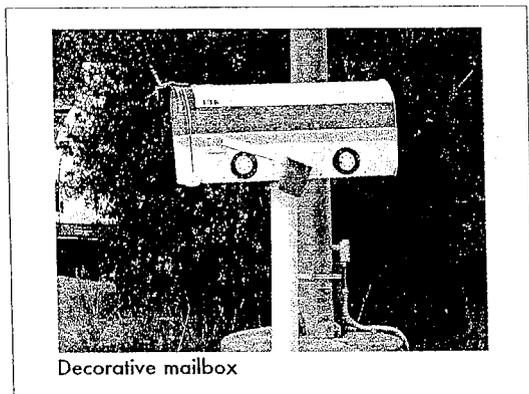
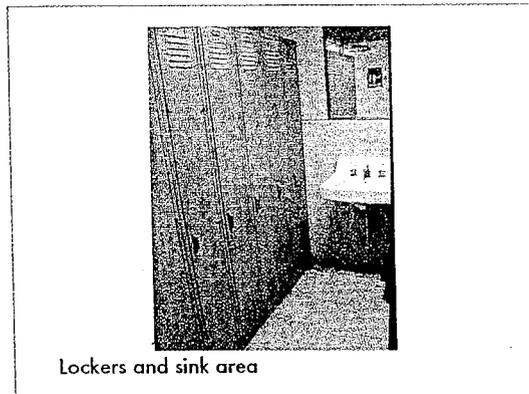
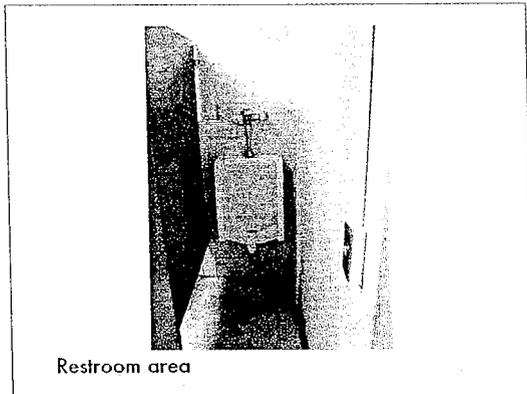


Safety equipment

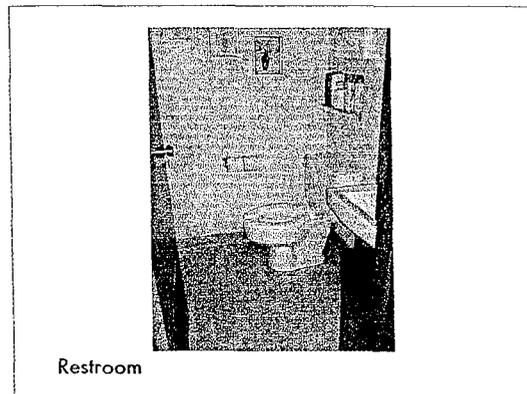
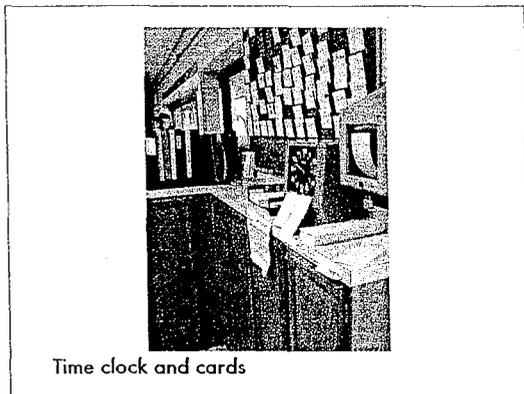
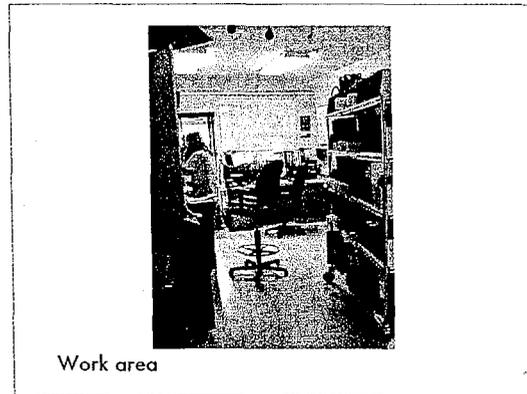
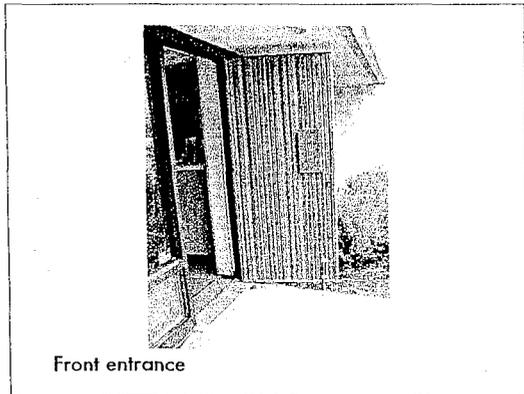
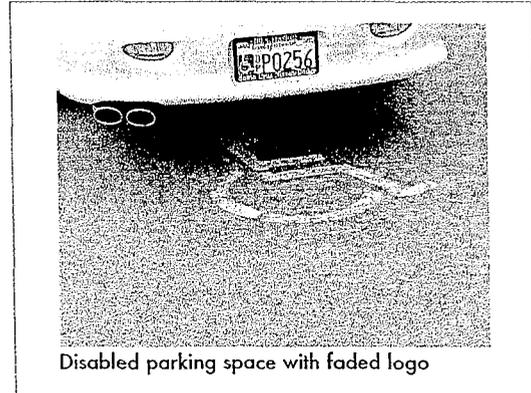
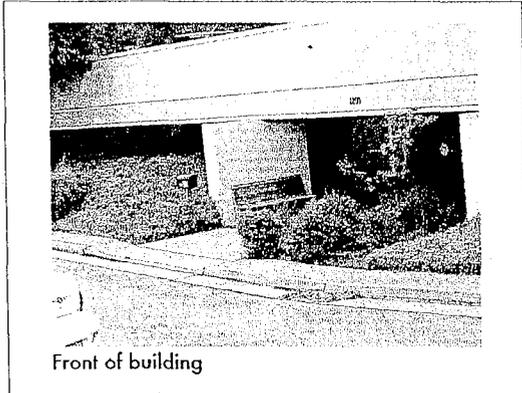


Restroom detail with handrails

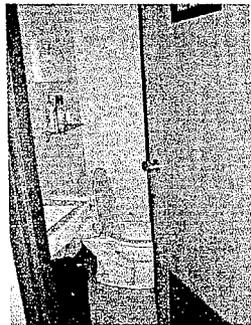
Minor Maintenance Facility (Golf Club Drive, 1983)



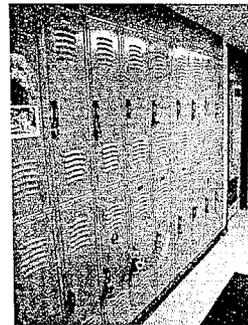
Operations (River St, 1984)



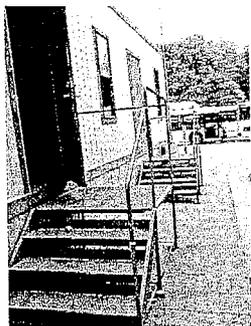
Operations (River St, 1984)



Restroom



Locker area

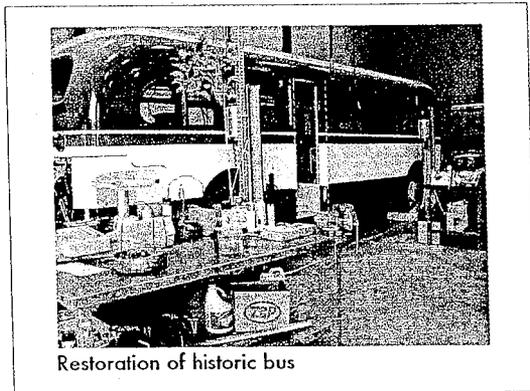


Work trailers with steps

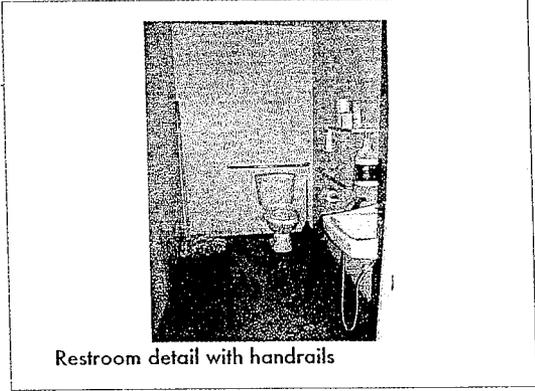


Buses in yard

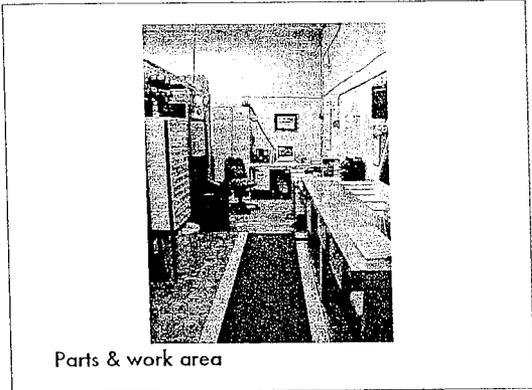
Fleet Maintenance (Dubois St, 1995)



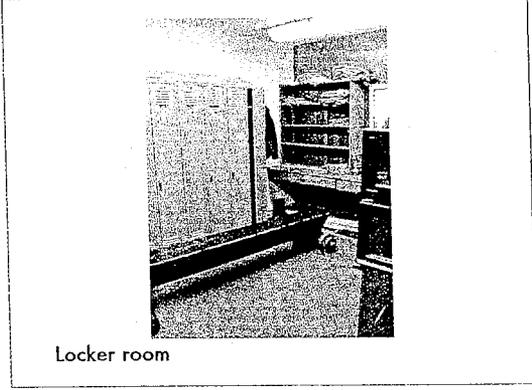
Restoration of historic bus



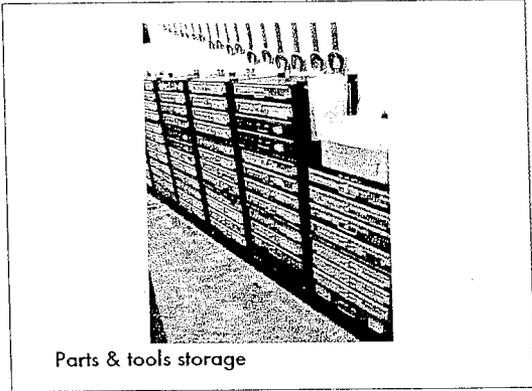
Restroom detail with handrails



Parts & work area



Locker room

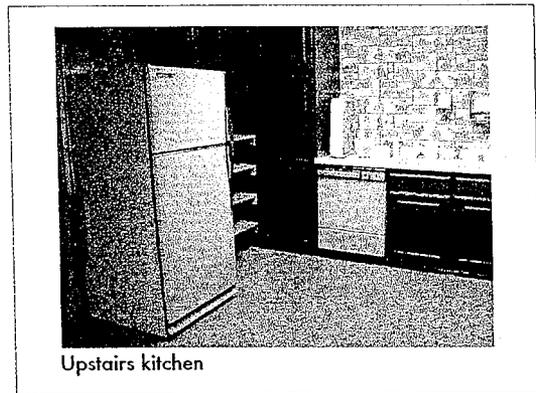
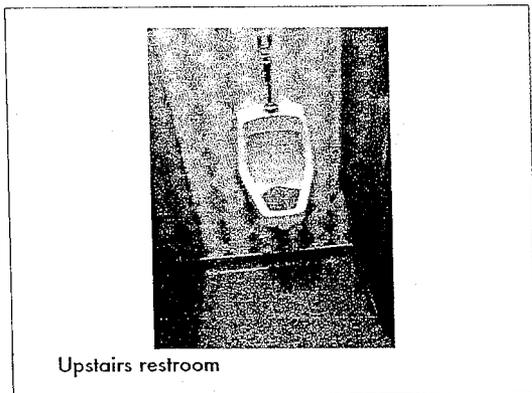
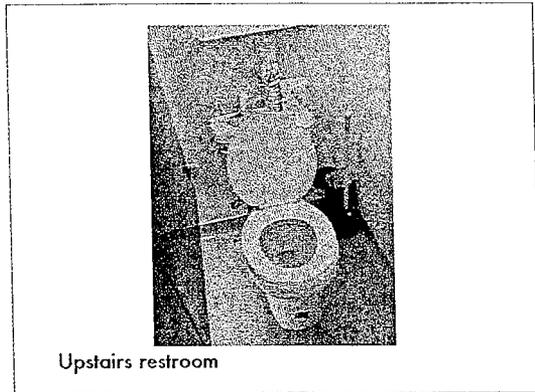
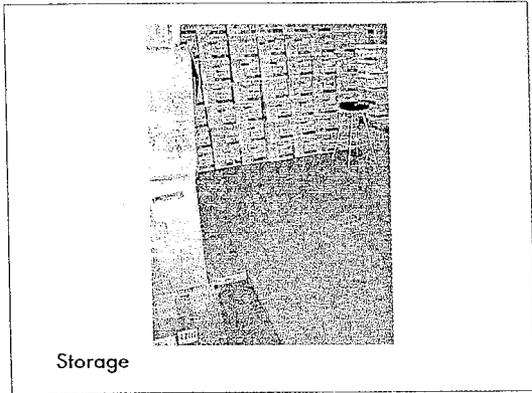
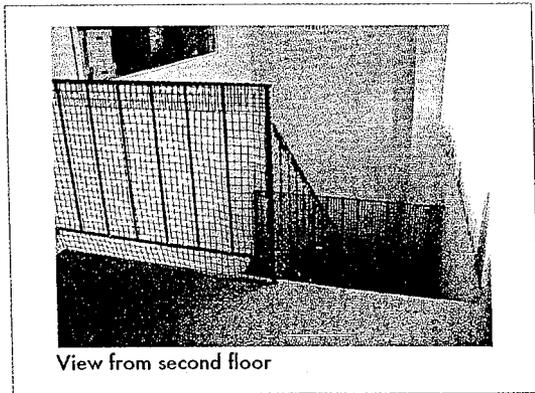
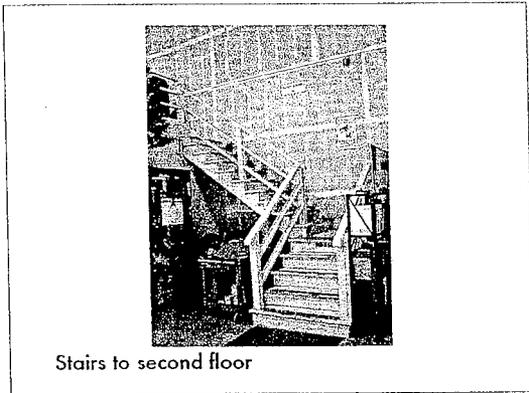


Parts & tools storage

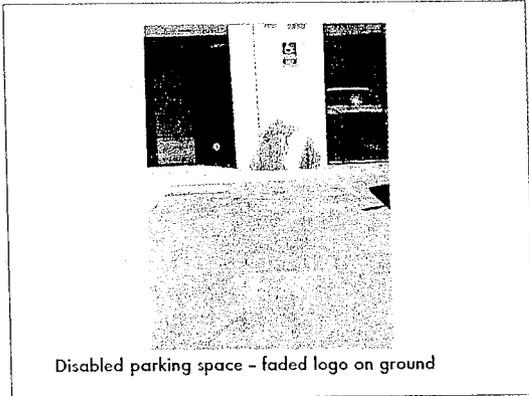


Stairs to second floor

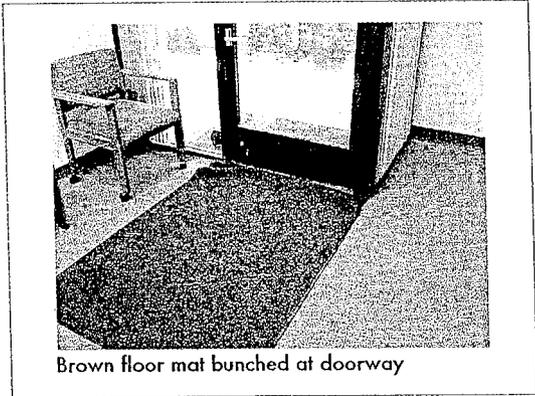
Fleet Maintenance (Dubois St, 1995)



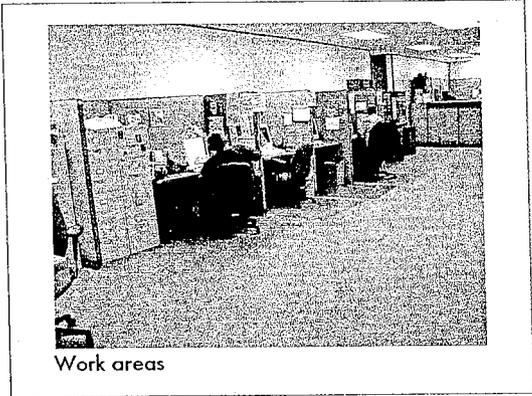
Paracruz Office (Soquel, 2004)



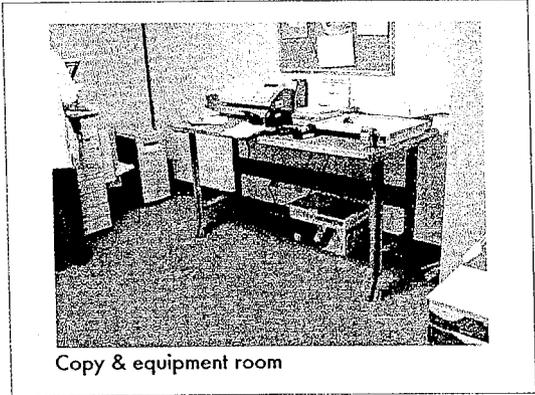
Disabled parking space - faded logo on ground



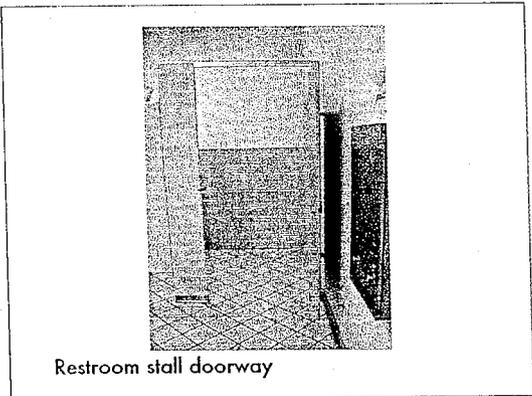
Brown floor mat bunched at doorway



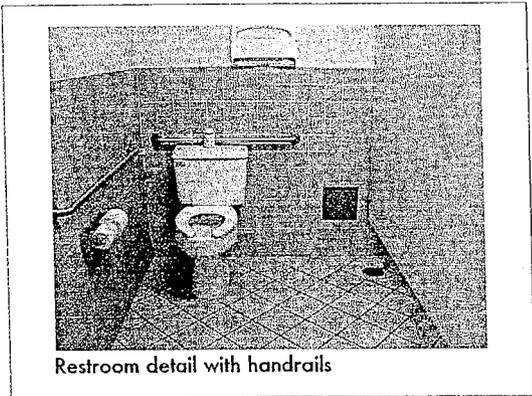
Work areas



Copy & equipment room

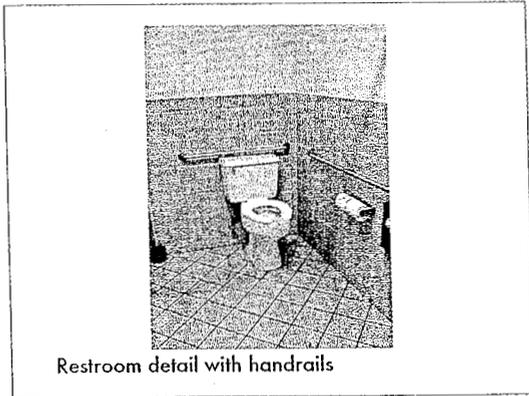


Restroom stall doorway

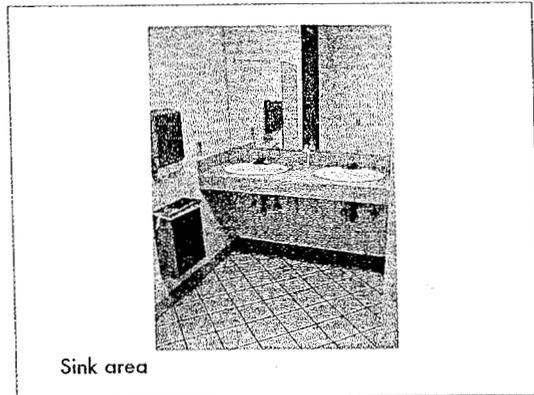


Restroom detail with handrails

Paracruz Office (Soquel, 2004)



Restroom detail with handrails



Sink area

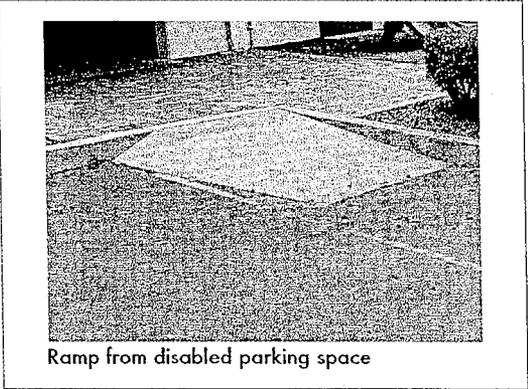
A black and white photograph of a staff schedule board. It is a large grid with many rows and columns, containing handwritten text and numbers, likely representing a shift schedule for staff members.

Staff schedule board

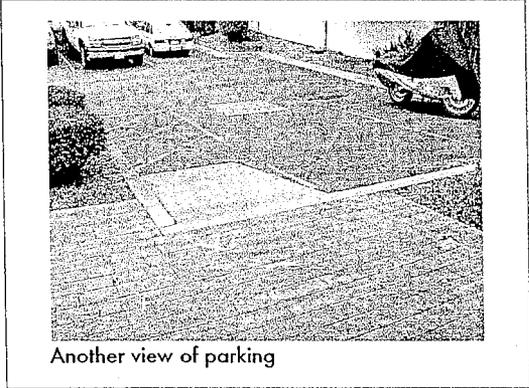
Fleet Administration & Offices (Vernon St, 2005)



Disabled parking space



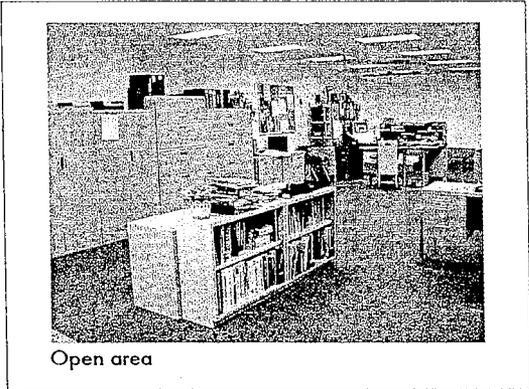
Ramp from disabled parking space



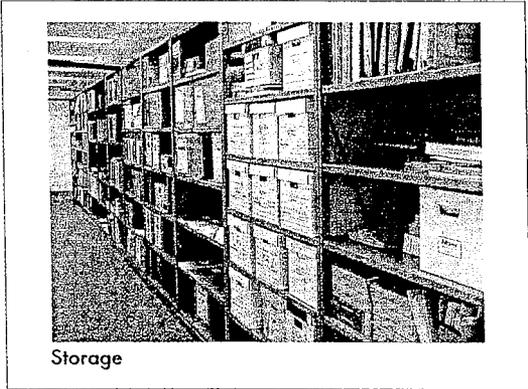
Another view of parking



Conference room

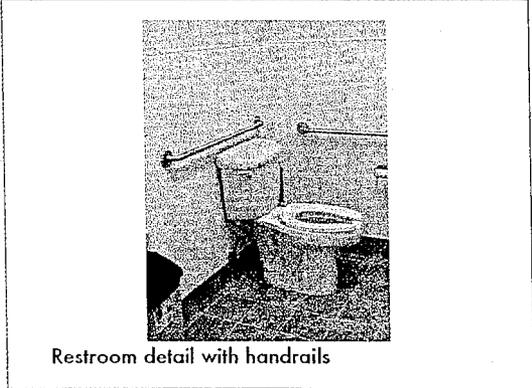
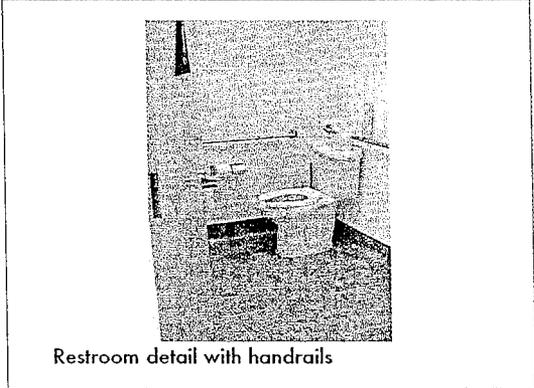
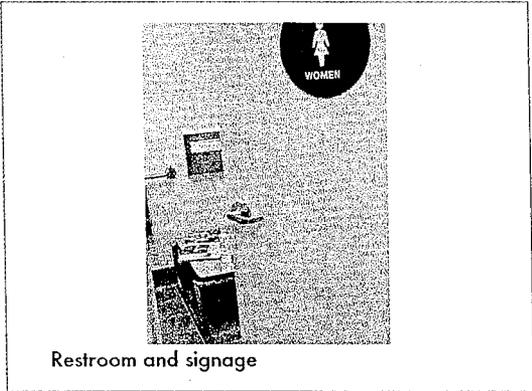
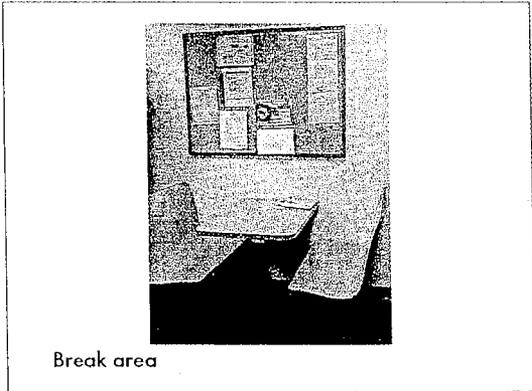


Open area



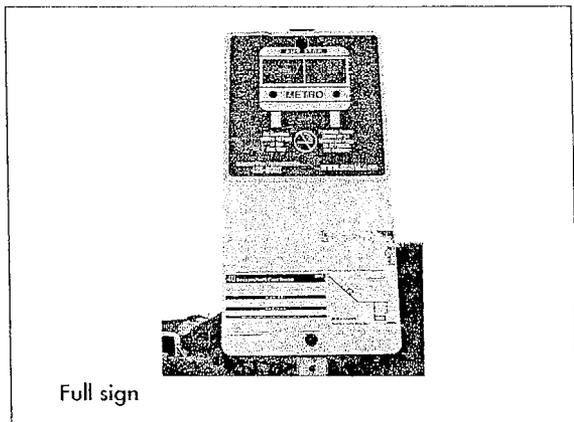
Storage

Fleet Administration & Offices (Vernon St, 2005)

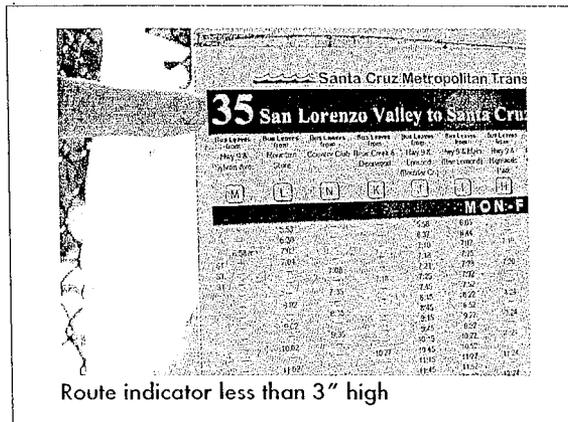


8.070

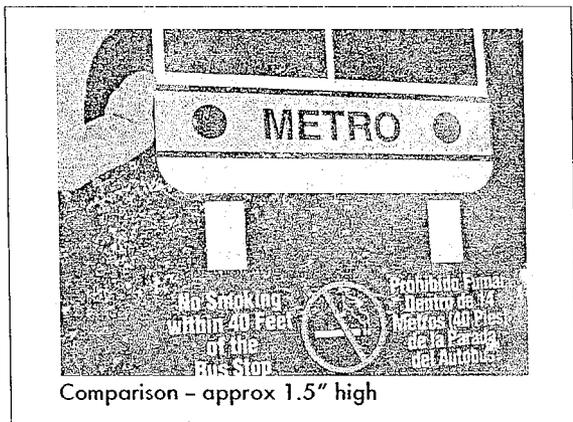
Bus Stop Signs



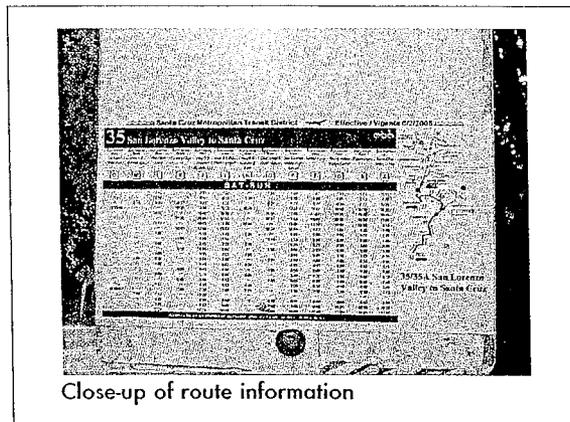
Full sign



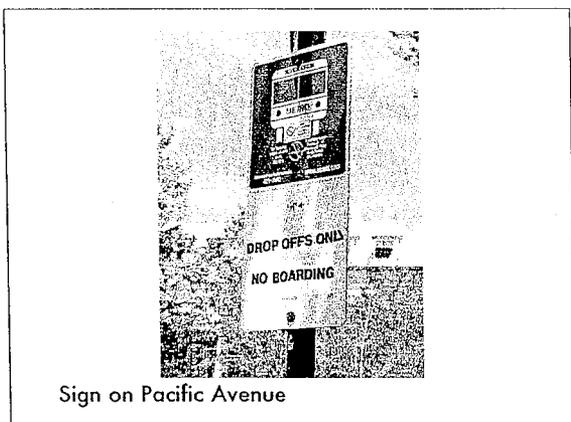
Route indicator less than 3" high



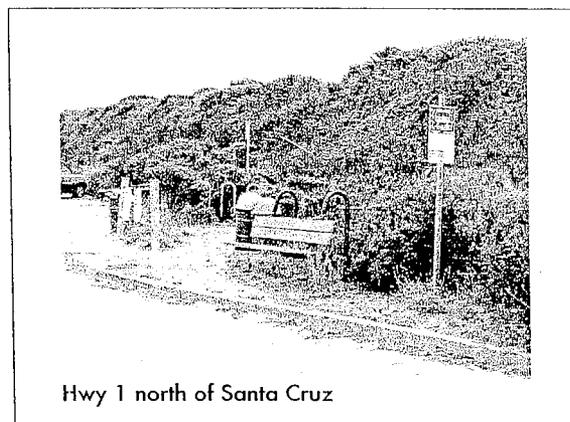
Comparison - approx 1.5" high



Close-up of route information



Sign on Pacific Avenue

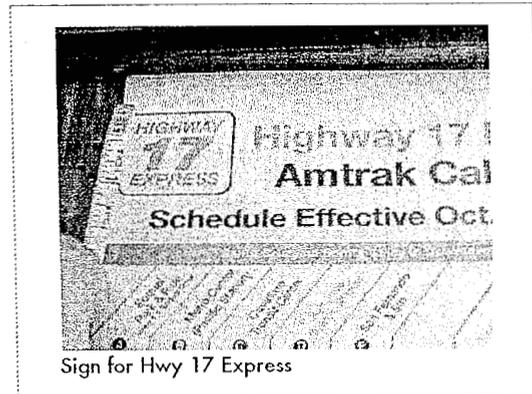


Hwy 1 north of Santa Cruz

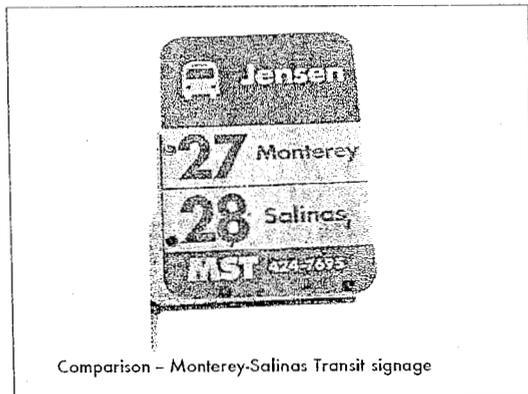
Bus Stop Signs



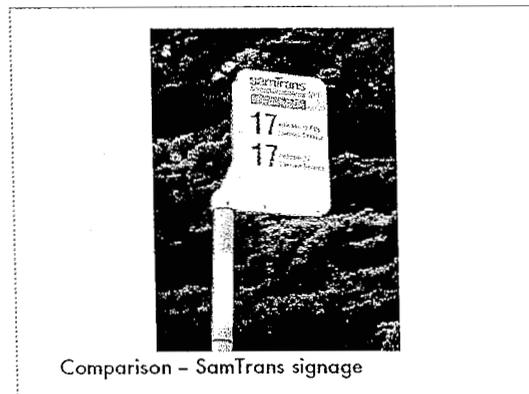
Amtrak sign at Cavallaro



Sign for Hwy 17 Express



Comparison - Monterey-Salinas Transit signage



Comparison - SamTrans signage

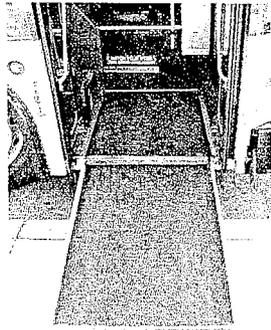
Low Floor Buses, Watsonville



Ramp viewed from side



Ramp deployed



Ramp at entry

Buses at Night - Interior Lights



Lights on



Lights off



Lights on



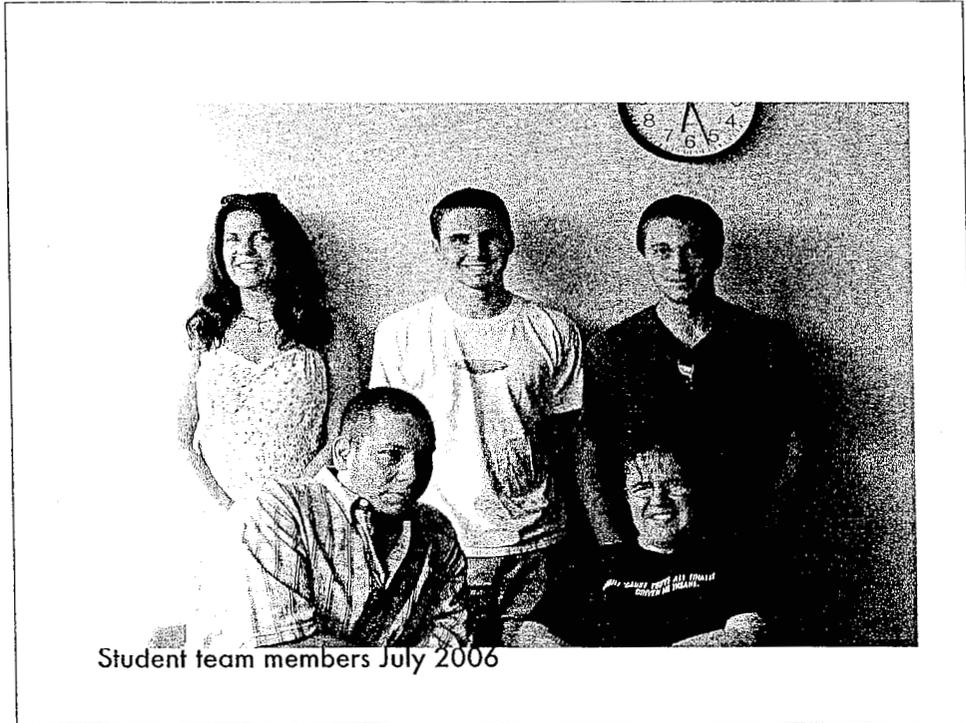
Lights off



Lights on



Lights off



Student team members July 2006

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR-1002

Computer Title: adacmplt.doc

Effective Date: August 1992

Pages: 10

TITLE: ADA Complaint Procedure

Procedure History

| REVISION DATE | SUMMARY OF REVISION | APPROVED |
|----------------------|---|--------------------------|
| September 7, 1995 | Revise format without content change | General Manager (SG) |
| January 28, 2002 | Change of Address only | General Manager (LW) |
| December 13, 2002 | Revise complaint procedure, replaces regulation | Board Chair (SA) |
| January 24, 2003 | Revision to change date of program evaluation | Board Chair (ER) |
| December 16, 2005 | Revision to extend program evaluation deadline | Board Chair (MK) |
| January 12, 2007 | Revision to extend program evaluation deadline | Board Chair (MR) |
| July 27, 2007 | Revision to extend program evaluation deadline | Board Chair (MT) |
| October 26, 2007 | Revision to extend program evaluation deadline | Board Chair <i>cutty</i> |

I. POLICY

- 1.01 It is the policy of the Santa Cruz Metropolitan Transit District (hereinafter Santa Cruz METRO) that all its services, programs, and activities when viewed in their entirety, are readily accessible in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 (hereinafter ADA/504).
- 1.02 It is the policy of the Santa Cruz METRO that in accordance with ADA/504, no qualified individual with a disability shall, on the basis of disability be excluded from participation in or be denied the benefits of the services, programs, or activities of Santa Cruz METRO or be subjected to discrimination. A qualified individual with a disability shall be afforded an opportunity to participate in or benefit from the aid, benefit or service that is equal to and as effective as that afforded to others.
- 1.03 Santa Cruz METRO is adopting this policy in order to affirm its commitment to the ADA/504 statutes and regulations with regard to its services, programs, and activities.
- 1.04 Neither Santa Cruz METRO nor its employees or contractors shall retaliate, coerce, intimidate, threaten or interfere with any individual in the exercise of his/her rights pursuant to ADA/504 statutes and regulations or because that individual aided or encouraged any other individual in the exercise or enjoyment of any right granted or protected by the ADA/504 statutes and regulations.

8.61

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

- 1.05 Neither Santa Cruz METRO nor its employees or contractors shall discriminate against any individual because that individual has opposed any act or practice made unlawful by the ADA/504 statutes or regulations or because that individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding or hearing under the ADA/504 statutes or regulations.

II. APPLICABILITY

- 2.01 Every Santa Cruz METRO employee and contractor must adhere to this policy and procedures.
- 2.02 Following this policy and procedures does not relieve a Santa Cruz METRO employee or contractor of complying with applicable Federal and California laws and regulations.
- 2.03 Members of the public may utilize this policy and procedures.

III. DESIGNATION OF RESPONSIBLE EMPLOYEE, COMMUNICATION AND AUXILIARY AIDS

- 3.01 The General Manager or his/her designee shall coordinate Santa Cruz METRO's efforts to comply with and carry out its responsibilities pursuant to the ADA/504, including any investigation of any complaint alleging Santa Cruz METRO's noncompliance with the ADA/504 or actions on the part of Santa Cruz METRO that are prohibited by the ADA/504.
- 3.02 The General Manager or his/her designee shall ensure that all Santa Cruz METRO's services, programs, and activities when viewed in their entirety, are readily accessible to those individuals with disabilities as defined in the ADA/504 statutes and regulations.
- 3.03 Should an employee become aware that a Santa Cruz METRO service, program, or activity is out of compliance with the ADA/504, he/she is strongly encouraged to immediately inform his/her supervisor, manager, the General Manager or the Chair of the Board of Directors of the noncompliance. Upon receipt of such notification, the investigative procedure set forth in Section VI shall be followed.
- 3.04 The General Manager or his/her designee shall make information available to individuals including individuals with disabilities, concerning Santa Cruz Metro's duties under the ADA/504 and how the ADA/504 applies to Santa Cruz METRO's services, programs and activities.
- 3.05 The General Manager or his/her designee shall take steps to ensure that Santa Cruz METRO can effectively communicate with individuals with disabilities (including applicants, participants and members of the public) as it does with others. Auxiliary aids and services where necessary to afford an individual with a disability an equal

8.62

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

opportunity to participate in and enjoy the benefits of a service, program or activity conducted by Santa Cruz METRO shall be provided in accordance with the ADA/504 statutes and regulations. In determining the type of auxiliary aid and service necessary, Santa Cruz METRO will give primary consideration to the requests of the individual with disabilities.

- 3.06 The General Manager or his/her designee shall ensure that when Santa Cruz METRO employees communicate with individuals with impaired hearing or speech by telephone that telecommunication devices for the deaf or equally effective telecommunications systems are in place in accordance with ADA/504.
- 3.07 The General Manager or his/her designee shall ensure that interested persons including persons with impaired vision or hearing can obtain information as to the existence and location of accessible services, activities and facilities in accordance with ADA/504.
- 3.08 Santa Cruz METRO shall provide signage at all inaccessible entrances to each of its facilities, directing users to an accessible entrance or to a location at which they can obtain information about accessible facilities. The international symbol for accessibility shall be used at each accessible entrance of a facility.
- 3.09 The General Manager or his/her designee shall ensure that information concerning Santa Cruz METRO's services, programs and activities are made available to individuals with disabilities.
- 3.10 The General Manager or his/her designee shall utilize appropriate Santa Cruz Metro employees or consultants necessary to fulfill Santa Cruz METRO responsibilities pursuant to this policy/procedure.
- 3.11 The General Manager or his/her designee shall ensure that Santa Cruz Metro employees are trained on this policy/procedure in order to ensure compliance.

IV. TRANSPORTATION SERVICE

- 4.01 Neither Santa Cruz METRO nor its employees will discriminate against an individual with a disability in connection with the provision of transportation service.
- 4.02 Neither Santa Cruz METRO nor its employees will on the basis of disability, deny to any individual with a disability the opportunity to use its public transportation service if the individual is capable of using that service.
- 4.03 The General Manager or his/her designee shall ensure that its public transportation service meets the standards and requirements set forth in the ADA/504 statutes and regulations.

8.63

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

V. EVALUATION OF SERVICES, PROGRAMS AND ACTIVITIES

- 5.01 The General Manager or his/her designee shall within 62 months of the implementation of this policy conduct an evaluation of Santa Cruz METRO's current services, programs, and activities and the effects thereof, that may or may not meet the requirements of the ADA/504 statutes and regulations.
- 5.02 The General Manager or his/her designee shall review the Santa Cruz METRO's services, programs and activities and prepare an evaluation report for the Board of Directors' review.
- 5.03 The General Manager or his/her designee shall provide an opportunity to interested persons, including MASTF, individuals with disabilities and other organizations representing individuals with disabilities, to participate in the self-evaluation process by submitting comments, to a draft evaluation report.
- 5.04 The Evaluation Report for the Board of Directors shall include the following:
1. A list of the interested persons consulted;
 2. A description of areas examined and any problems identified;
 3. If problems are identified, a description of the proposed modification; and
 4. An implementation schedule to ensure that the modifications are made in a timely fashion.
- 5.05 Once the Board of Directors has accepted the Evaluation Report, the General Manager or his/her designee shall ensure that the implementation schedule for the necessary modifications is followed in accordance with the adopted schedule.
- 5.06 Upon completion of the modifications, the General Manager or his/her designee shall on a 24 month cycle review all services, programs, and activities of the Santa Cruz METRO in order to ensure that they meet ADA/504 statutes and regulations.
- 5.07 This policy/procedure does not require Santa Cruz METRO to take any action that it can demonstrate would result in a fundamental alteration in the nature of its service, program, or activity or in undue financial and administrative burdens. The General Manager or his/her designee shall make the decision that compliance would result in such alteration or burdens after considering all resources available for use in the funding and operation of the service, program, or activity and such decision must be accompanied by a written statement of the reasons for reaching that conclusion. If an action would result in such an alteration or such burdens, Santa Cruz METRO shall take any other action that would not result in such an alteration or such burdens but would nevertheless ensure that, to the maximum extent possible, individuals with disabilities receive the benefits or services provided by the Santa Cruz METRO.

8.64

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

VI. GRIEVANCE PROCEDURE

6.01 Any person with a disability or his/her authorized representative (family member, caregiver, disability advocate, or disability organization, i.e. Central Coast Center for Independent Living, Community Bridges, Senior Network Services, or the like) who believes that Santa Cruz METRO's programs, activities or services are not in compliance with the ADA/504 statutes or regulations shall put his/her concerns in writing, with the complainant signing the document to attest to the accuracy of the complaint (if possible)¹. The complaint can then be directed to any of the following individuals who are required to keep the information contained in the complaint confidential:

1. Santa Cruz METRO
370 Encinal Street, Suite 100
Santa Cruz, California 95060
Attention: General Manager/Assistant General Manager
(831) 426-6080-phone (TDD 711 (TTY/Voice))
(831) 426-6117-facsimile
mdorfman@scmttd.com

2. Santa Cruz Metro Center
920 Pacific Avenue, Suite 21
Santa Cruz, California 95060
Attention: Accessible Services Coordinator
(831) 423-3868-phone (TDD 711 (TTY/Voice))
(831) 423-1024-facsimile
jdaugher@scmttd.com

3. Customer Service
Santa Cruz Metro Center
920 Pacific Avenue
Santa Cruz, CA 95060
Attention: Customer Services Coordinator
(831) 425-8600-phone (TDD 711 (TTY/Voice))
(831) 423-1024-facsimile
dcaales@scmttd.com

6.02 If an individual is unable to utilize a written complaint format, because of a disability, he/she may contact Santa Cruz Metro's Claims Investigator at (831) 426-6080 extension 120, who will tape record the conversation with the individual's knowledge and consent. The individual making the complaint must identify himself/herself (for verification purposes only) and provide all other necessary information in order for the complaint to be processed. The complaint will be mailed to the individual for verification and

¹ Representative may sign on behalf of a complainant whose disabilities prevent him/her from being able to execute the document.

8.65

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

signature (if possible). The complaint will not be processed until the complaint is received back by Santa Cruz Metro, signed by the individual or, if unable because of a disability to sign the form, by the representative, as verification of its accuracy.

- 6.03 The complaint shall identify the service, program or activity, which is alleged to be out of compliance with ADA/504 statutes or regulations. The complaint shall set forth the time, date, place and the circumstances giving rise to the alleged violation and shall identify those individuals who are believed to have information regarding the alleged violation. . A complaint must be filed no later than 90 days from the date of the alleged discrimination unless the time for filing is extended by the General Manager or his/her designee for good cause.
- 6.04 A complaint form², which is attached to this policy and procedure, can be used for this grievance procedure. Complaint forms shall be made available in accessible formats upon request. A complaint form can be obtained under the following circumstances:
- a. At the Santa Cruz METRO Website, www.scmtd.com;
 - b. By calling Santa Cruz METRO's Administrative Services Coordinator at (831) 426-6080, (TDD 711 (TTY/ voice)) a complaint form can be mailed;
 - c. By calling Santa Cruz METRO's Accessible Services Coordinator at (831) 423-3868, (TDD 711 (TTY/voice)) a complaint form can be mailed;
 - d. Complaint forms can be picked up at the Information Windows/Booths/Counters at each of Santa Cruz METRO's Centers (Santa Cruz, Watsonville and Scotts Valley), the Administrative Offices, 370 Encinal, Suite 100, Santa Cruz, California 95060 or from the Accessible Services Coordinator, Santa Cruz Metro Center, 920 Front Street, Suite 21, Santa Cruz, California, 95060.
- 6.05 If the complaint is received by anyone besides the General Manager, the individual in receipt of the complaint shall forward it to the General Manager or his/her designee within 2 working days of receipt. The General Manager shall immediately provide a copy to the Chair of the Board of Directors and the Santa Cruz METRO Manager who is responsible for the program, service or activity that is identified as being out of compliance.
- 6.06 The identity of complainants shall be kept confidential, at their election, during the conduct of an investigation, hearing or proceeding conducted pursuant to this grievance procedure. However, when such confidentiality is likely to hinder the grievance investigation, or proceeding, the complainant will be advised for the purpose of waiving the privilege.

² The form is not required to process a complaint. Any written format is acceptable or tape recording as provided in Section 6.02.

8.66

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

- 6.07 The Santa Cruz METRO Manager who is responsible for the program, service or activity that is alleged to be out of compliance shall promptly investigate the alleged complaint and shall prepare a written response within 10 working days of his/her receipt of the complaint. The Manager may consult with appropriate Santa Cruz METRO staff in the preparation of his/her response to the complaint.
- 6.08 The General Manager or his/her designee shall then speak (meeting or telephone conversation) with the complainant, at which time the complainant may give written or oral evidence supporting the allegation that provisions of the ADA/504 have been violated. The General Manager shall review and consider the response prepared by the Manager identified in Section 6.07, all the information provided by the complainant and any other evidence available regarding the allegations in the complaint. The General Manager shall prepare a written report of his/her findings and if corrective action is required a timetable for the completion of such action.
- 6.09 Within 15 working days following receipt of the initial complaint, the General Manager shall inform the complainant of his/her findings and any corrective action to be taken as a result of the complaint together with the timetable for completion of such action.
- 6.10 If the complainant is not satisfied with the findings and/or action of the General Manager or his/her designee, then the complainant may file his/her complaint together with any other supporting documentation within 5 working days of his/her receipt of the results of the General Manager's investigation, with the Chair of the Board of Directors by providing it to the Administrative Services Coordinator, 370 Encinal Street, Suite 100, Santa Cruz, CA, 95060. The Chair of the Board of Directors upon review of the entire file, shall take appropriate action in order to insure ADA/504 compliance. The Complainant shall be notified of what actions, if any, will be taken as a result of the review by the Chair within 10 working days of the Chair's notification that the complainant is not satisfied with the results of the general manager's investigation.
- 6.11 The timelines applicable to this procedure may be waived by the general manager if he/she finds that there is good cause for a waiver.
- 6.12 Santa Cruz METRO shall retain documents arising out of the grievance procedure for at least three (3) years and the General Manager or his/her designee shall maintain relevant information in a database in a confidential manner.
- 6.13 Participation in this Grievance Procedure is voluntary. Nothing contained herein shall preclude a complainant from taking any other appropriate legal or administrative action against Santa Cruz Metro, should its programs, services or activities be out of compliance with the ADA/504.

8.67

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

COMPLAINT FORM (FOR AMERICANS WITH DISABILITIES ACT (ADA) REHABILITATION ACT OF 1973 (504) COMPLAINTS)

Please indicate by checking the box, if you wish to have your identity kept confidential

Name of Complainant: _____

Address of Complainant: _____

Telephone Number: _____

E-mail Address: * _____

Date of Complaint: _____

Date of Violation: _____

Time of Violation: _____

Place of Violation: _____

Bus Number:** _____

Bus Route:** _____

General physical description of bus operator** _____

Identify service, program or activity out of ADA/504 compliance: _____

Summary of violation: (attach additional sheets as necessary) _____

Identify individuals by name and address that have information relating to the violation:

Signature of Complainant/Representative

Date

*Optional

** if applicable

8.68

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

GRIEVANCE PROCEDURE

1. Return completed Grievance form within 90 days of the alleged violation to any of the following:

| | | |
|---|---|---|
| 1. Santa Cruz METRO 370 Encinal Street, Suite 100 Santa Cruz, CA 95060 Attention: General Manager /Assistant General Manager (831) 426-6080-phone (TDD 711 (TTY/Voice)) (831) 426-6117-facsimile mdorfman@scmtd.com | 2. Santa Cruz Metro Center 920 Pacific Avenue, Suite 21 Santa Cruz, CA 95060 Attn: Accessible Services Coordinator (831) 423-3868-phone (TDD 711 (TTY/Voice)) (831) 423-1024-facsimile jdaugher@scmtd.com | 3. Customer Service Coordinator Santa Cruz Metro Center 920 Pacific Avenue Santa Cruz, CA 95060 Attn: Customer Services (831) 425-8600-phone (TDD 711 (TTY/Voice)) (831)423-1024-facsimile dcaales@scmtd.com |
|---|---|---|

2. The General Manager/designee shall conduct an investigation into the alleged violation. The complainant may be contacted during the course of the investigation;
3. The General Manager/designee shall notify the complainant of the results of the investigation within 15 working days;
4. If the Complainant is not satisfied with the response from the General Manager/designee, the complainant may file the complaint together with any supporting documentation with the Chair of the Board of Directors by providing it to the Administrative Services Coordinator, 370 Encinal Street, Suite 100, Santa Cruz, California 95060 within 5 working days of receipt of the response from the General Manager/designee; and
5. The Chair shall have 10 working days to review the complaint and the investigation and report prepared by the General Manager/designee and to determine if any additional action needs to occur to ensure compliance with the ADA/504.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (504) the Santa Cruz Metropolitan Transit District (Santa Cruz METRO) will not discriminate against qualified individuals with disabilities on the basis of disability in the Santa Cruz METRO's services, programs, or activities. Santa Cruz Metro will not tolerate acts of retaliation against anyone exercising his/her rights under the ADA/504.

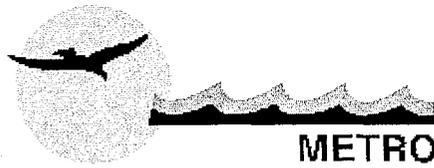
Santa Cruz METRO does not discriminate on the basis of disability in its hiring or employment practices. Santa Cruz METRO will not ask a job applicant about the existence, nature, or severity of a disability. Applicants may be asked about their ability to perform specific job functions. Medical examinations or inquiries may be made, but only after a conditional offer of employment is made and only if required of all applicants for the position. Santa Cruz METRO will make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of Santa Cruz METRO's business. Santa Cruz METRO will make an individualized assessment of whether a qualified individual with a disability meets selection criteria for employment decisions. To the extent its selection criteria for employment decisions have the effect of disqualifying an individual because of disability, those criteria will be job-related and consistent with business necessity.

Santa Cruz METRO will provide transportation services in accordance with the ADA/504 statutes and regulations. Santa Cruz METRO will provide appropriate auxiliary aids and services, including qualified sign language interpreters and assistive listening devices, whenever necessary to ensure effective communication with members of the public who have hearing, sight, or speech impediments, unless to do so would result in a fundamental alteration of its programs or an undue administrative or financial burden. A person who requires an accommodation or an auxiliary aid or service to participate in a Santa Cruz METRO program, service, or activity, should contact Dale Carr, Administrative Services Coordinator, at (831) 426-6080 (TDD 711 (TTY/voice)) for assistance as far in advance as possible but not later than 48 hours before the scheduled event.

Santa Cruz METRO will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy.

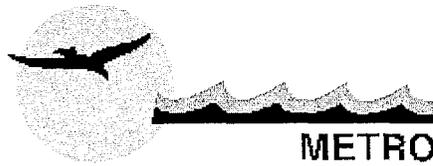
In order to satisfy itself that it is meeting its obligations under the ADA/504, Santa Cruz METRO has established a grievance procedure for persons with disability who allege that METRO's services, programs or activities are out of compliance. Should you wish a complaint form, to file a grievance or if you have questions or concerns regarding METRO's compliance with the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973 please contact Leslie White, General Manager, at (831) 426-6080 (TDD 711 (TTY/voice)).

8.610



| Recommendations | Responses | Transition Plan |
|--|--|---|
| A. Public Facilities | | |
| 1. Update signage at entrances, except for Encinal facility. | METRO will implement the following: 1. At any inaccessible entrance a decal will direct user to accessible entrance; and 2. International symbol for accessibility will identify each accessible entrance. | Tasks Completed 1. Done-inaccessible entryways, direct users to accessible entrances; and 2. Done-all accessible entrances are identified with accessible decals. |
| B. MetroCenter, opened 1984 | | |
| 1. Update signage re: Service animals | METRO staff will update signage re service animals. | METRO staff is investigating service animal signage. Anticipate installation at all METRO facilities by June 2008. |
| 2. Affix mats more firmly to the floor. | METRO staff determined that there was no practical way to secure mats safely. | Mats removed. Metal fiber mats (Pedimats) at each entryway were replaced. |
| 3. Require vendors to maintain clear travel paths and access. | METRO staff will notify vendors of requirement and conduct inspections to insure compliance. | Letters of notification sent to vendors in May 2008. (See attached letter) First inspection scheduled for June 17, 2008. |
| 4. Improve color contrast for outside areas of travel. | Color demarcations and sidewalks and street areas have been identified as faded. | METRO staff will repaint outdoor area within 6 months of BOD's adoption of Transition Plan. Anticipated completion November 2008. |
| 5. Insure that protective tree grades are flush with walkways. | METRO staff agrees to implement plan of action to insure that grades do not become safety hazard. | METRO staff will implement maintenance inspection plan to determine if and when grades need to be corrected and/or replaced (See attached monthly facilities' inspection sheets). |
| C. Capitola Mall Transit Center, leased since 1987 | | |
| 1. Continue to work with Capitola Mall and public jurisdictions to improve and maintain safe access. | METRO staff appreciate the need to improve and maintain paths of travel for METRO passengers. | METRO staff will continue to work with the Mall and Public Jurisdictions to improve and maintain safe access. |
| 2. Consider reduced-glare materials for future shelter construction. | The most recently installed Bus Shelters have perforated backs and sides to reduce glare. | METRO staff will continue to use reduced glare materials on construction of bus shelters. |
| D. Watsonville Transit Center, opened 1995 | | |
| 1. Working with City regarding safety and access of adjacent public areas. | METRO staff is scheduling a meeting with Pat Piras to identify the specific issues that need correcting. METRO staff will | METRO staff will continue to work with the Mall and Public Jurisdictions to improve and maintain safe access. |

8.c1



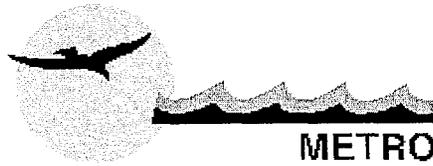
Recommendations

Responses

Transition Plan

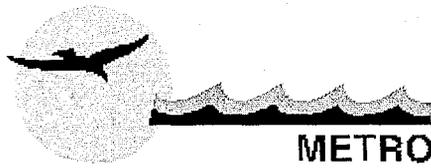
| | | |
|--|--|---|
| | also lower route information for better accessibility. | |
| 2. Require vendors to maintain clear travel paths and access. | METRO staff will notify vendors of requirement and conduct inspections to insure compliance. | Letters of notification sent to vendors in May 2008. (Letter attached) First inspection scheduled for June 17, 2008. |
| 3. Improve color contrast for outside areas of travel. | Color demarcations and sidewalks and street areas have been identified as faded. | METRO staff will repaint outdoor area within 6 months of BOD's adoption of Action Plan. Anticipated completion November 2008. |
| 4. Keep foliage trimmed to avoid obstructing route signage. | METRO staff will inspect premises to insure Center foliage is kept trimmed and does not create a problem of access. | METRO staff will institute regular maintenance program to insure that foliage remains trimmed to avoid obstruction of signage. |
| E. Cavallaro Transit Center (Scotts Valley), opened 1998 | | |
| 1. Monitor use and safety of parking spaces used by persons with disabilities. | METRO staff does not believe that the cited issue is a safety concern as the Center was designed and constructed to be in compliance with the ADA and California state laws. However, METRO staff will monitor use and safety of parking spaces used by persons with disabilities. | Transit Supervisors will monitor use and safety of parking spaces. Six months from BOD's adoption of transition plan; METRO staff will review these reports as well as bus operator occurrence reports to determine if there is a safety issue. |
| 2. Repair accessible flush toilet. | METRO staff agreed that toilet needed to be repaired. | Item repaired in February 2008. |
| F. Administration Building (Encinal Street), leased since 1999 | | |
| 1. Work with site ownership to relocate disabled parking closer to building entrance and out of path of traffic. | METRO staff agrees parking spaces need striping. | Owner has agreed to reseal and re-stripe parking lot and will relocate the correct disabled parking location at that time. |
| 2. Affix mats more firmly to the floor. | METRO staff determined that there was no practical way to secure mats safely. | Mats removed. |
| G. Current METRO Employee Facilities¹: | | |
| 1. Improve signage for disabled parking spaces. | METRO staff will review facilities and determine needs of each. | All new construction sites will be striped in accordance with federal and state law. Current |

¹ Minor Maintenance Facility (Golf Club Drive), Operations Building, Fleet Maintenance Facility, ParaCruz Office, Fleet Administration & Office (Vernon St.).



| Recommendations | Responses | Transition Plan |
|--|---|---|
| | | facility will be striped within 6 months of adoption of transition plan. |
| 2. Affix mats more firmly to the floor. | METRO staff determined that there was no practical way to secure mats safely. | Mats removed. |
| 3. Be attentive to potential needs for accessibility improvements to restrooms. | METRO staff will be attentive to necessary accessibility improvements. | METRO's new facility will be designed and maintained to meet or exceed all federal and state accessibility standards. |
| 4. When "permanent rooms and spaces" are designated by signs, there should be equivalent Braille indications. | METRO staff is investigating issue. | Will incorporate into new construction as required by federal and state laws. |
| H. Administrative/Operational Issues: | | |
| 1. Website should be updated for content, with improved contrasts and clarity of topics. | METRO staff agrees with recommendation. | Funds have been budgeted to update website in FY/09. RFP will be issued in FY08 & contract will be let & work completed in FY09. Maintenance & oversight will be assigned to IT Department. |
| 2. METRO's "ADA Coordinator" should be more clearly identified for public communication and/or correspondence. | METRO's ADA/504 Regulation identifies the General Manager or his/her designee as ADA Coordinator. | General Manager will issue annual notice to employees, the public & relevant agencies that will identify ADA Coordinator. |
| 3. Human Resources "Job Descriptions" for operators (both fixed route and paratransit) should specify minimum qualifications required to assist passengers in mobility devices (e.g., currently 600 pounds when occupied, possibly more in the future), including up vehicle ramps in areas without curbs. | METRO staff agrees with recommendation. | Due to the press of business, modifications to job descriptions will take a lengthy period of time particularly as it entails meet & confer requirements with UTU. Anticipate completion June 2009. |
| 4. More information should be more readily available on how/where to obtain large-print or Braille versions of <i>Headways</i> . | METRO staff is investigating manner and means to accomplish this goal. | Information is in <i>Headways</i> re how to obtain large print <i>Headways</i> and there is a posting at Information Booth on how to obtain large print <i>Headways</i> . |
| 5. Provisions should be added to lease contracts at transit centers (e.g., vendors & kiosk) that require "accessible path of travel" and reasonable | Currently leases require Tenant compliance with federal, state & local laws. Legal Department will review the Lease Agreement language and make necessary | Action has been taken. The Lease Agreements now contain the following language: 20.1.17 Requirement of |

8.c3



Recommendations

Responses

Transition Plan

| | | |
|--|--|--|
| <p>accommodation for their customers (under Title III) to vendors' responsibilities.</p> | <p>provisions to include the language recommended.</p> | <p><u>Vendors to provide accessible path of travel and reasonable accommodation for customers</u></p> <p>Tenant shall comply with the provisions of Title III of the Americans With Disabilities Act, pertaining to the requirement of providing an "accessible path of travel" and "reasonable accommodations" to their customers.</p> |
| <p>6. Signage for passenger facilities should be up-to-date (e.g., references to service animals rather than guide dogs) and consistent across all facilities.</p> | <p>METRO staff agrees with recommendation</p> | <p>Signage is being ordered and will be placed at appropriate facilities upon receipt.</p> |

8.c4

May 29, 2008

Transit Center Tenant
920 Pacific Avenue
Santa Cruz, CA 95060

Re: ADA/504 Requirements for Accessibility

Dear METRO tenant:

Please be advised that Santa Cruz METRO has received a review and evaluation of its programs, activities, services and facilities from Pat Piras Consulting, pursuant to the Americans with Disabilities Act and the Rehabilitation Act of 1974 (504).

Pursuant to the report's recommendations, METRO must require its vendors located at METRO's facilities to maintain a clear travel path and access to and through your business.

This letter is meant to inform and notify you that METRO will be inspecting all businesses at METRO's Transit Centers to ensure compliance with this requirement of federal law to maintain a clear travel path and access in and through the space that you lease from METRO. Additionally, business operators should be mindful of the need to assist customers with disabilities who may be unable to obtain items, which are located out of their reach.

On June 17, 2008, the first inspection will take place. Please ensure that your business is in compliance with these requirements.

Thank you for your anticipated cooperation in this matter.

Very truly yours,

Margaret Gallagher
District Counsel

MG/rjd
Encl.

cc: Leslie White, General Manager
Tom Stickel, Maintenance Manager

8.c5

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

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

**A RESOLUTION OF APPRECIATION FOR THE SERVICES OF
WALLY BRONDSTATTER AS ACTING PARATRANSIT
ADMINISTRATOR FOR THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

WHEREAS, the Santa Cruz Metropolitan Transit District was formed to provide public transportation to all of the residents of Santa Cruz County, and

WHEREAS, the provision of public transportation service requires a competent, dedicated workforce, and

WHEREAS, the Santa Cruz Metropolitan Transit District, requiring a Manager with expertise and dedication appointed Wally Brondstatter to serve in the positions of Coach Operator, ParaCruz Superintendent, and Acting Paratransit Administrator, and

WHEREAS, Wally Brondstatter served the Santa Cruz Metropolitan Transit District for the time period of February 25, 1980 though June 30, 2008, and

WHEREAS, Wally Brondstatter provided the Santa Cruz Metropolitan Transit District with dedicated service and commitment during the time of his employment, and

WHEREAS, Wally Brondstatter served the Santa Cruz Metropolitan Transit District with distinction, and

WHEREAS, the skill and service provided to the residents of Santa Cruz County by Wally Brondstatter resulted in reliable, comprehensive public transportation services being available to bus passengers during the most difficult of times, and

WHEREAS, during the time that Wally Brondstatter served the Santa Cruz Metropolitan Transit District, his commitment and dedication resulted in METRO establishing a sound foundation in assuming direct responsibility for the operation of the ParaCruz service, as well as providing leadership and support in expanding service, developing new facilities, purchasing new equipment, improving ridership, responding to the challenges of the Loma Prieta Earthquake, responding to adverse economic conditions, and assuming direct operational responsibility for the Highway 17 Express service and the Amtrak Connector service, and

WHEREAS, the quality of life in Santa Cruz County was improved as a result of the leadership, commitment, and service provided by Wally Brondstatter.

NOW, THEREFORE, BE IT RESOLVED, that upon his retirement as the Acting Paratransit Administrator, the Board of Directors of the Santa Cruz Metropolitan Transit District

9.1

does hereby commend Wally Brondstatter for his efforts in advancing public transit service in Santa Cruz County and expresses sincere appreciation on behalf of itself, Santa Cruz Metropolitan Transit District staff and all of the residents of Santa Cruz County.

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Wally Brondstatter, and that a copy of this resolution be entered into the official records of the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 27th day of June 2008, by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____

JANET K. BEAUTZ
Chairperson

ATTEST _____

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted:

**A RESOLUTION OF APPRECIATION FOR THE SERVICES OF
ALBERTO C. BARRAGAN AS BUS OPERATOR
FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

WHEREAS, the Santa Cruz Metropolitan Transit District was formed to provide public transportation to all of the residents of Santa Cruz County, and

WHEREAS, the provision of public transportation service requires a competent, dedicated workforce, and

WHEREAS, the Santa Cruz Metropolitan Transit District, requiring an employee with expertise and dedication appointed Alberto C. Barragan to serve in the position of Bus Operator, and

WHEREAS, Alberto C. Barragan served as a member of the Operations Department of the Santa Cruz Metropolitan Transit District for the time period of February 6, 1989 to May 31, 2008, and

WHEREAS, Alberto C. Barragan provided the Santa Cruz Metropolitan Transit District with dedicated service and commitment during the time of employment, and

WHEREAS, Alberto C. Barragan served the Santa Cruz Metropolitan Transit District with distinction, and

WHEREAS, the service provided to the residents of Santa Cruz County by Alberto C. Barragan resulted in reliable, quality public transportation being available in the most difficult of times, and

WHEREAS, during the time of Alberto C. Barragan's service, METRO expanded service, developed new operating facilities, purchased new equipment, developed accessible bus stops, opened new transit centers, improved ridership, responded to the challenges of the Loma Prieta Earthquake, responded to adverse economic conditions, assumed direct operational responsibility for the Highway 17 Express service and the Amtrak Connector service, and assumed direct operational responsibility for the ParaCruz service, and

WHEREAS, the quality of life in Santa Cruz County was improved dramatically as a result of the exemplary service provided by Alberto C. Barragan.

NOW, THEREFORE, BE IT RESOLVED, that upon his retirement as Bus Operator, the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby commend Alberto C. Barragan for efforts in advancing public transit service in Santa Cruz County and expresses sincere appreciation on behalf of itself, Santa Cruz Metropolitan Transit District staff and all of the residents of Santa Cruz County.

BE IT FURTHER RESOLVED, that a copy of this resolution will be presented to Alberto C. Barragan, and that a copy of this resolution be entered into the official records of the Santa Cruz Metropolitan Transit District.

10.1

PASSED AND ADOPTED this 27th day of June 2008 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____

JAN BEAUTZ
Board Chair

ATTEST _____

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2008
TO: Board of Directors
FROM: Mark Dorfman, Assistant General Manager
SUBJECT: CONSIDERATION OF AN INCREASE IN RATES FOR ADVERTISING ON METRO BUSES

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors the increases as shown on the attached exhibit for the rates for advertising on METRO Buses.

II. SUMMARY OF ISSUES

- After the cancellation of the Bus Advertising contract with an outside vendor, METRO was approached by Comcast with a request to do Bus Advertising.
- Staff explored an alternative of a joint advertising program with Monterey Salinas Transit (MST), but ultimately established an in-house program in June of 2004.
- Since that time, the Assistant General Manager has absorbed the bus advertising program.
- The initial intent of the program was to offer very low rates to try and sell as much space as possible, and then gradually to gradually increase the rates.
- Up until recently, METRO has been able to sell King size ads to national advertisers, and has been able to sell Tail ads to local businesses. Queen size ads have been not been in much demand.
- In 2006, Advertising rates were increased 15% for the Kings, 10% for the Tails, and no changes for the Queens.
- Recently MST has greatly increased their King ads to bring them more in line with other transit agencies.
- Currently, with decreased spending available for bus advertising, sale of King ads is currently down significantly over prior years.
- Staff is recommending that our rates for King ads be increased to match those at MST, and to increase Tail and Queen ads by 5%.

III. DISCUSSION

At one time, METRO had been using an outside contractor for its Bus Advertising program. After the contract with Obie Media ended, a new contract was awarded to Princeton Media. They were never able to meet the requirements of the contract and it was terminated. At that

time, METRO was considering the development of a joint program with Monterey Salinas Transit (MST) where one individual would market advertising on both systems. METRO was approached by Comcast requesting rates for a large purchase of advertising signs. Staff then put together an in-house program to directly sell bus advertising in June of 2004. Since then, the program has been managed by the Assistant General Manager.

When the rates were established, they were set to be low enough to sell space, with the intent being to raise the rates as the program matured. Attachment A shows the advertising rates that are currently in effect.

Bus Advertising is available in three sizes –

- ✦ King Size Displays – 30” x 144”
- ✦ Queen Size Displays – 30” x 88”
- ✦ Tail Size Displays – 21” x 72”

Up until this year, Metro has been able to sell the King Size Display Ads to national advertisers. They have been willing to pay whatever the rates are, as they are interested in our market. This year, with the downturn in the economy, we have seen a cutback in national advertising rates. MST recently conducted a pricing review on their rates and they significantly raised the rates that they charge for King sized ads. METRO has been priced very reasonably, and staff is recommending that the rates be increased for King sized ads to match those at MST. National advertisers, when they are buying ads, will pay the rate for the market they are buying. When the economy picks up, our rates will be set to maximize revenues.

Tail Sized Display Ads are usually purchased by local firms, and they are the second most popular signs that we sell. There have been times during this past year that we have been sold out and have had to turn away business. Staff is recommending that we increase these ads by 5% so as to realize some additional revenue from the ads currently in place.

Queen Size Display Ads have proven to be the hardest to sell, but there were a few larger sales this year. As a result, staff is recommending that the Queens sized ads also be increased by 5%, to keep them competitive with the other rates. The charts below summarize the price increases that are being recommended.

CURRENT

| Type of Display | 12 Month Rate | 6 Month Rate | 3 Month Rate | 1 Month Rate |
|-----------------|---------------|--------------|--------------|--------------|
| King | 173 | 201 | 242 | 299 |
| Queen | 120 | 145 | 180 | 230 |
| Tail | 116 | 138 | 171 | 226 |

PROPOSED

| Type of Display | 12 Month Rate | 6 Month Rate | 3 Month Rate | 1 Month Rate |
|-----------------|---------------|--------------|--------------|--------------|
| King | 297 | 315 | 330 | 350 |
| Queen | 126 | 152 | 189 | 242 |
| Tail | 122 | 145 | 180 | 237 |

Bus Advertising rates were last adjusted in July of 2006. As was done in the past, staff will work with those existing advertisers to give them an opportunity to renew their existing contracts at the old rates, if they renew before the new rates go into effect.

It is therefore recommended that the Board of Directors approve the Bus Advertising Rates as shown in Attachment B.

IV. FINANCIAL CONSIDERATIONS

The rate increase proposed will allow METRO to continue to develop the Bus Advertising Program as a viable source of revenue at the time the economy improves.

V. ATTACHMENTS

Attachment A: Existing Bus Advertising Rates

Attachment B: MST Bus Advertising Rates

Attachment C: Proposed Bus Advertising Rates



Santa Cruz METRO Bus Advertising Rates

(effective July 31, 2006)

King Size Displays
30" x 144"



BUS ADVERTISING RATES PER MONTH

| Showing | # of Buses | 1 Month | 3 Months | 6 Months | 12 Months |
|----------|------------|----------|----------|----------|-----------|
| #100 | 80 | \$23,920 | \$19,360 | \$16,080 | \$13,840 |
| #50 | 40 | \$11,960 | \$9,680 | \$8,040 | \$6,920 |
| #25 | 20 | \$5,980 | \$4,840 | \$4,020 | \$3,460 |
| Per Unit | 1 | \$ 299 | \$ 242 | \$ 201 | \$ 173 |

Queen Size Displays
30" x 88"



BUS ADVERTISING RATES PER MONTH

| Showing | # of Buses | 1 Month | 3 Months | 6 Months | 12 Months |
|----------|------------|----------|----------|----------|-----------|
| #100 | 80 | \$18,400 | \$14,400 | \$11,600 | \$ 9,600 |
| #50 | 40 | \$ 9,200 | \$ 7,200 | \$ 5,800 | \$ 4,800 |
| #25 | 20 | \$ 4,600 | \$ 3,600 | \$ 2,900 | \$ 2,400 |
| Per Unit | 1 | \$ 230 | \$ 180 | \$ 145 | \$ 120 |

Tail Displays
21" x 72"



BUS ADVERTISING RATES PER MONTH

| Showing | # of Buses | 1 Month | 3 Months | 6 Months | 12 Months |
|----------|------------|----------|----------|----------|-----------|
| #100 | 80 | \$18,080 | \$13,680 | \$11,040 | \$9,280 |
| #50 | 40 | \$9,040 | \$6,840 | \$5,520 | \$4,640 |
| #25 | 20 | \$4,520 | \$3,420 | \$2,760 | \$2,320 |
| Per Unit | 1 | \$ 226 | \$ 171 | \$ 138 | \$ 116 |

MOUNTING COSTS

| | |
|-------|---------------|
| King | \$75 per sign |
| Queen | \$50 per sign |
| Tail | \$35 per sign |

Advertising Rates

Ad Rate Chart

| 1 MONTH | RATE |
|---------------------|-------|
| King (30" x 144") | \$350 |
| Queen (30" x 88") | \$180 |
| Tall (21" x 72") | \$155 |
| Shelter (68" x 47") | \$400 |

| 3 MONTHS | RATE PER MONTH |
|---------------------|----------------|
| King (30" x 144") | \$330 |
| Queen (30" x 88") | \$171 |
| Tall (21" x 72") | \$147 |
| Shelter (68" x 47") | \$377 |

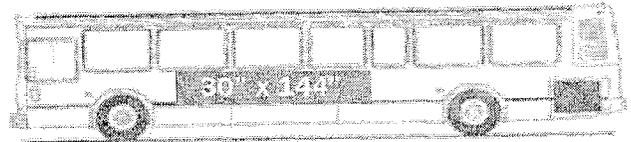
| 6 MONTHS | RATE PER MONTH |
|---------------------|----------------|
| King (30" x 144") | \$315 |
| Queen (30" x 88") | \$162 |
| Tall (21" x 72") | \$139 |
| Shelter (68" x 47") | \$360 |

| 12 MONTHS | RATE PER MONTH |
|---------------------|----------------|
| King (30" x 144") | \$297 |
| Queen (30" x 88") | \$153 |
| Tall (21" x 72") | \$132 |
| Shelter (68" x 47") | \$339 |

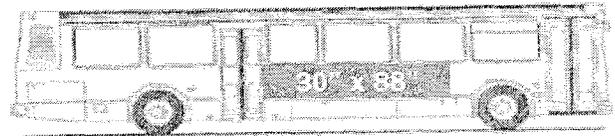
Ad Rates

Rates are per ad, per month net. Production and mounting costs include labor and materials, and will be quoted at the time of contract. Please refer to www.mst.org for current pricing. To reserve advertising space or confirm space availability, call MST's Marketing & Sales Specialist, at (831) 393-8115.

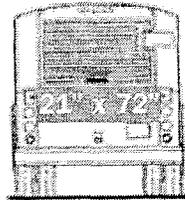
KING
STREET SIDE



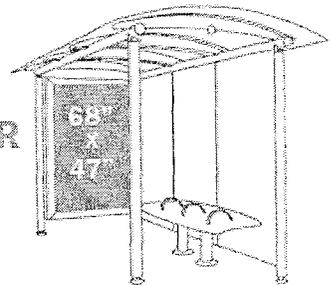
QUEEN
CURB SIDE



TAIL
BACK



SHELTER



Interior Car Card Rate Chart

Car Cards are 11" Tall x 17" Wide

| QUANTITY | 1 MONTH | 3 MONTHS | 6 MONTHS | 12 MONTHS |
|-------------|--------------------|--------------------|--------------------|--------------------|
| 10 Cards | \$12.00 (per card) | \$11.75 (per card) | \$11.50 (per card) | \$11.00 (per card) |
| 11-20 Cards | \$11.00 (per card) | \$10.75 (per card) | \$10.50 (per card) | \$10.00 (per card) |
| 21+ Cards | \$10.00 (per card) | \$9.75 (per card) | \$9.50 (per card) | \$9.00 (per card) |





Santa Cruz METRO Bus Advertising Rates

(effective August 1, 2008)

King Size Displays
30" x 144"



BUS ADVERTISING RATES PER MONTH

| Showing | # of Buses | 1 Month | 3 Months | 6 Months | 12 Months |
|----------|------------|----------|----------|----------|-----------|
| #100 | 80 | \$28,000 | \$26,400 | \$25,200 | \$23,760 |
| #50 | 40 | \$14,000 | \$13,200 | \$12,600 | \$11,880 |
| #25 | 20 | \$ 7,000 | \$ 6,600 | \$ 6,300 | \$ 5,940 |
| Per Unit | 1 | \$ 350 | \$ 330 | \$ 315 | \$ 297 |

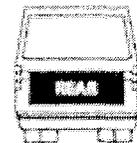
Queen Size Displays
30" x 88"



BUS ADVERTISING RATES PER MONTH

| Showing | # of Buses | 1 Month | 3 Months | 6 Months | 12 Months |
|----------|------------|----------|----------|----------|-----------|
| #100 | 80 | \$19,360 | \$15,120 | \$12,160 | \$10,080 |
| #50 | 40 | \$ 9,680 | \$ 7,560 | \$ 6,080 | \$ 5,040 |
| #25 | 20 | \$ 4,840 | \$ 3,780 | \$ 3,040 | \$ 2,520 |
| Per Unit | 1 | \$ 242 | \$ 189 | \$ 152 | \$ 126 |

Tail Displays
21" x 72"



BUS ADVERTISING RATES PER MONTH

| Showing | # of Buses | 1 Month | 3 Months | 6 Months | 12 Months |
|----------|------------|----------|----------|----------|-----------|
| #100 | 80 | \$18,960 | \$14,400 | \$11,600 | \$9,760 |
| #50 | 40 | \$9,480 | \$7,200 | \$5,800 | \$4,880 |
| #25 | 20 | \$4,740 | \$3,600 | \$2,900 | \$2,440 |
| Per Unit | 1 | \$ 237 | \$ 180 | \$ 145 | \$ 122 |

MOUNTING COSTS

| | |
|-------|---------------|
| King | \$75 per sign |
| Queen | \$50 per sign |
| Tail | \$35 per sign |

11e1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2008

TO: Board of Directors

FROM: Mark Dorfman, Assistant General Manager

SUBJECT: CONSIDERATION OF APPROVING OFFER FROM NEW FLYER OF AMERICA FOR LIQUIDATED DAMAGES DUE TO A DELAY IN DELIVERY IN THE CONTRACT WITH NEW FLYER OF AMERICA FOR THE PURCHASE OF FIVE 40 FOOT COMPRESSED NATURAL GAS BUSES FOR HIGHWAY 17 AND EIGHT 40 FOOT COMPRESSED NATURAL GAS BUSES FOR LOCAL ROUTE SERVICE

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors approve the offer from New Flyer of America for liquidated damages due to a delay in the delivery of buses.

II. SUMMARY OF ISSUES

- Earlier this year the METRO Board approved the processing of a Change Order in the contract for the purchase of a total of thirteen (13) 40 foot Compressed Natural Gas (CNG) buses.
- Five (5) of these are to be used for the Highway 17 Express, and eight (8) of these are to be used on local routes.
- As a result of the Change Order, New Flyer is requesting that the contractual delivery date be changed from May 1, 2008 to June 1, 2008.
- Due to delays on the part of New Flyer, they have been unable to meet the requirements of the contract.
- The contract has allowances for liquidated damages of \$100 per day per bus for every day the buses are late.

III. DISCUSSION

METRO received state funding in the amount of \$5,200,000 to purchase five (5) 40-foot Compressed Natural Gas (CNG) low-floor buses for the Highway 17 Express and eight (8) 40-foot CNG low-floor buses for local route service.

Earlier this year the Board of Directors approved a Change Order to this contract that was needed to make the bus similar to those operated by METRO. As a result of these changes, New Flyer of America requested a 30 day extension to the completion date of the contract.

12.1

The original date in the contract for the delivery of these buses was May 1, 2008. New Flyer has run into some scheduling difficulties and they did not meet this deadline. Granting them a 30 day extension as a result of the earlier change order will not change their ability to deliver the buses on time. The new estimated dates for the delivery are October 3rd for the eight (8) local route buses, and October 24th for the Five (5) Highway 17 buses.

Based upon the new delivery dates above, the liquidated damages will total \$171,700. Upon acceptance of the revised date, New Flyer of America will issue a parts credit to METRO in this amount. This parts credit will assist METRO's budget in the coming year, by helping to reduce the Fleet Maintenance parts budget.

IV. FINANCIAL CONSIDERATIONS

This will result in a \$171,700 parts credit to METRO.

V. ATTACHMENTS

Attachment A: June 6, 2008 Letter from New Flyer



NEW FLYER

June 6, 2008

Mr. Mark Dorfman
Assistant General Manager
Santa Cruz Metropolitan Transit District
370 Encinal
Suite 100
Santa Cruz, California 96060

Subject: Change Order

Dear Mr. Dorfman

This letter will formalize the discussions between you and Mr. Paul Smith regarding the pending change order, contractual delivery date, liquidated damages and resultant parts credit. The discussion points are highlighted below:

Change Order #1 will be processed immediately upon your receiving this communiqué' and the required action by your board.

As part of the change order, we will agree to move the contractual due date for both orders from May 1, 2008 to October 24, 2008. We expect to have all (8) of the SR 1220 delivered by October 3 and all (5) of the SR 1219 order delivered by October 24, 2008.

We require a 30-day delivery extension to accommodate the changes to both orders. Therefore, the LD exposure is calculated from a June 1, 2008 start date. This makes the SR1220 order 124 days late and the SR1219 order 145 days late.

Based on \$100 per day, we have agreed to issue Santa Cruz Metro a parts credit in the amount of \$171,700 in lieu of liquidated damages. This credit will be assessable to you immediately upon the final processing of the change order.

We appreciate Santa Cruz Metro for working with us to resolve this matter as New Flyer takes great pride in its partnership with Santa Cruz Metro.

Should you feel it necessary to discuss this matter further, please do not hesitate to contact me at your convenience.

Sincerely,

Dennis Tomlinson

**Headquarters/
Winnipeg Facility**

711 Kemaghan Ave
Winnipeg, Manitoba
R2C 3T4 Canada

Ph: (204) 224-1251
Fx: (204) 224-0551
e-mail: bussales@newflyer.com

**Customer
Services**

25 DeBaets St
Winnipeg, Manitoba
R2J 4G5 Canada

Ph: (204) 982-8400

**New Jersey Service
Support Center**

808 Garfield Ave
Jersey City, New Jersey
07305-4423 USA

Ph: (201) 369-1200
Fx: (201) 369-0345

**New Product
Development**

Unit 7, 45 Beghin Ave
Winnipeg, Manitoba
R2J 4B9 Canada

Ph: (204) 982-8413
Fx: (204) 654-4941

**Crookston
Facility**

214 5th Ave. SW
Crookston, Minnesota
56716 USA

Ph: (218) 281-5752
Fx: (218) 281-5672

**St. Cloud
Facility**

6200 Glenn Carlson Dr
St Cloud, Minnesota
56301 USA

Ph: (320) 203-0576
Fx: (320) 203-0584

www.newflyer.com

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2008

TO: Board of Directors

FROM: Mark J. Dorfman, Assistant General Manager

**SUBJECT: RECOMMENDATION TO TRANSFER SLOW-FILL CNG
EQUIPMENT TO THE MONTEREY PENINSULA UNIFIED
SCHOOL DISTRICT**

I. RECOMMENDED ACTION

It is recommended that the Board of Directors approve the transfer of the slow-fill CNG equipment to the Monterey Peninsula Unified School District.

II. SUMMARY OF ISSUES

- METRO received multiple grants from the Monterey Bay Unified Air Pollution Control District and the California Energy Commission for the construction of a slow-fill CNG station.
- This facility was operational in February of 2003, and it fueled the small number of CNG vehicles METRO had in its fleet.
- METRO was planning for a new fueling facility as part of the MetroBase project to serve the expanding number of CNG vehicles.
- In February of this year the fueling facility was retired as the LNG/CNG facility became operational.
- A grant condition was that the asset be transferred to another entity in the Monterey Bay Unified Air Pollution Control District when it was no longer needed.
- The Monterey Peninsula Unified School District has requested the equipment through an asset transfer.

III. DISCUSSION

In February of 2003, Santa Cruz METRO constructed a slow-fill CNG station that was funded through grants from the Monterey Bay Unified Air Pollution Control District and the California Energy Commission. The slow fill facility allowed METRO to fuel its small fleet of Compressed Natural Gas (CNG) buses, until the MetroBase project was online.

The facility performed well and was in use up through February of this year. At this time it has been shut down and was to be torn out as part of the Operation Facility reconstruction. As part of the funding agreement with the Monterey Bay Unified Air Pollution Control District, METRO was to solicit interest in the equipment when we retired the equipment. METRO contacted other agencies and we found that the Monterey Peninsula Unified School District had similar equipment and they were interested in acquiring the equipment. They will be responsible for disconnecting and removing the equipment.

Both the California Energy Commission and the Monterey Bay Unified Air Pollution Control District were contacted to secure their approval for the transfer of the slow fill CNG equipment. Both agencies responded favorably and these letters are attached as Attachments A & B.

Staff is recommending that METRO transfer the above equipment to the Monterey Peninsula Unified School District.

IV. FINANCIAL CONSIDERATIONS

There is no financial impact from this action.

V. ATTACHMENTS

Attachment A: Letter from California Energy Commission

Attachment B: Letter from Monterey Bay Unified Air Pollution Control District

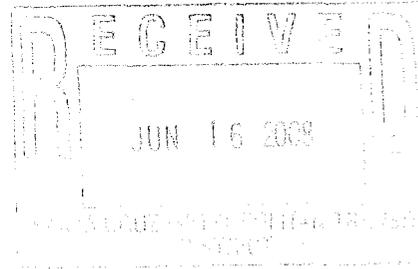
CALIFORNIA ENERGY COMMISSION

1516 NINTH STREET
SACRAMENTO, CA 95814-5512
www.energy.ca.gov

Attachment **A**

June 11, 2008

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



Dear Mr. Dorfman:

This letter is in response to the Santa Cruz Metropolitan Transit District's (SCMTD's) request to transfer natural gas refueling equipment funded by the California Energy Commission (Commission) under grant AFI-01-011 to the Monterey Peninsula Unified School District (MPUSD). The Energy Commission provided \$100,000.00 to SCMTD towards the purchase of equipment for the station. I asked Mr. Michael Trujillo from our Transportation Division to look into your request and recommend what action should be taken.

Mr. Trujillo has spoken with you and Mr. Bill Martin, Transportation Manager, MPUSD. Mr. Trujillo indicated the equipment had been in operation for about five (5) years and should be rebuilt or overhauled. MPUSD confirmed that the equipment is compatible and will add redundancy to their current station. MPUSD is also willing to assist with funding to remove the equipment from SCMTD's facility and have it rebuilt and reinstalled at MPUSD. Mr. Trujillo believes this is a good use of the existing equipment and recommends the Commission support the transfer.

Since the equipment will be utilized by a public agency in a manner consistent with the original intent of the grant award, the transfer of ownership of the equipment to the MPUSD may proceed. If you have any questions please feel free to call me at (916) 654-4204.

Sincerely,

JOHN P. BUTLER II, Manager
Grants and Loans Office

cc: Fernando DeLeon, Legal Office
Mike Trujillo, Transportation Division

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MONTEREY BAY

Unified Air Pollution Control District
serving Monterey, San Benito, and Santa Cruz counties

Attachment B

AIR POLLUTION CONTROL OFFICER
Douglas Quetin

24580 Silver Cloud Court • Monterey, California 93940 • 831/647-9411 • FAX 831/647-8501

DISTRICT BOARD MEMBERS

CHAIR:
Reb Monaco
San Benito County

VICE CHAIR:
Simon Salinas
Monterey County

Lou Calcagno
Monterey County

Tony Campos
Santa Cruz County

Dennis Donohue
City of Salinas

Doug Emerson
San Benito County Cities

Gary J. Wilmot
Monterey Peninsula Cities

Ellen Pirie
Santa Cruz County

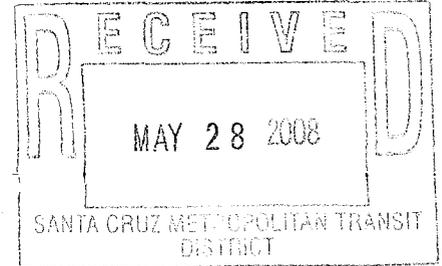
Ila Mettee-McCutcheon
Monterey County

Sam Storey
Santa Cruz County Cities

George Worthy
South Monterey County Cities

Mark J. Dorfman
Asst. General Manager
Santa Cruz Metropolitan Transit District
370 Encinal St. #100
Santa Cruz, CA 95060

May 20, 2008



Re: Transfer of equipment funded by AB2766 Grant 02-35

Dear Mr. Dorfman:

Please forgive the delay in this response to your April 22 letter. It is the policy of the Monterey Bay Unified Air Pollution Control District (MBUAPCD) to seek local recapture of residual or surplus value of grant-funded equipment, to continue emissions reductions within our Air Basin. The MBUAPCD funded \$200,000 worth of CNG slow fill equipment under AB2766 grant 02-35 to your agency on January 15, 2002.

As stated in your letter, the subject equipment is surplus to your needs and was requested by Monterey Peninsula Unified School District (MPUSD) for its CNG bus fleet. I hereby give you permission to transfer and allow the MPUSD to take possession of the funded surplus equipment at no cost to the MPUSD or liability to the MBUAPCD. If you would like to discuss or need additional information, please call Dave Fairchild at 647-9418 x 234, email dfair@mbuapcd.org

Sincerely,

Douglas Quetin
Air Pollution Control Officer

SCMTD_MPUSD.doc

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2008

TO: Board of Directors

FROM: Frank L. Cheng, Project Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT FOR A CHANGE ORDER IN THE AMOUNT OF NOT-TO-EXCEED \$602,640 FROM RNL DESIGN, INC. TO PROVIDE ADDITIONAL FUNDS TO THE ARCHITECTURAL & ENGINEERING CONTRACT TO ACCOMMODATE COSTS RELATING TO OPERATIONS BUILDING RE-PACKAGE, RE-BID & CONSTRUCTION SERVICES FOR THE METROBASE PROJECT

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to execute a contract amendment for a change order in the amount of Not-To-Exceed \$602,640 from RNL Design, Inc. to provide additional funds to the Architectural & Engineering contract to accommodate costs relating to Operations Building Re-Package, Re-Bid & Construction Services for the MetroBase Project.

II. SUMMARY OF ISSUES

- On August 8, 2003, METRO entered into a contract with RNL Design for Architectural/Engineering Services for the MetroBase Project in the amount of \$2,530,761. Subsequent approved change orders have increased the total contract amount to \$3,955,306.
- On June 15, 2005, METRO went out to bid for the MetroBase Project which included Service & Fueling, Maintenance, and Operations Building. On August 25, 2005, one bid was received, \$38,400,000 which is a 24% increase over actual funds available at the time of bidding.
- On September 29, 2005, METRO staff directed RNL Design to split the Service & Fueling Building. On December 16, 2005, METRO awarded the Service & Fueling Building to Arntz Builders for \$7,979,000.
- On April 28, 2006, METRO staff directed RNL Design to split the Maintenance Building. On October 27, 2006, METRO awarded the Maintenance Building to West Bay Builders for \$15,195,000.
- METRO staff directed the RNL Design team to submit a re-package, re-bid, and construction services package for the Operations Building. Cost to complete these services will require a Not-To-Exceed amount of \$602,640.

III. DISCUSSION

On August 8th, 2003, METRO entered into an Architectural/Engineering Contract with RNL Design in the amount of \$ 2,530,761. Subsequent approved change orders have increased the total contract amount to \$3,955,306. These services included three buildings, Service & Fueling, Maintenance, and Operations. The engineers cost estimate for the construction was approximately \$31,000,000. On June 15, METRO went out to bid and received one bid at \$38,400,000, a 24% over engineers cost estimate. During this time, METRO staff requested RNL Design to split up the Service & Fueling portion of the project into a single bid. This bid was generated and circulated out in an Invitation For Bids (IFB). On December 16, 2005, METRO awarded the Service & Fueling Building to Arntz Builders for \$7,979,000. The bid came in under engineers cost estimate of \$8,500,000. Once the Service & Fueling Building contract was awarded and the project was under construction, METRO staff requested RNL Design to re-package the Maintenance Building and to provide costs for re-packing, re-bidding, and construction services for the Maintenance Building. On April 28, 2006, the Board of Directors approved a change order of Not-To-Exceed amount of \$427,394 for re-packing, re-bidding, and construction services for the Maintenance Building. After this time, an IFB for the Maintenance Building was released, and on April 28, 2006, METRO awarded the bid to West Bay Builders for \$15,195,000. The bid came in under engineers cost estimate of \$15,550,000.

For a final component of the MetroBase Project, METRO staff has requested RNL Design to re-package the Operations Building and to provide costs for re-packing, re-bidding, and construction services for the Operations Building.

RNL Design has presented METRO staff with a cost estimate for the re-packaging, re-bidding, and construction services for the Operations Building. A Not-To-Exceed amount of \$792,744 will include the three services mentioned. The re-packaging will take four months including a one month bidding period. An engineer's estimate will also be provided. The construction of the Operations Building is estimated to take twenty two (22) months to complete. This period includes the following:

- Site work on 1200 River Street
- Construction of the Operations Building
- Relocation of staff and office equipment from existing Operations Building to the new building.
- Demolition & site work of existing building on 1200 River Street
- Construction of bus parking lot site on 1200 River Street

On April 28, 2006, the Board of Directors approved a change order in the amount of Not-To-Exceed of \$190,104 for the services RNL Design to re-design, re-package, and re-bid River Street Parking Lot Site. RNL Design June 6, 2008 letter includes the River Street Parking Lot Site work. The difference for the work amounts to a Not-To-Exceed \$602,640.

Staff is therefore recommending that the General Manager be authorized to execute a Change Order to the Architectural/Engineering Contract with RNL Design in the amount of \$602,640 to accommodate these revisions to the scope of services.

IV. FINANCIAL CONSIDERATIONS

This Change Order will increase the total contract by the amount of \$602,640. Funds are available in the MetroBase Project to cover this Change Order.

V. ATTACHMENTS

Attachment A: Letter dated June 6th, 2008 from RNL Design

6 June, 2008

Mr. Frank Cheng
MetroBase Project Manager
Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz, CA 95060

Re: MetroBase Phase I – Update to RNL Additional Services Proposal dated 11 April 2008 to Re-Package, Bid, & Provide Construction Phase Services for the Operation's Building

Dear Frank:

In response to our discussions with you concerning our proposal dated 11 April 2008 concerning the above and the comments related to it in the email from Edward Kozlowski as forwarded to this office by you on 30 May 2008 and wish to respond with the comments noted below. We have attached the following for your reference as you review the following:

- "Hourly Rate Comparison Matrix" dated 6 June 2008
- "Breakdown of Professional Fees and Expenses" for the preparation of the Bid Package, Bid and CA phases dated 6 June 2008
- Initial RNL Proposal for Services on the above task dated 19 March 2007, including related fee backup

As you are aware, billing rates have risen as a natural course of events during the fifteen months since our proposal of 19 March 2007. Since our team would be working at our current billing rates as allowed by our Professional Services Agreement with the Santa Cruz Metropolitan Transit District, we developed the attached "Hourly Rate Comparison Matrix" to document the impact of applying the adjusted rates to that proposal without modifying the scope-of-work.

As you can see, the services portion of the team's fee would increase by approximately \$29,735 for an adjusted total for services of \$745,762, and \$777,730 including Reimbursable Expenses. Clearly, a portion of the increase in the fees for services from 2007 to 2008 is related to the change in rate.

We have revisited the scope-of-work presented in our 11 April 2008 letter and, with the exception of the items discussed below; it accurately represents how our team proposes to approach this project. Please refer to the attached "Breakdown of Professional Fees" dated 6 May 2008 for the following:

LOS ANGELES
800 WILSHIRE BLVD
SUITE 400
LOS ANGELES CA 90017
T 213 955 9775
F 213 955 9885

DENVER
PHOENIX

Bid Package and Bidding:

RNL:

- PM and CADD have been increased by 4 and 14 hours respectively and the administrative portion has been reduced to represent more accurately than the March 2007 schedule the time that will be required to separate the OPS Building from the rest of the set properly. This approach includes the resolution of coordination issues and details that will not become apparent until work begins.
- The hours quoted for CADD during the Bid Process are appropriate for this Phase as they will be used to answer Bid questions and develop addendums as required
- The hours assigned to Secretarial remain as stated previously as they are related to effort spent specifically on the administration side of this Project as opposed to a general effort throughout the office as the email from Mr. Kozłowski suggests is the case. This conclusion holds for all of the firms listed throughout the proposal when there is a reference to Secretarial / Administrative function.
- We have revised the trips for meetings with the Client in Santa Cruz to four from nine. Two trips will occur during the development of the drawings for review / coordination and approval meetings with our Client, one will be devoted to a Pre-Bid Meeting and the last, bid review / award after the Bids have been submitted.

Joni L. Janecki and Associates [JLJ & A]:

- The 20 hours designated for irrigation redesign and coordination are appropriate per our review with JLJ & A as the time represents 5 hours per sheet. [See comment in E. Kozłowski email]

Mesiti – Miller Engineering [M-ME]:

- Two different engineers are referenced in the M-ME accounting as that firm is performing Civil as well as Structural tasks for this effort and the disciplines do not share engineers. "Engin V" refers to Jim Putnam [Civil] and Dale Hendsbee [Structural], both Principals in the firm; with "Engin IV and II" representing detailing and CADD support respectively. Each discipline has its own team. [See comment in E. Kozłowski email]

Construction Administration:

RNL:

- The hours for the PM, CADD, Construction Person and Secretarial have been adjusted to represent how the work will be distributed amongst the team members, resulting in a net reduction of 388 and 89 hours from the April 2008 and March 2007 proposals respectively. Site visits will be conducted by the PM, with the balance of the team providing support from the office.

- The number of proposed site visits has been reduced from one per week [96] for twenty-two months to one per each third week, plus five additional visits [35] as designated by the Client / CM. A site trip every third week is the current rate for the Maintenance Building, appears sufficient for it and is being presented here as part of an effort to reduce expenses.

Our only concern would be the fact that we are planning for an administration building type that might require more attention to the quality and quantity of finishes than a reduced frequency of trips can provide. Should more site visits be needed, we can renegotiate this item in terms of trip count and PM time when the need arises.

The revisions we have made to our proposal compare to the March 2007 and April 2008 versions as follows:

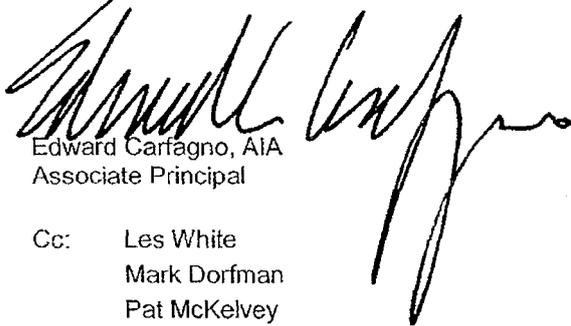
| Proposal | Labor | Expenses | Total | With Rate Inc. |
|---------------|-------------|----------|-----------|----------------|
| 19 March 2007 | : \$716,027 | \$31,968 | \$747,995 | \$777,730 |
| 11 April 2008 | : \$821,249 | \$73,263 | \$894,512 | |
| 6 June 2008 | : \$752,339 | \$40,405 | \$792,744 | |

In conclusion, RNL proposes to provide the "Repackaging", Bidding Phase assistance, and Construction phase services for the Operation's Building at a not to exceed fee of \$752,339 for services. In addition, Reimbursable Expenses are estimated at \$40,405. The total fee for the bid package and construction administration services, including reimbursable expenses, will be \$792,744.

Please see the attached Fee Breakdown spread sheet for the details of this fee and reimbursable expenses.

If you have any questions, please do not hesitate to contact me. We await your questions or a written Authorization to Proceed with this work.

Regards,



Edward Carfagno, AIA
Associate Principal

Cc: Les White
Mark Dorfman
Pat McKelvey
Michael Hicks

File: 6040.1569.01

RNL Hourly Rate comparison - 2007 - 2008

| RNL: Management & Architecture | Prin. | PM | Prj Arch | Des Prin | Designer | CAD | Int Design | Spec. | Construction | Sub-Total | TOTAL |
|---|--------------|-------------|--------------|----------------|-------------|-------------|-------------|--------------|--------------|--------------|----------|
| Hourly Rates, March 2007 | \$ 185 | \$ 165 | \$ 125 | \$ 210 | \$ 115 | \$ 85 | \$ 100 | \$ 115 | \$ 135 | | |
| Hourly Rates, June 2008 | \$ 215 | \$ 165 | \$ 135 | \$ 185 | \$ 115 | \$ 90 | \$ 100 | \$ 135 | \$ 135 | | |
| Rate difference 2007 - 2008 | \$ 30 | \$ - | \$ 10 | \$ (25) | \$ - | \$ 5 | \$ - | \$ 20 | \$ - | | |
| Hours: 19 March 2007 Proposal | | | | | | | | | | | |
| Bid Pkg Prep / Bid | 8 | 64 | 152 | - | - | 134 | - | 32 | - | 390 | |
| Construction Administration | 64 | 271 | 200 | 24 | - | 140 | - | - | 1,306 | 2,005 | |
| Total Hours | 72 | 335 | 352 | 24 | - | 274 | - | 32 | 1,306 | 2,395 | |
| Difference applied to 2007 Hours [Corrected to 2008 rates] | \$ 2,160 | \$ - | \$ 3,520 | \$ (600) | \$ - | \$ 1,370 | \$ - | \$ 640 | | \$ 7,090 | \$ 7,090 |
| Joni Jenecki: Landscape | | | | | | | | | | | |
| | Prin. | PM/Dsgnr | Drftsprsn | Clerical | Irrigation | Sub-Total | | | | | |
| Hourly Rates, March 2007 | \$ 125 | \$ 90 | \$ 80 | \$ 55 | \$ 120 | \$ - | \$ - | \$ - | \$ - | | |
| Hourly Rates, June 2008 | \$ 150 | \$ 95 | \$ 85 | \$ 55 | \$ 120 | \$ - | \$ - | \$ - | \$ - | | |
| Rate difference 2007 - 2008 | \$ 25 | \$ 5 | \$ 5 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| Hours: 19 March 2007 Proposal | | | | | | | | | | | |
| Bid Pkg Prep / Bid | 8 | 29 | 20 | 4 | 22 | - | - | - | - | 83 | |
| Construction Administration | 3 | 16 | 18 | 4 | - | - | - | - | - | 41 | |
| Total Hours | 11 | 45 | 38 | 8 | 22 | - | - | - | - | 124 | |
| Difference applied to 2007 Hours [Corrected to 2008 rates] | \$ 275 | \$ 225 | \$ 190 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 690 | \$ 690 |

h&h

SCMTD MetroBase
Santa Cruz, CA

RNL Project No. 6040.1569.01

6 June 2008

RNL Hourly Rate comparison - 2007 - 2008

| Mesiti-Miller: Civil & Structural | Prin. | Eng V | Eng IV | Eng III | Eng II | Eng I | CAD | Admin | Sub-Total |
|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Hourly Rates, March 2007 | \$ 180 | \$ 158 | \$ 138 | \$ 122 | \$ 106 | \$ 90 | \$ 88 | \$ 65 | - |
| Hourly Rates, June 2008 | \$ 187 | \$ 164 | \$ 145 | \$ 126 | \$ 108 | \$ 92 | \$ 88 | \$ 68 | - |
| Rate difference 2007 - 2008 | \$ 7 | \$ 6 | \$ 7 | \$ 4 | \$ 2 | \$ 2 | \$ - | \$ 3 | - |
| Hours: 19 March 2007 Proposal | | | | | | | | | |
| Bid Pkg Prep / Bid | 45 | 190 | 60 | - | 414 | - | 72 | 38 | 819 |
| Construction Administration | 54 | 222 | 204 | - | 320 | - | 88 | 90 | 978 |
| Total Hours | 99 | 412 | 264 | - | 734 | - | 160 | 128 | 1,797 |
| Difference applied to 2007 Hours [Corrected to 2008 rates] | \$ 693 | \$ 2,472 | \$ 1,848 | \$ - | \$ 1,468 | \$ - | \$ - | \$ 384 | \$ 6,865 |

| Carter-Burgess: MEP | Prin | PM | Sr Eng | CAD | Admin | Sub-Total |
|---|-------------|--------------|--------------|-------------|-------------|-------------|
| Hourly Rates, March 2007 | \$ 195 | \$ 175 | \$ 150 | \$ 100 | \$ 70 | - |
| Hourly Rates, June 2008 | \$ 195 | \$ 185 | \$ 175 | \$ 100 | \$ 70 | - |
| Rate difference 2007 - 2008 | \$ - | \$ 10 | \$ 25 | \$ - | \$ - | \$ - |
| Hours: 19 March 2007 Proposal | | | | | | |
| Bid Pkg Prep / Bid | 9 | 18 | 78 | 21 | 12 | 138 |
| Construction Administration | - | 96 | 368 | 96 | 128 | 688 |
| Total Hours | 9 | 114 | 446 | 117 | 140 | 826 |
| Difference applied to 2007 Hours [Corrected to 2008 rates] | \$ - | \$ 1,140 | \$ 11,150 | \$ - | \$ - | \$ 12,290 |

14.25

RNL Hourly Rate comparison - 2007 - 2008

| TEECOM: Phone Data / Security | Prin. | PM | PA | CAD | | | | | | | | | | | Sub-Total | | |
|---|----------------|--------------|-------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|------------|
| Hourly Rates, March 2007 | : \$ 230 | \$ 190 | \$ 170 | \$ 115 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Hourly Rates, June 2008 | : \$ 250 | \$ 230 | \$ 170 | \$ 125 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Rate difference 2007 - 2008 | : \$ 20 | \$ 40 | \$ - | \$ 10 | \$ - | |
| Hours: 19 March 2007 Proposal | | | | | | | | | | | | | | | | | |
| Bid Pkg Prep / Bid | : 2 | 32 | 9 | 24 | - | - | - | - | - | - | - | - | - | - | - | - | 67 |
| Construction Administration | : - | 24 | 51 | 28 | - | - | - | - | - | - | - | - | - | - | - | - | 103 |
| Total Hours | : 2 | 56 | 60 | 52 | - | 170 |
| Difference applied to 2007 Hours [Corrected to 2008 rates] | : \$ 40 | \$ 2,240 | \$ - | \$ 520 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,800 |

| Yuang Tai: Cost Estimating | Prin | Sr Est | Est | | | | | | | | | | | Sub-Total | | | |
|---|---------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|------------|
| Hourly Rates, March 2007 | : \$ 120 | \$ 85 | \$ 75 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Hourly Rates, June 2008 | : \$ 120 | \$ 85 | \$ 75 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Rate difference 2007 - 2008 | : \$ - | \$ - | |
| Hours: 19 March 2007 Proposal | | | | | | | | | | | | | | | | | |
| Bid Pkg Prep / Bid | : 16 | 32 | 120 | 21 | 12 | - | - | - | - | - | - | - | - | - | - | - | 201 |
| Construction Administration | : - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Hours | : 16 | 32 | 120 | 21 | 12 | - | 201 |
| Difference applied to 2007 Hours [Corrected to 2008 rates] | : \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

Total impact of the allowed billing rate increases from 2007 to 2008 upon the 19 March 2007 Fee Proposal = Add of: \$ 29,735

14.26

| SUMMARY OF FEES AND EXPENSES | Labor | Expenses | Total |
|--|------------------|----------------|------------------|
| RNL Design - Management & Architecture | \$52,500 | \$3,820 | \$56,320 |
| Joni JANECKI - Landscape Architecture | \$8,515 | \$500 | \$9,015 |
| Mesiti-Miller - Civil & Structural | \$100,564 | \$870 | \$101,434 |
| Carter-Burges - MEP Engineering | \$19,925 | \$723 | \$20,648 |
| TEECOM - Telephone/Data & Security | \$13,705 | \$300 | \$14,005 |
| Yang Tai - Cost Estimating | \$13,640 | \$50 | \$13,690 |
| Total | \$208,849 | \$6,263 | \$215,112 |

| RNL Design - Mangement & Architecture | | | | | | | | | | | | |
|--|-----------------|----------|----------|-----------|--------------------|----------|------------|------------|---------|-----------|---------|----------|
| | \$215 | \$165 | \$135 | \$185 | Average Labor Rate | | \$90 | \$100 | \$135 | \$135 | \$70 | Totals |
| | Princ | PM | Prj Arch | Dsgn Prin | \$115 | Designer | CADD | Int Design | Spec | Constrctn | Secy | |
| Modify Drawings | | | | | | | | | | | | |
| Cover Shts & Site Plans - 4 sheets | 0 | 0 | 4 | 0 | 0 | 0 | 16 | 0 | 0 | 0 | 0 | \$1,980 |
| Floor Plans - 48 sheets | 0 | 0 | 20 | 0 | 0 | 0 | 32 | 0 | 0 | 0 | 0 | \$5,580 |
| Detail & Sections - 32 Sheets | 0 | 0 | 16 | 0 | 0 | 0 | 64 | 0 | 0 | 0 | 0 | \$7,920 |
| Modify Specifications - 36 Sections | 0 | 8 | 16 | 0 | 0 | 0 | 0 | 0 | 32 | 0 | 8 | \$8,360 |
| Coordination with Consultant Team | 0 | 20 | 44 | 0 | 0 | 0 | 12 | 0 | 0 | 0 | 0 | \$10,320 |
| Pre-Bid Meeting | 0 | 8 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$2,400 |
| Bid Questions / Addendum | 0 | 8 | 36 | 0 | 0 | 0 | 24 | 0 | 0 | 0 | 4 | \$8,620 |
| Receipt and Analysis of Bids | 0 | 8 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$1,860 |
| Management/Coordination Tasks & Office Support | 8 | 16 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | \$5,460 |
| Sub-total Hours | 8 | 68 | 152 | 0 | 0 | 0 | 148 | 0 | 32 | 0 | 20 | 420 |
| Sub-total Labor | \$1,720 | \$11,220 | \$20,520 | \$0 | \$0 | \$0 | \$13,320 | \$0 | \$4,320 | \$0 | \$1,400 | \$52,500 |
| Reimbursable Expenses | | | | | | | | | | | | |
| Travel - Meals and Miscellaneous | Per Trip | | | | | Quantity | Unit Cost | | Cost | | | Total |
| Travel - Airfare | Per Trip | | | | | 4 | \$50.00 | | \$200 | | | \$200 |
| Travel - Car Rental or Milage | Per Trip | | | | | 4 | \$280.00 | | \$1,120 | | | \$1,120 |
| Postage / Shipping / Courier | Per each | | | | | 4 | \$150.00 | | \$600 | | | \$600 |
| Printing & Misc | Per each | | | | | 8 | \$50.00 | | \$400 | | | \$400 |
| Sub-total Expenses | Estimated total | | | | | 1 | \$1,500.00 | | \$1,500 | | | \$1,500 |
| Sub-total Expenses | | | | | | | | | | | | \$3,620 |

| Joni JANECKI - Landscape | | | | | | | | | | | | |
|--|-----------------|----------|-----------|----------|--------------------|------------|-----------|-----|-------|-----|-----|---------|
| | \$150 | \$95 | \$85 | \$55 | Average Labor Rate | | | | | | | Totals |
| | Principal | PM/Dsgnr | Draftprsn | Clerical | \$120 | Irrigation | | | | | | |
| Modify Drawings | | | | | | | | | | | | |
| Site Plans - 1 sheet | 2 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$870 |
| Detail - 1 sheet | 0 | 3 | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$1,135 |
| Irrigation Plans - 4 sheets | 0 | 2 | 2 | 0 | 20 | 0 | 0 | 0 | 0 | 0 | 0 | \$2,760 |
| Modify Specifications - 7 Sections | 1 | 5 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$735 |
| Coordination with Consultant Team | 2 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$870 |
| Distribution of Documents | 0 | 1 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$375 |
| Bid Questions / Addendum | 1 | 6 | 6 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | \$1,470 |
| Management/Coordination Tasks & Office Support | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$300 |
| Sub-total Hours | 8 | 29 | 20 | 4 | 22 | 0 | 0 | 0 | 0 | 0 | 0 | 75 |
| Sub-total Labor | \$1,200 | \$2,755 | \$1,700 | \$220 | \$2,640 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$8,515 |
| Reimbursable Expenses | | | | | | | | | | | | |
| Miscellaneous | Estimated total | | | | | Quantity | Unit Cost | | Cost | | | Total |
| Sub-total Expenses | | | | | | 1 | \$500.00 | | \$500 | | | \$500 |

14.97

SCMTD MetroBase: OPS Building

Project No. 6040-1569-01

Additional Scope Tasks - Breakdown of Professional Fees and Expenses

11 April, 2008

Operations Building PB - Duration - Bid Package 3 months, Bidding 1 month

[Revised] 6 June, 2008

| | Average Labor Rate | | | | | | | | | | Totals |
|---|--------------------|----------|----------|-----------|----------|-----------|---------|---------|----------|----------|-----------|
| | \$187 | \$184 | \$145 | \$126 | \$108 | \$92 | \$88 | \$68 | \$0 | \$0 | |
| Mesiti-Miller - Civil & Structural BP - 3 months / Bidding 1 month | Principal | Engin V | Engin IV | Engin III | Engin II | Engin I | CADD | Admin | Not Used | Not Used | |
| Modify Drawings | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 |
| Civil - Phase 1 - New OPS and Ex OPS - 25 sheets | 8 | 48 | 0 | 0 | 160 | 0 | 24 | 4 | 0 | 0 | \$30,980 |
| Civil - Phase 1 - CalTrans Highway 9 Improvements - 1 | 4 | 32 | 0 | 0 | 120 | 0 | 12 | 2 | 0 | 0 | \$20,148 |
| Civil - Phase 2 - Demo Ex OPS - finish site - 9 sheets | 4 | 16 | 0 | 0 | 56 | 0 | 8 | 1 | 0 | 0 | \$10,192 |
| Structural - Phase 1 - Foundation and Framing Plans - | 2 | 8 | 16 | 0 | 0 | 0 | 8 | 1 | 0 | 0 | \$4,776 |
| Structural - Phase 1 - Details - 10 sheets | 2 | 8 | 24 | 0 | 0 | 0 | 16 | 2 | 0 | 0 | \$6,710 |
| Modify Specifications - 32 Sections | 4 | 16 | 8 | 0 | 16 | 0 | 0 | 8 | 0 | 0 | \$6,804 |
| Coordination with Consultant Team | 6 | 20 | 8 | 0 | 24 | 0 | 4 | 4 | 0 | 0 | \$8,776 |
| One On-Site Meeting with Civil & Owner | 4 | 4 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | \$1,472 |
| Cost Estimate Input | 2 | 4 | 0 | 0 | 8 | 0 | 0 | 0 | 0 | 0 | \$1,678 |
| Pre-Bid Meeting | 2 | 8 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | \$1,822 |
| Response to Pre-Bid RFI's | 2 | 10 | 0 | 0 | 20 | 0 | 0 | 4 | 0 | 0 | \$4,502 |
| Management/Coordination Tasks & Office Support | 4 | 12 | 4 | 0 | 8 | 0 | 0 | 8 | 0 | 0 | \$4,704 |
| Sub-total Hours | 44 | 186 | 60 | 0 | 410 | 0 | 72 | 37 | 0 | 0 | 765 |
| Sub-total Fees | \$8,228 | \$30,504 | \$8,700 | \$0 | \$44,280 | \$0 | \$6,336 | \$2,516 | \$0 | \$0 | \$100,564 |
| Reimbursable Expenses | | | | | Quantity | Unit Cost | | Cost | | | Total |
| Travel - Meals and Miscellaneous | Per Trip | | | | 0 | \$0.00 | | \$0 | | | \$0 |
| Travel - Airfare | Per Trip | | | | 0 | \$0.00 | | \$0 | | | \$0 |
| Travel - Car Rental or Mileage | Per Trip | | | | 0 | \$0.00 | | \$0 | | | \$0 |
| Postage / Shipping / Courier | Per each | | | | 6 | \$20.00 | | \$120 | | | \$120 |
| Drawing Plotting / Printing | Estimated total | | | | 50 | \$10.00 | | \$500 | | | \$500 |
| Miscellaneous | Estimated total | | | | 1 | \$250.00 | | \$250 | | | \$250 |
| Sub-total Expenses | | | | | | | | \$870 | | | \$870 |

| | Average Labor Rate | | | | | | | Totals | |
|--|--------------------|-------------|---------|------------|----------|-----------|----------|----------|-------|
| | \$175 | \$150 | \$185 | \$125 | \$105 | \$100 | \$70 | | |
| Carter-Burges - MEP Engineering | Snr Engineer | Engineer II | Snr PM | Engineer I | Designer | CADD | Admn Ast | | |
| Modify Drawings | | | | | | | | \$0 | |
| Site Plans - 6 sheets | 2 | 0 | 0 | 0 | 0 | 2 | 2 | \$690 | |
| Floor Plans - 42 sheets | 12 | 0 | 0 | 0 | 0 | 12 | 0 | \$3,300 | |
| Detail & Sections - 42 sheets | 12 | 0 | 0 | 0 | 0 | 12 | 0 | \$3,300 | |
| Other - Plumbing, Electrical, Mechanical | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| Modify Specifications - 60 sheets | 15 | 0 | 0 | 0 | 0 | 0 | 8 | \$3,185 | |
| Coordination with Consultant Team | 12 | 0 | 4 | 0 | 0 | 0 | 0 | \$144 | |
| One On-site Meeting with Civil & Owner | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| Cost Estimate Input | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| Pre-Bid Meeting | 12 | 0 | 6 | 0 | 0 | 0 | 0 | \$3,210 | |
| Bid RFI's | 12 | 0 | 4 | 0 | 0 | 0 | 8 | \$160 | |
| Receipt and analysis of Bids | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| Management/Coordination Tasks & Office Support | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| Sub-total Hours | 77 | 0 | 14 | 0 | 0 | 26 | 18 | 135 | |
| Sub-total Labor | \$13,475 | \$0 | \$2,590 | \$0 | \$0 | \$2,600 | \$1,260 | \$19,925 | |
| Reimbursable Expenses | | | | | Quantity | Unit Cost | | Cost | Total |
| Printing & Miscellaneous | Per Trip | | | | 1 | \$72.80 | | \$73 | \$73 |
| Travel - Car or Mileage | Per Trip | | | | 1 | \$100.00 | | \$100 | \$100 |
| Postage / Shipping / Courier | Per Each | | | | 1 | \$50.00 | | \$50 | \$50 |
| Miscellaneous | Estimated total | | | | 1 | \$500.00 | | \$500 | \$500 |
| Sub-total Expenses | | | | | | | | \$723 | \$723 |

14.28

| TEECOM - Phone/Data & Security | Average Labor Rate | | | | | | | | | | Totals |
|--|--------------------|-------------|-------------|---------------|-----------------|------------------|-----------------|-----------------|-----------------|------------|--------------|
| | \$250 Principal | \$230 PM | \$170 PA | \$125 CADD | \$5 Title #5 | \$6 Title #6 | \$7 Title #7 | \$8 Title #8 | \$9 Title #9 | \$10 10 | |
| Modify Drawings Security | 0.25 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$523 |
| Site Plans - 1 sheet | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | \$125 |
| Floor Plans - 4 sheets | 0 | 1 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | \$730 |
| Detail & Sections - 4 Sheets | 0 | 1 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | \$730 |
| Block Diagrams - 2 Sheets | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | \$480 |
| Modify Drawings Telecom | 0.25 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$523 |
| Site Plans -1 sheet | 0 | 0.5 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | \$490 |
| Floor Plans - 4 sheets | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | \$500 |
| Detail & Sections - 2 Sheets | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | \$710 |
| Other - 2 Sheets | 0 | 0.5 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | \$240 |
| Modify Security Specifications - 6 Sections | 0.25 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$1,213 |
| Modify Telecom Specifications - 9 Sections | 0.25 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$1,903 |
| Coordination with Consultant Team | 0 | 8 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$2,180 |
| One On-Site Meeting with Civil & Owner | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 |
| Cost Estimate Input | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 |
| Pre-Bid Meeting | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 |
| Bidding Administration - Answer FRIs | 0 | 4 | 0 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | \$1,920 |
| Receipt and Analysis of Bids | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 |
| Management/Coordination Tasks & Office Support | 1 | 0 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$1,440 |
| Sub-total Hours | 2 | 35 | 9 | 29 | 0 | 0 | 0 | 0 | 0 | 0 | 73 |
| Sub-total Fees | \$500 | \$8,050 | \$1,530 | \$3,625 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$13,705 |
| Reimbursable Expenses | | | | | Quantity | Unit Cost | | Cost | | | Total |
| Travel - Meals and Miscellaneous | Per Trip | | | | 0 | \$0.00 | | \$0 | | | \$0 |
| Travel - Airfare | Per Trip | | | | 0 | \$0.00 | | \$0 | | | \$0 |
| Travel - Car Rental or Milage | Per Trip | | | | 0 | \$0.00 | | \$0 | | | \$0 |
| Postage / Shipping / Courier | Per each | | | | 0 | \$0.00 | | \$0 | | | \$0 |
| Shop Drawing Printing | Estimated total | | | | 2 | \$100.00 | | \$200 | | | \$200 |
| Miscellaneous | Estimated total | | | | 2 | \$50.00 | | \$100 | | | \$100 |
| Sub-total Expenses | | | | | | | | | | | \$300 |

| Yuang Tai - Cost Estimating | Average Labor Rate | | | | | | | | | | Totals |
|--|--------------------|------------------|-------------------|-----|-----------------|------------------|-----|-------------|-----|-----|--------------|
| | \$120 Principal | \$85 Snr Estm | \$75 Estimator | | | | | | | | |
| Cost Estimate Input | 12 | 32 | 120 | 16 | 0 | 0 | 0 | 0 | 0 | 0 | \$13,160 |
| Management/Coordination Tasks & Office Support | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$480 |
| Sub-total Hours | 16 | 32 | 120 | 16 | 0 | 0 | 0 | 0 | 0 | 0 | 168 |
| Sub-total Labor | \$1,920 | \$2,720 | \$9,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$13,640 |
| Reimbursable Expenses | | | | | Quantity | Unit Cost | | Cost | | | Total |
| Miscellaneous | Estimated total | | | | 1 | \$50.00 | | \$50 | | | \$50 |
| Sub-total Expenses | | | | | | | | | | | \$50 |

14.9

SCMTD MetroBase: OPS Building
 Additional Scope Tasks - Breakdown of Professional Fees and Expenses
 Operations Building Construction Administration - Duration 22 Months

Project No. 6040-1569-01
 11 April, 2008
 [Revised] 6 June, 2008

| SUMMARY OF FEES AND EXPENSES | Labor | Expenses | Total |
|--|------------------|-----------------|------------------|
| RNL Design - Management & Architecture | \$295,770 | \$30,880 | \$326,650 |
| Joni Jancecki - Landscape Architecture | \$4,800 | \$270 | \$5,070 |
| Mesiti-Miller - Civil & Structural | \$124,510 | \$1,220 | \$125,730 |
| Carter-Burges - MEP Engineering | \$100,720 | \$1,322 | \$102,042 |
| TEECOM - Telephone/Data & Security | \$17,690 | \$450 | \$18,140 |
| Total | \$543,490 | \$34,142 | \$577,632 |

| RNL Design - Management & Architecture | Average Labor Rate | | | | | | | | | | | Totals |
|--|--|-------------|-------------------|--------------------|-------------------|--------------|---------------------|---------------|--------------------|--------------|-----|--------------|
| | \$215 Princ | \$165 PM | \$135 Prj Arch | \$185 Dsgn Prin | \$115 Designer | \$90 CADD | \$100 Int Design | \$135 Spec | \$165 Constrctn | \$70 Secy | | |
| Attend Pre-Construction Conference | 8 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$3,040 |
| RFI's, Shop Drawings, other Submittals | 0 | 40 | 0 | 0 | 0 | 300 | 0 | 20 | 660 | 40 | 0 | \$148,000 |
| Construction Observation, Reports and Meetings | 12 | 300 | 0 | 0 | 0 | 240 | 0 | 12 | 0 | 275 | 0 | \$94,550 |
| Contract Close-out | 8 | 32 | 0 | 0 | 0 | 16 | 0 | 0 | 40 | 32 | 0 | \$17,280 |
| Record Drawings | 0 | 16 | 0 | 0 | 0 | 80 | 0 | 0 | 16 | 8 | 0 | \$13,040 |
| Management/Coordination Tasks & Office Support | 12 | 92 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 30 | 0 | \$19,860 |
| Sub-total Hours | 40 | 488 | 0 | 0 | 0 | 636 | 0 | 32 | 716 | 385 | 0 | 2297 |
| Sub-total Labor | \$8,600 | \$80,520 | \$0 | \$0 | \$0 | \$57,240 | \$0 | \$4,320 | \$118,140 | \$26,950 | \$0 | \$295,770 |
| Reimbursable Expenses | | | | | | | | | | | | Total |
| Travel - Meals and Miscellaneous | Per Trip: 1 Site Visit per 3 weeks, plus 5 visits as request | | | | Quantity | Unit Cost | Cost | | | | | |
| Travel - Airfare | Per Trip: 1 Site Visit per 3 weeks, plus 5 visits as request | | | | 35 | \$50.00 | \$1,750 | | | | | |
| Travel - Car Rental or Milage | Per Trip: 1 Site Visit per 3 weeks, plus 5 visits as request | | | | 35 | \$280.00 | \$9,800 | | | | | |
| Postage / Shipping / Courier | Per each | | | | 96 | \$25.00 | \$2,400 | | | | | |
| Shop Drawing Printing | Estimated total | | | | 96 | \$90.00 | \$7,680 | | | | | |
| Miscellaneous | Estimated total | | | | 1 | \$4,000.00 | \$4,000 | | | | | |
| Sub-total Expenses | | | | | | | | | | | | \$30,880 |

* Site Visit frequency based upon current schedule with the Maintenance Building

| Joni Jancecki - Landscape | Average Labor Rate | | | | | | Totals | |
|--|--------------------|------------------|-------------------|------------------|---------------------|-----------|----------------|--|
| | \$150 Principal | \$95 PM/Dsgnr | \$85 Draftprsn | \$55 Clerical | \$120 Irrigation | | | |
| Attend Pre-Construction Conference | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| RFI's, Shop Drawings, other Submittals | 2 | 8 | 6 | 2 | 5 | 0 | \$2,280 | |
| Construction Observation, Reports and Meetings | 1 | 4 | 0 | 0 | 0 | 0 | \$530 | |
| Contract Close-out | 0 | 2 | 4 | 1 | 0 | 0 | \$565 | |
| Record Drawings | 0 | 2 | 8 | 1 | 4 | 0 | \$1,405 | |
| Management/Coordination Tasks & Office Support | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | |
| Sub-total Hours | 3 | 16 | 18 | 4 | 9 | 0 | 50 | |
| Sub-total Labor | \$450 | \$1,520 | \$1,530 | \$220 | \$1,080 | \$0 | \$4,800 | |
| Reimbursable Expenses | | | | | | | Total | |
| Travel - Car Rental or Milage | Per Trip | | | | Quantity | Unit Cost | Cost | |
| Postage / Shipping / Courier | Per each | | | | 1 | \$50.000 | \$50 | |
| Shop Drawing Printing | Estimated total | | | | 1 | \$95.00 | \$95 | |
| Miscellaneous | Estimated total | | | | 1 | \$100.00 | \$100 | |
| Sub-total Expenses | | | | | | | \$270 | |
| Sub-total | | | | | | | \$5,070 | |

14.210

| Mesiti-Miller - Civil & Structural | | | | | | | | | | | | |
|--|--------------------|----------|----------|-----------|----------|-----------|---------|---------|-----|------|--------------|------------------|
| | Average Labor Rate | | | | | | | | | | Totals | |
| | #### | #### | \$164 | \$145 | ### | #### | #### | #### | ## | #### | | ## |
| | Principal | Engin V | Engin IV | Engin III | Engin II | Engin I | CADD | Admin | | | | |
| Attend Pre-Construction Conference | 4 | 10 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | \$2,524 |
| RFI's, Shop Drawings, other Submittals | 16 | 112 | 120 | 0 | 200 | 0 | 16 | 24 | 0 | 0 | 0 | \$63,400 |
| Construction Observation, Reports and Meetings | 12 | 40 | 48 | 0 | 48 | 0 | 0 | 6 | 0 | 0 | 0 | \$21,356 |
| Contract Close-out | 6 | 24 | 12 | 0 | 24 | 0 | 0 | 6 | 0 | 0 | 0 | \$9,798 |
| Record Drawings | 4 | 12 | 8 | 0 | 16 | 0 | 72 | 4 | 0 | 0 | 0 | \$12,212 |
| Management/Coordination Tasks & Office Support | 12 | 24 | 16 | 0 | 32 | 0 | 0 | 48 | 0 | 0 | 0 | \$15,220 |
| Sub-total Hours | 54 | 222 | 204 | 0 | 320 | 0 | 88 | 90 | 0 | 0 | 0 | 978 |
| Sub-total Labor | \$10,098 | \$36,408 | \$29,580 | \$0 | \$34,560 | \$0 | \$7,744 | \$6,120 | \$0 | \$0 | \$0 | \$124,510 |
| Reimbursable Expenses | | | | | | | | | | | Total | |
| Travel - Meals and Miscellaneous | Per Trip | | | | Quantity | Unit Cost | | Cost | | | | |
| Travel - Airfare | Per Trip | | | | 0 | \$0.00 | | \$0 | | | | |
| Travel - Car Rental or Mileage | Per Trip | | | | 0 | \$0.00 | | \$0 | | | | |
| Postage / Shipping / Courier | Per each | | | | 24 | \$30.00 | | \$720 | | | | |
| Shop Drawing Printing | Estimated total | | | | 0 | \$0.00 | | \$0 | | | | |
| Miscellaneous | Estimated total | | | | 1 | \$500.00 | | \$500 | | | | |
| Sub-total Expenses | | | | | | | | | | | | \$1,220 |
| Sub-total | | | | | | | | | | | | \$125,730 |

| Carter-Burges - MEP Engineering | | | | | | | | | | | | |
|--|--------------------|-------------|----------|------------|----------|-----------|----------|-------|-----|-----|--------------|------------------|
| | Average Labor Rate | | | | | | | | | | Totals | |
| | \$175 | \$150 | \$185 | \$125 | \$105 | \$100 | \$70 | | | | | |
| | Snr Engineer | Engineer II | Snr PM | Engineer I | Designer | CADD | Admn Ast | | | | | |
| Attend Pre-Construction Conference | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 |
| RFI's, Shop Drawings, other Submittals | 216 | 0 | 56 | 0 | 0 | 16 | 120 | 0 | 0 | 0 | 0 | \$58,160 |
| Construction Observation, Reports and Meetings | 88 | 0 | 16 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$18,360 |
| Contract Close-out | 24 | 0 | 16 | 0 | 0 | 0 | 8 | 0 | 0 | 0 | 0 | \$7,720 |
| Record Drawings | 40 | 0 | 8 | 0 | 0 | 80 | 0 | 0 | 0 | 0 | 0 | \$16,480 |
| Management/Coordination Tasks & Office Support | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 |
| Sub-total Hours | 368 | 0 | 96 | 0 | 0 | 96 | 128 | 0 | 0 | 0 | 0 | 688 |
| Sub-total Labor | \$64,400 | \$0 | \$17,760 | \$0 | \$0 | \$9,600 | \$8,960 | \$0 | \$0 | \$0 | \$0 | \$100,720 |
| Reimbursable Expenses | | | | | | | | | | | Total | |
| Travel - Meals and Miscellaneous | Per Trip | | | | Quantity | Unit Cost | | Cost | | | | |
| Travel - Airfare | Per Trip | | | | 1 | \$72.00 | | \$72 | | | | |
| Travel - Car Rental or Mileage | Per Trip | | | | 1 | \$100.00 | | \$100 | | | | |
| Postage / Shipping / Courier | Per each | | | | 1 | \$150.00 | | \$150 | | | | |
| Shop Drawing Printing | Estimated total | | | | 1 | \$500.00 | | \$500 | | | | |
| Miscellaneous | Estimated total | | | | 0 | \$0.00 | | \$0 | | | | |
| Sub-total Expenses | | | | | | | | | | | | \$1,322 |
| Sub-total | | | | | | | | | | | | \$102,042 |

14.11

SCMTD MetroBase: OPS Building
 Additional Scope Tasks - Breakdown of Professional Fees and Expenses
 Operations Building Construction Administration - Duration 22 Months

Project No. 6040-1569-01
 11 April, 2008
 [Revised] 6 June, 2008

| TEECOM - Phone/Data & Security | Average Labor Rate | | | | | | | | | | Totals |
|--|--------------------|-------------|-------------|---------------|----------|-----------|-----|-------|-----|-----|-----------------|
| | \$250 Principal | \$230 PM | \$170 PA | \$125 CADD | | | | | | | |
| Attend Pre-Construction Conference | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 |
| RFI's, Shop Drawings, other Submittals | 0 | 4 | 20 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$4,320 |
| Construction Observation, Reports and Meetings | 0 | 2 | 14 | 24 | 0 | 0 | 0 | 0 | 0 | 0 | \$5,840 |
| Contract Close-out | 0 | 4 | 12 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$2,960 |
| Record Drawings | 0 | 2 | 4 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | \$1,640 |
| Management/Coordination Tasks & Office Support | 0 | 12 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$2,930 |
| Sub-total Hours | 0 | 24 | 51 | 28 | 0 | 0 | 0 | 0 | 0 | 0 | 103 |
| Sub-total Labor | \$0 | \$5,520 | \$8,670 | \$3,500 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$17,690 |
| Reimbursable Expenses | | | | | Quantity | Unit Cost | | Cost | | | Total |
| Travel - Car Rental or Milage | | | | | 5 | \$50.000 | | \$250 | | | |
| Postage / Shipping / Courier | | | | | 0 | \$25.00 | | \$0 | | | |
| Shop Drawing Printing | | | | | 0 | \$100.00 | | \$0 | | | |
| Miscellaneous | | | | | 2 | \$100.00 | | \$200 | | | |
| Sub-total Expenses | | | | | | | | | | | \$450 |
| Sub-total | | | | | | | | | | | \$18,140 |

14.a.12

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2008

TO: Board of Directors

FROM: Frank L. Cheng, Project Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT FOR A CHANGE ORDER IN THE AMOUNT OF NOT-TO-EXCEED \$1,401,713 FROM HARRIS & ASSOCIATES TO PROVIDE ADDITIONAL FUNDS TO THE CONSTRUCTION MANAGEMENT CONTRACT TO ACCOMMODATE COSTS RELATING TO OPERATIONS BUILDING SERVICES DURING BIDDING AND CONSTRUCTION, AND SPECIALTY INSPECTION SERVICES FOR THE METROBASE PROJECT

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to execute a contract amendment for a change order in the amount of Not-To-Exceed \$1,401,713 from Harris & Associates to provide additional funds to the Construction Management contract to accommodate costs relating to Operations Building Services during bidding and construction, and specialty inspection services for the MetroBase Project.

II. SUMMARY OF ISSUES

- On July 1, 2004, METRO entered into a contract with Harris & Associates for Construction Management Services for the MetroBase Project in the amount of \$1,050,000 for a 16-20 month construction period.
- On June 15, 2005, METRO went out to bid for the MetroBase Project which included Service & Fueling, Maintenance, and Operations Building. On August 25, 2005, one bid was received, \$38,400,000 which is a 24% increase over actual funds available.
- On September 29, 2005, METRO staff directed RNL Design to split the Service & Fueling Building. On December 16, 2005, METRO awarded the Service & Fueling Building to Arntz Builders for \$7,979,000.
- On April 28, 2006, METRO staff directed RNL Design to split the Maintenance Building. On October 27, 2006, METRO awarded the Maintenance Building to West Bay Builders for \$15,195,000.
- Construction for the MetroBase Building began on January 2006 with the Service & Fueling Building, and Harris & Associates diligently worked on the progress and communication with Arntz Builders, the general contractor for this portion of the project.
- Construction continued with the Maintenance Building with West Bay Builders as the general contractor.

- With a twenty-two month construction period for the Operations Building, Harris & Associates has requested additional funds to accommodate the construction management services for this portion of the MetroBase project.
- The Service & Fueling Building Construction Management Services is estimated to be \$846,640.
- The Maintenance Building Construction Management Services is estimated to be \$1,329,919.
- An additional amount of Not-To-Exceed \$1,401,713 is required for the Construction Management Services that will cover the timeframe for the construction of the Operations Building.

III. DISCUSSION

On July 1, 2004, METRO entered into a contract with Harris & Associates for Construction Management Services for the MetroBase Project in the amount of \$1,050,000 for a 16-20 month construction period. Construction for the MetroBase Building began on January 2006 with the Service & Fueling Building, and Harris & Associates have been diligently working on the progress and communication with Arntz Builders, the general contractor for this portion of the project. Additional services were required for Specialty Inspections that were not available through the City of Santa Cruz.

Also included in this month's Board Packet is the Operations Building staff report which has a twenty-two month construction period for the Operations Building. With a twenty-two month construction period for the Operations Building, Harris & Associates has requested additional funds to accommodate the construction management services for this portion of the MetroBase project. In order to calculate the additional cost, METRO requested that Harris & Associates provide an estimate on the Construction Management Services for the Service & Fueling Building. An estimated of \$775,240 was provided, also provided was the amount for the Maintenance Building of \$1,401,320. Specialty Inspections of \$170,000 covered both buildings and were not available through the City of Santa Cruz.

An addition request for Not-To-Exceed \$200,000 for Specialty Inspection Services for the Operations Building is included in the letter from Harris & Associates. The cost for services from Harris & Associates for the Operations Building is \$1,978,404. The cost is a reduction of \$298,027 from original estimate. The difference includes a reduction of Harris's Project Engineer and Transmetrics time. Harris & Associates included multiple inspectors from their offices and from Transmetric, and will be reducing them for the remainder of the project. After the balance of the existing contract in the amount of \$576,691, an additional amount of Not-To-Exceed \$1,401,713 is required for the Construction Management Services and Not-To-Exceed \$200,000 for the Specialty Inspection Services that will cover the timeframe for the Operations Building.

Staff is therefore recommending that the General Manager be authorized to execute an amendment for a Change Order in the amount of Not-To-Exceed \$1,401,713 from Harris & Associates to provide additional funds to the Construction Management contract to accommodate costs relating to Operations Building Services during bidding and construction, and specialty inspection services for the MetroBase project.

IV. FINANCIAL CONSIDERATIONS

This Change Order, in the amount of Not-To-Exceed \$1,401,713 will increase the total contract with Harris & Associates to \$3,748,272. This includes the Not-To-Exceed \$200,000 Specialty Inspection Services for the Maintenance Building and Operations Building. Funds are available in the MetroBase Project to cover this Change Order.

V. ATTACHMENTS

Attachment A: Letter dated June 19, 2008 from Harris & Associates, Operations Building.

Attachment B: Letter dated June 19, 2008 from Harris & Associates, Operations Building cost estimate chart

June 19, 2008

Mr. Frank Cheng
MetroBase Project Manager
Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz CA, 95060

Re: **Harris & Associates**
Revised additional services proposal dated June 19,2008
MetroBase Operations Building

Dear Frank:

As requested, we are submitting the attached revised fee proposal to provide project management services for the bidding and construction of the Operations Building. This revised proposal is in response to a discussion I had with Steve Kelly after you and he talked about our original proposal. This proposal is for an additional Harris fee of \$1,401,713 – a reduction of \$298,027 from our original estimate.

This reduction was achieved by removing 1000 hours of Transmetrics time from Harris' contract, reducing Harris' Project Engineer's time in the early portion of the assignment and then removing Harris' Project Engineer from the project, and reducing our Administrative Assistance's time. We are currently carrying an allowance for Transmetrics' services in the event that SCMTD wishes Harris to retain their services as a sub consultant. We feel this may be necessary to fulfill a Federal MBE participation requirement. However, their services may not be required based on the fact that when the original project scope was reduced by 1/3 we did not reduce Transmetrics hours. We are also carrying an allowance of \$200,000 for Special Testing, which we feel is adequate for the anticipated scope of work. Once we receive a formal fee proposal from our sub consultant for this scope we will adjust this allowance amount.

It is our understanding that the project's construction documents will be updated by RNL Design and the project will be rebid in late summer 2008 with an anticipated construction start of October 2008. It is also our understanding that this effort will take place over a 27 month period, therefore we have priced our additional services to commence July 1, 2008 and continue through September 2010.

Our proposal is based on utilizing the same level of staffing that was budgeted for this work when we submitted our original fees in 2006. We have adjusted our hourly rates to reflect current salaries for our staff.

If you have any questions or comments feel free to contact me either at our Concord office 800-827-4901 ext. 170 or on my cell phone 415-725-2388.

Sincerely
Harris & Associates

Ed Kozlowski
Vice President

15.a1

Harris and Associates
 Estimate of Fees
 Santa Cruz Metro Ops Bldg
 7/1/08 to 9/30/10

| | | | Month | | | | | | | | | | | |
|-----------------------|------------|--------|------------|--------|--------|--------|--------|--------|----------|-----------|-----------|-----------|-----------|-----------|
| | | | 2008 RATES | | | | | | | | | | | |
| | | | Jan-08 | Feb-08 | Mar-08 | Apr-08 | May-08 | Jun-08 | Jul-08 | Aug-08 | Sep-08 | Oct-08 | Nov-08 | Dec-08 |
| BUDGETED | | (S/Hr) | | | | | | | | | | | | |
| Worke Mader | Proj. Dir. | \$140 | | | | | | | 4 | 4 | 4 | 4 | 4 | 4 |
| Worke Mader | SR PM | \$173 | | | | | | | 173 | 173 | 173 | 173 | 173 | 173 |
| Consultant | Scheduler | \$12 | | | | | | | 6 | 6 | 6 | 6 | 6 | 6 |
| Chap. Hamaker | Proj. Eng. | \$140 | | | | | | | 86 | 86 | 86 | 173 | 173 | 173 |
| David Tetz | Inspector | \$120 | | | | | | | 86 | 86 | 86 | | | |
| Consultant Transmatic | Admnstr | \$80 | | | | | | | 100 | 100 | 100 | 100 | 120 | 100 |
| TOTAL HOURS | | | 0 | 0 | 0 | 0 | 0 | 0 | 457 | 455 | 455 | 456 | 476 | 456 |
| CUM HOURS | | | 0 | 0 | 0 | 0 | 0 | 0 | 457 | 912 | 1367 | 1823 | 2299 | 2755 |
| Reimbursable expenses | | | | | | | | | | | | | | |
| Cum reimbursables | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| TOTAL DOLLARS | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$61,645 | \$61,355 | \$61,355 | \$61,940 | \$63,640 | \$61,940 |
| CUM DOLLARS | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$61,645 | \$123,030 | \$184,415 | \$246,355 | \$309,995 | \$371,935 |

15.61

Harris and Associates
 Estimate of Fees
 Santa Cruz Metro Ops Bldg
 7/1/08 to 9/30/10

| 2009 RATES | | | Jan-09 | Feb-09 | Mar-09 | Apr-09 | May-09 | Jun-09 | Jul-09 | Aug-09 | Sep-09 | Oct-09 | Nov-09 | Dec-09 |
|-------------------------|------------|-------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------------|--------------------|--------------------|
| BUDGETED | 5% | | | | | | | | | | | | | |
| Mario Maceri | Prof. Dir. | \$200 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| Scott Gilmanic | SR PM | \$188 | 173 | 173 | 173 | 173 | 173 | 173 | 173 | 173 | 173 | 173 | 173 | 173 |
| Consultant | Scheduler | \$137 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 |
| Chad Harman | Prof. Eng. | \$126 | | | | | | | | | | | | |
| David Teitz | Inspector | \$131 | 173 | 173 | 173 | 173 | 173 | 173 | 173 | 173 | 173 | 173 | 173 | 173 |
| Consultant-Transmetrics | Inspector | \$126 | | | | | | | | | | | | |
| TEC | Admin | \$83 | 120 | 120 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 |
| TOTAL HOURS | | | 478 | 478 | 456 | 456 | 456 |
| CUM HOURS | | | 3231 | 3707 | 4163 | 4619 | 5075 | 5531 | 5987 | 6443 | 6899 | 7355 | 7811 | 8267 |
| Reimbursable expenses | | | | | | | | | | | | | | |
| Cum reimbursables | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| TOTAL DOLLARS | | | \$66,822 | \$66,822 | \$65,037 | \$65,037 | \$65,037 |
| CUM DOLLARS | | | \$438,757 | \$505,579 | \$570,616 | \$635,653 | \$700,690 | \$765,727 | \$830,764 | \$895,801 | \$960,838 | \$1,025,875 | \$1,090,912 | \$1,155,949 |

15.62

Harris and Associates
 Estimate of Fees
 Santa Cruz Metro Ops Bldg
 7/1/08 to 9/30/10

| | | | 2010 RATES | | | | | | | | | | | |
|--|--------------|-------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| | | | Jan-10 | Feb-10 | Mar-10 | Apr-10 | May-10 | Jun-10 | Jul-10 | Aug-10 | Sep-10 | Oct-10 | Nov-10 | Dec-10 |
| BUDGETED | | | | | | | | | | | | | | |
| Mario Maciel | Proj. Dir. | \$209 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | | | |
| Scott Gibbert | Proj. Dir. | \$198 | 173 | 173 | 173 | 173 | 173 | 173 | 173 | 173 | 173 | | | |
| Consultant | Geotechnical | \$143 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | | | | |
| Chad Harman | Eng. Eng. | \$172 | | | | | | | | | | | | |
| David Feltz | Inspector | \$135 | 173 | 173 | 173 | 173 | 173 | 173 | 173 | 173 | 173 | | | |
| Consultant-Transmetrics | Inspector | \$152 | | | | | | | | | | | | |
| TED | Admin | \$94 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 120 | 173 | | | |
| TOTAL HOURS | | | 456 | 456 | 456 | 456 | 456 | 456 | 456 | 476 | 523 | 0 | 0 | 0 |
| CUM HOURS | | | 8723 | 9179 | 9635 | 10091 | 10547 | 11003 | 11459 | 11935 | 12458 | 12458 | 12458 | 12458 |
| Reimbursable expenses | | | | | | | | | | | | | | |
| Cum reimbursables | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| TOTAL DOLLARS | | | \$68,289 | \$88,289 | \$88,289 | \$68,289 | \$68,289 | \$68,289 | \$68,289 | \$70,183 | \$74,270 | \$0 | \$0 | \$0 |
| CUM DOLLARS | | | \$1,224,238 | \$1,292,527 | \$1,360,816 | \$1,429,104 | \$1,497,393 | \$1,565,682 | \$1,633,971 | \$1,704,134 | \$1,778,404 | \$1,778,404 | \$1,778,404 | \$1,778,404 |
| | | | | | | | | | | \$200,000 | | | | |
| Allowance for Special Inspections | | | | | | | | | | | | | | |
| Harris subtotal | | | | | | | | | | \$1,978,404 | | | | |
| Remaining balance through 5/31/08 | | | | | | | | | | \$576,691 | | | | |
| Additional Harris fees required (less Transmetrics fees) | | | | | | | | | | \$1,401,713 | | | | |
| Fees for contracting with Transmetrics (if required by agency) | | | | | | | | | | \$127,908 | | | | |
| Total fee (including Transmetrics) | | | | | | | | | | \$1,529,621 | | | | |

15.63

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 27, 2008

TO: Board of Directors

FROM: Mark J. Dorfman, Assistant General Manager

**SUBJECT: CONSIDERATION OF CHANGES REQUIRED AS A RESULT OF
THE ISSUANCE OF THE FEDERAL TRANSIT
ADMINISTRATION CHARTER SERVICE RULE**

I. RECOMMENDED ACTION

Staff recommends that METRO not operate any service that can now be classified as Charter Service under the definitions contained in the Federal Transit Administration Charter Service Rule.

II. SUMMARY OF ISSUES

- The Federal Transit Administration (FTA) issued a new regulation on Charter Service that went into effect on May 1, 2008.
- Charter service is forbidden except in very limited circumstances.
- In the past, METRO did not provide charter service, but these regulations greatly expand the definition of what FTA considers to be charters.
- METRO will not be allowed to operate many of the services it has provided in the past.

III. DISCUSSION

In January, the Federal Transit Administration (FTA) issued a new regulation on Charter Service (49 CFR Part 604) provided by public transit operators. This new regulation went into effect on May 1, 2008.

In general, transit agencies are forbidden to offer charter service except for very limited circumstances. The reasoning behind this ban is that unlike public transit agencies, private charter bus companies don't receive taxpayer subsidy, and that allowing transit agencies to offer charter service is considered by the private operators to be unfair competition.

Traditionally, charter service means an exclusive transportation for a group of people traveling together, and the service is generally charged per vehicle. In the past METRO

has not provided charter services whenever requested. What has changed is that FTA has greatly expanded the definition of charter service in the new regulation. It now includes service to special events that charges premium fares and/or is subsidized by a third party, a service that many transit agencies have provided across the country, including METRO.

Under these new regulations, transit agencies cannot offer high premium fare or sponsored service to events as long as there is a private operator "willing and able" to provide the service. Even through many charter bus companies would like to see expanded business opportunities, it is still not clear whether they will be able to provide a service equivalent to what transit agencies have been providing. One example is that every bus that METRO operates is wheelchair accessible, whereas for many charter companies only a portion of their fleet may be accessible.

In the past some of the services provided by METRO would be considered to be charter service under the new rules and METRO is not allowed to provide the service. A listing of the types of special services METRO has provided in the past includes the following:

- I Limited Service Shuttles
 - Monte Fireworks Festival
 - Capitola Art & Wine Festival
 - Palm Beach Shuttle
 - Strawberry Shuttle
 - Beach Shuttles
 - Santa Cruz County Fair

- II More Permanent Services
 - University Service / Cabrillo Service
 - Homeless Shuttle
 - Night Owl Service

- III Other Services
 - UCSC Fall Frolic
 - Late Night Trip for Seaside Company

All of the services listed under the first group would now be considered as charter service under the new regulation. This is because these are considered as irregular or events of limited duration and a third party is subsidizing or paying for the service. The only way these services could be operated is if METRO directly provided and paid for the service.

In the second group, University Service / Cabrillo Service are specifically exempted under the charter regulation and no changes are required to be made. The Homeless

Shuttle is currently operated through a subsidy, and may be able to continue if the Santa Cruz Homeless Center can become certified as a Qualified Human Service Organization. If this is not possible, METRO may not be able to operate this service unless METRO fully funds its operation.

Each year at the beginning of the school year, UCSC operates an event for new Freshman at the Boardwalk. Under the new rules, METRO would only be able to provide this service by adding trips to an existing route, not by providing direct service for the event. Also, in the past, UCSC was responsible for guaranteeing that METRO would not have to subsidize the route by guaranteeing to make up any deficit after all of the rides were charged. There has been no subsidy required for the past two years, due to the high ridership for this event. METRO could only operate this as regular service with no outside subsidy.

Lastly, METRO has provided to the Seaside Company, an extension of the Route 71 so the last trip started at the Boardwalk instead of at METRO Center. This change allows their young employees living in Watsonville to be able to use the bus. The Seaside Company subsidized the cost of this minor route change. In the Questions and Answers from FTA in Attachment C, there is a question regarding public transit supplemented by the private sector. This service is allowable since it is considered to be regular and continuous.

Staff is recommending that the above agencies that we have provided service to in the past be informed that we will no longer be able to provide the service. In the case of the University, staff is recommending that we change the operation of the Fall Frolic to comply with the Charter regulations. No changes are required for the service provided with the support of the Seaside Company. In the case of the Homeless Shuttle, if the Homeless Center is not able to get certified as a Qualified Human Service Organization, we would have to end the service or pick up the full cost.

IV. FINANCIAL CONSIDERATIONS

Failure to comply with the new FTA regulation METRO could be barred from receiving future Federal financial assistance, or have a reasonable percentage of the available Federal financial assistance.

V. ATTACHMENTS

- Attachment A:** FTA Charter Regulation
- Attachment B:** FTA Charter Regulation FACT Sheet
- Attachment C:** APTA Charter Service FTA Questions and Answers



Federal Register

Monday,
January 14, 2008

Part III

**Department of
Transportation**

Federal Transit Administration

49 CFR Part 604

Charter Service; Final Rule

16.a1

DEPARTMENT OF TRANSPORTATION

Federal Transit Administration

49 CFR Part 604

[Docket No. FTA-2005-22657]

RIN 2132-AA85

Charter Service

AGENCY: Federal Transit Administration, DOT.

ACTION: Final rule.

SUMMARY: This final rule amends regulations which govern the provision of charter service by recipients of Federal funds from the Federal Transit Administration (FTA). Pursuant to the direction contained in the Joint Explanatory Statement of the Committee of Conference, for section 3023(d), "Condition on Charter Bus Transportation Service" of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) of 2005, FTA established a committee to develop, through negotiated rulemaking procedures, recommendations for improving the regulation regarding unauthorized competition from recipients of Federal financial assistance. This final rule clarifies the existing requirements, sets out a new definition of "charter service," allows for electronic registration of private charter providers, which replaces the old "willing and able" process, includes a new provision allowing private charter operators to request a cease and desist order, and establishes more detailed complaint, hearing, and appeal procedures.

DATES: *Effective Date:* April 30, 2008.

ADDRESSES: A copy of this rule and comments and material received from the public, as well as any documents indicated in the preamble as being available in the docket, are part of docket FTA-2005-22657 and are available for inspection or copying at the Docket Management Facility, U.S. Department of Transportation, 1200 New Jersey Ave., SE., West Building Ground Floor, Room W12-140, Washington, DC between 9 a.m. and 5 p.m., Monday through Friday, except Federal holidays.

You may retrieve the rule and comments online through the Federal Document Management System (FDMS) at: <http://www.regulations.gov>. Enter docket number 22657 in the search field. The FDMS is available 24 hours each day, 365 days each year. Electronic submission and retrieval help and

guidelines are available under the help section of the Web site.

An electronic copy of this document may also be downloaded from the Government Printing Office's Electronic Bulletin Board Service at (202) 512-1661. Internet users may also reach the Office of the Federal Register's home page at: <http://www.nara.gov/fedreg> and the Government Printing Office's Web page at: <http://www.gpoaccess.gov/fr/index.html>.

FOR FURTHER INFORMATION CONTACT:

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SUPPLEMENTARY INFORMATION:**A. Background***1. Statutory History*

The Federal Transit Administration was established by the Urban Mass Transportation Act of 1964 (UMT Act, the Act).¹ The Act provided funds for "mass transportation" purposes, defined as: "transportation by bus or rail or other conveyance, either publicly or privately owned, serving the general public (but not including school buses or charter or sightseeing service) and moving over prescribed routes."² This provision illustrates the balance Congress sought to strike between the public and private sectors of the economy. Congress acted to provide Federal funding for the continued existence of urban fixed route providers by enacting a capital program to acquire private transit companies and establish new public transportation agencies. The charter services provided by private companies were still profitable; accordingly, Congress excluded charter service from the definition of "mass transportation."

The Federal Aid Highway Act of 1973 placed an additional restriction on the use of federally funded buses for charter service. The 1973 Act prohibited Federal assistance unless the applicant had entered into an agreement with the Secretary of Transportation that it would not engage in charter bus operations in competition with private bus operators outside of the area in which the applicant provided regularly scheduled mass transportation services.

In 1974, however, Congress eased the 1973 restriction by allowing an applicant to provide charter services outside the urban area where it provided regularly scheduled mass

transportation if it entered into an agreement with the Secretary of Transportation that provided "fair and equitable arrangements" to ensure that federally assisted operators did not compete with private operators of intercity charter bus service where such private operators were willing and able to provide the service.³ In other words, Federal financial assistance should not enable applicants to foreclose private operators from the intercity charter bus industry where there are private charter operators willing and able to provide the service.

2. Regulatory History

FTA proposed its first regulation regarding charter service on June 13, 1975.⁴ This proposal set out policies and procedures governing the provision of charter bus services and the reporting of charter bus revenues and expenses under the UMT Act. The proposed regulations required public operators to take into account both the direct and indirect costs of operating charter service, without regard to the receipt of Federal financial assistance, when developing their charter rates. The proposed regulations also compelled public operators to generate revenues equal to or greater than the cost of providing the charter bus service.⁵ FTA finalized this regulation on April 1, 1976.⁶

Public transportation agencies complained that this final regulation created an undue administrative burden on them. Private charter companies complained that publicly funded operators, using federally financed equipment, were forcing them out of business.

In response, FTA issued an Advance Notice of Proposed Rulemaking (ANPRM) in 1976, which sought to clarify the duties of recipients who engaged in charter bus operations outside their urban area and provide more reliable protection to private operators in the intercity charter bus industry while reducing paperwork burdens on recipients.⁷

Another ANPRM was published in 1982, which sought to take a fresh look at the charter regulations.⁸ The ANPRM contained four proposals for safeguarding the use of transit equipment and protecting the health of the private intercity charter industry.

³ Pub. L. 93087, Section 164(a), August 13, 1973.

⁴ "Charter and School Bus Operations," 40 FR 25304, June 13, 1975.

⁵ *Id.* at 25305.

⁶ "Charter and School Bus Operations," 41 FR 14123, April 1, 1976.

⁷ 41 FR 56680, December 29, 1976.

⁸ 41 FR 5394, January 19, 1981.

16.a2

After reviewing the comments received, FTA determined that none of the four proposals adequately addressed the problem. So, in 1986, FTA issued a NPRM with a brand new proposal. This proposal would prohibit a recipient from performing any charter bus operations to the extent that there was a private charter operator willing and able to provide such charter service in the area in which the recipient desired to provide charter bus operations. This proposal also included exceptions that allowed a public transportation agency to provide charter service in the event there were no willing and able private charter operators, if private charter operators did not have capacity, if private charter operators were unable to provide accessible equipment, or for non-urbanized areas, or if the private charter operator providing the service would create a hardship for the customer.⁹ This proposal was finalized in 1987.¹⁰

The 1976 regulation and the 1987 regulation are fundamentally different in their approaches and provisions. The 1976 regulation distinguished between charter service that a recipient provided in its service area (intracity service) and charter service a recipient provided outside its service area (intercity service). The 1976 regulation made this distinction because of the new provisions of the UMT Act, which restricted only a recipient's intercity charter service. The rule required recipients to certify all costs that were attributable to the recipient's charter bus operations and maintain records that justified their costs.

In contrast, the 1987 rule did not provide different requirements for intercity and intracity service. The 1987 rule eliminated this distinction because the UMT Act definition of "mass transportation" excluded all charter operations, thereby requiring protection for all private charter operators from recipients, not just those providing intercity operations or those that earned in excess of a certain amount. Instead, the 1987 rule focused on prohibiting all charter service by a recipient if there was a willing and able private charter operator who could perform the service.

In 1988, Congress directed FTA to amend the charter service regulation to permit non-profit social service agencies with a clear need for affordable and/or accessible equipment to seek bids for charter service from publicly funded operators. On December 30, 1988, FTA amended the charter service regulations

to provide for three new exceptions.¹¹ The first exception allowed recipients to provide direct charter service to non-profit social service agencies. The second exception, limited to recipients in non-urbanized areas, allowed recipients to provide direct charter service to non-profit social service organizations if more than fifty percent of the passengers were elderly. The third exception allowed recipients to provide direct charter services where there was a formal agreement between the recipient and all private operators it had determined to be willing and able through its annual public charter notice. The addition of these exceptions brought the total number of exceptions contained in the rule to eight.¹² The rule has remained essentially unchanged since this amendment in 1988.

3. Demonstration Project and GAO Report

Since lingering concerns remained about the charter service regulation and FTA's enforcement of the rule, the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) directed FTA to issue regulations implementing a charter service demonstration program in not more than four states.¹³ A report evaluating the effectiveness of the demonstration program was to be submitted in three years. The conference report accompanying ISTEA explained that the demonstration program was directed in response to concerns expressed by local transit operators regarding the existing charter service regulation. Many public operators were concerned that certain groups were not being served under the existing regulation, that they were not able to provide service to local government entities that provided support to the local agency, and that they were not permitted to provide service to support local economic development activities. The demonstration program was to be designed to allow public operators in several locations greater flexibility to meet local charter needs without creating undue competition for privately owned charter operators. Congress required FTA to collect data on the impact of the change.

In September 1997, FTA submitted its report to Congress regarding the

demonstration program.¹⁴ The report concluded that there was no need for FTA to substantially revise its charter service regulation. The demonstration did not support public operators' claims of unmet needs for the groups for which the demonstration was primarily intended: government, civic, charitable and other community activities. The charter service provided during the demonstration did not serve a significant number of these groups or significantly increase the level of service to these groups.

Congress also directed the Government Accounting Office (GAO) to analyze FTA's charter service regulations. GAO conducted a nationwide survey of public transportation operators, private charter operators, and customers.¹⁵ GAO's report showed that local charter regulation differed across localities. GAO found that most public operators stated that the FTA regulation was too strict, but that they had not extensively used the available exceptions to provide charter service. Their reasons for not using the exceptions ranged from being unfamiliar with the exceptions to the exceptions being too cumbersome for the relatively small amount of charter service that they were interested in providing.¹⁶ When asked what they would change about the regulation, suggestions varied depending on whether the public transportation agency was in an urban or rural area. Urban public transportation providers would change the rule to allow them to provide charter service to local government officials and non-profit community organizations. Rural operators would change the rule to allow direct charter services to nonprofit and community organizations, but also requested clarification of the rule.¹⁷

GAO found that most private charter operators were satisfied with FTA's charter service regulations. Some private charter operators did, however, express concern about the complaint process. Specifically, some private charter operators stated that the burden of proof fell on them when a public operator violated the regulation, the burden of proof fell on them and that the complaint process was lengthy and expensive. Further, some were skeptical

⁹ 51 FR 7891, March 6, 1986.

¹⁰ 52 FR 11916, April 13, 1987.

¹¹ H. Report 110-498, p. H 122787 as printed in the Congressional Record, December 21, 1987.

¹² "Charter Service; Amendment," 53 FR 53348, December 30, 1988.

¹³ Section 3040, "Intermodal Surface Transportation Efficiency Act of 1991," Pub. L. No. 102-240, December 19, 1991.

¹⁴ "Evaluation of the Charter Bus Demonstration," Federal Transit Administration, Department of Transportation, September 1997.

¹⁵ "Charter Bus Service: Local Factors Determine the Effectiveness of Federal Regulation," GAO Report to Congressional Committees, GAO/RCED-93-162, September 7, 1993.

¹⁶ Id. at 3.

¹⁷ Id. at 4.

that recipients were accurately calculating their fully allocated costs (i.e., all labor, capital, and material costs) of providing charter service. As a result some private charter operators believed that public transportation agencies were charging lower rates than they should.¹⁸

The GAO also interviewed customers of charter service to find out their concerns with FTA's charter service regulation. GAO found two user groups that were dissatisfied with the regulation: those who needed accessible transportation and those who needed a large number of vehicles to serve local conventions and economic development activities.¹⁹

The GAO report concluded that its data did not provide compelling evidence that there were serious widespread needs for charter service that could not be met under the current regulation. The data showed that the current exceptions to the regulation, such as contracting with private providers, were not widely used. GAO believed that many public operators, particularly those in rural areas, were unfamiliar with the process for obtaining exceptions.²⁰

B. SAFETEA-LU

Congress next addressed concerns regarding FTA's charter service regulation in the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), which was enacted on August 10, 2005. The statute amended the statutory provision regarding charter service found at 49 U.S.C. 5323(d). Specifically, with respect to remedies, the SAFETEA-LU amendment provides that, "in addition to any remedy specified in the agreement, the Secretary shall bar a recipient or an operator from receiving Federal transit assistance in an amount the Secretary considers appropriate if the Secretary finds a pattern of violations of the agreement." Previously, the statute used permissive language, "may," rather than mandatory language, "shall," with respect to withholding funds. Further, the previous statutory language did not state that the Secretary could determine an appropriate amount to withhold when the Secretary found a pattern of violations. Rather, if a pattern of violations was found, the Secretary only had the option to bar the recipient from receiving all of its Federal funds.

Additionally, the Joint Explanatory Statement of the Committee of

Conference, for section 3023(d), "Conditions on Charter Bus Transportation Service" of SAFETEA-LU, stated "the conferees are aware that both public transportation providers and private charter bus providers have expressed strong concerns about the 1987 FTA rule enforcing section 5323(d) regarding charter bus service. The conferees direct the FTA to initiate a negotiated rulemaking seeking public comment on the regulations implementing section 5323(d)." The report also directed FTA to consider the following issues during the negotiated rulemaking:

1. Are there potential limited conditions under which public transit agencies can provide community-based charter services directly to local governments and private non-profit agencies that would not otherwise be served in a cost-effective manner by private operators?

2. How can the administration and enforcement of charter bus provisions be better communicated to the public, including the use of Internet technology?

3. How can enforcement of violations of the charter bus regulations be improved?

4. How can the charter complaint and administrative appeals process be improved?

C. Federal Advisory Committee

In response to the direction contained in the Conference Committee Report, FTA established a federal advisory committee to develop, through negotiated rulemaking procedures, recommendations for improving the regulation regarding charter bus services. FTA established a Federal Advisory Committee on May 5, 2006. The Charter Bus Negotiated Rulemaking Advisory Committee (CBNRAC) consisted of persons who represented the interests affected by the proposed rule (i.e., charter bus companies, public transportation agencies—recipients of FTA grant funds) and other interested entities.

The CBNRAC included the following organizations:

American Association of State Highway and Transportation Officials;
American Bus Association;
American Public Transportation Association;
Amalgamated Transit Union;
Capital Area Transportation Authority,
Lansing, Michigan;
Coach America;
Coach USA;
Community Transportation Association of America;
FTA;

Kansas City Area Transportation Authority;
Lancaster Trailways of the Carolinas;
Los Angeles County Municipal Operators Association;
Monterey Salinas Transit;
National School Transportation Association;
New York Metropolitan Transportation Authority;
Northwest Motorcoach Association/
Starline Luxury Coaches;
Oklahoma State University/The Bus Community Transit System;
River Cities Transit, Pierre, South Dakota;
Southwest Transit Association;
Taxicab, Limousine & Paratransit Association;
Trailways; and
United Motorcoach Association.

The CBNRAC met in Washington, DC, on the following dates in 2006:

May 8-9

June 19-20

July 17-18

September 12-13

October 25-26

December 6-7

FTA hired Susan Podziba & Associates to facilitate the CBNRAC meetings and prepare meeting summaries. All meeting summaries, including materials distributed during the meetings, are contained in the docket for this rulemaking (#22657). During the first meeting of the CBNRAC, the committee developed ground rules for the negotiations, which are summarized briefly below:

◦ The CBNRAC operates by consensus, meaning that agreements are considered reached when there is no dissent by any member. Thus, no member can be outvoted.

◦ Work groups can be designated by the CBNRAC to address specific issues or to develop proposals. Work groups are not authorized to make decisions for the full CBNRAC.

◦ All consensus agreements reached during the negotiations are assumed to be tentative agreements contingent upon additional minor revisions to the language until members of the CBNRAC reach final agreement on regulatory language. Once final consensus is achieved, the CBNRAC members may not thereafter withdraw from the consensus.

◦ Once the CBNRAC reaches consensus on specific provisions of a proposed rule, FTA, consistent with its legal obligations, will incorporate this consensus into its proposed rule and publish it in the **Federal Register**. This provides the required public notice under the Administrative Procedure Act

¹⁸ Id. at 37.

¹⁹ Id. at 38.

²⁰ Id. at 11.

16.a4

(APA), 5 U.S.C. 551 *et seq.*, and allows for a public comment period. Under the APA, the public retains the right to comment. FTA anticipates, however, that the pre-proposal consensus agreed upon by this committee will effectively address virtually all the major issues prior to publication of a proposed rulemaking.

• If consensus is reached on all issues, FTA will use the consensus text as the basis of its NPRM, and the CBNRAC members will refrain from providing formal negative comments on the NPRM.

• If the CBNRAC reaches agreement by consensus on some, but not all, issues, the CBNRAC may agree to consider those agreements as final consensus. In such a case, FTA will include the consensus-based language in its proposed regulation and decide all the outstanding issues, taking into consideration the CBNRAC discussions regarding the unresolved issues and reaching a compromise solution. The CBNRAC members would refrain from providing formal negative comments on sections of the rule based on consensus regulatory text, but would be free to provide negative comments on the provisions decided by FTA.

• In the event that CBNRAC fails to reach consensus on any of the issues, FTA will rely on its judgment and expertise to decide all issues of the charter regulation, and CBNRAC members may comment on all components of the NPRM.

• If FTA alters consensus-based language, it will identify such changes in the preamble to the proposed rule, and the CBNRAC members may provide formal written negative or positive comments on those changes and on other parts of the proposed rule that might be connected to that issue.

A complete description of the ground rules is contained in the docket for this rulemaking.

Finally, the CBNRAC reached consensus on the issues the committee would consider during its negotiations. The committee agreed to consider the four issues included in the Conference Committee report, noted in the previous section of this preamble, and these four additional issues:

1. A new process for determining if there are private charter bus companies willing and able to provide service that would utilize electronic notification and response within 72 hours.

2. A new exception for transportation of government employees, elected officials, and members of the transit industry to examine local transit operations, facilities, and public works.

3. Review and clarify, as necessary, the definitions of regulatory terms.

4. FTA policies relative to the enforcement of charter rules and the boundary between charter and mass transit services in specific circumstances, such as university transportation and transportation to/from special events.

1. Facilitator's Final Report

The facilitator, Susan Podziba, submitted her report to FTA on March 6, 2007. The final report summarizes the proceedings of the CBNRAC including the agreement reached on regulatory language for the NPRM and identifies outstanding issues. The facilitator noted in her final report that:

As a result of the negotiated rulemaking process initiated by FTA, the revised Charter Service regulations will account for the interests, concerns, and nuances that were raised by all CBNRAC members. Though the negotiations remained difficult, and, at times, antagonistic throughout the seven months of meetings, CBNRAC members remained committed and worked hard to identify consensus solutions for each issue. As a result of the intensive discussions and multiple proposals and counter-proposals offered to resolve the twelve outstanding sub-issues, FTA has a clear understanding of the interest and concerns of both the public transit and private charter stakeholders as well as the range of options available for deciding those issues. (Final Report, page 20.)

We would like to underscore the facilitator's conclusion and thank all members of the CBNRAC for their efforts. We also agree with the facilitator that, as a result of the negotiations, we have a clear understanding of the interests involved with the revision of the Charter Service regulations.

D. NPRM

On February 15, 2007, FTA published a NPRM in the **Federal Register** (72 FR 7526). The NPRM was a complete revision of 49 CFR part 604. According to the agreement established during the negotiations, FTA included in the NPRM all of the provisions on which the CBNRAC reached consensus. This amounted to a little more than 80 percent of the rulemaking. For the other 20 percent, FTA used its discretion, informed by the discussions during the negotiations, to develop its proposals.

1. Overview of Comments Received on the NPRM

We received over 300 comments in response to our NPRM. We heard from 160 public transit agencies, 65 private charter operators, 25 public associations, 16 members of the public, 13 state departments of transportation,

11 private charter associations, 11 cities, 10 universities, four public officials, three air transport groups, and three anonymous comments.

We received several comments from participants on the CBNRAC. Some comments were in full support of the proposals contained in the NPRM and other comments rejected the proposals. Even though some of the comments submitted by members of the CBNRAC did not conform to the agreement reached on December 6, 2006, FTA retained much of the consensus language. In addition, we received many helpful comments on ways to improve the regulatory language and we made changes based on those comments.

2. General Comments

There were a number of comments on cross-cutting issues that we address before the section-by-section analysis. Specifically, we received comments about the lack of appendices in the NPRM, fully allocated costs, and when a customer specifies the type of equipment. In addition, we received several comments questioning our intentions regarding some of the proposals included in the NPRM.

a. Lack of Appendices

When we published the NPRM, we made reference to appendices we intended to include in the final rule. Appendix A would be a list of the 64 Federal programs discussed and provided during the CBNRAC negotiations. This list is not unique; rather, other Federal agencies reference this list and the list is available on FTA's public Web site, <http://www.fta.dot.gov>. In addition, the list of Federal programs was provided to all of the members of the CBNRAC during negotiations and is in the docket for these proceedings. Appendix B would provide guidance on what FTA would consider when removing a registered charter provider or qualified human service organization from the FTA Charter Registration Web site. Appendix C would be a list of questions and answers to provide guidance to recipients regarding the new provisions of the rule.

Regarding the lack of appendices in the NPRM, a large public transportation association and several public transit agencies stated "we are troubled by the absence of a draft Appendix A (listing the federal programs that would qualify a social service agency to receive services under an exception). Although we anticipate that all of the more than five dozen federal programs under the United We Ride umbrella will be included, we believe FTA should state

as much or provide a draft Appendix A for comment.”

Appendices are not regulatory text and do not carry the force and effect of law. In fact, the Office of Federal Register specifically prohibits an appendix from containing regulatory requirements:

Rules and proposed rules. Use an appendix to improve the quality or use of a rule but not to impose requirements or restrictions.

Use an appendix to present: (a) Supplemental, background, or explanatory information which illustrates or amplifies a rule that is complete in itself; or (b) Forms or charts which illustrate the regulatory text.

You may not use the appendix as a substitute for regulatory text. Present regulatory material as an amendment to the CFR, not disguised as an appendix.

Material in an appendix may not: (a) Amend or affect existing portions of CFR text; or (b) Introduce new requirements or restrictions into your regulations.²¹

Further, as noted above, an appendix is explanatory, and, therefore, according to the Administrative Procedure Act, notice and comment is not required:

Except when notice or hearing is required by statute, this subsection does not apply—

- (A) To interpretative rules, general statements of policy, or rules of agency organization, procedure, or practice; or
- (B) When the agency for good cause finds (and incorporates the finding and a brief statement of reasons therefor in the rules issued) that notice and public procedure thereon are impracticable, unnecessary, or contrary to the public interest.²²

Based on the above, and the fact that proposed information for the appendices was widely available to the public before publication of the NPRM, we made the decision not to include appendices at the NPRM stage.

b. Fully Allocated Costs

Our proposed rulemaking did not include a requirement for recipients to calculate their fully allocated costs. We decided not to include the provision primarily because a fully allocated cost requirement has the potential to interfere with our efforts to support public transit agencies as mobility managers within their communities. In addition, we are very concerned that a fully allocated cost requirement would hinder our attempts to negotiate with other federal agencies to develop cost allocation principles to share fairly the cost of human service transportation.

Private charter operators submitted comment urging us to reconsider our

proposal. One comment, which represents a consolidated opinion of several of the private charter operators on the CBNRAC, stated that “the admonition to develop ‘fair charges’ and to recover some percentage of marginal operating costs consistent with the public purpose of the service is useless as either a regulatory tool or guidance to transit agencies. It also provides no protection to private operators. The need for transit agencies to recover fully allocated costs is present even for service provided under one of the many exceptions in this proposed rule.” They contend that, like other social programs, if the Federal Government wishes to subsidize charter service for certain social service organizations, it can make direct subsidy payments to those organizations instead of creating subsidized public bus service that undercuts the price structure in the private market.

In addition, one international private charter association suggested that FTA impose a new fully allocated cost requirement: “A system-wide cost per revenue hour dollar figure (approved operating budget divided by revenue hours of bus service) is the fairest and simplest way of estimating what it would cost per hour to provide bus service to a third party. This method does not necessarily capture the capital cost consumed, overtime driver hours or preparation time or the infrastructure shared to make this service available to a third party, but on balance a system-wide cost per revenue vehicle hour times total hours of the requested service is the closest to what the actual cost would be to provide the service.”

We understand this point of view, but disagree that requiring fully allocated costs is necessary. The rule as written prohibits a public transit agency from providing charter service if a private charter operator expresses interest in providing the service. In addition, the exceptions contained in the rule are areas of charter service that the private charter coalition conceded are areas where public transit agencies can provide community-based charter services that would not otherwise be served in a cost-effective manner by private operators.

Not including fully allocated cost provisions in the final rule is appropriate given our efforts to establish coordinated public transit human service transportation and the protections provided for private charter operators in the final rule such as notification procedures and cease and desist orders.

c. When a Customer Specifies Equipment

In the NPRM, we did not address specifically what would occur if a customer specifies certain equipment in their request for charter service. The only reference we made to specific equipment was in the preamble where we discussed the fact that rubber tire trolley buses are considered buses for purposes of this rulemaking.

We received several comments on this topic unrelated to our discussion of including rubber tire trolley buses within the scope of buses generally. Public transit agencies encouraged us to allow a customer to specify the type of equipment they would like use. A member of the public encouraged us to exclude electrically powered trolleys from the scope of the rule. Another member of the public suggested that the notice recipients send to private providers “should also include a description of the specific equipment requested by the customer and not just ‘buses or vans.’ This comment goes on to state “any new rule allows the purchaser of the service to decide what kind of equipment it needs. To that end, the notice to private providers should allow for a reasonable amount of specificity regarding the requirements for a particular service.”

Another comment echoed the above sentiment by stating “I should not be forced to obtain services from private charter operators who do not have the proper coach equipment, to spend more money for single door highway coaches, with high floors that take longer to load and unload, that are not geared for city street/shuttle operations, thereby forcing me to obtain more equipment for frequency of service * * *.”

The comments regarding types of equipment raise a tricky issue in balancing protections for private charter operators with the need for transit agencies to satisfy community demands. In order to provide attractive “fun” alternatives to encourage downtown employees or tourists to use transit in congested corridors, transit agencies may acquire rubber tire replica trolleys. These trolleys can become a popular enough local attraction that they may be sought for private leisure charters such as weddings. The statute, however, addresses charter without regard to equipment type. The FTA regulation relates to the provision of transportation service, not entertainment, which is why sightseeing is also excluded from the statutory definition of “public transportation.” If there is sufficient demand for such equipment, private charter operators may eventually

²¹ National Archives and Records Administration, Office of the Federal Register, Federal Register Document Drafting Handbook, page 7 9 (October 1998)

²² 5 U.S.C. section 553(b).

16.a6

acquire new equipment to serve this emerging market. In the meantime, however, FTA sees no reason to amend the rule to allow an exception under which a customer may specify the type of vehicle beyond requesting a bus or a van.

Likewise, if there were sufficient public demand for low-floor, double door vehicles, or size compatibility with streets to be traveled, and private charter operators do not have that equipment, then private charter operators may eventually acquire new equipment to serve that market as well. But, again we decline to amend the rule to allow for such an exception for public transit agencies.

d. Other Concerns

We received several comments questioning the intentions of the FTA in proposing the NPRM provisions that we did. One comment from a transit agency stated "The tone of this proposed rule suggests a presumption of 'guilt' on the part of all transit providers." Another transit agency put it this way: "Transit providers should not have to prove, on a daily basis, that they are following the rules." One public citizen asked: "When was legislation passed that authorized FTA to stop supporting transit." Or, as a Midwestern transit agency stated "I am opposed to federal requirements that squash our attempt to generate some extra revenue to support the transit system."

FTA went to great lengths to involve all of the affected and interested parties in the CBNRAC negotiations. We prepared background materials, brought in speakers to assist the committee, and hired a highly competent and effective facilitator to assist throughout the process. In addition, all of the materials and notes were posted to the docket so that members of the public could follow the proceedings and each meeting had a public comment period should any member of the public wish to make comments about the proceedings. We were able to reach consensus on 80 percent of the rulemaking. This means the CBNRAC, which included small, medium, and large transit agencies from the West, South, Midwest, North and East, were able to agree on a vast majority of the regulatory text for the NPRM. The provisions were developed with the intention of promoting public transit and protecting the private charter industry. As indicated in the history section of this document, achieving the right balance has been a challenge for many years. We accepted this challenge because a negotiated rulemaking was a novel approach to addressing the issues

that have plagued this regulation for years.

Given the above, we regret that some commenters perceived the proposed rule to be anti-transit. The tone of this rulemaking is the same as the current regulation and the same as any regulation that prescribes certain behavior. We are in the business of promoting and supporting transit agencies in their mission to provide community-based services. We recognized and promulgated exceptions to the charter service regulation that support transit agencies providing charter services to the elderly, persons with disabilities, and people with low income.

In addition, we carefully considered the interests of parties impacted by this rulemaking. The negotiated rulemaking was a powerful tool for collecting that information. We also considered all of the comments received on the proposal and modified some of the regulatory text based on the suggestions included in comments.

2. Section-by-Section Analysis

In addressing the comments received, we divided the comments according to the applicable rulemaking section. For each section for which we received substantive comments, we provide a brief summary of the purpose of the regulatory text, we summarize the relevant and representative comments received, and then we describe our decision whether to modify that particular provision. If we modified the provision, then we describe the modification. If we decided not to accept the proposed modification, then we explain why and adopt the language as proposed in the NPRM. For sections of the rule where we did not receive substantive comments, those provisions are hereby adopted as final.

Subpart A—General Provisions

Section 604.2—Applicability

The purpose of this provision was to state early on in the regulation that is required to comply with this rulemaking, who is exempt from the rule's requirements, and to set out certain situations in which this rule does not apply.

One public transportation association noted that "the draft rule provides for application to all activities of FTA grantees that are public transit agencies, without regard to the presence or absence of federal funding * * *" We also heard this comment from several public transit agencies. In addition, one transit agency suggested that this rulemaking not apply to those that

receive a minimal amount of Federal funds.

Agency Response: We note that in order to be an "FTA grantee" a transit agency has accepted Federal funds from FTA. The commenter correctly notes that to conclude otherwise would "exceed FTA's authority and its stated purpose of protecting private entities from federally-assisted competition." Thus, as stated in the NPRM, this rulemaking applies to those that receive Federal financial assistance from FTA.

We do not believe setting a minimum amount of Federal funding to trigger application of this rule is necessary. A transit agency always has the option to segregate locally funded and maintained vehicles and use those vehicles to provide charter service. To be clear, however, it is not just purchasing a vehicle with Federal dollars that triggers the application of these requirements. Housing the vehicle in FTA-funded facilities or using FTA-funded equipment to maintain the vehicle also triggers application of this rule. A complete segregation is necessary to avoid the application of the requirements of this rule.

We also received a comment from a state association asking us whether the charter service regulations apply to tribal nations. Under our Notice of Funding Availability for the Tribal Transit Program, published in the **Federal Register** on August 15, 2006 (71 FR 46959), the charter service regulation applies to tribal nations under that program. The charter service regulations also apply to tribes that receive FTA grants as recipients or subrecipients under other programs. That being said, however, the final rule provides an exemption for section 5311 recipients, which encompasses many tribal programs that use FTA-funded equipment for program purposes (defined as: "transportation that serves the needs of either human service agencies or targeted populations (elderly, individuals with disabilities, and/or low income individuals); this does not include exclusive service for other groups formed for purposes unrelated to the special needs of the targeted populations.").

FTA considered the comments on this subsection, but does not believe the comments warrant a change to the proposed language, and, therefore, the language is adopted as proposed.

Section 604.2(c)—Private Charter Exemption

This provision exempts from the rule's coverage private charter operators who receive Federal financial assistance either directly or indirectly under 49

16.a7

U.S.C. sections 5307, 5309, 5310, 5311, 5316, and 5317, or section 3038 of the Transportation Equity Act for the 21st Century (TEA-21).

The main comment received regarding this subsection stated: "In removing private charter operators from its scope, it excludes up to 40 percent of the rural transit network from these rules, thus forcing half the network to follow rules and procedures that are waived for the private sector partners." Another transit agency stated "we do not believe that private charter operators should be treated different from other organizations that receive Federal funds. Allowing some private charter operators to not comply with the charter regulation and receive Federal funds put those private charter operators at a competitive advantage over other private operators that do not receive Federal dollars. Either the receipt of Federal funds is an important factor or it isn't."

Agency Response: We respond to these comments by noting our rationale in the NPRM for including this provision: "The receipt of funds from the Federal government should not interfere with a private charter operator's business. This regulation has its genesis in the protection of the private charter operators from unfair competition by federally subsidized public transit agencies. To subject private charter operators to the charter service regulations undermines the very purpose of these regulations." We cite three reasons in support of this analysis.

First, we think some comments may have confused the many private not-for-profit agencies that provide public transit service in rural areas with the private charter operators protected by this rule. It is not FTA's intent to apply the requirements of the rule differently to public transit agencies depending on whether they are governmental or non-governmental entities.

Second, FTA's Over-the-Road Bus Program is specifically designed to provide Federal assistance to private charter operators so that they can retrofit their vehicles to make them accessible and comply with the Americans with Disabilities Act. This is a federally sanctioned activity, and, thus, to apply the charter regulations would run counter to this Federal program. The same argument also holds true for those private charter operators that receive Federal funds under 49 U.S.C. section 5311(f), which provides a limited amount of Federal support for running routes in rural areas. The point here is that there are clear situations under which the Federal government

sees a benefit to providing Federal tax dollars to private charter operators.

Third, public transit agencies may enter into a contract with private charter operators to purchase transportation services using the private charter operator's vehicles. The fact that a private charter operator contracts with a public transit agency should not have the unintended consequence of preventing the operator from using those vehicles, or other vehicles in its fleet, to provide charter service. If a private charter operator, however, provides fixed route public transportation using federally funded buses or vans under contract to a transit agency or other public entity such as a State Department of Transportation, the private charter operator stands in the shoes of the transit agency and is subject to the charter service regulations in regard to the use of those FTA-funded vehicles. That private charter operator, however, would not be prevented from using other vehicles in its private fleet to provide charter service.

Finally, the comment regarding this section's provisions placing one private charter operator in a competitive advantage over another private charter operator strikes us as disingenuous. No private charter operator raised this issue, and if it truly was a concern, we have to believe at least one private charter operator would have raised it.

Thus, while FTA rejects the proposed modifications to this section, we include language to clarify that the charter service regulations do not apply to private charter operators that receive, directly or indirectly, Federal financial assistance under the programs listed or to the non-FTA funded activities of private charter operators that receive assistance under section 3038 of TEA-21.

Subsection 604.2(e)—Exemption for Transit Agencies

This provision exempts from the charter service regulation recipients who receive funds under 49 U.S.C. sections 5310, 5316, or 5317 and provide charter service consistent with the Federal program purpose.

We heard from numerous public transit agencies encouraging us to expand this provision. The most common request was to expand this provision to include recipients under 49 U.S.C. section 5311. The second most common request was to expand the provision to exclude 49 U.S.C. section 5307 recipients that operate 50 or fewer buses in peak hour service.

Agency Response: The CBNRAC considered the request to expand the exemption to section 5311 recipients.

The private charter caucus opposed this provision because it believed it would lead to abuse because there is no effective way to limit those activities. The second request regarding 5307 recipients is a new one. We considered both options and the concerns raised with expanding the coverage of this section.

We believe that this section can be expanded safely to include recipients of section 5311 funds for two reasons. First, section 604(2)(e) already limits the exception "to program purposes only." We added a definition of program purposes that states: "transportation that serves the needs of either human service agencies or targeted populations (elderly, individuals with disabilities, and or low income individuals); this does not include exclusive service for other groups formed for purposes unrelated to the special needs of these targeted populations."

Second, we believe this expansion is appropriate given FTA's efforts to support coordinated public transit human service transportation activities. Some of the comments received noted that without the exemption this provision could have a chilling effect on those activities, which is something FTA wants to avoid. Thus, limiting section 5311 recipients' provision of charter service to program purposes, as defined in the regulations, provides a limitation on those services we believe will protect private charter operators. In addition, the revised enforcement provisions will also provide a counterbalance to this expansion if it is abused.

We reject the second request—excluding 5307 recipients with 50 or fewer buses—because the change might unduly weaken the protections provided by the rule to private charter operators. In an urbanized area, even one served by a small transit system with 50 or fewer vehicles, there are more likely to be private charter operators available than in rural areas. In other instances, the transit system would be able to provide charter service under other exceptions of the rule, so this new exception would be unnecessary.

We have therefore amended 604.2(e) to include 49 U.S.C. section 5311 in the list of programs exempted from the requirements of the charter service regulation when the charter service provided supports program purposes.

Section 604.2(f)—Emergency Exemption

This proposed provision exempts recipients from the charter service requirements in the event of a national,

16.98

regional, or local emergency lasting fewer than three business days.

We heard from several public transit agencies regarding the three day limitation. Many expressed disappointment that the provision would limit a public transit agency's ability to assist in the event of an emergency. Others expressed concern that local emergencies are not included, but could pose an equal amount of danger to the surrounding community. One example provided was a train derailment where noxious fumes engulfed the community where public transit is the logical choice for evacuating the community quickly and efficiently. Another comment asked why this provision does not include security training exercises.

Agency Response: Considering the concerns raised, we have decided to amend this section to allow for transit agencies to respond to declared emergencies. We will add the following language to 604.2(f): "Actions directly responding to an emergency declared by the President, Governor, or Mayor or in an emergency requiring immediate action prior to a formal declaration." In addition, we felt it necessary to provide a time limitation and so we are changing the three day limit to 45 days. Thus, a transit agency has 45 days to assist with emergency response before having to report its activity to the emergency response docket created under subpart D of 49 CFR part 601. Security training exercises are covered by the emergency preparedness exemption in section 604.2(d).

Section 604.3—Exemption

This provision sets up a mechanism by which transit agencies may "opt out" of the charter service regulations.

We heard from transit agencies that this provision is not necessary, the certification procedures were burdensome, and there appears to be no purpose for the affidavit.

Agency Response: While we thought this provision would assist a public transit agency to clearly and unambiguously state it does not intend to provide charter services, we are convinced by the comments that this provision is unnecessary. Therefore, we have removed the exemption section from the final regulation.

Section 604.4—Definitions

This provision sets out the applicable definitions for this part. Since the section contains several definitions, we will only discuss those definitions where the public submitted comments. All other definitions are adopted as proposed. We also added several new

definitions as a result of changes we made to the regulation based on the comments we received.

Section 604.3(c)—Definition of "charter service"

This is a key provision in the charter service regulation. The definition of charter service identifies what service by public transit agencies is considered charter service.

Generally, public transit agencies voiced concern that the proposed definition does not "recognize the realities of local public transportation service by having the flexibility to add and modify service for temporary situations, such as community events and employers opening temporary facilities." A member of the public submitted a comment that noted the proposed definition "potentially undermines coordinated efforts between local governments and risks decreasing the efficiency and cost-effectiveness of service while jeopardizing ridership incentives for universities and transit systems." In addition, several transit agencies submitted comments stating "while the proposed rulemaking does address the issues raised in the conference committee report, it also far exceeds what seems to be the intent of Congress by providing a vague and poorly explained definition of charter that could have the impact of redefining the very definition of public transportation."

In fact, most transit agencies submitted concerns about the definition not including the term "exclusive." One public transportation association noted that "the concept of exclusivity—often referred to as "closed door" service—has been integral to the definition of charter service for more than 20 years and is necessarily the primary means of determining whether transportation is public transportation or a private service." A public transit agency warned that "the failure to include exclusivity in the charter definition has the potential to change the definition of public transportation." One airport ground transportation association requested that "the proposed federal definition of charter service not supersede local state, city and airport regulatory definitions currently in place for private motor carriers of passengers to and from airports by maintaining the concept of exclusivity."

Some public transit agencies offered alternatives to the proposed definition of charter service. A Midwestern city provided the American Bus Association's quick reference guide on the definitions of charter, mass transportation, and sightseeing. Three

members of the public suggested that the definition should be "a point to point service that is not open to the public, and not of a routine nature." An air transport company recommended that the definition include "at a fixed charge for a motor vehicle." An east coast public transit authority set forth the following indicia of charter service: "for the sole use of a distinct group of people; routing and frequency of service solely determined by those people using the service or their sponsor; not open to the general public; identification or affiliation required to board; one-time, nonrecurring event, with no regular pattern; and service not on a pre-published schedule or Web site."

We also heard from public transit agencies that the examples included in the definition of charter service should be removed. Several public transit agencies stated the examples were unclear and inconsistent. One east coast public transit association noted that "there is no simple, rigid template that can simply and routinely be applied to every situation to determine whether or not a service is or is not mass transit. Attempting to impose one at the federal level will inevitably result in a great disservice to the public at large. However, reasonable and fair guidelines would be appropriate and useful to all involved parties."

From the private sector side, we heard from two private charter operator coalitions regarding the definition of charter service. They stated that while the CBNRAC did not reach consensus on the definition, the parties did agree that "charter service has three components: (1) Transportation of a group of persons pursuant to a single contract with a third party; (2) a fixed charge; and (3) according to an itinerary determined by someone other than the public transit agency." In addition, the coalitions urged FTA to not "impose a black or white approach to defining charter service, but should continue to look at the intent of the service and whom the service is designed to benefit." They also noted that the lack of a written contract should not be dispositive in determining that service is charter service. One of the coalitions recommended a definition of charter service as "providing transportation service, using buses or vans, principally to benefit a group of riders with mutual purpose and destinations." This association also questioned the need to indicate who controls the service as it may conflict with interpretations and the intention of the rules: "Who 'controls' the itinerary has certainly been an interpretation recipients have long abused, particularly in special

events." This association also recommended that "fixed charge" should be removed because it is often abused.

Agency Response: By far, this section received the most comments. Since the CBNRAC could not reach a consensus on the definition of charter service, we also received comments from several of the committee members regarding our proposed definition. Considering all of the comments received regarding the definition of charter service, we decided to shorten and simplify the definition, while maintaining flexibility in determining the intent of the charter service.

First, we added back the concept of exclusivity to the definition of charter service. In the past, this word has caused problems because a few public transit agencies have used the term as a loophole to avoid the requirements of this rule. We address this issue by adding a definition of "exclusive"—service that a reasonable person would conclude is intended to exclude members of the public—to the list of definitions. Further while we do not agree that a 20 year history is reason enough to add the term exclusive back in the definition, we do believe that exclusivity is a good indication of intent to perform charter service.

Second, we removed all of the examples included in the definition of charter service. Instead, we provide factors that we will consider in determining the intent of the service. We also believe that this revised definition will allow transit agencies the flexibility needed to provide public transportation to address traffic mitigation associated with an event, as well as being able to serve community-based public transportation.

Third, we make clear in the definition that it does not apply to demand response services provided to an individual. We also provide a definition of "demand response," which is discussed in the next section.

Finally, we have added a provision to the definition of charter service to address events that are limited in duration and for which the public transit agency charges a premium fare or for which a third party pays for the service in whole or in part. While the new definition does not prevent a public transit agency from establishing, on its own, temporary or irregular routes to respond to community demands, we believe that the nature of such service should be to fulfill a public purpose. Thus, the definition of charter service includes service by a public transit that is irregular or on a limited basis for a premium fare that is greater than the

usual or customary fixed route fare or service for which a third party pays all or part of the costs for the service. We believe service that fits in either of those categories represents an opportunity for private sector participation, and, therefore, if the public transit agency wishes to provide such service it must give prior notification to registered charter providers in its geographic service area.

Section 604.3(g)—Definition of "demand response"

This section is new and is based on comments we receiving asking us to define the term as used in the definition of "charter service."

We have taken the definition of "demand response" from our New Freedom Circular, which states: "any non-fixed route system of transporting individuals that requires advanced scheduling by a customer, including services provided by public entities, nonprofits, and private providers."

Section 604.3(h)—Definition of "interested party"

This provision defines who is an interested party for purposes of filing a complaint with FTA.

We received only one comment regarding this definition and it stated that the definition was overly broad and hard to determine who, in fact, could file a complaint.

Agency Response: This particular provision represents consensus language from the CBNRAC. We believe that the parties identified in the list of "interested parties" are clear, and, therefore, the provision is adopted as proposed.

Section 604.3(k)—Definition of "pattern of violations"

This provision defines what constitutes a pattern of violations for purposes of 49 U.S.C. section 5323, which states in relevant part: "In addition to any remedy specified in the agreement, the Secretary shall bar a recipient or an operator from receiving Federal transit assistance in an amount the Secretary considers appropriate if the Secretary finds a pattern of violations of the agreement."

We received several comments expressing concern about our proposal to define pattern of violations as "more than one finding of non-compliance with this Part by FTA beginning with the most recent finding of non-compliance and looking back over a period of 72 months."

Comments received focused on two aspects of this proposed definition. First, most were concerned that a

finding of non-compliance should be for the same provision and not different provisions. Second, several comments stated that it was unfair to examine 72 months and the time period should be two or three years at the most. There was also a misconception that the new rule would retroactively look back over a recipient's compliance record. One comment, which is typical of the comments we received from recipients, stated the issue as follows: "We suggest that the definition be revised to indicate that there must be at least three violations in three years and the application of this new definition should occur when the rule is final. Also, the violations must be related in nature (i.e., not totally disparate issues) in order to show a pattern."

Private charter operators, on the other hand, agreed with the proposed definition, but requested that FTA settle the issue of whether a single complaint against a recipient can establish a pattern of violations.

Agency Response: We understand recipients' concerns regarding this definition and the potential finding of a pattern of violations for not complying with paperwork requirements. In addition, we agree with the suggestion that violations should be related and not completely disparate. Thus, we have amended the definition of "pattern of violations" to require that only unauthorized charter service violations can constitute a pattern of violations. We believe that mandatory withholding of Federal funding should only be reserved for those cases involving unauthorized charter service only. This does not mean, however, that there can never be a situation in which FTA will not withhold funds for paperwork (e.g., failure to record charter service or failure to post quarterly reports) violations. Rather, we are simply stating that for mandatory withholding of Federal funds under the new statutory provision contained in SAFETEA-LU, the pattern of violations must be established based on unauthorized charter service.

That being said, it is possible to establish a pattern of violations in one complaint. For instance, if one complaint properly documents three distinct charter service trips that are in violation of Part 604, then FTA could consider those three allegations as constituting a pattern of violations. We believe this is a reasonable resolution to the concern of private charter operators that a single complaint could establish a pattern of violations.

To be clear, however, each instance of a charter service violation must be related to an event and not a single

16.a10

instance of unauthorized charter service. In other words, the provision of charter service for a flower show that is not in conformance with these regulations would be an event. A single complaint alleging unauthorized charter service, in order to properly assert a pattern of violations, would have to include more than unauthorized service to a flower show. In order to assert a pattern of violations, a single complaint would have to include facts demonstrating unauthorized charter service to a flower show, a golf tournament, and an auto exhibition, for example.

In addition, we decline to shorten the examination period to two or three years. While we considered including a three year period to correspond with triennial reviews, not all recipients are subject to triennial reviews and the six year period is consistent with other operating administrations within the Department of Transportation that examine a six year compliance history. Thus, we retain the six year period, which begins on the effective date of this rule.

Section 604.4(o)—Definition of “recipient”

This provision defines who is a recipient.

We received several comments about this definition because some were confused as to whether the term includes “subrecipients.”

Agency Response: We have amended the definition to state “including subrecipients” to make clear that the regulation applies to direct recipients of FTA financial assistance as well as subrecipients of FTA financial assistance.

Section 604.4(t)—Definition of “violation”

This is a new provision to the final rule and it would define what constitutes a violation for purposes of the charter service regulations.

Several public transit agencies asked us to define what a “violation” is.

Agency Response: We added a new definition to this section to define violation as “a finding by FTA of a failure to comply with one of the requirements of this Part.”

Section 604.5—Charter Service Agreement

This section discusses the terms of the Charter Service Agreement which is part of the Certifications and Assurances recipients are required to enter into as a condition of receiving Federal funds (49 U.S.C. section 5323(d)).

One transportation association noted that there was an inconsistency between our intention not to apply the charter service requirements to third party contractors and the terms of the charter service agreement.

Agency Response: In order to address this inconsistency, we have added the clarification that this provision applies only to a third party contractor when they are using vehicles purchased with FTA funds.

Subpart B—Exceptions

Section 605.6—Government Officials on Official Government Business

This provision set out an exception for recipients to provide charter service to government officials on official business. We also proposed not to apply this provision to transit agencies with 1,000 or more buses in peak hour service.

We received numerous comments from public transit agencies on this provision to limit the number of bus hours to 80 annually, as proposed by the private charter caucus.

Comments we received were along the following lines: “The limit is arbitrary and does not support or respect local cooperation. The transportation of public officials by a public agency should not be considered charter.” One comment on this topic stated: “How about whoever wrote this NPRM comes on down here to tell our government officials who sponsor the taxes that keep our transit systems operating that they have limited number of hours that they can utilize the charter service of the transit system.” The same comment stated that they do not have resources “to conduct boarding surveys that distinguish the government officials from anyone else that may join them on a charter trip.” Some public transit agencies applauded our effort to recognize this service as an exception and felt the provision to allow the Administrator to grant additional hours was sufficient. Those who were not pleased with the NPRM suggested that FTA modify the provision to allow for a greater number of hours for public transit agencies located in state capitols. Others suggested that the limit be based on the size of the recipient’s geographic service area.

A private charter operator coalition objected to our provision to allow additional hours upon request from a recipient. They urged that such additional hours should only be granted in extenuating circumstances, which should be “invoked very rarely.” They also warned that this exception should not “swallow up the general

prohibition” of recipients providing charter service. This commenter also requested at least 72 hours notice of all requests for additional hours under this exception.

Finally, regarding our proposal not to apply this provision to recipients with 1,000 or more buses in peak hour public transit service, we heard from three of the largest east coast transit agencies that strongly opposed the provision. Specifically, they noted opposition to “any regulatory change that imposes a different application based on the size of the transit property.”

Agency Response: To be very clear, transporting a group of government officials for official government purposes is charter service under the existing definition of charter service. Government officials that happen to board a fixed-route vehicle would not count toward the 80-hour exception. This exception is targeted at government field trips such as visiting a new stadium or wastewater processing facility. It could also mean transporting City Council officials to a site or business officials, accompanied by government officials, touring a city for economic development purposes.

This exception is designed to allow recipients to provide charter service to government officials for official government business. Recipients may not provide charter service to governmental officials for non-governmental purposes. We have added language to the regulatory text to clarify this point. We have also added a definition of government official, which states “‘government official’ means an individual appointed or elected at the local, state, or Federal level.”

Since the transportation of government officials for government purposes is charter service under the current regulations, as noted in the NPRM, we believe that the 80 charter service hours per year is appropriate because it is the baseline number of hours the private charter operators on the CBNRAC agreed to. On the other hand, we recognize that there may be special circumstances that might arise that could call for additional bus hours during the year. If these circumstances arise, we have a provision that allows the FTA Administrator flexibility to allow those additional hours in extenuating circumstances. Private charter operators requested that they have the opportunity to comment on any request for additional hours. To address this concern, we will add a Government Officials docket (<http://www.regulations.gov>; FTA-2007-0020) for the purpose of logging these requests for additional hours. Private charter

16.a11

operators can sign up for notification when FTA places a request in the docket. If the request raises serious concerns, the private charter operator can contact the Ombudsman for Charter Services (ombudsman.charterservice@dot.gov) to express those concerns. The decision to grant a particular request is completely within the discretion of the FTA Administrator.

Regarding the exception of transit agencies with 1,000 or more buses in peak hour service, this provision was the subject of consensus during the CBNRAC. During the negotiations, a CBNRAC member urged this exception to prevent large public transit agencies from being inundated with requests for charter service from government officials and qualified human service organizations. Private charter operators on the CBNRAC agreed to this provision. The response to this proposal, however, was negative. We heard from three large east coast transit agencies and we are convinced by their argument that large transit agencies should not be treated differently, and, therefore, we removed this provision from the final rule.

To conclude, we decline to modify the 80-hour annual limit. Since the transportation of government officials for government purposes was unauthorized charter service when provided by recipients under the old regulation, we believe the 80-hour limit per year is a legitimate threshold number for the new exception. In addition, we have eliminated the language treating transit agencies with more than 1,000 buses in peak hour public transit service differently.

Section 604.7—Qualified Human Service Organizations

This section provides an exception to the prohibition against recipients providing charter service if they provide charter service to qualified human service organizations (QHSO). We also proposed not to apply this provision to transit agencies with 1,000 or more buses in peak hour service.

The CBNRAC reached consensus on this provision because it recognized FTA's efforts to establish coordinated public transit human service transportation planning. In addition, this provision recognizes the President's Executive Order on coordinated transportation (Executive Order on Human Service Transportation Coordination, February 24, 2004).

The comments we received on this section primarily centered on the assertion that charter service provided to QHSOs should be completely exempt

from the charter service regulations. Specifically, comments stated "although the negotiators agreed that services could appropriately be provided to qualified social service agencies, the draft process is unnecessarily complicated and incomplete." These comments went on to state "it is unclear how these additional criteria are to be evaluated (i.e., would a qualified social service agency certify such a mission? Would a public transit agency be obligated to investigate the basis for such a claim?) and it is unclear why FTA perceives a need for the additional criteria at all." These public transit agencies and associations advocated that the additional criteria should be eliminated from the rule. We also heard from several Midwestern transit agencies supporting our provision on QHSOs: "We fully support the exceptions in 604.7 and 604.8 for government officials and qualified human service organizations." A private charter operator expressed a similar sentiment: "FTA's new disclosure procedures for human service agencies and public operator trips are a positive step forward."

Finally, we received several comments asking us to define the term "struggling for self-sufficiency."

Agency Response: The language in this section represents a consensus from the CBNRAC. The criteria included in the NPRM were the subject of much discussion during the negotiations and the subject of a special presentation from FTA "United We Ride" staff. The criteria are a reflection of the requirement of the President's Executive Order on transportation coordination.

In addition, regarding the comment as to whether a transit agency must investigate information provided by a QHSO, the FTA Charter Registration Web site is a tool for tracking registered charter providers and QHSOs. There is no requirement for public transit agencies to independently verify the information submitted by a registered charter provider or QHSO. Further, since registration on the Web site constitutes submission of information to the government, false submissions would be subject to sanctions under 18 U.S.C. section 1001, which includes potential criminal fines and imprisonment.

Regarding the exemption of transit agencies with 1,000 or more buses in peak hour service, we removed this provision from this exception based on comments received. (See discussion under "Government Officials" exception above.)

Finally, we changed the phrase "struggling for self-sufficiency" to "low

income," which is a more commonly understood term in the transportation industry.

This section is modified to remove the exception for recipients with 1,000 or more buses in peak hour public transit service, and change "struggling for self-sufficiency" to "low income."

Section 604.8—Hardship

In this provision we proposed to allow a transit agency in a non-urbanized area to provide charter service to an organization if a registered charter provider imposes minimum trip duration or the registered charter provided would have deadhead time that exceeds the total trip length.

Public transit agencies support this exception, but requested that it be extended to small urban areas with populations under 200,000. One public transit agency commented that "FTA's proposed hardship exception is well-crafted and provides a reasonable objective standard for determining whether available private charter providers are too far away to be expected to provide cost-efficient service and scale that definition to the size of a particular charter. Expanding that provision to, at minimum, small, urban areas would allow those areas to be better served without impinging on the interests of private charter operators."

Private charter operators opposed this exception. They contend that "hardship is largely a myth and any rule addressing 'hardship' is likely obsolete and more likely to be used to harm private operators than relieve 'hardship.'" In addition, they assert that the rule as written assumes the private market may not desire to serve certain needs, even if fulfilling the service may be at an economic loss and businesses routinely discount services, have sales, offer loss leaders, and utilize yield-pricing strategies. In theory, a recipient creates a "hardship dependency" when failing to allow the marketplace to respond.

Agency Response: We believe there is merit to retaining the hardship exception. Rural providers are in a unique position of not having many options to rely upon. Private operators are usually located in urban areas and the high number of deadhead hours is a reality for many rural communities.

On the other hand, we recognize that businesses often set minimum trip durations and to allow public transit agencies to provide charter service simply because the minimum trip duration exceeds the trip duration of the requested charter service could have a

16.a12

negative impact on small, rural private providers.

Therefore, we amended the regulatory text to include small urbanized areas under 200,000 in population and removed the provision that would allow a rural public transit agency to provide service when the minimum trip duration exceeds the length of the requested service. In addition we collapsed this provision into a new section called "Petitions to the Administrator," which is located in section 604.11. Because we have established a docket for this exception (Petitions to the Administrator docket <http://www.regulations.gov>; FTA-2007-0022), we have removed the reporting requirements for the hardship exception. Interested persons may simply track these requests through the docket system.

Section 604.9—Leasing FTA Funded Equipment and Drivers

This section discusses the ability of a public transit agency to lease equipment to a private charter operator.

Private charter operators submitted comments requesting that FTA advise "recipients it is their responsibility to comply with the [leasing exception requirements] with emphasis placed on the requirement to certify the registered charter provider has exhausted all available vehicles of all registered charter providers in the recipient's geographic service area."

Public transit agencies responded to this provision with the general concern that a recipient does not have the ability to determine if the private charter operator has capacity: "The grantee should not be responsible for verifying the validity of any information provided by the leasing charter operator." Another comment stated it slightly differently: "FTA will require public agencies to maintain proof offered by the lessor that no privately owned equipment is available but is unclear on whether the public agency must investigate independently or may take the proffer at face value." Yet another comment pointed out that "while this is a well-intentioned and defensible condition, the rule should make it clear that recipient's obligation in this area is to ask whether this has been done and that a recipient may rely on the private charter operator's representation that it has, supported by documentation provided by the charter operator."

Finally, one additional comment submitted by a public transit agency advocates against this exception because of the impact it will have on small private charter operators: "There are two problems with this proposed

exception. First it would be difficult to impossible for any private operator to guarantee that it has exhausted all of the available vehicles of all registered charter providers in a large municipal area. This would force recipients out of the charter leasing business and thereby deprive the recipient of much needed funds. Second, this provision also severely impacts smaller private charter operators who would either have to pay whatever fee is set by the larger private operator or turn away business. Such a scenario could eventually force smaller private charter operators out of business, which would then impact FTA's certification that this regulation would not have an impact on small businesses."

Private charter operators also expressed concern with this provision. One of the consolidated responses for private charter operators who participated on the CBNRAC expressed concern that the current leasing provision allowed for sham transactions between a private charter operator with no vehicles and a public transit agency. The consolidated response noted support for the new provision because a private charter operator should have the first opportunity to provide charter bus service in the geographic service area.

Agency Response: We agree with the comments submitted regarding the concern about a public transit agency's obligation to investigate whether a registered charter provider has exhausted all of the available private charter vehicles in the geographic area. We have modified the proposed language to include a requirement that in order for a recipient to lease vehicles to a private charter operator, the operator must be registered on FTA's Charter Registration Web site.

Furthermore, we added a requirement that a private charter operator identify the number of vehicles it owns when it registers. Then, when a registered charter provider certifies that it has exhausted all of the private vehicles in the area, a recipient need only go to the Charter Registration Web site, note all of the registered charter providers in the geographic service area and the number of vehicles identified in the registration to verify that the registered charter provider's certification is accurate. No independent verification beyond this process is required by the regulations.

In addition, if the registered charter provider fails to exhaust the vehicles of other registered charter providers in the geographic service area, then the registered charter provider may be subject to a complaint for removal from the FTA Charter Registration Web site.

We have retained the requirement to exhaust all available privately owned vehicles in the geographic service area. This is a protection that the private charter caucus requested during the CBNRAC negotiations and the public transit caucus agreed to. We received a couple of comments indicating that a private charter operator should not have to contract with another private charter operator known to be ineffective. In order to address this concern we do not require a registered charter provider to lease vehicles from another registered charter provider against whom the first registered charter provider has filed a complaint for removal from FTA's Charter Registration Web site. To succeed on this point, however, a registered charter provider would have to allege facts sufficient to support removal as set out in 49 CFR section 604.21. (See also Appendix C for examples.)

Finally, since we moved the hardship exception to the new Petitions to the Administrator exception, the leasing exception has been renumbered to section 604.8.

Section 604.10—Events of Regional or National Significance

This section allows for the provision of charter service by public transit agencies for events of regional or national significance.

Private charter operators supported this provision, but requested that any petitions received by the Administrator should be subject to a notice and comment provision for registered charter providers. They also requested that FTA provide a clarification that only if all private operator vehicles have been exhausted should a recipient be allowed to provide charter service.

Public transit agencies were concerned that this provision would apply to events that have already been planned. In addition, one public transit agency stated "public transit providers should be able to provide public transportation services for special events in their locality that promote economic development and show their community without the express approval of the Administrator or the requirement for consultation with private charter operators." One east coast transit agency stated "This provision does not account for those events that are time sensitive in which the public transit agency does not have time to consult with all of the private charter operators in their area, for example, a presidential inauguration."

Agency Response: This section is now included in the "Petitions to the Administrator" section located in

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section 604.11. In response to the private charter operators' comments, we note the establishment of a "Petitions to the Administrator" docket. Private charter operators are able to view requests through this Web site (<http://www.regulations.gov>, FTA-2007-0022). We are not offering a public comment period, but if a request egregiously misstates facts, a registered charter operator could contact the Ombudsman for Charter Services (ombudsman.charterservice@dot.gov) to raise specific concerns.

In addition, in response to the public transit agencies comments, for events in the planning process, any service provided by a public transit agency after the effective date of this rule must conform to the requirements of the rule, including the requirement for the recipient to exhaust all available vehicles of registered charter providers. In other words, if the event will occur after the effective date of this rule and the public transit agency intends to provide service to that event, then the service must meet the special events requirements contained in section 604.11. If the event occurs before the effective date of this rule, then the requirements of the rule do not apply.

We have also added a requirement that the request for this exception include the date of the event. We added this requirement to make it clear that the approval, if granted, would be for a one time event only.

Section 604.11—When No Registered Charter Provider Responds to Notice From a Recipient

This section sets out the requirements for public transit agencies when no registered charter provider responds to a notice requesting charter service.

Public transit agencies submitted a variety of comments on this provision. Some disagreed with the proposed time frames included in the regulation. Others complained that providing notice was essentially providing free advertising/dispatch services to registered charter providers. Still others requested that FTA consider modifying the proposed language to allow a public transit agency to provide the service in the event that the registered charter provider and customer are unable to agree upon terms.

Private charter operators agreed with the provisions of this section and noted that "many recipients confuse the public by inasmuch as they [sic] advertise charter service to the degree consumers may not discern between a transit agency and a private provider. This often has the effect of artificially creating 'demand' and allowing transit

agencies to inject their tax subsidized pricing in the private market equation, thereby indirectly stifling operating margins." This comment went on to state "the proposed rule further establishes the 'first option' to offer charter service inasmuch [sic] that recipients are not required to notify registered charter parties of all inquiries regarding charter bus service."

Agency Response: We recognize the need to clarify that public transit agencies are not required to provide notice to registered charter providers of all requests for charter service. Notice is only given for those requests that do not fit within one of the exceptions and for which the public transit agency is still interested in providing that service. Only in this instance is a public transit agency required to provide notice to the list of registered charter providers in its geographic service area. Other than that, the private charter comments are correct that a public transit agency cannot provide the requested charter service if a registered charter provider responds affirmatively to the notice provided. This is true even if the customer and the registered charter provider are not able to agree upon a price.

We added language to this section clarifying that upon receipt of a request for charter service that does not fit within one of the exceptions outlined in subpart B, and the recipient is interested in providing the charter service, the recipient shall provide notice to registered charter providers in the recipient's geographic service area. Further, due to the fact that we have moved the hardship and special events exceptions, this provision is renumbered as section 604.9.

Section 604.12—Agreement With Registered Charter Providers

This section allows a public transit agency to provide charter service in its geographic service area if it obtains an agreement from all of the registered charter providers in the geographic service area.

Private charter operators recognized that this exception is a continuation of an existing exception, but objected to the provision because "the rule as proposed places an unfair and unintended restriction and subjects taxpayer subsidized competition on new registered charter parties. It is our assertion that on the date new private charter operators register, existing agreements will no longer permit recipients to continue under those agreements until an agreement may be obtained from all registered charter parties." The comment goes on to propose that an agreement can be

fulfilled if a contractual obligation is completed no later than thirty days from the date a newly registered charter provider becomes registered. Further, this comment goes on to state that the charter service agreement should be a fluid document that represents a meeting of the minds.

Public transit agencies submitted comments opposing the timeframes of January 30th of each year and February 15th of each year.

Agency Response: This language represents CBNRAC consensus language developed by the private charter caucus. Since both private charter operators and public transit agencies oppose the January 30th and February 15th timeframes, we modified the regulatory text to indicate that a recipient has 90 days to enter into an agreement with a newly registered charter provider after an initial agreement with previously registered providers. If no agreement is reached, the recipient may not provide charter service under this exception. Further, a registered charter provider may cancel the agreement at any time after providing the recipient a 90-day notice. In addition, because of other changes to this subpart, this provision has been renumbered to section 604.10.

Section 604.13—Administrator's Discretion

This new section is designed to provide the Federal Transit Administrator with the discretion to allow public transit agencies to provide charter service in certain extraordinary situations.

We did not receive comments from public transit agencies on this new exception, but we did hear from private charter operators who are opposed to the exception. Specifically, they believe this exception "may serve as an impediment to the private sector filling the needs, while ultimately creating an unwarranted entitlement." They base this belief on the fact that the examples provided of the funerals of Presidents Reagan and Ford required advanced planning for those events and the private sector could have been involved if the public transit agency had contacted the private sector. Furthermore, the private charter operator coalition noted that this exception is "a solution in search of a problem" because there is no reason private charter operators couldn't receive notice of the request for service and provide buses for these kinds of events should they arise unexpectedly.

Agency Response: This section is now called the "Petitions to the Administrator" exception and is located at section 604.11. The new section

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contains not only requests for discretionary exceptions to the charter service regulations, but also the hardship and events of regional or national significance, which were both discussed earlier in this preamble.

The basis for the discretionary exception is to provide the Administrator with discretion to respond to extraordinary circumstances—those events where there is no time for prior planning. While some preparations may be made in anticipation, we believe the actual day of the event would not be known in advance and the capability of a particular city to handle the event would likewise not be known in advance. We intend to allow this exception only under extraordinary circumstances. Private charter operators may track these requests and FTA's responses through the Petitions to the Administrator docket (<http://www.regulations.gov>; FTA-2007-0022).

In addition, we added a requirement to identify the date of the event because we want to make absolutely clear that the approval is only for the date specified in the request.

Section 604.12—Reporting Requirements for All Exceptions

This section set out the reporting requirements for public transit agencies that provide charter service pursuant to an exception. We proposed quarterly electronic reporting of standard information regarding charter service trips.

Private charter operators supported this provision as providing the type of transparency necessary to ensure that public transit agencies are not providing unauthorized charter service. While some raised concern about the ability to omit origination and destination for safety and security reasons, if the reason is recorded, then most thought this exception would be acceptable. In addition, we heard from one association that encouraged us to increase the time period from three years to six years for maintaining the records electronically. To support this request, they point to the fact that our definition of pattern of violations examines the past six years and to maintain records less than six years would be inconsistent with this provision.

Public transit agencies opposed this provision because they believe it to be too onerous. In addition, one commenter suggested that the reporting provisions be consolidated so that the same information in the same format is submitted. Other comments submitted requested that the public Web site for storing the reports be replaced with a

local Web site for the agency or with records kept at the transit agency's place of business, which would be publicly available. One public transit agency stated it this way: "Only basic information should be reported under the exceptions. If the reporting is made too onerous, grantees will have to charge the administrative cost to the human service or government entity. For the other exceptions, that information is reported through other mechanisms and this additional reporting is unnecessary." Others recommended maintaining the records in a single charter log. A Midwestern state department of transportation stated: "We recommend that the charter logs required by 604.7(a)(3), 604.8(d), 604.9(b), 604.10(b) and 604.12(c) be consolidated into a single charter log. The information that must be maintained according to the regulations can be categorized and tracked in a spreadsheet or database."

Agency Response: The purpose of the public Web site is to ensure that all reports are easily available to members of the public, in particular, private charter operators. Maintaining these records at the transit agency does not allow for 24-hour availability. We also believe that all of the information can be consolidated into one log. With the exception of the special events and leasing exceptions, the information required is the same. Thus, a single Word document or Excel spreadsheet could serve as a recipient's quarterly report.

In addition, by limiting the applicability of this regulation—excluding recipients of section 5311 funds when providing charter service for program purposes serving the elderly, persons with disabilities, or persons with low income—we have substantially reduced the reporting burden on rural and non-urbanized areas for most of the service they operate.

Furthermore, we decline to extend the reporting period to six years. We believe the private charter operators are confusing complaints with reports. When we examine six years of the recipient's compliance history we are looking at complaints filed. Since FTA maintains the Charter Registration Web site, we will have access to quarterly reports for purposes of reviewing a recipient's compliance history. The regulatory requirement simply applies to a grantee's retention of its quarterly reports, not FTA's retention of quarterly reports.

Subpart C—Procedures for Registration and Notification

Section 604.13—Registration of Private Charter Operators

This section sets out the required information a private charter provider must submit in order to be considered a registered charter provider.

We received comments from public transit agencies urging us to limit where a private charter operator can register. Specifically, one representative comment stated that it trusts "FTA will be vigilant and act quickly to correct abuses by removing private operators that act in bad faith * * * but such a process will not address the scenario in which a registered private operator who cannot in actuality provide service responds to a recipient's notice."

Agency Response: Private charter operators may register with FTA at http://www.fta.dot.gov/laws/leg_reg_179.html. We also believe that a private charter operator should be able to register in any geographic service area. This means that a company could register with all public transit agencies across the United States. We believe that since this rule affords protections to registered charter providers, the threat of losing that registration will be deterrent enough for private charter operators to act in a commercially reasonable manner and in good faith when negotiating with a customer sent to them by the public transit agency. Removal from the Charter Registration Web site carries with it a three year period of receiving no notice from public transit agencies. This is no small consequence and, therefore, it will protect public transit agencies from "vindictive" private charter operators. Further, as noted in the history section of this document, our findings as well as GAO's findings have not found an "unmet need" with respect to the provision of charter services. Thus, we believe that this provision is protective of those situations in which a private charter operator is acting in a vindictive manner.

In addition, the Web site is designed to allow quick and efficient removal of a private charter operator once a decision has been made that satisfies the requirements of section 604.26, "Removal." We have, therefore, adopted as final the proposed language.

Section 604.14—Recipient's Notification to Registered Charter Providers

This section requires public transit agencies to provide notice to registered charter providers when the public transit agency is interested in providing the requested charter service.

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We heard from public transit agencies and a public transit association indicating that a clarification is necessary in this section. Specifically, according to the association, "as drafted, section 604.14(b) would require pre-notification to private charter providers upon receiving a request for service under any exception. We believe this is a drafting error since it is inconsistent with the language immediately proceeding in section 604.14(a) and our understanding of the intent of the negotiators." In addition, the association raised a concern regarding when an e-mail is returned "undeliverable." A transit agency stated "the regulations require that the transit agency provide notice of a request for service by the close of business if the request is received before 2 p.m. that day, or the next business day if received after 2 p.m. This short time does not allow the public transit provider to evaluate the request and make sure that all the information is complete, before notifying the registered private charter companies." One Midwestern transit agency commented that "the Web site will greatly reduce the private operator's financial risk. They will no longer need to market, advertise, or promote their business. Every morning they can just log on to FTA's version of 'Make Me a Millionaire' Web site to see what contracts they can bid."

Agency Response: We believe the language as proposed is clear that only requests for charter service that do not fit within one of the exceptions require notification to registered charter providers. In other words, the notification procedures apply in the event one of the exceptions does not. Even so, we decided to add a clarification to indicate that upon receipt of a request for charter service that does not fit within one of the exceptions in subpart B, a recipient interested in providing the charter service shall provide notice to registered charter providers registered in its geographic service area.

Further, we are not convinced that the time period provided does not give public transit agency enough time to decide whether it is interested in providing the requested charter service. The time frames included in this particular provision were developed by the CBNRAC, which included small, medium, and large public transit agencies. Therefore, we retain that provision and adopt it as final.

In addition, we agree with the transportation association that a clarification should be added to the regulatory text to take into account when an e-mail is returned as

"undeliverable." In those instances, we have required a public transit agency to also send notification of the requested charter service by facsimile. In that instance, the public transit agencies must maintain a record of the "undeliverable" e-mail notification and confirmation that a facsimile was sent to the number provided by the registered charter provider.

Subpart D—Registration of Qualified Human Service Organizations and Duties for Recipients Regarding Charter Registration Web Site

Section 604.15—Registration of Qualified Human Service Organizations

This section set forth the registration requirements for qualified human service organizations (QHSO). Besides the basic information of organization name, address, and telephone, etc., the requirements also include basic financial information and a certification that funding received from a state or local program includes funding for transportation.

We heard from several public transit agencies regarding these registration requirements. Most opposed the requirement to certify that state or local funds include funds for transportation. One transportation association stated "it is the lack or dearth of transportation funding that keeps these social service agencies from contracting with private charter providers." This association requests that the requirement be eliminated from the rule because "the rule's new complaint and appeals process is sufficient to ensure that non-deserving organizations do not receive service."

Regarding the requirement to certify funds for transportation, one transportation authority noted that "many agencies may not know the terms of the original federal grant and social service agencies that are funded for transportation would not necessarily need the free or reduced cost services this system is intended to facilitate." Another transit agency stated: "[the requirement presents a problem] since most federal funds are passed through one or more levels of state and local government with no indication of the original purposes. Social services organizations that are funded for transportation would not necessarily need the free or reduced cost services this system is intended to facilitate."

From the private charter operator side, we received comments from an association urging us to "place the burden of qualification on the recipient and make clear that a failure to qualify

an organization will result in a finding of violation and enforcement action."

Agency Response: We find the arguments from the public transit agencies regarding QHSO funding to be persuasive. Furthermore, the emphasis on human service transportation coordination planning requires us to be mindful of any impediments to accomplishing that goal. As such, we are modifying the proposed language to remove the requirement that a QHSO certify that state and local funds include funding for transportation.

We also added a clarification in the final rule that a QHSO is required to provide certain information and demonstrate that it is qualified. Public transit agencies should ensure that the QHSO has a valid registration in the FTA Charter Registration Web site that was provided at least sixty days in advance of the requested service before providing charter services to that organization.

Finally, we added a clarification in the final rule that a QHSO, as part of its registration, must explain what types of future requests for charter service it may request from a recipient and how those charter service trips are related to the QHSO's mission.

Section 604.16—Duties for Recipients With Respect to Charter Registration Web Site

This section provides minimum requirements for recipients of FTA funds with respect to the Charter Registration Web site.

We received comments from public transit agencies urging us to provide training and a training manual for the new Web site.

Agency Response: We agree with these comments and, have delayed the effective date of the rule in order to give us time to provide the necessary training and distribute an electronic user guide to public transit agencies. We will also encourage transit agencies to use the site before the effective date of the final rule and the Ombudsman for Charter Services will assist transit agencies with any questions or problems they may encounter (ombudsman.charterservice@dot.gov).

We have also modified the language of this provision to require a public transit agency to ensure that its employees and contractors affected by this regulation have the competency to effectively use the Web site.

Subpart E—Advisory Opinions

This subpart allows for public transit agencies and private charter operators to request an advisory opinion from the Office of the Chief Counsel at FTA.

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We heard from several public transit agencies opposing this provision. A large public transportation association went so far as to challenge whether the CBNRAC reached consensus on this provision. Other public transit agencies said that FTA should “withdraw the provision on advisory opinions because this means advice will be given on a regional basis which will lead to inconsistencies.” Another comment stated “while the intent of the advisory opinions portion of the rule is laudable as a practical matter, our management believes it has the potential to create more problems than it solves so we urge FTA to eliminate it.”

Private charter operators support the advisory opinion provision. Specifically, one southern private charter operator stated “I commend the committee on the consensus reached in the Advisory Opinion issue. This rule should be invaluable to both the private and the public operator in obtaining a clear opinion from FTA on the appropriateness of a proposed charter movement. If executed timely, this avenue will give a transit operator the opportunity to refrain from providing an illegal charter.”

On the other hand, we also heard from several private charter operators expressing concern over FTA’s decision to not include cease and desist provisions in the rule. One private charter operator stated its concern as “our main disagreement with the FTA proposed rule is the lack of a process by which a complainant may apply to FTA for a cease and desist order to stop a publicly funded transit agency from beginning an illegal charter. Allowing private operators to apply for a cease and desist order prior to the charter would prevent the operator from filing and the transit agency from responding to the full complaint, hearing, and appeals process. FTA’s reluctance to propose a cease and desist process stems solely from the agency’s estimation of the workload and human capital required to implement it. While we are mindful of the agency’s budget constraints we feel that a cease and desist order process need not be, and should not be long and drawn out.”

Another private charter association noted that “since FTA cannot recoup lost revenues when recipients are found in violation of the Charter Service rules, it is imperative the FTA maintain a cease and desist provision and not to include such a provision is inconsistent with FTA’s duty and fails to protect the private charter operator.”

Agency Response: We decline to remove this provision based on the comments received from public transit

agencies. The inclusion of an advisory opinion provision allows for a more consistent, organized, and transparent process than the one that currently exists. Further this section was a consensus item during the CBNRAC negotiations, and, therefore, we are reluctant to remove it.

Further, we are also persuaded by the comments from the private charter operators requesting a cease and desist provision. This provision was considered during the CBNRAC negotiations, but no consensus was reached on this point. We rejected the provision in the NPRM because we believed it would be too burdensome. Since then, we have examined our practices, especially with respect to past decisions, and confirmed that we have provided cease and desist orders in the past. Therefore, we have included in the Advisory Opinion section a provision to allow private charter operators the option of requesting a cease and desist order. We have created an Advisory Opinion/Cease and Desist Order docket at <http://www.regulations.gov>; FTA--2007--0023 to keep track of all advisory opinions and cease and desist orders granted or denied.

We have also included a provision to require that registered charter providers seeking a cease and desist order serve a copy of the request on the affected public transit agency by e-mail or facsimile. In addition, the registered charter provider must certify that it telephoned the public transit agency and informed an appropriate official of the submission of the request for cease and desist order in its request for an advisory opinion.

Subpart F—Complaints

Section 604.27—Complaints, Answers, Replies and Other Documents

This section sets out the content requirements for complaints and provides timeframes for the filing of complaints, answers, replies, and rebuttals. This section also allows a complainant to withdraw its complaint at any time.

We received a variety of comments on this section. Generally, most public transit agencies expressed concern over the new, detailed complaint procedures. One southern public transit agency stated “the complaint process appears to be unwieldy, complicated, and potentially expensive for small operators.” A southern association of regional councils stated “the complaint process is overly harsh. As written, private providers can “tie up” a public provider with litigation for almost any perceived wrong. Public providers are

left to stand alone and incur significant legal fees to defend every complaint.” This comment also advocated for a process that addresses honest mistakes, is administrative in nature and is free of any need for lawyers. One state representative submitted a comment on behalf of his public transit agency constituents stating the “NPRM is nine and one half pages and five of the pages address the procedures for filing a complaint that cannot be done without the services of an attorney. The additional administrative requirements will result in significant additional costs—direct and indirect.” In addition, we heard from public transit agencies that complaints should be filed within a certain time frame. One western transit district suggested “FTA’s jurisdiction over complaints should be limited to complaints that are filed within the earlier of: (a) 90 days after the event giving rise to the complaint or (b) 30 days after the complainant knew or should have known about the event that is the subject of the complaint.”

Private charter operators were supportive of the proposed complaint provisions. A private charter operator stated that the “FTA charter bus complaint and appeals process required revision in order to achieve consistent and timely decisions. The new process will require additional information on the part of the complainant and should result in complaints with enough information to determine the violation of the charter regulations.”

Agency Response: We disagree with comments that the new complaint process is “unwieldy and unduly burdensome.” We are also unconvinced by comments asserting that the new complaint process will be more expensive for public transit agencies. In fact, the new complaint process places a heavier burden on registered charter providers than on recipients. Recipients have no greater burden under the new regulation when it comes to responding to a complaint than they did under the old regulation. In other words, a public transit agency still has the obligation to respond timely to a complaint filed against it, which is exactly the same obligation it had under the old charter service rule. This final rule, however, plainly states the burden on a transit agency when responding to a complaint, the timeframe for responding to a complaint, and provides clearer appeal procedures. All of these improvements were agreed upon by all parties during the CBNRAC negotiations.

Further, the new complaint provision requires a registered charter provider to provide specific factual allegations regarding an alleged charter violation.

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Before the public transit agency has to respond to that complaint, FTA looks at the complaint to ensure that it has met all of the regulatory requirements. In the past, the only standard for filing a complaint was that it "is not without obvious merit," which allowed an incomplete complaint to move forward just as easily as a complete complaint, which did tie up public transit agencies unnecessarily. Now, a complaint must be legally sufficient before it moves forward to the transit agency for a response.

On the other hand, we agree with comments submitted that only "ripe" complaints should be considered. Thus, we modified the language in the final rule to require that a complaint must be filed within 90 days of the date the alleged unauthorized charter service.

Further, we asked for comment regarding the role of state departments of transportation in the complaint process. We proposed to allow a state department of transportation to make a first attempt to resolve a complaint between a private charter operator and a sub-recipient. We heard from several state transportation departments that did not agree with our proposal. We heard from one state transportation department that did support the idea of allowing a state to attempt to resolve the matter initially.

Private charter operators did not support state involvement in the complaint process. Just like the public transit comments, private charter operators saw state involvement as leading to inconsistent decisions and a lengthier process.

We agree with the majority of comments received and will retain the proposed language in the final rule. The requirement in the final rule would notify a state department of transportation that a complaint has been filed against a sub-recipient. There are no requirements for the state in the complaint process.

Finally, we added a clarification that complaints for removal of registered charter provider or QHSO must be submitted within 90 days of discovering facts that merit removal. This 90-day deadline does not mean, however, that QHSOs that register and then are not challenged within 90 days after registration cannot later be challenged. Rather, when a registered charter provider or recipient finds evidence supporting removal, then the 90-day clock begins.

Subpart H—Decisions by FTA and Appointment of a Presiding Official (PO)

Section 604.34—Decisions by the Chief Counsel and Appointment of a PO

This provision allows FTA to appoint a presiding official (PO) in the event that a hearing is necessary.

Public transit agencies submitted comments expressing concern that the qualifications of a PO were not set out in the proposed rule. Specifically, "without reasonable criteria, vetted through public comment, the credibility and qualifications of any particular PO will necessarily be the first order of business in any proceeding. Must a PO be neutral and detached? Is FTA Regional Counsel available for assignment as a PO? Other FTA personnel? Is there a means of challenging a PO for cause, bias, or prejudice?"

Conversely, private charter operators support this provision and "presume that such officials will have no predisposed transit affiliation and have proper training and experience that will instill confidence in the complaint process."

Agency Response: We believe anyone appointed to serve in the PO capacity would stand in the shoes of FTA, and therefore, it is within FTA's discretion to appoint an appropriate person to serve as a PO. This internal decision is not subject to notice and comment. Even so, we note that a PO will be appointed only in those rare cases where a complaint warrants a hearing. A PO will not review initial complaints. That function will be performed by the Office of Chief Counsel in headquarters. In the event that a PO is appointed to conduct a hearing, the PO's recommended decision will have to be adopted by the Chief Counsel's Office.

To address the comments received, we modified the language with respect to a PO to indicate that a PO will be appointed for hearing purposes only, and, regarding qualifications, we have added language that the official or agency representative appointed to preside as a PO shall be a person who has had no previous contact with the parties concerning the issue in the proceeding.

Section 604.35—Separation of functions

This section requires that FTA personnel involved in proceedings under this subpart must not be involved with other matters relating to the same case.

Public transit agencies raised a concern that "could one FTA attorney prosecute a complaint before another

FTA attorney? The internal inconsistency appears based on the iterative nature of the drafting process. Both sections of the rule clearly place responsibility for prosecution of any complaint on the complainant." In addition, several transit agencies asked the question of who bears the costs of litigation before a PO: "FTA has created a substantial quasi-judicial forum and process that will almost certainly be expensive to comply with. Who will be responsible for litigation costs?"

Agency Response: Addressing the last comment first, as with all litigation, and as is the case under the old charter service regulation, the parties each bear its litigation costs. As noted earlier, FTA will appoint a PO. In addition, FTA will provide a suitable location to hold a hearing and hire a court reporter to transcribe the proceedings. As in most cases, a transcript becomes a matter of public record, and, therefore, would be available to all parties after the proceeding. If a party wishes to expedite transcription, then that party would bear the additional expense of an expedited transcript.

While these new hearing procedures may appear "substantial" in comparison to the existing hearing procedures, which are nonexistent, the procedures set out in the new rule set out a basic framework for conducting a hearing. The new provisions cover all of the basics of a hearing in the rare event that one is necessary.

Section 604.41—Standard of Proof

This section sets out the standard of proof that must be met during a hearing and before a PO can rule in favor of a party.

An east coast transit agency recommended that the standard of proof should not be "substantial evidence" rather it should be "a preponderance of the reliable and probative evidence contained in the record and is in accordance with the law."

Agency Response: After considering the comments received on this point, we agree that a preponderance of the evidence standard is more consistent with other administrative proceedings. We have amended this section accordingly.

Section 604.42—Burden of Proof

This section sets out the burden of proof in a hearing asserting noncompliance with this Part.

A transportation association submitted a comment that this section does not give an "indication of what affirmative defense might be available in the complaint process. FTA must clarify when it feels a complainant no longer

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carries the burden of proof in its administrative proceedings.”

Agency Response: In response to this comment, we have set out the burden of proof for a complaint as: “A complainant must show by a preponderance of the evidence that a recipient provided charter service, as defined in this Part, and that such service did not fall within one of the exemptions or exceptions contained in this Part.” If the complainant meets this burden, then the burden shifts to the recipient to demonstrate, by a preponderance of the evidence, that the service provided was authorized under the charter service regulations. Providing this burden shifting clarification should address the commentor’s concern and, therefore, we have removed the affirmative defenses subparagraph.

Section 604.47—Remedies

This section set out the remedies that FTA may pursue if a recipient is found in noncompliance with this Part.

We heard from public transit agencies on a variety of issues regarding this section. First, some recipients asserted that FTA has no statutory authority to order a recipient to refund funds to the U.S. Treasury. Another argument is that FTA can only withhold a portion of funds if a pattern of violations is found. Further, others stated that remedies should only be ordered for violations of the same provisions and not dissimilar provisions. A private charter operator pointed out that “shall mitigate the remedy” should be “may mitigate the remedy.” Another comment submitted requested that FTA include a provision indicating where the funds will go. Others urged FTA to be reasonable in assessing remedies because any withdrawal of funds from a public transit agency will mean a lessening of public transit services. Another comment submitted requested that FTA provide a range of remedies so as to provide public transit agencies with an idea of how a violation of this Part will result in a certain amount of withheld funds.

Agency Response: We agree with the comment stating that we could not order a recipient to refund funds to the Treasury. Therefore, we have removed this as a potential remedy. Also in response to comments received from public transit agencies, we added the fact that FTA may pursue as a remedy the suspension and/or debarment of a recipient, its employees and contractors, for a violation of the charter service regulation.

Further, we believe that we do have the authority to withhold funds for a

single violation of this Part. Comments on this topic do not take into account the statutory provision on remedies. Specifically, the statute provides: “If the Secretary decides that a violation has occurred, the Secretary shall correct the violation under terms of the agreement.” 49 U.S.C. 5323(d)(2)(B). The agreement referenced in the statute is the Master Agreement and the terms and conditions that all recipients agree to in order to receive financial assistance from FTA. (See Master Agreement, Section 11—Right of Federal Government to Terminate: “Upon written notice, the Recipient agrees that the Federal Government may suspend or terminate all or any part of the Federal assistance to be provided if the Recipient has violated the terms of the Grant Agreement or Cooperative Agreement for the Project including this Master Agreement * * *.”) Thus, under the terms of the agreement, FTA can withhold financial assistance for a single violation of the charter service regulations. We view the new statutory provision as direction from Congress that Federal financial assistance must be withheld if a pattern of violations is found. In contrast, previously under the Master Agreement, FTA had the discretion to determine whether to withhold Federal financial assistance for a pattern of violations. Now the Master Agreement reflects the new statutory provision regarding “Additional Remedies,” which states FTA “shall bar a recipient or an operator from receiving Federal transit assistance in an amount the Secretary considers appropriate if the Secretary finds a pattern of violation of the agreement.” 49 U.S.C. 5323(d)(2)(C). We view the “Additional Remedies” section of SAFETEA-LU to mean that this remedy is in addition to the remedies specified in the Master Agreement. We therefore adopt these remedies as proposed.

In response to the concern that the violations must be similar in nature in order to constitute a pattern of violations, we believe this concern has merit. It is FTA’s intention to view paperwork violations differently from service violations. Thus, we have clarified in the final rule that only unauthorized service violations can be counted toward a pattern of violations. In determining the remedy to be applied, however, we will consider whether the violation is service, paperwork, or reporting.

We also believe that the examination period of six years is appropriate to determine a pattern or practice. For urbanized area recipients, FTA conducts triennial reviews of compliance with

FTA requirements. The six year period allows FTA to look at findings in two consecutive compliance reviews. The six year period will provide a true picture as to whether a public transit agency consistently violates the charter service regulations. Moreover, we know that a vast majority of transit agencies diligently comply with the charter service regulations. So, we doubt there will be many cases in which this provision will come into play.

We also want to respond to the private charter companies’ concern that a single complaint could establish a pattern of violations. We believe that a single instance of unauthorized charter service cannot establish a pattern of violations. If a public transit agency provides unauthorized charter service for the flower show, then that is one instance of unauthorized charter service even though the flower show lasts for one week. In other words, multiple days of unauthorized charter service for a single event does not establish a pattern or practice of violating the charter service regulations. A complaint may, however, include several distinct instances of potential charter violations. In that case, the several distinct violations mentioned in the single complaint could form a basis for a finding of a pattern.

That being said, with the addition of a cease and desist provision to the final rule, registered charter providers can protect their interests in advance of an event. In addition, we will consider the issuance of a cease and desist order as an aggravating factor—if the recipient ignores the order and provides the service despite the issuance of a cease and desist order—in determining the amount of remedy to apply.

Public transit agencies also wanted to know where the withheld funds will go if FTA finds a violation of the charter service regulations. If FTA finds a violation of the charter service regulations, FTA will make every effort to ensure that the funds may be used by other recipients for transit services. For example, in instances where there are multiple recipients in a large urbanized area, FTA could withhold funds from the violating transit agency, while still allowing the funds to flow to other transit providers in the same urbanized area to which the funds were apportioned. For funds apportioned to the State for small urbanized areas, FTA could penalize one recipient while still allowing the Governor to allocate the funds to other urbanized areas in the State. Similarly, if a rural transit system were penalized for violations of the charter rule, the State could allocate the funds to other rural transit systems. In

16.a19

an instance where the violator was the only eligible recipient, formula funds would ultimately lapse and be reallocated in a subsequent apportionment among all areas. Funds de-obligated from a grant, as a penalty, after their lapse date, would be similarly reapportioned.

Finally, we agree with the comments requesting notice of the range of penalties that may be applied for a violation. We have created a new Appendix D that contains a matrix of a range of potential remedies. While each case is fact specific and FTA will decide what remedy to apply on a case-by-case basis, this matrix provides guidance to recipients as to what FTA may withhold.

Rulemaking Analyses and Notices

Executive Order 12866 (Regulatory Planning and Review) and DOT Regulatory Policies and Procedures

This rulemaking is not a significant regulatory action within the meaning of Executive Order 12866, and, therefore, this rulemaking was not reviewed by the Office of Management and Budget. Further, this rule is not significant under Department of Transportation regulatory policies and procedures. This final rule contains revisions that are clarifying in nature. Where possible, we have adopted provisions to lessen the burden on public transit agencies while ensuring that those entities do not engage in unfair competition with private charter operators.

This rule is not anticipated to adversely affect, in a material way, any sector of the economy. This rulemaking clarifies and sets forth provisions to protect private charter operators from unfair competition by public transit agencies; the changes should increase opportunities for private charter operators when the requested service is not subject to one of the community-based exceptions. Likewise, we have adopted provisions to be the least burdensome on small transit agencies—many of these agencies are now exempted from the rule’s reporting requirements when they provide charter services in accordance with program purposes, as defined in the regulation, under 49 U.S.C. 5310, 5311, 5316, and 5317. In addition, this proposed rule would not create a serious inconsistency with any other agency’s action or materially alter the budgetary impact of

any entitlements, grants, user fees, or loan programs. Consequently, a full regulatory evaluation is not required.

FTA estimates the costs associated with this rule to be minimal. This rule simply clarifies existing procedures and sets out more efficient procedures for reporting, registration, and notification. The only costs we have identified for this rulemaking are the training costs to familiarize employees with the FTA Charter Registration Web site so that they can properly find the registered charter providers in their geographic service areas. Even so, FTA will provide training manuals for a recipient’s use, which should further minimize a recipient’s training costs.

Regulatory Flexibility Act

When an agency issues a rulemaking proposal, the Regulatory Flexibility Act (RFA) requires the agency to “prepare and make available for public comment an initial regulatory flexibility analysis,” which will “describe the impact of the proposed rule on small entities.” (5 U.S.C. 603(a)). Section 605 of the RFA allows an agency to certify a rule, in lieu of preparing an analysis, if the proposed rulemaking is not expected to have a significant economic impact on a substantial number of small entities.

The nature of this rulemaking is to prevent unfair competition by public transit agencies with private charter operators. We have added provisions that are also supportive of small governmental entities. Thus, any economic impact on small entities will be a positive one. FTA hereby certifies that the final rule for the charter service regulation will not have a significant economic impact on a substantial number of small entities.

Unfunded Mandates Reform Act of 1995

This proposed rule would not impose unfunded mandates as defined by the Unfunded Mandates Reform Act of 1995 (Pub. L. 104-4, March 22, 1995, 109 Stat. 48). This final rule will not result in the expenditure of non-Federal funds by State, local, and Tribal governments, in the aggregate, or by the private sector, of \$120.7 million in any one year (2 U.S.C. 1532).

Executive Order 13132 (Federalism)

This final rule has been analyzed in accordance with the principles and

criteria contained in Executive Order 13132, and FTA has determined that the final rule would not have sufficient federalism implications to warrant the preparation of a Federalism assessment. FTA has also determined that this final rule would not preempt any State law or regulation or affect the States’ ability to discharge traditional State governmental functions.

Paperwork Reduction Act

Under the Paperwork Reduction Act of 1995 (PRA) (44 U.S.C. 3501 *et seq.*), Federal agencies must obtain approval from the Office of Management and Budget (OMB) for each collection of information they conduct, sponsor, or require through regulations.

FTA has an existing approved information collection (OMB Control Number 2132-0543) that expires on January 31, 2008. FTA has determined that the revisions in this final rule will require an update to the information collection request. However, FTA believes there will be a decrease in burden hours per submission because of the use of electronic technology.

Executive Order 13175 (Tribal Consultation)

FTA has analyzed this action under Executive Order 13175, dated November 6, 2000, and believes that the final rule does not have substantial direct effects on one or more Indian Tribes; does not impose substantial direct compliance costs on Indian Tribal governments; and does not preempt Tribal laws. Therefore, a Tribal summary impact statement is not required.

Executive Order 13211 (Energy Effects)

We have analyzed this action under Executive Order 13211, “Actions Concerning Regulations That Significantly Affect Energy Supply, Distribution, or Use,” dated May 18, 2001. We have determined that this final rule is not a significant energy action under that order and is not likely to have a significant adverse effect on the supply, distribution, or use of energy. Therefore, a Statement of Energy Effects is not required.

Distribution Tables

For ease of reference, we provide a distribution table to indicate changes in section numbering and titles.

SECTION TITLE AND NUMBER

| Old section (Subpart A) | | New section (Subpart A) | |
|-------------------------|---------|-------------------------|---------|
| Purpose | § 604.1 | Purpose | § 604.1 |

16.920

SECTION TITLE AND NUMBER—Continued

| Old section (Subpart A) | | New section (Subpart A) | |
|---|---------------------|--|----------------|
| Applicability | § 604.3 | Applicability | § 604.2 |
| Definitions | § 604.5 | Definitions | § 604.3 |
| Charter Agreement | § 604.7 | Charter Agreement | § 604.4 |
| Charter Service | § 604.9 | Exceptions | (Subpart B) |
| | § 604.9(a) | | § 604.9 |
| | § 604.9(b)(1) | | removed |
| | § 604.9(b)(2) | | § 604.8 |
| | § 604.9(b)(3) | | § 604.11 |
| | § 604.9(b)(4) | | § 604.11 |
| | § 604.9(b)(5) | | § 604.7 |
| | § 604.9(b)(6) | | removed |
| | § 604.9(b)(7) | | § 604.10 |
| | § 604.9(b)(8) | | removed |
| Procedures for determining if there are any willing and able private charter operators. | § 604.11 | | (Subpart C) |
| Reviewing evidence submitted by private charter operators. | § 604.13 | Registration of private charter operators | § 604.16 |
| | | | removed |
| Filing a complaint | (Subpart B) | Procedures for Registration of Qualified Human Services Organizations and Duties for Recipients Regarding Charter Registration Web site. | (Subpart D) |
| | § 604.15(a) | Advisory Opinions and Cease and Desist Orders | (Subpart E) |
| | § 604.15(b) | Complaints | (Subpart F) |
| | § 604.15(c) | | § 604.27(a) |
| | § 604.15(d) | | removed |
| | § 604.15(e) | | § 604.27(b) |
| | § 604.15(f) | | § 604.27(c) |
| | | Investigations | § 604.34 or 46 |
| | | FTA Initial Decisions and Referrals to a Presiding Official (PO). | § 604.32 or 33 |
| | § 604.15(g) | | (Subpart G) |
| | § 604.15(h) | | (Subpart H) |
| | § 604.15(i) | | (Subpart I) |
| Remedies | § 604.17 | Remedies | § 604.36 |
| | | Appeal to Administrator and final agency orders | § 604.37 |
| Appeals | § 604.19(a) | | § 604.45 |
| | § 604.19(b) | | § 604.47 |
| | § 604.19(c) | | (Subpart J) |
| | § 604.19(d) | | § 604.48(a) |
| | § 604.19(e) | | § 604.48(b) |
| Judicial Review | § 604.21 | | § 604.48(c) |
| | | | § 604.48(a) |
| | | | § 604.48(b) |
| | | | (Subpart K) |
| | | | § 604.50 |

List of Subjects in 49 CFR Part 604

Administrative practice and procedure, Charter service, Mass transportation.

■ In consideration of the foregoing, FTA amends chapter VI of title 49 of the Code of Federal Regulations as set forth below:

Title 49—Transportation

■ 1. Revise part 604 to read as follows:

PART 604—CHARTER SERVICE

Subpart A—General Provisions

- Sec.
- 604.1 Purpose.
- 604.2 Applicability.
- 604.3 Definitions.
- 604.4 Charter service agreement.

Subpart B—Exceptions

- 604.5 Purpose.
- 604.6 Government officials on official government business.
- 604.7 Qualified human service organizations.
- 604.8 Leasing FTA funded equipment and drivers.
- 604.9 When no registered charter provider responds to notice from a recipient.
- 604.10 Agreement with registered charter providers.
- 604.11 Petitions to the administrator.
- 604.12 Reporting requirements for all exceptions.

Subpart C—Procedures for Registration and Notification

- 604.13 Registration of private charter operators.
- 604.14 Recipient's notification to registered charter providers.

Subpart D—Registration of Qualified Human Service Organizations and Duties for Recipients With Respect to Charter Registration Web Site

- 604.15 Registration of qualified human services organizations.
- 604.16 Duties for recipients with respect to Charter Registration Web site.

Subpart E—Advisor Opinions and Cease and Desist Orders

- 604.17 Purpose.
- 604.18 Request for an advisory opinion.
- 604.19 Processing of advisory opinions.
- 604.20 Effect of an advisory opinion.
- 604.21 Special considerations for advisory opinions.
- 604.22 Request for a cease and desist order.
- 604.23 Effect of a cease and desist order.
- 604.24 Decisions by the Chief Counsel regarding cease and desist orders.

16.a21

Subpart F—Complaints

- 604.25 Purpose.
 604.26 Complaints and decisions regarding removal of private charter operators or qualified human service organizations from registration list.
 604.27 Complaints, answers, replies, and other documents.
 604.28 Dismissals.
 604.29 Incomplete complaints.
 604.30 Filing complaints.
 604.31 Service.

Subpart G—Investigations

- 604.32 Investigation of complaint.
 604.33 Agency initiation of investigation.

Subpart H—Decisions by FTA and Appointment of a Presiding Official (PO)

- 604.34 Chief Counsel decisions and appointment of a PO.
 604.35 Separation of functions.

Subpart I—Hearings

- 604.36 Powers of a PO.
 604.37 Appearances, parties, and rights of parties.
 604.38 Discovery.
 604.39 Deposition.
 604.40 Public disclosure of evidence.
 604.41 Standard of proof.
 604.42 Burden of proof.
 604.43 Offer of proof.
 604.44 Record.
 604.45 Waiver of procedures.
 604.46 Recommended decision by a PO.
 604.47 Remedies.

Subpart J—Appeal to Administrator and Final Agency Orders

- 604.48 Appeal from Chief Counsel decision.
 604.49 Administrator's discretionary review of the Chief Counsel's decision.

Subpart K—Judicial Review

- 604.50 Judicial review of a final decision and order.
 Appendix A to Part 604—Listing of Human Service Federal Financial Assistance Programs
 Appendix B to Part 604—Basis for Removal From Charter Registration Web site
 Appendix C to Part 604—Charter Service Questions and Answers
 Appendix D to Part 604—Matrix of Remedies for Violations

Subpart A—General provisions.**§ 604.1 Purpose.**

(a) The purpose of this part is to implement 49 U.S.C. 5323(d), which protects private charter operators from unauthorized competition from recipients of Federal financial assistance under the Federal Transit Laws.

(b) This subpart specifies which entities shall comply with the charter service regulations; defines terms used in this part; explains procedures for an exemption from this part; and sets out the contents of a charter service agreement.

§ 604.2 Applicability.

(a) The requirements of this part shall apply to recipients of Federal financial assistance under the Federal Transit Laws, except as otherwise provided in paragraphs (b) through (g) of this section.

(b) The requirements of this part shall not apply to a recipient transporting its employees, other transit system employees, transit management officials, transit contractors and bidders, government officials and their contractors and official guests, to or from transit facilities or projects within its geographic service area or proposed geographic service area for the purpose of conducting oversight functions such as inspection, evaluation, or review.

(c) The requirements of this part shall not apply to private charter operators that receive, directly or indirectly, Federal financial assistance under section 3038 of the Transportation Equity Act for the 21st Century, as amended, or to the non-FTA funded activities of private charter operators that receive, directly or indirectly, FTA financial assistance under any of the following programs: 49 U.S.C. 5307, 49 U.S.C. 5309, 49 U.S.C. 5310, 49 U.S.C. 5311, 49 U.S.C. 5316, or 49 U.S.C. 5317.

(d) The requirements of this part shall not apply to a recipient transporting its employees, other transit system employees, transit management officials, transit contractors and bidders, government officials and their contractors and official guests, for emergency preparedness planning and operations.

(e) The requirements of this part shall not apply to a recipient that uses Federal financial assistance from FTA, for program purposes only, under 49 U.S.C. 5310, 49 U.S.C. 5311, 49 U.S.C. 5316, or 49 U.S.C. 5317.

(f) The requirements of this part shall not apply to a recipient, for actions directly responding to an emergency declared by the President, governor, or mayor or in an emergency requiring immediate action prior to a formal declaration. If the emergency lasts more than 45 days, the recipient shall follow the procedures set out in subpart D of 49 CFR 601.

(g) The requirements of this part shall not apply to a recipient in a non-urbanized area transporting its employees, other transit system employees, transit management officials, and transit contractors and bidders to or from transit training outside its geographic service area.

§ 604.3 Definitions.

All terms defined in 49 U.S.C. 5301 *et seq.* are used in their statutory meaning

in this part. Other terms used in this part are defined as follows:

(a) “*Federal Transit Laws*” means 49 U.S.C. 5301 *et seq.*, and includes 23 U.S.C. 103(e)(4), 142(a), and 142(c), when used to provide assistance to public transit agencies for purchasing buses and vans.

(b) “*Administrator*” means the Administrator of the Federal Transit Administration or his or her designee.

(c) “*Charter service*” means, but does not include demand response service to individuals:

(1) Transportation provided by a recipient at the request of a third party for the exclusive use of a bus or van for a negotiated price. The following features may be characteristic of charter service:

(i) A third party pays the transit provider a negotiated price for the group;

(ii) Any fares charged to individual members of the group are collected by a third party;

(iii) The service is not part of the transit provider's regularly scheduled service, or is offered for a limited period of time; or

(iv) A third party determines the origin and destination of the trip as well as scheduling; or

(2) Transportation provided by a recipient to the public for events or functions that occur on an irregular basis or for a limited duration and:

(i) A premium fare is charged that is greater than the usual or customary fixed route fare; or

(ii) The service is paid for in whole or in part by a third party.

(d) “*Charter service hours*” means total hours operated by buses or vans while in charter service including:

(1) Hours operated while carrying passengers for hire, plus

(2) Associated deadhead hours.

(e) “*Chief Counsel*” means the Chief Counsel of FTA and his or her designated employees.

(f) “*Days*” means calendar days. The last day of a time period is included in the computation of time unless the last day is a Saturday, Sunday, or legal holiday, in which case, the time period runs until the end of the next day that is not a Saturday, Sunday, or legal holiday.

(g) “*Demand response*” means any non-fixed route system of transporting individuals that requires advanced scheduling by the customer, including services provided by public entities, nonprofits, and private providers.

(h) “*Exclusive*” means service that a reasonable person would conclude is intended to exclude members of the public.

16.a22

(i) "FTA" means the Federal Transit Administration.

(j) "Geographic service area" means the entire area in which a recipient is authorized to provide public transportation service under appropriate local, state, and Federal law.

(k) "Government official" means an individual elected or appointed at the local, state, or Federal level.

(l) "Interested party" means an individual, partnership, corporation, association, or other organization that has a financial interest that is affected by the actions of a recipient providing charter service under the Federal Transit Laws. This term includes states, counties, cities, and their subdivisions, and tribal nations.

(m) "Pattern of violations" means more than one finding of unauthorized charter service under this part by FTA beginning with the most recent finding of unauthorized charter service and looking back over a period not to exceed 72 months.

(n) "Presiding Official" means an official or agency representative who conducts a hearing at the request of the Chief Counsel and who has had no previous contact with the parties concerning the issue in the proceeding.

(o) "Program purposes" means transportation that serves the needs of either human service agencies or targeted populations (elderly, individuals with disabilities, and or low income individuals); this does not include exclusive service for other groups formed for purposes unrelated to the special needs of the targeted populations identified herein.

(p) "Public transportation" has the meaning set forth in 49 U.S.C. 5302(a)(10).

(q) "Qualified human service organization" means an organization that serves persons who qualify for human service or transportation-related programs or services due to disability, income, or advanced age. This term is used consistent with the President's Executive Order on Human Service Transportation Coordination (February 24, 2004).

(r) "Recipient" means an agency or entity that receives Federal financial assistance, either directly or indirectly, including subrecipients, under the Federal Transit Laws. This term does not include third-party contractors who use non-FTA funded vehicles.

(s) "Registered charter provider" means a private charter operator that wants to receive notice of charter service requests directed to recipients and has registered on FTA's charter registration Web site.

(t) "Registration list" means the current list of registered charter providers and qualified human service organizations maintained on FTA's charter registration Web site.

(u) "Special transportation" means demand response or paratransit service that is regular and continuous and is a type of "public transportation."

(v) "Violation" means a finding by FTA of a failure to comply with one of the requirements of this Part.

§ 604.4 Charter service agreement.

(a) A recipient seeking Federal assistance under the Federal Transit Laws to acquire or operate any public transportation equipment or facilities shall enter into a "Charter Service Agreement" as set out in paragraph (b) of this section.

(b) A recipient shall enter into a Charter Service Agreement if it receives Federal funds for equipment or facilities under the Federal Transit Laws. The terms of the Charter Service Agreement are as follows: "The recipient agrees that it, and each of its subrecipients, and third party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 CFR 604, the terms and conditions of which are incorporated herein by reference."

(c) The Charter Service Agreement is contained in the Certifications and Assurances published annually by FTA for applicants for Federal financial assistance. Once a recipient receives Federal funds, the Certifications and Assurances become part of its Grant Agreement or Cooperative Agreement for Federal financial assistance.

Subpart B—Exceptions

§ 604.5 Purpose.

The purpose of this subpart is to identify the limited exceptions under which recipients may provide community-based charter services.

§ 604.6 Government officials on official government business.

(a) A recipient may provide charter service to government officials (Federal, State, and local) for official government business, which can include non-transit related purposes, if the recipient:

- (1) Provides the service in its geographic service area;
- (2) Does not generate revenue from the charter service, except as required by law; and
- (3) After providing such service, records the following:

(i) The government organization's name, address, phone number, and e-mail address;

(ii) The date and time of service;

(iii) The number of passengers (specifically noting the number of government officials on the trip);

(iv) The origin, destination, and trip length (miles and hours);

(v) The fee collected, if any; and

(vi) The vehicle number for the vehicle used to provide the service.

(b) A recipient that provides charter service under this section shall be limited annually to 80 charter service hours for providing trips to government officials for official government business.

(c) A recipient may petition the Administrator for additional charter service hours only if the petition contains the following information:

(1) Date and description of the official government event and the number of charter service hours requested;

(2) Explanation of why registered charter providers in the geographic service area cannot perform the service (e.g., equipment, time constraints, or other extenuating circumstances); and

(3) Evidence that the recipient has sent the request for additional hours to registered charter providers in its geographic service area.

(d) FTA shall post the request for additional charter service hours under this exception in the Government Officials Exception docket, docket number FTA-2007-0020 at <http://www.regulations.gov>. Interested parties may review the contents of this docket and bring questions or concerns to the attention of the Ombudsman for Charter Services. The written decision of the Administrator regarding the request for additional charter service hours shall be posted in the Government Officials Exception docket and sent to the recipient.

§ 604.7 Qualified human service organizations.

(a) A recipient may provide charter service to a qualified human service organization (QHSO) for the purpose of serving persons:

- (1) With mobility limitations related to advanced age;
- (2) With disabilities; or
- (3) With low income.

(b) If an organization serving persons described in paragraph (a) of this section receives funding, directly or indirectly, from the programs listed in Appendix A of this part, the QHSO shall not be required to register on the FTA charter registration Web site.

(c) If a QHSO serving persons described in paragraph (a) of this

16. a 23

section does not receive funding from any of the programs listed in Appendix A of this part, the QHSO shall register on the FTA charter registration Web site in accordance with § 604.15.

(d) A recipient providing charter service under this exception, whether or not the QHSO receives funding from Appendix A programs, and after providing such charter service, shall record:

- (1) The QHSO's name, address, phone number, and e-mail address;
- (2) The date and time of service;
- (3) The number of passengers;
- (4) The origin, destination, and trip length (miles and hours);
- (5) The fee collected, if any; and
- (6) The vehicle number for the vehicle used to provide the service.

§ 604.8 Leasing FTA funded equipment and drivers.

(a) A recipient may lease its FTA-funded equipment and drivers to registered charter providers for charter service only if the following conditions exist:

- (1) The private charter operator is registered on the FTA charter registration Web site;
- (2) The registered charter provider owns and operates buses or vans in a charter service business;
- (3) The registered charter provider received a request for charter service that exceeds its available capacity either of the number of vehicles operated by the registered charter provider or the number of accessible vehicles operated by the registered charter provider; and
- (4) The registered charter provider has exhausted all of the available vehicles of all registered charter providers in the recipient's geographic service area.

(b) A recipient leasing vehicles and drivers to a registered charter provider under this provision shall record:

- (1) The registered charter provider's name, address, telephone number, and e-mail address;
- (2) The number of vehicles leased, types of vehicles leased, and vehicle identification numbers; and
- (3) The documentation presented by the registered charter provider in support of paragraphs (a)(1) through (4) of this section.

(c) In accordance with § 604.26, if a registered charter provider seeking to lease vehicles has filed a complaint requesting that another registered charter provider be removed from the FTA charter registration Web site, then the registered charter provider seeking to lease vehicles is not required to exhaust the vehicles from that registered charter provider while the complaint is pending before leasing vehicles from a recipient.

§ 604.9 When no registered charter provider responds to notice from a recipient.

(a) A recipient may provide charter service, on its own initiative or at the request of a third party, if no registered charter provider responds to the notice issued in § 604.14:

- (1) Within 72 hours for charter service requested to be provided in less than 30 days; or
- (2) Within 14 calendar days for charter service requested to be provided in 30 days or more.

(b) A recipient shall not provide charter service under this section if a registered charter provider indicates an interest in providing the charter service set out in the notice issued pursuant to § 604.14 and the registered charter provider has informed the recipient of its interest in providing the service.

(c) After providing the service, a recipient shall record:

- (1) The group's name, address, phone number, and e-mail address;
- (2) The date and time of service;
- (3) The number of passengers;
- (4) The origin, destination, and trip length (miles and hours);
- (5) The fee collected, if any; and
- (6) The vehicle number for the vehicle used to provide the service.

§ 604.10 Agreement with registered charter providers.

(a) A recipient may provide charter service directly to a customer consistent with an agreement entered into with all registered charter providers in the recipient's geographic service area.

(b) If a new charter provider registers in the geographic service area subsequent to the initial agreement, the recipient may continue to provide charter service under the previous agreement with the other charter providers up to 90 days without an agreement with the newly registered charter provider.

(c) Any of the parties to an agreement may cancel the agreement at any time after providing the recipient a 90-day notice.

§ 604.11 Petitions to the Administrator.

(a) A recipient may petition the Administrator for an exception to the charter service regulations to provide charter service directly to a customer for:

- (1) Events of regional or national significance;
- (2) Hardship (only for non-urbanized areas under 50,000 in population or small urbanized areas under 200,000 in population); or
- (3) Unique and time sensitive events (e.g., funerals of local, regional, or

national significance) that are in the public's interest.

(b) The petition to the Administrator shall include the following information:

- (1) The date and description of the event;
- (2) The type of service requested and the type of equipment;
- (3) The anticipated number of charter service hours needed for the event;
- (4) The anticipated number of vehicles and duration of the event; and
- (i) For an event of regional or national significance, the petition shall include a description of how registered charter providers were consulted, how registered charter providers will be utilized in providing the charter service, a certification that the recipient has exhausted all of the registered charter providers in its geographic service area, and submit the petition at least 90 days before the first day of the event described in paragraph (b)(1) of this section;

(ii) For a hardship request, a petition is only available if the registered charter provider has deadhead time that exceeds total trip time from initial pick-up to final drop-off, including wait time. The petition shall describe how the registered charter provider's minimum duration would create a hardship on the group requesting the charter service; or

(iii) For unique and time sensitive events, the petition shall describe why the event is unique or time sensitive and how providing the charter service would be in the public's interest.

(c) Upon receipt of a petition that meets the requirements set forth in paragraph (b) of this section, the Administrator shall review the materials and issue a written decision denying or granting the request in whole or in part. In making this decision, the Administrator may seek such additional information as the Administrator deems necessary. The Administrator's decision shall be filed in the Petitions to the Administrator docket, number FTA--2007-0022 at <http://www.regulations.gov> and sent to the recipient.

(d) Any exception granted by the Administrator under this section shall be effective only for the event identified in paragraph (b)(1) of this section.

(e) A recipient shall send its petition to the Administrator by facsimile to (202) 366-3809 or by e-mail to ombudsman.charterservice@dot.gov.

(f) A recipient shall retain a copy of the Administrator's approval for a period of at least three years and shall include it in the recipient's quarterly report posted on the charter registration Web site.

16. a24

§ 604.12 Reporting requirements for all exceptions.

(a) A recipient that provides charter service in accordance with one or more of the exceptions contained in this subpart shall maintain the required notice and records in an electronic format for a period of at least three years from the date of the service or lease. A recipient may maintain the required records in other formats in addition to the electronic format.

(b) In addition to the requirements identified in paragraph (a) of this section, the records required under this subpart shall include a clear statement identifying which exception the recipient relied upon when it provided the charter service.

(c) Beginning on July 30, 2008, a recipient providing charter service under these exceptions shall post the records required under this subpart on the FTA charter registration Web site 30 days after the end of each calendar quarter (i.e., January 30th, April 30th, July 30th, and October 30th). A single document or charter log may include all charter service trips provided during the quarter.

(d) A recipient may exclude specific origin and destination information for safety and security reasons. If a recipient excludes such information, the record of the service shall describe the reason why such information was excluded and provide generalized information instead of providing specific origin and destination information.

Subpart C—Procedures for Registration and Notification**§ 604.13 Registration of private charter operators.**

(a) Private charter operators shall provide the following information at http://www.fta.dot.gov/laws/leg_reg_179.html to be considered a registered charter provider:

(1) Company name, address, phone number, e-mail address, and facsimile number;

(2) Federal and, if available, state motor carrier identifying number;

(3) The geographic service areas of public transit agencies, as identified by the transit agency's zip code, in which the private charter operator intends to provide charter service;

(4) The number of buses or vans the private charter operator owns;

(5) A certification that the private charter operator has valid insurance; and

(6) Whether willing to provide free or reduced rate charter services to registered qualified human service organizations.

(b) A private charter operator that provides valid information in this subpart is a "registered charter provider" for purposes of this part and shall have standing to file a complaint consistent with subpart F.

(c) A recipient, a registered charter provider, or their duly authorized representative, may challenge a registered charter provider's registration and request removal of the private charter operator from FTA's charter registration Web site by filing a complaint consistent with subpart F.

(d) FTA may refuse to post a private charter operator's information if the private charter operator fails to provide all of the required information as indicated on the FTA charter registration Web site.

(e) A registered charter provider shall provide current and accurate information on FTA's charter registration Web site, and shall update that information no less frequently than every two years.

§ 604.14 Recipient's notification to registered charter providers.

(a) Upon receiving a request for charter service, a recipient may:

(1) Decline to provide the service, with or without referring the requestor to FTA's charter registration Web site (http://www.fta.dot.gov/laws/leg_reg_179.html);

(2) Provide the service under an exception provided in subpart B of this part; or

(3) Provide notice to registered charter providers as provided in this section and provide the service pursuant to § 604.9.

(b) If a recipient is interested in providing charter service under the exception contained in § 604.9, then upon receipt of a request for charter service, the recipient shall provide e-mail notice to registered charter providers in the recipient's geographic service area in the following manner:

(1) E-mail notice of the request shall be sent by the close of business on the day the recipient receives the request unless the recipient received the request after 2 p.m., in which case the recipient shall send the notice by the close of business the next business day;

(2) E-mail notice sent to the list of registered charter providers shall include:

(i) Customer name, address, phone number, and e-mail address (if available);

(ii) Requested date of service;

(iii) Approximate number of passengers;

(iv) Whether the type of equipment requested is (are) bus(es) or van(s); and

(v) Trip itinerary and approximate duration; and

(3) If the recipient intends to provide service that meets the definition of charter service under § 604.3(c)(2), the e-mail notice must include the fare the recipient intends to charge for the service.

(c) A recipient shall retain an electronic copy of the e-mail notice and the list of registered charter providers that were sent e-mail notice of the requested charter service for a period of at least three years from the date the e-mail notice was sent.

(d) If a recipient receives an "undeliverable" notice in response to its e-mail notice, the recipient shall send the notice via facsimile. The recipient shall maintain the record of the undeliverable e-mail notice and the facsimile sent confirmation for a period of three years.

Subpart D—Registration of Qualified Human Service Organizations and Duties for Recipients With Respect to Charter Registration Web site**§ 604.15 Registration of qualified human service organizations.**

(a) Qualified human service organizations (QHISO) that seek free or reduced rate services from recipients, and do not receive funds from Federal programs listed in Appendix A, but serve individuals described in § 604.7 (i.e., individuals with low income, advanced age, or with disabilities), shall register on FTA's charter registration Web site by submitting the following information:

(1) Name of organization, address, phone number, e-mail address, and facsimile number;

(2) The geographic service area of the recipient in which the qualified human service organization resides;

(3) Basic financial information regarding the qualified human service organization and whether the qualified human service organization is exempt from taxation under sections 501(c)(1), (3), (4), or (19) of the Internal Revenue Code, and whether it is a unit of Federal, State or local government;

(4) Whether the qualified human service organization receives funds directly or indirectly from a State or local program, and if so, which program(s); and

(5) A narrative statement describing the types of charter service trips the qualified human service organization may request from a recipient and how that service is consistent with the mission of the qualified human service organization.

16. a25

(b) A qualified human service organization is eligible to receive charter services from a recipient if it:

(1) Registers on the FTA Web site in accordance with paragraph (a) of this section at least 60 days before the date of the requested charter service; and

(2) Verifies FTA's receipt of its registration by viewing its information on the FTA charter registration Web site (http://www.fta.dot.gov/laws/leg_reg_179.html).

(c) A registered charter provider may challenge a QHSO's status to receive charter services from a recipient by requesting removal of the QHSO from FTA's charter registration Web site by filing a complaint consistent with subpart F.

(d) A QHSO shall provide current and accurate information on FTA's charter registration Web site, and shall update that information no less frequently than every two years.

§ 604.16 Duties for recipients with respect to charter registration Web site.

Each recipient shall ensure that its affected employees and contractors have the necessary competency to effectively use the FTA charter registration Web site.

Subpart E—Advisory Opinions and Cease and Desist Orders

§ 604.17 Purpose.

The purpose of this subpart is to set out the requirements for requesting an advisory opinion from the Chief Counsel's Office. An advisory opinion may also request that the Chief Counsel issue a *cease and desist order*, which would be an order to refrain from doing an act which, if done, would be a violation of this part.

§ 604.18 Request for an advisory opinion.

(a) An interested party may request an advisory opinion from the Chief Counsel on a matter regarding specific factual events only.

(b) A request for an advisory opinion shall be submitted in the following form:

[Date]

Chief Counsel, Federal Transit Administration, 1200 New Jersey Ave. SE., Room E55-302, Washington, DC 20590

Re: Request for Advisory Opinion

The undersigned submits this request for an advisory opinion from the FTA Chief Counsel with respect to [the general nature of the matter involved].

A. A full statement of all facts and legal points relevant to the request

B. An affirmation that the undersigned swears, to the best of his/her knowledge and belief, this request includes all data, information, and views relevant to the matter, whether favorable or unfavorable to

the position of the undersigned, which is the subject of the request.

C. The following certification: "I hereby certify that I have this day served the foregoing [name of document] on the following interested party(ies) at the following addresses and e-mail or facsimile numbers (if also served by e-mail or facsimile) by [specify method of service]: [list persons, addresses, and e-mail or facsimile numbers]"

Dated this _____ day of _____, 20____.

[Signature]

[Printed name]

[Title of person making request]

[Mailing address]

[Telephone number]

[e-mail address]

(c) The Chief Counsel may request additional information, as necessary, from the party submitting the request for an advisory opinion.

(d) A request for an advisory opinion may be denied if:

(1) The request contains incomplete information on which to base an informed advisory opinion;

(2) The Chief Counsel concludes that an advisory opinion cannot reasonably be given on the matter involved;

(3) The matter is adequately covered by a prior advisory opinion or a regulation;

(4) The Chief Counsel otherwise concludes that an advisory opinion would not be in the public interest.

§ 604.19 Processing of advisory opinions.

(a) A request for an advisory opinion shall be sent to the Chief Counsel at ombudsman.charterservice@dot.gov, and filed electronically in the Charter Service Advisory Opinion/Cease and Desist Order docket number FTA-2007--0023 at <http://www.regulations.gov> or sent to the docket office located at 1200 New Jersey Ave., SE., West Building Ground Floor, Room W12-140, Washington, DC 20590, for submission to that docket.

(b) The Chief Counsel shall make every effort to respond to a request for an advisory opinion within ten days of receipt of a request that complies with § 604.18(b). The Chief Counsel shall send his or her decision to the interested party, the docket, and the recipient, if appropriate.

§ 604.20 Effect of an advisory opinion.

(a) An advisory opinion represents the formal position of FTA on a matter, and except as provided in § 604.25 of this subpart, obligates the agency to follow it until it is amended or revoked.

(b) An advisory opinion may be used in administrative or court proceedings to illustrate acceptable and unacceptable procedures or standards, but not as a legal requirement and is

limited to the factual circumstances described in the request for an advisory opinion. The Chief Counsel's advisory opinion shall not be binding upon a Presiding Official conducting a proceeding under subpart I of this part.

(c) A statement made or advice provided by an FTA employee constitutes an advisory opinion only if it is issued in writing under this section. A statement or advice given by an FTA employee orally, or given in writing, but not under this section, is an informal communication that represents the best judgment of that employee at the time but does not constitute an advisory opinion, does not necessarily represent the formal position of FTA, and does not bind or otherwise obligate or commit the agency to the views expressed.

§ 604.21 Special considerations for advisory opinions.

Based on new facts involving significant financial considerations, the Chief Counsel may take appropriate enforcement action contrary to an advisory opinion before amending or revoking the opinion. This action shall be taken only with the approval of the Administrator.

§ 604.22 Request for a cease and desist order.

(a) An interested party may also request a cease and desist order as part of its request for an advisory opinion. A request for a cease and desist order shall contain the following information in addition to the information required for an advisory opinion:

(1) A description of the need for the cease and desist order, a detailed description of the lost business opportunity the interested party is likely to suffer if the recipient performs the charter service in question, and how the public interest will be served by avoiding or ameliorating the lost business opportunity. A registered charter provider must distinguish its loss from that of other registered charter providers in the geographic service area.

(2) A detailed description of the efforts made to notify the recipient of the potential violation of the charter service regulations. Include names, titles, phone numbers or e-mail addresses of persons contacted, date and times contact was made, and the response received, if any.

(b) A request for a cease and desist order may be denied if:

(1) The request contains incomplete information on which to base an informed a cease and desist order;

(2) The Chief Counsel concludes that a cease and desist order cannot

16.a26

reasonably be given on the matter involved;

(3) The matter is adequately covered by a prior a cease and desist order; or

(4) The Chief Counsel otherwise concludes that a cease and desist order would not be in the public interest.

(c) A recipient who is the subject of a request for a cease and desist order shall have three business days to respond to the request. The response shall include a point-by-point rebuttal to the information included in the request for a cease and desist order.

(d) The time period for a response by the recipient begins once a registered charter provider files a request in the Advisory Opinion/Cease and Desist Order docket (FTA--2007--0023 at <http://www.regulations.gov>) or with the FTA Chief Counsel's Office, whichever date is sooner.

§ 604.23 Effect of a cease and desist order.

(a) Issuance of a cease and desist order against a recipient shall be considered as an aggravating factor in determining the remedy to impose against the recipient in future findings of noncompliance with this part, if the recipient provides the service described in the cease and desist order issued by the Chief Counsel.

(b) In determining whether to grant the request for a cease and desist order, the Chief Counsel shall consider the specific facts shown in the signed, sworn request for a cease and desist order, applicable statutes and regulations, and any other information that is relevant to the request.

§ 604.24 Decisions by the Chief Counsel regarding cease and desist orders.

(a) The Chief Counsel may grant a request for a cease and desist order if the interested party demonstrates, by a preponderance of the evidence, that the planned provision of charter service by a recipient would violate this part.

(b) In determining whether to grant the request for a cease and desist order, the Chief Counsel shall consider the specific facts shown in the signed, sworn request for a cease and desist order, applicable statutes, regulations, agreements, and any other information that is relevant to the request.

Subpart F—Complaints

§ 604.25 Purpose.

This subpart describes the requirements for filing a complaint challenging the registration of a private charter operator or qualified human service organization on the FTA charter registration Web site and filing a complaint regarding the provision of charter service by a recipient. Note: To

save time and expense for all concerned, FTA expects all parties to attempt to resolve matters informally before beginning the official complaint process.

§ 604.26 Complaints and decisions regarding removal of private charter operators or qualified human service organizations from registration list.

(a) A recipient, a registered charter provider, or its duly authorized representative, may challenge the listing of a registered charter provider or qualified human service organization on FTA's charter registration Web site by filing a complaint that meets the following:

(1) States the name and address of each entity who is the subject of the complaint;

(2) Provides a concise but complete statement of the facts relied upon to substantiate the reason why the private charter operator or qualified human service organization should not be listed on the FTA charter registration Web site;

(3) Files electronically by submitting it to the Charter Service Removal Complaint docket number FTA--2007--0024 at <http://www.regulations.gov>;

(4) Serves by e-mail or facsimile if no e-mail address is available, or by overnight mail service with receipt confirmation, and attaches documents offered in support of the complaint upon all entities named in the complaint;

(5) Files within 90 days of discovering facts that merit removal of the registered charter provider or qualified human service organization from the FTA Charter Registration Web site; and

(6) Contains the following certification:

I hereby certify that I have this day served the foregoing [name of document] on the following persons at the following addresses and e-mail or facsimile numbers (if also served by e-mail or facsimile) by [specify method of service]:
[list persons, addresses, and e-mail or facsimile numbers]
Dated this ___ day of ___, 20__.
[signature], for [party].

(b) The registered charter provider or qualified human service organization shall have 15 days to answer the complaint and shall file such answer, and all supporting documentation, in the Charter Service Removal Complaint docket number FTA--2007--0024 at <http://www.regulations.gov> and e-mail such answer to ombudsman.charterservice@dot.gov.

(c) A recipient, qualified human service organization, or a registered charter provider, or its duly authorized

representative, shall not file a reply to the answer.

(d) FTA shall determine whether to remove the registered charter provider or qualified human service organization from the FTA charter registration Web site based on a preponderance of the evidence of one or more of the following:

(1) Bad faith;

(2) Fraud;

(3) Lapse of insurance;

(4) Lapse of other documentation; or

(5) The filing of more than one

complaint, which on its face, does not state a claim that warrants an investigation or further action by FTA.

(e) FTA's determination whether or not to remove a registered charter provider or qualified human service organization from the registration list shall be sent to the parties within 30 days of the date of the response required in paragraph (b) of this section and shall state:

(1) Reasons for allowing the continued listing or removal of the registered charter provider or qualified human service organization from the registration list;

(2) If removal is ordered, the length of time (not to exceed three years) the private charter operator or qualified human service organization shall be barred from the registration list; and

(3) The date by which the private charter operator or qualified human service organization may re-apply for registration on the FTA charter registration Web site.

§ 604.27 Complaints, answers, replies, and other documents.

(a) A registered charter provider, or its duly authorized representative ("complainant"), affected by an alleged noncompliance of this part may file a complaint with the Office of the Chief Counsel.

(b) Complaints filed under this subpart shall:

(1) Be titled "Notice of Charter Service Complaint";

(2) State the name and address of each recipient that is the subject of the complaint and, with respect to each recipient, the specific provisions of this part that the complainant believes were violated;

(2) Be served in accordance with § 604.31, along with all documents then available in the exercise of reasonable diligence, offered in support of the complaint, upon all recipients named in the complaint as being responsible for the alleged action(s) or omission(s) upon which the complaint is based;

(3) Provide a concise but complete statement of the facts relied upon to

16.a27

substantiate each allegation (complainant must show by a preponderance of the evidence that the recipient provided charter service and that such service did not fall within one of the exemptions or exceptions set out in this part);

(4) Describe how the complainant was directly and substantially affected by the things done or omitted by the recipients;

(5) Identify each registered charter provider associated with the complaint; and

(6) Be filed within 90 days after the alleged event giving rise to the complaint occurred.

(c) Unless the complaint is dismissed pursuant to § 604.28 or § 604.29, FTA shall notify the complainant, respondent, and state recipient, if applicable, within 30 days after the date FTA receives the complaint that the complaint has been docketed. Respondent shall have 30 days from the date of service of the FTA notification to file an answer.

(d) The complainant may file a reply within 20 days of the date of service of the respondent's answer.

(e) The respondent may file a rebuttal within 10 days of the date of service of the reply.

(f) The answer, reply, and rebuttal shall, like the complaint, be accompanied by the supporting documentation upon which the submitter relies.

(g) The answer shall deny or admit the allegations made in the complaint or state that the entity filing the document is without sufficient knowledge or information to admit or deny an allegation, and shall assert any affirmative defense.

(h) The answer, reply, and rebuttal shall each contain a concise but complete statement of the facts relied upon to substantiate the answers, admissions, denials, or averments made.

(i) The respondent's answer may include a motion to dismiss the complaint, or any portion thereof, with a supporting memorandum of points and authorities.

(j) The complainant may withdraw a complaint at any time after filing by serving a "Notification of Withdrawal" on the Chief Counsel and the respondent.

§ 604.28 Dismissals.

(a) Within 20 days after the receipt of a complaint described in § 604.27, the Office of the Chief Counsel shall provide reasons for dismissing a complaint, or any claim in the complaint, with prejudice, under this section if:

(1) It appears on its face to be outside the jurisdiction of FTA under the Federal Transit Laws;

(2) On its face it does not state a claim that warrants an investigation or further action by FTA; or

(3) The complainant lacks standing to file a complaint under subparts B, C, or D of this part.

(b) [Reserved]

§ 604.29 Incomplete complaints.

If a complaint is not dismissed under § 604.28, but is deficient as to one or more of the requirements set forth in § 604.27, the Office of the Chief Counsel may dismiss the complaint within 20 days after receiving it. Dismissal shall be without prejudice and the complainant may re-file after amendment to correct the deficiency. The Chief Counsel's dismissal shall include the reasons for the dismissal without prejudice.

§ 604.30 Filing complaints.

(a) *Filing address.* Unless provided otherwise, the complainant shall file the complaint with the Office of the Chief Counsel, 1200 New Jersey Ave., SE., Room E55-302, Washington, DC 20590 and file it electronically in the Charter Service Complaint docket number FTA-2007-0025 at <http://www.regulations.gov> or mail it to the docket by sending the complaint to 1200 New Jersey Ave., SE., West Building Ground Floor, Room W12-140, Washington, DC 20590.

(b) *Date and method of filing.* Filing of any document shall be by personal delivery, U.S. mail, or overnight delivery with receipt confirmation. Unless the date is shown to be inaccurate, documents to be filed with FTA shall be deemed filed, on the earliest of:

- (1) The date of personal delivery;
- (2) The mailing date shown on the certificate of service;
- (3) The date shown on the postmark if there is no certificate of service; or
- (4) The mailing date shown by other evidence if there is no certificate of service and no postmark.

(c) *E-mail or fax.* A document sent by facsimile or e-mail shall not constitute service as described in § 604.31.

(d) *Number of copies.* Unless otherwise specified, an executed original shall be filed with FTA.

(e) *Form.* Documents filed with FTA shall be typewritten or legibly printed. In the case of docketed proceedings, the document shall include a title and the docket number, as established by the Chief Counsel or Presiding Official, of the proceeding on the front page.

(f) *Signing of documents and other papers.* The original of every document

filed shall be signed by the person filing it or the person's duly authorized representative. Subject to the enforcement provisions contained in this subpart, the signature shall serve as a certification that the signer has read the document and, based on reasonable inquiry, to the best of the signer's knowledge, information, and belief, the document is:

- (1) Consistent with this part;
- (2) Warranted by existing law or that a good faith argument exists for extension, modification, or reversal of existing law; and
- (3) Not interposed for any improper purpose, such as to harass or to cause unnecessary delay or needless increase in the cost of the administrative process.

§ 604.31 Service.

(a) *Designation of person to receive service.* The initial document filed by the complainant shall state on the first page of the document for all parties to be served:

- (1) The title of the document;
- (2) The name, post office address, telephone number; and
- (3) The facsimile number, if any, and e-mail address(es), if any.

If any of the above items change during the proceeding, the person shall promptly file notice of the change with FTA and the Presiding Official, if appropriate, and shall serve the notice on all other parties to the proceeding.

(b) *Docket numbers.* Each submission identified as a complaint under this part by the submitting party shall be filed in the Charter Service Complaint docket FTA-2007-0025.

(c) *Who must be served.* Copies of all documents filed with FTA shall be served by the entity filing them on all parties to the proceeding. A certificate of service shall accompany all documents when they are tendered for filing and shall certify concurrent service on FTA and all parties. Certificates of service shall be in substantially the following form:

I hereby certify that I have this day served the foregoing [name of document] on the following persons at the following addresses and e-mail or facsimile numbers (if also served by e-mail or facsimile) by [specify method of service]:
 [list persons, addresses, and e-mail or facsimile numbers]
 Dated this _____ day of _____, 20____
 [signature], for [party]

(d) *Method of service.* Except as otherwise provided in § 604.26, or agreed by the parties and the Presiding Official, as appropriate, the method of service is personal delivery or U.S. mail.

(e) *Presumption of service.* There shall be a presumption of lawful service:

16.a28

(1) When acknowledgment of receipt is by a person who customarily or in the ordinary course of business receives mail at the address of the party or of the person designated under this section; or

(2) When a properly addressed envelope, sent to the last known address has been returned as undeliverable, unclaimed, or refused.

Subpart G—Investigations

§ 604.32 Investigation of complaint.

(a) If, based on the pleadings, there appears to be a reasonable basis for investigation, FTA shall investigate the subject matter of the complaint.

(b) The investigation may include a review of written submissions or pleadings of the parties, as supplemented by any informal investigation FTA considers necessary and by additional information furnished by the parties at FTA request. Each party shall file documents that it considers sufficient to present all relevant facts and argument necessary for FTA to determine whether the recipient is in compliance.

(c) The Chief Counsel shall send a notice to complainant(s) and respondent(s) once an investigation is complete, but not later than 90 days after receipt of the last pleading specified in § 604.27 was due to FTA.

§ 604.33 Agency initiation of investigation.

(a) Notwithstanding any other provision under these regulations, FTA may initiate its own investigation of any matter within the applicability of this Part without having received a complaint. The investigation may include, without limitation, any of the actions described in § 604.32.

(b) Following the initiation of an investigation under this section, FTA sends a notice to the entities subject to investigation. The notice will set forth the areas of FTA's concern and the reasons; request a response to the notice within 30 days of the date of service; and inform the respondent that FTA will, in its discretion, invite good faith efforts to resolve the matter.

(c) If the matters addressed in the FTA notice are not resolved informally, the Chief Counsel may refer the matter to a Presiding Official.

Subpart H—Decisions by FTA and Appointment of a Presiding Official (PO)

§ 604.34 Chief Counsel decisions and appointment of a PO.

(a) After receiving a complaint consistent with § 604.27, and conducting an investigation, the Chief Counsel may:

(1) Issue a decision based on the pleadings filed to date;

(2) Appoint a PO to review the matter; or

(3) Dismiss the complaint pursuant to § 604.28.

(b) If the Chief Counsel appoints a PO to review the matter, the Chief Counsel shall send out a hearing order that sets forth the following:

(1) The allegations in the complaint, or notice of investigation, and the chronology and results of the investigation preliminary to the hearing;

(2) The relevant statutory, judicial, regulatory, and other authorities;

(3) The issues to be decided;

(4) Such rules of procedure as may be necessary to supplement the provisions of this Part;

(5) The name and address of the PO, and the assignment of authority to the PO to conduct the hearing in accordance with the procedures set forth in this Part; and

(6) The date by which the PO is directed to issue a recommended decision.

§ 604.35 Separation of functions.

(a) Proceedings under this part shall be handled by an FTA attorney, except that the Chief Counsel may appoint a PO, who may not be an FTA attorney.

(b) After issuance of an initial decision by the Chief Counsel, the FTA employee or contractor engaged in the performance of investigative or prosecutorial functions in a proceeding under this part shall not, in that case or a factually related case, participate or give advice in a final decision by the Administrator or his or her designee on written appeal, and shall not, except as counsel or as witness in the public proceedings, engage in any substantive communication regarding that case or a related case with the Administrator on written appeal.

Subpart I—Hearings.

§ 604.36 Powers of a PO.

A PO may:

(a) Give notice of, and hold, pre-hearing conferences and hearings;

(b) Administer oaths and affirmations;

(c) Issue notices of deposition

requested by the parties;

(d) Limit the frequency and extent of discovery;

(e) Rule on offers of proof;

(f) Receive relevant and material evidence;

(g) Regulate the course of the hearing in accordance with the rules of this part to avoid unnecessary and duplicative proceedings in the interest of prompt and fair resolution of the matters at issue;

(h) Hold conferences to settle or to simplify the issues by consent of the parties;

(i) Dispose of procedural motions and requests;

(j) Examine witnesses; and

(k) Make findings of fact and conclusions of law and issue a recommended decision.

§ 604.37 Appearances, parties, and rights of parties.

(a) Any party to the hearing may appear and be heard in person and any party to the hearing may be accompanied, represented, or advised by an attorney licensed by a State, the District of Columbia, or a territory of the United States to practice law or appear before the courts of that State or territory, or by another duly authorized representative. An attorney, or other duly authorized representative, who represents a party shall file according to the filing and service procedures contained in § 604.30 and § 604.31.

(b) The parties to the hearing are the respondent(s) named in the hearing order, the complainant(s), and FTA, as represented by the PO.

(c) The parties to the hearing may agree to extend for a reasonable period of time the time for filing a document under this part. If the parties agree, the PO shall grant one extension of time to each party. The party seeking the extension of time shall submit a draft order to the PO to be signed by the PO and filed with the hearing docket. The PO may grant additional oral requests for an extension of time where the parties agree to the extension.

(d) An extension of time granted by the PO for any reason extends the due date for the PO's recommended decision and for the final agency decision by the length of time in the PO's extension.

§ 604.38 Discovery.

(a) Permissible forms of discovery shall be within the discretion of the PO.

(b) The PO shall limit the frequency and extent of discovery permitted by this section if a party shows that:

(1) The information requested is cumulative or repetitious;

(2) The information requested may be obtained from another less burdensome and more convenient source;

(3) The party requesting the information has had ample opportunity to obtain the information through other discovery methods permitted under this section; or

(4) The method or scope of discovery requested by the party is unduly burdensome or expensive.

16.a29

§ 604.39 Depositions.

(a) For good cause shown, the PO may order that the testimony of a witness may be taken by deposition and that the witness produce documentary evidence in connection with such testimony. Generally, an order to take the deposition of a witness is entered only if:

(1) The person whose deposition is to be taken would be unavailable at the hearing;

(2) The deposition is deemed necessary to perpetuate the testimony of the witness; or

(3) The taking of the deposition is necessary to prevent undue and excessive expense to a party and will not result in undue burden to other parties or in undue delay.

(b) Any party to the hearing desiring to take the deposition of a witness according to the terms set out in this subpart, shall file a motion with the PO, with a copy of the motion served on each party. The motion shall include:

(1) The name and residence of the witness;

(2) The time and place for the taking of the proposed deposition;

(3) The reasons why such deposition should be taken; and

(4) A general description of the matters concerning which the witness will be asked to testify.

(c) If good cause is shown in the motion, the PO in his or her discretion, issues an order authorizing the deposition and specifying the name of the witness to be deposed, the location and time of the deposition and the general scope and subject matter of the testimony to be taken.

(d) Witnesses whose testimony is taken by deposition shall be sworn or shall affirm before any questions are put to them. Each question propounded shall be recorded and the answers of the witness transcribed verbatim. The written transcript shall be subscribed by the witness, unless the parties by stipulation waive the signing, or the witness is ill, cannot be found, or refuses to sign. The reporter shall note the reason for failure to sign.

§ 604.40 Public disclosure of evidence.

(a) Except as provided in this section, the hearing shall be open to the public.

(b) The PO may order that any information contained in the record be withheld from public disclosure. Any person may object to disclosure of information in the record by filing a written motion to withhold specific information with the PO. The person shall state specific grounds for nondisclosure in the motion.

(c) The PO shall grant the motion to withhold information from public disclosure if the PO determines that disclosure would be in violation of the Privacy Act, would reveal trade secrets or privileged or confidential commercial or financial information, or is otherwise prohibited by law.

§ 604.41 Standard of proof.

The PO shall issue a recommended decision or shall rule in a party's favor only if the decision or ruling is supported by a preponderance of the evidence.

§ 604.42 Burden of proof.

(a) The burden of proof of noncompliance with this part, determination, or agreement issued under the authority of the Federal Transit Laws is on the registered charter provider.

(b) Except as otherwise provided by statute or rule, the proponent of a motion, request, or order has the burden of proof.

§ 604.43 Offer of proof.

A party whose evidence has been excluded by a ruling of the PO, during a hearing in which the respondent had an opportunity to respond to the offer of proof, may offer the evidence on the record when filing an appeal.

§ 604.44 Record.

(a) The transcript of all testimony in the hearing, all exhibits received into evidence, all motions, applications requests and rulings, and all documents included in the hearing record shall constitute the exclusive record for decision in the proceedings and the basis for the issuance of any orders.

(b) Any interested person may examine the record by entering the docket number at <http://www.regulations.gov> or after payment of reasonable costs for search and reproduction of the record.

§ 604.45 Waiver of procedures.

(a) The PO shall waive such procedural steps as all parties to the hearing agree to waive before issuance of an initial decision.

(b) Consent to a waiver of any procedural step bars the raising of this issue on appeal.

(c) The parties may not by consent waive the obligation of the PO to enter a recommended decision on the record.

§ 604.46 Recommended decision by a PO.

(a) The PO shall issue a recommended decision based on the record developed during the proceeding and shall send the recommended decision to the Chief Counsel for ratification or modification

not later than 110 days after the referral from the Chief Counsel.

(b) The Chief Counsel shall ratify or modify the PO's recommended decision within 30 days of receiving the recommended decision. The Chief Counsel shall serve his or her decision, which is capable of being appealed to the Administrator, on all parties to the proceeding.

§ 604.47 Remedies.

(a) If the Chief Counsel determines that a violation of this part occurred, he or she may take one or more of the following actions:

(1) Bar the recipient from receiving future Federal financial assistance from FTA;

(2) Order the withholding of a reasonable percentage of available Federal financial assistance; or

(3) Pursue suspension and debarment of the recipient, its employees, or its contractors.

(b) In determining the type and amount of remedy, the Chief Counsel shall consider the following factors:

(1) The nature and circumstances of the violation;

(2) The extent and gravity of the violation ("extent of deviation from regulatory requirements");

(3) The revenue earned ("economic benefit") by providing the charter service;

(4) The operating budget of the recipient;

(5) Such other matters as justice may require; and

(6) Whether a recipient provided service described in a cease and desist order after issuance of such order by the Chief Counsel.

(c) The Chief Counsel office may mitigate the remedy when the recipient can document corrective action of alleged violation. The Chief Counsel's decision to mitigate a remedy shall be determined on the basis of how much corrective action was taken by the recipient and when it was taken. Systemic action to prevent future violations will be given greater consideration than action simply to remedy violations identified during FTA's inspection or identified in a complaint.

(d) In the event the Chief Counsel finds a pattern of violations, the remedy ordered shall bar a recipient from receiving Federal transit assistance in an amount that the Chief Counsel considers appropriate.

(e) The Chief Counsel may make a decision to withhold Federal financial assistance in a lump sum or over a period of time not to exceed five years.

16.a30

Subpart J—Appeal to Administrator and Final Agency Orders

§ 604.48 Appeal from Chief Counsel decision.

(a) Each party adversely affected by the Chief Counsel's office decision may file an appeal with the Administrator within 21 days of the date of the Chief Counsel's issued his or her decision. Each party may file a reply to an appeal within 21 days after it is served on the party. Filing and service of appeals and replies shall be by personal delivery consistent with §§ 604.30 and 604.31.

(b) If an appeal is filed, the Administrator reviews the entire record and issues a final agency decision based on the record that either accepts, rejects, or modifies the Chief Counsel's decision within 30 days of the due date of the reply. If no appeal is filed, the Administrator may take review of the case on his or her own motion. If the Administrator finds that the respondent is not in compliance with this part, the final agency order shall include a statement of corrective action, if appropriate, and identify remedies.

(c) If no appeal is filed, and the Administrator does not take review of the decision by the office on the Administrator's own motion, the Chief Counsel's decision shall take effect as the final agency decision and order on the twenty-first day after the actual date the Chief Counsel's decision was issued.

(d) The failure to file an appeal is deemed a waiver of any rights to seek judicial review of the Chief Counsel's decision that becomes a final agency decision by operation of paragraph (c) of this section.

§ 604.49 Administrator's discretionary review of the Chief Counsel's decision.

(a) If the Administrator takes review on the Administrator's own motion, the Administrator shall issue a notice of review by the twenty-first day after the actual date of the Chief Counsel's decision that contains the following information:

(1) The notice sets forth the specific findings of fact and conclusions of law in the decision subject to review by the Administrator.

(2) Parties may file one brief on review to the Administrator or rely on their post-hearing briefs to the Chief Counsel's office. Briefs on review shall be filed not later than 10 days after service of the notice of review. Filing and service of briefs on review shall be by personal delivery consistent with § 604.30 and § 604.31.

(3) The Administrator issues a final agency decision and order within 30 days of the due date of the briefs on review. If the Administrator finds that the respondent is not in compliance with this part, the final agency order shall include a statement of corrective

action, if appropriate, and identify remedies.

(b) If the Administrator takes review on the Administrator's own motion, the decision of the Chief Counsel is stayed pending a final decision by the Administrator.

Subpart K—Judicial Review

§ 604.50 Judicial review of a final decision and order.

(a) A person may seek judicial review in an appropriate United States District Court of a final decision and order of the Administrator as provided in 5 U.S.C. 701–706. A party seeking judicial review of a final decision and order shall file a petition for review with the Court not later than 60 days after a final decision and order is effective.

(b) The following do not constitute final decisions and orders subject to judicial review:

(1) FTA's decision to dismiss a complaint as set forth in § 604.29;

(2) A recommended decision issued by a PO at the conclusion of a hearing; or

(3) A Chief Counsel decision that becomes the final decision of the Administrator because it was not appealed within the stated timeframes.

Appendix A to Part 604—Listing of Human Service Federal Financial Assistance Programs

FEDERAL PROGRAMS PROVIDING TRANSPORTATION ASSISTANCE

| | | | |
|----|---|--|--|
| 1 | Food Stamp, Employment and Training Program. | Food and Nutrition Service | Department of Agriculture. |
| 2 | Voluntary Public School Choice | Office of Innovation and Improvement | Department of Education. |
| 3 | Assistance for Education of All Children with Disabilities—IDEA. | Office of Special Education and Rehabilitative Services. | Department of Education. |
| 4 | Centers for Independent Living | Office of Special Education and Rehabilitative Services. | Department of Education. |
| 5 | Independent Living for Older Individuals Who Are Blind. | Office of Special Education and Rehabilitative Services. | Department of Education. |
| 6 | Independent Living State Grants | Office of Special Education and Rehabilitative Services. | Department of Education. |
| 7 | Supported Employment Services for Individuals with Most Significant Disabilities. | Office of Special Education and Rehabilitative Services. | Department of Education. |
| 8 | Vocational Rehabilitative Grants | Office of Special Education and Rehabilitative Services. | Department of Education. |
| 9 | Social Service Block Grant | Administration for Children and Families | Department of Health and Human Services. |
| 10 | Child Care and Development Fund | Administration for Children and Families | Department of Health and Human Services. |
| 11 | Head Start | Administration for Children and Families | Department of Health and Human Services. |
| 12 | Refugee and Entrant Assistance Discretionary Grants. | Administration for Children and Families | Department of Health and Human Services. |
| 13 | Refugee and Entrant Assistance State Administered Programs. | Administration for Children and Families | Department of Health and Human Services. |
| 14 | Refugee and Entrant Targeted Assistance | Administration for Children and Families | Department of Health and Human Services. |
| 15 | Refugee and Entrant Assistance Voluntary Agency Programs. | Administration for Children and Families | Department of Health and Human Services. |
| 16 | State Development Disabilities Council and Protection & Advocacy. | Administration for Children and Families | Department of Health and Human Services. |
| 17 | Temporary Assistance to Needy Families | Administration for Children and Families | Department of Health and Human Services. |
| 18 | Community Services Block Grant | Administration for Children and Families | Department of Health and Human Services. |
| 19 | Promoting Safe and Stable Families | Administration for Children and Families | Department of Health and Human Services. |
| 20 | Developmental Disabilities Projects of National Significance. | Administration for Children and Families | Department of Health and Human Services. |

16.a31

FEDERAL PROGRAMS PROVIDING TRANSPORTATION ASSISTANCE—Continued

| | | | |
|--------|--|--|--|
| 21 ... | Grants for Supportive Services and Senior Centers | Administration on Aging | Department of Health and Human Services. |
| 22 ... | Programs for American Indian, Alaskan Native and Native Hawaii Elders. | Administration on Aging | Department of Health and Human Services. |
| 23 ... | Medicaid | Centers for Medicaid and Medicare | Department of Health and Human Services. |
| 24 ... | State Health Insurance Program | Centers for Medicaid and Medicare | Department of Health and Human Services. |
| 25 ... | Home and Community Base Waiver | Centers for Medicaid and Medicare | Department of Health and Human Services. |
| 26 ... | Community Health Centers | Health Resources and Services Administration. | Department of Health and Human Services. |
| 27 ... | Healthy Communities | Health Resources and Services Administration. | Department of Health and Human Services. |
| 28 ... | HIV Care Formula Program | Health Resources and Services Administration. | Department of Health and Human Services. |
| 29 ... | Maternal and Child Health Block Grant | Health Resources and Services Administration. | Department of Health and Human Services. |
| 30 ... | Rural Health Care Network | Health Resources and Services Administration. | Department of Health and Human Services. |
| 31 ... | Rural Health Care Outreach Program | Health Resources and Services Administration. | Department of Health and Human Services. |
| 32 ... | Health Start Initiative | Health Resources and Services Administration. | Department of Health and Human Services. |
| 33 ... | Ryan White Care Act Programs | Health Resources and Services Administration. | Department of Health and Human Services. |
| 34 ... | Substance Abuse Prevention and Treatment Block Grant. | Substance Abuse and Mental Health Services Administration. | Department of Health and Human Services. |
| 35 ... | Prevention and Texas Block Grant | Substance Abuse and Mental Health Services Administration. | Department of Health and Human Services. |
| 36 ... | Community Development Block Grant | Community Planning and Development | Department of Housing and Urban Development. |
| 37 ... | Housing Opportunities for Persons with AIDS. | Community Planning and Development | Department of Housing and Urban Development. |
| 38 ... | Supportive Housing Program | Community Planning and Development | Department of Housing and Urban Development. |
| 39 ... | Revitalization of Severely Distressed Public Housing. | Public and Indian Housing | Department of Housing and Urban Development. |
| 40 ... | Indian Employment Assistance | Bureau of Indian Affairs | Department of the Interior. |
| 41 ... | Indian Employment, Training, and Related Services. | Bureau of Indian Affairs | Department of the Interior. |
| 42 ... | Black Lung Benefits | Employment Standards Administration | Department of Labor. |
| 43 ... | Senior Community Services Employment Program. | Employment Standards Administration | Department of Labor. |
| 44 ... | Job Corps | Employment and Training Administration | Department of Labor. |
| 45 ... | Migrant and Seasonal Farm Worker | Employment and Training Administration | Department of Labor. |
| 46 ... | Native American Employment and Training | Employment and Training Administration | Department of Labor. |
| 47 ... | Welfare to Work Grants for Tribes | Employment and Training Administration | Department of Labor. |
| 48 ... | Welfare to Work for States and Locals | Employment and Training Administration | Department of Labor. |
| 49 ... | Work Incentive Grants | Employment and Training Administration | Department of Labor. |
| 50 ... | Workforce Investment Act Adult Services Program. | Employment and Training Administration | Department of Labor. |
| 51 ... | Workforce Investment Act Adult Dislocated Worker Program. | Employment and Training Administration | Department of Labor. |
| 52 ... | Workforce Investment Act Youth Activities Program. | Employment and Training Administration | Department of Labor. |
| 53 ... | Homeless Veterans Reintegration Program | Veterans Employment & Training Service ... | Department of Labor. |
| 54 ... | Veterans Employment Program | Veterans Employment & Training Service ... | Department of Labor. |
| 55 ... | Elderly and Persons with Disability | Federal Transit Administration | Department of Transportation. |
| 56 ... | New Freedom Program | Federal Transit Administration | Department of Transportation. |
| 57 ... | Job Access and Reverse Commute Program. | Federal Transit Administration | Department of Transportation. |
| 58 ... | Non-Urbanized Area Program | Federal Transit Administration | Department of Transportation. |
| 59 ... | Capital Discretionary Program | Federal Transit Administration | Department of Transportation. |
| 60 ... | Urbanized Area Formula Program | Federal Transit Administration | Department of Transportation. |
| 61 ... | Automobiles and Adaptive Equipment | Veterans Benefits Administration | Department of Veterans Affairs. |
| 62 ... | Homeless Provider Grants | Veterans Health Administration | Department of Veterans Affairs. |
| 63 ... | Veterans Medical Care Benefits | Veterans Health Administration | Department of Veterans Affairs. |
| 64 ... | Ticket to Work Program | Social Security Administration | Department of Veterans Affairs. |

16.a32

Appendix B to Part 604—Basis for Removal From Charter Registration Web Site

The following is an explanation of terms contained in Section 604.27(d) concerning reasons for which FTA may remove a private charter operator or a qualified human service from the FTA charter registration Web site.

What is bad faith?

Bad faith is the actual or constructive fraud or a design to mislead or deceive another or a neglect or refusal to fulfill a duty or contractual obligation. It is not an honest mistake. Black's Law Dictionary, Revised Fourth Edition, West Publishing Company, St. Paul, Minn., 1968.

For example, it would be bad faith for a registered charter provider to respond to a recipient's notification to registered charter providers of a charter service opportunity stating that it would provide the service with no actual intent to perform the charter service. It would not be bad faith for a registered charter operator to fail to provide charter service in response to a recipient's notification when it honestly mistook the date, place or time the service was to be provided.

What is fraud?

Fraud is the suggestion or assertion of a fact that is not true, by one who has no reasonable ground for believing it to be true; the suppression of a fact by one who is bound to disclose it; one who gives information of other facts which are likely to mislead; or a promise made without any intention of performing it. Black's Law Dictionary, Revised Fourth Edition, West Publishing Company, St. Paul, Minn., 1968.

Examples of fraud include but are not limited to: (1) A registered charter operator indicates that it has a current state or Federal safety certification when it knows that it does not in fact have one; (2) a broker that owns no charter vehicles registers as a registered charter provider; (3) a registered charter provider intentionally misrepresents its legal geographic service area.

What is a lapse of insurance?

A lapse of insurance occurs when there is no policy of insurance in place. This may occur when there has been default in payment of premiums on an insurance policy and the policy is no longer in force. In addition, no other policy of insurance has taken its place.

Black's Law Dictionary, Revised Fourth Edition, West Publishing Company, St. Paul, Minn., 1968.

What is a lapse of other documentation?

A lapse of other documentation means for example, but is not limited to, failure to have or loss or revocation of business license, operating authority, failure to notify of current company name, address, phone number, e-mail address and facsimile number, failure to have a current state or Federal safety certification, or failure to provide accurate Federal of state motor carrier identifying number.

Black's Law Dictionary, Revised Fourth Edition, West Publishing Company, St. Paul, Minn., 1968.

What is a complaint that does not state a claim that warrants an investigation or further action by FTA?

A complaint is a document describing a specific instance that allegedly constitutes a violation of the charter service regulations set forth in 49 CFR 604.28. More than one complaint may be contained in the same document. A complaint does not state a claim that warrants investigation when the allegations made in the complaint, without considering any extraneous material or matter, do not raise a genuine issue as to any material question of fact, and based on the undisputed facts stated in the complaint, there is no violation of the charter service statute or regulation as a matter of law. Based on Federal Rules of Civil Procedure, Rule 56(c).

Examples of complaints that would not warrant an investigation or further action by FTA include but are not limited to: (1) A complaint against a public transit agency that does not receive FTA funding; (2) a complaint brought against a public transit agency by a private charter operator that is neither a registered charter provider nor its duly authorized representative; (3) a complaint that gives no information as to when or where the alleged prohibited charter service took place.

Appendix C to Part 604—Charter Service Questions and Answers

The following questions were taken from comments submitted to the Notice of Proposed Rulemaking. Some questions have been modified slightly from the original text.

(a) Applicability

(1) Q: How do I know if these charter regulations apply to my transit agency?

A: If your transit agency accepts FTA financial assistance, the charter regulations probably apply. Your next step is to look at the exemptions contained in section 604.2 ("Applicability"). If none of these exemptions apply, look at the definition of charter service contained in section 604.3 ("Definitions"). Determine if the activity your agency is about to engage in fits within that definition. If not, then the charter regulations do not apply. If the activity does fit within the definition of charter service, then you need to determine whether the activity fits within one of the exceptions contained in subpart B ("Exceptions"). Remember that you may not provide the service if a registered charter provider indicates an interest in providing the service. This is true even if the registered charter provider does not ultimately reach an agreement with the customer.

(2) Q: How are registered private charter providers identified? Is there some kind of proof requirement that charter operators can actually provide service to a particular area? Or, do charter operators have to have a history of providing service to the area they claim to serve?

A: A registered charter provider is a private operator who wishes to receive notification of pending charter service requests directed

to public transit agencies and has registered on FTA's charter registration Web site. When registering, charter providers are required to provide specific information, including areas served. They are not required to provide proof of such service. Additionally, the entire registration process is a self-certification process; FTA does not confirm the representations or information that the registered charter provider provides. Finally, a registered charter provider also does not have to demonstrate a history of providing service in the areas it claims to serve.

(3) Q: Is there any geographical limitation on where a private charter operator can register?

A: No. There is no geographical limitation on which areas a private charter operator may register. This means a private charter operator may register for several states or across the United States. If a registered charter provider, however, indicates interest in providing charter service to a particular customer and fails to negotiate in good faith with the customer, and a public transit agency was willing to provide the service, then the public transit agency can file a complaint under 49 CFR section 604.26 against the registered charter provider.

(4) Q: Who is considered a "private charter operator?" What are the criteria to establish that classification?

A: A "private charter operator" is any private, for-profit entity (i.e., individual, group or company) that provides chartered transportation on a regular basis with its own equipment (e.g., bus and/or van).

(5) Q: Is there a definition of "geographic service area?"

A: Yes. Geographic service area is defined under 49 CFR section 604.3(j) as, "the entire area in which a recipient is authorized to provide public transportation service under appropriate local, state and Federal law."

(6) Q: Do charter service hours include time spent waiting for passengers where the vehicle is not available for other services?

A: Yes. Charter service hours include both time spent transporting passengers and time spent waiting for passengers. Charter service hours also include "deadhead" hours which is the time spent getting from the garage to the origin of the trip and then the time spent from the trip's ending destination back to the garage, since the vehicle is unavailable during that time period as well.

(7) Q: Qualified Human Service Organizations (QHSOs) that do not receive funds from Federal programs listed in Appendix A are required to certify that their federal funds include funding for transportation. However, most Federal funds are passed through one or more levels of state and local government, so how can we be certain what the original purposes of the Federal funds were?

A: The regulation, 49 CFR 604.15(b), has been modified. That provision no longer requires QHSOs to certify that their funding included funding for transportation.

(8) Q: What is the status of sub-grantees and entities with equipment and operations not assisted with federal funds?

A: The regulations do not apply to equipment that is fully funded with local funds and is stored in a locally funded

facility and is maintained with only local funds.

(9) Q: Must a private charter provider that provides public transportation services under contract or agreement with a public transit agency abide by the limitations in the proposed rule?

A: Yes. Private charter providers that provide public transportation service under contract with a public transit agency are covered by the new regulation when they are operating FTA funded equipment or services. These private charter operators are standing in the shoes of the public transit agency, and therefore cannot use federally funded equipment to provide charter services. This does not mean, however, that a private charter operator that contracts with a public transit agency and uses one of the private charter operator's own vehicles is subject to the charter service regulations (see section 604.2(c)).

(10) Q: Does the analysis change under different contractual scenarios (e.g., turnkey operations, operation and maintenance of vehicles provided by the public transit agency, or operation of contractor owned buses maintained in a federally funded facility owned by a public transit agency)?

A: Yes. The regulations, however, only apply when the contract is funded with FTA funds or the buses are funded with FTA funds or the equipment is maintained in an FTA funded facility.

(11) Q: May a private charter operator that qualifies as a sub-grantee of a state, under an FTA-administered program, use vehicles purchased with federal assistance to provide private charter services?

A: It depends. A private charter operator that receives FTA assistance can use FTA-funded equipment to provide service for program purposes (see section 604.2(e)), but not for other charter service. Under the provisions of section 604.2(c), however, the regulations do not apply to non-FTA funded activities of private charter operators that receive directly or indirectly FTA financial assistance under programs such as sections 5307, 5309, 5310, 5311, 5316, and 5317. Further, an intercity bus operator that receives assistance under section 5311(f) to provide rural intercity bus service may provide charter service using a FTA-funded vehicle only if one of the exceptions applies. A vehicle equipped with a lift using FTA assistance under section 3038 of TEA-21 may be used for charter service.

(12) Q: Is there an emergency charter exception for 'actual, imminent or anticipated possibility of injury, loss of life, or loss of property?' For instance, there could be a poison gas plume or threat of one from an industrial accident or railcar derailment. A transit agency could be called to do a rapid evacuation of an apartment, hospital, school, elder care facility or some other facility requiring group or individual evacuation. Must the public transit agencies wait for the Administrator to declare this incident an event of 'regional or national significance' so that transit buses can be used?

A: Yes, there is an exception for emergencies. Section 604.2(f) contains an exemption that allows for public transit agencies to respond to emergencies that last

fewer than 45 days. If an emergency lasts longer than 45 days, the public transit agency must follow the procedures set out in subpart D of 49 CFR part 601. The Administrator does not declare an emergency. Rather, the President, Governor, or Mayor declares the emergency.

(13) Q: If an emergency is exactly 45 days long, is the emergency services exception still applicable?

A: Yes. If the emergency lasts exactly 45 days the emergency services exception is still applicable. The regulation refers to calendar days, not business days. Therefore, if the emergency lasts more than 45 calendar days, the public transit agency must follow the procedures set out in subpart D of 49 CFR part 601.

(14) Q: Do emergency situations include matters of security—e.g., when the Secret Service requests vehicles with no under-vehicle luggage compartments?

A: No. Situations involving the Secret Service would fall under the government officials section of the regulation (49 CFR section 604.7), which allows up to 80 hours annually of charter service to government officials on official government business, which can include non-transit purposes.

(15) Q: Are rural transit operators (section 5311) exempt from the rule? What about recipients of 5310 vehicles or JARC or New Freedom grants?

A: Recipients under section 5311, 5310, 5316, and 5317 are not subject to the charter rule when using FTA-funded vehicles to provide public transportation or coordinated human service transportation or to serve groups of individuals with disabilities, the elderly, or low income individuals. The charter rule does apply, however, if the FTA recipient wants to provide other charter service using FTA-funded or maintained vehicles. A rural transit operator may provide other charter service only under the exemptions/exceptions contained in the rule.

(b) Exemptions

(16) Q: Does the exemption of demand response service from the definition of charter service exclude rural and small urban systems entirely?

A: No. The exemption of demand response service from the definition of charter service is intended to exclude service provided to individuals, as opposed to a group, who request service such as paratransit service. In addition, the exception contained in section 604.7 does not include service provided to QHSOs (organizations providing service to persons with disabilities, low income individuals, and the elderly).

(17) Q: Is there an expedited process to obtain the Administrator's decision and signature for time sensitive events so that there could be sufficient time to plan and implement service?

A: Petitions to the Administrator for events of regional or national significance will be processed as quickly as practicable.

(c) Definitions

(18) Q: If a transit agency provides service that is irregular or on a limited basis for an exclusive group of individuals, but provides the service free of charge, is the service exempt from the charter regulation?

A: Yes. So long as the transit agency does not charge a premium fare for the service and

there is no third party paying for the service in whole or in part.

(19) Q: Does "qualified human service agency" include any non-profit entity that provides services to the disabled, or economically disadvantaged without reference to age?

A: Yes, so long as the QHSO either receives funding from one of the programs listed in Appendix A or registers as a QHSO on the FTA charter Web site. Under section 604.7, a recipient may provide charter service to entities that meet the definition of "qualified human service organization." This includes organizations that serve persons who qualify for human service or transportation-related programs or services due to a disability, income or advanced age. All three are not required, however, so an organization may qualify as a QHSO but serve only persons with low income.

(20) Q: Is it charter service when the local transit authority provides event or fair service, that is open to the public, with or without charge, where the transit authority determines the routes and times and it is scheduled for the same time every year, but the Fair Association subsidizes all or part of the costs?

A: Yes. The fact that the Fair Association pays for the service in whole or in part means the service is charter under section 604.3(c)(2).

(21) Q: What qualifies as indirect financial assistance?

A: The inclusion of "indirect" financial assistance as part of the definition of "recipient" is covers "subrecipients." We modified the definition of recipient in the final rule to make this point clear.

(22) Q: When a transit authority contracts out its smaller accessible vehicles for use during football games to offer service free of charge for persons with disabilities and their escorts, is it charter service?

A: Yes. Under the facts presented, this type of service falls under the definition of charter service in section 604.3(c)(1). Since "contracting out" involves a third party, exclusive use, and a negotiated price. Thus, the transit authority would need to determine whether one of the exceptions under subpart B applies.

(23) Q: Is it considered charter service when the transit authority funds shuttles to and from football games? Regularly scheduled service is suspended on these days, but this service partially follows the existing route and is open to the public at the regular fare.

A: No. If the service provided by the public transit agency costs the same as the customary fixed route fare and it is open to the public then it is not charter.

(24) Q: Is shuttle service for a one-time event considered charter service, if the service is open to the public, widely advertised, and the itinerary is determined by the transit operator? What if the service has been provided for decades?

A: No. So long as the transit authority charges its customary fixed route fare for the shuttle service, and there is no third party involvement, then the service is not charter. Widely advertising the service or providing the service for decades has no bearing on whether the service is charter.

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(25) Q: Is demand response service included in the definition of charter service?

A: No. Demand response service is excluded from the definition of charter service under section 604.3(c).

(26) Q: Is it charter service when a university pays a public transit agency a fixed charge to allow all faculty, staff, and students to ride the transit system for free?

A: No. So long as the public transit agency provides the service on a regular basis, along a fixed route, and the service is open to the public, the fact that the university may be subsidizing student and faculty rides, does not convert the service to charter.

(27) Q: Can a transit agency provide service when the customer wants a particular type of equipment such as a (rubber tire) trolley bus, vintage bus, or CNG bus that the private operators do not have?

A: No. Public transit agencies cannot provide charter service solely based on a customer's vehicle preferences. FTA only recognizes two categories of vehicles: buses and vans.

(28) Q: What is a "qualified human service organization?"

A: A qualified human service organization is an organization that provides service to individuals that qualify for federally conducted or assisted transportation related programs due to disability, income or advanced age. See section 604.3(q).

(29) Q: If a transit agency has restored or preserved historic electric buses for limited, special use, are the buses subjected to charter bus restrictions?

A: Yes, if the public transit agency purchased the historic electric buses with Federal funds or maintains those vehicles in federally funded facilities.

(30) Q: If a grantee operates assets that are locally funded are such assets subject to the charter regulations?

A: It depends. If a recipient receives FTA funds for operating assistance or stores its vehicles in a FTA-funded facility or receives indirect FTA assistance, then the charter regulations apply. The fact that the vehicle was locally funded does not make the recipient exempt from the charter regulations. If both operating and capital funds are locally supplied, then the vehicle is not subject to the charter service regulations.

(31) Q: Does "pattern of violations" apply from the effective date of the final rule?

A: Yes. The new definition of pattern of violations applies from the effective date of the final rule. In other words, in order to establish a pattern of violations, the violation had to occur after the effective date of the final rule.

(32) Q: What is a violation? Does it require an official charter decision or could it also include an oversight finding or other means of identifying shortcomings?

A: The new rule defines "violation" as a finding by FTA of a failure to comply with one of the requirements of this part. A finding may be an official charter decision by the Chief Counsel or the Administrator. An oversight finding would also qualify as an FTA finding.

(33) Q: Are sightseeing trips still not charter?

A: Yes. "Sightseeing" is excluded from the definition of "public transportation" under 49 U.S.C. Section 5302(a)(10). Therefore, it is not permissible for public transit agencies to provide sightseeing service with FTA-funded assets.

(34) Q: If a transit agency provides vehicles to a special event, but the event is open to the public, the route is controlled by the transit agency, the route is advertised similarly to the transit agency's regular routes, the buses are not identified as "special service" or any other different markings, and the vehicles go to and from fixed stops in an express bus manner, is this charter?

A: No. So long as the transit authority does not charge a premium fare for the service and a third party does not pay for the service in whole or in part. Advertising or different markings on the bus are longer determinative of whether the service is charter.

(35) Q: Does FTA consider wait time as a factor, in and of itself, when determining whether service is charter service?

A: No. Wait time is not, in and of itself, considered a characteristic of charter service.

(36) Q: What if there is no "contract" under the "single contract" factor and the transit agency merely sees a need and provides the charter-type service on its own initiative, is that charter?

A: No. If a transit agency sees a need and wants to provide service for a limited duration at the customary fixed route fare, then that service is not charter service. The existence of a contract is no longer determinative of whether service is charter service.

(d) Exceptions

(37) Q: If the federal government calls on a public transit agency for transit service and it will exceed the proposed 80 hour limitation, are public operators to refuse this service or seek a waiver directly from the federal government?

A: A public transit agency can petition for more service hours if it exceeds the 80 hour annual allowance. Instructions on how to file a petition are more fully described under 49 CFR Section 604.6(c) of the new regulation. Public transit agencies should be mindful that the Administrator will grant such requests under extraordinary circumstances only.

(38) Q: What kind of events qualify for the "Events of Regional and National Significance" exception?

A: First, this exception is now located in section 604.11 and is called "Petitions to the Administrator." Second, the exception is designed to allow public transit agencies to participate in providing service to large events that will attract a lot of visitors. Some examples are: the Kentucky Derby, the Indianapolis 500, a bridge opening, or a new transit facility opening. If a transit authority is unsure whether a particular event fits within the exception, the transit authority may request an Advisory Opinion from FTA according to section 604.17.

(39) Q: What should a transit agency do when it is in the process now of planning for an event of regional significance? Will the new rules terminate these plans?

A: The new rule will impact a transit authority's planning process for an event of

regional significance. Any service provided by the transit authority after the effective date of the rule—April 30, 2008—is subject to the provisions of the new rule.

(40) Q: What can a public transit agency do if there is a time sensitive event in which the agency does not have time to consult with all the private charter operators in their area? For example, the presidential inauguration.

A: Section 604.11 provides a process to petition the FTA Administrator for permission to provide service for a unique and time sensitive event. A presidential inauguration, however, is not a good example of a unique and time sensitive event. A presidential inauguration is an event with substantial advance planning and a transit agency should have time to contact private operators.

(41) Q: How should a public transit agency handle the situation of a regional or nationally significant event when there is a requirement to plan significant events (e.g., the Super Bowl) many years in advance long before the list of registered charter service providers is compiled?

A: If the transit agency plans to provide service to an event of regional or national significance after the effective date of the rule—April 30, 2008—then that service is subject to the requirements of the new rule.

(42) Q: Does the hardship exception apply to small urban operators?

A: Yes. Under section 604.11, the hardship exception applies to non-urbanized areas under 50,000 in population or a small urbanized area under 200,000 in population.

(e) Notice

(43) Q: May a transit agency indicate in the notice that goes out to registered charter providers that the customer requested specific equipment?

A: No. In terms of type of vehicles, the notice can include whether the customer needs a bus or a van. The registered charter provider, when it contacts the customer will learn of the specific customer needs. At that time, the registered charter provider can determine whether to seek out the specialized equipment from other private charter operators or a public transit agency.

(44) Q: Must a public transit agency provide notice of all potential charter trips to registered charter providers?

A: No. A public transit agency needs to provide notice only for charter trips that it is interested in providing. If an exemption or one of the exceptions applies, then the public transit would, after providing the service, record the service as required by section 604.12.

(45) Q: What does "notifying private operators" entail? What actions are to be taken when a notification e-mail is undeliverable? Is it sufficient to provide phone numbers of private operators when people call in for charter service?

A: Only "registered charter providers" need to be contacted. In order to qualify as a "registered charter provider" the information provided, including contact information, must be valid. If the e-mail is undeliverable, then the notice should be faxed to the registered charter provider. If the public transit agency declines to provide the service to the customer, then they should

refer the customer to the FTA charter registration Web site. It is not necessary to provide the customer with the registered charter provider's phone number if the public transit agency refers the customer to the charter registration Web site.

(46) Q: May a recipient provide service that allows customers to park at a distant location, like a museum, and then have a transit vehicle take them to a sporting event for a fare that is higher than the normal fixed route fare? May a recipient prevent a private charter operator from providing a similar service from the same starting point to the same destination?

A: No. In this case, since the recipient charges a premium fare for the service, it meets the definition of charter. In order to provide the service, the recipient must give notice to registered charter providers in accordance with section 604.14. A recipient may not prevent a private charter operator from providing a similar service. This is true whether or not the private charter operator is registered on the FTA Charter Registration Web site.

(f) Complaint & Investigation Process

(47) Q: May a trade association or other operators that are unable to provide requested charter service have the right to file a complaint under the new rule?

A: Yes. A registered charter operator or its duly authorized representative, who can include a trade association, may file a complaint under section 604.26(a). Under the new rule, a private charter operator that is not registered with FTA's charter registration Web site may not file a complaint.

(48) Q: Is there a time limit for making complaints?

A: Yes. Complaints must be filed within 90 days of the alleged unauthorized charter service.

(49) Q: Are there examples of the likely remedies FTA may impose for a violation of the charter service regulations?

A: Yes. Appendix D contains a matrix of likely remedies that FTA may impose for a violation of the charter service regulations.

(50) Q: When a complaint is filed, who is responsible for arbitration or litigation costs?

A: FTA will pay for the presiding official and the facility for the hearing, if necessary. Each party involved in the litigation is responsible for its own litigation costs.

(51) Q: What affirmative defenses might be available in the complaint process?

A: An affirmative defense to a complaint could state the applicability of one of the exceptions such as 49 CFR Section 604.6 which states that the service that was provided was within the allowable 80 hours of government official service.

(52) Q: May a state waive participation in the complaint proceedings and forward the complaint directly to FTA after initial receipt and review?

A: A state is no longer involved in the complaint process, and, therefore, no waiver is necessary. In order for a complaint to be filed, it must be filed directly with the Office of the Chief Counsel.

(53) Q: What can a transit agency do if it believes that a private provider is not bargaining in good faith with a group and responds to a notice with a price or terms that are not acceptable to that group?

A: If a transit agency believes that a registered charter provider is not bargaining in good faith, the transit agency may file a complaint for removal from FTA's Charter Registration Web site.

(54) Q: What actions can a private charter operator take when it becomes aware of a transit agency's plan to engage in charter service just before the date of the charter?

A: As soon as a registered charter provider becomes aware of an upcoming charter event that it was not contacted about, then it should request an advisory opinion and cease and desist order. If the service has already occurred, then the registered charter provider may file a complaint.

(55) Q: When a registered charter provider indicates that there are no privately owned vehicles available for lease, must the public transit agency investigate independently whether the representation by the registered charter provider is accurate?

A: No. The public transit agency is not required to investigate independently whether the registered charter provider's representation is accurate. Rather, the public transit agency need only confirm that the number of vehicles owned by all registered charter providers in the geographic service area is consistent with the registered charter provider's representation.

(56) Q: Who qualifies as a presiding official, what are the duties, and what other limitations are imposed?

A: A presiding official will have training and/or experience in conducting hearings. More important, the person may not have any conflicts of interest or previous contact with the parties concerning the issue in the proceeding. A presiding official's duties include, but are not limited to, convening a hearing, issuing orders, ruling on motions, and drafting recommended decisions.

(57) Q: What recourse does a transit operator have when a registered charter provider indicates interest in providing the charter service set out in the notice and then does not do so?

A: A transit operator can and should file a complaint for removal against the registered charter provider. This notifies FTA of the registered charter provider's alleged actions. FTA will then investigate the allegations and potentially remove the registered charter provider from the registration list.

(58) Q: Are there any measures to regulate who is considered a registered charter provider? And, are there any penalties for those that register and actually are not in a position to perform the needed services—for example an individual who owns a taxicab.

A: Yes. Through the self-registration process, a registered charter provider certifies that the information it provides on the charter registration Web site is true and accurate. The penalty for providing inaccurate or untrue information is removal from the registration Web site and possibly criminal penalties under 18 U.S.C. 1001.

(59) Q: If a customer hosts a large community event and the public transit agency cannot provide service because of the charter regulations and private operators will not provide service because the payment is not sufficient, is there any alternative means or does the service not get provided at all?

A: A public transit agency may provide the service if, after providing the notice required in section 604.14, no registered charter providers in the transit agency's geographic service area are interested in providing the service.

(60) Q: What will result if a registered charter operator cannot actually provide the service, but responds to a recipient's notice anyway?

A: If a registered charter provider responds to a notice, then it is expected to negotiate in good faith with the customer to provide the service. If a registered charter provider vindictively responds to a notice in order to prevent a public transit agency from providing the service, then that registered charter provider may be subject to a complaint for removal from the charter registration Web site.

(61) Q: What method will the decision maker employ in determining the penalty for violating the charter regulations?

A: Remedies will be based upon the facts of the situation, including but not limited to, the extent of deviation from the regulations and the economic benefit from providing the charter service. See section 604.47 and Appendix D for more details.

(62) Q: Can multiple violations in a single finding stemming from a single complaint constitute a pattern of violations?

A: Yes. A pattern of violations is defined as more than one finding of unauthorized charter service under this part by FTA beginning with the most recent finding of unauthorized charter service and looking back over a period not to exceed 72 months. While a single complaint may contain several violations, the complaint must contain more than a single event that included unauthorized charter service in order to establish a pattern of violations.

(g) Recordkeeping

(63) Q: What if the public transit provider does not have sufficient time to evaluate a request and make sure that all the information is complete before notifying the registered private charter companies?

A: A recipient should wait to provide notice that is consistent with 49 CFR Section 604.14.

(h) Miscellaneous

(64) Q: Are body-on-van-chassis vehicles classified as buses or vans under this provision?

A: Body-on-van-chassis vehicles are treated as vans under the regulation.

(65) Q: Are there adequate provisions to ensure that the registry site will be maintained in such a way that carriers provide evidence of insurance?

A: Registered charter providers are required to certify that they have insurance but are not required to provide evidence of insurance. If there is information that indicates the provider has provided a false certification, then it can be subject to criminal penalties under 18 U.S.C. 1001 and removed from the FTA Charter Registration Web site.

(66) Q: Will the registration Web site be fully functional and grantees receive training on how to use the Web site before the rule's effective date?

A: Yes. The Web site will be fully functional before the rule's effective date. A

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training manual will also be distributed before the effective date. FTA intends to also do a roll-out of the regulation prior to the effective date of the final rule.

(67) Q: When a new operator registers, may recipients continue under existing contractual agreements for charter service?

A: Yes. If the contract was signed before the new private operator registered, the arrangement can continue for up to 90 days. During that 90 day period, however, the public transit agency must enter into an agreement with the new registrant. If not, the transit agency must terminate the existing agreement for all registered charter providers.

(68) Q: Do FTA's attorneys have the necessary training to serve as administrative law judges and makes rulings on motions, a task that heretofore has not been a part of the day-to-day activities of regional counsel?

A: Yes. FTA attorneys who have the delegated responsibility to serve as a Presiding Official may rule on motions and will possess the necessary qualifications to carry out their delegated tasks and responsibilities.

(69) Q: Must a public transit agency continue to serve as the lead for events of regional or national significance, if after consultation with all registered charter providers in its geographic service area,

registered charter providers have enough vehicles to provide all of the service to the event?

A. No. If after consultation with registered charter providers and there is no need for the public transit vehicles, then the public transit agency may decline to serve as the lead and allow the registered charter providers to work directly with event organizers. Alternatively, the public transit entity may retain the lead and continue to coordinate with event organizers and registered charter providers.

Appendix D to Part 604—Matrix of Remedies for Violations

Remedy Assessment Matrix:

EXTENT OF DEVIATION FROM REGULATORY REQUIREMENTS

| | Major | Moderate | Minor |
|------------------------------|------------------------------------|------------------------------------|-------------------------------|
| Major Economic Benefit | \$25,000/violation to 20,000 | \$19,999/violation to 15,000 | \$14,999/violation to 11,000. |
| Moderate | \$10,999/violation to 8,000 | \$7,999/violation to 5,000 | \$4,999/violation to 3,000. |
| Minor | \$2,999/violation to 1,500 | \$1,499/violation to 500 | \$499/violation to 100. |

FTA's Remedy Policy:

—This remedy policy applies to decisions by the Chief Counsel, Presiding Officials, and final determinations by the Administrator.
 —Remedy calculation is based on the following elements:

(1) The nature and circumstances of the violation;

(2) The extent and gravity of the violation ("extent of deviation from regulatory requirements");

(3) The revenue earned ("economic benefit") by providing the charter service;

(4) The operating budget of the recipient;

(5) Such other matters as justice may require; and

(6) Whether a recipient provided service described in a cease and desist order after issuance of such order by the Chief Counsel.

Issued this 7th day of January, 2008.

James S. Simpson,
 Administrator.

[FR Doc. 08-86 Filed 1-8-08; 4:36 pm]

BILLING CODE 4910-57-P

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Charter Service Final Rule-Fact Sheet

Effective Date of Final Rule: 4/30/08

73 FR 2326

- **New exemptions for:**
 - Transit systems transporting transit employees
 - Private charter operators receiving federal funds
 - Public transit agencies receiving funds under 5310, 5311, 5316, & 5317
 - Emergency response and preparedness
 - Recipients in non-urbanized areas transporting employees for training
- **New definition of charter service:**
 - Third party involved: charter
 - For irregular or events of limited duration: charter if third party pays or transit agency charges premium fare
- **Exceptions:**
 - Government Officials (80 hours annually)
 - Qualified Human Service Organizations (QHSO) (qualified groups serving elderly, disabled, and low income)
 - Leasing
 - Agreement with other private operators
 - When no registered charter provider responds to a notice sent by recipient
 - Petitions to the Administrator:
 - Special Events
 - Hardship
 - Discretion
- **Reporting:**
 - Done on a quarterly basis starting 7/30/08
 - Submitted through TEAM
 - Required for all charter service performed
 - Dockets established for Government Officials, Petitions to the Administrator, Advisory Opinions/Cease and Desist Orders, Complaints for Removal, Complaints, and Hearings. Check www.regulations.gov.
- New FTA Registration Website, web address, takes the place of "willing and able" paper process.
- Private operators and some QHSOs must register. Can be removed from website for cause.
- Formal advisory opinions now available as well as cease and desist orders.
- Complaints have clear procedures and deadlines for industry and FTA.
- Hearings can be held before a neutral arbiter (Presiding Official).
- Assessment of remedy based on several criteria and there is a list of possible monetary assessments in Appendix D.
- Help available on website: and in Appendix C, which contains an extensive list of Questions and Answers.
- FTA created new position to assist with new rule requirements. The Ombudsman for Charter Service can be contacted at:

ombudsman.charterservice@dot.gov

Fact sheet provided for summary purposes only.
Please consult regulatory text for exact requirements.

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Attachment B



PASSENGER TRANSPORT

The Weekly Newspaper of the Public Transportation Industry

Charter Service Regulations: FTA Questions & Answers

Editor's Note: In preparation for the introduction of the Federal Transit Administration's new charter service regulations on April 30, Passenger Transport spoke with the FTA about clarifications of the new rule. Their conversation follows.

Q. The definition of charter refers to "exclusive use." What makes use exclusive?

A. 49 CFR 604.3(h) defines "exclusive use" as service that a reasonable person would conclude is intended to exclude members of the public.

Q. What does the FTA mean by "negotiated price"?

A. We don't have a definition of negotiated price, but if you were to apply standard contract principles, it would be a meeting of the minds regarding the cost of the service. What that also means is that free service would not constitute a negotiated price, but the regular fixed route fare could.

Q. The regulation uses the term "may be characteristic of charter service." How does that change the definition?

A. It doesn't change the definition, it simply allows transit agencies to analyze whether the proposed service meets the definition of charter under Paragraph 1 of 49 CFR 604.3(c). Under that definition, you have two conditions that could make service charter. Under Paragraph 1, which is the classic definition of charter service, a third party requests the exclusive use of a bus or van for a negotiated price. Paragraph 2 covers those instances where a recipient

initiates service to an event or function that occurs on an irregular basis or for a limited duration and charges a premium fare or receives a third-party subsidy that pays for the service in whole or in part. Under Paragraph 1, we provided "characteristics" of charter as a way to inform public transit agencies as to what we will consider in determining whether the service is charter.

Q. Charter service refers to service paid for by an outside party. For example, if Montgomery County Government in Rockville, MD, pays for Ride On bus service, is that considered an outside party?

A. Essentially what that question is getting at is whether the receipt of general operating funds by a transit agency constitutes a third-party subsidy for purposes of the charter service definition. It doesn't. General operating assistance received from the federal government, a state, or locality is not a third-party subsidy. Only when one of those entities subsidizes

service to an event or function that occurs on an irregular basis or for a limited duration might it be considered charter. For example, service to an apple blossom festival that is paid for by a governmental entity would be considered charter. Regarding the Ride On example, that service is regular and continuous and is public transportation.

Q. If the county's Parks Department wants to use a Ride On bus, is that an outside party?

A. If the Parks Department requests a Ride On bus to take members of the public to a tree planting ceremony, and pays Ride On for the service, then that would constitute charter service.

Q. How does the regulation define "premium" fare? Please provide examples of premium and non-premium fares.

A. In the definition of charter service, under Paragraph 2 of 49 CFR 604.3(c) a premium fare is greater than the usual or customary fixed route fare. And so an example would be IndyGo's shuttle system for the Indianapolis 500, where they pick people up at the Indianapolis Museum of Art and take them over to the Speedway for \$15. Now, Indianapolis does not have similar express shuttle service that occurs on a regular basis for \$15, so \$15 is a premium fare.

When a transit agency is analyzing whether a fare is premium, it needs to look at comparable service in its system. For example, the San Francisco Bay Area Rapid Transit District asked us whether its shuttle service to an event for a fare



Charter buses transported visitors to see Pope Benedict XVI during his visit to Washington.

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Charter Bus Regulations: FTA Questions & Answers

of \$7.50 round trip would constitute a premium fare. We asked what other types of fares it charges, and noted that its regular service fare on a trolleybus costs \$5 one-way. We determined that the \$7.50 fare would not constitute a premium fare.

Q. Does a definition exist for service provided on an irregular or limited basis? Would 81 baseball games or 12 football games during a year qualify?

A. No. Service to 81 baseball games is service to an event or function. If the transit agency provides free service or charges its regular fixed route fare for service to the baseball games, then it would not be charter service.

Q. How would it be handled if the Pope comes back to Washington next year?

A. If WMATA provides express bus service for the Pope's visit and charges a fare that is higher than its regular express bus fare, then it is charter. The fact that the Pope's visit may occur only once in our lifetime may mean that this service could be the subject of a petition for an event of regional or national significance or an administrator's discretion exception.

Q. Regarding programs outside charter service, how does the FTA define program purposes?

A. Program purposes is defined in 49 CFR 604.3(o) as transportation that serves the needs of either human service agencies or targeted populations: elderly, persons with disabilities, or low-income individuals. This does not include exclusive service for other groups formed for purposes unrelated to the special needs of the targeted populations.

Q. What is not a program purpose?

A. Let's say, for instance, that a Section 5311 recipient uses its 5311 vehicle to pick up a wedding party and take them to the church. That would not be a program purpose because it's not assisting targeted populations. Taking the Boy Scouts to their annual picnic would also not fit within the definition of program purposes because the Boy Scouts are not a targeted population.

Q. If something is consistent with a program purpose, does it have to receive funding from one of the four specific programs (rural, elderly and disabled, JARC, New Freedom)?

A. This question is somewhat difficult to answer. To take advantage of the exemption from these regulations, under 49 CFR 604.2(e),

you must receive funds from our 5310, 5311, 5316, or 5317 programs. Receipt of these funds and providing service to targeted populations means the transit agency is exempt from the regulation (no reporting requirements) and the groups it serves do not have to register on our web site. If a transit agency does not receive funds from those programs, but still wants to assist those targeted groups, then it may take advantage of the exception contained in 49 CFR 604.7—Qualified Human Service Organizations. The exemption is very broad, so a transit agency can take senior citizens out to the mall for an activity or to the Papal visit. That activity would fall within the definition of program purposes.

Q. Under Q&A 18 of the charter bus rule, an exception exists when no one from the outside uses the service and no premium fare is charged. Does this apply if a transit agency provides free bus service to the county council that pays the local share for the system? If the county council gives the transit agency extra money, is that a payment?

A. If "local share" means general operating assistance, then that is not a third-party subsidy.

If the government gives a transit agency extra money for a bus, is that considered a payment? No. It's not a payment to an event or function. On the other hand, if the government gives extra money for a bus because the transit agency provided service to an event or function at the request of the government, then that could be considered a third-party subsidy under the new rule. We would need more facts to make a definite determination.

If a transit system wants to provide free service to the county council to take them where they need to go, it can do that, but the county council cannot turn around and cut a check for that service.

We don't have any requirements in the regulation regarding how much a qualified human service organization can or should pay for the service, but the purpose of the exception was to recognize that those organizations typically don't have the funds to pay market rate and, therefore, it would seek out a transit agency because it is serving targeted populations.

Our purpose for this approach is to ensure that the new charter regulation does not undermine our coordinated human service transportation program. If a qualified human service organization can pay market rates for service, then we would advise the transit agency to let the private sector know about the opportunity.

Q. Regarding Qualified Human Service Organizations: How does the FTA know that an organization is qualified? Is there an approval process for organizations that register on the web site, or does registering mean the organization automatically qualifies? Who approves or disapproves the qualification? How much can an organization pay a transit agency for service?

A. The registration process is a self-certification process. Organizations that serve a targeted population and do not receive federal funds from the programs listed in Appendix A would have to go to our web site and register. Those organizations must register at least 60 days in advance of the service. Private operators can review the registration and may raise concerns during that 60-day period.

Q. Suppose a homeless shelter needs to take people to an event and offers to pay a transit agency \$100 for providing this service. Can the agency accept this money under the Qualified Human Service Organization exemption?

A. Yes. If a transit agency is taking advantage of the QHSO exception, it would need to record certain information about the service — name, address, phone number, the date and time of the service, the number of passengers, and the fee collected. That would go into the transit agency's quarterly report. If a registered charter provider had concerns about a QHSO's ability to keep paying for service, the quarterly reporting would reveal that, and the private operator may file a complaint. One hundred dollars sounds like a nominal amount for the service, so the transit agency could accept that money and would need to record that amount in its quarterly report.

Q. In the past, a private provider would contract with, for example, a bride for the use of a trolley-replica bus, then would contract with the transit agency that owns the vehicle to lease the vehicle and hire a driver for a few hours. Now, the public provider cannot lease a vehicle to the private provider without first exhausting all other options. What do the private and public providers have to do to verify the circumstances?

A. The leasing exception was definitely a big concern raised by the private providers during the negotiated rulemaking. The leasing provision in the old rule created a loophole for brokers, who did not own any vehicles, to step in and lease vehicles from transit agencies. As part of the negotiations, we tightened the exception.

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Charter Bus Regulations: FTA Questions & Answers

Under the new rule (49 CFR 604.8), in order for a private provider to lease vehicles from a transit agency, it has to exhaust all of the private vehicles in the area first. Since we consider a trolley a bus, it is unlikely that all of the private vehicles in the area will be engaged in service, but if that is the case, then the registered charter provider may approach the transit agency to lease a trolley.

How does a transit agency verify that all private vehicles have been exhausted? First, the registered charter provider must provide the transit agency with a certification that it has exhausted all of the available vehicles and identify those providers. A transit agency would then check the registration web site to ensure that the number of vehicles identified in the registered charter provider's certification matches what is on the web site.

Q. Formerly, an agency would advertise for a "willing and able" list of providers to give service. Now, the list is computerized. The easiest option to check is "nationwide service." How is the FTA dealing with this?

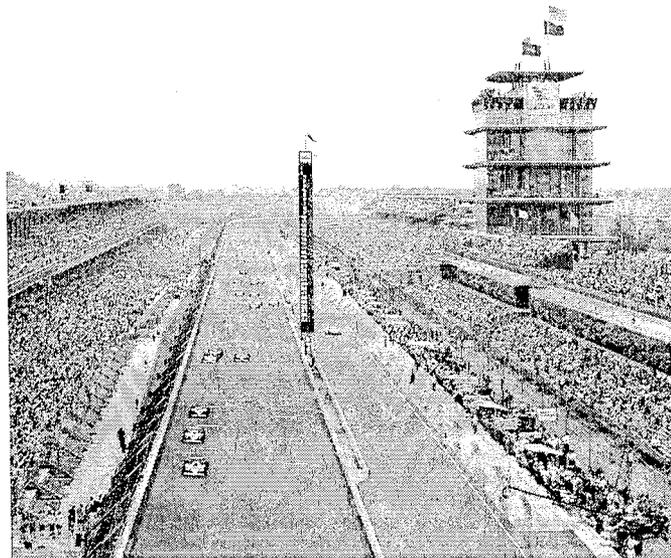
A. The question refers to the issue of private providers registering for the continental United States. In those cases, we are calling private providers and asking them whether they originate service in each state. Most don't, so they will change their registration.

In addition, we will change the wording on our web page to help private providers register for areas where they can truly provide service. We can't stop them from registering for the United States, but most of them see the wisdom of just registering for the states where they can really provide the service.

Q. A transit provider can petition the FTA Administrator in case of events of national or regional significance. What has been the effect of this provision on the Kentucky Derby and Indianapolis 500?

A. We've received petitions from both of those events, and we will be issuing a decision on both of them on April 30.

Q. In the past, hardship petitions were available if deadhead time for delivering and returning the vehicle took more time than doing the job in rural or small urban areas. Now, the agency must petition the administrator for permission.



FTA is preparing a decision on charter service for this year's Indianapolis 500.

INS PHOTO BY JOHN COYNE

What is the benefit of doing this and what is the turnaround time?

A. The benefit of having a petition is that the petition goes into a docket that is available 24 hours a day and seven days a week. We believe this provides transparency so that everyone knows who requested an exception and what was our decision regarding the request. Regarding turnaround time, we will make every effort to respond promptly to hardship petitions.

Q. Regarding receiving advisory opinions from the FTA chief counsel, who is an interested party who can ask for an opinion?

A. We define interested parties in 49 CFR 604.3(i). Interested party means an individual, partnership, corporation, association, or other organization that has a financial interest that is affected by the actions of a recipient providing charter service under federal transit laws. This term includes states, counties, cities and their subdivisions, and tribal nations.

Q. The FTA can withhold some federal funding if an agency violates a charter rule. Under SAFETEA-LU, the secretary can withhold an "appropriate" amount for a pattern of abuse—two violations in 72 months, covering everything except record keeping. However, a violation may turn up in a triennial review. How can a provider approach this within the charter system?

A. There are two ways that the FTA would become aware of a violation: 1) through the complaint process, and 2) through triennial reviews, for those that are subject to triennial reviews. Although we are going to rely on

triennial review results, we would like to point out that mandatory withholding for a pattern of abuse only applies to unauthorized charter service, not paperwork violations.

Q. The FTA is providing outreach to public providers. How is the FTA educating private providers to avoid problems and complaints?

A. One of our first outreach opportunities was at the American Bus Association Annual Meeting in Virginia Beach, VA, earlier this year. Our goal is to have two sessions every time we conduct outreach—one for the public sector and one for the private sector.

For example, at the APTA Bus & Paratransit Conference we will give a presentation during the conference and then meet with the private providers off-site in Austin, TX. For another example, we will attend the Northwest Motorcoach Association quarterly meeting, and so we added a session with Portland-area public transit agencies.

We are answering a lot of questions. The ombudsman has been very busy, funneling all of these questions through, and so hopefully people will agree that we have been very accessible and that we are providing timely answers to their questions.

Q. If a public provider petitions for an event of national significance at the same time a private provider wants a cease and desist, would the FTA make two separate decisions?

A. The FTA will make a decision for each request, but the decisions will be complementary. If we say no to the petition, then we would in all likelihood say yes to the cease and desist order, and vice versa. So almost every event could potentially have two filings.

Q. NASCAR, for instance, cannot pay a transit system to provide extra service. The offer must go to the private sector. However, some private-sector providers don't have any or enough accessible vehicles. What happens to customers with disabilities?

A. What we're looking for here is that the private charter company provides an equivalent level of service, and that doesn't necessarily mean that every vehicle has to be accessible. The ADA requires an equivalent level of service for persons with disabilities. This does not mean that every vehicle has to be accessible. It means that the provider must ensure that an accessible

16.c3

Charter Bus Regulations: FTA Questions & Answers

vehicle is available for a person who might need service. Also, coaching a customer to request all accessible vehicles does not mean that the transit agency can step in if the customer and the private provider can't reach an agreement.

Q. Much regular public transportation is supplemented by the private sector, specifically major employers. Is that considered charter service?

A. If developers want to pay a transit agency to extend its bus service out to a new business park, that wouldn't be considered charter service because it would be regular and continuous.

Q. If the number of trips per day increases (such as employees traveling to a toy factory prior to Christmas), is that charter?

A. No. Adding additional equipment, hours, or days to an existing fixed route is not charter. The private providers acknowledged that during the negotiated rulemaking.

Q. How would seasonal service be handled at resort areas, such as Hilton Head in February?

A. Again, if it's regular service that occurs during certain months because there is an influx of tourists, then it is still regular service—as long as the transit agency's bus is not picking people up at the hotel and taking them to an

event. Regular service doesn't always mean year-round service. It can be service that occurs for a few months a year, but people still have to go out to a bus stop, wait, pay their fares, and go the normal fixed route. Since it's on a regular basis, not serving an event or function on an irregular or for a limited duration, the service doesn't meet the definition of charter.

Q. Given the uncertainty out there, is the FTA considering another rulemaking or another way to clarify the rule?

A. We always offer our ombudsman, ombudsman.charterservice@dot.gov, and we have answered 200 to 300 questions through that process since the rule came out. We've received petitions for exceptions and we've received a few requests for advisory opinions. We've even gotten a few of those out! We are committed to getting the word out as best we can, so there's no reason for someone to say they didn't know.

Q. Is there anything we haven't asked that you think is important for our members to know?

A. There's so much. Seasonal service is an important issue for those areas that run regular fixed route service from May to October. That doesn't amount to charter service. We will come out with some additional Q&As on that topic.

Negotiated price does not include free service. If a transit agency wants to provide free service to an event or function that occurs on an irregular basis or for a limited duration, it can. There have been some questions about creative financing. We caution transit agencies that if someone sponsors a bus—i.e., if someone is holding a check and handing it over because a transit agency provided service to an event or function that occurs on an irregular basis or for a limited duration—then the transit agency must inform the private sector first. If that doesn't happen, then a transit agency could be subject to a complaint.

Another important issue that transit agencies should know about is that, if it receives funds from our 5310, 5311, 5316, or 5317 programs, then it is exempt from the charter regulations when it provides service to the elderly, persons with disabilities, or low-income individuals. As long as the service is targeted toward those groups, the transit agency does not have to record the service and the group receiving the service does not have to register on our website. If a recipient does not receive funds from those programs, then it must proceed under the QHSO exception (49 CFR 604.7) if it wants to provide services to the elderly, persons with disabilities, or low-income individuals.

16.c4