



AGENDA

BOARD OF DIRECTORS
REGULAR MEETING OF DEC. 13, 2013
8:30 AM

MISSION STATEMENT: "To provide a public transportation service that enhances personal mobility and creates a sustainable transportation option in Santa Cruz County through a cost-effective, reliable, accessible, safe, clean and courteous transit service."

THE BOARD MEETING AGENDA PACKET CAN BE FOUND ONLINE AT WWW.SCMTD.COM AND IS AVAILABLE FOR INSPECTION AT SANTA CRUZ METRO'S ADMINISTRATIVE OFFICES LOCATED AT 110 VERNON STREET, SANTA CRUZ, CALIFORNIA

- | | | |
|--------------------------|---|-------------------------------------|
| <input type="checkbox"/> | <i>Director Margarita Alejo</i> | <i><u>City of Watsonville</u></i> |
| <input type="checkbox"/> | <i>Director Hilary Bryant</i> | <i><u>City of Santa Cruz</u></i> |
| <input type="checkbox"/> | <i>Director Dene Bustichi, Vice Chair</i> | <i><u>City of Scotts Valley</u></i> |
| <input type="checkbox"/> | <i>Director Daniel Dodge, Chair</i> | <i><u>City of Watsonville</u></i> |
| <input type="checkbox"/> | <i>Director Zach Friend</i> | <i><u>County of Santa Cruz</u></i> |
| <input type="checkbox"/> | <i>Director Ron Graves</i> | <i><u>City of Capitola</u></i> |
| <input type="checkbox"/> | <i>Director Michelle Hinkle</i> | <i><u>County of Santa Cruz</u></i> |
| <input type="checkbox"/> | <i>Director Deborah Lane</i> | <i><u>County of Santa Cruz</u></i> |
| <input type="checkbox"/> | <i>Director John Leopold</i> | <i><u>County of Santa Cruz</u></i> |
| <input type="checkbox"/> | <i>Director Bruce McPherson</i> | <i><u>County of Santa Cruz</u></i> |
| <input type="checkbox"/> | <i>Director Lynn Robinson</i> | <i><u>City of Santa Cruz</u></i> |
| <input type="checkbox"/> | <i>Ex-Officio Director Donna Blitzer</i> | <i><u>UC Santa Cruz</u></i> |

*Les White, General Manager
Leslyn Syren, District Counsel*

TITLE 6 - INTERPRETATION SERVICES / TÍTULO 6 - SERVICIOS DE TRADUCCIÓN

Spanish language interpretation and Spanish language copies of the agenda packet are available on an as-needed basis. Please make advance arrangements with Tony Tapiz, Administrative Services Coordinator at 831-426-6080. Interpretación en español y traducciones en español del paquete de la agenda están disponibles sobre una base como-necesaria. Por favor, hacer arreglos por adelantado con Tony Tapiz, Coordinador de Servicios Administrativos al numero 831-426-6080.



AMERICANS WITH DISABILITIES ACT

The Board of Directors meets in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, or to access the agenda and the agenda packet (including a Spanish language copy of the agenda packet), should contact Tony Tapiz, Administrative Services Coordinator, 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 Santa Cruz METRO regarding special requirements to participate in the Board meeting. For information regarding this agenda or interpretation services, please call Santa Cruz METRO at 831-426-6080.



MEETING LOCATION:
METRO ADMINISTRATIVE OFFICES
110 VERNON STREET
SANTA CRUZ, CA

8:30 A.M.

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

SECTION I: OPEN SESSION

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ANNOUNCEMENTS**
- 4. COMMUNICATIONS TO THE BOARD OF DIRECTORS**

This time is set aside for Directors and members of the general public to address any item not on the Agenda which is within the subject matter jurisdiction of the Board. No action or discussion shall be taken on any item presented except that any Director may respond to statements made or questions asked, or may ask questions for clarification. All matters of an administrative nature will be referred to staff. All matters relating to Santa Cruz METRO will be noted in the minutes and may be scheduled for discussion at a future meeting or referred to staff for clarification and report. Any Director may place matters brought up under Oral and Written Communications on a future agenda. In accordance with District Resolution 69-2-1, speakers appearing at a Board meeting shall be limited to three minutes in his or her presentation. Any person addressing the Board may submit written statements, petitions or other documents to complement his or her presentation. When addressing the Board, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.

- 4-1. CORRESPONDENCE REGARDING SERVICE TO 824 BAY AVENUE IN CAPITOLA**
Valeria Erdogan, Site Manager, Stanford Children's Health, Capitola, CA
- 5. LABOR ORGANIZATION COMMUNICATIONS**
- 6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**



CONSENT AGENDA

All items appearing on the Consent Agenda are recommended actions which are considered to be routine and will be acted upon as one motion. All items removed will be considered later in the agenda. The Board Chair will allow public input prior to the approval of the Consent Agenda items.

- 7-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF SEPTEMBER 2013**
- 7-2. MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF SEPTEMBER 30, 2013**
- 7-3. CONSIDERATION OF DECLARING ONE (1) 1984 GILLIG BUS, ONE (1) LOT OF SURPLUS GILLIG BUS PARTS, AND ONE (1) 1998 NEW FLYER BUS AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION**
- 7-4. CONSIDERATION OF OWNED AND LEASED PROPERTY INVENTORIES TO DETERMINE IF THERE IS ANY PROPERTY IN EXCESS OF SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S FORESEEABLE NEEDS**
- 7-5. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A LEASE AMENDMENT EXTENDING THE CURRENT LEASE FOR THE PROPERTY LOCATED AT 115 DUBOIS STREET TO DECEMBER 31, 2015**
- 7-6. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH DOC AUTO, LLC FOR VEHICLE MAINTENANCE SERVICES FOR PARACRUZ IN AN AMOUNT NOT TO EXCEED \$20,000**
- 7-7. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH SPECIALIZED AUTO & FLEET SERVICES INC. FOR VEHICLE MAINTENANCE SERVICES FOR PARACRUZ VEHICLES IN AN AMOUNT NOT TO EXCEED \$20,000**
- 7-8. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH MIDWEST MOTOR SUPPLY DBA KIMBALL MIDWEST FOR THE PURCHASE OF FASTENERS AND ELECTRICAL TERMINALS IN AN AMOUNT NOT TO EXCEED \$30,000**
- 7-9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH VISION SERVICE PLAN FOR EMPLOYEE VISION CARE SERVICES TO ALLOW A PER ENROLLEE RATE INCREASE**
- 7-10. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH DAY WIRELESS SYSTEMS FOR THE LAND MOBILE RADIO SYSTEM UPGRADE PROJECT IN AN AMOUNT NOT TO EXCEED \$150,000**
- 7-11. CONSIDERATION OF INFORMATION REGARDING DROPPED FIXED ROUTE SERVICE IN THE FIRST SIX MONTHS OF 2013**
- 7-12. APPROVAL OF MINUTES OF NOVEMBER 15, 2013 BOARD OF DIRECTORS MEETING**



- 7-13. **ACCEPT & FILE MINUTES FROM METRO ADVISORY COMMITTEE MEETING OF OCTOBER 16, 2013**
- 7-14. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH GIRO, INC. TO THE HASTUS MAINTENANCE AND SUPPORT CONTRACT IN THE AMOUNT OF \$76,253 FOR THE 2014 CALENDAR YEAR.**
- 7-15. **CONSIDERATION OF METROBASE STATUS REPORT**

REGULAR AGENDA

- 8. **METROBASE CURRENT STATUS VISUAL PRESENTATION**
Frank Cheng, MetroBase Project Manager/IT Manager
- 9. **REVIEW AND CONSIDER ADMINISTRATIVE DRAFT OF THE 2013 SHORT RANGE TRANSIT PLAN**
Erich Friedrich, Senior Transit Planner
- 10. **ORAL REPORT OF THE RECRUITMENT TASK FORCE**
Daniel Dodge, Chair
- 11. **REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**
Leslyn Syren, District Counsel
- 12. **COMMUNICATIONS REGARDING CLOSED SESSION**
- 13. **ANNOUNCEMENT OF NEXT MEETING**
Daniel Dodge, Chair

SECTION II: CLOSED SESSION - Immediately following Open Session

- 1. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
(Pursuant to Government Code Section 54956.9)

Sylvia Jimenez v. Santa Cruz Metropolitan Transit District; WCAB No. ADJ7073277
- 2. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
(Pursuant to Government Code Section 54957(b).)

General Manager
- 3. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
(Pursuant to Government Code Section 54957(b).)

District Counsel



SECTION III: RECONVENE TO OPEN SESSION

14. REPORT OF CLOSED SESSION - District Counsel

15. ADJOURNMENT

Adjourn to the next Board of Directors meeting.

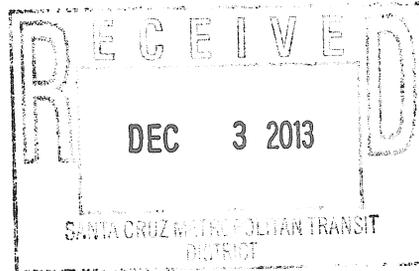
Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day. The agenda packet and materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Santa Cruz METRO Administrative Office (110 Vernon Street, Santa Cruz) during normal business hours. Such documents are also available on the Santa Cruz METRO website at www.scmtd.com subject to staff's ability to post the document before the meeting.

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Stanford
Children's Health
824 Bay Avenue, Suite 70
Capitola, CA 95010

December 4, 2013

BOARD OF DIRECTORS
Santa Cruz METRO
110 Vernon Street
Santa Cruz, CA 95060



Attn: Administrative Services Coordinator

Stanford Children's Health Specialty Services is opening on December 13, 2013 at 824 Bay Avenue, Suite 70 in Capitola. Our facility serves children who need treatment after being cared for at Stanford Medical Center, Lucile Packard Children's Hospital, and other area hospitals and clinics. The specialty services provided are Pediatric Cardiology, Pediatric Hematology & Oncology, Pediatric Pulmonary, Pediatric Gastroenterology, High Risk Infant, Infant Development, and Pediatric Infectious Disease, etc. Many of our parents and care givers travel by bus with these children from all parts of Santa Cruz and Monterey Counties, so they do not have to go up to Palo Alto for ongoing care. It would be helpful if we could have Santa Cruz METRO drop them off as close to the building as possible, especially this time of year, when they are braving the rain and cold with their newborns and very sick children with health issues and variety of equipment to be transported.

Currently, there is a stop on Hill Street near Bay Avenue, only used once a day on Route 54. Apparently, Route 55 runs every hour, starting from Capitola Mall at 7:30 am, and comes as close as Bay Avenue and Capitola Avenue. We are requesting that you add the Hill Street stop to that route. There are medical offices, dental offices, a pharmacy, retail stores, restaurants, an inn, post office, senior housing and a residential area and workers, etc. that could also benefit from this service. If there was one more bus departing Capitola Mall at 5:30 pm for Route 55, the riders would be able to get home if they happen to finish their visits after 5:00 pm.

Your website indicates that you are updating schedules for 2014. Therefore, please accept this letter as a request to update an existing route and to be included on your agenda for December 13, 2013. We would be thrilled if you can help us support the youngest members of our community with their transportation.

Respectfully,

Valeria Erdogan, Site Manager
Stanford Children's Health

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

DATE: 09/01/13 THRU 09/30/13

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
46750M09/01/13		001144	3,114.00	HARTFORD FLOOD INSURANCE CO		54288	9/13-14 1200B FLOOD	3,114.00	MANUAL
46756M09/13/13		001271	-45.00	9/13-14 1200B FLOOD DEPARTMENT OF MOTOR VEHICLES EPT ADMIN FEE AMG		54335	EPT ADMIN FEE AMG	-45.00	**VOID
46907 09/02/13		382	225.00	AIRTEC SERVICE		54598	JUL 13 HVAC RPR PC	225.00	
46908 09/02/13		E437	2,335.00	AITKEN, ANGELA		54568	TUITION REIMBURSEMENT	2,335.00	
46909 09/02/13		B030	100.00	ALEJO, MARGARITA	7	54531	BOD MEET 8/9&8/23/13	100.00	
46910 09/02/13		001016	465.00	ALLARD'S SEPTIC SERVICE	7	54631	GREASE REMOVE PACIFI	465.00	
46911 09/02/13		001128	1,137.50	ALWAYS TOWING & RECOVERY, INC		54542	TOW BUS #2801	525.00	
46912 09/02/13		003019	480.74	AMERICAN REPROGRAPHICS CO LLC		54543	TOW BUS #2309	612.50	
46913 09/02/13		001D	85.72	AT&T		54564	DRAWINGS MB OPS	112.55	
46914 09/02/13		001348	8,750.00	ATHENS INSURANCE SERVICE, INC.		54578	8/7-9/6 REPEATERS	85.72	
46915 09/02/13		009 247	620.09	AUTOMATIC DOOR SYSTEMS, INC.		54611	SEPT 13 TPA FEE	8,750.00	
46916 09/02/13		002689	263.01	B & B SMALL ENGINE		54602	HEADER BOLTS SVT RPR	620.09	
46917 09/02/13		0059	5,050.35	BATTERIES USA, INC.		54612	BLOWER	263.01	
46918 09/02/13		001112	151.71	BRINKS AWARDS & SIGNS	7	54555	BATTERY & CORE EXCH	5,050.35	
46919 09/02/13		001844	6,843.33	BRINKS INCORPORATED		54548	BADGES	151.71	
46920 09/02/13		B028	50.00	BRYANT, HILARY	7	54596	JUL 1200B SERVICE	3,961.49	
46921 09/02/13		B018	100.00	BUSTICHI, DENE	7	54597	JUL 1200B SERVICE	2,881.84	
46922 09/02/13		R641	260.00	CALIFORNIA EMERGENCY PHYSICIAN		54532	BOD MEET 8/23/13	50.00	
46923 09/02/13		001124	25,495.80	CLEAN ENERGY		54533	BOD MEET 8/9&8/23/13	100.00	
46924 09/02/13		002063	70.03	COSTCO		54624	SC 10-12-02	260.00	
46925 09/02/13		504	3,521.47	CUMMINS WEST, INC.		54605	LNG 7/30/13	9,722.14	
46926 09/02/13		001329	131.00	DOC AUTO LLC		54633	LNG 08/03/13	7,554.27	
46927 09/02/13		B029	100.00	DODGE, DANIEL	7	54634	LNG 08/01/13	8,219.39	
46928 09/02/13		R588	651.00	DOMINICAN HOSPITAL		54559	BOD MEETING 8/9/13	70.03	
46929 09/02/13		432	1,800.00	EXPRESS SERVICES INC.		54585	ALLISON TRANS ECU	2,525.94	
46930 09/02/13		E291	305.05	FARRIS, BONNIE		54586	RPR VEH #1005	995.53	
46931 09/02/13		372	120.40	FEDERAL EXPRESS		54541	RPR PC VEH #1109	131.00	
46932 09/02/13		002955	58,063.97	FEENEY WIRELESS, LLC	7	54534	BOD MEET 8/9&8/23/13	100.00	
46933 09/02/13		001172	573.60	FERGUSON ENTERPRISES INC. #795		54625	SC 10-12-02	651.00	
46934 09/02/13		B032	100.00	FRIEND, ZACHARIAH		54635	TEMP W/E 8/18/13	960.00	
46935 09/02/13		117	328.49	GILLIG LLC		54630	VTI RENEWAL	10.00	
46936 09/02/13		003096	16.25	GOODWILL INDUSTRIES OF SILICON		54637	TRAVEL REIMBURSEMENT	295.05	
46937 09/02/13		E162	250.96	GOUVEIA, ANNA		54636	FREIGHT	120.40	
46938 09/02/13		282	1,278.10	GRAINGER		54627	REPL HWY 17 WIFI	1,651.52	
						54628	REPL HWY 17 WIFI	19,987.45	
						54629	REPL HWY 17 WIFI	2,300.00	
						54601	WTC KIOSK RPR	34,125.00	
						54610	RPR METRO CENTER	357.11	
						54535	BOD MEET 8/9&8/23/13	216.49	
						54544	LOW PRODUCT INVENTOR	100.00	
						54591	SHREDDING PARACRUZ	328.49	
						54638	TRAVEL REIMBURSEMENT	16.25	
						54607	FACE RPR MISC PARTS	250.96	
						54608	NITRILE GLOVES	485.09	
								793.01	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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46939	09/02/13	100.00 B023	100.00	GRAVES, RON	7	54536	BOD MEET 8/9&8/23/13	100.00	
46940	09/02/13	229.49 001097	229.49	GREENWASTE RECOVERY, INC.		54587	JUL 13 WATER/GARB PC	229.49	
46941	09/02/13	13,080.73 002979	13,080.73	HUNT & SONS, INC.		54609	FUEL & LUBE	13,080.73	
46942	09/02/13	100.00 B026	100.00	LEOPOLD, JOHN	7	54537	BOD MEET 8/9&8/23/13	100.00	
46943	09/02/13	110,924.71 001059	110,924.71	LNI CUSTOM MANUFACTURING, INC.		54645	22 BUS SHELTERS	110,924.71	
46944	09/02/13	208.09 003059	208.09	MAILFINANCE INC		54589	9/07-12/06/13 LEASE	208.09	
46945	09/02/13	21.22 013	21.22	MCI SERVICE PARTS, INC.		54584	BULBS	21.22	
46946	09/02/13	100.00 B031	100.00	MCPHERSON, BRUCE, INC.		54538	BOD MEET 8/9&8/23/13	100.00	
46947	09/02/13	109.75 001342	109.75	MCW ASSOCIATES, INC.		54626	JUL 13 SERVICE	109.75	
46948	09/02/13	349.20 041	349.20	MISSION UNIFORM		54540	UNIFORMS	44.83	
						54599	UNIFORMS	18.92	
						54600	UNIFORMS	18.92	
						54614	UNIFORMS	66.74	
						54615	UNIFORMS	199.79	
46949	09/02/13	224.00 R640	224.00	MOREA, CARMIE		54623	SC 10-12-02	224.00	
46950	09/02/13	150.52 001178	150.52	N/S CORPORATION		54618	MAC VALVE ASSY	150.52	
46951	09/02/13	380.07 E631	380.07	NEVIN, JOHN		54640	TRAVEL REIMBURSEMENT	380.07	
46952	09/02/13	883.64 001063	883.64	NEW FLYER IND. CANADA ULC DBA		54549	FILTER ELE HYDRO OIL	537.66	
						54550	NOB	18.90	
						54580	STOCK ORDER	136.75	
46953	09/02/13	888.19 261	888.19	OFFICEMAX OF NO. AMERICA INC		54581	STOCK ORDER	27.27	
						54632	PULLEY COMPRESSOR AC	163.06	
						54552	DRANO	271.97	
						54553	LYSOL	205.41	
						54583	LYSOL	410.81	
46954	09/02/13	100.00 002809	100.00	PACIFIC PROPANE		54563	FY14 RENTAL FEE	100.00	
46955	09/02/13	2,595.21 043	2,595.21	PALACE ART & OFFICE SUPPLY		54557	OFFICE SUPPLIES	1,054.27	
						54558	OFFICE SUPPLIES	1,145.79	
						54560	OFFICE SUPPLIES	90.35	
						54561	OFFICE SUPPLIES	304.80	
46956	09/02/13	234.88 003086	234.88	PAPE MACHINERY		54554	DIPSTICKS	234.88	
46957	09/02/13	338.63 E152	338.63	PENA, LEONARDO		54639	TRAVEL REIMBURSEMENT	338.63	
46958	09/02/13	202.22 003067	202.22	POST MEDICAL INC		54579	SHARPS CONTAINERS	202.22	
46959	09/02/13	388.62 215	388.62	RICOH USA, INC.		54595	7/18-8/17/13 RENT	388.62	
46960	09/02/13	201.95 002094	201.95	RICON CORPORATION		54551	ACRYLIC LINER	201.95	
46961	09/02/13	49,964.03 904	49,964.03	RNL/INTERPLAN, INC. A CA CORP		54593	SVC THRU 7/31/13	49,964.03	
46962	09/02/13	100.00 B022	100.00	ROBINSON, LYNN MARIE	7	54539	BOD MEET 8/9&8/23/13	100.00	
46963	09/02/13	70.49 045	70.49	ROYAL WHOLESALE ELECTRIC		54621	CONDUIT RPR SMC	68.04	
						54622	CONDUIT RPR SMC	2.45	
46964	09/02/13	470.48 135	470.48	SANTA CRUZ AUTO PARTS, INC.		54603	BATTERY	114.13	
						54604	HEARING PROTECTORS	43.36	
						54616	MISC PARTS	62.65	
						54617	RPR VEH #0805	216.98	
46965	09/02/13	10,565.50 079	10,565.50	SANTA CRUZ MUNICIPAL UTILITIES		54620	MISC PARTS	33.36	
						54566	7/10-8/9 1217 RIVER	142.43	
						54569	7/10-8/9 VERNON IRRI	218.01	
						54570	7/10-8/9 920 PACIFIC	90.05	
						54571	7/10-8/9 920 PACIFIC	2,758.27	
						54572	7/10-8/9 CEDARWALNUT	1,005.15	
						54573	7/10-8/9 GOLFCUB IR	226.93	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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46966	09/02/13	89.61 973		SANTA CRUZ NISSAN DODGE VOLKS		54574	7/10-8/9 1200RIVER B	3,835.50	
46967	09/02/13	974.07 003108		SOUND WAVES INSULATION INC		54575	7/10-8/9 165 DUBOIS	587.75	
46968	09/02/13	75.76 002954		TIRE DISTRIBUTION SYSTEMS, LLC 7		54576	7/10-8/9 138GOLF	1,242.73	
46969	09/02/13	307.65 007		UNITED PARCEL SERVICE		54577	7/10-8/9 VERNON	458.68	
						54613	RPR VEH #1124 PC	89.61	
						54619	EXHAUST HEAT BLANKET	974.07	
						54562	TIRES PARACRUZ	75.76	
						54641	FREIGHT	51.89	
						54642	FREIGHT	79.76	
						54643	FREIGHT	128.04	
						54644	FREIGHT	47.96	
						54545	DMV EXAM	75.00	
						54546	DMV EXAM	75.00	
						54547	DMV EXAM	75.00	
						54556	DMV EXAM	75.00	
						54588	DMV EXAM	75.00	
						54606	OIL & LUBE	1,632.26	
46971	09/02/13	1,632.26 001506		WESTERN STATES OIL CO.		54606	OIL & LUBE	1,632.26	
46972	09/02/13	764.91 148		ZEP SALES & SERVICE INC.		54582	ZEP CLEANER	764.91	
46973	09/09/13	2,216.56 002069		A TOOL SHED, INC.		54668	SMC LIGHTS	2,216.56	
46974	09/09/13	2,757.82 382		AIRTEC SERVICE		54680	QTR SVC HVAC ALL LOC	2,757.82	
46975	09/09/13	222.71 E437		AITKEN, ANGELA		54726	MEETING REIMBURSEMENT	222.71	
46976	09/09/13	46.92 130		CITY OF WATSONVILLE UTILITIES		54692	7/16-8/12 WTC WATER	46.92	
46977	09/09/13	2,823.57 909		CLASSIC GRAPHICS		54678	VEH RPR #9809	2,823.57	
46978	09/09/13	18,006.03 001124		CLEAN ENERGY		54691	LNG 08/08/13	8,359.86	
						54694	LNG 08/06/13	9,646.17	
46979	09/09/13	81.56 075		COAST PAPER & SUPPLY INC.		54696	CLEANING SUPPLY SVT	81.56	
46980	09/09/13	13,508.13 504		CUMMINS WEST, INC.		54665	SPARK PLUGS & WASHER	6,793.21	
						54681	RPR VEH #1002	2,663.66	
						54682	PARTS	1,450.49	
						54702	RPR VEH #2813	1,284.00	
						54721	EXHAUST LEAK V #2808	1,316.77	
46981	09/09/13	24,999.42 954		DOWNTOWN FORD SALES		54711	2014 FORD ESC #1401	24,999.42	
46982	09/09/13	2,676.00 432		EXPRESS SERVICES INC.		54717	TEMP W/E 8/18/13	1,800.00	
						54722	TEMP W/E 8/25/13	876.00	
46983	09/09/13	2,204.09 002955		FEENEY WIRELESS, LLC		54710	REPL HWY 17 WIFI	2,204.09	
46984	09/09/13	104.81 001172		FERGUSON ENTERPRISES INC. #795	7	54713	SEAL FOAM TOILET	104.81	
46985	09/09/13	3,171.27 002295		FIRST ALARM		54716	AUG 13 SEC HARV WEST	3,171.27	
46986	09/09/13	13,688.88 002952		FLYERS ENERGY LLC		54679	8/1-8/15 FUEL NONREV	3,671.51	
						54688	PROPANE	24.77	
						54678	8/1-8/15 FUEL PC	9,992.60	
46987	09/09/13	1,038.37 282		GRAINGER		54657	BOX FAN SMC	26.17	
						54704	LOCKERS WTC	1,012.20	
46988	09/09/13	481.00 546		GRANITEROCK COMPANY		54659	GRAVEL FOR POTHLES	481.00	
46989	09/09/13	206.58 166		HOSE SHOP, THE		54712	MISC HARDWARE 4 SHOP	206.58	
46990	09/09/13	8,885.00 003066		KIM FAMILY ENTERPRISES LLC		54650	SEPT13 RENT,NNN,PARK	8,885.00	
46991	09/09/13	144.00 852		LAW OFFICES OF MARIE F. SANG	7	54693	CL# 2010227273	144.00	
46992	09/09/13	698.36 001145		MANAGED HEALTH NETWORK		54714	SEPT 13 EAP PREMIUM	698.36	
46993	09/09/13	1,513.80 001052		MID VALLEY SUPPLY INC.		54695	CLEANING SUPPLIES	1,513.80	
46994	09/09/13	287.82 041		MISSION UNIFORM		54651	UNIFORMS PC	18.92	
						54676	UNIFORMS	200.53	

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46995	09/09/13	1,043.86 288		MUNCIE TRANSIT SUPPLY		54677	UNIFORMS	66.74	
46996	09/09/13	7,592.07 001063		NEW FLYER IND. CANADA ULC DBA		54705	UNIFORMS	1.63	
						54663	NOZZLE	1,043.86	
						54654	LOW PROD INVENTORY	1,779.70	
						54661	LOW PRODUCT INVENTORY	154.56	
						54666	LOW PROD INVENTORY	315.59	
						54667	LOW PROD INVENTORY	5,821.51	
						54720	CREDIT MEMO	-479.29	
46997	09/09/13	616.04 004		NORTH BAY FORD LINC-MERCURY		54674	BRAKE PAD INVENTORY	443.49	
						54703	RPR VEH #002	172.55	
46998	09/09/13	16,119.35 009		PACIFIC GAS & ELECTRIC		54706	7/25-8/22 1122 RIVER	2,010.22	
						54707	7/26-8/23 1122 RIVER	37.75	
						54708	7/25-8/22 GOLF CLUB	5,488.06	
						54709	7/25-8/22 VERNON	5,821.96	
						54725	7/26-8/23 165 DUBOIS	2,761.36	
46999	09/09/13	380.32 043		PALACE ART & OFFICE SUPPLY		54698	OFFICE SUPPLIES	21.92	
						54699	OFFICE SUPPLIES	217.22	
						54700	OFFICE SUPPLIES	141.18	
47000	09/09/13	1,053.50 001120		PRO-PAK INDUSTRIES, INC		54662	SAFETY SUPPLIES	1,053.50	
47001	09/09/13	1,730.58 107A		PROBUILD		54647	RPR & MAINT	1,730.58	
47002	09/09/13	486.04 003024		RICOH USA, INC		54656	7/19-8/18 IMAGES	486.04	
47003	09/09/13	524.64 215		RICOH USA, INC.		54715	8/18-9/17 LEASE OPS	524.64	
47004	09/09/13	147.78 045		ROYAL WHOLESALE ELECTRIC		54697	LIGHTS SMC	147.78	
47005	09/09/13	175.74 135		SANTA CRUZ AUTO PARTS, INC.		54675	FILTERS BATTERY	151.42	
						54701	WARRANTY RPR FREIGHT	24.32	
47006	09/09/13	535.28 001075		SOQUEL III ASSOCIATES	7	54658	SEPT13 CFI& DEP INCR	535.28	
47007	09/09/13	875.00 002871		STATE ELECTRIC GENERATOR		54669	LIGHT POLE RPR SMC	875.00	
47008	09/09/13	398.90 001008		SWAGELOK NORTHERN CALIFORNIA		54683	LEAK DETECTOR	398.90	
47009	09/09/13	37.05 E535		TAPIZ, ANTHONY		54723	TRAVEL REIMBURSEMENT	41.38	
						54724	TRAVEL REIMBURSEMENT	-4.33	
47010	09/09/13	75.00 E235		THOMAS, RUSSELL		54648	DMV EXAM	75.00	
47011	09/09/13	6,309.30 002954		TIRE DISTRIBUTION SYSTEMS, LLC	7	54684	TIRES	32.94	
						54685	TIRES	1,258.63	
						54686	TIRES	5,017.73	
47012	09/09/13	264.60 003010		TOYOTA MATERIAL HANDLING	7	54664	TRAVEL TIME FORKLIFT	264.60	
47013	09/09/13	108.51 007		UNITED PARCEL SERVICE		54646	FREIGHT	108.51	
47014	09/09/13	10.88 946		UNITED SITE SERVICES		54660	8/14-9/10 FENCE RENT	10.88	
47015	09/09/13	666.74 002829		VALLEY POWER SYSTEMS, INC.		54687	LOW PROD INVENTORY	37.93	
						54689	LOW PROD INVENTORY	31.32	
						54690	LOW PROD INVENTORY	597.49	
47016	09/09/13	55.02 434B		VERIZON CALIFORNIA		54652	8/16-9/15 MT BLEWLAS	55.02	
47017	09/09/13	950.25 434		VERIZON WIRELESS	0	54719	7/13-8/12 PC CARDS	950.25	
47018	09/09/13	300.00 001165		VU, THANH DR. MD	7	54670	DMV EXAM	75.00	
						54671	DMV EXAM	75.00	
						54672	DMV EXAM	75.00	
						54673	DMV EXAM	75.00	
47019	09/09/13	3,500.00 003074		WAVE CREST DEVELOPMENT INC.		54649	SEPT 13 RENT	3,500.00	
47020	09/09/13	51.50 147		ZEE MEDICAL SERVICE CO.		54653	CLEAN WIPES	19.97	
						54655	EAR PLUGS	31.53	
47021	09/09/13	34.35 E526		WARNOCK, APRIL		54727	MAC COMM TOUR FOOD	32.31	

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47022	09/16/13	132.24 002941	AA SAFE & SECURITY CO	54728		POSTAGE	2.04		
47023	09/16/13	52.67 E437	AITKEN, ANGELA	54826		FORKLIFT KEYS MMF	132.24		
47024	09/16/13	181.87 192	ALWAYS UNDER PRESSURE	54831		MST LUNCH MEETING	52.67		
47025	09/16/13	31.82 002861	AMERICAN MESSAGING SVCS, LLC	54778		BAGS FOR PRESS WASHR	181.87		
47026	09/16/13	11,195.00 001D	AT&T	54806		SEPT 13 PAGER SVC	31.82		
				54733		T1 CEMENT PLANT 8/18	3,178.18		
				54734		T1 SKYLINE 8/18	3,188.93		
				54760		CALNET2 7/19-8/18	4,827.89		
47027	09/16/13	940.48 003105	AT&T MOBILITY	54731		7/24-8/23 BUS WIRELE	940.48		
47028	09/16/13	68.00 E936	BIBRIESCA, EDUARDO	54766		DMV REIMBURSEMENT	68.00		
47029	09/16/13	14,675.00 616	BROWN ARMSTRONG	54732		FY13 AUDIT	14,675.00		
47030	09/16/13	293.63 001159	CAITTO'S GRAPHICS, INC.	54754		PROMO ITEM HATS	293.63		
47031	09/16/13	1,274.46 130	CITY OF WATSONVILLE UTILITIES	54792		7/22-8/19 WTC	44.40		
				54793		8/21-9/22 SOLID WTC	954.54		
				54794		7/22-8/19 WTC WATER	26.40		
				54795		7/22-8/19 WTC	249.12		
47032	09/16/13	1,603.23 909	CLASSIC GRAPHICS	54741		RPR BUS #2804	1,603.23		
47033	09/16/13	7,999.86 001124	CLEAN ENERGY	54740		LNG 8/15/13	7,999.86		
47034	09/16/13	238.00 003102	CLEVER DEVICES LTD	54742		ANTENNA	238.00		
47035	09/16/13	16.22 002063	COSTCO	54755		BOD MEETING 8/23/13	16.22		
47036	09/16/13	7,201.91 002814	CREATIVE BUS SALES, INC.	54738		RPR VEH #2403 PC	5,517.92		
				54785		LOW INVENTORY PC	1,683.99		
47037	09/16/13	10.00 E022	CUMMINGS, PATRICIA	54763		DMV REIMBURSEMENT	10.00		
47038	09/16/13	64.00 002567	DEPARTMENT OF JUSTICE	54828		FINGERPRINTING	64.00		
47039	09/16/13	598.13 480	DIESEL MARINE ELECTRIC, INC.	54758		STARTERS	598.13		
47040	09/16/13	4,476.00 432	EXPRESS SERVICES INC.	54824		TEMP W/E 8/25/13	1,800.00		
				54825		TEMP W/E 9/1/13	1,800.00		
				54830		TEMP W/E 9/1/13	876.00		
47041	09/16/13	26.69 372	FEDERAL EXPRESS	54822		FREIGHT	26.69		
47042	09/16/13	43,940.61 002295	FIRST ALARM	54762		AUG 13 SVC PACIFIC	43,940.61		
47043	09/16/13	22.59 002952	FLYERS ENERGY LLC	54790		PROPANE FORKLIFT	22.59		
47044	09/16/13	233.64 001302	GARDA CL WEST, INC.	54761		SEPT 13 SVCS	233.64		
47045	09/16/13	2,077.97 117	GILLIG LLC	54750		LOW PROD INVENTORY	1,944.82		
				54751		LAMP ASM	60.42		
				54799		LAMP	72.73		
47046	09/16/13	113.75 003096	GOODWILL INDUSTRIES OF SILICON	54752		AUG13 SHREDDING PC	16.25		
47047	09/16/13	1,991.87 282	GRAINGER	54791		AUG13 SHRED VERN, DUB	97.50		
				54783		CONTAINMENT	357.35		
				54784		SPILL BERM & COVER	1,634.52		
47048	09/16/13	16.20 E929	GUILD, WESLEY	54833		TRAVEL REIMBURSEMENT	16.20		
47049	09/16/13	68.00 E938	HERNANDEZ, CINDY	54764		DMV REIMBURSEMENT	68.00		
47050	09/16/13	68.00 E932	HERNANDEZ, DAVID	54770		DMV REIMBURSEMENT	68.00		
47051	09/16/13	427.75 166	HOSE SHOP, THE	54804		NON INVENTORY PARTS	9.52		
				54807		PARTS FOR BUS WASHER	418.23		
47052	09/16/13	266.54 167	KEYSTON BROTHERS	54780		UPHOLSTERY SUPPLY	266.54		
47053	09/16/13	1,038.92 001233	KIMBALL MIDWEST	54789		MISC HARDWARE	1,038.92		
47054	09/16/13	50.00 880	LEXISNEXIS	54832		AUG 13 SVCS	50.00		
47055	09/16/13	68.00 E934	LOPEZ, JOHNNY	54768		DMV REIMBURSEMENT	68.00		
47056	09/16/13	112.50 003059	MAILFINANCE INC	54736		8/28-9/27 LEASE ADMI	112.50		
47057	09/16/13	26,486.67 003017	MANSFIELD OIL CO OF GAINSVILLE	54801		DIESEL 8/14/13	26,486.67		

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47058	09/16/13	68.00 E933		MATA, IGNACIO		54769	DMV REIMBURSEMENT	68.00	
47059	09/16/13	68.00 E931		MENDOZA-GARCIA, LIZETTE		54771	DMV REIMBURSEMENT	68.00	
47060	09/16/13	112.38 041		MISSION UNIFORM		54759	UNIFORMS	44.83	
						54786	UNIFORMS	66.74	
						54802	UNIFORMS	0.81	
47061	09/16/13	68.00 E937		MONTEFINOS-ZARATE, JUAN		54765	DMV REIMBURSEMENT	68.00	
47062	09/16/13	286.33 001178		N/S CORPORATION		54797	PARTS BUS WASHER	286.33	
47063	09/16/13	1,613.84 001063		NEW FLYER IND. CANADA ULC DBA		54748	PLATE COVER	24.58	
						54749	LOW PROD INVENTORY	18.48	
						54816	LOW PROD INVENTORY	1,484.02	
						54817	ROOF HATCH	349.78	
						54818	CREDIT MEMO	-68.44	
						54819	CREDIT NOTE	-194.58	
47064	09/16/13	110.18 002721		NEXTEL COMMUNICATIONS/SPRINT		54805	7/26-8/25 TVM WIRELE	110.18	
47065	09/16/13	746.08 004		NORTH BAY FORD LINC-MERCURY		54739	BRAKE KIT	637.85	
						54757	SPARE KEYS VEH #103	17.23	
						54781	CYL RPR VEH #103	91.00	
47066	09/16/13	3,329.46 009		PACIFIC GAS & ELECTRIC		54776	7/31-8/29 PACIFIC	3,329.46	
47067	09/16/13	5,799.67 003086		PAPE MACHINERY		54796	TURBO CHR CORE	-217.50	
47068	09/16/13	68.00 E935		PEREZ, AMY		54798	LOW PROD INVENTORY	6,017.17	
47069	09/16/13	644.00 481		PIED PIPER EXTERMINATORS, INC.		54767	DMV REIMBURSEMENT	68.00	
						54808	AUG 13 WTC RESTAURAU	70.00	
						54809	AUG 13 CAFE LENA	48.50	
						54810	AUG 13 PEST BETTYS	53.00	
						54811	AUG 13 PEST METROMKT	48.50	
						54812	AUG 13 PEST DUBOIS	241.00	
						54813	AUG 13 PEST VERNON	183.00	
47070	09/16/13	275.55 003020		QUEST DIAGNOSTIC		54827	DOT DRUG TESTS	275.55	
47071	09/16/13	832.20 442		RAYMUNDO ENGINEERING CO. INC.		54729	LNG TANK THRU 7/24	832.20	
47072	09/16/13	144.90 536		RIVERSIDE LIGHTING & ELECTRIC		54803	SWITCH	108.35	
						54814	ELEC COMPONENTS	10.81	
47073	09/16/13	915.68 045		ROYAL WHOLESALE ELECTRIC		54815	RPR & MAINT	25.74	
47074	09/16/13	161.64 135		SANTA CRUZ AUTO PARTS, INC.		54820	ELECTRICAL WIRE	352.35	
						54821	ELECTRICAL WIRE	563.33	
						54777	SPARK PLUGS PC	23.93	
						54779	HALOGEN CAPSULE	7.23	
						54787	GLASS BEAD	82.63	
						54788	SPARK PLUGS	47.85	
47075	09/16/13	56,725.91 002917		SANTA CRUZ METRO TRANSIT W/C		54774	W/C RESERVE	36,428.92	
47076	09/16/13	187.91 001040		TERRYBERRY CO., LLC		54775	8/16-8/31 W/C REPLEN	20,296.99	
47077	09/16/13	1,140.25 001800		THERMO KING OF SALINAS, INC		54737	YRS OF SVC GIFT	187.91	
47078	09/16/13	2,268.15 002954		TIRE DISTRIBUTION SYSTEMS, LLC 7		54773	AIR FILTERS	1,140.25	
						54743	TIRES	34.62	
						54744	TIRES	495.71	
						54745	TIRES	424.27	
						54746	TIRES	1,117.23	
						54800	TIRES PC	70.32	
						54823	TIRES PC	126.00	
47079	09/16/13	362.33 E382		TOLINE, SHARON		54772	TRAVEL REIMBURSEMENT	362.33	
47080	09/16/13	22,720.91 057		U.S. BANK		54834	*****-4249	697.80	

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47081	09/16/13	64.72 002829	VALLEY POWER SYSTEMS, INC.		54835	***-***-***-8502		12,340.80	
47082	09/16/13	75.00 001165	VU, THANH DR. MD	7	54836	***-***-***-5056		4,357.60	
47083	09/16/13	1,020.00 676	WEBER, HAYES & ASSOCIATES		54837	***-***-***-4048		5,324.71	
47084	09/16/13	70.00 682	WEISS, AMY L.		54756	TUBE		64.72	
47085	09/16/13	13.56 E329	ZARAGOZA, DANIEL		54753	DMV EXAM		75.00	
47086	09/09/13	51.64 E897	SANCHEZ, MARIA V		54782	CAP INSP RPRT DTSC		1,020.00	
			SC FAIR BOOTH		54747	BOD MEETING 8/23/13		70.00	
			OLANDER, JOY		54730	TRAVEL REIMBURSEMENT		13.56	
			TUITION REIMBURSEMENT		54838	SC FAIR BOOTH		51.64	MANUAL
			A TOOL SHED, INC.		54994	TUITION REIMBURSEMENT		2,220.00	MANUAL
47088	09/23/13	2,205.00 002069	AMERICAN REPROGRAPHICS CO LLC		54876	LIFT RENT PARKNRIDE		1,405.00	
47089	09/23/13	11.42 003019	AT&T		54901	SMC LIGHTS		800.00	
47090	09/23/13	390.17 001G	BAILEY, NEIL	0	54990	OPS DELTA 5		11.42	
47091	09/23/13	78.46 M033	BARNEY & BARNEY LLC		54918	9/5-10/4 OPS PHONE		81.59	
47092	09/23/13	48,587.00 174	BOWLEYS CLEANING		54919	9/5-10/4 REPEATERS		308.58	
47093	09/23/13	774.00 011	BRENCO OPERATING-TEXAS, LP		54970	OCT 13 RETIREE SUPP		78.46	
47094	09/23/13	8,117.70 001356	BRINKS INCORPORATED	7	54907	PROP 9/1/13-9/1/14		48,587.00	
47095	09/23/13	6,404.47 001844	CA PUBLIC EMPLOYEES'		54883	AUG 13 CUSTODIAL SVC		774.00	
47096	09/23/13	638,557.31 502	CAFE AMIGO		54912	O2 SENSOR		8,117.70	
47097	09/23/13	1,000.00 003022	CALTRONICS BUSINESS SYSTEMS		54913	AUG13 1200B SERVICE		3,970.23	
47098	09/23/13	731.79 914	CAPELLA, KATHLEEN	0	54914	AUG13 1200B SERVICE		2,434.24	
			CAPITALEdge ADVOCACY, INC.		54875	OCT 13 MED INSURANCE		638,557.31	
			CAPITOLA MALL LLC	7	54932	SEPT 13 CUST SVC		1,000.00	
			CERTS, LLC		54933	OFFICE SUPPLIES		235.99	
			CITY OF SANTA CRUZ-FINANCE		54934	OFFICE SUPPLIES		119.08	
			CLASSIC GRAPHICS		54935	OFFICE SUPPLIES		63.87	
			CLEAN ENERGY		54936	OFFICE SUPPLIES		193.77	
47099	09/23/13	78.46 M022	CAPELLA, KATHLEEN	0	54980	OCT 13 RETIREE SUPP		78.46	
47100	09/23/13	5,000.00 001324	CAPITALEdge ADVOCACY, INC.		54921	SEPT 13 LEGISLATE SV		5,000.00	
47101	09/23/13	1,795.25 003081	CAPITOLA MALL LLC		54961	OCT 13 RENT		1,795.25	
47102	09/23/13	1,250.00 001099	CERTS, LLC		54895	CRANE INSP & CERT		1,250.00	
47103	09/23/13	32.06 001346	CITY OF SANTA CRUZ-FINANCE		54862	LANDFILL		32.06	
47104	09/23/13	2,767.73 909	CLASSIC GRAPHICS		54890	RPR VEH #9819		2,767.73	
47105	09/23/13	67,152.33 001124	CLEAN ENERGY		54868	LNG 8/22/13		8,341.21	
			COASTAL LANDSCAPING INC. DBA		54885	AUG 13 MAINT		14,842.00	
			COSTCO		54927	LNG 8/10/13		8,109.63	
47106	09/23/13	2,890.00 003034	COASTAL LANDSCAPING INC. DBA		54928	LNG 8/13/13		9,140.20	
47107	09/23/13	10.15 002063	COSTCO		54929	LNG 8/24/13		8,109.63	
			CUMMINS WEST, INC.		54945	LNG 8/20/13		10,542.84	
47108	09/23/13	21,249.10 504	CUMMINS WEST, INC.		54989	LNG 8/17/13		8,066.82	
					54878	AUG 13 LANDSCAPE		2,890.00	
					54924	3/1/13 MICROWAVE FAC		154.34	
					54925	3/1/13 RET MICRO FAC		-144.19	
					54881	STOCK ORDER IGN CTRL		2,747.09	
					54882	RPR VEH #2802		17,153.18	
					54884	LOW PROD INVENTORY		718.48	
					54891	RPR BUS #2202		20.45	

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47109	09/23/13	39.23 M039	39.23	DAVILA, ANA MARIA	0	54950	EXHST LEAK VEH #2805	609.90	
47110	09/23/13	3,280.00 550	3,280.00	EARTHWORKS	7	54971	OCT 13 RETIREE SUPP	39.23	
47111	09/23/13	10,934.47 002295	10,934.47	FIRST ALARM		54938	PAVE ENTRANCE OPS	3,280.00	
47112	09/23/13	15,160.34 002952	15,160.34	FLYERS ENERGY LLC		54937	AUG 13 SECUR SVC OPS	90.00	
47113	09/23/13	39.23 M100	39.23	GARCIA, HELEN	0	54860	8/15-8/31 FUEL PC	10,844.47	
47114	09/23/13	78.46 M041	78.46	GOUVEIA, ROBERT	0	54893	8/15-8/31 FUELNONREV	11,044.43	
47115	09/23/13	2,182.02 282	2,182.02	GRAINGER		54972	OCT 13 RETIREE SUPP	39.23	
47116	09/23/13	3,824.00 546	3,824.00	GRANITEROCK COMPANY		54973	OCT 13 RETIREE SUPP	78.46	
47117	09/23/13	469.87 001097	469.87	GREENWASTE RECOVERY, INC.		54877	VACUUM BAGS	16.94	
47118	09/23/13	1,015.34 E530	1,015.34	GUIZAR, LISETH		54944	SAFETY SUPPLIES	2,165.08	
47119	09/23/13	14,145.00 003109	14,145.00	HANSON BRIDGE'IT LLP		54991	PENNZ SUPPRESS DUBOI	3,824.00	
47120	09/23/13	14,369.13 001745	14,369.13	HARTFORD LIFE AND ACCIDENT INS		54861	AUG 13 TRASH SVTC	240.38	
47121	09/23/13	236.40 002313	236.40	HARTSELL & OLIVIERI	7	54968	AUG 13 GARBAGE PC	229.49	
47122	09/23/13	3,682.23 002117	3,682.23	IULIANO #2 LLC	7	54939	OCT 13 RENT	3,682.23	
47123	09/23/13	2,852.23 110	2,852.23	JESSICA GROCERY STORE, INC.		54963	SEPT 13 CUST SVC	2,852.23	
47124	09/23/13	309.70 M061	309.70	KAMEDA, TERRY	0	54981	OCT 13 RETIREE SUPP	309.70	
47125	09/23/13	813.99 167	813.99	KEYSTON BROTHERS		54954	UPHOLSTERY FABRIC	813.99	
47126	09/23/13	1,416.58 039	1,416.58	KINKO'S INC.		54854	FALL 13 LG HEADWAYS	870.30	
47127	09/23/13	566.00 002570	566.00	LEADERSHIP DIRECTORIES, INC.		54855	FALL 13 LG HEADWAYS	546.28	
47128	09/23/13	129.20 040	129.20	LENZ ARTS, INC.		54955	12/13-9/14 SUBSCRIPT	566.00	
47129	09/23/13	65,064.27 003058	65,064.27	LEWIS C NELSON AND SONS INC		54959	OFFICE SUPPLIES	129.20	
47130	09/23/13	68.00 E939	68.00	MADRIGAL, EDGARDO		54930	CONST MB THRU8/25/13	65,064.27	
47131	09/23/13	483.12 001342	483.12	MCW ASSOCIATES, INC.		54910	DMV REIMBURSEMENT	68.00	
47132	09/23/13	488.76 041	488.76	MISSION UNIFORM		54969	AUG 13 SERVICES	483.12	
47133	09/23/13	10.00 E298	10.00	MITCHELL, TODD		54892	UNIFORMS	200.53	
47134	09/23/13	24,954.80 002626	24,954.80	NELSON\NYGAARD INC	7	54916	UNIFORMS PC	18.92	
47135	09/23/13	500.00 003061	500.00	NEOFUNDS BY NEOPOST DBA		54947	UNIFORMS	66.74	
47136	09/23/13	2,041.74 001063	2,041.74	NEW FLYER IND. CANADA ULC DBA		54948	UNIFORMS	202.57	
47137	09/23/13	75.78 002721	75.78	NEXTEL COMMUNICATIONS/SPRINT		54839	DMV REIMBURSEMENT	10.00	
47138	09/23/13	138.45 004	138.45	NORTH BAY FORD LINC-MERCURY		54923	SERV THRU 7/31/13	24,954.80	
47139	09/23/13	1,095.70 003115	1,095.70	OFFICE TEAM		54922	8/23 POSTAGE ADMIN	500.00	

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47140	09/23/13	3,047.84 009		PACIFIC GAS & ELECTRIC		54957	TEMP W/E 9/6/13	636.16	
47141	09/23/13	148.71 043		PALACE ART & OFFICE SUPPLY	0	54917	7/25-8/22 WTC,SV,PAU	2,764.95	
47142	09/23/13	337.71 M057		PARHAM, WALLACE		54940	7/26-8/23 1217 RIVER	176.36	
47143	09/23/13	1,058.00 002947		PEDALERS EXPRESS	7	54987	8/8-9/8 PARA CRUZ	106.53	
47144	09/23/13	39.23 M109		PEREZ, CHERYL		54966	OFFICE SUPPLIES PC	148.71	
47145	09/23/13	247.21 M064		PETERS, TERRIE		54982	OCT 13 RETIREE SUPP	337.71	
47146	09/23/13	34.60 E314		PETERSON, ELLYN		54903	AUG 13 SERVICE	1,058.00	
47147	09/23/13	337.61 M058		POTEETE, BEVERLY	0	54974	OCT 13 RETIREE SUPP	39.23	
47148	09/23/13	553.02 358		POWR-FLITE	0	54983	OCT 13 RETIREE SUPP	247.21	
47149	09/23/13	45,942.01 002939		PREFERRED BENEFIT		54984	OCT 13 RETIREE SUPP	337.61	
47150	09/23/13	369.75 882		PRINT SHOP SANTA CRUZ	7	54866	VACUUM	553.02	
47151	09/23/13	413.62 001153		REPUBLIC ELEVATOR COMPANY		54842	SEPT 13 DENTAL	45,942.01	
47152	09/23/13	807.92 215		RICOH USA, INC.		54905	PRINTED ENVELOPES	369.75	
47153	09/23/13	78.46 M085		ROSSI, DENISE	0	54867	SEPT 13 SVC ALL LOC	413.62	
47154	09/23/13	39.23 M030		ROWE, RUBY		54856	8/26-9/25 LEASE OPS	354.12	
47155	09/23/13	100.78 045		ROYAL WHOLESALE ELECTRIC		54906	8/18-9/17 LEASE PC	453.80	
47156	09/23/13	2,866.52 018		SALINAS VALLEY FORD SALES		54975	OCT 13 RETIREE SUPP	78.46	
47157	09/23/13	160.59 135		SANTA CRUZ AUTO PARTS, INC.		54976	OCT 13 RETIREE SUPP	39.23	
47158	09/23/13	28,573.16 002917		SANTA CRUZ METRO TRANSIT W/C		54902	WALL MOUNT SENSOR	58.05	
47159	09/23/13	15,437.77 977		SANTA CRUZ TRANSPORTATION, LLC	0	54909	SMC KIOSK	42.73	
47160	09/23/13	104.30 M010		SHORT, SLOAN		54879	HEAD CYL INJECTOR	2,866.52	
47161	09/23/13	120.38 E239		SLATER, ROBYN		54904	12T JACK	125.06	
47162	09/23/13	39.23 M054		SLOAN, SUZANNE	0	54946	OIL FILTERS	35.53	
47163	09/23/13	12,990.84 001075		SOQUEL III ASSOCIATES	7	54962	OCT 13 RENT	12,990.84	
47164	09/23/13	205.67 001976		SPORTWORKS NORTHWEST, INC.		54898	PAD & MAGNET KITS	205.67	
47165	09/23/13	475.00 002871		STATE ELECTRIC GENERATOR	0	54900	BOOM&LABOR RESET POL	475.00	
47166	09/23/13	585.62 104		STATE STEEL COMPANY		54949	RPR & MAINT	585.62	
47167	09/23/13	384.56 002675		THOMSON REUTERS BARCLAYS		54850	AUG 13 WESTLAW SVC	384.56	
47168	09/23/13	4,588.84 002954		TIRE DISTRIBUTION SYSTEMS, LLC	7	54863	TIRES	92.44	
47169	09/23/13	39.23 M086		TOLINE, DONALD	0	54869	TIRES	184.64	
47170	09/23/13	50,441.61 003044		TRC ENGINEERS, INC.		54870	TIRES	2,787.63	
47171	09/23/13	186.63 007		UNITED PARCEL SERVICE		54871	TIRES	1,300.75	
47172	09/23/13	857.54 434		VERIZON WIRELESS	0	54872	TIRES	113.88	
47173	09/23/13	68.00 E940		VIDA, ROMEO		54873	FLAT REPAIR PC	46.88	
47174	09/23/13	11,035.30 001043		VISION SERVICE PLAN		54874	FLAT REPAIR	62.62	
47175	09/23/13	309.70 M076		VONWAL, YVETTE	0	54877	FLAT REPAIR PC	46.88	
						54878	OCT 13 RETIREE SUPP	39.23	
						54931	MB ENG SVC 6/29-7/26	50,441.61	
						54941	FREIGHT	92.18	
						54942	FREIGHT	94.45	
						54859	8/2-9/1 PAGERS FLEET	345.60	
						54915	8/2-9/1 WIRELESS PC	511.94	
						54911	DMV REIMBURSEMENT	68.00	
						54843	SEPT 13 VSP	11,035.30	
						54986	OCT 13 RETIREE SUPP	309.70	

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47176	09/23/13	001165	225.00	VU, THANH DR. MD	7	54858	DMV EXAM	75.00	
						54864	DMV EXAM	75.00	
						54908	DMV EXAM	75.00	
47177	09/23/13	E446	10.00	WALSH, CHRIS		54841	DMV REIMBURSEMENT	10.00	
47178	09/23/13	002028	657.22	WESTCOAST LEGAL SERVICE	7	54851	CV 174909	263.94	
						54852	CV 174909	103.68	
						54853	CV 174909	172.98	
						54958	CV 174909	116.62	
47179	09/23/13	M088	39.23	YAGI, RANDY	0	54979	OCT 13 RETIREE SUPP	39.23	
47180	09/23/13	E329	36.35	ZARAGOZA, DANIEL		54846	TRAVEL REIMBURSEMENT	19.13	
						54847	TRAVEL REIMBURSEMENT	17.22	
47181	09/23/13	147	239.29	ZEE MEDICAL SERVICE CO.		54951	SAFETY SUPP DISPATCH	27.82	
						54952	SAFETY SUPP 1200 RIV	60.91	
						54953	SAFETY SUPP VERNON	35.63	
						54988	SAFETY SUPPLIES MMF	114.93	
						54995	1200 RIVER NEW SVC	1,631.64	MANUAL
47182M09/20/13		009	1,631.64	PACIFIC GAS & ELECTRIC					
47183M09/23/13		E535	240.00	1200 RIVER NEW SVC					
				TAPIZ, ANTHONY		54996	TRAVEL ADVANCE	240.00	MANUAL
47184M09/23/13		B029	240.00	TRAVEL ADVANCE					
				DODGE, DANIEL					
				TRAVEL ADVANCE					
47185	09/30/13	002069	265.00	A TOOL SHED, INC.		55036	CONCRETE PLANER RENT	265.00	
47186	09/30/13	002941	31.27	AA SAFE & SECURITY CO		55034	SHOP TECH CUSTOM KEY	31.27	
47187	09/30/13	382	1,005.75	AIRTEC SERVICE		55083	MMF UPSTAIR TEMP RPR	240.00	
						55084	WTC A/C RPR	765.75	
47188	09/30/13	001128	612.50	ALWAYS TOWING & RECOVERY, INC		55109	TOWING VEH #2302	612.50	
47189	09/30/13	192	28.17	ALWAYS UNDER PRESSURE		55072	OIL PRESSURE WASHER	28.17	
47190	09/30/13	003019	587.60	AMERICAN REPROGRAPHICS CO LLC		55025	OPL DELTA 5 4 OFFICE	39.64	
						55026	OPSMB REDLINE MARKUP	547.96	
47191	09/30/13	294	202.04	ANDY'S AUTO SUPPLY	0	55051	MISC PARTS	202.04	
47192	09/30/13	001D	85.72	AT&T		55008	9/7-10/6 REPEATERS	85.72	
47193	09/30/13	001356	2,927.29	BRENCO OPERATING-TEXAS, LP		55095	SPARK PLUGS	2,927.29	
47194	09/30/13	001159	533.48	CATTO'S GRAPHICS, INC.		55048	13 FALL BUS STICKERS	533.48	
47195	09/30/13	667	84.86	CITY OF SCOTT'S VALLEY		55033	5/15-7/15 SEWER SVTC	84.86	
47196	09/30/13	130	34.04	CITY OF WATSONVILLE UTILITIES		55118	CLOSE M#0047031 WTC	34.04	
47197	09/30/13	001124	18,011.51	CLEAN ENERGY		55037	LNG 08/27/13	9,420.08	
						55076	LNG 8/31/13	8,591.43	
47198	09/30/13	003102	588.00	CLEVER DEVICES LTD		55087	HANDS FREE MIC ADA	588.00	
47199	09/30/13	002063	36.01	COSTCO		55097	TASK FORCE 09/09/13	36.01	
47200	09/30/13	504	860.63	CUMMINS WEST, INC.		55055	ALLISON TRANS UPDATE	279.00	
						55056	ALLISON TRANS UPDATE	279.00	
						55085	MISC PARTS	302.63	
47201	09/30/13	001322	225.00	DEPARTMENT OF INDUSTRIAL		55116	ELEV PERMIT VERNON	225.00	
47202	09/30/13	480	816.98	DIESEL MARINE ELECTRIC, INC.		55081	STARTER	816.98	
47203	09/30/13	001329	294.29	DOC AUTO LLC		55057	AXLE RPR VEH #1127PC	294.29	
47204	09/30/13	432	4,056.00	EXPRESS SERVICES INC.		55001	TEMP W/E 9/8/13	768.00	
						55046	TEMP W/E 9/15/13	960.00	
						55086	TEMP W/E 9/8/13	168.00	
						55093	TEMP W/E 9/8/13	1,260.00	
						55113	TEMP W/E 9/15/13	900.00	

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47205	09/30/13	86.24 959	FIRST ADVANTAGE OCCUPATIONAL			55111	DOT DRUG TESTS	86.24	
47206	09/30/13	20.77 002952	FLYERS ENERGY LLC			55080	PROPANE	20.77	
47207	09/30/13	544.73 001189	GARY KENVILLE LOCKSMITH		7	55032	REKEY COFFEE KIOSK	370.24	
						55035	KEYS GENER GATE VENO	65.00	
47208	09/30/13	370.03 117	GILLIG LLC			55082	KEYS FOR LEGAL OFFIC	109.49	
47209	09/30/13	76.50 001212	GOVSTOR, INC.			55090	REAR SIGN LENS KIT	370.03	
47210	09/30/13	493.85 282	GRAINGER			55044	6/1-8/31 SERVER SUPP	76.50	
						55049	CABLE DRAIN CLEANER	141.47	
						55050	BENCH VISE	230.22	
						55050	LIGHT KIT	122.16	
47211	09/30/13	92.69 E378	GRANADOS-BOYCE, MARIA			55002	2013 COUNTY FAIR	92.69	
47212	09/30/13	249.44 166	HOSE SHOP, THE			55039	RESTOCK NON INV HOSE	249.44	
47213	09/30/13	175.25 036	KELLY-MOORE PAINT CO., INC.			55028	GRAFFITI BUSSTOP1831	175.25	
47214	09/30/13	587.60 001233	KIMBALL MIDWEST			55058	FACILITIES HARDWARE	11.07	
						55077	SHELTER INSTALLATION	11.07	
						55078	SHELTER INSTALLATION	565.46	
47215	09/30/13	736.00 852	LAW OFFICES OF MARIE F. SANG		7	55023	CL# 1989102353	272.00	
47216	09/30/13	713.83 001145	MANAGED HEALTH NETWORK			55024	CL#11000452,11001281	464.00	
47217	09/30/13	27,557.04 003017	MANSFIELD OIL CO OF GAINSVILLE			54998	OCT 13 EAP PREMIUM	713.83	
47218	09/30/13	334.69 041	MISSION UNIFORM			55117	DIESEL 9/05/13	27,557.04	
						55018	UNIFORMS	18.92	
						55041	UNIFORMS	66.74	
						55042	UNIFORMS	202.57	
						55042	UNIFORMS	44.83	
						55107	UNIFORMS	1.63	
47219	09/30/13	204.00 003114	MONARCH COURT REPORTING DBA			55071	TRANSCRIBING	204.00	
47220	09/30/13	400.92 288	MUNCIE TRANSIT SUPPLY			55110	FUEL SWIVEL FITTING	400.92	
47221	09/30/13	9,242.35 002626	NELSON\NYGAARD INC		7	55112	SERVICE THRU 8/31/13	9,242.35	
47222	09/30/13	10,697.39 001063	NEW FLYER IND. CANADA ULC DBA			55052	LOW INV PARTS	1,271.11	
						55053	LOW INV PARTS	7,383.15	
						55054	SHAFT/LOW INV	547.32	
						55073	LOW PROD INV	509.43	
						55074	LOW PROD INVENTORY	36.40	
						55079	LOW PROD INVENTORY	532.51	
						55088	SIKA FLEX ADHESIVE	41.10	
47223	09/30/13	304.09 043	PALACE ART & OFFICE SUPPLY			55089	SHADE ROLL 34 "	376.37	
						55119	OFFICE SUPPLY	243.77	
						55120	OFFICE SUPPLIES	8.57	
47224	09/30/13	9,723.17 003086	PAPE MACHINERY			55094	OFFICE SUPPLIES	51.75	
						55106	LOW PROD INVENTORY	4,494.49	
						55114	RPR VEH #2215	2,786.73	
						55091	LOW PROD INVENTORY	2,441.95	
						55100	HAND SCRUB	133.90	
47225	09/30/13	133.90 001240	PHOENIX INDUSTRIES INC			55100	SEP13 PEST CAFE LENA	48.50	
47226	09/30/13	644.00 481	PIED PIPER EXTERMINATORS, INC.			55101	SEP13 PEST METROMKT	48.50	
						55102	SEP13 PEST BETTY'S	53.00	
						55103	SEP13 PEST WTC RESTA	70.00	
						55104	SEP13 PEST VERNON	183.00	
						55105	SEP 13 PEST OPS	241.00	
47227	09/30/13	146.82 050	PITNEY BOWES INC.			55047	10/1-12/31/13 LEASE	146.82	

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47228	09/30/13	1,944.30 018		SALINAS VALLEY FORD SALES		55029	LOW PROD INVENTORY	1,944.30	
47229	09/30/13	90.83 135		SANTA CRUZ AUTO PARTS, INC.		55020	MISC PARTS	24.96	
						55038	HALOGEN CAPSULE	7.23	
						55043	LAMP & FLUID	52.06	
						55059	HALOGEN CAPSULE	6.58	
47230	09/30/13	3,567.99 002917		SANTA CRUZ METRO TRANSIT W/C		55121	AUG 13 W/C RESERVE	3,567.99	
47231	09/30/13	10,105.19 079		SANTA CRUZ MUNICIPAL UTILITIES		55009	8/10-9/9 1200 RIVER	3,433.66	
						55010	8/10-9/9 GOLF IRRIG	231.39	
						55011	8/10-9/9 REF BUSSTOP	1,005.15	
						55012	8/10-9/9 PACIFIC	2,630.59	
						55013	8/10-9/9 PAC ISLAND	90.05	
						55014	8/10-9/9 DUBOIS	676.50	
						55015	8/10-9/9 VERNON	451.19	
						55016	8/10-9/9 VERNON IRRI	209.09	
						55017	8/10-9/9 GOLFCULUB	1,235.14	
						55108	8/10-9/9 1217 RIVER	142.43	
47232	09/30/13	474.69 681		SCOTTS BODY SHOP	7	55030	RPR VEH #1104 PC	474.69	
47233	09/30/13	2,565.70 002459		SCOTTS VALLEY WATER DISTRICT		54999	6/4-8/5 WATER SVTC	2,565.70	
47234	09/30/13	414.00 957		SECURITY SHORING & STEEL PLT		55027	MUD PLATES 135 DUBOI	414.00	
47235	09/30/13	2,500.00 002267		SHAW / YODER / ANTWIH, INC.		55098	SEPI3 LEGISLATE SVC	2,500.00	
47236	09/30/13	1,481.33 001976		SPORTWORKS NORTHWEST, INC.		55031	BIKE RACK	1,481.33	
47237	09/30/13	5,476.04 002954		TIRE DISTRIBUTION SYSTEMS, LLC	7	55061	TIRES	1,115.06	
						55062	TIRES	1,015.82	
						55062	TIRES	3,345.16	
47238	09/30/13	1,696.06 002207		TY CUSTOM DESIGN	0	55045	BUS OPERATOR PATCHES	1,696.06	
47239	09/30/13	414.61 003037		TYCO INTEGRATED SECURITY LLC		55003	OCT 13 ALARM PACIFIC	79.85	
						55004	OCT 13 ALARM SVTC	52.91	
						55005	OCT 13 ALARM WTC	57.81	
						55006	OCT 13 ALARM MMF	114.56	
						55007	OCT 13 ALARM GOLFCULU	109.48	
47240	09/30/13	10.88 946		UNITED SITE SERVICES		55000	9/11-10/8 FENCE RENT	10.88	
47241	09/30/13	950.25 434		VERIZON WIRELESS	0	55115	8/13-9/12 PC CARDS	950.25	
47242	09/30/13	996.60 001165		VU, THANH DR. MD	7	55021	NEW HIRE DMV EXAM	92.16	
						55022	NEW HIRE DMV EXAM	92.16	
						55063	NEW HIRE DMV EXAM	92.16	
						55064	NEW HIRE DMV EXAM	92.16	
						55065	NEW HIRE DMV EXAM	92.16	
						55066	NEW HIRE DMV EXAM	92.16	
						55067	NEW HIRE DMV EXAM	92.16	
						55068	NEW HIRE DMV EXAM	92.16	
						55069	NEW HIRE DMV EXAM	92.16	
						55070	NEW HIRE DMV EXAM	92.16	
						55096	DMV EXAM PC	75.00	
47243	09/30/13	1,607.94 001506		WESTERN STATES OIL CO.		55075	BULK OIL TRANS FLUID	1,607.94	
47244	09/30/13	90.45 871		YARDER MANUFACTURING COMPANY		55092	END 30 RSL	90.45	
47304M09/25/13		2,179.64 107A		PROBUILD		55222	SEPT 25 STATEMENT	2,179.64	MANUAL
47381M09/17/13		233.49 147		SEPT 25 STATEMENT		55364	VEH KITS #1401 1402	233.49	MANUAL
				ZEE MEDICAL SERVICE CO.					
				VEH KITS #1401 1402					

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

DATE: 09/01/13 THRU 09/30/13

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT

TOTAL	1,991,537.75	ACCOUNTS PAYABLE	342	TOTAL CHECKS	1,991,537.75			
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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 13, 2013
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
SUBJECT: MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF SEPTEMBER 30, 2013

I. RECOMMENDED ACTION

That the Board of Directors accept and file the monthly budget status reports year to date as of September 30, 2013

II. SUMMARY OF ISSUES

- **Operating Revenues** year to date as of September 30, 2013 were \$415K or 5% over the amount of revenue expected for the same period year to date.
- **Consolidated Operating Expenses** year to date as of September 30, 2013 were \$642K or 5% under budget.
- **Capital Budget** spending year to date through September 30, 2013 was \$2,224K or 7% of the Capital budget.

III. DISCUSSION

An analysis of Santa Cruz METRO's budget status is prepared monthly in order to apprise the Board of Directors of Santa Cruz METRO's actual revenues, expenses and capital in relation to the adopted operating and capital budgets for the fiscal year. The attached revenue, expense and capital reports represent the status of Santa Cruz METRO's FY14 operating and capital budgets versus actual expenditures year to date.

The fiscal year has elapsed **25%**.

A. Operating Revenue

Operating Revenues year to date as of September 30, 2013 were \$415K or 5% over the amount budgeted. Revenue variances are primarily due to higher-than-anticipated Passenger Fares and Sales Tax Revenue.

- **Passenger Fares** are over budget primarily due to increased billable hours for weekdays for Highway 17, resulting in higher Highway 17 payments.
- **Sales Tax Revenue** is over budget due to higher-than-anticipated receipts year to date as of September 30, 2013.

B. Consolidated Operating Expenses

Consolidated Operating Expenses year to date as of September 30, 2013 were \$642K or 5% under budget. Personnel Expenses, Services, Mobile Materials & Supplies and Casualty & Liability all contributed to the variance.

- **Total Personnel Expenses** are under budget due to vacant funded positions and extended leaves.
- **Services** are under budget primarily due to less than anticipated expenses for Repair – Equipment and Prof & Tech Fees.
- **Mobile Materials & Supplies** are over budget primarily due to a higher than anticipated need for Revenue Vehicle Parts.
- **Casualty & Liability** is under budget primarily due to fewer settlement costs than originally anticipated, as well as receipt of reimbursement funds collected from outside parties for repairs to district-owned property and vehicles.

C. Capital Budget

Capital Budget spending year to date through September 30, 2013 was \$2,224K or 7% of the total Capital Budget.

The MetroBase Project spending includes: \$1,113K spent on the MetroBase Project – FY11 Allocation Operations Bldg (Sakata, STA, PTMISEA), \$731K spent on the MetroBase Project – Operations Bldg (SLPP) and \$111K spent on Bus Stop Repairs/Improvements.

IV. FINANCIAL CONSIDERATIONS

As of September 30, 2013, there is an Operating loss (budget gap) of \$2,787,724. This budget gap signifies an unsustainable budget year to date.

Small Transit Intensive Cities (STIC) Funds, Funds from Carryover from Previous Years, State Operating Assistance (STA), and Operating Reserves will be used in the listed order to bridge the budget gap at the end of the fiscal year, when the final amount of the Operating income/loss for the year is determined.

Attachment A: FY14 Operating Revenue & Expenses Year to Date as of 9/30/13

Attachment B: FY14 Capital Budget Report for the month ending 9/30/13

Attachment C: FY14 Capital Budget Revisions Approved through September 2013

Prepared by: Kristina Mihaylova, Sr. Financial Analyst

Date Prepared: December 3, 2013

Attachment A

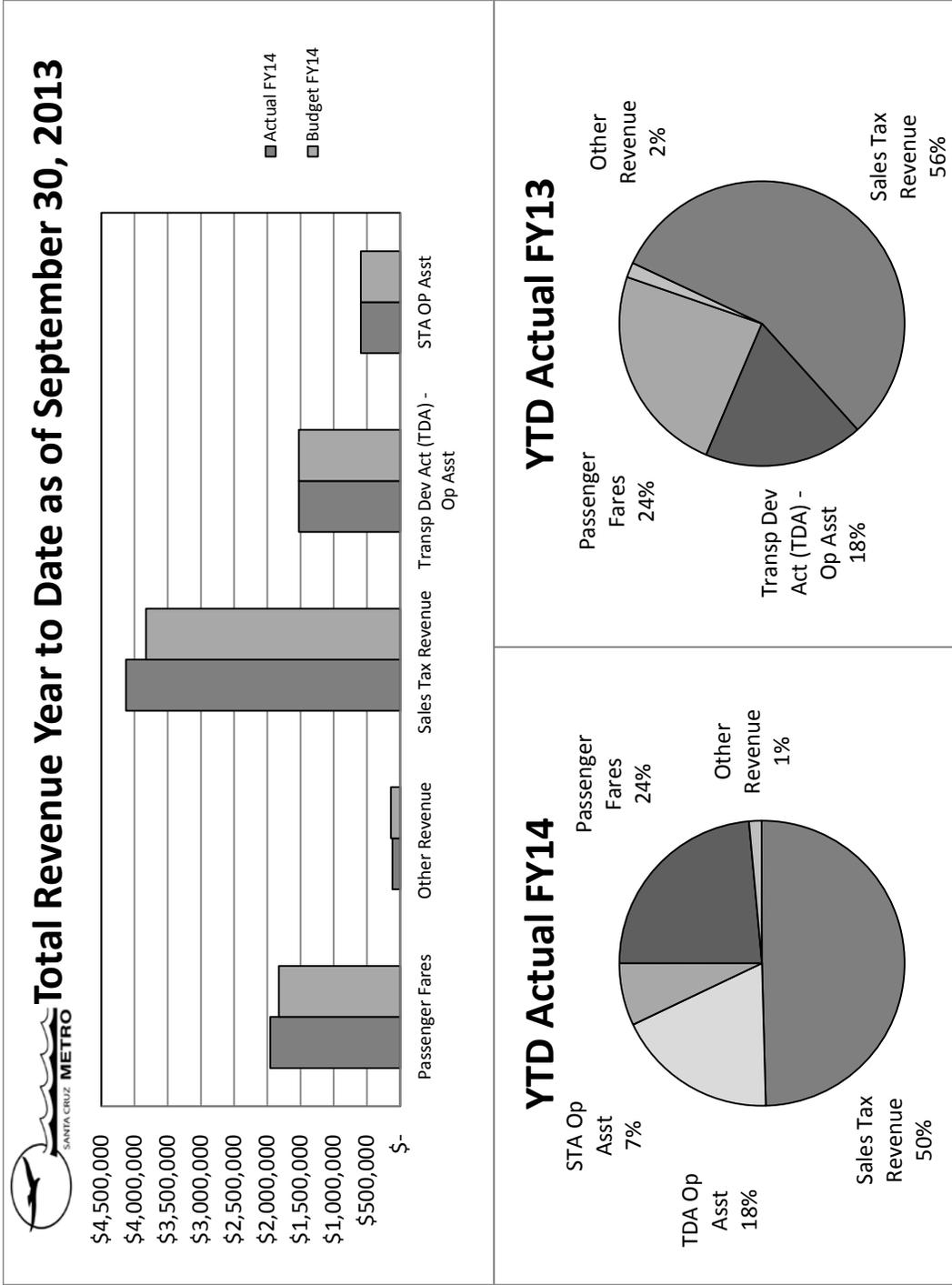


FY14

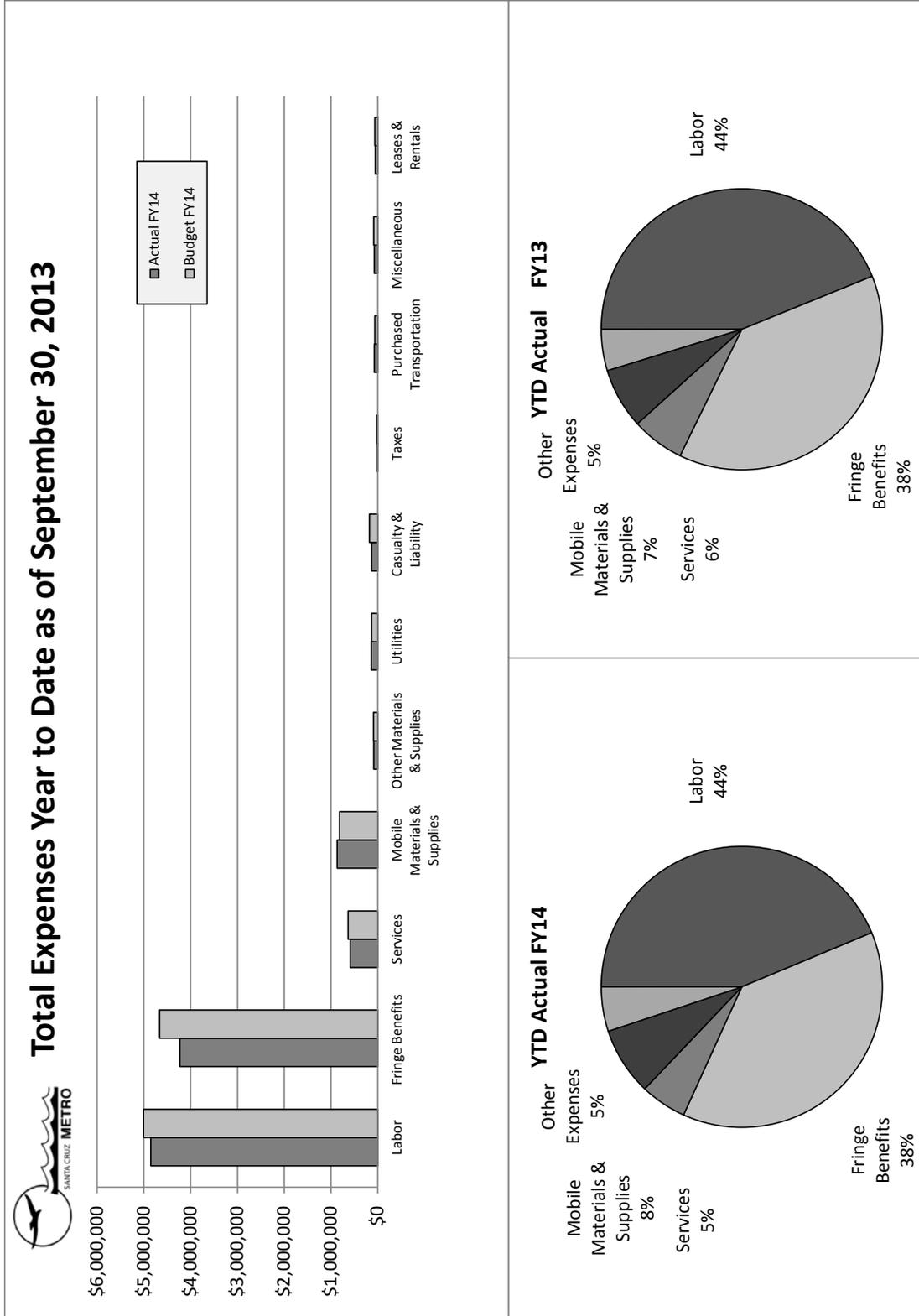
Operating Revenue & Expenses Year to Date as of September 30, 2013

	Year to Date			YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var	Actual FY13	\$ Var	% Var
Revenue:							
Passenger Fares	\$ 1,958,330	\$ 1,824,399	\$ 133,930	7%	\$ 1,791,193	\$ 167,137	9%
Other Revenue	\$ 118,149	\$ 137,440	\$ (19,291)	-14%	\$ 127,023	\$ (8,874)	-7%
Sales Tax Revenue	\$ 4,129,767	\$ 3,826,706	\$ 303,062	8%	\$ 4,220,571	\$ (90,804)	-2%
Transp Dev Act (TDA) - Op Asst	\$ 1,526,133	\$ 1,526,133	\$ -	0%	\$ 1,353,330	\$ 172,803	13%
Federal Op Assistance	\$ 92	\$ -	\$ 92	100%	\$ -	\$ 92	100%
Other Op Assistance/Funding	\$ -	\$ 2,500	\$ (2,500)	-100%	\$ -	\$ -	0%
STA - Op Assistance	\$ 589,602	\$ 589,602	\$ -	0%	\$ -	\$ 589,602	100%
STIC - Op Assistance	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Fuel Tax Credit	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Transfers (to)/ from Reserves	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Total Revenue	\$ 8,322,074	\$ 7,906,780	\$ 415,294	5%	\$ 7,492,117	\$ 829,957	11%
Expenses:							
Labor	\$ 4,856,494	\$ 5,009,395	\$ (152,901)	-3%	\$ 4,360,464	\$ 496,030	11%
Fringe Benefits	\$ 4,230,900	\$ 4,667,725	\$ (436,825)	-9%	\$ 3,815,042	\$ 415,859	11%
Services	\$ 590,200	\$ 633,775	\$ (43,576)	-7%	\$ 604,174	\$ (13,975)	-2%
Mobile Materials & Supplies	\$ 864,906	\$ 817,548	\$ 47,358	6%	\$ 691,753	\$ 173,154	25%
Other Materials & Supplies	\$ 85,616	\$ 91,579	\$ (5,962)	-7%	\$ 87,221	\$ (1,605)	-2%
Utilities	\$ 136,864	\$ 131,938	\$ 4,926	4%	\$ 110,657	\$ 26,207	24%
Casualty & Liability	\$ 132,359	\$ 175,000	\$ (42,641)	-24%	\$ 113,189	\$ 19,169	17%
Taxes	\$ 10,516	\$ 13,975	\$ (3,459)	-25%	\$ 8,939	\$ 1,577	18%
Purchased Transportation	\$ 73,171	\$ 62,500	\$ 10,671	17%	\$ 50,590	\$ 22,581	45%
Miscellaneous	\$ 75,134	\$ 84,462	\$ (9,327)	-11%	\$ 43,737	\$ 31,398	72%
Leases & Rentals	\$ 53,637	\$ 64,325	\$ (10,688)	-17%	\$ 56,828	\$ (3,191)	-6%
Total Expenses	\$ 11,109,797	\$ 11,752,222	\$ (642,424)	-5%	\$ 9,942,593	\$ 1,167,204	12%
Operating Income (Loss)	\$ (2,787,724)				\$ (2,450,477)		

Attachment A



Attachment A



Attachment A



FY14

Operating Revenue

Year to Date as of September 30, 2013

Percent of Year Elapsed -

25%

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY13	\$ Var	% Var
Passenger Fares						
Passenger Fares	\$ 1,061,368	\$ 1,024,813	4%	\$ 987,555	\$ 73,813	7%
Paratransit Fares	\$ 79,492	\$ 69,238	15%	\$ 73,781	\$ 5,711	8%
Special Transit Fares - Contract	\$ 333,517	\$ 286,662	16%	\$ 302,921	\$ 30,596	10%
Highway 17 Fares	\$ 353,633	\$ 394,557	-10%	\$ 360,066	\$ (6,433)	-2%
Highway 17 Payments	\$ 130,320	\$ 49,129	165%	\$ 66,869	\$ 63,450	95%
Subtotal Passenger Revenue	\$ 1,958,330	\$ 1,824,399	7%	\$ 1,791,193	\$ 167,137	9%

Other Revenue						
	Actual	Budget	% Var	FY13	\$ Var	% Var
Commissions	\$ 574	\$ 1,400	-59%	\$ 816	\$ (242)	-30%
Advertising Income	\$ 54,497	\$ 66,306	-18%	\$ 63,166	\$ (8,669)	-14%
Rent Income - SC Pacific Station	\$ 24,114	\$ 27,033	-11%	\$ 24,209	\$ (95)	0%
Rent Income - Watsonville TC	\$ 13,693	\$ 13,201	4%	\$ 10,407	\$ 3,286	32%
Interest Income	\$ 18,048	\$ 25,000	-28%	\$ 23,575	\$ (5,527)	-23%
Other Non-Transp Revenue	\$ 7,225	\$ 4,500	61%	\$ 4,850	\$ 2,374	49%
Subtotal Other Revenue	\$ 118,149	\$ 137,440	-14%	\$ 127,023	\$ (8,874)	-7%

Sales Tax Revenue						
	Actual	Budget	% Var	FY13	\$ Var	% Var
Sales Tax Revenue	\$ 4,719,370	\$ 4,416,308	7%	\$ 4,220,571	\$ 498,799	12%
**Less: Matching funds for SLPP Capital	\$ (589,602)	\$ (589,602)	0%	\$ -	\$ (589,602)	100%
Subtotal Sales Tax Revenue	\$ 4,129,767	\$ 3,826,706	8%	\$ 4,220,571	\$ (90,804)	-2%

Transp Dev Act (TDA) - Op Asst						
	Actual	Budget	% Var	FY13	\$ Var	% Var
Transp Dev Act (TDA) - Op Asst	\$ 1,526,133	\$ 1,526,133	0%	\$ 1,353,330	\$ 172,803	13%

Federal Op Assistance						
	Actual	Budget	% Var	FY13	\$ Var	% Var
Federal Op Assistance	\$ -	\$ -	0%	\$ -	\$ -	0%
FTA Sec 5307 - Op Asst	\$ -	\$ -	0%	\$ -	\$ -	0%
FTA Sec 5311 - Rural Op Asst	\$ 92	\$ 92	100%	\$ -	\$ 92	100%
Medicare Subsidy	\$ 92	\$ 92	100%	\$ -	\$ 92	100%
Subtotal Federal Op Assistance	\$ 92	\$ 92	100%	\$ -	\$ 92	100%

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FY14

Operating Revenue

Year to Date as of September 30, 2013

Percent of Year Elapsed - 25%

YTD Year Over Year Comparison

Year to Date

	<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>	<u>FY13</u>	<u>\$ Var</u>	<u>% Var</u>
Other Op Assistance/Funding							
AMBAG Funding	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Other Op Assistance/Funding	\$ -	\$ 2,500	\$ (2,500)	-100%	\$ -	\$ -	0%
FTA Sec 5309 - ARRA Op Asst	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Subtotal Other Op Assistance/Funding	\$ -	\$ 2,500	\$ (2,500)	-100%	\$ -	\$ -	0%
STA - Op Assistance	\$ 589,602	\$ 589,602	\$ -	0%	\$ -	\$ 589,602	100%
STIC - Op Assistance	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Fuel Tax Credit	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Transfers (to)/ from Reserves	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Total Revenue	\$ 8,322,074	\$ 7,906,780	\$ 415,294	5%	\$ 7,492,117	\$ 829,957	11%
Total Operating Expenses	\$ 11,109,797				\$ 9,942,593		
Variance	\$ (2,787,724)				\$ (2,450,477)		



FY14
Consolidated Operating Expenses
Year to Date as of September 30, 2013

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY13	\$ Var	% Var
Labor						
501011 Bus Operator Pay	\$ 2,086,513	\$ 2,298,734	-9%	\$ 1,935,782	\$ 150,731	8%
501013 Bus Operator Overtime	\$ 497,305	\$ 520,293	-4%	\$ 322,706	\$ 174,599	54%
501021 Other Salaries	\$ 2,069,802	\$ 2,077,756	0%	\$ 1,965,841	\$ 103,961	5%
501023 Other Overtime	\$ 202,874	\$ 112,612	80%	\$ 136,135	\$ 66,739	49%
Total Labor -	\$ 4,856,494	\$ 5,009,395	-3%	\$ 4,360,464	\$ 496,030	11%
Fringe Benefits						
502011 Medicare/Soc. Sec.	\$ 73,389	\$ 86,176	-15%	\$ 65,158	\$ 8,231	13%
502021 Retirement	\$ 892,396	\$ 967,327	-8%	\$ 748,300	\$ 144,096	19%
502031 Medical Insurance	\$ 1,875,317	\$ 2,024,181	-7%	\$ 1,678,868	\$ 196,450	12%
502041 Dental Insurance	\$ 135,893	\$ 140,272	-3%	\$ 128,440	\$ 7,453	6%
502045 Vision Insurance	\$ 32,724	\$ 35,055	-7%	\$ 31,493	\$ 1,231	4%
502051 Life Insurance	\$ 10,155	\$ 12,393	-18%	\$ 10,246	\$ (91)	-1%
502060 State Disability	\$ 54,628	\$ 59,237	-8%	\$ 46,712	\$ 7,917	17%
502061 Disability Insurance	\$ 31,327	\$ 37,017	-15%	\$ 29,535	\$ 1,792	6%
502071 State Unemp. Ins	\$ 2,427	\$ 23,985	-90%	\$ 2,641	\$ (214)	-8%
502081 Worker's Comp Ins	\$ 265,863	\$ 325,000	-18%	\$ 278,846	\$ (12,982)	-5%
502083 Worker's Comp IBNR	\$ -	\$ -	0%	\$ -	\$ -	0%
502101 Holiday Pay	\$ 134,732	\$ 153,813	-12%	\$ 83,762	\$ 50,970	61%
502103 Floating Holiday	\$ 10,864	\$ 20,437	-47%	\$ 835	\$ 10,029	1201%
502109 Sick Leave	\$ 127,811	\$ 243,342	-47%	\$ 139,361	\$ (11,549)	-8%
502111 Annual Leave	\$ 521,980	\$ 480,014	9%	\$ 519,555	\$ 2,424	0%
502121 Other Paid Absence	\$ 41,343	\$ 36,035	15%	\$ 31,006	\$ 10,337	33%
502251 Physical Exams	\$ 2,175	\$ 3,528	-38%	\$ 1,575	\$ 600	38%
502253 Driver Lic Renewal	\$ 1,000	\$ 1,164	-14%	\$ 736	\$ 264	36%
502999 Other Fringe Benefits	\$ 16,874	\$ 18,754	-10%	\$ 17,973	\$ (1,099)	-6%
Total Fringe Benefits -	\$ 4,230,900	\$ 4,667,725	-9%	\$ 3,815,042	\$ 415,859	11%
Total Personnel Expenses -	\$ 9,087,394	\$ 9,677,120	-6%	\$ 8,175,506	\$ 911,888	11%



FY14
Consolidated Operating Expenses
Year to Date as of September 30, 2013

Attachment A

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY13	\$ Var	% Var
Services						
503011 Acctg & Audit Fees	\$ 20,375	\$ 23,000	-11%	\$ 22,000	\$ (1,625)	-7%
503012 Admin & Bank Fees	\$ 83,752	\$ 82,500	2%	\$ 72,804	\$ 10,948	15%
503031 Prof & Tech Fees	\$ 65,082	\$ 87,651	-26%	\$ 56,453	\$ 8,629	15%
503032 Legislative Services	\$ 22,500	\$ 26,250	-14%	\$ 22,500	\$ -	0%
503033 Legal Services	\$ 14,349	\$ 13,750	4%	\$ 117	\$ 14,232	12164%
503034 Pre-Employ Exams	\$ 1,604	\$ 2,619	-39%	\$ 1,871	\$ (267)	-14%
503041 Temp Help	\$ 34,381	\$ -	100%	\$ 72,881	\$ (38,500)	-53%
503161 Custodial Services	\$ 19,711	\$ 19,125	3%	\$ 19,590	\$ 120	1%
503162 Uniform & Laundry	\$ 8,997	\$ 5,300	70%	\$ 4,606	\$ 4,390	95%
503171 Security Services	\$ 129,847	\$ 117,318	11%	\$ 107,542	\$ 22,305	21%
503221 Classified/Legal Ads	\$ 970	\$ 4,025	-76%	\$ 3,832	\$ (2,862)	-75%
503222 Legal Advertising	\$ -	\$ -	0%	\$ -	\$ -	0%
503225 Graphic Services	\$ -	\$ 1,250	-100%	\$ -	\$ -	0%
503351 Repair - Bldg & Impr	\$ 11,945	\$ 17,000	-30%	\$ 23,499	\$ (11,554)	-49%
503352 Repair - Equipment	\$ 115,118	\$ 131,986	-13%	\$ 92,948	\$ 22,170	24%
503353 Repair - Rev Vehicle	\$ 61,058	\$ 87,500	-30%	\$ 88,753	\$ (27,696)	-31%
503354 Repair - Non Rev Vehicle	\$ 964	\$ 4,250	-77%	\$ 2,099	\$ (1,135)	-54%
503363 Haz Mat Disposal	\$ (453)	\$ 10,250	-104%	\$ 12,679	\$ (13,132)	-104%
Total Services -	\$ 590,200	\$ 633,775	-7%	\$ 604,174	\$ (13,975)	-2%

Mobile Materials & Supplies						
	Actual	Budget	% Var	FY13	\$ Var	% Var
504011 Fuels & Lube Non Rev V	\$ 21,674	\$ 22,025	-2%	\$ 17,432	\$ 4,241	24%
504012 Fuels & Lube Rev Veh	\$ 570,210	\$ 583,269	-2%	\$ 484,271	\$ 85,938	18%
504021 Tires & Tubes	\$ 53,691	\$ 51,250	5%	\$ 54,538	\$ (847)	-2%
504161 Other Mobile Supplies	\$ -	\$ -	0%	\$ -	\$ -	0%
504191 Rev Vehicle Parts	\$ 219,332	\$ 161,004	36%	\$ 135,511	\$ 83,821	62%
Total Mobile Materials & Supplies -	\$ 864,906	\$ 817,548	6%	\$ 691,753	\$ 173,154	25%



FY14
Consolidated Operating Expenses
Year to Date as of September 30, 2013

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY13	\$ Var	% Var
Other Materials & Supplies						
504205 Freight Out	\$ 471	\$ 650	-28%	\$ 448	\$ 24	5%
504211 Postage & Mailing	\$ 1,842	\$ 3,313	-44%	\$ 2,142	\$ (300)	-14%
504214 Promotional Items	\$ 177	\$ 250	-29%	\$ 2,149	\$ (1,972)	-92%
504215 Printing	\$ 8,089	\$ 24,413	-67%	\$ 11,405	\$ (3,316)	-29%
504217 Photo Supply/Processing	\$ 775	\$ 900	-14%	\$ 626	\$ 150	24%
504311 Office Supplies	\$ 15,263	\$ 16,861	-9%	\$ 20,830	\$ (5,567)	-27%
504315 Safety Supplies	\$ 6,264	\$ 4,850	29%	\$ 7,190	\$ (926)	-13%
504317 Cleaning Supplies	\$ 10,609	\$ 13,067	-19%	\$ 12,500	\$ (1,891)	-15%
504409 Repair/Maint Supplies	\$ 33,678	\$ 21,750	55%	\$ 27,624	\$ 6,054	22%
504421 Non-Inventory Parts	\$ 6,448	\$ 2,525	155%	\$ 316	\$ 6,132	1943%
504511 Small Tools	\$ 1,801	\$ 2,250	-20%	\$ 1,432	\$ 369	26%
504515 Employee Tool Rplcmt	\$ 199	\$ 750	-74%	\$ 560	\$ (362)	-65%
Total Other Materials & Supplies -	\$ 85,616	\$ 91,579	-7%	\$ 87,221	\$ (1,605)	-2%
Utilities						
505011 Gas & Electric	\$ 69,276	\$ 64,138	8%	\$ 55,191	\$ 14,085	26%
505021 Water & Garbage	\$ 37,802	\$ 30,300	25%	\$ 33,375	\$ 4,427	13%
505031 Telecommunications	\$ 29,786	\$ 37,500	-21%	\$ 22,090	\$ 7,695	35%
Total Utilities -	\$ 136,864	\$ 131,938	4%	\$ 110,657	\$ 26,207	24%
Casualty & Liability						
506011 Insurance - Property	\$ 21,474	\$ 25,000	-14%	\$ 24,154	\$ (2,681)	-11%
506015 Insurance - PL & PD	\$ 113,567	\$ 112,500	1%	\$ 106,005	\$ 7,562	7%
506021 Insurance - Other	\$ -	\$ -	0%	\$ -	\$ -	0%
506123 Settlement Costs	\$ 13,005	\$ 37,500	-65%	\$ (15,369)	\$ 28,374	-185%
506127 Repairs - Dist Prop	\$ (15,686)	\$ -	100%	\$ (1,601)	\$ (14,086)	880%
Total Casualty & Liability -	\$ 132,359	\$ 175,000	-24%	\$ 113,189	\$ 19,169	17%
Taxes						
507051 Fuel Tax	\$ 3,858	\$ 3,500	10%	\$ 3,338	\$ 519	16%
507201 Licenses & permits	\$ 3,149	\$ 5,975	-47%	\$ 2,187	\$ 962	44%
507999 Other Taxes	\$ 3,509	\$ 4,500	-22%	\$ 3,413	\$ 96	3%
Total Taxes -	\$ 10,516	\$ 13,975	-25%	\$ 8,939	\$ 1,577	18%



FY14
Consolidated Operating Expenses
Year to Date as of September 30, 2013

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY13	\$ Var	% Var
Purchased Transportation						
503406 Contr/Paratrans	\$ 73,171	\$ 62,500	17%	\$ 50,590	\$ 22,581	45%
Total Purchased Transportation -	\$ 73,171	\$ 62,500	17%	\$ 50,590	\$ 22,581	45%
Miscellaneous						
509011 Dues & Subscriptions	\$ 19,871	\$ 16,906	18%	\$ 15,270	\$ 4,601	30%
509081 Advertising - Dist Promo	\$ 4,023	\$ 3,500	15%	\$ 659	\$ 3,365	511%
509101 Emp Incentive Prog	\$ 752	\$ 3,375	-78%	\$ 240	\$ 512	213%
509121 Employee Training	\$ 20,214	\$ 32,025	-37%	\$ 6,012	\$ 14,202	236%
509123 Travel	\$ 27,518	\$ 25,090	10%	\$ 18,809	\$ 8,708	46%
509125 Local Meeting Exp	\$ 1,110	\$ 1,275	-13%	\$ 638	\$ 473	74%
509127 Board Director Fees	\$ 1,650	\$ 2,291	-28%	\$ 1,900	\$ (250)	-13%
509150 Contributions	\$ -	\$ -	0%	\$ -	\$ -	0%
509197 Sales Tax Expense	\$ -	\$ -	0%	\$ -	\$ -	0%
509198 Cash Over/Short	\$ (4)	\$ -	100%	\$ 209	\$ (212)	-102%
Total Misc -	\$ 75,134	\$ 84,462	-11%	\$ 43,737	\$ 31,398	72%
Leases & Rentals						
512011 Facility Rentals	\$ 44,091	\$ 57,600	-23%	\$ 53,318	\$ (9,228)	-17%
512061 Equipment Rentals	\$ 9,546	\$ 6,725	42%	\$ 3,510	\$ 6,036	172%
Total Leases & Rentals -	\$ 53,637	\$ 64,325	-17%	\$ 56,828	\$ (3,191)	-6%
Total Non-Personnel Expenses -	\$ 2,022,403	\$ 2,075,102	-3%	\$ 1,767,089	\$ 255,315	14%
TOTAL OPERATING EXPENSE -	\$ 11,109,797	\$ 11,752,222	-5%	\$ 9,942,593	\$ 1,167,204	12%

** does not include Depreciation, W/C IBNR adjustments, and GASB OPEB Liability expense



FY14
CAPITAL BUDGET
For the month ending - September 30, 2013

	<u>YTD Actual</u>	<u>FY14 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>Grant-Funded Projects</u>				
MetroBase Project - FY11 Allocation Operations Bldg. (SAKATA, STA, PTMISEA)	\$ 1,112,509	\$ 17,618,156	\$ 16,505,647	6%
MetroBase Project - Operations Bldg. (SLPP)	\$ 730,823	\$ 5,800,000	\$ 5,069,177	13%
MetroBase Project - FY10 Allocation (PTMISEA)	\$ -	\$ 863,917	\$ 863,917	0%
State of Good Repair #2 - 4 Buses, 42 MDCs (FTA, RES. RET. EARN.)	\$ -	\$ 3,491,010	\$ 3,491,010	0%
2nd LNG Tank (MBUAPCD, PTMISEA)	\$ 32,455	\$ 969,381	\$ 936,926	3%
Video Surveillance Project - CCTV (STATE-1B)	\$ -	\$ 225,336	\$ 225,336	0%
Land Mobile Radio Project - LMR (STATE-1B)	\$ 90,746	\$ 440,505	\$ 349,759	21%
Bus Stop Improvements (STIP)	\$ -	\$ 257,300	\$ 257,300	0%
Non-Revenue Vehicle Replacement (MBUAPCD, STA)	\$ -	\$ 131,217	\$ 131,217	0%
Pacific Station/MetroCenter - Conceptual Design (FTA, STA)	\$ 53,231	\$ 632,508	\$ 579,277	8%
Pacific Station/MetroCenter - MOU City of SC (FTA, RES. RET. EARN.)	\$ -	\$ 232,500	\$ 232,500	0%
Watsonville Transit Center - Conceptual Design (STA, RES. RET. EARN.)	\$ -	\$ 160,000	\$ 160,000	0%
Subtotal Grant Funded Projects	\$ 2,019,764	\$ 30,821,830	\$ 28,802,066	7%
<u>IT Projects</u>				
Automated Purchasing System Software - Puridom (STA)	\$ -	\$ 40,000	\$ 40,000	0%
HR Software Upgrade - iVantage (STA)	\$ -	\$ 10,000	\$ 10,000	0%
Subtotal IT Projects	\$ -	\$ 50,000	\$ 50,000	0%
<u>Facilities Repair & Improvements</u>				
MetroCenter Repairs (RES. RET. EARN., STA)	\$ -	\$ 300,000	\$ 300,000	0%
Bus Stop Repairs / Improvements (RES. RET. EARN.)	\$ 110,925	\$ 163,000	\$ 52,075	68%
WTC Renovations & Repairs (STA)	\$ -	\$ 45,000	\$ 45,000	0%
Repaint SVT (STA)	\$ -	\$ 45,000	\$ 45,000	0%
Heaters for Customer Service Booth - Pac Station (STA)	\$ -	\$ 7,500	\$ 7,500	0%
Interactive White Board - ParaCruz (STA)	\$ -	\$ 3,500	\$ 3,500	0%
Subtotal Facilities Repairs & Improvements Projects	\$ 110,925	\$ 564,000	\$ 453,075	20%
<u>Revenue Vehicle Replacement</u>				



FY14
CAPITAL BUDGET
For the month ending - September 30, 2013

	YTD Actual	FY14 Budget	Remaining Budget	% Spent YTD
Replace WiFi on Highway 17 buses (STA)	\$ 63,068	\$ 165,000	\$ 101,932	38%
Subtotal Revenue Vehicle Replacements	\$ 63,068	\$ 165,000	\$ 101,932	38%
<u>Non-Revenue Vehicle Replacement</u>				
Replace 3 Relief Vehicles (STA)	\$ -	\$ 66,000	\$ 66,000	0%
Replace 2 Supervisor Vehicles-SUV (STA)	\$ 29,834	\$ 90,000	\$ 60,166	33%
Subtotal Non-Revenue Vehicle Replacements	\$ 29,834	\$ 156,000	\$ 126,166	19%
<u>Fleet & Maintenance Equipment</u>				
Small Vehicle Lift - Fleet (STA)	\$ -	\$ 25,000	\$ 25,000	0%
Vehicle Diagnostic Code Scanner Program & PC - PC (STA)	\$ -	\$ 3,500	\$ 3,500	0%
Torque Wrench Calibration Tool (STA)	\$ -	\$ 3,000	\$ 3,000	0%
Subtotal Fleet & Maintenance Equipment	\$ -	\$ 31,500	\$ 31,500	0%
<u>Office Equipment</u>				
Replace two (2) Photocopier/Scanners (STA)	\$ -	\$ 52,000	\$ 52,000	0%
Subtotal Office Equipment	\$ -	\$ 52,000	\$ 52,000	0%
<u>Misc</u>				
Ticket Vending Machine (1) (STA)	\$ -	\$ 36,000	\$ 36,000	0%
Ticket Vending Machine-SLV (1) (RES. RET. EARN.)	\$ -	\$ 80,000	\$ 80,000	0%
Subtotal Misc.	\$ -	\$ 116,000	\$ 116,000	0%
TOTAL CAPITAL PROJECTS	\$ 2,223,591	\$ 31,956,330	\$ 29,732,739	7%



**FY14
CAPITAL BUDGET
For the month ending - September 30, 2013**

	<u>YTD Actual</u>	<u>FY14 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>CAPITAL FUNDING</u>				
Federal Capital Grants	\$ 42,585	\$ 3,823,151	\$ 3,780,566	1%
Other Fed - Sakata / Lawsuit proceeds	\$ -	\$ 1,335,000	\$ 1,335,000	0%
State - PTMISEA (1B)	\$ 414,141	\$ 12,840,000	\$ 12,425,859	3%
State - Security Bond Funds (1B)	\$ 90,746	\$ 665,841	\$ 575,095	14%
State Transit Assistance (STA)	\$ 103,548	\$ 693,604	\$ 590,056	15%
State Transit Assistance (STA) - SLPP Backfill **	\$ 730,823	\$ 4,956,502	\$ 4,225,679	15%
State - MBUAPCD	\$ -	\$ 104,062	\$ 104,062	0%
State - STIP	\$ -	\$ 257,300	\$ 257,300	0%
State - SLPP	\$ 730,823	\$ 5,800,000	\$ 5,069,177	13%
Local - Reserved Retained Earnings	\$ 110,925	\$ 1,470,870	\$ 1,359,945	8%
Local Operating Match	\$ -	\$ 10,000	\$ 10,000	0%
TOTAL CAPITAL FUNDING	\$ 2,223,591	\$ 31,956,330	\$ 29,732,739	7%

** The SLPP capital grant requires a 50% local match with sales tax from the operating budget.

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Attachment C

FY14 FINAL CAPITAL BUDGET REVISIONS APPROVED THROUGH SEPTEMBER 2013

FY14 FINAL CAPITAL BUDGET ADOPTED JUNE 28, 2013:				\$ 30,839,342
CAPITAL PROJECT	SOURCE	AMOUNT	TOTAL	
Add: Increase funding to Pacific Station Conceptual Design Project	FTA	\$ 459,590		
	RESERVES	\$ 114,898		
Reason: BOD awarded a contract to Group 4 Architecture, Research + Planning, Inc. on June 28, 2013				
Add: State of Good Repair #2 - 6 Buses, 42 MDC's	RESERVES	\$ 100,000		
Reason: BOD approved the purchase of a 6th New Flyer bus on August 23, 2013				
Add: Ticket Vending Machine for SLV	RESERVES	\$ 80,000		
Reason: BOD approved funding for a 6th TVM for the residents of San Lorenzo Valley on September 13, 2013				
Add: Amendment to the MOU with the City of Santa Cruz for project management services at Pacific Station	FTA	\$ 186,000		
	RESERVES	\$ 46,500		
Reason: BOD approved funding an amendment to the MOU with funds from FTA grant # CA-04-0102 in the amount of \$186,000 and cash reserves in the amount of \$46,500 on September 27, 2013				
Add: Increase funding for Watsonville Transit Center - Design Project	RESERVES	\$ 130,000		
Reason: BOD awarded a contract to B+U, LLP and approved additional funding of \$130K from cash reserves on September 27, 2013				
TOTAL PROPOSED CAPITAL BUDGET REVISIONS YTD:				\$ 1,116,988
FY14 REVISED CAPITAL BUDGET AS OF SEPTEMBER 2013:				\$ 31,956,330

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 13, 2013

TO: Board of Directors

FROM: Angela Aitken, Finance Manager

SUBJECT: CONSIDERATION OF DECLARING ONE (1) 1984 GILLIG BUS, ONE (1) LOT OF SURPLUS GILLIG BUS PARTS, AND ONE (1) 1998 NEW FLYER BUS AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION

I. RECOMMENDED ACTION

That the Board of Directors declares one (1) 1984 Gillig bus, one (1) lot of surplus Gillig bus parts, and one (1) 1998 New Flyer bus as excess for purposes of disposal or auction and direct staff to use appropriate action for disposal.

II. SUMMARY OF ISSUES

- In accordance with Santa Cruz METRO's policy on disposal of fixed assets and inventoriable items, at least once per year the Finance Manager shall recommend to the Board of Directors a list of items to be declared excess with appropriate action for disposal.
- One (1) 1984 Gillig bus, one (1) lot of Gillig bus parts, and one (1) 1998 New Flyer bus have exceeded their useful life and are no longer required by Santa Cruz METRO.
- Staff recommends that the Board of Directors declare the above item as excess and direct staff to use appropriate action for disposal.

III. DISCUSSION

In accordance with Santa Cruz METRO's policy on disposal of fixed assets and inventoriable items, at least once per year the Finance Manager shall recommend to the Board of Directors a list of items to be declared excess with appropriate action for disposal.

One (1) 1984 Gillig bus, one (1) lot of Gillig bus parts, and one (1) 1998 New Flyer bus have exceeded their useful life and are no longer required by Santa Cruz METRO.

Staff recommends that the Board of Directors declare the items on **Attachment A** as excess and direct staff to use appropriate action for disposal.

The current gross market value of the assets is approximately \$3,450.00 as they are in poor condition.

IV. FINANCIAL CONSIDERATIONS

The current book value on the buses is \$0, while the book value of the parts is \$93,439.73. Any revenue generated from the sale of these items will be recorded as income in the current operating budget.

V. ATTACHMENTS

Attachment A: Excess Vehicle / Asset Listing – as of December 13, 2013

Prepared by: Debbie Kinslow, Assistant Finance Manager

Date Prepared: December 2, 2013

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT								
EXCESS VEHICLE / ASSET LISTING AS OF 12/13/13								
							Residual	
Vehicle #	Manufacturer	LTD Mileage	Year	VIN	License #	Model	Value	Condition
9840	Gillig	624,261	1984	15GCD0816E1080812	E-445939	40TB/96	\$0.00	POOR
9812	New Flyer	520,596	1998	5FYD2SL09WU018355	E-1019713	D35LF	\$0.00	BURNED
1984 Gilligs	Gillig, etc.	N/A	1984	One (1) Lot of Gillig Parts	N/A	N/A	\$93,439.73	GOOD

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 13, 2013

TO: Board of Directors

FROM: Leslyn K. Syren, District Counsel



SUBJECT: CONSIDERATION OF OWNED AND LEASED PROPERTY INVENTORIES TO DETERMINE IF THERE IS ANY PROPERTY IN EXCESS OF SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S FORESEEABLE NEEDS

I. RECOMMENDED ACTION

Accept and File Santa Cruz METRO's Property Inventories of Leased and Owned Property for 2013, which includes a Determination that Santa Cruz METRO does not Own, Lease or Control any Property which is in Excess of its Foreseeable Needs.

II. SUMMARY OF ISSUES

- Santa Cruz Metropolitan Transit District (Santa Cruz METRO) is required on an annual basis to prepare an inventory of properties it holds, owns and controls to determine if any properties are in excess of its foreseeable needs.
- All properties currently leased by Santa Cruz METRO are being used in transit operation for bus maintenance, bus parking, administration and/or facilities maintenance activities.
- All properties currently leased, owned or controlled by Santa Cruz METRO are in transit uses and none of these properties are in excess of Santa Cruz METRO's foreseeable needs.

III. DISCUSSION

Government Code Section 50569 requires that on or before December 31st of each year, Santa Cruz METRO, a local public agency, make an inventory of all lands held, owned or controlled by it or any of its departments, agencies or authorities to determine what land, including air rights, if any, are in excess of its foreseeable needs. According to the statute, a description of each parcel found to be in excess of its needs should be made a matter of public record.

An inventory of all the properties owned by Santa Cruz METRO, prepared by the Legal Department and reviewed by the Finance Department is set forth in Attachment A. There have been no changes to this list during the calendar year of 2013.

An inventory of properties that Santa Cruz METRO leases from others is set forth in Attachment B. All of the leased property is currently being used for transit operation and related support functions. Two new properties located at 135 Dubois and 165 Dubois are being leased by Santa

Cruz METRO while the Operations Building is being constructed. Both leases are for 3-year terms and are listed on Attachment B with the lease details including current rent amounts and METRO's current needs for these properties.

According to the applicable statute, any citizen, limited dividend corporation, housing corporation or nonprofit corporation, shall upon request, be provided with a list of the parcels found to be in excess without charge. Because Santa Cruz METRO uses all of its leased and owned property in transit or transit related purposes, no list of excess properties was prepared for adoption.

The Federal Transit Administration Circular 5010.1C requires Santa Cruz METRO to prepare and keep up to date an excess property utilization plan for all property that is no longer needed to carry out the original intended purpose including an explanation for the excess property. Santa Cruz METRO is also required to notify FTA when property is removed from the service originally intended at grant approval and put to additional or substitute uses. At this time, Santa Cruz METRO has no excess property and, therefore, will not be preparing an excess property utilization plan.

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

Attachment A: Santa Cruz METRO Deeds

Attachment B: Properties Leased by Santa Cruz METRO

Attachment A

SANTA CRUZ METRO DEEDS

APN NO.	PARCEL LOCATION	DATE OF ACQUISITION BY SCMTD	ACQUIRED FROM	DESCRIPTION	STATUS OF USE
005-152-05	Santa Cruz, CA 912 Pacific Ave. Santa Cruz	07/16/80	Peerless Stages, Inc.	Pacific Station Multi-Modal Facility	Active transit center
005-152-31	Santa Cruz, CA 920 Pacific Avenue Santa Cruz	09/22/80	Reward Enterprises	Pacific Station Multi-Modal Facility	Active transit center
005-152-30	Santa Cruz, CA 425 Front Street Santa Cruz	12/29/10	Transportation Realty Income Partners, L.P., a Delaware Limited Partnership and Greyhound Lines, Inc., a Delaware Corporation	Paved Parking lot adjacent to Pacific Station	Recent Greyhound Bus Depot; Currently being used for overflow parking of METRO's buses and vehicles; Possible Future Site of renovated and enlarged Pacific Station
008-011-14	Santa Cruz, CA 110 Vernon Street Santa Cruz	08/01/07	Mindi Broughton and Paul Broughton, Broughton Land LLC, A California Limited Liability company	MetroBase Project	Current General Administration offices, IT servers and Facilities Maintenance shop and storage
008-013-07	Santa Cruz, CA 1217 River Street, Santa Cruz	2/29/08	R. Dennis Stewart and Martha A. Stewart, Trustees of the R. Dennis Stewart and Martha A. Stewart Family Trust	MetroBase Project	Previously four empty residential units purchased for the MetroBase project; Currently two remaining houses that will be used for outside contractors' offices during the building phase of the new Operations Building; Site of a METRO Maintenance Facility that adjoins to the current facility.

SANTA CRUZ METRO DEEDS

008-013-08	Santa Cruz, CA 1211 River Street, Santa Cruz	1/31/08	Jan Van Boeschoten, as Trustee of the Jan Van Boeschoten Trust dated October 23, 2006	MetroBase Project	Previously an empty residential unit purchased for the MetroBase project; Currently a paved parking lot being utilized for METRO owned vehicles.
008-013-09 previously 008-013-04 008-013-05 008-013-06	Santa Cruz, CA 120 Golf Club Dr. 138 Golf Club Dr. Santa Cruz	1. 6/24/05 2. 05/19/71 3. 07/7/71	1. The Estate of Yvonne A. Humphrey; Brent J. Bouchard, executor 2. Cecil E. and Minnie M. Woolsey 3. Sally Anne Smith	MetroBase Project Minor Maintenance Shop Location	Active Maintenance Shop; Active Maintenance Facility for CNG repairs; Current Fleet Maintenance, Facilities Maintenance and Purchasing Administration offices
008-032-05 A- formerly 008-032-06	Santa Cruz, CA 1200-A River St. 1200-B River St.	06/15/77 - A 06/25/05 - B	Warren R. French (A) Mabel L. French (A) The 2004 Jeannine M. Gibson, Family Trust, Jeannine Marie Gibson, Trustee (B)	Operations Dept. Location MetroBase Project (A) MetroBase Project (B)	(A) Building site for future Operations Building. and offices; Bus Parking when vehicles are not being used. (B) Current site of MetroBase Fueling Facility and Bus Wash Facility
Bus Stop #2551. No APN listed	Santa Cruz, CA 17 th Ave./Tremont	09/5/89	No. Calif. VOE Elderly Housing, Inc.	17 th & Tremont Bus Stop Donation Live Oak Location	Active bus stop with shelter
022-211-91	Scotts Valley, CA 246 King's Village Road; Bart Cavallaro Transit Center	011/15/96	Church of Latter-Day Saints 13.87% ownership by Scotts Valley Redevelop. Agency	Bart Cavallaro Transit Center Park and Ride Lot Multi-Modal Facility	Active Transit Center

SANTA CRUZ METRO DEEDS

017-011-54	Borders West Lake Ave. & Rodriguez St., Watsonville, CA - Watsonville Transit Center	05/9/86	Crocker National Bank	Watsonville Transit Center Multi-Modal Facility	Active transit center
017-011-57 and 017-011-58 (formerly 51 & 52)	Watsonville, CA Watsonville Transit Center	10/06/88	Allan Louis Alexander Ann Alexander Rando John M. Batistich Joan M. Batistich Janet F. Ryan	Transit-Oriented Mixed Use Facility which includes a Child Care Center	99-year lease with City of Watsonville for \$1.00 per year.
086-102-14	Boulder Creek, CA 17835 China Grade Boulder Creek	04/7/05	Santa Cruz County/The Henry F. Plummer Trust, Henry F. Plummer, Trustee	Easement at China Grade & Hwy 236	Bus Turnaround
No APN # listed	Intersection of Soquel Ave., Soquel Dr. and Highway 1 Santa Cruz County	3/29/88	State of California, Dept. of Transportation	Director's Deed #DD-47160-1 for 1.312 acres and .037 of an acre for Soquel Park & Ride Lot	Active Park and Ride Lot

**ATTACHMENT B
PROPERTIES LEASED BY
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

PROPERTY ADDRESS/ LESSOR	TERM	CURRENT MONTHLY RENT	USE OF PROPERTY
115 Dubois Street Santa Cruz, CA IULIANO LLC #2	02/01/05-Beginning 12/31/13 – Ending	\$3,682.23/mo \$44,186.76/yr	Bus and vehicle parking
135 Dubois Street Santa Cruz, CA Wave Crest Development Inc., J3D Family Limited Partnership and the Lawrence Michels Family Limited Partnership	02/15/13 – Beginning 02/14/16 – Ending	\$3,500.00/mo \$42,000.00/yr	Bus and vehicle parking
165 Dubois Street Santa Cruz, CA Kim Family Enterprises, LLC	02/15/13 – Beginning 02/14/16 – Ending	\$8,885.00/mo Including NNN and Parking \$106,620.00/yr	Operations Building for dispatch and related administrative uses
2880 Research Park Dr. Soquel, CA Soquel III Associates	09/01/04-Beginning 08/31/09-Ending 09/01/09- Ext. begins 08/31/14- Ext. ends	\$12,990.84/mo \$155,890.08/yr	ParaCruz Operations Facility
1200 River Street (small portion) City of Santa Cruz	10/18/04- Beginning 10/17/44- Ending	\$1.00/yr. or \$40.00 due at end of term *100% of taxes and assessments	Future MetroBase facility

Grant of Easement and/or License Agreement

Capitola Mall 1855 41 st Avenue Capitola, CA Macerich Partnership, LP	Perpetual	\$1,795.25/mo \$21,543.00/yr.	Active Transit Center
Felton Faire 6267 Mt. Hermon Rd. Felton, CA Robert Marin and Celeste De Schulthess Marin, Trustees	01/09/13-Beginning 01/08/15-Ending	\$5,000.00/yr.	Operation and maintenance of a bus stop and bus shelter in shopping center

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 13, 2013

TO: Board of Directors

FROM: Leslyn K. Syren, District Counsel 

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A LEASE AMENDMENT EXTENDING THE CURRENT LEASE FOR THE PROPERTY LOCATED AT 115 DUBOIS STREET TO DECEMBER 31, 2015

I. RECOMMENDED ACTION

Authorize the General Manager to execute a Lease Amendment for the property located at 115 Dubois Street, to extend the Lease to December 31, 2015.

II. SUMMARY OF ISSUES

- The Santa Cruz Metropolitan Transit District (METRO) has an existing lease with Iuliano LLC#2 for the lease of the property located 115 Dubois Street for bus parking and storage, which will terminate on December 31, 2013.
- METRO anticipates that it will need the bus parking and storage space for an additional two years while it is completing the construction of the new Operations Building.
- METRO staff has been negotiating with the Landlord for an extension of the Lease based on the same terms and conditions of the original Lease.

III. DISCUSSION

METRO currently leases the property located at 115 Dubois Street for extra bus parking, which is set to expire on 12/31/13. METRO anticipates it will need this property an additional two years while it completes the construction of the Operations Building located at 1200 River Street.

METRO staff has been negotiating with Nick Iuliano, Managing Partner for Iuliano LLC #2 for the extension of the Lease. Mr. Iuliano was amenable to extending the Lease for an additional two years under the same terms and conditions as the Lease, except for the rent, which he proposed to be set at \$4,000.00.

IV. FINANCIAL CONSIDERATIONS

The monthly rent for the first year will be \$4,000. with 3%-6% CPI increase the second year.

V. ATTACHMENTS

Attachment A: Second Amendment to Commercial Lease

ATTACHMENT A

SECOND AMENDMENT TO COMMERCIAL LEASE

This Second Amendment to Commercial Lease is made in Santa Cruz, California, and effective once signed by the parties set forth below. The Parties to this Commercial Lease are IULIANO #2 LLC (hereinafter called "Landlord") and SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (hereinafter called "Tenant").

RECITALS

- A. WHEREAS, Landlord is currently leasing to Tenant, and Tenant is currently leasing from Landlord, upon the terms and conditions hereinafter set forth, those certain premises described as undeveloped usable land located on Landlord's real property which is situated on Assessor's Parcel Number 001-033-04, also known as 115 Dubois Street, Santa Cruz, Santa Cruz County, California.
- B. WHEREAS, Tenant desires to lease the property from Landlord for an additional TWO (2) YEARS which consist of all usable space on the lot located at 115 Dubois Street, are used for the storage of buses and vehicles for Tenant and other related uses.
- c. WHEREAS, the current Lease expires on December 31, 2013 and Tenant anticipates that it will require the premises until December 31, 2015, Tenant and Landlord desire to extend the Lease for an additional two- year term through December 31, 2015.

Now, therefore, the parties hereto, incorporating the above recital as part of their agreement, and in consideration of the mutual covenants, term and conditions set forth herein, agree as follows:

AGREEMENT

1. TERM.

The term of the Lease referenced, commenced on January 1 , 2011 and shall expire December 31, 2015

2. RENT.

Tenant shall pay to landlord as the rent for the Premises at 115 Dubois Street, Santa Cruz, California, Four Thousand Dollars (\$4,000.00) per month plus all real property taxes (actual tax bill each year), and 100% of any assessments levied by the County or City of Santa Cruz, commencing on the Commencement Date, and payable on the first day of each and every month thereafter. The monthly rent shall be prorated for the first and last month of the term of this Lease should the Commencement Date not fall upon the first day of a calendar month. All rental payment shall be in lawful money of the United States of America, without deduction or offset whatsoever.

ATTACHMENT A

3. HOLD OVER.

Should Tenant hold over and continue in possession of said premises after expiration of the lease term and Tenant continued occupancy of said premises shall be considered a month-to-month tenancy subject to all terms and conditions of this Lease plus Fifteen Percent (15%) increase in the rent last paid, under the terms of this Lease.

4. NOTICE.

Any notice required to be given pursuant to this Agreement shall be given in writing to the other party and delivered either personally or by depositing the same in the United States postal service, registered or certified mail, return receipt requested with the postage prepaid, addressed to the parties as follows:

Landlord:

IULIANO #2 LLC
103 STE B Whispering Pines Dr.
Scotts Valley, CA 95066

Tenant:

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
Attn: Leslie White, General Manager
110 Vernon Street
Santa Cruz, CA 95060

Any notice delivered by mail shall be deemed delivered forty-eight (48) hours after deposit in the United States postal service mail. The address to which any notice to be delivered may be changed by either party by compliance with the provisions of this Paragraph.

5. JURISDICTION.

This Agreement shall be governed by and construed in accordance with the laws of the State of California.

6. TIME.

Time is of the essence of this Lease.

7. ENTIRE AGREEMENT.

This Lease and Amendments thereto contain the sole and entire agreement of the parties, and correctly sets forth the right, duties and obligations of each to the other, and any prior agreements, promises, negotiations, or representations not expressly set forth in the Agreement and this Amendment are hereby superseded and of no force and effect. Any changes to this Lease must be in writing signed by both Landlord and Tenant.

ATTACHMENT A

8. EFFECTIVENESS OF LEASE

Except as set forth in this Second Amendment to Commercial Lease, all provisions of the Lease, shall remain unchanged and in full force and effect.

9. AUTHORIZATION

Tenant hereby represents to Landlord that the party executing this Lease on behalf of Tenant is authorized by Tenant to execute their Lease and thus bind Tenant to all of the terms, covenants and conditions contained herein.

IN WITNESS WHEREOF, Landlord and Tenant have executed these presents the day and year first above written.

Landlord:
IULIANO #2 LLC

Tenant:
SANTA CRUZ METROPOLITAN TRANSIT
DISTRICT

BY:

BY:



Nick Iuliano, Managing Member

Leslie R. White, General Manager

DATE: 11/19/2013

DATE: _____

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 13, 2013

TO: Board of Directors

FROM: Erron Alvey, Purchasing Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH DOC AUTO, LLC FOR VEHICLE MAINTENANCE SERVICES FOR PARACRUZ VEHICLES IN AN AMOUNT NOT TO EXCEED \$20,000

I. RECOMMENDED ACTION

Authorize the General Manager to execute a contract renewal for a one-year contract extension with Doc Auto, LLC for vehicle maintenance services for ParaCruz vehicles in an amount not to exceed \$20,000.

II. SUMMARY OF ISSUES

- Santa Cruz METRO's Fleet Maintenance department requires the services of a qualified licensed and insured automotive repair company to perform overflow repair services on ParaCruz vehicles when required.
- Santa Cruz METRO has a contract with Doc Auto, LLC for vehicle maintenance services for ParaCruz vehicles. This contract was established on January 1, 2010 for a one-year period with four optional one-year extensions.
- The current contract approved by the Board of Directors will expire on December 31, 2013.
- Doc Auto, LLC has reviewed the contract and is willing to extend the contract for one additional year with no changes to the contract terms and conditions.
- Doc Auto, LLC has performed its duties very well under this contract, and therefore a one-year contract extension with no changes is recommended.

III. DISCUSSION

Santa Cruz METRO has a contract with Doc Auto, LLC for vehicle maintenance services for ParaCruz that is due to expire on December 31, 2013. Over the past year the quality of service provided by Doc Auto, LLC has been good. Doc Auto, LLC has reviewed the contract and is willing to extend the contract for one additional year with no changes to the contract terms and conditions.

Staff recommends that Santa Cruz METRO exercise the option for a one-year contract extension with Doc Auto, LLC for an amount not to exceed \$20,000 for the new contract period. Staff further recommends that the Board of Directors authorize the General Manager to sign a one-year contract extension on behalf of Santa Cruz METRO. Robert Cotter, Maintenance Manager, will serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS

This contract currently has a total not to exceed of \$208,000. Additional funds in an amount of \$20,000 are requested for approval at this time. The new contract total not to exceed would be \$228,000.

Funds to support this contract are included in the Fleet Maintenance FY14 & FY15 Outside Repair budgets.

V. ATTACHMENTS

Attachment A: Renewal letter from Doc Auto, LLC

Attachment B: Fifth Amendment to the Contract with Doc Auto, LLC

Attachment A



Ken Potts
908 Ocean St.
Santa Cruz, CA, 95060
November 6, 2013

Erron Alvey
Purchasing Manager
METRO ParaCruz
2880 Research Park Drive,
Suite 160
Soquel, CA 95073

Dear Erron:

I would like to thank Metro ParaCruz for the service and repair opportunity in 2013. The support you and your team provided was outstanding and it was a pleasure serving. I look forward to continuing in 2014 under the same terms and conditions outlined in the original contract.

Sincerely,



Ken Potts
CEO
Doc Auto LLC

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FIFTH AMENDMENT TO CONTRACT NO. 10-12 FOR PARACRUZ VEHICLE MAINTENANCE SERVICES

This Fifth Amendment to Contract No. 10-12 for ParaCruz Vehicle Maintenance Services is made effective January 1, 2014 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“Santa Cruz METRO”), and Doc Auto LLC (“Contractor”).

I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for ParaCruz Vehicle Maintenance Services (“Contract”) on January 1, 2010.
- 1.2 The Contract allows for the extension upon mutual written consent.

Therefore, Santa Cruz METRO and Contractor amend the Contract as follows:

II. TERM

- 2.1 Article 4.01 is replaced in its entirety by the following:

The term of this Contract shall be from January 1, 2010 to December 31, 2014.

Santa Cruz METRO and Contractor may extend the term of this Contract at any time for any reason upon mutual written consent.

III. COMPENSATION

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

Santa Cruz METRO shall compensate Contractor in an amount not to exceed \$20,000 under the terms of this Fifth Amendment.

The new Contract total not to exceed amount is \$228,000. Contractor understands and agrees that if he/she exceeds the \$228,000 maximum amount payable under this Contract, that it does so at its own risk.

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 Article 7 is amended to include the following language:

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.

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

Contractor –
DOC AUTO LLC

By _____
Kenneth M. Potts
Managing Member

Approved as to Form:

Leslyn Syren
Santa Cruz METRO Counsel

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 13, 2013

TO: Board of Directors

FROM: Erron Alvey, Purchasing Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH SPECIALIZED AUTO & FLEET SERVICES INC. FOR VEHICLE MAINTENANCE SERVICES FOR PARACRUZ VEHICLES IN AN AMOUNT NOT TO EXCEED \$20,000

I. RECOMMENDED ACTION

Authorize the General Manager to execute a contract renewal for a one-year contract extension with Specialized Auto & Fleet Services Inc. for vehicle maintenance services for ParaCruz for an amount not to exceed \$20,000.

II. SUMMARY OF ISSUES

- Santa Cruz METRO's Fleet Maintenance department requires the services of a qualified licensed and insured automotive repair company to make overflow repairs on ParaCruz vehicles when required.
- Santa Cruz METRO has a contract with Specialized Auto & Fleet Services Inc. for vehicle maintenance services for ParaCruz. This contract was established on January 1, 2010 for a one-year period with four optional one-year extensions.
- The current contract approved by the Board of Directors will expire on December 31, 2013.
- Specialized Auto & Fleet Services Inc. has reviewed the contract and is willing to extend the contract for one additional year with no changes to the contract terms and conditions.
- Specialized Auto & Fleet Services Inc. has performed its duties very well under this contract, and therefore a one-year contract extension with no changes is recommended.

III. DISCUSSION

Santa Cruz METRO has a contract with Specialized Auto & Fleet Services Inc. for vehicle maintenance services for ParaCruz that is due to expire on December 31, 2013. Over the past year the quality of service provided by Specialized Auto & Fleet Services Inc. has been good.

Specialized Auto & Fleet Services Inc. has reviewed the contract and is willing to extend the contract for one additional year with no changes to the contract terms and conditions.

Staff recommends that Santa Cruz METRO exercise the option for a one-year contract extension with Specialized Auto & Fleet Services Inc. for an amount not to exceed \$20,000 for the new contract period. Staff further recommends that the Board of Directors authorize the General Manager to sign a one-year contract extension on behalf of Santa Cruz METRO. Robert Cotter, Maintenance Manager, will serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS

This contract currently has a total not to exceed of \$180,000. Additional funds in an amount of \$20,000 are requested for approval at this time. The new contract total not to exceed would be \$200,000.

Funds to support this contract are included in the Fleet Maintenance FY14 & FY15 Outside Repair budgets.

V. ATTACHMENTS

- Attachment A:** Renewal letter from Specialized Auto & Fleet Services Inc.
- Attachment B:** Fifth Amendment to the Contract with Specialized Auto & Fleet Services Inc.

Attachment A

Erron Alvey

Metro Santa Cruz

110 Vernon St

Santa Cruz, CA 95060

Dear Ms Alvey

Specialized Auto and Fleet would be happy to renew our contract for Vehicle Maintenance Services as written with no modifications.

Thank You

Robert Emmert

Specialized Auto and Fleet Services

2114 Freedom Blvd

Freedom, CA 95019

831-345-4905

A handwritten signature in black ink, appearing to read "Robert Emmert". The signature is written in a cursive style with a prominent initial "R".

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FIFTH AMENDMENT TO CONTRACT NO. 10-12 FOR PARACRUZ VEHICLE MAINTENANCE SERVICES

This Fifth Amendment to Contract No. 10-12 for ParaCruz Vehicle Maintenance Services is made effective January 1, 2014 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“Santa Cruz METRO”), and Specialized Auto & Fleet Services Inc. (“Contractor”).

I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for ParaCruz Vehicle Maintenance Services (“Contract”) on January 1, 2010.
- 1.2 The Contract allows for the extension upon mutual written consent.

Therefore, Santa Cruz METRO and Contractor amend the Contract as follows:

II. TERM

- 2.1 Article 4.01 is replaced in its entirety by the following:

The term of this Contract shall be from January 1, 2010 to December 31, 2014.

Santa Cruz METRO and Contractor may extend the term of this Contract at any time for any reason upon mutual written consent.

III. COMPENSATION

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

Santa Cruz METRO shall compensate Contractor in an amount not to exceed \$20,000 under the terms of this Fifth Amendment.

The new Contract total not to exceed amount is \$200,000. Contractor understands and agrees that if he/she exceeds the \$200,000 maximum amount payable under this Contract, that it does so at its own risk.

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 Article 7 is amended to include the following language:

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.

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

Contractor –
SPECIALIZED AUTO & FLEET SERVICES INC.

By _____
Robert G. Emmert
Secretary

Approved as to Form:

Leslyn Syren
Santa Cruz METRO Counsel

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 13, 2013

TO: Board of Directors

FROM: Erron Alvey, Purchasing Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH MIDWEST MOTOR SUPPLY DBA KIMBALL MIDWEST FOR THE PURCHASE OF FASTENERS AND ELECTRICAL TERMINALS IN AN AMOUNT NOT TO EXCEED \$30,000

I. RECOMMENDED ACTION

Authorize the General Manager to execute a contract renewal with Midwest Motor Supply DBA Kimball Midwest for the purchase of fasteners and electrical terminals in an amount not to exceed \$30,000.

II. SUMMARY OF ISSUES

- Santa Cruz METRO's Maintenance department requires a wide variety of fasteners and electric terminals for use in repairing revenue and non-revenue fleets, as well as in facilities repairs.
- Santa Cruz METRO has a contract with Midwest Motor Supply DBA Kimball Midwest for the purchase of fasteners and electrical terminals.
- This contract was established on February 1, 2013 for a one-year period with three optional one-year extensions.
- The current contract approved by the Board of Directors will expire on January 31, 2014.
- Kimball Midwest has requested no changes for the new contract period.
- Kimball Midwest has performed its duties very well under this contract, and therefore a one-year contract extension with no changes to the terms and conditions is recommended.

III. DISCUSSION

Santa Cruz METRO has a contract with Midwest Motor Supply DBA Kimball Midwest for the purchase of fasteners and electrical terminals that is due to expire on January 31, 2014. Per Robert Cotter, Maintenance Manager, over the past year the quality of service provided by Kimball Midwest has been excellent. Kimball Midwest has reviewed the contract and requested no changes.

Staff recommends that Santa Cruz METRO exercise the option for a one-year contract extension with Kimball Midwest for an amount not to exceed \$30,000. Staff further recommends that the Board of Directors authorize the General Manager to sign a one-year contract extension on behalf of Santa Cruz METRO. Robert Cotter, Maintenance Manager, will continue to serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS

This contract has a total not to exceed of \$30,000. Additional funds in an amount of \$30,000 are requested for approval at this time. The new contract total not to exceed would be \$60,000.

Funds to support this contract are included in the Fleet and Facilities Maintenance FY14 & FY15 operating budgets.

V. ATTACHMENTS

Attachment A: Renewal letter from Kimball Midwest

Attachment B: First Amendment to the Contract with Kimball Midwest

Attachment A



Specializing in Materials Management since 1923

November 22, 2013

Santa Cruz Metro Transit
110 Vernon Street
Santa Cruz, CA 95060

Ms. Alvey,

I apologize for the delay in responding to your request to renew the Kimball Midwest contract – Contract No. 13-17 for Fasteners, Electrical terminals and Miscellaneous items. We accept your proposal for the first amendment to this contract to extend the agreement from February 1, 2014 through January 31, 2015.

We appreciate your business and look forward to continuing to provide the highest quality products and service to you for the remainder of the contract period. Please feel free to let us know if we can be of assistance with anything related to the contract.

Sincerely,

A handwritten signature in black ink, appearing to read "Gregg Johnston". The signature is fluid and cursive.

Gregg Johnston
Kimball Midwest
Marketing Manager

Cc: John Rodriguez

CORPORATE OFFICE
4800 Roberts Road
Columbus, OH 43228
614.219.6100

REGIONAL OFFICE
1202 Avenue. S.
Grand Prairie, TX 75050
972.975.2777

REGIONAL OFFICE
255 S. McCarran Blvd.
Sparks, NV 89431
775.856.3322

7-8.a1

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FIRST AMENDMENT TO CONTRACT NO. 13-17 FOR FASTENERS, ELECTRICAL TERMINALS AND MISCELLANEOUS ITEMS

This First Amendment to Contract No. 13-17 for Fasteners, Electrical Terminals and Miscellaneous Items is made effective February 1, 2014 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“Santa Cruz METRO”), and Midwest Motor Supply dba Kimball Midwest (“Contractor”).

I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for Fasteners, Electrical Terminals and Miscellaneous Items (“Contract”) on February 1, 2013.
- 1.2 The Contract allows for the extension upon mutual written consent.

Therefore, Santa Cruz METRO and Contractor amend the Contract as follows:

II. TERM

- 2.1 Article 3.02 is replaced in its entirety by the following:

The term of this Contract shall be from February 1, 2013 to January 31, 2015.

At the option of Santa Cruz METRO, this Contract may be renewed for two (2) additional one (1) year terms upon mutual written consent.

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 Article 6 is amended to include the following language:

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

7-8.b1

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

Contractor –
MIDWEST MOTOR SUPPLY dba KIMBALL MIDWEST

By _____
Pat McCurdy
President

Approved as to Form:

Leslyn Syren
Santa Cruz METRO Counsel

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 13, 2013

TO: Board of Directors

FROM: Erron Alvey, Purchasing Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH VISION SERVICE PLAN FOR EMPLOYEE VISION CARE SERVICES TO ALLOW A PER ENROLLEE RATE INCREASE

I. RECOMMENDED ACTION

Authorize the General Manager to execute a contract amendment with Vision Service Plan for employee vision care services to allow a per enrollee rate increase.

II. SUMMARY OF ISSUES

- Santa Cruz METRO provides vision care insurance coverage for its employees.
- Santa Cruz METRO has a contract with Vision Service Plan for employee vision care services.
- In order to comply with federal legislation, Vision Service Plan is required to pay a Health Insurance Provider Fee to the IRS starting in January 2014. Vision Service Plan has requested a rate increase, to be effective January 1, 2014, to accommodate the amount of the Health Insurance Provider Fee.
- Representatives of UTU and SEIU have given their approval for the rate increase. Therefore, a contract amendment with Vision Service Plan authorizing the rate increase is recommended.

III. DISCUSSION

Santa Cruz METRO has a contract with Vision Service Plan for employee vision care services. The Affordable Care Act, signed into law in 2010, created many tax provisions, one of which is an annual fee on certain health insurance providers. In order to comply with this federal legislation, Vision Service Plan is required to pay a Health Insurance Provider Fee to the IRS starting in 2014. In order to accommodate the amount of the Health Insurance Provider Fee, Vision Service Plan has requested a rate increase effective January 1, 2014. The current rate per month per enrollee is \$26.15, and the revised rate would be \$26.68 per month per enrollee. Representatives of UTU and SEIU have reviewed this requested rate increase and given their approval to authorize it.

Staff recommends that Santa Cruz METRO approve the request from Vision Service Plan to increase the contract rate for employee vision care services. Staff further recommends that the Board of Directors authorize the General Manager to execute a contract amendment on behalf of Santa Cruz METRO. Robyn D. Slater, Human Resources Manager, will continue to serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS

Funds to support this contract are included in the Human Resources FY14 Insurance budget.

V. ATTACHMENTS

Attachment A: Health Insurance Provider Fee rate adjustment request from Vision Service Plan

Attachment B: Contract Amendment with Vision Service Plan

Attachment A



MAREN THOMPSON
Client Manager

July 27, 2013

ROBYN SLATER
110 VERNON ST
SANTA CRUZ, CA, 95060

**RE: SANTA CRUZ METRO TRANSIT DIST, #12019717/ ACA HEALTH INSURANCE PROVIDER FEE RATE
ADJUSTMENT NOTIFICATION**

Dear ROBYN SLATER ,

On March 4, 2013, the IRS published in the Federal Register a rulemaking that will require VSP and others that sell fully-insured vision, dental and medical insurance policies to pay a Health Insurance Provider Fee (HIPF) to the IRS starting in 2014. As you know, SANTA CRUZ METRO TRANSIT DIST fully insures their VSP Program. In order to comply with this federal legislation, VSP will be increasing their current rate effective January 1, 2014.

Pursuant to section 4.02 of SANTA CRUZ METRO TRANSIT DIST's contract with VSP "...VSP may increase premiums during a Plan Term by the amount of any tax or assessments not now in effect but subsequently levied by any taxing authority, which is attributable to premiums VSP receives from Group." Please click [here](#) for more information on the Federal Register rulemaking.

While SANTA CRUZ METRO TRANSIT DIST is in the middle of a contract and not scheduled to renew again until ; 8/1/2015, this fee is still applicable effective January 1, 2014. Effective January 1st, 2014, SANTA CRUZ METRO TRANSIT DIST will receive a rate increase off-renewal to accommodate the ACA Health Insurance Provider Fee.

Please see the current rates and 1-1-14 rates adjusted for the ACA HIPF.

Current Rates	1-1-14 Rates
Full Service Current Rate: \$26.15	Full Service Revised Rate: \$26.68

Once the rate change has been made, VSP will send out an amendment outlining the rate adjustment that will act as confirmation of the change and an amendment to the contract.

7-9.a1

ROBYN SLATER, I would like to thank you in advance for your partnership through this roll-out and for your continued support of VSP.

Please do not hesitate to contact me at (800).216.6248 if you have questions or if you need additional information.

Cordially,

MAREN THOMPSON

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FIRST AMENDMENT TO CONTRACT NO. 12-27 FOR EMPLOYEE VISION CARE SERVICES

This First Amendment to Contract No. 12-27 for Employee Vision Care Services is made effective January 1, 2014 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“Santa Cruz METRO”), and Vision Service Plan (“Contractor”).

I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for Employee Vision Care Services (“Contract”) on August 1, 2012.
- 1.2 In accordance with the Affordable Care Act, Contractor is required to pay a Health Insurance Provider Fee to the IRS starting in 2014.
- 1.3 To accommodate the amount of the Health Insurance Provider Fee, Santa Cruz METRO and Contractor desire to amend the Contract to revise the monthly rate that Santa Cruz METRO compensates Contractor.

Therefore, Santa Cruz METRO and Contractor amend the Contract as follows:

II. COMPENSATION

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

Effective January 1, 2014, Contractor shall be entitled to receive premiums for each month on behalf of each Enrollee and his/her Eligible Dependents, if any, in the VSP Signature Plan in the amount of \$26.68. This rate shall be guaranteed for a term of 19 months, through July 31, 2015.

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 Article 7 is amended to include the following language:

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.

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

Contractor –
VISION SERVICE PLAN

By _____
James M. McGrann
President

Approved as to Form:

Leslyn Syren
Santa Cruz METRO Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 13, 2013

TO: Board of Directors

FROM: Erron Alvey, Purchasing Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH DAY WIRELESS SYSTEMS FOR THE LAND MOBILE RADIO SYSTEM UPGRADE PROJECT IN AN AMOUNT NOT TO EXCEED \$150,000

I. RECOMMENDED ACTION

Authorize the General Manager to execute a contract renewal for a one-year contract extension with Day Wireless Systems for the Land Mobile Radio System Upgrade Project in an amount not to exceed \$150,000.

II. SUMMARY OF ISSUES

- Santa Cruz METRO has a contract with Day Wireless Systems for the Land Mobile Radio System Upgrade Project.
- This contract was established on February 4, 2011 for a two-year period with one optional one-year extension.
- The current contract approved by the Board of Directors will expire on February 3, 2014.
- Due to licensing and repeater site access issues, staff is requesting a one-year contract extension and additional funds in order to complete installation of equipment at the remaining repeater sites.
- Day Wireless Systems has reviewed the contract and agreed to extend the contract term for an additional year with no rate increase.
- Day Wireless Systems has performed its duties very well under this contract, and therefore a one-year contract extension with authorization for additional funds is recommended.

III. DISCUSSION

Santa Cruz METRO has a contract with Day Wireless Systems to purchase and install a fully functioning radio system for Fixed Route, Paratransit, and Santa Cruz METRO non-revenue vehicles. The intent of the project is to upgrade equipment and infrastructure in order to meet the Federal Communication Commission mandated requirement for narrowband migration to 12.5

KHz (effective January 1, 2013), and to be compliant for the future narrowband migration to Phase 2 (6.25 KHz) that will be required beyond 2015.

Santa Cruz METRO's contract with Day Wireless Systems for the Land Mobile Radio System Upgrade Project is due to expire on February 3, 2014. Due to difficulties obtaining licensing and access for repeater sites, Ciro Aguirre, Contract Administrator and Operations Manager, is requesting a one-year contract extension, as well as additional funds required to complete the installation of equipment at the remaining repeater sites once they are established. According to Ciro Aguirre, over the past year the quality of service provided by Day Wireless Systems has been satisfactory. Day Wireless Systems has agreed to extend the contract for an additional year with no rate changes.

Staff recommends that Santa Cruz METRO extend the contract with Day Wireless Systems for an additional year for an amount not to exceed \$150,000. Staff further recommends that the Board of Directors authorize the General Manager to sign a one-year contract extension on behalf of Santa Cruz METRO. Ciro Aguirre, Operations Manager, will continue to serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS

This project currently has a total not to exceed amount of \$820,000. Additional funds in an amount of \$150,000 are requested for approval at this time. \$130,000 to be applied to the Contract, and \$20,000 to be added to the contingency amount. The new contract amount would be \$907,300 and the contingency amount would be \$62,700. The new project total not to exceed would be \$970,000.

The California Transit Security Grant Program (CTSGP) funded by Proposition 1B pays 100% of the contract cost.

V. ATTACHMENTS

Attachment A: Renewal letter from Day Wireless Systems

Attachment B: Third Amendment to the Contract with Day Wireless Systems



December 5, 2013

Erron Alvey
Purchasing Agent
Santa Cruz Metro
110 Vernon Street
Santa Cruz CA 95060

RE: Contract 11-03 Extension

Ms. Alvey:

Per terms of the current contract No. 11-03 Land Mobile Radio System, Article 4.01 Term, we agree to an extension of one year through February 3, 2015.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gordon D. Day".

Gordon D. Day
President

7-10.a1

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
THIRD AMENDMENT TO CONTRACT NO. 11-03
FOR THE LAND MOBILE RADIO NETWORK UPGRADE**

This Third Amendment to Contract No. 11-03 for the Land Mobile Radio Network Upgrade is made effective February 4, 2014 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“Santa Cruz METRO”), and Day Wireless Systems (“Contractor”).

I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for the Land Mobile Radio Network Upgrade (“Contract”) on February 4, 2011.
- 1.2 Due to issues with licensing and access to repeater sites, additional time and compensation is required in order for Contractor to complete the installation of equipment at all repeater sites.
- 1.3 Santa Cruz METRO and Contractor desire to amend the Contract to increase the amount of time allowed for Contractor to complete the scope of work, and to increase the compensation amount allowable for payment to Contractor.

Therefore, Santa Cruz METRO and Contractor amend the Contract as follows:

II. TERM

- 2.1 Article 4.01 is replaced in its entirety by the following:

The term of this Contract shall be from February 4, 2011 to February 3, 2015.

Santa Cruz METRO and Contractor may extend the term of this Contract at any time for any reason upon mutual written consent.

III. COMPENSATION

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

Santa Cruz METRO shall compensate Contractor in an amount not to exceed \$130,000 under the terms of this Third Amendment.

The new Contract total not to exceed amount is \$907,300. Contractor understands and agrees that if he/she exceeds the \$907,300 maximum amount payable under this Contract, that it does so at its own risk.

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 Article 7 is amended to include the following language:

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

SIGNATURES ON NEXT PAGE

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

Contractor –
DAY WIRELESS SYSTEMS

By _____
Gordon D. Day
President

Approved as to Form:

Leslyn Syren
Santa Cruz METRO Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 13, 2013
TO: Board of Directors
FROM: Leslie R. White, General Manager
SUBJECT: CONSIDERATION OF INFORMATION REGARDING DROPPED FIXED ROUTE SERVICE IN THE FIRST SIX MONTHS OF 2013.

I. RECOMMENDED ACTION

Consideration of Information regarding the fixed route service that was dropped in the first six months of 2013.

II. SUMMARY OF ISSUES

- In the first six months of 2013 METRO experienced a combination of factors that resulted in defaulting on fixed route bus service at a higher than normal level.
- METRO Director Deborah Lane requested additional information regarding the dropped service. The requested information was provided to Director Lane on November 14, 2013.
- Director Lane has requested that the information regarding the dropped service be provided to the rest of the Members of the Board and to the public.
- The report that was provided to Director Lane is attached to this Staff Report.

III. DISCUSSION

The goal at METRO is to never default on the services that are scheduled to be operated. However, various extenuating circumstances can result in the inability to operate the services listed in the Fixed Route Headways guide. This can include extreme traffic, weather, accidents, or other unforeseen occurrences. In the first six months of 2013 METRO experienced a high number of service defaults as a result of a lack of available bus operators to deploy the scheduled service. In addition METRO had scheduled additional service to restore previously reduced service and added operating time to accommodate the relocation of the operating base to 165 Dubois Street during construction. Lastly, METRO personnel were hit with a particularly severe and long lasting virus that impacted a number of the bus operators. The specific day-by-day breakdown of dropped service and available operators is attached to this Staff Report.

There is no level of service default that is acceptable to METRO personnel and the operations supervisors, in particular, work very hard to ensure that all service commitments are met. At this time METRO staff members are seeking ways to minimize dropped service as well as identify an “early warning” system that would inform passengers of service difficulties at the soonest possible time.

IV. FINANCIAL CONSIDERATIONS

It is unknown the amount of lost revenue that METRO experiences as a result of the dropped service and the loss of passengers due to reliability concerns.

V. ATTACHMENTS

Attachment A: Report to Director Deborah Lane regarding Dropped Service.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

M E M O R A N D U M

Date: November 14, 2013
To: Deborah Lane, Director
From: Leslie R. White, General Manager
Subject: Dropped Service Analysis

From January through June 2013 METRO experienced a higher-than-normal number of service defaults. Any service default (dropped trip) is unacceptable. But the reality is that dropped service does occur at times due to unexpected circumstances. Dropped service should be rare. When the METRO dispatchers are faced with a shortage of drivers, it generally happens early in the morning dues to sick calls. METRO maintains both point operator positions and extra board positions to fill in for these unplanned absences. However, when an unusually intense sickness is transmitted through the workforce, as happened in the first part of this year, it can become impossible to staff all of the service. In addition to the unusually high level of absence METRO was simultaneously working to restore service that had been cut in prior years. METRO has been continuously recruiting and hiring throughout 2013. In retrospect, it would have been preferable to delay the implementation of service expansion until the workforce was in place to operate it with a “cushion” of additional employees to offset any major absenteeism problems. I take responsibility for the decision to expand the service; therefore the fault is totally mine.

I have attached a chart to this report that shows the “day-by-day” dropped trips from the end of January through June of this year. You will notice that the majority of the dropped trips are on the UCSC service. This includes Routes 10, 15, 16, and 19. Additionally I typically categorize the Route 20D as primarily serving the university. The dispatchers try to redeploy operators from the university service that has more frequent service to routes that operate less frequently to minimize the impact on passengers. Unfortunately, the result of this action is often overloads and passbys for UCSC students. This is also not an acceptable situation for METRO. I have also attached two charts that illustrate the levels of active and absent operators during the time that METRO experienced the most severe service defaults.

In our discussions you indicated that you would like to know how many passengers were left stranded as a result of the service defaults. There is not an accurate way to know this. However, I can estimate how many people may have been waiting based on ridership. This will not be exact, but will provide an order of magnitude for you.

The attached dropped service chart indicates that between January 31, 2013 and June 10, 2013 METRO defaulted on 495 trips, of that number 259 (52%) were trips to UCSC. This represents a .0065% default ratio on the 75,087 trips that should have been operated on those days. In order to calculate potential passenger loss I have used an average of 45 passengers per UCSC trip, 28 passengers per Route 71 trip, and 13 passengers for all other routes. These are averages and estimates, but in the absence of knowing exactly how many people went out and waited on a particular day it is the best number that I can develop. Based upon the estimates outlined here METRO would have defaulted on an estimated 11,655 passenger trips to UCSC, 924 passenger trips on Route 71, and 2436 passenger trips on the remainder of the system for a total of 15,015 estimated passenger trips. These numbers are very rough estimates.

The challenge at METRO is to develop a method of communicating service defaults that do occur, and late service due to traffic or accidents. There are applications being developed as well as real time information systems. All of these approaches require either additional staffing or expensive software and hardware. In order to implement the types of systems that would benefit the users of the system we have to restore the state and federal funding levels that have been reduced in recent years. The next General Manager will have to make investment in information systems and buses their top priority if METRO is to effectively address these issues.

I hope that the information contained in this Memo and attachments is helpful. I apologize for the time that it has taken for me to provide this information to you. If you have questions or would like to go over the Memo I would be happy to meet with you. If you would like to have this information disseminated to the full Board I can do that.

**Period of Dropped Service
January 2013 to June 2013**

Average # of Employees per month

January	160.74
February	156.50
March	155.00
April	155.00
May	156.71
June	157.67
July	156.13
August	154.10
September	160.90

New Bus Operator Class December 2012

19 trainees started December 13, 2012
 1 trainee resigned January 9, 2013
 1 trainee resigned February 8, 2013
 1 trainee terminated February 8, 2013
 16 trainees fully qualified March 28, 2013

New Bus Operator Class May 2013

7 trainees started May 20, 2013
 1 trainee terminated July 20, 2013
 6 trainees fully qualified August 24, 2013

New Bus Operator Class September 2013

10 trainees started September 9, 2013
 1 trainee terminated September 18, 2013
 9 trainees on schedule to be fully qualified in December 2013

Total of 36 Trainees hired, 5 dropped from program, 22 graduated, 9 pending graduation

Employees Retired, Terminated or Resigned (besides trainees mentioned above)

Richard Cowell	Retired	December 15, 2012	
Daniel Zaragoza	Promoted	January 17, 2013	ParaCruz Asst. Superintendent
Kenneth Tichenor	Retired	January 31, 2013	
Jose Polanco	Retired	February 1, 2013	
Geoffrey Legard	Resigned	March 1, 2013	
Benyme Eskinder	Resigned	May 1, 2013	
Bonnie Farris	Promoted	June 6, 2013	Transit Supervisor
John Nevin	Promoted	June 6, 2013	Transit Supervisor
Leonardo Pena	Promoted	June 6, 2013	Transit Supervisor
Sharon Toline	Promoted	June 6, 2013	Transit Supervisor
Noah Hamdani	Resigned	July 17, 2013	
Jason Andrews	Resigned	August 4, 2013	
Kym Folendorf	Resigned	October 2, 2013	

13 persons impacted period in question

10/21/13

**Period of Dropped Service
January 2013 to June 2013**

Long-Term Absences affecting Dropped Service Period

Margarita Meseck	March 10, 2012 to March 31, 2013
Justina O'Hagin	June 14, 2012 to March 22, 2013
Donald Atwell	July 24, 2012 to July 14, 2013
Frank Jacinto	October 1, 2012 to September 30, 2013
Peter Wu	February 26, 2013 to Current
Daniel Stevenson	March 5, 2013 to July 1, 2013
Kathleen Reed	March 7, 2013 to Current
Kevin Walter	March 7, 2013 to May 5, 2013
Lorena Calderon	March 18, 2013 to May 29, 2013
Larry Mungoli	April 1, 2013 to April 30, 2013
Clarence Aragon	April 9, 2013 to May 5, 2013
Mark Martinez	May 2, 2013 to June 16, 2013
Marie Hoyos	May 3, 2013 to October 6, 2013
Peter Milburn	June 1, 2013 to June 30, 2013
Glenn Nabor	June 3, 2013 to June 30, 2013
Hung Lee	June 12, 2013 to Current

16 persons impacted period in question

Dropped Routes by Day

Date	3	4	4W	10	15	16	17	19	20	20D	33	34	35	41	55	56	66	66N	68	69	69A	69W	71	74	75	77	91X	Total by Date
January 31, 2013					9	4			1														2					16
February 1, 2013				1	6	5	10	1																				23
February 4, 2013					9	6																						15
February 5, 2013						4																	1					5
February 6, 2013				5	2	1																						8
February 13, 2013				1	4	4																						5
February 14, 2013				5	2	2			3																			10
February 20, 2013						1		1	3							1	1		2	1								10
February 21, 2013				2		4					1		1						3									10
February 22, 2013					4	2			1		2								1				3					13
February 23, 2013						2		5											4				2					13
February 25, 2013				1	7	3		5	1					1								2						20
February 26, 2013					4		1																					5
February 27, 2013				1	6	1																	5					13
March 1, 2013				4																			2					4
March 2, 2013							3																					4
March 4, 2013				1	1	6		1																				9
March 6, 2013					5	1																						11
March 8, 2013				2	9	11		5				6							1				3					36
March 11, 2013				6	4	6		5															1			1		28
March 13, 2013				4	5	6		2	1	3			4									2	1	1	2	1		25
March 17, 2013	1	1				8			2				4										1					18
March 18, 2013				3	4	5	3	3							1		1						5					30
March 19, 2013	1			1	4	3		1									1											11
March 21, 2013									8																			8
March 22, 2013				1		2		5		3																1		12
March 24, 2013	1		2			6		7	5			4					3		2			1	1			1	32	
April 1, 2013					4	3									1													9
April 2, 2013				1	7	9																						17
April 25, 2013				2	2	1	1																					8
April 26, 2013																				1								8
May 20, 2013					1				2																			4
June 3, 2013						2	1			1																		4
June 4, 2013					6	4	1																					11
June 6, 2013				3	8	4						2																17
June 10, 2013					4	1					5	1	1	3									2					22
Total by Route	3	1	2	44	118	118	7	51	12	30	1	1	28	1	1	1	6	1	8	13	1	1	33	1	1	2	9	495

10/21/2013

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A meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District was convened on November 15, 2013 at the Watsonville City Council Chambers, 275 Main Street, in Watsonville, California.

1. CALL TO ORDER

Chair Dodge called the meeting to order at 9:05 a.m.

2. ROLL CALL

The following Directors were present:

Director Margarita Alejo



Director Hilary Bryant



Director Dene Bustichi



Director Daniel Dodge



Director Zach Friend



Director Ron Graves



Director Michelle Hinkle



Director Deborah Lane



Director John Leopold



Director Bruce McPherson



Director Lynn Robinson



Ex-Officio Director Donna Blitzer



DRAFT

STAFF PRESENT

Anthony Tapiz, Recording Secretary

Leslie R. White, Secretary to the Board/General Manager

Leslyn K. Syren, District Counsel

METRO EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT

Debbie Kinslow, SC METRO

Erron Alvey, SC METRO

Amy Weiss, Interpreter

Angela Aitken, SC METRO

Liseth Guizar, SC METRO

Anna Gouveia, SC METRO

3. ANNOUNCEMENTS

Amy Weiss, Spanish interpreter, announced that she was available for Spanish language translation during the meeting.

4. COMMUNICATIONS TO THE BOARD OF DIRECTORS

Norm Hagen, Chair-METRO Advisory Committee, thanked the Board for holding their meeting in Watsonville. Ciro Aguirre, Operations Manager reported that a new class of Bus Operators had completed their training and were graduating. Anna Gouveia and Sharon Toline, Transit Supervisors, introduced the latest graduating class of Bus Operators. Les White introduced long-time transit industry colleague Milo Victoria, and Bryant Baehr, former Operations Manager.

Felipa de Leon thanked the Board for holding their meeting in Watsonville. Ms. Deleon noted several concerns about bus stops and alighting wheelchairs. Ernestina Saldana, Santa Cruz County Commission on Disabilities, noted several concerns about alighting at the bus stop near Target, and restroom facilities at the Watsonville Transit Center. Les White said that the concerns would be addressed and thanked Ms. Saldana for her past work with the District. Liseth Guizar, Safety and Risk Administrator, reported that METRO honored their veterans with cake and a display at METRO Center. Chair Dodge acknowledged all veterans and welcomed the new Bus Operators.

5. LABOR ORGANIZATION COMMUNICATIONS

None.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Les White, General Manager, noted that a draft copy of the Short Range Transit Plan (SRTP) was available.

CONSENT AGENDA

- 7-1. APPROVE MINUTES OF BOARD OF DIRECTORS MEETINGS OF SEPTEMBER 2013
- 7-2. APPROVE MINUTES OF BOARD OF DIRECTORS MEETINGS OF OCTOBER 2013
- 7-3. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF AUGUST 2013
- 7-4. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF AUGUST 31, 2013
- 7-5. STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR NOVEMBER 2013
- 7-6. METRO PARACRUZ OPERATIONS STATUS REPORT FOR AUGUST AND SEPTEMBER 2013
- 7-7. ACCESSIBLE SERVICES REPORT FOR SEPTEMBER 2013
- 7-8. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH THE HARTFORD FOR EMPLOYEE LONG TERM DISABILITY INSURANCE

- 7-9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH FOLGER GRAPHICS, INC. FOR THE PRINTING OF HEADWAYS IN AN AMOUNT NOT TO EXCEED \$18,295
- 7-10. CONSIDER APPROVAL OF RETROACTIVE WAGE SCALE ADJUSTMENT AND CHANGE TO EXEMPT STATUS FOR THE SUPERVISOR OF PARTS AND MATERIALS
- 7-11. ACCEPT & FILE MINUTES FROM METRO ADVISORY COMMITTEE MEETINGS OF MAY 15, JUNE 19, AND SEPTEMBER 18, 2013
- 7-12. ACCEPT & FILE MINUTES FROM SCCRTC MEETINGS OF JUNE 6, AUGUST 1, AND SEPTEMBER 5, 2013
- 7-13. NOTICE OF ACTION TAKEN IN CLOSED SESSION
- 7-14. CONSIDERATION OF TORT CLAIMS: REJECT THE CLAIM OF STATE FARM (ALEX SEEFELDT), #13-0017

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR GRAVES

APPROVE CONSENT AGENDA AS PRESENTED.

MOTION PASSED UNANIMOUSLY WITH DIRECTOR MCPHERSON BEING ABSENT.

REGULAR AGENDA

8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

Chair Dodge presented a Certificate of Appreciation to Thomas Hiltner, Grants/Legislative Analyst, for 15 years of service.

9. CONSIDERATION OF 2014 BOARD OF DIRECTORS MEETING SCHEDULE

Tony Tapiz, Administrative Services Coordinator, presented the staff report. There was a discussion about the meeting schedule. Vice Chair Bustichi noted that only two or three members of the public were present, and requested fewer meetings in Watsonville. Director Robinson suggested more meetings be scheduled closer to METRO. Director Lane said it was critical to meet in Watsonville. Director Alejo noted that the Board meets in Santa Cruz for the first meeting of the month. Director Graves suggested keeping the schedule as presented for 2014. Chair Dodge said that Watsonville was entitled to equitable treatment, including the programming of District meetings.

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR ALEJO

APPROVE 2014 BOARD OF DIRECTORS MEETING SCHEDULE AS PRESENTED.

MOTION PASSED WITH DIRECTOR BUSTICHI VOTING NO AND DIRECTOR MCPHERSON BEING ABSENT.

10. CONSIDERATION OF APPROVAL OF THE 2014 FEDERAL LEGISLATIVE ADVOCACY PROGRAM

Les White, General Manager, presented the staff report. Eduardo Montesino, United Transportation Union Local 23, requested that the Board consider a sales tax for Paratransit services. Les White explained the Board's authority to request a county-wide sales tax.

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR BUSTICHI

APPROVE THE 2014 FEDERAL LEGISLATIVE ADVOCACY PROGRAM.

MOTION PASSED UNANIMOUSLY WITH DIRECTOR MCPHERSON BEING ABSENT.

11. CONSIDERATION OF APPROVAL OF THE 2014 STATE LEGISLATIVE ADVOCACY PROGRAM

Les White, General Manager, presented the staff report. There was a discussion about the enabling legislation for citation powers and the process for issuing citations.

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR GRAVES

APPROVE THE 2014 STATE LEGISLATIVE ADVOCACY PROGRAM, WITH EMPHASIS ON LOWERING THE THRESHOLD FOR THE PASSAGE OF LOCAL SALES TAX TO 55%.

MOTION PASSED UNANIMOUSLY WITH DIRECTOR MCPHERSON BEING ABSENT.

12. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH CAPITAL EDGE ADVOCACY INC. FOR FEDERAL LEGISLATIVE REPRESENTATIVE SERVICES IN AN AMOUNT NOT TO EXCEED \$64,000

Les White, General Manager, presented the staff report.

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR BRYANT

AUTHORIZE THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH CAPITAL EDGE ADVOCACY INC. FOR FEDERAL LEGISLATIVE REPRESENTATIVE SERVICES IN AN AMOUNT NOT TO EXCEED \$64,000.

MOTION PASSED WITH DIRECTOR LEOPOLD VOTING NO AND DIRECTOR MCPHERSON BEING ABSENT.

13. ACCEPT AND FILE THE REPORT FROM THE 2014 ANNUAL MEETING OF THE AMERICAN PUBLIC TRANSPORTATION ASSOCIATION THAT WAS ATTENDED BY DANIEL DODGE, DENE BUSTICHI, AND LES WHITE

Les White, General Manager, presented the staff report.

ACTION: MOTION: DIRECTOR ROBINSON SECOND: DIRECTOR FRIEND

ACCEPT AND FILE THE REPORT FROM THE 2014 ANNUAL MEETING OF THE AMERICAN PUBLIC TRANSPORTATION ASSOCIATION THAT WAS ATTENDED BY DANIEL DODGE, DENE BUSTICHI, AND LES WHITE

MOTION PASSED UNANIMOUSLY WITH DIRECTOR MCPHERSON BEING ABSENT.

14. CONSIDERATION OF THE ADOPTION OF A RESOLUTION DECLARING TWO KIOSKS AT THE WATSONVILLE TRANSIT CENTER TO BE SURPLUS AND AUTHORIZE THE GENERAL MANAGER TO TAKE ACTION TO REMOVE THE STRUCTURES FROM THE SITE

Liseth Guizar, Safety and Risk Administrator, presented the staff report.

ACTION: MOTION: DIRECTOR DODGE SECOND: DIRECTOR HINKLE

ADOPT A RESOLUTION DECLARING TWO KIOSKS AT THE WATSONVILLE TRANSIT CENTER TO BE SURPLUS AND AUTHORIZE THE GENERAL MANAGER TO TAKE ACTION TO REMOVE THE STRUCTURES FROM THE SITE.

MOTION PASSED UNANIMOUSLY WITH DIRECTOR MCPHERSON BEING ABSENT.

15. CONSIDERATION OF AN AMENDMENT TO THE SANTA CRUZ METRO BYLAWS – TITLE V. DIRECTORS - SECTIONS 5.06 AND 5.07

Leslyn Syren, District Counsel, presented the staff report. There was a discussion about changing the process for travel reimbursements and travel advances to Directors in the Santa Cruz METRO travel policy.

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR GRAVES

APPROVE AMENDMENT TO THE SANTA CRUZ METRO BYLAWS TO REQUIRE RECEIPTS FOR TRAVEL REIMBURSEMENTS TO BOARD MEMBERS AND TO ALLOW FOR A \$100 PER DAY TRAVEL ADVANCE FOR BOARD MEMBERS.

MOTION PASSED WITH DIRECTOR DODGE VOTING NO AND DIRECTOR MCPHERSON BEING ABSENT.

16. REVIEW AND CONSIDER ADMINISTRATIVE DRAFT OF THE 2013 SHORT RANGE TRANSIT PLAN

Erich Friedrich, Senior Transit Planner, presented the staff report. There was a discussion about needing more time to review the SRTP.

ITEM TABLED TO MEETING OF DECEMBER 13, 2013.

17. ORAL REPORT OF THE RECRUITMENT TASK FORCE

Chair Dodge said that a contract was signed with the Mercer Group, and that Clark Wertzburger would be leading the agency search for General Manager candidates.

18. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Leslyn Syren, District Counsel, announced that the matters to be discussed in Closed Session would be deferred to the next Board of Directors' meeting.

19. ANNOUNCEMENT OF NEXT MEETING

The next regularly scheduled Board meeting will be held Friday, December 13, 2013 at 8:30 a.m. at the Santa Cruz METRO Administrative Offices located at 110 Vernon Street, in Santa Cruz.

20. ADJOURNMENT

There being no more business, Chair Dodge adjourned to the next regularly scheduled meeting at 11:20 AM.

Respectfully submitted,



ANTHONY TAPIZ
Recording Secretary

DRAFT

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes - METRO Advisory Committee (MAC)

October 16, 2013

The METRO Advisory Committee (MAC) met on Wednesday, October 16, 2013 in the Pacific Station Conference Room located at 920 Pacific Avenue in Santa Cruz, California.

1. CALL TO ORDER

Norm Hagen called the meeting to order at 6:03 p.m.

ROLL CALL

MEMBERS PRESENT

Donald "Norm" Hagen, Chair
Roseann Marquez
Naomi Gunther
Charlotte Walker
Len Burns
Rocky Barrera

MEMBERS ABSENT

James Anastas
Steve Johnson, Vice-Chair
Veronica Elsea

VISITORS PRESENT

STAFF PRESENT

Ciro Aguirre, Operations Manager
Erich Friedrich, Sr. Transportation Planner
Sherri Escobedo, Administrative Assistant/ MAC Secretary

2. AGENDA ADDITIONS/DELETION

Charlotte Walker asked to have a Bus Stop Discussion regarding Sylvia Drive. This will be discussed in Item 10; Bus Stop Improvements

Len Burns asked to have a discussion regarding Announcements on the buses at the Metro Station, Capitola Mall and Watsonville Transit Center. Metro will add CSMR's (Call Stop Announcements) to next agenda.

3. ORAL/WRITTEN COMMUNICATION

None.

4. APPOINTMENT OF VERONICA ELSEA TO THE METRO ADVISORY COMMITTEE (MAC) FOR A TERM OF OFFICE ENDING DECEMBER 31, 2015

The Board of Directors approved the appointment of Veronica Elsea to the MAC Committee. Veronica was unable to attend tonight's meeting but she will be present at the November meeting.

5. APPROVE MINUTES OF MAC MEETING OF SEPTEMBER 18, 2013

ACTION: MOTION: NAOMI GUNTHER SECOND: ROSEANN MARQUEZ

Motion passed unanimously with James Anastas and Steve Johnson being absent. Len Burns abstained as he was unable to read the minutes.

Len stated that he was unable to find the minutes on the website. Sherri stated that the entire MAC Agenda Packet is available on the website under the Board of Directors tab. Len then stated that the website has some serious issues for sight-impaired customers and also that PDF files are a little more difficult to read. Ciro stated that he would talk to IT regarding this matter.

6. ACCEPT & FILE STATUS REPORT OF ACTIVE GRANTS & SUBMITTED GRANT PROPOSALS FOR SEPTEMBER 2013

Submitted by METRO Admin Department

Ciro Aguirre gave a brief discussion of some of the Grants pending, specifically the Radio Grant that he has been working on since 2009. Most of the issues are bureaucratic and having to deal with jurisdictions and FCC regulations. There are many issues with different agencies that have to be dealt with in getting the frequencies needed in Santa Cruz.

Ciro then stated that our new buses will be arriving in late November, and we are currently seeking Grants for new Paracruz vehicles.

ACTION: MOTION: NAOMI GUNTHER SECOND: ROSEANN MARQUEZ

Motion passed unanimously with James Anastas and Steve Johnson being absent.

7. ACCEPT & FILE PARACRUZ OPERATIONS STATUS REPORTS FOR JULY 2013

Submitted by April Warnock, Paratransit Superintendent

ACTION: MOTION: ROSEANN MARQUEZ SECOND: CHARLOTTE WALKER

Motion passed unanimously with James Anastas and Steve Johnson being absent.

Norm stated the he is excited to see the changes with the new Personnel. He uses it in the early morning usually, as it's a little harder for him to get going in the mornings, and he loves the service, not only the Drivers but also the Reservationists. Ciro stated that we are hiring 5 new additional Drivers for Paracruz, and we are also getting the equipment installed in the Vans so that the Drivers are also able to read the manifests with regards to changes and/or additions. The Trapeze software is also in the process of being upgraded. This should be a great improvement once it is completely installed.

Len also stated that the service we receive here is very impressive as compared to other areas in the state.

Charlotte stated that she recently rode the MST bus to Monterey, and she was very happy with the service. She stated that this is really a great service. There was a brief discussion regarding tickets and transfers for the MST bus.

8. UPDATE ON THE 2013 SHORT RANGE TRANSIT PLAN INCLUDING A PRESENTATION ON EXISTING CONDITIONS AND INITIAL FINDINGS

Submitted by Erich Friedrich, Senior Transportation Planner

Erich gave a presentation regarding the new 2013 Short Range Transit Plan (SRTP), which is a 5-year plan that really is a big-picture look at METRO services, from Fixed-Route Service, Paratransit Service, to Capital Improvement services like Bus Stops, Transit Centers, Buses out on the roads, and it also has a Marketing element in the plan. This service plan will basically hone-in on the services we have now, and what we can do to improve services in the next 5 years. We did bring in an outside consultant to help us with this plan. What we have right now is an Initial Draft, and what we're doing is getting some feedback so that we can make adjustments to it. We will have a 2nd Draft that will go to the Board of Director's Meeting in November, and then we'll do some public outreach in December and get some more feedback and hopefully by the end of December we will have an SRTP in place. Erich will be communicating with the MAC committee in all phases of the SRTP.

The first thing we looked at is **Who** is riding our system as far as age groups. We went out in late May and early June with rider surveys, and what we found out was that 40% of our riders are 16-24, they make less than \$30,000 a year, and they are part-time students, and sometimes partly a full-time employee. So generally we have a lot of students in our ridership. However this means that over 58% are of other age

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groups and demographics. We also asked **how** people found out their trip plan, and we found out the 45% of people use our website, 35% use Headways, about 20% use Google Transit and the info on the bus. Their trip purpose was for work or school, and their access to and from the bus stop was generally 1 block or less (40%). Erich stated that for a Transit Agency, this is almost unheard of. So this is really special in our community.

The next thing we looked at was **Performance**. Some of that statistics we found; on average we have 21.3 passengers per hour of service on the road; Riders per trip is around 20; On-time performance; 70% on-time, 8% early, 14% late, 8% missed. Naomi asked what is meant by early, and Erich stated that the passenger arrived at their time-point early, not that the bus left early. Some of our mainline route stats are: Route 66 is 91% on-time, Route 68 – 70% on-time, Route 69A/W – 62% on-time, and Route 71 – 50% on-time. The University Routes are generally 88% on-time.

Erich then stated some of the trends that are happening. In 2013 passengers per hour is down 9.6% from 2010; our Farebox Recovery is down 11.5 % since 2010, Overall Ridership is down 4.2% from 2010. The bottom line is the recession was not kind to Metro as far as Service Performance Standards are concerned. Naomi had a question regarding why overall ridership is down 4.2% and Farebox Recovery is down 11.5%. Erich then stated that there really is no correlation between rider statistics and farebox statistics. Metro is very lenient about having your fare, and we have multiple types of passes, and there are so many variables it's impossible to find a 1 to 1 ratio regarding these two items. Farebox recovery is defined as your revenue powers multiplied by your projected revenue per passenger divided by cost per hour. Passes do play into this equation, but because passes have a deeper discount, it does impact the revenue amount. However the passes do increase ridership. The main thing that affects the Farebox Recovery is the Costs, and our costs have increased. So when you have significant cost increases, farebox recovery suffers. However, on a good note, FY 2013-2014 our Performance Stats have increased!

Some of the more exciting parts of the plan were the Rider Surveys. We asked questions like, "Should we provide more stops if it slows down service", or "Should we reduce the number of stops and make the service quicker". We got a 50/50 response on this, which is not real helpful for Erich. The committee commented that this really depends on what routes you're talking about. Erich agreed with this. One of the other questions we asked is the Perception of Service. The one thing we found out that's not good is the issue of Safety. So we will really be looking at what we can do to improve safety at our Transit Centers. Most of the comments made had to do with service at night. Another thing that came up was people wanted later service. So the 3 things that aren't working well are: Safety, On-Time Performance and Frequency. Some priorities for improvement are: 1. More Frequent Service, 2. More Routes, 3. More Late Night Service, and 4. Reducing Travel Times (making trips quicker). Norm then asked what is meant by more Late Night Service, and Erich stated that anything past 7:00 pm. Norm asked if we had done any campaigning for more school bus routes or encouragement of students to ride the buses, and Erich stated that we have not. But we do partner with some of the school's administration dept.'s to let them know that we do have bus routes that run by the schools. Roseann stated that she believes some parents do not encourage their students to ride the buses because of security issues. Erich stated that this is a common perception by the community, and he is working on changing this perception. Naomi then commented that the Metro Station in the past was not always safe, and many times she observed people that were threatening and/or insulting, and many times people were harrassed. Once the community is afraid, that perception is very hard to change. Now that the Security Guards and Camera's are in place, she believes that this has really been a game-changer, and she doesn't worry anymore. It's really an obstacle to overcome the perceptions of the public. Len also stated that during the 1980's when there weren't really any transit facilities, there were a lot drug deals and etc. going on in the parking lots and there wasn't any Security around, and sometimes these memories are long-lasting in people's minds. He doesn't believe it's impossible to change the perceptions of people. Erich then stated that we really need more data to make more changes. He then went on to talk about Service Policies. Over the past 5 years, Metro's Service Planning has always been reactionary. A problem comes up and we change service based on that problem. So what we're trying to do now is be ahead of the curve by adopting Service Standards and Service Policies, so that we can do more policy-based planning that is pro-active in the community instead of reactive. One of the first policies we want to adopt is to have the Board establish Transit Emphasis Corridors (TEC) is a corridor identified to have high transit service, frequency of 15 minutes or less where land use is condusive to higher ridership...for example, Soquel Ave., Ocean Street, Main Street in Watsonville, Freedom Blvd, & Laurel Mission

Bay/UCSC Corridor, those are all considered TEC's. When you identify a Corridor they take priority when you're planning service. In other words you look at those corridors first before you make improvements elsewhere. We try to make improvements wherever we can, but the budget plays into where we can make improvements. We've identified the areas on Soquel between Front Street and Cabrillo College; on Ocean Street between Broadway and the Freeway; the Laurel/MissionBay/UCSC corridor; Main Street and Freedom Blvd. in Watsonville as transit corridors. When you have those in place it lets Planning decide how to adjust service so that we can make these high quality transit areas that can support development. In turn this helps METRO support the community and bring development to the area.

The second policy is to establish Performance Standards and Review Process. We have many routes that have very low ridership, so if we establish Performance Standards and Review, those types of routes would come up for review because they didn't meet their Performance Standards. We wouldn't necessarily just cut those routes, but we'd be able to review them and make recommendations for the next bid. We would look at each of them on a case by case basis.

The next policy we would like to establish is a Route Deviation Standard. This would allow us to change a route if their Performance Standard isn't being met. We recently did this at Los Posada. We changed the route 6 to go by La Posada, this would be a Route Deviation Standard.

The last one would be a Bus Stop Spacing Policy. We have so many bus stops on some routes that it's actually a detriment to our service. For example the 71 Route has 113 stops. The minimum now is 600 feet (1/2 block) between 2 bus stops. We'd like to change that to 880 feet, which is almost a whole block. We would then review the stops on a case by case basis to see what stops would be eliminated.

Once we have these policies in place, then we can start changing service. For UCSC we think we can change the schedule so that a bus leaves every 5 minutes to the University. In local Santa Cruz we'd like to split the Route 4 and have a 4 and an 8. In mid-county we'd eliminate and recycle the service hours to Route 54, so that we'd have Route 55 on weekends, and have Route 56 run more often. The big one would be to re-align Route 71 to be a Transit Emphasis Corridor. That means we would like move the Route 71 from Water Street to Soquel Ave. only between Front Street and Morrissey. So the Route 69 and Route 71 would overlap and split at Capitola Ave. This would establish service on Soquel at peak times. So what we're hoping to have happen is that the City would improve the road along these TEC's. Perhaps make a two lane road that shrinks to one lane remain a two lane road.

Len had a concern for the people in the Water Street area that may not be able to make it to Soquel Ave. to catch the Route 71. There are a lot of seniors in that area. There are also several bad crossings in that area especially for sight-impaired persons, because the audible's don't work at the signal lights. He would like to see some way to address that issue.

Lastly Erich explained that the major change for the Route 71 is that south of State Park Drive the 71 would flip the route with Route 69W, so that Route 71 would take the freeway into Watsonville, and the 69W would use Freedom Blvd. For Route 69W the frequency would be reduced on Freedom Ave. from 2 times an hour to once an hour. There was some concern about that, however Erich stated that there are not a lot of residents on Freedom Blvd. that use the service; and every 15 minutes is excessive on that road. There is not much ridership on rural stops on Freedom Blvd.; however Erich stated that he would take that into consideration. Erich stated that the trade-off for that is that the 71 being able to use the highway will become more efficient and faster.

There was some concern about slowing down other routes by doing this, however, Erich stated all the buses are running slower now due to traffic congestion. The idea is to get the significant routes to run on-time. Naomi then stated that if the major routes were running on time, this would help people make other connections and this would definitely improve the ridership, as long as you're not isolating people to get to these routes.

Erich acknowledged that there is a domino effect once we do implement the TEC's, and we will be looking at the other routes to realign their service as well. Erich stated that we are doubling our efforts to collect the data needed to reblock our runtimes. The end result is that the schedule will be more realistic, and we'll be able to schedule connections that will work.

Charlotte wanted to ask about the route to Big Basin. She had wanted to go up with some friends, but realized they would have to spend the whole day there because the schedule to go up there was at 9:45 am

7-13.4

and then they wouldn't be able to come home until 7:00 pm, so she didn't take it. Her concern was that you can't take a group of seniors up there and have them spend the whole day there. She was concerned that this was the schedule for the entire summer. Erich let her know that Peter Scott of Peoplepower was the one responsible for bringing back that service and those were the times selected. He also stated that the main idea for this service was to take people up there in the morning, so they could hike down to Waddel Beach and catch the bus back on Hwy 1. Erich stated that if they wanted more service they could add a mid-day return time. However since the service will be retired for the winter, they will look at this again next summer. Norm asked what the committee could do to support the efforts of the SRTP and Erich stated that a letter to the Board would help and a motion was made to support this.

ACTION: MOTION: ROSEANN MARQUEZ SECOND: NAOMI GUNTHER

Motion passed unanimously with James Anastas and Steve Johnson being absent. Len Burns abstained as he would like to see more details. In general he is in support of the SRTP.

9. DISCUSSION OF BUS STOPS

Ciro stated that at the last meeting there was a concern about the bench being removed from Coral Street and Limekiln, and whether we could install a SIMI-Seat. Ciros stated that we only have 1 SIMI-Seat left and that one is going to Capitola PD. However we are going to order more SIMI-seats and look at stops that may need them. The Coral Street-Limekiln stop would be one indicated as needing a SIMI-Seat.

Charlotte had a concern for a turn-around at Sylvia Street at the 8.17 mile marker where the bus makes a turnaround on Hwy 9. This is not a problem in summer, however in winter she believes this will be a problem because the front wheel of the bus goes onto the dirt and when the pavement is wet this puts mud onto the road and it becomes very dangerous. She thinks that a load of gravel would help. Ciros stated that he would bring it up to BSAC for further determination.

Len had a concern regarding the Bus Stop Announcements not being made at the Transit Centers, also the Out of Service signs not being changed to the route until after boarding happens. Ciros stated that he would look into this, and we will also add it as an agenda item on next months agenda so we can address it properly. There was also a concern about our website not being ADA compliant, and that it needs some major work. Ciros stated that he would speak to Maria Granados-Boyce when she returned to see what could be addressed.

10. COMMUNICATIONS TO THE GENERAL MANAGER

11. COMMUNICATIONS TO THE BOARD OF DIRECTORS

12. DISTRIBUTION OF VOUCHERS

13. ITEMS FOR NEXT MEETING AGENDA

Call Stop Announcements (Len Burns)

14. ADJOURNMENT

There being no further business, Norm Hagen adjourned the meeting at 8:01 p.m.

Respectfully submitted,
Sherri Escobedo
Administrative Assistant

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 13, 2013

TO: Board of Directors

FROM: Frank L. Cheng, Project Manager & I.T. Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH GIRO, INC. TO THE HASTUS MAINTENANCE AND SUPPORT CONTRACT IN THE AMOUNT OF \$76,253.00 FOR THE 2014 CALENDAR YEAR.

I. RECOMMENDED ACTION

Consideration of authorizing the General Manager to execute a contract amendment with Giro, Inc. to the Hastus maintenance and support contract in the amount of \$76,253.00 for 2014 calendar year.

II. SUMMARY OF ISSUES

- On December 14, 2012, the Board of Directors approved a contract amendment with Giro, Inc. for Hastus License and Service Agreement for the remainder of 2013 calendar year.
- Staff recommends that the Board of Directors authorize the General Manager to execute a contract amendment with Giro, Inc. for the Hastus Maintenance and Support Contract in the amount of \$76,253.00 for the 2014 calendar year.

III. DISCUSSION

On December 14, 2012, the Board of Directors approved a contract amendment with Giro, Inc. for Hastus License and Service Agreement for the remainder of 2013 calendar year.

Modules being covered for the 2014 Maintenance and Support Contract (80 peak vehicles):

- Unlimited telephone and electronic mail support, and correction of errors
- Access to new versions at a significantly reduced license cost
- Hastus-Vehicle (Service schedules)
- Hastus-Crew (Operator duties)
- CrewOpt (Automated crew scheduling)
- Hastus-Roster (Period rosters for personnel)
- Minbus (Advanced optimization)
- Hastus-ATP (Run-time analysis)

- Geo (Geographic database, tools and map display)
- Bid (Pick processing)
- Hastus-DailyCrew (Operator assignment management)
- Hastus-DailyVehicle (Service level and vehicle assignment)
- Hastus-Rider & Checker (ridership analysis)
- SelfService (Employee web functions)
- EPM (Discipline and award management)

Giro will provide METRO with a bank of five person day of GIRO staff time to resolve any unforeseen changes throughout the year.

Staff recommends that the Board of Directors authorize the General Manager to execute a contract amendment with Giro, Inc. for the Hastus Maintenance and Support Contract in the amount of \$76,253.00 for the 2014 calendar year.

IV. FINANCIAL CONSIDERATIONS

Funds will be in the Information Technology maintenance budget.

V. ATTACHMENTS

Attachment A: Giro Hastus Maintenance and Support Contract (Reference number 617-7)

Prepared By: Frank L. Cheng, Project Manager & I.T. Manager

HASTUS
MAINTENANCE AND SUPPORT CONTRACT
(Reference number: 617-7)

ENTERED INTO BETWEEN:

GIRO INC./LE GROUPE EN INFORMATIQUE ET RECHERCHE OPÉRATIONNELLE, having its principal place of business at 75, Port-Royal Street East, Suite 500, in the city of Montreal, Province of Quebec, Canada, H3L 3T1.

(hereinafter referred to as "GIRO")

AND:

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, having its principal place of business at 110 Vernon Street, Santa Cruz, California, USA 95060.

(hereinafter referred to as the "Client")

FOR:

The software *HASTUS-Vehicle*, *HASTUS-Crew*, *CrewOpt*, *HASTUS-Roster*, *Minibus*, *HASTUS-ATP*, *Geo*, *Bid*, *HASTUS-DailyCrew*, *HASTUS-DailyVehicle*, *HASTUS-Rider*, *Checker*, *SelfService*, and *EPM* version 2009 (hereinafter referred to as "Software") used by the Client for the operation of a maximum of eighty (80) peak vehicles (for *EPM* module, allows management of a maximum of ninety (90) non-driving employees).

Starting on January 1, 2014 (the "Commencement Date") for successive periods of one year each.

1. SERVICES PROVIDED

GIRO will provide the Client with the following services beginning on the Commencement Date of this Agreement specified above and conditionally on payment of annual charges for support and maintenance as defined in Section 2:

1.1 GIRO will assign, in a maximum delay of 24 hours, an employee to correct a Software defect, once the Client has provided GIRO with a detailed description of the said defect. For the purposes of this Agreement, a defect is considered to exist when the Software does not perform according to the description given in the appropriate version of the User Guide and online help and when the said defect affects the performance of the Software. Correction of any problems due to one or several of the following causes is excluded from this Agreement: an accident, a disaster, faulty use of Software, inappropriate use of the Software, additions and/or modifications (including changes to system setting files) which are made to the Software by other than GIRO's personnel except if these additions and/or modifications have been done with prior approval by GIRO, a change to an unsupported version of the operating system or database management system, and failure to supply the necessary facilities for correct operation of the Software.

1.2 Electronic mail and telephone support are available from Monday to Friday inclusively from 9 a.m. to 5 p.m. (Eastern Standard Time) excluding Québec public holidays.

1.3 When the *Geo* module is included in the Software, the support required to assist in one annual conversion of the geographical data is included. However, any Software modification required for the data conversion is not covered by this Agreement and the additional costs will be invoiced.

1.4 GIRO will provide the Client with a bank of five (5) person-days of GIRO staff time. This time can be used to perform tests on system operation, to make minor modifications to the Software, to train personnel on the Client's premises, and to approve additions and/or modifications made by the Client. The use of these staff days is determined by the Client. Non-used days can be accumulated and used in subsequent years as long as this Agreement is renewed by the Client without interruption. The time needed by GIRO personnel to perform modifications requested by the Client under this Agreement and that are not defects as defined in the present Agreement will be deducted from this bank. If there are no remaining person-days available in the bank, therefore the time necessary to perform any work requested by the Client under this Agreement except for work required for defects as defined in this Agreement, will be charged to the Client by GIRO according to current rates for GIRO personnel.

 GIRO	Client
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1.5 Availability for the Client, without additional licence fees, of all additions and improvements made to the Software by GIRO for other customers, excluding new modules or new products. These improvements or additions to the Software could be a new report, a new command or a new function. If requested by the Client, they can be adapted and/or installed by GIRO on the Client's version of the Software without any additional licence fees related to their purchase. New versions of the Software up to release 2011 are also available without additional licence fees. Charges relative to the installation of these additions, improvements or new version by GIRO, if applicable, will be payable by the Client and invoiced separately. Any charges relative to third party software licences are also payable by the Client.

1.6 A 20% discount on the licence fee is accorded to the Client when a new module of HASTUS is added to HASTUS-Vehicle and HASTUS-Crew. This discount is valid only if the Client has maintained a Maintenance and Support Contract without interruption since the initial installation of the Software.

2. TERMS AND CONDITIONS

2.1 For services specified in Section 1, the Client will pay GIRO a fee of \$76,253 US. The total amount is payable upon receipt of an invoice from GIRO when the Agreement comes into effect. Amounts due for renewal will be invoiced by GIRO each year on the anniversary of the original Agreement.

2.2 The annual fee includes the following direct expenses: telephone charges, fax and courier incurred by GIRO during the provision of the services specified in this Agreement. Travel and living expenses that may be incurred are not included.

2.3 The present Agreement is automatically renewed for successive periods of one year each.

2.4 The Client may cancel the present Agreement by notifying GIRO in writing two (2) months before the renewal date of the present Agreement.

2.5 GIRO will notify the Client of any increases to the price of the Support and Maintenance Contract at least three (3) months before the annual renewal date.

2.6 All charges quoted or understood in the present Agreement will be increased as necessary to reflect any applicable taxes in effect at the time that the monies become due.

2.7 The Client will supply GIRO with a method to access the installed Software remotely for maintenance and support purposes.

2.8 GIRO undertakes not to reveal any of the Client's confidential information acquired during product installation and support activities without the express authorization of the Client.

2.9 Any HASTUS maintenance and support contract previously signed between the Client and GIRO is hereby rescinded.

The Client acknowledges that he has read this Agreement, understood it, and has agreed to be bound by its terms and conditions. Further, he agrees that it is the complete and exclusive statement of the Agreement between the parties and that it supersedes all proposals or prior Agreements, oral or written, and all other communications between the parties relating to its subject matter.

At Montreal, this 22 day of November 2013

GIRO INC./LE GROUPE EN INFORMATIQUE ET RECHERCHE OPÉRATIONNELLE

Per:

Name: Caroline Perreault, CPA, CA

Title: Director, Administration

Signature: [Handwritten Signature]

Duly authorized, as she so declares.

At _____, this ____ day of _____.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

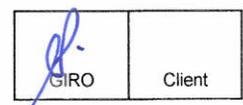
Per:

Name: _____

Title: _____

Signature: _____

Duly authorized, as he/she so declares.



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 13, 2013
TO: Board of Directors
FROM: Frank L. Cheng, Project Manager & I.T. 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

- Judy K. Souza Operations Building
 - Lewis C. Nelson completed work on pile caps and site layout for drainage.
 - Lewis C. Nelson is working on concrete columns and conduits for the ground floor.
 - City of Santa Cruz coordinated with METRO to finalize the permit fees associated with the project.
- Second LNG tank Installation Project
 - GP Strategies completed the installation of the second LNG Tank and PLC controller.
 - GP Strategies currently working on fine tuning and the PLC controller and close out items.

III. DISCUSSION

Judy K. Souza Operations Building

Lewis C. Nelson (LCN) completed work on pile caps and site layout for drainage. LCN is working on concrete columns and conduits for the ground floor. The concrete column work consists of rebar installation, inspections, placing forms, and pouring concrete. LCN performs the time consuming task in stages. While one section cures, LCN stages the next section.

The City of Santa Cruz coordinated with METRO to finalize the permit fees associated with the project. Due to some changes that occurred with staff, the permit fees was not finalize until recently. The fees in an amount of \$77,600.70 include Plan Check Fees. The City of Santa Cruz has been cooperative with the Judy K. Souza Operations Base project and understands the necessity in expediting inspections. City of Santa Cruz, TRC Solutions, and METRO are working efficiently.

Second LNG tank Installation Project

GP Strategies completed the installation of the second LNG Tank and PLC controller. GP Strategies currently working on fine tuning and the PLC controller and close out items. Due to inability to attain previous PLC programming, the fine tuning with the new programming will provide an efficient system.

Previous project status:

- Judy K. Souza Operations Building
 - Lewis C. Nelson continues to work on pile caps and site layout for drainage.
 - The front half of the site is ready for concrete pour on the pile caps.
 - Schedule shows Lewis C. Nelson pouring concrete on the second half of the building in a month.

- Second LNG tank Installation Project
 - GP Strategies began their final installation late September 2013 for two weeks.
 - GP Strategies installed
 - New vaporizer fan blades and motors.
 - New submerged centrifugal pump for LNG transfer between tanks.
 - New methane and flame detectors
 - New PLC device and programming
 - GP Strategies coordinated with Clean Energy to fine tune the LCNG system
 - Owner and Maintenance Manuals, and training were provided to METRO

IV. FINANCIAL CONSIDERATIONS

Funds for the Judy K. Souza Operations Building component and the Second LNG tank Installation component of the MetroBase Project are available with the funds METRO has secured for the Project.

V. ATTACHMENTS

Attachment A: None

Prepared By: Frank L. Cheng, Project Manager & I.T. Manager

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 15, 2013
TO: Board of Directors
FROM: Erich R. Friedrich, Senior Transportation Planner
SUBJECT: REVIEW AND CONSIDERATION OF THE DRAFT SHORT RANGE TRANSIT PLAN

I. RECOMMENDED ACTION

That the Board of Directors review and consider the Draft Short Range Transit Plan and release the Draft Short Range Transit Plan for public review.

II. SUMMARY OF ISSUES

- The 2013 Short Range Transit Plan is a planning document focused on transit service and capital improvements over a five year horizon.
- The 2013 Short Range Transit Plan outlines a need for a data and policy driven process to become more proactive in planning service changes.
- This SRTP steps away from any major service shake ups and focuses on service changes that make Santa Cruz METRO's transit system simple, effective, safe, efficient, equitable throughout the county.
- A unique element to this Short Range Transit Plan is a chapter dedicated to marketing. The STRP takes a look at Santa Cruz METRO's existing approach and identifies the strengths to build off of as well as the weaknesses that need to be addressed.
- At press time for this staff report, several elements are being refined for release for public review. The Capital Projects, ParaCruz, and Implementation elements are under last minute review before release.
- Santa Cruz METRO Staff is recommending that the Board of Directors consider the draft SRTP and release the draft for a formal 30 day public review period starting November 15, 2013 and ending December 16, 2013.

III. DISCUSSION

Santa Cruz METRO's last Short Range Transit Plan (SRTP) expired at the end of 2012 and based on state law must have a current up to date SRTP in order to purchase buses starting in 2014. In order to draft a new SRTP, Santa Cruz METRO awarded a contract with the planning firm Nelson\Nygaard on April 26, 2013 to draft the 2013 SRTP.

The 2013 Short Range Transit Plan is a planning document focused on transit service and capital improvements over a five year horizon. This document will guide Santa Cruz METRO in regards to service changes, capital projects, fleet management, public outreach and communication, as well as other elements like financial and legislative forecasting, and policy revisions and recommendations.

Service Planning Policies:

The 2013 Short Range Transit Plan (SRTP) outlines a need for a data and policy driven process to become more proactive in planning service changes and ensuring that service changes are cohesive and holistic in nature. The need for on-time performance, detailed ridership, and service efficiency data is seen as the top need for Santa Cruz METRO in the five year horizon of this plan. The SRTP identifies several strategies for collecting and analyzing data that will allow staff to develop comprehensive service changes. On top of the need for data, the SRTP calls for the development of alternative scheduling practices to assist in improving on-time performance and facilitating transit connections. Headways base scheduling, or scheduling based on frequency instead of departure times, should be pursued on corridors with service better than every 15 minutes i.e. the UCSC corridor.

The bulk of the 2013 Short Range Transit Plan is focused on recommending new and/or improved service planning policies. The SRTP recommends that Santa Cruz METRO develop four specific policies to allow the agency to become more proactive in its service planning process. This approach gives the proper tools to both the Board of Directors and Staff to guide cohesive planning decisions and combats against fragmented transit service across the district. It should be noted that by adopting the Short Range Transit Plan, the policies recommended in the plan would still need to be written, vetted, and then adopted on an individual basis over the five year horizon of the SRTP.

1.) Transit Emphasis Corridors Policy

Within the SRTP, the first policy recommended to be developed is known as a Transit Emphasis Corridors Policy. A Transit Emphasis Corridor (TEC) is a street segment in which high-quality transit service is provided and physical improvements for transit are prioritized. Generally the goal of a TEC is to have transit service every 15 minutes from 7am to 7pm coupled with infrastructural improvements to the roadway, intersections, bus stops, and pedestrian connections. Currently in the SRTP, the consulting team at Nelson\Nygaard and METRO Staff has identified five street segments that could be considered TEC's based on current land uses and availability of current transit service given some basic route realignments. Those segments are:

- Laurel/Bay between Downtown Santa Cruz and UCSC
- Soquel Ave/Dr. between Downtown Santa Cruz and Cabrillo College
- Main St. between Green Valley Road and Downtown Watsonville
- Freedom Blvd. between Airport Road and Downtown Watsonville
- Ocean St. between Highway 17 and Soquel Ave. in Santa Cruz

These initial recommended corridors are simply a reflection of current conditions, as land uses change and the potential for additional transit service becomes a reality, additional corridors could be included in the TEC policy. Should this be the case, corridors such as Capitola Road from Soquel to 41st Ave, and 17th Ave from Brommer to Portola could become TEC candidates.

2.) Performance Standards and Service Review Policy

The team at Nelson\Nygaard and METRO staff identified a need for setting performance standards to regularly and quantitatively monitor and report on the performance of the transit system. Adopting and adhering to a set of performance metrics is a common best practice for transit agencies of all sizes across the country. While Santa Cruz METRO has a set of service standards for Title VI purposes, the SRTP recommends the development and adoption of a service performance policy that is consistent with the service standards policy but is geared towards service planning. This policy would emphasize three basic metrics: On-time performance, Capacity, and Productivity (passengers per revenue hour). These three metrics are relatively easy to collect and calculate based on the limited data available to staff. It is then recommended that this policy have developed thresholds to “trigger” comprehensive reviews of specific portions of service that do not meet the thresholds. From there a “Improvement Plan” process should be developed to alter, condense, expand, or otherwise change the service in question. The threshold metrics would be developed as a part of the drafting of this policy and are recommended to be based on observed averages within the system.

3.) Route Deviation Standard

There have been many cases in the history of Santa Cruz METRO in which the public, stakeholders, Board Members, and other individuals or interest groups have requested transit service to a particular area via the deviation (rerouting) of an existing route. The SRTP recommends that Santa Cruz METRO develop and adopt a quantitative standard to assess these requests for route deviations. This is done by assessing the amount of delay the proposed deviation would cause the existing route versus the potential amount of new ridership gained by deviating the route. This approach would insure fairness when developing and approving route realignments and service requests.

4.) Bus Stop Spacing Policy

Santa Cruz METRO’s current practice is to maintain a minimum distance of 600 feet between bus stops. It was observed in the Existing Conditions Report of the SRTP that nearly 40% of all transit riders’ access a bus stop within one block of their trip origin. This statistic is nearly unheard of in systems of comparable size in the country. Coupled with Santa Cruz METRO’s dismal on-time performance, the team at Nelson\Nygaard and Staff concluded that perhaps bus stops in the system are too close together and that there could be too many stops in the system. There is a balancing act between providing access to transit via a bus stop and maintaining some sense of

speedy travel times and on-time performance, and it seems that the current system is out of balance causing very slow travel times and dismal on-time performance.

The recommended Bus Stop Spacing Policy would increase the minimum distance between bus stops to 880 ft or 1/6 of a mile. This distance is still well below the industry standard of 1/4 of a mile or 1,320 ft. By increasing the minimum distance, bus stops that have proximity under the minimum would be under review for relocation or consolidation. The SRTP recommends that other factors such as proximity to optimal land uses (i.e. senior centers, schools, transit connection points, proximity to intersections) be considered as a part of any policy that dictates bus stop locations.

Service Change Recommendations:

The service recommendations outlined below are considered mild and conservative in nature. This SRTP steps away from any major service shake ups and focuses on service changes that make Santa Cruz METRO's transit system simple, effective, safe, efficient, equitable throughout the county. Overall the service changes below would be consistent with the developed service policies and are mostly cost neutral, amounting to only a 1% increase in service hours. It is important to remember that adopting the Short Range Transit Plan does not constitute and automatic deployment of these service changes. These changes would need to be developed into actual service over the five year horizon of the SRTP.

Local Santa Cruz:

- Develop an "Improvement Plan" on the Route 3. Two potential outcomes would be to reallocate the service hours to expand the Route 20 or to reroute the Route 3 to service Mission Street and UCSC.
- Reroute the Route 4 to serve Harvey West Industrial Park only while expanding the Route 8 to service North Ocean Street and Emeline Medical Complex only.

UCSC:

- Substitute the Route 12 for a Route 68
- Standardized and publish the entire school term schedule and adjust departure times that would create *five minute frequencies* from downtown Santa Cruz to UCSC.
- Highway 17 and Route 35/35A:
- Reroute both routes to use Soquel Ave. from Front Street to Ocean St.

Mid County:

- Consolidate the service hours of the Route 54 to increase the frequency and span of Route 55 and 56.

Cabrillo / South County Corridor:

- Reroute the Route 71 to use Soquel Ave. between Front St. and Morrisey Ave.
- Reroute the Route 71 to use Highway 1 south of State Park Drive.
- Reroute the Route 69W to use Freedom Blvd between State Park Drive and Watsonville.

Expanded Service Options

Given the recent positive signs of economic recovery as seen through increase sales tax figures collected by Santa Cruz METRO, the team at Nelson\Nygaard and METRO Staff incorporated a “wish list” of service options should funding become available over the five year horizon of the plan. These service options include:

- Reestablish the Route 70 to operate along the same corridor as the Route 71 realignment.
- Extend the span of service on Routes 69A, 69W, and 91X
- Realign the Route 3 to serve UCSC
- Increase funding for ParaCruz operations

Financial Plan

A major element of the Short Range Transit Plan is predicting and planning the financial outlook of the agency over the five year horizon of the plan. This SRTP is considered to be very modest and conservative in its scope and scale, in fact the base service recommendations outlined above only amount to a 1% increase in service hours.

The Financial Plan also takes a conservative approach using the following assumptions for operating revenues and expenses:

- 3.5% increase in Local Sales Tax
- 2.0% inflation
- 2.5% increase in farebox revenue
- 5% increase in Federal Funding
- 20% increase in STIC Funding (due to recalculations in the formula)
- 2% increase in Fixed Route costs (on top of 1% increase in service hours)
- 6% increase in ParaCruz costs
- 5% decrease in Fuel Tax Credit

The capital funding calls for a projected \$62.1 million in capital expenses over the five year horizon that range from bus stop improvements, fleet replacements, METRO Base projects, park and ride expansion, and automatic vehicle locations systems. Capital funding for these expenses is based on the successful reinstatement of federal bus replacement funds known as Federal State of Good Repair.

Marketing Plan

A unique element to this Short Range Transit Plan is a chapter dedicated to marketing. The STRP takes a look at Santa Cruz METRO's existing approach and identifies the strengths to build off of as well as the weaknesses that need to be addressed. There is a focus on industry best practices and examples from transit agencies throughout the country where branding and outreach efforts have increased public awareness of the transit system and increased overall ridership. The Marketing plan organizes strategies based on media type: electronic, printed, and branding. This element also mentions opportunities to expand and simplify the fare structure and Santa Cruz METRO's Cruz Card program.

Next Steps

At press time for this staff report, several elements are being refined for release for public review. The Capital Projects, ParaCruz, and Implementation elements are under last minute review before release. It is anticipated that the entire administrative draft will be available as additional documentation. Santa Cruz METRO Staff is recommending that the Board of Directors consider the draft SRTP and release the draft for a formal 30 day public review period starting November 15, 2013 and ending December 16, 2013.

IV. FINANCIAL CONSIDERATIONS

The SRTP is funded out of Santa Cruz METRO's general fund. The base Service Change Recommendations were designed to be as "cost/revenue neutral" as possible over the five year planning horizon. The SRTP base Service Change Recommendations are anticipated to increase overall service hours by 1% should the entire set of recommendations be implemented. Additionally the SRTP identifies \$62.1 million in capital projects over the next five years. Please see the section on the Financial Plan of this report for more information.

V. ATTACHMENTS

It is anticipated that the entire administrative draft Short Range Transit Plan will be available as additional documentation by November 12th, 2013.

Date Prepared: November 7, 2013